



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

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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 18, 2025 at 7:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

- [1.](#) 02-04-2025 11:30 Board of Trustees Special Meeting Minutes
- [2.](#) 02-04-2025 2:30 Board of Trustees Regular Meeting Minutes
- [3.](#) 01-21-2025 Cemetery Committee Meeting Minutes
- [4.](#) Public Information
- [5.](#) Public Safety Monthly Report January, 2025
- [6.](#) Bills List(s) 02.18.2025
- [7.](#) Parks & Rec - Blackout List - 2025

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

- [8.](#) Tuition Reimbursement
9. Contract Negotiation Committee

CURRENT BUSINESS

- [10.](#) Purchase of Public Safety Training Vehicle
- [11.](#) Poverty Guidelines
- [12.](#) Civic Plus General Ordinance Services - Subscription Pricing Agreement
- [13.](#) General Ordinance Procedure - Approval and addition to Administrative PPM - 1st Reading
- [14.](#) Parks & Rec - Speed Limit Reduction Request - Hamburg Fun Fest 2025 - Resolution
- [15.](#) Parks & Rec - Park Use Request - Jaguar Tournament - May 9-11, 2025
- [16.](#) Parks & Rec - Park Use Request - International Border Stars Tourney - April 4-6, 2025
- [17.](#) Parks & Rec - Park Use Request - PowerAde Tournament - August 16-17, 2025 - Set Fees
- [18.](#) Parks & Rec - Senior/Community Center Rental Packet & Application - 1st Reading
- [19.](#) Parks & Rec - Adopt A Feature/Garden Program - Policy Updates - First Reading
- [20.](#) Parks & Rec - Over The Road Banner Request - Hamburg Fun Fest 2025 - Resolution
- [21.](#) Pitney Bowes Global Financial-Lease Renewal (5yr)
Provides new postage meter as well as continuing reduced postal rates.

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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

BOARD OF TRUSTEES SPECIAL MEETING

**Tuesday, February 04, 2025 at 11:30 AM
Hamburg Township Hall Board Room**

MINUTES

CALL TO ORDER

The Special Meeting was called to order at 11:30 am.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

- Pat Hohl
- Mike Dolan
- Jason Negri
- Joanna Hardesty
- Patricia Hughes
- Nick Miller

ABSENT

- Chuck Menzies

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

None.

APPROVAL OF THE AGENDA

Motion by Hardesty, seconded by Negri, to approve the consent agenda, as presented.

Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

UNFINISHED BUSINESS

None.

CURRENT BUSINESS

1. Employee Handbook changes
Discussion, no action taken.
2. Parliamentary Procedures
Discussion, no action taken. Procedures to be forwarded to the Planning Commission and ZBA for feedback. No motion was made.
3. Contract Negotiations Committee
Motion by Hohl, seconded by Hughes, to appoint Hohl, Negri and Hughes to the Contract Negotiations Committee.
Voting Yea: Hohl, Hughes
Voting Nay: Dolan, Negri, Hardesty, Miller

The motion fails.

Discussion to continue at the February 18, 2025 Regular Board Meeting.

4. Organization chart
Motion by Dolan, Seconded by Miller, to adopt the Organization Chart presented in the packet, adding the Assessing Department, reporting to the Supervisor, and Human Resources reporting to the Clerk.
Voting Yea: Dolan, Hardesty, Miller
Voting Nay: Hohl, Negri, Hughes

The motion fails.

Motion by Hohl, seconded by Hughes, that the Org Chart remains as it is, with the exception of Assessing being added to report to the Supervisor.

Voting Yea: Negri, Hughes, Miller, Hohl

Voting Nay: Hardesty, Dolan

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion by Negri, seconded by Miller, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

The meeting was adjourned at 1:25 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 04, 2025 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

- Pat Hohl
- Mike Dolan
- Jason Negri
- Joanna Hardesty
- Patricia Hughes
- Nick Miller

ABSENT

- Chuck Menzies

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Hardesty, seconded by Hughes, to approve the consent agenda, as presented.

Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

1. 06-18-2024 Cemetery Meeting Minutes
2. 1-21-2025 6:30 pm Township Board Work-Study Session Minutes
3. 1-21-2025 7:00 pm Board of Trustees Regular Meeting Minutes
4. Township Coordinator Report - January 2025

5. Parks & Rec - Blackout List - 2025
6. Parks & Rec - Approved Meeting Minutes - December 18, 2024
7. Bills List(s) 02.04.2025 Meeting
8. 2024 Annual Review & Analysis – Police

APPROVAL OF THE AGENDA

Motion by Hardesty, seconded by Negri, to approve the agenda, as presented.

Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

UNFINISHED BUSINESS

9. Fire apparatus reimbursement resolution
Motion by Miller, seconded by Negri, to approve the Fire Apparatus Reimbursement Resolution, as presented in the packet.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

CURRENT BUSINESS

10. Purchase of Police Vehicles
Motion by Hardesty, seconded by Hughes, to approve the purchase of two 2023 Dodge Chargers, as outlined in the attached quote, from Montrose Auto Group of Akron, OH at price of \$36,400 per vehicle.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
11. Conditional Offer of Employment
Motion by Hardesty, seconded by Miller, to extend a conditional offer of employment to Lawrence Ward for the position of part-time Apprentice Firefighter/EMT pending successful completion of all preemployment requirements (medical examination, psychological examination and drug screening).
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
12. Parks & Rec - Park Use Permit Application for Event - Jogging for Jakey 5K - August 23, 2025
Motion by Dolan, seconded by Hardesty, to approve the application, submitted by Courtney Smotherman dated 1/23/25, as provided for the 2025 Jogging for Jakey 5K, contingent on all requested information being provided to the Clerk's Department to their satisfaction, that the established Park Use fee be waived due to the nature of the event, and that public safety be made aware of the event.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
13. Waste Management Contracts
Motion by Hardesty, seconded by Hughes, to approve the three-year contract with Waste Management for our seven locations, as presented.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

14. PZTA24-0004 Sign Regulation Enforcement (Second reading)
Motion by Hardesty, seconded by Miller, to adopt ordinance 2025.Z.001, amending Chapter 36, Article XIII, Section 36-482, as presented in the packet.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
15. PZTA24-0005 Cottage Housing PUD Repeal (Second reading)
Motion by Hughes, seconded by Negri, to adopt ordinance 2025.Z.002, repealing Zoning Ordinance Chapter 36, Article XII, Section 36-434438, Cottage Housing Planned Unit Development (CHPUD).
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
16. Planning and Zoning 2024 Annual Report
Motion by Hohl, seconded by Hughes, to receive, file, and publish the 2024 Planning and Zoning Annual Report.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
17. Bond Authorizing Resolution - Hamburg Twp. 2025 SAD
Motion by Hardesty, seconded by Negri, to approve the Bond Authorizing Resolution, selling bonds, as outlined in the board packet.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller
18. Official Notice of Sale - Hamburg Township 2025 SAD
Motion by Negri, seconded by Miller, to approve the official notice of sale, as approved in the packet.
Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Township cleanup day will be April 26, 2025 at Manley Bennett Park West.

Paper shredding will be provided to all Township residents on May 3, location TBD.

ADJOURNMENT

Motion by Hardesty, seconded by Negri, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Negri, Hardesty, Hughes, Miller

The meeting was adjourned at 3:25 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

DRAFT



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CEMETERY COMMITTEE MEETING

Tuesday, January 21, 2025 at 11:30 AM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

The meeting was called to order at 11:30 am.

PLEDGE TO THE FLAG

ROLL CALL OF THE COMMITTEE

PRESENT

Pat Hohl
Mike Dolan
Jason Negri

ALSO PRESENT

Mary Kuzner
Duane Hoepfner
Jennifer Daniels

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Dolan, seconded by Negri, to approve the consent agenda, adding approval for winter burial fees to the 6-18-2024 Cemetery Committee Meeting Minutes.

Voting Yea: Hohl, Dolan, Negri

1. 06-18-2024 Cemetery Committee Meeting Minutes

APPROVAL OF THE AGENDA

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

Voting Yea: Hohl, Dolan, Negri

UNFINISHED BUSINESS

None.

CURRENT BUSINESS

2. Year In Review

Sexton Hoepfner updated the committee with the 2024 cemetery stats.

Motion by Hohl, seconded by Negri, to receive and file the 2024 Cemetery Year in Review.

Voting Yea: Hohl, Dolan, Negri

3. Hamburg South Mapping

Presentation by Sexton Hoepfner regarding the need for cemetery mapping and software.

The Committee asked for a formal request to be made at the Strategic Planning meeting and to be presented at the budget hearing meeting.

4. Burials On Existing Graves

Motion by Hohl, seconded by Negri, to create an ordinance requiring burial decisions to be made by a court-designated representative, once original plot owner is deceased.

Voting Yea: Hohl, Dolan, Negri

5. Foundations/Headstones - Heaving & Sinking

Motion by Hohl, seconded by Dolan, for Cemetery Sexton Hoepfner to submit quotes comparing an excavator mounted soil compactor rental vs. purchase as a budget request.

Voting Yea: Hohl, Dolan, Negri

Motion by Hohl, Seconded by Dolan, to purchase five Monugrid implements for headstones, on a trial basis, to prevent heaving & sinking of monuments, using Cemetery Sundries G/L.

Voting Yea: Hohl, Dolan, Negri

6. Maintenance Needs

Sexton Hoepfner to do annual inspections on all Hamburg Township Cemeteries and contact ColdSpring regarding annual maintenance on the Hamburg South Mausoleum.

7. Cemetery Rules Signage

Cemetery rules signage will be completed this spring at all Hamburg Township Cemeteries.

8. 2025/2026 Budget

Motion by Hohl, seconded by Negri, to direct the Clerk to review past and future proposed purchases for 2024/2025 expenditures, and submit an anticipated budget to the Director of Accounting.

Voting Yea: Hohl, Dolan, Negri

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Clerk Dolan to pursue the cost of fencing for the Southwest corner of the South Hamburg Cemetery.

ADJOURNMENT

Motion by Hohl, seconded by Negri, to adjourn the meeting.

Voting Yea: Hohl, Dolan, Negri

The meeting was adjourned at 12:15 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

Fairlane Center South
19000 Hubbard Drive
Dearborn, MI 48126-2638
(313) 593-5460 Fax (313) 271-9838
umdearborn.edu/cob

Dear Community Leader,

Thank you for your participation in UM-Dearborn's 2024 eCities program!

Each year, the eCities project collects and analyzes data across Michigan communities as it relates to entrepreneurship, economic development, and job growth. Specifically, the study examines five-year's worth of publicly available data relating to community growth and investment metrics that impact the business community. This information is available on the performance report and showcases your community's progress on a number of key values. Further, the data points are benchmarked against the State of Michigan, as well as the other 276 participating communities, allowing you to easily interpret your results. Award certificates are included for communities that showed the most success numerically over the last five years. Top performers are considered five-star communities, while the next best performers are four-star communities.

In addition, we invited each community to complete the honored community survey, which included questions about talent attraction and retention, the use of AI to create economic impact, and small business support. If your community participated in this portion of the project, a report card containing reviewer feedback about your entries is included.

Summary details of the project are available on the eCities website,
<https://umdearborn.edu/cob/business-community/ilabs-center-innovation-research/entrepreneurship/ecities>.

We would like to commend your community for its commitment to development and growth. We will send you an email when the 2025 eCities project commences. We hope that you will join us so that we can continue supporting development across Michigan. If you have any questions before then, please feel free to contact me.

Thank you for your involvement in this project.

Kari L. Kowalski

Kari Kowalski
Assistant Director of iLabs, Office of Engagement and Impact
College of Business
University of Michigan-Dearborn

HAMBURG TOWNSHIP



PERFORMANCE REPORT

	DATA POINT	FIVE-YEAR COMMUNITY TREND	FIVE-YEAR COMPARISON TREND
A1	Real Commercial Property	12.12%	6.07%
A2	Real Industrial Property	6.69%	5.12%
A3	Total Real Property	7.59%	7.34%
A4	Personal Commercial Property	-3.05%	-0.10%
A5	Personal Industrial Property	-43.44%	1.97%
A6	Total Personal Property	2.60%	3.72%
A7	Total Overall Property	7.50%	7.12%
B1	Non-Depreciated Governmental Assets	0.00%	5.96%
B2	Depreciated Governmental Assets	9.09%	3.46%
B3	Total Governmental Assets	8.61%	3.71%
C1	Non-Homestead Tax Rate	-0.56%	0.01%

eCities examines eleven data points relating to community growth and investment metrics. Using the past five years' data (2019-2023), this document reports your community's growth rate ("Five-Year Community Trend" column) for each data point. The equivalent growth rates, ("Five-Year Comparison Trend" column), are displayed for the state of Michigan values for the first seven points, and the last four points for the 277 eCities 2024 participating communities.

A1-A7 are property values within the community as reported by the Michigan Department of Treasury.

B1-B3 are the year-end governmental assets as reported on your annual audited financial reports.

C1 is the tax rate(s) for non-homestead (non-PRE) properties within the community as reported by the Michigan Department of Treasury.

eCities 2024



HAMBURG TOWNSHIP



Hamburg Township Public Safety Department *MONTHLY REPORT*



January, 2025

COMMUNITY INVOLVEMENT

- Capt. Casey Yost conducted a Safe at Home presentation at Country Elementary School on January 15, 2025.
- Sgt. Megan Paul and the Fire duty crew participated in a Lock Down drill at Pathfinder and Navigator Schools on January 16, 2025.
- FF Thomas Pawley and FF Chris Birk conducted a smoke detector installation at a residence on January 21, 2025.
- FF Thomas Pawley and FF Chris Birk conducted smoke detector installations at two residences on January 22, 2025.
- FF Thomas Pawley and FF Chris Birk conducted a smoke detector installation at a residence on January 23, 2025.
- FF Thomas Pawley and FF Chris Birk conducted a smoke detector installation at a residence on January 31, 2025.

PERSONNEL

- Park Ranger Abigail Huck was hired as a full-time Police Cadet effective January 6, 2025.
- Lt. Matthew Duhaime successfully completed his 90-day promotional probationary period on January 15, 2025.
- AFF Andrew Zaleski resigned from the department effective January 23, 2025.

TRAINING

POLICE

- Sgt. Steve Locke participated in SWAT training on January 8, 2025
- Sgt. Steve Locke participated in Crisis Response training January 15, 2025 – January 17, 2025.
- Officer Adam Fischhaber and Officer Dahne DeBottis attended the Michigan Public Safety Drone Association conference in Mt. Pleasant on January 21, 2025 and January 22, 2025.
- Sgt. Daniel Bromley participated in Dive Team training on January 27, 2025.
- Sgt. Steve Locke, Officer Justin Harvey and Officer Kelly Kozowicz attended De-escalation training in Howell on January 22, 2025 and January 23, 2025.



Hamburg Township Public Safety Department **MONTHLY REPORT**



- Sgt. Alysha Garbacik and Officer Sean Hogan attended Livingston County Negotiator training in Howell on January 29, 2025.

FIRE

- Monthly department-wide training topics: Ice Rescue, Cold Weather Emergencies, Bloodborne Pathogens and Harassment in Workplace Policy.
- Sgt. Matt Urbanowicz, FF Dan Hill and FF Jonathan Lusk participated in Dive Team training on January 12, 2025.
- Sgt. Matt Urbanowicz, FF Dan Hill and FF Jonathan Lusk participated in Dive Team training on January 27, 2025.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

01/01/25 – 3:57 am:

A 24-year-old male Durand resident was arrested at Swarthout Road near Dakota Drive for *Operating While Intoxicated*. He was lodged in the Livingston County Jail. The vehicle was released to a family member.

01/06/25 – 1:17 am:

A 28-year-old male Livonia resident was arrested at M-36 & Island Shore Drive for *Operating While Intoxicated* and *Carrying a Concealed Weapon*. His vehicle was impounded and he was lodged in the Livingston County Jail.

01/15/25 – 7:02 pm:

A 58-year-old male South Lyon resident was arrested at Pettysville Road & Junior Drive for *Operating While Intoxicated*. His vehicle was impounded and he was released to the care of University of Michigan Hospital staff.

01/20/25 – 2:32 pm:

A 37-year-old male New Hudson resident was arrested on an outstanding warrant out of Hamburg Township for *Driving While License Suspended* at the Novi Police Department. He was lodged in the Livingston County Jail.

01/26/25 – 6:48 pm:

A 67-year-old male Howell resident was arrested at M-36 & Hamburg Road for *Operating While Intoxicated* and *Failing to Stop and Identify after a Personal Injury Accident*. His vehicle was impounded and he was lodged in the Livingston County Jail.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

01/29/25 – 9:00 pm:

A 25-year-old female Ypsilanti resident was arrested on an outstanding warrant out of Hamburg Township for *Failure to Appear-Driving While License Suspended*. She was lodged in the Livingston County Jail.

01/31/25 – 3:09 pm:

A 59-year-old male Township resident was arrested at East Splitstone Drive & McGregor Road for *Aggravated Assault*. He was lodged in the Livingston County Jail.

01/31/25 – 8:04 pm:

A 34-year-old male Township resident was arrested at Cordley Lake Road & Whitewood Road for *Assault and Battery* and *Obstructing Police*. He was lodged in the Livingston County Jail.

Police Calls for Service Summary, January 2025

CALLS FOR SERVICE	#	CALLS FOR SERVICE	#
911 HANG UP	2	LARCENY	2
ALARM	14	LITTERING/DUMPING	0
ANIMAL COMPLAINT	20	LIQUOR INVESTIGATION/ZERO TOLERANCE	0
AREA CHECK	391	LOST/FOUND PROPERTY	1
ARRESTS	20	MALICIOUS DESTRUCTION PROPERTY	4
ASSAULTS	1	MISSING PERSON/RUN-A-WAY	2
ASSIST EMS	117	NOISE COMPLAINTS	5
ASSIST FIRE DEPARTMENT	14	ORDINANCE INVESTIGATIONS	1
ASSIST OTHER AGENCY	9	OVERDOSE/INGESTION	0
ATV COMPLAINT	0	PERSONAL PROTECTION ORDER VIOL	1
BOATING COMPLAINTS	0	RETAIL FRAUD	1
BREAKING & ENTERING	1	SCHOOL PATROLS/GROUNDS CHECK	228
BUILDING/PROPERTY/VACATION CHECK	108	SHOTS FIRED/WEAPONS OFFENSE	2
CHASE/PURSUIT	0	SOLICITOR COMPLAINT	0
CHILD OR ADULT ABBUSE/NEGLECT	1	STALKING	0
CIVIL COMPLAINT	10	STOLEN / RECOVERED PROPERTY	0
COMMUNITY POLICING	7	SUBDIVISION PATROL/RESIDENTIAL CHECKS	944
CRIMINAL SEXUAL CONDUCT	0	SUICIDAL SUBJECT/MENTAL/PSYCH	5
DEATH INVESTIGATIONS	0	SUSPICIOUS-PERSON/VEH/SITUATION	17
DEPT HUMAN SERVICES REFERRALS	6	TRAFFIC CITATIONS ISSUED	26
DISTURBANCE/TROUBLE	1	TRAFFIC/PARKING COMPLAINT	28
DOMESTIC - PHYSICAL/VERBAL	5	TRAFFIC CRASH - PDA/PIA	28
DRUGS / VIOL CONTROLLED SUB ACT	0	TRAFFIC DETAIL	96
FIREWORKS COMPLAINT	0	TRAFFIC STOP	136
FRAUD/EMBEZZLEMENT	9	TRAFFIC VIO/ARREST	8
GENERAL NON-CRIMINAL	181	TRESSPASSING/LOITERING	0
INDECENT EXPOSURE	0	VEHICLE UDAA/STOLEN VEHICLE	0
INTIMIDATION THREATS/HARASSMENT	4	WATER RESCUE INCIDENTS	0
JUVENILE COMPLAINT	0	WARRANT: ATTEMPT/SEARCH/ARREST	3
KIDNAPPING	0	WELFARE CHECK	16
		TOTAL	2475



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

GENERAL POLICE INFORMATION:

- Marine Patrol:** Regular marine patrols have ceased for the season. No reported incidents on the waterways of Hamburg Township this month.
- Lakelands Trail Patrol:** Regular patrols on the Lakelands Trail continued this month. No reported incidents.
- Red Barrel:** 25 pounds of prescription drugs were removed from the red barrel in front of the police station on January 15, 2025.

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	86
FIRE	65
TOTAL	151

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.32%
Rescue & Emergency Medical Service	86	56.95%
Hazardous Condition (No Fire)	4	2.65%
Service Call	44	29.14%
Good Intent Call	7	4.64%
False Alarm & False Call	8	5.30%
TOTAL	151	100%



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 5.

January, 2025 Total Runs by District

North West	13	8.61%
North East	23	15.23%
South West	38	25.17%
Southeast	75	36.00%
Mutual Aid	2	49.67%
Totals	151	100.00%
Multiple Calls	13	8.61%

Comparative Statistics - 2024 vs 2025 by Month

	January, 2024	January, 2025	% Change
Fire	3	2	33.3% Decrease
Medical	99	86	13.1% Decrease
Hazardous Condition	13	4	69.2% Decrease
Service	28	44	57.1% Increase
Good Intent	8	7	12.5% Decrease
False Alarm / Cancel	26	8	69.2% Decrease
Totals	177	151	14.7% Decrease
Mutual Aid	8	2	75.0% Decrease

FIRE PREVENTION INFORMATION:

Inspections: 11 commercial building inspections were completed during the month of January.

Site Plan Reviews: 4 plan reviews were completed during the month of January.

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADVANCAUTO	ADVANCE AUTO PARTS	02/05/2025	2749-520136	GEN	DPW OIL	
79930	P.O. BOX 404875	02/18/2025		N		9.65
02/03/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		02/18/2025		Y		9.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	9.65

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADVANCAUTO	ADVANCE AUTO PARTS	02/11/2025	2749-520207/5202	GEN	DPW BRAKE CLEAN/ROTOR/BRAKE PADS	
80004	P.O. BOX 404875	02/18/2025		N		235.05
02/05/2025	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		02/18/2025		Y		235.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-932.000	VEHICLE MAINTENANCE	235.05
590-527.000-932.000	VEHICLE MAINTENANCE	(224.47)
590-527.000-932.000	VEHICLE MAINTENANCE	224.47
		<u>235.05</u>

VENDOR TOTAL: 244.70

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADVANCED02	ADVANCED WATER TREATMENT, INC.	02/05/2025	51914327	GEN	FD - ST 12 BOTTLED WATER (10) EXCHAN	
79929	PO BOX 339	02/18/2025	20250140	N		59.90
01/29/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		59.90

Open

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

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADVANCED02	ADVANCED WATER TREATMENT, INC.	02/05/2025	51915410	GEN	FD - STA 11 BOTTLED WATER (2) EXCHAN	
79931	PO BOX 339	02/18/2025	20250141	N		11.98
01/29/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		11.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	5 GAL WATER EXCHANGE	11.98	11.98

VENDOR TOTAL: 7

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

ALANSASH01	ALAN'S ASPHALT MAINTENANCE, INC.	02/05/2025	00578	GEN	CRYSTAL DRIVE SALT 01/10 & 01/23/25	
79932	P.O. BOX 354	02/18/2025		N		750.00
01/31/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
274-000.000-802.000	ROAD IMPROVEMENT	750.00

ALANSASH01	ALAN'S ASPHALT MAINTENANCE, INC.	02/05/2025	00581	GEN	EDGE LAKE/BURTON PLOW SER 01/10 & 01	
79933	P.O. BOX 354	02/18/2025		N		390.00
01/31/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		390.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
277-000.000-802.000	ROAD IMPROVEMENT	390.00

VENDOR TOTAL: 1,140.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

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Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	02/11/2025	02112025	GEN	401A	
80028	P.O. BOX 64535	02/13/2025		N		16,341.56
02/11/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		02/13/2025		N		16,341.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.003	RETIREMENT - LIBRARY	1,376.40
101-171.000-716.000	DEFINED CONTRIBUTION	477.74
101-201.000-716.000	DEFINED CONTRIBUTION	1,087.81
101-262.000-716.000	DEFINED CONTRIBUTION	600.39
101-215.000-716.000	DEFINED CONTRIBUTION	844.22
101-228.000-716.000	DEFINED CONTRIBUTION	550.40
101-253.000-716.000	DEFINED CONTRIBUTION	600.47
101-265.000-716.000	DEFINED CONTRIBUTION	620.14
101-702.000-716.000	DEFINED CONTRIBUTION	633.82
101-751.000-716.000	DEFINED CONTRIBUTION	204.36
101-820.000-716.000	DEFINED CONTRIBUTION	339.66
206-000.000-716.000	DEFINED CONTRIBUTION	3,309.20
207-000.000-716.000	DEFINED CONTRIBUTION	2,956.34
590-527.000-716.000	DEFINED CONTRIBUTION	2,740.61
		<hr/>
		16,341.56

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	02/11/2025	02112025	GEN	457	
80029	P.O. BOX 64535	02/13/2025		N		15,460.29
02/11/2025	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		02/13/2025		N		15,460.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	15,460.29

VENDOR TOTAL: 31,801.85

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ALLSTRALR1	ALLSTAR ALARM, LLC	02/11/2025	415108	GEN	TWP TOTAL CONNECT 03/01-05/31/2025	
80003	8345 MAIN ST	02/18/2025		N		138.00
02/01/2025	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		02/18/2025		Y		138.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-801.000	CONTRACTUAL SERVICES	69.00
101-820.000-801.000	CONTRACTUAL SERVICES	69.00
		<u>138.00</u>

VENDOR TOTAL: 138.00

ALPINEFLOR	ALPINE FLORIST AND GIFTS, INC.	02/05/2025	017454	GEN	SEN CTR BDAY FLOWERS NOV/DEC/JAN	
79934	7524 E. M-36	02/18/2025		N		112.50
	P.O. BOX 219					
01/23/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		112.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-804.000	SENIOR PROGRAMS	112.50

ALPINEFLOR	ALPINE FLORIST AND GIFTS, INC.	02/11/2025	17455	GEN	SEN CTR OCT BDAYS	
80009	7524 E. M-36	02/18/2025		N		36.00
	P.O. BOX 219					
10/02/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		36.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-804.000	SENIOR PROGRAMS	36.00

ALPINEFLOR	ALPINE FLORIST AND GIFTS, INC.	02/11/2025	17457	GEN	SEN CTR FEBBDAYS (25)	
80010	7524 E. M-36	02/18/2025		N		37.50
	P.O. BOX 219					
02/07/2025	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		02/18/2025		N		37.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-804.000	SENIOR PROGRAMS	37.50

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

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

VENDOR TOTAL: 186.00

AMAZONCO01	AMAZON CAPITAL SERVICES	02/12/2025	1JMR-P61H-MV1N	GEN	JAN 25	
80031	P.O BOX 035184	02/18/2025		N		2,984.85
02/01/2025	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/18/2025		N		2,984.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	48.99
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	462.23
101-000.000-239.000	SENIOR CENTER DONATIONS	853.99
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,115.95
206-000.000-768.000	UNIFORMS/ACCESSORIES	164.95
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	137.33
207-000.000-932.000	VEHICLE MAINTENANCE	165.38
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	36.03
		<u>2,984.85</u>

VENDOR TOTAL: 2,984.85

AMERICAN02	APPLIED INNOVATION	02/10/2025	2735725	GEN	CONTRACT BASE 02/05-03/04/2025	
79993	7718 SOLUTION CENTER	02/18/2025		N		227.66
02/06/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		02/18/2025		N		227.66

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	227.66

VENDOR TOTAL: 227.66

BLUEWATERA	BLUE WATER AQUATICS	02/11/2025	231477	GEN	2025 PERMIT FEE 5-20 ACRES	
80027	1944 HOWLAND BLVD.	02/18/2025		N		459.00
02/05/2025	WHITE LAKE MI, 48386	/ /	0.0000	N		0.00
		02/18/2025		Y		459.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
286-000.000-803.000	AQUATIC WEED CONTROL	459.00

