



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 Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 01, 2024 at 2:30 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

- [1.](#) 9-17-2024 7:00 pm Board of Trustees Regular Meeting
- [2.](#) Bills List 10.01.2024

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

- [3.](#) Police Officer Hiring
4. Clerks Department - CERA program
- [5.](#) Livingston County PACE
- [6.](#) MOU - Police
- [7.](#) Conditional Offer of Employment - Police
- [8.](#) Conditional Offers of Employment - Fire
- [9.](#) Updated Public Safety SOPs
- [10.](#) Finance Control Book - May
- [11.](#) DPW Grinder Pump Core Purchase Request

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 17, 2024 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

PLEDGE TO THE FLAG

CALL TO ORDER

The meeting was called to order at 7:00 pm.

Motion by Menzies, Seconded by Michniewicz, that in the absence of Supervisor Hohl, Treasurer Negri will hold the meeting.

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

ROLL CALL OF THE BOARD

PRESENT

- Mike Dolan
- Chuck Menzies
- Cindy Michniewicz
- Jason Negri
- Patricia Hughes

ABSENT

- Pat Hohl
- Bill Hahn

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion by Menzies, Seconded by Hughes, to approve the consent agenda, as presented.

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

1. 9-3-24 1:00 Township Board Work Study Meeting Minutes
2. 9-3-24 2:30 Board of Trustees Regular Meeting Minutes
3. Biotech Inv. 3830
4. MCA 88000445-3
5. Aqua-Weed Control Inc Inv#21664
6. Aqua-Weed Inv#21745
7. Plante Moran #10307801
8. Bills List 09.17.24
PLEASE NOTE: THE INDIVIDUAL INVOICES INCLUDED SEPARATELY ON THE AGENDA ARE INCLUDED IN THE TOTAL AMOUNT PAYABLE 09.17.24
9. Bills added after meeting 09.03.24
10. Public Safety Monthly Report August 2024

APPROVAL OF THE AGENDA

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

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

UNFINISHED BUSINESS

11. Administrative Policies & Procedures - Addition of Ordinance Procedure - Final Read & Adoption
Motion by Dolan, Seconded by Hughes, to adopt the final version of the Ordinance Procedure, and for staff to include it in the Administrative Policies & Procedures under the appropriate section.
Voting Yea: Dolan, Menzies, Michniewicz, Negri, Hughes

CURRENT BUSINESS

12. Livingston County PACE
Topic tabled to next Regular Board Meeting.
13. WCA 2024 Contract
Motion by Dolan, Seconded by Michniewicz, to approve the contract for assessing services from WCA.
Voting Yea: Dolan, Menzies, Michniewicz, Negri, Hughes
14. Waiver of fee and penalty
Motion by Negri, Seconded by Michniewicz, to approve the resolution, as presented in the packet, waiving the additional 3% property tax penalty fee and 1% interest on all property taxes paid after February 14, 2025 but on or before February 28, 2025.
Voting Yea: Dolan, Menzies, Michniewicz, Negri, Hughes
15. Opt-out of Publicly Funded Health Insurance Act
Motion by Dolan, Seconded by Negri, to approve the resolution to opt out of the public funded health insurance contribution act.

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

16. Board Resolution 2024 Tax Levies

Motion by Dolan, Seconded by Negri, to approve the updated Hamburg Township 2024 Tax Levies resolution, adjusting the Road Millage to .05 mils.

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

Motion by Dolan, Seconded by Menzies to adopt the L-4029 2024 Tax Rate Request, with the Road Millage adjusted to 0.5 mils.

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

17. DPW On-Call Hire

Motion by Michniewicz, Seconded by Hughes, to hire a DPW Technician for on-call work at a rate of \$34.22 per hour, as previously established for this position with hiring to be conditional upon successful completion of all pre-employment prerequisites and start the new employee on 09/20/24.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

None.

ADJOURNMENT

Motion by Menzies, Seconded by Michniewicz, to adjourn the meeting.

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

The meeting was adjourned at 7:22 pm.

Respectfully submitted,



Jennifer Daniels
Recording Secretary



Mike Dolan
Township Clerk

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

BANK CODE: GEN

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

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/25/2024	26264149	GEN	WWTP BOTTLED WATER (1)	
78544	PO BOX 339	10/01/2024		N		5.99
09/11/2024	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		10/01/2024		N		5.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	5.99

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/25/2024	26264772	GEN	TWP BOTTLED WATER (5)	
78545	PO BOX 339	10/01/2024		N		29.95
09/11/2024	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		10/01/2024		N		29.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	29.95

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/25/2024	26267324	GEN	FD BOTTLED WATER (3)	
78543	PO BOX 339	10/01/2024		N		17.97
09/11/2024	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		10/01/2024		N		17.97

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	17.97

ADVANCED02	ADVANCED WATER TREATMENT, INC.	09/25/2024	26268724	GEN	DPW BOTTLED WATER (4)	
78542	PO BOX 339	10/01/2024		N		23.96
09/11/2024	HAMBURG MI, 48139	/ /	0.0000	N		0.00
		10/01/2024		N		23.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	23.96

VENDOR TOTAL: 77.87

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
AFLACAME01	AFLAC - AMERICAN FAMILY LIFE	09/25/2024	514985	GEN	SEPT 2024	
78531	WORLDWIDE HEADQUARTERS	10/01/2024		N		368.40
	1932 WYNNNTON ROAD					
09/25/2024	COLUMBUS GA, 31999-0001	/ /	0.0000	N		0.00
		10/01/2024		N		368.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	368.40

VENDOR TOTAL: 368.40

Item 2.

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	09/24/2024	9242024	GEN	457	
78530	P.O. BOX 64535	09/27/2024		N		15,137.81
09/24/2024	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		09/27/2024		N		15,137.81

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	15,137.81

ALERUSRETR	ALERUS RETIREMENT SOLUTIONS	09/24/2024	9262024	GEN	401A	
78529	P.O. BOX 64535	09/27/2024		N		13,999.14
09/24/2024	SAINT PAUL MN, 55164	/ /	0.0000	N		0.00
		09/27/2024		N		13,999.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-073.003	RETIREMENT - LIBRARY	1,376.40
101-101.000-716.000	DEFINED CONTRIBUTION	363.34
101-171.000-716.000	DEFINED CONTRIBUTION	477.71
101-201.000-716.000	DEFINED CONTRIBUTION	1,087.81
101-262.000-716.000	DEFINED CONTRIBUTION	634.44
101-215.000-716.000	DEFINED CONTRIBUTION	879.46
101-228.000-716.000	DEFINED CONTRIBUTION	550.40
101-253.000-716.000	DEFINED CONTRIBUTION	422.85
101-265.000-716.000	DEFINED CONTRIBUTION	542.34
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	322.68
206-000.000-716.000	DEFINED CONTRIBUTION	2,947.17
207-000.000-716.000	DEFINED CONTRIBUTION	1,207.21
590-527.000-716.000	DEFINED CONTRIBUTION	2,653.06
101-702.000-716.000	DEFINED CONTRIBUTION	(303.91)
		<u>13,999.14</u>

VENDOR TOTAL: 29,136.95

User: MarcyM

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Item 2.

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GARBACIK01	ALYSHA M. GARBACIK	09/23/2024	9102024	GEN	PD-REIMBURSE MEALS	
78501		10/01/2024		N		93.12
09/10/2024	,	/ /	0.0000	N		0.00
		10/01/2024		N		93.12

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-916.000	TRAINING	93.12

VENDOR TOTAL: 93.12

AMERICAN02	APPLIED INNOVATION	09/24/2024	2617904	GEN	SEN CTR CONTRACT BASE 09/21-010/20/2	
78523	7718 SOLUTION CENTER	10/01/2024		N		158.54
09/23/2024	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		10/01/2024		N		158.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-900.200	NEWSLETTER/PUBLICATIONS	158.54

VENDOR TOTAL: 158.54

ATTMOBILIT	AT&T MOBILITY	09/25/2024	287318496818X081	GEN	PD JULY & AUGUST	
78561	P.O. BOX 6463	09/19/2024		N		1,561.38
08/11/2024	CAROL STREAM IL, 60197-6463	/ /	0.0000	N		0.00
		09/19/2024		N		1,561.38

Open

GL NUMBER	DESCRIPTION	AMOUNT
207-000.000-853.000	PHONE/COMM/INTERNET	1,561.38

VENDOR TOTAL: 1,561.38

User: MarcyM

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Item 2.

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ATEAMPWRCL	A-TEAM POWER CLEAN LLC	09/23/2024	0005	GEN	P&R FIELD STRIPING (13SM/17 MED/17 L	
78496	7890 VAN RADEN STREET	10/01/2024		N		2,615.00
09/15/2024	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		10/01/2024		Y		2,615.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.020	SPORTS FIELD MAINTENANCE	960.00
101-751.000-930.005	MAINTENANCE PARK FACILITIES	440.00
101-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	1,215.00
		<u>2,615.00</u>

VENDOR TOTAL: 2,615.00

BCBSM	BLUE CROSS BLUE SHIELD OF MICHIGAN	09/16/2024	9082024	GEN	10/01-10/31/24	
78448	P.O. BOX 674416	09/28/2024		N		83,222.14
09/08/2024	DETROIT MI, 48267-4416	/ /	0.0000	N		0.00
		09/28/2024		N		83,222.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,802.78
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	3,242.24
101-000.000-073.001	HEALTH INSURANCE - LIBRARY	3,704.10
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	961.00
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	6,726.69
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	4,115.81
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	896.89
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,242.23
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,983.05
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	11,434.96
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	30,150.59
101-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	1,569.56
101-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	2,242.23
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	10,150.01
		<u>83,222.14</u>

VENDOR TOTAL: 83,222.14

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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

BOBMAXFORD	BOB MAXEY FORD OF HOWELL, INC.	09/23/2024	283170	GEN	FD - C10 REPAIR INV #283170	22 FORD
78500		10/01/2024	20240492	N		789.16
	2798 E. GRAND RIVER AVE.					
08/27/2024	HOWELL MI, 48843-8545	/ /	0.0000	N		0.00
		10/01/2024		N		789.16

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	C10 REPAIR, FORD F 150	789.16	789.16

BOBMAXFORD	BOB MAXEY FORD OF HOWELL, INC.	09/23/2024	283192	GEN	FD - U12 REPAIR INV #283192	-17 FORD
78497		10/01/2024	20240493	N		412.01
	2798 E. GRAND RIVER AVE.					
08/21/2024	HOWELL MI, 48843-8545	/ /	0.0000	N		0.00
		10/01/2024		N		412.01

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	U12 REPAIR	412.01	412.01

BOBMAXFORD	BOB MAXEY FORD OF HOWELL, INC.	09/23/2024	283230	GEN	FD - BRUSH 12 REPAIR INV #283230-SIL	
78498		10/01/2024	20240491	N		104.84
	2798 E. GRAND RIVER AVE.					
08/21/2024	HOWELL MI, 48843-8545	/ /	0.0000	N		0.00
		10/01/2024		N		104.84

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	BRUSH 12 REPAIR	104.84	104.84

BOBMAXFORD	BOB MAXEY FORD OF HOWELL, INC.	09/23/2024	283247	GEN	FD - TAURUS MAINTENANCE INV #283247	
78499		10/01/2024	20240497	N		1,453.09
	2798 E. GRAND RIVER AVE.					
08/30/2024	HOWELL MI, 48843-8545	/ /	0.0000	N		0.00
		10/01/2024		N		1,453.09

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	FD TAURUS MAINTENANCE	1,453.09	1,453.09

VENDOR TOTAL: 2,759.10

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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
C&ECONTR01	C & E CONSTRUCTION CO., INC.	09/25/2024	2987	GEN	GRINDER PUMP REPLACEMENT	4500 SHAN-G
78538	P.O. BOX 1359	10/01/2024		N		5,139.75
09/18/2024	HIGHLAND MI, 48357	/ /	0.0000	N		0.00
		10/01/2024		N		5,139.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.200	GRINDER PUMP REPLACEMENT	5,139.75

VENDOR TOTAL: 5,139.75

CAS DATA	CAS DATALOGGERS	09/25/2024	44070	GEN	DPW ODALOG LOGGER	
78541	8437 MAYFIELD RD.	10/01/2024		N		1,604.59
	UNIT 104	/ /	0.0000	N		0.00
09/20/2024	CHESTERLAND OH, 44026	10/01/2024		Y		1,604.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	1,604.59

VENDOR TOTAL: 1,604.59

CDWGOVER01	CDW GOVERNMENT, INC.	09/25/2024	AA4NU8F	GEN	APC SMARTUPS 3000VA	
78550	75 REMITTANCE DR SUITE 1515	10/01/2024		N		1,611.01
09/03/2024	CHICAGO IL, 60675-1515	/ /	0.0000	N		0.00
		10/01/2024		N		1,611.01

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-229.000-980.000	CAPITAL EQUIPMENT	1,611.01

VENDOR TOTAL: 1,611.01

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

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CHARTERC01	CHARTER COMMUNICATIONS	09/25/2024	005447501090124	GEN	PD SPECTRUM CABLE MONTHLY CHARGES 09	
78536	PO BOX 223085	09/18/2024	20240503	N		216.42
09/01/2024	PITTSBURGH PA, 15251-2085	/ /	0.0000	N		0.00
		09/18/2024		N		216.42

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-853.000	MONTHLY CABLE CHARGES	216.42	216.42

CHARTERC01	CHARTER COMMUNICATIONS	09/25/2024	005547401090124	GEN	TWP 09/01-09/30/2024	
78552	PO BOX 223085	09/18/2024		N		331.05
09/01/2024	PITTSBURGH PA, 15251-2085	/ /	0.0000	N		0.00
		09/18/2024		N		331.05

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-853.000	PHONE/COMM/INTERNET	331.05

VENDOR TOTAL: 547.47

CVSA.ORG	COMMERCIAL VEHICLE SAFETY ALLIANCE	09/17/2024	55681	GEN	PD NORTH AMERICAN STANDARD OUT OF SE	
78483	6303 IVY LANE SUITE 310	10/01/2024	20240488	N		70.80
09/16/2024	GREENBELT MD, 20770	/ /	0.0000	N		0.00
		10/01/2024		N		70.80

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	OOS CRITERIA HANDBOOK	50.00	50.00
207-000.000-752.000	SHIPPING	20.80	20.80
		70.80	70.80

VENDOR TOTAL: 70.80

User: MarcyM

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

CONSUMER01	CONSUMERS ENERGY	09/17/2024	202699440920	GEN	1030 4914 0645 FD#11 07/12-08/09/24	
78490	PO BOX 740309	09/03/2024		N		40.55
	PAYMENT CENTER					
08/10/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/03/2024		N		40.55

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-921.000	NATURAL GAS/HEAT	40.55

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440921	GEN	1030 4914 0694 SEN CTR 07/10-08/07/2	
78208	PO BOX 740309	09/04/2024		N		21.54
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		21.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-921.000	NATURAL GAS/HEAT	21.54

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440922	GEN	1030 4914 1122 B&G SHOP 07/10-08/07	
78209	PO BOX 740309	09/04/2024		N		16.80
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		16.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	16.80

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440923	GEN	1030 4914 1148 REGENCY 07/10-08/07/2	
78211	PO BOX 740309	09/04/2024		N		17.59
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		17.59

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	17.59

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440924	GEN	1030 4914 1155 POLE BARD 07/10-08/07	
78213	PO BOX 740309	09/04/2024		N		16.00
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		

Item 2.

