

## **BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday, October 04, 2022 at 2:30 PM  
Hamburg Township Hall Board Room**

### **AGENDA**

#### **CALL TO ORDER**

#### **PLEDGE TO THE FLAG**

#### **ROLL CALL OF THE BOARD**

#### **CALL TO THE PUBLIC**

#### **CONSENT AGENDA**

- [1.](#) Parks & Rec - Regular Meeting Minutes - August 29, 2022
- [2.](#) Parks & Rec - Park Coordinators Report - September 2022
- [3.](#) Parks & Rec - Senior Center Report - September 2022
- [4.](#) Election Commission Meeting Minutes July 11, 2022
- [5.](#) AP BILLS LIST October 04, 2022
- [6.](#) Parks & Rec - Parks Master Plan Renewal - Project Timeline
- [7.](#) Board of Trustees Regular Meeting Minutes September 20, 2022 7:00 pm

#### **APPROVAL OF THE AGENDA**

#### **UNFINISHED BUSINESS**

#### **CURRENT BUSINESS**

- [8.](#) Updated Public Safety SOPs
- [9.](#) Fire Station 12 Crew Quarters
- [10.](#) Variance Standards Text Amendment (ZTA22-002) for Board Approval
- [11.](#) Finance Control Book July 2022
- [12.](#) Finance Control Book August 2022
- [13.](#) Over The Road Banner Request – Freedom River – Event: Festival By Light, Haunted Hayride By Night on 10/21/22
- [14.](#) Cell Tower Lease
- [15.](#) Library Agreement Discussion
- [16.](#) Supervisor - 22.23 FEMA Go Grant Cycle - Staff Recommendation for Ore Lake Residents
- [17.](#) Closed Session

**CALL TO THE PUBLIC**

**BOARD COMMENTS**

**ADJOURNMENT**



Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Monday, August 29, 2022  
7:00 p.m.

1. Call to Order

Dolan called the meeting to order at 7:05 p.m.

Dolan announced that Barb McCabe, a long-time resident and former staff member, has been added to the Parks Committee by the Township Board, and will be at our next meeting.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Auxier, Muck

Board Members Absent: McCabe

Also Present: Deby Henneman, Township Coordinator, Duane Hoeppner, Building & Grounds, Members of Spicer Group – Jenniifer Stewart, Courtney Sturgis, and Cynthia Todd

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 4      Absent: 1 (McCabe)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Auxier, supported by Muck, to approve the minutes from the July 26, 2022 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 4      Absent: 1 (McCabe)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

An email from Matt Kettmann in support of the RC Race Track was read aloud for the record.

An email from Josh Pope in support of the RC Race Track was read aloud for the record.

A 5 star Google Review noting a well-run PowerAde Soccer Tournament was read aloud for the record.

Copies of the 7/26/22 Regular Meeting Minutes, which had been emailed earlier in the day, were distributed in hard copy format to the Parks Committee members. Hard copies of the 2022 Recreation Plan Survey Results were distributed to the Parks Committee members by the Spicer Group.

8. Current Business

A. Master Plan Renewal

1. Project Presentation – Jennifer Stewart, Spicer Group

Stewart stated the Township is required to have a plan filed with the State every 5 years if they want to qualify for grant funding. The current Parks and Recreation Master Plan is expiring, and a new filing is due at the beginning of 2023. She stated that Spicer has been working on information gathering with Henneman, and they recently completed the survey.

2. Survey Results – Jennifer Stewart, Spicer Group

Stewart went over the survey results and fielded questions from the audience in attendance.

3. Public Input Session

Resident asked if plans include replacement of the Boardwalk that leads to Chilson Commons.

Dolan explained that is not owned or maintained by the Township as it is on private property, but the owners are generally very responsive and he will pass the comments along.

Kathy Reddies stated she appreciates the Pickleball courts, however, the wait time in the AM is long so more courts would be helpful.

Jim Kanakowski stated the busiest time for Pickleball is between 7 AM and 1 PM generally 7 days a week. He stated there are quite a few people in the current group who are going elsewhere to play.

Gary Whitlark stated he is representing the RC Car/Truck track, which he would like to see built. The routes and final location have yet to be determined.

Muck stated the comments in support on the Survey for a Farmers Market and Ampitheatre will require a dedicated staff and cost to the Township, so residents must be made aware of that.

Henneman stated that is especially important as there is no current milage in place for Parks/Senior Center/Trails as there was when the expiring plan was put into place. It is most likely that when the goals and objectives are worked on, that some things will need to be eliminated or pushed to Long Range planning.

4. Timeline Review and Next Steps – Jennifer Stewart, Spicer Group

Discussion took place regarding next steps, and public was encourage to continue providing feedback to Henneman at [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us) or [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us), or to provide comment on FB posts which are monitored. Stewart stated the next portion of the draft plan to be worked on is the Goals and Objectives. Once those are complete, a draft plan will be provided to the committee for comment.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail

- a. Hay Creek Bridge Project –Ribbon Cutting rescheduled to 9/9/22 – 2:30 p.m.



- b. Trail Maintenance Project – Complete – Grant being finalized
- c. Huron River free-span Bridge Project – No update
- 2. 5-year Master Plan Renewal – Update – Goals and Objectives are next task.
- 3. West Park Trust Fund Grant – No update

**B. Township Park Use Policy/Fee/Procedures**

- 1. Park Use Policy updates – Updates pending.
- 2. Community Center Policy & Fee change – Updates pending.
- 3. Administrative Fee Schedule – Updates pending.

**C. Administrative Services**

- 1. Park Coordinator's Report – August 2022 – Report received and filed
- 2. Senior Center Report – August 2022 – Report received and filed
- 3. Scholarship Request – None
- 4. Park Use Requests - None

**D. Special Projects**

- 1. East Park Playground Renovation Project – Funding was approved by Township Board and project is moving forward. Vendor has been advised and updated pricing has been requested.
- 2. Baseball Dugout Renovation Project – Construction in progress.
- 3. Pickleball – Dolan stated a private citizen has donated funding to add a 3<sup>rd</sup> court to the Hamburg Senior Center. He stated the costs for the 3<sup>rd</sup> court were quoted at \$68,500 by the same contractors that completed the existing courts. The private citizen has suggested that future courts could be constructed with crowd-funding matches to his donations in future years.

**Motion by Auxier, supported by Michniewicz, to accept Mr. Atwood's general donation to construct a 3<sup>rd</sup> pickleball court, in addition to and near the 2 that are already in place, at the Hamburg Senior/Community Center Building.**

**VOICE VOTE: Ayes: 4 Absent: 1 (McCabe)**

**MOTION CARRIED**

- 4. RC Car/Truck Track proposal – no updates.

**E. Sponsorships/Volunteerism**

- 1. Amenities and Beautification Committee – No updates
- 2. Commemorative Bench & Tree Program – Benches on order, locations being cleared.

**F. Signage and Community Awareness**

- 1. Wayfinding Signage – No update

2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

**G. Risk Management (Insurance/ADA)**

1. ADA Compliance in Parklands - No update
2. Pedestrian Crossings along Lakelands Trail – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments.

12. Adjourn Meeting

**Motion by Auxier, supported by Dolan, to adjourn the meeting.**

**VOICE VOTE: Ayes: 4 Absent: 1 (McCabe)**

**MOTION CARRIED**

Meeting adjourned at 8:15 p.m.

Respectfully submitted,



Debra Henneman  
Township Coordinator  
Parks, ADA, Grants, Ordinances

**Next meeting: Tuesday, September 27, 2022 – 3:00 p.m.**



## Hamburg Township Parks & Recreation

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

September 20, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Parks & Recreation Report

The ribbon cutting ceremony for the Hay Creek Bridge Renovation Project was a success, and we were visited by our Grant Coordinator from the MDNR who said a few words about the Trust Fund Grant process. Pictures have been posted to our Facebook page at:  
<https://www.facebook.com/LakelandsTrailHamburgMI>.

**Anyone that has taken nice pictures of any of the Parks or Trails in Hamburg, who doesn't mind them being used for Facebook and/or printed material, please be sure to send them along to me at: [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us). We will be looking for quality photos to add to our 5-year Parks Master Plan as well.**

A draft of the Master Plan narrative, for the sections which have been completed so far, will be presented for review at the meeting. Comments on formatting and language are welcome, and should be submitted to me in writing either in hard copy or via email. A final draft version of the Master Plan will be presented to the Parks Committee at the October meeting, in order for it to be recommended to the Township Board for their November 15, 2022 for approval to distribute for public review. The public review period is 30 days.

A concrete pad and 3 trees have been installed at the end of the Village Trailhead property where the trail narrows back down heading east. There will be 2 benches installed along with a trash can in this area at a later date, and funds were provided by a resident through the Commemorative Bench Program. Some of the wooden benches in poor repair will be removed and replaced with benches from this program along the Lakelands Trail as well, along with 2 benches in memory of Jim Neilson and Annette Koeble to be installed at the Merrill Trailhead. A dedication ceremony for their benches will be announced at a later date.

### **Facebook Links:**

Parks & Recreation: <https://www.facebook.com/HamburgParksAndRecreation>

Lakelands Trail: <https://www.facebook.com/LakelandsTrailHamburgMI>

Winkelhaus Park: <https://www.facebook.com/WinkelhausPark>

Senior Center: <https://www.facebook.com/hamburgseniorcenter>



September 20, 2022

To: Parks and Recreation Committee  
 From: Julie Eddings, Senior Program Director  
 Re: Senior Center Director's Report

**August Statistics:**

- Monthly Attendance: 2323
- Daily Average: 111
- Transportation Daily Average: 18
- Number of New Members: 39

**Upcoming Closures:**

- Tuesday, November 8, 2022-Elections Day
- Friday, November 18, 2022-Holiday Bazaar Set Up
- Thursday and Friday, November 24-25, 2022-Thanksgiving Holiday

**Upcoming Programming:**

- Line Dancing-The first Wednesday of the month
- Athletico Balance Exercise Class-Wednesdays
- Senior Picnic at Metropark-September 8
- Patio BBQ-Friday, September 9
- Flying Solo-September 9
- Acrylic Paint Class-September 9
- Secluded Gardens Bus Trip-September 13
- Progressive Painting with Brookdale-September 15
- Karaoke-September 16
- Cider Mill and Hayride Bus trip-September 21
- Book Club-September 22
- Senior Celebration-September 23
- Lunch Bunch-September 28

**Other Information:**

- Commercial Filmed at Senior Center for Molina Health Care. Members used as extras and paid \$50. Center paid \$800.
- Upcoming Vaccine Clinics: Friday, September 30 COVID and Friday, October 14 FLU

## HAMBURG TOWNSHIP ELECTION COMMISSION MEETING

Hamburg Township Board Meeting Room

10405 Merrill Road, Hamburg, Michigan

Monday, July 11, 2022, 2:30 PM

### MINUTES

#### 1. Call to Order

Clerk Dolan called the meeting to order at 2:42 p.m. with open access and no public present.

#### 2. Roll Call of the Election Commission

Present: Clerk/Chairman Dolan, Supervisor Hohl, Treasurer Negri

Absent: None

Also Present: Deputy Clerk Kuzner, Election Coordinator Paton, Chief Duffany

#### 3. Call to the Public

A call was made, and there was no response.

#### 4. Correspondence

There was no correspondence.

#### 5. Approval of the Agenda

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

**Voice Vote: Ayes: 3 Nays: 0 Motion carried.**

#### 6. Unfinished Business: Approval of Minutes

**Motion by Hohl, second by Dolan, to approve the June 20, 2022 meeting minutes as presented.**

**Voice Vote: Ayes: 3 Nays: 0 Motion carried.**

#### 7. New Business

##### A. Establishment of Receiving Board

**Motion by Negri, second by Hohl, to adopt the Resolution Establishing a Receiving Board for all future elections in Hamburg Township as presented.**

**Voice Vote: Ayes: 3 Nays: 0 Motion carried.**

B. Appointment of chairpersons, election inspectors, alternates, and receiving board members for the August 2, 2022 Primary Election, and authorization of the Clerk/Deputy Clerk/Election Coordinator to make changes and emergency appointments as necessary.

**Motion by Hohl, second by Negri, to appoint the chairpersons, election inspectors, alternates, and receiving board members for the August 2, 2022 Primary Election as presented in the list provided by Deputy Clerk Kuzner and to authorize the Clerk/Deputy Clerk/Elections Coordinator to make changes and emergency appointments as necessary.**

Voice Vote: Ayes: 3 Nays: 0 Motion carried.

C. Emergency Precinct Relocation Plan

**Motion by Dolan, second by Hohl, to adopt the Emergency Precinct Relocation Plan as presented.**

Voice Vote: Ayes: 3 Nays: 0 Motion carried.

D. Preliminary and Public Accuracy Testing of Voting Equipment

**Motion by Hohl, second by Negri, to acknowledge that Election Source will be performing full service logic and accuracy testing of all voting equipment except the high-speed tabulator on Tuesday, July 12, 2022 and that the high-speed tabulator testing will be performed by Hart Intercivic and the Livingston County Clerk's Office on Wednesday, July 20, 2022 with oversight and review and confirmation of accuracy by Clerk Dolan and Deputy Clerk Kuzner for the August 2, 2022 Primary Election.**

Voice Vote: Ayes: 3 Nays: 0 Motion carried.

E. Safety Protocols

Discussion was held regarding PPE, additional officers, contact information, power backup, and open carry and it was determined to continue the same protocol as was done in the November 2020 election.

F. Precincts

The moving and setup of voting equipment was discussed as well as protocol for 100' markings and additional lighting. No changes were made to previous procedures.

8. Call to the Public

There was no response.

9. Commission Comments

There was no response.

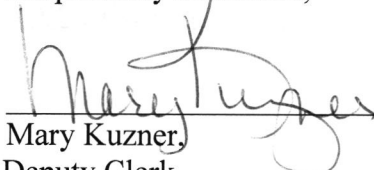
10. Adjournment

**Motion by Hohl, second by Negri, to adjourn the meeting.**

Voice Vote: Ayes: 3 Nays: 0 Motion carried.

Meeting adjourned at 3:04 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Mary Kuzner,  
Deputy Clerk



OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 101 General Fund					
Dept 000.000				195.00	
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	SEPTEMBER 2022 CONTRIBUTIONS	195.00	
Total For Dept 000.000				195.00	
Dept 101.000 Township Board					
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS 8/1-8/31/2022	3,160.00	
Total For Dept 101.000 Township Board				3,160.00	
Dept 265.000 Township Buildings					
101-265.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 8/10-9/9/22	92.58	
Total For Dept 265.000 Township Buildings				92.58	
Dept 702.000 PLANNING AND ZONING					
101-702.000-618.000	ZONING BOARD OF APPEALS APPLIC	THOMAS TARRANT	REFUND - VARIANCE APPLICATION	500.00	
Total For Dept 702.000 PLANNING AND ZONING				500.00	
Total For Fund 101 General Fund				3,947.58	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	LA-Z-BOY CHAIR	242.74	
206-000.000-801.000	CONTRACTUAL SERVICES	TOSHIBA BUSINESS SOLUTIO	F.D.#12 8/1-8/31/22	19.12	
206-000.000-801.000	CONTRACTUAL SERVICES	TOSHIBA BUSINESS SOLUTIO	F.D.#12 - 8/6-9/5/22	31.17	
206-000.000-920.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 - F.D.#12 - 8/9-9/7/22	254.85	
206-000.000-920.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D.#11 - 8/12-9/12/	131.25	
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	OWOSSO MOTORS INC	2022 FORD EXPLORER 4X XLT	34,102.00	
Total For Dept 000.000				34,781.13	
Total For Fund 206 Fire Fund				34,781.13	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	BATTERIES, STICKY NOTES, POSTIT FLAGS	112.33	
207-000.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 8/10-9/9/22	119.94	
Total For Dept 000.000				232.27	
Total For Fund 207 Police Fund				232.27	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-239.100	BENCHES DONATION PROGRAM	GERARDI BROTHERS CONCRET	LAKELAND TRAIL MEMORIAL PAFDS	5,000.00	
Total For Dept 000.000				5,000.00	
Dept 751.000 Recreation Board					
208-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	REINFORCED FILR POCKET - LETTER SIZE	16.68	
208-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	WHITE ADDRESS LABELS	25.80	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	ASSURED PEST CONTROL	CONCESSION STANDS	120.00	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	HOME DEPOT CREDIT SERVIC	BOARDWALK REPAIR (WEST PK) SUPPLIES	233.36	
Total For Dept 751.000 Recreation Board				395.84	
Dept 820.000 SENIOR CENTER					
208-820.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR CENTER - 8/10	22.25	
Total For Dept 820.000 SENIOR CENTER				22.25	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
		Total For Fund 208 SENIORS, PARKS, LL TRAIL		5,418.09	
Fund 283 KINGSTON DRIVE MAINTENANCE SAD					
Dept 000.000					
283-000.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	ADS 8/1-8/31/2022	1,680.00	
		Total For Dept 000.000		1,680.00	
		Total For Fund 283 KINGSTON DRIVE MAINTENANCE SAD		1,680.00	
Fund 590 SEWER FUND					
Dept 527.000					
590-527.000-921.000	NATURAL GAS/HEAT		1000 6018 7471 - 8/9-9/8/22	120.61	
590-527.000-921.000	NATURAL GAS/HEAT		1030 3773 9556 - REGENCY - 8/10-9/8/2	41.92	
590-527.000-921.000	NATURAL GAS/HEAT		1000 0019 5535 - RUSTIC DR - 8/10-9/8	21.21	
590-527.000-921.000	NATURAL GAS/HEAT		1000 1266 6192 - ENTERPRISE POLE BARN	15.00	
		Total For Dept 527.000		198.74	
Dept 537.000					
590-537.000-921.000	NATURAL GAS/HEAT		1000 1266 6259 - WWTP - 8/10-9/9/22	15.00	
		Total For Dept 537.000		15.00	
		Total For Fund 590 SEWER FUND		213.74	



OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
		Fund 101 General Fund		3,947.58	
		Fund 206 Fire Fund		34,781.13	
		Fund 207 Police Fund		232.27	
		Fund 208 SENIORS, PARK		5,418.09	
		Fund 283 KINGSTON DRIV		1,680.00	
		Fund 590 SEWER FUND		213.74	
		Total For All Funds:		46,272.81	

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 101 General Fund					
Dept 000.000					
101-000.000-073.002	DISABILITY - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	137.32	
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	27.00	
101-000.000-231.400	DUE TO COLONIAL LIFE	COLONIAL LIFE	BCN: E4362067 DEDUCTION DATES 9/1, 15	396.69	
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 - SEPTEMBER 2022	787.83	
101-000.000-231.420	VOL. LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0002-000 10/1/2022 - 10/3	469.80	
101-000.000-279.712	WARDS DO IT BEST HARDWARE	IMEG CORP.	HAMB TWP WARDS RENTAL SITE PLAN REVIE	598.50	
101-000.000-279.966	STORGE FACILITY HALL RD	IMEG CORP.	HAMB TWP/MI/STORAGE FACILITY FROM 8/1	901.00	
Total For Dept 000.000				3,318.14	
Dept 101.000 Township Board					
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	HURON RIVER WATERSHED CO	2022 MEMBERSHIP DUES	2,125.90	
Total For Dept 101.000 Township Board				2,125.90	
Dept 171.000 Township Supervisor					
101-171.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	50.09	
101-171.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	8.43	
Total For Dept 171.000 Township Supervisor				58.52	
Dept 201.000 ACCOUNTING					
101-201.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	107.74	
101-201.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	20.25	
101-201.000-861.000	MILEAGE	MICHELLE DELANCEY	REIMBURSEMRNT - MILEAGE & FOOD (CONFE	147.50	
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	MICHELLE DELANCEY	REIMBURSEMRNT - MILEAGE & FOOD (CONFE	48.61	
Total For Dept 201.000 ACCOUNTING				324.10	
Dept 215.000 CLERK'S OFFICE					
101-215.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	81.50	
101-215.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	15.54	
Total For Dept 215.000 CLERK'S OFFICE				97.04	
Dept 228.000 TECHNICAL/UTILITIES SERVICES					
101-228.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	77.41	
101-228.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	13.16	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES				90.57	
Dept 229.000 COMPUTER/CABLE					
101-229.000-933.000	SOFTWARE MAINTENANCE	GREAT LAKES MULTIMEDIA S	ANNUAL ( ONE YEAR) SUBSCRIPTION FOR H	1,295.00	
Total For Dept 229.000 COMPUTER/CABLE				1,295.00	
Dept 253.000 Treasurer					
101-253.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	37.90	
101-253.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	6.75	
101-253.000-861.000	MILEAGE	TRICIA WIGGLE-BAZZY	REIMBURSEMENT - MILEAGE & FOOD (2022	268.13	
101-253.000-916.000	TRAINING	TRICIA WIGGLE-BAZZY	REIMBURSEMENT - MILEAGE & FOOD (2022	28.98	
Total For Dept 253.000 Treasurer				341.76	
Dept 257.000 Assessing					
101-257.000-801.000	CONTRACTUAL SERVICES	WCA ASSESSING LLC	ASSESSMENT SERVICES - OCTOBER 2022	27,255.75	
Total For Dept 257.000 Assessing				27,255.75	
Dept 262.000 Elections					
101-262.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	57.61	
101-262.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	13.49	

OPEN - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
-----------	---------	--------	---------

Fund 101 General Fund  
Dept 262.000 Elections

Total For Dept 262.000 Elections

71.10

Dept 265.000 Township Buildings  
101-265.000-725.100 LONG/SHORT TERM DISABILITY  
101-265.000-725.200 LIFE INSURANCE  
101-265.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-265.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-265.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-265.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-265.000-752.000 UNIFORMS/ACCESSORIES  
101-265.000-768.000 UNIFORMS/ACCESSORIES  
101-265.000-768.000 UNIFORMS/ACCESSORIES  
101-265.000-801.000 CONTRACTUAL SERVICES  
101-265.000-930.000 MAINTENANCE TWP HALL  
101-265.000-930.000 MAINTENANCE TWP HALL  
101-265.000-932.000 VEHICLE MAINTENANCE

AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22 S  
AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22  
ADVANCED WATER TREATMENT TWP - WATER, DEPOSIT & RETURN 9/21/2  
ADVANCED WATER TREATMENT ALL - WATER COOLER RENTAL  
ADVANCED WATER TREATMENT BUILDINGS & GROUNDS - WATER 9/21/22  
PETER'S HARDWARE HAMBURG 8/1/2022 - 8/31/2022  
CINTAS CORPORATION # 31 UNIFORMS - 9/15/22  
CINTAS CORPORATION # 31 UNIFORMS 9/22  
DUANE HOPPPNER REIMBURSEMENT - SAFETY GLASSES  
ASSURED PEST CONTROL PEST CONTROL - TWP - SEPT  
A.S.R. ACTION STUMP REMO STUMPS GROUNDED BELOW GRADE  
WARD'S RENTAL CENTER CEMENT SAW  
ADVANCE AUTO PARTS WIPER BLADES FOR ALL 4 TRUCKS, GREASE

Total For Dept 265.000 Township Buildings

1,796.60

Dept 275.000 OTHER EXPENSES

101-275.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-275.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-275.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-275.000-752.000 SUPPLIES & SMALL EQUIPMENT  
101-275.000-801.000 CONTRACTUAL SERVICES  
101-275.000-802.100 ROAD MAINTENANCE  
101-275.000-802.100 ROAD MAINTENANCE  
101-275.000-802.100 ROAD MAINTENANCE  
101-275.000-954.000 AUDIT

APPLIED IMAGING CONTRACT - TWP 9/12-10/11/22  
CDW GOVERNMENT, INC. APC BACK UPS  
CDW GOVERNMENT, INC. NETGEAR 24PT GIGABUT POE+ENET  
VERITIV OPERATING COMPAN WHITE MULTIPURPOSE PAPER  
GOREN AND ASSOCIATES, IN SEXUAL HARASSMENT TRAINING AND 106 PA  
CHLORIDE SOLUTIONS, LLC DUST CONTROL - 9/6/2022  
CHLORIDE SOLUTIONS, LLC DUST CONTROL 9/16/22  
CHLORIDE SOLUTIONS, LLC DUST CONTROL 9/21/22  
PLANTE & MORAN, PLLC AUDIT YEAR ENDING 6/30/2022

Total For Dept 275.000 OTHER EXPENSES

22,582.73

Dept 702.000 PLANNING AND ZONING

101-702.000-725.100 LONG/SHORT TERM DISABILITY  
101-702.000-725.200 LIFE INSURANCE

AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22 S  
AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22

Total For Dept 702.000 PLANNING AND ZONING

78.72

Total For Fund 101 General Fund

59,435.93

Fund 204 Road Fund

Dept 000.000

204-000.000-801.000

CONTRACTUAL SERVICES

PLANTE & MORAN, PLLC AUDIT YEAR ENDING 6/30/2022

590.00

Total For Dept 000.000

590.00

Total For Fund 204 Road Fund

590.00

Fund 206 Fire Fund  
Dept 000.000

206-000.000-725.100 LONG/SHORT TERM DISABILITY  
206-000.000-725.200 LIFE INSURANCE  
206-000.000-752.000 SUPPLIES & SMALL EQUIPMENT  
206-000.000-752.000 SUPPLIES & SMALL EQUIPMENT  
206-000.000-752.000 SUPPLIES & SMALL EQUIPMENT  
206-000.000-752.000 SUPPLIES & SMALL EQUIPMENT  
206-000.000-752.000 UNIFORMS/ACCESSORIES  
206-000.000-768.000 UNIFORMS/ACCESSORIES

AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22 S  
AMERICAN UNITED LIFE INS G 00617291-0001-000 - 10/1-10/31/22  
CARROT-TOP INDUSTRIES, I 4 POLYESTER U.S. FLAG  
ECONOPRINT INC. NOW HIRING POSTERS  
PETER'S HARDWARE HAMBURG 8/1/2022 - 8/31/2022  
TRI-COUNTY SUPPLY, INC. F.D.#12 - SUPPLIES  
HURON VALLEY GUNS, LLC LAWYER  
HURON VALLEY GUNS, LLC ZERNICK

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
-----------	---------	--------	---------------------	--------	---------

Fund 206 Fire Fund					
Dept 000.000					
206-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	NEWTON	196.97	
206-000.000-768.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	2 BALL CAP - RICHARDSON & LONDON	63.75	
206-000.000-801.000	CONTRACTUAL SERVICES	GOREN AND ASSOCIATES, IN	SEXUAL HARASSMENT TRAINING AND 106 PA	1,409.50	
206-000.000-801.000	TRAINING	PLANTE & MORAN, PLLC	AUDIT YEAR ENDING 6/30/2022	1,155.00	
206-000.000-916.000	TRAINING	KAREN CASTLEMAN	REIMBURSEMENT MILEAGE & FOOD (LERMA C	125.88	
206-000.000-916.000	SIREN ELECTRIC USAGE	LIVINGSTON COUNTY EMS	EMT COURSE - ROSEN & FLYNN	1,800.00	
206-000.000-920.100	MAINTENANCE FIRE HALL	DTE ENERGY	9100 167 2020 3 - SIREN(7701 HAMBURG	18.07	
206-000.000-930.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL - F.D.#11 - SEPT	67.00	
206-000.000-930.003	MAINTENANCE FIRE HALL	MASTERCRAFT PLUMBING INC	PEST CONTROL - F.D.#12 - SEPT	72.00	
206-000.000-930.003	MAINTENANCE FIRE HALL	MASTERCRAFT PLUMBING INC	F.D.#11 - REPLACE A 2 1/2 INCH BALL V	3,406.07	
206-000.000-930.003	MAINTENANCE FIRE HALL	MASTERCRAFT PLUMBING INC	F.D.#12 - REBUILD KIT & REPAIR THE V	579.51	
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	TRUSTED HEATING & COOLIN	PEAK PERFORMANCE AGREEMENT PROPOSAL F	447.75	
206-000.000-932.000	VEHICLE MAINTENANCE	WEST SHORE SERVICES, INC	SERVICE CALL - SIREN SHOWINF IN COMM	868.17	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DELL MARKETING L.P.	AIR TRAILER & C102 TRUCK	268.96	
			5 OPTIPLX 5000 SMALL FORM FACTOR	1,639.30	
		Total For Dept 000.000		14,783.82	

14,783.82

Total For Fund 206 Fire Fund

14,783.82

Fund 207 Police Fund

Dept 000.000					
207-000.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22 S	692.97	
207-000.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 10/1-10/31/22	116.10	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	PETER'S HARDWARE HAMBURG	8/1/2022 - 8/31/2022	47.54	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	NIENBAUM - REMOVE AND REPLACE PATCH	22.50	
207-000.000-768.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	PEDERSEN - REMOVE AND REPLACE PATCH (	45.00	
207-000.000-801.000	CONTRACTUAL SERVICES	HURON VALLEY GUNS, LLC	CHIEF DUFFANY - SHIRTS	127.98	
207-000.000-801.000	CONTRACTUAL SERVICES	GOREN AND ASSOCIATES, IN	SEXUAL HARASSMENT TRAINING AND 106 PA	1,409.50	
207-000.000-916.000	TRAINING	PLANTE & MORAN, PLLC	AUDIT YEAR ENDING 6/30/2022	1,155.00	
207-000.000-916.000	TRAINING	ALYSHA M. GARBACIK	REIMBURSEMENT - FOOD (NEGOTIATOR CONF	64.39	
207-000.000-916.000	TRAINING	CRISTINA SCHUSTER	REIMBURSEMENT FOOD & MILEAGE (LERMA F	146.84	
207-000.000-916.000	TRAINING	DANIELLE PRICE	REIMBURSEMENT MILEAGE & FOOD ( LERMA	156.01	
207-000.000-916.000	TRAINING	DARIUSZ NIENBAUM	REIMBURSEMENT FOOD (ACCREDITATION CON	25.00	
207-000.000-930.002	MAINTENANCE POLICE BUILDING	ASSURED PEST CONTROL	PEST CONTROL - P.D. - SEPT	45.00	
207-000.000-932.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	3 265/60R18 GOO WRANGLER ALL-TERAIN	530.40	
207-000.000-932.000	VEHICLE MAINTENANCE	CAPITAL TIRE INC.	4 275/65R18 COO TIRES	830.20	
207-000.000-932.000	VEHICLE MAINTENANCE	COMPLETE BATTERY SOURCE,	GROUP 65 AUTO 12V 850CCA	108.21	
207-000.000-932.000	VEHICLE MAINTENANCE	CRUISERS, INC.	CHARGER 7005 CODE 3XT6BB PUSHBUMPER	189.50	
207-000.000-932.000	VEHICLE MAINTENANCE	CRUISERS, INC.	EXPLORER 7009 - WHELEN P46S2B3 LED TH	480.27	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2014 FORD SEDAN TAURUS 3181	77.85	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2019 JEEP 3185	2,039.99	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2020 DODGE TRUCK (LAWNET)	34.35	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2021 DODGE DURANGO 7010	19.95	
207-000.000-967.000	SPECIAL PROJECTS	SYMBOL ARTS	700 PATCH 4.625 HAMB TWP PUBLIC SAFET	1,683.50	
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DELL MARKETING L.P.	5 OPTIPLX 5000 SMALL FORM FACTOR	1,639.30	
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	MOTOROLA SOLUTIONS INC.	SUPPORT FEE 9/2/2022 - 9/1/2023	390.00	
		Total For Dept 000.000		12,077.35	

12,077.35

Total For Fund 207 Police Fund

12,077.35

Fund 208 SENIORS, PARKS, LL TRAIL

Dept 000.000					
000.000-239.000	RENOVATION COMM CTR KITCHEN	ROBERT YACK	REFUND FOR A HOLIDAY BAZAAR TABLE	25.00	

OPEN - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
-----------	---------	--------	---------

Fund 208 SENIORS, PARKS, LL TRAIL

Dept 000.000	BENCHES DONATION PROGRAM	350.00	
208-000.000-239.100	BENCHES DONATION PROGRAM	185.50	

Total For Dept 000.000

Dept 751.000 Recreation Board

208-751.000-725.100	LONG/SHORT TERM DISABILITY	21.88	
208-751.000-725.200	LIFE INSURANCE	4.72	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	135.00	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	35.00	
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	2,101.07	
208-751.000-946.000	ENGINEERING SERVICES	4,695.00	
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVE	450.00	
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVE	375.00	
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVE	2,243.00	

Total For Dept 751.000 Recreation Board

Dept 800.000 LAKELAND TRAIL

208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	435.00	
---------------------	----------------------------	--------	--

Dept 820.000 SENIOR CENTER

208-820.000-725.100	LONG/SHORT TERM DISABILITY	27.74	
208-820.000-725.200	LIFE INSURANCE	6.75	

Total For Dept 820.000 SENIOR CENTER

Fund 590 SEWER FUND

Dept 527.000	LONG/SHORT TERM DISABILITY	251.94	
590-527.000-725.100	LIFE INSURANCE	52.66	
590-527.000-725.200	SUPPLIES & SMALL EQUIPMENT	34.64	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	38.32	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	7.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	127.75	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	168.10	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	6.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	783.09	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,805.70	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	174.20	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	158.58	
590-527.000-768.000	UNIFORMS/ACCESSORIES	158.58	
590-527.000-801.000	CONTRACTUAL SERVICES	847.70	
590-527.000-801.000	CONTRACTUAL SERVICES	4,200.00	
590-527.000-946.000	ENGINEERING SERVICES	1,040.40	
590-527.000-955.000	SUNDRY	30.00	
590-527.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	819.65	

Total For Dept 527.000

Dept 537.000	SUPPLIES & SMALL EQUIPMENT	7.00	
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	265.17	

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 537.000					
590-537.000-753.000	CHEMICALS		WEBB CHEMICAL SERVICE CO 1# BILK ALUMINUM SULFATE SOLUTION	8,753.20	
			Total For Dept 537.000	9,025.37	
Dept 538.000					
590-538.000-955.000	SUNDRY		LIVINGSTON COUNTY REGIST PALAZZOLO - SEWER AGREEMENT & EASEMEN	60.00	
			Total For Dept 538.000	60.00	
			Total For Fund 590 SEWER FUND	19,795.67	
Fund 703 Winter Tax Collection Fund					
Dept 000.000					
703-000.000-214.300	DUE TO GENERAL ADMIN FEES		MATTHEW KRIEBEL REFUND - OVERPAYMENT	13.55	
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T		MATTHEW KRIEBEL REFUND - OVERPAYMENT	1,354.86	
			Total For Dept 000.000	1,368.41	
			Total For Fund 703 Winter Tax Collection Fund	1,368.41	

OPEN - CHECK TYPE: PAPER CHECK  
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund Totals:			
	Fund 101 General Fund	59,435.93	
	Fund 204 Road Fund	590.00	
	Fund 206 Fire Fund	14,783.82	
	Fund 207 Police Fund	12,077.35	
	Fund 208 SENIORS, PARK	11,090.66	
	Fund 590 SEWER FUND	19,795.67	
	Fund 703 Winter Tax Co	1,368.41	
Total For All Funds:		119,141.84	

# HAMBURG TOWNSHIP RECREATION PLAN UPDATE SCHEDULE

		June '22	July '22	Aug. '22	Sept. '22	Oct. '22	Nov. '22	Dec. '22	Jan. '23	Feb. '23
<b>TASK 01</b>	-Meeting #1 - Parks Committee - June 21, 2022 Review Process, Schedule, and Survey Draft -Launch Survey - July 8, 2022 -Conduct Parks and Natural Features Inventories									
<b>TASK 02</b>	-Begin Draft of Plan -Survey Open 1-1/2 Months -Meeting #2- Parks Committee - Aug. 23, 2022 Review Survey Results, Public Input, Vision Discussion									
<b>TASK 03</b>	-Continue to work on Draft of Plan with Township Staff -Meeting #3- Parks Committee - Sept. 27, 2022 Review Goals, Objectives ,and Action Plan									
<b>TASK 04</b>	-Completion of Draft Parks & Recreation Master Plan -Meeting #4- Parks Committee - Oct. 25, 2022 Review draft to recommend to Township Board									
<b>TASK 05</b>	-Township Board Reviews & Approves Draft Plan for 30-day Public Review - Nov. 15, 2022									
<b>TASK 06</b>	-Public Hearing and Adoption of Plan by Township Board Jan. 3, 2023									
<b>TASK 07</b>	Submit Final Plan - Feb. 1, 2023									

**Plan Development** → **Adoption** →





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

---

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

---

## **BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday, September 20, 2022 at 7:00 PM**

**Hamburg Township Hall Board Room**

### **MINUTES**

#### **CALL TO ORDER**

Dolan called the meeting to order at 7:00pm.

Motion to approve Clerk Dolan to preside over the meeting in the absence of Supervisor Hohl.

Motion made by Menzies, Seconded by Hahn.

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

#### **PLEDGE TO THE FLAG**

#### **ROLL CALL OF THE BOARD**

##### **PRESENT**

Mike Dolan

Bill Hahn

Chuck Menzies

Cindy Michniewicz

Jason Negri

Patricia Hughes

##### **ABSENT**

Pat Hohl

#### **CALL TO THE PUBLIC**

A call was made with no response.

#### **CONSENT AGENDA**

Motion to approve as presented.

Motion made by Menzies, Seconded by Hughes.

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

1. Public Safety Monthly Report August 2022
2. AP Bills List September 20, 2022
3. DPW Monthly Report for August 2022
4. Approved MUC Minutes - August 10, 2022
5. Board of Trustees Regular Meeting Minutes September 06, 2022 2:30pm Minutes
6. Public Information

#### **APPROVAL OF THE AGENDA**

Motion to approve with the addition of agenda item #12 Gerardi BROTHERS Concrete L.L.C. invoice for the Lakeland Trail memorial pads.

Motion made by Dolan, Seconded by Negri.

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

#### **UNFINISHED BUSINESS**

#### **CURRENT BUSINESS**

7. Updated Public Safety SOPs

Motion to approve the 9 SOPs as requested in the memo.

Motion made by Negri, Seconded by Menzies.

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

8. Sale of Police Property

Motion to approve the sale of the 2013 Ford Taurus (VIN: 1FAHP2MK7DG201970) listed in the memo from the Director of Safety to the highest bidder Regal Auto Parts of Howell and not sell through MiBid due to the extreme damage.

Motion made by Dolan, Seconded by Hahn.

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

Motion to approve the sale of the American Trailer WS6510HD0 (VIN: 40LFB10171P074621) through the MiBid auction system.

Motion made by Hughes, Seconded by Michniewicz.

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

9. Annual Request for Waiver of Interest & Penalties

Motion to approve the resolution authorizing the waiver of the additional 3% property tax penalty fee and the 1% interest, that we might be permitted to collect, on all property taxes paid after February 14, 2023 but on or before March 01, 2023.

Motion made by Negri, Seconded by Menzies.

Roll Call Voting Yea: Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

#### 10. Tax Levy Resolution 2022

Motion to approve the resolution for the Hamburg Township 2022 Tax Levies to be collected December 2022 for the Township Allocated Operating Fund .7984 mills, Police Fund 2.4056 mills, Fire Fund 1.6663 mills, Library .90 mills and Roads .9761 mills also including the Townships Special Assessment districts as outline in the packet.

Motion made by Dolan, Seconded by Hughes.

Roll Call Voting Yea: Dolan, Menzies, Michniewicz, Negri, Hughes

Roll Call Voting Nay: Hahn

#### 11. Trash Hauler Press Release

Motion to submit a press release with edits as discussed today and forward for the Supervisor, Clerk and Treasurer to work together to make a final Press Release formatting.

Motion made by Hahn, Seconded by Hahn.

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

#### 12. Lakeland Trail memorial pads invoice

Motion to approve payment to Girardi BROTHERS Concrete L.L.C. in the amount of \$5,000.00

Motion made by Hahn, Seconded by Hahn.

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

#### **CALL TO THE PUBLIC**

A call was made with no response.

#### **BOARD COMMENTS**

Treasurer Negri announced the MMTA Prime Award was awarded to Hamburg Township Deputy Treasurer Tricia Wiggle-Bazzy.

Trustee Hughes complimented the new Hay Creek Bridge and the dedication.

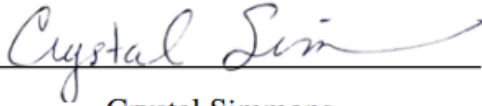
#### **ADJOURNMENT**

Motion to adjourn at 7:49pm.

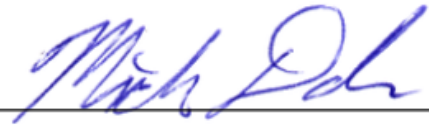
Motion made by Menzies, Seconded by Negri.

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

Respectfully submitted,



Crystal Simmons  
Recording Secretary



Mike Dolan  
Township Clerk

DRAFT



# Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

---

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** September 29, 2022  
**RE:** Agenda Item Topic: **Updated Public Safety SOPs**  
General Ledger #: N/A  
Number of Supporting Documents: 6  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

---

## Requested Action

- Motion to approve the following Hamburg Township Public Safety SOPs:
  - 100-14: *Employee Injury and Illness*
  - 300-03: *Property and Evidence*
  - 300-07: *Information Technology and LEIN Security*
  - 300-11: *Handling of Juveniles*
  - 300-57: *Communicable Diseases*
  - 300-75: *Arrest Management.*

## Background

All of the attached Public Safety SOPs are being submitted to the Township Board for review and approval as part of the State of Michigan police accreditation process.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

<b>HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT</b>			
<b>STANDARD OPERATING PROCEDURE</b>			
<b>Title: Employee Job-Related Injury and Illness</b>			<b>No. 100-14</b>
<b>Distribution:</b> <b>All Personnel</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	<b>Rescinds:</b> <b>HTFD 100-18</b> <b>HTPD 600-2</b>	<b>MLEAC Standard(s):</b> <b>N/A</b>
<b>Effective Date: DRAFT</b>			

## **I. PURPOSE**

The purpose of this procedure is to establish guidelines for the reporting and investigation of job-related personal injuries and illnesses and for obtaining medical treatment.

## **II. DEFINITIONS**

- A. Job-Related Injury/Illness – An injury, illness, condition or exposure occurring to an employee that results from the performance of assigned duties with the Hamburg Township Public Safety Department.
- B. Exposure – Contact to the eye, mouth, other mucous membrane, or non-intact skin by the blood or body fluids of another person. Also includes being in close contact (generally less than 6 feet) in an enclosed environment with a person having a respiratory disease/illness where an officer may inhale droplets/particles containing the virus being expelled by the infected person.

## **III. DESIGNATED URGENT CARE FACILITY**

- A. The Township has selected the following as the designated urgent care facility for the treatment of job-related injuries/illnesses for its employees:

Springfield Urgent Care  
9547 Chilson Commons Circle  
Hamburg Township  
(248) 942-5888

- B. Springfield Urgent Care – Hamburg Township is open 7 days a week from 9:00am – 9:00pm.

## **IV. REPORTING AND INVESTIGATION**

- A. If an illness, injury or condition occurs to an employee while on duty the employee shall, if able, immediately report it to the first available supervisory officer.
- B. It shall be the responsibility of the on-scene supervisor to:

1. Render aid and/or summon emergency medical personnel.
2. Transport or arrange for transportation of the employee to an appropriate medical facility, if necessary.
3. Secure the scene in cases where the injury was caused by a serious occupational accident or criminal activity.
4. Notify the Director of Public Safety of any incident where an employee is transported to a medical facility for a job-related injury/illness.

C. Post-incident responsibilities of the supervisor include:

1. Investigating the circumstances of the injury/illness.
2. Providing the employee with a Michigan Municipal League (MML) “Incident Report” form and ensuring that the employee completes the *Employee Section* of the MML Incident Report form and returns it to the supervisor.
3. Completing the “Supervisor’s Accident Investigation” section of the MML Incident Report form and forwarding it to the Director of Public Safety.
4. Submitting the results of the supervisory investigation into the incident to the appropriate Deputy Director and Fire Health & Safety Committee (where appropriate). The investigation should cover at a minimum:
  - a. The circumstances surrounding the injury/illness.
  - b. The cause of injury/illness.
  - c. Whether or not there were policy violations which contributed to the injury/illness.
  - d. Any recommendations that would help prevent or reduce the chances of this type of injury, illness, condition or exposure occurring in the future.

## V. **ADMINISTRATIVE REVIEW**

- A. The Deputy Director for each respective division (Police/Fire) shall be responsible for conducting a meaningful review of all job-related injury incidents occurring to employees within their division.
- B. This review shall include reviewing the initial supervisory investigation, reviewing the recommendations of the Fire Health & Safety Committee (where appropriate) and making a recommendation to the Director of Public Safety for any needed corrective measures (i.e., additional department-wide training, equipment upgrades, amending policies/procedures, etc.).

## VI. PROCEDURES FOR TREATMENT

### A. Emergency or After-Hours Treatment

1. If an injury requires immediate medical treatment or medical treatment outside of business hours of the Township's designated urgent care facility (Springfield Urgent Care-Hamburg Township), the employee shall be taken to the nearest emergency medical facility depending on the nature of the injury.
  - a. For non-life-threatening injuries, employees should generally be transported to St. Joseph – Brighton or St. Joseph – Livingston (Howell).
  - b. For life-threatening injuries or exposures, employees should be transported to one of the following hospitals:
    - i. The University of Michigan – Ann Arbor.
    - ii. St. Joseph's – Ann Arbor.
    - iii. Ascension Providence – Novi.
2. A supervisor shall be notified immediately and should respond to the scene and/or medical facility where the employee was transported depending on the circumstances.
3. The supervisor shall carry out their responsibilities as outlined in Section IV, above.
4. The Director of Public Safety shall forward the MML Incident Report to the Human Resources Director as soon as practical.
5. All follow up care should be scheduled with Springfield Urgent Care unless otherwise specified by the Director of Public Safety or Human Resources Director.
6. Prior to scheduling a follow up appointment, an employee shall obtain a "Springfield Urgent Care Authorization" form from the Director of Public Safety or designee.

### B. Non-Emergency Treatment

If an injury occurs during Springfield Urgent Care open business hours and is not of an emergency nature but a visit to a medical facility is necessary, the following procedure shall be adhered to:

1. The employee shall immediately notify a supervisory officer.
2. An MML Incident report shall be completed by the employee and supervisor.
3. The employee shall obtain a "Springfield Urgent Care Authorization" form



from the supervisor. All supervisory officers have authority to authorize necessary medical treatment at Springfield Urgent Care.

4. The employee will then seek treatment at the Springfield Urgent Care located in Hamburg Township.

## **VII. REPORTING PREVIOUS OR DELAYED JOB-RELATED INJURY/ILLNESS**

- A. Employees experiencing medical problems related to a previous on-duty injury/illness shall immediately notify a supervisor to arrange for a medical examination appointment.
- B. Without a medical doctor's statement attributing an injury/illness to a prior on-duty injury/illness, an employee's inability to report for duty may result in lost time being charged as sick leave.
- C. Prior to seeking treatment for an injury/illness believed to have occurred on-duty that was not reported at the time it occurred, an employee shall notify a supervisor. The employee shall provide the supervisor with a written statement detailing the circumstances surrounding the injury/illness and explaining the reason for the delay in reporting the injury/illness.
- D. The supervisor will complete a MML Incident Report form and include the circumstances of the delay in reporting the injury/illness. The Incident Report shall be forwarded to the Director of Public Safety who shall immediately forward it to the Human Resources Director.
- E. An employee shall obtain a "Springfield Urgent Care Authorization" form from the Human Resources Director prior to seeking medical treatment for any medical problems related to a previous on-duty injury or injury believed to have occurred on-duty that was not reported at the time it occurred. Employees should not be treated by their personal physician or in an emergency room for non-life threatening injuries/illnesses in these circumstances.

## **VIII. MEDICAL INSURANCE CARDS FOR JOB-RELATED INJURY/ILLNESS**

- A. Employees shall not submit their medical insurance cards to a hospital or physician for a job-related injury/illness.
- B. Any subsequent related medical bills received for treatment obtained for a job-related injury/illness shall be forwarded to the Accounting Department.

Issued by:

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

Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: <b>Property and Evidence</b>			<b>No. 300-03</b>
Distribution: <b>POLICE</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: <b>300-3</b> (8/15/17)	MLEAC Standard(s): <b>4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5</b>
Effective Date: <b>DRAFT</b>			

## I. PURPOSE

The purpose of this procedure is to establish guidelines for handling evidence and all other property an officer seizes or takes possession of during the course of their duties, except motor vehicles.

## II. TAGGING OF EVIDENCE/PROPERTY IN TO EVIDENCE LOCKERS

- A. All evidence/property that an officer takes possession of (with the exception of junk bicycles, see Public Safety SOP #300-59: *Stolen and Found Bicycles*) or receives during the course of his/her duties shall be turned in and properly tagged no later than the end of the same shift in which the officer receives or takes possession of the evidence/property. This section may be waived by the officer's supervisor.
- B. All evidence/property (**except flammable materials**) shall be tagged with a Property Sheet and placed in the evidence lockers located in the east garage bay. The secured evidence lockers and property room are accessible only to the department's designated Property Room Officer(s). The property room is secured with an alarm system.

**NOTE:** Bicycles and other large objects shall be tagged and placed in the detached property garage. Notification shall be made to the Property Room Officers of such items.

1. All property that is packaged will have officer's **initials** and **date** on the seal, whether using heat seal or evidence tape. This is a requirement for court and lab use.
2. Officers shall ensure the property locker is securely shut and locked after placing evidence/property into the locker.
3. When placing evidence/property into a property locker, officers shall properly complete a property and voucher in RMS. The property sheet will be placed into the same locker where the

evidence/property is secured. A copy of the property sheet shall be placed with the incident report.

4. Officers may place evidence/property in one of the temporary property lockers for short-term storage. When placing evidence/property into a temporary property locker, officers shall properly complete a property voucher in RMS. As a general rule, evidence/property should not be kept in a temporary property locker beyond the end of an officer's tour of duty.

#### C. Money

1. All currency, (with exception of bond monies) received including suspected counterfeit currency, should be packaged in heat seal bags. If the currency item is to be protected for prints, the bills should be placed in the heat seal bags and will be labeled with total of currency (number and denominations of currency and coins) and locked in an evidence locker. Notification shall be made to the Evidence Technician who will perform the fuming/printing that the items have been placed in an evidence locker and are ready for processing.
2. For accuracy and accountability reasons, currency totals shall be verified by another officer prior to submission to the evidence locker and that officer's name shall be documented in the original incident report.
3. When retrieving currency from an evidence locker, Property Room Officers shall place the currency into the evidence room safe.
4. All currency of \$100.00 or more shall be transferred to the Township Treasurer's Office as soon as practical. The transfer and Treasurer's Office receipt shall be documented in RMS.

#### D. Narcotics/Dangerous Drugs

**NOTE:** When handling narcotics/dangerous drugs, officers should use rubber gloves as a protective barrier.

1. Officers shall tag in all narcotic and dangerous drugs at the Hamburg Township police station that come into their possession.
2. Handling/Processing Powder Narcotics  
  
Fentanyl and Fentanyl analogues, such as acetyl Fentanyl, pose a significant danger to department personnel who come into contact

with it. Due to its rapid rate of absorption into the human body, reports indicate that as little as 250 micrograms (0.25mg) of pure Fentanyl can be deadly. In comparison, that amount is about the size of a few grains of table salt.

Fentanyl may be absorbed through your skin (e.g., hands) or enter the body through inadvertent touching of the mouth, nose, or other mucous membranes. Fentanyl can be lethal at very low levels of exposure and officers are advised to consider the potential exposure to Fentanyl when handling or processing all suspected powdered narcotics and take appropriate safety precautions.

- a. When handling or processing any suspected powder narcotics or when handling/processing any items at the scene of a drug overdose officers shall:
    - I Reduce the potential and severity of skin exposures by covering bare skin to the greatest extent possible.
    - ii. Wear protective latex gloves.
    - iii. Wear department-issued N-95 disposable mask.
  - b. UNDER NO CIRCUMSTANCES SHALL FIELD TESTS BE CONDUCTED ON ANY SUBSTANCE SUSPECTED OF BEING FENTANYL. Unless absolutely necessary, field tests should be avoided on ALL powder narcotics and approval of the Director of Public Safety is required before any field test is conducted. Substances should be submitted directly to the lab for analysis.
  - c. If there is reason to believe there is a presence of Fentanyl, clearly indicate the information on the laboratory request. By alerting the laboratory of the suspected Fentanyl, laboratory personnel can take necessary safety precautions during the handling, processing, analysis, and storage of the sample.
3. The seizing officer shall be responsible for properly securing all evidence.
- a. *Fresh* marijuana plants shall be broken down and sealed in paper bags. (Plastic evidence bags will cause the plant material to decompose.) These paper bags are located in the finger print room of the detention area. If large plants are to be entered into evidence, the entire plant shall be sealed in a paper bag.

- b. *Dry*, processed plant materials shall be placed in a heat-sealed plastic evidence bag.
- c. All pills, powders and liquids suspected of containing any drugs shall be placed in a plastic bag and sealed. That sealed plastic bag shall then be placed into a second plastic bag which shall be sealed. All pills and powders shall be placed in plastic bags (if not received in a secure container) before being sealed in a plastic evidence bag. Do not place loose powders, tablets, capsules or crack cocaine directly into a plastic evidence bag. The Property Sheet voucher shall note the number of pills and/or rocks and the approximate weight of the powder or plant material. The smaller plastic bags are located in the finger print room in the detention area on spools in various sizes.
- d. The seizing officer shall completely fill out the evidence bag, property sheet voucher and lab request.
- e. The seizing officer is responsible for the proper separation and individual packaging of items in heat-sealed evidence bags.
  - i. Do not package narcotics with baggies/containers that are to be printed.
  - ii. Do not package narcotics with narcotic paraphernalia/equipment.
  - iii. Do not package more than one type of narcotic per evidence bag.
- f. If narcotics are to be analyzed by the MSP Crime Lab, each item to be tested shall be placed in a single evidence bag and a Laboratory Worksheet shall be filled out and placed with the item in the evidence locker, keeping a copy of the Laboratory Worksheet to attach to the incident report.

**NOTE:** All evidence bags **must** have packaging officer's **initials** and **date** on the seal or it will not be accepted by the lab for analysis.

#### E. Sexual Assault Kits

- 1. When an officer places a Sexual Assault Kit into evidence they shall notify the Property Room Officer(s) through department email. The Director of Public Safety and detectives shall be copied on this email notification.

2. Pursuant to MCL 752.934(4), a Property Room Officer shall transport the Sexual Assault Kit to the MSP Crime Lab within 14 days of receipt of the kit by our department. The Property Room Officer shall enter the Sexual Assault Kit in the State of Michigan “Track-Kit” reporting system.