VENDOR TOTAL: 459.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
BOUNDTREE1	BOUND TREE MEDICAL, LLC	02/12/2025	85619112	GEN	FD - MEDICAL SCENE SUPPLIES	#8561911
80035	23537 NETWORK PLACE	02/18/2025	20250171	N		587.84
01/09/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		02/18/2025		Y		587.84

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	CURAPLEX ALCOHOL PRE PAD, MED	27.92	27.92
206-000.000-754.000	CURAPLEX SAFETY LANCET	142.32	142.32
206-000.000-754.000	GLOVES, FREEFORM, LG	122.80	122.80
206-000.000-754.000	GLOVES, NITRIDERM, ORG, MED	114.90	114.90
206-000.000-754.000	GLOVES EXAM XLG	179.90	179.90
		587.84	587.84

BOUNDTREE1	BOUND TREE MEDICAL, LLC	02/05/2025	85637039	GEN	FD - SCENE SUPPLIES	#85637039
79942	23537 NETWORK PLACE	02/18/2025	20250156	N		1,079.95
01/24/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		02/18/2025		Y		1,079.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	NASOPH AIRWAY KIT NP	242.32	242.32
206-000.000-754.000	CO2 DETECTOR	152.28	152.28
206-000.000-754.000	IGEL 02 RESUS PACK, LG ADULT	141.16	141.16
206-000.000-754.000	IGEL 02 RESUS PACK, SM ADULT	35.29	35.29
206-000.000-754.000	GLOVES, FREEFORM, LG	122.80	122.80
206-000.000-754.000	GLOVES, NITRIDERM, ORG, MED	118.90	118.90
206-000.000-754.000	FLEX-ALL SPLINT, ORG	117.48	117.48
206-000.000-754.000	SUCTION CATHETER, 10 FR	24.50	24.50
206-000.000-754.000	SUCTION CATHETER, 14 FR	24.50	24.50
206-000.000-754.000	ICE PACK, RAPID COLD	100.72	100.72
		1,079.95	1,079.95

BOUNDTREE1	BOUND TREE MEDICAL, LLC	02/05/2025	85640975	GEN	FD - SCENE SUPPLIES	#85640975
79940	23537 NETWORK PLACE	02/18/2025	20250158	N		179.90
01/28/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		02/18/2025		Y		179.90

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	GLOVE EXAM XL	179.90	179.90

BOUNDTREE1	BOUND TREE MEDICAL, LLC	02/05/2025	85640976	GEN	FD - SCENE SUPPLIES	#85640976
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User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
79941	23537 NETWORK PLACE	02/18/2025	20250157	N		193.98
01/28/2025	CHICAGO IL, 60673-1235	/ /	0.0000	N		0.00
		02/18/2025		Y		193.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-754.000	SODIUM CHLORIDE 0.9%	193.98	193.98

VENDOR TOTAL: 2,041.67

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
BSASOFTW01	BS&A SOFTWARE INC.	02/05/2025	158533	GEN	ANNUAL SERVICE/SUPPORT FEE COMM DELV	
79935	14965 ABBEY LANE	02/18/2025		N		18,421.00
02/01/2025	BATH MI, 48808	/ /	0.0000	N		0.00
		02/18/2025		N		18,421.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	18,421.00

VENDOR TOTAL: 18,421.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

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BANK CODE: GEN

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

C&ECONTR01	C & E CONSTRUCTION CO., INC.	02/05/2025	3024	GEN	GRINDER PUMP REPLACEMENT	5885 WINANS
79937	P.O. BOX 1359	02/18/2025		N		5,554.07
02/03/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		02/18/2025		N		5,554.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,554.07

C&ECONTR01	C & E CONSTRUCTION CO., INC.	02/05/2025	3025	GEN	GRINDER PUMP REPLACEMENT	5955 WINANS
79944	P.O. BOX 1359	02/18/2025		N		5,397.00
02/03/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		02/18/2025		N		5,397.00

Open

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

C&ECONTR01	C & E CONSTRUCTION CO., INC.	02/05/2025	3026	GEN	GRINDER PUMP REPLACEMENT	8235 HILLPO
79943	P.O. BOX 1359	02/18/2025		N		5,397.00
02/04/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		02/18/2025		N		5,397.00

Open

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

C&ECONTR01	C & E CONSTRUCTION CO., INC.	02/11/2025	3027	GEN	GRINDER PUMP REPLACEMENT	5966 WINANS
80025	P.O. BOX 1359	02/18/2025		N		5,397.00
02/06/2025	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		02/18/2025		N		5,397.00

Open

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

VENDOR TOTAL: 21,745.07

User: MarcyM

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UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
CDWGOVER01	CDW GOVERNMENT, INC.	02/05/2025	AC42A4J	GEN	GOV MS SERVER STD/ GOV MS SQL SERVER	
79936	75 REMITTANCE DR SUITE 1515	02/18/2025		N		3,979.83
01/24/2025	CHICAGO IL, 60675-1515	/ /	0.0000	N		0.00
		02/18/2025		N		3,979.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-933.000	SOFTWARE MAINTENANCE	3,979.83

VENDOR TOTAL: 3,979.83

CHARTERC01	CHARTER COMMUNICATIONS	02/05/2025	005447401020125	GEN	TWP 02/01/25-02/28/2025	
79946	PO BOX 223085	02/09/2025		N		330.93
02/01/2025	PITTSBURGH PA, 15251-2085	/ /	0.0000	N		0.00
		02/09/2025		N		330.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	330.93

CHARTERC01	CHARTER COMMUNICATIONS	02/11/2025	005447501020125	GEN	PD SPECTRUM CABLE MONTHLY CHARGES FE	
80000	PO BOX 223085	02/18/2025	20250124	N		216.14
02/01/2025	PITTSBURGH PA, 15251-2085	/ /	0.0000	N		0.00
		02/18/2025		N		216.14

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	FEB 2025 CABLE BILL	216.14	216.14

CHARTERC01	CHARTER COMMUNICATIONS	02/05/2025	0103913012225	GEN	SEN CTR 01/22-02/21/2025	
79945	PO BOX 94188	02/09/2025		N		199.65
01/22/2025	PALATINE IL, 60094-4188	/ /	0.0000	N		0.00
		02/09/2025		N		199.65

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-853.000	PHONE/COMM/INTERNET	199.65

VENDOR TOTAL: 746.72

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
COMPLETE01	COMPLETE BATTERY SOURCE, INC.	02/05/2025	438230BRI	GEN	FD - AGM94R BATTERY-C102 #438230BRI	
79947	6480 GRAND RIVER AVE.	02/18/2025	20250143	N		194.00
01/30/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/18/2025		N		194.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	AGM 94R 800CCA 80AH, C102	194.00	194.00

VENDOR TOTAL: 194.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
CULLIGAN01	CRH OHIO LTD	02/11/2025	951444	GEN	PD WATER FILTER EQUIPMENT 02/01-2/28	
79996	D/B/A CULLIGAN OF ANN ARBOR/DETROIT	02/18/2025	20250162	N		70.00
	46902 LIBERTY DRIVE					
01/31/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/18/2025		N		70.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	WATER FILTER EQUIPMENT	70.00	70.00

VENDOR TOTAL: 70.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
CUSTTOOL01	CUSTOM TOOL & MACHINE	02/11/2025	3072	GEN	DPW E-ONE (9), PUMP HEADS (9), MOTOR	
80008	603 E. WALNUT STREET	02/18/2025		N		2,625.00
01/22/2025	OAKWOOD OH, 45873	/ /	0.0000	N		0.00
		02/18/2025		Y		2,625.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	2,625.00

VENDOR TOTAL: 2,625.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
DELLMARK01	DELL MARKETING L.P.	02/05/2025	10797583602	GEN	POWER EDGE T560 SERVER BOARD APPROVE	
79948	PO BOX 643561	02/18/2025		N		12,783.52
	C/O DELL USA LP					
02/03/2025	PITTSBURGH PA, 15264-3561	/ /	0.0000	N		0.00
		02/18/2025		Y		12,783.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-980.000	CAPITAL EQUIPMENT	12,783.52

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

VENDOR TOTAL: 12,783.52

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

Item 6.

DB: Hamburg

UNJOURNALIZED OPEN

BANK CODE: GEN

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

DTE ENERGY	DTE ENERGY	01/30/2025	010525	GEN	9100 086 3133 5 FD#11	12/21-01/23/20
79894	8001 HAGGERTY RD	02/18/2025		N		1,313.02
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		1,313.02

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,313.02

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 086 3078 2 WWTP	12/21-01/23/202
79886	8001 HAGGERTY RD	02/18/2025		N		8,244.50
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		8,244.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-920.000	ELECTRIC	8,244.50

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 146 5433 9 BIOXIDE STATION	12/2
79887	8001 HAGGERTY RD	02/18/2025		N		12.89
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		12.89

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	12.89

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 139 0346 3 PACKER STATION	12/21
79888	8001 HAGGERTY RD	02/18/2025		N		319.13
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		319.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	319.13

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 086 3167 3 TWP	12/23-01/23/2025
79889	8001 HAGGERTY RD	02/18/2025		N		1,901.36
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		1,901.36

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	1,901.36

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

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BANK CODE: GEN

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

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9200 190 0961 1 9464 KRESS 12/21-01/	
79890	8001 HAGGERTY RD	02/18/2025		N		1,153.97
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		1,153.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	1,153.97

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 081 1673 3 SOCCER FIELDS 12/21-	
79891	8001 HAGGERTY RD	02/18/2025		N		90.73
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		90.73

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	90.73

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 081 1689 9 SOCCER FIELDS 12/21-	
79892	8001 HAGGERTY RD	02/18/2025		N		60.58
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		60.58

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	60.58

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 095 9768 3 SEN CTR 12/21-01/23/	
79893	8001 HAGGERTY RD	02/18/2025		N		493.98
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		493.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-920.000	ELECTRIC	493.98

DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 086 3118 6 HAMBURG RD SIREN 12/	
79895	8001 HAGGERTY RD	02/18/2025		N		21.19
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		21.19

Open

GL NUMBER	DESCRIPTION	AMOUNT
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User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

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BANK CODE: GEN

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

206-000.000-920.100	SIREN ELECTRIC USAGE					21.19
DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 160 2711 2 PD 12/21-01/23/2025	
79896	8001 HAGGERTY RD	02/18/2025		N		1,532.54
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		1,532.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
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207-000.000-920.000	ELECTRIC	1,532.54
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DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 160 2734 4 3490 M 36 12/21-01/2	
79897	8001 HAGGERTY RD	02/18/2025		N		52.12
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		52.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-751.000-920.000	ELECTRIC	52.12
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DTE ENERGY	DTE ENERGY	01/30/2025	013025	GEN	9100 122 7190 4 10511 MERRILL 01/21-	
79898	8001 HAGGERTY RD	02/18/2025		N		19.38
01/23/2025	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		02/18/2025		N		19.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-751.000-920.000	ELECTRIC	19.38
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VENDOR TOTAL:	15,215.39
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BANK CODE: GEN

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

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0884 6 7201 WINANS	12/20-01
79837	PO BOX 740786	02/12/2025		N		21.13
01/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/12/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0885 3 2952 SHEHAN	12/20-01
79836	PO BOX 740786	02/13/2025		N		21.13
01/21/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/13/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 086 3063 4 8520 HAMBURG	12/20-0
79839	PO BOX 740786	02/15/2025		N		747.53
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		747.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	747.53

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 081 1657 6 10090 HAMBURG	12/20-
79840	PO BOX 740786	02/15/2025		N		850.14
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		850.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	850.14

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 141 9399 9 6414 WINANS	12/20-01
79841	PO BOX 740786	02/15/2025		N		385.41
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		385.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	385.41

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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DB: Hamburg

UNJOURNALIZED OPEN

BANK CODE: GEN

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

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0878 8 9470 CHILSON RD 12/2	
79842	PO BOX 740786	02/15/2025		N		21.13
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0879 6 6730 STRAWBERRY LAKE	
79843	PO BOX 740786	02/15/2025		N		21.13
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0883 8 2789 M 36 12/21-01/2	
79846	PO BOX 740786	02/15/2025		N		21.13
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 279 0880 4 8661 PETTYSVILLE 12/	
79845	PO BOX 740786	02/14/2025		N		21.13
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/14/2025		N		21.13

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.13

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 167 2020 3 7701 HAMBURG 12/20-0	
79847	PO BOX 740786	02/14/2025		N		22.40
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/14/2025		N		22.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
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BANK CODE: GEN

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

206-000.000-920.100	SIREN ELECTRIC USAGE					22.40
DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 086 3146 7 FD#12 12/20-01/22/20	
79832	PO BOX 740786	02/15/2025		N		1,804.77
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		1,804.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,804.77

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9200 190 0960 3 7602 CHILSON 12/21-0	
79833	PO BOX 740786	02/15/2025		N		20.94
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		20.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	20.94

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 114 5063 2 4752 STRAWBERRY LAKE	
79834	PO BOX 740786	02/15/2025		N		20.94
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		20.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	20.94

DTEENRGY01	DTE ENERGY	01/27/2025	01272025	GEN	9100 167 2011 2 UNIT LTG 12/20-01/22	
79835	PO BOX 740786	02/15/2025		N		223.70
01/22/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		223.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	223.70

VENDOR TOTAL: 4,202.61

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
DETROITE02	DTE ENERGY - STREET LIGHTS	12/31/2024	01142025	GEN	9100 4056 2340 STREET LIGHTS	12/01/2
79697	PO BOX 740786	02/11/2025		N		1,665.00
12/31/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/11/2025		N		1,665.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	1,665.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
DETROITE02	DTE ENERGY - STREET LIGHTS	01/27/2025	01272025	GEN	9100 086 3102 0 11332 ALGONQUIN	12/2
79838	PO BOX 740786	02/15/2025		N		162.74
01/23/2025	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		02/15/2025		N		162.74

Open

GL NUMBER	DESCRIPTION	AMOUNT
282-000.000-926.000	STREET LIGHTING	162.74

VENDOR TOTAL: 1,827.74

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ELCTSOURC1	ELECTION SOURCE	02/05/2025	ESCOM-20804	GEN	CLERK VOTING BOOTHS AND SUPPLIES	
79949	4615 DANVERS DRIVE, SE	02/18/2025		N		3,764.91
02/05/2025	GRAND RAPIDS MI, 49512	/ /	0.0000	N		0.00
		02/18/2025		N		3,764.91

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-752.001	SUPPLIES FOR ELECTIONS	3,764.91

VENDOR TOTAL: 3,764.91

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

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BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ELECTROCYC	ELECTROCYCLE, INC.	02/05/2025	60172	GEN	ONSITE DOC DESTRUCTION (2) 95 GAL TO	
79950	23953 RESEARCH DR.	02/18/2025		N		53.00
02/04/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		02/18/2025		N		53.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	53.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ELECTROCYC	ELECTROCYCLE, INC.	02/05/2025	60173	GEN	ONSITE DOC DESTRUCTION (1) 65 GAL TO	
79951	23953 RESEARCH DR.	02/18/2025		N		40.00
02/04/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		02/18/2025		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-955.000	SUNDRY	40.00

VENDOR TOTAL: 93.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ELITEFIRE	ELITE FIRE SAFETY, LLC.	02/05/2025	C13270	GEN	FD - ST 12 ANNUAL SERV AGREEMENT #C1	
79952	46620 RYAN COURT	02/18/2025	20250135	N		1,250.00
01/01/2025	NOVI MI, 48377	/ /	0.0000	N		0.00
		02/18/2025		Y		1,250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-931.000	ANNAUAL SERV FIRE ALARMS/EXTINGUISHERS	1,250.00	1,250.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ELITEFIRE	ELITE FIRE SAFETY, LLC.	02/05/2025	C13271	GEN	FD - ST 11 ANNUAL SERVICE AGREEMENT	
79953	46620 RYAN COURT	02/18/2025	20250136	N		500.00
01/29/2025	NOVI MI, 48377	/ /	0.0000	N		0.00
		02/18/2025		Y		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-931.000	ANNUAL SERVICE FIRE ALARMS/EXTINGUISHERS	500.00	500.00

VENDOR TOTAL: 1,750.00

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
FASTENAL01	FASTENAL COMPANY	02/06/2025	MIDE6168263	GEN	DPW FASTENERS (200)	
79954	P.O. BOX 1286	02/18/2025		N		518.12
01/31/2025	WINONA MN, 55987-1286	/ /	0.0000	N		0.00
		02/18/2025		Y		518.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	518.12

VENDOR TOTAL: 518.12

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
JUNGCHRS01	FIREWRENCH OF MICHIGAN	02/06/2025	1243	GEN	FD - EN 12 MAINTENANCE, WATER LEAK #	
79957	25840 JOHNS ROAD	02/18/2025	20250151	N		421.20
02/02/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		02/18/2025		Y		421.20

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	EN 12 WATER LEAK REPAIR	375.00	375.00
206-000.000-932.000	TRAVEL MILES	46.20	46.20
		421.20	421.20

JUNGCHRS01	FIREWRENCH OF MICHIGAN	02/06/2025	1244	GEN	FD - EN12 MAINTENANCE #1244	
79956	25840 JOHNS ROAD	02/18/2025	20250150	N		1,029.90
02/02/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		02/18/2025		Y		1,029.90

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	EN 12 WASH/LEAK CHECK, TAIL LIGHTS	787.50	787.50
206-000.000-932.000	EN 12 INSTALLED NEW BIN FILE LIGHTS	150.00	150.00
206-000.000-932.000	TRAVEL MILES	92.40	92.40
		1,029.90	1,029.90

JUNGCHRS01	FIREWRENCH OF MICHIGAN	02/06/2025	1252	GEN	FD - ENG 11 MAINTENANCE/REPAIR #1252	
79955	25840 JOHNS ROAD	02/18/2025	20250159	N		1,873.60
01/06/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		02/18/2025		Y		1,873.60

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	PUMP SHIFT DIAGNOSIS	700.00	700.00
206-000.000-932.000	PUMP SHIFT REPLACEMENT	600.00	600.00
206-000.000-932.000	ROSENBAUER PUMP SHIFT	464.40	464.40
206-000.000-932.000	TRAVEL MILES	109.20	109.20
		1,873.60	1,873.60

JUNGCHRS01	FIREWRENCH OF MICHIGAN	02/12/2025	1262	GEN	FD - ENG 11 MAINTENANCE/REPAIR #1262	
80036	25840 JOHNS ROAD	02/18/2025	20250169	N		452.50
01/21/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
		02/18/2025		Y		452.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

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

206-000.000-932.000	DPF FILTER REPAIR				400.00	400.00
206-000.000-932.000	TRAVEL MILES				52.50	52.50
					<u>452.50</u>	<u>452.50</u>

JUNGCHRS01	FIREWRENCH OF MICHIGAN	02/12/2025	1263	GEN	FD - ENG 12 MAINTENANCE/REPAIR #1263	
80037	25840 JOHNS ROAD	02/18/2025	20250170	N		1,455.00
01/24/2025	SOUTH LYON MI, 48178	/ /	0.0000	N		0.00
						<u>1,455.00</u>

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	DEF FLUID TANK	1,350.00	1,350.00
206-000.000-932.000	TRAVEL MILES	105.00	105.00
		<u>1,455.00</u>	<u>1,455.00</u>

VENDOR TOTAL: 5,232.20

FLAGSTRBNK	FLAGSTAR BANK, FSB	02/12/2025	02042025	GEN	JAN 2025	
80032	CARDMEMBER SERVICES	02/18/2025		N		3,951.66
	PO BOX 790408	/ /	0.0000	N		0.00
02/04/2025	SAINT LOUIS MO, 63179-0408	02/18/2025		Y		<u>3,951.66</u>

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-910.000	PROFESSIONAL DEVELOPMENT	539.70
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	531.00
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	339.14
207-000.000-916.000	TRAINING	302.40
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	258.81
206-000.000-916.000	TRAINING	262.00
101-000.000-239.700	SENIOR CENTER LUNCH PROGRAM	100.15
206-000.000-801.000	CONTRACTUAL SERVICES	89.00
206-000.000-801.000	CONTRACTUAL SERVICES	165.98
101-820.000-804.000	SENIOR PROGRAMS	202.27
101-000.000-239.300	SENIOR CENTER ACTIVITY FUND	187.21
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	724.00
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	250.00
		<u>3,951.66</u>

VENDOR TOTAL: 3,951.66

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
HIGHTREATM	HIGHLAND TREATMENT INC	02/11/2025	152289	GEN	FEB 2025 SAMPLING	
80023	P.O. BOX 1089	02/18/2025		N		245.00
02/01/2025	HIGHLAND MI, 48357-1089	/ /	0.0000	N		0.00
		02/18/2025		N		245.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	81.67
207-000.000-930.002	MAINTENANCE POLICE BUILDING	81.67
101-265.000-930.008	MAINTENANCE LIBRARY	81.66
		<u>245.00</u>

VENDOR TOTAL: 245.00

EMERGENC06	HOLLAND MOTOR HOMES & BUS CO	02/06/2025	021303	GEN	FD - DEF UNIT HEAD W SENSOR #021303	
79985	DBA EMERGENCY VEHICLES PLUS	02/18/2025	20250160	N		1,607.61
	670 E. 16TH STREET					
02/03/2025	HOLLAND MI, 49423	/ /	0.0000	N		0.00
		02/18/2025		Y		1,607.61

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	DEF UNIT HEAD W SENSOR	1,570.53	1,570.53
206-000.000-932.000	FREIGHT	37.08	37.08
		<u>1,607.61</u>	<u>1,607.61</u>

EMERGENC06	HOLLAND MOTOR HOMES & BUS CO	02/06/2025	021321	GEN	FD - VEH MAINTENANCE, GRAINGER, GATE	
79984	DBA EMERGENCY VEHICLES PLUS	02/18/2025	20250161	N		101.87
	670 E. 16TH STREET					
02/06/2025	HOLLAND MI, 49423	/ /	0.0000	N		0.00
		02/18/2025		Y		101.87

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	GRAINGER, GATE VALVE 2"FLR DRY HOPPER	74.82	74.82
206-000.000-932.000	FREIGHT	27.05	27.05
		<u>101.87</u>	<u>101.87</u>

VENDOR TOTAL: 1,709.48

User: MarcyM

DB: Hamburg

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BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
HRNVLLYGUN	HURON VALLEY GUNS, LLC	02/06/2025	225779	GEN	FD - UNIFORM ITEMS #225779 WARLOW	
79958	56477 GRAND RIVER AVE.	02/18/2025	20250139	N		317.97
01/21/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		02/18/2025		Y		317.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	LOGO EMBROIDERY	75.00	75.00
206-000.000-768.000	NAME EMBROIDERY	45.00	45.00
206-000.000-768.000	EMBROIDERY - TAPE/NAME/VELCRO	15.00	15.00
206-000.000-768.000	ELBECO JOB SHIRT LG	70.99	70.99
206-000.000-768.000	MENS L/S POLO L	51.99	51.99
206-000.000-768.000	MENS L/S POLO L/TALL	59.99	59.99
		317.97	317.97

HRNVLLYGUN	HURON VALLEY GUNS, LLC	02/06/2025	225782	GEN	PD UNIFORMS - HARVEY	
79959	56477 GRAND RIVER AVE.	02/18/2025	20250137	N		68.99
01/21/2025	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		02/18/2025		Y		68.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	MENS UV1 UNDERVEST L/S SHIRT	68.99	68.99

VENDOR TOTAL: 386.96

IMAGEBUSIN	IMAGE BUSINESS SOLUTIONS, INC	02/10/2025	274345	GEN	PD 01/09-02/08/2025	
79994	28339 BECK RD	02/18/2025		N		109.22
	SUITE F2					
02/06/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/18/2025		N		109.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	109.22

VENDOR TOTAL: 109.22

User: MarcyM

DB: Hamburg

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ASSURED01	JAYS ASSURED PEST CONTROL LLC	02/11/2025	6928	GEN	MONTHLY SERVICE FEB 2025	
80022	P.O. BOX 591	02/18/2025		N		297.00
02/01/2025	BRIGHTON MI, 48116-0591	/ /	0.0000	N		0.00
		02/18/2025		Y		297.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-801.000		36.00
206-000.000-801.000	CONTRACTUAL SERVICES	75.00
206-000.000-801.000	CONTRACTUAL SERVICES	65.00
207-000.000-801.000	CONTRACTUAL SERVICES	85.00
101-820.000-801.000	CONTRACTUAL SERVICES	36.00
		<u>297.00</u>

VENDOR TOTAL: 297.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
KENTCOMMNC	KCI	02/11/2025	343553	GEN	RST BILLS NOV DEC JAN	
80006	3901 EAST PARIS AVE. S.E.	02/18/2025		N		353.16
01/31/2025	GRAND RAPIDS MI, 49512	/ /	0.0000	N		0.00
		02/18/2025		Y		353.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-851.000	POSTAGE	353.16

VENDOR TOTAL: 353.16

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
KENNEDYI01	KENNEDY INDUSTRIES, INC.	02/06/2025	701794	GEN	DPW ANNUAL SERVICE JAN 2025-DEC 2025	
79960	P.O. BOX 930079	02/18/2025		N		4,056.00
01/30/2025	WIXOM MI, 48393	/ /	0.0000	N		0.00
		02/18/2025		N		4,056.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-853.000	PHONE/COMM/INTERNET	4,056.00

VENDOR TOTAL: 4,056.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

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BANK CODE: GEN

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

KINGKLEA01	KING KLEANERS	02/06/2025	010625	GEN	FD - ST 1 DEC 2024 DRY CLEANING	
79961	5589 E. M-36	02/18/2025	20250144	N		263.50
	SUITE B3					
01/06/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		Y		263.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	ST 12 DEC 2024 DRY CLEANING	263.50	263.50

KINGKLEA01	KING KLEANERS	02/12/2025	02062024	GEN	FD - ST 11 DRY CLEANING #1/20/25-2/3	
80038	5589 E. M-36	02/18/2025	20250167	N		73.50
	SUITE B3					
02/06/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		Y		73.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD DRY CLEANING CHARGES	73.50	73.50

KINGKLEA01	KING KLEANERS	02/12/2025	02062025	GEN	FD - ST 12 DRY CLEANING #1/6/25-2/3/	
80033	5589 E. M-36	02/18/2025	20250166	N		260.00
	SUITE B3					
02/06/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		Y		260.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD DRY CLEANING CHARGES	260.00	260.00

KINGKLEA01	KING KLEANERS	02/11/2025	02062025	GEN	PD - UNIFORM DRY CLEANING JANUARY 20	
79997	5589 E. M-36	02/18/2025	20250163	N		221.00
	SUITE B3					
02/06/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		Y		221.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.500	PD UNIFORM DRY CLEANING	221.00	221.00

VENDOR TOTAL: 818.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

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BANK CODE: GEN

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

LAKELAND01	LAKELAND ACE HARDWARE, INC.	02/10/2025	12376	GEN	FD SOFTNER SALT	
79987	PO BOX 1000	02/18/2025		N		89.90
01/04/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		89.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	89.90

LAKELAND01	LAKELAND ACE HARDWARE, INC.	02/10/2025	12442	GEN	DPW TRASH CAN-CREDIT FOR INV PAID X	
79990	PO BOX 1000	02/18/2025		N		36.99
01/15/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		36.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	68.97
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	(31.98)
		<u>36.99</u>

LAKELAND01	LAKELAND ACE HARDWARE, INC.	01/22/2025	12455	GEN	FD - STATION SUPPLIES	
79794	PO BOX 1000	02/18/2025	20250098	N		171.69
01/19/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		171.69

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	PAPER TOWEL HOLDER	8.99	8.99
206-000.000-752.000	GREASE CUP LINERS 10 PK	8.99	8.99
206-000.000-752.000	SWIVEL PEELER	15.99	15.99
206-000.000-752.000	KITCHEN SCISSORS	3.59	3.59
206-000.000-752.000	ENG BRITE LOW VOC	15.98	15.98
206-000.000-752.000	ENG BRITE GEL	17.18	17.18
206-000.000-752.000	GRIDDLE TOOL SET	67.98	67.98
206-000.000-752.000	BLENDER PLS BLK 6 CUP	32.99	32.99
		<u>171.69</u>	<u>171.69</u>