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

		09/04/2024		N		16.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	16.00

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440925	GEN	1030 4914 1213 ENT POLE BARD	07/10-0
78212	PO BOX 740309	09/04/2024		N		16.00
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		16.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	16.00

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440927	GEN	1030 4914 3862 TWP	07/10-08/07/24
78214	PO BOX 740309	09/04/2024		N		16.80
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		16.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	NATURAL GAS/HEAT	16.80

CONSUMER01	CONSUMERS ENERGY	08/26/2024	202699440928	GEN	1030 4914 5248 RUSTIC	07/10/08/07/24
78210	PO BOX 740309	09/04/2024		N		44.51
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		44.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	44.51

CONSUMER01	CONSUMERS ENERGY	08/26/2024	2026994409626	GEN	1030 4914 2971 PD	07/10-08/07/24
78207	PO BOX 740309	09/04/2024		N		40.46
	PAYMENT CENTER					
08/07/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		40.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
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User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

207-000.000-921.000	NATURAL GAS/HEAT					40.46
CONSUMER01	CONSUMERS ENERGY	09/16/2024	205458132057	GEN	1030 4914 0678 HAMBURG RD PUMP 07/30	
78451	PO BOX 740309	09/04/2024		N		19.90
	PAYMENT CENTER					
08/28/2024	CINCINNATI OH, 45274-0309	/ /	0.0000	N		0.00
		09/04/2024		N		19.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	19.90
CONSUMER01	CONSUMERS ENERGY	08/26/2024
78205	PO BOX 740309	09/04/2024
	PAYMENT CENTER	
08/07/2024	CINCINNATI OH, 45274-0309	/ /
		0.0000
		09/04/2024

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-921.000	NATURAL GAS/HEAT	76.19
CONSUMER01	CONSUMERS ENERGY	08/26/2024
78206	PO BOX 740309	09/04/2024
	PAYMENT CENTER	
08/06/2024	CINCINNATI OH, 45274-0309	/ /
		0.0000
		09/04/2024

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-921.000	NATURAL GAS/HEAT	97.56

VENDOR TOTAL: 423.90

CUMMINSBD1	CUMMINS SALES AND SERVICE	09/25/2024	S6-30808	GEN	DPW GENERATOR REPAIR	
78547	P.O. BOX 772639	10/01/2024		N		662.72
09/09/2024	DETROIT MI, 48277-2639	/ /	0.0000	N		0.00
		10/01/2024		Y		662.72

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	662.72

VENDOR TOTAL: 662.72

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

CUSTTOOL01	CUSTOM TOOL & MACHINE	09/25/2024	3070	GEN	DPW E-ONE CASTING (6)/MOTOR WINDINGS	
78548	603 E. WALNUT STREET	10/01/2024		N		4,875.00
09/10/2024	OAKWOOD OH, 45873	/ /	0.0000	N		0.00
		10/01/2024		Y		4,875.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	4,875.00

VENDOR TOTAL: 4,875.00

DARTTEAM01	DART TEAM	09/24/2024	9262024	GEN	SEPT 2024	
78517	C/O HOWELL FIRE DEPARMENT	10/01/2024		N		145.00
	1211 W. GRAND RIVER					
09/24/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/01/2024		N		145.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUCTIONS	145.00

VENDOR TOTAL: 145.00

DIGICGLOBL	DIGICOM GLOBAL INC.	09/24/2024	7926	GEN	FD - INV #7926 LEATHER CASES, STRAPS	
78518	675 E. BIG BEAVER	10/01/2024	20240508	N		779.70
	SUITE 105					
09/24/2024	TROY MI, 48083	/ /	0.0000	N		0.00
		10/01/2024		N		779.70

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.100	LEATHER CASE	384.00	384.00
206-000.000-768.100	HEAVY DUTY FIREMAN STRAP	252.00	252.00
206-000.000-768.100	ANTISWAY LEATHER STRAP	89.70	89.70
206-000.000-768.100	SHIPPING	54.00	54.00
		779.70	779.70

VENDOR TOTAL: 779.70

Item 2.

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	09/17/2024	082924	GEN	9100 081 1673 3 SOCCER FILEDS 07/26-	
78473	8001 HAGGERTY RD	09/30/2024		N		522.42
08/24/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		522.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	522.42

DTE ENERGY	DTE ENERGY	09/17/2024	82924	GEN	9100 146 5433 9 5450 EDGELAKE 07/26-	
78466	8001 HAGGERTY RD	09/30/2024		N		17.63
08/24/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		17.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	17.63

DTE ENERGY	DTE ENERGY	09/17/2024	82924	GEN	9100 095 9768 3 SEN CTR 07/26-08/23/	
78474	8001 HAGGERTY RD	09/30/2024		N		658.70
08/24/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		658.70

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-920.000	ELECTRIC	658.70

DTE ENERGY	DTE ENERGY	09/16/2024	9042024	GEN	9100 141 9399 9 WINANS PUMP 07/25-08	
78452	8001 HAGGERTY RD	09/30/2024		N		178.80
08/23/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		178.80

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	178.80

DTE ENERGY	DTE ENERGY	09/16/2024	90424	GEN	9100 086 3146 7 FD#12 07/25-08/22/24	
78453	8001 HAGGERTY RD	09/30/2024		N		1,528.52
08/23/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		1,528.52

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.000	ELECTRIC	1,528.52

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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	09/17/2024	91024	GEN	9200 189 1753 3 9251 REGENCY 08/02-0	
78480	8001 HAGGERTY RD	09/30/2024		N		40.34
08/31/2024	BELLEVILLE MI, 48111	/ /	0.0000	N		0.00
		09/30/2024		N		40.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	40.34

VENDOR TOTAL: 2,946.41

Item 2.

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	09/23/2024	8212024	GEN	9200 279 0884 6 7201 WINANS	07/23-08
78515	PO BOX 740786	09/13/2024		N		22.18
08/21/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/13/2024		N		22.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

DTEENRGY01	DTE ENERGY	09/23/2024	82124	GEN	9200 279 0885 3 2952 SHEHAN	07/23-08
78514	PO BOX 740786	09/13/2024		N		22.18
08/21/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/13/2024		N		22.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

DTEENRGY01	DTE ENERGY	09/23/2024	8232024	GEN	9100 167 2020 3 07/25-08/22/24	
78513	PO BOX 740786	09/16/2024		N		23.51
08/23/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/16/2024		N		23.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	23.51

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9200 190 0961 1 STRAWBERRY PUMP STAT	
78464	PO BOX 740786	09/30/2024		N		800.62
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		800.62

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	800.62

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 086 3167 3 TWP 07/26-08/23/24	
78465	PO BOX 740786	09/30/2024		N		1,544.22
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		1,544.22

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	1,544.22

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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	09/17/2024	82924	GEN	9100 139 0346 3 10675 MERRILL 07/26-	
78467	PO BOX 740786	09/30/2024		N		161.39
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		161.39

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-920.000	ELECTRIC	161.39

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 086 3078 2 WWTP 07/26-08/23/24	
78468	PO BOX 740786	09/30/2024		N		6,390.54
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		6,390.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-537.000-920.000	ELECTRIC	6,390.54

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 122 7190 4 MERRILL FIELD 07/26-	
78469	PO BOX 740786	09/30/2024		N		211.24
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		211.24

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	211.24

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 081 1689 9 PARKING LOT LTS 07/2	
78470	PO BOX 740786	09/30/2024		N		43.83
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		43.83

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-920.000	ELECTRIC	43.83

DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 160 2711 2 PD 07/26-08/23/24	
78471	PO BOX 740786	09/30/2024		N		1,614.23
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		1,614.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
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User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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

207-000.000-920.000	ELECTRIC					1,614.23
DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 160 2734 4 TUNNEL LTG 07/26-08/	
78472	PO BOX 740786	09/30/2024		N		50.03
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		50.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-751.000-920.000	ELECTRIC	50.03
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DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 086 3118 6 CEMETERY 07/26-08/23	
78475	PO BOX 740786	09/30/2024		N		17.77
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		17.77

Open

GL NUMBER	DESCRIPTION	AMOUNT
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101-265.000-920.000	ELECTRIC	17.77
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DTEENRGY01	DTE ENERGY	09/17/2024	82924	GEN	9100 086 3133 5 FD#11 07/26-08/23/24	
78476	PO BOX 740786	09/30/2024		N		1,155.25
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		1,155.25

Open

GL NUMBER	DESCRIPTION	AMOUNT
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206-000.000-920.000	ELECTRIC	1,155.25
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DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9100 086 3063 4 8520 HAMBURG RD 07/2	
78454	PO BOX 740786	09/30/2024		N		519.15
07/25/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		519.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
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590-527.000-920.000	ELECTRIC	519.15
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DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9100 086 3102 0 11332 ALGONQUIN 07/2	
78455	PO BOX 740786	09/30/2024		N		151.73
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		151.73

Open

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

GL NUMBER	DESCRIPTION	AMOUNT
282-000.000-926.000	STREET LIGHTING	151.73

DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9100 081 1657 6 10090 HAMBURG RD 07/	
78456	PO BOX 740786	09/30/2024		N		252.48
08/23/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		252.48

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	252.48

DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9100 167 2011 2 UNIT LTG 07/25-08/22	
78457	PO BOX 740786	09/30/2024		N		17.63
08/23/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		17.63

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	17.63

DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9100 114 5063 2 STRAWBERRY LK SIREN	
78458	PO BOX 740786	09/30/2024		N		21.99
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		21.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.99

DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9200 279 0880 4 8661 PETTYSVILLE 07/	
78459	PO BOX 740786	09/30/2024		N		22.18
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		22.18

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18

DTEENRGY01	DTE ENERGY	09/16/2024	90424	GEN	9200 279 0879 6 6730 STRAWBERRY LK R	
78460	PO BOX 740786	09/30/2024		N		22.18
08/24/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/30/2024		N		22.18

Open

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18
DTEENRGY01	DTE ENERGY	09/16/2024 90424 GEN 9200 279 0878 8 9470 CHILSON 07/26-0
78461	PO BOX 740786	09/30/2024 N 22.18
08/24/2024	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/30/2024 N 22.18
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18
DTEENRGY01	DTE ENERGY	09/17/2024 90424 GEN 9200 190 0960 3 7602 CHILSON 07/26-0
78462	PO BOX 740786	09/30/2024 N 21.99
08/24/2024	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/30/2024 N 21.99
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	21.99
DTEENRGY01	DTE ENERGY	09/17/2024 90424 GEN 9200 279 0883 8 2789 E M-36 07/26-08
78463	PO BOX 740786	09/30/2024 N 22.18
08/24/2024	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/30/2024 N 22.18
Open		

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-920.100	SIREN ELECTRIC USAGE	22.18
DTEENRGY01	DTE ENERGY	09/17/2024 90424 GEN 9100 160 2723 7 4320 CORDLEY LK RD 0
78477	PO BOX 740786	09/30/2024 N 230.43
08/28/2024	CINCINNATI OH, 45274-0786	/ / 0.0000 N 0.00
		09/30/2024 N 230.43
Open		

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	230.43
DTEENRGY01	DTE ENERGY	09/17/2024 90424 GEN 9100 114 4947 7 4498 CORDLEY LK RD 0
78478	PO BOX 740786	09/30/2024 N 32.45
08/27/2024	CINCINNATI OH, 45274-0786	/ / 0.0000 N
		09/30/2024 N 3

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-920.000	ELECTRIC	32.45
VENDOR TOTAL:		13,393.56

DETROITE02	DTE ENERGY - STREET LIGHTS	08/27/2024	80524	GEN	9100 4056 2340 STREET LIGHTS 07/01-0	
78265	PO BOX 740786	09/10/2024		N		1,531.82
07/31/2024	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		09/10/2024		N		1,531.82

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	STREET LIGHTING	1,531.82
VENDOR TOTAL:		1,531.82

DUBOISCO01	DUBOIS-COOPER & ASSOCIATES	09/25/2024	285955	GEN	MOTOR HEAD STANDARD(5) MOTOR HEAD, M	
78539	PO BOX 6161	10/01/2024		N		2,255.00
09/24/2024	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		10/01/2024		Y		2,255.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-751.100	GRINDER PUMP PARTS	2,255.00
VENDOR TOTAL:		2,255.00

ECONOPRI01	ECONOPRINT INC.	09/17/2024	72113	GEN	PD BUSINESS CARDS - WALLACE	
78492	10312 DEXTER PINCKNEY ROAD	10/01/2024	20240494	N		99.95
09/16/2024	PINCKNEY MI, 48169	/ /	0.0000	N		0.00
		10/01/2024		N		99.95

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	500 CARDS WALLACE	99.95	99.95
VENDOR TOTAL:		99.95	

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EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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		

EMERGENC06	HOLLAND MOTOR HOMES & BUS CO	09/24/2024	020752	GEN	FD - VEHICLE PARTS INV #020752	
78519	DBA EMERGENCY VEHICLES PLUS	10/01/2024	20240507	N		1,276.52
	670 E. 16TH STREET					
09/19/2024	HOLLAND MI, 49423	/ /	0.0000	N		0.00
		10/01/2024		Y		1,276.52

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	GAUGE, 2.5"	997.92	997.92
206-000.000-932.000	GAUGE, 4"	255.36	255.36
206-000.000-932.000	FREIGHT	23.24	23.24
		<u>1,276.52</u>	

VENDOR TOTAL: 1,276.52

HRNVLLYGUN	HURON VALLEY GUNS, LLC	09/25/2024	213102	GEN	PD UNIFORMS, POLO SHIRT & EMBROIDERY	
78534	56477 GRAND RIVER AVE.	10/01/2024	20240504	N		69.99
09/12/2024	NEW HUDSON MI, 48165	/ /	0.0000	N		0.00
		10/01/2024		Y		69.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-768.000	MEN'S 5.11 PERF S/S POLO	39.99	39.99
207-000.000-768.000	LOGO	22.50	22.50
207-000.000-768.000	NAME	7.50	7.50
		<u>69.99</u>	

VENDOR TOTAL: 69.99

HUTSONINC1	HUTSON, INC.	09/25/2024	10601420	GEN	B&G IDLER/PULLEY/WASHER	
78551	3915 TRACTOR DRIVE	10/01/2024		N		139.47
09/10/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		10/01/2024		N		139.47

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	139.47

VENDOR TOTAL: 139.47

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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

JJJINKLE01	J. J. JINKLEHEIMER & CO. INC.	09/23/2024	91679	GEN	FD - UNIFORM SHORTS, INV #91679	
78502	2705 E. GRAND RIVER AVE.	10/01/2024	20240500	N		822.70
09/17/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/01/2024		N		822.70

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	FD SHORTS	822.70	822.70

JJJINKLE01	J. J. JINKLEHEIMER & CO. INC.	09/23/2024	91680	GEN	FD - UNIFORM CAP, POLOS, EMBROIDERY	
78503	2705 E. GRAND RIVER AVE.	10/01/2024	20240499	N		129.43
09/17/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/01/2024		N		129.43

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-768.000	CAP	19.95	19.95
206-000.000-768.000	POLO 2 /XL	89.98	89.98
206-000.000-768.000	EMBROIDERY	19.50	19.50

129.43

JJJINKLE01	J. J. JINKLEHEIMER & CO. INC.	09/25/2024	91738	GEN	DPW CARHARTT ZIP MOCK HOODIE (14) (
78537	2705 E. GRAND RIVER AVE.	10/01/2024		N		1,281.00
09/19/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		10/01/2024		N		1,281.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-768.000	UNIFORMS/ACCESSORIES	1,281.00

VENDOR TOTAL: 2,233.13

ASSURED01	JAYS ASSURED PEST CONTROL LLC	09/25/2024	6471	GEN	P&R SPRAY BOTH CONCESSION STANDS	
78549	P.O. BOX 591	10/01/2024		N		100.00
09/11/2024	BRIGHTON MI, 48116-0591	/ /	0.0000	N		0.00
		10/01/2024		Y		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-930.005	MAINTENANCE PARK FACILITIES	100.00

VENDOR TOTAL: 10

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EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

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Item 2.