F. Perishable Items

1. All perishable items/materials will be stored in the evidence refrigerator. All items will be properly labeled and sealed as evidence.
2. Transportation to the MSP Crime Lab will be done in a timely manner by a Property Room/Evidence Officer.

G. Explosives

1. There are two classifications of explosives:
  - a. High explosives must be detonated with a shock wave; usually from a blasting cap. Examples of these are dynamite, C-4 plastic and detonating cord, etc.
  - b. Low explosives burn prior to exploding or by chemical reaction. These explosives can be detonated with a fuse or by lighting them directly. Examples of these are improvised devices such as pipe bombs, bottle bombs or commercial fireworks, etc.
2. High and low explosives are extremely dangerous. For incidents involving high or low explosives, the MSP Bomb Squad shall be contacted to render these items safe, dispose of them, or store them. With the exception of commercial fireworks, these items can be placed in water to be destroyed. Receiving officers shall photograph then soak commercial fireworks in water for a minimum of one hour. Prior to taking the fireworks out of the water, the fuses shall be pulled from the fireworks. All commercial fireworks that are diffused in this manner can be discarded in the trash dumpster.
3. All ammunition shall be placed into an evidence locker. Evidence and stored in the detached property garage.
4. Objects that appear to be military ordnance (i.e., grenades, artillery shells, mines, etc.) should not be touched or moved as aging of the contents may make them extremely unstable. Clear the area and call for the assistance of the MSP Bomb Squad. Bomb Squad notification is made directly to the MSP Operations Center at 517-241-8000.

H. Storage of flammable materials

1. Flammable materials are gasoline, kerosene, and other material, liquid or solid, or any fumes or residue of such a material that will burn or explode, and any receptacle, metal, plastic, glass or otherwise, containing such a material. Motorized items utilizing flammable fuels (push lawn mowers, rototillers, chainsaws, etc.) should all be treated and stored as flammable materials.
2. Under no circumstances will flammable materials be stored at the Hamburg Township police station. The evidence/property shall be photographed and properly disposed of or stored by the evidence officer. If items need fingerprinting, they will be printed on the day that they are obtained and then properly stored or disposed of.
3. Gasoline operated machinery such as lawnmowers, chainsaws, weed cutters, and other machinery similar in size will be stored in the detached property garage. This also includes gas containers, propane tanks, etc.
4. All arson investigation evidence which is saturated with flammable materials will be stored at the DPW.
  - a. Photograph items such as Molotov Cocktails prior to disassembly.
  - b. Store saturated items in containers provided by the MSP Fire Unit or the Livingston County Sheriff Department Fire Unit.
  - c. Store liquids in approved containers provided by the MSP Fire Unit or the Livingston County Sheriff Department Fire Unit.
5. The completed Property Sheet will be attached to the property and a copy of such sheet shall be placed with the incident report.
6. Motorcycles, snowmobiles, mopeds, motor scooters, riding lawn mowers and large garden machinery will be stored at Corrigan Towing. These items shall be transported to Corrigan Towing storage yard following guidelines established in Public Safety SOP #300-17: *Motor Vehicle Towing*.

H. Storage of flammable materials

1. Flammable materials are gasoline, kerosene, or any other material, liquid or solid, or any fumes or residue of such a material that will burn or explode, and any receptacle, metal, plastic, glass or otherwise, containing such a material.
2. All flammable materials and any smaller items utilizing or containing flammable materials (such as such as lawnmowers, chainsaws, weed



cutters, and other machinery similar in size) shall be stored in the detached property garage. This also includes gas containers, propane tanks, etc. The following procedures shall be adhered to for these items:

- a. Officers shall ensure that all doors of the detached property garage are closed and locked.
- b. The investigating officer shall notify a Property Room Officer of the presence of the item in the property garage.
- c. The Property Room Officer shall have an evidence technician process the item for evidence, if necessary, or sufficiently photograph the item. This shall be completed as soon as practical.
- d. The Property Room Officer shall then arrange to have the item returned to the owner or properly disposed of as the case may dictate.

3. Large items containing flammable materials which need to be processed for evidence (such as vehicles, motorcycles, snowmobiles, mopeds, motor scooters, riding lawn mowers and large garden machinery) shall be stored in one of the two secured police station garage bays in order to ensure the chain of custody of any evidence located. The following procedures shall be adhered to in these situations:

- a. Officers shall ensure that all doors leading to the garage bay where the item is being stored are closed and locked.
- b. Signage shall be placed on all doors leading to the garage bay stating that there is evidence being stored in the bay.
- c. The investigating officer shall notify a Property Room Officer of the presence of the item in the garage bay and request that it be processed for evidence. The investigating officer shall also send a department-wide email notifying all department members of the presence of the item in the garage bay.
- d. The Property Room Officer shall ensure that an evidence technician is notified to process the item and shall make arrangements to have the item processed as soon as practical.
- e. After the item has been processed, the Property Room Officer shall have the item removed from the garage bay and stored at the Corrigan's Towing storage yard or the department's storage yard following the guidelines established in Public Safety SOP #300-17: *Motor Vehicle Towing*.

#### I. Special Circumstance – Bloodborne Pathogens

All evidence/property that is contaminated with blood or body fluids shall be handled according to guidelines established in Public Safety SOP #300-57: *Communicable Diseases*.

### III. RELEASE/DISPOSAL OF EVIDENCE/PROPERTY

- A. Property Room Officers shall not remove evidence/property from the evidence room unless one of the following exists:
1. It is to be used in court, (this may be signed over to the originating officer).
  2. It is taken to the MSP Crime Lab.
  3. Exceptional circumstances exist and removal is authorized by the Director of Public Safety, or designee.
  4. For the release/disposal of any evidence from the evidence room. Proper forms shall be filled out for such removal.
  5. For latent fingerprint processing (i.e., fuming or dusting).
  6. For additional investigation.
  7. The current location of any evidence released, disposed of or moved from the property room shall be documented in the OSSI property module.
- B. After release from court all evidence/property removed from the evidence room shall be returned immediately to the evidence room by Evidence/Property Officer or to an evidence locker by an officer. Officer shall **not** keep evidence in their briefcase, bag, desk drawer, cabinet drawer, or personal locker.
- C. It is the responsibility of the Property Room Officer who transports evidence to the MSP Crime Lab to ensure that it is returned to the department evidence room immediately upon completion of analysis.
- D. Release/disposal of evidence/property prior to a court disposition or conclusion of an investigation includes:
1. Property which is contraband shall not be released.
  2. If the ownership of property is disputed, the property should not be returned until the dispute is resolved.
  3. Any weapon used in the commission of a crime shall be retained until the prosecuting attorney is contacted. No weapon should be released in cases where warrants are pending.

4. Any other property which is evidence shall not be released if the Prosecutor's Office certifies that there is a need to retain that evidence in lieu of a photograph or other means of documenting its possession by the department.
  5. If approval to release the property is granted by the Prosecutor's Office, the Property Room Officer will indicate in their report the name of the prosecutor giving permission and the date and time permission was granted.
- E. Immediate return of evidence/property to owner/agent includes:
1. Items recovered during an initial investigation are to be returned immediately to the victim of the offense according to the following guidelines:
    - a. Evidence of ownership is to be provided to the investigating officer. The investigating officer is to be satisfied that the items belong to the person(s) making the claim.
    - b. Document in written report how the officer was able to determine ownership.
  2. No other property is to be released without the prior consent and approval of the Prosecutor's Office.
  3. When property is immediately returned to the victim/owner under the procedures outlined, the officer will require the victim/owner to sign for its release.
- F. Marking of items returned during an initial investigation shall be as follows:
1. The investigating officer will include the date, time, incident number, and item number on the evidence packaging. This will allow the officer to properly identify the item in a courtroom setting.
  2. The property will be packaged or tagged in a manner that will prevent the packaging or Property Sheet from becoming separated from the item.
  3. Large items that cannot be packaged should be identified by affixing a Property Sheet property tag or sticker to the item. This will allow the officer to properly identify the item in a courtroom setting.
- G. Release/disposal of evidence/property after a court disposition or conclusion of a case investigation shall be as follows:

1. Whenever possible, the Property Room Officer shall attempt to return or dispose of all property after a court disposition or conclusion of an investigation.
2. The investigating officer shall advise the Property Room Officer the authorization to release items.
3. The investigating officer or Property Room Officer shall return the evidence/property to the owner when the owner cannot pick it up only upon the approval of a supervisor. The employee shall fill out the Property Sheet with the owner's name, address, phone number and include why the item(s) had to be delivered.
4. There may be certain times when the owner of property to be returned cannot not pick it up at the station. In these circumstances a Property Room Officer may deliver the property to the owner. The Property room Officer shall document the return of the property in the OSSI property module including the reason why the item(s) had to be delivered.
5. Evidence/property that cannot be returned to the owner on the day it was checked out shall be checked back into the evidence room and the signed Property Sheet will be placed with the item in an evidence locker immediately upon return of the evidence/property.

#### IV. **FIREARMS**

- A. The definition of a firearm includes any weapon from which a dangerous object can be shot or propelled by the use of explosives, gas, or air. A firearm does not include smooth-bore rifles or handguns designated and manufactured exclusively for shooting BBs no larger than .177 caliber by means of a spring, gas, or air.

**NOTE:** MSP Firearm Central Records states that paint ball guns are not firearms as the paintball is not considered to be a dangerous projectile.

- B. Investigating Officer's Responsibilities shall be as follows:
  1. A completed Property Sheet will be attached to all firearms for identification.
  2. When placing a firearm into evidence, officers shall complete the OSSI property module and attach a property tag or sticker to the firearm.
  3. Under no circumstances will anyone scribe anything on a firearm.
  4. Firearms will be placed in appropriate evidence lockers.

**NOTE:** Officers **will not** tag in loaded firearms unless the firearm is physically unable to be unloaded or there is some overwhelming evidentiary need for the firearm to remain loaded. Officers requiring assistance with clearing a weapon shall request the assistance of a range officer.

5. Firearms shall be identified by brand name, caliber, number of shots, pistol/revolver, and serial number when available.
6. A registration and stolen check via the LEIN shall be made and LEIN paperwork shall be added to the incident report.
7. Cases involving guns with altered or defaced serial numbers are to be referred to a Property Room Officer. The Property Room Officer shall transport the gun to the MSP Crime Lab requesting the serial number be raised.

**B. Firearms Seized for Safekeeping**

There are certain occasions when an officer seizes firearms from a firearms owner whose actions have demonstrated that they may pose a threat to themselves or others. When a firearm is seized for safekeeping under these circumstances a Property Room Officer shall only return the firearm back to that owner:

1. When the owner produces documentation from a licensed psychologist or psychiatrist that states that the owner no longer poses a threat to themselves or others;  
or
2. Pursuant to a court order to return the firearm.

**V. PROPERTY ROOM AUDIT**

The Director of Public Safety shall have an outside law enforcement agency conduct an audit of the property room annually. This audit shall take place at the same time as the annual Township financial audit.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

<b>HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT</b>			
<b>STANDARD OPERATING PROCEDURE</b>			
<b>Title: Information Technology and LEIN Security</b>			<b>No. 300-07</b>
Distribution: <b>POLICE</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: 600-18	MLEAC Standard(s): <b>1.8.2</b>
Effective Date: <b>DRAFT</b>			

## I. PURPOSE

The purpose of this policy is to establish procedures for the use and dissemination of Criminal Justice information (CJI), including information obtained through the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC).

## II. POLICY

It is the policy of the Hamburg Township Public Safety Department to comply with the requirements of the Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) regarding the use of these systems.

This procedure will not be less restrictive than the [FBI Criminal Justice Information Services \(CJIS\) Security Policy](#) or the [Michigan Addendum](#). Both the CIS Security Policy and The Michigan Addendum apply to every individual with access to, or who operates in support of, criminal justice services and information.

This directive will provide members of the Department with a procedure to be utilized for the use and dissemination of information obtained through LEIN and its interfaced systems.

The LEIN manual maintained by the Terminal Agency Coordinator (TAC) and the CJIS Security Policy and Michigan Addendum shall be the reference for items dealing with LEIN and NCIC. This procedure is **not** all-inclusive, the LEIN and NCIC manuals, CJIS Security Policy and Michigan Addendum shall be consulted for further elaboration of policies and regulations when accessing CJI. These manuals are available in the Department's squad room. The latest manuals and additional resources can be accessed on the [LEIN website](#) under Manuals, Policies, and Laws.

### III. PROCEDURES

#### A. LEIN AND INTERFACED SYSTEMS

1. LEIN is the Michigan computer system that allows criminal justice agencies to enter and access law enforcement data.
2. LEIN is a part of the Criminal Justice Information System (CJIS) and is controlled by the Michigan State Police.
3. LEIN is interfaced with various computer systems throughout the state and the nation to enable users to share invaluable information whenever needed. The following are the major computer systems interfaced with LEIN:
  - a. National Crime Information Center (NCIC) - The nationwide criminal justice data center that contains nationwide warrant, stolen property, etc., files.
  - b. Michigan Criminal History Record (CHR) System.
  - c. NCIC Interstate Identification Index (III) – national criminal history database.
  - d. National Law Enforcement Telecommunications System (NLETS) - Allows LEIN to communicate with out-of-state & Canadian agencies, and to access their vehicle and driver files.
  - e. Michigan Secretary of State (SOS) - Contains Michigan vehicle registrations, title information, driver and personal identification records.
  - f. Michigan Corrections Management Information System (CMIS) - contains files for all persons assigned a Michigan Client (Prison) Number.
4. References in this procedure regulating the use of the LEIN system shall include all associated and interfaced systems.

#### B. DEFINITIONS

1. **Convicted**: A final conviction, the payment of a fine, a plea of guilty or nolo contendere if accepted by the court, or a finding of guilt for a criminal law violation.

2. **Criminal History Record (CHR)**: LEIN and NCIC files that contain information on an individual's arrest, detention, indictment, criminal charges and dispositions; sometimes referred to as a "CCH".
3. **Criminal Justice CJIS User Agency (CJCUA)**: An agency authorized to access Criminal Justice Information (CJI) pursuant to [R 28.5201](#)(1)(a) and (c) of the Michigan CJIS Administrative Rules.
4. **Criminal justice information (CJI)**: The FBI CJIS Security Policy and the Michigan CJIS Administrative Rules.
5. **Direct Access**: Having the ability to query or update CJIS, whether by manual or automated methods, not requiring the assistance of, or intervention by, any other party or agency.
6. **Mobile Computer Terminal (MCT)**: A computer installed in a vehicle that can send and receive LEIN messages and access computer aided dispatch (CAD).
7. **Private Person**: An individual that does not qualify for access to the LEIN, or that may receive only limited Information as allowed by LEIN/NCIC rules.
8. **Terminal Agency**: Any agency that has a LEIN terminal including access through mobile data computers.
9. **Visitor**: Any individual who is not authorized unescorted access to a physically secure location and whose documented record of entry into the physically secure location could not adversely impact investigations (e.g., confidential informants, witnesses, victims, etc.).

**C. LEIN TERMINAL AGENCY COORDINATOR (TAC)**

1. NCIC requires each terminal agency to have a Terminal Agency Coordinator (TAC).
2. The Director of Public Safety shall designate a person versed and knowledgeable in the rules, regulations, applications and operation of LEIN/NCIC and the interfaced computer systems to serve as the Department's TAC.
3. The duties of the TAC shall include:



- a. Serve as primary liaison with the LEIN Field Services staff.
- b. Ensure system integrity in regards to security, access, and dissemination of LEIN & NCIC information.
- c. Provide training materials and update information to Department system users.
- d. Coordinate training and operator proficiency testing to ensure compliance with LEIN & NCIC standards.
- e. Maintain and update the LEIN & NCIC Operations and Code Manuals.
- f. Ensure that any changes in LEIN rules are promptly disseminated to all appropriate Department personnel.
- g. Ensure compliance with monthly LEIN & NCIC record validation.
- h. Coordinate any record analysis (audit) with the LEIN Field Services section.
- i. Maintain communication channels with courts, prosecutors and other criminal justice agencies regarding LEIN operations.
- j. Attend all applicable LEIN/NCIC training, i.e., LEIN Update, TAC schools, etc.

**D. LOCAL AGENCY SECURITY OFFICER (LASO)**

- 1. NCIC requires each terminal agency to have a Local Agency Security Officer (LASO).
- 2. The Director of Public Safety will designate a member of the Department who is familiar with communication operations, system operations, and system security to perform the function of the Local Agency Security Officer.
- 3. Duties of the LASO shall include:

- a. Working directly with the Michigan State Police Information Security Officer by being the Point of Contact (POC) within the agency to resolve matters as they relate to system security, security violations, training, etc.
  - b. The LASO shall ensure and oversee the management of encryption between the CJIS User Agency and its users.
  - c. Being responsible for ensuring compliance with LEIN & NCIC security policies, rules, and regulations.
  - d. Ensuring that all operators/users receive Security Awareness Training at least once every two years, and shall main a record of same.
  - e. Maintaining a network diagram of the Department's LEIN system.
  - f. Assure an annual internal security audit of the central records system is completed by January 31<sup>st</sup>.
4. The Michigan State Police must be notified of the agency's designated LASO or whenever the LASO duties are transferred to another individual.

**E. AGENCIES ALLOWED LEIN ACCESS**

- 1. The following criminal justice agencies are allowed LEIN access in the performance of their legitimate criminal justice duties:
  - a. Corrections Institutions
  - b. Courts (Criminal Divisions only)
  - c. Governmental Law Enforcement Agencies
  - d. Pre-trial Service Agencies
  - e. Probation and Parole Agencies
  - f. Prosecutors
  - g. Schools (if signed agreement on file) for specific authorized purposes.
  - h. Fire Department (if signed agreement on file) for specific authorized purposes.

2. Refer to the LEIN manual to verify allowable LEIN access if not listed above.
3. Requests for LEIN access or information from other agencies in the county (i.e.– Court, Social Services, Public Health, Animal Control, etc.) should be referred to the Livingston County Sheriff's Department for assistance.

**F. USE AND DISSEMINATION OF LEIN DATA**

1. Data received through LEIN (including the Mobile Computer Terminals) shall only be disseminated to persons and agencies that are statutorily authorized to have access to such data as described above.
2. Data received through the LEIN system shall be used for criminal justice purposes only.
3. Information received through the LEIN system shall not be used for personal reasons.
4. Information received through the LEIN system may not be transmitted by email.
5. Terminals (including MCT's) with access to LEIN shall not be made accessible to the public or other persons not authorized to operate, view, or possess LEIN information.
6. Private persons may receive verbal descriptions of certain information obtained through LEIN as outlined in this procedure.
7. Any member of the Department in possession of information obtained through LEIN shall be responsible for maintaining the confidentiality of that information.
8. No member of this Department shall disseminate any information obtained through the LEIN system to any individual, group of individuals, organization, governmental agency, or corporation, which is not legally authorized to have access to this information, as provided in LEIN & NCIC manuals. Included in those prohibited from receiving LEIN system data are:

- a. Private business.
- b. Private police or private detective.
- c. Private college or universities.
- d. Insurance company representatives.
- e. Military recruiters.
- f. Non-criminal justice government agencies.
- g. Private attorneys, including defense attorneys.
- h. Retired or former police officers.

9. **If in doubt, do not disseminate!**

**G. CRIMINAL HISTORY RECORD (CHR) INFORMATION**

- 1. Criminal History Records shall only be obtained for approved criminal justice purposes, in accordance with guidelines and restrictions in the LEIN manual.
- 2. **All CHR (CCH) queries must include a case number** in the “OCA” field (15:) of the query.
  - a. The name and D.O.B. of the person queried must appear in the report or on the RMS entry.
  - b. Additionally, the reason for the query must be entered in the *comments* field (41:) of the CHR query (note – just entering “investigation” is not sufficient explanation for this field).
- 3. **School access to LEIN (MCL 28.214)** - The following conditions apply to a school requesting access to LEIN:
  - a. Before access to LEIN may be given, the Director of Public Safety must have a user agreement signed by the school superintendent or principal of a public or private school. The original signed agreement shall be assigned a case number and placed into the Department records system. A copy of the signed agreement shall be maintained at the front desk area of the police station.
  - b. LEIN access to schools is limited as follows:

- i. Only the superintendent, principal or assistant principal of the school may request or receive **verbal** information from the Department. LEIN printouts shall not be furnished to the school.
- ii. The request for LEIN information may be made only to identify the owner(s) of a suspicious vehicle or unknown driver of a vehicle **within 1,000 feet of school property**, in the interest of school safety.
- iii. The school shall be responsible for maintaining proper evidence of LEIN requests.
- c. When submitting a LEIN query on a school request:
  - i. Enter the name and school of the person making the request in the “For” field (56:) of the LEIN query.
  - ii. An officer shall be dispatched to the school as appropriate based on the circumstances.
  - iii. A case number and RMS entry shall be made of all LEIN requests from a school.

#### 4. **Other Jurisdiction Requests**

- a. Requests to run a CHR for a member of another jurisdiction or agency must be made in person and complete identification shown.
- b. A case number shall be obtained and an RMS entry made.
- c. The name and date of birth of the subject must appear in the RMS entry along with the reason for the inquiry.
- d. The requestor’s name and agency should be entered in the “For” field (56:) of the LEIN CHR request.

- e. This Department's case number should be entered in the "OCA" field (15:) of the CHR query.
- f. Enter the other agency's case number in the "comments" field (41:).

5. Private requests for LEIN Criminal History Records

LEIN Criminal History Records shall **not** be provided to a private person under any circumstances.

**H. RELEASE OF INFORMATION TO PRIVATE PERSONS**

- 1. Warrant Information – A private person, appearing in person and showing proper identification, may receive verbal information as to whether or not a warrant ordering their arrest has been issued by a court and entered into either LEIN or NCIC. Based on a positive warrant response, an immediate arrest may be appropriate.
- 2. Stolen Vehicle / Property Information – A private person, appearing in person and showing proper identification, **and** after satisfactorily explaining the purpose or need for such information, may receive verbal information as to whether or not a vehicle, a vehicle part, or other stolen property has been entered into either LEIN or NCIC. Information on the registered owner of a vehicle or listed owner of property shall not be released. Any such action shall be documented in an Incident Report.
- 3. Criminal History Information – Criminal history information shall not be disseminated to any private person.

**I. WARRANT CANCELLATION**

- 1. Only personnel trained in LEIN cancellation procedures are authorized to cancel a warrant from LEIN.
- 2. When arresting a subject on a HTPD warrant, the arresting officer shall promptly cause the warrant to be cancelled from LEIN.

**J. ABANDONED / IMPOUNDED VEHICLES – LEIN ENTRY**

Impounded vehicle information shall be entered into LEIN in accordance with Public Safety SOP #300-17, *Motor Vehicle Towing* and SOP #300-20: *Abandoned Vehicles*.

**K. VALIDATION OF RECORDS**

Michigan Administrative Rule and Policy require each agency to confirm that records entered into LEIN/NCIC are complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and with contact with any appropriate complainant, victim, prosecutor or court. LEIN Field Services must ensure, to the extent possible, that all records entered in the LEIN/NCIC are valid. On-Line Certification/Validation must be completed by the due date, no exceptions. Failure to certify/validate will result in records being cancelled from LEIN/NCIC, except Unidentified Person Records.

1. LEIN Validation Files

- a. To obtain the validation files, use the MICJIN Portal to access the CJIC Reporter application.
- b. Open CJIC Reporter and select the “LEIN” tab, then select “Validation Files”.
- c. To generate a validation file, use the drop down to select the applicable ORI. Enter the year and month that was provided in the Monthly LEIN Validation subscription e-mail. If no year or month are added, all available validation files for the ORI entered will be returned. After entering the search requirements, click “submit”
  - i. Document the name and title of the court representative and date contacted.
  - ii. Verify that all original paper orders are signed and dated.
- d. Query the record in LEIN/NCIC:
  - i. Verify the entry is still in the system.
  - ii. Cancel any invalid records.
  - iii. Compare the LEIN/NCIC entry to the original order to verify accuracy.

- iv. Compare the entry to all supplemental documentation for completeness (i.e. - incident reports, tickets, arrest records, court records, etc.).
- v. Make any applicable modifications or additions via a modify transaction.
- e. Complete validation certification transaction (VLN).
- f. **Validation in LEIN**
  - i. Go to Forms, then to TAC responsibilities.
  - ii. Validate records.
  - iii. Ensure ORI is correct.
  - iv. Enter transaction date (from sheet included in packet).
  - v. Transmit.
- g. **Validation in CJIC Reporter**
  - i. Click “Validate Records”.
  - ii. Confirm by clicking “Validate”.

## **L. TERMINAL SECURITY**

- 1. Terminal operators name (55:) and the name and identity of his/her agency (56:), shall be accurately included on all LEIN/NCIC inquiries.
- 2. **Access** includes all individuals with unescorted access to unencrypted CJI. This includes all authorized users and those individuals responsible for configuring and maintaining computer systems and networks with access to or containing CJI.
- 3. All personnel authorized to **access** LEIN shall be thoroughly screened in accordance with the CJIS Security Policy and the Michigan Addendum, including:
  - a. Computerized Criminal History/Fingerprinting
  - b. Repeated every two (2) years.



4. All support personnel (i.e. – custodial, IT technicians, etc.) with unescorted access to the immediate vicinity of terminals or other equipment that access LEIN shall be thoroughly screened as described above.
5. All visitors (including vendors, contractors and repair technicians) to the Department that may be in the vicinity of computers with LEIN capabilities (including MCT's) shall be accompanied by appropriate staff personnel at all times.
  - a. Shall not be allowed to view screen information mitigating shoulder surfing.
  - b. Not be allowed to sponsor another visitor.
  - c. Not enter into a secure area with electronic devices unless approved by the LASO to include cameras and mobile devices. Photographs are not allowed without permission of the LASO.
  - d. Individuals not having any legitimate business in a restricted area shall be courteously escorted to a public area of the facility. Strangers in a physically secured area without an escort should be challenged. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified.
6. All requests by groups for tours of the Hamburg Township Police facility will be referred to a supervisor for scheduling and vetting.
7. Only authorized personnel will have access to physically secure non-public locations. All physical access points into the agency's secure area will be authorized before granting access. HTPD will implement access controls and monitoring of physically secure areas for protection all transmission and display mediums of CJL. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.
8. LEIN terminals and other equipment with access to LEIN shall be maintained in physically secure locations.
9. LEIN terminal screens will not be placed in view of the public.

10. Whenever possible the LEIN terminal screen shall be minimized when non-department personnel are in the dispatch center, including but not limited to:
  - a. Public tours
  - b. Vendors, contractors, and repair technicians.
11. Mobile devices (MCT) with access to LEIN:
  - a. Shall be screen-blanked or closed when the vehicle is left unattended in order to prevent viewing by unauthorized persons.
  - b. Shall be positioned to prevent viewing by vehicle passengers if possible.
12. LEIN printouts shall be disseminated to the appropriate requesting personnel.
  - a. LEIN printouts will be disposed in such a manner as to assure confidentiality.
  - b. LEIN printouts will be shredded using a cross-cut shredder.
13. Secondary dissemination is permitted to authorized agencies such as the Prosecutor and Courts. A log shall be maintained at the Department to document the name and date of any persons receiving LEIN printouts and the person releasing them.

**M. PASSWORDS & IDENTIFIERS**

1. Each employee shall have a unique identifier established by the agency for accessing any computer containing CJI, including computers used for connecting to the LEIN system. Inactive and/or former system users shall be deleted from access.
2. Security of passwords is a critical element of system security. All personnel shall comply with password regulations provided in this policy.
3. Specifically, the following shall apply:
  - a. Employee ID shall not be used as a password.

- b. Password for LEIN access must be unique from all other passwords for that user.
  - c. Employees shall not share or reveal a password to other persons.
  - d. The “Remember Password” option shall not be used on computers that include access to LEIN.
  - e. The use of another employee’s identifier or password is prohibited.
  - f. The agency may require that passwords be changed at regular intervals.
  - g. Notify a supervisor if you believe a password has been compromised.
4. The Township I.T Department shall complete an annual password audit

**N. MEDIA SANITIZATION & DESTRUCTION**

- 1. When no longer usable, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data shall be properly disposed of in accordance with established policy.
- 2. Criminal history records may not be kept in case files and must be destroyed through the use of a cross-cut paper shredder.
- 3. Criminal history records attached to reports in RMS shall be deleted as soon as they are no longer needed.
- 4. LEIN bulletins and informational teletypes shall be shredded as soon as they are no longer current or relevant.
- 5. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:
  - a. Shredded using a cross-cut shredder.
  - b. Incineration witnessed by Hamburg Township Police personnel.

- c. Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drivers, etc.) shall be disposed of by one of the following methods.
  - i. **Overwriting** (at least 3 times) – an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
  - ii. **Degaussing** – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
  - iii. **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.
- 6. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive or classified information shall not be released from Hamburg Township Public Safety Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

## **O. Media Protection**

- 1. Authorized HTPD personnel shall protect and control electronic and physical CJI while at rest and in transit. HTPD personnel will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Local Agency Security Officer (LASO) and/or Terminal Agency Coordinator (TAC).
- 2. Media Storage and Access- Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory

devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. “Physical media” includes printed documents and imagery that contain CJI.

3. To protect CJI, HTPD personnel shall:
  - a. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
  - b. Restrict access to electronic and physical media to authorized individuals.
  - c. Ensure that only authorized users remove printed or digital media from the CJI.
  - d. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures. (See Media Sanitization Destruction section)
  - e. Not use personally owned information system to access, process, store, or transmit CJI.
  - f. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers.
  - g. Store all hardcopy CJI printouts maintained by the HTPD in a secure area accessible to only those employees whose job function requires them to handle such documents.
  - h. Safeguard all CJI by the HTPD against possible misuse by complying with the Physical Protection Policy and Disciplinary Policy.
  - i. CJI must not leave the employee’s immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.

- j. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
  - k. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- 4. Media Transport- Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory cards.
  - 5. Dissemination to another agency is authorized if the other agency is an Authorized Recipient of such information.
  - 6. HTPD Personnel shall protect and control electronic and physical media during transport outside of controlled areas. The pickup, receipt, transfer and delivery of such media shall only be done to authorized personnel.
  - 7. HTPD personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:
    - a. Use of privacy statements in electronic and paper documents.
    - b. Limiting the collection, disclosure, sharing and use of CJI.
    - c. Following the least privilege and role-based rules for allowing access. Limit access to CJI to only those people or roles that require access.

- d. Securing hand carried confidential electronic and paper documents by storing CJI in a locked briefcase or lockbox and only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
- e. Hard copy printouts or CJI documents will be packaged in such a way as to not have any CJI information viewable. If mailed or shipped, CJI documents can only be release to authorized individuals. **DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.** Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery.
- f. CJI will not be taken home or when traveling unless authorized by the LASO.

**P. OPERATOR CERTIFICATION**

- 1. An operator is any person that uses a computer terminal to access the LEIN system.
- 2. The Terminal Agency Coordinator (TAC) is responsible to test and certify all operators in accordance with LEIN policy requirements.
- 3. The TAC shall ensure that all sworn officers, within six (6) months of employment, are trained and certified on the use of LEIN in compliance with LEIN/NCIC policy and regulations.

**Q. USER ACCOUNT-ACCESS VALIDATION**

- 1. All accounts shall be reviewed annually by the TAC, or designee, to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The TAC, or designee, may also conduct periodic reviews.
- 2. The TAC, or designee, should disable all new accounts that have not been accessed within 30 days of creation. Accounts of individuals on extended leave (more than 30

days) should be disabled. (Note: Exceptions can be made in cases where uninterrupted access to IT resources is required. In those instances, the individual going on extended leave should have a manager approved request from the designated account administrator or assistant).

3. The TAC, or designee, must be notified if a user's information system usage or need-to-know changes (i.e., the employee is terminated, transferred, etc.). The TAC, or designee, will remove or disable all access accounts for separated or terminated employees immediately following separation from the agency.
4. Primary responsibility for account management belongs to the TAC/LASO/System Administrator or designee. The TAC/LASO/System Administrator or designee shall:
  - a. Modify user accounts in response to events like name changes, accounting changes, permissions changes, office transfer, etc.
  - b. Periodically review existing accounts for validity, and
  - c. Cooperate fully with an authorized security team that is investigating a security incident or performing an audit review.
5. Violation of this policy may result in network removal, access revocation, corrective or disciplinary action, up to and including termination.

## **R. ANTI-VIRUS GUIDELINES**

1. All department computers and servers shall operate with anti-virus software installed by the Township's IT department that is scheduled to run at regular intervals. The LASO will coordinate with Township's IT to ensure that the anti-virus software meets current standards of protection.
2. Users are cautioned to never open any files or links attached to an email from an unknown, suspicious, or untrustworthy sources. Such emails should be immediately deleted or brought to the attention of the Township's IT



staff. Files should not be downloaded from unfamiliar or suspicious sources. Always scan any media that is brought into the agency before introducing it to the network.

3. Users shall notify the Township's IT staff immediately upon becoming aware of a virus infection on any departmental computer. The computer should not be turned off without the direction of Township IT staff.
4. Virus-infected computers must be removed from the network until they are verified as virus-free.

**S. MOBILE COMPUTER TERMINAL (MCT)**

All users of Mobile Computer Terminals (MCT) shall comply with all LEIN System regulations as described in this procedure.

**T. INFORMATION TECHNOLOGY (IT) GUIDELINES**

1. Hamburg Township IT employees shall comply with the following:
  - a. Complete a background screening that includes fingerprint screening.
  - b. Execute a Management Agreement with the Department enumerating the terms, conditions, duties, and responsibilities of both parties regarding the installation, operation and maintenance of criminal justice information technology located at the Hamburg Township Public Safety Department.
    - i IT staff will be responsible for regular data backup and off-site storage.
  - c. Execute a CJIS Security Addendum.
2. The Hamburg Township Public Safety Department, the Livingston County IT Department and the Township's Technical Services Department shall execute a Management Agreement as described above.

## U. **INCIDENT RESPONSE**

In accordance with the FBI CJIS Security Policy, based off the National Institute of Standards and Technology (NIST) Special Publication 800-61 rev. 2, the Incident Response Life Cycle consists of a series of phases – distinct sets of activities that will assist in the handling of a security incident, from start to finish.

### 1. **Preparation**

Preparation includes those activities that enable the HTPD to respond to an incident. These include a variety of policies, procedures, tools, as well as governance and communications plans. The HTPD utilizes several mechanisms to prevent, and prepare to respond to an incident.

#### a. **Security Awareness Training:**

All personnel are required to take FBI CJIS Security Policy compliant Security Awareness Training. This training must be updated at a minimum of every two years. Additionally, Hamburg Township requires monthly on-line security awareness training. This training covers additional ongoing threats to systems such as malware, phishing, social engineering, ransomware, and other threats as they become known.

#### b. **Malware/Antivirus/Spyware Protections:**

All information system terminals, as well as key information flow points on the network are protected by continuous defense against malware/antivirus/spyware and other known malicious attacks. These defense mechanisms are kept up to date without the need for end user interventions, and end users are restricted from accessing, modifying, disabling, or making other changes to the defense mechanisms.

#### c. **Firewalls and Intrusion Prevention Devices (IPD):**

Multiple firewalls and IPD are in place within the network to provide the necessary depth of defense. Hamburg Township I.T. in coordination with the

LASO keeps all firewalls and IPD up to date with the latest security patches and other relevant upgrades, as well as maintain an active backup of the latest security configuration.

d. **Personnel Security Measures:**

All Hamburg Township personnel with access to CJI or those areas in which CJI is accessed, stored, modified, transmitted, or maintained have been cleared to the required Personnel Security standards set forth in FBI CJIS Security Policy section 5.12.1 and the Michigan Addendum.

e. **Physical Security Measures:**

All locations within the HTPD that house CJI or CJI-related information systems are secured to the required criteria set forth in FGBI CJIS Security Policy section 5.9. Access to these secured areas and information systems are a need-to-know/need-to-share basis and required agency authorized credentials for access and are under the direct control and management of the HTPD.

f. **Event Logs:**

Event logging is maintained at all applicable levels, capturing all the required events and content specified for CJI through FBI CJIS Security Policy sections 5.4.1.1 and 5.4.1.1.1, retained for the specified period, and reviewed weekly.

g. **Patching/Updating:**

Systems shall be patched and updated as new security patches and hot fixes are released. Any software or hardware product that reaches the end of the manufacturer's service and support life for patching will be deemed out-of-compliance and replaced.

2. **Detection**

Detection is the discovery of an event with security tools or through notification by an inside or outside party about suspected

incident. The detection of an incident requires the immediate activation of the Incident Response Team (IRT). The determination of a security incident can arise from one or several circumstances simultaneously. Means by which detection can occur include:

- a. Trained personnel reviewing collected event data for evidence of compromise.
- b. Software applications analyzing events, trends, and patterns of behavior.
- c. Intrusion Protections/Intrusion Detection devices alerting to unusual network or port traffic.
- d. The observation of suspicious or anomalous activity within the Hamburg Township Public Safety Department or on a township computer system.
- e. It is critical in this phase to detect:
  - i. Whether a security incident has occurred.
  - ii. To determine the method of attack.
  - iii. To determine the impact of the incident to the mission, systems, and personnel involved in the incident.
  - iv. To obtain or create intelligence products regarding attack modes and methods.

### 3. **Analysis**

An incident will be categorized as one of four severity levels. These severity levels are based on the impact to Hamburg Township and can be expressed in terms of financial impact, impact to services and/or performance of our mission functions, impact to the department's image, or impact to trust by the community.

Severity Level	Description
<b>0 (Low)</b>	Incident where the impact is minimal. Examples may be e-mail SPAM, isolated virus infections, etc.
<b>1 (Medium)</b>	Incident where the impact is significant. Examples may be a delayed or limited ability to provide services, meet the department's mission, delayed delivery of critical electronic mail or data transfers, etc.
<b>2 (High)</b>	Incident where the impact is severe. Examples may be a disruption to the services and/or performance of our mission functions. Hamburg Township's proprietary or confidential information has been compromised, a virus or worm has become wide spread and is affecting employees, and Public safety systems are unavailable. Executive management has been notified.
<b>3 (Extreme)</b>	Incident where the impact is catastrophic. Examples may be a shutdown of all Hamburg Township's network services. Hamburg Township's proprietary or confidential information has been compromised and published in/on a public venue or site. Public safety systems are unavailable. Executive management must make a public statement.

#### 4. **Incident Reporting**

In the event that an incident involves or is suspected of involving criminal justice information, the MSP Information Security Officer (ISO) will be contacted and provided a CJIS-016 "Information Security Officer (ISO) Security Incident Report". The CJIS-016 is available under the Manuals, Policies, & Laws link at [www.michigan.gov/lein](http://www.michigan.gov/lein).

#### 5. **Containment, Eradication and Recovery**

The Township's I.T. Staff working in conjunction the Local Agency Security Officer (LASO) are responsible for Containment, Eradication and Recovery and will document all containment activities during an incident.

a. **Containment**

Containment activities for security incidents involve decision-making and the application of strategies to help control attacks and damage, cease attack activities, or reduce the impact or damage caused by the incident. This requires intelligence gathered by the detection and analysis phases of the incident – for example, identification of affected hosts, identification of attacking hosts or attackers, identification of malware and its capabilities, and identification and monitoring of attacker communication channels. In most cases, it is important to introduce containment solutions all at once, as attackers may escalate their attack activity if deployment of the strategy is delayed.

b. **Eradication**

Eradication efforts for a security incident involve removal of latent threats from systems (such as malware on the system and user accounts that may have been created), identifying and mitigating potential vulnerabilities or misconfigurations that may have been exploited, and identification of other hosts that may have been affected within the organization.

c. **Recovery**

Recovery efforts for incidents will involve the restoration of affected systems to normal operation. This is dependent upon the type of incident experienced but may include actions such as restoring systems from backups, rebuilding systems from an agency approved baseline, replacing compromised files with clean versions, installing patches, changing passwords, and increasing network perimeter and host-based security.

6. **Post Incident Activity**

The Township's I.T. Staff and LASO are responsible for documenting and communicating post incident activity. Post-

incident activities will occur after the detection, analysis, containment, eradication, and recovery from a security incident. One of the most important phases of incident response, post-incident activities involve the reflection, compilation, and analysis of the activities that occurred leading to the security incident, and the actions taken by those involved in the security incident, including the incident response team.

Important items to be reviewed and considered for documentation are:

- a. Exactly what happened and at what times?
- b. How well did staff and management perform in dealing with the incident.
- c. What information was needed sooner?
- d. Were any steps or actions taken that might have inhibited the recovery?
- e. What should be done differently the next time a similar incident occurs.
- f. How could information sharing with other organizations have been improved.
- g. What corrective actions can prevent similar actions in the future.
- h. What precursors or indicators should be watched for in the future to detect similar incidents.
- i. What additional tools or resources are needed to detect, analyze, and mitigate future incidents.

## 7. **Escalation**

The escalation process will be initiated to involve other appropriate resources as the incident increases in scope and impact. Incidents should be handled at the lowest escalation level that can respond to the incident with as few resources as possible in order to reduce the total impact and maintain limits on cyber-incident knowledge. The table below defines the escalation levels with the associated team members' involvement:

<u>Security Level</u>	<u>Response Team Member Involvement</u>	<u>Description</u>
<b>0 (Low)</b>	<ul style="list-style-type: none"> <li>• IT Coordinator</li> <li>• LASO</li> </ul>	Normal operations.
<b>1 (Medium)</b>	<ul style="list-style-type: none"> <li>• IT Coordinator</li> <li>• LASO</li> <li>• IT Director</li> </ul>	<b><u>Hamburg Township</u></b> is aware of a potential or actual threat and is responding to that threat.
<b>2 (High)</b>	<ul style="list-style-type: none"> <li>• IT Coordinator</li> <li>• LASO</li> <li>• IT Director</li> <li>• County Administrator</li> </ul>	An obvious threat has impacted business operations. Determine course of action for containment and eradication. Message staff of required actions and operational impacts if necessary.
<b>3 (Extreme)</b>	<ul style="list-style-type: none"> <li>• IT Coordinator</li> <li>• LASO</li> <li>• IT Director</li> <li>• County Administrator</li> <li>• Finance Director</li> <li>• Legal Counsel</li> <li>• Public Information Officer (PIO)</li> </ul>	Threat is wide spread with significant impact. Determine course of action for containment, mitigation, and eradication. Message staff and officials. Prepare for legal action. Prepare for a public statement.

The Incident Response Team (appendix A), will consider several characteristics of the incident before escalating the response to a higher level. They are:

- a. How wide spread is the incident?
- b. What is the impact to business operations?
- c. How difficult is it to contain the incident?
- d. How fast is the incident propagating?
- e. What is the estimated financial impact to Hamburg Township?
- f. Will this negatively affect Hamburg Township's image?



## V. COMPLIANCE

1. Any violation by a terminal user of any of the LEIN rules could result in removal of terminal access by LEIN Policy Council for the entire Department.
2. Unauthorized disclosure of any information obtained through LEIN for a non-law enforcement purpose is a crime ([MCL 28.214](#)).
  - a. (3) A person shall not access, use, or disclose nonpublic information governed under this act for personal use or gain.
 

(5) A person shall not disclose information governed under this act in a manner that is not authorized by law or rule.

(6) A person who intentionally violates subsection (3) or (5) is guilty of a crime as follows:

    - (a) For a first offense, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
    - (b) For a second or subsequent offense, the person is guilty of a felony punishable by imprisonment for not more than 4 years or a fine of not more than \$2,000.00, or both.
3. Misuse of the FBI National Crime Information Center (NCIC) is subject to additional federal criminal and/or civil penalties. [The Federal Privacy Act of 1974](#) states (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. [5 USC 522a (i)]
4. Misuse of criminal history record information obtained through NCIC violates the Code of Federal Regulation, Title 28, Section 20.25: states any agency or individual violating subpart B [State and Local Criminal History Record Information] of these regulations shall be subject to

a civil penalty not to exceed \$11,000 for a violation occurring on or after September 29, 1999.

5. Misuse of Secretary of State (SOS) records violates State of Michigan Driver and vehicle privacy protections laws. [MCL 28.295a, 257.902, 257.903, 324.80130d, 324.80319a, 324.81120, 324.82160 and other provisions of law.]
6. Under Michigan law, a person who makes a false representation or a false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in the law is guilty of a felony, which may be punishable by imprisonment for up to 5 years and/or a fine of up to \$5,000. Subsequent convictions may result in imprisonment for up to 15 years and/or a fine of up to \$15,000.
7. Misuse of motor vehicle records is subject to additional federal criminal and/or civil penalties. The Federal Driver's Privacy and Protection Act of 1994 states:
  - a. 18 USC 2723: (a) Criminal Fine – A person who knowingly violates this chapter shall be fined under this title. 1 (rev 02/2014) Notice of Criminal Penalties and Civil Action for the Misuse of LEIN.
  - b. 18 USC 2724: (a) Cause of Action – A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. (b) Remedies. – The court may award – (1) actual damages, but not less than liquidated damages in the amount of \$2, 500; (2) punitive damages upon proof of willful or reckless disregard of the law;
8. **Any use of the LEIN System for non-law enforcement purposes, or in violation of LEIN rules, or other violation of this policy and procedure may subject the employee to disciplinary action up to and including termination.**

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

## Appendix A: Incident Response Team

Role	Leadership/Members	Contact Information
I.T. Director	Tony Randazzo	[REDACTED]
I.T. Coordinator	Michael Delancey	[REDACTED]
LASO	Dariusz Nisenbaum	[REDACTED]
County I.T.	Tom Zarosley	[REDACTED]
Homeland Security	Theresa Cremonete	[REDACTED]
County CIO	Kris Tobbe	[REDACTED]
County Administration	Nathan Burd	[REDACTED]
Prosecutor	David Reader	[REDACTED]

## Other Numbers/Contacts:

MSP Operations:

[REDACTED]

FBI:

[REDACTED]

MS-ISAC:

[REDACTED]

MC3:

[REDACTED]

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: <b>Handling of Juveniles</b>			<b>No. 300-11</b>
Distribution: <b>POLICE</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: <b>200-4</b> <b>300-11 (9/7/07)</b>	MLEAC Standard(s): <b>4.4.1</b>
Effective Date: <b>DRAFT</b>			

## I. PURPOSE

The purpose of this procedure is to establish guidelines for the handling of juveniles who are under investigation and/or being detained by Hamburg Township police officers.

## II. DEFINITIONS

- A. Civil-type Offender – a juvenile who has been charged with or adjudicated for an offense that is civil in nature. Examples include non-criminal traffic violations and non-criminal fish and game violations.
- B. Juvenile – A person under the age of 18 years old.
- C. Non-Offender Juvenile – A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, or neglect statutes, for reasons other than legally prohibited conduct of the juveniles.
- D. Status Offender – A status offender is a juvenile who has been charged with or adjudicated for conduct that would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. The following are examples of status offenses:
  - 1. Truancy
  - 2. Violations of curfew
  - 3. Runaway
  - 4. Underage possession and/or consumption of tobacco products
  - 5. Underage alcohol offenses. These offenses are considered status offenses, even though state or local law may consider them delinquent offenses.
    - a. It is a criminal offense for any person 18 to 20 years old to consume or possess alcoholic beverages. Because the time period is limited (i.e., 3 years) and the age at which this is not a criminal offense is very broad (i.e., after the age of 21), these alcohol

offenses must be classified as status offenses if committed by a juvenile. However, criminal alcohol offenses that apply to all adults (e.g., disorderly public intoxication) may be classified as delinquent offenses.

### **III. LEGAL AUTHORITY – TAKING JUVENILES INTO POLICE CUSTODY**

- A. Conditions under which a police officer may take a juvenile into custody without a court order are:
  - 1. A violation of any law or ordinance.
  - 2. When circumstances exist that would make the arrest lawful if the juvenile were an adult.
  - 3. When the juvenile is a confirmed runaway or the officer reasonably believes the juvenile is evading the person or proper authority having legal custody.
  - 4. The conditions or surroundings under which the child is found are such as to endanger his/her health or welfare.
  - 5. The officer continues a lawful arrest made by a private citizen.
- B. Conditions required for immediate lodging in a detention or other facilities are:
  - 1. The juvenile's home or personal situation is such that if the child were not removed there exists the probability of harm through neglect, abuse, abandonment, or any situation which would otherwise endanger the child.
  - 2. The juvenile is accused of one or more offense(s) that are so serious that release would constitute a reasonable and articulable threat to the public safety.
  - 3. A Juvenile Apprehension Order or other court order exists.
- C. Immediate detention is not necessary when:
  - 1. The juvenile has been involved in a less serious offense for which release would not likely endanger public safety.
  - 2. A parent, guardian, or custodian is capable of controlling the juvenile and agrees to do so.
- D. If the juvenile is not detained:

1. A parent, guardian or custodian must be notified as soon as possible of the violation, time of arrest, and where they should take charge of the juvenile.
2. Officers shall prepare an incident report to seek charges or issue a Uniform Law Citation.

E. Uniform Law Citations

A Uniform Law Citation may be written when a juvenile is apprehended in violation of state law, status offenses, or Township ordinances that do not normally require lodging. When issuing a citation, officers must assign a complaint number.

F. Misdemeanors on School Property

1. MCL 764.15N provides warrantless arrest authority for offenses committed on school property. "The peace officer has reasonable cause to believe a misdemeanor has taken place or is taking place on school property and reasonable cause to believe the person committed or is committing the violation; regardless of whether the violation was committed in the peace officer's presence."
2. MCL 333.7410 defines "school property" as a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

#### IV. **STATUS OFFENSES**

Status offenses are those offenses which would not be considered a crime if the juvenile were an adult. Juveniles accused of status offenses cannot be held in a locked holding area. Status offenses include: juvenile runaway, curfew violations, truancy, tobacco law violations, marijuana law violation and possessing or consuming alcohol.

#### V. **CURFEW VIOLATIONS**

A. Curfew.

1. Curfew for children under 12 years old, MCL 722.751:

"No minor under the age of 12 years shall loiter, idle or congregate in or on any public street, highway, alley or park between the hours of 10 o'clock p.m. and 6 o'clock a.m., unless the minor is accompanied by a parent or guardian, or some adult delegated by the parent or guardian to accompany the child."

2. Curfew for minors under 16 years old, MCL 722.752:

“A minor under the age of 16 years shall not loiter, idle or congregate in or on any public street, highway, alley or park between the hours of 12 midnight and 6 a.m., immediately following, except where the minor is accompanied by a parent or guardian, or an adult delegated by the parent or guardian to accompany the minor, or where the minor is upon an errand or other legitimate business directed by his/her parent or guardian.”

B. Disposition of Curfew Violator

1. Officers may issue a citation or a verbal warning for curfew violations. An incident report shall be written on all curfew violations.
2. The juvenile may be brought to the police station and the parent, guardian, or custodian summoned to pick up the juvenile or the juvenile may be transported home to be released to a parent, guardian, or custodian.

**NOTE:** Juveniles may **not** be held behind a locked door for status offenses.

## VI. RUNAWAY JUVENILES

-Refer to Public Safety SOP #300-05: *Missing/Unidentified Persons/Runaways*.

## VII. INTOXICATION AND ALCOHOL VIOLATIONS INVOLVING JUVENILES

A. Incapacitated Juveniles

-Refer to Public Safety SOP #300-06: *Response to Incapacitated Persons*.

B. Intoxicated Juveniles

1. When an officer has contact with an intoxicated juvenile (non-driving situation), the officer may:
  - a. Issue a verbal warning and release to a parent, guardian, or custodian.
  - b. Issue a citation and release to a parent, guardian, or custodian.
2. It is imperative that the officer monitor the juvenile and be mindful of changes in levels of consciousness, signs of delirium, or any other factors, information or changes which may indicate a serious drug interaction, overdose, or any other condition which requires immediate medical attention.
3. If, in the officer's reasonable opinion, the juvenile needs medical attention and the parent/guardian are unwilling to seek that attention, the juvenile



should be placed in protective custody and transported to a hospital. The officer shall initiate an incident report of child neglect and the Department of Health and Human Services (DHHS) shall be contacted immediately.

C. Liquor law violations by persons under 21 years of age, MCL 436.1703.

1. This statute applies to minors who purchase or attempt to purchase, consume or attempt to consume, and possess or attempt to possess alcoholic liquor. A first offense violation of this statute is a state civil infraction. A second offense is a 30-day misdemeanor and a third offense is a 60-day-misdemeanor.
2. PBT – A peace officer who has reasonable cause to believe a minor [defined in this act as any person under 21 years of age] has consumed alcoholic liquor may request that the person to submit to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis must not be administered without a court order, but a peace officer may seek to obtain a court order. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a state civil infraction proceeding or criminal prosecution to determine if the minor has consumed or possessed alcoholic liquor or had any bodily alcohol content. MCL 436.1703(6).
3. Notification of Parent or Guardian – When an officer determines that a person less than 18 years of age, who is not emancipated, allegedly consumed, possessed or purchased or attempted to consume, possess, or purchase alcoholic liquor, the officer **must notify a parent**, custodian, or guardian as to the nature of the violation.
  - a. This section is contingent on the officer being able to ascertain the name of the parent, guardian, or custodian. The statute requires that this notice shall be made within 48 hours of the time of the violation.
  - b. Notice can be made in person, by telephone, by first class mail, or any other reasonable method calculated to give prompt actual notice.
  - c. If the person is less than 18 years of age and is arrested, then the parent or guardian **must** be notified immediately.
4. Exceptions – This statute does delineate certain exceptions; including possession during working hours in the course of employment (i.e., waitress serving alcohol, busboy clearing tables, etc.), consumption during and as a necessary part of an educational course, consumption of sacramental wine in religious services, and persons participating in undercover operations.

5. A minor is not considered to be in violation of MCL 436.1703 if they have consumed alcohol and voluntarily present themselves to a health care facility for treatment/observation or if they initiate contact with a peace officer or emergency medical services personnel for the purpose of obtaining medical assistance for a legitimate health care concern (MCL 436.1703(9)).
6. Operating While Intoxicated- Under 21 Years of Age – Under MCL 257.625(6) a person cannot operate a vehicle with any bodily alcohol content.