LAKELAND01	LAKELAND ACE HARDWARE, INC.	01/28/2025	12483	GEN	FD - STA 11 SUPPLIES #12483/1	
79861	PO BOX 1000	02/18/2025	20250128	N		9.98
01/25/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		9.98

Open

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	HANDLE HRD 15/60X60"	8.99	8.99
206-000.000-752.000	FASTENER	0.99	0.99
		<u>9.98</u>	<u>9.98</u>

LAKELAND01	LAKELAND ACE HARDWARE, INC.	02/10/2025	12494	GEN	FD - MULE EQUIPMENT #12494/1	
79988	PO BOX 1000	02/18/2025	20250134	N		53.96
01/27/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		53.96

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	TIE DOWN RTCH ORG 15 2PK	39.98	39.98
206-000.000-932.000	EXT WND DE-ICER LIQ GAL	13.98	13.98
		<u>53.96</u>	<u>53.96</u>

LAKELAND01	LAKELAND ACE HARDWARE, INC.	02/10/2025	12511	GEN	FD - STATION SUPPLIES #12511/1	
79989	PO BOX 1000	02/18/2025	20250142	N		10.05
01/29/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		10.05

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-752.000	FASTENERS-NUTS-BOLTS	7.80	7.80
206-000.000-752.000	FASTENERS-NUTS-BOLTS	2.25	2.25
		<u>10.05</u>	<u>10.05</u>

VENDOR TOTAL: 372.57

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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BANK CODE: GEN

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

LAKESIDESV	LAKESIDE SERVICE COMPANY	02/11/2025	182953396	GEN	DPW RADIANT TUBE HEATER REP	
80007	4367 S. OLD US HWY 23	02/18/2025		N		205.00
01/23/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/18/2025		Y		205.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-930.011	ENTERPRISE POLE BARN (ORIGINAL)	205.00

LAKESIDESV	LAKESIDE SERVICE COMPANY	02/11/2025	183161321	GEN	DPW WATER HEATER	
80005	4367 S. OLD US HWY 23	02/18/2025		N		1,557.49
01/29/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/18/2025		Y		1,557.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-930.011	ENTERPRISE POLE BARN (ORIGINAL)	1,557.49

LAKESIDESV	LAKESIDE SERVICE COMPANY	02/06/2025	183330951	GEN	TWP HVAC REPAIR SC	
79962	4367 S. OLD US HWY 23	02/18/2025		N		205.00
02/03/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/18/2025		Y		205.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	205.00

LAKESIDESV	LAKESIDE SERVICE COMPANY	02/10/2025	183443122	GEN	TWP HVAC REPAIR	
79991	4367 S. OLD US HWY 23	02/18/2025		N		3,294.00
02/10/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		02/18/2025		Y		3,294.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-930.000	MAINTENANCE TWP HALL	3,294.00

VENDOR TOTAL: 5,261.49

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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DB: Hamburg

UNJOURNALIZED OPEN

BANK CODE: GEN

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

LIVINGST12	LIVINGSTON COUNTY REGISTER OF DEEDS	02/11/2025	02062025	GEN	SEWER AGREEMENT/EASEMENT GRANT	60.00
80026	200 E. GRAND RIVER AVE.	02/18/2025		N		
	SUITE 3					
02/06/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/18/2025		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-538.000-955.000	SUNDRY	60.00

VENDOR TOTAL: 60.00

LIVINGST02	LIVINGSTON COUNTY TREASURER	02/11/2025	02102025	GEN	BOR/PRE ADJUSTMENT	
80024	LIVINGSTON COUNTY COURT HOUSE	02/18/2025		N		464.94
	200 E. GRAND RIVER					
02/07/2025	HOWELL MI, 48843-2398	/ /	0.0000	N		0.00
		02/18/2025		N		464.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	464.94

VENDOR TOTAL: 464.94

MERITLAB01	MERIT LABORATORIES	02/06/2025	69973	GEN	HAMBURG	
79968	2680 EAST LANSING DRIVE	02/18/2025		N		1,877.00
01/31/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		02/18/2025		Y		1,877.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-952.000	LAB ANALYSIS - WWTP	1,877.00

MERITLAB01	MERIT LABORATORIES	02/06/2025	70068	GEN	PORTAGE LAKE	
79967	2680 EAST LANSING DRIVE	02/18/2025		N		493.00
01/31/2025	EAST LANSING MI, 48823	/ /	0.0000	N		0.00
		02/18/2025		Y		493.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	493.00

VENDOR TOTAL: 2,375.00

Item 6.

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BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MAS	MICHIGAN AIR SOLUTIONS	02/12/2025	S20-24003447	GEN	FD - ST 12 HVAC MAINTENANCE #S202400	
80034	DEPT 2227	02/18/2025	20250172	N		611.50
	PO BOX 122227					
02/10/2025	DALLAS TX, 75312-2227	/ /	0.0000	N		0.00
		02/18/2025		N		611.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	MASS ISO100 1 GALLON	79.00	79.00
206-000.000-930.003	LABOR	437.50	437.50
206-000.000-930.003	MILES	95.00	95.00
		<u>611.50</u>	<u>611.50</u>

VENDOR TOTAL: 611.50

MICHIGANFI	MICHIGAN FINANCE AUTHORITY	02/11/2025	01292025	GEN	STATE REVOLVING FUND 5301-01 /5308-0	
80021	60 LIVINGSTON AVE	02/18/2025		N		18,802.53
01/29/2025	ST PAUL MN, 55107	/ /	0.0000	N		0.00
		02/18/2025		N		18,802.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-539.000-992.000	INTEREST EXPENSE	14,437.50
590-539.000-992.000	INTEREST EXPENSE	4,365.03
		<u>18,802.53</u>

VENDOR TOTAL: 18,802.53

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

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BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MICHIGANST 80011	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350	02/11/2025 02/18/2025	02102025	GEN N	CASE# 810013564 PAYROLL 01/27-02/09/	59.08
02/10/2025	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		02/18/2025		N		59.08

Open

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

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MICHIGANST 80012	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350	02/11/2025 02/18/2025	02102025	GEN N	CASE #912854739 PAYROLL 01/27-02/09/	380.46
02/10/2025	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		02/18/2025		N		380.46

Open

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

VENDOR TOTAL: 439.54

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

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

MSUANRAGRI	MICHIGAN STATE UNIVERSITY	02/06/2025	01302025	GEN	CLERK REG GOVERNING ESSENTIAL	WBINAR
79963	ANR EVENT SERVICES/LAND DIVISION CL	02/18/2025		N		50.00
	446 W. CIRCLE DR., ROOM 11; AG HALL					
01/30/2025	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		02/18/2025		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	50.00

MSUANRAGRI	MICHIGAN STATE UNIVERSITY	02/06/2025	01302025	GEN	GOVERNING ESSENTIALS WEBINAR C	PATON
79964	ANR EVENT SERVICES/LAND DIVISION CL	02/18/2025		N		50.00
	446 W. CIRCLE DR., ROOM 11; AG HALL					
01/30/2025	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		02/18/2025		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	50.00

MSUANRAGRI	MICHIGAN STATE UNIVERSITY	02/06/2025	01302025	GEN	GOVERNING ESSENTIALS WEBINAR M	KUZNE
79965	ANR EVENT SERVICES/LAND DIVISION CL	02/18/2025		N		50.00
	446 W. CIRCLE DR., ROOM 11; AG HALL					
01/30/2025	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		02/18/2025		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	50.00

MSUANRAGRI	MICHIGAN STATE UNIVERSITY	02/06/2025	01302025	GEN	GOVERNING ESSENTIALS WEBINAR M	DOLAN
79966	ANR EVENT SERVICES/LAND DIVISION CL	02/18/2025		N		50.00
	446 W. CIRCLE DR., ROOM 11; AG HALL					
01/30/2025	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		02/18/2025		N		50.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	50.00

VENDOR TOTAL: 200.00

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

MTOAINC21	MICHIGAN TACTICAL OFFICERS	02/11/2025	30000323	GEN	PD MTOA CONFERENCE - WALLACE	
79999	ASSOCIATION, INC.	02/18/2025	20250164	N		250.00
	3815 VICTORIA COURT					
02/10/2025	OXFORD MI, 48371	/ /	0.0000	N		0.00
		02/18/2025		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-807.000	MTOA CONFERENCE FEE	250.00	250.00

MTOAINC21	MICHIGAN TACTICAL OFFICERS	02/11/2025	30000359	GEN	PD MTOA CONFERENCE 1 DAY 5-30-25 GAR	
80014	ASSOCIATION, INC.	02/18/2025	20250173	N		250.00
	3815 VICTORIA COURT					
02/11/2025	OXFORD MI, 48371	/ /	0.0000	N		0.00
		02/18/2025		N		250.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-916.000	SELF CARE AND WELLNESS FOR CRISIS NEG	250.00	250.00

VENDOR TOTAL: 500.00

MOTOROLA01	MOTOROLA SOLUTIONS INC.	02/11/2025	1411159849	GEN	PD VIDEOMANAGER EL, BODY WORN CAMERA	
79998	13108 COLLECTIONS CENTER DRIVE	02/18/2025	20250154	N		195.00
02/04/2025	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		02/18/2025		N		195.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-933.000	BODY WORN CAMERA ANNUAL LICENSE	195.00	195.00

VENDOR TOTAL: 195.00

MERS000001	MUNICIPAL EMPLOYEE'S RETIRE-	02/11/2025	00164168-4	GEN	2025-01	
80030	1134 MUNICIPAL WAY	02/13/2025		N		52,256.20
02/11/2025	LANSING MI, 48917	/ /	0.0000	N		0.00
		02/13/2025		N		52,256.20

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	17,734.35
207-000.000-716.000	DEFINED CONTRIBUTION	34,521.85

52,256.20

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

VENDOR TOTAL: 52,256.20

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2492	GEN	RIVERSIDE,CENTURY, LAGOON AND RADIAL	
79981	8111 HAMMEL ROAD	02/18/2025		N		2,120.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		2,120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
279-000.000-802.000	ROAD IMPROVEMENT	2,120.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2493	GEN	COMMUNITY DR PLOW 01/11	
79983	8111 HAMMEL ROAD	02/18/2025		N		150.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		150.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
276-000.000-802.000	ROAD IMPROVEMENT	150.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2494	GEN	NORENE & PERAY DR PLOW 01/11 & 01/23	
79982	8111 HAMMEL ROAD	02/18/2025		N		330.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		330.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
275-000.000-802.000	ROAD IMPROVEMENT	330.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2495	GEN	WINANS DR PLOW-SAND 01/11, 1/23 & 0	
79976	8111 HAMMEL ROAD	02/18/2025		N		705.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		705.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
284-000.000-802.000	ROAD IMPROVEMENT	705.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2496	GEN	SCOTT DRIVE PLOW 01/11 & 01/23	
79977	8111 HAMMEL ROAD	02/18/2025		N		370.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		370.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
273-000.000-802.000	ROAD IMPROVEMENT	370.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

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

MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2497	GEN	RUSTIC RD & LAKE POINT PLOW	01/11
79978	8111 HAMMEL ROAD	02/18/2025		N		260.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		260.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
272-000.000-802.000	ROAD IMPROVEMENT	260.00

MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2498	GEN	CAMPBELL DRIVE PLOW	01/11 & 01/23
79980	8111 HAMMEL ROAD	02/18/2025		N		320.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		320.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
281-000.000-802.000	ROAD IMPROVEMENT	320.00

MYERSEXC02	MYERS GROUP ENTERPRISES LLC	02/06/2025	2499	GEN	ISLAND SHORE & SCHLENKER PLOW & SAND	
79979	8111 HAMMEL ROAD	02/18/2025		N		1,050.00
02/05/2025	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		02/18/2025		Y		1,050.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
280-000.000-802.000	ROAD IMPROVEMENT	1,050.00

VENDOR TOTAL: 5,305.00

ODP BUSINE	ODP BUSINESS SOLUTIONS, LLC	02/06/2025	0131	GEN	FD TAPE D1-2PACK	
79969	PO BOX 633301	02/18/2025		N		27.42
01/31/2025	CINCINNATI OH, 45263-3301	/ /	0.0000	N		0.00
		02/18/2025		Y		27.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	27.42

VENDOR TOTAL: 27.42

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

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

OFFICEXP01	OFFICE EXPRESS, INC.	02/06/2025	572051	GEN	PD COPY PAPER	
79970	1280 E BIG BEAVER SUITE A	02/18/2025	20250125	N		125.97
01/28/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		02/18/2025		N		125.97

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	COPY PAPER OEX85110	125.97	125.97

OFFICEXP01	OFFICE EXPRESS, INC.	02/06/2025	572389	GEN	SENIOR CENTER ADVISORY BOARD DESK SI	
79975	1280 E BIG BEAVER SUITE A	02/18/2025		N		27.64
02/05/2025	TROY MI, 48083	/ /	0.0000	N		0.00
		02/18/2025		N		27.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-955.000	SUNDRY	27.64

VENDOR TOTAL: 153.61

PITNEYBO01	PITNEY BOWES GLOBAL FINANCIAL	02/10/2025	3320322962	GEN	12/28/2024-03/27/2025	
79986	P.O. BOX 981022	02/18/2025		N		473.67
02/06/2025	BOSTON MA, 02298-1022	/ /	0.0000	N		0.00
		02/18/2025		Y		473.67

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-851.000	POSTAGE	473.67

VENDOR TOTAL: 473.67

POLABORCOU	POLICE OFFICER LABOR COUNCIL	02/11/2025	02132025	GEN	FEB DUES	
80013	EXECUTIVE OFFICES	02/18/2025		N		848.00
02/11/2025	667 E. BIG BEAVER, SUITE 205	/ /	0.0000	N		0.00
	TROY MI, 48083	02/18/2025		N		848.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.100	DUE TO UNION DUES	848.00

VENDOR TOTAL: 848.00

User: MarcyM

EXP CHECK RUN DATES 07/01/2024 - 02/18/2025

DB: Hamburg

UNJOURNALIZED OPEN

Item 6.

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
PRINTSYS01	PRINTING SYSTEMS, INC.	02/06/2025	237069	GEN	ELECTION SUPPLIES	
79971	12005 BEECH DALY ROAD	02/18/2025		N		172.51
02/04/2025	TAYLOR MI, 48180	/ /	0.0000	N		0.00
		02/18/2025		N		172.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-752.001	SUPPLIES FOR ELECTIONS	172.51

VENDOR TOTAL: 172.51

REDMONDJ01	REDMOND ENVIRONMENTAL INC.	02/10/2025	11032	GEN	DPW CUTTER AND SCREW PARTS	
79995	1355 N. 7TH STREET	02/18/2025		N		1,290.99
02/07/2025	LAKE CITY MN, 55041	/ /	0.0000	N		0.00
		02/18/2025		N		1,290.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	1,290.99

VENDOR TOTAL: 1,290.99

STAPLES I02	STAPLES ADVANTAGE	02/04/2025	7003953742	GEN	01.01.2025-01.31.2025	
79904	P.O. BOX 660409	02/18/2025		N		377.93
01/31/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/18/2025		N		377.93

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	173.36
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	66.09
101-257.000-955.000	SUNDRY	73.83
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	64.65

377.93

VENDOR TOTAL: 377.93

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

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

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	02/11/2025	6481562	GEN	TWP CPC BILLING 01/01-01/31/25	
80002	PO BOX 927	02/18/2025		N		53.56
02/03/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		02/18/2025		Y		53.56

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	53.56

TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	02/10/2025	6490377	GEN	TWP CPC BILLING 01/06-02/05/2025	
79992	PO BOX 927	02/18/2025		N		28.39
02/04/2025	BUFFALO NY, 14240-0927	/ /	0.0000	N		0.00
		02/18/2025		Y		28.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	28.39

VENDOR TOTAL: 81.95

TLOLLC	TRANSUNION RISK AND ALTERNATIVE	02/11/2025	378853-202501-1	GEN	PD - TLO MONTHLY CHARGES 01/01/25-01	
80001	DATA SOLUTIONS, INC.	02/18/2025	20250153	N		75.00
	P.O. BOX 209047					
02/01/2025	DALLAS TX, 75320-9047	/ /	0.0000	N		0.00
		02/18/2025		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-801.000	JANUARY CHARGES	75.00	75.00

VENDOR TOTAL: 75.00

Item 6.

UNJOURNALIZED OPEN

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
SUNOCOTO01	WEX BANK	01/27/2025	102315086	GEN	FUEL PURCHASES 12/24/2024-01/23/2025	
79827	P.O. BOX 6293	02/12/2025		N		1,005.47
01/23/2025	CAROL STREAM IL, 60197	/ /	0.0000	N		0.00
		02/12/2025		N		1,005.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-759.000	VEHICLE FUEL	405.11
590-527.000-759.000	VEHICLE FUEL	477.53
101-275.000-759.000	VEHICLE FUEL	112.83
101-275.000-759.000	VEHICLE FUEL	10.00
		<u>1,005.47</u>

VENDOR TOTAL: 1,005.47

WHITEWOOD	WHITEWOOD TREE SERVICE INC	02/06/2025	INV0240	GEN	CEMETERY TREE REMOVAL	
79972	9855 CARRUTHERS DR.	02/18/2025		N		750.00
02/04/2025	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		02/18/2025		N		750.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-567.000-930.000	MAINTENANCE	750.00

VENDOR TOTAL: 750.00

TOTAL - ALL VENDORS: 236,486.52

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 General Fund							
Dept 000.000							
101-000.000-073.003	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	1,376.40	
101-000.000-228.010	02/10/25	MICHIGAN STATE DISBURSEMENT UN	CASE# 810013564 PAYROLL 01/27-02/09	02102025	02/18/25	59.08	
101-000.000-228.010	02/10/25	MICHIGAN STATE DISBURSEMENT UN	CASE #912854739 PAYROLL 01/27-02/09	02102025	02/18/25	380.46	
101-000.000-231.100	02/11/25	POLICE OFFICER LABOR COUNCIL	FEB DUES	02132025	02/18/25	848.00	
101-000.000-231.500	02/11/25	ALERUS RETIREMENT SOLUTIONS	457	02112025	02/13/25	15,460.29	
101-000.000-231.500	02/11/25	MUNICIPAL EMPLOYEE'S RETIRE-	2025-01	00164168-4	02/13/25	17,734.35	
101-000.000-239.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MVIN	02/18/25	853.99	
101-000.000-239.300	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	187.21	
101-000.000-239.700	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	100.15	
101-000.000-415.000	02/07/25	LIVINGSTON COUNTY TREASURER	BOR/PRE ADJUSTMENT	02102025	02/18/25	464.94	
Total For Dept 000.000						37,464.87	
Dept 171.000 Township Supervisor							
101-171.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	477.74	
Total For Dept 171.000 Township Supervisor						477.74	
Dept 201.000 ACCOUNTING							
101-201.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	1,087.81	
Total For Dept 201.000 ACCOUNTING						1,087.81	
Dept 215.000 CLERK'S OFFICE							
101-215.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	844.22	
101-215.000-910.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	531.00	
101-215.000-910.000	01/30/25	MICHIGAN STATE UNIVERSITY	CLERK REG GOVERNING ESSENTIAL WBINA	01302025	02/18/25	50.00	
101-215.000-910.000	01/30/25	MICHIGAN STATE UNIVERSITY	GOVERNING ESSENTIALS WEBINAR C PATO	01302025	02/18/25	50.00	
101-215.000-910.000	01/30/25	MICHIGAN STATE UNIVERSITY	GOVERNING ESSENTIALS WEBINAR M KUZN	01302025	02/18/25	50.00	
101-215.000-910.000	01/30/25	MICHIGAN STATE UNIVERSITY	GOVERNING ESSENTIALS WEBINAR M DOLA	01302025	02/18/25	50.00	
Total For Dept 215.000 CLERK'S OFFICE						1,575.22	
Dept 228.000 TECHNICAL/UTILITIES SERVICES							
101-228.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	550.40	
Total For Dept 228.000 TECHNICAL/UTILITIES SERVICE						550.40	
Dept 229.000 COMPUTER/CABLE							
101-229.000-933.000	02/01/25	BS&A SOFTWARE INC.	ANNUAL SERVICE/SUPPORT FEE COMM DEL	158533	02/18/25	18,421.00	
101-229.000-933.000	01/24/25	CDW GOVERNMENT, INC.	GOV MS SERVER STD/ GOV MS SQL SERVE	AC42A4J	02/18/25	3,979.83	
101-229.000-980.000	02/03/25	DELL MARKETING L.P.	POWER EDGE T560 SERVER BOARD APPROV	10797583602	02/18/25	12,783.52	
Total For Dept 229.000 COMPUTER/CABLE						35,184.35	
Dept 253.000 Treasurer							
101-253.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	600.47	
Total For Dept 253.000 Treasurer						600.47	
Dept 257.000 Assessing							
101-257.000-955.000	01/31/25	STAPLES ADVANTAGE	01.01.2025-01.31.2025	7003953742	02/18/25	73.83	
Total For Dept 257.000 Assessing						73.83	
Dept 262.000 Elections							
101-262.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	600.39	
101-262.000-752.001	02/05/25	ELECTION SOURCE	CLERK VOTING BOOTHS AND SUPPLIES	ESCOM-20804	02/18/25	3,764.91	
101-262.000-752.001	02/04/25	PRINTING SYSTEMS, INC.	ELECTION SUPPLIES	237069	02/18/25	172.51	
Total For Dept 262.000 Elections						4,537.81	
Dept 265.000 Township Buildings							

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Fund 101 General Fund							
Dept 265.000 Township Buildings							
101-265.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	620.14	
101-265.000-752.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	48.99	
101-265.000-752.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	339.14	
101-265.000-759.000	01/23/25	WEX BANK	FUEL PURCHASES 12/24/2024-01/23/202	102315086	02/12/25	405.11	
101-265.000-801.000	02/01/25	ALLSTAR ALARM, LLC	TWP TOTAL CONNECT 03/01-05/31/2025	415108	02/18/25	69.00	
101-265.000-801.000	02/01/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE FEB 2025	6928	02/18/25	36.00	
101-265.000-920.000	01/23/25	DTE ENERGY	9100 139 0346 3 PACKER STATION 12/2	013025	02/18/25	319.13	
101-265.000-920.000	01/23/25	DTE ENERGY	9100 086 3167 3 TWP 12/23-01/23/202	013025	02/18/25	1,901.36	
101-265.000-930.000	02/01/25	HIGHLAND TREATMENT INC	FEB 2025 SAMPLING	152289	02/18/25	81.67	
101-265.000-930.000	02/03/25	LAKESIDE SERVICE COMPANY	TWP HVAC REPAIR SC	183330951	02/18/25	205.00	
101-265.000-930.000	02/10/25	LAKESIDE SERVICE COMPANY	TWP HVAC REPAIR	183443122	02/18/25	3,294.00	
101-265.000-930.008	02/01/25	HIGHLAND TREATMENT INC	FEB 2025 SAMPLING	152289	02/18/25	81.66	
Total For Dept 265.000 Township Buildings						7,401.20	
Dept 275.000 OTHER EXPENSES							
101-275.000-752.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	462.23	
101-275.000-752.000	02/06/25	APPLIED INNOVATION	CONTRACT BASE 02/05-03/04/2025	2735725	02/18/25	227.66	
101-275.000-752.000	01/31/25	STAPLES ADVANTAGE	01.01.2025-01.31.2025	7003953742	02/18/25	66.09	
101-275.000-752.000	02/04/25	TOSHIBA BUSINESS SOLUTIONS	TWP CPC BILLING 01/06-02/05/2025	6490377	02/18/25	28.39	
101-275.000-752.000	02/03/25	TOSHIBA BUSINESS SOLUTIONS	TWP CPC BILLING 01/01-01/31/25	6481562	02/18/25	53.56	
101-275.000-759.000	01/23/25	WEX BANK	FUEL PURCHASES 12/24/2024-01/23/202	102315086	02/12/25	122.83	
101-275.000-851.000	02/06/25	PITNEY BOWES GLOBAL FINANCIAL	12/28/2024-03/27/2025	3320322962	02/18/25	473.67	
101-275.000-853.000	02/01/25	CHARTER COMMUNICATIONS	TWP 02/01/25-02/28/2025	005447401020125	02/09/25	330.93	
101-275.000-955.000	02/04/25	ELECTROCYCLE, INC.	ONSITE DOC DESTRUCTION (2) 95 GAL T	60172	02/18/25	53.00	
101-275.000-955.000	02/04/25	ELECTROCYCLE, INC.	ONSITE DOC DESTRUCTION (1) 65 GAL T	60173	02/18/25	40.00	
Total For Dept 275.000 OTHER EXPENSES						1,858.36	
Dept 448.000 Street Lighting							
101-448.000-926.000	12/31/24	DTE ENERGY - STREET LIGHTS	9100 4056 2340 STREET LIGHTS 12/01/	01142025	02/11/25	1,665.00	
101-448.000-926.000	01/22/25	DTE ENERGY	9100 167 2011 2 UNIT LTG 12/20-01/2	01272025	02/15/25	223.70	
Total For Dept 448.000 Street Lighting						1,888.70	
Dept 567.000 CEMETERY							
101-567.000-930.000	02/04/25	WHITEWOOD TREE SERVICE INC	CEMETERY TREE REMOVAL	INV0240	02/18/25	750.00	
Total For Dept 567.000 CEMETERY						750.00	
Dept 702.000 PLANNING AND ZONING							
101-702.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	633.82	
101-702.000-910.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	508.81	
Total For Dept 702.000 PLANNING AND ZONING						1,142.63	
Dept 751.000 Recreation Board							
101-751.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	204.36	
101-751.000-910.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	539.70	
101-751.000-920.000	01/23/25	DTE ENERGY	9100 081 1673 3 SOCCER FIELDS 12/21/	013025	02/18/25	90.73	
101-751.000-920.000	01/23/25	DTE ENERGY	9100 081 1689 9 SOCCER FIELDS 12/21/	013025	02/18/25	60.58	
101-751.000-920.000	01/23/25	DTE ENERGY	9100 160 2734 4 3490 M 36 12/21-01/	013025	02/18/25	52.12	
101-751.000-920.000	01/23/25	DTE ENERGY	9100 122 7190 4 10511 MERRILL 01/21/	013025	02/18/25	19.38	
Total For Dept 751.000 Recreation Board						966.87	
Dept 820.000 SENIOR CENTER							
101-820.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	339.66	
101-820.000-801.000	02/01/25	ALLSTAR ALARM, LLC	TWP TOTAL CONNECT 03/01-05/31/2025	415108	02/18/25	69.00	