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

YOUNGJEF01	JEFFREY YOUNG	09/23/2024	9162024	GEN	REIMBURSEMENT FOR EMS RENEWAL	
78507		10/01/2024		N		25.00
09/16/2024	,	/ /	0.0000	N		0.00
		10/01/2024		N		25.00

Open

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

VENDOR TOTAL: 25.00

KENNEDYI01	KENNEDY INDUSTRIES, INC.	09/25/2024	643440	GEN	DPW ALLEN BRADLEY CIRCUIT BREAKER	
78540	P.O. BOX 930079	10/01/2024		N		185.88
09/13/2024	WIXOM MI, 48393	/ /	0.0000	N		0.00
		10/01/2024		N		185.88

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	185.88

VENDOR TOTAL: 185.88

MEALSWHEEL	LIVINGSTON/WEST OAKLAKD COUNTIES	09/23/2024	80724	GEN	SEN CTR BIRTHDAY LUNCHEON WEDNESDAY	
78494	MEALS ON WHEELS PROGRAM	10/01/2024		N		105.00
	11600 GRAND RIVER AVE.					
08/07/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		105.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-804.000	SENIOR PROGRAMS	105.00

VENDOR TOTAL: 105.00

KUZNERM01	MARY C. KUZNER	09/23/2024	9182024	GEN	ELECTIONS REIMBURSE MILEAGE	
78504	P.O. BOX 1635	10/01/2024		N		241.29
09/18/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		241.29

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-262.000-861.000	MILEAGE	241.29

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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

VENDOR TOTAL: 241.29

SLAGLEMARY	MARY SLAGLE	09/25/2024	9242024	GEN	REFUND PARADE COMPANY PAYMENT	
78532	6455 WOODLAND AVE.	10/01/2024		N		114.00
09/24/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		10/01/2024		N		114.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-239.500	SENIOR CENTER TRIP DEPOSITS	114.00

VENDOR TOTAL: 114.00

MECC	MICHIGAN ENGINEERED COMFORT	09/24/2024	22440156	GEN	FD - PLANNED MAINTENANCE AC STA 11 I	
78522	2532 PEPPER CT	10/01/2024	20240502	N		882.75
08/29/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/01/2024		N		882.75

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 11 AC MAINTENANCE	882.75	882.75

MECC	MICHIGAN ENGINEERED COMFORT	09/24/2024	22443432	GEN	FD - STA 12 AC MAINTENANCE INV #2244	
78521	2532 PEPPER CT	10/01/2024	20240501	N		1,011.75
09/29/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		10/01/2024		N		1,011.75

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 12 AC MAINTENANCE	1,011.75	1,011.75

VENDOR TOTAL: 1,894.50

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

Item 2.

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
MICHIGANST 78525	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350	09/24/2024 10/01/2024	9242024	GEN N	CASE #810013564 PAYROLL	09/09-09/22/ 59.08
09/24/2024	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		10/01/2024		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 78526	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350	09/24/2024 10/01/2024	9242024	GEN N	CASE 913255499 PAYROLL	09/09-09/22/2 139.54
09/24/2024	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		10/01/2024		N		139.54

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-228.010	MI CHILD SUPPORT WITHHOLDING	139.54

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 78527	MICHIGAN STATE DISBURSEMENT UNIT P.O. BOX 30350	09/24/2024 10/01/2024	9242024	GEN N	CASE #912854739 PAYROLL	09/09-09/22/ 380.46
09/24/2024	LANSING MI, 48909-7850	/ /	0.0000	Y		0.00
		10/01/2024		N		380.46

Open

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

VENDOR TOTAL: 579.08

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
MITOWNSH01 78495	MICHIGAN TOWNSHIPS ASSOCIATION P.O. BOX 80078	09/23/2024 10/01/2024	345750	GEN N	CLERK NOW YOU KNOW WEBINAR	25.00
09/19/2024	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		10/01/2024		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	25.00

VENDOR TOTAL: 25.00

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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
KIMBMDWEST	MIDWEST MOTOR SUPPLY CO., INC.	09/25/2024	102594203	GEN	DPW BK NYLON TY-RAP	
78546	DEPT L-2780	10/01/2024		N		209.00
09/11/2024	COLUMBUS OH, 43260-2780	/ /	0.0000	N		0.00
		10/01/2024		Y		209.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	209.00

VENDOR TOTAL: 209.00

MERS000001	MUNICIPAL EMPLOYEE'S RETIRE-	09/24/2024	00159521-4	GEN	2024-09	
78528	1134 MUNICIPAL WAY	10/01/2024		N		44,781.17
09/24/2024	LANSING MI, 48917	/ /	0.0000	N		0.00
		10/01/2024		N		44,781.17

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-231.500	DEFERRED COMPENSATION/457	10,835.48
207-000.000-716.000	DEFINED CONTRIBUTION	33,945.69
		44,781.17

VENDOR TOTAL: 44,781.17

OFFICEXP01	OFFICE EXPRESS, INC.	09/25/2024	567472	GEN	PD COPY PAPER	
78535	1280 E BIG BEAVER SUITE A	10/01/2024	20240509	N		46.99
09/23/2024	TROY MI, 48083	/ /	0.0000	N		0.00
		10/01/2024		N		46.99

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	COPY PAPER	41.99	41.99
207-000.000-752.000	DELIVERY	5.00	5.00
		46.99	46.99

VENDOR TOTAL: 46.99

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

Item 2.

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		
PLANTEMO01	PLANTE & MORAN, PLLC	09/16/2024	27400	GEN	AUDIT	
78441	16060 COLLECTIONS CENTER DR	10/01/2024		N		16,180.00
09/14/2024	CHICAGO IL, 60693	/ /	0.0000	N		0.00
		10/01/2024		N		16,180.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-275.000-954.000	AUDIT	8,430.00
590-527.000-801.000	CONTRACTUAL SERVICES	4,000.00
101-275.000-954.000	AUDIT	2,610.00
101-275.000-954.000	AUDIT	704.52
207-000.000-801.000	CONTRACTUAL SERVICES	92.34
206-000.000-801.000	CONTRACTUAL SERVICES	85.50
204-000.000-801.000	CONTRACTUAL SERVICES	43.32
590-527.000-801.000	CONTRACTUAL SERVICES	214.32
		16,180.00

VENDOR TOTAL: 16,180.00

PORTTOILTS	PORTABLE TOILET SERVICES LLC	09/23/2024	102080	GEN	P&R 09/02-09/29/24	
78505	4900 MCCARTHY DRIVE	10/01/2024		N		4,161.06
09/01/2024	MILFORD MI, 48381	/ /	0.0000	N		0.00
		10/01/2024		Y		4,161.06

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-800.000-942.000	PORTABLE TOILETS	1,721.90
101-800.000-942.000	PORTABLE TOILETS	75.00
101-751.000-942.000	PORTABLE TOILETS	2,364.16
		4,161.06

VENDOR TOTAL: 4,161.06

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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

SECURITY02	SECURITY LOCK SERVICE, INC.	09/25/2024	001470	GEN	SEN CTR REPAIR HANDICAP BUTTON	
78553	401 WASHINGTON STREET	10/01/2024		N		295.50
09/18/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		295.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-820.000-930.001	MAINTENANCE COMM CENTER	295.50

SECURITY02	SECURITY LOCK SERVICE, INC.	09/24/2024	001471	GEN	FD - STA 11 SERVICE CALL INV #001471	
78520	401 WASHINGTON STREET	10/01/2024	20240505	N		263.00
09/18/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		263.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-930.003	STA 11 SERVICE CALL, HINGES, LABOR	263.00	263.00

VENDOR TOTAL: 558.50

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

UNJOURNALIZED OPEN

Item 2.

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

TRICOUNT01	TRI-COUNTY SUPPLY, INC.	09/17/2024	0000035145	GEN	PD CLEANING SUPPLIES	
78481	7109 DAN MCGUIRE DRIVE	10/01/2024	20240486	N		622.18
09/09/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		622.18

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	CLEANING SUPPLIES - BRANDY	622.18	622.18

TRICOUNT01	TRI-COUNTY SUPPLY, INC.	09/17/2024	0000035243	GEN	PD CLEANING SUPPLIES	
78482	7109 DAN MCGUIRE DRIVE	10/01/2024	20240487	N		95.98
09/12/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		95.98

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	CLEANING SUPPLIES - BRANDY	95.98	95.98

TRICOUNT01	TRI-COUNTY SUPPLY, INC.	09/17/2024	0000035285	GEN	PD CLEANING SUPPLIES	
78493	7109 DAN MCGUIRE DRIVE	10/01/2024	20240495	N		74.53
09/16/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		74.53

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-000.000-752.000	CLEANING SUPPLIES - BRANDY	74.53	74.53

TRICOUNT01	TRI-COUNTY SUPPLY, INC.	09/25/2024	CM00052796-2	GEN	INV PAID TWICE-SENT BY FD X 2	
78562	7109 DAN MCGUIRE DRIVE	10/01/2024		N		(118.49)
09/25/2024	BRIGHTON MI, 48116	/ /	0.0000	N		0.00
		10/01/2024		N		(118.49)

Open

GL NUMBER	DESCRIPTION	AMOUNT
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	(118.49)

VENDOR TOTAL: 674.20

User: MarcyM

EXP CHECK RUN DATES 09/01/2024 - 10/01/2024

DB: Hamburg

Item 2.

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
UPF	UNITED PLASTIC FABRICATING INC	09/25/2024	INV02016034	GEN	FD - #INV02016034 FIRE TANK REPAIR (
78533	165 FLAGSHIP DR.	10/01/2024	20240514	N		904.72
07/24/2024	NORTH ANDOVER MA, 01845	/ /	0.0000	N		0.00
		10/01/2024		Y		904.72

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-932.000	FIRE TANK REPAIR	904.72	904.72

VENDOR TOTAL: 904.72

WESTSHOR01	WEST SHORE SERVICES, INC.	09/23/2024	33218	GEN	FD - MAKO COMPRESSOR REPAIR	
78506	6620 LAKE MICHIGAN DR	10/01/2024	20240490	N		418.50
07/24/2024	ALLENDALE MI, 49401	/ /	0.0000	N		0.00
		10/01/2024		N		418.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-000.000-931.000	LABOR	125.00	125.00
206-000.000-931.000	MAKO BLUE SYNETHIC OIL	135.00	135.00
206-000.000-931.000	SHOP SUPPLIES	15.00	15.00
206-000.000-931.000	MILEAGE CHARGE	143.50	143.50
		418.50	

VENDOR TOTAL: 418.50

TOTAL - ALL VENDORS: 231,002.18



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 3.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: September 25, 2024
RE: Agenda Item Topic: **Police Officer Hiring**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the hiring of Kelly Kozowicz for the position of full-time police officer.

Background

On September 3, 2024, the Township Board approved the extension of a conditional offer of employment to Kelly Kozowicz for the position of full-time police officer pending successful completion of all her pre-employment requirements. Ms. Kozowicz has successfully completed her background investigation, medical evaluation, psychological evaluation and drug screening.

Budget Impact

The hiring of Kelly Kozowicz will not have any adverse effect on the FY 24/25 budget as this full-time position is included in the budget.

Respectfully,

Chief Richard Duffany
Director of Public Safety



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

TO: Mike Dolan, Township Clerk
FROM: Board of Trustees
DATE: September 26, 2024
AGENDA ITEM TOPIC: Livingston County PACE

Requested Action

1. Vote on a resolution of intent which releases a draft program report to the public.
2. Schedule and hold a public hearing.
3. Vote on a resolution to establish which officially adopts the program.

Background

Attached are the four documents to establish a PACE program. They can all be included in the packet so the trustees can see all items associated with the PACE program, but the first document, the Resolution of Intent, should be included as an agenda item on the meeting in which the process is started. So if we'd like to kick off the process of starting the program on the 1st, the Resolution of Intent should be included as an item to be voted on.

These four documents include

- Resolution of Intent
- Notice of Public Hearing
- Program Report
- Resolution to Establish

HAMBURG TOWNSHIP, MICHIGAN

RESOLUTION OF INTENT TO ESTABLISH A PROPERTY ASSESSED CLEAN ENERGY PROGRAM AND CALLING PUBLIC HEARING

Minutes of a regular meeting of the Hamburg Township Board, held at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on October 1st, 2024 at 2:30pm.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS, the Hamburg Township Board intends to authorize the establishment of a Property Assessed Clean Energy program (“PACE Program”) and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended (“PACE Statute”), for the purpose of promoting the use of renewable energy systems, energy efficiency improvements, water efficiency improvements and environmental hazard projects by owners of certain real property; and

WHEREAS, the Hamburg Township Board intends to find that financing PACE projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, remediates or protects against environmental hazards, improves property values and increases employment in the Hamburg Township; and

WHEREAS, the types of projects, either energy efficiency improvements, water efficiency improvements, renewable energy systems, or environmental hazard projects that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Board; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one or more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (includes a biomass stove but does not include an incinerator or digester); solar and solar thermal energy; wind energy; geothermal energy and methane gas captured from a landfill; environmental hazard projects including mitigation of lead, heavy metal, or PFAS contamination in potable water

systems, mitigation of lead paint contamination; mitigation of the effects of floods or drought; and increase the resistance of property against severe weather, and

WHEREAS, the Hamburg Township Board intends to join Lean & Green Michigan™, and intends to utilize Lean & Green Michigan, LLC as PACE administrator (the “PACE Administrator”) to administer its PACE Program; and

WHEREAS, the report referenced in Section 9(1) of the PACE Statute (the “PACE Report”) shall be available on Hamburg Township’s website at www.hamburg.mi.us/, and shall be available for viewing at the office of the Hamburg Township Clerk located at: Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Hamburg Township Board, being fully apprised of the PACE Program, finds that financing PACE projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, remediates or protects against environmental hazards, improves property values and increases employment in the Township.
2. The Hamburg Township Board, by adoption of this Resolution, formally states its intention to establish a PACE district, whose boundaries will be coterminous with Hamburg Township’s jurisdictional boundaries, and a PACE Program as described in and for the reasons set forth in this Resolution.
3. The Hamburg Township Board formally states its intention to provide a property-owner based method of financing and funds for projects from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no Township moneys, general Township taxes or Township credit of any kind whatsoever shall be pledged, committed, or used in connection with any project as required by and subject to the PACE Statute.
4. The Hamburg Township Board, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Lean & Green Michigan, LLC as PACE Administrator.
5. The Hamburg Township Board hereby sets a public hearing for [DATE] at [TIME], at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 to receive comments on the proposed PACE Program, including the PACE Report.
6. The Township Clerk is authorized and directed to publish a notice of intent to establish a PACE district and a PACE Program, and a notice of the public hearing set by this Resolution in a newspaper of general circulation in Hamburg Township as a display advertisement prominent in size or follow the local method of announcing public hearings. The Township Clerk shall maintain on file for public review a copy of the PACE Report

and shall cause the PACE Report to be available on the Hamburg Township’s website in accordance with the requirements of the PACE Statute.