## VIII. TRUANCY

- A. Michigan law requires that children between the ages of 6 years old and 16 years old regularly attend school during the school year with limited exceptions (such as home schooling). MCL 380.1561.
- B. Officers who come in contact with a juvenile who appears to be in violation of the compulsory attendance statute (i.e., truancy) shall investigate the matter further. Officers shall attempt to obtain and verify the following information:
  1. Identity of juvenile (name and date of birth/age).
  2. Address and school district where juvenile resides.
  3. Name of school juvenile attends (or whether juvenile is home schooled).
  4. Parent/guardian name and contact number.
- C. Enrollment Confirmation
  1. After obtaining the juvenile's information, the officer shall contact the attendance officer at the school where the juvenile reports that they are attending.
  2. The officer shall confirm that the juvenile is enrolled at the school, confirm that the school is in session on that day, and confirm that the juvenile is supposed to be in attendance. The officer shall also provide the school official with the case number of the incident report. (Note: an incident report is required on all truancy matters).
- D. Parental Notification
  1. The parent, guardian or custodian of the juvenile shall immediately be contacted after the enrollment confirmation process.

2. The officer shall question the parent, guardian or custodian of the juvenile to determine the circumstances surrounding the truancy. If appropriate, the officer may submit a warrant request to the Prosecutor's Office for violation of the compulsory school attendance statute (MCL 380.1561) by the parent, guardian or custodian. Violation of this statute is a misdemeanor.
3. After speaking with the parent, guardian or custodian of the juvenile, the officer may do any of the following with the juvenile:
  - a. Transport the juvenile to the appropriate school and turn them over to school personnel.
  - b. Transport the juvenile home and turn them over to a parent, guardian or custodian.
  - c. Arrange to have the parent, guardian or custodian pick up the juvenile at the police station.

## IX. TOBACCO VIOLATIONS

### A. Youth Tobacco Act, MCL 722.642.

1. A person less than 21 years of age shall not do any of the following (MCL 722.642(1)):
  - a. Purchase or attempt to purchase a tobacco product.
  - b. Possess or attempt to possess a tobacco product.
  - c. Use a tobacco product in a public place.
  - d. Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a tobacco product.

An individual who violates this subsection is guilty of a misdemeanor punishable by a fine of not more than \$50.00 for each violation.

2. A person less than 21 years of age shall not do any of the following (MCL 722.642(3)):
  - a. Purchase or attempt to purchase a vapor product or alternative nicotine product.
  - b. Possess or attempt to possess a vapor product or alternative nicotine product.

- c. Use a vapor product or alternative nicotine product in a public place.
- d. Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a vapor product or alternative nicotine product.

An individual who violates this subsection is guilty of a state civil infraction for the first two offenses punishable by a fine of not more than \$50.00 for each violation and guilty of a misdemeanor for the third offense punishable by a fine of not more than \$50.00 for each violation.

**B. Furnishing Tobacco to Person under 21, MCL 722.641.**

- 1. A person shall not sell, give, or furnish a tobacco product, vapor product, or alternative nicotine product to a person under 21 years of age, including, but not limited to, through a vending machine. A person who violates this statute is guilty of a misdemeanor punishable by a fine as follows:
  - a. For a first offense, not more than \$100.00.
  - b. For a second offense, not more than \$500.00.
  - c. For a third or subsequent offense, not more than \$2,500.00.

**X. MARIJUANA VIOLATIONS**

No person under the age of 21 can possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marijuana (MCL 333.27954). Violations are a state civil infraction.

**XI. INCORRIGIBILITY**

Officers may be requested to assist a parent or guardian who is experiencing severe disciplinary problems with their child. At times, criminal activity (i.e., drug use, retail fraud, status offenses, violent acts, etc.) may be suspected but sufficient evidence to initiate a criminal complaint may be lacking. Additionally, the parent may not be able to control their child; having exhausted all other means and resources to effect positive change. In these cases, the officer should initiate a written incident report for Juvenile Incurrigibility.

**NOTE:** It is important that the officer remain sensitive to the needs and frustration of parents experiencing incorrigibility problems. The officer should assist the parent in locating other community resources such as counseling services, substance abuse treatment centers, and other youth and family services.

## **XII. INTERVIEW OF JUVENILES**

- A. Interviews of juvenile victims of physical and sexual abuse shall be conducted in accordance with the procedures established by the Livingston County Department of Human Services and the Livingston County Prosecutor's Office in the *Livingston County Protocol for Investigation of Child Abuse*.
- B. When conducting interviews of juvenile suspects, the officer shall obtain written permission from a parent or guardian to interview the juvenile or have a parent or guardian present during the interview.

## **XIII. DETENTION OF JUVENILES**

The following procedure shall be utilized when temporarily detaining persons under the age of eighteen (18) years in the department's holding cells.

- NOTE:** Juveniles held for a criminal charge(s), under an arrest warrant, or under a Family Court Order shall not be held longer than 6 hours in the holding cells. The time period commences at the time the juvenile is brought in.
- A. Juveniles will be brought to the holding cell area via the east garage bay or office area.
  - B. Officers shall complete the Juvenile Detention Log located on the wall mount on the north side of the holding cell area.
  - C. Contact with adult detainees shall be avoided at all times during the transportation and detention of a juvenile.
  - D. Arresting/transporting officers will conduct a custodial search of the juvenile and remove all property from the juvenile; including pocket knives, necklaces, belts, shoes or shoelaces, matches, lighters and place the items in an evidence bag to be transported with the detainee or released to him/her when leaving the facility or taken for evidence.
  - E. Juveniles held for status offenses will be held in an unlocked area and will not be handcuffed to any stationary object.
    - 1. Juvenile status offenders may be placed in an unlocked interview room or in the squad room with the officer for the length of time required to complete identification, processing, and release to a responsible adult or transferred to a juvenile facility or court.
  - F. A juvenile being booked on a warrant ordering arraignment in 53<sup>rd</sup> District Court based on a waiver to adult court or a juvenile who has committed a serious

criminal offense will be handled as detailed above. In addition, the arresting officer shall arrange for the lodging of the juvenile as follows:

1. During normal business hours, contact Juvenile Court.
  2. After hours, contact Central Dispatch who will contact the on-call Juvenile Court representative.
  3. When arrangements to lodge a juvenile at a youth detention center have been made, the officer will transport the juvenile to the center.
- G. Officers are relieved of their responsibility for the juvenile when they have specifically charged the juvenile with a criminal or status offense, and
1. Contacted a parent, legal guardian, or other acceptable adult to pick up the juvenile, or
  2. Made arraignments for lodging and transporting to a youth detention center, or
  3. Made arrangements for eventual release within six (6) hours.
- H. A supervisor may request an officer remain with a juvenile if any of the following apply:
1. The juvenile is suicidal.
  2. The juvenile is uncooperative; requiring constant watch.
  3. Multiple juveniles are brought to the department.
- I. If a parent/guardian has not picked up the juvenile from the police station after three (3) hours, the officer will:
1. Re-contact the parent/guardian.
  2. Notify a supervisor of the time delay.
- NOTE:** If the arresting officer is unavailable, command will assign another officer to complete the placement of the juvenile.
- J. If the juvenile is still at the police station after five (5) hours, the officer will immediately transport the juvenile to their residence or other suitable location such as a relative willing to accept custody of the juvenile.

## K. Non-secure Custody

1. A juvenile may be in law enforcement custody and, therefore, not free to leave or depart from the presence of law enforcement officer or at liberty to leave the premises of a law enforcement facility but not be in a secure detention or confinement status. **All** of the following criteria will constitute non-secure custody of a juvenile in an adult jail or lockup facility:
  - a. The area where the juvenile is held is an unlocked multipurpose area, such as a lobby, office, or interrogation room that is not designated, set aside or used primarily as a secure detention area or is not part of such an area, or, if a secure area, is used only for processing purposes;
  - b. The juvenile is not physically secured to a cuffing rail or other stationary object during the period of custody in the facility.
  - c. The use of the area is limited to providing non-secure custody only long enough and for the purposes of identification, investigation, processing, release to parents, or arranging transfer to an appropriate juvenile facility or to court;
  - d. In no event can the area be designed or intended to be used for residential purposes; and
  - e. The juvenile must be under continuous visual supervision by a law enforcement officer or facility staff during the period of time that he/she is in non-secure custody.
  
2. In addition, a juvenile placed in the following situations would be considered in a non-secure status:
  - a. A juvenile handcuffed to a non-stationary object. If the five criteria listed above are adhered to, handcuffing techniques that do not involve cuffing rails or other stationary objects are considered non-secure.
  - b. A juvenile being processed through a secure booking area. Where a secure booking area is all that is available and continuous visual supervision is provided throughout the booking process and the juvenile remains in the booking area only long enough to be photographed and fingerprinted (consistent with state law), the juvenile is not considered to be in a secure detention status. Continued non-secure custody for the purposes of interrogation, contacting parents, or arranging an alternative placement must occur outside the booking area.
  - c. A juvenile placed in a secure police car for transportation. The Juvenile Justice and Delinquency Prevention (JJDP) Act applies to secure detention facilities and secure correctional facilities;

therefore, a juvenile placed in a police car for transportation would be in a non-secure status.

- d. A juvenile placed in a non-secure runaway shelter but prevented from leaving because of staff restricting access to exits. A facility may be non-secure (i.e., staff secure) if physical restriction of movement or activity is provided solely through facility staff.

#### **XIV. HANDCUFFING OF JUVENILE OFFENDERS**

-Refer to Public Safety SOP #300-76: *Use of Handcuffs and Restraining Devices*.

#### **XV. COMPLIANCE WITH DEINSTITUTIONALIZATION OF STATUS OFFENDERS**

##### **A. Prohibition on Secure Holding**

Adult jails and lockups cannot hold status offenders, non-offenders or civil-type juvenile offenders in a secure manner at any time. These juveniles may be detained in a non-secure area of an adult jail or lockup for processing while awaiting transportation to a non-secure shelter care facility or a juvenile detention center or while waiting release to a parent or guardian.

#### **XVI. COMPLIANCE WITH JAIL REMOVAL**

##### **A. The JJDP Act states that “no juvenile shall be detained or confined in any jail or lockup for adults...” There are three exceptions to this requirement:**

1. A 6-hour hold exception for alleged delinquent offenders.
2. An exception for alleged delinquent offenders in rural areas if certain criteria are met.
3. An exception for juveniles waived or transferred to a criminal court.

##### **B. Six-Hour Hold Exception**

OJJDP regulations allow for a 6-hour “grace period” that permits the secure detention in an adult jail or lockup of those juveniles accused of committing criminal-type offenses (i.e., offenses that would be a criminal offense if committed by an adult). Under this exception, the juvenile cannot have sight or sound contact with adult inmates during the time the juvenile is in a secure custody status in the adult jail or lockup. The 6 hours can be used in the following circumstances:

1. An accused delinquent could be detained for up to 6 hours for the purposes of processing or release or transfer to a juvenile facility. Any



holding of juveniles should be limited to the absolute minimum time necessary to complete these purposes, not to exceed 6 hours. An accused or adjudicated delinquent could be detained for up to 6 hours before a court appearance and up to an additional 6 hours after a court appearance, but any hold of an adjudicated delinquent that is not related to a court appearance is a violation of jail removal.

**NOTE:** The 6-hour time period cannot be combined to extend the time frame. For example, a juvenile cannot be detained for 4 hours before and 7 hours after the court appearance.

2. Once the juvenile has been placed in a secure custody status and the 6-hour period has begun, the facility cannot temporarily take the juvenile out of a secure custody status and begin the 6-hour time period again. For example, if a juvenile was placed in a secure custody status for 4 hours, then was taken to a non-secure interview room for 1 hour, then was returned to a secure custody for 2 hours, the total time to report for the jail removal provision is 7 hours and would be a violation of the 6-hour limit.
3. A status offender, non-offender or civil-type juvenile offender cannot be securely detained for any length of time in an adult jail or lockup.
4. Sight and sound separation from adult offenders must be maintained at all times pursuant to the separation requirement.

## **XVII. COMPLIANCE WITH SEPARATION**

Juveniles shall not have contact with adult inmates. Separation must be achieved in all secure areas of the facility. Accused or adjudicated delinquent offenders, status offenders, and non-offenders cannot have contact with adult inmates.

### **A. Definitions**

1. Contact – Contact is defined to include any physical or sustained sight or sound contact.
2. Sight Contact – Sight contact is defined as clear visual contact between adult inmates and juveniles within close proximity to each other.
3. Sound Contact – Sound contact is defined as direct oral communication between adult inmates and juvenile offenders.

- B.** Sight and sound separation may be accomplished through policies and procedures such as time phasing the use of an area to prohibit simultaneous use by juveniles and adults. Brief inadvertent or accidental contacts between juvenile offenders in

a secure custody status and adult inmates in secure nonresidential areas of the facility do not count as violations.

- C. Where a secure booking area is all that is available and the juvenile is under complete supervision just long enough for the booking process, the juvenile is not considered to be in a secure detention status and separation would not apply during this time. Once the booking process has been completed, the juvenile must be separated immediately from adult inmates.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: <b>Communicable Diseases</b>			<b>No. 300-57</b>
Distribution: <b>POLICE</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: <b>600-9</b>	MLEAC Standard(s): <b>N/A</b>
Effective Date: <b>DRAFT</b>			

## I. PURPOSE

The purpose of this procedure is to establish guidelines and work practices to prevent or reduce potential communicable disease exposure to employees during the handling of persons and property by which such diseases may be transmitted as a result of contact with blood, other bodily fluids, or through the air.

## II. DEFINITIONS

- A. **Communicable Diseases** – Those infectious diseases/illnesses transmitted from one person to another through breath, blood, body fluids, or by the use of contaminated items such as syringes.
- B. **Bloodborne Pathogens** – The microorganisms present in infected human blood that are associated with the diseases of Hepatitis B and C, Human Immunodeficiency Virus (HIV), Syphilis, Malaria, and others.
- C. **Exposure** – Contact to the eye, mouth, other mucous membrane, or non-intact skin by the blood or body fluids of another person. Also includes being in close contact (generally less than 6 feet) in an enclosed environment with a person having a respiratory disease/illness where an officer may inhale droplets/particles containing the virus being expelled by the infected person.

## III. PROTECTIVE CLOTHING/EQUIPMENT

- A. Availability
  - 1. The department shall issue and/or make readily available to all personnel the following for work-related use:
    - a. Latex exam gloves.
    - b. Surgical and N-95 masks.
    - c. Heavy duty protective coveralls with hood.

- d. Disinfectant wipes.
- e. Hand sanitizer (with at least 70% alcohol content).
- f. Fluid resistant mask with face shield.

B. Use of Protective Clothing/Equipment

1. All persons and property should be treated as though potentially contaminated with a bloodborne pathogen.
2. A mask will be used when in close contact with or transporting a prisoner who has/is suspected of having tuberculosis (TB), influenza or COVID.
3. Officers will question subjects who have coughs, fever or other symptoms to determine whether they may have TB, influenza, COVID or another disease.
4. If the subject affirms they are sick with TB, influenza, COVID or another serious respiratory disease, the officer shall put on a mask and report the situation to a supervisor.
5. Custodial arrests of subjects where there is a confirmation or a reasonable belief that the subject has TB, COVID or other serious respiratory disease should be avoided unless arrest is mandatory by law (i.e., Domestic Violence) or the subject is being arrested for a serious felony.

**NOTE:** With TB, COVID or any other serious respiratory disease, keep the vehicle ventilated while transporting the infected subject.

6. After the transport of a subject infected with a communicable disease the vehicle will be taken back to the police station parking lot and labeled with biohazard stickers for decontamination in accordance with Section VII., below.
7. Protective exam gloves and protective masks with eye shields shall be used whenever possible in all situations which involve the possibility of exposure to blood, body fluids and/or human tissue.
8. Protective exam gloves and protective masks with eye shields shall be worn by all personnel while handling property or processing evidence if the property is known to be or suspected to be contaminated with blood, body fluids and/or human tissue.
9. Personnel must wear eye protection when the potential exists to be splashed with body fluids or when processing crime scenes where there are body fluids. Eye protection that becomes exposed to or contaminated

by body fluids or tissue shall not be reused and shall be disposed of in an approved biohazard receptacle.

10. Disposable resuscitator masks are to be used while employees perform CPR. Once a resuscitator mask has been used or exposed to body fluids, it must be disposed of in an appropriate biohazard container. The resuscitator mask shall be replaced as soon as possible.
11. Protective coveralls and all other protective devices such as protective exam gloves and masks with eye shields shall be worn whenever necessary by any employee who processes a crime scene which contains body fluids or excretions.
12. Employees shall advise Central Dispatch and/or a supervisor if they are dispatched to, assigned, or inadvertently come upon an incident that requires additional barrier protection that they do not have available to them. The supervisor or dispatcher shall then either reassign the incident to a properly equipped unit or ensure that appropriate barrier protection is delivered for use at the incident site before action is taken by an employee; unless the employee must take immediate action to protect himself/herself or another person from physical harm.

C. Maintenance or Re-Supply of Protective Equipment/Clothing

1. It shall be the responsibility of each employee to ensure that they are equipped with all necessary protective equipment/clothing. Employees shall notify a supervisor if they are in need of any personal protection equipment/clothing.
2. Supervisors shall ensure that an employee is supplied or re-supplied with all necessary personal protection equipment/clothing. In the event that a supervisor cannot access or locate needed equipment/clothing they shall immediately notify the Deputy Director – Police.

D. Disposal of Protective Equipment

1. Protective equipment is disposable and shall be used only once.
2. Exposed or contaminated disposable equipment shall be disposed of in an appropriate biohazard receptacle, if immediately available. If no receptacle is immediately available, the equipment shall be placed in an appropriately sized biohazard bag and transported to a biohazard receptacle for disposal.
3. Biohazard receptacles are located at the Livingston County EMS building and in hospital emergency rooms.

#### IV. **EQUIPMENT AND CLOTHING CONTAMINATION**

- A. Departmental or personal equipment/clothing that has been contaminated by a bloodborne pathogen shall be removed by the employee and placed in a biohazard bag as soon as practical.
- B. Departmental or personal equipment/clothing (excluding firearms) still wet with blood or body fluids must be air dried before being placed in a biohazard bag. It shall be the responsibility of the employee to whom the item(s) belong to affix biohazard labels to such item(s).
- C. Properly bagged clothing and equipment that have been contaminated and is no longer wet shall be placed in the detached evidence garage. Biohazard labels will remain on the bag.
- D. The employee shall advise a supervisor and make arrangements for the cleaning of the contaminated item(s). Equipment and clothing will be replaced if necessary.
- E. If the contaminated item(s) need to be temporarily replaced with other clothing/equipment, the employee shall notify his/her supervisor who shall ensure that temporary replacement is made, as soon as practical.
- F. Under no circumstances should an employee attempt to clean any contaminated article of equipment or clothing on his/her own without permission/instruction of a supervisor.
- G. Firearms that are exposed to bloodborne pathogens shall be placed in a biohazard bag and transported to the department by the employee for cleaning and shall be secured in a designated receptacle. Written notice shall be attached to the biohazard bag indicating the nature of the exposure.
- H. All employees are strongly discouraged from wearing their duty uniforms or other clothing, including shoes, to and from the work-site. This is recommended to reduce the possibility of carrying infectious diseases on clothing and shoes.

#### V. **OTHER PROTECTION**

All employees who have the potential of coming into contact with bloodborne pathogens have been offered a series of Hepatitis B (HBV) inoculations at no personal expense. Employees are strongly urged to participate in this form of protection even if they originally opted not to. Employees with questions regarding this inoculation should contact the Livingston County Health Department.

## **VI. GENERAL PRECAUTIONARY MEASURES**

- A. Personnel should keep all cuts and open wounds covered with clean bandages during their tour of duty.
- B. Personnel should avoid smoking, eating, drinking, nail-biting, and all hand-to-mouth, hand-to-nose, and hand-to-eye actions while working in areas contaminated with blood or body fluids. Bloodborne contaminated items must be handled carefully.
- C. Personnel must handle all needles and syringes carefully to prevent puncture of their skin.
- D. Hamburg Township Fire and Livingston County EMS personnel carry sharps containers if needed for needles, syringes and all other sharps.
- E. Needles and syringes shall not be re-sheathed. The needle or syringe shall be placed in a sharps container to avoid accidental punctures to the skin and to protect other employees.
- F. Extreme care must be taken during any search process to avoid accidental punctures of the skin. Protective pat-down searches, inventory searches, or searches of any area, particularly areas that are not sight-accessible (e.g., under car seats or inside pockets or containers), shall be done carefully to avoid punctures by sharp objects or contact with potentially contaminated objects. Personnel may wish to double-glove to enhance their protection.
- G. All sharps that have been contaminated with bloodborne pathogens that will not fit in the provided containers shall be properly marked and placed in appropriate protective containers to give notice to others and prevent accidental exposure.
- H. Blood samples, clothing, or any item that has been exposed or contaminated with any bodily fluid or human tissue shall be labeled with a biohazard label. The MSP Crime Laboratory will not accept any evidence of this nature which has not been properly labeled.
- I. Care should be taken to avoid the cough or mucus/phlegm from another person directly into the employee's face. When appropriate, protective masks with eye shields should be worn. A protective mask may be placed on prisoners to help eliminate risk to employees.

## **VII. VEHICLE EXPOSURE**

- A. Police vehicles that become contaminated should not be driven unless it is safe to do so while utilizing appropriate barrier protection. If driven, vehicles should only be taken to be cleaned.

- B. Contaminated police vehicles which cannot be driven safely shall be towed to the police station parking lot.
- C. Vehicles taken to the police station for cleaning shall have biohazard labels placed over both door posts to alert other employees.
- D. Written notice shall be attached to vehicles towed to the station indicating the nature of the exposure (e.g., known or suspected HIV carrier urinated in the back seat of the patrol vehicle). This will alert personnel about the type and location of the exposure and will help safeguard personnel during the cleaning process.
- E. Written notice shall be attached to vehicles that are towed for evidence processing; indicating the nature of the exposure. The wrecker driver shall be notified of the exposure prior to the vehicle being towed. A biohazard sticker shall be placed on the contaminated vehicle. Care must be taken when attaching the written notice and biohazard sticker to the contaminated vehicle so as not to destroy possible evidence.
- F. Police vehicles that become contaminated or are exposed to respiratory diseases shall be cleaned by the officer utilizing the Ecolab Disinfectant Sprayer which is stored on a wall mount in the west garage bay. All officers shall receive training in the proper use of the Ecolab Disinfectant Sprayer.
- G. Police vehicles that become contaminated with blood or other bodily fluids shall be professionally cleaned by a department-approved cleaning company.

#### **VIII. MEDICAL TREATMENT FOR BLOODBORNE PATHOGEN EXPOSURE**

- A. Employees who become exposed or feel they may have been exposed to bloodborne pathogens, according to the above definitions, shall immediately report the possible exposure to a supervisor.
- B. Supervisor Responsibilities
  - 1. Recognize that time is of the essence, do not delay employee cleansing and treatment procedures because disease prevention success can be directly related to the time lapse between exposure and the onset of cleansing and treatment procedures.
  - 2. If not already done, have the employee immediately wash the affected area with soap and water and completely shower if saturated with body fluids.
  - 3. As soon as possible after cleansing, ensure that an employee who has been exposed is treated at a medical facility. If there is any doubt whether or not an exposure has occurred, it is best to have the employee seen by a



medical professional in accordance with Public Safety SOP #100-14: *Employee Injury and Illness*. Always give the benefit of the doubt to the employee in cases of an occupational exposure and follow-up treatment.

4. If the person who is the source of the suspected exposure refuses to comply with testing, a petition for testing of infectious disease must be filled out and signed by a judge.

## **IX. INVESTIGATION OF EXPOSURES**

- A. A supervisor shall investigate and document all employee exposure incidents (bloodborne or respiratory). The supervisor's report shall include the following:
  1. Identity of the source, if known; including address, phone numbers, etc.
  2. Identity of all exposed parties.
  3. Nature of the suspected exposure (e.g., Hepatitis, HIV, COVID, etc.), along with the reason why it is suspected.
  4. Means/method of exposure.
  5. Follow-up actions taken; including all persons contacted to confirm infection(s), tests requested, and a final disposition at the conclusion of the preliminary investigation.
  6. Supervisor's determination as to whether appropriate and reasonable barrier protection was utilized by the employee at the time of the exposure.
  7. Recommended corrective action if the employee did not utilize the appropriate barrier protection due to an unjustifiable reason.
- B. Completed reports shall be immediately forwarded to the Director of Public Safety.
- C. It shall be the responsibility of the Director of Public Safety/designee to review and follow up on all employee exposure reports and to coordinate employee medical treatment.

## **X. DETENTION CELL EXPOSURES**

Upon discovery of any body fluid or substance in the detention cells, the affected area shall be cleaned and disinfected with a 10% bleach/water solution. Those individuals cleaning the infected area shall wear appropriate barrier protection during the cleansing process.

**XI. GENERAL INFORMATION FOR EMPLOYEES**

- A. Wash your hands with soap and water frequently during a tour of duty and/or use hand sanitizer.
- B. Always use barrier protection, when possible.
- C. Never administer CPR without a resuscitator mask.
- D. Never assume that any person, child, or object is disease free,
- E. Treat all searches, personal contacts, and property as though there is the potential to be contaminated with a communicable disease.
- F. Report all exposures and seek treatment immediately.
- G. Make sure you have barrier protection in your vehicle before beginning a tour of duty.
- H. Leave uniforms, other clothing, and shoes at work, so you don't take infections home.
- I. Get the Hepatitis series of shots.
- J. Identify the person who exposed you, the nature of the exposure, and write a detailed report.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

<b>HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT</b>			
<b>STANDARD OPERATING PROCEDURE</b>			
<b>Title: Arrest Management</b>			<b>No. 300-75</b>
<b>Distribution:</b> <b>POLICE</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	<b>Rescinds:</b> <b>200-2</b>	<b>MLEAC Standard(s):</b> <b>3.1.3., 3.1.4, 5.1.1, 5.1.2</b>
<b>Effective Date: DRAFT</b>			

## I. PURPOSE

The purpose of the procedure is to establish guidelines for managing the arrest and custodial transport process.

## II. DEFINITIONS

- A. **Contact** – A face-to-face communication between an officer and a private person under circumstances where the person is free to leave.
- B. **Emergency Circumstances** – Those circumstances in addition to probable cause that demand immediate action. Emergency circumstances generally justify entry into a dwelling or building without a warrant in the following circumstances:
  - 1. When evidence would be destroyed.
  - 2. When there is the threat of injury to the officer or others.
  - 3. When a felon would escape.
  - 4. When there is a crime in progress.
  - 5. When exigent circumstances exist.
  - 6. Hot pursuit of a criminal.
    - a. This refers to situations in which an officer pursues a fleeing felon into a home or building, etc., and then observes in plain view items that are readily apparent as evidence or contraband.
    - b. It is important to note that court cases dealing with this exception are based on felonies, not misdemeanors.
    - c. Officers should never pursue a person wanted for a misdemeanor into their home and expect to base an exception to the warrant requirement on hot pursuit.

- C. **Exigent Circumstances** – Emergency circumstances that justify a warrantless entry.
- D. **Felony** – An offense for which the offender, on conviction, may be punished by death or by imprisonment in a state prison MCL 750.7.
- E. **Frisk** – A limited protective search for concealed weapons or dangerous instruments.
- F. **Misdemeanor** – A violation of a non-felony penal law punishable in the county jail for not more than 1 year.
- G. **Probable Cause** – Articulable facts or circumstances which could lead a reasonably prudent person to conclude that a suspect has committed, or is in the process of committing, a criminal act.
- H. **Reasonable Officer** – One who acts as other similarly trained and experienced officers could be expected to act under similar circumstances. The reasonableness of an officer's actions will be reviewed based on the facts and circumstances known to him/her at the time of the action.
- I. **Reasonable Suspicion** – A police officer has reasonable suspicion to detain a citizen briefly for purposes of investigation when the officer, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent officer to believe that a crime has occurred, criminal activity is going to occur, or someone is otherwise in need of police assistance.
- J. **Reasonable Suspicion to Frisk** – A police officer has reasonable suspicion to frisk a citizen during an investigative detention when the officer, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent officer to believe that the citizen may be armed with a weapon.
- K. **Stop** – A temporary detention of a person for investigation. A stop occurs when officers use their authority to either compel a person to halt or to remain in a certain place or to perform some act (e.g., walking to a nearby location where the officer can use a radio, telephone, etc.). If a person reasonably believes that he/she is not free to leave the presence of the officer, a "stop" has occurred.

#### IV. **ARREST AUTHORITY**

- A. There are three components to an arrest:
  - 1. The taking, seizing or detaining of a person by any act which indicates an intention to take the person into custody, and

2. subjects the person arrested to the actual control of the person making the arrest, and
3. this is understood by the person arrested.

B. In order to have a valid arrest the following elements must be present:

1. Authority – The person making the arrest must have the authority to make the arrest and must be acting within the scope of that authority. Authority to arrest is vested in employees who are fully empowered and regularly employed by the department as police officers or any person who is given authority by a fully empowered police officer of Hamburg Township.  
*Per MCL 764.16 a private citizen may make an arrest when summoned by a peace officer.*
2. Intent – An officer must inform the person who is being arrested of the intent to arrest them and on what grounds.
3. Custody – Custody must be exercised; either by word, command, or methods of control that may include force.
4. Submission – The person being arrested must submit to the fact that they have been arrested, although this does not mean the person must submit voluntarily. Submission is present when the element of custody is gained.

## V. **REQUIREMENTS FOR ARREST**

In the following circumstances an officer may make an arrest within the Hamburg Township:

- A. Under MCL 764.15 an officer may arrest without a warrant in any of the following situations:
  1. Criminal Offenses
    - a. FELONY
      - i. A felony committed in the presence of an officer.
      - ii. When a felony has been committed and the officer has reasonable cause to believe that particular person has committed the felony.
      - iii. When an officer has reasonable cause to believe that a felony has been committed and reasonable cause to believe that the person committed it.

- iv. When an officer has received and confirmed positive information by written or electronic form, or other authoritative source, that another officer or court holds a warrant for the arrest of that particular person.

**NOTE:** The decision to arrest in this circumstance would be made in light of the best information available regarding the subject's ability to post bond and the willingness of the warrant holder to pick up and/or receive the prisoner.

- v. When an officer has received positive information, by broadcast form a recognized police or other government radio station or by other electronic means, that gives the officer reasonable cause to believe that a felony has been committed and reasonable cause to believe that particular person has committed a felony.
- vi. When an officer has reasonable cause to believe that a person is an escaped convict, a parole or probation violator, or has violated a condition of pardon granted by the Governor.
- vii. Under MCL 764.15e an officer may arrest without a warrant and take into custody a defendant whom the peace officer has reasonable cause to believe is violating or has violated a condition of release (where the original charge was a felony offense) imposed under MCL 765.6b, as it relates to the release of defendants subject to protective orders. The arresting officer will complete the *Complaint of Violation of Conditional Release Form* following the guidelines outlined on the form.
- viii. Under MCL 333.7501 of the Controlled Substance Act, a sheriff, deputy sheriff, or local or state police officer who has reasonable cause to believe that a violation of this article punishable by imprisonment for one year or more has taken place or is taking place, and reasonable cause to believe that an individual has committed or is committing the violation, may arrest that individual without a warrant for that violation whether or not the violation was committed in the law enforcement officer's presence.

b. MISDEMEANOR

- i. A misdemeanor violation committed in the presence of an officer.

- ii. The officer has reasonable cause to believe a misdemeanor punishable by imprisonment for more than 92 days has been committed and reasonable cause to believe the person committed it.
- iii. The officer has received positive information by written, telegraphic, teletypic, telephonic, radio, electronic, or other authoritative source that another peace officer or court holds a warrant for the person's arrest.
- iv. The officer has received positive information broadcast from a recognized police or other governmental radio station or other electronic form that affords the officer reasonable cause to believe a misdemeanor punishable by imprisonment for more than 92 days has been committed and reasonable cause to believe the person committed it.
- v. Under MCL 764.15e an officer may arrest without a warrant and take into custody a defendant who the peace officer has reasonable cause to believe is violating or has violated a condition of release (where the original charge was a misdemeanor offense) imposed under MCL 765.6b, as it relates to the release of defendants subject to protective orders. The arresting officer will complete the *Complaint of Violation of Conditional Release Form* following the guidelines outlined on the form.
- vi. An officer may make an arrest under MCL 764.15a, as outlined in Operational Procedure 300-22 *Domestic Assault*.
- vii. MCL 764.15b, grants an officer the authority, without a warrant, to arrest a person for violation of a personal protection order (PPO).
- viii. When an officer has reasonable cause to believe that a violation of the retail fraud section of MCL 750.356c or MCL 750.356d has taken place and there is probable cause to believe that the person committed the violation; whether in the presence of the officer or not.
- ix. The officer has reasonable cause to believe a misdemeanor has taken place or is taking place on school property and reasonable cause to believe the person committed or is committing the violation, regardless of whether the violation was committed in the officer's presence. School property is defined as a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

c. NON-CUSTODIAL MISDEAMNOR ARREST

- i. Officers shall issue an appearance citation for a misdemeanor violation with a penalty of up to one year in jail, except as provided below. (MCL 764.9c).
- ii. Officers **MUST NOT** issue an appearance citation for a person:
  - a) Arrested for a domestic violence violation of section 81 or 81a of the Michigan Penal Code, 1931 PA 328, MCL 750.81 and 750.81a, or a local ordinance substantially corresponding to a domestic violence violation of section 81 or 81a of the Michigan Penal Code, 1931 PA 328, MCL 750.81 and 750.81a, or an offense involving domestic violence as that term is defined in section 1 of 1978 PA 389, MCL 400.1501.
  - b) Subject to detainment for violating a personal protection order.
  - c) Subject to a mandatory period of confinement, condition of bond, or other condition of release until he or she has served that period of confinement or meets that requirement of bond or other condition of release.
  - d) Arrested for a serious misdemeanor.
  - e) Arrested for any other assaultive crime.
- iii. Officers have discretion to make a custodial arrest, take the subject to jail and lodge him/her if one of the following conditions exist:
  - a) The arrested person refuses to follow the police officer's reasonable instructions.
  - b) The arrested person will not offer satisfactory evidence of identification.
  - c) There is reasonable likelihood that the offense would continue or resume, or that another person or property would be endangered if the arrested person is released from custody.
  - d) The arrested person presents an immediate danger to himself or herself or requires immediate medical examination or medical care.
  - e) The arrested person requests to be taken immediately before a magistrate.
  - f) Any other reason that the police officer may deem



reasonable to arrest the person which must be articulated in the arrest report.

- iv. If a person is arrested, and lodged, the police report must specify the reason for not issuing an appearance citation, and the department must forward the report to the appropriate prosecuting authority without delay.

## 2. Special Traffic-Related Offenses

- a. When an officer has reasonable cause to believe that a person, at the time of a crash, was operating the vehicle upon a public highway or a place open to the general public, including an area designated for the parking of vehicles, while under the influence of intoxicating liquor or controlled substance.
- b. The person is found in the driver's seat of a vehicle parked or stopped on a highway or street if any part of the vehicle intrudes into the roadway and the officer has reasonable cause to believe the person was operating the vehicle while under the influence of intoxicating liquor or controlled substance.
- c. When an officer has reasonable cause to believe that a person, at the time of a crash, was the driver of a snowmobile (MCL 324.82136), ORV (MCL 324.81144), or boat (MCL 324.80180), while under the influence of intoxicating liquor or controlled substance.
- d. A person who drives any vehicle upon a highway or a frozen public lake, stream or pond or other place open to the general public, including any area designated for the parking of motor vehicle, in willful or wanton disregard for the safety of persons or property is guilty of reckless driving MVC 257.626.

### B. An arrest warrant must be obtained prior to arresting in the following circumstances:

- 1. On probable cause for a misdemeanor when a suspect flees from the exterior of a dwelling to the interior (no forcible entry).
- 2. To make forcible entry into the defendant's dwelling for the purpose of making a felony arrest; absent exigent circumstances. Officers must have reason to believe the defendant is inside the dwelling.

3. To make forcible entry into a third party's house for the purpose of making any arrest without exigent circumstances. (In this case, a Search Warrant is also required).

## **VI. ARREST AUTHORITY OUTSIDE JURISDICTIONAL BOUNDARIES**

- A. Certain statutory exceptions allow police officers the authority to arrest outside the jurisdictional boundaries of the political subdivision that grants them their police authority.
  1. MCL 764.2 states, "If any person against whom a warrant shall be issued for an alleged offense committed within any county, shall, either before or after the issuing of such warrant, escape from or be out of the county, the sheriff or other officer to whom such warrant may be directed, may pursue and apprehend the party charged, in any county of this state, and for that purpose may command aid and may exercise the same authority as in his own county."
  2. MCL 764.2a states further, "A peace officer of a county, city, village, or township of this state may exercise authority and powers outside his/her own county, city, village, or township when he/she is enforcing the laws of this state in conjunction with the Michigan State Police, or in conjunction with a peace officer of the county, city, village, or township in which he/she may be; the same as if he/she were in his/her own county, city, village or township."
  3. Fresh Pursuit: Shall not necessarily imply instant pursuit, but pursuit without unreasonable delay. A police officer, while engaged in fresh pursuit, may arrest with the authority granted by the municipality that is their employer.
- B. Officers outside their jurisdictional boundaries, but not operating under any of the listed exceptions, may be acting in the capacity of a private citizen.

## **VII. ALTERNATIVES TO A CUSTODIAL ARREST**

- A. Situations can arise for which an officer may make a custodial arrest but circumstances at the time require discretion or alternative action. These situations include, but are not limited, to:
  1. Issues with the suspect's health or intoxication.
  2. When the Livingston County Jail is at or near capacity and can only accommodate offenders involved in serious or violent offenses.

3. When making the arrest would leave the Township with limited or no available officers during a busy period.
- B. Issuance of a Uniform Law Citation to the suspect and release at the scene and/or safe location may be an alternative to custodial arrest.
  - C. Alternatives to custodial arrest require officers to complete a thorough field investigation to assure accurate identification of the suspect.
  - D. Discretion in making arrests will be guided by the totality of the circumstances surrounding each situation and department policies. In most circumstances, officers should make a custodial arrest when incidents involve the following:
    1. Felony crimes.
    2. Misdemeanor violations for offenses related to alcohol/controlled substances and the operation of a motor vehicle, snowmobile, ORV or boat.
    3. In situations of Domestic Abuse or Personal Protective Orders where the offense meets statutory requirements.
  - E. When an officer chooses to utilize an alternative to custodial arrest, the rationale should be articulated in an incident report.

## **VIII. CUSTODY AND TRANSPORT**

- A. General Custody Guidelines
  1. While being transported, individuals who are in-custody should be handcuffed or otherwise restrained in such a manner so as to prevent them from harming the officer(s), escaping, causing an accident, or harming themselves.
  2. Situations requiring special attention during transports include:
    - a. Sudden In-Custody Death Syndrome – Those most at risk include the obese, intoxicated subjects, emotionally disturbed persons, drug abusers (particularly cocaine), those with serious pre-existing medical conditions, and persons involved in a prolonged and/or violent encounter prior to being taken into custody. Whenever force is used to effect an arrest, and in particular if some or any of these risk factors are present, officers should closely monitor the prisoner during transport.

- b. Positional Asphyxia – This can occur if a subject is placed in, or assumes, a position that restricts breathing and normal diaphragm function; such as lying on the stomach in a prone position. To guard against the potential for positional asphyxia, officers should, whenever practical, place and maintain prisoners in a seated upright position during transport.
- 3. The use of handcuffs and other authorized restraint devices shall comply with Public Safety SOP #300-76: *Use of Handcuffs and Restraining Devices*.
- 4. All persons placed under arrest by department officers will be handcuffed by the arresting or transporting officer unless injury, medical condition, deformity, or other extenuating circumstances exist.
- 5. Individuals shall be searched upon arrest or upon being received from another officer and prior to being placed into the transport vehicle.

**NOTE:** If the arrest is for a misdemeanor that the accused may post Interim Bond, you must do your complete search in the field. Your search must immediately follow the arrest and is limited to the areas where the accused could have obtained a weapon.

- 6. In addition to being searched at the beginning of an officer's shift, the passenger compartment of the transport vehicle shall be searched prior to and after each transport.
- 7. Only patrol vehicles equipped with cages/screens and other modifications meant to prevent the exit of the vehicle without the aid of the transporting officer shall be used for custodial transport, unless extreme circumstances warrant otherwise.
- 8. Sliding screens/windows shall be properly secured prior to transport for officer safety.
- 9. Officers shall notify dispatch of their beginning and ending odometer reading when transporting individuals of the opposite gender and juveniles of any gender. This information, along with the time the transport began and ended, shall be logged by Central Dispatch for future reference.
- 10. During the transport, the transporting officer is responsible for the individual and treatment of the individual. It shall be the duty of the Director of Public Safety, or his Designate, to investigate any complaints made by a prisoner as to mistreatment on the part of a member of this department.

11. If an emergency arises that requires the officer to immediately respond to a more serious situation, the officer may release the individual. This must be done with due regard for the safety of the public and the individual.

B. General Transport Guidelines – One Officer

1. One officer transporting one subject:
  - a. The subject will be seated in the rear of the vehicle on the passenger side with the safety belt fastened.
2. One officer transporting two subjects:
 

The use of one officer to transport two subjects should be avoided whenever possible. If necessary to do this type of transport, follow the below guidelines:

  - a. Both subjects will be seated in the rear seat with the safety belts fastened.
3. One officer transporting more than two subjects:
 

In the interest of officer safety, one officer will not attempt to transport more than two individuals unless the vehicle is specifically equipped for the transport of multiple subjects.

C. General Transport Guidelines – Two Officers

1. Two officers transporting one subject:
  - a. The subject will be seated in the rear seat behind the passenger officer with the safety belt fastened.
2. Two officers transporting two subjects:
 

The subjects should be seated in the rear seat; one behind the driver and the other behind the passenger officer. A safety belt should be fastened around each subject.
3. Two officers transporting more than two subjects:
  - a. All three subjects should be seated in the secure area of a specially equipped vehicle.

- b. In situations requiring transport of multiple subjects in a vehicle that is not specially equipped, officers will consult with a supervisor regarding the number of transporting officers, the number of subjects being transported, and the method of transport.

#### D. Special Circumstances

##### 1. Injured or ill subjects:

- a. If it is determined at the scene that a subject needing to be transported is injured/ill, EMS should be called to transport the subject to the hospital.
- b. If the injured/ill subject is in-custody, an officer should accompany the prisoner to the medical facility; either in the ambulance or immediately following it. Consideration should be given to the security of the prisoner and necessity of medical assistance.
- c. If, during transport of a prisoner, the officer discovers the subject is injured or the subject complains of injury/illness, the subject may be injured, or is suspected of ingesting drugs/harmful substances, the officer will transport the subject directly to a medical facility.
  - i. Search all prisoners taken to the hospital for weapons, contraband, and evidence.
  - ii. Advise a supervisor of the situation.
  - iii. Maintain prisoner security until the prisoner is lodged in the County Jail or the officer is relieved of the responsibility by a supervisor.
  - iv. Request that the hospital notify Central Dispatch prior to the discharge of an unguarded prisoner for the subsequent notification of a supervisor.
  - v. If the prisoner will be lodged at the County Jail after treatment, the officer taking the prisoner to jail will supply the intake officers with hospital discharge papers.
- d. If the injury is due to a use of force situation, the guidelines established in Public Safety SOP #300-25: *Use of Force* will be followed.

##### 2. Transferring custody to another law enforcement agency

- a. Subjects arrested by a Hamburg Township officer on another agency's warrant may transfer the prisoner to that agency without booking the subject at the county jail first.

- i. Central Dispatch LEIN operator shall contact the agency holding the warrant to confirm a location convenient to both agencies for the transfer of the prisoner.
    - ii. If the transfer cannot be made within a reasonable time period (hour or less) the prisoner can be booked at the County Jail upon permission from the Livingston County Jail.
    - iii. If the officer believes that it would be in the best interest of all involved, the officer may request permission from their supervisor to transport their arrest directly to the other agency's Detention facility.
  - b. When transferring custody of a prisoner who is injured/ill, or upon whom force was used, the transferring officer shall verbally notify the receiving officer of the following and document notification of the same in a report of the incident.
    - i. The type and degree of force used.
    - ii. Injuries known to the transporting officer.
    - iii. If he/she has been treated by a physician.
    - iv. Threats of suicide or suicidal comments.
    - v. Any other circumstances that concern the officer.
3. Receiving custody from another jurisdiction
- a. Officers receiving custody of a prisoner from another agency on a Hamburg Township warrant shall ask the following questions prior to accepting custody of the prisoner:
    - i. Has the prisoner complained of injury/illness?
    - ii. If yes, has he/she been treated by a physician?
    - iii. Has the prisoner made any threats of suicide or suicidal comments?
    - iv. Any other circumstances that concern the officer?
  - b. If any of the above questions have been answered yes by the prisoner or the outside agency officer, a supervisor shall be contacted prior to acceptance of the prisoner. The supervisor will make a determination on whether the prisoner will be accepted from the outside agency.

**IX. FINGERPRINTING AND MUGSHOTS**

- A. When a custodial arrest is made, the fingerprinting and photographing of the suspect shall be done at the Livingston County Jail by Livingston County Sheriff Department personnel in accordance with their policies and procedures.

**X. REQUIRED REPORTS**

A department incident report is required for all arrests, both custodial and non-custodial arrests.

**XI. ALTERNATE CARE FOR ARRESTEE'S DEPENDENTS**

- A. If an arrestee has a child or a dependent with them, officers shall arrange to place the child/dependent with a person of the arrestee's choosing, provided that the person chosen is not under the influence of alcohol/drugs and is willing to accept responsibility for the child/dependent.
- B. In the event that a suitable adult cannot be located to take care of the child/dependent, officers shall notify a supervisor and contact Child Protective Services to arrange for the child/dependent's safe placement.
- C. It shall be the responsibility of the supervisor to ensure the welfare of the child/dependent until they are safely placed.

**XII. OFFICERS ASSIGNED TO OTHER AGENCIES**

Hamburg Township officers assigned to or assisting other law enforcement agencies will be guided by this policy.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.





# Hamburg Township Public Safety Department

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 9.

---

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** September 29, 2022  
**RE:** Agenda Item Topic: **Fire Station 12 Crew Quarters**  
General Ledger #: 206-000.000-980.000  
Number of Supporting Documents: 3  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

---

## Requested Action

- Motion to approve the hiring of Dennis Wilkinson Building, LLC of Howell, MI to complete the Station 12 crew quarters project, as outlined in the attached quote, for a total price of \$21,041.00.

## Background

One of the operational goals of the department is to staff both fire stations within the Township with 24/7 personnel in order to answer calls for service based on an eastside / westside response which allows for quicker response times from a duty engine. Additionally, having both stations staffed 24/7 allows for the two crews to better support each other. In order to accomplish this goal, the building of crew quarters within Station 12 is necessary.

Multiple options for building the new crew quarters in Station 12 were considered. The first option considered was to utilize the current dayroom and split it into two separate rooms allowing for a captain's quarters, a men's quarters and a woman's quarters. A quote was obtained from a local architectural company for over \$41,000. Aside from the high cost, there were several problems with using the dayroom as a location for the crew quarters as the plan eliminated the dayroom, required a remodeling of the kitchen at additional cost and eliminated the dining area.

As a result, we began considering other options. After much discussion it was decided that the best option was to utilize the current weight room as the two new crew quarters. This location only requires a single partition wall to divide it into two separate rooms. The benefits of this location are:

1. The cost is about half the expense of the first location option.



## Hamburg Township Public Safety Department

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

*RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY*



Item 9.

2. Each quarter will have direct access to their respective locker rooms (men's/woman's).
3. Each quarter is located near to the apparatus bays.
4. The rooms will allow for more space/beds in each quarter.

After deciding on a proposed plan, Deputy Director Newton contacted three contractors for quotes on the project. One of the contractors (Stanley Building Co) came out to Station 12, however, they would not provide a quote which included any electrical or HVAC work. The other two quotes are as follows.

- Dennis Wilkinson Building, LLC: \$21,041.00
- First Choice Renovation: \$19,400.00

I am recommending Dennis Wilkinson Building be hired to complete this project as their quote includes the restoration of the western exterior door which was damaged by water several years ago. First Choice failed to include it in their quote which was asked to be included.

### **Budget Impact**

There is a fund balance of \$28,944.21 remaining from the 2006 Bond Proposal that was approved by the voters of Hamburg Township "for the purpose of acquiring land and constructing, furnishing and equipping a fire station." (Station 12). It is my recommendation that the cost for the building of new crew quarters at Station 12 be paid for by using funds from the Fire Bond fund.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

Dennis Wilkinson Building, LLC

307 Byron Rd.  
Howell, MI 48843

Item 9.

# Estimate

Date	Estimate #
8/31/2022	180

Name / Address
Hamburg Township Fire Dept. 3666 M-36 Pinckney, MI 48169

			Project
			Station 12 - Ladies ...
Description	Qty	Rate	Total
Ladies and Men Bedrooms  Metal stud wall, Drywall, Remove ceiling tile, Replace with new ceiling tile, New LED lighting, TV plugs, Wall plugs, New carpet squares commercial grade, New paint, Add 1 register (men's side), Fix drywall at back door and paint, All debris removed from site.  Total Estimated Cost Labor & Materials  Questions or concerns please call Dennis Wilkinson @ 517-404-0637		21,041.00	21,041.00
Thank you for your business.		<b>Total</b>	\$21,041.00



First Choice Renovations  
20449 Barton rd  
Pinckney, MI 48169

Item 9.

Phone #	E-mail
517-404-3483	firstchoicerenovations@ymail.com

Date
9/21/2022

Name / Address
Hamburg Fire Station 12 10100 Veterans Memorial Drive Whitmore Lake, MI 48189

			Project
Description	Qty	Rate	Total
<p>Bedroom Additions</p> <p>Scope of work Add Two bedrooms to existing Exercise room.</p> <p>Demo: Remove existing ceiling tiles</p> <p>Build new steel stud wall to separate two rooms.</p> <p>Electrical: Remove existing fluorescent lighting. Install new recessed led can lights mounted to grid. Add outlets to new wall. Install new outlet to existing wall up high for TV. Reinstall existing speakers in ceiling.</p> <p>Plumbing: Remove water cooler from wall and terminate supply and drain lines.</p> <p>HVAC: Split supply and return even to both rooms adding new ceiling diffusers.</p> <p>Insulation: Install new sound dreading insulation in new partition wall.</p>		19,400.00	19,400.00
		<b>Total</b>	

Signature



First Choice Renovations  
20449 Barton rd  
Pinckney, MI 48169

Item 9.

Phone #	E-mail
517-404-3483	firstchoicerenovations@ymail.com

Date
9/21/2022

Name / Address
Hamburg Fire Station 12 10100 Veterans Memorial Drive Whitmore Lake, MI 48189

			Project
Description	Qty	Rate	Total
<p>Wall Finishes: Hang, Tape and Finish drywall on both sides of wall. Patch area where water cooler was removed. Prime new drywall. Apply 2 coats of paint in color choice of customer to all walls in both rooms.</p> <p>Ceiling: Install new sound deadening Acoustic 2x4 ceiling tiles, white in color.</p> <p>Flooring: Install new commercial grade carpet squares glued down to existing vct. color to be picked out by customer. Install new vinyl base as needed in rooms.</p> <p>Supply dumpster and haul away all debris.</p>			
		<b>Total</b>	\$19,400.00

Signature \_\_\_\_\_

**Prepared For**

Hamburg Township Fire Department  
 10100 Veterans Memorial Dr, PO Box 157  
 Hamburg, Mi 48139  
 (810) 222-1100

**Stanley Building Co.**

434 South Adams  
 Ypsilanti, Mi 48197  
 Phone: (734) 368-1611  
 Email: StanleyBuildingCo@gmail.com

Estimate # 2  
 Date 09/20/2022  
 Business / Michigan Builders license  
 Tax # #242200857

**Description**

New partition wall, ceiling, finishes in existing weight room.

Install new partition wall dividing existing weight room to include 3 5/8" metal studs, acoustical insulation, 5/8" gypsum board taped and finished, vinyl base to match.

New work shall be painted to match existing finishes.

Remove and replace approximately 570 square feet of acoustical ceiling tile with tile to match existing.

Restore drywall finish at exterior door location in hallway that was damaged due to water leak. Prime and paint to match.

**Subtotal** \$8,800.00

**Total** **\$8,800.00**

By signing this document, the customer agrees to the services and conditions outlined in this document.

Item 9.

---

Hamburg Township Fire Department

**To: Planning Commission**  
**From: Chris Madigan, AICP**  
**Date: June 15, 2022**  
**Re: Variance Standards Text Amendment (ZTA22-002)**

---

Commissioners,

Planning and Zoning staff recently began the process of initiating a zoning text amendment, for Section 36-137(C) of the Township Zoning Ordinance. Typically, this process does not involve the Zoning Board of Appeals. However, this specific section contains the seven standards by which Zoning Board of Appeals considers variance requests. As a result, staff felt it was appropriate to receive input from the Zoning Board of Appeals prior to the public hearing. The proposed variance standards were recommended for approval by the Zoning Board of Appeals.

Below, we have included the current standards, as well as the proposed standards. The current variance standards are acceptable, though staff feels that they are not as clear as they should be. The proposed changes, reduce the number of standards from seven to five and are closely aligned with the State Zoning Enabling Act. There are a few benefits we believe can be realized with this change. The first, we believe, is that the new standards will allow staff to better prepare reports which clearly and concisely indicate whether the variance request is worthy of approval. This should also help the board make stronger decisions based directly on the enabling legislation mentioned earlier. Finally, should the variance decisions made by the board be challenged in court, decisions based on the proposed standards are more defensible than those based on the current Township standards.

Staff believes, these standards will assist the Zoning Board of Appeals in making sound and defensible decisions. We are excited to recommend the proposed changes, and believe this represents a positive step forward for the consideration of variance requests. Staff recommends the Planning Commission make a motion to recommend approval of the proposed text amendment for Section 36-137(C) of the Township Zoning Ordinance.

### **Current Standards**

- (1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone.
- (2) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and vicinity. The possibility of increased financial return shall not be deemed sufficient to warrant a variance.
- (3) That the granting of such variance or modification will not be materially detrimental to the public welfare or materially injurious to the property or improvements in such zone or district in which the property is located.



- (4) That the granting of such variance will not adversely affect the purpose or objectives of the master plan of the Township.
- (5) That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature.
- (6) Granting the variance shall not permit the establishment with a district of any use which is not permitted by right within the district.
- (7) The requested variance is the minimum necessary to permit reasonable use of the land.

### **Proposed Standards**

- (1) Strict compliance with restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.
- (2) The variance will do substantial justice to the applicant, as well as other property owners.
- (3) A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.
- (4) The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.
- (5) The problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.