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Fund 101 General Fund							
Dept 820.000 SENIOR CENTER							
101-820.000-801.000	02/01/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE FEB 2025	6928	02/18/25	36.00	
101-820.000-804.000	10/02/25	ALPINE FLORIST AND GIFTS, INC.	SEN CTR OCT BDAYS	17455	02/18/25	36.00	
101-820.000-804.000	02/07/25	ALPINE FLORIST AND GIFTS, INC.	SEN CTR FEBBDAYS (25)	17457	02/18/25	37.50	
101-820.000-804.000	01/23/25	ALPINE FLORIST AND GIFTS, INC.	SEN CTR BDAY FLOWERS NOV/DEC/JAN	017454	02/18/25	112.50	
101-820.000-804.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	202.27	
101-820.000-853.000	01/22/25	CHARTER COMMUNICATIONS	SEN CTR 01/22-02/21/2025	0103913012225	02/09/25	199.65	
101-820.000-920.000	01/23/25	DTE ENERGY	9100 095 9768 3 SEN CTR 12/21-01/23	013025	02/18/25	493.98	
101-820.000-955.000	02/05/25	OFFICE EXPRESS, INC.	SENIOR CENTER ADVISORY BOARD DESK S	572389	02/18/25	27.64	
Total For Dept 820.000 SENIOR CENTER						1,554.20	
Total For Fund 101 General Fund						97,114.46	
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	3,309.20	
206-000.000-752.000	01/29/25	ADVANCED WATER TREATMENT, INC.	FD - STA 11 BOTTLED WATER (2) EXCHA	51915410	02/18/25	11.98	
206-000.000-752.000	01/29/25	ADVANCED WATER TREATMENT, INC.	FD - ST 12 BOTTLED WATER (10) EXCHA	51914327	02/18/25	59.90	
206-000.000-752.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	1,115.95	
206-000.000-752.000	01/29/25	LAKELAND ACE HARDWARE, INC.	FD - STATION SUPPLIES #12511/1	12511	02/18/25	10.05	
206-000.000-752.000	01/15/25	LAKELAND ACE HARDWARE, INC.	DPW TRASH CAN-CREDIT FOR INV PAID X	12442	02/18/25	(31.98)	
206-000.000-752.000	01/19/25	LAKELAND ACE HARDWARE, INC.	FD - STATION SUPPLIES	12455	02/18/25	171.69	
206-000.000-752.000	01/25/25	LAKELAND ACE HARDWARE, INC.	FD - STA 11 SUPPLIES #12483/1	12483	02/18/25	9.98	
206-000.000-752.000	01/31/25	ODP BUSINESS SOLUTIONS, LLC	FD TAPE D1-2PACK	0131	02/18/25	27.42	
206-000.000-752.000	01/31/25	STAPLES ADVANTAGE	01.01.2025-01.31.2025	7003953742	02/18/25	173.36	
206-000.000-754.000	01/09/25	BOUND TREE MEDICAL, LLC	FD - MEDICAL SCENE SUPPLIES #856191	85619112	02/18/25	587.84	
206-000.000-754.000	01/28/25	BOUND TREE MEDICAL, LLC	FD - SCENE SUPPLIES #85640975	85640975	02/18/25	179.90	
206-000.000-754.000	01/28/25	BOUND TREE MEDICAL, LLC	FD - SCENE SUPPLIES #85640976	85640976	02/18/25	193.98	
206-000.000-754.000	01/24/25	BOUND TREE MEDICAL, LLC	FD - SCENE SUPPLIES #85637039	85637039	02/18/25	1,079.95	
206-000.000-768.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	164.95	
206-000.000-768.000	01/21/25	HURON VALLEY GUNS, LLC	FD - UNIFORM ITEMS #225779 WARLOW	225779	02/18/25	317.97	
206-000.000-768.000	01/06/25	KING KLEANERS	FD - ST 1 DEC 2024 DRY CLEANING	010625	02/18/25	263.50	
206-000.000-768.000	02/06/25	KING KLEANERS	FD - ST 12 DRY CLEANING #1/6/25-2/3	02062025	02/18/25	260.00	
206-000.000-768.000	02/06/25	KING KLEANERS	FD - ST 11 DRY CLEANING #1/20/25-2/	02062024	02/18/25	73.50	
206-000.000-801.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	254.98	
206-000.000-801.000	02/01/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE FEB 2025	6928	02/18/25	140.00	
206-000.000-916.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	262.00	
206-000.000-920.000	01/22/25	DTE ENERGY	9100 086 3146 7 FD#12 12/20-01/22/2	01272025	02/15/25	1,804.77	
206-000.000-920.000	01/23/25	DTE ENERGY	9100 086 3133 5 FD#11 12/21-01/23/2	010525	02/18/25	1,313.02	
206-000.000-920.100	01/21/25	DTE ENERGY	9200 279 0884 6 7201 WINANS 12/20-0	01272025	02/12/25	21.13	
206-000.000-920.100	01/21/25	DTE ENERGY	9200 279 0885 3 2952 SHEHAN 12/20-0	01272025	02/13/25	21.13	
206-000.000-920.100	01/23/25	DTE ENERGY	9200 279 0880 4 8661 PETTYSVILLE 12	01272025	02/14/25	21.13	
206-000.000-920.100	01/22/25	DTE ENERGY	9100 167 2020 3 7701 HAMBURG 12/20-	01272025	02/14/25	22.40	
206-000.000-920.100	01/23/25	DTE ENERGY	9200 279 0878 8 9470 CHILSON RD 12/	01272025	02/15/25	21.13	
206-000.000-920.100	01/23/25	DTE ENERGY	9200 279 0879 6 6730 STRAWBERRY LAK	01272025	02/15/25	21.13	
206-000.000-920.100	01/23/25	DTE ENERGY	9200 279 0883 8 2789 M 36 12/21-01/	01272025	02/15/25	21.13	
206-000.000-920.100	01/23/25	DTE ENERGY	9200 190 0960 3 7602 CHILSON 12/21-	01272025	02/15/25	20.94	
206-000.000-920.100	01/23/25	DTE ENERGY	9100 114 5063 2 4752 STRAWBERRY LAK	01272025	02/15/25	20.94	
206-000.000-920.100	01/23/25	DTE ENERGY	9100 086 3118 6 HAMBURG RD SIREN 12	013025	02/18/25	21.19	
206-000.000-930.003	02/10/25	MICHIGAN AIR SOLUTIONS	FD - ST 12 HVAC MAINTENANCE #S20240	S20-24003447	02/18/25	611.50	
206-000.000-931.000	01/01/25	ELITE FIRE SAFETY, LLC.	FD - ST 12 ANNUAL SERV AGREEMENT #C	C13270	02/18/25	1,250.00	
206-000.000-931.000	01/29/25	ELITE FIRE SAFETY, LLC.	FD - ST 11 ANNUAL SERVICE AGREEMENT	C13271	02/18/25	500.00	
206-000.000-932.000	01/30/25	COMPLETE BATTERY SOURCE, INC.	FD - AGM94R BATTERY-C102 #438230BRI	438230BRI	02/18/25	194.00	
206-000.000-932.000	01/06/25	FIREWRENCH OF MICHIGAN	FD - ENG 11 MAINTENANCE/REPAIR #125	1252	02/18/25	1,873.60	

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Fund 206 Fire Fund							
Dept 000.000							
206-000.000-932.000	02/02/25	FIREWRENCH OF MICHIGAN	FD - EN12 MAINTENANCE #1244	1244	02/18/25	1,029.90	
206-000.000-932.000	02/02/25	FIREWRENCH OF MICHIGAN	FD - EN 12 MAINTENANCE, WATER LEAK	1243	02/18/25	421.20	
206-000.000-932.000	01/21/25	FIREWRENCH OF MICHIGAN	FD - ENG 11 MAINTENANCE/REPAIR #126	1262	02/18/25	452.50	
206-000.000-932.000	01/24/25	FIREWRENCH OF MICHIGAN	FD - ENG 12 MAINTENANCE/REPAIR #126	1263	02/18/25	1,455.00	
206-000.000-932.000	02/06/25	HOLLAND MOTOR HOMES & BUS CO	FD - VEH MAINTENANCE, GRAINGER, GAT	021321	02/18/25	101.87	
206-000.000-932.000	02/03/25	HOLLAND MOTOR HOMES & BUS CO	FD - DEF UNIT HEAD W SENSOR #021303	021303	02/18/25	1,607.61	
206-000.000-932.000	01/27/25	LAKELAND ACE HARDWARE, INC.	FD - MULE EQUIPMENT #12494/1	12494	02/18/25	53.96	
206-000.000-958.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	724.00	
						<u>22,241.30</u>	
Total For Dept 000.000							
Total For Fund 206 Fire Fund						<u>22,241.30</u>	
Fund 207 Police Fund							
Dept 000.000							
207-000.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	2,956.34	
207-000.000-716.000	02/11/25	MUNICIPAL EMPLOYEE'S RETIRE-	2025-01	00164168-4	02/13/25	34,521.85	
207-000.000-752.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	137.33	
207-000.000-752.000	02/06/25	IMAGE BUSINESS SOLUTIONS, INC	PD 01/09-02/08/2025	274345	02/18/25	109.22	
207-000.000-752.000	01/04/25	LAKELAND ACE HARDWARE, INC.	FD SOFTNER SALT	12376	02/18/25	89.90	
207-000.000-752.000	01/28/25	OFFICE EXPRESS, INC.	PD COPY PAPER	572051	02/18/25	125.97	
207-000.000-752.000	01/31/25	STAPLES ADVANTAGE	01.01.2025-01.31.2025	7003953742	02/18/25	64.65	
207-000.000-768.000	01/21/25	HURON VALLEY GUNS, LLC	PD UNIFORMS - HARVEY	225782	02/18/25	68.99	
207-000.000-768.500	02/06/25	KING KLEANERS	PD - UNIFORM DRY CLEANING JANUARY 2	02062025	02/18/25	221.00	
207-000.000-801.000	01/31/25	CRH OHIO LTD	PD WATER FILTER EQUIPMENT 02/01-2/2	951444	02/18/25	70.00	
207-000.000-801.000	02/01/25	JAYS ASSURED PEST CONTROL LLC	MONTHLY SERVICE FEB 2025	6928	02/18/25	85.00	
207-000.000-801.000	02/01/25	TRANSUNION RISK AND ALTERNATIV	PD - TLO MONTHLY CHARGES 01/01/25-0	378853-202501-1	02/18/25	75.00	
207-000.000-807.000	02/10/25	MICHIGAN TACTICAL OFFICERS	PD MTOA CONFERENCE - WALLACE	30000323	02/18/25	250.00	
207-000.000-853.000	02/01/25	CHARTER COMMUNICATIONS	PD SPECTRUM CABLE MONTHLY CHARGES F	005447501020125	02/18/25	216.14	
207-000.000-916.000	02/04/25	FLAGSTAR BANK, FSB	JAN 2025	02042025	02/18/25	302.40	
207-000.000-916.000	02/11/25	MICHIGAN TACTICAL OFFICERS	PD MTOA CONFERENCE 1 DAY 5-30-25 GA	30000359	02/18/25	250.00	
207-000.000-920.000	01/23/25	DTE ENERGY	9100 160 2711 2 PD 12/21-01/23/2025	013025	02/18/25	1,532.54	
207-000.000-930.002	02/01/25	HIGHLAND TREATMENT INC	FEB 2025 SAMPLING	152289	02/18/25	81.67	
207-000.000-932.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	165.38	
207-000.000-933.000	02/04/25	MOTOROLA SOLUTIONS INC.	PD VIDEOMANAGER EL, BODY WORN CAMER	1411159849	02/18/25	195.00	
						<u>41,518.38</u>	
Total For Dept 000.000							
Total For Fund 207 Police Fund						<u>41,518.38</u>	
Fund 272 Rustic/Lake Pointe Road SAD							
Dept 000.000							
272-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	RUSTIC RD & LAKE POINT PLOW 01/11	2497	02/18/25	260.00	
						<u>260.00</u>	
Total For Dept 000.000							
Total For Fund 272 Rustic/Lake Pointe Road SAD						<u>260.00</u>	
Fund 273 Scott Drive ROAD SAD							
Dept 000.000							
273-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	SCOTT DRIVE PLOW 01/11 & 01/23	2496	02/18/25	370.00	
						<u>370.00</u>	
Total For Dept 000.000							
Total For Fund 273 Scott Drive ROAD SAD						<u>370.00</u>	
Fund 274 Crystal Drive/Beach Rd Maint							
Dept 000.000							

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Fund 274 Crystal Drive/Beach Rd Maint							
Dept 000.000							
274-000.000-802.000	01/31/25	ALAN'S ASPHALT MAINTENANCE, INC	CRYSTAL DRIVE SALT 01/10 & 01/23/25	00578	02/18/25	750.00	
			Total For Dept 000.000			750.00	
			Total For Fund 274 Crystal Drive/Beach Rd Maint			750.00	
Fund 275 Norene Ct/Peary Dr SAD - Rd Mn							
Dept 000.000							
275-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	NORENE & PERAY DR PLOW 01/11 & 01/2	2494	02/18/25	330.00	
			Total For Dept 000.000			330.00	
			Total For Fund 275 Norene Ct/Peary Dr SAD - Rd Mn			330.00	
Fund 276 Community Dr SAD - Road Maint							
Dept 000.000							
276-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	COMMUNITY DR PLOW 01/11	2493	02/18/25	150.00	
			Total For Dept 000.000			150.00	
			Total For Fund 276 Community Dr SAD - Road Maint			150.00	
Fund 277 Edgelake/Burton Drive SAD							
Dept 000.000							
277-000.000-802.000	01/31/25	ALAN'S ASPHALT MAINTENANCE, INC	EDGE LAKE/BURTON PLOW SER 01/10 & 0	00581	02/18/25	390.00	
			Total For Dept 000.000			390.00	
			Total For Fund 277 Edgelake/Burton Drive SAD			390.00	
Fund 279 Riverside/Century/Lagoon SAD							
Dept 000.000							
279-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	RIVERSIDE, CENTURY, LAGOON AND RADIA	2492	02/18/25	2,120.00	
			Total For Dept 000.000			2,120.00	
			Total For Fund 279 Riverside/Century/Lagoon SAD			2,120.00	
Fund 280 Island Shore/Schlenker SAD							
Dept 000.000							
280-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	ISLAND SHORE & SCHLENKER PLOW & SAN	2499	02/18/25	1,050.00	
			Total For Dept 000.000			1,050.00	
			Total For Fund 280 Island Shore/Schlenker SAD			1,050.00	
Fund 281 Campbell Drive SAD							
Dept 000.000							
281-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	CAMPBELL DRIVE PLOW 01/11 & 01/23	2498	02/18/25	320.00	
			Total For Dept 000.000			320.00	
			Total For Fund 281 Campbell Drive SAD			320.00	
Fund 282 Mumford Park Lighting SAD							
Dept 000.000							
282-000.000-926.000	01/23/25	DTE ENERGY - STREET LIGHTS	9100 086 3102 0 11332 ALGONQUIN 12/	01272025	02/15/25	162.74	
			Total For Dept 000.000			162.74	
			Total For Fund 282 Mumford Park Lighting SAD			162.74	
Fund 284 Winans Drive SAD							

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Fund 284 Winans Drive SAD							
Dept 000.000							
284-000.000-802.000	02/05/25	MYERS GROUP ENTERPRISES LLC	WINANS DR PLOW-SAND 01/11, 1/23 &	2495	02/18/25	705.00	
						<u>705.00</u>	
Total For Dept 000.000						705.00	
Total For Fund 284 Winans Drive SAD						<u>705.00</u>	
Fund 286 SHAN-GRI-LA AQUATIC WEED CONTROL							
Dept 000.000							
286-000.000-803.000	02/05/25	BLUE WATER AQUATICS	2025 PERMIT FEE 5-20 ACRES	231477	02/18/25	459.00	
						<u>459.00</u>	
Total For Dept 000.000						459.00	
Total For Fund 286 SHAN-GRI-LA AQUATIC WEED CONTR						<u>459.00</u>	
Fund 590 SEWER FUND							
Dept 527.000 SEWER OPERATING							
590-527.000-716.000	02/11/25	ALERUS RETIREMENT SOLUTIONS	401A	02112025	02/13/25	2,740.61	
590-527.000-751.100	01/22/25	CUSTOM TOOL & MACHINE	DPW E-ONE (9), PUMP HEADS(9), MOTOR	3072	02/18/25	2,625.00	
590-527.000-751.100	02/07/25	REDMOND ENVIRONMENTAL INC.	DPW CUTTER AND SCREW PARTS	11032	02/18/25	1,290.99	
590-527.000-752.000	02/03/25	ADVANCE AUTO PARTS	DPW OIL	2749-520136	02/18/25	9.65	
590-527.000-752.000	02/01/25	AMAZON CAPITAL SERVICES	JAN 25	1JMR-P61H-MV1N	02/18/25	36.03	
590-527.000-752.000	01/31/25	FASTENAL COMPANY	DPW FASTENERS (200)	MIDE6168263	02/18/25	518.12	
590-527.000-752.000	01/15/25	LAKELAND ACE HARDWARE, INC.	DPW TRASH CAN-CREDIT FOR INV PAID X	12442	02/18/25	68.97	
590-527.000-759.000	01/23/25	WEX BANK	FUEL PURCHASES 12/24/2024-01/23/202	102315086	02/12/25	477.53	
590-527.000-851.000	01/31/25	KCI	RST BILLS NOV DEC JAN	343553	02/18/25	353.16	
590-527.000-853.000	01/30/25	KENNEDY INDUSTRIES, INC.	DPW ANNUAL SERVICE JAN 2025-DEC 202	701794	02/18/25	4,056.00	
590-527.000-920.000	01/22/25	DTE ENERGY	9100 086 3063 4 8520 HAMBURG 12/20-	01272025	02/15/25	747.53	
590-527.000-920.000	01/22/25	DTE ENERGY	9100 081 1657 6 10090 HAMBURG 12/20	01272025	02/15/25	850.14	
590-527.000-920.000	01/22/25	DTE ENERGY	9100 141 9399 9 6414 WINANS 12/20-0	01272025	02/15/25	385.41	
590-527.000-920.000	01/23/25	DTE ENERGY	9100 146 5433 9 BIOXIDE STATION 12/	013025	02/18/25	12.89	
590-527.000-920.000	01/23/25	DTE ENERGY	9200 190 0961 1 9464 KRESS 12/21-01	013025	02/18/25	1,153.97	
590-527.000-930.011	01/29/25	LAKESIDE SERVICE COMPANY	DPW WATER HEATER	183161321	02/18/25	1,557.49	
590-527.000-930.011	01/23/25	LAKESIDE SERVICE COMPANY	DPW RADIANT TUBE HEATER REP	182953396	02/18/25	205.00	
590-527.000-932.000	02/05/25	ADVANCE AUTO PARTS	DPW BRAKE CLEAN/ROTOR/BRAKE PADS	2749-520207/5202	02/18/25	235.05	
590-527.000-934.200	02/04/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 8235 HILLP	3026	02/18/25	5,397.00	
590-527.000-934.200	02/03/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 5955 WINAN	3025	02/18/25	5,397.00	
590-527.000-934.200	02/03/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 5885 WINAN	3024	02/18/25	5,554.07	
590-527.000-934.200	02/06/25	C & E CONSTRUCTION CO., INC.	GRINDER PUMP REPLACEMENT 5966 WINAN	3027	02/18/25	5,397.00	
Total For Dept 527.000 SEWER OPERATING						<u>39,068.61</u>	
Dept 537.000							
590-537.000-920.000	01/23/25	DTE ENERGY	9100 086 3078 2 WWTP 12/21-01/23/20.	013025	02/18/25	8,244.50	
590-537.000-952.000	01/31/25	MERIT LABORATORIES	HAMBURG	69973	02/18/25	1,877.00	
590-537.000-952.100	01/31/25	MERIT LABORATORIES	PORTAGE LAKE	70068	02/18/25	493.00	
Total For Dept 537.000						<u>10,614.50</u>	
Dept 538.000							
590-538.000-955.000	02/06/25	LIVINGSTON COUNTY REGISTER OF	SEWER AGREEMENT/EASEMENT GRANT STR.	02062025	02/18/25	60.00	
Total For Dept 538.000						<u>60.00</u>	
Dept 539.000							
590-539.000-992.000	01/29/25	MICHIGAN FINANCE AUTHORITY	STATE REVOLVING FUND 5301-01 /5308-	01292025	02/18/25	18,802.53	
Total For Dept 539.000						<u>18,802.53</u>	
Total For Fund 590 SEWER FUND						<u>68,545.64</u>	

02/12/2025 03:06 PM
User: MarcyM
DB: Hamburg

INVOICE GL DISTRIBUTION REPORT FOR HAMBURG TOWNSHIP OFFICES
EXP CHECK RUN DATES 07/01/2024 - 02/18/2025
UNJOURNALIZED OPEN
BANK CODE: GEN

Page: 7/9

Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
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Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 101 General Fund			97,114.46		
			Fund 206 Fire Fund			22,241.30		
			Fund 207 Police Fund			41,518.38		
			Fund 272 Rustic/Lake Pointe Road SAD			260.00		
			Fund 273 Scott Drive ROAD SAD			370.00		
			Fund 274 Crystal Drive/Beach Rd Maint			750.00		
			Fund 275 Norene Ct/Peary Dr SAD - Rd			330.00		
			Fund 276 Community Dr SAD - Road Main			150.00		
			Fund 277 Edgelake/Burton Drive SAD			390.00		
			Fund 279 Riverside/Century/Lagoon SAD			2,120.00		
			Fund 280 Island Shore/Schlenker SAD			1,050.00		
			Fund 281 Campbell Drive SAD			320.00		
			Fund 282 Mumford Park Lighting SAD			162.74		
			Fund 284 Winans Drive SAD			705.00		
			Fund 286 SHAN-GRI-LA AQUATIC WEED CON			459.00		
			Fund 590 SEWER FUND			68,545.64		
Total For All Funds:							236,486.52	
--- TOTALS BY GL DISTRIBUTION ---								
		101-000.000-073.003	RETIREMENT - LIBRARY			1,376.40		
		101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING			439.54		
		101-000.000-231.100	DUE TO UNION DUES			848.00		
		101-000.000-231.500	DEFERRED COMPENSATION/457			33,194.64		
		101-000.000-239.000	SENIOR CENTER DONATIONS			853.99		
		101-000.000-239.300	SENIOR CENTER ACTIVITY FUND			187.21		
		101-000.000-239.700	SENIOR CENTER LUNCH PROGRAM			100.15		
		101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW			464.94		
		101-171.000-716.000	DEFINED CONTRIBUTION			477.74		
		101-201.000-716.000	DEFINED CONTRIBUTION			1,087.81		
		101-215.000-716.000	DEFINED CONTRIBUTION			844.22		
		101-215.000-910.000	PROFESSIONAL DEVELOPMENT			731.00		
		101-228.000-716.000	DEFINED CONTRIBUTION			550.40		
		101-229.000-933.000	SOFTWARE MAINTENANCE			22,400.83		
		101-229.000-980.000	CAPITAL EQUIPMENT			12,783.52		
		101-253.000-716.000	DEFINED CONTRIBUTION			600.47		
		101-257.000-955.000	SUNDRY			73.83		
		101-262.000-716.000	DEFINED CONTRIBUTION			600.39		
		101-262.000-752.001	SUPPLIES FOR ELECTIONS			3,937.42		
		101-265.000-716.000	DEFINED CONTRIBUTION			620.14		
		101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT			388.13		
		101-265.000-759.000	VEHICLE FUEL			405.11		
		101-265.000-801.000	CONTRACTUAL SERVICES			105.00		
		101-265.000-920.000	ELECTRIC			2,220.49		
		101-265.000-930.000	MAINTENANCE TWP HALL			3,580.67		
		101-265.000-930.008	MAINTENANCE LIBRARY			81.66		
		101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT			837.93		
		101-275.000-759.000	VEHICLE FUEL			122.83		
		101-275.000-851.000	POSTAGE			473.67		
		101-275.000-853.000	PHONE/COMM/INTERNET			330.93		
		101-275.000-955.000	SUNDRY			93.00		
		101-448.000-926.000	STREET LIGHTING			1,888.70		
		101-567.000-930.000	MAINTENANCE			750.00		
		101-702.000-716.000	DEFINED CONTRIBUTION			633.82		
		101-702.000-910.000	PROFESSIONAL DEVELOPMENT			508.81		
		101-751.000-716.000	DEFINED CONTRIBUTION			204.36		
		101-751.000-910.000	PROFESSIONAL DEVELOPMENT			539.70		
		101-751.000-920.000	ELECTRIC			222.81		

Item 6.

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		101-820.000-716.000	DEFINED CONTRIBUTION			339.66	
		101-820.000-801.000	CONTRACTUAL SERVICES			105.00	
		101-820.000-804.000	SENIOR PROGRAMS			388.27	
		101-820.000-853.000	PHONE/COMM/INTERNET			199.65	
		101-820.000-920.000	ELECTRIC			493.98	
		101-820.000-955.000	SUNDRY			27.64	
		206-000.000-716.000	DEFINED CONTRIBUTION			3,309.20	
		206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			1,548.35	
		206-000.000-754.000	MEDICAL AND SCENE SUPPLIES			2,041.67	
		206-000.000-768.000	UNIFORMS/ACCESSORIES			1,079.92	
		206-000.000-801.000	CONTRACTUAL SERVICES			394.98	
		206-000.000-916.000	TRAINING			262.00	
		206-000.000-920.000	ELECTRIC			3,117.79	
		206-000.000-920.100	SIREN ELECTRIC USAGE			212.25	
		206-000.000-930.003	MAINTENANCE FIRE HALL			611.50	
		206-000.000-931.000	EQUIPMENT MAINT/REPAIR			1,750.00	
		206-000.000-932.000	VEHICLE MAINTENANCE			7,189.64	
		206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION			724.00	
		207-000.000-716.000	DEFINED CONTRIBUTION			37,478.19	
		207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT			527.07	
		207-000.000-768.000	UNIFORMS/ACCESSORIES			68.99	
		207-000.000-768.500	UNIFORM CLEANING			221.00	
		207-000.000-801.000	CONTRACTUAL SERVICES			230.00	
		207-000.000-807.000	SWAT TEAM EXPENSES			250.00	
		207-000.000-853.000	PHONE/COMM/INTERNET			216.14	
		207-000.000-916.000	TRAINING			552.40	
		207-000.000-920.000	ELECTRIC			1,532.54	
		207-000.000-930.002	MAINTENANCE POLICE BUILDING			81.67	
		207-000.000-932.000	VEHICLE MAINTENANCE			165.38	
		207-000.000-933.000	SOFTWARE MAINTENANCE			195.00	
		272-000.000-802.000	ROAD IMPROVEMENT			260.00	
		273-000.000-802.000	ROAD IMPROVEMENT			370.00	
		274-000.000-802.000	ROAD IMPROVEMENT			750.00	
		275-000.000-802.000	ROAD IMPROVEMENT			330.00	
		276-000.000-802.000	ROAD IMPROVEMENT			150.00	
		277-000.000-802.000	ROAD IMPROVEMENT			390.00	
		279-000.000-802.000	ROAD IMPROVEMENT			2,120.00	
		280-000.000-802.000	ROAD IMPROVEMENT			1,050.00	
		281-000.000-802.000	ROAD IMPROVEMENT			320.00	
		282-000.000-926.000	STREET LIGHTING			162.74	
		284-000.000-802.000	ROAD IMPROVEMENT			705.00	
		286-000.000-803.000	AQUATIC WEED CONTROL			459.00	
		590-527.000-716.000	DEFINED CONTRIBUTION			2,740.61	
		590-527.000-751.100	GRINDER PUMP PARTS			3,915.99	
		590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT			632.77	
		590-527.000-759.000	VEHICLE FUEL			477.53	
		590-527.000-851.000	POSTAGE			353.16	
		590-527.000-853.000	PHONE/COMM/INTERNET			4,056.00	
		590-527.000-920.000	ELECTRIC			3,149.94	
		590-527.000-930.011	ENTERPRISE POLE BARN (ORIGINAL)			1,762.49	
		590-527.000-932.000	VEHICLE MAINTENANCE			235.05	
		590-527.000-934.200	GRINDER PUMP REPLACEMENT			21,745.07	
		590-537.000-920.000	ELECTRIC			8,244.50	
		590-537.000-952.000	LAB ANALYSIS - WWTP			1,877.00	
		590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE			493.00	
		590-538.000-955.000	SUNDRY			60.00	
		590-539.000-992.000	INTEREST EXPENSE			18,802.53	



Blackout (Bold)/Event activity dates for 2025

Hi-lite reflects events on both sides of park - No other uses allowed on Blackout Dates unless approved by Township. List is over and above regular use.