- 7. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Mike Dolan, Clerk
Hamburg Township_____

The foregoing is a true and complete copy of a resolution adopted by the Hamburg Township Board at a regular meeting held on October 1st, 2024, notice of which was given pursuant to the Michigan Open Meetings Act, Public Act 267 of 1976.

Mike Dolan, Clerk
Hamburg Township

NOTICE OF PUBLIC HEARING

HAMBURG TOWNSHIP, STATE OF MICHIGAN

ON THE ESTABLISHMENT OF A PACE
PROGRAM AND A PACE DISTRICT

TO ALL INTERESTED PERSONS IN HAMBURG TOWNSHIP:

PLEASE TAKE NOTICE that the Township Board of Hamburg Township, State of Michigan, (the “Township”) will hold a public hearing at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on [DATE], at [TIME] to receive comments on the proposed Property Assessed Clean Energy (“PACE”) program and the proposed PACE program report.

TAKE FURTHER NOTICE that the Township Board intends to establish a PACE program and to establish a PACE district, having the same boundaries as the Township’s jurisdictional boundaries, pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended (“PACE Statute”), for the purpose of promoting “projects” as defined by the PACE Statute to include “renewable energy systems, energy efficiency improvements, water usage improvements and environmental hazard projects by owners of certain real property.”

TAKE FURTHER NOTICE that the PACE report, required by Section 9(1) of the PACE Statute is available on the Township’s website at <https://www.hamburg.mi.us/> and is available for viewing at the office of the Township Clerk located at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189.

THIS NOTICE is given by order of the Township Board of Hamburg Township.



**HAMBURG TOWNSHIP,
MICHIGAN**



PACE PROGRAM REPORT

This Lean & Green Michigan™ PACE Program Report contains the information required by Section 9 of Michigan Public Act No. 270 of 2010, as amended (“PACE Statute”). Additional information is available from Hamburg Township. The PACE Program and PACE Program Report were approved by the Township Board on [DATE], subsequent to a public hearing held on [DATE].

TABLE OF CONTENTS

	<u>Page</u>
Introduction.....	1
Lean & Green Michigan™ PACE Program Report.....	2
APPENDIX A – PACE Special Assessment Agreement.....	9
SAA Appendix A – Program Eligibility Checklist	29
SAA Appendix B – Special Assessment Parcel Description	30
SAA Appendix C – Special Assessment Roll.....	31
SAA Appendix D – Payment Schedule.....	32
SAA Appendix E – Description of Improvements.....	33
SAA Appendix F – PACE Program Application	34
SAA Appendix G –Form of Certificate of Assignment	38
SAA Appendix H –Form of Lender Consent.....	40
SAA Appendix I - Form of Waiver of SIR and Savings Guarantee	42

INTRODUCTION

Michigan Public Act No. 270 of 2010, as amended (the “PACE Statute”) authorizes local units of government to adopt Property Assessed Clean Energy (“PACE”) programs to promote the installation of renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects by owners of commercial or industrial property within a district designated by the local unit of government.

In order to encourage economic development, improve property valuation, increase employment, reduce energy costs, reduce greenhouse gas emissions and contribute to the public health and welfare in Hamburg Township, the Hamburg Township Board established the Hamburg Township Property Assessed Clean Energy Program and PACE district pursuant to the PACE Statute by joining Lean & Green Michigan™ (the “PACE Program” or “Program”). The PACE Program has identified specific sources of commercial funding to finance PACE Projects within the Hamburg Township PACE district, which is coterminous with Hamburg Township’s jurisdictional boundaries.

The purpose of this PACE Program Report is to fulfill the requirements of the PACE Statute. Section 9 of the PACE Statute requires a report that includes: a form of contract between Hamburg Township and the record owner; identification of an official authorized to enter into program contracts on behalf of Hamburg Township ; a maximum aggregate amount for financing provided by Hamburg Township under the program; an application process and eligibility requirements; methods for determining repayment periods, the maximum amount of assessment, and interest rates on assessment installments; an explanation of how assessments will be made and collected; a plan for raising capital; procedures to determine information regarding reserve funds and fees of the program; a requirement that the term of the assessment not exceed the useful life of the project; a requirement of an appropriate ratio of the amount All assessment to the assessed value of the property; requirement of consent from the mortgage holder; provisions for marketing and participant education; provisions for adequate debt service reserve fund; quality assurance and antifraud measures; and a requirement for baseline energy audit or energy modeling, ongoing savings measurements and performance guarantees for retrofit projects over \$250,000 in assessments unless waived by the property owner; for new construction energy projects, a requirement that the building or other structure exceed applicable requirements of the Michigan uniform energy code.

As many of the details of a PACE transaction are determined on a project-specific basis, adjustments to the model contract may be required to fit a particular transaction. Additionally, there are several blanks left in the model contract that should be filled in when the corresponding information is known.

Lean & Green Michigan, LLC (“LAGM”) developed a collaborative approach to PACE programs for local units of government by standardizing the administrative and legal process under which PACE programs are created and managed. Many local units of government throughout the state have joined or are in the process of joining the Lean & Green Michigan™ PACE program. This approach creates one efficient statewide market, allowing property owners, lenders and contractors to utilize a standardized process as they employ PACE financing in multiple jurisdictions throughout the state.

HAMBURG TOWNSHIP PROGRAM REPORT

1. Form of PACE Contract

A form of model PACE Special Assessment Agreement is attached as **Appendix A**. Individual property owners may negotiate project-specific terms to be included in an actual agreement based upon the specific renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects to be financed through the individual agreement, subject to the limitations set forth herein.

2. Authorized Official/PACE Administrator

The [AUTHORIZED OFFICIAL TITLE] or his/her designee, (the “Authorized Official”) is authorized to enter into PACE Contracts or PACE Special Assessment Agreements on behalf of Hamburg Township in consultation with LAGM. The Authorized Official is further authorized to sign any agreement, documents or certificates necessary to facilitate the participation of property owners and to facilitate the purposes hereunder.

In joining Lean & Green Michigan™, Hamburg Township agrees to have LAGM act as PACE administrator and manage Hamburg Township’s PACE Program. LAGM is authorized to negotiate with credit providers and PACE project participants to facilitate the use of the PACE Program and to assist PACE project applicants in obtaining financing.

3. Financing Parameters

In establishing its PACE district, Hamburg Township intends for Projects to be funded through owner-arranged private financing. The maximum aggregate annual amount of financing provided by Hamburg Township shall be zero dollars. The maximum aggregate dollar amount for financing provided by Hamburg Township may be adjusted and/or amended on an annual basis or more frequently by the Hamburg Township Board and will remain at zero dollars unless and until it is changed.

Hamburg Township shall not provide any financing for Projects under Hamburg Township's PACE Program. Hamburg Township's PACE Program shall be solely funded through owner-arranged financing from commercial lenders, as allowed under Act 270, Section 9(1)(g)(iii). Owner-arranged financing from commercial lenders is not included under the maximum aggregate annual dollar amount for financing provided by Hamburg Township under the Program. There is no limit on the maximum aggregate annual amount of financing provided by private commercial lenders under the program. The dollar amount for financing of a particular Project will be established by the property owner seeking to implement and the commercial lender seeking to finance the implementation of renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects as approved by LAGM and the Authorized Official.

4. Application Process/Eligibility Requirements

Application Process:

The application process for financing projects under the Program shall be that of LAGM. The current application form is attached as **SAA Appendix F**. This form may be changed or amended as necessary by LAGM.

Eligibility Requirements:

The eligibility requirements for financing projects under the Program shall be those of LAGM. Eligibility requirements may be changed or amended as necessary by LAGM. The current list of eligibility requirements is attached as **SAA Appendix A**.

5. Financing Terms of Assessments

The interest rate for PACE special assessment installments supplied by commercial lenders shall be negotiated by the parties based on current market conditions.

The maximum allowable repayment period of a PACE special assessment must be included in the PACE Special Assessment Agreement and will be determined on a project-specific basis and shall not exceed the lesser of the useful life of the Project financed by the assessment or 25 years.

The maximum dollar amount of a PACE special assessment shall be negotiated on a project-specific basis between the property owner and the entity providing the financing based upon the specific renewable energy systems, energy efficiency improvements, and environmental hazard projects included in the individual PACE Special Assessment Agreement.

6. Assessment Collection Process

Within the parameters set forth herein, the Authorized Official will authorize one or more commercial lenders to provide financing to defray all or part of the cost of the Project, by special assessment upon the Special Assessment Parcel, which the Authorized Official will find is especially benefited in proportion to the costs of the renewable energy systems, energy efficiency improvements, water usage improvement, or environmental hazard projects.

The Special Assessment Roll, attached as **SAA Appendix C**, will be spread by the Authorized Official, or appropriate official, on behalf of Hamburg Township and without objection by the property owner to allocate one hundred percent (100%) of the PACE special assessment levy created hereby to the Special Assessment Parcel.

The PACE special assessment, as allocated by the Authorized Official, or appropriate official, on behalf of Hamburg Township without objection by the property owner, will be finally established against the property and the Project to be constructed on the Special Assessment Parcel. The PACE special assessment will be effective immediately upon the execution and

delivery of the PACE Special Assessment Agreement by the property owner. The PACE special assessment may be paid in annual or semi-annual installments pursuant to Section 13(2) of the PACE Statute. The Authorized Official, on behalf of Hamburg Township, will confirm the Special Assessment Roll.

The Livingston County Delinquent Tax Revolving Fund (“DTRF”) shall not be used to advance, satisfy, or pay any delinquent installment of the PACE special assessment, and no Township or County funds will be used to repay any PACE special assessment placed under this program. The commercial lender will waive any claim to be able to seek payment from Hamburg Township or Livingston County through the DTRF in the PACE Special Assessment Agreement.

7. Financing Program

LAGM has developed and will continue to develop an active roster of financial institutions, institutional investors and other sources of private capital available to finance PACE projects in Michigan. By participating in LAGM, Hamburg Township helps its constituent property owners gain access to private capital made available through the statewide program. Hamburg Township authorizes the use of owner-arranged financing from commercial lenders to finance qualified Projects under the Program.

8. Reserve Fund

By participating in the Lean & Green Michigan™ program, Hamburg Township assists its constituent property owners in taking advantage of any and all appropriate loan loss reserve and gap financing programs of the Michigan Economic Development Corporation (“MEDC”) and other federal and state entities. Such financing mechanisms can be used to finance a reserve fund if deemed necessary and appropriate by Hamburg Township.

9. Fee Schedule

Application, administration and program fees for record owners shall be those of LAGM. Administration and program fees will be determined on a project-specific basis and will depend on the size, nature and complexity of the project(s) and financing mechanism(s) involved. A copy of the current LAGM administration and program fees is published by LAGM in its PACE Program Manual available upon request and at LAGM’s website, www.leanandgreenmi.com.

10. Useful Life

The maximum length of time allowable for repayment of a PACE assessment shall not exceed the lesser of the useful life of the Project paid for by the assessment or 25 years and will be determined on a project-specific basis by LAGM. Projects involving multiple energy efficiency improvements, renewable energy systems, or environmental hazard improvements may aggregate the useful life of each improvement to determine an overall useful life figure for financing purposes. In aggregating the improvements, the property owner must appropriately weigh each improvement’s dollar cost.

11. Property Eligibility Parameters

The ratio of the amount of the assessment to the market value of the property must be appropriate and shall be set forth in the PACE Special Assessment Agreement for each project. Additionally, the overall indebtedness on the property must be appropriate. In calculating the appropriate ratios, the property owner and the lender providing the financing may determine the market value of the property using either: 1) the market value of the property before the Project as agreed to by the property owner and the lender providing the financing using a proper measure such as a recent appraisal or two times the State Equalized Value; or 2) the market value of the property upon completion of the Project as agreed to by the property owner and the lender providing the financing using a proper measure such as an appraisal of the “as completed” value of the property.

In calculating the appropriate ratio of the amount of the assessment to the market value of the property, the cost of the Project (excluding closing costs and interest) shall generally not exceed 25% of the market value of the property.

In calculating the appropriate ratio of total indebtedness on the property to the market value of the property, prior debt secured by the property plus the PACE loan shall generally not exceed 90% of the market value of the property.

LAGM and the Authorized Official may permit projects that exceed these values for reasonable cause on a case-by-case basis, and in such cases must include a letter of explanation as an addendum to the Special Assessment Agreement.

12. Mortgage Consent Requirement

If a property is subject to a mortgage the record owner must obtain written consent from the mortgagee to participate in the Program. Proof of lender consent must be submitted before a Special Assessment Agreement may be executed. A form of lender consent to participate in a PACE Program is attached as **SAA Appendix H**.

13. Marketing Program

LAGM has developed an ongoing marketing and participant education program. By joining Lean & Green Michigan™, Hamburg Township gains access to this program and agrees to partner with LAGM in educating property owners in Hamburg Township about opportunities to save energy, save money and improve their property values. Hamburg Township authorizes the use of the Hamburg Township’s logo by LAGM to be incorporated into the LAGM website and other communication vehicles. More information regarding the Program can be obtained at LAGM’s website: www.leanandgreenmi.com; or at Hamburg Township’s website at www.Hamburgtwpmi.gov.

14. Quality Assurance and Antifraud Measures

LAGM includes the following quality assurance and antifraud measures:

- Business integrity review on clean energy contractors conducted by Michigan Saves;
- Background check process on clean energy contractors conducted by Michigan Saves; and
- Other general due diligence as may be necessary or required.

15. Energy Audit or Energy Modeling Requirement

As set forth in the PACE Program Application, a baseline energy audit or energy modeling must be completed before a Project is approved. Each contract should provide adequate funding for monitoring and verification of energy savings throughout the life of the special assessment.

16. Savings-to-Investment Ratio and Savings Guarantee Requirements

Unless waived by the record owner, Projects financed with more than \$250,000 require ongoing measurements to establish energy savings and a guarantee from the contractor that the energy project will achieve a savings to investment ratio greater than one.

This requirement may be waived by the record owner, and is not applicable to a new construction energy project.

17. Amendments to the Program

A public hearing shall not be required to amend this Program. LAGM may amend the Hamburg Township PACE program as necessary from time to time, in consultation with the Township and upon approval of the Hamburg Township Board of any such amendment.