### **Sec. 36-137. Jurisdiction.**

- (a) The zoning board of appeals, as herein created, is a body of limited power. The zoning board of appeals shall have the following powers and it shall be its duty:
- (1) To hear and decide on all matters referred to it upon which it is required to pass under this chapter.
  - (2) To interpret the provisions of this chapter in such a way as to carry out the intent and purpose of the same.
  - (3) To make a determination as to the appropriate zoning district for a use not specifically listed in this chapter. In making such a determination, the zoning board of appeals shall consider, among other things, the specific characteristics of the use in question and compare such characteristics with the characteristics of uses expressly permitted in the district. Such characteristics shall include, but not be limited to, daily traffic congestion and traffic patterns, types of merchandise or service provided, types of goods produced, expected hours of operation, and other characteristics which relate in any fashion to the proposed use in comparison to permitted uses. The zoning board of appeals shall determine whether such use shall be permitted by right, special land use, or permitted as an accessory use. The zoning board of appeals shall have the authority to establish general standards and conditions under which a use may be included in a district when making a determination as to an unlisted use.
  - (4) To hear and decide appeals where it is alleged there is an error of law in any order, requirement, decision or determination made by the zoning administrator in the enforcement of this zoning ordinance.
  - (5) Interpret the zoning map.
- (b) In hearing and deciding appeals, the zoning board of appeals shall have the authority to grant such variance from the provisions of this zoning ordinance as may be in harmony with the general purpose and intent so that the function of this zoning ordinance shall be observed, public health, safety and welfare secured, and substantial justice done, including the following:
- (1) Interpret the provisions of this chapter in such a way as to carry out the intent and purpose of the same;
  - (2) Permit the erection and use of a building or use of premises in any district for public utility purposes necessary to public convenience and service, so located, designed, erected, and landscaped to conform harmoniously with the architecture and plan of the Township;
  - (3) Determine the precise location of the boundary lines between zoning districts where there is dissatisfaction with a decision between said subject made by the zoning administrator;
  - (4) Determine the off-street parking and loading space requirements of any use which is not mentioned in article IX of this chapter either by classifying it with one of the groups listed in that section or by an analysis of the specific need;
  - (5) Permit such modification of the height, setback, and area regulations as may be necessary to secure an appropriate improvement of a lot which is of such shape or so located with relation to surrounding development or physical characteristics that it cannot otherwise be appropriately or reasonably improved without such modification;
  - (6) Approve building and permits for legal nonconforming uses to terminate on a date specified in the approval documents, which date shall not exceed two years from the date of the permit, providing such uses are deemed helpful to the development of certain areas and which will not be detrimental to the neighboring areas;

- (7) Permit a change of use from one nonconforming use to another nonconforming use of the same or a more restricted classification, provided that the proposed use is suitable or more appropriate to the district than the existing nonconforming use;
- (8) Permit a change in a nonconforming structure, provided that the change results in a reduction in the nonconformity and the change in the structure is suitable or more appropriate to the district than the existing nonconforming structure.
- (c) Where, owing to special conditions, a literal enforcement of the provisions of this zoning ordinance would involve practical difficulties, the zoning board of appeals shall have power upon appeal in specific cases to authorize such variation or modification of the provisions of this zoning ordinance with such conditions and safeguards as it may determine, as may be in harmony with the spirit of this zoning ordinance and so that public safety and welfare be secured and substantial justice done. No such variance or modification of the provisions of this zoning ordinance shall be granted unless it appears that, at a minimum, the applicant has proven a practical difficulty and that all the following facts and conditions exist:
- ~~(1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone.~~
  - ~~(2) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and vicinity. The possibility of increased financial return shall not be deemed sufficient to warrant a variance.~~
  - ~~(3) That the granting of such variance or modification will not be materially detrimental to the public welfare or materially injurious to the property or improvements in such zone or district in which the property is located.~~
  - ~~(4) That the granting of such variance will not adversely affect the purpose or objectives of the master plan of the Township.~~
  - ~~(5) That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature.~~
  - ~~(6) Granting the variance shall not permit the establishment with a district of any use which is not permitted by right within the district.~~
  - ~~(7) The requested variance is the minimum necessary to permit reasonable use of the land.~~
- (1) Strict compliance with restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.
  - (2) The variance will do substantial justice to the applicant, as well as other property owners.
  - (3) A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.
  - (4) The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.
  - (5) The problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.

For the purpose of the above, a practical difficulty exists on the subject land when the strict compliance with this chapter's standards would render conformity unnecessarily burdensome (such as exceptional narrowness,

shallowness, shape of area, presence of floodplain or wetlands, exceptional topographic conditions), and the applicant has proven all of the standards set forth in subsections (c)(1) through (7) of this section. Demonstration of practical difficulty shall focus on the subject property or use of the subject property, and not on the applicant personally.

- (d) In consideration of all appeals and all proposed variations to this zoning ordinance, the zoning board of appeals shall, before making any variations from this zoning ordinance in a specific case, determine that the standards set forth above have been met, and that the proposed variation will not impair an adequate supply of light and air to adjacent property, or unreasonably increase the congestion in public streets, or increase the danger of fire or endanger the public safety, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, or welfare of the inhabitants of the Township.
- (e) The zoning board of appeals shall not have jurisdiction over the following matters:
  - (1) The zoning board of appeals shall not have the power or authority to alter or change this chapter or the zoning map.
  - (2) The zoning board of appeals shall not have the power or authority to alter or change the zoning district classification of any property.
  - (3) The zoning board of appeals shall not have the power or authority to grant a use variance or otherwise approve of a use not permitted under the zoning district classification.
  - (4) The zoning board of appeals shall not have the power or authority to grant a dimensional variance for any residential property which has the effect of rezoning that residential property to a different residential zoning classification provided in this chapter. For purposes of this section, the term "effect of rezoning" shall mean a request to vary or reduce the required lot area regulations in any residential zoning classification by an amount of 15 percent or greater. However, this prohibition shall not apply in the case of a property owner seeking such a dimensional variance to develop one residential structure on a single parcel of residential land.
  - (5) The zoning board of appeals shall not have the power or authority to hear an appeal relative to any decision rendered on a planned unit development.
  - (6) The zoning board of appeals shall not have the power or authority to hear an appeal relative to any decision rendered on a special land use.
  - (7) The zoning board of appeals shall not have the power or authority to hear an appeal from a decision rendered by the planning commission or Township Board related to a matter under which the planning commission and/or Township Board are the decision-makers under this chapter.

(Zoning Ord. 2020, § 6.5, 1-5-2021)



# Livingston County Department of Planning

July 21, 2022

Hamburg Township Board of Trustees  
c/o Mike Dolan, Clerk  
Hamburg Township Hall  
10405 Merrill Road  
Hamburg, MI 48139

Kathleen J. Kline-Hudson  
AICP, PEM  
Director

Robert A. Stanford  
AICP, PEM  
Principal Planner

Scott Barb  
AICP, PEM  
Principal Planner

**Re: County Planning Commission Review of Zoning Text  
Amendment Z-29-22, Article V. Zoning Board of Appeals**

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, July 20, 2022, and reviewed the zoning text amendment referenced above. The County Planning Commission made the following recommendation:

**Z-29-22 Approval.** The newly proposed list of five (5) standards for practical difficulty are very reasonable and represent current expectations of Zoning Board of Appeals procedures according to the Michigan Zoning Enabling Act.

Copies of the staff review and Livingston County Planning Commission meeting minutes are enclosed. Please do not hesitate to contact our office should you have any questions regarding county actions.

Sincerely,

*Kathleen J. Kline-Hudson*

Kathleen J. Kline-Hudson, Director

## Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

(517) 546-7555  
Fax (517) 552-2347

Web Site  
[co.livingston.mi.us](http://co.livingston.mi.us)

## Enclosures

c: Jeff Muck, Chair, Hamburg Township Planning Commission  
Chris Madigan, Hamburg Township Planning and Zoning Administrator  
Lisa Perschke, Planning & Zoning Coordinator  
Scott Pacheco, Hamburg Township Planner

Meeting minutes and agendas are available at:  
<https://www.livgov.com/plan/econdev/Pages/meetings.aspx>



# Livingston County Department of Planning

## LIVINGSTON COUNTY PLANNING COMMISSION MEETING

Wednesday, July 20, 2022 – 6:30 p.m.

Administration Building, Board of Commissioners Chambers  
304 East Grand River, Howell, MI 48843

***Please note that this is a hybrid meeting with County Planning Commissioners and staff meeting in-person. Audience participants are welcome to attend in-person or via Zoom by using the meeting link at the bottom of the agenda***

Kathleen J. Kline-Hudson  
AICP, PEM  
Director

Robert A. Stanford  
AICP, PEM  
Principal Planner

Scott Barb  
AICP, PEM  
Principal Planner

### Agenda

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll and Introduction of Guests
4. Approval of Agenda – July 20, 2022
5. Approval of Meeting Minutes – June 15, 2022
6. Call to the Public
7. Zoning Reviews
  - A. MP-02-22 Oceola Township, 2022 Master Plan
  - B. MP-03-22 Genoa Township, 2022 Master Plan
  - C. Z-28-22 Putnam Township, Text Amendment, Article II. Terminology, Article III. General Provisions, and Article V. A-O Agricultural/Open Space District, regarding setback measurements, projections into yards, and accessory structures
  - D. Z-29-22 Hamburg Township, Text Amendment, Article V. Zoning Board of Appeals, Sec. 36-137. Jurisdiction
  - E. Z-30-22 Genoa Township, Rezoning, RR Rural Residential to CE Country Estates in Section 32
  - F. Z-31-22 Conway Township, Rezoning, AR Agricultural Residential to C Commercial in Section 10
8. Old Business
  - A. Visits to Local Planning Commissions
9. New Business
10. Reports
11. Commissioners Heard and Call to the Public
12. Adjournment

### Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

•  
(517) 546-7555  
Fax (517) 552-2347

•  
Web Site  
[co.livingston.mi.us](http://co.livingston.mi.us)

**LIVINGSTON COUNTY PLANNING COMMISSION MEETING**  
**Wednesday, July 20, 2022**  
**Meeting Agenda**  
**Page 2**

**Via Zoom (on-line meetings):**

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Via the Zoom app

**Join a meeting**, with meeting number: **399 700 0062**

Enter the password: **LCBOC** (ensure there are no spaces before or after the password)

One tap mobile

+13017158592,,3997000062#,,1#,886752# US (Germantown)

+13126266799,,3997000062#,,1#,886752# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 929 205 6099 US (New York)

Meeting ID: **399 700 0062**

Password: **886752**

Meeting recordings may be made using a personal computer or laptop, after requesting ability from the meeting host.

# LIVINGSTON COUNTY PLANNING COMMISSION MEETING MINUTES

July 20, 2022

6:30 p.m.

Hybrid In-Person and Virtual Zoom Meeting

Zoom Virtual Meeting Room Meeting ID: 399-700-0062 / Password: LCBOC  
<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

PLANNING COMMISSION		
<b>COMMISSIONERS PRESENT:</b>	JASON SCHROCK BILL ANDERSON PAUL FUNK	DENNIS BOWDOIN MATT IKLE BILL CALL
<b>COMMISSIONERS ABSENT:</b>	BRIAN PROKUDA	
<b>STAFF PRESENT:</b>	KATHLEEN KLINE-HUDSON ROB STANFORD SCOTT BARB	
<b>OTHERS PRESENT:</b>	<ul style="list-style-type: none"> <li>• BRUCE POWELLSON - MARION TOWNSHIP</li> <li>• BENTON HISLER – VISITOR</li> <li>• ADAM KREEGER – PETITIONER FOR CONWAY TOWNSHIP REZONING CASE (Z-31-22)</li> <li>• MEGHAN SWAIN-KUCH - CONWAY TOWNSHIP PLANNING COMMISSION CHAIR (Z-31-22)</li> <li>• TOM LEWIS – PUTNAM TOWNSHIP ZONING ADMINISTRATOR</li> <li>• CHRIS KHOREY – PLANNER FOR OCEOLA TOWNSHIP</li> <li>• ANDREA SYDOR – PETITIONER FOR GENOA TOWNSHIP CASE (Z-30-22)</li> </ul>	

1. **CALL TO ORDER:** Meeting was called to order by Planning Commissioner Anderson at 6:30 PM.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL AND INTRODUCTION OF GUESTS:** None.
4. **APPROVAL OF AGENDA**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO APPROVE THE AGENDA, DATED JULY 20, 2022, SECONDED BY COMMISSIONER FUNK.**

All in favor, motion passed.



5. APPROVAL OF PLANNING COMMISSION MEETING MINUTES

**Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO APPROVE THE MINUTES, DATED JUNE 15, 2022, SECONDED BY COMMISSIONER IKLE.**

**All in favor, motion passed.**

6. CALL TO THE PUBLIC: None.

7. ZONING REVIEWS:

**A. MP-02-22 OCEOLA TOWNSHIP, 2022 MASTER PLAN**

Livingston County Planning Department received correspondence from the Oceola Township Planning Commission requesting Livingston County Planning Commission review and comment on the proposed new Oceola Township Master Plan (Draft June 7, 2022). This request is in accordance with Section 41 of the Michigan Planning Enabling Act (P.A. 33 of 2008). This newly proposed Master Plan replaces the current Township Master Plan, which was adopted in November 2007.

County Planning Staff reviewed the aforementioned documents for compatibility with the 2018 Livingston County Master Plan and for potential impacts on Livingston County residents and communities.

**Township Planning Commission Recommendation: Final Approval Pending.**

**Staff Recommendation: Approval.** That the Livingston County Planning Commission concur with staff's comments on the *2022 Oceola Township Master Plan* and submit the foregoing comments to the Oceola Township Planning Commission. County Planning Staff encourages the Oceola Township Planning Commission to seriously consider the County Planning staff suggestions for revisions that are contained in this review.

**Commission Discussion:** Commissioner Ikle inquired about planning for safe pedestrian access across Latson Road to the new HAPRA recreation center. Commissioner Funk stated that he and staff had visited the Oceola Planning Commission in December, 2021 when they were working on the draft of the Master Plan, he echoed Commissioner Ikle's concerns about access to community gathering places and he encourages the inclusion of Livingston County's 2022 High-Quality Natural Areas Assessment information in their master plan.

**Public Comment:** Chris Khorey, planner for Oceola Township briefly discussed the master plan.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.**

**Motion passed: 6-0**

**B. MP-03-22 GENOA TOWNSHIP, 2022 MASTER PLAN**

Livingston County Planning Department received correspondence on June 27, 2022, from Genoa Township requesting Livingston County Planning Commission review and comment on the proposed *Draft Genoa Township 2022 Master Plan*. This review is required by Section 125.3841 of the Michigan Planning Enabling Act (2008). The Planning Act provides surrounding communities and other respondents with 63 days to provide comments. This review period expires on August 29, 2022. The proposed Master Plan replaces the current Township Master Plan, which was adopted in 2013.

County Planning Staff reviewed the *Draft Genoa Township 2022 Master Plan* for compatibility with the 2018 Livingston County Master Plan and for potential impacts on neighboring residents and communities.

**Township Planning Commission Recommendation: Final Approval Pending.**

**Staff Recommendation: Approval.** The draft 2022 Genoa Township Master Plan contains good content for leading Genoa Township planning & zoning into the future. County Planning Staff recommend that the Genoa Township Planning Commission seriously consider the County Planning staff suggestions for revision that are contained in this review.

**Commission Discussion:** Commissioner Funk asked about the process for adoption of the master plan, and whether the content of the plan must be consistent community by community.

**Public Comment: None.**

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER BOWDOIN TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER SCHROCK.**

**Motion passed: 6-0**

**C. Z-28-22: PUTNAM TOWNSHIP, TEXT AMENDMENT,  
ARTICLE 2, DEFINITIONS; ARTICLE 3 GENERAL PROVISIONS; ARTICLE 5 A-O  
AGRICULTURAL/OPEN SPACE DISTRICT.**

The Putnam Township Planning Commission is proposing to amend the Township Ordinance by amending several sections of the Ordinance including definitions, setback measurements and projections into yards, solar energy systems, and accessory structures.

**Township Planning Commission Recommendation: Approval.** The proposed text amendments were approved at the June 8, 2022 public hearing. No public comments on the proposed changes were noted in the minutes.

**Staff Recommendation:** Proposed changes are compatible with the Putnam Township Zoning Ordinance.

**Commission Discussion: None.**

**Public Comment: None.**

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER FUNK TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 6-0**

**D. Z-29-22: HAMBURG TOWNSHIP, TEXT AMENDMENT,  
ARTICLE V. ZONING BOARD OF APPEALS**

The proposed text amendments primarily regard Zoning Board of Appeals decisions regarding practical difficulties.

**Township Planning Commission Recommendation: Approval.** The Hamburg Township Planning Commission recommended Approval of the zoning ordinance text amendments to Article V. Zoning Board of Appeals, Sec. 36-137 (c.) Jurisdiction at their June 15, 2022, Planning Commission meeting. Minutes of the meeting were not available at the time of this review.

**Staff Recommendation: Approval.** The newly proposed list of five (5) standards for practical difficulty are very reasonable and represent current expectations of Zoning Board of Appeals procedures according to the Michigan Zoning Enabling Act.

**Commission Discussion:** Commissioner Ikle expressed concern over the current item #4 being taken out of the proposed text. Item 4. States “*That the granting of such variance will not adversely affect the purpose or objectives of the master plan of the Township.*” Commissioner Call echoed the sentiments that the reference to the master plan should stay in the proposed text.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL WITH CONDITIONS OF INCORPORATING THE MASTER PLAN VARIANCE CONDITION (CURRENT ITEM #4) INTO THE PROPOSED TEXT, SECONDED BY COMMISSIONER BOWDOIN.**

**Motion passed: 6-0**

**E. Z-30-22 GENOA TOWNSHIP, REZONING.**  
**RR RURAL RESIDENTIAL TO CE COUNTRY ESTATES IN SECTION 32**

**Current Zoning:** RR Rural Residential

**Proposed Zoning:** CE Country Estates  
Section 32

**Township Master Plan:** The Future Land Use Plan of the Genoa Township Master Plan (2013) designates the site as Large Lot Rural Residential. The intent of this designation is development of single family residential on large lots. Many of the areas within this designation have significant natural limitations such as wetlands or severe soil limitations and are not planned for sanitary sewer. This classification is recommended for single family residences on lots no smaller than 2 acres or clustered development with a net density of 2 units per acre.

Additionally, the Future Land Use Chapter of the Genoa Township Master Plan establishes a growth boundary that marks the separation between rural and urban areas and defines land that can efficiently support urban services such as sewer, water, and roads. The subject site is within a rural reserve area outside of the growth boundary that should be maintained at a relatively low intensity rural character of development that will not adversely impact natural features and agricultural uses.

**County Comprehensive Plan:** The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

**Township Planning Commission Recommendation: Approval.** There was one public comment of support from a neighboring property owner at the June 13, 2022, public hearing.

**Staff Recommendation: Approval.** The proposed rezoning from Rural Residential (RR) to Country Estates (CE) is compatible with surrounding planning, zoning, and current land uses.

**Commission Discussion:** None.

**Public Comment:** None.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER FUNK.**

**Motion passed: 6-0**

**F. Z-31-22 CONWAY TOWNSHIP, CONDITIONAL REZONING,  
AR AGRICULTURAL RESIDENTIAL TO COMMERCIAL IN SECTION 10**

**Current Zoning: AR Agricultural Residential**  
**Proposed Zoning: C Commercial**  
**Section 10**

**Township Master Plan:** The Future Land Use plan and map of Conway Township (2018) designates the site as Agricultural Residential. The Township Master Plan further describes these area in the following manner (p.37).

**Agricultural Residential**

*The Agricultural Residential land use category provides opportunities for low-density suburban style housing while preserving and supporting agricultural uses. District developments promote the preservation of Conway Township land area through low-density cluster development of housing and careful consideration of existing land uses and community input. Wherever, possible, residential land uses are extended along paved roadways to provide better access for higher density uses.*

*The residential component of this land use category recognizes existing subdivisions and makes provisions for new residential areas on large lots. Average development densities within the residential areas are planned for one dwelling unit per two acres except for subdivisions. Anticipated average development for subdivisions, whether in the form of plats or condominiums, are planned not to exceed one dwelling unit per 32,670 square feet (3/4 of an acre) although dwelling units (or lots) may be clustered in order to maximize retained open space. Single-family detached housing will be the predominant style in this area, although the Planning Commission may permit multiple family units along paved County Primary Roads through special land use approval.*

*As the largest land use in Conway Township, farming activities are the predominant activity within this classification, although single-family detached dwelling units are allowed. This land use is characterized by large lots, very low residential density and agricultural business activities. This category intends to preserve prime farmland properties and should be protected from residential development when possible. The land within this area is well suited for growing crops due to soil type and terrain, which are unique natural resources of the township. New residential properties are highly encouraged to be contained in cluster development to preserve land area.*

*Some non-agricultural uses may be of no harm to, or enhance the character of the farming area. Uses related to farming or the Planning Commission should allow agricultural production through special land use approval. For example, farm product processing, storage and distribution; the sale and service of products and equipment used in farming; farm related enterprises such as roadside produce markets, farm-craft stores; and sale of horticultural products and services.*

*These uses should be evaluated for their unique impacts on surrounding agricultural lands with particular reference to the amount and quality of land to be taken out of production, and the way the sites are developed and accessed to minimize conflicts with adjacent agricultural uses.*

*The plan recommends that subdivisions in agricultural areas be subject to special land use approval by the Planning Commission to ensure better control over timing, size and location of projects. It is expected that subdivisions in the areas will develop in a logical pattern extending out from the residential areas so that subdivision developments do not "leapfrog" into areas and result in premature loss of farmland. In order to further protect agricultural resources in Conway Township, properties within the Agriculture land use may be enrolled in the P.A. 116 Farmland and Open Space Protection Program. The availability of a Purchase of Development Rights (PDR) program is a critical component of agricultural land uses. PDRs allow landowners to sell development rights for the farm parcel to a governmental or not-for-profit entity in exchange for placement of an easement on the land which prohibits future non-agricultural development of the property. This agreement allows the farmer to receive the value of their property without allowing development.*



**County Comprehensive Plan:** The 2018 Livingston County Master Plan does not direct future land use patterns, or development within Livingston County. Alternatively, it offers a county-wide land use perspective when reviewing potential rezoning amendments. The Land Use & Growth Management chapter of the plan includes decision-making recommendations regarding potential land use conflicts and promoting good land governance.

Based on these strategies, the consistency of rezoning from an AR-Agricultural Residential zoning district to a C-Commercial zoning district, in a location where the subject property is entirely surrounded by an already established agricultural/residential land use character in all directions appears to be in conflict with the goals and objectives of the township Master Plan.

**Township Planning Commission Recommendation: Approval.** The Conway Township Planning Commission recommended **APPROVAL** of this Conditional Rezoning "...pending approval tied to conditions with additional information to be provided" at its May 9, 2022 Public Hearing.

**Staff Recommendation: Approval with Conditions.** On the face of it, the proposed rezoning is inconsistent with the Township Master Plan. However, the applicant has volunteered a set of conditions that provide more details for the township to consider and a clearer picture as to the actual intended use as a result of the rezoning being approved. However, it will be imperative that a careful and thorough site plan approval process will need to take place if the township chooses to approve of the rezoning and its conditions, in order to ensure the level of negative impacts of the proposed use are kept to the absolute minimum and compatibility of the site with surrounding properties is achieved to the best extent possible.

**Recommendation: Approval with Conditions.** Conditions being that the township and applicant mutually agree with the Statement of Conditions as required by Section 4.09 of the Township Zoning Ordinance.

**Commission Discussion:** Commissioner Bowdoin gave a brief explanation of history behind the proposed rezoning and asked if it would be best to eliminate the northern commercial node identified in master plan? Commissioner Call stated he felt that this was a spot zoning issue and would not support the case. Commissioner Funk asked how old the Township Master Plan was.

**Public Comment:** Meghan Swain-Koch provided input regarding the history of the proposed rezoning. Adam Kreeger, applicant, was present to answer questions from the commissioners.

**Commission Action:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL WITH CONDITIONS, SECONDED BY COMMISSIONER FUNK.**

**Motion passed: 5-1,  
NAY: CALL**

**8. OLD BUSINESS:**

**A. Visits to Local Planning Commissions:** The township meeting schedule of visits was briefly discussed. Commissioner Funk and Director Kline-Hudson briefly explained their visit to the Hartland Township Planning Commission.

**9. NEW BUSINESS: None.**

**10. REPORTS:** The Capital Improvements Plan was approved by the Board of Commissioners; Solar energy tour to Ranger Power solar facility near Lennon, MI was discussed with the Planning Commission set for 8/19/22; Newsletters were discussed from the past month; SEMCOG PAP Grant was closed out; MSU Extension is interested in doing another Citizen Planner program this fall. Principal Planner Stanford announced he is now serving voluntarily as Vice-Chair of the Livingston County Land Conservancy.

**11. COMMISSIONERS HEARD AND CALL TO THE PUBLIC: None.**

**12. ADJOURNMENT:**

**Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO ADJOURN  
THE MEETING AT 8:25 P.M., SECONDED BY COMMISSIONER IKLE .**

**Motion passed: 6-0**



# Livingston County Department of Planning

## MEMORANDUM

**TO:** Livingston County Planning Commissioners and the  
Hamburg Township Board of Trustees

Kathleen J. Kline-Hudson  
AICP, PEM  
Director

**FROM:** Kathleen Kline-Hudson, Director

**DATE:** June 21, 2022

Robert A. Stanford  
AICP, PEM  
Principal Planner

**SUBJECT:** Z-29-22

Amendments to Article V. Zoning Board of Appeals

Scott Barb  
AICP, PEM  
Principal Planner

The proposed text amendments primarily regard Zoning Board of Appeals decisions regarding practical difficulties.

A summary of the proposed amendments is contained in this review. Proposed additions to existing text are noted in **bold red underline**, deletions in **bold strikethrough**, and staff comments are noted in **bold, italic underline**.

The following Hamburg Township background information was submitted with this amendment:

Hamburg Township Planning and Zoning staff recently began the process of initiating a zoning text amendment, for Section 36-137(C) of the Township Zoning Ordinance. Typically, this process does not involve the Zoning Board of Appeals. However, this specific section contains the seven standards by which Zoning Board of Appeals considers variance requests. As a result, staff felt it was appropriate to receive input from the Zoning Board of Appeals prior to the public hearing. The proposed variance standards were recommended for approval by the Zoning Board of Appeals.

The current variance standards are acceptable, though staff feels that they are not as clear as they should be. The proposed changes, reduce the number of standards from seven to five and are closely aligned with the State Zoning Enabling Act. There are a few benefits we believe can be realized with this change. The first, we believe, is that the new standards will allow staff to better prepare reports which clearly and concisely indicate whether the variance request is worthy of approval. This should also help the board make stronger decisions based directly on the enabling legislation mentioned earlier. Finally, should the variance decisions made by the board be challenged in court, decisions based on the proposed standards are more defensible than those based on the current Township standards.

Staff believes, these standards will assist the Zoning Board of Appeals in making sound and defensible decisions.

### Department Information

Administration Building  
304 E. Grand River Avenue  
Suite 206  
Howell, MI 48843-2323

•  
(517) 546-7555  
Fax (517) 552-2347

•  
Web Site  
livgov.com



## Article V. Zoning Board of Appeals

### **Sec. 36-137. Jurisdiction**

- (c) Where, owing to special conditions, a literal enforcement of the provisions of this zoning ordinance would involve practical difficulties, the zoning board of appeals shall have power upon appeal in specific cases to authorize such variation or modification of the provisions of this zoning ordinance with such conditions and safeguards as it may determine, as may be in harmony with the spirit of this zoning ordinance and so that public safety and welfare be secured and substantial justice done. No such variance or modification of the provisions of this zoning ordinance shall be granted unless it appears that, at a minimum, the applicant has proven a practical difficulty and that all the following facts and conditions exist:
- ~~(1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone.~~
  - ~~(2) That such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and vicinity. The possibility of increased financial return shall not be deemed sufficient to warrant a variance.~~
  - ~~(3) That the granting of such variance or modification will not be materially detrimental to the public welfare or materially injurious to the property or improvements in such zone or district in which the property is located.~~
  - ~~(4) That the granting of such variance will not adversely affect the purpose or objectives of the master plan of the Township.~~
  - ~~(5) That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature.~~
  - ~~(6) Granting the variance shall not permit the establishment with a district of any use which is not permitted by right within the district.~~
  - ~~(7) The requested variance is the minimum necessary to permit reasonable use of the land.~~
  - (1) Strict compliance with restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.
  - (2) The variance will do substantial justice to the applicant, as well as other property owners.
  - (3) A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.





Z-29-22  
June 21, 2022  
Page 3

(4) The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.

(5) The problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.

For the purpose of the above, a practical difficulty exists on the subject land when the strict compliance with this chapter's standards would render conformity unnecessarily burdensome (such as exceptional narrowness, shallowness, shape of area, presence of floodplain or wetlands, exceptional topographic conditions), and the applicant has proven all of the standards set forth in subsections (c)(1) through (7) of this section. Demonstration of practical difficulty shall focus on the subject property or use of the subject property, and not on the applicant personally.

**County Planning Staff Comments: The last paragraph of Section 36-137. Jurisdiction, refers to subsections (c)(1) through (7) of this section. It should be corrected to state "subsections(c)(1) through (5) of this section."**

**Township Planning Commission Recommendation: Approval.** The Hamburg Township Planning Commission recommended Approval of the zoning ordinance text amendments to Article V. Zoning Board of Appeals, Sec. 36-137 (c.) Jurisdiction at their June 15, 2022, Planning Commission meeting. Minutes of the meeting were not available at the time of this review.

**Staff Recommendation: Approval.** The newly proposed list of five (5) standards for practical difficulty are very reasonable and represent current expectations of Zoning Board of Appeals procedures according to the Michigan Zoning Enabling Act.

# HAMBURG TOWNSHIP

## FINANCE CONTROL

## BOOK



PERIOD ENDING July 31, 2022

## **Table of Contents**

### **Tab 1**

- Summary
- Revenue and Expenditure Report
- Cash Summary by Account

### **Tab 2**

- Summary
- Cash Flow Analysis
- Debt Payment Schedule
- Debt Payment Schedule

### **Tab 3**

- Summary
- Ten Year Tax Collection Comparison
- Property Tax Roll Ten Year Graph Tax
- Roll Distribution Chart

### **Tab 4**

- Summary
- Monthly Bank and Investment Report
- Approved Financial Institution List

### **Tab 5**

- Summary
- 5 Year Forecast and Capital Reserve



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## TAB 1

### BUDGET AND FINANCIAL STATUS SUMMARY:

#### Fiscal Year 2022/23

The Budget v. Actual report reflects transactions through July, 2022 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of July 31, 2022, considering the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2022 and run through February 28, 2023. **Revenues are posted to the general ledger in December when they are billed.** State shared revenue payments are bi-monthly and start on October 31, 2022. The last revenue sharing payment for FY 20/21 will be paid on October 31, 2023.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account at July 2022.

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23		ACTIVITY FOR		ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	MONTH 07/31/22				
Fund 101 - General Fund							
Revenues							
Dept 000.000							
Account Type: Revenue							
402.000 CURRENT PROPERTY TAX	981,700.00	981,700.00	0.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	2,500.00	2,500.00	0.00	0.00	0.00	0.00	0.00
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	2,000.00	2,000.00	314.65	0.00	314.65	15.73	
434.000 TRAILER PARK TAX FEES	2,200.00	2,200.00	167.00	0.00	167.00	7.59	
447.000 PROPERTY TAX ADMIN FEE	495,000.00	495,000.00	9,634.08	0.00	9,634.08	1.95	
448.000 SET COLLECTION FEE	30,500.00	30,500.00	0.00	0.00	0.00	0.00	
477.000 FRANCHISE FEE - CABLE	350,000.00	350,000.00	(80,423.92)	0.00	(80,423.92)	(22.98)	
478.000 SPECIAL USE PERMITS	250.00	250.00	0.00	0.00	0.00	0.00	
479.000 LAND USE PERMITS	25,000.00	25,000.00	2,630.00	0.00	2,630.00	10.52	
485.000 DOG LICENSES	300.00	300.00	28.50	0.00	28.50	9.50	
528.000 OTHER FEDERAL GRANTS	1,148,481.00	1,148,481.00	0.00	0.00	0.00	0.00	
574.000 STATE SHARED REVENUES	2,276,972.00	2,276,972.00	0.00	0.00	0.00	0.00	
577.000 STATE ROW MAINTENANCE FEE-CABLE	12,000.00	12,000.00	0.00	0.00	0.00	0.00	
606.000 FOIA REQUESTS	350.00	350.00	5.41	0.00	5.41	1.55	
607.000 NON-TAX ADMIN FEE	3,600.00	3,600.00	2,750.00	0.00	2,750.00	76.39	
636.000 COPIES/MAPS	100.00	100.00	5.00	0.00	5.00	5.00	
643.000 SALE OF CEMETERY LOTS	8,900.00	8,900.00	1,000.00	0.00	1,000.00	11.24	
643.001 CEMETERY SERVICES OPEN/CLOSE	11,000.00	11,000.00	1,719.56	0.00	1,719.56	15.63	
645.000 MAUS SALES REVENUE	3,000.00	3,000.00	0.00	0.00	0.00	0.00	
659.000 RETURNED CHECK FEE	50.00	50.00	0.00	0.00	0.00	0.00	
664.000 INTEREST REVENUE	5,000.00	5,000.00	(3,646.05)	0.00	(3,646.05)	(72.92)	
671.000 OTHER REVENUE - CONTRACT SERVICE	15,000.00	15,000.00	1,500.00	0.00	1,500.00	10.00	
677.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00	
Total Revenue:	5,374,153.00	5,374,153.00	(64,315.77)	0.00	(64,315.77)	(1.20)	
Account Type: Transfers-In							
699.590 FROM SEWER ENTERPRISE	115,000.00	115,000.00	9,583.34	0.00	9,583.34	8.33	
699.999 APPROPRIATION FROM SURPLUS	338,759.00	338,759.00	0.00	(1,885.86)	0.00	(0.56)	
Total Transfers-In:	453,759.00	453,759.00	9,583.34	(1,885.86)	9,583.34	1.70	
Total Dept 000.000	5,827,912.00	5,827,912.00	(54,732.43)	(1,885.86)	(54,732.43)	(0.97)	
Dept 702.000 - PLANNING AND ZONING							
Account Type: Revenue							
617.000 SITE PLAN FEES	13,000.00	13,000.00	4,800.00	0.00	4,800.00	36.92	
618.000 ZONING BOARD OF APPEALS APPLIC	3,500.00	3,500.00	1,000.00	0.00	1,000.00	28.57	
Total Revenue:	16,500.00	16,500.00	5,800.00	0.00	5,800.00	35.15	
Total Dept 702.000 - PLANNING AND ZONING	16,500.00	16,500.00	5,800.00	0.00	5,800.00	35.15	
TOTAL REVENUES	5,844,412.00	5,844,412.00	(48,932.43)	(1,885.86)	(48,932.43)	(0.87)	
Expenditures							
Dept 101.000 - Township Board							
Account Type: Expenditure							
703.100 TRUSTEES SALARIES	30,266.00	30,266.00	2,522.24	0.00	2,522.24	8.33	
704.100 PER DIEM	8,840.00	8,840.00	455.00	0.00	455.00	5.15	
709.000 TOWNSHIP FICA	2,400.00	2,400.00	227.79	0.00	227.79	9.49	
716.000 DEFINED CONTRIBUTION	4,000.00	4,000.00	304.24	0.00	304.24		
801.500 ECONOMIC DEVELOPMENT CONSULTANT	20,300.00	20,300.00	0.00	0.00	0.00		
826.000 LEGAL FEES	35,000.00	35,000.00	0.00	0.00	0.00		

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

		2022-23		ACTIVITY FOR			
ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund							
Expenditures							
900.000	LEGAL NOTICES/ADVERTISING	5,000.00	5,000.00	0.00	0.00	0.00	0.00
910.000	PROFESSIONAL DEVELOPMENT	250.00	250.00	0.00	0.00	0.00	0.00
946.000	ENGINEERING SERVICES	31,500.00	31,500.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	8,000.00	8,000.00	0.00	0.00	0.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	15,000.00	15,000.00	9,612.59	0.00	9,612.59	64.08
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	2,123,946.00	2,123,946.00	0.00	0.00	0.00	0.00
Total Expenditure:		2,284,502.00	2,284,502.00	13,121.86	0.00	13,121.86	0.57
Total Dept 101.000 - Township Board		2,284,502.00	2,284,502.00	13,121.86	0.00	13,121.86	0.57
Dept 171.000 - Township Supervisor							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	9,552.00	9,552.00	734.80	0.00	734.80	7.69
703.200	ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	3,403.77	0.00	3,403.77	4.23
709.000	TOWNSHIP FICA	7,000.00	7,000.00	320.11	0.00	320.11	4.57
716.000	DEFINED CONTRIBUTION	10,615.00	10,615.00	40.23	0.00	40.23	0.38
718.000	HEALTH/DENTAL/VISION INSURANCE	19,812.00	19,812.00	3,670.28	0.00	3,670.28	18.53
725.100	LONG/SHORT TERM DISABILITY	511.00	511.00	101.16	0.00	101.16	19.80
725.200	LIFE INSURANCE	91.00	91.00	16.86	0.00	16.86	18.53
853.000	PHONE/COMM/INTERNET	600.00	600.00	50.00	0.00	50.00	8.33
861.000	MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	200.00	200.00	0.00	0.00	0.00	0.00
Total Expenditure:		129,034.00	129,034.00	8,337.21	0.00	8,337.21	6.46
Total Dept 171.000 - Township Supervisor		129,034.00	129,034.00	8,337.21	0.00	8,337.21	6.46
Dept 201.000 - ACCOUNTING							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	204,860.00	204,860.00	8,943.23	0.00	8,943.23	4.37
709.000	TOWNSHIP FICA	15,920.00	15,920.00	715.56	0.00	715.56	4.49
712.000	PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	500.00	0.00	500.00	8.33
716.000	DEFINED CONTRIBUTION	25,100.00	25,100.00	1,519.62	0.00	1,519.62	6.05
718.000	HEALTH/DENTAL/VISION INSURANCE	22,440.00	22,440.00	3,742.04	0.00	3,742.04	16.68
725.100	LONG/SHORT TERM DISABILITY	1,240.00	1,240.00	210.85	0.00	210.85	17.00
725.200	LIFE INSURANCE	243.00	243.00	40.50	0.00	40.50	16.67
861.000	MILEAGE	250.00	250.00	0.00	0.00	0.00	0.00
910.000	PROFESSIONAL DEVELOPMENT	8,200.00	8,200.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	340.75	0.00	340.75	17.04
Total Expenditure:		286,503.00	286,503.00	16,012.55	0.00	16,012.55	5.59
Total Dept 201.000 - ACCOUNTING		286,503.00	286,503.00	16,012.55	0.00	16,012.55	5.59
Dept 215.000 - CLERK'S OFFICE							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	97,985.00	97,985.00	3,029.41	0.00	3,029.41	3.09
703.200	ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	3,403.77	0.00	3,403.77	4.23
709.000	TOWNSHIP FICA	14,200.00	14,200.00	597.50	0.00	597.50	4.21
713.000	OVERTIME	6,000.00	6,000.00	1,325.30	0.00	1,325.30	22.09
716.000	DEFINED CONTRIBUTION	16,300.00	16,300.00	1,008.58	0.00	1,008.58	
718.000	HEALTH/DENTAL/VISION INSURANCE	62,820.00	62,820.00	8,606.66	0.00	8,606.66	
725.100	LONG/SHORT TERM DISABILITY	1,100.00	1,100.00	162.59	0.00	162.59	

138

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
725.200 LIFE INSURANCE	226.00	226.00	31.08	0.00	31.08	13.75
853.000 PHONE/COMM/INTERNET	1,000.00	1,000.00	85.00	0.00	85.00	8.50
861.000 MILEAGE	750.00	750.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	5,000.00	5,000.00	25.00	0.00	25.00	0.50
931.000 EQUIPMENT MAINT/REPAIR	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,000.00	1,000.00	195.42	0.00	195.42	19.54
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	294,334.00	294,334.00	18,470.31	0.00	18,470.31	6.28
Total Dept 215.000 - CLERK'S OFFICE	294,334.00	294,334.00	18,470.31	0.00	18,470.31	6.28
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	132,400.00	132,400.00	6,549.43	0.00	6,549.43	4.95
702.500 LEAVE TIME PAYOUT	1,265.00	1,265.00	0.00	0.00	0.00	0.00
704.000 PART-TIME EMPLOYEE SALARIES	30,701.00	30,701.00	915.12	0.00	915.12	2.98
709.000 TOWNSHIP FICA	12,575.00	12,575.00	583.13	0.00	583.13	4.64
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	250.00	8.33
716.000 DEFINED CONTRIBUTION	11,300.00	11,300.00	858.78	0.00	858.78	7.60
718.000 HEALTH/DENTAL/VISION INSURANCE	15,705.00	15,705.00	3,353.48	0.00	3,353.48	21.35
725.100 LONG/SHORT TERM DISABILITY	575.00	575.00	151.73	0.00	151.73	26.39
725.200 LIFE INSURANCE	138.00	138.00	26.32	0.00	26.32	19.07
Total Expenditure:	207,659.00	207,659.00	12,687.99	0.00	12,687.99	6.11
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICE:	207,659.00	207,659.00	12,687.99	0.00	12,687.99	6.11
Dept 229.000 - COMPUTER/CABLE						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	274.68	0.00	0.00
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	315.36	0.00	315.36	7.88
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
933.000 SOFTWARE MAINTENANCE	95,000.00	95,000.00	29,862.69	2,202.02	29,862.69	33.75
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
980.000 OFFICE EQUIP & FURNITURE	59,000.00	59,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR CABLE TV EQUIP PURCHASE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
Total Expenditure:	164,750.00	164,750.00	30,178.05	2,476.70	30,178.05	19.82
Total Dept 229.000 - COMPUTER/CABLE	164,750.00	164,750.00	30,178.05	2,476.70	30,178.05	19.82
Dept 247.000 - Board of Review						
Account Type: Expenditure						
704.100 PER DIEM	2,800.00	2,800.00	0.00	0.00	0.00	0.00
709.000 TOWNSHIP FICA	215.00	215.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	50.00	50.00	0.00	0.00	0.00	0.00
Total Expenditure:	3,565.00	3,565.00	0.00	0.00	0.00	0.00
Total Dept 247.000 - Board of Review	3,565.00	3,565.00	0.00	0.00	0.00	0.00



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Dept 253.000 - Treasurer						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	69,471.00	69,471.00	3,013.12	0.00	3,013.12	4.34
703.200 ELECTED OFFICIALS SALARIES	40,226.00	40,226.00	1,701.89	0.00	1,701.89	4.23
704.000 PART-TIME EMPLOYEE SALARIES	50,100.00	50,100.00	2,386.23	0.00	2,386.23	4.76
709.000 TOWNSHIP FICA	12,300.00	12,300.00	545.00	0.00	545.00	4.43
713.000 OVERTIME	400.00	400.00	0.00	0.00	0.00	0.00
716.000 DEFINED CONTRIBUTION	12,900.00	12,900.00	588.18	0.00	588.18	4.56
718.000 HEALTH/DENTAL/VISION INSURANCE	44,870.00	44,870.00	7,484.08	0.00	7,484.08	16.68
725.100 LONG/SHORT TERM DISABILITY	445.00	445.00	74.83	0.00	74.83	16.82
725.200 LIFE INSURANCE	81.00	81.00	13.50	0.00	13.50	16.67
851.000 POSTAGE	8,900.00	8,900.00	6,336.95	0.00	6,336.95	71.20
853.000 PHONE/COMM/INTERNET	1,020.00	1,020.00	85.00	0.00	85.00	8.33
861.000 MILEAGE	600.00	600.00	0.00	0.00	0.00	0.00
902.100 TAX ROLL PREP/TAX BILL PREP	4,500.00	4,500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,900.00	1,900.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	250.00	250.00	20.00	0.00	20.00	8.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	75.00	0.00	75.00	10.00
Total Expenditure:	248,713.00	248,713.00	22,323.78	0.00	22,323.78	8.98
Total Dept 253.000 - Treasurer	248,713.00	248,713.00	22,323.78	0.00	22,323.78	8.98
Dept 257.000 - Assessing						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	330,500.00	330,500.00	26,207.50	0.00	26,207.50	7.93
902.200 ASSESSMENT ROLL PREP	6,500.00	6,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,500.00	337,500.00	26,207.50	0.00	26,207.50	7.77
Total Dept 257.000 - Assessing	337,500.00	337,500.00	26,207.50	0.00	26,207.50	7.77
Dept 262.000 - Elections						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	104,825.00	104,825.00	4,387.90	0.00	4,387.90	4.19
704.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	1,104.96	0.00	1,104.96	100.00
707.000 TEMPORARY EMPLOYEES	81,000.00	81,000.00	2,462.25	0.00	2,462.25	3.04
709.000 TOWNSHIP FICA	16,000.00	16,000.00	632.06	0.00	632.06	3.95
712.000 PAY IN LIEU OF MEDICAL INS	0.00	0.00	84.53	0.00	84.53	100.00
713.000 OVERTIME	25,000.00	25,000.00	1,412.70	0.00	1,412.70	5.65
716.000 DEFINED CONTRIBUTION	11,600.00	11,600.00	754.03	0.00	754.03	6.50
718.000 HEALTH/DENTAL/VISION INSURANCE	44,862.00	44,862.00	7,484.10	0.00	7,484.10	16.68
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	112.67	0.00	112.67	17.07
725.200 LIFE INSURANCE	162.00	162.00	26.98	0.00	26.98	16.65
752.001 SUPPLIES FOR ELECTIONS	25,000.00	25,000.00	0.00	0.00	0.00	0.00
861.000 MILEAGE	750.00	750.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	2,500.00	2,500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	7,838.00	0.00	7,838.00	156.76
955.000 SUNDRY	10,000.00	10,000.00	400.00	0.00	400.00	4.00
980.000 OFFICE EQUIP & FURNITURE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,359.00	337,359.00	26,700.18	0.00	26,700.18	140
		7				



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund							
Expenditures							
Total Dept 262.000 - Elections		337,359.00	337,359.00	26,700.18	0.00	26,700.18	7.91
Dept 265.000 - Township Buildings							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	102,848.00	102,848.00	2,039.24	0.00	2,039.24	1.98
704.000	PART-TIME EMPLOYEE SALARIES	63,400.00	63,400.00	5,377.22	0.00	5,377.22	8.48
709.000	TOWNSHIP FICA	13,800.00	13,800.00	685.59	0.00	685.59	4.97
713.000	OVERTIME	3,500.00	3,500.00	98.85	0.00	98.85	2.82
716.000	DEFINED CONTRIBUTION	9,850.00	9,850.00	544.26	0.00	544.26	5.53
718.000	HEALTH/DENTAL/VISION INSURANCE	32,041.00	32,041.00	4,977.70	0.00	4,977.70	15.54
725.100	LONG/SHORT TERM DISABILITY	660.00	660.00	103.16	0.00	103.16	15.63
725.200	LIFE INSURANCE	172.00	172.00	27.00	0.00	27.00	15.70
752.000	SUPPLIES & SMALL EQUIPMENT	5,000.00	5,000.00	92.47	281.98	92.47	7.49
758.000	DIESEL FUEL	2,000.00	2,000.00	247.57	0.00	247.57	12.38
759.000	VEHICLE FUEL	8,000.00	8,000.00	0.00	0.00	0.00	0.00
768.000	UNIFORMS/ACCESSORIES	3,500.00	3,500.00	90.18	254.95	90.18	9.86
801.000	CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
853.000	PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	35.00	8.33
917.000	SEWER USAGE	4,000.00	4,000.00	0.00	0.00	0.00	0.00
919.000	TRASH DISPOSAL	1,700.00	1,700.00	125.93	0.00	125.93	7.41
920.000	ELECTRIC	20,000.00	20,000.00	0.00	0.00	0.00	0.00
921.000	NATURAL GAS/HEAT	5,000.00	5,000.00	93.51	0.00	93.51	1.87
930.000	MAINTENANCE TWP HALL	10,000.00	10,000.00	0.00	0.00	0.00	0.00
930.004	MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	1,000.00	0.00	0.00	0.00	0.00
930.008	MAINTENANCE LIBRARY	1,500.00	1,500.00	0.00	0.00	0.00	0.00
930.020	MAINTENANCE - FERTILIZER	1,500.00	1,500.00	0.00	0.00	0.00	0.00
931.000	EQUIPMENT MAINT/REPAIR	7,500.00	7,500.00	1,078.43	0.00	1,078.43	14.38
932.000	VEHICLE MAINTENANCE	3,500.00	3,500.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	55,000.00	55,000.00	0.00	(130.00)	0.00	(0.24)
980.500	RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
981.500	RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:		363,891.00	363,891.00	15,616.11	406.93	15,616.11	4.40
Total Dept 265.000 - Township Buildings		363,891.00	363,891.00	15,616.11	406.93	15,616.11	4.40
Dept 275.000 - OTHER EXPENSES							
Account Type: Expenditure							
704.200	PORTAGE/BASE LAKES GROSS WAGES	1,500.00	1,500.00	0.00	0.00	0.00	0.00
708.000	UNEMPLOYMENT COMPENSATION	800.00	800.00	469.71	0.00	469.71	58.71
709.000	TOWNSHIP FICA	115.00	115.00	0.00	0.00	0.00	0.00
718.500	HEALTH CARE REIMBURSEMENT	80,000.00	80,000.00	6,661.65	0.00	6,661.65	8.33
727.000	WORKERS' COMPENSATION	10,000.00	10,000.00	4,803.86	0.00	4,803.86	48.04
752.000	SUPPLIES & SMALL EQUIPMENT	18,500.00	18,500.00	474.72	784.44	474.72	6.81
801.000	CONTRACTUAL SERVICES	12,500.00	12,500.00	3,828.00	0.00	3,828.00	30.62
802.100	ROAD MAINTENANCE	7,500.00	7,500.00	2,692.03	70.00	2,692.03	36.83
840.000	LIABILITY/CASUALTY INSURANCE	25,000.00	25,000.00	15,374.69	0.00	15,374.69	61.50
851.000	POSTAGE	12,500.00	12,500.00	0.00	0.00	0.00	0.00
853.000	PHONE/COMM/INTERNET	4,000.00	4,000.00	1,810.41	1,810.41	1,810.41	90.52
931.000	EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	0.00	0.00
946.000	ENGINEERING SERVICES	3,500.00	3,500.00	0.00	0.00	0.00	0.00
953.000	PAYROLL PROCESSING	12,500.00	12,500.00	873.70	0.00	873.70	
954.000	AUDIT	23,780.00	23,780.00	0.00	0.00	0.00	
955.000	SUNDRY	2,200.00	2,200.00	611.54	0.00	611.54	

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	347.02	0.00	347.02	69.40
960.000 FOIA EXPENSES	100.00	100.00	0.00	0.00	0.00	0.00
967.200 ADA COMPLIANCE PROJECTS	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.000 OFFICE EQUIP & FURNITURE	8,100.00	8,100.00	0.00	0.00	0.00	0.00
995.591 TRANSFER OUT WATER FUND	154,000.00	154,000.00	12,833.34	0.00	12,833.34	8.33
Total Expenditure:	399,595.00	399,595.00	50,780.67	2,664.85	50,780.67	13.37
Account Type: Transfers-Out						
995.208 TRANSFER OUT RECREATION FUND	400,000.00	400,000.00	33,333.33	0.00	33,333.33	8.33
Total Transfers-Out:	400,000.00	400,000.00	33,333.33	0.00	33,333.33	8.33
Total Dept 275.000 - OTHER EXPENSES	799,595.00	799,595.00	84,114.00	2,664.85	84,114.00	10.85
Dept 345.000 - Public Safety (Police & Fire)						
Account Type: Expenditure						
704.100 PER DIEM	1,040.00	1,040.00	(130.00)	0.00	(130.00)	(12.50)
709.000 TOWNSHIP FICA	60.00	60.00	(9.95)	0.00	(9.95)	(16.58)
Total Expenditure:	1,100.00	1,100.00	(139.95)	0.00	(139.95)	(12.72)
Total Dept 345.000 - Public Safety (Police & Fire)	1,100.00	1,100.00	(139.95)	0.00	(139.95)	(12.72)
Dept 448.000 - Street Lighting						
Account Type: Expenditure						
926.000 STREET LIGHTING	17,500.00	17,500.00	0.00	0.00	0.00	0.00
Total Expenditure:	17,500.00	17,500.00	0.00	0.00	0.00	0.00
Total Dept 448.000 - Street Lighting	17,500.00	17,500.00	0.00	0.00	0.00	0.00
Dept 567.000 - CEMETERY						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	11,318.00	11,318.00	778.84	0.00	778.84	6.88
709.000 TOWNSHIP FICA	925.00	925.00	61.62	0.00	61.62	6.66
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	35.00	8.33
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,350.00	1,350.00	0.00	305.00	0.00	22.59
Total Expenditure:	39,013.00	39,013.00	875.46	305.00	875.46	3.03
Total Dept 567.000 - CEMETERY	39,013.00	39,013.00	875.46	305.00	875.46	3.03
Dept 701.000 - Planning Commission						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	0.00	0.00	0.00	0.00
704.100 PER DIEM	5,640.00	5,640.00	0.00	0.00	0.00	0.00
709.000 TOWNSHIP FICA	523.00	523.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	9,363.00	9,363.00	0.00	0.00	0.00	