East Park

April 26, 2025	Baseball Clean Up the Fields - TBD
May 10, 2025	PHBSA Opening Day Event – 500 Est Participants (Pending)
June 7-17, 2025	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 11-15, 2025	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
June 19, 2025	Hamburg Library – Free Concert – 7PM-Dusk
June 21, 2025	PHBSA Season Close Event – 500 Est Participants (Pending)
July 24, 2025	Hamburg Library – Free Concert – 7PM-Dusk
August 9, 2025	Private Event – Pavilion Area & Playground – 150 Est Participants
August, 21, 2025	Hamburg Library – Free Concert – 7PM-Dusk
September 23, 2025	SEC XC Jamboree (PHS) – 1,000 avg (WP/parking)
September 26 & 27, 2025	XC Coaches Legends (PHS) – 1,500 Est Participants (WP/parking)

West Park

April 4-6, 2025	International Border Starts Tournament – 2,000 participants/Guests
April 26, 2025	Hamburg Community Clean Up Event – WP Parking lot closed (Date TBD)
May 3-4, 2025	Smartwater Tournament – 1,500 Total Participants/Guests
May 9-11, 2025	MI Jaguar FC Soccer Tournament – 1,600 Total Participants/Guests
June 7-17, 2025	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 14, 2025	Hamburg Family Fun Fest (HERO) – Disc Golf Tourney
June 13 & 14, 2025	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 16 & 17, 2025	PowerAde Tournament – 2,500 Total Participants/Guests
August 23, 2025	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)

Lakelands Trail

May 3, 2025	Community Clean-Up Paper Shredding – Pettysville TH – 9AM-Noon
August 23, 2025	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)

Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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Projects

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

For Complete Park Use Schedule go to:

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



Hamburg Township Public Safety Department

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

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 13, 2025
RE: Tuition Reimbursement

As you are aware, the Board discussed several proposed amendments to the Hamburg Township Employee Handbook at the Township Board special meeting held on February 4, 2025. Among the proposed changes discussed was section 4.14: Continuing Education/Tuition Reimbursement. The primary change called for an increase in the amount of tuition that the Township would reimburse an employee from \$6,000 to \$9,000 per fiscal year. This proposal was tabled for further discussion.

The purpose of this memo is to provide additional information to you for consideration as you discuss this change. I attempted to supply the information that would provide answers to the main questions brought up by board members at the previous Board meeting as well as to provide context as to why I believe this proposed change should be adopted.

To begin with, I strongly believe in the importance of formal education as a means to improve the quality of employee performance, especially at the supervisory level. I could cite an endless number of articles and studies that confirm the validity of this belief. The bottom line, though, as a department head for the past 14 years, I have consistently encouraged all employees in my department to continue their college education. More than just encouraging others, I have such a belief in the importance of education that I enrolled in a graduate degree program last year to better myself even though I already have two college degrees (a Bachelor's and a Juris Doctorate).



Hamburg Township Public Safety Department



Item 8.

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

Several police and fire personnel have taken advantage of the Township’s tuition reimbursement program, whether pursuant to the employee handbook or collective bargaining agreements, in order to continue their college education. In fact, I am very proud that four public safety personnel (two police officers and two firefighters) are currently enrolled in graduate programs working on their Master’s degrees.

The Township’s tuition reimbursement program is instrumental for employees to continue their education as the cost of college tuition is beyond the financial means of most Township personnel. I cite the following current tuition rates for area universities:

University	Undergraduate Tuition (per credit hour)	Graduate Tuition (per credit hour)	Cost to attend part-time graduate school for <i>one fiscal year</i> (2 classes per semester)
Cleary University	\$981	\$1,185	\$14,220
Madonna University	\$948	\$1000	\$12,000
Eastern Michigan	\$668	\$986 - \$1128	\$11,832-\$13,536
Michigan State	\$537.50 - \$616.25	\$893	\$10,716
U of M – Flint	\$568	\$875.25	\$10,503
Central Michigan	\$525	\$793	\$9,506
Note: These figures does not include required fees and books.			

Considering these tuition rates, the current tuition reimbursement program (\$6,000) still places an employee in the position of making the choice of either not trying to better themselves through furthering their college education OR doing so at the expense of getting into credit card or student loan debt. I can point to one employee in the public safety department who related to me that they have maxxed out a \$15,000 credit card paying for college tuition that was in excess of what was covered by the Township’s tuition reimbursement program.

An additional consideration for the Board is that while college tuition has drastically increased, the current \$6,000 figure has not been increased in over 20 years. According to a 2024 Detroit Free Press article, the average cost of college tuition at public 4-year institutions has risen 179.2% in



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

the last 20 years. (<https://www.freep.com/story/news/local/michigan/2024/07/31/michigan-universities-tuition-increase-cost/74520756007/>).

One final consideration is the financial impact on the Township moving forward should this increase be approved. If you remove those employees who are covered by or will be covered by a collective bargaining agreement and not subject to this program, there have only been two non-union employees who have submitted for tuition reimbursement in the last several years. In short, there is very minimal impact or potential impact on the Township's finances should this increase be approved.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



Item 10.

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

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 13, 2025
RE: Agenda Item Topic: **Purchase of Public Safety Training Vehicle**

General Ledger #: **207-000.000-981.000**

Number of Supporting Documents: N/A

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

_____ Old Business – Previous Agenda #:

Requested Board Action

- Motion to approve the purchase of a 2015 Eldorado bus (VIN: 1FDUF5GY2FEB34220) for the price of \$1.00 from Livingston County.

Background Information

I was recently approached by Sgt. Steve Locke regarding the possibility of purchasing a de-commissioned Livingston Essential Transportation Services (LETS) bus to be utilized for SWAT training. Sgt. Locke is a member of the Livingston County Regional SWAT Team. Sgt. Locke informed me that LETS was willing to sell the bus to the Township for \$1.00 to be used for training in order to enhance public safety in the county.

I spoke with Greg Kellog, the Director of LETS Transportation/County Motor Pool, who confirmed this proposal and related that LETS has assisted other Livingston County public safety agencies in the past in this manner. It is the intent of our department to use the bus both for SWAT team training as well as for vehicle extrication training for our Fire personnel.

Budget Impact

The cost of this purchase is minimal and will not adversely affect the FY 24/25 budget.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP POVERTY APPLICATION

Application must be submitted **no later than ONE DAY PRIOR** to the scheduled meeting date(s) of the Board of Review. The Board of Review meets in March, July and December. Please contact the Assessor's Office for the last date of submittal. 810-222-1163

In order for the Board of Review to review your application, you **MUST** include the following:

1. **FORM 5737 POVERTY APPLICATION:** Must be filled out in its entirety. If a section does not apply please indicated with NA or other comment. You cannot leave it blank.
2. Per MCL 211.7u(2)(b), **Federal and State Income Tax returns** for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year.

*If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that **does not file taxes** (included with application)*

3. **Provide (3) months** of bank statements to show monthly expenses and income.
4. **FORM 5739** Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty.
5. **Proof of Income:** If you do not file a tax return, other documentation must be submitted, such as a copy of your Social Security Statement(s) and any other source of documentation of income you are currently receiving.

If you have any questions or need assistance please contact the Assessor's Office.

POVERTY EXEMPTION POLICY/PROCEDURES SECTION 211.7U MCL

P.A. 390 of 1994, which amended Section 7u of Act No. 206 of the Public Act of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws, requires the governing body of the local assessing unit determine and make available to the public the policy and guidelines used by the Board of Review in granting reductions in property assessments due to limited income and assets, referred to as "poverty exemptions."

P.A. 253 of 2020 also amended Section 7u of Act No. 206 of the Public Act of 1893, as amended by Act No. 313 of the Public Acts of 1993, being sections 211.7u of the Michigan Compiled Laws and required the use of state prescribed forms and limited to certain percentages the exemption amount which could be granted.

- 1.) To be eligible for a poverty exemption in Hamburg Township
 - a. An applicant(s) must physically occupy and be the "sole" owner(s) of the property for which the exemption is requested.
 - b. The subject property must be classified as an "improved single family residential" or "residential condominium" property with a valid Homeowner's Principal Residence Exemption currently in effect.
 - c. The applicant or applicants must complete and timely file the Michigan Department of Treasury Form 5737, Application for MCL 211.7u Poverty Exemption. The application with all supporting documentation must be received by the township after January 1st but before the day prior to the last day of the March Board of Review session and the day prior to the July and December Board of Review sessions at which the property owner is requesting consideration.
 - d. The applicant must include with the application a copy of all documents required by Form 5737.
 - e. The applicant must include form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
 - f. The applicant must supply a copy of a current driver's license or other form of identification
 - g. The applicant must provide proof of income
- 2.) The applicant's total household income, cannot exceed the poverty income figure, as reported by household size, in the "Federal Poverty Guidelines" updated annually in the Federal Register by the U.S. Department of Health and Human Services. The annual allowable income includes the income for all persons residing in the principal residence.
- 3.) The value of the applicant's total assets, excluding the property for which the exemption is requested and one automobile, but including all savings, retirement accounts, stocks, and bonds, and other real estate, cannot exceed the Total Household Resources (THR). An ownership interest in any real estate other than the applicant's principal residence automatically disqualifies the applicant from consideration for a hardship under normal circumstance.

- 4.) Any reduction in the Taxable Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation.
- 5.) In reviewing the application and all supporting documentation, the Board of Review will consider income, assets and all other matters as permitted by statute.
- 6.) The board of Review will grant a 100% reduction in taxable value for the tax year in which the exemption is granted.
- 7.) To conform to the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2025

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$24,860 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$24,860. Following are the federal poverty Guidelines for use in setting poverty exemption guidelines for 2024 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
PART 12: CERTIFICATION		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Request For Approval of Percentage Reduction in Taxable Value For Poverty Exemptions Under MCL 211.7u

This form is issued under the authority of Public Act 253 of 2020.

This form is to be completed by any local assessing unit requesting to utilize a percentage reduction in taxable value for exemptions granted under MCL 211.7u other than the taxable value reductions permitted by MCL 211.7u(5)(a) and (b)(i). MCL 211.7u(5)(b)(ii) provides that the board of review may grant the poverty exemption, in whole or in part, for any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the State Tax Commission. The local assessing unit is required to complete this form in its entirety and submit to the State Tax Commission for review and approval prior to applying any other percentage reduction in taxable value other than what is permitted in statute.

All parts below must be completed.

PART 1: LOCAL ASSESSING UNIT INFORMATION			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township		County	
City or Township Mailing Address	City	State	ZIP Code
PART 2: PERCENTAGE REDUCTION(S) IN TAXABLE VALUE REQUESTED			
List all requested percentage reductions below:			
PART 3: EXPLANATION OF HOW PERCENTAGE REDUCTION WILL BE CALCULATED AND APPLIED			
Provide an explanation of how the percentage reduction(s) in taxable value will be calculated and applied by the local assessing unit. Attach additional pages if necessary:			
PART 4: CERTIFICATION			
We certify to the best of our knowledge, that the information contained in this form is complete and accurate and that we are authorized to represent the city or township named in this form. We understand that a request for a percentage reduction in taxable value other than what is prescribed in statute must be submitted to and approved by the State Tax Commission prior to use of any other percentage reduction in taxable value by the local assessing unit in granting exemptions under MCL 211.7u.			
City or Township Clerk Name (print)		City or Township Clerk Signature	
Assessing Officer Name (print)		Assessing Officer Signature	

Mail completed form and any attachments to: State Tax Commission, PO Box 30471, Lansing MI 48909;
or e-mail to State-Tax-Commission@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

MCL 211.7u Poverty Exemption Taxpayer Fact Sheet

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption, the term “principal residence” means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation. This Taxpayer Fact Sheet includes updates made to MCL 211.7u by Public Act 253 of 2020.

How To Apply For The Poverty Exemption

To request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Forms 5737 and 5739, along with any additional documentation, must be filed with the local assessing unit where the property is located. **Do not file these forms with the Department of Treasury or the State Tax Commission.** The forms may be submitted to the local assessing unit on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested.

Taxpayers should contact the local assessing unit directly to verify deadline dates for submission of the forms to ensure the application gets reviewed by a Board of Review during that calendar year.

In addition to filing Forms 5737 and 5739 and any supporting documentation, a taxpayer must do all the following to be eligible for the poverty exemption:

1. Own and occupy the property as a principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.

3. Produce a valid driver license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services or alternative guidelines adopted by the local assessing unit. The alternative guidelines cannot provide income eligibility requirements less than the federal guidelines.
6. Meet the asset level test adopted by the local assessing unit.

Appeal Rights

An appeal of a decision of the March Board of Review is made by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A decision of the July or December Board of Review may be appealed by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's decision. More information on how to file an appeal is available by contacting the Michigan Tax Tribunal. Information can also be viewed on the Michigan Tax Tribunal's website at <https://www.michigan.gov/taxtribunal>.



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

TO: Hamburg Township Board of Trustees
FROM: Deby Henneman, Township Coordinator
DATE: February 11, 2025
AGENDA ITEM TOPIC: Civic Plus General Ordinance Subscription Pricing

Number of Supporting Documents: **2 – SOW & Features PDF**

Requested Action

For Hamburg Township to enter into a Statement of Work (SOW) to amend the existing agreement with Civic Plus for codification services as pertains to the Hamburg Township Code of Ordinances to be charged as an annual flat-rate subscription subject to a 5% annual increase, and to direct the Clerk or Supervisor to sign the agreement as presented in the packet. Agreement begins on 7/1/25.

Background

Civic Plus is in the process of converting their codification service into a subscription model and is requesting that we sign a Statement of Work (SOW) confirming the initial annual term which will begin 7/1/25 for the 25/26 FY. The fees have been calculated as an average of actual costs for the supplements processed, added to the annual cost of the online premium bundle which includes CodeBank, Compare +eNotify, OrdBank, and MuniPro.

We currently roll all amendments into our Code once annually, however, all changes and additions are reflected on the home page of our Ordinance site within days of approval. Residents are also able to sign up for the e-Notify feature which emails them anytime a specific portion of the code they are interested in gets changed or updated.

With the MuniPro feature, we have 2 licenses (one for Clerk, one for Zoning) which allows staff to reference ordinances from similar jurisdictions nationwide who are part of the CivicPlus network. This tool is helpful when drafting new ordinances, or making changes to existing ones.

Making the change subscription pricing will benefit the annual budgeting process as the fees will be more predictable moving forward. With the current model, we pay based on the amount of changes made, and the pages printed, which can fluctuate from year to year. At minimum, we can anticipate changes to the Administrative Fee Schedule each year which is listed in Part II – Township Appendices, as Appendix A. All fees are approved by resolution passed by the Board as part of their annual budgeting process.



CivicPlus

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

Quote #:

Q-73082-1

Date:

4/16/2024 8:07 AM

Customer:

HAMBURG TOWNSHIP
(LIVINGSTON COUNTY),
MICHIGAN

Product Name	DESCRIPTION	QTY	TOTAL
Full-Service Supplementation Subscription	Full-Service Supplementation Subscription	1.00	USD 1,425.00
Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis. 10	1.00	USD 0.00
Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included - up to 4 copies	4.00	USD 0.00
Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	1.00	USD 1,195.00
MuniPro Additional License	MuniPro Additional License	1.00	USD 110.00
Annual Recurring Supplement Services - Initial Term			USD 2,730.00
Annual Recurring Supplement Services - (Subject to Uplift)			USD 2,730.00

1. This Statement of Work (“SOW”) is between Hamburg Township, MI (“Customer”) and CivicPlus, LLC (“CivicPlus”), the acquirer and sole owner of Municode, LLC f/k/a Municipal Code Corporation, and incorporates and is subject to the terms and conditions located at Addendum 1 attached to this SOW.

2. This SOW shall begin on 7/1/2025 (“Effective Date”) and all the services provided to Customer listed in the above line items (the “Services”) shall align to renew annually on each anniversary of the Effective Date (“Renewal Date”). Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to 5% annual increase. Customer will pay all invoices within 30 days of the date of such invoice.

Acceptance

Item 12.

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Printed Name:

Printed Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

1/24/2025

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

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

This agreement ("Agreement") is explicitly agreed to by the Customer listed on the Statement of Work. All terms used in this Agreement that are not otherwise defined shall have the definition ascribed to it in the Statement of Work.

1. Scope of Services. The Services provided to Customer under this Agreement are set forth in the CivicPlus Statement of Work signed by the parties (the "SOW"). Customer may purchase additional services for additional cost at any time upon mutual written consent of the Parties, including but not limited to updating the frequency of Supplement updates, additional labor required because of delays, errors or omissions on the part of Customer.

2. Limitations of Services. Annual Recurring Supplement Service does NOT include:

- Additional copies, reprints, binders, and tab orders;
- Documents drafted in InDesign or that contain form-based code requirements, are subject to additional editorial fees;
- Documents that contain: multiple tables, graphics, unique formatting requirements, or any other form-based code requirements;
- Legal work, creation of fee schedules, gender-neutral review/ implementation, external linking;
- Codifying complete replacement of complex subject matter such as, but not limited to, Zoning (or equivalent). This work is subject to a one-time editorial conversion fee and an increase in the annual supplement rate and online hosting fee(s). Quote provided upon receipt of material;
- Codifying a newly adopted full Chapter/Title/Appendix. This may be subject to a one-time additional editorial fee and an increase in the annual supplement rate and online hosting fee(s). Material to be reviewed upon receipt;
- Codifying a newly adopted term change legislation. This may be subject to a one-time additional editorial fee. Material to be reviewed upon receipt;
- Adding entirely new material such as but not limited to new Zoning chapters will be covered in your current annual cost. However, the addition will lead to an increase in your annual cost upon your next renewal. We will work with you to provide a revised annual cost.
- The addition of Manuals, Policies, Procedures, Comprehensive Plans, Land Use, Unified Codes, Zoning (or equivalent). Quotation upon request; and
- Online Code hosting and online features, this is listed separately.

For services outside the scope of the Annual Recurring Supplement Services, a per page rate of \$23 will be applied.

3. Each document for processing should be its own individual file, named by its ordinance number. Customer should send in all documents to CivicPlus as MS WORD versions or a convertible PDF version.

4. Term and Termination. This Agreement shall remain in full force and effect for an initial period of one year commencing on the Effective Date ("Initial Term"), at the end of the Initial Term, this Agreement shall automatically renew for additional one-year terms (each a "Renewal Term"). If either Party does not intend to renew this Agreement, they shall provide sixty days prior notice to the end of the then-current term. Either party may terminate this Agreement for cause in the event the other party materially breaches any term of this Agreement and does not substantially cure such breach within thirty days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination.

5. Compensation. Unless otherwise stated in an SOW signed by the Customer, the Customer shall pay CivicPlus for the Services annually at the start of each Renewal Term, within 30 days of the date an invoice is sent.

6. Integration. This Agreement sets forth the entire agreement between and among the parties with respect to the Services. This Agreement supersedes all prior written or oral agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

7. Limitation of Liability. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed five times the amounts paid by Customer for the Services in the year prior to such claim of liability. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

8. Ownership. Customer shall own all right, title, and interest in and to the code created under this Agreement. Customer is responsible for providing all necessary and correct documentation, materials and communication in a timely manner in order to enable CivicPlus to perform the Services and acknowledges CivicPlus cannot begin performance of the Services until all necessary documentation, materials and communication is received.

9. Customer acknowledges that any legal analysis provided by CivicPlus is provided to Customer for their use and direction. However, Customer agrees the Services provided for herein do not review legal codes for legal sufficiency, draw legal conclusions, provide legal advice, opinions or recommendations about Customer's legal rights, remedies, defenses, options, selection of forms, or strategies, or apply the law to the facts of any particular situation or establish an attorney-Customer relationship. CivicPlus is not a law firm and may not perform services performed by an attorney, and the Services contemplated herein do not constitute a substitute for the advice or services of an attorney.

10. In the event either party is unable to perform its obligations under the terms of this Agreement because of acts of God, strikes, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

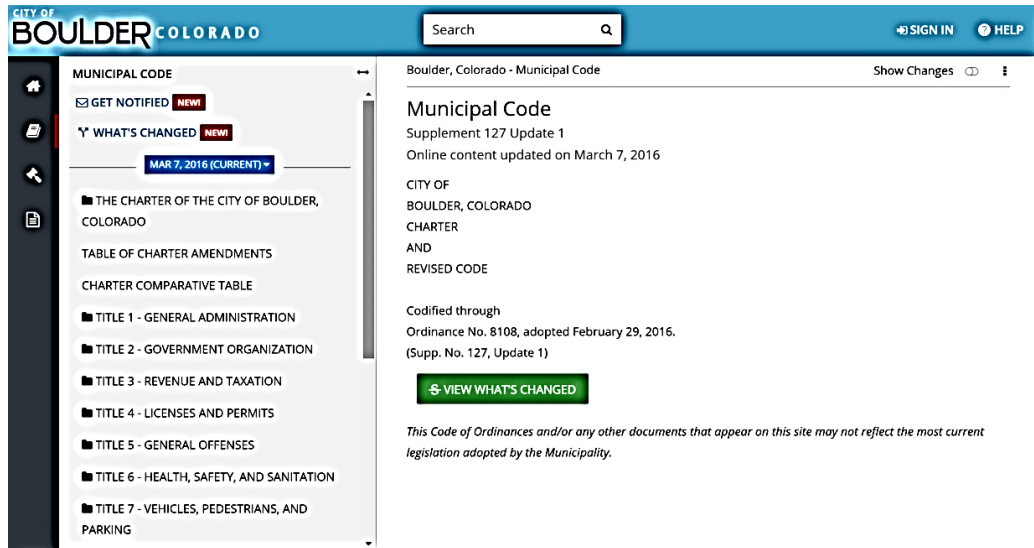
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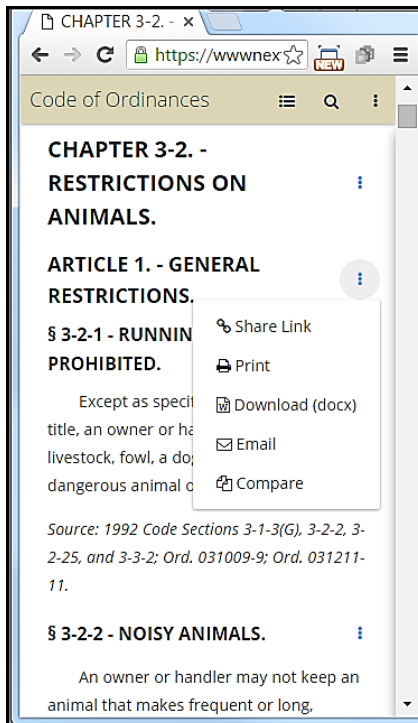
Fax

STANDARD FEATURES OF MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

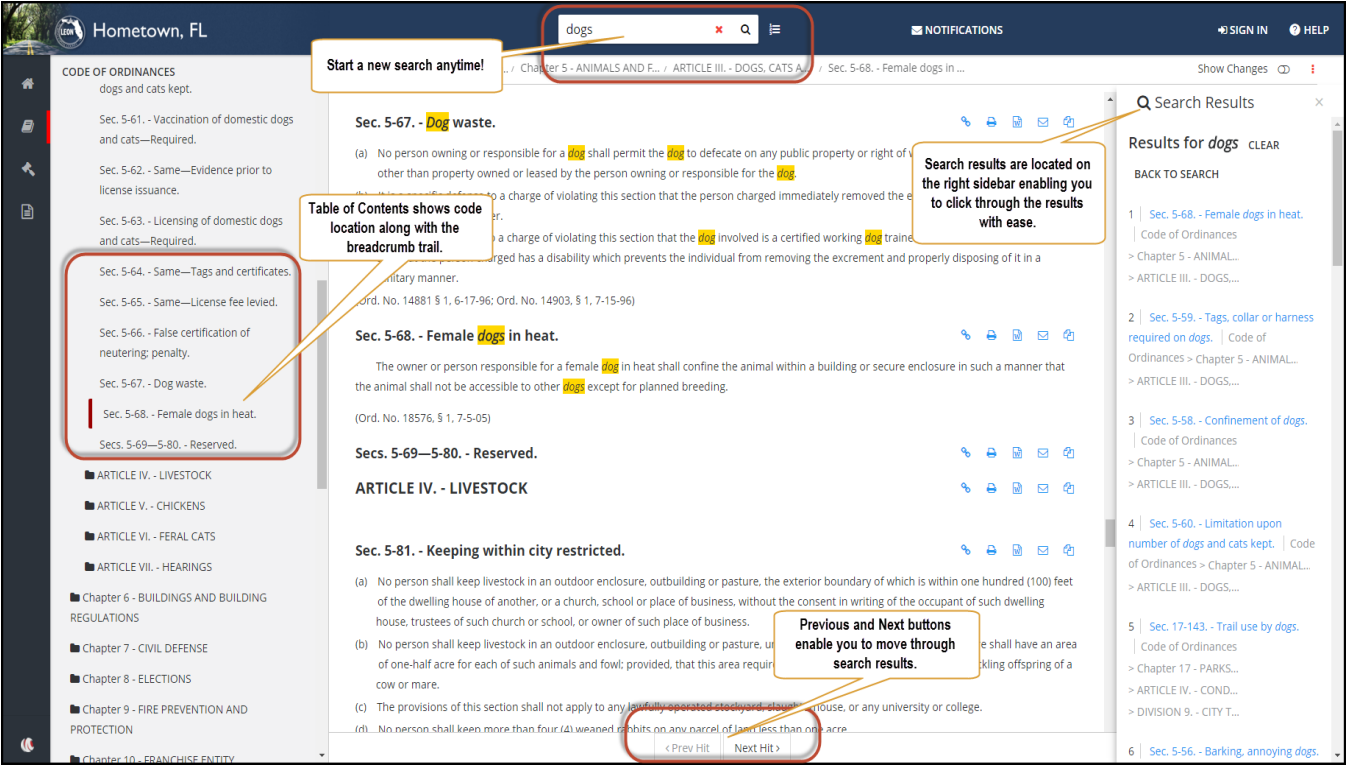


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



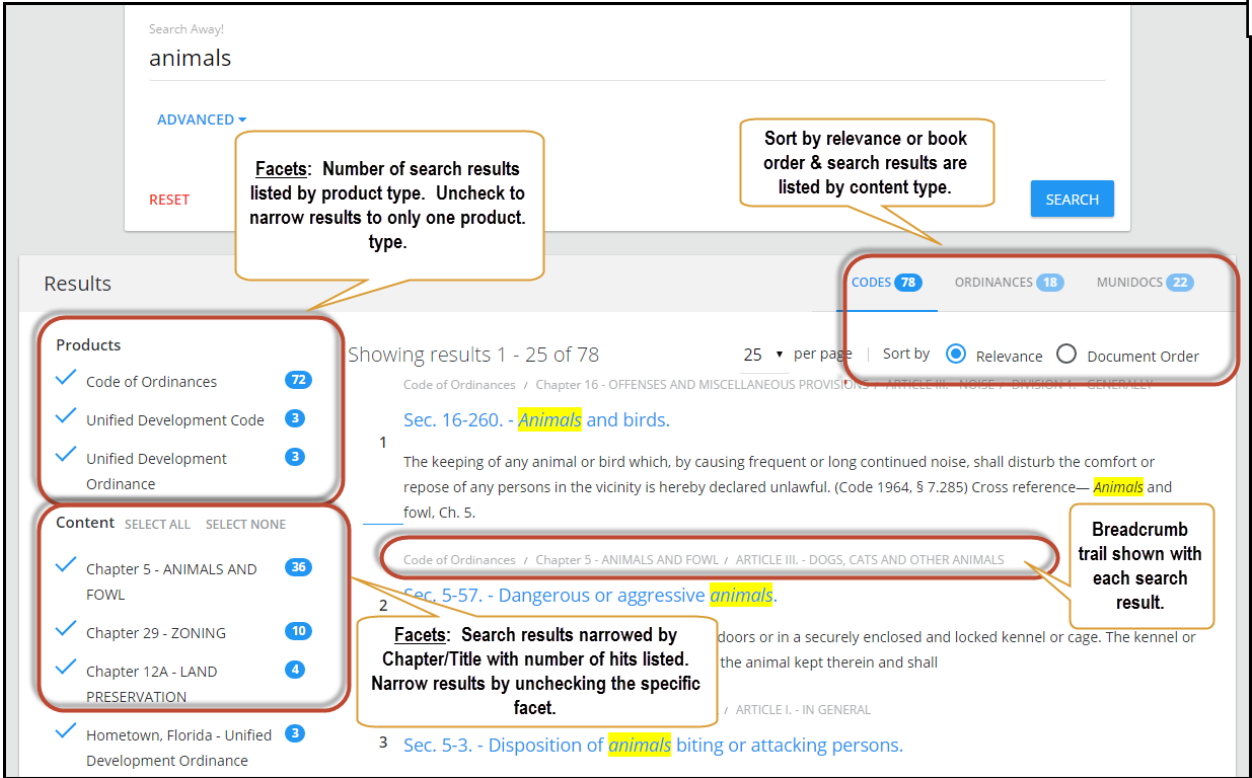
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



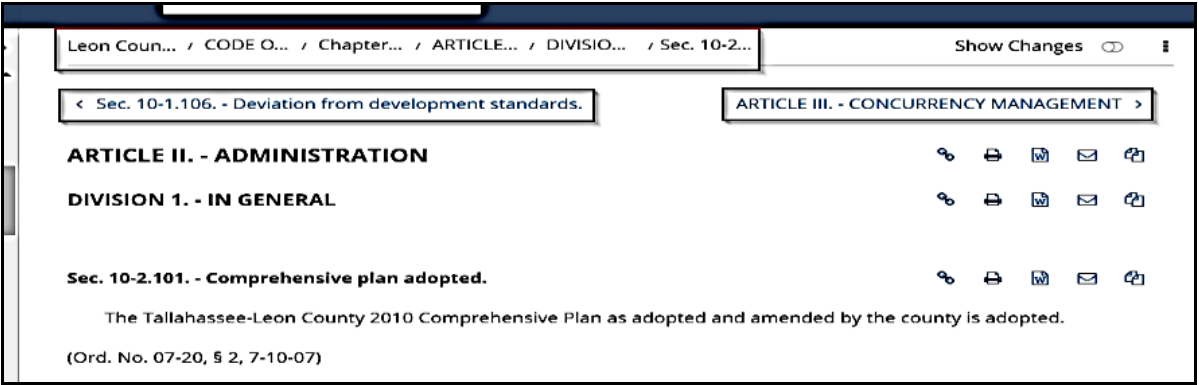
Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser’s bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.