APPENDIX A
SPECIAL ASSESSMENT AGREEMENT

SPACE ABOVE FOR RECORDING PURPOSES

PACE SPECIAL ASSESSMENT AGREEMENT
(OWNER-ARRANGED FINANCING)

by and among

HAMBURG TOWNSHIP, MICHIGAN

and

PROPERTY OWNER

and

PACE LENDER

Dated: _____

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I DEFINITIONS	12
ARTICLE II DESCRIPTION OF IMPROVEMENTS	14
ARTICLE III COVENANTS OF THE PROPERTY OWNER	14
ARTICLE IV PACE SPECIAL ASSESSMENT	15
ARTICLE V CONDITIONS PRECEDENT	20
ARTICLE VI REPRESENTATIONS AND WARRANTIES	21
ARTICLE VII DEFAULT	23
ARTICLE VIII MISCELLANEOUS	24

APPENDIX:

- APPENDIX A: PROGRAM ELIGIBILITY REQUIREMENTS
- APPENDIX B: SPECIAL ASSESSMENT PARCEL DESCRIPTION
- APPENDIX C: SPECIAL ASSESSMENT ROLL
- APPENDIX D: PAYMENT SCHEDULE
- APPENDIX E: DESCRIPTION OF IMPROVEMENTS
- APPENDIX F: LEAN & GREEN MICHIGAN PACE PROGRAM APPLICATION
- APPENDIX G: FORM OF CERTIFICATE OF ASSIGNMENT
- APPENDIX H: FORM OF LENDER CONSENT
- APPENDIX I: FORM OF WAIVER OF SIR AND SAVINGS GUARANTEE

PACE SPECIAL ASSESSMENT AGREEMENT
(OWNER-ARRANGED FINANCING)

THIS PACE SPECIAL ASSESSMENT AGREEMENT (this “Agreement”) is made this [DATE] among Hamburg Township, a Michigan municipal corporation (the “Township”), whose address is Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189, [PROPERTY OWNER], a Michigan limited liability company (the “Property Owner”), whose address is [ADDRESS], and [PACE LENDER], a Michigan limited liability company (the “Lender”), whose address is [ADDRESS].

RECITALS:

A. Pursuant to the PACE Statute and a resolution adopted by Hamburg Township Board on [DATE], the Township has established the PACE Program as described in the PACE Program Report and has created the Special Assessment District under the PACE Program for the purpose, *inter alia*, of assisting a record owner of property within the Special Assessment District in obtaining Owner-Arranged Financing from a commercial lender to defray the costs of one or more Project(s) on the property.

B. Under the PACE Statute, the Township is authorized, pursuant to an agreement with the record owner of property within the Special Assessment District, to impose a special assessment on the property to be benefitted by the Project in order to secure and provide for the repayment of the Owner-Arranged Financing.

C. The Property Owner desires to undertake a certain Project on commercial, industrial, or agricultural property of the Property Owner located within the Special Assessment District, as described herein, and has obtained a commitment from the Lender to make the Loan to the Property Owner to defray its cost.

D. In order to induce the Lender to make the Loan to the Property Owner, the Property Owner has requested that the Township enter into this Agreement to impose a special assessment on the property to be benefitted by the Projects, in accordance with the PACE Statute, which special assessment will secure and provide for repayment of the Loan from the Lender.

E. Pursuant to the PACE Statute and the PACE Program, the Township is authorized to enter into this Agreement.

In consideration of the foregoing and the mutual covenants contained in this Agreement, the Township, the Property Owner and the Lender agree that:

**ARTICLE I
DEFINITIONS**

Section 1.01 Definitions. Capitalized terms used in this Agreement and Recitals shall have the meanings stated in the PACE Statute and as stated immediately below, except to the extent the context in which they are used requires otherwise:

(a) “**Agreement**” means this PACE Special Assessment Agreement as same may be amended and/or restated.

(b) “**Applicable Interest Rate**” means the per annum rate of interest specified in the Loan Documents at which the Special Assessment Roll bears interest as calculated by the Lender in accordance with the provisions of Section 4.01 of this Agreement.

(c) “**Authorized Official**” means the [AUTHORIZED OFFICIAL TITLE], or his/her designee, who is authorized to exercise the authority of an Authorized Official under the terms of the PACE Program Report.

(d) “**Default Rate**” means the rates dictated for cities by the Michigan General Property Tax Act of 1893 as amended (MCL 211.78a and 211.78g).

(e) “**Energy Efficiency Improvement**” means the acquisition, installation, replacement, or modification of equipment, devices, or materials intended to decrease energy consumption, including, but not limited to, all of the following: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; and any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Hamburg Township Board.

(f) “**Energy Project**” means any of the following: an Energy Efficiency Improvement; or the acquisition, installation, replacement or modification of a Renewable Energy System or anaerobic digester.

(g) “**Event of Default**” has the meaning set forth in Section 7.01 hereof.

(h) “**Environmental Hazard Project**” means the acquisition, installation, replacement, or modification of equipment, devices, or materials intended to address environmental hazards, including, but not limited to, measures to do any of the following:

mitigate lead, heavy metal, or PFAS contamination in potable water systems; mitigate the effects of floods or drought; increase the resistance of property against severe weather; mitigate lead paint contamination.

(i) **“Force Majeure”** means unforeseeable events beyond a party’s reasonable control and without such party’s failure or negligence including, but not limited to, acts of God, acts of public or national enemy, acts of the federal government, fire, flood, epidemic, quarantine restrictions, strikes and embargoes, labor disturbances, the unavailability of raw materials, and delays of contractors due to such causes, but only if the party seeking to claim Force Majeure takes reasonable actions necessary to avoid delays caused thereby.

(j) **“General Property Tax Act”** means the General Property Tax Act, Act 206, Public Acts of Michigan, 1893, as amended.

(k) **“Improvements”** means the renewable energy systems, energy efficiency improvements, water usage improvements, and environmental hazard projects being undertaken by the Property Owner on the Special Assessment Parcel as described in **Appendix E** attached hereto.

(l) **“LAGM”** shall mean Lean & Green Michigan, LLC, a Michigan limited liability company.

(m) **“Lean & Green Michigan™”** means a statewide property assessed clean energy program open to all local units of government operated as a public-private partnership by LAGM in order to facilitate property assessed clean energy program-financed transactions.

(n) **“Lender”** has the meaning set forth in the preamble.

(o) **“Loan”** means the loan obtained by the Property Owner from the Lender pursuant to Owner-Arranged Financing to defray a portion of the cost of the Improvements under the terms of the Loan Documents.

(p) **“Loan Documents”** means the Loan Agreement, dated as of [DATE], between the Property Owner and the Lender and any and all exhibits or attachments thereto, including any documents amending, restating, replacing, extending or otherwise modifying the Loan Agreement and all documents provided to the Lender from time to time by the Property Owner to evidence or secure the Loan as required pursuant to the terms of the Loan Agreement.

(q) **“Owner-Arranged Financing”** means the process by which a property owner secures financing for improvements to its property that does not involve bonds or any other form of funding provided by the Township.

(r) **“PACE Program”** shall mean the property assessed clean energy program implemented by the Township pursuant to the PACE Statute and the PACE Program Report to stimulate renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects in conformity with the PACE Statute.

(s) “**PACE Program Report**” means the Lean & Green Michigan™ PACE Program Report approved by the Hamburg Township Board on [DATE], including any amendments or changes thereto made before the date of this Agreement.

(t) “**PACE Statute**” means Act 270 of the Michigan Public Acts of 2010, as amended, commonly referred to as the Property Assessed Clean Energy Act, MCL 460.931 et seq.

(u) “**Payment Schedule**” has the meaning set forth in Section 4.01 hereof.

(v) “**Project**” means an Environmental Hazard Project or Energy Project.

(w) “**Property Owner**” has the meaning set forth in the preamble.

(x) “**Renewable Energy System**” means a fixture, product, device, or interacting group of fixtures, products, or devices on the customer’s side of the meter that use one (1) or more renewable energy resources to generate electricity, gas, or other power. Renewable Energy System includes a biomass stove but does not include an incinerator or digester.

(y) “**Special Assessment**” means the money obligation created pursuant to this Agreement with respect to the Special Assessment Parcel used to defray the cost of the Improvements and which shall, together with all interest, charges and penalties which may accrue thereon, be a lien upon the Special Assessment Parcel of the same priority and status as other property tax liens and other assessment liens as provided in the PACE Statute until such amounts have been paid in full.

(z) “**Special Assessment District**” means the Special Assessment District established as part of the PACE Program pursuant to the PACE Statute.

(aa) “**Special Assessment Parcel**” means the property located in the Special Assessment District to which one hundred percent (100%) of the Special Assessment has been spread by the Township and which is more particularly described on the attached **Appendix B**.

(bb) “**Special Assessment Roll**” has the meaning set forth in Section 4.01 hereof.

**ARTICLE II
DESCRIPTION OF IMPROVEMENTS**

Section 2.01 Description of Improvements. The Improvements to be acquired, constructed, installed and financed by the Property Owner under the PACE Program are described in **Appendix E** attached hereto. If after project approval, the Property Owner seeks to undertake additional Improvements, **Appendix E** may be amended or supplemented from time to time. Such additional Improvements must meet all the eligibility criteria of the PACE Program and the PACE Program Report and may be added to the original application as a modification, or submitted as a new project, at the discretion of LAGM and the Authorized Official.

**ARTICLE III
COVENANTS OF THE PROPERTY OWNER**

Section 3.01 Acquisition, Construction and Installation of Improvements.

(a) The Property Owner covenants and agrees to acquire, construct and install the Improvements as described in **Appendix E** on the Special Assessment Parcel described on **Appendix B** in full conformity with all applicable laws and regulations and in compliance with the PACE Program eligibility requirements set forth in **Appendix A**. If the proceeds of the Loan are not sufficient to pay the costs of the Improvements as aforesaid, the Property Owner agrees to complete the Improvements and to pay that portion of the costs of the Improvements in excess of the amount of the Loan. The Property Owner acknowledges and agrees that the Township makes no representation, either express or implied, that the proceeds of the Loan will be sufficient to pay the total costs of the Improvements, and the Property Owner agrees that if, after exhaustion of the proceeds of the Loan, the Property Owner shall be required to pay any portion of the costs of the Improvements from its own funds, the Property Owner shall not be entitled to any reimbursement therefore from the Township or from the Lender, nor shall the Property Owner be entitled to any abatement or diminution of the amount of the Special Assessment created by this Agreement or of any interest, charges or penalties which may accrue thereon.

(b) To provide for monitoring and verification of the Project, the Property Owner has created an Energy Star Portfolio Manager account and has linked this account to the LAGM Energy Star Portfolio Manager account. The Property Owner has entered all electricity bills for the Special Assessment Parcel for the year (12 consecutive months) immediately preceding the installation of the Project. The Property Owner further agrees to enter its electricity bills for the duration of the Agreement on an annual basis. Annual electricity bills for the Special Assessment Parcel will be entered into the Property Owner's Energy Star Portfolio Manager account by January 31 of each year after the year for which the electricity bills are to be entered.

**ARTICLE IV
PACE SPECIAL ASSESSMENT**

Section 4.01 PACE Special Assessment Created.

(a) At the request of the Property Owner, the Township hereby determines to assist the Property Owner in obtaining the Loan to defray a portion of the cost of the Improvements on the Special Assessment Parcel by the levy of the Special Assessment upon the Special Assessment Parcel, which the Authorized Official on behalf of the Township finds is especially benefited in proportion to the cost of the Improvements. The Special Assessment created hereby has been spread by the Authorized Official on behalf of the Township on the Special Assessment Roll attached hereto as **Appendix C** (the "Special Assessment Roll"), with the consent of the Property Owner, to allocate one hundred percent (100%) of the Special Assessment to the Special Assessment Parcel.

(b) The Special Assessment, as allocated by the Authorized Official with the consent of the Property Owner, is hereby finally established and levied against the Special Assessment Parcel as described on the attached **Appendix B** in the principal amount of [LOAN AMOUNT] as stated on the Special Assessment Roll. The Special Assessment is effective immediately upon the execution and delivery of this Agreement by the Property Owner. The Special Assessment shall be paid by the Property Owner in [NUMBER] semi-annual installments on the dates and in the amounts set forth in the payment schedule attached hereto as **Appendix D** (the “Payment Schedule”). The Special Assessment Roll and the Payment Schedule are hereby confirmed by the Authorized Official on behalf of the Township. The unpaid amount of the Special Assessment Roll shall bear interest from the date of execution and delivery of this Agreement at the Applicable Interest Rate, as calculated by the Lender in accordance with the terms of the Loan Documents, payable by the Property Owner semi-annually on each date on which any installment of the Special Assessment is due in accordance with the Payment Schedule. Notwithstanding the foregoing, (i) if any installment of the Special Assessment or any interest due and payable on the Special Assessment Roll is not paid by the Property Owner when and as the same shall become due and payable in accordance with the provisions of this Section 4.01 or (ii) any “event of default” under the Loan Documents has occurred and is continuing, the unpaid amount of the Special Assessment Roll shall bear interest at the Default Rate as calculated by the Lender in accordance with the terms of the Loan Documents, for as long as such amounts remain unpaid or for so long as such “event of default” under the Loan Documents exists and is continuing. The Township, the Property Owner and the Lender agree that the Lender shall be solely responsible for the determination from time to time of the Applicable Interest Rate and the Default Rate and the amount of interest due and payable by the Property Owner on the Special Assessment Roll on each day on which interest thereon is due and payable as provided in this Agreement, and the Lender’s determination thereof shall be binding on the Property Owner absent manifest error. The Property Owner and the Lender agree that the Township shall under no circumstance have any obligation to determine the Applicable Interest Rate or the Default Rate or to calculate the amount of any interest payment due on the Special Assessment Roll as provided in this Agreement, and the Township may conclusively rely upon the Lender’s determinations thereof for the purpose of exercising and discharging all of the Township’s rights and obligations under this Agreement. The Lender agrees to provide, or cause to be provided, notice to the Property Owner and the Township of the determinations of the Applicable Interest Rate and the Default Rate, as applicable, pursuant to this Section 4.01(b) at such times, and from time to time, as the Property Owner or the Township may request.

Section 4.02 Assignment of Special Assessment Payments to Lender. At the request of the Property Owner and the Lender, and pursuant to Section 9(g)(iii) of the PACE Statute, the Township hereby irrevocably assigns to the Lender its right to receive all installments of the Special Assessment required to be paid by the Property Owner pursuant to this Agreement, whether in accordance with the Payment Schedule or upon prepayment of the Special Assessment in whole or in part in accordance with Section 4.06 of this Agreement, together with all payments of interest due and payable on the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, as provided in Section 4.01(b) of this Agreement. In pursuance of the foregoing, the Township, the Property Owner and the Lender agree that, except as provided in Section 4.05 of this Agreement, (i) all installments of the Special Assessment, whether payable in accordance with the Payment Schedule or upon

prepayment of the Special Assessment in whole or in part in accordance with Section 4.06 of this Agreement, together with all payments of interest due and payable upon the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, shall be paid by the Property Owner directly to the Lender when due at such address in the United States as may be designated by the Lender in writing to the Property Owner and the Township; (ii) the Township shall have no obligation or duty to include any installments of the Special Assessment on any tax bill issued by the Township or to bill, collect or remit to the Lender any installments of the Special Assessment or any interest due and payable upon the Special Assessment Roll; and (iii) absent receipt by the Township of written notice from the Lender of a payment default in accordance with Section 4.05 hereof, the Township shall be entitled to conclusively presume that all installments of the Special Assessment and all payments of interest due and payable on the Special Assessment Roll have been made by the Property Owner to the Lender when due as required by the terms of this Agreement.

Section 4.03 Property Owner’s Consent to Special Assessment; Waiver.