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 101 - General Fund							
Expenditures							
Total Dept 701.000 - Planning Commission		9,363.00	9,363.00	0.00	0.00	0.00	0.00
Dept 702.000 - PLANNING AND ZONING							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	124,750.00	124,750.00	4,758.25	0.00	4,758.25	3.81
704.000	PART-TIME EMPLOYEE SALARIES	95,276.00	95,276.00	2,592.79	0.00	2,592.79	2.72
704.100	PER DIEM	4,020.00	4,020.00	335.00	0.00	335.00	8.33
709.000	TOWNSHIP FICA	17,250.00	17,250.00	654.85	0.00	654.85	3.80
712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	250.00	8.33
713.000	OVERTIME	600.00	600.00	519.36	0.00	519.36	86.56
716.000	DEFINED CONTRIBUTION	13,900.00	13,900.00	618.64	0.00	618.64	4.45
718.000	HEALTH/DENTAL/VISION INSURANCE	17,610.00	17,610.00	2,936.22	0.00	2,936.22	16.67
725.100	LONG/SHORT TERM DISABILITY	753.00	753.00	128.03	0.00	128.03	17.00
725.200	LIFE INSURANCE	162.00	162.00	27.00	0.00	27.00	16.67
752.000	SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	(9.32)	0.00	0.00
826.000	LEGAL FEES	8,000.00	8,000.00	0.00	0.00	0.00	0.00
853.000	PHONE/COMM/INTERNET	1,760.00	1,760.00	105.00	0.00	105.00	5.97
861.000	MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
900.000	LEGAL NOTICES/ADVERTISING	750.00	750.00	0.00	0.00	0.00	0.00
910.000	PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00
932.000	VEHICLE MAINTENANCE	0.00	0.00	(428.26)	0.00	(428.26)	100.00
946.000	ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00
951.000	STORM WATER DISCHARGE	500.00	500.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	300.00	300.00	0.00	0.00	0.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	2,700.00	2,700.00	413.00	0.00	413.00	15.30
Total Expenditure:		295,031.00	295,031.00	12,909.88	(9.32)	12,909.88	4.37
Total Dept 702.000 - PLANNING AND ZONING		295,031.00	295,031.00	12,909.88	(9.32)	12,909.88	4.37
Dept 703.000 - LAKES, RIVERS & STREAMS							
Account Type: Expenditure							
967.000	SPECIAL PROJECTS	25,000.00	25,000.00	28,950.00	0.00	28,950.00	115.80
Total Expenditure:		25,000.00	25,000.00	28,950.00	0.00	28,950.00	115.80
Total Dept 703.000 - LAKES, RIVERS & STREAMS		25,000.00	25,000.00	28,950.00	0.00	28,950.00	115.80
Dept 803.000 - HISTORICAL MUSEUM							
Account Type: Expenditure							
704.000	PART-TIME EMPLOYEE SALARIES	0.00	0.00	(437.37)	0.00	(437.37)	100.00
709.000	TOWNSHIP FICA	0.00	0.00	(33.46)	0.00	(33.46)	100.00
853.000	PHONE/COMM/INTERNET	0.00	0.00	137.97	0.00	137.97	100.00
Total Expenditure:		0.00	0.00	(332.86)	0.00	(332.86)	100.00
Total Dept 803.000 - HISTORICAL MUSEUM		0.00	0.00	(332.86)	0.00	(332.86)	100.00
TOTAL EXPENDITURES		5,844,412.00	5,844,412.00	316,032.07	5,844.16	316,032.07	5.51
Fund 101 - General Fund:							
TOTAL REVENUES		5,844,412.00	5,844,412.00	(48,932.43)	(1,885.86)	(48,932.43)	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
PERIOD ENDING 07/31/2022  
% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23	2022-23		ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL	AMENDED	BUDGET	MONTH			
	BUDGET			07/31/22	YEAR-TO-DATE	07/31/2022	USED
Fund 101 - General Fund							
TOTAL EXPENDITURES	5,844,412.00	5,844,412.00		316,032.07	5,844.16	316,032.07	5.51
NET OF REVENUES & EXPENDITURES	0.00	0.00		(364,964.50)	(7,730.02)	(364,964.50)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/22	YEAR-TO-DATE	07/31/2022	USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,205,591.00	1,205,591.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	4,000.00	4,000.00	0.00	0.00	0.00	0.00
664.000 INTEREST REVENUE	1,000.00	1,000.00	(609.69)	0.00	(609.69)	(60.97)
Total Revenue:	1,210,591.00	1,210,591.00	(609.69)	0.00	(609.69)	(0.05)
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Transfers-In:	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,357,000.00	1,357,000.00	(609.69)	0.00	(609.69)	(0.04)
TOTAL REVENUES	1,357,000.00	1,357,000.00	(609.69)	0.00	(609.69)	(0.04)
Expenditures						
Dept 000.000						
Account Type: Expenditure						
802.000 ROAD IMPROVEMENT	1,357,000.00	1,357,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	1,357,000.00	1,357,000.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,357,000.00	1,357,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	0.00	0.00	0.00	0.00
Fund 204 - Road Fund:						
TOTAL REVENUES	1,357,000.00	1,357,000.00	(609.69)	0.00	(609.69)	0.04
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	(609.69)	0.00	(609.69)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,058,065.00	2,058,065.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	5,000.00	5,000.00	0.00	0.00	0.00	0.00
664.000 INTEREST REVENUE	1,000.00	1,000.00	(760.18)	0.00	(760.18)	(76.02)
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	500.00	1,250.00	0.00	1,250.00	250.00
677.000 SUNDRY	50.00	50.00	0.00	0.00	0.00	0.00
Total Revenue:	2,067,215.00	2,067,215.00	489.82	0.00	489.82	0.02
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Transfers-In:	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Dept 000.000	2,084,871.00	2,084,871.00	489.82	(505.30)	489.82	0.00
TOTAL REVENUES	2,084,871.00	2,084,871.00	489.82	(505.30)	489.82	0.00
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	444,000.00	444,000.00	45,964.97	0.00	45,964.97	10.35
702.500 LEAVE TIME PAYOUT	5,154.00	5,154.00	0.00	0.00	0.00	0.00
704.000 PART-TIME EMPLOYEE SALARIES	40,000.00	40,000.00	1,746.80	0.00	1,746.80	4.37
704.500 PAID ON CALL FIRE	500,000.00	500,000.00	9,836.35	0.00	9,836.35	1.97
709.000 TOWNSHIP FICA	82,500.00	82,500.00	4,929.80	0.00	4,929.80	5.98
712.000 PAY IN LIEU OF MEDICAL INS	4,200.00	4,200.00	350.00	0.00	350.00	8.33
713.000 OVERTIME	70,000.00	70,000.00	6,329.96	0.00	6,329.96	9.04
714.000 LONGEVITY PAY	10,500.00	10,500.00	0.00	0.00	0.00	0.00
716.000 DEFINED CONTRIBUTION	50,000.00	50,000.00	6,016.27	0.00	6,016.27	12.03
718.000 HEALTH/DENTAL/VISION INSURANCE	96,800.00	96,800.00	16,142.64	0.00	16,142.64	16.68
725.100 LONG/SHORT TERM DISABILITY	7,000.00	7,000.00	342.93	0.00	342.93	4.90
725.200 LIFE INSURANCE	470.00	470.00	71.55	0.00	71.55	15.22
727.000 WORKERS' COMPENSATION	56,800.00	56,800.00	15,664.66	0.00	15,664.66	27.58
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	85.78	0.00	85.78	0.86
754.000 MEDICAL AND SCENE SUPPLIES	20,000.00	20,000.00	750.78	1,395.59	750.78	10.73
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
759.000 VEHICLE FUEL	30,000.00	30,000.00	0.00	0.00	0.00	0.00
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	395.29	0.00	395.29	3.95
768.100 TURN OUT GEAR	50,000.00	50,000.00	350.71	0.00	350.71	0.70
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	3,657.48	4,676.51	3,657.48	41.67
826.000 LEGAL FEES	8,000.00	8,000.00	0.00	0.00	0.00	0.00
840.000 LIABILITY/CASUALTY INSURANCE	39,000.00	39,000.00	28,085.76	0.00	28,085.76	72.01
843.100 EMPLOYEE PHYSICALS/VACCINATION	28,000.00	28,000.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	11,000.00	11,000.00	1,922.26	1,697.26	1,922.26	32.90
870.000 HAZMAT YEARLY DUES	4,000.00	4,000.00	3,000.00	0.00	3,000.00	75.00
916.000 TRAINING	25,000.00	25,000.00	720.00	0.00	720.00	2.88
916.500 FIRE PREVENTION	7,500.00	7,500.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	2,000.00	2,000.00	0.00	0.00	0.00	0.00
918.000 WATER USAGE	2,000.00	2,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	2,500.00	2,500.00	115.40	0.00	115.40	
920.000 ELECTRIC	35,000.00	35,000.00	314.39	0.00	314.39	
920.100 SIREN ELECTRIC USAGE	2,000.00	13,000.00	0.00	0.00	0.00	

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23	ACTIVITY FOR		ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL	2022-23	MONTH			
	BUDGET	AMENDED BUDGET	07/31/22	YEAR-TO-DATE	07/31/2022	USED
Fund 206 - Fire Fund						
Expenditures						
930.003 MAINTENANCE FIRE HALL	48,000.00	48,000.00	139.00	0.00	139.00	0.29
930.020 MAINTENANCE - FERTILIZER	2,500.00	2,500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	14,000.00	14,000.00	2,209.20	(11.00)	2,209.20	15.70
931.100 EMERGENCY SIREN MAINTENANCE/REPAIRS	4,000.00	4,000.00	0.00	0.00	0.00	0.00
932.000 VEHICLE MAINTENANCE	60,000.00	60,000.00	3,508.75	(13.19)	3,508.75	5.83
933.000 SOFTWARE MAINTENANCE	1,500.00	1,500.00	1,798.26	7,762.49	1,798.26	637.38
955.000 SUNDRY	3,000.00	3,000.00	0.00	(505.30)	0.00	(16.84)
958.000 DUES/SUBSCRIP/RECERTIFICATION	7,500.00	7,500.00	2,486.64	0.00	2,486.64	33.16
967.000 SPECIAL PROJECTS	10,000.00	10,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	205,500.00	205,500.00	0.00	6,549.97	0.00	3.19
981.000 CAPITAL EXPENSE - VEHICLE	55,197.00	55,197.00	0.00	34,102.00	0.00	61.78
Total Expenditure:	2,084,871.00	2,084,871.00	156,935.63	55,654.33	156,935.63	10.20
Total Dept 000.000	2,084,871.00	2,084,871.00	156,935.63	55,654.33	156,935.63	10.20
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	156,935.63	55,654.33	156,935.63	10.20
Fund 206 - Fire Fund:						
TOTAL REVENUES	2,084,871.00	2,084,871.00	489.82	(505.30)	489.82	0.00
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	156,935.63	55,654.33	156,935.63	10.20
NET OF REVENUES & EXPENDITURES	0.00	0.00	(156,445.81)	(56,159.63)	(156,445.81)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,971,200.00	2,971,200.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	4,000.00	4,000.00	0.00	0.00	0.00	0.00
480.000 LIQUOR LICENSE FEES	9,700.00	9,700.00	0.00	0.00	0.00	0.00
481.000 SOLICITATION FEES	100.00	100.00	0.00	0.00	0.00	0.00
501.000 FEDERAL GRANT REVENUE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
628.100 INSPECTION FEES	6,800.00	6,800.00	0.00	0.00	0.00	0.00
629.000 GUN PERM/FINGERPRINTS/VIN INSP	200.00	200.00	0.00	0.00	0.00	0.00
629.100 BREATHALIZER TEST REQUIRED	0.00	0.00	10.00	0.00	10.00	100.00
630.200 SALVAGE VEHICLE INSPECTION	100.00	100.00	0.00	0.00	0.00	0.00
636.000 COPIES/MAPS	1,000.00	1,000.00	176.50	0.00	176.50	17.65
657.000 ORDINANCE FINES	10,000.00	10,000.00	734.25	0.00	734.25	7.34
664.000 INTEREST REVENUE	1,000.00	1,000.00	(380.21)	0.00	(380.21)	(38.02)
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	1,000.00	1,000.00	0.00	0.00	0.00	0.00
676.200 OVERTIME REIMB - OTHER	2,500.00	2,500.00	164.88	0.00	164.88	6.60
677.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
Total Revenue:	3,012,950.00	3,012,950.00	705.42	0.00	705.42	0.02
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Transfers-In:	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Dept 000.000	3,215,982.00	3,215,982.00	705.42	0.00	705.42	0.02
TOTAL REVENUES	3,215,982.00	3,215,982.00	705.42	0.00	705.42	0.02
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	1,561,559.00	1,561,559.00	69,507.75	0.00	69,507.75	4.45
702.500 LEAVE TIME PAYOUT	4,555.00	4,555.00	0.00	0.00	0.00	0.00
704.000 PART-TIME EMPLOYEE SALARIES	36,000.00	36,000.00	1,666.23	0.00	1,666.23	4.63
706.000 HOLIDAY PAY	89,500.00	89,500.00	7,847.88	0.00	7,847.88	8.77
709.000 TOWNSHIP FICA	134,590.00	134,590.00	8,323.01	0.00	8,323.01	6.18
712.000 PAY IN LIEU OF MEDICAL INS	4,800.00	4,800.00	400.00	0.00	400.00	8.33
713.000 OVERTIME	70,000.00	70,000.00	18,353.01	0.00	18,353.01	26.22
716.000 DEFINED CONTRIBUTION	279,200.00	279,200.00	1,138.02	0.00	1,138.02	0.41
718.000 HEALTH/DENTAL/VISION INSURANCE	287,600.00	287,600.00	47,262.74	0.00	47,262.74	16.43
725.100 LONG/SHORT TERM DISABILITY	8,332.00	8,332.00	1,369.01	0.00	1,369.01	16.43
725.200 LIFE INSURANCE	1,860.00	1,860.00	232.20	0.00	232.20	12.48
726.500 EQUIPMENT ALLOWANCE	11,200.00	11,200.00	11,200.00	0.00	11,200.00	100.00
727.000 WORKERS' COMPENSATION	47,336.00	47,336.00	13,246.13	0.00	13,246.13	27.98
730.000 RETIREE HEALTH INSURANCE	104,000.00	104,000.00	104,000.00	0.00	104,000.00	100.00
731.000 EDUCATION INCENTIVE BONUS	12,000.00	12,000.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	137.29	657.01	137.29	7.94
752.100 AMMUNITION	10,000.00	10,000.00	0.00	0.00	0.00	0.00
756.000 ACCREDITATION EXPENSES	10,000.00	10,000.00	5,255.86	0.00	5,255.86	52.56
758.000 DIESEL FUEL	250.00	250.00	100.72	0.00	100.72	40.29
759.000 VEHICLE FUEL	50,000.00	50,000.00	65.74	0.00	65.74	
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	248.00	895.11	248.00	
768.500 UNIFORM CLEANING	4,000.00	4,000.00	0.00	0.00	0.00	



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
		ORIGINAL	2022-23	MONTH			
		BUDGET	AMENDED BUDGET	07/31/22	YEAR-TO-DATE	07/31/2022	USED
Fund 207 - Police Fund							
Expenditures							
801.000	CONTRACTUAL SERVICES	7,500.00	7,500.00	0.00	0.00	0.00	0.00
807.000	SWAT TEAM EXPENSES	6,000.00	6,000.00	171.94	0.00	171.94	2.87
807.001	CODE ENFORCEMENT EXPENSES	500.00	500.00	0.00	0.00	0.00	0.00
809.000	JANITORIAL SERVICES	8,000.00	8,000.00	423.72	0.00	423.72	5.30
826.000	LEGAL FEES	7,000.00	7,000.00	0.00	0.00	0.00	0.00
840.000	LIABILITY/CASUALTY INSURANCE	125,500.00	125,500.00	65,641.47	0.00	65,641.47	52.30
851.000	POSTAGE	200.00	200.00	0.00	0.00	0.00	0.00
853.000	PHONE/COMM/INTERNET	12,000.00	12,000.00	2,127.10	1,753.84	2,127.10	32.34
914.000	TUITION REIMBURSEMENT	8,000.00	8,000.00	0.00	0.00	0.00	0.00
916.000	TRAINING	12,000.00	12,000.00	2,070.00	1,278.99	2,070.00	27.91
917.000	SEWER USAGE	3,000.00	3,000.00	0.00	0.00	0.00	0.00
920.000	ELECTRIC	12,000.00	12,000.00	0.00	0.00	0.00	0.00
921.000	NATURAL GAS/HEAT	3,000.00	3,000.00	120.87	0.00	120.87	4.03
930.002	MAINTENANCE POLICE BUILDING	12,000.00	12,000.00	0.00	(1,718.32)	0.00	(14.32)
930.020	MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	0.00	0.00
931.000	EQUIPMENT MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	0.00	0.00
932.000	VEHICLE MAINTENANCE	50,000.00	50,000.00	1,618.28	583.88	1,618.28	4.40
933.000	SOFTWARE MAINTENANCE	20,000.00	20,000.00	11,448.16	1,053.14	11,448.16	62.51
933.300	LAW ENFORCEMENT INFO NETWORK	6,000.00	6,000.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	0.00	0.00	0.00	0.00
967.000	SPECIAL PROJECTS	15,000.00	15,000.00	0.00	1,100.00	0.00	7.33
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	54,500.00	54,500.00	390.00	7,960.00	390.00	15.32
981.000	CAPITAL EXPENSE - VEHICLE	100,000.00	100,000.00	0.00	0.00	0.00	0.00
Total Expenditure:		3,215,982.00	3,215,982.00	374,365.13	13,563.65	374,365.13	12.06
Total Dept 000.000		3,215,982.00	3,215,982.00	374,365.13	13,563.65	374,365.13	12.06
TOTAL EXPENDITURES		3,215,982.00	3,215,982.00	374,365.13	13,563.65	374,365.13	12.06
Fund 207 - Police Fund:							
TOTAL REVENUES		3,215,982.00	3,215,982.00	705.42	0.00	705.42	0.02
TOTAL EXPENDITURES		3,215,982.00	3,215,982.00	374,365.13	13,563.65	374,365.13	12.06
NET OF REVENUES & EXPENDITURES		0.00	0.00	(373,659.71)	(13,563.65)	(373,659.71)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Revenues						
Dept 000.000						
Account Type: Revenue						
664.000 INTEREST REVENUE	0.00	0.00	461.70	0.00	461.70	100.00
Total Revenue:	0.00	0.00	461.70	0.00	461.70	100.00
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	400,000.00	400,000.00	33,333.33	0.00	33,333.33	8.33
699.999 APPROPRIATION FROM SURPLUS	192,085.00	192,085.00	0.00	0.00	0.00	0.00
Total Transfers-In:	592,085.00	592,085.00	33,333.33	0.00	33,333.33	5.63
Total Dept 000.000	592,085.00	592,085.00	33,795.03	0.00	33,795.03	5.71
Dept 751.000 - Recreation Board						
Account Type: Revenue						
651.000 PARKS & RECREATION FEES	15,000.00	15,000.00	2,943.53	0.00	2,943.53	19.62
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	4,092.00	0.00	4,092.00	100.00
Total Revenue:	15,000.00	15,000.00	7,035.53	0.00	7,035.53	46.90
Total Dept 751.000 - Recreation Board	15,000.00	15,000.00	7,035.53	0.00	7,035.53	46.90
Dept 800.000 - LAKELAND TRAIL						
Account Type: Revenue						
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	100.00	0.00	100.00	100.00
Total Revenue:	0.00	0.00	100.00	0.00	100.00	100.00
Total Dept 800.000 - LAKELAND TRAIL	0.00	0.00	100.00	0.00	100.00	100.00
Dept 820.000 - SENIOR CENTER						
Account Type: Revenue						
651.001 SENIOR CENTER RENTALS	2,000.00	2,000.00	175.00	0.00	175.00	8.75
Total Revenue:	2,000.00	2,000.00	175.00	0.00	175.00	8.75
Total Dept 820.000 - SENIOR CENTER	2,000.00	2,000.00	175.00	0.00	175.00	8.75
TOTAL REVENUES	609,085.00	609,085.00	41,105.56	0.00	41,105.56	6.75
Expenditures						
Dept 751.000 - Recreation Board						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	43,110.00	43,110.00	1,385.57	0.00	1,385.57	3.21
704.000 PART-TIME EMPLOYEE SALARIES	6,098.00	6,098.00	914.76	0.00	914.76	15.00
704.100 PER DIEM	3,900.00	3,900.00	0.00	0.00	0.00	0.00
709.000 TOWNSHIP FICA	3,800.00	3,800.00	181.05	0.00	181.05	4.76
713.000 OVERTIME	0.00	0.00	66.16	0.00	66.16	100.00
716.000 DEFINED CONTRIBUTION	3,600.00	3,600.00	188.73	0.00	188.73	5.24
718.000 HEALTH/DENTAL/VISION INSURANCE	15,702.00	15,702.00	4,490.46	0.00	4,490.46	28.60
725.100 LONG/SHORT TERM DISABILITY	226.00	226.00	42.61	0.00	42.61	18.85
725.200 LIFE INSURANCE	57.00	57.00	9.44	0.00	9.44	
727.000 WORKERS' COMPENSATION	120.00	120.00	421.79	0.00	421.79	
752.000 SUPPLIES & SMALL EQUIPMENT	2,500.00	2,500.00	0.00	0.00	0.00	

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
758.000 DIESEL FUEL	1,500.00	1,500.00	247.57	0.00	247.57	16.50
809.000 JANITORIAL SERVICES	500.00	500.00	0.00	0.00	0.00	0.00
840.000 LIABILITY/CASUALTY INSURANCE	500.00	500.00	475.55	0.00	475.55	95.11
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	0.00	0.00	0.00	0.00
900.100 PRINTING	1,500.00	1,500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	2,000.00	2,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	700.00	700.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,500.00	1,500.00	0.00	0.00	0.00	0.00
920.000 ELECTRIC	4,000.00	4,000.00	0.00	0.00	0.00	0.00
930.005 MAINTENANCE PARK BUILDINGS	7,500.00	7,500.00	1,603.56	0.00	1,603.56	21.38
930.015 RESERVE FOR PARKS MAINTENANCE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
930.020 MAINTENANCE - FERTILIZER	12,000.00	12,000.00	0.00	0.00	0.00	0.00
930.200 PLAYGROUND/FIELD REPAIR	100,000.00	100,000.00	0.00	0.00	0.00	0.00
930.300 PLAYGROUND INSPECTION	750.00	750.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	10,000.00	10,000.00	1,865.00	20.00	1,865.00	18.85
943.000 EVENT COMMITTEE EXPENSE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
946.000 ENGINEERING SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	2,500.00	2,500.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	500.00	0.00	500.00	100.00
967.600 WINKELHAUS PARK	4,000.00	4,000.00	477.00	0.00	477.00	11.93
967.962 SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	50,000.00	155.76	7,896.48	155.76	16.10
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	329,963.00	329,963.00	13,025.01	7,916.48	13,025.01	6.35
Total Dept 751.000 - Recreation Board	329,963.00	329,963.00	13,025.01	7,916.48	13,025.01	6.35
Dept 800.000 - LAKELAND TRAIL						
Account Type: Expenditure						
840.000 LIABILITY/CASUALTY INSURANCE	230.00	230.00	100.64	0.00	100.64	43.76
920.000 ELECTRIC	300.00	300.00	0.00	0.00	0.00	0.00
938.000 LAKELAND TRAIL MAINTENANCE	45,000.00	45,000.00	6,258.12	114,224.00	6,258.12	267.74
938.500 LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	6,000.00	6,000.00	861.00	0.00	861.00	14.35
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
975.300 GRANT MATCH	5,000.00	5,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	4,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	62,030.00	62,030.00	7,219.76	114,224.00	7,219.76	195.78
Total Dept 800.000 - LAKELAND TRAIL	62,030.00	62,030.00	7,219.76	114,224.00	7,219.76	195.78
Dept 820.000 - SENIOR CENTER						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	49,680.00	49,680.00	2,102.32	0.00	2,102.32	4.23
704.000 PART-TIME EMPLOYEE SALARIES	38,700.00	38,700.00	1,555.98	0.00	1,555.98	4.02
709.000 TOWNSHIP FICA	6,800.00	6,800.00	283.69	0.00	283.69	4.17
716.000 DEFINED CONTRIBUTION	6,485.00	6,485.00	273.31	0.00	273.31	4.21
718.000 HEALTH/DENTAL/VISION INSURANCE	22,431.00	22,431.00	1,871.02	0.00	1,871.02	8.34
725.100 LONG/SHORT TERM DISABILITY	315.00	315.00	54.02	0.00	54.02	17.15
725.200 LIFE INSURANCE	81.00	81.00	13.50	0.00	13.50	16.67
727.000 WORKERS' COMPENSATION	900.00	900.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	4,500.00	4,500.00	87.72	95.74	87.72	0.00
801.000 CONTRACTUAL SERVICES	22,000.00	18,000.00	0.00	0.00	0.00	0.00
804.000 SENIOR PROGRAMS	7,000.00	7,000.00	0.00	455.34	0.00	6.50

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/22	YEAR-TO-DATE	07/31/2022	USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
840.000 LIABILITY/CASUALTY INSURANCE	2,700.00	2,700.00	1,330.60	0.00	1,330.60	49.28
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	546.14	237.62	546.14	19.59
900.200 NEWSLETTER/PUBLICATIONS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	1,750.00	1,750.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	2,000.00	2,000.00	160.00	0.00	160.00	8.00
920.000 ELECTRIC	4,500.00	4,500.00	0.00	0.00	0.00	0.00
921.000 NATURAL GAS/HEAT	2,500.00	2,500.00	23.29	0.00	23.29	0.93
930.001 MAINTENANCE COMM CENTER	10,500.00	10,500.00	0.00	93.14	0.00	0.89
930.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	0.00	0.00	0.00	0.00
937.000 IMPROVEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	217,092.00	217,092.00	8,301.59	881.84	8,301.59	4.23
Total Dept 820.000 - SENIOR CENTER	217,092.00	217,092.00	8,301.59	881.84	8,301.59	4.23
TOTAL EXPENDITURES	609,085.00	609,085.00	28,546.36	123,022.32	28,546.36	24.88
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES	609,085.00	609,085.00	41,105.56	0.00	41,105.56	6.75
TOTAL EXPENDITURES	609,085.00	609,085.00	28,546.36	123,022.32	28,546.36	24.88
NET OF REVENUES & EXPENDITURES	0.00	0.00	12,559.20	(123,022.32)	12,559.20	100.00

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000						
Account Type: Revenue						
653.000 O&M USAGE FEES	1,501,500.00	1,501,500.00	55,070.17	0.00	55,070.17	3.67
653.001 O&M LATE PENALTY	27,000.00	27,000.00	(21.56)	0.00	(21.56)	(0.08)
653.002 ADMIN FEE FOR DELINQ ON TAXES	22,000.00	22,000.00	0.00	0.00	0.00	0.00
664.001 INTEREST REVENUE - O&M ACCOUNTS	5,000.00	5,000.00	(1.45)	0.00	(1.45)	(0.03)
667.000 RENTAL INCOME	18,500.00	18,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	12,000.00	12,000.00	3,361.80	0.00	3,361.80	28.02
677.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Revenue:	1,586,500.00	1,586,500.00	58,408.96	0.00	58,408.96	3.68
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Transfers-In:	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Dept 527.000	1,654,621.00	1,654,621.00	58,408.96	0.00	58,408.96	3.53
Dept 537.000						
Account Type: Revenue						
637.300 PORTAGE MONTHLY SEWER OP	75,600.00	75,600.00	6,326.46	0.00	6,326.46	8.37
637.400 PORTAGE ADD'L FEES	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Total Revenue:	85,600.00	85,600.00	6,326.46	0.00	6,326.46	7.39
Total Dept 537.000	85,600.00	85,600.00	6,326.46	0.00	6,326.46	7.39
Dept 538.000						
Account Type: Revenue						
607.000 NON-TAX ADMIN FEE	15,000.00	15,000.00	800.00	0.00	800.00	5.33
620.200 GRINDER PUMP INSTALLATION	150,000.00	150,000.00	10,287.39	0.00	10,287.39	6.86
640.000 APPLICATION FEES - SEWERS	10,000.00	10,000.00	1,000.00	0.00	1,000.00	10.00
642.100 DIRECT TAP FEE	112,000.00	112,000.00	4,500.00	0.00	4,500.00	4.02
642.300 INDIRECT TAP FEE	442,500.00	442,500.00	0.00	0.00	0.00	0.00
644.100 MAIN LINE EXTENSION	50,000.00	50,000.00	0.00	0.00	0.00	0.00
646.200 GRINDER PUMP PURCHASE	100,000.00	100,000.00	8,820.00	0.00	8,820.00	8.82
646.300 REVENUE SALE OF GRINDER PUMPS	0.00	0.00	5,140.00	0.00	5,140.00	100.00
664.002 INTEREST REVENUE - CAPITAL ACCTS	5,000.00	5,000.00	(1,347.47)	0.00	(1,347.47)	(26.95)
675.590 CONTRIBUTED CAPITAL FROM OTHER	34,000.00	34,000.00	0.00	0.00	0.00	0.00
Total Revenue:	918,500.00	918,500.00	29,199.92	0.00	29,199.92	3.18
Total Dept 538.000	918,500.00	918,500.00	29,199.92	0.00	29,199.92	3.18
Dept 539.000						
Account Type: Revenue						
472.000 SPECIAL ASSESSMENTS REVENUE	25,000.00	25,000.00	54.24	0.00	54.24	0.22
654.000 WWTP DEBT FEE	715,000.00	715,000.00	20,644.64	0.00	20,644.64	2.89
654.001 WWTP DEBT LATE PENALTY	12,000.00	12,000.00	(9.54)	0.00	(9.54)	(0.08)
664.003 INTEREST REVENUE SAD'S & OTHER	1,500.00	1,500.00	(1,272.38)	0.00	(1,272.38)	(84.83)
Total Revenue:	753,500.00	753,500.00	19,416.96	0.00	19,416.96	2.58
Total Dept 539.000	753,500.00	753,500.00	19,416.96	0.00	19,416.96	

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 540.000						
Account Type: Revenue						
620.100 WATER METER INSTALLATION	300.00	300.00	100.00	0.00	100.00	33.33
637.500 WATER CONNECTION ADM FEE	2,000.00	2,000.00	700.00	0.00	700.00	35.00
654.500 WATER CHARGE O&M	40,000.00	40,000.00	0.00	0.00	0.00	0.00
654.501 WATER CHARGE PENALTY (10%)	1,000.00	1,000.00	0.00	0.00	0.00	0.00
664.001 INTEREST REVENUE - O&M ACCOUNTS	200.00	200.00	(83.04)	0.00	(83.04)	(41.52)
Total Revenue:	43,500.00	43,500.00	716.96	0.00	716.96	1.65
Total Dept 540.000	43,500.00	43,500.00	716.96	0.00	716.96	1.65
TOTAL REVENUES	3,455,721.00	3,455,721.00	114,069.26	0.00	114,069.26	3.30
Expenditures						
Dept 527.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	424,096.00	424,096.00	19,474.19	0.00	19,474.19	4.59
702.500 LEAVE TIME PAYOUT	1,675.00	1,675.00	0.00	0.00	0.00	0.00
704.000 PART-TIME EMPLOYEE SALARIES	6,750.00	6,750.00	1,155.53	0.00	1,155.53	17.12
704.100 PER DIEM	1,560.00	1,560.00	130.00	0.00	130.00	8.33
709.000 TOWNSHIP FICA	37,100.00	37,100.00	1,894.59	0.00	1,894.59	5.11
713.000 OVERTIME	47,500.00	47,500.00	3,847.01	0.00	3,847.01	8.10
716.000 DEFINED CONTRIBUTION	47,851.00	47,851.00	2,648.56	0.00	2,648.56	5.54
718.000 HEALTH/DENTAL/VISION INSURANCE	84,800.00	84,800.00	15,447.28	0.00	15,447.28	18.22
725.100 LONG/SHORT TERM DISABILITY	3,800.00	3,800.00	481.58	0.00	481.58	12.67
725.200 LIFE INSURANCE	571.00	571.00	105.32	0.00	105.32	18.44
727.000 WORKERS' COMPENSATION	8,668.00	8,668.00	2,204.56	0.00	2,204.56	25.43
751.100 GRINDER PUMP PARTS	325,000.00	325,000.00	0.00	22,160.00	0.00	6.82
751.200 GRINDER PUMP CORES	130,000.00	130,000.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	25,000.00	25,000.00	(407.87)	0.00	(407.87)	(1.63)
758.000 DIESEL FUEL	2,000.00	2,000.00	577.77	0.00	577.77	28.89
759.000 VEHICLE FUEL	12,000.00	12,000.00	0.00	0.00	0.00	0.00
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	465.06	123.98	465.06	5.89
801.000 CONTRACTUAL SERVICES	12,000.00	12,000.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
840.000 LIABILITY/CASUALTY INSURANCE	27,000.00	27,000.00	12,594.29	0.00	12,594.29	46.65
843.000 MISC MEDICAL EXPENSES	2,000.00	2,000.00	0.00	0.00	0.00	0.00
851.000 POSTAGE	7,500.00	7,500.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	16,000.00	16,000.00	1,096.00	0.00	1,096.00	6.85
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	4,000.00	4,000.00	0.00	0.00	0.00	0.00
917.500 TREATMENT EXPENSE	115,000.00	115,000.00	0.00	0.00	0.00	0.00
920.000 ELECTRIC	30,000.00	30,000.00	0.00	0.00	0.00	0.00
921.000 NATURAL GAS/HEAT	4,000.00	4,000.00	78.63	0.00	78.63	1.97
930.010 SEWER MAINTENANCE GARAGE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
930.011 ENTERPRISE POLE BARN (ORIGINAL)	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	0.00	0.00
932.000 VEHICLE MAINTENANCE	4,000.00	4,000.00	584.00	0.00	584.00	14.60
933.000 SOFTWARE MAINTENANCE	2,000.00	2,000.00	394.74	430.83	394.74	41.28
934.100 PUMP & MAIN REPAIR/MAINTENANCE	80,000.00	80,000.00	(554.29)	49,361.06	(554.29)	61.01
934.200 GRINDER PUMP REPLACEMENT	78,000.00	78,000.00	15,419.25	0.00	15,419.25	19.77
946.000 ENGINEERING SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	500.00	21 500.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	4,000.00	4,000.00	1,256.89	0.00	1,256.89	31.42

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23		ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 590 - SEWER FUND						
Expenditures						
968.000 DEPRECIATION	750,000.00	750,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
981.000 CAPITAL EXPENSE - VEHICLE	28,000.00	28,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	2,368,271.00	2,368,271.00	78,893.09	72,075.87	78,893.09	6.37
Account Type: Transfers-Out						
999.101 TRANSFER OUT GENERAL FUND	57,500.00	57,500.00	4,791.67	0.00	4,791.67	8.33
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	4,791.67	8.33
Total Dept 527.000	2,425,771.00	2,425,771.00	83,684.76	72,075.87	83,684.76	6.42
Dept 537.000						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	20,000.00	20,000.00	1,414.31	363.59	1,414.31	8.89
753.000 CHEMICALS	25,000.00	25,000.00	0.00	7,340.00	0.00	29.36
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	250.00	250.00	158.41	158.41	158.41	126.73
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.600 SLUDGE REMOVAL EXPENSE WWTP	55,000.00	55,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,500.00	1,500.00	0.00	0.00	0.00	0.00
920.000 ELECTRIC	75,000.00	75,000.00	0.00	0.00	0.00	0.00
921.000 NATURAL GAS/HEAT	25,000.00	25,000.00	16.04	0.00	16.04	0.06
930.007 BUILDING MAINTENANCE - WWTP	2,500.00	2,500.00	297.30	0.00	297.30	11.89
931.000 EQUIPMENT MAINT/REPAIR	8,000.00	8,000.00	4,165.22	0.00	4,165.22	52.07
934.100 PUMP & MAIN REPAIR/MAINTENANCE	15,000.00	15,000.00	0.00	0.00	0.00	0.00
946.000 ENGINEERING SERVICES	12,000.00	12,000.00	0.00	0.00	0.00	0.00
952.000 LAB ANALYSIS - WWTP	9,000.00	9,000.00	0.00	0.00	0.00	0.00
952.100 LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
955.100 ANNUAL GRNDWATER DISCHARGE FEE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	7,500.00	7,500.00	0.00	4,420.00	0.00	58.93
Total Expenditure:	272,750.00	272,750.00	6,051.28	12,282.00	6,051.28	6.72
Total Dept 537.000	272,750.00	272,750.00	6,051.28	12,282.00	6,051.28	6.72
Dept 538.000						
Account Type: Expenditure						
946.000 ENGINEERING SERVICES	2,500.00	2,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	120.00	0.00	120.00	12.00
Total Expenditure:	3,500.00	3,500.00	120.00	0.00	120.00	3.43
Account Type: Transfers-Out						
999.101 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	4,791.67	8.33
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	4,791.67	8.33
Total Dept 538.000	61,000.00	61,000.00	4,911.67	0.00	4,911.67	8.05
Dept 539.000						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	525,000.00	525,000.00	0.00	0.00	0.00	
992.000 INTEREST EXPENSE	130,000.00	130,000.00	29,684.38	0.00	29,684.38	
993.000 AGENT FEES	1,200.00	1,200.00	0.00	0.00	0.00	

09/19/2022 02:14 PM  
 User: ThelmaK  
 DB: Hamburg

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 07/31/2022  
 % Fiscal Year Completed: 8.49

Page: 20/21

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
Total Expenditure:	656,200.00	656,200.00	29,684.38	0.00	29,684.38	4.52
Total Dept 539.000	656,200.00	656,200.00	29,684.38	0.00	29,684.38	4.52
Dept 540.000						
Account Type: Expenditure						
917.900 WATER PURCHASE CITY OF BRIGHTON	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Dept 540.000	40,000.00	40,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	124,332.09	84,357.87	124,332.09	6.04
Fund 590 - SEWER FUND:						
TOTAL REVENUES	3,455,721.00	3,455,721.00	114,069.26	0.00	114,069.26	3.30
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	124,332.09	84,357.87	124,332.09	6.04
NET OF REVENUES & EXPENDITURES	0.00	0.00	(10,262.83)	(84,357.87)	(10,262.83)	100.00



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

Item 11.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 07/31/2022	% BDGT USED
Fund 591 - WATER DEBT SERVICE FUND						
Revenues						
Dept 000.000						
Account Type: Revenue						
472.000 SPECIAL ASSESSMENTS REVENUE	81,000.00	81,000.00	76.28	0.00	76.28	0.09
664.000 INTEREST REVENUE	500.00	500.00	(247.60)	0.00	(247.60)	(49.52)
Total Revenue:	81,500.00	81,500.00	(171.32)	0.00	(171.32)	(0.21)
Account Type: Transfers-In						
699.101 TRANSFER IN GENERAL CAPITAL	146,308.00	146,308.00	12,833.34	0.00	12,833.34	8.77
699.999 APPROPRIATION FROM SURPLUS	44,892.00	44,892.00	0.00	0.00	0.00	0.00
Total Transfers-In:	191,200.00	191,200.00	12,833.34	0.00	12,833.34	6.71
Total Dept 000.000	272,700.00	272,700.00	12,662.02	0.00	12,662.02	4.64
TOTAL REVENUES	272,700.00	272,700.00	12,662.02	0.00	12,662.02	4.64
Expenditures						
Dept 000.000						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	200,000.00	200,000.00	0.00	0.00	0.00	0.00
992.000 INTEREST EXPENSE	71,000.00	71,000.00	0.00	0.00	0.00	0.00
993.000 AGENT FEES	1,700.00	1,700.00	0.00	0.00	0.00	0.00
Total Expenditure:	272,700.00	272,700.00	0.00	0.00	0.00	0.00
Total Dept 000.000	272,700.00	272,700.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	272,700.00	272,700.00	0.00	0.00	0.00	0.00
Fund 591 - WATER DEBT SERVICE FUND:						
TOTAL REVENUES	272,700.00	272,700.00	12,662.02	0.00	12,662.02	4.64
TOTAL EXPENDITURES	272,700.00	272,700.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	12,662.02	0.00	12,662.02	100.00
TOTAL REVENUES - ALL FUNDS	16,839,771.00	16,839,771.00	119,489.96	(2,391.16)	119,489.96	0.70
TOTAL EXPENDITURES - ALL FUNDS	16,839,771.00	16,839,771.00	1,000,211.28	282,442.33	1,000,211.28	7.62
NET OF REVENUES & EXPENDITURES	0.00	0.00	(880,721.32)	(284,833.49)	(880,721.32)	100.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 07/01/2022 TO 07/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 07/31/2022
Fund 101	General Fund				
002.000	CASH/SAVINGS	4,806,803.55	569,901.95	841,304.98	4,535,400.52
002.100	ARPA FUNDING	2,285,711.74	0.00	0.00	2,285,711.74
002.179	TPA HEALTH CARE REIMB	2,718.32	7,500.00	6,316.65	3,901.67
002.200	ESCROW PERFORMANCE BONDS	125,332.75	0.00	0.00	125,332.75
002.279	ZONING REVIEW ESCROW	164,203.40	0.00	0.00	164,203.40
002.701	CASH 701 FUND	0.00	0.00	0.00	0.00
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
008.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	40,742.30	0.00	0.00	40,742.30
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,132.23	0.00	0.00	27,132.23
	General Fund	7,453,394.29	577,401.95	847,621.63	7,183,174.61
Fund 151	CEMETERY TRUST FUND				
003.005	RESTRICTED CEMETERY TRUST	7,672.64	0.00	0.00	7,672.64
Fund 204	Road Fund				
002.000	CASH/SAVINGS	1,302,454.93	0.00	0.00	1,302,454.93
Fund 206	Fire Fund				
002.000	CASH/SAVINGS	1,623,951.78	1,250.00	160,498.92	1,464,702.86
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	1,624,251.78	1,250.00	160,498.92	1,465,002.86
Fund 207	Police Fund				
002.000	CASH/SAVINGS	812,234.35	6,085.63	254,897.83	563,422.15
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	812,434.35	6,085.63	254,897.83	563,622.15
Fund 208	SENIORS, PARKS, LL TRAIL				
002.000	CASH/SAVINGS	986,314.81	42,506.74	164,469.72	864,351.83
Fund 211	Act 302 Training Fund				
002.000	CASH/SAVINGS	1,051.39	0.00	0.00	1,051.39
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
002.000	CASH/SAVINGS	6,512.99	0.00	0.00	6,512.99
Fund 245	Public/Capital Improvements				
002.000	CASH/SAVINGS	11,597.57	0.00	0.00	11,597.57
Fund 265	Drug Enforcement Fund				
002.000	CASH/SAVINGS	2,560.82	0.00	0.00	2,560.82
002.003	FEDERAL FORFEITURE FUNDS	980.13	0.00	0.00	980.13
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	3,683.18	0.00	0.00	3,683.18
Fund 272	Rustic/Lake Pointe Road SAD				
002.000	CASH/SAVINGS	652.75	0.00	100.00	552.75
Fund 273	Scott Drive ROAD SAD				
002.000	CASH/SAVINGS	147.45	0.00	670.00	(522.55)
Fund 274	Crystal Drive/Beach Rd Maint				
002.000	CASH/SAVINGS	1,270.04	0.00	1,200.00	70.04
Fund 275	Norene Ct/Peary Dr SAD - Rd Mn				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 07/01/2022 TO 07/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 07/31/2022
002.000	CASH/SAVINGS	3,157.96	0.00	100.00	3,057.96
Fund 276	Community Dr SAD - Road Maint				
002.000	CASH/SAVINGS	1,730.04	0.00	675.00	1,055.04
Fund 277	Edgelake/Burton Drive SAD				
002.000	CASH/SAVINGS	168.38	0.00	200.00	(31.62)
Fund 278	Downing Drive SAD				
002.000	CASH/SAVINGS	2,158.72	0.00	150.00	2,008.72
Fund 279	Riverside/Century/Lagoon SAD				
002.000	CASH/SAVINGS	6,837.65	0.00	4,240.00	2,597.65
Fund 280	Island Shore/Schlenker SAD				
002.000	CASH/SAVINGS	4,772.00	0.00	1,650.00	3,122.00
Fund 281	Campbell Drive SAD				
002.000	CASH/SAVINGS	3,380.86	0.00	575.00	2,805.86
Fund 282	Mumford Park Lighting SAD				
002.000	CASH/SAVINGS	187.58	0.00	329.40	(141.82)
Fund 283	KINGSTON DRIVE MAINTENANCE SAD				
002.000	CASH/SAVINGS	6,992.69	0.00	2,250.00	4,742.69
Fund 284	Winans Drive SAD				
002.000	CASH/SAVINGS	2,967.92	0.00	1,150.00	1,817.92
Fund 285	STRAWBERRY INDIANOLA IMP SAD				
002.000	CASH/SAVINGS	1,290.55	1,380.67	0.00	2,671.22
003.497	S'BERRY INDIANOLA DEBT CASH	106,692.50	0.00	0.00	106,692.50
	STRAWBERRY INDIANOLA IMP SAD	107,983.05	1,380.67	0.00	109,363.72
Fund 286	SHAN-GRI-LA AQUATIC WEED CONTROL				
002.000	CASH/SAVINGS	401.54	0.00	150.00	251.54
Fund 287	DOWNING DR ROAD IMP SAD				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.499	DOWNING DEBT CASH	30,081.41	0.00	0.00	30,081.41
	DOWNING DR ROAD IMP SAD	30,081.41	0.00	0.00	30,081.41
Fund 302	Twp FIRE STN Cap Imp Debt Ser				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
002.302	CASH	115,382.13	0.00	0.00	115,382.13
	Twp FIRE STN Cap Imp Debt Ser	115,382.13	0.00	0.00	115,382.13
Fund 375	Mumford Dredging Debt Retirement				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	4,349.84	0.00	0.00	4,349.84
	Mumford Dredging Debt Retirement	4,349.84	0.00	0.00	4,349.84
Fund 376	Buhl Rd Improve. Debt Retirement				
002.000	CASH/SAVINGS	13,609.31	0.00	0.00	13,609.31
Fund 590	SEWER FUND				
002.000	CASH/SAVINGS	0.00	396,041.12	531,816.22	(135,775.10)
002.002	WATER RECEIPTS FROM BILLS	177,396.61	6,571.09	0.00	183,967.70
002.008	CASH - INFRASTRUCTURE DEPOSIT	26 0.00	0.00	0.00	

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 07/01/2022 TO 07/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 07/31/2022
002.590	SAVINGS - O&M	3,089.48	193,296.04	113,712.35	82,673.17
002.908	2004 BOND SERIES CONSTRUCTION	722,415.09	0.00	0.00	722,415.09
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	1,083,082.04	34,261.20	28,354.00	1,088,989.24
003.903	STRWBERRY RESTRICTED DEBT	0.00	0.00	0.00	0.00
003.905	98 CONTRACT SAD'S RESTRICTED	102,226.63	0.00	0.00	102,226.63
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	872,365.82	0.00	0.00	872,365.82
003.908	2004 BOND DEBT	156,843.89	2,668.18	0.00	159,512.07
003.912	MIDLAND SEWER CONTRACT SAD DEBT	5,028.52	0.00	0.00	5,028.52
003.918	NIMS CONTRACT SAD SEWER CONNECTION	38,727.93	0.00	0.00	38,727.93
005.465	WWTP BOND RESERVE	466,982.76	0.00	0.00	466,982.76
006.465	WWTP PRINCIPAL/INTER REDEMPTN	1,075,968.02	81,565.78	296,118.94	861,414.86
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,489,885.70	0.00	0.00	1,489,885.70
	SEWER FUND	6,194,012.49	714,403.41	970,001.51	5,938,414.39
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	160,469.54	12,833.34	0.00	173,302.88
003.907	WATER SYSTEM DEBT (Well)	1,404.65	0.00	0.00	1,404.65
003.910	M36 CORRIDOR WATER DISTRICT DEBT	367,061.51	2,083.52	0.00	369,145.03
	WATER DEBT SERVICE FUND	528,935.70	14,916.86	0.00	543,852.56
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	11.94	1,550,255.54	947,441.38	602,826.10
Fund 805	SPECIAL ASSESSMENT CAPITAL PROJECT FUND				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 811	PETTYS ROAD REHAB DISTRICT				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
000.000	DEFERRED REVENUE	0.00	0.00	0.00	0.00
002.000	CASH/SAVINGS	306,135.92	0.00	500.00	305,635.92
002.854	2020 SAD ROAD IMPROVE	809,825.70	14,244.19	0.00	824,069.89
	2020-ROAD SAD FUND	1,115,961.62	14,244.19	500.00	1,129,705.81
Fund 857	HILLSIDE LAKES DRIVE ROAD IMPROVEMENT SA				
002.000	CASH/SAVINGS	1,940.42	0.00	0.00	1,940.42
	TOTAL - ALL FUNDS	20,356,461.42	2,922,444.99	3,358,870.39	19,920,036.02



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **TAB 2**

### **CASH FLOW ANALYSIS/DEBT PAYMENT SCHEDULES**

The cash flow analysis is included in tab 2. The cash flow analysis has actual cash flows for July 2022.

The funds included in the pooled cash flow are general, fire, police, parks, public capital improvements and sewer operations and maintenance, WWTP debt accounts, cemetery, sewer equipment reserve, road maintenance SADs, performance bonds, SAD debt and escrows.

Tab 2 also includes a debt payment schedules for fiscal year 2022-23.

The cash flow analysis and the debt payment schedules assist the Treasurer's staff in determining maturity dates on future investments by determining cash needs for each month.

HAMBURG TOWNSHIP									
DEBT PAYMENT SCHEDULE									
FISCAL YEAR 2022-23									
			PRIN &			PRINCIPAL			
	DEBT	INTEREST	INTEREST	ADMIN FEE	AMOUNT	OUTSTANDING			
	ISSUE	DUE DATE	DUE DATE	DUE DATE	DUE	FY 2022-23	principal	interest	Terms
\$2,595,000 Bond Sale	12 REFUNDING (04 SAD)	10/1/2022			3,075	205,000		3,075	10/1/2022
	12 REFUNDING (04 SAD)		4/1/2023		205,000		205,000	3,075	
	12 REFUNDING (04 SAD)			4/1/2023	750				
\$1,1730,000 Bond Sale	12 REFUNDING (2002 WATER)			4/1/2023	750	820,000			10/1/2031
	12 REFUNDING (2002 WATER)	4/1/2023			14,900			16,400	
	12 REFUNDING (2002 WATER)		10/1/2022		114,900		100,000	14,900	
\$1,455,000 Bond Sale	2008 WATER SYS PROJ	10/1/2022			15,625	525,000		15,625	4/1/2028
	2008 WATER SYS PROJ			4/1/2023	750				
	2008 WATER SYS PROJ		4/1/2023		115,625		100,000	15,625	
5308-01 Project MFA	2009 ORE LAKE SRF	4/1/2023			6,928	489,202		6,928	10/1/2029
	2009 ORE LAKE SRF		10/1/2022		71,927		65,000	6,927	
\$445,000 SAD Bond Sale	2010 IND/DOWNING	10/1/2022			4,713	137,000		4,713	
	2010 IND/DOWNING	4/1/2023			29,713		25,000	4,713	4/1/2030
5301-01 Project MFA	2010 WWTP IMP		10/1/2022		190,875	1,500,000	170,000	20,875	10/1/2030
	2010 WWTP IMP	4/1/2023			18,750			18,750	
\$4,590,000 Bond Sale	2007 WWTP REFUNDING	7/1/2022			294,684	1,160,000	265,000	-	7/1/2026
	2007 WWTP REFUNDING			1/1/2023	750		-		
	2007 WWTP REFUNDING		1/1/2023		24,219		-	24,219	
\$3,315,000 Bond Sale	Special Assessments	10/1/2022			14,735	2,740,000		14,735	4/1/2030
			4/1/2023		354,735		340,000	14,735	
		7/1/2022			750				
					1,734,003	7,815,902	1,509,700	194,694	
								1,700,644	Including yearly
									fees

<b>HAMBURG TOWNSHIP</b>									
<b>DEBT PAYMENT SCHEDULE</b>									
<b>FISCAL YEAR 2021-22</b>									
			<b>PRIN &amp;</b>			<b>PRINCIPAL</b>			
	<b>DEBT</b>	<b>INTEREST</b>	<b>INTEREST</b>	<b>ADMIN FEE</b>	<b>AMOUNT</b>	<b>OUTSTANDING</b>			
	<b>ISSUE</b>	<b>DUE DATE</b>	<b>DUE DATE</b>	<b>DUE DATE</b>	<b>DUE</b>	<b>FY 2021-22</b>	<b>principal</b>	<b>interest</b>	<b>Terms</b>
<b>\$2,595,000 Bond Sale</b>	<b>12 REFUNDING (04 SAD)</b>	10/1/2021			3,075	205,000		3,075	10/1/2022
	<b>12 REFUNDING (04 SAD)</b>		4/1/2022		208,075		205,000	3,075	
	<b>12 REFUNDING (04 SAD)</b>			4/1/2022	750				
<b>\$1,1730,000 Bond Sale</b>	<b>12 REFUNDING (2002 WATER)</b>			4/1/2022	750	1,100,000			10/1/2031
	<b>12 REFUNDING (2002 WATER)</b>	4/1/2022			16,400			16,400	
	<b>12 REFUNDING (2002 WATER)</b>		10/1/2021		122,975		105,000	17,975	
<b>\$1,455,000 Bond Sale</b>	<b>2008 WATER SYS PROJ</b>	10/1/2021			18,125	725,000		18,125	4/1/2028
	<b>2008 WATER SYS PROJ</b>			4/1/2022	750				
	<b>2008 WATER SYS PROJ</b>		4/1/2022		118,125		100,000	18,125	
<b>5308-01 Project MFA</b>	<b>2009 ORE LAKE SRF</b>	4/1/2022			6,928	559,202		7,740	10/1/2029
	<b>2009 ORE LAKE SRF</b>		10/1/2021		72,740		65,000	7,741	
<b>\$445,000 SAD Bond Sale</b>	<b>2010 IND/DOWNING</b>	10/1/2021			5,369	195,000		5,369	
	<b>2010 IND/DOWNING</b>	4/1/2022			30,369		25,000	5,369	4/1/2030
<b>5301-01 Project MFA</b>	<b>2010 WWTP IMP</b>		10/1/2021		187,938	1,680,000	165,000	22,938	10/1/2030
	<b>2010 WWTP IMP</b>	4/1/2022			20,875			20,875	
	<b>MAUSOLEUM</b>		12/19/2021		21,906	21,906	20,940	966	12/19/2021
<b>\$4,590,000 Bond Sale</b>	<b>2007 WWTP REFUNDING</b>	7/1/2021			29,684	1,160,000	-	29,684	7/1/2026
	<b>2007 WWTP REFUNDING</b>			1/1/2022	750		-		
	<b>2007 WWTP REFUNDING</b>		7/1/2021		300,253		265,000	35,253	
<b>\$3,315,000 Bond Sale</b>	<b>Special Assessments</b>	10/1/2021			45,600	3,718,925		45,600	4/1/2030
			4/1/2022		345,600		300,000	45,600	
					1,806,886	9,604,733	1,490,640	313,309	
								1,800,200	Including yearly
									fees



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## TAB 3

### PROPERTY TAXES:

#### Fiscal Year 2022/23:

The 2022/23 tax collection cycle began July 1, 2022 and will end March 1, 2023. All unpaid tax bills on March 2, 2023 will be turned over delinquent to the Livingston County Treasurer for further collection efforts. Hamburg Township will no longer be able to collect payments on those tax bills turned over. Any unpaid tax bills must be paid directly to the Livingston County Treasurer.