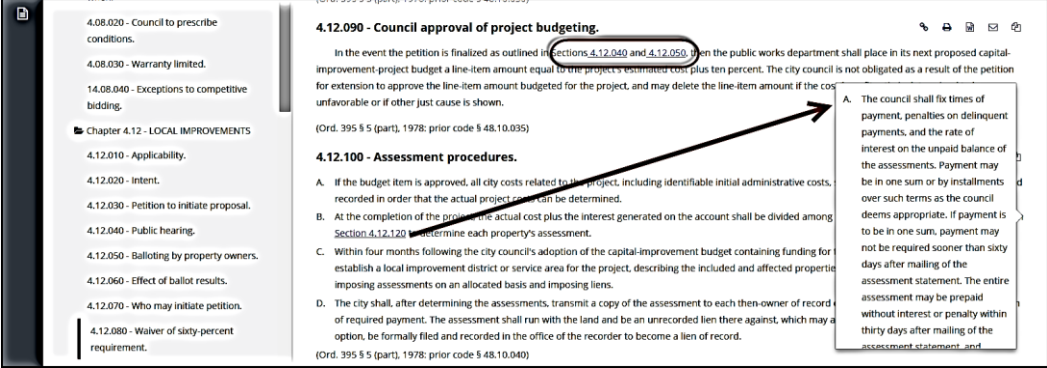
Search enhancements provided with our latest website upgrade include (see screenshot above):

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

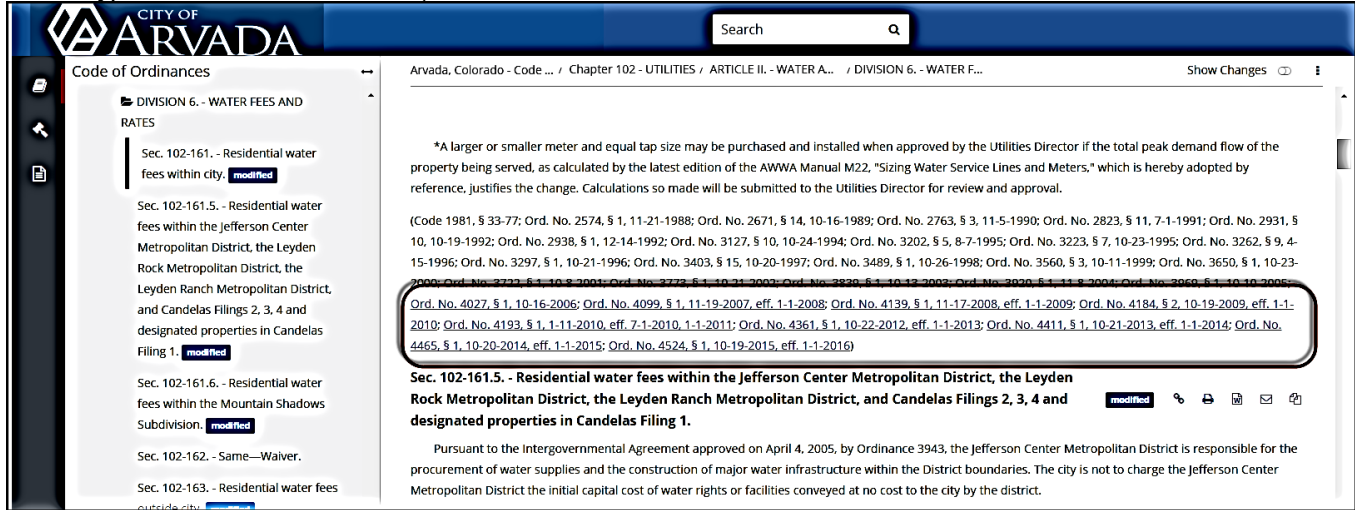
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

PREMIUM FEATURES OF MunicodeNEXT

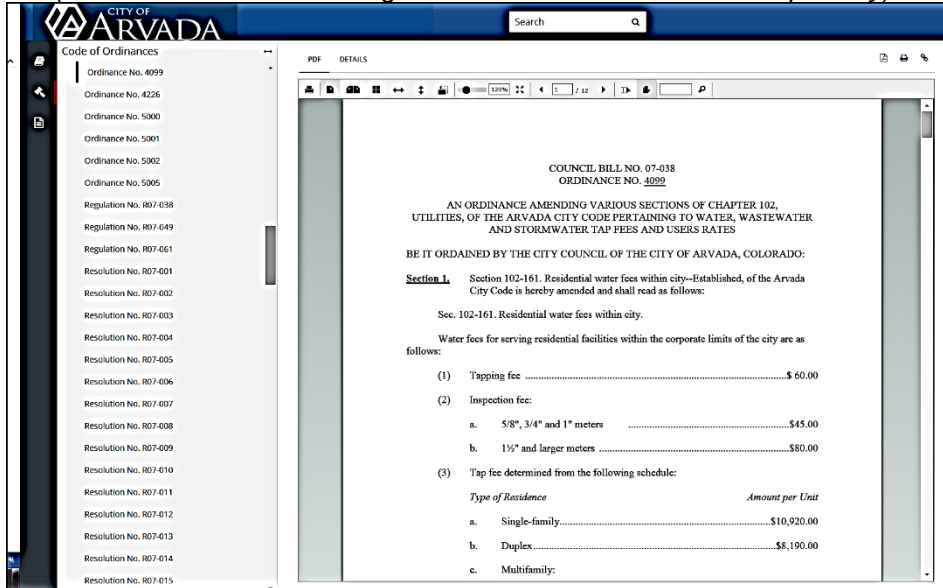
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

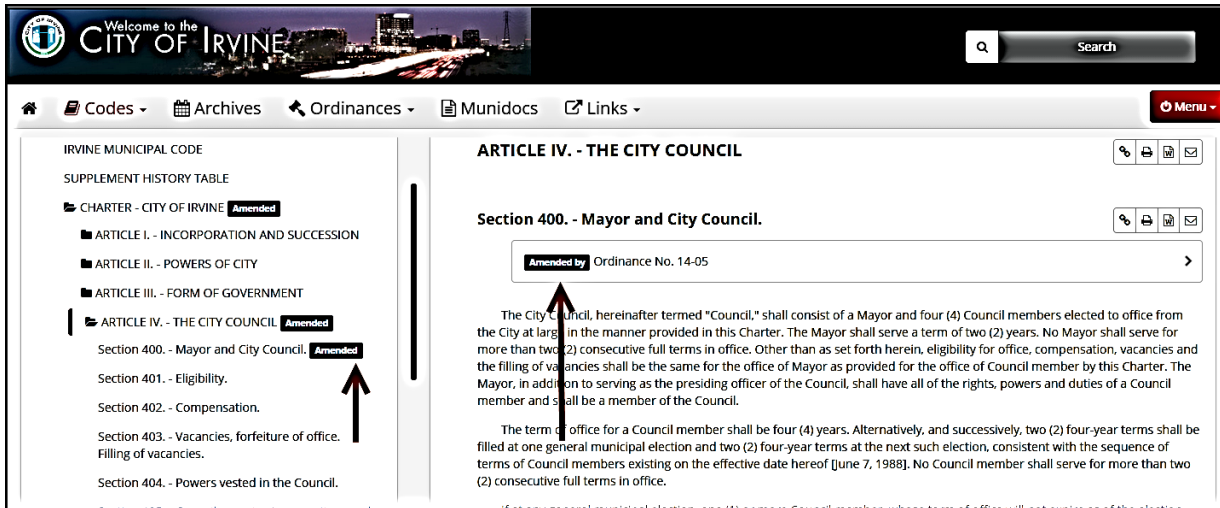
Hyperlinked ordinance in text)



(One-Click access to the original ordinance in the OrdBank Repository)

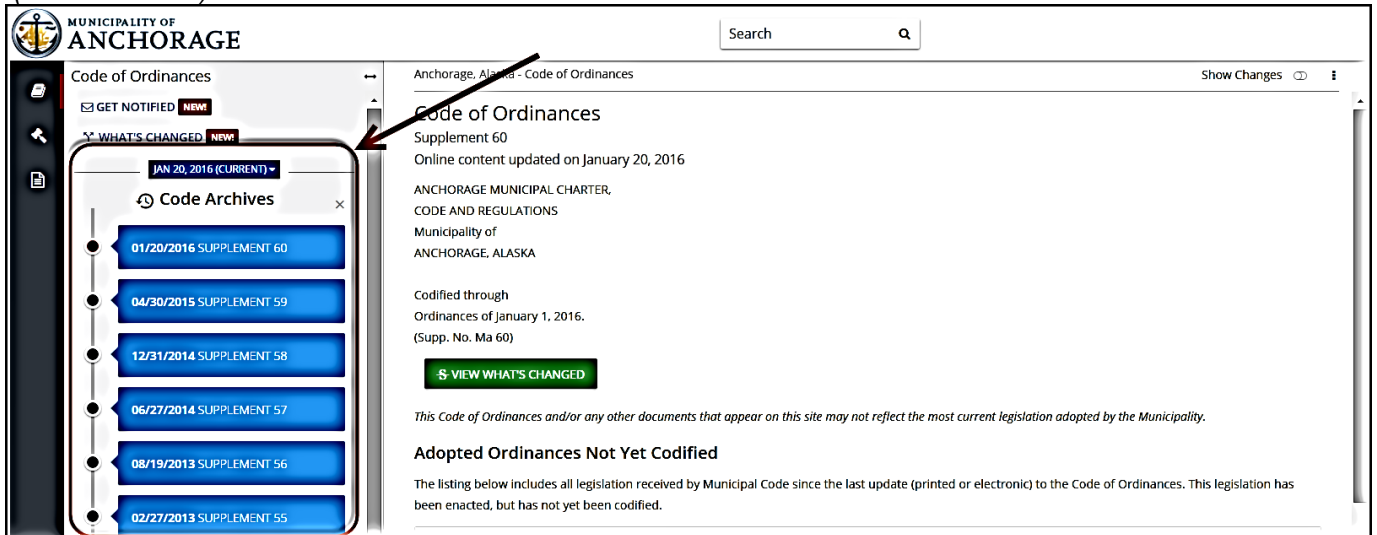


OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



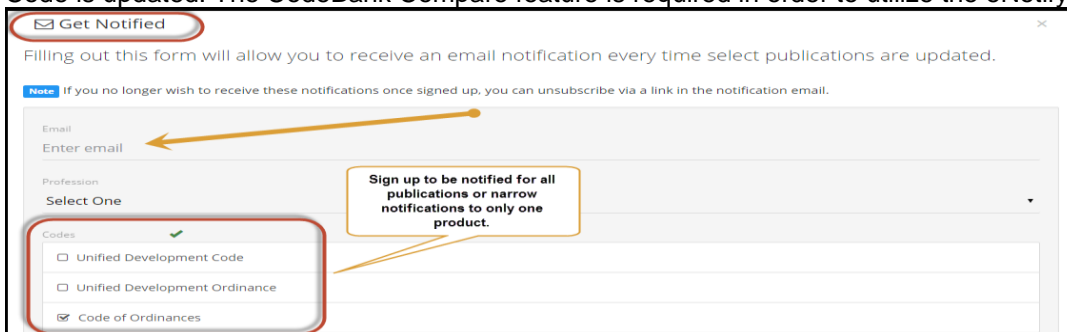
CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



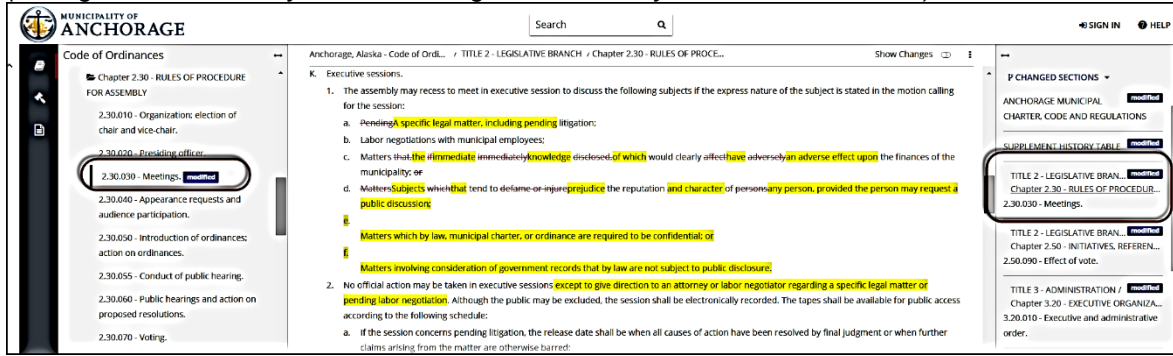
CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

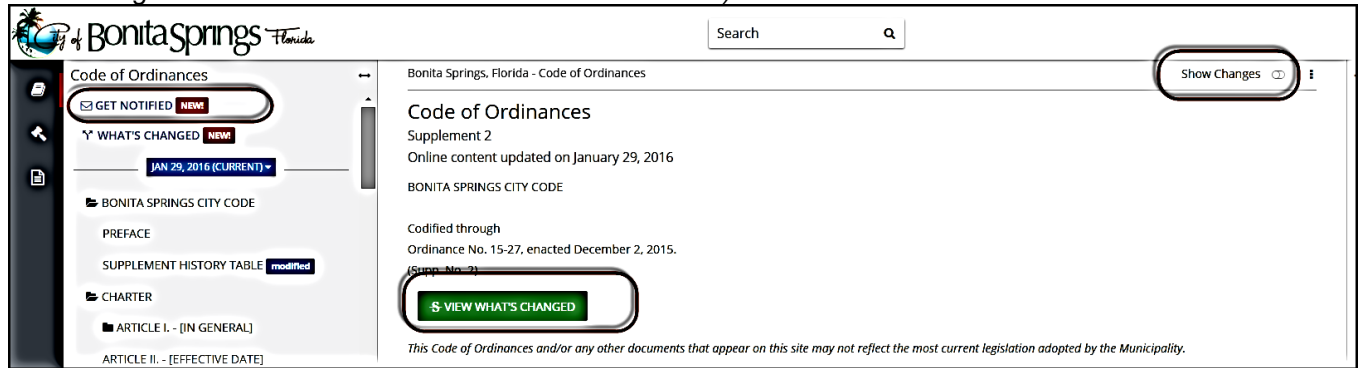


Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)



(Show changes button and a custom banner are shown below)



MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rft, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.

Code of Ordinances

As of 2021, the Hamburg Township Ordinances have been codified, and Municode supplies web services to ensure our laws are accessible to the public. Our code gets updated on a schedule agreed to by the Township Board, and any changes must be submitted to the vendor upon adoption.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to Municode with supporting documents to be incorporated as a pending change until codification is completed. **The following procedure should be used for all Ordinance changes and it is highly recommended that the originating ordinance document be obtained via the website.**

This is the current location of our Code:

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

Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1st Reading and 2nd reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

Ordinance Supplemental Procedure

1. Staff proposes change/addition to Township Board at a Work Session meeting
 - a. Copy of original text is provided to Board along with cover memo/bullet points
 - b. Board provides comments and authorization to proceed
 - c. Board indicates if Attorney should be included in development and/or review process
2. Staff completes change/addition to Ordinance - Draft
 - a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
 - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
 - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
 - b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
 - i. Templates for both General and Zoning Ordinances available in shared file
 - ii. Examples of General and Zoning Ordinances available in shared file
 - c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
 - d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board
3. Staff proceeds with approval process
 - a. Zoning
 - i. Planning Commission Approval
 - ii. Livingston County Planning Commission Approval
 - iii. Township Board Approval (single reading)
 - b. General
 - i. Township Board (first reading)
 - ii. Township Board (second reading)

4. Once approved by Township Board:
 - a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
 - iii. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - iv. Supporting Documents in PDF format (including Attorney opinion, if any)
 - b. Staff provides Clerk’s Office with publication language either in full or summary format
 - c. Clerk’s Office determines effective date of ordinance and files publication
 - v. New Ordinances will be published in their entirety and must include Certification clause
 - vi. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to the Clerk’s Office, prior to the 2nd reading, in a final single-spaced Word version which must include Certification clause
 - d. Certification Clause is as follows:
 - vii. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
 - viii. By: (Clerk) (Signature line)
 - ix. Introduced: (First reading date)
 - x. Adopted: (Second reading date/when motion was passed)
 - xi. Effective: (Date the law/change becomes effective) (Clerk assists with this)
 - xii. Published: (Date the law/change is published) (Clerk assists with this)
3. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
4. Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code
5. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
6. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
7. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
8. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

All publications and Ordinances are to be retained permanently as outlined in the Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25, as provided by the Department of History, Arts and Libraries – Records Management Services. Updated schedules may be referenced here:.

Appendix 1

Code of Ordinances Index – Master List for General Ordinances

Can be found by staff in Vdrive: Code of Ordinances

Numbering convention: Year (4 digit), Type (G or Z), 3-digit sequential (001, 002, etc.)

Tab 1:

Code of Ordinances Index - Master List for General Ordinances						
<p><i>This numbering system is for General Ordinances only. Please see Tab #2 for Zoning Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for General Ordinances (New and Changes): 2025.G.001</i></p>						
Ordinance #	Description	1st Reading Date	2nd Reading Date	Publication Date	Effective Date	Comments
2025.G.001						
2025.G.002						
2025.G.003						
2025.G.004						
2025.G.005						
2025.G.006						

Tab 2:

Code of Ordinances Index - Master List for Zoning Ordinances							
<p><i>This numbering system is for Zoning Ordinances only. Please see Tab #1 for General Text Amendments. Numbering convention: Year (4 digit), Type (GO or ZO), 3 digit sequential (001, 002, etc.) Example for Zoning Ordinances (New and Changes): 2025.Z.001</i></p>							
Ordinance #	Description	Planning Commission Approval Date	County Planning Commission Approval Date	Hamburg Township Board Approval Date	Publication Date	Effective Date	Comments
2025.Z.001							
2025.Z.002							
2025.Z.003							
2025.Z.004							
2025.Z.005							
2025.Z.006							
2025.Z.007							
2025.Z.008							

Appendix 2

Supplemental Request Form – Example



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

Code of Ordinances – Supplemental Request Form

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

Pick one: Add _____ Change _____ Delete _____

Amendment Requested:

See attached Word Doc: _____

And/or make corrections as follows: _____

Approval/Adoption Date(s):

Zoning: _____ Planning _____ County _____ TB

General: _____ TB 1st Read _____ TB 2nd Read

Publication Date: _____

Effective Date: _____

Sent to Municode: _____

Verified by: _____

Added to Code date: _____

Appendix 3

Automated Email from Municode - Example

Deby Henneman

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

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

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

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



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



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

Appendix 4

Ordinance Amendment/Change Format - Example

STATE OF MICHIGAN
COUNTY OF LIVINGSTON
HAMBURG TOWNSHIP
ORDINANCE NO. 2025.Z.001

**AN ORDINANCE TO AMEND CHAPTER 36,
 ARTICLE XIII, SECTION 36-482, OF THE
 HAMBURG TOWNSHIP ZONING
 ORDINANCE**

Hamburg Township Ordains:

Sec. 36-482. Sign regulation enforcement.

- (a) *Signs on private property.* Signs in violation of the regulations will be enforced by the zoning administrator or designee utilizing Ordinance No. 71-A the civil infraction ordinance.
- (b) *Signs within the public or private right-of-way or on public land.* Signs in violation of the regulations will be removed by the zoning administrator or designee.
 - (1) First violation: Will be removed and held for ten days at the Township offices, after which the signs will be discarded.
 - (2) Second violation: The signs will be removed and will be discarded without a holding period.
 - (3) Signs in continual violation of the regulations may be enforced by the Code Enforcement Officer, Zoning Administrator, or designee, utilizing Chapter 1, Article II, Section 1-45 – Sanctions for violations, in the Hamburg Township Code of Ordinances.
 - (4) Signs will be considered in the public right-of-way if they are within ten feet of a public street or if they are in violation of section 38-228.
 - (5) For purposes of assessing fines and penalties only, a violation under this section shall be classified a Class E municipal civil infraction.
 - (6) Signs for Park/Trail related events must be approved through the Park Use Application process.

(Zoning Ord. 2020, § 18.14, 1-5-2021)

Effective Date: Publication. The provisions of this ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the Township, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this ordinance and such other facts as the Clerk shall deem pertinent and that a copy of the ordinance is available for public use and inspection at the office of the Clerk.

Made, Passed and Adopted by the Hamburg Township Board of Trustees this ____ day of _____, 20__.

Pat Hohl, Supervisor

Michael Dolan, Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Hamburg Township Board of Trustees held on the ____ day of _____, 20__.

Michael Dolan, Clerk

Adopted:
Published:
Effective:



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

Code of Ordinances – Supplemental Request Form

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

Pick one: Add _____ Change _____ Delete _____

Amendment Requested:

See attached Word Doc: _____

And/or make corrections as follows: _____

Approval/Adoption Date(s):

Zoning: _____ Planning _____ County _____ TB

General: _____ TB 1st Read _____ TB 2nd Read

Publication Date: _____

Effective Date: _____

Sent to Municode: _____

Verified by: _____

Added to Code date: _____



February 11, 2025

Hamburg Township Board of Trustees
P.O. Box 157
Hamburg, Michigan 48139

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 19th Annual Hamburg Family Fun Fest which is scheduled from June 11th through June 15th, 2025 at Bennett Park.

Given the number and types of events including fireworks shows, petting zoo, amusement rides, etc., at the Fun Fest it is anticipated that this event will draw participants to the area; more particularly to both East and West Bennett Park. With a speed limit of 55 mph on Merrill Road, it could potentially cause a safety issue to pedestrians crossing to reach the events taking place at East and West Bennett Park. We respectfully request that the Hamburg Township Board petition the Livingston County Road Commission to reduce the speed limit on Merrill Road between M-36 and Strawberry Lake Road (through Manly Bennett Park) from the current 55 mph to 35 mph during the Hamburg Family Fun Fest as has been done for the past 18 years.

H.E.R.O. appreciates your support to make this event a huge success for the community.

Sincerely,

Joanna G. Hardesty
H.E.R.O. President
(810) 626-3035



RESOLUTION

HAMBURG FAMILY FUN FEST SPEED LIMIT REDUCTION 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 February 18, 2025, beginning at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

WHEREAS, Merrill Road, a Livingston County Road, running north and south between Michigan State Highway 36 (M-36) and Strawberry Lake Road bisects Hamburg Township Manly Bennett Park; and

WHEREAS, from June 11, 2025 through June 15, 2025, the Bennett Park facility will host the Hamburg Family Fun Fest. Given the number and types of events, including fireworks shows, concerts, a circus and petting zoo, and amusement rides, it is anticipated that this event will draw thousands of participants to the area; and

WHEREAS, the speed limit on Merrill Road is 55 mph; and

WHEREAS, the Hamburg Township police station is part of the municipal complex located within the park with an indirect access to Merrill Road.

NOW THEREFORE BE IT RESOLVED, that the Hamburg Township Board of Trustees, hereby petitions the Livingston County Road Commission (LCRC), as a matter of public health, safety and welfare, to reduce the speed limit on Merrill Road between M- 36 and Strawberry Lake Road (through the Manly Bennett Park) from the current 55 mph to 35 mph during the Hamburg Family Fun Fest - June 11th through June 15th, 2025.

Upon a roll call vote of the Board, the following voted:

AYES:

NAYS: None

ABSENT: None

Resolution Declared Adopted.

CERTIFICATION

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan, hereby certify that 1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; 2) the original of such resolution is on file in the Clerk's office; 3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and 4) minutes of such meeting were kept and have been or will be made available as required thereby.

Date:

Michael H. Dolan, Hamburg Township Clerk

TO: Public Safety Committee & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: February 3, 2025

AGENDA ITEM TOPIC: Park Approval – International Border Stars Tournament – April 4-6, 2025
West Park - BLACKOUT
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use request for the International Border Stars Tournament, as outlined in application from Unified Events dated 12/21/24, for event to be held April 4-6, 2025 in West Park, with a Hazard level as Medium as recommended by Public Safety.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk’s office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Installation of informational, directional, and/or safety signage may be administratively approved
- Sanitary services will be arranged by Parks Staff and charges will be passed on to applicant in addition to any Park Use/Public Safety fees set by the Board

Background

Parks & Recreation recommended approval at their January 28, 2025 meeting:

Motion by McCabe, supported by Miller, to recommend approval of the Park Use request for the International Border Stars Tournament, contingent on Public Safety recommending a Hazard level, the clerk office receiving required paperwork, a pre-event meeting with Public Safety take place, that event signage in the parklands be administratively approved, and that charges for additional sanitary services be paid for by the applicant.

Ayes: 3 Absent for motion: Dolan (3:23 p.m.)

Motion Carried

Additional Details

- 2024 International Border Starts Tourney Public Safety Brief attached for reference
- **Public Safety recommended a Medium Hazard at their 2/5/25 meeting**

TO: Public Safety Committee & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: February 3, 2025

AGENDA ITEM TOPIC: Park Approval – International Border Stars Tournament – April 4-6, 2025
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Ayes: 3 Absent for motion: Dolan (3:23 p.m.)

Motion Carried

Additional Details

- 2024 International Border Starts Tourney Public Safety Brief attached for reference
- **Public Safety recommended a Medium Hazard at their 2/5/25 meeting**



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Item 16.