(a) The Property Owner hereby irrevocably consents to and confirms the creation of the Special Assessment Roll and the levy of the Special Assessment established pursuant to this Agreement and EXPRESSLY WAIVES ANY AND ALL CLAIMS CHALLENGING AND DEFENSES TO, THE LEGALITY, VALIDITY, ENFORCEABILITY OR COLLECTABILITY OF THE SPECIAL ASSESSMENT, including, but not limited to, claims arising from, relating to or otherwise based upon any theory of procedural defect concerning the approval of the Improvements, the establishment of the Special Assessment District, confirmation of the Special Assessment Roll and the Payment Schedule, the Township’s right to place the Special Assessment lien on the Special Assessment Parcel, the collectability and due dates of the Special Assessment installments and interest due and payable on the Special Assessment Roll, or any other theory or claim. The Property Owner further waives notice of hearing and the right to file objections if and to the extent such rights exist under any special assessment ordinance of the Township.

(b) Following the signing of this Agreement, no suit or action of any kind shall be instituted or maintained for the purpose of contesting or enjoining the collection of the Special Assessment, and the Property Owner, for itself and its successors in interest, lessees, purchasers, and assigns with respect to all or any part of the Special Assessment Parcel, hereby irrevocably waives its rights to contest the Special Assessment with any adjudicative body having jurisdiction over the subject matter, including, but not limited to, the Michigan Tax Tribunal.

(c) In addition to any conditions, covenants, warranties and representations specified in the Loan Documents, the Property Owner shall not sell, transfer, alienate or convey any of its interest in the Special Assessment Parcel without first having given written notice of the Special Assessment to any successors in interest, lessees, purchasers or assigns and having made a copy of this Agreement part of any purchase contract, sale contract, lease agreement, deed or any other conveyancing instrument by which the Property Owner purports to assign all or any part of its interest in the Special Assessment Parcel to any successors in interest, lessees, purchasers, transferees, licensees and assigns. This Agreement shall be recorded against the real property

constituting the Special Assessment Parcel by the PACE lender with the Register of Deeds of Livingston County, State of Michigan.

(d) The Property Owner agrees that it, its successors and assigns shall, during the term of this Agreement and the Special Assessment, pay all ad valorem real property taxes and assessments levied against the Special Assessment Parcel when due and the Property Owner specifically waives, irrevocably for itself, its successors and assigns as to any and all portions of the Special Assessment Parcel, the right to pay ad valorem real property taxes and assessments on any other installment method which may be available to property owners in the Township.

(e) The Township agrees that following (i) payment by the Property Owner in full of the Special Assessment, together with all accrued interest on the Special Assessment Roll, and all other interest, charges and penalties which may accrue thereon, and (ii) receipt by the Township of written acknowledgment from the Lender that the Special Assessment, together with all accrued interest on the Special Assessment Roll, has been paid to the Lender in full, it will promptly execute and deliver documentation discharging the lien of the Special Assessment on the Special Assessment Parcel. Until the Special Assessment liability has been fully satisfied and the lien discharged, each purchaser of all or any part of the Special Assessment Parcel, as a condition of closing on such purchase, shall execute and deliver to the Township a written notice: (i) acknowledging the principal amount unpaid and outstanding on the Special Assessment; (ii) agreeing to the assumption of the liability to pay the Special Assessment, and any interest thereon, on a timely basis, when due, until the remaining balance and interest on said Special Assessment has been paid in full; (iii) acknowledging that the title insurance policy will state that the Special Assessment has not been paid at time of closing thereon; and (iv) agreeing to pay to the Lender at or prior to the close of the purchase all past due installments of the Special Assessment and all past due payments of interest on the Special Assessment Roll. The representations set forth in such written notice shall be enforceable at law and in equity, including without limitation, by way of specific performance.

Section 4.04 Lien. The Special Assessment is an obligation with respect to the Special Assessment Parcel, and shall, until paid, be a lien upon the Special Assessment Parcel for the amount of the Special Assessment and all interest, charges and penalties that may accrue thereon. Such lien shall be of the same character and effect as liens created pursuant to the ordinances of the Township for County taxes and shall be treated as such with respect to procedures for collection as set forth in the General Property Tax Act and the ordinances of the Township, including accrued interest, charges and penalties. The Special Assessment confirmed hereby is a debt to the Township from the Property Owner and its successors in interest, lessees, purchasers and assigns. The right of the Township to receive all installments of the Special Assessment required to be paid by the Property Owner pursuant to this Agreement, together with all payments of interest due and payable on the Special Assessment Roll at the Applicable Interest Rate or the Default Rate, as the case may be, as provided in Section 4.01, has been irrevocably assigned by the Township to the Lender in accordance with the provisions of Section 4.02 of this Agreement. No judgment or decree shall destroy or impair any lien of the Township upon the premises assessed for such amount of the Special Assessment as may have been equitably or lawfully charged and assessed thereon. Failure of the Property Owner or any subsequent property owner to receive any notice required to be sent under the provisions of the ordinances of

the Township or this Agreement shall not invalidate the Special Assessment or the Special Assessment Roll and shall not be a jurisdictional requirement.

Section 4.05 Payment Default.

(a) If any installment of the Special Assessment or interest due on the Special Assessment Roll shall not have been paid by the Property Owner to the Lender, as assignee of the Township, at the time and in the amount required by Section 4.01 hereof (a "Payment Default"), the Lender shall, within thirty (30) days following the date such sums were due and payable (the "Payment Default Date"), deliver written notice to the Township stating all of the following: (i) that a Payment Default has occurred under this Agreement; (ii) the Payment Default Date; (iii) the amount of the Special Assessment that was due and payable as of the Payment Default Date and which remains unpaid and the amount of interest on the Special Assessment Roll that was due and payable as of the Payment Default Date and which remains unpaid (collectively, the "Payment Default Amount"); and (iv) an attestation by an authorized officer of the Lender that the statements contained in the foregoing notice are true, correct and complete as of the date of such notice. Upon receipt of such notice from the Lender, the Township shall take such actions as may be required to cause the Payment Default Amount to be certified for collection on the summer or winter tax bill next succeeding the Payment Default Date, and such Payment Default Amount shall be collected at the same time and in the same manner as is prescribed for the collection of the Township taxes under the General Property Tax Act and the ordinances of the Township. The Township may assess a fee for delinquent taxes, interest, penalties, and fees as provided under General Property Tax Act Section 211.78. Notwithstanding the foregoing provisions of this Section 4.05(a), if the Township shall determine that the notice of the Lender described in this Section 4.05(a) was not received by the Township in sufficient time to permit the Payment Default Amount to be placed for collection on the summer or winter tax bill next succeeding the Payment Default Date, such Payment Default Amount shall be certified for collection on the next summer or winter tax bill issued thereafter. The Township shall be entitled to conclusively rely upon any notice of the Lender delivered pursuant to this Section 4.05(a) as to the existence of a Payment Default and as to the Payment Default Amount, and shall not be liable to the Property Owner or to any other person for any action taken by the Township pursuant to the terms of this Agreement or otherwise in reliance upon the information contained in such notice. Absent receipt by the Township of written notice from the Lender of a Payment Default in accordance with this Section 4.05(a), the Township shall be entitled to presume conclusively that all installments of the Special Assessment and all payments of interest due and payable on the Special Assessment Roll have been made by the Property Owner to the Lender when due as required by the terms of this Agreement, and the Township shall have no obligation or duty to include any installments of the Special Assessment on any tax bill issued by the Township or to bill, collect or remit to the Lender any installments of the Special Assessment or any interest due and payable upon the Special Assessment Roll.

(b) The Township hereby agrees that, pursuant to the assignment set forth in Section 4.04, it will cause to be paid over to the Lender all amounts received by the Township from the Township Treasurer as collections of any Payment Default Amount within forty-five (45) days of the date such sums are received by the Township from the Township Treasurer. The parties hereto expressly acknowledge and agree that in no event shall the Township advance to the

Lender the amount of any unpaid Payment Default Amount, and the Township shall be obligated to pay over to the Lender only such sums as are actually received by the Township Treasurer as collections of any Payment Default Amount.

(c) In the event that any interest, penalties, fees or other charges shall be imposed upon the Special Assessment Parcel or against the Special Assessment Roll or the amount of any unpaid Special Assessment pursuant to the ordinances of the Township or the General Property Tax Act, by Hamburg Township, Michigan, for the administration, billing, collection or enforcement of the Special Assessment created hereby, such amounts shall remain a debt of the Property Owner to Hamburg Township, Michigan, as their interests may appear, and shall not be deemed to have been assigned to the Lender pursuant to the terms of this Agreement or otherwise.

(d) The Lender hereby agrees and acknowledges that it shall have no right, and if such right were to be found to exist, hereby waives such right, to seek payment of any delinquent installment of the Special Assessment, and any interest, penalties, fees, or other charges, through the Livingston County Delinquent Tax Revolving Fund (“DTRF”), or any subsequent Township or County fund which may replace the DTRF, or any other Township or County funds.

Section 4.06 Prepayment of Special Assessment. Subject to the provisions of the Loan Documents, including, without limitation, prepayment penalties, if any, the Property Owner may, upon sixty (60) days’ written notice to the Lender and the Township, prepay any installment of the Special Assessment specified in the Payment Schedule by causing to be paid to the Lender the amount of the installment to be prepaid, together with accrued interest thereon to the date of prepayment. If such prepayment of any installment is not received by the Lender on the date specified for prepayment, the Lender shall promptly deliver written notice to the Township that such prepayment was not received by the Lender.

Section 4.07 Invalidity; Cure. In the event of any invalidity of the Special Assessment, the Authorized Official, at the request of the Lender, and if the Township shall have received indemnity satisfactory to the Authorized Official for its costs and expenses (including reasonable attorneys’ fees), shall cause a new Special Assessment to be made for all or any part of the Improvements in accordance with the PACE Statute and the PACE Program as reasonably determined by the Authorized Official. The Property Owner, on behalf of itself and its successors in interest, lessees, purchasers, and assigns, hereby waives any objections to and agrees to the imposition of such new Special Assessment; *provided, however*, that the amount of the new Special Assessment shall not exceed the unpaid principal amount of the Loan at the time the new Special Assessment shall be established.

Section 4.08 Township or Township Treasurer Becoming Owner of the Special Assessment Parcel. In the event that the Township Treasurer takes ownership of the Special Assessment Parcel by operation of law, the Township Treasurer and the Lender agree that while the lien on the Special Assessment Parcel will remain in full force and effect, and all principal, interest, penalties, fees, and other charges, either based on Michigan Compiled Laws or the Loan Documents will continue to accrue during the period of time that the Township Treasurer owns the Special Assessment Parcel. No loan or special assessment payments, including interest,

penalties, fees or other charges, are required to be paid or will be accrued by the Township Treasurer to the Lender. Any and all principal, interest, penalties, fees, and other charges which accrue during the period by which the Township Treasurer own the Special Assessment Parcel will, in the sole and unlimited discretion of the Lender, either be: (1) considered immediately due and payable by any person or entity who purchases the Special Assessment Parcel from the Township Treasurer, and no sale or transfer of the Special Assessment Parcel is valid unless and until all principal, interest, penalties, fees, and other charges have been paid by the subsequent owner of the Special Assessment Parcel; or (2) capitalized into the outstanding principal balance of the Special Assessment, causing the Lender to provide a revised Payment Schedule in an amount necessary to amortize the new outstanding principal balance of the Special Assessment over the remaining number of payments. The lien created by the Special Assessment shall not be extinguished or released until all necessary principal and interest payments, as well as all penalties, fees, and other charges, as determined solely by Lender, have been paid and received by Lender.

**ARTICLE V
CONDITIONS PRECEDENT**

Section 5.01 Conditions Precedent to the Township’s Obligations.

The obligations of the Township under this Agreement shall be subject to the satisfaction of the following conditions precedent on or prior to the date of execution and delivery of this Agreement by the Township, unless waived in writing by the Township:

(a) The Township, the Property Owner and the Lender shall have authorized, executed and delivered this Agreement and all approvals required hereby shall have been secured.

(b) No action, suit, proceeding or investigation shall be pending before any court, public board or body to which the Property Owner or the Township is a party, or shall be threatened in writing against the Property Owner or the Township, contesting the validity or binding effect of this Agreement, the Special Assessment or the Owner-Arranged Financing contemplated hereby, or which, if adversely decided, could have a material adverse effect upon the ability of the Property Owner to pay or the Township to levy the Special Assessment or to assign to the Lender the right to receive payments of the Special Assessment, or which could have a material adverse effect on the ability of the Property Owner or the Township to comply with any of the obligations and terms of this Agreement.

(c) There shall be no ongoing breach of any of the covenants and agreements of the Property Owner required to have been observed or performed by the Property Owner under the terms of this Agreement and no Event of Default by the Property Owner, and no event which, with the passage of time or the giving of notice or both could become an Event of Default by the Property Owner under this Agreement, shall have occurred.

(d) All documents, schedules, materials, maps, plans, descriptions and related matters which are contemplated to be made Appendices to this Agreement shall have been fully

completed by the Property Owner to the Township’s reasonable satisfaction and such Appendices shall be true, accurate and complete.

(e) The Property Owner shall meet all eligibility requirements as set forth in **Appendix A.**

(f) The Property Owner and the Lender shall have authorized, executed and delivered the Loan Documents, and the Lender shall have funded the Loan in accordance with the terms of the Loan Documents.

(g) The Property Owner shall not have filed for bankruptcy or sought the protections of any state or federal insolvency law providing protections to debtors.

(h) The Property Owner shall have obtained consent from each holder of a mortgage interest or lien upon the Special Assessment Parcel prior to the execution and delivery of this Agreement in substantially the form set forth in the PACE Program Report.

**ARTICLE VI
REPRESENTATIONS AND WARRANTIES**

Section 6.01 Representations and Warranties of the Township.

The Township represents and warrants to the Property Owner that, as of the date of this Agreement:

(a) The execution and delivery of this Agreement has been duly authorized by the Township, and this Agreement complies with the PACE Statute and constitutes a valid and binding agreement of the Township, enforceable against the Township in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors’ rights generally, now existing or hereafter enacted, and by the application of general principals of equity, including those relating to equitable subordination.

(b) Neither the execution and delivery of this Agreement nor the consummation of the transaction contemplated herein is in violation of any provision of any existing law, ordinance, rule, resolution or regulation to which the Township is subject, or any agreement to which the Township is a party or by which the Township is bound, or any order or decree of any court or governmental entity by which the Township is subject.

(c) There are no delinquent taxes, special assessments, or water or sewer charges on the Special Assessment Parcel that will be assessed under this Agreement; and there are no delinquent assessments on the Special Assessment Parcel under a PACE program.

Section 6.02 Representations and Warranties of the Property Owner.

The Property Owner represents and warrants to the Township and the Lender that:

(a) The Property Owner is duly organized and validly existing as a limited liability company in good standing under the laws of the State of Michigan, with power under the laws of the State of Michigan to carry on its business as now being conducted, and is duly qualified to do business in the State of Michigan; and the Property Owner has the power and authority to own the Special Assessment Parcel and to carry out its obligation to complete the Improvements.

(b) The execution and delivery of this Agreement will not result in a violation or default by the Property Owner of any provision of its Articles of Organization or Operating Agreement, or under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which it is a party and by which it is bound, or to which it or any of its assets are subject.

(c) The Property Owner is the sole and exclusive legal and equitable title owner of fee simple title to the Special Assessment Parcel and the Improvements located, or to be located, thereon and has full legal power and authority to consent to the finalization and levying of the Special Assessment as provided herein.