The first section of Tab 3 contains a 10-year comparison table of the following information: 1) taxable values for all properties in Hamburg Township; 2) taxes billed on all properties; and, 3) the percentage of delinquent tax bills sent to Livingston County.

Section 2 of Tab 3 is a chart of the past 10 years of annual budgeted millage rate.

Section 3 of Tab 3 is a table that shows the millage rates for each taxing entity for which the township collects taxes. These entities are Hamburg Township, Hamburg Township Library, Livingston County, Pinckney, Brighton, and Dexter Schools, Livingston and Washtenaw County Intermediate School Districts, and Dexter Library.



Hamburg Township  
Fiscal Year 2022-23 Annual Budget  
History of Taxable Values

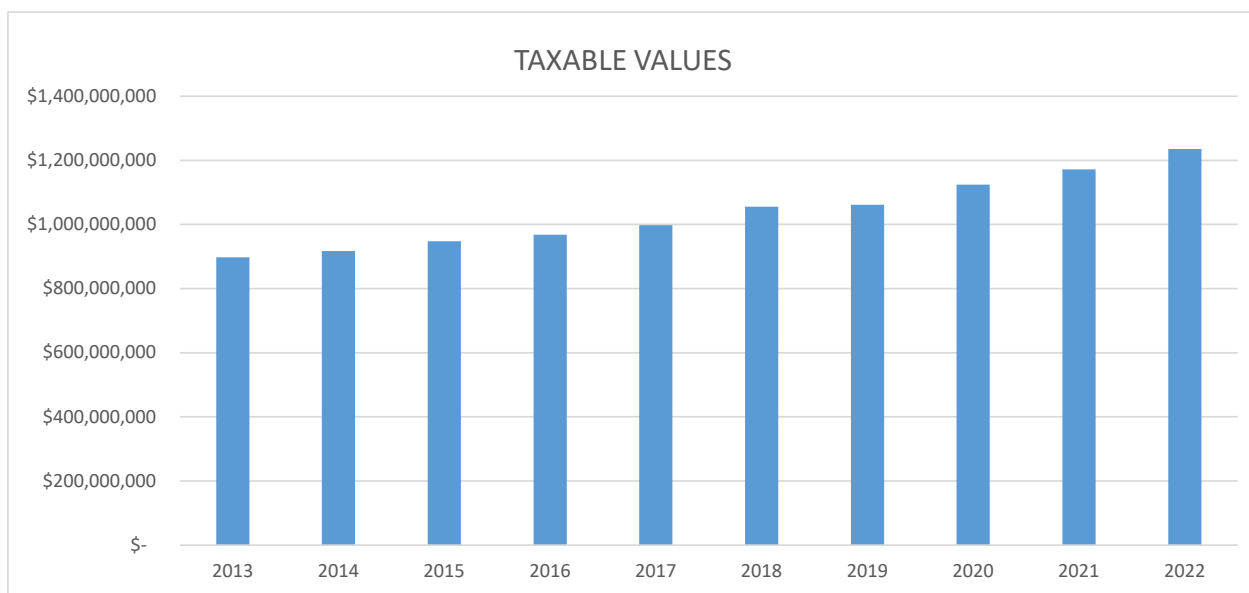
Item 11.

**Property Taxes:**

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable v. Assessing records maintain two values for each property in the Township. Prior to Proposal A, all property was taxed based on the State Equalized Value (S.E.V.), which represents 50% of true cash value. Proposal A limits the increase in value attributed to market changes to the lower of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception refers to properties that change ownership, which brings the taxable value back up to the S.E.V.

The following shows recent history of taxable values and percentage change from prior year.

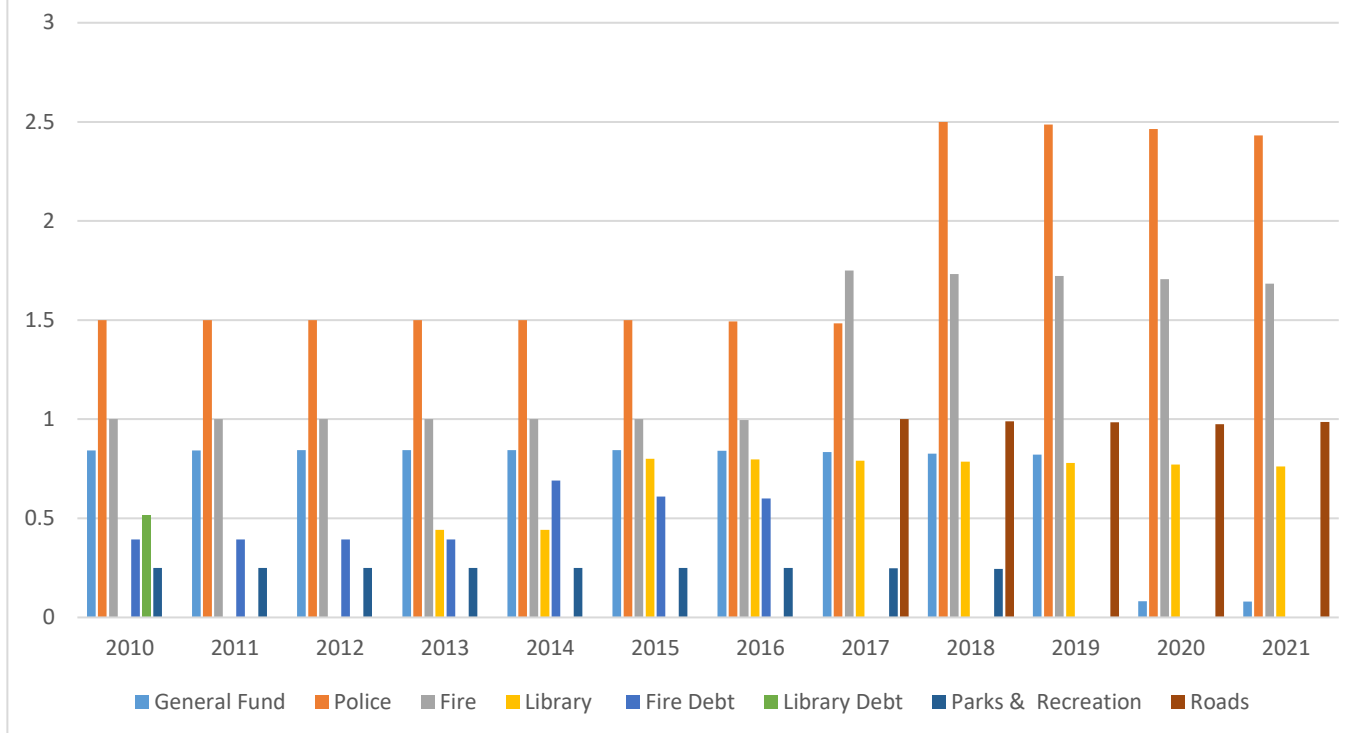
Tax Year	Taxable Value
2013	\$ 897,809,412
2014	\$ 917,520,530
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304
2022	\$ 1,235,111,138



Hamburg Township  
Fiscal Year 2022-2023 Annual Budget  
Millage Rate History  
Actual from Fiscal Year 2010 - 2021

Fiscal Year	General Fund	Police	Fire	Library	Fire Debt	Library Debt	Parks & Recreation	Roads
2010	0.8422	1.5000	1.0000		0.3932	0.5159	0.2500	
2011	0.8422	1.5000	1.0000		0.3932		0.2500	
2012	0.8442	1.5000	1.0000		0.3932		0.2500	
2013	0.8442	1.5000	1.0000	0.4418	0.3932		0.2500	
2014	0.8442	1.5000	1.0000	0.4418	0.6904		0.2500	
2015	0.8442	1.5000	1.0000	0.8000	0.6100		0.2500	
2016	0.8405	1.4935	0.9957	0.7965	0.6000		0.2489	
2017	0.8349	1.4836	1.7500	0.7912			0.2472	1.000
2018	0.8262	2.5000	1.7318	0.7859			0.2445	0.9896
2019	0.8217	2.4867	1.7226	0.7787				0.9843
2020	0.08143	2.4645	1.7072	0.7717				0.9755
2021	0.08034	2.4317	1.6844	0.7614				0.9867

Millage Rate History



\*\* Fire Millage voted in August of 2016  
\*\* Road Millage voted in August of 2016  
\*\* Police millage voted in August 2018

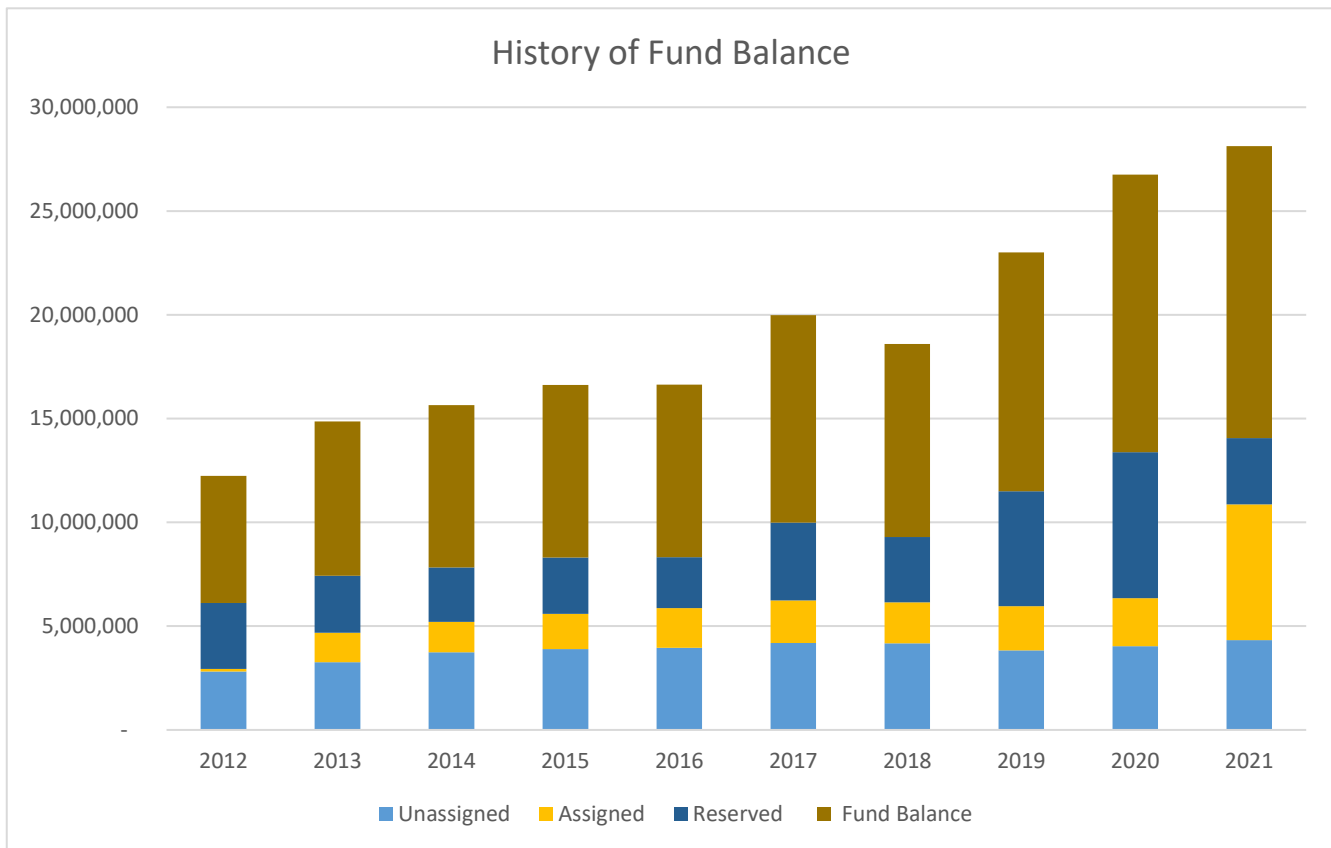
Hamburg Township  
Fiscal Year 2022-23 Annual Budget  
History of Fund Balance

Year End	Unreserved Unassigned	Designated Assigned	Restricted Reserved	Total Fund Balance
2012	2,822,180	109,700	3,188,111	6,119,991
2013	3,256,455	1,430,998	2,743,028	7,430,481
2014	3,741,357	1,459,918	2,626,759	7,828,034
2015	3,889,089	1,706,751	2,712,022	8,307,862
2016	3,957,943	1,909,150	2,451,521	8,318,614
2017	4,187,873	2,054,559	3,749,157	9,991,589
2018	4,173,323	1,968,604	3,158,128	9,300,055
2019	3,837,996	2,117,364	5,550,531	11,505,891
2020	4,027,984	2,325,398	7,020,424	13,373,806
2021	4,322,432	6,538,932	3,203,356	14,064,720

Restricted/Reserved: Prepaid, Long term receivables, Roads, Police, Fire, Debt service, Parks & Recreation,  
Cemetery, SAD Maint.

Unreserved/Unassigned: General Fund

Assigned: library, Building Maintenance, Equipment, Vehicles, Flood Prevention





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

## TAB 4

### MONTHLY BANK AND INVESTMENT REPORT:

Fiscal Year 2022/23:

The information in this tab includes:

- 1) Name of financial institution in which Hamburg Township has money deposited/invested
- 2) Type of account
- 3) Amount in account
- 4) Interest rate
- 5) Maturity rate of investment, if applicable.

The Township invests cash not needed for immediate purchases into various investments such as certificates of deposit. The maturity dates on CDs are “laddered” so that one or more matures in order to meet projected cash flow needs. The laddering strategy ensures that funds are invested for optimal earnings while keeping funds available for day-to-day expenses and for debt service payments.

Property tax collection season is from July 1 through February 28 of the following year. The Township is the collection point for township, school and county millages. During tax collection season, much of the cash in the pooled account is waiting for distribution to taxing entities outside of the township.

Other cash balances in the pooled account and in investments are restricted for future debt service payments for bonds used to finance special assessment districts.

**Monthly Report****7/31/2022**

BANK	TOTAL BAL	BALANCE VERIFICATION DATE
MICHIGAN CLASS	\$ 6,034,291.73	7/31/2022
FLAGSTAR	\$5,507,869.99	7/31/2022
CIBC BANK	\$769,283.93	7/31/2022
STATE BANK	\$3,006,566.34	7/31/2022
MICHIGAN STATE CREDIT UNION	\$1,205,204.54	7/31/2022
PFM	\$2,000,000.00	7/31/2022
HORIZON BANK	\$745,000.00	7/31/2022
ROBERT BAIRD & CO.	\$750,017.92	7/31/2022
Total	\$20,018,234.45	
final numbers		

**Michigan Class****7/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE		INT EARNED	CURRENT BAL
POOLED	CASH	MONEY MKT		1.65%		9181.42	\$ 6,034,291.73
BANK TOTAL						\$ 9,181.42	\$ 6,034,291.73

\*\*interest payment does not affect the montly current balance; funds hit the pooled account

**Flagstar CDARS CD's****7/31/2022**

	INV NAME	INV/RENEW	MATURITY	INT RATE			CURRENT BAL
1998 SEWER SAD	WESTERN ALLIANCE BANK	4/28/2022	10/27/2022	0.20%			\$58,147.79
2004 SAD CONSTRUCTION	BANK OF AMERICA	5/12/2022	8/11/2022	0.10%			\$187,199.86
2004 SAD CONSTRUCTION	BANTERRA BANK	4/28/2022	10/27/2022	0.20%			\$246,000.00
2004 SAD CONSTRUCTION	WESTERN ALLIANCE BANK	4/28/2022	10/27/2022	0.20%			\$73,113.19
HEY CREEK CONSTRUCTION	BANK OF AMERICA	2/17/2022	8/18/2022	0.10%			\$40,349.07
HEY CREEK ENGINEERING	CD TERMS 30 DAYS	7/25/2022	8/24/2022	1.02%		\$20.64	\$27,546.10
2004 SAD CONSTRUCTION	CD TERMS 62 DAYS	6/21/2022	8/22/2022	0.35%			\$57,224.27
POOLED	CD TERMS 120 DAYS	7/13/2022	11/10/2022	1.50%		\$4.98	\$23,917.38
POOLED	CD TERMS 90 DAYS	6/24/2022	9/22/2022	1.40%			\$54,173.15
POOLED	CD TERMS 180 DAYS	7/27/2022	1/23/2023	1.75%		\$27.13	\$54,286.36

POOLED	CD TERMS 90 DAYS	5/13/2022	8/11/2022	0.40%			\$54,205.29
POOLED	CD TERMS 180 DAYS	6/24/2022	12/21/2022	1.75%			\$250,000.00
POOLED	checking account			0.30%		<b>\$1,296.10</b>	\$4,372,224.05
PAYROLL	checking account						\$0.00
DISBURSEMENT	checking account						\$0.00
HEALTH REIMBURSEMENT	reimbursement account			0.30%		<b>\$1.62</b>	\$5,796.77
FEDERAL DRUG	savings account			1.13%		<b>\$3.53</b>	\$3,686.71
						<b>\$1,354.00</b>	<b>\$5,507,869.99</b>

**CIBC****7/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
pooled	CD	5/16/2022	11/14/2022	1.20%	\$269,283.93		\$269,283.93
pooled	CD	5/24/2022	5/24/2023	1.50%	\$500,000.00		\$500,000.00
					<b>\$769,283.93</b>		<b>\$769,283.93</b>

**The State Bank****7/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
MONEY MARKET	MONEY MARKET	1/14/2019		1.51%	\$3,002,557.48	<b>\$ 3,578.39</b>	\$3,006,135.87
POOLED	ICS sweep	10/18/2019		1.00%	\$251.09	<b>\$ 0.21</b>	\$251.30
	sweep account			0.99%	\$179.03	<b>\$ 0.14</b>	\$179.17
<b>BANK TOTAL</b>					<b>\$3,002,987.60</b>	<b>\$ 3,578.74</b>	<b>\$3,006,566.34</b>

**Hamburg Township  
Approved Financial Institutions  
Revised 7/15/2022**

Item 11.

**Ann Arbor State Bank  
125 W. William St.  
Ann Arbor, MI 48104**

**Level One  
32991 Hamilton Ct  
Farmington Hills, MI 48334**

**Brighton Commerce Bank  
8700 No. Second Street  
Brighton, MI 48116**

**Michigan Class  
3135 S. State Street, Suite 108  
Ann Arbor, MI 48108**

**CIBC  
34901 Woodward Avenue  
Suite 200  
Birmingham, MI 48009**

**MSU Federal Credit Union  
3777 West Rd  
East Lansing MI 48823**

**Comerica Bank  
Municipalities Group  
PO Box 75000  
Detroit, MI 48226**

**Old National Bank  
205 W. Grand River Ave  
Suite 102  
Brighton, MI 48116**

**Fifth Third Bank  
Public Funds Banking  
1000 Town Center, Suite 1400  
Southfield, MI 48075**

**PFM Asset Management  
535 Griswold Street, Suite 550 I  
Detroit, MI. 48226**

**First National Bank  
101 East Grand River  
Howell, MI 48843**

**PNC  
5290 W. Pierson Rd  
Flushing, MI 48433**

**Flagstar Bank  
Public Funds Group  
5151 Corporate Drive  
Troy, MI 48098**

**Robert W. Baird & Co.  
4017 Hillsboro Pike  
Suite 403  
Nashville, TN 37215**

**Horizon Bank 2555  
Crooks Road Suite 100  
Troy, MI 48084**

**Huntington Bank  
801 W. Big Beaver Rd.  
Troy, MI 48084**

**The State Bank  
175 N Leroy St.  
P.O. Box 725  
Fenton, MI 48430-0725**

**Independent Bank  
201 W. Big Beaver Rd. Suite 125  
Troy, MI 48084**

**TCF Bank  
330 S. Main St.  
Ann Arbor, MI 48104**

**JP Morgan Chase  
Municipal Banking Group  
620 S. Capitol Ave  
Lansing, MI 48933**

**Lake Trust Credit Union  
4605 Old US-23  
Brighton MI 48114**



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **TAB 5**

### **FIVE-YEAR FORECAST**

Tab 5 is the five-year forecast for the Township, which was updated in June 2022. Also, included is the capital reserve schedule.



HAMBURG TOWNSHIP GENERAL FUND FINANCIAL PROJECTION									
	Actual FY 2019/20	Actual FY 2020/21	PROJECTED YEAR-End 2021/22	PROPOSED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	
<b>REVENUES:</b>									
PROPERTY TAXES	885,813	921,075	943,666	981,700	1,001,334	1,021,361	1,041,788	1,062,624	
PROP TAX ADMIN FEE	338,157	351,112	492,124	495,000	504,900	514,998	525,298	535,804	
STATE SHARED REVENUE	1,889,284	2,227,926	3,131,853	2,276,972	2,322,511	2,368,962	2,416,341	2,464,668	
CABLE FRANCHISE FEE	345,266	336,447	350,000	350,000	350,000	350,000	350,000	350,000	
ADMIN FEE FROM SEWER FUND	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	
INTEREST REVENUE	88,591	3,032	8,500	5,000	8,500	9,500	9,500	9,500	
ALL OTHER	278,791	158,902	202,753	1,281,981	255,000	257,550	260,126	262,727	
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>3,940,902</b>	<b>4,113,494</b>	<b>5,243,896</b>	<b>5,505,653</b>	<b>4,557,245</b>	<b>4,637,370</b>	<b>4,718,052</b>	<b>4,800,322</b>	
<b>EXPENDITURES:</b>									
SALARIES AND WAGES	1,564,477	1,619,670	1,467,510	1,500,871	1,575,915	1,654,710	1,737,446	1,824,318	
HEALTH INSURANCE	286,945	328,193	277,392	297,790	312,680	328,313	344,729	361,966	
RETIREMENT	141,274	243,389	121,916	117,780	123,669	129,852	136,345	143,162	
FICA	121,920	125,187	110,624	115,213	120,557	126,585	132,915	139,560	
OTHER PERSONNEL COSTS	7,829	7,986	8,145	8,308	8,724	9,160	9,618	10,099	
BLDG & MAUSOLEUM DEBT	22,000	22,000	22,000	-	-	-	-	-	
OTHER OPERATING COSTS	852,536	777,014	1,453,307	3,404,450	1,200,000	1,224,000	1,248,480	1,273,450	
TRANSFER TO POLICE OPERATING	250,000	250,000	250,000	-	-	-	-	-	
TRANSFER TO PARKS - OPERATING	450,363	423,120	429,890	400,000	420,000	420,000	420,000	420,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,697,345</b>	<b>\$ 3,796,558</b>	<b>\$ 4,140,784</b>	<b>\$ 5,844,412</b>	<b>\$ 3,761,544</b>	<b>\$ 3,892,621</b>	<b>\$ 4,029,533</b>	<b>\$ 4,172,555</b>	
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 243,558</b>	<b>\$ 316,936</b>	<b>\$ 1,103,112</b>	<b>\$ (338,759)</b>	<b>\$ 795,701</b>	<b>\$ 744,749</b>	<b>\$ 688,520</b>	<b>\$ 627,767</b>	
FUND BALANCE - BEGINNING OF YEAR	\$ 4,746,737	\$ 4,990,295	\$ 5,307,231	\$ 6,410,343	\$ 6,071,584	\$ 6,867,285	\$ 7,612,034	\$ 8,300,553	
FUND BALANCE - END OF YEAR	\$ 4,990,295	\$ 5,307,231	\$ 6,410,343	\$ 6,071,584	\$ 6,867,285	\$ 7,612,034	\$ 8,300,553	\$ 8,928,321	
FUND BALANCE RESERVED FOR WATER RECEIVABLE***	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	
OTHER DESIGNATED FUND BALANCE **	502,661	502,701	502,741	502,781	502,821	502,861	502,901	502,941	
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 4,027,986</b>	<b>\$ 4,344,882</b>	<b>\$ 5,447,954</b>	<b>\$ 5,109,155</b>	<b>\$ 5,904,816</b>	<b>\$ 6,649,525</b>	<b>\$ 7,338,004</b>	<b>\$ 7,965,732</b>	
** Committed Fund Balances, Assets held for resale, prepaids									
*** Long-term receivable									
Board Resolution FB 125% of operating expenses	4,621,681	4,745,698	5,175,980	7,305,515	4,701,930	4,865,777	5,036,916	5,215,693	
difference	\$ 368,614	\$ 561,533	\$ 1,234,363	\$ (1,233,931)	\$ 2,165,355	\$ 2,746,257	\$ 3,263,638	\$ 3,712,627	

**HAMBURG TOWNSHIP  
POLICE FUND FINANCIAL PROJECTION**

	Actual FY 2018/19	Actual FY 2019/20	Actual FY 2020/21	PROJECTED YEAR-End 2021/22	PROPOSED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25
<b>REVENUES:</b>							
PROPERTY TAXES	2,588,969	\$ 2,691,489	2,772,279	2,863,620	<b>2,971,200</b>	3,090,048	3,182,749
TRANSFER FROM GENERAL FUND - OPERATING	1,198,700	250,000	250,000	250,000	-	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-
ALL OTHER	72,137	96,201	240,633	98,106	<b>41,750</b>	43,003	44,293
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 3,859,806</b>	<b>\$ 3,037,690</b>	<b>\$ 3,262,912</b>	<b>\$ 3,211,726</b>	<b>\$ 3,012,950</b>	<b>\$ 3,133,051</b>	<b>\$ 3,227,042</b>
<b>EXPENDITURES:</b>							
SALARIES AND WAGES	1,311,228	1,612,755	1,713,028	1,665,011	<b>1,761,614</b>	1,814,462	1,868,896
HEALTH INSURANCE	232,900	256,979	262,479	277,051	<b>279,195</b>	293,155	307,812
RETIREMENT	206,041	268,370	284,153	277,051	<b>351,817</b>	362,372	373,243
RETIREE HEALTH CARE	82,500	82,500	88,000	104,000	<b>104,000</b>	104,000	104,000
FICA	112,556	124,227	131,944	127,737	<b>134,590</b>	138,806	142,971
OTHER PERSONNEL COSTS	453,198	48,998	49,977	58,846	<b>60,468</b>	61,677	62,911
BLDG DEBT	-	-	-	-	-	-	-
OTHER OPERATING COSTS	537,679	669,106	847,028	578,061	524,298	540,027	556,228
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,936,102</b>	<b>\$ 3,062,935</b>	<b>\$ 3,376,608</b>	<b>\$ 3,087,757</b>	<b>\$ 3,215,982</b>	<b>\$ 3,314,499</b>	<b>\$ 3,416,061</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 923,704</b>	<b>\$ (25,244)</b>	<b>\$ (113,696)</b>	<b>\$ 123,969</b>	<b>\$ (203,032)</b>	<b>\$ (181,449)</b>	<b>\$ (189,019)</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 99,734	\$ 1,023,438	\$ 998,193	\$ 884,498	<b>\$ 1,008,467</b>	\$ 805,435	\$ 623,986
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 1,023,438</b>	<b>\$ 998,193</b>	<b>\$ 884,498</b>	<b>\$ 1,008,467</b>	<b>\$ 805,435</b>	<b>\$ 623,986</b>	<b>\$ 434,967</b>
FB DESIGNATED FOR VEHICLES	20,000	20,000	20,000	20,000	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	20,742	20,000	20,000	20,000	<b>40,000</b>	30,000	30,000
FB DESIGNATED FOR BLDG MAINT	25,000	25,000	25,000	25,000	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	<b>\$ 20,000</b>	\$ 20,000	\$ 20,000
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 937,696</b>	<b>\$ 913,193</b>	<b>\$ 799,498</b>	<b>\$ 923,467</b>	<b>\$ 745,435</b>	<b>\$ 573,986</b>	<b>\$ 384,967</b>

\*\* Committed Fund Balances, Assets held for resale, prepaid

Board Resolution FB 25% of operating expenses	734,026	765,734	844,152	771,939	<b>803,996</b>	828,625	854,015
difference	\$ 289,412	\$ 232,460	\$ 40,346	\$ 236,527	<b>\$ 1,439</b>	\$ (204,639)	\$ (419,048)

HAMBURG TOWNSHIP											Item 11.
FIRE FUND FINANCIAL PROJECTION											
		Actual	Actual	Actual	PROJECTED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
		FY	FY	FY	YEAR-End	FY	FY	FY	FY	FY	FY
		FY 2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>REVENUES:</b>											
PROPERTY TAXES		1,792,305	1,862,464	1,920,387	1,983,641	2,058,065	2,119,807	2,183,401	2,248,903	2,293,881	2,339,759
TRANSFER IN FROM GENERAL FUND		-	-	-	-	-	-	-	-	-	-
ALL OTHER		38,655	42,346	217,083	11,626	9,150	9,608	10,088	10,290	10,290	10,495
<b>TOTAL REVENUES &amp; TRANSFERS</b>		<b>\$ 1,830,960</b>	<b>\$ 1,904,810</b>	<b>\$ 2,137,470</b>	<b>\$ 1,995,267</b>	<b>\$ 2,067,215</b>	<b>\$ 2,129,414</b>	<b>\$ 2,193,489</b>	<b>\$ 2,259,193</b>	<b>\$ 2,304,171</b>	<b>\$ 2,350,254</b>
<b>EXPENDITURES:</b>											
SALARIES AND WAGES		772,096	900,975	908,157	1,066,164	1,059,154	1,090,929	1,123,656	1,157,366	1,192,087	1,227,850
HEALTH INSURANCE		49,812	74,565	70,966	98,882	109,500	114,975	120,724	126,760	133,098	139,753
RETIREMENT		27,605	36,950	39,818	46,941	50,000	51,500	53,045	54,636	56,275	57,964
FICA		58,324	69,521	70,178	86,576	82,500	83,456	85,960	87,679	89,432	91,221
OTHER PERSONNEL COSTS		43,904	63,003	64,263	81,642	78,970	81,339	83,779	86,293	88,881	91,548
OTHER OPERATING COSTS		236,979	259,180	338,472	418,152	444,050	452,931	466,519	480,514	494,930	509,778
OTHER CAPITAL EQUIPMENT PURCHASES		70,000	108,396	205,782	250,000	205,500	75,000	81,000	82,620	84,272	85,958
CAPITAL PURCHASES FOR APPARATUS		-	51,434	1,155,054	37,000	55,197	700,000	93,000	45,000	805,000	45,000
RESERVE FOR SCBA EQUIPMENT		20,000	20,000	-	-	-	-	-	-	-	-
RESERVE FOR EQUIPMENT PURCHASES		-	-	-	-	-	174,000	54,000	59,000	59,000	59,000
RESERVE FOR APPARATUS REPLACEMENT		135,000	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,413,720</b>	<b>\$ 1,584,025</b>	<b>\$ 2,852,690</b>	<b>\$ 2,085,357</b>	<b>\$ 2,084,871</b>	<b>\$ 2,824,130</b>	<b>\$ 2,161,683</b>	<b>\$ 2,179,869</b>	<b>\$ 3,002,977</b>	<b>\$ 2,308,071</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>		<b>\$ 417,239</b>	<b>\$ 320,784</b>	<b>\$ (715,221)</b>	<b>\$ (90,091)</b>	<b>\$ (17,657)</b>	<b>\$ (694,716)</b>	<b>\$ 31,805</b>	<b>\$ 79,323</b>	<b>\$ (698,807)</b>	<b>\$ 42,182</b>
FUND BALANCE - BEGINNING OF YEAR		\$ 1,471,003	\$ 1,888,242	\$ 2,209,026	\$ 1,493,805	\$ 1,403,714	\$ 1,386,057	\$ 691,341	\$ 723,146	\$ 802,469	\$ 103,662
<b>FUND BALANCE - END OF YEAR</b>		<b>1,888,242</b>	<b>2,209,026</b>	<b>1,493,805</b>	<b>1,403,714</b>	<b>1,386,057</b>	<b>691,341</b>	<b>723,146</b>	<b>802,469</b>	<b>103,662</b>	<b>145,845</b>
FUND BALANCE DESIGNATED FOR VEHICLE		365,892	635,892	-	-	-	200,000	200,000	400,000	400,000	400,000
OTHER DESIGNATED FUND BALANCE **		26,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779
<b>UNDESIGNATED FUND BALANCE</b>		<b>\$ 1,475,571</b>	<b>\$ 1,526,355</b>	<b>\$ 1,447,026</b>	<b>\$ 1,356,935</b>	<b>\$ 1,339,278</b>	<b>\$ 444,562</b>	<b>\$ 476,367</b>	<b>\$ 355,690</b>	<b>\$ (343,117)</b>	<b>\$ (300,934)</b>
Board Resolution FB 25% of operating expense difference		353,430	396,006	713,172	521,339	521,218	706,032	540,421	544,967	750,744	577,018
		1,534,812	1,813,020	780,633	882,375	864,840	(14,691)	182,725	257,502	(647,082)	(431,173)
** Committed Fund Balances, Assets held for resale, prepaid											
*** Millage expires in 12/2025											

<b>HAMBURG TOWNSHIP</b>								
<b>REC FUND FINANCIAL PROJECTION</b>								
	Actual	Actual	Actual	PROJECTED	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	
	FY	FY	FY	YEAR-End	<b>FY</b>	<b>FY</b>	<b>FY</b>	
	2018/19	2019/20	2020/21	2021/22	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	
<b>REVENUES:</b>								
PROPERTY TAXES	253,008	-	-	-	-	-	-	
ALL OTHER	48,442	22,283	20,984	67,976	<b>17,000</b>	17,000	17,000	
TRANSFER IN FROM GENERAL FUND	120,000	450,363	423,120	429,890	<b>400,000</b>	470,146	481,168	
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 421,450</b>	<b>\$ 472,646</b>	<b>\$ 444,104</b>	<b>\$ 497,866</b>	<b>\$ 417,000</b>	<b>\$ 487,146</b>	<b>\$ 498,168</b>	
<b>EXPENDITURES:</b>								
SALARIES AND WAGES	103,561	106,602	102,012	107,283	<b>106,658</b>	108,791	110,967	
HEALTH INSURANCE	31,620	35,636	34,125	38,182	<b>43,131</b>	45,288	47,552	
RETIREMENT	9,497	10,046	10,124	9,104	<b>10,085</b>	10,388	10,699	
FICA	8,375	8,210	7,863	7,928	<b>10,600</b>	10,918	11,246	
OTHER PERSONNEL COSTS	5,255	1,789	1,825	1,861	<b>1,898</b>	1,936	1,975	
OTHER OPERATING COSTS	129,323	153,178	224,381	227,079	436,713	445,447	454,356	
<b>TOTAL EXPENDITURES</b>	<b>\$ 287,631</b>	<b>\$ 315,460</b>	<b>\$ 380,330</b>	<b>\$ 391,437</b>	<b>\$ 609,085</b>	<b>\$ 622,767</b>	<b>\$ 636,795</b>	
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 133,819</b>	<b>\$ 157,186</b>	<b>\$ 63,774</b>	<b>\$ 106,429</b>	<b>\$ (192,085)</b>	<b>\$ (135,621)</b>	<b>\$ (138,627)</b>	
FUND BALANCE - BEGINNING OF YEAR	\$ 471,599	\$ 605,418	\$ 762,604	\$ 826,378	<b>\$ 932,807</b>	\$ 740,722	\$ 605,101	
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 605,418</b>	<b>\$ 762,604</b>	<b>\$ 826,378</b>	<b>\$ 932,807</b>	<b>\$ 740,722</b>	<b>\$ 605,101</b>	<b>\$ 466,474</b>	
FB DESIGNATED FOR PARKS MAINTENANCE	61,775	54,283	54,283	54,283	<b>54,283</b>	54,283	54,283	
FB DESIGNATED FOR LL TRAIL MAINT	187,250	187,250	217,250	237,250	<b>237,250</b>	237,250	237,250	
FB DESIGNATED FOR SR CTR MAINT	70,000	70,000	70,000	50,000	<b>50,000</b>	50,000	50,000	
FB DESIGNATED FOR EQUIPMENT	140,000	140,000	160,000	160,000	<b>160,000</b>	160,000	160,000	
OTHER DESIGNATED FUND BALANCE **	-	-	-	-	-	-	-	
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 146,393</b>	<b>\$ 311,071</b>	<b>\$ 324,845</b>	<b>\$ 431,274</b>	<b>\$ 239,189</b>	<b>\$ 103,568</b>	<b>\$ (35,059)</b>	
		451,533						
** Committed Fund Balances, Assets held for resale, prepaids								
***Voted Parks Millage 11/09 - .2457								
Expires 2018								

**Hamburg Township Road Fund**  
**Financial Projections**  
**Fiscal Year 2022-23**

	<i><b>Audited</b></i>	<i><b>Audited</b></i>	<i><b>Audited</b></i>	<i><b>Budget</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>
	FY 2019	FY 2019-2020	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Property Tax Revenue	1,028,097	1,064,198	1,097,404	1,161,851	1,204,850	1,216,899	1,229,067	1,241,358
Other Revenue	-	-	-	-	-	-	-	-
Interest Income	9,299	31,357	5,977	1,000	1,000	4,000	4,000	3,000
<b>Total Revenue</b>	<b>1,037,396</b>	<b>1,095,555</b>	<b>1,103,381</b>	<b>1,162,851</b>	<b>1,205,850</b>	<b>1,220,899</b>	<b>1,233,067</b>	<b>1,244,358</b>
Expenditures	88,349	164,498	1,342,242	1,875,140	1,357,000	660,000	660,000	660,000
Excess of Revenue Over (Under) Expenditures	949,048	931,056	(238,861)	(712,289)	(151,150)	560,899	573,067	584,358
Beginning Fund Balance	123,872	1,072,920	2,003,986	1,765,125	1,052,836	901,686	1,462,585	2,035,652
Ending Fund Balance	<u>\$ 1,072,920</u>	<u>\$ 2,003,976</u>	<u>\$ 1,765,125</u>	<u>\$ 1,052,836</u>	<u>\$ 901,686</u>	<u>\$ 1,462,585</u>	<u>\$ 2,035,652</u>	<u>\$ 2,620,010</u>

Millage voted November 2016                      1   Millage expires in 2020  
 Levied on December 1 collected through February 28

**Millage renewal December of 20 for levy on 12/1/21**



# HAMBURG TOWNSHIP

## FINANCE CONTROL

## BOOK



PERIOD ENDING August 31, 2022

## **Table of Contents**

### **Tab 1**

- Summary
- Revenue and Expenditure Report
- Cash Summary by Account

### **Tab 2**

- Summary
- Cash Flow Analysis
- Debt Payment Schedule
- Debt Payment Schedule

### **Tab 3**

- Summary
- Ten Year Tax Collection Comparison
- Property Tax Roll Ten Year Graph Tax
- Roll Distribution Chart

### **Tab 4**

- Summary
- Monthly Bank and Investment Report
- Approved Financial Institution List

### **Tab 5**

- Summary
- 5 Year Forecast and Capital Reserve



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## TAB 1

### BUDGET AND FINANCIAL STATUS SUMMARY:

#### Fiscal Year 2021/22

The Budget v. Actual report reflects transactions through August, 2022 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of August 31, 2022, considering the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2021 and run through February 28, 2022. **Revenues are posted to the general ledger in December when they are billed.** State shared revenue payments are bi-monthly and start on October 31, 2022. The last revenue sharing payment for FY 20/21 will be paid on October 31, 2023.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account at August 2022.



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	981,700.00	981,700.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	2,500.00	2,500.00	0.00	0.00	0.00	0.00
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	2,000.00	2,000.00	(332.74)	0.00	(18.09)	(0.90)
434.000 TRAILER PARK TAX FEES	2,200.00	2,200.00	167.00	0.00	334.00	15.18
447.000 PROPERTY TAX ADMIN FEE	495,000.00	495,000.00	5,705.92	0.00	15,340.00	3.10
448.000 SET COLLECTION FEE	30,500.00	30,500.00	26,264.50	0.00	26,264.50	86.11
477.000 FRANCHISE FEE - CABLE	350,000.00	350,000.00	80,423.92	0.00	0.00	0.00
478.000 SPECIAL USE PERMITS	250.00	250.00	0.00	0.00	0.00	0.00
479.000 LAND USE PERMITS	25,000.00	25,000.00	2,500.00	0.00	5,130.00	20.52
485.000 DOG LICENSES	300.00	300.00	18.00	0.00	46.50	15.50
528.000 OTHER FEDERAL GRANTS	1,148,481.00	1,148,481.00	0.00	0.00	0.00	0.00
574.000 STATE SHARED REVENUES	2,276,972.00	2,276,972.00	420,587.00	0.00	420,587.00	18.47
577.000 STATE ROW MAINTENANCE FEE-CABLE	12,000.00	12,000.00	0.00	0.00	0.00	0.00
606.000 FOIA REQUESTS	350.00	350.00	59.10	0.00	64.51	18.43
607.000 NON-TAX ADMIN FEE	3,600.00	3,600.00	5,730.91	0.00	8,480.91	235.58
636.000 COPIES/MAPS	100.00	100.00	12.50	0.00	17.50	17.50
643.000 SALE OF CEMETERY LOTS	8,900.00	8,900.00	750.00	0.00	1,750.00	19.66
643.001 CEMETERY SERVICES OPEN/CLOSE	11,000.00	11,000.00	2,362.50	0.00	4,082.06	37.11
645.000 MAUS SALES REVENUE	3,000.00	3,000.00	0.00	0.00	0.00	0.00
659.000 RETURNED CHECK FEE	50.00	50.00	12.00	0.00	12.00	24.00
664.000 INTEREST REVENUE	5,000.00	5,000.00	6,862.36	0.00	3,216.31	64.33
671.000 OTHER REVENUE - CONTRACT SERVICE	15,000.00	15,000.00	0.00	0.00	1,500.00	10.00
677.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
Total Revenue:	5,374,153.00	5,374,153.00	551,122.97	0.00	486,807.20	9.06
Account Type: Transfers-In						
699.590 FROM SEWER ENTERPRISE	115,000.00	115,000.00	9,583.34	0.00	19,166.68	16.67
699.999 APPROPRIATION FROM SURPLUS	338,759.00	338,759.00	0.00	(1,885.86)	0.00	(0.56)
Total Transfers-In:	453,759.00	453,759.00	9,583.34	(1,885.86)	19,166.68	3.81
Total Dept 000.000	5,827,912.00	5,827,912.00	560,706.31	(1,885.86)	505,973.88	8.65
Dept 702.000 - PLANNING AND ZONING						
Account Type: Revenue						
613.000 LAND DIVISION/COMBINATION FEES	0.00	0.00	400.00	0.00	400.00	100.00
617.000 SITE PLAN FEES	13,000.00	13,000.00	0.00	0.00	4,800.00	36.92
618.000 ZONING BOARD OF APPEALS APPLIC	3,500.00	3,500.00	1,000.00	0.00	2,000.00	57.14
Total Revenue:	16,500.00	16,500.00	1,400.00	0.00	7,200.00	43.64
Total Dept 702.000 - PLANNING AND ZONING	16,500.00	16,500.00	1,400.00	0.00	7,200.00	43.64
TOTAL REVENUES	5,844,412.00	5,844,412.00	562,106.31	(1,885.86)	513,173.88	8.75
Expenditures						
Dept 101.000 - Township Board						
Account Type: Expenditure						
703.100 TRUSTEES SALARIES	30,266.00	30,266.00	2,522.24	0.00	5,044.48	16.67
704.100 PER DIEM	8,840.00	8,840.00	780.00	0.00	1,235.00	13.97
709.000 TOWNSHIP FICA	2,400.00	2,400.00	252.65	0.00	480.44	
716.000 DEFINED CONTRIBUTION	4,000.00	4,000.00	376.74	0.00	680.98	
801.500 ECONOMIC DEVELOPMENT CONSULTANT	20,300.00	20,300.00	0.00	0.00	0.00	0.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
826.000 LEGAL FEES	35,000.00	35,000.00	1,553.50	0.00	1,553.50	4.44
900.000 LEGAL NOTICES/ADVERTISING	5,000.00	5,000.00	3,830.00	0.00	3,830.00	76.60
910.000 PROFESSIONAL DEVELOPMENT	250.00	250.00	0.00	0.00	0.00	0.00
946.000 ENGINEERING SERVICES	31,500.00	31,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	8,000.00	8,000.00	55.63	0.00	55.63	0.70
958.000 DUES/SUBSCRIP/RECERTIFICATION	15,000.00	15,000.00	0.00	0.00	9,612.59	64.08
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	2,123,946.00	2,123,946.00	10,000.00	0.00	10,000.00	0.47
Total Expenditure:	2,284,502.00	2,284,502.00	19,370.76	0.00	32,492.62	1.42
Total Dept 101.000 - Township Board	2,284,502.00	2,284,502.00	19,370.76	0.00	32,492.62	1.42
Dept 171.000 - Township Supervisor						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	9,552.00	9,552.00	1,469.61	0.00	2,204.41	23.08
703.200 ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	9,592.45	11.92
709.000 TOWNSHIP FICA	7,000.00	7,000.00	589.06	0.00	909.17	12.99
716.000 DEFINED CONTRIBUTION	10,615.00	10,615.00	995.58	0.00	1,035.81	9.76
718.000 HEALTH/DENTAL/VISION INSURANCE	19,812.00	19,812.00	1,835.14	0.00	5,505.42	27.79
725.100 LONG/SHORT TERM DISABILITY	511.00	511.00	0.00	0.00	101.16	19.80
725.200 LIFE INSURANCE	91.00	91.00	0.00	0.00	16.86	18.53
853.000 PHONE/COMM/INTERNET	600.00	600.00	50.00	0.00	100.00	16.67
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	200.00	200.00	0.00	0.00	0.00	0.00
Total Expenditure:	129,034.00	129,034.00	11,128.07	0.00	19,465.28	15.09
Total Dept 171.000 - Township Supervisor	129,034.00	129,034.00	11,128.07	0.00	19,465.28	15.09
Dept 201.000 - ACCOUNTING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	204,860.00	204,860.00	16,260.42	0.00	25,203.65	12.30
709.000 TOWNSHIP FICA	15,920.00	15,920.00	1,275.33	0.00	1,990.89	12.51
712.000 PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	500.00	0.00	1,000.00	16.67
716.000 DEFINED CONTRIBUTION	25,100.00	25,100.00	2,113.86	0.00	3,633.48	14.48
718.000 HEALTH/DENTAL/VISION INSURANCE	22,440.00	22,440.00	1,871.02	0.00	5,613.06	25.01
725.100 LONG/SHORT TERM DISABILITY	1,240.00	1,240.00	0.00	0.00	210.85	17.00
725.200 LIFE INSURANCE	243.00	243.00	0.00	0.00	40.50	16.67
861.000 MILEAGE	250.00	250.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	8,200.00	8,200.00	405.00	0.00	405.00	4.94
955.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	619.00	0.00	959.75	47.99
Total Expenditure:	286,503.00	286,503.00	23,044.63	0.00	39,057.18	13.63
Total Dept 201.000 - ACCOUNTING	286,503.00	286,503.00	23,044.63	0.00	39,057.18	13.63
Dept 215.000 - CLERK'S OFFICE						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	97,985.00	97,985.00	5,264.74	0.00	8,294.15	8.46
703.200 ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	9,592.45	11.92
709.000 TOWNSHIP FICA	14,200.00	14,200.00	1,088.16	0.00	1,685.66	11.87
713.000 OVERTIME	6,000.00	6,000.00	2,718.88	0.00	4,044.18	
716.000 DEFINED CONTRIBUTION	16,300.00	16,300.00	1,842.40	0.00	2,850.98	
718.000 HEALTH/DENTAL/VISION INSURANCE	62,820.00	62,820.00	4,303.33	0.00	12,909.99	

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
725.100 LONG/SHORT TERM DISABILITY	1,100.00	1,100.00	0.00	0.00	162.59	14.78
725.200 LIFE INSURANCE	226.00	226.00	0.00	0.00	31.08	13.75
853.000 PHONE/COMM/INTERNET	1,000.00	1,000.00	85.00	0.00	170.00	17.00
861.000 MILEAGE	750.00	750.00	21.50	0.00	21.50	2.87
910.000 PROFESSIONAL DEVELOPMENT	5,000.00	5,000.00	0.00	0.00	25.00	0.50
931.000 EQUIPMENT MAINT/REPAIR	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,000.00	1,000.00	0.00	0.00	195.42	19.54
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	294,334.00	294,334.00	21,512.69	0.00	39,983.00	13.58
Total Dept 215.000 - CLERK'S OFFICE	294,334.00	294,334.00	21,512.69	0.00	39,983.00	13.58
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	132,400.00	132,400.00	11,756.10	0.00	18,305.53	13.83
702.500 LEAVE TIME PAYOUT	1,265.00	1,265.00	1,335.88	0.00	1,335.88	105.60
704.000 PART-TIME EMPLOYEE SALARIES	30,701.00	30,701.00	1,756.44	0.00	2,671.56	8.70
709.000 TOWNSHIP FICA	12,575.00	12,575.00	1,152.39	0.00	1,735.52	13.80
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	500.00	16.67
713.000 OVERTIME	0.00	0.00	18.37	0.00	18.37	100.00
716.000 DEFINED CONTRIBUTION	11,300.00	11,300.00	1,503.97	0.00	2,362.75	20.91
718.000 HEALTH/DENTAL/VISION INSURANCE	15,705.00	15,705.00	1,676.74	0.00	5,030.22	32.03
725.100 LONG/SHORT TERM DISABILITY	575.00	575.00	0.00	0.00	151.73	26.39
725.200 LIFE INSURANCE	138.00	138.00	0.00	0.00	26.32	19.07
Total Expenditure:	207,659.00	207,659.00	19,449.89	0.00	32,137.88	15.48
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICE:	207,659.00	207,659.00	19,449.89	0.00	32,137.88	15.48
Dept 229.000 - COMPUTER/CABLE						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	274.68	0.00	0.00
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	35.00	0.00	350.36	8.76
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
933.000 SOFTWARE MAINTENANCE	95,000.00	95,000.00	13,868.65	2,486.27	43,731.34	48.65
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	250.00	250.00	620.66	0.00	620.66	248.26
980.000 OFFICE EQUIP & FURNITURE	59,000.00	59,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR CABLE TV EQUIP PURCHASE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
Total Expenditure:	164,750.00	164,750.00	14,524.31	2,760.95	44,702.36	28.81
Total Dept 229.000 - COMPUTER/CABLE	164,750.00	164,750.00	14,524.31	2,760.95	44,702.36	28.81
Dept 247.000 - Board of Review						
Account Type: Expenditure						
704.100 PER DIEM	2,800.00	2,800.00	130.00	0.00	130.00	4.64
709.000 TOWNSHIP FICA	215.00	215.00	9.94	0.00	9.94	4.62
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	50.00	50.00	30.00	0.00	30.00	60.00
Total Expenditure:	3,565.00	3,565.00	169.94	0.00	169.94	183