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Unified Events

Name of Event: International Border Stars Tournament

Type of Event: Soccer Tournament Park Use Category #: 4 - Event Use

Applicant Name: Annalisa Van Houten

Date(s) of Event: April 4-6, 2025 Time(s) of Event: 8am-8pm

Applicant Address: 13719 23 Mile Road Suite or Apt #: 167

Applicant City: Shelby Twp State: MI Zip: 48315

Contact Person (present during use): Erich Shrewsbury

Contact's Affiliation with Applicant: Tournament Director

Contact's Phone: 2484677846 Contact's E-Mail: eshrews@gmail.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: Everest National Insurance Co Toprovide

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: They will send after 1st of year Expiration Date:

Limit of General Liability: 1000000 Occurrence 1000000 Aggregate

Umbrella Coverage Limit (if any): 5000 Occurrence 5000 Aggregate

2nd year
See PS Brief 2024

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

Please describe the event you propose to host: soccer tournament

Total Number of participants/spectators/guests anticipated during event: 2000 *(last year reflected 2500)*

Average of participants/spectators/guests anticipated at any given time: 500

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Park Soccer Fields

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

Will there be camping and trailer facilities? If so, are overnight stays anticipated: no

Number of Volunteers: 15 Are Volunteers trained?: yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: yes If so, please indicate locations: walkway from parking lot

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

Will admission be charged? If so, how much: no

Parking fee charged? If so, how much: no Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: yes there may be a few vendors

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

Will there be Fireworks or any other pyrotechnic display? If so, describe: no

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

Will there be any animals present? If so, describe: no

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

Will there be Amusement rides or games? If so, describe: no

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

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

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

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

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

Specific services required from the Township, if any: lawn mowing

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

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

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

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

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

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

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

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

Initials: ADV

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

Initials: ADV

Applicant's Signature: Annalisa Van Houten Date: 12/21/24

Co- applicant's Signature: [Signature] Date: _____

Parks Coordinator: [Signature] Date: 1/9/25

For office use only

Comments: NO USE OF H8 will be allowed due to moles

Meeting Approval Dates: 1/28/25 Parks & Recreation _____ Public Safety _____ Township Board _____

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

2024 International Boarder Stars Tournament Public Safety Brief

After a thorough examination of the event hosted on April 13th-14th, 2024, these are my findings:

Event Size:

On Saturday, April 13th, 2024 at 1105 hrs, there were approximately 335 vehicles on the west park grounds. We have estimated each vehicle having approximately 3 people, giving us a total of approximately 1,005 participants and spectators at that particular time.

Personnel Needed:

It is my opinion this event, assuming it remains the same size, will need a minimum of 1 public safety personnel to insure the entirety event remains on the west side of the parks and no one is utilizing the east side causing pedestrian traffic across Merrill Road, an unmarked 55mph zone.

Public Safety Wages:

Two twelve-hour days with one police officer staffed totals \$933.12 in wages. These wages are the base wages for a police officer. The number would be higher if any command staff has to cover the event.

POLICE

38.88/hr

x 1.5 overtime

58.32/hr

x 1 officer

58.32/hr

x 12 hr shift

699.84

x 2 days

\$1,399.68 total wages for the two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces from 4 to a minimum of 8, preferably 12.

Event Staff Requirements:

This event seemed to flow well without the need for staff parking attendants.

Signage:

No additional signage above and beyond what public safety supplies is required for an event this size.

If you have any questions, feel free to reach out.

Respectfully,
Sergeant Megan Paul



















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

TO: Public Safety Committee & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: February 11, 2025

AGENDA ITEM TOPIC: Park Approval – PowerAde Tournament – August 16-17, 2025 (w/Friday setup)
West Park Blackout

Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use request for the PowerAde Invitational Tournament, as outlined in the application from Legacy Center Sports Complex dated 1/20/25, to be held August 16-17, 2025 in West Park, with a Special Hazard as recommended by Public Safety.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk’s office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Installation of informational, directional, and/or safety signage may be administratively approved
- Sanitary services will be arranged by Parks staff and charges will be passed on to applicant in addition to any fees established by the Board for Park Use and/or Public Safety fees.
- Special Use fees are set by the Township Board, in-kind donations may be considered

Background

Parks & Recreation recommended approval at their January 28, 2025 meeting: **Motion by Miller, supported by McCabe, to recommend approval of the Park Use request for the Legacy Center Powerade Invitational 2025, contingent on Public Safety recommending a Hazard level, the clerk office receiving required paperwork, a pre-event meeting with Public Safety take place, that event signage in the parklands be administratively approved, and that the charges for additional sanitary services be paid for by the applicant.**

VOICE VOTE: Ayes: 4

MOTION CARRIED

Additional Details

- 2024 PowerAde Tournament Public Safety Brief attached for reference
- Field H8 will be closed due to maintenance concerns & future construction
- **Public Safety recommended a Special Hazard at their 2/5/25 meeting**



Hamburg Township Manly Bennett Park
Park Use Application

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Item 17.

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Legacy Center Sports Complex

Name of Event: Powerade Invitational 2025

Type of Event: Soccer Tournament Park Use Category #: Select One

Applicant Name: Sammi Corcoran

Date(s) of Event: August 16-17 w/ Friday set-up Time(s) of Event: All day

Applicant Address: 9299 Goble Dr. Suite or Apt #:

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Sammi Corcoran

Contact's Affiliation with Applicant: Administrator

Contact's Phone: (734) 649-5034 Contact's E-Mail: scorcoran@legacycentermichigan.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: USI Insurance Services Need copy

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: Expiration Date:

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

Umbrella Coverage Limit (if any): \$5,000,000 Occurrence \$5,000,000 Aggregate

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

Please describe the event you propose to host: Youth soccer tournament for U8-U15 teams

Total Number of participants/spectators/guests anticipated during event: 750 estimated 2,500 in 2024

Average of participants/spectators/guests anticipated at any given time: 250 - see map for parking est.

Site of Proposed Event; include all areas of the parklands that will be used: All of West Bennett Park Fields

Grant construction may impact number of fields available for use.

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

Will there be camping and trailer facilities? If so, are overnight stays anticipated? No

Number of Volunteers: 20 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: On grass along path

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

Will admission be charged? If so, how much: No

Parking fee charged? If so, how much: No Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: Licensed vendors selling hotdogs/hamburgers and smoothies - Requires Tent Permit
\$ Fire inspection

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

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

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

Will there be any animals present? If so, describe: No

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

Will there be Amusement rides or games? If so, describe: No

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

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

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No

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

Specific services required from the Township, if any: None
Striping to be discussed.

Other information regarding your event that you feel may be helpful: Legacy Center Sports Complex will be the main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration closes 3/24/25. Will know more specifically what size fields we will need.

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

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

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


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


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

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

 Initials: _____

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

 Initials: _____

Applicant's Signature:  Date: 1/20/25

Co-applicant's Signature:  Date: 1/21/25

Parks Coordinator:  Date: 1/21/25

For office use only

Comments: _____

Meeting Approval Dates: 1/28/25 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

2024 Powerade Soccer Tournament Public Safety Brief

After a thorough examination of the event hosted on August 17th-18th, 2024, these are my findings:

Event Size:

We were unable to fly the drone to get parking lot photos because of inclement weather. It is estimated that there was a surplus of 2,500 people in attendance. The weather was poor with thunder storms periodically throughout both days. Attendance was considerably lower than in the past with good weather. Without the parking lot counts, I am unable to provide an accurate estimate.

Personnel Needed:

It is my opinion this event will need a minimum of 6 public safety personnel to properly and safely direct traffic and cross pedestrians across Merrill Road, which is an unsigned 55mph zone. Two personnel at the south entrance directing traffic into the parking lots and stopping traffic on Merrill Road to safely cross pedestrians, two personnel at the north entrance, stopping Merrill Road traffic and directing tournament traffic out of the parking lots, and two personnel for a relief factor.

We were able to utilize four volunteers from CERT (Citizen Emergency Response Team) to facilitate parking the vehicles in an orderly and compact fashion to maximize the parking spaces on the west side, therefore reducing the amount of pedestrian traffic crossing Merrill Road.

I created a temporary pedestrian crosswalk using approximately 8 rolls of reflective tape at the south entrance. It was very helpful and should be utilized moving forward for events of this size.

Public Safety Wages:

Two twelve-hour days with four police officers and two firefighters totaling \$6,663.36. These wages are the base wages for a police officer and fully trained firefighter. The numbers would be slightly higher if any command staff has to cover the event.

POLICE

38.88/patrolman hr
x 1.5 overtime
58.32/hr
x 4 officers
233.28/hr
x 12 hr shift
2,799.36
x 2 days
5,598.72

FIRE

22.18/hr
x 1
22.18/hr
x 2 firefighters
44.36/hr
x 12 hr shift
532.32
x 2 days
1,064.64

5,598.72 police wages
 +1,064.64 fire wages
\$6,663.36 total wages for a two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces. If they are not able to appropriately block off a section for that and are using the east side to park the disabled drivers, they should have at least 3 shuttles that are in constant rotation (two shuttling and one relief).

It did not appear that any additional disabled parking spaces were created above what the township has (12) and no shuttles were observed from the tournament hosts. Police were transporting disabled people in our UTV when we were able. This should be rectified before allowing this event to return as we are there to ensure the safety of the parking lots and pedestrians and not to drive their disabled guests back and forth.

Event Staff Requirements:

This event will need a minimum of 4 **adult** parking lot attendees. The teenagers do not do what they are supposed to do and are often on their cellphones. These attendees need to wear a traffic safety vest. They should have one posted at the southwest parking lot entrance, where the driveway opens up into the parking lot, directing people who are leaving to head north to exit. We had numerous people attempt to go around our “do not enter” “exit north” sign and come head-on with pedestrians and incoming traffic entering the park. A second attendee should be placed north of the end of the main parking lot where it bottlenecks into the service drive directing motorists to park perpendicular, not parallel park, to increase the number of vehicles parked on the west side to help limit the amount of pedestrian crossing Merrill Road. Lastly, a third should be in the grassy area just north of the entrance of the south lot that is sandwiched between Merrill Road and the parking lot, directing rows of parking to avoid accidental block-ins and one for a relief factor.

The tournament hosts supplied 4 teenage parking assistants that helped direct traffic in the parking lots. With the increased signage and the use of CERT, they were not effective and can be emitted moving forward. If they supply parking assistants in the future, they need to be over 18 years old. It should be mentioned that CERT is not a guarantee to assist each year/event.

Signage:

The “enter only” and “exit only” signs that were supplied by the event hosts were very helpful, as was the overflow parking directional signs. The only other (movable) sign needed would be “LOT FULL.” The EXIT ONLY sign will need to be placed slightly farther back than where it was put on the west side, north drive. It was too close to the road creating a blind spot for motorists exiting the parking lot. They had to nose out into the roadway to see around it.

This year was the smoothest it has gone from a public safety perspective. I look forward to continue observing and making appropriate changes to make it a better experience for everyone.

If you have any questions, feel free to reach out.

Respectfully,
Sergeant Megan Paul



Megan Paul

Sergeant

Hamburg Township Public Safety
Police Department

Office: 810-231-9391 ext 454

Direct: 810-222-1175

Fax: 810-231-9401

Email: mpaul@hamburg.mi.us

10409 Merrill Rd
P.O.Box 157
Hamburg, MI 48139



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

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 12, 2025

AGENDA ITEM TOPIC: Senior/Community Center Rental Packet – Review & Approval

Number of Supporting Documents: **3 – Rental Packet, Application, Key Instr**

Requested Action

Requesting first reading of all documents pertaining to the Senior/Community Rental Process as provided in the packet: Facility Information Packet, Rental Application, and the Key Instructions.

Note: The second reading and request for approval will be at the March 4, 2025 meeting.

Background

Since we opened the Community Center up to event use, I have been working with the Senior Director to come up with a workable solution that allows the public to use the facility, but ensures that no extra work on her part needs to be done first thing Monday morning in order for the Seniors to use the facility.

The primary use of the building is Seniors only (55+), Monday – Friday – 9AM-4PM. After 4PM on weekdays, and on the weekends, the building is available for use and rented through Parks & Recreation. *As a side note, the Pickleball Courts are advertised for these same hours in order for the Senior Center to have primary use of the courts during their open hours.*

I have not specifically advertised the use of the building, but word of mouth seems to be enough to keep a steady flow of people requesting use. Even without access to the kitchen facilities, folks are willing to host showers, birthday parties, and celebrations of life. What this Rental Packet allows for is a single document giving users a lot of the information I answer on a daily basis. Since I’m a one woman show, it also provides staff a resource to share when I am not available to respond to questions, and can be posted to our website as a downloadable PDF.

This document has been reviewed by the Senior Director, Director of Accounting, and our Township Attorney. Any comments/edits/additions, should be directed to me at dhenneman@hamburg.mi.us. This will be brought back to Township Board for a 2nd reading/adoption at the March 4, 2025 meeting and incorporated in the Park & Recreation Policies & Procedures.

Senior/Community Center Rental – Facility Information

Introduction

The Hamburg Senior/Community Center building is available for use to Hamburg Township taxpayers (residents or businesses), local non-profit organizations, or employees only. Applicants wishing to reserve a park or schedule a special event must be 18 years of age or older. The rates for use are outlined in the Hamburg Township Administrative Fee Schedule which can be found in Part II, Appendix A of the Code of Ordinances. This link will take you to the main page.

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

This chart is an excerpt for easy reference and rates effective 7/2/24.

Meetings/Classes	Non-Profit Rate	Profit Rate	Max Hours
Daily	\$10.00	\$25.00	Per 3 hour use
Daily add'l	\$10.00	\$15.00	Rate per 1 hour use after first 3 hours
Annual	\$120.00	N/A	Per 3 hour use for scheduled meetings
Event Use	Hourly Rate first 4 hrs	Hourly rate thereafter	Rates are calculated daily
Party/Shower, etc.	\$50.00	\$35.00	Must be Hamburg Resident
<i>Applicant is required to submit proof of Insurance or Homeowners Policy and is responsible for the event liability.</i>			

The Township reserves the right to deny a rental or special event application based on the applicant's past rental history, such as damaging Township property, non-payment, and not following Township rules and regulations. The Township may also deny an application upon notice that an applicant has been convicted of malicious destruction of property or disorderly intoxication, or is listed on the state's sex offender registry.

Facility & Amenities

Senior Center

The Hamburg Senior/Community Center is used exclusively for Senior Center activities Monday-Friday, 9AM – 4PM. Anyone who is 55+ years who is interested in learning more about joining and having access to their services and activities, can find information on our website. This link will take you to the main page for the Senior Center:

https://www.hamburg.mi.us/resident/seniors_senior_community_center/index.php

Community Center

After 4PM during the week and on the weekends until 11:30 p.m., the building is available for public use for a charge (see above). The use is scheduled by the Parks Department and the use calendar can be seen on our website from Senior Home page, and Community Center Event Calendar tab. This link will take you to the Building Use Calendar:

https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_calendar_of_reserved_use_days.php

Reservations are made through an application process, and reservations can only be held for a 1-week period without payment. Application, Rules & Regulations, and Contact information for questions can be found from the Building Use Policy and Forms tab from the Senior Home page. This link will take you there:

https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_policy_and_forms.php

Available Space

There is one large interior room available for use, which is approximately 1,200 sq.ft. and is lined with large windows which overlook the outdoor patio. Capacity for room is 150, and will seat approximately 100 comfortably. There are accessible doors for both entry to the building, as well as to access the patio. Access to both the interior room and patio is available to the applicant, and are not split into separate rentals at this time.

Other than the restrooms, lobby area of the building, and the outdoor patio, all other areas of the Senior/Community Center building, including the kitchen, are reserved for Senior Center activities and access only.

Outdoor patio is accessible through two accessible doors from the multi-purpose room on the left and right of the TV. **Doors can be unlocked with the same key that unlocks the building, but must be relocked before you leave.**

Available Amenities

We do have limited inventory (stored available for the applicant's use as follows:

- 6 round tables
 - Seats 6
 - 60" Round tablecloth fits
 - On wheels, easy set-up
- 8 Rectangle tables
 - Six-foot length
 - On wheels, easy set-up
- 70 chairs
 - With arms
- 40 chairs
 - Without arms
- 19 Rectangle tables
 - Six-foot length
 - No Wheels (folding – these are stored in small closet)
- Smart TV with HTML capability
- Free Wi-Fi
- Access to full-room speaker system
- Outdoor furniture is available seasonally

There is no access to the kitchen, and no use allowed of any Senior Center owned equipment without the express permission of the Township Board and/or Senior Center Director.

All items used must be returned as you find it and Senior/Community Center Checklist must be completed and returned with key. Diagram and Pictures posted in the storage room:





Please be sure to put umbrellas down before you leave, or during your use if the winds pick up. Bringing supplies to clean the table is recommended, however, there will be a cart left in the furnace room with cleaning supply essentials. Water from bathroom or spicket out front.



Garbage

Cans and garbage bags (liners) are supplied and must be emptied by the user. All garbage must be deposited into the dumpster outside the main building near the shed and in front of the Pickleball area. Please put clean liners in the cans when you empty them. Extra supplies can be found on the supply cart in the furnace room where inventory is kept.

Wi-Fi

The Senior/Community Center has Wi-Fi which is available for public use. There is no password required at this time.

Kitchen

There is no public access to the kitchen, or any of the appliances/equipment in the common areas. Please bring everything you need for your event, including drinking water and ice.

No Smoking or Alcohol

There is no smoking or vaping allowed inside the building, and if done outside, all debris must be disposed of safely and properly. The Township Parks and Building policies strictly prohibit alcohol, glass containers, and other flammable materials.

Other Area Rental Facilities

American Legion - alpinckney419@gmail.com

Masonic Temple - <https://livingston76.com/rental-information>

People's Church - <https://peoplesefc.ccbchurch.com/goto/forms/389/responses/new>

Whispering Pines - <https://www.whisperingpinesgolfandbanquets.com/>

Shalom Church - <https://www.shalomlife.org/building-use.html>

Hamburg Township Museum - <https://hamburgmuseum.org/>

Hamburg Township Library - <https://www.hamburglibrary.org/meetingroom.html>

Senior/Community Center Checklist

Item:	Yes	No	Applicant Comments:	Staff Comments:
INDOORS:				
Furniture moved back to original position as shown on diagram				
All trash taken to dumpster				
All floors swept and damp mopped if needed-broom and mop are located on a janitor cart in the furnace room				
Tables wiped down				
Empty trash in bathroom				
Check to make sure all audio/visual equipment is turned off and remotes put back on mantel				
If you have unplugged the coffee makers make sure they are plugged back in and turned off				
Check to determine that all exterior doors are shut and locked				
Check that all lights are turned off (security lights above desk will remain on – Decorations remain on a timer)				
Lock front door and set alarm. Deposit key and checklist in Township drop box				
OUTDOORS:				
Umbrellas on patio closed				
Outdoor furniture moved back to original position as shown on diagram				
Outdoor tables wiped down				
All trash removed and taken to dumpster				

Name of User _____ Date of Use _____

Signature of User _____ Date _____

Staff/Inspector Signature _____ Date _____



All items should be placed back into the furnace room in this manner to keep pathways clear. **If staff is required to tear-down, re-arrange, or clean items used during an event, or if any damage is noted, some or all of any security deposit may be retained, or additional charges may be invoiced to responsible party.** The Checklist form must be completed, signed, and returned with the key. No deposits will be returned unless this paperwork is submitted.



One large space is available for rent, and can be broken into two smaller areas with a divider. Square Footage is approx. 1,200 square feet and Maximum Capacity of Room is 150.



Special Events such as Showers, Holiday Parties, or Celebrations of Life can be accommodated, however, there is no access to the kitchen facilities. No utility sinks and/or equipment such as coffee pots or refrigerators are available for public use. Seats 100 comfortably

There is a Dollar Store and a nearby Kroger, along with a number of stores at the Chilson Commons mall, for last minute or forgotten items.



The round tables in the room should be returned to their original location at the completion of every event in this configuration.

A supplied cleaning cart is available for renters to use and we appreciate you leaving the room clean and tidy for the next users. All garbage should be emptied and bags can be thrown out in the dumpster which is located in the fenced in area at the front of the building.



P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Item 18.

Senior/Community Center Use Application

Applicant/Volunteer Information (Please print clearly)

Name of Organization: _____

Applicant and Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

Type of Activity: _____

Frequency of Use: One Time Monthly Quarterly Other: _____

Date(s) Requested: _____

Time(s) Requested: Enter: _____ Exit: _____

Number of Participants Expected: _____ **KITCHEN USE IS PROHIBITED**

Supervisor of Event (if other than applicant): _____

Applicant's Signature: _____ Date: _____

Township Scheduler: _____ Date: _____

For office use only – Fees coded to: Senior Rental #101-820.000-651.001

Rate: _____ Amount Due: _____ Payment Received Date: _____

Key or Fob Assigned: _____ Code assigned (regular users): _____

Copy to IT: _____ Key Returned: _____

Application has been (Select)

Approved

Denied

Authorized Representative: _____ Date: _____

Rules & Regulations for Use

1. Use of the Hamburg Township Senior/Community Center is limited to **Hamburg Township residents, businesses, and/or local non-profit or civic organizations**. All applications for use must be submitted to the Township Clerk's Department for review and approval and **applicants must be 18 years of age or older**.
2. All applications for use of the facility shall be submitted no less than two weeks prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30th of every year). Thereafter, a new application must be made for each succeeding Township fiscal year or portion thereof. **Maximum capacity of building is 150.**
3. Applications shall be made on forms provided by the Clerk's Department. All applications must be signed by an authorized party representing the group or organization or individual who must also provide contact information. The Township Board reserves the right to revoke any approved use with due notice. Uses may be rescheduled at any time based on availability or other uses required by Hamburg Township/Senior Community Center.
4. The applicant is required to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event, if the Clerk or the Hamburg Township Board so requests, in amounts to be established by the Township.
5. A front door entrance key and alarm code will be assigned to any applicant who applies for a reoccurring meeting. There will only be one key assigned per group. Annual payment for use is required at the time of issuance and is non-refundable. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
6. A front door entrance key and key fob will be assigned to any applicant who applies for infrequent meeting such as annual or quarterly. Payment is required at the time of issuance and is non-refundable. Approval can take up to 5 business days. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) a charge of \$100 will be invoiced to the applicant. Changes in scheduled use must be approved by the Clerk's Department. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
7. The facility is accessible through the front double doors of the building. It is the responsibility of the applicant to secure, lock and alarm the building prior to exiting. Should the facility be left unlocked and unalarmed, the organization will be charged a fee as outlined **Hamburg Township Administrative Fee Schedule – Appendix A**. Future use may not be guaranteed for habitual offenders.
8. For infrequent use, Applicants have seven (7) days after the scheduled date of the use of the facility to return the key (and fob if applicable) to Hamburg Township or the applicant may be charged a fee as outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises and fees are outlined in the **Hamburg Township Administrative Fee Schedule – Appendix A**. Hamburg Township is not responsible for damages to any property that belongs to the applicant or users of the premises. Any property that is brought on premises must be removed when the function ends, before the building and premises are vacated.
10. Hanging of any documents, signs, posters, pictures or similar items, is not permitted on any surface in the Senior/Community Center. If for any reason, it is determined that it is necessary to re-key the Senior/Community Center due to the negligence of the party who has utilized the facility, the Township has the right to charge the applicant for any costs incurred.

- 11. All approved users shall have the facility cleaned up, locked up and shall vacate the Township premises by **11:30 p.m.** No applicant shall be on the premises after this time without express permission from the Township Board.
- 12. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO SMOKING, VAPING, OR TOBACCO PRODUCTS IN THE BUILDING. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. PARTIES AND SHOWERS ARE ALLOWED AT AN EVENT RATE, PROHIBITING USE OF THE KITCHEN, AND REQUIRE A NON-REFUNDABLE DEPOSIT. NO MEETINGS OF A PARTISAN POLITICAL NATURE. NO RELIGIOUS ACTIVITIES OR SERVICES. FUNDRAISING EVENTS MAY BE APPROVED BY TOWNSHIP BOARD MOTION. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO REMOVE THEIR TRASH AND RETURN ALL ROOMS TO THEIR ORIGINAL CONDITION. KITCHEN USE IS PROHIBITED FOR ALL USERS.**
- 13. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Township Clerk.
- 14. The Township reserves the right to deny a rental or special event application based on the applicant's past rental history, such as damaging Township property, non-payment, and not following Township rules and regulations. The Township may also deny an application upon notice that an applicant has been convicted of malicious destruction of property or disorderly intoxication, or is listed on the state's sex offender registry.

Release of Liability Waiver

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

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

Any Applicant or group or entity co-hosting the use must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

No private property shall be kept, stored or maintained in and on the Hamburg Township Senior/Community Center property without the express written permission of the Hamburg Township Board of Trustees. All private property kept, stored or maintained in and on the Hamburg Township Senior/Community Center property shall be so kept, stored or maintained at the risk of the Applicant.

The Applicant acknowledges that he/she/they are an authorized officer of the group/event applying for use of the Senior/Community Center.

Applicant's Initials: _____ Date: _____



Community Center Access with Key/Code

Hamburg Township has an alarm system with a computer to identify users of the Community/Senior Center. Each individual key holder will receive his or her own 4-digit code for entry into the building. Only you and the township administration will know this code. **Do not share this code with anyone as it identifies you when you enter the building and disarm the alarm system.**

There is an alarm keypad located just inside the double doors of the main entrance leading in from the sidewalk. It is necessary to enter your code into the keypad located at the door in which you make entry into the building. Upon entry, you have 60 seconds to enter your 4-digit pass code plus the number "1". A message will appear on the screen that tells you that the system is "Disarmed". This means you are free to use the building for your scheduled meeting.

When you are ready to exit, and if you are the last organization to leave the building, you must make sure all doors and windows are secure. You cannot alarm the system with the door open or anyone moving around within the building. The message center on the keypad will read "Ready to Arm". You will then enter your four digit code plus the number "2". The unit will begin a high-pitched alarm signal. This will continue for one minute. You must exit the building while this tone is on. The door must be manually locked with the key after you exit the building. If a door or window is open after the tone ends it will notify the police of a break-in.

If there is another organization in the building when you are ready to leave you must notify the organization that you are leaving and that they will be responsible for securing the building. Please ask the other user if they have the key that was assigned to them. If the organization does not have a key and pass code or a key fob they must exit the building with your group.

IMPORTANT: If the alarm system has been de-activated for a scheduled activity and has not been re-activated by 11:30 p.m., the police department will be notified that the building has been left unsecured. Please remember to set the alarm before you exit. **All functions must be completed prior to 11:30 p.m.**

REMEMBER - 4-Digit Code + 1 when enter
4-Digit Code + 2 when exit

NAME: _____

CODE: _____ PASSWORD: _____

Senior/Community Center - Key Code/Fob Instructions – 01/29/25
Building Contact: Tony Randazzo – (810) 222-1191 (Leave a message, they are checked frequently)
Emergency Contact: Dial 911

Community Access with Key Fob

There is an alarm keypad located just inside the double doors of the main entrance leading in from the sidewalk. It is necessary to wave the Key Fob in front of the white sticker on the keypad located at main entrance to deactivate the alarm. Upon entry, you have 60 seconds to disarm the alarm by waving the key fob near the white sticker at the lower left corner of the pin pad. You will hear a chime and a message will appear on the screen that tells you that the system is "Disarmed". This means you are free to use the building for your scheduled meeting.

When you are ready to exit, and if you are the last organization to leave the building, you must make sure all doors and windows are secure. You cannot alarm the system with the door open or anyone moving around within the building. The message center on the keypad will read "Ready to Arm". You will then wave the key fob in front of the white sticker on the key pad. The unit will begin a high-pitched alarm signal. This will continue for one minute. You must exit the building while this tone is on. The door must be locked manually with the key after you exit the building. If a door or window is open after the tone ends it will notify the police of a break-in.

If there is another organization in the building when you are ready to leave you must notify the organization that you are leaving and that they will be responsible for securing the building. Please ask the other user if they have the key that was assigned to them. If the organization does not have a key and pass code or a key fob they must exit the building with your group.

IMPORTANT: If the alarm system has been de-activated for a scheduled activity and has not been re-activated by 11:30 p.m., the police department will be notified that the building has been left unsecured. Please remember to set the alarm before you exit. **All functions must be completed prior to 11:30 p.m.**

NAME: _____

KEY FOB #: _____

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 12, 2025

AGENDA ITEM TOPIC: Adopt A Feature/Garden Program - Updates

Number of Supporting Documents: **1 Adopt A Feature/Garden Packet**

Requested Action

Requesting first reading of all documents pertaining to the Hamburg Township Adopt a Feature/Garden Program as provided in the packet which includes Procedure, Site Maps, Inventory, and Applications.

Note: The second reading wand request for approval will be at the March 4, 2025 meeting.

Background

Since implementing the Adopt a Tree/Garden/Bench program in 2020, we have made a few changes which I would like approved before I codify the Park & Recreation Policies and Procedures. I have updated the applications to include “features” such as Little Libraries, which have been popular with some residents, as well as larger items such as playground equipment, picnic tables, or pavilions. Pricing for these features are handled on a case-by-case basis with the applicant since the pricing varies based on the project.