(d) The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all requisite action, and this Agreement has been duly executed and delivered by the Property Owner and constitutes a valid and binding agreement enforceable against the Property Owner in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.

(e) Property Owner warrants and agrees that any contractual, legal or other disputes between it and the Lender--other than matters specifically related to enforcement of property tax obligations--or the contractor involved in the Improvements, do not involve the Township, and Property Owner agrees to hold the Township and its agents, including but not limited to LAGM, harmless from any such disputes or causes of action.

(f) The Property Owner, the Special Assessment Parcel and the Improvements satisfy all of the PACE Program eligibility and program requirements set forth in **Appendix A**.

Section 6.03 Representations and Warranties of the Lender.

The Lender represents and warrants to the Township that:

(a) The Lender has experience in the market for property assessed clean energy programs and assessments and is capable of evaluating the merits and risks of its participation in the Owner-Arranged Financing contemplated by this Agreement.

(b) The Lender has made its own independent investigation of the Property Owner, the terms of this Agreement, the nature of the Special Assessment created hereby and the procedures for the collection and enforcement of the Special Assessment under this Agreement and the laws of the State of Michigan, and is not relying on the Township, its agents, attorneys or

employees for any of such information or with respect to the sufficiency and scope of such investigation. The Lender has not received, and is not relying on, any representations of the Township with respect to the Property Owner.

(c) Lender warrants and agrees that any contractual, legal or other disputes between it and Property Owner--other than matters specifically related to enforcement of property tax obligations--do not involve the Township, and Lender agrees to hold the Township and its agents, including but not limited to LAGM, harmless from any such disputes or causes of action.

**ARTICLE VII
DEFAULT**

Section 7.01 Property Owner Event of Default. If the Property Owner shall default in the performance of any covenant or agreement on its part contained in this Agreement and such default shall continue for a period of ten (10) days after written notice thereof has been given to the Property Owner by the Township, an “Event of Default” shall be deemed to have occurred under this Agreement.

Section 7.02 Remedies for Property Owner Event of Default. Upon the occurrence of an Event of Default as provided in Section 7.01 hereof, the Township, after giving written notice as required, without further notice of any kind, and in addition to all other rights and remedies provided at law or in equity, shall be entitled to seek and obtain a decree of specific performance of this Agreement from a court of competent jurisdiction; or the right to recover from the Property Owner any damages incurred by the Township and any costs incurred by the Township in enforcing or attempting to enforce this Agreement or the Special Assessment, including attorneys’ fees and expenses; or to foreclose on the Special Assessment Parcel and to sell all or any part of the Special Assessment Parcel to the extent necessary to recover any damages and costs; or any combination of the foregoing. Notwithstanding the foregoing, the parties hereto acknowledge and agree that the Township shall not be obligated to institute any of the actions or proceedings or to exercise any of the remedies authorized by this Section 7.02 upon the occurrence of an Event of Default hereunder, and that its obligations with respect to the billing, collection and enforcement of the Special Assessment or any installment thereon shall be limited to those obligations set forth in Article IV of this Agreement. The Lender acknowledges that neither the Special Assessment nor any installment thereon can be accelerated.

Section 7.03 The Township Default. If the Township shall default in the performance of any covenant or agreement on its part contained in this Agreement and shall fail to proceed in good faith to cure such default within sixty (60) days after written notice thereof has been received by the Township from the Property Owner or the Lender, a “Township Default” shall be deemed to have occurred under this Agreement.

Section 7.04 Remedy for Township Default. Upon the occurrence of a Township Default as provided in Section 7.03 hereof, and if the Property Owner or the Lender, as the case may be, shall have otherwise fully performed all of its obligations hereunder, the Property Owner or the Lender, after giving written notice as required, without further notice or demand, shall be

entitled to seek and obtain a decree of specific performance from a court of competent jurisdiction; but neither the Property Owner nor the Lender shall have the right to seek to recover money damages against the Township, including any costs or fees (including attorneys' fees) incurred by the Property Owner or the Lender in enforcing or attempting to enforce this Agreement. Neither the occurrence of a Township Default nor the institution of any proceeding or the exercise of any remedy upon the occurrence of a Township Default shall negate or diminish the obligations of the Property Owner hereunder to pay the installments of the Special Assessment and interest accrued on the Special Assessment Roll and all other costs hereunder when the same shall become due and payable.

Section 7.05 Waiver. Failure of any party hereunder to act upon discovery of a default or to act upon the existence of an Event of Default shall not constitute a waiver of the right to pursue the remedies provided herein.

**ARTICLE VIII
MISCELLANEOUS**

Section 8.01 Term. Except as otherwise provided in this Agreement, the terms of this Agreement shall commence on the date first written above and shall terminate at such time as the Special Assessment liability shall have been fully satisfied as provided in Section 4.03(e) hereof.

Section 8.02 Assignment.

(a) Except as otherwise provided herein and as provided in Section 8.02(b) hereof, no party to this Agreement may transfer, assign or delegate to any other person or entity all or any part of its rights or obligations arising under this Agreement without the prior written consent of the other parties hereto excepting as otherwise expressly provided herein.

(b) The Lender and its successors and assigns may assign its rights and obligations under this Agreement and its rights in the Special Assessment, in whole but not in part; *provided, however,* that any such assignment shall be made only in accordance with applicable law; *and provided further, however,* that no such assignment shall be effective unless the Township shall have first received (i) notice of the assignment disclosing the name and the address of the assignee, which shall be an address in the United States and (ii) a Certificate of Assignment executed by the assignee in the form attached to this Agreement as **Appendix G**. From and after the date of satisfaction of the conditions for the assignment of this Agreement as provided in this Section 8.02(b), the assignee of the Lender shall be a party hereto and shall have the rights and obligations of the Lender specified hereunder, and such assignee shall be deemed to be the "Lender" for all purposes of this Agreement.

Section 8.03 Notices. All notices, certificates or communications required by this Agreement to be given shall be in writing and shall be sufficiently given and shall be deemed delivered when personally served, or when received if mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the respective parties as follows, or to such other address as such party may specify by written notice to the other parties hereto:

If to the Township: Hamburg Township Clerk
Hamburg Township Hall,
10405 Merrill Road
Hamburg, Michigan 48189
Attn: [Authorized Official name and title]

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

If to the Property Owner: PROPERTY OWNER
ADDRESS

With a copy to: PACE LENDER
ADDRESS

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

If to the Lender: PACE LENDER
ADDRESS

With a copy to: Hamburg Township PACE Administrator
Lean & Green Michigan
500 Temple Street, Suite 6270
Detroit, MI 48201

Section 8.04 Amendment and Waiver No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by each party hereto. No waiver of any term of this Agreement shall be binding upon any party until such waiver is reduced to writing, executed by the party to be charged with such waiver, and delivered to the other parties hereto.

Section 8.05 Entire Agreement. This Agreement constitutes the entire agreement between the Township, on the one hand, and the Lender and the Property Owner, on the other hand. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, between the Township, on the one hand, and the Lender or the Property Owner, on the other hand.

Section 8.06 Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

Section 8.07 Captions. The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

Section 8.08 Applicable Law. This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Section 8.09 Mutual Cooperation. Each party to this Agreement shall take all actions required of it by the terms of this Agreement as expeditiously as possible and shall cooperate to the fullest extent possible with the other parties to this Agreement. Each party to this Agreement shall exercise reasonable diligence in reviewing, approving, executing and delivering all documents necessary to accomplish the purposes and intent of this Agreement. Each party to this Agreement also shall use its best efforts to assist the other parties to this Agreement in the discharge of its obligations hereunder and to assure that all conditions precedent to the financing arrangements are satisfied.

Section 8.10 Binding Effect; No Third-Party Beneficiary. This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns. In no event shall the provisions of this Agreement be deemed to inure to the benefit of or be enforceable by any third party, except for permitted assigns.

Section 8.11 Force Majeure. No party hereto shall be liable for the failure to perform its obligations hereunder if said failure to perform is due to Force Majeure. Said failure to perform shall be excused only for the period during which the event giving rise to said failure to perform exists; *provided, however,* that the party seeking to take advantage of this Section shall notify the other party in writing, setting forth the event giving rise to said failure to perform, within ten (10) business days after the occurrence of said event.

Section 8.12 Severability. If any provision of this agreement or the application to any person or circumstance is, determined to be invalid or unenforceable by means of law, the remainder of the agreement will remain in full force and effect.

[SIGNATURES ON THE FOLLOWING PAGE]

Hamburg Township PACE Special Assessment Agreement

Item 5.

IN WITNESS WHEREOF, the TOWNSHIP, PROPERTY OWNER, and PACE LENDER have caused this PACE Special Assessment Agreement to be duly executed and delivered as of the date first written above.

Witnessed:

PROPERTY OWNER

Signature of:

By: _____

Its:

Witnessed:

TOWNSHIP

Signature of:

By: _____

Its: AUTHORIZED OFFICIAL

Signature of:

By: _____

Its: AUTHORIZED OFFICIAL

Witnessed:

PACE LENDER

Signature of:

By: Its:

Hamburg Township PACE Special Assessment Agreement

Item 5.

State of Michigan)
) ss
Township)

The foregoing instrument was acknowledged before me this ____ day of _____, 202_, by _____ the Authorized Signatory of _____ on behalf of _____.

Notary Public
_____, Michigan
My Board expires _____

State of Michigan)
) ss
Township)

The foregoing instrument was acknowledged before me this _____ day of _____, 202_, by [TOWNSHIP AUTHORIZED OFFICIAL] on behalf of Township.

Notary Public
_____, Michigan
My Board expires _____

State of _____)
Township of _____)

The foregoing instrument was acknowledged before me this number day of month, 202_, by PACE LENDER OFFICIAL the Authorized Signatory of PACE LENDER, on behalf of PACE LENDER.

Notary Public
_____. MICHIGAN
My Board expires _____

APPENDIX A
PROGRAM ELIGIBILITY CHECKLIST

Property is privately owned commercial, industrial, agricultural or multifamily residential, with 4 or more dwelling units, real property within the Township’s jurisdictional boundaries, which may be owned by any individual or private entity, whether for-profit or non-profit. MCL 460.933(g).

There are no delinquent ad valorem taxes, special assessments, or water or sewer charges on the property. The Authorized Official at his discretion may disqualify properties that although not currently delinquent, have been delinquent within six months of the application’s submission. MCL 460.941(2)(a).

There are no delinquent assessments on the property under a PACE program. MCL 460.941(2)(b).

The term of assessment shall not exceed the lesser of the useful life of the Project paid for by the assessment or 25 years. Projects that consist of multiple energy projects or environmental hazard projects with varying lengths of useful life may blend the lengths to determine an overall assessment term that does not exceed the useful life of the improvements in aggregate. MCL 460.939(i).

An appropriate ratio must be determined for the amount of assessment in relation to the assessed value of the property. MCL 460.939(j).

Written consent from the mortgage holder must be obtained if the property is subject to a mortgage. MCL 460.939(k).

A baseline energy audit or energy modeling must be conducted for the Project on property that is approved by LAGM. Such approval may be granted retroactively if the audit meets the standards of LAGM. MCL 460.939(o).

For projects financed for more than \$250,000, a performance guarantee must be provided by the contractor(s) to guarantee a savings to investment ratio greater than one (1). The performance guarantee must meet the standards set by LAGM, and include financial and logistical arrangements for ongoing measurement and verification of energy savings. This requirement may be waived by the property owner and is not applicable to new construction energy project. MCL 460.939(p).

APPENDIX B

SPECIAL ASSESSMENT PARCEL DESCRIPTION

Parcel Number:

Address:

LEGAL DESCR:

APPENDIX C

SPECIAL ASSESSMENT ROLL

PACE Project Special Assessment

Parcel Number:

Address:

Hamburg Township:

Owner:

Assessment:

Percent:

I certify that the above is the special assessment roll created for the PACE project referenced in this document in the applicable Township in the State of Michigan, subject to payment of the special assessment as outlined in Appendix C of this document.

Dated

APPENDIX D

**PAYMENT SCHEDULE
(TBD)**

APPENDIX E

DESCRIPTION OF IMPROVEMENTS

APPENDIX F

PACE Program Application

Property and Property Owner Information

1. **Property/Parcel Legal Name(s)** (as they appear on property tax records)

Parcel #: _____
 Address: _____
 Owner: _____

2. **Property Type** (double-click to check all that apply)

- Agricultural**
- Commercial** (including multifamily with 4 or more units)
 - Type of commercial property - _____
- Industrial**
- Nonprofit**

3. **Property Record Owner(s) Contact Information**

Property Owner/Company Name: _____
 Signatory Name: _____
 Address: _____
 E-mail Address: _____
 Telephone Number: _____

4. **Property Owner(s) Type**

- Individual LLP LLC
- Corporation 501(c)3 Other _____

5. **Property Valuation**

State Equalized Value (SEV): \$ _____
 Date of SEV: _____
 Valuation (per Appraisal): \$ _____
 Date of Appraisal: _____

6. **Existing Liens Against Property** (tax, special assessment, water or sewer charges, etc.)

Amount	Type	End Date
\$ _____	_____	_____
\$ _____	_____	_____

Total Dollar Amount of Liens Against Property: \$ _____

7. **Balance of Any Mortgage(s):**

	Amount of Mortgage	Name of Mortgage Holder
Mortgage	\$ _____	_____
Additional Debt on Property	\$ _____	_____

a. **Consent:** If subject to a mortgage - Consent by mortgage holder(s) must be obtained.

Project Information

1. **PACE Project Developer** (Lean & Green Michigan can make referrals if necessary.)

Name: _____
Address: _____
E-mail Address: _____
Telephone Number: _____
Other Contractors: _____

2. **Overall Project Cost:** _____

3. **Savings to Investment Ratio*** (as provided in Savings Guarantee)

3a. Year 1: _____
3b. Overall: _____
3c. Waived _____

4. **Useful Life of Project Measures:** _____ years

5. **User ID for Energy Star Portfolio Manager** (for property): _____

PACE Loan Details

1. **PACE Lender/Capital Provider** (Lean & Green Michigan can make referrals if necessary.)

Name: _____
Address: _____
E-mail Address: _____
Telephone Number: _____

2. **Requested Assessment Amount**

Project Cost: \$ _____
Energy Audit or Model \$ _____
Engineering/Architect Plans \$ _____
Building Permit Fees \$ _____
Other (Please explain) \$ _____
Total Assessment Amount: \$ _____ (Total of all lines above)

3. **Requested Assessment Repayment Period:** _____ years

4. **Interest Rate Offered by Lender:** _____ %

APPENDIX G

FORM OF CERTIFICATE OF ASSIGNMENT

This Certificate of Assignment of the Special Assessment Agreement (“**Assignment**”), dated effective as of date, (the “**Effective Date**”), is made by [LENDER] (“**Assignor**”) to _____ (“**Assignee**”). Assignor and Assignee are referred to at times, each individually as a “**Party**,” and collectively as the “**Parties**.”

Agreement

1. For good and valuable consideration and the payment of [PAYMENT AMOUNT], the receipt and sufficiency of which is hereby acknowledged, confessed, stipulated and agreed upon by Assignor, Assignor ASSIGNS, BARGAINS, GIVES, SETS OVER, CONVEYS, TRANSFERS and DELIVERS to Assignee all of Assignor’s rights, title, interest, obligations, and duties under the Special Assessment Agreement entered into by Assignor, Property Owner, and _____ (the “**Transferred Interest**”), together with all of Assignor’s rights to receive payments from Property Owner attributable to the Transferred Interest arising on and after the date of this Assignment.