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Dept 247.000 - Board of Review	3,565.00	3,565.00	169.94	0.00	169.94	4.77
Dept 253.000 - Treasurer						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	69,471.00	69,471.00	5,478.40	0.00	8,491.52	12.22
703.200 ELECTED OFFICIALS SALARIES	40,226.00	40,226.00	3,094.34	0.00	4,796.23	11.92
704.000 PART-TIME EMPLOYEE SALARIES	50,100.00	50,100.00	4,477.91	0.00	6,864.14	13.70
709.000 TOWNSHIP FICA	12,300.00	12,300.00	1,000.11	0.00	1,545.11	12.56
713.000 OVERTIME	400.00	400.00	0.00	0.00	0.00	0.00
716.000 DEFINED CONTRIBUTION	12,900.00	12,900.00	1,004.88	0.00	1,593.06	12.35
718.000 HEALTH/DENTAL/VISION INSURANCE	44,870.00	44,870.00	3,742.04	0.00	11,226.12	25.02
725.100 LONG/SHORT TERM DISABILITY	445.00	445.00	0.00	0.00	74.83	16.82
725.200 LIFE INSURANCE	81.00	81.00	0.00	0.00	13.50	16.67
851.000 POSTAGE	8,900.00	8,900.00	0.00	0.00	6,336.95	71.20
853.000 PHONE/COMM/INTERNET	1,020.00	1,020.00	85.00	0.00	170.00	16.67
861.000 MILEAGE	600.00	600.00	45.62	0.00	45.62	7.60
902.100 TAX ROLL PREP/TAX BILL PREP	4,500.00	4,500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,900.00	1,900.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	250.00	250.00	0.00	0.00	20.00	8.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	424.00	0.00	499.00	66.53
Total Expenditure:	248,713.00	248,713.00	19,352.30	0.00	41,676.08	16.76
Total Dept 253.000 - Treasurer	248,713.00	248,713.00	19,352.30	0.00	41,676.08	16.76
Dept 257.000 - Assessing						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	330,500.00	330,500.00	52,415.00	0.00	78,622.50	23.79
902.200 ASSESSMENT ROLL PREP	6,500.00	6,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,500.00	337,500.00	52,415.00	0.00	78,622.50	23.30
Total Dept 257.000 - Assessing	337,500.00	337,500.00	52,415.00	0.00	78,622.50	23.30
Dept 262.000 - Elections						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	104,825.00	104,825.00	7,855.79	0.00	12,243.69	11.68
704.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	0.00	0.00	1,104.96	100.00
707.000 TEMPORARY EMPLOYEES	81,000.00	81,000.00	4,080.25	0.00	6,542.50	8.08
709.000 TOWNSHIP FICA	16,000.00	16,000.00	1,228.35	0.00	1,860.41	11.63
712.000 PAY IN LIEU OF MEDICAL INS	0.00	0.00	0.00	0.00	84.53	100.00
713.000 OVERTIME	25,000.00	25,000.00	4,121.18	0.00	5,533.88	22.14
716.000 DEFINED CONTRIBUTION	11,600.00	11,600.00	1,544.14	0.00	2,298.17	19.81
718.000 HEALTH/DENTAL/VISION INSURANCE	44,862.00	44,862.00	3,742.05	0.00	11,226.15	25.02
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	0.00	0.00	112.67	17.07
725.200 LIFE INSURANCE	162.00	162.00	0.00	0.00	26.98	16.65
752.001 SUPPLIES FOR ELECTIONS	25,000.00	25,000.00	7,435.62	0.00	7,435.62	29.74
861.000 MILEAGE	750.00	750.00	5.85	0.00	5.85	0.78
900.000 LEGAL NOTICES/ADVERTISING	2,500.00	2,500.00	140.00	0.00	140.00	5.60
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	7,838.00	156.76
955.000 SUNDRY	10,000.00	10,000.00	5,383.53	0.00	5,783.53	57.84
980.000 OFFICE EQUIP & FURNITURE	5,000.00	5,000.00	0.00	0.00	0.00	
980.500 RESERVE FOR EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	337,359.00	337,359.00	35,536.76	0.00	62,236.94	18.45
Total Dept 262.000 - Elections	337,359.00	337,359.00	35,536.76	0.00	62,236.94	18.45
Dept 265.000 - Township Buildings						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	102,848.00	102,848.00	6,865.68	0.00	8,904.92	8.66
704.000 PART-TIME EMPLOYEE SALARIES	63,400.00	63,400.00	9,314.24	0.00	14,691.46	23.17
709.000 TOWNSHIP FICA	13,800.00	13,800.00	1,272.98	0.00	1,958.57	14.19
713.000 OVERTIME	3,500.00	3,500.00	468.06	0.00	566.91	16.20
716.000 DEFINED CONTRIBUTION	9,850.00	9,850.00	835.21	0.00	1,379.47	14.00
718.000 HEALTH/DENTAL/VISION INSURANCE	32,041.00	32,041.00	2,488.85	0.00	7,466.55	23.30
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	0.00	0.00	103.16	15.63
725.200 LIFE INSURANCE	172.00	172.00	0.00	0.00	27.00	15.70
752.000 SUPPLIES & SMALL EQUIPMENT	5,000.00	5,000.00	1,032.36	1,583.98	1,124.83	54.18
758.000 DIESEL FUEL	2,000.00	2,000.00	764.84	0.00	1,012.41	50.62
759.000 VEHICLE FUEL	8,000.00	8,000.00	1,493.74	0.00	1,493.74	18.67
768.000 UNIFORMS/ACCESSORIES	3,500.00	3,500.00	405.25	254.95	495.43	21.44
801.000 CONTRACTUAL SERVICES	1,000.00	1,000.00	189.00	0.00	189.00	18.90
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	70.00	16.67
917.000 SEWER USAGE	4,000.00	4,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,700.00	1,700.00	125.93	0.00	251.86	14.82
920.000 ELECTRIC	20,000.00	20,000.00	3,039.72	0.00	3,039.72	15.20
921.000 NATURAL GAS/HEAT	5,000.00	5,000.00	94.31	0.00	187.82	3.76
930.000 MAINTENANCE TWP HALL	10,000.00	10,000.00	3,062.06	0.00	3,062.06	30.62
930.004 MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	1,000.00	0.00	0.00	0.00	0.00
930.008 MAINTENANCE LIBRARY	1,500.00	1,500.00	0.00	0.00	0.00	0.00
930.020 MAINTENANCE - FERTILIZER	1,500.00	1,500.00	435.00	0.00	435.00	29.00
931.000 EQUIPMENT MAINT/REPAIR	7,500.00	7,500.00	745.21	0.00	1,823.64	24.32
932.000 VEHICLE MAINTENANCE	3,500.00	3,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	55,000.00	55,000.00	0.00	(130.00)	0.00	(0.24)
980.500 RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
981.500 RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	363,891.00	363,891.00	32,667.44	1,708.93	48,283.55	13.74
Total Dept 265.000 - Township Buildings	363,891.00	363,891.00	32,667.44	1,708.93	48,283.55	13.74
Dept 275.000 - OTHER EXPENSES						
Account Type: Expenditure						
704.200 PORTAGE/BASE LAKES GROSS WAGES	1,500.00	1,500.00	500.00	0.00	500.00	33.33
708.000 UNEMPLOYMENT COMPENSATION	800.00	800.00	0.00	0.00	469.71	58.71
709.000 TOWNSHIP FICA	115.00	115.00	38.26	0.00	38.26	33.27
718.500 HEALTH CARE REIMBURSEMENT	80,000.00	80,000.00	4,934.19	0.00	11,595.84	14.49
727.000 WORKERS' COMPENSATION	10,000.00	10,000.00	0.00	0.00	4,803.86	48.04
752.000 SUPPLIES & SMALL EQUIPMENT	18,500.00	18,500.00	1,307.57	784.44	1,782.29	13.87
801.000 CONTRACTUAL SERVICES	12,500.00	12,500.00	351.50	0.00	4,179.50	33.44
802.100 ROAD MAINTENANCE	7,500.00	7,500.00	3,480.74	70.00	6,172.77	83.24
840.000 LIABILITY/CASUALTY INSURANCE	25,000.00	25,000.00	0.00	0.00	15,374.69	61.50
851.000 POSTAGE	12,500.00	12,500.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	658.72	1,810.41	2,469.13	
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	473.67	0.00	473.67	
946.000 ENGINEERING SERVICES	3,500.00	3,500.00	0.00	0.00	0.00	

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
953.000 PAYROLL PROCESSING	12,500.00	12,500.00	1,011.28	0.00	1,884.98	15.08
954.000 AUDIT	23,780.00	23,780.00	5,050.00	0.00	5,050.00	21.24
955.000 SUNDRY	2,200.00	2,200.00	480.00	0.00	1,091.54	49.62
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	347.02	69.40
960.000 FOIA EXPENSES	100.00	100.00	0.00	0.00	0.00	0.00
967.200 ADA COMPLIANCE PROJECTS	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.000 OFFICE EQUIP & FURNITURE	8,100.00	8,100.00	0.00	0.00	0.00	0.00
995.591 TRANSFER OUT WATER FUND	154,000.00	154,000.00	12,833.34	0.00	25,666.68	16.67
Total Expenditure:	399,595.00	399,595.00	31,119.27	2,664.85	81,899.94	21.16
Account Type: Transfers-Out						
995.208 TRANSFER OUT RECREATION FUND	400,000.00	400,000.00	33,333.33	0.00	66,666.66	16.67
Total Transfers-Out:	400,000.00	400,000.00	33,333.33	0.00	66,666.66	16.67
Total Dept 275.000 - OTHER EXPENSES	799,595.00	799,595.00	64,452.60	2,664.85	148,566.60	18.91
Dept 345.000 - Public Safety (Police & Fire)						
Account Type: Expenditure						
704.100 PER DIEM	1,040.00	1,040.00	130.00	0.00	0.00	0.00
709.000 TOWNSHIP FICA	60.00	60.00	9.94	0.00	(0.01)	(0.02)
Total Expenditure:	1,100.00	1,100.00	139.94	0.00	(0.01)	0.00
Total Dept 345.000 - Public Safety (Police & Fire)	1,100.00	1,100.00	139.94	0.00	(0.01)	0.00
Dept 448.000 - Street Lighting						
Account Type: Expenditure						
926.000 STREET LIGHTING	17,500.00	17,500.00	1,179.66	0.00	1,179.66	6.74
Total Expenditure:	17,500.00	17,500.00	1,179.66	0.00	1,179.66	6.74
Total Dept 448.000 - Street Lighting	17,500.00	17,500.00	1,179.66	0.00	1,179.66	6.74
Dept 567.000 - CEMETERY						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	11,318.00	11,318.00	2,070.62	0.00	2,849.46	25.18
709.000 TOWNSHIP FICA	925.00	925.00	160.67	0.00	222.29	24.03
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	3,600.00	0.00	3,600.00	18.00
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	70.00	16.67
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,350.00	1,350.00	803.07	305.00	803.07	82.08
Total Expenditure:	39,013.00	39,013.00	6,669.36	305.00	7,544.82	20.12
Total Dept 567.000 - CEMETERY	39,013.00	39,013.00	6,669.36	305.00	7,544.82	20.12
Dept 701.000 - Planning Commission						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	0.00	0.00	0.00	0.00
704.100 PER DIEM	5,640.00	5,640.00	470.00	0.00	470.00	8.33
709.000 TOWNSHIP FICA	523.00	523.00	35.94	0.00	35.94	6.87
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	9,363.00	9,363.00	505.94	0.00	505.94	5.40
Total Dept 701.000 - Planning Commission	9,363.00	9,363.00	505.94	0.00	505.94	5.40
Dept 702.000 - PLANNING AND ZONING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	124,750.00	124,750.00	9,595.66	0.00	14,353.91	11.51
704.000 PART-TIME EMPLOYEE SALARIES	95,276.00	95,276.00	3,349.49	0.00	5,942.28	6.24
704.100 PER DIEM	4,020.00	4,020.00	0.00	0.00	335.00	8.33
709.000 TOWNSHIP FICA	17,250.00	17,250.00	1,118.44	0.00	1,773.29	10.28
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	500.00	16.67
713.000 OVERTIME	600.00	600.00	0.00	0.00	519.36	86.56
716.000 DEFINED CONTRIBUTION	13,900.00	13,900.00	1,124.78	0.00	1,743.42	12.54
718.000 HEALTH/DENTAL/VISION INSURANCE	17,610.00	17,610.00	1,468.11	0.00	4,404.33	25.01
725.100 LONG/SHORT TERM DISABILITY	753.00	753.00	0.00	0.00	128.03	17.00
725.200 LIFE INSURANCE	162.00	162.00	0.00	0.00	27.00	16.67
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	(9.32)	0.00	0.00
826.000 LEGAL FEES	8,000.00	8,000.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	1,760.00	1,760.00	105.00	0.00	210.00	11.93
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	750.00	750.00	345.00	0.00	345.00	46.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00
932.000 VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	(428.26)	100.00
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00
951.000 STORM WATER DISCHARGE	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	300.00	300.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,700.00	2,700.00	0.00	0.00	413.00	15.30
Total Expenditure:	295,031.00	295,031.00	17,356.48	(9.32)	30,266.36	10.26
Total Dept 702.000 - PLANNING AND ZONING	295,031.00	295,031.00	17,356.48	(9.32)	30,266.36	10.26
Dept 703.000 - LAKES, RIVERS & STREAMS						
Account Type: Expenditure						
967.000 SPECIAL PROJECTS	25,000.00	25,000.00	24,065.77	0.00	53,015.77	212.06
Total Expenditure:	25,000.00	25,000.00	24,065.77	0.00	53,015.77	212.06
Total Dept 703.000 - LAKES, RIVERS & STREAMS	25,000.00	25,000.00	24,065.77	0.00	53,015.77	212.06
Dept 803.000 - HISTORICAL MUSEUM						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	0.00	0.00	(437.37)	100.00
709.000 TOWNSHIP FICA	0.00	0.00	0.00	0.00	(33.46)	100.00
853.000 PHONE/COMM/INTERNET	0.00	0.00	0.00	0.00	137.97	100.00
Total Expenditure:	0.00	0.00	0.00	0.00	(332.86)	100.00
Total Dept 803.000 - HISTORICAL MUSEUM	0.00	0.00	0.00	0.00	(332.86)	100.00
TOTAL EXPENDITURES	5,844,412.00	5,844,412.00	363,541.54	7,430.41	679,573.61	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
PERIOD ENDING 08/31/2022  
% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23	2022-23		ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL	BUDGET	AMENDED BUDGET	MONTH			
				08/31/22	YEAR-TO-DATE	08/31/2022	USED
Fund 101 - General Fund							
Fund 101 - General Fund:							
TOTAL REVENUES	5,844,412.00		5,844,412.00	562,106.31	(1,885.86)	513,173.88	8.75
TOTAL EXPENDITURES	5,844,412.00		5,844,412.00	363,541.54	7,430.41	679,573.61	11.75
NET OF REVENUES & EXPENDITURES	0.00		0.00	198,564.77	(9,316.27)	(166,399.73)	100.00



## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,205,591.00	1,205,591.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	4,000.00	4,000.00	0.00	0.00	0.00	0.00
664.000 INTEREST REVENUE	1,000.00	1,000.00	969.31	0.00	359.62	35.96
Total Revenue:	1,210,591.00	1,210,591.00	969.31	0.00	359.62	0.03
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Transfers-In:	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,357,000.00	1,357,000.00	969.31	0.00	359.62	0.03
TOTAL REVENUES	1,357,000.00	1,357,000.00	969.31	0.00	359.62	0.03
Expenditures						
Dept 000.000						
Account Type: Expenditure						
802.000 ROAD IMPROVEMENT	1,357,000.00	1,357,000.00	502,893.27	0.00	502,893.27	37.06
Total Expenditure:	1,357,000.00	1,357,000.00	502,893.27	0.00	502,893.27	37.06
Total Dept 000.000	1,357,000.00	1,357,000.00	502,893.27	0.00	502,893.27	37.06
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	502,893.27	0.00	502,893.27	37.06
Fund 204 - Road Fund:						
TOTAL REVENUES	1,357,000.00	1,357,000.00	969.31	0.00	359.62	0.03
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	502,893.27	0.00	502,893.27	37.06
NET OF REVENUES & EXPENDITURES	0.00	0.00	(501,923.96)	0.00	(502,533.65)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,058,065.00	2,058,065.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	5,000.00	5,000.00	0.00	0.00	0.00	0.00
628.000 FIRE INSPECTION FEES	0.00	0.00	50.00	0.00	50.00	100.00
664.000 INTEREST REVENUE	1,000.00	1,000.00	1,068.37	0.00	308.19	30.82
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	500.00	0.00	0.00	1,250.00	250.00
677.000 SUNDRY	50.00	50.00	0.00	0.00	0.00	0.00
Total Revenue:	2,067,215.00	2,067,215.00	1,118.37	0.00	1,608.19	0.08
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Transfers-In:	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Dept 000.000	2,084,871.00	2,084,871.00	1,118.37	(505.30)	1,608.19	0.05
TOTAL REVENUES	2,084,871.00	2,084,871.00	1,118.37	(505.30)	1,608.19	0.05
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	444,000.00	444,000.00	30,866.08	0.00	76,831.05	17.30
702.500 LEAVE TIME PAYOUT	5,154.00	5,154.00	2,560.80	0.00	2,560.80	49.69
704.000 PART-TIME EMPLOYEE SALARIES	40,000.00	40,000.00	3,348.55	0.00	5,095.35	12.74
704.500 PART TIME FIRE FIGHTERS	500,000.00	500,000.00	38,452.58	0.00	48,288.93	9.66
709.000 TOWNSHIP FICA	82,500.00	82,500.00	6,402.90	0.00	11,332.70	13.74
712.000 PAY IN LIEU OF MEDICAL INS	4,200.00	4,200.00	350.00	0.00	700.00	16.67
713.000 OVERTIME	70,000.00	70,000.00	7,920.73	0.00	14,250.69	20.36
714.000 LONGEVITY PAY	10,500.00	10,500.00	0.00	0.00	0.00	0.00
716.000 DEFINED CONTRIBUTION	50,000.00	50,000.00	4,597.64	0.00	10,613.91	21.23
718.000 HEALTH/DENTAL/VISION INSURANCE	96,800.00	96,800.00	11,301.16	0.00	27,443.80	28.35
725.100 LONG/SHORT TERM DISABILITY	7,000.00	7,000.00	0.00	0.00	342.93	4.90
725.200 LIFE INSURANCE	470.00	470.00	0.00	0.00	71.55	15.22
727.000 WORKERS' COMPENSATION	56,800.00	56,800.00	0.00	0.00	15,664.66	27.58
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	2,407.32	0.00	2,493.10	24.93
754.000 MEDICAL AND SCENE SUPPLIES	20,000.00	20,000.00	1,204.77	1,395.59	1,955.55	16.76
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
759.000 VEHICLE FUEL	30,000.00	30,000.00	4,024.79	0.00	4,024.79	13.42
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,434.02	802.10	1,829.31	26.31
768.100 TURN OUT GEAR	50,000.00	50,000.00	0.00	0.00	350.71	0.70
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	15,105.67	4,676.51	18,763.15	117.20
826.000 LEGAL FEES	8,000.00	8,000.00	14.00	0.00	14.00	0.18
840.000 LIABILITY/CASUALTY INSURANCE	39,000.00	39,000.00	0.00	0.00	28,085.76	72.01
843.100 EMPLOYEE PHYSICALS/VACCINATION	28,000.00	28,000.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	11,000.00	11,000.00	941.90	1,697.26	2,864.16	41.47
870.000 HAZMAT YEARLY DUES	4,000.00	4,000.00	0.00	0.00	3,000.00	75.00
916.000 TRAINING	25,000.00	25,000.00	0.00	0.00	720.00	2.88
916.500 FIRE PREVENTION	7,500.00	7,500.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	2,000.00	2,000.00	0.00	0.00	0.00	0.00
918.000 WATER USAGE	2,000.00	2,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	2,500.00	2,500.00	242.06	0.00	357.46	
920.000 ELECTRIC	35,000.00	35,000.00	3,787.49	0.00	4,101.88	

09/28/2022 01:07 PM

User: ThelmaK

DB: Hamburg

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

Page: 11/20

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 08/31/22	YEAR-TO-DATE	08/31/2022	USED
Fund 206 - Fire Fund						
Expenditures						
920.100 SIREN ELECTRIC USAGE	2,000.00	2,000.00	138.14	0.00	138.14	6.91
930.003 MAINTENANCE FIRE HALL	48,000.00	48,000.00	498.92	0.00	637.92	1.33
930.020 MAINTENANCE - FERTILIZER	2,500.00	2,500.00	335.00	0.00	335.00	13.40
931.000 EQUIPMENT MAINT/REPAIR	14,000.00	14,000.00	225.75	(11.00)	2,434.95	17.31
931.100 EMERGENCY SIREN MAINTENANCE/REPAIRS	4,000.00	4,000.00	0.00	0.00	0.00	0.00
932.000 VEHICLE MAINTENANCE	60,000.00	60,000.00	602.57	(13.19)	4,111.32	6.83
933.000 SOFTWARE MAINTENANCE	1,500.00	1,500.00	0.00	7,762.49	1,798.26	637.38
955.000 SUNDRY	3,000.00	3,000.00	0.00	(505.30)	0.00	(16.84)
958.000 DUES/SUBSCRIP/RECERTIFICATION	7,500.00	7,500.00	315.00	0.00	2,801.64	37.36
967.000 SPECIAL PROJECTS	10,000.00	10,000.00	0.00	1,438.00	0.00	14.38
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	205,500.00	205,500.00	5,753.12	796.85	5,753.12	3.19
981.000 CAPITAL EXPENSE - VEHICLE	55,197.00	55,197.00	0.00	34,102.00	0.00	61.78
Total Expenditure:	2,084,871.00	2,084,871.00	142,830.96	52,141.31	299,766.59	16.88
Total Dept 000.000	2,084,871.00	2,084,871.00	142,830.96	52,141.31	299,766.59	16.88
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	142,830.96	52,141.31	299,766.59	16.88
Fund 206 - Fire Fund:						
TOTAL REVENUES	2,084,871.00	2,084,871.00	1,118.37	(505.30)	1,608.19	0.05
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	142,830.96	52,141.31	299,766.59	16.88
NET OF REVENUES & EXPENDITURES	0.00	0.00	(141,712.59)	(52,646.61)	(298,158.40)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,971,200.00	2,971,200.00	0.00	0.00	0.00	0.00
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	4,000.00	4,000.00	0.00	0.00	0.00	0.00
480.000 LIQUOR LICENSE FEES	9,700.00	9,700.00	7,638.13	0.00	7,638.13	78.74
481.000 SOLICITATION FEES	100.00	100.00	180.00	0.00	180.00	180.00
501.000 FEDERAL GRANT REVENUE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
628.100 INSPECTION FEES	6,800.00	6,800.00	1,200.00	0.00	1,200.00	17.65
629.000 GUN PERM/FINGERPRINTS/VIN INSP	200.00	200.00	10.00	0.00	10.00	5.00
629.100 BREATHALIZER TEST REQUIRED	0.00	0.00	0.00	0.00	10.00	100.00
630.200 SALVAGE VEHICLE INSPECTION	100.00	100.00	0.00	0.00	0.00	0.00
636.000 COPIES/MAPS	1,000.00	1,000.00	85.00	0.00	261.50	26.15
657.000 ORDINANCE FINES	10,000.00	10,000.00	831.95	0.00	1,566.20	15.66
664.000 INTEREST REVENUE	1,000.00	1,000.00	115.14	0.00	(265.07)	(26.51)
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	1,000.00	1,000.00	125.27	0.00	125.27	12.53
676.200 OVERTIME REIMB - OTHER	2,500.00	2,500.00	0.00	0.00	164.88	6.60
677.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
Total Revenue:	3,012,950.00	3,012,950.00	10,185.49	0.00	10,890.91	0.36
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Transfers-In:	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Dept 000.000	3,215,982.00	3,215,982.00	10,185.49	0.00	10,890.91	0.34
TOTAL REVENUES	3,215,982.00	3,215,982.00	10,185.49	0.00	10,890.91	0.34
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	1,561,559.00	1,561,559.00	128,371.96	0.00	197,879.71	12.67
702.500 LEAVE TIME PAYOUT	4,555.00	4,555.00	1,908.40	0.00	1,908.40	41.90
704.000 PART-TIME EMPLOYEE SALARIES	36,000.00	36,000.00	3,023.45	0.00	4,689.68	13.03
706.000 HOLIDAY PAY	89,500.00	89,500.00	0.00	0.00	7,847.88	8.77
709.000 TOWNSHIP FICA	134,590.00	134,590.00	11,109.58	0.00	19,432.59	14.44
712.000 PAY IN LIEU OF MEDICAL INS	4,800.00	4,800.00	400.00	0.00	800.00	16.67
713.000 OVERTIME	70,000.00	70,000.00	11,363.21	0.00	29,716.22	42.45
716.000 DEFINED CONTRIBUTION	279,200.00	279,200.00	30,321.87	0.00	31,459.89	11.27
718.000 HEALTH/DENTAL/VISION INSURANCE	287,600.00	287,600.00	24,400.92	0.00	71,663.66	24.92
725.100 LONG/SHORT TERM DISABILITY	8,332.00	8,332.00	0.00	0.00	1,369.01	16.43
725.200 LIFE INSURANCE	1,860.00	1,860.00	0.00	0.00	232.20	12.48
726.500 EQUIPMENT ALLOWANCE	11,200.00	11,200.00	0.00	0.00	11,200.00	100.00
727.000 WORKERS' COMPENSATION	47,336.00	47,336.00	0.00	0.00	13,246.13	27.98
730.000 RETIREE HEALTH INSURANCE	104,000.00	104,000.00	0.00	0.00	104,000.00	100.00
731.000 EDUCATION INCENTIVE BONUS	12,000.00	12,000.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	973.04	585.85	1,110.33	16.96
752.100 AMMUNITION	10,000.00	10,000.00	0.00	0.00	0.00	0.00
756.000 ACCREDITATION EXPENSES	10,000.00	10,000.00	0.00	0.00	5,255.86	52.56
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	100.72	40.29
759.000 VEHICLE FUEL	50,000.00	50,000.00	5,790.79	0.00	5,856.53	
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,465.81	0.00	1,713.81	
768.500 UNIFORM CLEANING	4,000.00	4,000.00	0.00	0.00	0.00	

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 207 - Police Fund						
Expenditures						
801.000 CONTRACTUAL SERVICES	7,500.00	7,500.00	173.27	0.00	173.27	2.31
807.000 SWAT TEAM EXPENSES	6,000.00	6,000.00	0.00	0.00	171.94	2.87
807.001 CODE ENFORCEMENT EXPENSES	500.00	500.00	0.00	0.00	0.00	0.00
809.000 JANITORIAL SERVICES	8,000.00	8,000.00	770.40	0.00	1,194.12	14.93
826.000 LEGAL FEES	7,000.00	7,000.00	448.00	0.00	448.00	6.40
840.000 LIABILITY/CASUALTY INSURANCE	125,500.00	125,500.00	0.00	0.00	65,641.47	52.30
851.000 POSTAGE	200.00	200.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	12,000.00	12,000.00	1,098.37	1,753.84	3,225.47	41.49
914.000 TUITION REIMBURSEMENT	8,000.00	8,000.00	3,000.00	0.00	3,000.00	37.50
916.000 TRAINING	12,000.00	12,000.00	2,129.04	24.00	4,199.04	35.19
917.000 SEWER USAGE	3,000.00	3,000.00	0.00	0.00	0.00	0.00
920.000 ELECTRIC	12,000.00	12,000.00	2,676.71	0.00	2,676.71	22.31
921.000 NATURAL GAS/HEAT	3,000.00	3,000.00	115.77	0.00	236.64	7.89
930.002 MAINTENANCE POLICE BUILDING	12,000.00	12,000.00	1,086.46	(1,718.32)	1,086.46	(5.27)
930.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	3,000.00	3,000.00	46.74	0.00	46.74	1.56
932.000 VEHICLE MAINTENANCE	50,000.00	50,000.00	2,763.53	583.88	4,381.81	9.93
933.000 SOFTWARE MAINTENANCE	20,000.00	20,000.00	0.00	1,053.14	11,448.16	62.51
933.300 LAW ENFORCEMENT INFO NETWORK	6,000.00	6,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	93.00	0.00	93.00	6.20
967.000 SPECIAL PROJECTS	15,000.00	15,000.00	0.00	2,138.00	0.00	14.25
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	54,500.00	54,500.00	0.00	17,954.00	390.00	33.66
981.000 CAPITAL EXPENSE - VEHICLE	100,000.00	100,000.00	0.00	80,022.00	0.00	80.02
Total Expenditure:	3,215,982.00	3,215,982.00	233,530.32	102,396.39	607,895.45	22.09
Total Dept 000.000	3,215,982.00	3,215,982.00	233,530.32	102,396.39	607,895.45	22.09
TOTAL EXPENDITURES	3,215,982.00	3,215,982.00	233,530.32	102,396.39	607,895.45	22.09
Fund 207 - Police Fund:						
TOTAL REVENUES	3,215,982.00	3,215,982.00	10,185.49	0.00	10,890.91	0.34
TOTAL EXPENDITURES	3,215,982.00	3,215,982.00	233,530.32	102,396.39	607,895.45	22.09
NET OF REVENUES & EXPENDITURES	0.00	0.00	(223,344.83)	(102,396.39)	(597,004.54)	100.00

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Revenues						
Dept 000.000						
Account Type: Revenue						
664.000 INTEREST REVENUE	0.00	0.00	705.08	0.00	1,166.78	100.00
Total Revenue:	0.00	0.00	705.08	0.00	1,166.78	100.00
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	400,000.00	400,000.00	33,333.33	0.00	66,666.66	16.67
699.999 APPROPRIATION FROM SURPLUS	192,085.00	192,085.00	0.00	0.00	0.00	0.00
Total Transfers-In:	592,085.00	592,085.00	33,333.33	0.00	66,666.66	11.26
Total Dept 000.000	592,085.00	592,085.00	34,038.41	0.00	67,833.44	11.46
Dept 751.000 - Recreation Board						
Account Type: Revenue						
651.000 PARKS & RECREATION FEES	15,000.00	15,000.00	5,241.58	0.00	8,185.11	54.57
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	0.00	0.00	4,092.00	100.00
Total Revenue:	15,000.00	15,000.00	5,241.58	0.00	12,277.11	81.85
Total Dept 751.000 - Recreation Board	15,000.00	15,000.00	5,241.58	0.00	12,277.11	81.85
Dept 800.000 - LAKELAND TRAIL						
Account Type: Revenue						
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	100.00	100.00
Total Revenue:	0.00	0.00	0.00	0.00	100.00	100.00
Total Dept 800.000 - LAKELAND TRAIL	0.00	0.00	0.00	0.00	100.00	100.00
Dept 820.000 - SENIOR CENTER						
Account Type: Revenue						
651.001 SENIOR CENTER RENTALS	2,000.00	2,000.00	910.00	0.00	1,085.00	54.25
Total Revenue:	2,000.00	2,000.00	910.00	0.00	1,085.00	54.25
Total Dept 820.000 - SENIOR CENTER	2,000.00	2,000.00	910.00	0.00	1,085.00	54.25
TOTAL REVENUES	609,085.00	609,085.00	40,189.99	0.00	81,295.55	13.35
Expenditures						
Dept 751.000 - Recreation Board						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	43,110.00	43,110.00	1,913.39	0.00	3,298.96	7.65
704.000 PART-TIME EMPLOYEE SALARIES	6,098.00	6,098.00	906.29	0.00	1,821.05	29.86
704.100 PER DIEM	3,900.00	3,900.00	855.66	0.00	855.66	21.94
709.000 TOWNSHIP FICA	3,800.00	3,800.00	281.17	0.00	462.22	12.16
713.000 OVERTIME	0.00	0.00	0.00	0.00	66.16	100.00
716.000 DEFINED CONTRIBUTION	3,600.00	3,600.00	248.74	0.00	437.47	12.15
718.000 HEALTH/DENTAL/VISION INSURANCE	15,702.00	15,702.00	1,309.72	0.00	5,800.18	36.94
725.100 LONG/SHORT TERM DISABILITY	226.00	226.00	0.00	0.00	42.61	18.85
725.200 LIFE INSURANCE	57.00	57.00	0.00	0.00	9.44	
727.000 WORKERS' COMPENSATION	120.00	120.00	0.00	0.00	421.79	
752.000 SUPPLIES & SMALL EQUIPMENT	2,500.00	2,500.00	0.00	0.00	0.00	

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
758.000 DIESEL FUEL	1,500.00	1,500.00	0.00	0.00	247.57	16.50
809.000 JANITORIAL SERVICES	500.00	500.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	0.00	0.00	153.00	0.00	153.00	100.00
840.000 LIABILITY/CASUALTY INSURANCE	500.00	500.00	0.00	0.00	475.55	95.11
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	0.00	0.00	0.00	0.00
900.100 PRINTING	1,500.00	1,500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	2,000.00	2,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	700.00	700.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,500.00	1,500.00	176.15	0.00	176.15	11.74
920.000 ELECTRIC	4,000.00	4,000.00	1,183.41	0.00	1,183.41	29.59
930.005 MAINTENANCE PARK BUILDINGS	7,500.00	7,500.00	0.00	0.00	1,603.56	21.38
930.015 RESERVE FOR PARKS MAINTENANCE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
930.020 MAINTENANCE - FERTILIZER	12,000.00	12,000.00	4,445.00	0.00	4,445.00	37.04
930.200 PLAYGROUND/FIELD REPAIR	100,000.00	100,000.00	0.00	0.00	0.00	0.00
930.300 PLAYGROUND INSPECTION	750.00	750.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	10,000.00	10,000.00	1,890.00	20.00	3,755.00	37.75
943.000 EVENT COMMITTEE EXPENSE	5,000.00	5,000.00	100.00	0.00	100.00	2.00
946.000 ENGINEERING SERVICES	5,000.00	5,000.00	1,194.50	0.00	1,194.50	23.89
955.000 SUNDRY	2,500.00	2,500.00	28.87	0.00	28.87	1.15
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	500.00	100.00
967.600 WINKELHAUS PARK	4,000.00	4,000.00	0.00	0.00	477.00	11.93
967.962 SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	50,000.00	0.00	9,044.48	155.76	18.40
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	329,963.00	329,963.00	14,685.90	9,064.48	27,710.91	11.15
Total Dept 751.000 - Recreation Board	329,963.00	329,963.00	14,685.90	9,064.48	27,710.91	11.15
Dept 800.000 - LAKELAND TRAIL						
Account Type: Expenditure						
840.000 LIABILITY/CASUALTY INSURANCE	230.00	230.00	0.00	0.00	100.64	43.76
920.000 ELECTRIC	300.00	300.00	40.96	0.00	40.96	13.65
938.000 LAKELAND TRAIL MAINTENANCE	45,000.00	45,000.00	11,467.09	114,224.00	17,725.21	293.22
938.500 LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	6,000.00	6,000.00	861.00	0.00	1,722.00	28.70
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
975.300 GRANT MATCH	5,000.00	5,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	4,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	62,030.00	62,030.00	12,369.05	114,224.00	19,588.81	215.72
Total Dept 800.000 - LAKELAND TRAIL	62,030.00	62,030.00	12,369.05	114,224.00	19,588.81	215.72
Dept 820.000 - SENIOR CENTER						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	49,680.00	49,680.00	3,822.40	0.00	5,924.72	11.93
704.000 PART-TIME EMPLOYEE SALARIES	38,700.00	38,700.00	2,679.13	0.00	4,235.11	10.94
709.000 TOWNSHIP FICA	6,800.00	6,800.00	501.18	0.00	784.87	11.54
716.000 DEFINED CONTRIBUTION	6,485.00	6,485.00	496.92	0.00	770.23	11.88
718.000 HEALTH/DENTAL/VISION INSURANCE	22,431.00	22,431.00	1,871.02	0.00	3,742.04	16.68
725.100 LONG/SHORT TERM DISABILITY	315.00	315.00	0.00	0.00	54.02	17.15
725.200 LIFE INSURANCE	81.00	81.00	0.00	0.00	13.50	16.68
727.000 WORKERS' COMPENSATION	900.00	900.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	4,500.00	4,500.00	363.06	95.74	450.78	10.04
801.000 CONTRACTUAL SERVICES	22,000.00	22,000.00	3,382.65	0.00	3,382.65	15.38

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 08/31/22	YEAR-TO-DATE	08/31/2022	USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
804.000 SENIOR PROGRAMS	7,000.00	7,000.00	1,165.98	455.34	1,165.98	23.16
840.000 LIABILITY/CASUALTY INSURANCE	2,700.00	2,700.00	0.00	0.00	1,330.60	49.28
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	606.61	237.62	1,152.75	34.76
900.200 NEWSLETTER/PUBLICATIONS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	1,750.00	1,750.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	2,000.00	2,000.00	160.00	0.00	320.00	16.00
920.000 ELECTRIC	4,500.00	4,500.00	1,370.81	0.00	1,370.81	30.46
921.000 NATURAL GAS/HEAT	2,500.00	2,500.00	20.91	0.00	44.20	1.77
930.001 MAINTENANCE COMM CENTER	10,500.00	10,500.00	551.21	93.14	551.21	6.14
930.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	0.00	0.00	0.00	0.00
937.000 IMPROVEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	217,092.00	217,092.00	16,991.88	881.84	25,293.47	12.06
Total Dept 820.000 - SENIOR CENTER	217,092.00	217,092.00	16,991.88	881.84	25,293.47	12.06
TOTAL EXPENDITURES	609,085.00	609,085.00	44,046.83	124,170.32	72,593.19	32.30
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES	609,085.00	609,085.00	40,189.99	0.00	81,295.55	13.35
TOTAL EXPENDITURES	609,085.00	609,085.00	44,046.83	124,170.32	72,593.19	32.30
NET OF REVENUES & EXPENDITURES	0.00	0.00	(3,856.84)	(124,170.32)	8,702.36	100.00



PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000						
Account Type: Revenue						
653.000 O&M USAGE FEES	1,501,500.00	1,501,500.00	0.00	0.00	55,070.17	3.67
653.001 O&M LATE PENALTY	27,000.00	27,000.00	4,132.35	0.00	4,110.79	15.23
653.002 ADMIN FEE FOR DELINQ ON TAXES	22,000.00	22,000.00	0.00	0.00	0.00	0.00
664.001 INTEREST REVENUE - O&M ACCOUNTS	5,000.00	5,000.00	236.64	0.00	235.19	4.70
667.000 RENTAL INCOME	18,500.00	18,500.00	3,254.36	0.00	3,254.36	17.59
676.000 REIMBURSEMENTS & COST RECOVERY	12,000.00	12,000.00	0.00	0.00	3,361.80	28.02
677.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Revenue:	1,586,500.00	1,586,500.00	7,623.35	0.00	66,032.31	4.16
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Transfers-In:	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Dept 527.000	1,654,621.00	1,654,621.00	7,623.35	0.00	66,032.31	3.99
Dept 537.000						
Account Type: Revenue						
637.300 PORTAGE MONTHLY SEWER OP	75,600.00	75,600.00	0.00	0.00	6,326.46	8.37
637.400 PORTAGE ADD'L FEES	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Total Revenue:	85,600.00	85,600.00	0.00	0.00	6,326.46	7.39
Total Dept 537.000	85,600.00	85,600.00	0.00	0.00	6,326.46	7.39
Dept 538.000						
Account Type: Revenue						
607.000 NON-TAX ADMIN FEE	15,000.00	15,000.00	1,711.60	0.00	2,511.60	16.74
620.200 GRINDER PUMP INSTALLATION	150,000.00	150,000.00	(701.85)	0.00	9,585.54	6.39
640.000 APPLICATION FEES - SEWERS	10,000.00	10,000.00	0.00	0.00	1,000.00	10.00
642.100 DIRECT TAP FEE	112,000.00	112,000.00	18,000.00	0.00	22,500.00	20.09
642.300 INDIRECT TAP FEE	442,500.00	442,500.00	127,500.00	0.00	127,500.00	28.81
644.100 MAIN LINE EXTENSION	50,000.00	50,000.00	9,809.45	0.00	9,809.45	19.62
646.200 GRINDER PUMP PURCHASE	100,000.00	100,000.00	25,700.00	0.00	34,520.00	34.52
646.300 REVENUE SALE OF GRINDER PUMPS	0.00	0.00	0.00	0.00	5,140.00	100.00
664.002 INTEREST REVENUE - CAPITAL ACCTS	5,000.00	5,000.00	2,198.98	0.00	851.51	17.03
675.590 CONTRIBUTED CAPITAL FROM OTHER	34,000.00	34,000.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	616.00	0.00	616.00	100.00
Total Revenue:	918,500.00	918,500.00	184,834.18	0.00	214,034.10	23.30
Total Dept 538.000	918,500.00	918,500.00	184,834.18	0.00	214,034.10	23.30
Dept 539.000						
Account Type: Revenue						
472.000 SPECIAL ASSESSMENTS REVENUE	25,000.00	25,000.00	0.00	0.00	54.24	0.22
654.000 WWTP DEBT FEE	715,000.00	715,000.00	0.00	0.00	20,644.64	2.89
654.001 WWTP DEBT LATE PENALTY	12,000.00	12,000.00	1,838.93	0.00	1,829.39	15.24
664.003 INTEREST REVENUE SAD'S & OTHER	1,500.00	1,500.00	2,084.34	0.00	811.96	54.13
Total Revenue:	753,500.00	753,500.00	3,923.27	0.00	23,340.23	3.10
Total Dept 539.000	753,500.00	753,500.00	3,923.27	0.00	23,340.23	

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 540.000						
Account Type: Revenue						
620.100 WATER METER INSTALLATION	300.00	300.00	0.00	0.00	100.00	33.33
637.500 WATER CONNECTION ADM FEE	2,000.00	2,000.00	0.00	0.00	700.00	35.00
654.500 WATER CHARGE O&M	40,000.00	40,000.00	0.00	0.00	0.00	0.00
654.501 WATER CHARGE PENALTY (10%)	1,000.00	1,000.00	202.75	0.00	202.75	20.28
664.001 INTEREST REVENUE - O&M ACCOUNTS	200.00	200.00	0.00	0.00	(83.04)	(41.52)
Total Revenue:	43,500.00	43,500.00	202.75	0.00	919.71	2.11
Total Dept 540.000	43,500.00	43,500.00	202.75	0.00	919.71	2.11
TOTAL REVENUES	3,455,721.00	3,455,721.00	196,583.55	0.00	310,652.81	8.99
Expenditures						
Dept 527.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	424,096.00	424,096.00	36,363.10	0.00	55,837.29	13.17
702.500 LEAVE TIME PAYOUT	1,675.00	1,675.00	572.52	0.00	572.52	34.18
704.000 PART-TIME EMPLOYEE SALARIES	6,750.00	6,750.00	1,021.40	0.00	2,176.93	32.25
704.100 PER DIEM	1,560.00	1,560.00	130.00	0.00	260.00	16.67
709.000 TOWNSHIP FICA	37,100.00	37,100.00	3,258.89	0.00	5,153.48	13.89
713.000 OVERTIME	47,500.00	47,500.00	4,348.07	0.00	8,195.08	17.25
716.000 DEFINED CONTRIBUTION	47,851.00	47,851.00	4,676.44	0.00	7,325.00	15.31
718.000 HEALTH/DENTAL/VISION INSURANCE	84,800.00	84,800.00	7,723.64	0.00	23,170.92	27.32
725.100 LONG/SHORT TERM DISABILITY	3,800.00	3,800.00	0.00	0.00	481.58	12.67
725.200 LIFE INSURANCE	571.00	571.00	0.00	0.00	105.32	18.44
727.000 WORKERS' COMPENSATION	8,668.00	8,668.00	0.00	0.00	2,204.56	25.43
751.100 GRINDER PUMP PARTS	325,000.00	325,000.00	38,940.00	54,265.00	38,940.00	28.68
751.200 GRINDER PUMP CORES	130,000.00	130,000.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	25,000.00	25,000.00	3,122.67	0.00	2,714.80	10.86
758.000 DIESEL FUEL	2,000.00	2,000.00	0.00	0.00	577.77	28.89
759.000 VEHICLE FUEL	12,000.00	12,000.00	1,458.06	0.00	1,458.06	12.15
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,161.59	123.98	1,162.65	17.51
801.000 CONTRACTUAL SERVICES	12,000.00	12,000.00	2,450.00	0.00	2,450.00	20.42
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
840.000 LIABILITY/CASUALTY INSURANCE	27,000.00	27,000.00	0.00	0.00	12,594.29	46.65
843.000 MISC MEDICAL EXPENSES	2,000.00	2,000.00	0.00	0.00	0.00	0.00
851.000 POSTAGE	7,500.00	7,500.00	680.19	0.00	680.19	9.07
853.000 PHONE/COMM/INTERNET	16,000.00	16,000.00	411.31	0.00	1,507.31	9.42
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	4,000.00	4,000.00	164.00	0.00	164.00	4.10
917.500 TREATMENT EXPENSE	115,000.00	115,000.00	0.00	0.00	0.00	0.00
920.000 ELECTRIC	30,000.00	30,000.00	3,031.15	0.00	3,031.15	10.10
921.000 NATURAL GAS/HEAT	4,000.00	4,000.00	89.78	0.00	168.41	4.21
930.010 SEWER MAINTENANCE GARAGE	1,500.00	1,500.00	340.00	0.00	340.00	22.67
930.011 ENTERPRISE POLE BARN (ORIGINAL)	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	0.00	0.00
932.000 VEHICLE MAINTENANCE	4,000.00	4,000.00	0.00	0.00	584.00	14.60
933.000 SOFTWARE MAINTENANCE	2,000.00	2,000.00	0.00	430.83	394.74	41.28
934.100 PUMP & MAIN REPAIR/MAINTENANCE	80,000.00	80,000.00	56,817.25	49,361.06	56,262.96	132.03
934.200 GRINDER PUMP REPLACEMENT	78,000.00	78,000.00	20,559.00	0.00	35,978.25	46.12
946.000 ENGINEERING SERVICES	10,000.00	10,000.00	1,331.10	0.00	1,331.10	
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	
958.000 DUES/SUBSCRIP/RECERTIFICATION	4,000.00	4,000.00	0.00	0.00	1,256.89	31.42

## REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 08/31/2022

% Fiscal Year Completed: 16.99

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
968.000 DEPRECIATION	750,000.00	750,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
981.000 CAPITAL EXPENSE - VEHICLE	28,000.00	28,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	2,368,271.00	2,368,271.00	188,650.16	104,180.87	267,543.25	15.70
Account Type: Transfers-Out						
999.101 TRANSFER OUT GENERAL FUND	57,500.00	57,500.00	4,791.67	0.00	9,583.34	16.67
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	9,583.34	16.67
Total Dept 527.000	2,425,771.00	2,425,771.00	193,441.83	104,180.87	277,126.59	15.72
Dept 537.000						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	20,000.00	20,000.00	2,218.30	1,382.43	3,632.61	25.08
753.000 CHEMICALS	25,000.00	25,000.00	0.00	7,340.00	0.00	29.36
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	250.00	250.00	26.34	158.41	184.75	137.26
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.600 SLUDGE REMOVAL EXPENSE WWTP	55,000.00	55,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,500.00	1,500.00	124.42	0.00	124.42	8.29
920.000 ELECTRIC	75,000.00	75,000.00	5,862.70	0.00	5,862.70	7.82
921.000 NATURAL GAS/HEAT	25,000.00	25,000.00	15.00	0.00	31.04	0.12
930.007 BUILDING MAINTENANCE - WWTP	2,500.00	2,500.00	0.00	0.00	297.30	11.89
931.000 EQUIPMENT MAINT/REPAIR	8,000.00	8,000.00	292.20	0.00	4,457.42	55.72
934.100 PUMP & MAIN REPAIR/MAINTENANCE	15,000.00	15,000.00	798.00	2,023.55	798.00	18.81
946.000 ENGINEERING SERVICES	12,000.00	12,000.00	0.00	0.00	0.00	0.00
952.000 LAB ANALYSIS - WWTP	9,000.00	9,000.00	613.00	0.00	613.00	6.81
952.100 LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	336.00	0.00	336.00	3.36
955.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
955.100 ANNUAL GRNDWATER DISCHARGE FEE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	420.00	0.00	420.00	84.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	7,500.00	7,500.00	0.00	4,420.00	0.00	58.93
Total Expenditure:	272,750.00	272,750.00	10,705.96	15,324.39	16,757.24	11.76
Total Dept 537.000	272,750.00	272,750.00	10,705.96	15,324.39	16,757.24	11.76
Dept 538.000						
Account Type: Expenditure						
946.000 ENGINEERING SERVICES	2,500.00	2,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	240.00	0.00	360.00	36.00
Total Expenditure:	3,500.00	3,500.00	240.00	0.00	360.00	10.29
Account Type: Transfers-Out						
999.101 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	9,583.34	16.67
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	9,583.34	16.67
Total Dept 538.000	61,000.00	61,000.00	5,031.67	0.00	9,943.34	16.30
Dept 539.000						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	525,000.00	525,000.00	0.00	0.00	0.00	
992.000 INTEREST EXPENSE	130,000.00	130,000.00	0.00	0.00	29,684.38	
993.000 AGENT FEES	1,200.00	1,200.00	0.00	0.00	0.00	

09/28/2022 01:07 PM  
 User: ThelmaK  
 DB: Hamburg

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 08/31/2022  
 % Fiscal Year Completed: 16.99

Page: 20/20

Item 12.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 08/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 08/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
Total Expenditure:	656,200.00	656,200.00	0.00	0.00	29,684.38	4.52
Total Dept 539.000	656,200.00	656,200.00	0.00	0.00	29,684.38	4.52
Dept 540.000						
Account Type: Expenditure						
917.900 WATER PURCHASE CITY OF BRIGHTON	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Dept 540.000	40,000.00	40,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	209,179.46	119,505.26	333,511.55	13.11
Fund 590 - SEWER FUND:						
TOTAL REVENUES	3,455,721.00	3,455,721.00	196,583.55	0.00	310,652.81	8.99
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	209,179.46	119,505.26	333,511.55	13.11
NET OF REVENUES & EXPENDITURES	0.00	0.00	(12,595.91)	(119,505.26)	(22,858.74)	100.00
TOTAL REVENUES - ALL FUNDS	16,567,071.00	16,567,071.00	811,153.02	(2,391.16)	917,980.96	5.53
TOTAL EXPENDITURES - ALL FUNDS	16,567,071.00	16,567,071.00	1,496,022.38	405,643.69	2,496,233.66	17.52
NET OF REVENUES & EXPENDITURES	0.00	0.00	(684,869.36)	(408,034.85)	(1,578,252.70)	100.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 08/01/2022 TO 08/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
Fund 101	General Fund				
002.000	CASH/SAVINGS	4,535,400.52	1,050,579.28	846,539.49	4,739,440.31
002.100	ARPA FUNDING	2,285,711.74	0.00	0.00	2,285,711.74
002.179	TPA HEALTH CARE REIMB	3,901.67	6,000.00	4,934.19	4,967.48
002.200	ESCROW PERFORMANCE BONDS	125,332.75	0.00	0.00	125,332.75
002.279	ZONING REVIEW ESCROW	164,203.40	133.49	1,774.80	162,562.09
002.701	CASH 701 FUND	0.00	0.00	0.00	0.00
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
008.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	40,762.94	43.53	0.00	40,806.47
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,132.23	0.00	0.00	27,132.23
	General Fund	7,183,195.25	1,056,756.30	853,248.48	7,386,703.07
Fund 151	CEMETERY TRUST FUND				
003.005	RESTRICTED CEMETERY TRUST	7,672.64	6.31	0.00	7,678.95
Fund 204	Road Fund				
002.000	CASH/SAVINGS	1,302,454.93	969.31	123,000.00	1,180,424.24
Fund 206	Fire Fund				
002.000	CASH/SAVINGS	1,464,702.86	1,118.37	164,755.44	1,301,065.79
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	1,465,002.86	1,118.37	164,755.44	1,301,365.79
Fund 207	Police Fund				
002.000	CASH/SAVINGS	563,422.15	10,185.49	433,388.79	140,218.85
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	563,622.15	10,185.49	433,388.79	140,418.85
Fund 208	SENIORS, PARKS, LL TRAIL				
002.000	CASH/SAVINGS	864,351.83	42,680.37	48,388.34	858,643.86
Fund 211	Act 302 Training Fund				
002.000	CASH/SAVINGS	1,051.39	0.68	230.00	822.07
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
002.000	CASH/SAVINGS	6,512.99	5.35	0.00	6,518.34
Fund 245	Public/Capital Improvements				
002.000	CASH/SAVINGS	11,597.57	9.53	0.00	11,607.10
Fund 265	Drug Enforcement Fund				
002.000	CASH/SAVINGS	2,564.35	4.77	0.00	2,569.12
002.003	FEDERAL FORFEITURE FUNDS	980.13	0.00	0.00	980.13
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	3,686.71	4.77	0.00	3,691.48
Fund 272	Rustic/Lake Pointe Road SAD				
002.000	CASH/SAVINGS	552.75	0.00	974.00	(421.25)
Fund 273	Scott Drive ROAD SAD				
002.000	CASH/SAVINGS	(522.55)	0.00	0.00	(522.55)
Fund 274	Crystal Drive/Beach Rd Maint				
002.000	CASH/SAVINGS	70.04	0.00	0.00	70.04
Fund 275	Norene Ct/Peary Dr SAD - Rd Mn				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 08/01/2022 TO 08/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Item 12.

Fund Account	Description	Beginning Balance 08/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
002.000	CASH/SAVINGS	3,057.96	2.51	0.00	3,060.47
Fund 276	Community Dr SAD - Road Maint				
002.000	CASH/SAVINGS	1,055.04	0.00	575.00	480.04
Fund 277	Edgelake/Burton Drive SAD				
002.000	CASH/SAVINGS	(31.62)	0.00	0.00	(31.62)
Fund 278	Downing Drive SAD				
002.000	CASH/SAVINGS	2,008.72	0.00	0.00	2,008.72
Fund 279	Riverside/Century/Lagoon SAD				
002.000	CASH/SAVINGS	2,597.65	0.00	3,540.00	(942.35)
Fund 280	Island Shore/Schlenker SAD				
002.000	CASH/SAVINGS	3,122.00	0.00	1,500.00	1,622.00
Fund 281	Campbell Drive SAD				
002.000	CASH/SAVINGS	2,805.86	0.00	475.00	2,330.86
Fund 282	Mumford Park Lighting SAD				
002.000	CASH/SAVINGS	(141.82)	0.00	130.73	(272.55)
Fund 283	KINGSTON DRIVE MAINTENANCE SAD				
002.000	CASH/SAVINGS	4,742.69	0.00	1,560.00	3,182.69
Fund 284	Winans Drive SAD				
002.000	CASH/SAVINGS	1,817.92	0.00	950.00	867.92
Fund 285	STRAWBERRY INDIANOLA IMP SAD				
002.000	CASH/SAVINGS	2,671.22	0.00	0.00	2,671.22
003.497	S'BERRY INDIANOLA DEBT CASH	106,692.50	89.88	0.00	106,782.38
	STRAWBERRY INDIANOLA IMP SAD	109,363.72	89.88	0.00	109,453.60
Fund 286	SHAN-GRI-LA AQUATIC WEED CONTROL				
002.000	CASH/SAVINGS	251.54	0.00	0.00	251.54
Fund 287	DOWNING DR ROAD IMP SAD				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.499	DOWNING DEBT CASH	30,081.41	24.72	0.00	30,106.13
	DOWNING DR ROAD IMP SAD	30,081.41	24.72	0.00	30,106.13
Fund 302	Twp FIRE STN Cap Imp Debt Ser				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
002.302	CASH	115,382.13	94.82	0.00	115,476.95
	Twp FIRE STN Cap Imp Debt Ser	115,382.13	94.82	0.00	115,476.95
Fund 375	Mumford Dredging Debt Retirement				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	4,349.84	3.57	0.00	4,353.41
	Mumford Dredging Debt Retirement	4,349.84	3.57	0.00	4,353.41
Fund 376	Buhl Rd Improve. Debt Retirement				
002.000	CASH/SAVINGS	13,609.31	11.18	0.00	13,620.49
Fund 590	SEWER FUND				
002.000	CASH/SAVINGS	(135,775.10)	480,524.81	344,749.71	0.00
002.002	WATER RECEIPTS FROM BILLS	183,967.70	1,661.67	0.00	185,629.37
002.008	CASH - INFRASTRUCTURE DEPOSIT	0.00	0.00	0.00	0.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 08/01/2022 TO 08/31/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
002.590	SAVINGS - O&M	82,673.17	179,712.63	210,999.89	51,385.91
002.908	2004 BOND SERIES CONSTRUCTION	722,415.09	81.15	0.00	722,496.24
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	1,088,989.24	184,180.45	185,185.02	1,087,984.67
003.903	STRWBERRY RESTRICTED DEBT	0.00	0.00	0.00	0.00
003.905	98 CONTRACT SAD'S RESTRICTED	102,226.63	84.01	0.00	102,310.64
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	872,365.82	716.93	0.00	873,082.75
003.908	2004 BOND DEBT	159,512.07	131.09	0.00	159,643.16
003.912	MIDLAND SEWER CONTRACT SAD DEBT	5,028.52	4.13	0.00	5,032.65
003.918	NIMS CONTRACT SAD SEWER CONNECTION	38,727.93	0.00	0.00	38,727.93
005.465	WWTP BOND RESERVE	466,982.76	383.78	0.00	467,366.54
006.465	WWTP PRINCIPAL/INTER REDEMPTN	861,414.86	69,730.76	255.34	930,890.28
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,489,885.70	1,224.43	0.00	1,491,110.13
	SEWER FUND	5,938,414.39	918,435.84	741,189.96	6,115,660.27
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	173,302.88	12,833.34	200.00	185,936.22
003.907	WATER SYSTEM DEBT (Well)	1,404.65	153.96	0.00	1,558.61
003.910	M36 CORRIDOR WATER DISTRICT DEBT	369,145.03	303.37	0.00	369,448.40
	WATER DEBT SERVICE FUND	543,852.56	13,290.67	200.00	556,943.23
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	602,826.10	1,618,369.87	1,181,888.32	1,039,307.65
Fund 805	SPECIAL ASSESSMENT CAPITAL PROJECT FUND				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 811	PETTYS ROAD REHAB DISTRICT				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
000.000	DEFERRED REVENUE	0.00	0.00	0.00	0.00
002.000	CASH/SAVINGS	305,635.92	928.42	0.00	306,564.34
002.854	2020 SAD ROAD IMPROVE	824,069.89	0.00	0.00	824,069.89
	2020-ROAD SAD FUND	1,129,705.81	928.42	0.00	1,130,634.23
Fund 857	HILLSIDE LAKES DRIVE ROAD IMPROVEMENT SA				
002.000	CASH/SAVINGS	1,940.42	0.00	0.00	1,940.42
	TOTAL - ALL FUNDS	19,920,060.19	3,662,987.96	3,555,994.06	20,027,054.09



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## TAB 2

### CASH FLOW ANALYSIS/DEBT PAYMENT SCHEDULES

The cash flow analysis is included in tab 2. The cash flow analysis has actual cash flows for August 2022.