We have taken advantage of some end of year pricing in order to carry inventory, so that when a resident is interested in having something installed for a specific date or timeframe, we can accommodate them. Timing has been a problem in the past with lagging supply chain. The sheet included in the packet is our current inventory, which is subject to change if we receive an order.

Once approved, I plan to advertise for opportunities we have in West Park in our “Park Within A Park” project slated to start this summer. It would be nice to have more Universally accessible play areas installed along the interior pathway we will be installing. There is also an opportunity to expand the Adult Workout area with some cool features I’m very excited to chat about.

It has been a great pleasure to help residents with their special projects and to find a special place to install features in honor of their loved one. The resident driven projects have been some of my favorite things to work on to date. I would like to thank the Township for continuing to support this effort, which provides amazing amenities to all of our residents and visitors by way of donations by our citizens.

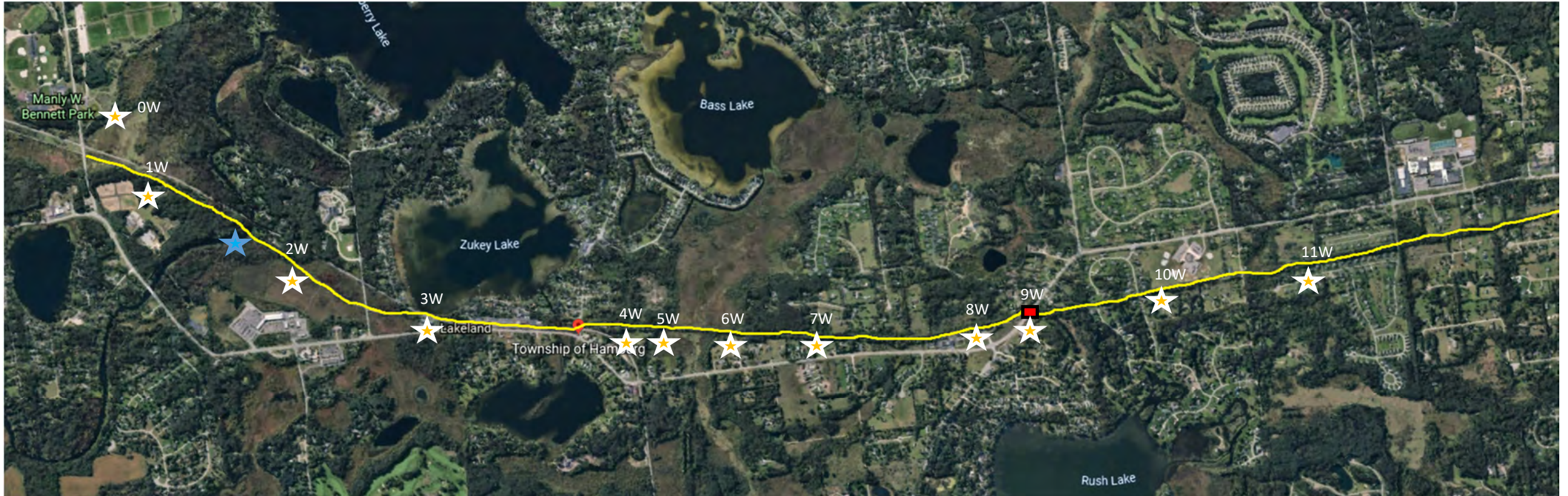
Hamburg Adopt a Feature/Garden Program

Office Staff - Policies and Procedures

1. The applicant will visit the Hamburg Township Clerk's office for an application, or link to our website at: www.hamburg.mi.us. There are two separate applications, one for Adopt A Garden which is Township funded and one for Adopt A Feature which requires payment from the applicant/donor.
2. Completed forms for either program may be mailed to: Hamburg Township, P.O. Box 157, Hamburg, MI 48139, clerk@hamburg.mi.us, or dropped off at the Clerk's Department.
3. Orders for features (benches, trees, etc.) cannot be processed without full payment as outlined on the application.
4. Some features may require ADA compliance which could increase the anticipated cost. In this case, the additional cost will be estimated and provided to the purchaser prior to final approval of the site plan. Purchaser will be responsible for all charges.
5. Staff will complete the area marked "Office Use Only" and show the amount paid and who approves the order.
6. **GL Code for Adopt A Feature Program is #101-000-000-239-100.**
7. **GL Code for Adopt A Garden Program is #101-000-000-239-200.**
8. **Purchases and payments go into the same GL number shown above in both cases. There is a spreadsheet to track balances for these programs in the V drive. Grants>Grant Transmittal Reports>Master Invoice Shortcut**
9. Once application and payment are checked for accuracy and signed, **make 3 copies of the paperwork**. Take the original and the copies to Treasury for validation. **A total of 4 copies will be validated by the Treasury. They will retain 1 copy, the rest will be given back to staff.**
10. Original paperwork is filed in the Clerk's Office after it is scanned into the record management program (AKA Docuware).
 - Original is given to Clerk Staff to scan and file in Adopt A Feature/Garden Agreement archive folder.
 - 1 copy is mailed/given to the applicant as receipt of their transaction.
 - 1 copy is given to Parks Coordinator to process order.
 - A digital copy will be filed in the V Drive with the Spreadsheet.
 - 1 copy is retained in Treasury for their records.
11. The Parks Coordinator or Clerk, along with Buildings & Grounds staff (or vendor), and with input from applicant, will determine the best location for the project. A list of suggested sites will be provided at time of purchase. *See Appendix A – Site Map.*

12. The Parks Coordinator or Clerk will process order adhering to the Hamburg Township Purchase policy. Once approved, the order will be placed with the appropriate vendor(s) or taken from on-hand inventory, *see Appendix B*.
13. When the item is received, Parks Coordinator or Clerk will schedule installation of the item, including the location site, specific requirements, etc. There is an internal form for this purpose, *see Appendix C*.
14. Once the project timeline is determined, Parks Coordinator or Clerk will notify the applicant of the estimated installation date. In the case of resident supplied features, such as Free Little Libraries, a date and time will be scheduled with the applicant to meet on site with install-ready feature.
15. Once installation is completed, the purchaser will be notified in writing and a photo of the project will be sent to them. Should the applicant desire a ceremony, all efforts will be made to accommodate their timeline.
16. All final paperwork will be attached to the original application on file with the Clerk's office. A record will be kept in a spreadsheet in the V drive of feature sponsored. Each record shall include the following:
 - a. Name, Address and phone number of the donor.
 - b. Date installed.
 - c. Location and relocation, if applicable.
 - d. Wording on the plaque.
 - e. Total amount invoiced/paid.
17. **All commemorative features will be considered a public amenity, and will be added as a Capital Improvement.** A list of these assets will be maintained by the Accounting Director.
18. Adopt A Garden records will be updated annually as applicants re-commit to a new season. All costs associated with planting and maintaining the garden beds, will be covered by the Township. Purchases will be made by Township staff and made available to applicant for pick-up or be delivered to the site.

Mike Levine Lakelands Trail—Suggested Memorial Bench/Tree sites—West (Merrill Rd. to Township Border with Putnam)



0W—Top of incline on path leading up to Merrill Trailhead— **MEMORIAL BENCH installed—Stahl 2023**

1W— Boy Scout Respite Area—Space available for 2 Benches, Room for poured pad & **little library** (Room to expand respite also)

2W— Chilson Commons Boardwalk—**MEMORIAL BENCH installed—Stahl 2023**, Room for poured pad & **little library**

3W— Behind Carpet Depot— **MEMORIAL BENCH installed near RR Tracks**, 1 Bench also planned behind building near Zukey Footbridge

4W— West of Kress, near Trains Off Line sign, left side—Space available for poured pad and 1 Bench, Room for **little library**

5W— Just beyond Trains Off Line sign on right heading west, there is a pad in place—Space available for 1 Bench

6W— Just East of Mile Marker 4.5 with view of wetlands—**MEMORIAL BENCH installed—Neilsen 2023** Space available for **little library**

7W—Near Mile Marker 4.0 by Hitting The Road sign,- Space available with need for Bench to be replaced (transfer Hazelman 2006 Memorial sign to post) , Room for poured pad & **little library**

8W—Behind Fire Station 11— **MEMORIAL BENCH installed—LCCOA & Hamburg 2022**, there is space available for 1 tree. There is also a bike repair station here.

9W—Pettysville Trailhead—Space available for 1 Bench to be replaced (transfer Memorial sign to post) , Little Library installed here, room for more benches and picnic tables (building a respite area)

10W - Just West of Anacapa Bay—Space available before Mile Marker 3.0 - room for 1 Bench, with poured pad, with Room for **little library**

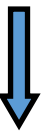
11W—Just West of the HayCreek Bridge—Space available for 1 Bench and poured pad, with Room for 1 Memorial Tree



M-36 Tunnel



Huron River Footbridge



Mike Levine Lakelands Trail—Suggested Memorial Bench/Tree sites—East (Merrill Rd. to Township Border with Green Oak)



1E— Mile Marker 7—**MEMORIAL BENCH installed—Stahl 2023**, Room for a **little library**, is in need of shade so tree also?

2E— Just before Hamburg Rd.—Space available for bench overlooking water, post mount.

3E— Village Trailhead **MEMORIAL BENCHES and TREES installed— Stahl 2022**—More features could be added to this respite (plans for picnic shelter and additional parking in Master Plan) **little library added 2023**

Story Walk Feature was added here in 2024—Plans to build a Picnic Pavilion, and need gardens adopted at this site

4E— *Space east of Village Trailhead too narrow for benches and turns into Green Oak portion of the trail*

★ Winkelhaus Park

Little Library at Village Trailhead maintained by Hamburg Library and the Mielke Family—2023



Appendix B

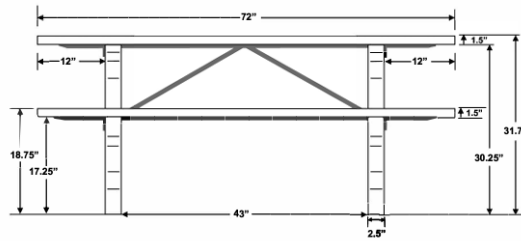
Adopt a Feature Inventory – 2025

Item Location Desired On Hand

Picnic Tables, 6 ft. Rect

Winkelhaus Park & Pettysville Trailhead

4

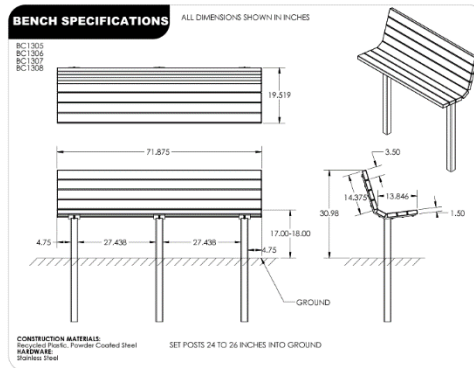


Cost Installed - \$1,200 (Doesn't include plaque or foundation, if any)

Benches – 6 ft. No arms

West Park Improvements, Lakelands Trail

6 Post Mount



2 Flush Mount

Cost Installed - \$800 (Doesn't include plaque or foundation, if any)

Special Order – Pricing Varies – Estimated Cost installed \$1,250 (plaque & foundation not included)



Policies a Surface Mount Traditional Style available with and without arms. Ground Mount Belmont Style.

Appendix C

Project Installation Form

Date: _____

Project (Donor) Name: _____

Proposed Location: _____

Feature Type: _____ Bench _____ Tree _____ Library _____ Other: _____

Installation Deadline (if any): _____

ADA Compliance Required: _____

Site Preparation Required: _____

Installation to be performed by: Township Staff _____ Vendor _____

To be completed by installation staff:

Site Preparation Completed: _____

Project Completed: _____

Inspected by: _____ Date: _____

ADA Inspection (if applicable): _____ Date: _____

Hamburg Township

Application for Adopt A Feature Program

Benches – Trees – Little Libraries – Other Equipment/Art

1. Applicant Information

Name: _____

Address: _____ Email: _____

City: _____ Zip: _____ Telephone: _____

2. Amenity Type

_____ Bench _____ Tree _____ Little Library _____ Other Feature(s)

3. Placement/Area Information

List area of choice from list: _____

Township will work with applicant on specific location for amenity/feature installation

Manly Bennett Park - East	Manly Bennett Park - West	Senior/Community Center
Pettysville Trailhead	Merrill Trailhead	Village Trailhead
Lakelands Trail	Disc Golf Course	South Cemetery

4. Benches

- **Bench Type - \$1,750 estimated**

2 Bench styles are available with armrests (surface mount) or no armrests (ground mount) each for an estimated cost of \$1,750. Locations will vary based on the style of bench selected.

The charges include the bench and labor. Foundation for surface mount benches and recognition plaques may be added for an additional cost (see Section 8 below). Benches and plaques will be guaranteed for 10 years. Within 10 years of purchase, if a bench is removed or replaced, the Township will relocate the plaque to the nearest available bench location. Installation to be completed by Township staff or vendor of their choosing.

- **Foundation - \$1,500 estimated**

Size and type of foundation will be determined by the final location choice, and some areas will be required to be ADA compliant which may incur extra expenses. Estimate for foundation is \$1,500. Deposit will be collected at time of order, and additional costs will be the applicant's responsibility. Installation to be completed by Township staff or vendor of their choosing.

5. Trees – Select Type



Other trees may be available for an additional fee upon request.

Full cost of tree, including installation is \$500. This includes the tree, two years of water bags, and mulch. A plaque may be added for an additional cost. Within 5 years of purchase, injured or diseased trees will be replaced. Plaques will be moved to nearest available tree in the case of removal within that timeframe. Installation to be completed by Township staff or vendor of their choosing.

Should the applicant wish to provide their own plaque, it will not be maintained by staff and length of time displayed cannot be guaranteed especially in the case of damage.

The Township will make every effort to place the tree in an area which is meaningful to the applicant, however, choices may be limited and are under the ultimate discrimination of the Township.

**Adopted areas which require assorted bushes and plants will be priced out on a cost basis.*

6. Little Free Libraries

We welcome the addition of Little Free Libraries in our Parklands, and along our portion of the Lakelands Trail, where they have been planned for. At this time, we do not have a specific design or vendor selected, and encourage residents to either build them on their own or order a kit from the Little Free Library website.

Site selection and installation of the completed library will be completed by Hamburg Township staff, and all design/projects, including proposed language on memorial plaques, must be approved prior to installation. Some site examples can be found on our map – Appendix A.

Applicant agrees to maintain the library contents and registration on the world map. Regular checks of the library should be planned. For more information on this program: <https://littlefreelibrary.org/>

Let us know here if this feature interests you, and where you would prefer the installation:

7. Other Feature(s)

Special projects, such as the Adult Workout Area, can be funded entirely, or in part, by residents or non-profits. We also welcome donations to fund projects which have individual features such as playground equipment or public art.

Projects are considered on a case by case basis and we welcome resident-driven improvement ideas for the parks. Please list below what areas of the park you are interested in and what you have in mind for an improvement. Please ask the Township Coordinator for areas of the park that require supplemental funding, or where future projects are planned.

8. Plaque Information (pricing may vary based on size & vendor)

- Bronze Marker - \$250.00 (benches, trees)
- Granite Marker - \$150.00 (benches, trees, gardens)
- Wooden Plaque - \$75.00 (trees, gardens)
- Plastic Plaque - \$50.00 (trees, gardens)

Select Type

Bronze Granite Wooden Plastic

Plaque Information

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." Estimated Guidelines: 25 characters per line; four lines. Custom designs/images are available at an additional charge.

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." proof language will be provided and will be approved by applicant prior to ordering.

Plaque Language: _____

Please note the following

All amenities/features/trees become the permanent property of Hamburg Township. The length of time a plaque will be on display cannot be guaranteed, however, every effort will be made to maintain it during the life of the amenity.

Township reserves the right to amend/correct/change language such as spelling errors, or to remove language that is found to be disturbing or offensive. Any changes will be discussed with the applicant prior to ordering the materials, who will have final say on the order proceeding with the changes.

Payment may be made by check payable to Hamburg Township, 10405 Merrill Rd., P.O. Box 157, Hamburg, MI 48139. For questions regarding this program, please contact the Hamburg Township Clerk at (810) 222-1121, or email at clerk@hamburg.mi.us.

Costs are estimated, and are subject to increase based on current vendor charges. A final bill will be generated upon project completion and any credit amount in excess of the cost of the feature will be returned to the applicant who may also choose to donate it to the future maintenance of the park/trail. Should the costs exceed the amount collected, the applicant agrees they will pay the extra charges, which will be invoiced after project completion.

Signed: _____ Date: _____

Office Use Only

Items Purchased:	Est Cost	Final Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount Paid: _____

GL Code: Adopt a Feature Program – 101-000-000-239-100 (BENCH)

Additional Comments: _____

Authorized by: _____ Date: _____

Hamburg Township Application for Adopt-A-Garden Program

1. Applicant Information

Name: _____

Address: _____ Email: _____

City: _____ Zip: _____ Telephone: _____

2. Placement Information

List garden of choice from list: _____



1 – Township Hall, Front



2 – Township Hall, Pots



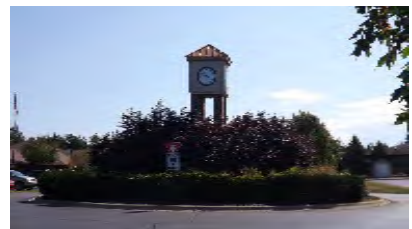
3 – Township Hall, Sidewalk



4 – Township Sign, Hall



5 – Township Sign, North



6 – Township Sign, Clock



7 – Township Sign, Manly



8 – West Park, Gazebo



9 – West Park, Flagpole



10 – West Park, Story Walk & Playground Gardens



11 – Pettysville Trailhead Turbine Bench Planter



12 – Pettysville Trailhead Parking Lot Garden



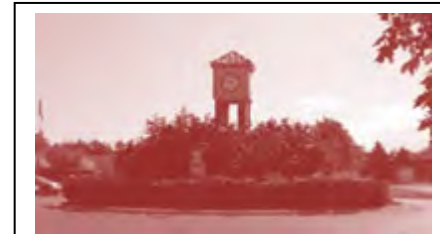
13 – Village Trailhead Story Walk Gardens



14 – Village Trailhead Little Library Gardens (Pots)



15 – Hamburg & Hall Road Historical Sign Bed



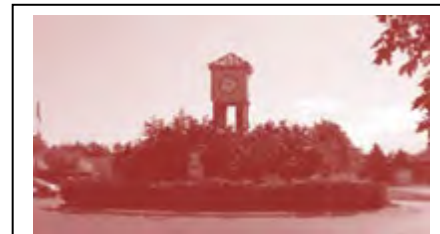
16 – Winkelhaus Park Gazebo & Sign



17 – Hamburg Cemetery Gardens & Sign



18 – South Cemetery Gardens and Sign



19 – East Park Playground Gardens

Residents are welcome to make suggestions for gardens that they would like to maintain that are not shown on this list and that are on Township owned/operated properties. All plants added to the gardens must be approved by the Parks & Recreation Coordinator or Clerk's Office, and will become the permanent property of the Township.

Township will work with each resident/group that adopts a garden to determine the plants and or supplies that are needed. Donated materials/supplies are desired; however, the Township will provide anything that is needed.

In most cases, donated plants that are purchased or "split" from other gardens are allowed.

Gardens that are adopted are done so on an annual basis, and if the resident/group is unable to continue to maintain the gardens, they must advise the Township in writing with the date the maintenance will be discontinued.

3. Plaque Information (Engraved plastic, metal stake) – *Provided upon adoption*

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." Guidelines: 50 characters per line; six lines.

Plaque Language: _____

4. Please note the following

Township reserves the right to amend/correct/change language such as spelling errors, or to remove language that is found to be disturbing or offensive. Any changes will be discussed with the applicant prior to ordering the plaque.

For questions regarding this program, please contact the Hamburg Township Coordinator at (810) 222-1124, or email at dhenneman@hamburg.mi.us

Signed: _____ Date: _____

Office Use Only

Authorized _____ Date _____

Plaque Order Date: _____ Plaque Placement Date: _____

Log Entry: _____ Receipts Processed: _____

GL Code for Expenses: 101-000-000-239-200

Additional Comments: _____



February 11, 2025

Hamburg Township Board of Trustees
P.O. Box 157
Hamburg, Michigan 48139

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 19th Annual Hamburg Family Fest which is scheduled from June 11th through June 15, 2025 at Bennett Park.

H.E.R.O. installed banner poles on Merrill Road in Spring 2006 (under permit from the Livingston County Road Commission) approximately 200 yards south of the railroad track. To announce the annual event and draw the attention of those that travel to and from the park facility during the baseball and soccer season, H.E.R.O. installs a banner across Merrill Road every year from May 1st through June 30th.

The County specifications for banners require a permit to be issued only to the governing body. H.E.R.O. respectfully requests the Hamburg Township Board to pass a resolution requesting a banner permit from the Livingston County Road Commission for the H.E.R.O. events scheduled at Manly Bennett Park during the Hamburg Family Fun Fest for 2025. Further, that the Township Board request the County Board of Commissioners to waive any and all fees that may be associated with the Livingston County Road Commission banner permit.

H.E.R.O. appreciates your support to make this event a huge success for the community.

Sincerely,

A handwritten signature in blue ink that reads 'Joanna G. Hardesty'.

Joanna G. Hardesty
H.E.R.O. President
(810) 626-3035





**OVER-THE-ROAD BANNER
APPLICATION FOR TOWNSHIP APPROVAL**

APPLICANT: Hamburg Enhanced Recreation Organization

ADDRESS: P.O. Box 548
Hamburg, MI 48139

PHONE: (810) 626-3035 **E-MAIL** h.e.r.o.rec@aol.com

CONTACT PERSON: Joanna G. Hardesty

PHONE: DAYTIME (810) 626-3035 **CELL PHONE:** (810) 397-9058

DATE(S) OF EVENT: June 11 – June 15, 2025

DATES REQUESTED FOR BANNER DISPLAY: May 1, 2025 – June 30, 2025

DESCRIPTION OF EVENT: Hamburg Family Fun Fest sponsored by H.E.R.O. running five (5) days at the Bennett Park facilities. The event includes family fun activities – fireworks, amusement rides, petting zoo, arts & crafts, classic car show, etc., etc.

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 recognizes and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 11th day of February, 2025.

NAME (print) Hamburg Enhanced Recreation Organization (H.E.R.O.)

BY:  Joanna G. Hardesty

ITS: President

TWP BOARD ACTION: _____ DATE: _____

**RESOLUTION
HAMBURG FAMILY FUN FEST BANNER
PERMIT REQUEST
LIVINGSTON COUNTY ROAD COMMISSION**

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on February 18, 2025, beginning at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

WHEREAS, in 2006, the non-profit, 501 (c)(3) organization - Hamburg Enhanced Recreation Organization (H.E.R.O.) was formed whose purpose is to support the continued development of recreational opportunities within Hamburg Township; and

WHEREAS, the Hamburg Township Board recognizes H.E.R.O. as a Township volunteer organization and supports their efforts to further enhance the recreational opportunities at the Manly Bennett Park facility; and

WHEREAS, H.E.R.O. is hosting the Hamburg Family Fun Fest scheduled for June 11, 2025 through June 15, 2025 at Bennett Park; and

WHEREAS, to announce this event and draw the attention of the crowds of people that travel to and from the park facility during the baseball and soccer season, H.E.R.O. 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 May 1, 2025 through June 30, 2025, announcing the Hamburg Family Fun Fest scheduled for June 11th through June 15th, 2025.

Upon a roll call vote of the Board, the following voted:

AYES:

NAYS: None

ABSENT:

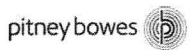
Resolution Declared Adopted.

Certification

I, Michael H. Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan, hereby certify that 1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board, and the vote taken thereon, at the meeting described in the introductory paragraph, at which time a quorum was present and remained throughout; 2) the original of such resolution is on file in the Clerk's office; 3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and 4) minutes of such meeting were kept and have been or will be made available as required thereby.

Date:

Michael H. Dolan, Hamburg Township Clerk



NASPO ValuePoint FMV Lease Agreement (Option C)

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Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee	Tax ID # (FEIN/TIN)
HAMBURG TOWNSHIP	381855320

Sold-To: Address
 10405 MERRILL RD, WHITMORE LAKE, MI, 48189-9745, US

Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #
Marcy Miller	8102221137	0012605311

Bill-To: Address
 PO Box 157, Hamburg, MI, 48139-0157, US

Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
Marcy Miller	8102221137	0017295246	aphamburgtwp@hamburg.mi.us

Ship-To: Address
 10405 MERRILL RD, WHITMORE LAKE, MI, 48189-9745, US

Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #
Marcy Miller	8102221137	0012605311

PO #
 .

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	COVER-SPCA	Protective Dust Cover - SendPro C Auto
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	MP8110	SendPro C Series Scale Upgrade
1	PAB1	C Series Premium App Bundle

1	PTJ1	SendPro Online-PitneyShip
1	PTJA	PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	SPACRL	Return Lbl/Instr - SendPro Auto C
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHD9	Retail Ground LOR
1	ZHWM	10lb/5kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
12	\$ 130.64	\$ 391.92
48	\$ 162.52	\$ 487.56

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power[®] transaction fees included
- Purchase Power[®] transaction fees extra

*Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; 220000000858
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Signature:

Email: aphamburgtwp@hamburg.mi.us

Title:

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

DAVID VALENCIA	david.valencia@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

From: David Valencia <David.Valencia@pb.com>
Sent: Tuesday, February 11, 2025 3:49 PM
To: AP Hamburg Twp
Subject: RE: MARCY MILLER

Hi Marcy,

Thank you for your response at the moment you are paying about \$158 per month. The paperwork I just sent provides a discount for the 12 first months of \$130 and the remaining months will only be \$162. I look forward in continuing our partnership.

Warmest regards,

David Valencia
Account Manager
SendTech North America

T +1 866 581 1234 ext. 2005
david.valencia@pb.com
pitneybowes.com

For assistance with billing, service, or postage please call the Pitney Bowes All-in-One number (844) 256-6444.

Create a case for billing or service support

<http://www.pitneybowes.com:443/us/support/article/000051286/how-to-create-an-account-support-case.html>



3001 Summer Street
Stamford, CT 06926

Pitney Bowes - Confidential

From: AP Hamburg Twp <aphamburgtwp@hamburg.mi.us>
Sent: Tuesday, February 11, 2025 3:45 PM
To: David Valencia <David.Valencia@pb.com>
Subject: RE: MARCY MILLER

David,

Does the new machine increase our lease rate?

Marcy Miller
Hamburg Township
Accounting Specialist
810-231-1000 et 223
APHAMBURGTWP@HAMBURG.MI.US

Pitney Bowes - Confidential

From: David Valencia <David.Valencia@pb.com>
Sent: Tuesday, February 11, 2025 3:35 PM
To: AP Hamburg Twp <aphamburgtwp@hamburg.mi.us>
Subject: MARCY MILLER

Hi Marcy,

Thank you for your response. I removed Brittany from the account. I also went ahead and sent you the paperwork for a like for like meter without any additional bells and whistles. As I stated, you are currently in your renewal grace period and I would just hate to see you pay more if you wait until your current agreement expires to renew our partnership. You should see it coming from an Adobe email shortly. Your current machine was built a few years back and why not take the updated version if you are eligible for it. I went ahead and added a complimentary ink cartridge to your order, so please try to return it as soon as possible. Looking forward in continuing our partnership.

Warmest Regards,

David Valencia
Account Manager
SendTech North America

T +1 866 581 1234 ext. 2005
david.valencia@pb.com
pitneybowes.com

For assistance with billing, service, or postage please call the Pitney Bowes All-in-One number (844) 256-6444.

Create a case for billing or service support

<http://www.pitneybowes.com:443/us/support/article/000051286/how-to-create-an-account-support-case.html>

pitney bowes 

3001 Summer Street
Stamford, CT 06926

Pitney Bowes - Confidential