The funds included in the pooled cash flow are general, fire, police, parks, public capital improvements and sewer operations and maintenance, WWTP debt accounts, cemetery, sewer equipment reserve, road maintenance SADs, performance bonds, SAD debt and escrows.

Tab 2 also includes a debt payment schedules for fiscal year 2022-23.

The cash flow analysis and the debt payment schedules assist the Treasurer's staff in determining maturity dates on future investments by determining cash needs for each month.



HAMBURG TOWNSHIP									
DEBT PAYMENT SCHEDULE									
FISCAL YEAR 2022-23									
			PRIN &			PRINCIPAL			
	DEBT	INTEREST	INTEREST	ADMIN FEE	AMOUNT	OUTSTANDING			
	ISSUE	DUE DATE	DUE DATE	DUE DATE	DUE	FY 2022-23	principal	interest	Terms
\$2,595,000 Bond Sale	12 REFUNDING (04 SAD)	10/1/2022			3,075	205,000		3,075	10/1/2022
	12 REFUNDING (04 SAD)		4/1/2023		205,000		205,000	3,075	
	12 REFUNDING (04 SAD)			4/1/2023	750				
\$1,1730,000 Bond Sale	12 REFUNDING (2002 WATER)			4/1/2023	750	820,000			10/1/2031
	12 REFUNDING (2002 WATER)	4/1/2023			14,900			16,400	
	12 REFUNDING (2002 WATER)		10/1/2022		114,900		100,000	14,900	
\$1,455,000 Bond Sale	2008 WATER SYS PROJ	10/1/2022			15,625	525,000		15,625	4/1/2028
	2008 WATER SYS PROJ			4/1/2023	750				
	2008 WATER SYS PROJ		4/1/2023		115,625		100,000	15,625	
5308-01 Project MFA	2009 ORE LAKE SRF	4/1/2023			6,928	489,202		6,928	10/1/2029
	2009 ORE LAKE SRF		10/1/2022		71,927		65,000	6,927	
\$445,000 SAD Bond Sale	2010 IND/DOWNING	10/1/2022			4,713	137,000		4,713	
	2010 IND/DOWNING	4/1/2023			29,713		25,000	4,713	4/1/2030
5301-01 Project MFA	2010 WWTP IMP		10/1/2022		190,875	1,500,000	170,000	20,875	10/1/2030
	2010 WWTP IMP	4/1/2023			18,750			18,750	
\$4,590,000 Bond Sale	2007 WWTP REFUNDING	7/1/2022			294,684	1,160,000	265,000	-	7/1/2026
	2007 WWTP REFUNDING			1/1/2023	750		-		
	2007 WWTP REFUNDING		1/1/2023		24,219		-	24,219	
\$3,315,000 Bond Sale	Special Assessments	10/1/2022			14,735	2,740,000		14,735	4/1/2030
			4/1/2023		354,735		340,000	14,735	
		7/1/2022			750				
					1,734,003	7,815,902	1,509,700	194,694	
								1,700,644	Including yearly
									fees

<b>HAMBURG TOWNSHIP</b>									
<b>DEBT PAYMENT SCHEDULE</b>									
<b>FISCAL YEAR 2021-22</b>									
			<b>PRIN &amp;</b>			<b>PRINCIPAL</b>			
	<b>DEBT</b>	<b>INTEREST</b>	<b>INTEREST</b>	<b>ADMIN FEE</b>	<b>AMOUNT</b>	<b>OUTSTANDING</b>			
	<b>ISSUE</b>	<b>DUE DATE</b>	<b>DUE DATE</b>	<b>DUE DATE</b>	<b>DUE</b>	<b>FY 2021-22</b>	<b>principal</b>	<b>interest</b>	<b>Terms</b>
<b>\$2,595,000 Bond Sale</b>	<b>12 REFUNDING (04 SAD)</b>	10/1/2021			3,075	205,000		3,075	10/1/2022
	<b>12 REFUNDING (04 SAD)</b>		4/1/2022		208,075		205,000	3,075	
	<b>12 REFUNDING (04 SAD)</b>			4/1/2022	750				
<b>\$1,1730,000 Bond Sale</b>	<b>12 REFUNDING (2002 WATER)</b>			4/1/2022	750	1,100,000			10/1/2031
	<b>12 REFUNDING (2002 WATER)</b>	4/1/2022			16,400			16,400	
	<b>12 REFUNDING (2002 WATER)</b>		10/1/2021		122,975		105,000	17,975	
<b>\$1,455,000 Bond Sale</b>	<b>2008 WATER SYS PROJ</b>	10/1/2021			18,125	725,000		18,125	4/1/2028
	<b>2008 WATER SYS PROJ</b>			4/1/2022	750				
	<b>2008 WATER SYS PROJ</b>		4/1/2022		118,125		100,000	18,125	
<b>5308-01 Project MFA</b>	<b>2009 ORE LAKE SRF</b>	4/1/2022			6,928	559,202		7,740	10/1/2029
	<b>2009 ORE LAKE SRF</b>		10/1/2021		72,740		65,000	7,741	
<b>\$445,000 SAD Bond Sale</b>	<b>2010 IND/DOWNING</b>	10/1/2021			5,369	195,000		5,369	
	<b>2010 IND/DOWNING</b>	4/1/2022			30,369		25,000	5,369	4/1/2030
<b>5301-01 Project MFA</b>	<b>2010 WWTP IMP</b>		10/1/2021		187,938	1,680,000	165,000	22,938	10/1/2030
	<b>2010 WWTP IMP</b>	4/1/2022			20,875			20,875	
	<b>MAUSOLEUM</b>		12/19/2021		21,906	21,906	20,940	966	12/19/2021
<b>\$4,590,000 Bond Sale</b>	<b>2007 WWTP REFUNDING</b>	7/1/2021			29,684	1,160,000	-	29,684	7/1/2026
	<b>2007 WWTP REFUNDING</b>			1/1/2022	750		-		
	<b>2007 WWTP REFUNDING</b>		7/1/2021		300,253		265,000	35,253	
<b>\$3,315,000 Bond Sale</b>	<b>Special Assessments</b>	10/1/2021			45,600	3,718,925		45,600	4/1/2030
			4/1/2022		345,600		300,000	45,600	
					1,806,886	9,604,733	1,490,640	313,309	
								1,800,200	Including yearly
									fees
5/8/2021V:\ThelmaK\Budgets\Budget 2021-22\Budget Information\DEBT PMT SCHEDULE FY 21-22					Page 4				



10405 Merrill Road ♦ P.O. Box 157  
 Hamburg, MI 48139  
 Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## TAB 3

### PROPERTY TAXES:

#### Fiscal Year 2022/23:

The 2022/23 tax collection cycle began July 1, 2022 and will end March 1, 2023. All unpaid tax bills on March 2, 2023 will be turned over delinquent to the Livingston County Treasurer for further collection efforts. Hamburg Township will no longer be able to collect payments on those tax bills turned over. Any unpaid tax bills must be paid directly to the Livingston County Treasurer.

The first section of Tab 3 contains a 10-year comparison table of the following information: 1) taxable values for all properties in Hamburg Township; 2) taxes billed on all properties; and, 3) the percentage of delinquent tax bills sent to Livingston County.

Section 2 of Tab 3 is a chart of the past 10 years of annual budgeted millage rate.

Section 3 of Tab 3 is a table that shows the millage rates for each taxing entity for which the township collects taxes. These entities are Hamburg Township, Hamburg Township Library, Livingston County, Pinckney, Brighton, and Dexter Schools, Livingston and Washtenaw County Intermediate School Districts, and Dexter Library.

Hamburg Township  
Fiscal Year 2022-23 Annual Budget  
History of Taxable Values

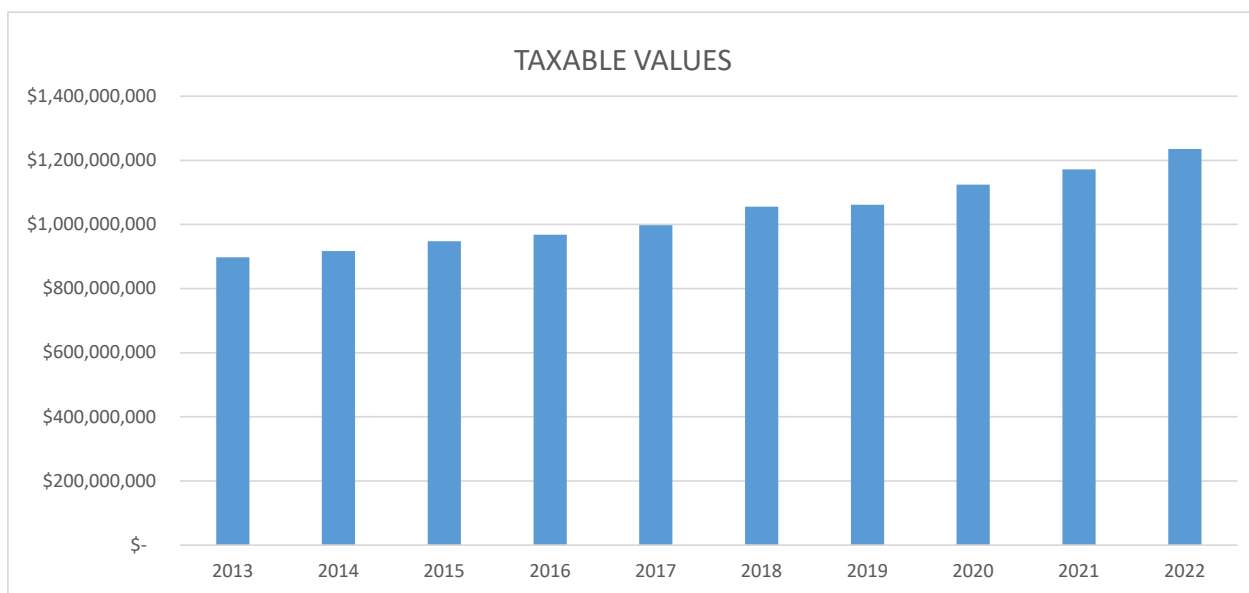
Item 12.

**Property Taxes:**

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable v. Assessing records maintain two values for each property in the Township. Prior to Proposal A, all property was taxed based on the State Equalized Value (S.E.V.), which represents 50% of true cash value. Proposal A limits the increase in value attributed to market changes to the lower of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception refers to properties that change ownership, which brings the taxable value back up to the S.E.V.

The following shows recent history of taxable values and percentage change from prior year.

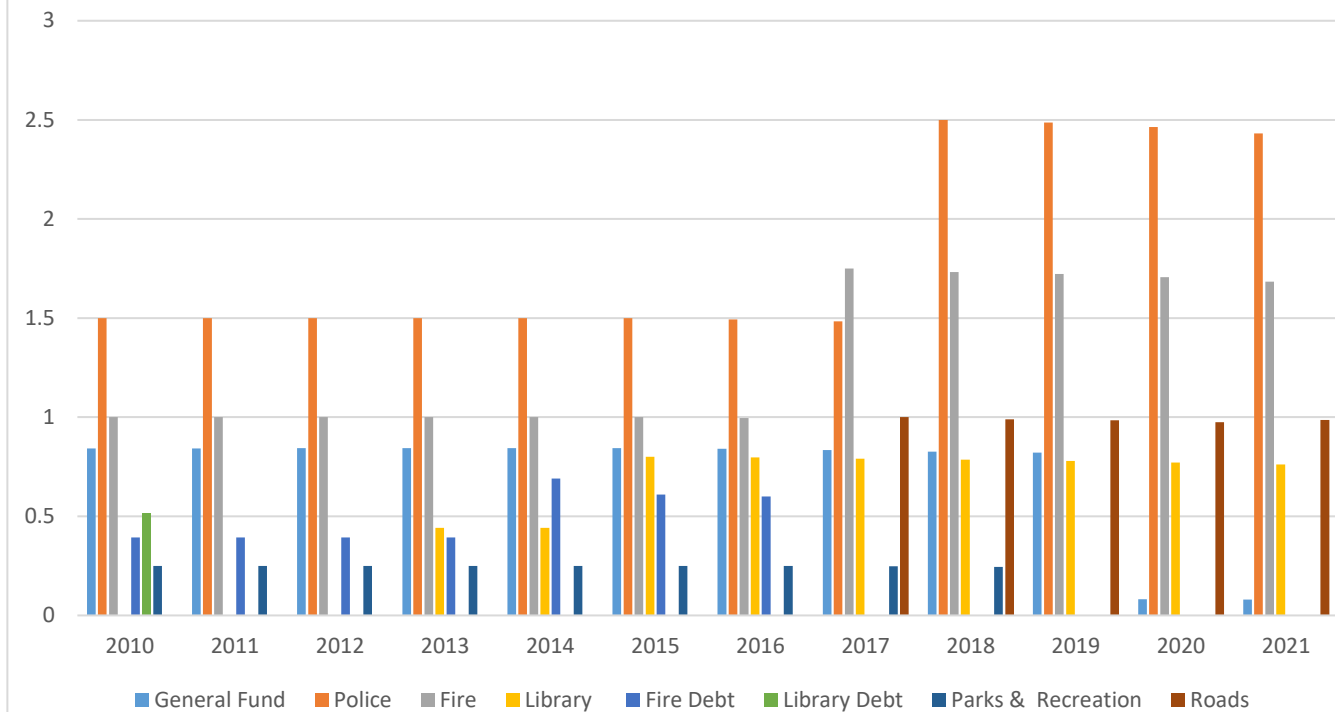
Tax Year	Taxable Value
2013	\$ 897,809,412
2014	\$ 917,520,530
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304
2022	\$ 1,235,111,138



Hamburg Township  
Fiscal Year 2022-2023 Annual Budget  
Millage Rate History  
Actual from Fiscal Year 2010 - 2021

Fiscal Year	General Fund	Police	Fire	Library	Fire Debt	Library Debt	Parks & Recreation	Roads
2010	0.8422	1.5000	1.0000		0.3932	0.5159	0.2500	
2011	0.8422	1.5000	1.0000		0.3932		0.2500	
2012	0.8442	1.5000	1.0000		0.3932		0.2500	
2013	0.8442	1.5000	1.0000	0.4418	0.3932		0.2500	
2014	0.8442	1.5000	1.0000	0.4418	0.6904		0.2500	
2015	0.8442	1.5000	1.0000	0.8000	0.6100		0.2500	
2016	0.8405	1.4935	0.9957	0.7965	0.6000		0.2489	
2017	0.8349	1.4836	1.7500	0.7912			0.2472	1.000
2018	0.8262	2.5000	1.7318	0.7859			0.2445	0.9896
2019	0.8217	2.4867	1.7226	0.7787				0.9843
2020	0.08143	2.4645	1.7072	0.7717				0.9755
2021	0.08034	2.4317	1.6844	0.7614				0.9867

Millage Rate History



\*\* Fire Millage voted in August of 2016  
\*\* Road Millage voted in August of 2016  
\*\* Police millage voted in August 2018

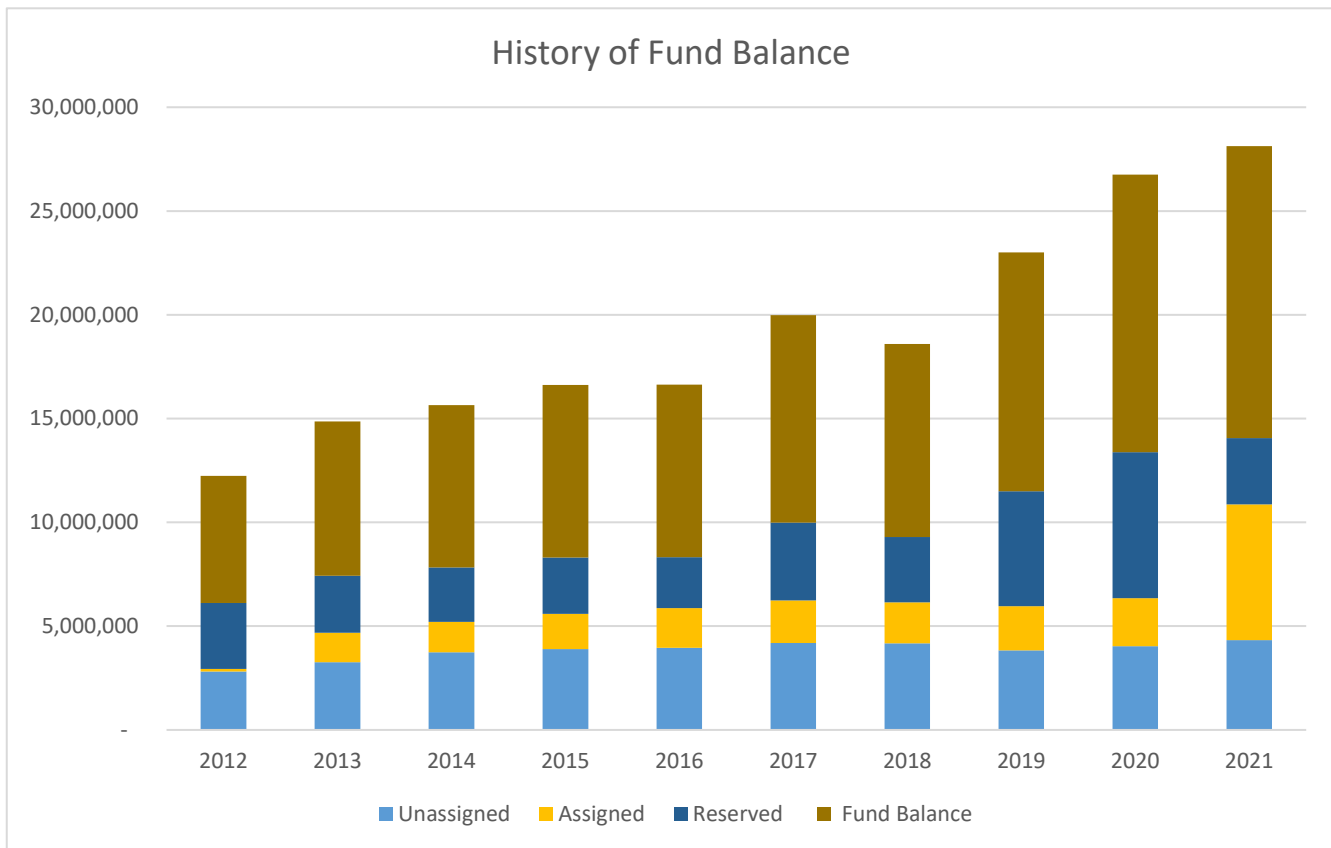
Hamburg Township  
Fiscal Year 2022-23 Annual Budget  
History of Fund Balance

Year End	Unreserved Unassigned	Designated Assigned	Restricted Reserved	Total Fund Balance
2012	2,822,180	109,700	3,188,111	6,119,991
2013	3,256,455	1,430,998	2,743,028	7,430,481
2014	3,741,357	1,459,918	2,626,759	7,828,034
2015	3,889,089	1,706,751	2,712,022	8,307,862
2016	3,957,943	1,909,150	2,451,521	8,318,614
2017	4,187,873	2,054,559	3,749,157	9,991,589
2018	4,173,323	1,968,604	3,158,128	9,300,055
2019	3,837,996	2,117,364	5,550,531	11,505,891
2020	4,027,984	2,325,398	7,020,424	13,373,806
2021	4,322,432	6,538,932	3,203,356	14,064,720

Restricted/Reserved: Prepaid, Long term receivables, Roads, Police, Fire, Debt service, Parks & Recreation,  
Cemetery, SAD Maint.

Unreserved/Unassigned: General Fund

Assigned: library, Building Maintenance, Equipment, Vehicles, Flood Prevention





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

## TAB 4

### MONTHLY BANK AND INVESTMENT REPORT:

Fiscal Year 2022/23:

The information in this tab includes:

- 1) Name of financial institution in which Hamburg Township has money deposited/invested
- 2) Type of account
- 3) Amount in account
- 4) Interest rate
- 5) Maturity rate of investment, if applicable.

The Township invests cash not needed for immediate purchases into various investments such as certificates of deposit. The maturity dates on CDs are “laddered” so that one or more matures in order to meet projected cash flow needs. The laddering strategy ensures that funds are invested for optimal earnings while keeping funds available for day-to-day expenses and for debt service payments.

Property tax collection season is from July 1 through February 28 of the following year. The Township is the collection point for township, school and county millages. During tax collection season, much of the cash in the pooled account is waiting for distribution to taxing entities outside of the township.

Other cash balances in the pooled account and in investments are restricted for future debt service payments for bonds used to finance special assessment districts.

**Monthly Report****8/31/2022**

BANK	TOTAL BAL	BALANCE VERIFICATION DATE
MICHIGAN CLASS	\$ 6,474,014.24	8/31/2022
FLAGSTAR	\$4,884,902.25	8/31/2022
CIBC BANK	\$769,283.93	8/31/2022
STATE BANK	\$3,010,643.52	8/31/2022
MICHIGAN STATE CREDIT UNION	\$1,205,204.54	8/31/2022
PFM	\$2,000,000.00	8/31/2022
HORIZON BANK	\$745,000.00	8/31/2022
ROBERT BAIRD & CO.	\$750,017.92	8/31/2022
Total	\$19,839,066.40	
final numbers		

**Michigan Class****8/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE		INT EARNED	CURRENT BAL
POOLED	CASH	MONEY MKT		2.24%		11497.38	\$ 6,474,014.24
BANK TOTAL						\$ 11,497.38	\$ 6,474,014.24

\*\*interest payment does not affect the montly current balance; funds hit the pooled account

**Flagstar CDARS CD's****8/31/2022**

UNT #	INV NAME	INV/RENEW	MATURITY	INT RATE			CURRENT BAL
1998 SEWER SAD	WESTERN ALLIANCE BANK	4/28/2022	10/27/2022	0.20%			\$58,147.79
2004 SAD CONSTRUCTION	RIVER CITY BANK	8/11/2022	2/9/2023	2.35%		\$46.66	\$187,246.52
2004 SAD CONSTRUCTION	BANTERRA BANK	4/28/2022	10/27/2022	0.20%			\$246,000.00
2004 SAD CONSTRUCTION	WESTERN ALLIANCE BANK	4/28/2022	10/27/2022	0.20%			\$73,113.19
HEY CREEK CONSTRUCTION	BANK OF AMERICA	8/18/2022	2/16/2023	2.35%		\$20.12	\$40,369.19
HEY CREEK ENGINEERING	CD TERMS 30 DAYS	8/24/2022	12/22/2022	2.25%		\$23.41	\$27,569.51
2004 SAD CONSTRUCTION	CD TERMS 62 DAYS	8/22/2022	1/24/2023	2.40%		\$34.49	\$57,258.76
POOLED	CD TERMS 120 DAYS	7/13/2022	11/10/2022	1.50%			\$23,917.38
POOLED	CD TERMS 90 DAYS	6/24/2022	9/22/2022	1.40%			\$54,173.15
POOLED	CD TERMS 180 DAYS	7/27/2022	1/23/2023	1.75%			\$54,286.36



POOLED	CD TERMS 32 DAYS	8/11/2022	9/12/2022	1.86%		\$54.21	\$54,259.50
POOLED	CD TERMS 180 DAYS	6/24/2022	12/21/2022	1.75%			\$250,000.00
POOLED	checking account			0.41%		\$1,317.08	\$3,748,004.75
PAYROLL	checking account						\$0.00
DISBURSEMENT	checking account						\$0.00
HEALTH REIMBURSEMENT	reimbursement account			0.41%		\$2.09	\$6,864.67
FEDERAL DRUG	savings account			1.53%		\$4.77	\$3,691.48
TOTAL						\$1,502.83	\$4,884,902.25

## CIBC

8/31/2022

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
pooled	CD	5/16/2022	11/14/2022	1.20%	\$269,283.93		\$269,283.93
pooled	CD	5/24/2022	5/24/2023	1.50%	\$500,000.00		\$500,000.00
TOTAL					\$769,283.93		\$769,283.93

## The State Bank

8/31/2022

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
MONEY MARKET	MONEY MARKET	1/14/2019		1.51%	\$3,006,135.87	\$ 4,076.81	\$3,010,212.68
POOLED	ICS sweep	10/18/2019		1.00%	\$251.30	\$ 0.21	\$251.51
	sweep account			0.99%	\$179.17	\$ 0.16	\$179.33
BANK TOTAL					\$3,006,566.34	\$ 4,077.18	\$3,010,643.52

**Hamburg Township  
Approved Financial Institutions  
Revised 7/15/2022**

Item 12.

**Ann Arbor State Bank  
125 W. William St.  
Ann Arbor, MI 48104**

**Level One  
32991 Hamilton Ct  
Farmington Hills, MI 48334**

**Brighton Commerce Bank  
8700 No. Second Street  
Brighton, MI 48116**

**Michigan Class  
3135 S. State Street, Suite 108  
Ann Arbor, MI 48108**

**CIBC  
34901 Woodward Avenue  
Suite 200  
Birmingham, MI 48009**

**MSU Federal Credit Union  
3777 West Rd  
East Lansing MI 48823**

**Comerica Bank  
Municipalities Group  
PO Box 75000  
Detroit, MI 48226**

**Old National Bank  
205 W. Grand River Ave  
Suite 102  
Brighton, MI 48116**

**Fifth Third Bank  
Public Funds Banking  
1000 Town Center, Suite 1400  
Southfield, MI 48075**

**PFM Asset Management  
535 Griswold Street, Suite 550 I  
Detroit, MI. 48226**

**First National Bank  
101 East Grand River  
Howell, MI 48843**

**PNC  
5290 W. Pierson Rd  
Flushing, MI 48433**

**Flagstar Bank  
Public Funds Group  
5151 Corporate Drive  
Troy, MI 48098**

**Robert W. Baird & Co.  
4017 Hillsboro Pike  
Suite 403  
Nashville, TN 37215**

**Horizon Bank 2555  
Crooks Road Suite 100  
Troy, MI 48084**

**Huntington Bank  
801 W. Big Beaver Rd.  
Troy, MI 48084**

**The State Bank  
175 N Leroy St.  
P.O. Box 725  
Fenton, MI 48430-0725**

**Independent Bank  
201 W. Big Beaver Rd. Suite 125  
Troy, MI 48084**

**TCF Bank  
330 S. Main St.  
Ann Arbor, MI 48104**

**JP Morgan Chase  
Municipal Banking Group  
620 S. Capitol Ave  
Lansing, MI 48933**

**Lake Trust Credit Union  
4605 Old US-23  
Brighton MI 48114**



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

## **TAB 5**

### **FIVE-YEAR FORECAST**

Tab 5 is the five-year forecast for the Township, which was updated in June 2022. Also, included is the capital reserve schedule.

<b>HAMBURG TOWNSHIP</b>									
<b>GENERAL FUND FINANCIAL PROJECTION</b>									
	Actual	Actual	PROJECTED	<b>PROPOSED</b>	PROJECTED	PROJECTED	PROJECTED	PROJECTED	
	FY	FY	YEAR-End	<b>FY</b>	FY	FY	FY	FY	
	2019/20	2020/21	2021/22	<b>2022/23</b>	2023/24	2024/25	2025/26	2026/27	
<b>REVENUES:</b>									
PROPERTY TAXES	885,813	921,075	943,666	<b>981,700</b>	1,001,334	1,021,361	1,041,788	1,062,624	
PROP TAX ADMIN FEE	338,157	351,112	492,124	<b>495,000</b>	504,900	514,998	525,298	535,804	
STATE SHARED REVENUE	1,889,284	2,227,926	3,131,853	<b>2,276,972</b>	2,322,511	2,368,962	2,416,341	2,464,668	
CABLE FRANCHISE FEE	345,266	336,447	350,000	<b>350,000</b>	350,000	350,000	350,000	350,000	
ADMIN FEE FROM SEWER FUND	115,000	115,000	115,000	<b>115,000</b>	115,000	115,000	115,000	115,000	
INTEREST REVENUE	88,591	3,032	8,500	<b>5,000</b>	8,500	9,500	9,500	9,500	
ALL OTHER	278,791	158,902	202,753	<b>1,281,981</b>	255,000	257,550	260,126	262,727	
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>3,940,902</b>	<b>4,113,494</b>	<b>5,243,896</b>	<b>5,505,653</b>	<b>4,557,245</b>	<b>4,637,370</b>	<b>4,718,052</b>	<b>4,800,322</b>	
<b>EXPENDITURES:</b>									
SALARIES AND WAGES	1,564,477	1,619,670	1,467,510	<b>1,500,871</b>	1,575,915	1,654,710	1,737,446	1,824,318	
HEALTH INSURANCE	286,945	328,193	277,392	<b>297,790</b>	312,680	328,313	344,729	361,966	
RETIREMENT	141,274	243,389	121,916	<b>117,780</b>	123,669	129,852	136,345	143,162	
FICA	121,920	125,187	110,624	<b>115,213</b>	120,557	126,585	132,915	139,560	
OTHER PERSONNEL COSTS	7,829	7,986	8,145	<b>8,308</b>	8,724	9,160	9,618	10,099	
BLDG & MAUSOLEUM DEBT	22,000	22,000	22,000	-	-	-	-	-	
OTHER OPERATING COSTS	852,536	777,014	1,453,307	<b>3,404,450</b>	1,200,000	1,224,000	1,248,480	1,273,450	
TRANSFER TO POLICE OPERATING	250,000	250,000	250,000	-	-	-	-	-	
TRANSFER TO PARKS - OPERATING	450,363	423,120	429,890	<b>400,000</b>	420,000	420,000	420,000	420,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,697,345</b>	<b>\$ 3,796,558</b>	<b>\$ 4,140,784</b>	<b>\$ 5,844,412</b>	<b>\$ 3,761,544</b>	<b>\$ 3,892,621</b>	<b>\$ 4,029,533</b>	<b>\$ 4,172,555</b>	
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 243,558</b>	<b>\$ 316,936</b>	<b>\$ 1,103,112</b>	<b>\$ (338,759)</b>	<b>\$ 795,701</b>	<b>\$ 744,749</b>	<b>\$ 688,520</b>	<b>\$ 627,767</b>	
FUND BALANCE - BEGINNING OF YEAR	\$ 4,746,737	\$ 4,990,295	\$ 5,307,231	<b>\$ 6,410,343</b>	\$ 6,071,584	\$ 6,867,285	\$ 7,612,034	\$ 8,300,553	
FUND BALANCE - END OF YEAR	\$ 4,990,295	\$ 5,307,231	\$ 6,410,343	<b>\$ 6,071,584</b>	\$ 6,867,285	\$ 7,612,034	\$ 8,300,553	\$ 8,928,321	
FUND BALANCE RESERVED FOR WATER RECEIVABLE***	459,648	459,648	459,648	<b>459,648</b>	459,648	459,648	459,648	459,648	
OTHER DESIGNATED FUND BALANCE **	502,661	502,701	502,741	<b>502,781</b>	502,821	502,861	502,901	502,941	
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 4,027,986</b>	<b>\$ 4,344,882</b>	<b>\$ 5,447,954</b>	<b>\$ 5,109,155</b>	<b>\$ 5,904,816</b>	<b>\$ 6,649,525</b>	<b>\$ 7,338,004</b>	<b>\$ 7,965,732</b>	
** Committed Fund Balances, Assets held for resale, prepaids									
*** Long-term receivable									
Board Resolution FB 125% of operating expenses	4,621,681	4,745,698	5,175,980	<b>7,305,515</b>	4,701,930	4,865,777	5,036,916	5,215,693	
difference	\$ 368,614	\$ 561,533	\$ 1,234,363	<b>\$ (1,233,931)</b>	\$ 2,165,355	\$ 2,746,257	\$ 3,263,638	\$ 3,712,627	

**HAMBURG TOWNSHIP  
POLICE FUND FINANCIAL PROJECTION**

	Actual FY 2018/19	Actual FY 2019/20	Actual FY 2020/21	PROJECTED YEAR-End 2021/22	PROPOSED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25
<b>REVENUES:</b>							
PROPERTY TAXES	2,588,969	\$ 2,691,489	2,772,279	2,863,620	<b>2,971,200</b>	3,090,048	3,182,749
TRANSFER FROM GENERAL FUND - OPERATING	1,198,700	250,000	250,000	250,000	-	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-
ALL OTHER	72,137	96,201	240,633	98,106	<b>41,750</b>	43,003	44,293
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 3,859,806</b>	<b>\$ 3,037,690</b>	<b>\$ 3,262,912</b>	<b>\$ 3,211,726</b>	<b>\$ 3,012,950</b>	<b>\$ 3,133,051</b>	<b>\$ 3,227,042</b>
<b>EXPENDITURES:</b>							
SALARIES AND WAGES	1,311,228	1,612,755	1,713,028	1,665,011	<b>1,761,614</b>	1,814,462	1,868,896
HEALTH INSURANCE	232,900	256,979	262,479	277,051	<b>279,195</b>	293,155	307,812
RETIREMENT	206,041	268,370	284,153	277,051	<b>351,817</b>	362,372	373,243
RETIREE HEALTH CARE	82,500	82,500	88,000	104,000	<b>104,000</b>	104,000	104,000
FICA	112,556	124,227	131,944	127,737	<b>134,590</b>	138,806	142,971
OTHER PERSONNEL COSTS	453,198	48,998	49,977	58,846	<b>60,468</b>	61,677	62,911
BLDG DEBT	-	-	-	-	-	-	-
OTHER OPERATING COSTS	537,679	669,106	847,028	578,061	524,298	540,027	556,228
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,936,102</b>	<b>\$ 3,062,935</b>	<b>\$ 3,376,608</b>	<b>\$ 3,087,757</b>	<b>\$ 3,215,982</b>	<b>\$ 3,314,499</b>	<b>\$ 3,416,061</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 923,704</b>	<b>\$ (25,244)</b>	<b>\$ (113,696)</b>	<b>\$ 123,969</b>	<b>\$ (203,032)</b>	<b>\$ (181,449)</b>	<b>\$ (189,019)</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 99,734	\$ 1,023,438	\$ 998,193	\$ 884,498	<b>\$ 1,008,467</b>	\$ 805,435	\$ 623,986
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 1,023,438</b>	<b>\$ 998,193</b>	<b>\$ 884,498</b>	<b>\$ 1,008,467</b>	<b>\$ 805,435</b>	<b>\$ 623,986</b>	<b>\$ 434,967</b>
FB DESIGNATED FOR VEHICLES	20,000	20,000	20,000	20,000	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	20,742	20,000	20,000	20,000	<b>40,000</b>	30,000	30,000
FB DESIGNATED FOR BLDG MAINT	25,000	25,000	25,000	25,000	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	<b>\$ 20,000</b>	\$ 20,000	\$ 20,000
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 937,696</b>	<b>\$ 913,193</b>	<b>\$ 799,498</b>	<b>\$ 923,467</b>	<b>\$ 745,435</b>	<b>\$ 573,986</b>	<b>\$ 384,967</b>

\*\* Committed Fund Balances, Assets held for resale, prepaid

Board Resolution FB 25% of operating expenses	734,026	765,734	844,152	771,939	<b>803,996</b>	828,625	854,015
difference	\$ 289,412	\$ 232,460	\$ 40,346	\$ 236,527	<b>\$ 1,439</b>	\$ (204,639)	\$ (419,048)

HAMBURG TOWNSHIP											Item 12.
FIRE FUND FINANCIAL PROJECTION											
		Actual	Actual	Actual	PROJECTED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
		FY	FY	FY	YEAR-End	FY	FY	FY	FY	FY	FY
		FY 2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>REVENUES:</b>											
PROPERTY TAXES		1,792,305	1,862,464	1,920,387	1,983,641	2,058,065	2,119,807	2,183,401	2,248,903	2,293,881	2,339,759
TRANSFER IN FROM GENERAL FUND		-	-	-	-	-	-	-	-	-	-
ALL OTHER		38,655	42,346	217,083	11,626	9,150	9,608	10,088	10,290	10,290	10,495
<b>TOTAL REVENUES &amp; TRANSFERS</b>		<b>\$ 1,830,960</b>	<b>\$ 1,904,810</b>	<b>\$ 2,137,470</b>	<b>\$ 1,995,267</b>	<b>\$ 2,067,215</b>	<b>\$ 2,129,414</b>	<b>\$ 2,193,489</b>	<b>\$ 2,259,193</b>	<b>\$ 2,304,171</b>	<b>\$ 2,350,254</b>
<b>EXPENDITURES:</b>											
SALARIES AND WAGES		772,096	900,975	908,157	1,066,164	1,059,154	1,090,929	1,123,656	1,157,366	1,192,087	1,227,850
HEALTH INSURANCE		49,812	74,565	70,966	98,882	109,500	114,975	120,724	126,760	133,098	139,753
RETIREMENT		27,605	36,950	39,818	46,941	50,000	51,500	53,045	54,636	56,275	57,964
FICA		58,324	69,521	70,178	86,576	82,500	83,456	85,960	87,679	89,432	91,221
OTHER PERSONNEL COSTS		43,904	63,003	64,263	81,642	78,970	81,339	83,779	86,293	88,881	91,548
OTHER OPERATING COSTS		236,979	259,180	338,472	418,152	444,050	452,931	466,519	480,514	494,930	509,778
OTHER CAPITAL EQUIPMENT PURCHASES		70,000	108,396	205,782	250,000	205,500	75,000	81,000	82,620	84,272	85,958
CAPITAL PURCHASES FOR APPARATUS		-	51,434	1,155,054	37,000	55,197	700,000	93,000	45,000	805,000	45,000
RESERVE FOR SCBA EQUIPMENT		20,000	20,000	-	-	-	-	-	-	-	-
RESERVE FOR EQUIPMENT PURCHASES		-	-	-	-	-	174,000	54,000	59,000	59,000	59,000
RESERVE FOR APPARATUS REPLACEMENT		135,000	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,413,720</b>	<b>\$ 1,584,025</b>	<b>\$ 2,852,690</b>	<b>\$ 2,085,357</b>	<b>\$ 2,084,871</b>	<b>\$ 2,824,130</b>	<b>\$ 2,161,683</b>	<b>\$ 2,179,869</b>	<b>\$ 3,002,977</b>	<b>\$ 2,308,071</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>		<b>\$ 417,239</b>	<b>\$ 320,784</b>	<b>\$ (715,221)</b>	<b>\$ (90,091)</b>	<b>\$ (17,657)</b>	<b>\$ (694,716)</b>	<b>\$ 31,805</b>	<b>\$ 79,323</b>	<b>\$ (698,807)</b>	<b>\$ 42,182</b>
FUND BALANCE - BEGINNING OF YEAR		\$ 1,471,003	\$ 1,888,242	\$ 2,209,026	\$ 1,493,805	\$ 1,403,714	\$ 1,386,057	\$ 691,341	\$ 723,146	\$ 802,469	\$ 103,662
<b>FUND BALANCE - END OF YEAR</b>		<b>1,888,242</b>	<b>2,209,026</b>	<b>1,493,805</b>	<b>1,403,714</b>	<b>1,386,057</b>	<b>691,341</b>	<b>723,146</b>	<b>802,469</b>	<b>103,662</b>	<b>145,845</b>
FUND BALANCE DESIGNATED FOR VEHICLE		365,892	635,892	-	-	-	200,000	200,000	400,000	400,000	400,000
OTHER DESIGNATED FUND BALANCE **		26,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779
<b>UNDESIGNATED FUND BALANCE</b>		<b>\$ 1,475,571</b>	<b>\$ 1,526,355</b>	<b>\$ 1,447,026</b>	<b>\$ 1,356,935</b>	<b>\$ 1,339,278</b>	<b>\$ 444,562</b>	<b>\$ 476,367</b>	<b>\$ 355,690</b>	<b>\$ (343,117)</b>	<b>\$ (300,934)</b>
Board Resolution FB 25% of operating expense difference		353,430	396,006	713,172	521,339	521,218	706,032	540,421	544,967	750,744	577,018
		1,534,812	1,813,020	780,633	882,375	864,840	(14,691)	182,725	257,502	(647,082)	(431,173)
** Committed Fund Balances, Assets held for resale, prepaid											
*** Millage expires in 12/2025											

<b>HAMBURG TOWNSHIP</b>								
<b>REC FUND FINANCIAL PROJECTION</b>								
	Actual	Actual	Actual	PROJECTED	<b>PROJECTED</b>	<b>PROJECTED</b>	<b>PROJECTED</b>	
	FY	FY	FY	YEAR-End	<b>FY</b>	<b>FY</b>	<b>FY</b>	
	2018/19	2019/20	2020/21	2021/22	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	
<b>REVENUES:</b>								
PROPERTY TAXES	253,008	-	-	-	-	-	-	
ALL OTHER	48,442	22,283	20,984	67,976	<b>17,000</b>	17,000	17,000	
TRANSFER IN FROM GENERAL FUND	120,000	450,363	423,120	429,890	<b>400,000</b>	470,146	481,168	
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 421,450</b>	<b>\$ 472,646</b>	<b>\$ 444,104</b>	<b>\$ 497,866</b>	<b>\$ 417,000</b>	<b>\$ 487,146</b>	<b>\$ 498,168</b>	
<b>EXPENDITURES:</b>								
SALARIES AND WAGES	103,561	106,602	102,012	107,283	<b>106,658</b>	108,791	110,967	
HEALTH INSURANCE	31,620	35,636	34,125	38,182	<b>43,131</b>	45,288	47,552	
RETIREMENT	9,497	10,046	10,124	9,104	<b>10,085</b>	10,388	10,699	
FICA	8,375	8,210	7,863	7,928	<b>10,600</b>	10,918	11,246	
OTHER PERSONNEL COSTS	5,255	1,789	1,825	1,861	<b>1,898</b>	1,936	1,975	
OTHER OPERATING COSTS	129,323	153,178	224,381	227,079	436,713	445,447	454,356	
<b>TOTAL EXPENDITURES</b>	<b>\$ 287,631</b>	<b>\$ 315,460</b>	<b>\$ 380,330</b>	<b>\$ 391,437</b>	<b>\$ 609,085</b>	<b>\$ 622,767</b>	<b>\$ 636,795</b>	
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 133,819</b>	<b>\$ 157,186</b>	<b>\$ 63,774</b>	<b>\$ 106,429</b>	<b>\$ (192,085)</b>	<b>\$ (135,621)</b>	<b>\$ (138,627)</b>	
FUND BALANCE - BEGINNING OF YEAR	\$ 471,599	\$ 605,418	\$ 762,604	\$ 826,378	<b>\$ 932,807</b>	\$ 740,722	\$ 605,101	
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 605,418</b>	<b>\$ 762,604</b>	<b>\$ 826,378</b>	<b>\$ 932,807</b>	<b>\$ 740,722</b>	<b>\$ 605,101</b>	<b>\$ 466,474</b>	
FB DESIGNATED FOR PARKS MAINTENANCE	61,775	54,283	54,283	54,283	<b>54,283</b>	54,283	54,283	
FB DESIGNATED FOR LL TRAIL MAINT	187,250	187,250	217,250	237,250	<b>237,250</b>	237,250	237,250	
FB DESIGNATED FOR SR CTR MAINT	70,000	70,000	70,000	50,000	<b>50,000</b>	50,000	50,000	
FB DESIGNATED FOR EQUIPMENT	140,000	140,000	160,000	160,000	<b>160,000</b>	160,000	160,000	
OTHER DESIGNATED FUND BALANCE **	-	-	-	-	-	-	-	
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 146,393</b>	<b>\$ 311,071</b>	<b>\$ 324,845</b>	<b>\$ 431,274</b>	<b>\$ 239,189</b>	<b>\$ 103,568</b>	<b>\$ (35,059)</b>	
		451,533						
** Committed Fund Balances, Assets held for resale, prepaids								
***Voted Parks Millage 11/09 - .2457								
Expires 2018								

**Hamburg Township Road Fund**  
**Financial Projections**  
**Fiscal Year 2022-23**

	<i><b>Audited</b></i>	<i><b>Audited</b></i>	<i><b>Audited</b></i>	<i><b>Budget</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>	<i><b>Forecast</b></i>
	FY 2019	FY 2019-2020	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Property Tax Revenue	1,028,097	1,064,198	1,097,404	1,161,851	1,204,850	1,216,899	1,229,067	1,241,358
Other Revenue	-	-	-	-	-	-	-	-
Interest Income	9,299	31,357	5,977	1,000	1,000	4,000	4,000	3,000
<b>Total Revenue</b>	<b>1,037,396</b>	<b>1,095,555</b>	<b>1,103,381</b>	<b>1,162,851</b>	<b>1,205,850</b>	<b>1,220,899</b>	<b>1,233,067</b>	<b>1,244,358</b>
Expenditures	88,349	164,498	1,342,242	1,875,140	1,357,000	660,000	660,000	660,000
Excess of Revenue Over (Under) Expenditures	949,048	931,056	(238,861)	(712,289)	(151,150)	560,899	573,067	584,358
Beginning Fund Balance	123,872	1,072,920	2,003,986	1,765,125	1,052,836	901,686	1,462,585	2,035,652
Ending Fund Balance	<u>\$ 1,072,920</u>	<u>\$ 2,003,976</u>	<u>\$ 1,765,125</u>	<u>\$ 1,052,836</u>	<u>\$ 901,686</u>	<u>\$ 1,462,585</u>	<u>\$ 2,035,652</u>	<u>\$ 2,620,010</u>

Millage voted November 2016                      1    Millage expires in 2020  
 Levied on December 1 collected through February 28

**Millage renewal December of 20 for levy on 12/1/21**



**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** September 28, 2022

**AGENDA ITEM TOPIC:** Over The Road Banner Request – Freedom River – Event: Festival By Light, Haunted Hayride By Night on 10/21/22  
Number of Supporting Documents: 2

---

**Requested Action**

- To move the Resolution to direct staff to facilitate a permit from the Livingston County Road Commission, on behalf of Freedom River, to place an event banner across Merrill Rd., from October 5, 2022 through October 25, 2022 announcing the Freedom River Halloween event scheduled for October 21, 2022.

**Background**

Please see attached:

Over-The-Road Banner Application for Township Approval

Resolution for Freedom River Halloween Event

Website:

<https://freedomriverflows.org/>





**OVER-THE-ROAD BANNER  
APPLICATION FOR TOWNSHIP APPROVAL**

APPLICANT: Freedom River - Festival By Light, Haunted Hayride By Night

ADDRESS: 6716 Winans Lake Road  
Brighton, MI 48116

PHONE: ( 734 ) 231-0324 E-MAIL: janna.yeakey@freedomriverflows.org  
info@freedomriverflows.com

CONTACT PERSON: Janna Yeakey

PHONE: DAYTIME ( 734 ) 231-0324 2792 CELL PHONE: ( 734 ) 231-0324 2792

DATE(S) OF EVENT: October 21, 2022 6pm - 10pm

DATES REQUESTED FOR BANNER DISPLAY: October 5 - October 25, 2022

DESCRIPTION OF EVENT: A Halloween Community fundraising event to support Freedom River.  
Freedom River is a comprehensive outdoor recreation center located in Hamburg Township to assist in  
re-assimilation of U.S. military service members, veterans and their families. The over-the-road banner  
on Merrill Road would assist us in getting the word out to the community.

**RELEASE AND HOLD HARMLESS AGREEMENT**

The Applicant hereby agrees to assume all loss, damages, risk and liability associated with the installation and display of an over-the-road banner. It is recognized and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 23<sup>rd</sup> day of September, 2022.

NAME (print) FREEDOM RIVER

BY: Janna Yeakey 

ITS: Assistant Secretary

TWP BOARD ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_



**RESOLUTION**

**FREEDOM RIVER HALLOWEEN EVENT**

**PERMIT REQUEST**

**LIVINGSTON COUNTY ROAD COMMISSION**

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on October 4, 2022, beginning at 2:30 p.m., there were:

PRESENT:

ABSENT:

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

**WHEREAS**, in 2022 the non-profit, 501(c)(3) tax-exempt corporation – Freedom River was formed and announced their mission to build a comprehensive outdoor retreat center and campground located in Hamburg Township on Winan’s Lake Road, to support efforts to re-assimilate of U.S. military service members, veterans, and their families; and

**WHEREAS**, Michigan ranks No. 11 in the nation for veteran population (as referenced on [www.freedomriverflows.org](http://www.freedomriverflows.org)); and

**WHEREAS**, Freedom River is a space specifically for veterans, their families and active military to relax, reinvigorate, spend time with family, or gather together; and

**WHEREAS**, Freedom River’s goal is to provide a space that supports veterans with needs while simultaneously: promoting exercise, supporting healing, providing a community for veterans, and advancing new opportunities in leadership and work; and

**WHEREAS**, Freedom River is hosting a community fundraising event, to be held on October 21, 2022, in order to raise funds to support their core mission; and

**WHEREAS**, to announce this event to the area residents and bring awareness to the cause, Freedom River wishes to place a banner across Merrill Road on the banner poles permanently installed in the Merrill Road right-of-way located approximately 250 feet south of the railroad track; and

**WHEREAS**, a permit from the Livingston County Road Commission (LCRC) is required to place the banner and the LCRC will only issue a banner permit to the local municipality.

**NOW, THEREFORE BE IT RESOLVED**, that the Hamburg Township Board of Trustees hereby requests a permit from the Livingston County Road Commission to place a banner across Merrill Road, from October 5, 2022 through October 25, 2022, announcing the Freedom River Halloween Event scheduled for October 21, 2022.

Upon a roll call vote of the Board, the following voted:

AYES:

NAYS:

ABSENT:

Resolution Declared Adopted.

### **CERTIFICATION**

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan, hereby certify that 1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; 2) the original of such resolution is on file in the Clerk's office; 3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and 4) minutes of such meeting were kept and have been or will be made available as required thereby.

October 4, 2022

Michael H. Dolan  
Hamburg Township Clerk

**TO:** Hamburg Township Board of Trustees

**FROM:** Pat Hohl

**DATE:** September 29, 2022

**AGENDA ITEM TOPIC:** Cell Tower Lease

Number of Supporting Documents: **1**

---

American Tower has requested an extension and amendment to their April 4, 1991 lease for their cell tower #81345 near Fire Station 11. I request that the Board of Trustees appoint myself, Thelma Kubitskey and at least one other elected official to review the proposed lease and bring back to the Board a DRAFT lease for Board Review. If formed, this committee will be consulting with Beth Saarela as it develops the DRAFT for Board consideration.

## MEMORANDUM

To: Pat Hohl, Township Supervisor  
Tony Randazzo, Director of Technical Services

From: Brenda Richardson, Information Specialist

Date: September 29, 2022

Re: **Potential Grant Submissions for Hamburg Township Under the  
FEMA GO Program For Select Flood Prone Properties in  
Hamburg Township**

---

### August – September, 2022

The Township received notifications from Scott Stockert at MSP regarding the 2022-2023 FEMA GO grant programs for BRIC and FMA grants. Community resident Amber S. Bismack has submitted a listing of 12 property owners in the Ore Lake area that may be interested in participating in the programs. A Notice of Intent (NOI) to participate in the programs needs to be submitted to Mr. Stockert at MSP no later than October 3, 2022 if the Township intends to pursue the FEMA GO program grants for 2022-2023.

I contacted Mr. Stockert on September 20, 2022 regarding this year's programs and asked whether any of the newer provisions would enable Hamburg Township to garner more points under the evaluation systems used to qualify potential recipient communities. He indicated it was unlikely that Hamburg would be able to significantly increase its points to the level where it would be awarded grants.

### History – 2021-2022

Last year, the Township staff worked with McKenna Associates and Ms. Bismack to file grant applications under the BRIC and FMA grant programs. The Township's cost for McKenna staff to assist with the filings was \$12,000. After months of work, it was determined that under the FMA grant, the Township's portion would be 25%, or \$370,382.50; and under the BRIC grant, the non-Federal share portion would be 31.22% or \$86,354.52, which would be the responsibilities of the homeowner.

The HMGP grant program Township's 25% match would be \$186,625.50.

On May 23, 2022, FEMA released notification that under the FMA, BRIC and HMGP grants, Hamburg Township's applications were not selected as part of the next round of consideration.

This information was submitted to the Hamburg Township Board of Trustees and at a Special Meeting on Wednesday, June 1, 2022, the Board reviewed the requirements and voted to stop proceeding further with the application process due to the high cost of the Township's portion of the budget costs.

### **Recommendation**

Due to:

- The costs incurred last year in consultant McKenna's time and staff time, and
- New costs that would be incurred for consultants and staff time to re-file for the grants for the 2022-2023 year, and
- As stated by Scott Stockert, almost no probability of the Township being awarded the approvals for grant fundings for the 2022-2023 year, and
- The Township Board's decision on June 1, 2022 to cease pursuing further grant application activities due to the high costs to the Township,

it is recommended that the Township not proceed with attempts to obtain grants under the FEMA GO programs of FMA, BRIC and HMGP for the 2022-2023 year.



**TO:** Hamburg Township Board of Trustees

**FROM:** Hohl, Pat

**DATE:** October 04, 2022

**AGENDA ITEM TOPIC:** Closed Session

Number of Supporting Documents: **0**

---

**Requested Action**

- Closed session per MCL 15.268 (e) to consult with legal counsel regarding trial and litigation strategy in the pending case of Gall v Hamburg Township because an open meeting would have a detrimental effect on the trial and litigation strategy of the Township.