2. Assignor warrants that: (i) it is authorized to execute this document; (ii) it is conveying good, indefeasible title to the Transferred Interest; and (iii) the Transferred Interest is free and clear of all liens and encumbrances, and no party has any rights in or to acquire, or hold as security, or otherwise, the Transferred Interest.

3. Assignor hereby agrees to make, execute and deliver to Assignee any and all further instruments of conveyance, assignment or transfer, and any and all other instruments, as may be necessary or proper to carry out the purpose and intent of this Assignment and/or to fully vest Assignee in all rights, titles, interests obligations, and duties of Assignor in and to the Transferred Interest, which instruments shall be delivered to Assignee as soon as possible without any condition or delay on the part of Assignor.

4. Assignee hereby accepts all of Assignor’s rights, title, interest, obligations, and duties under the Special Assessment Agreement and agrees to be bound by its terms. From and after the date of this Assignment and satisfaction of the conditions contained in Section 8.02(b) of the Special Assessment Agreement, Assignee shall be a party to the Special Assessment Agreement and shall have the rights and obligations of the Assignor specified thereunder, and Assignee shall be deemed to be the “Lender” for all purposes of the Special Assessment Agreement.

5. All notices, certificates or communications provided pursuant to the Special Assessment Agreement to Assignee shall be delivered as provided in the Special Assessment Agreement to:

(Name)

(Address)

(Attention)

IN WITNESS WHEREOF, Assignor and Assignee hereby agree to be bound by the terms of this Assignment and each has executed this Assignment to be effective as of the Effective Date.

ASSIGNOR:

[LENDER]
By: _____
Its: _____

ASSIGNEE:

Name: _____
By: _____
Its: _____

APPENDIX H

FORM OF LENDER CONSENT

Lender Consent and Acknowledgement of Owner Participation in
Hamburg Township, Michigan, PACE Program

This acknowledgement is granted date, 20__, by Name of Mortgage Holder (the “Lender”), and for the benefit of PROPERTY OWNER (the “Property Owner”), and Hamburg Township in the State of Michigan.

Recitals

A. Pursuant to Public Act No. 270 of 2010, the Township established the Township Property Assessed Clean Energy (“PACE”) Program on May 14, 2024, by resolution, to promote installation of energy projects and/or environmental hazard projects.

B. The Property Owner has applied to the Program to finance the amount of \$ AMOUNT OF FINANCING, to be paid back as an assessment on Property Owner’s real property, described in **Appendix D** attached hereto (the “Property”), over a period of twenty years.

C. Owner has previously executed a mortgage, deed of trust, dated _____, 20__, to the Lender, covering the Property, to secure a promissory note in the sum of \$ AMOUNT OF LOAN, and recorded on _____, 20__ at __, Page ____, Livingston County Register of Deeds.

D. Repayment by the Property Owner under the PACE Special Assessment Agreement will be a statutory assessment levied against the Property notice of which shall be recorded against the Property in the Office of the County Clerk/Register of Deeds for Livingston County, and which assessment, together with interest and any penalties, shall constitute a lien (the “Lien”) on the Property, and shall be collected subject to the terms agreed to between the parties and as contained in the PACE Special Assessment Agreement.

Consent and Acknowledgement

Lender acknowledges that it has been informed of the Property Owner’s participation in the Township PACE Program and agrees that Property Owner’s execution of the PACE Special Assessment Agreement will not constitute a default under Lender’s Deed of Trust.

Execution of this Consent and Acknowledgement by Lender’s representative shall constitute full and complete consent to the Property Owner’s participation in the Township PACE Program.

Hamburg Township PACE Special Assessment Agreement

Item 5.

Name of Lender: _____

Date: _____

By: _____

Title: _____

STATE OF MICHIGAN

TOWNSHIP

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, on behalf of _____.

_____, Notary Public
Township, State of _____
Acting in _____ County
My Board Expires:

APPENDIX I

FORM OF WAIVER OF SIR AND SAVINGS GUARANTEE

This waiver of the savings-to-investment ratio requirement and guarantee of savings (“Waiver”) is acknowledged on this ___ day of ___, 20__ by [Property OWNER]

Recitals

- A. Pursuant to Public Act No. 270 of 2010, as amended, Hamburg Township established the Hamburg Township PACE Program to promote installation of renewable energy systems, energy efficiency improvements, water usage improvement, and environmental hazard projects.
- B. The Property Owner has elected to participate in this program and plans to enter into a Special Assessment Agreement with Hamburg Township and [LENDER] for the purpose of financing the installation of [IMPROVEMENTS] on its property.
- C. Pursuant to MCL 460.939(1)(p)(ii), unless waived by the Property Owner, the contractor must guarantee to the Property Owner that the project will achieve a savings-to-investment ratio greater than one, and agree to pay the property owner for any shortfall in savings, on an annual basis.
- D. The Property Owner has elected to waive this requirement.

IN WITNESS WHEREOF, the Property Owner hereby waives the requirement that the project achieve a savings-to-investment ratio greater than one, and that the contractor guarantee the savings, and make up for any shortfall on an annual basis. Property Owner expressly waives any and all claims challenging the legality or validity of this waiver or the legality, validity, or collectability of the PACE special assessment.

[PROPERTY OWNER]

By:
Its:

State of Michigan)
) ss
Hamburg Township)

The foregoing instrument was acknowledged before me this ___ day of _____, 20__, by _____ the _____ of _____ on behalf of _____.

Notary Public
_____ Township, Michigan
My Board expires _____

HAMBURG TOWNSHIP, MICHIGAN

RESOLUTION TO ESTABLISH PROPERTY ASSESSED CLEAN ENERGY PROGRAM

Minutes of a regular meeting of the Township Board of Hamburg Township (“Board”), Michigan, held at Hamburg Township Hall, 10405 Merrill Road, Hamburg, Michigan 48189 on [DATE] at [TIME] p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Member _____ and supported by Member _____:

WHEREAS:

1. At its meeting of [DATE], this Board adopted a resolution of intent to establish and to hold a public hearing concerning the establishment of a property assessed clean energy program (“PACE Program”) and create a PACE district pursuant to 2010 PA 270 as amended (“PACE Statute”) to promote “projects” as defined by the PACE Statute to include “renewable energy systems, energy efficiency improvements, water usage improvements and environmental hazard projects by owners of certain real property.”
2. The Board held a public hearing on the proposed PACE Program on [DATE] during which the Board heard comments on the proposed PACE program from anyone wishing to address the Board concerning it.
3. Financing projects as defined by the PACE Statute is a valid public purpose.
4. The proposed PACE program as described in the Hamburg Township PACE Program Report, an updated version of which is attached as Exhibit A, would provide financing for projects with property owner-arranged loans from a commercial lender the repayment of which, if approved by the property owner with the consent of any mortgage holder, would be made and secured by assessments against the property benefited by the PACE projects, so that no Township moneys, general Township taxes or Township credit of any kind whatsoever shall be pledged, committed or used in connection with any PACE project.
5. The types of projects that may be so financed, the administration of the PACE Program, the manner of establishing PACE Districts within the Township in which the PACE Program may be used, and other details of the proposed PACE Program, as required by the PACE Statute, are set forth in detail in PACE Program Report.

NOW, THEREFORE, BE IT RESOLVED:

1. Hamburg Township establishes the Hamburg Township PACE Program and creates a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010, as amended, the terms and conditions of which are set forth in the PACE Program Report attached as Exhibit A and incorporated by reference, which PACE Program Report is approved.
2. All aspects of the Hamburg Township PACE Program may be amended by approving resolutions of the Board without a new public hearing.
3. The Township may join with any other local unit of government, or with any person, or with any number or combination thereof, by contract or otherwise as may be permitted by law, for the implementation of the Hamburg Township PACE Program, in whole or in part, and the [AUTHORIZED OFFICIAL TITLE] or his/her designee is authorized to execute and deliver such documents, agreements or certificates as may be necessary or advisable to permit the cooperative implementation of the PACE Program as provided by the PACE Statute or other applicable law.
4. The Board, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Lean & Green Michigan, LLC as a PACE Administrator.
5. All resolutions and parts of resolutions are, to the extent of any conflicts with this resolution, are rescinded.

YEA: _____

NAY: _____

ABSENT: _____

RESOLUTION NO. ____ ADOPTED.

The foregoing resolution was adopted at a regular meeting of the Township Board of Hamburg Township on [DATE].

Mike Dolan, Township Clerk



Hamburg Township Public Safety Department



Item 6.

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: September 25, 2024
RE: Agenda Item Topic: **Memorandum of Understanding – Police**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the attached Memorandum of Understanding between Hamburg Township and the Police Officers Labor Council to amend Article 16 of the current Collective Bargaining Agreement.

Background

Recruitment of qualified police officer candidates has been an issue nationwide for law enforcement agencies for several years and has worsened since 2020. To combat the shortages of candidates, many police departments throughout Michigan have tried to incentivize officers from other departments to leave their current department by offering a “lateral pay” incentive. That is, new officers come to their new department and their seniority from their previous department counts toward determining where they fall in the wage scale. In short, an officer with 4 or more years of experience would start our department at the top rate of pay for an officer.

Police officer candidates are aware that there are many opportunities for jobs at departments that offer lateral pay and I had numerous candidates reach out to me to relate that they would apply to our department if we offered lateral pay. We also had one of our top candidates withdraw from our hiring process after the first interview when he realized that we did not offer lateral pay.

I reviewed the feasibility of lateral pay prior to this most recent hiring process for our two new officers and it simply wasn’t financially viable. The lateral pay incentive would conservatively cost upwards of \$150,000 over the 4 years it would take our new officers to reach top pay.



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 6.

After the most recent hiring process, we only had two candidates that achieved an acceptable rating and made it onto our eligibility list. Our current top candidate is an officer at another department and will be taking a significant pay cut to come to our department at the starting rate of pay. The second candidate initially appeared interested in taking a position with our department but then withdrew during the background phase citing the disparity in pay between our department and his current department.

In an effort to reduce the initial financial impact to our current candidate and any future candidate, I am proposing that they be hired in at the second step of the wage scale contained in the applicable Collective Bargaining Agreement (CBA). I worked with the Union on this matter and the attached Memorandum of Understanding (MOU) to amend Article 16: *Wages* of the CBA is the product of our collaboration. The Township Attorney has reviewed and approved the MOU.

Budget Impact

Approval of this MOU would cause an additional expenditure in the FY 24/25 budget of approximately \$2100 per officer this fiscal year.

Respectfully,

Chief Richard Duffany
Director of Public Safety

MEMORANDUM OF UNDERSTANDING

by and between

Hamburg Township

and

Police Officers Labor Council/

Hamburg Township Police Officers Association

This agreement is made and entered into this _____ day of October, 2024, by and between Hamburg Township, (hereinafter the “Township”) and the Police Officers Labor Council/Hamburg Township Police Officers Association, (hereinafter the “Union”). The Township and the Union agree to modify the current Collective Bargaining Agreement between the parties effective July 1, 2021 – June 30, 2025 and agree to the following:

1. Persons hired into the bargaining unit as full-time police officers on or before June 30, 2025, shall begin their employment at the second step (“.5 year”) of the wage scale as contained in Article 16: Wages. They shall then receive a wage increase as contained in the wage scale after their first, second, third and fourth year anniversary dates.
2. The terms and conditions of this Agreement are specific to this one-time adjustment and nothing in this Agreement shall be construed as changing or amending any other rights of either party as contained in the current Collective Bargaining Agreement or otherwise creating any type of precedent for future negotiations, agreements or other labor actions.

FOR THE TOWNSHIP:

FOR THE UNION:

Pat Hohl, Township Supervisor

James O’Connor, POLC

DATE: _____

DATE: _____

Michael Dolan, Township Clerk

Justin Harvey, HTPOA President

DATE: _____

DATE: _____



Hamburg Township Public Safety Department



Item 7.

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: September 25, 2024
RE: Agenda Item Topic: **Conditional Offer of Employment – Police**
General Ledger #: N/A
Number of Supporting Documents: 3
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to extend a conditional offer of employment to Abigail Huck for the position of full-time Police Cadet pending successful completion of all pre-employment requirements (medical examination, psychological examination and drug screening) with a starting pay at Grade 1, Step 1 and an effective start date of January 6, 2025.
- Motion to amend the Hamburg Township Salary Step Progression Plan to include the position of Police Cadet in Grade 1 of the plan.
- Motion to approve the following Hamburg Township Public Safety Standard Operating Procedures: SOP# 300-56: *Police Officer Recruitment & Selection* and SOP# 400-14: *Job Description*.

Background

The approved FY 24/25 budget contains two additional full-time police officer positions. A hiring process was held with the job posting for the police officer positions posted on various public platforms on July 5, 2024. The closing date for applications was August 2, 2024 and the department received 13 applications. Initial interviews were offered to 8 candidates who met the minimum requirements. Two candidates subsequently withdraw from the process citing the lack of lateral pay.

After interviewing the remaining 6 candidates and holding chief interviews, an eligibility list of the top candidates was established on August 22, 2024. There were only two candidates that achieved an acceptable rating and made it onto our eligibility list. Our top candidate is scheduled to be sworn in as an officer with our department at the Board Meeting on October 1, 2024.

The second candidate initially appeared interested in taking a position with our department but then withdrew during the background phase citing the disparity in pay between our department and his current department.



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401
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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



In discussing how to proceed next, several options were reviewed by the police command staff including re-posting the position as originally posted, re-posting the position with lateral pay, re-posting the position with other incentives (such as a signing bonus) and sponsoring a candidate through the police academy. After reviewing each option, it was determined that the best option from a budgetary standpoint would be to sponsor a candidate as a Police Cadet in an academy.

In reviewing this option, it became readily apparent that the department had potential candidates for this Police Cadet position already working for the Township in the capacity of Park Rangers. Two of the Park Rangers had already expressed that it was their career goals to become police officers, both are currently in college working on Criminal Justice degrees and both are familiar with department SOPs as well as use of the county dispatch system.

Most importantly, each of these Park Rangers have already established an excellent work history with the department and have demonstrated that they interact well with the public and fellow co-workers. In other words, we have 2 years history not only showing that they are dependable workers but that they will fit in with the culture of the department.

As we are under a tight deadline to secure an academy spot, the Park Rangers were offered interviews for the proposed Police Cadet position. The Park Rangers were advised at the outset that the Police Cadet position was in the preliminary stages and was subject to Township Board approval. Two Park Rangers accepted the interview offers (the two that I described above). On September 18, 2024, the two Park Rangers were interviewed by a 3-person panel who recommended that Park Ranger Abigail Huck receive a Chief's interview for the position.

On September 23, 2024, I interviewed Ms. Huck. Once again, I re-iterated that the Police Cadet position had not been established and was subject to approval by the Township Board. After the interview, I was extremely satisfied with the proposition of sponsoring Ms. Huck through the academy. As such, I am respectfully requesting that the Township Board approve the establishment of the Police Cadet position and authorize me to extend a conditional offer of employment to Ms. Huck pending successful completion of her medical examination, psychological examination and drug screening. This would be effective January 6, 2025.



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 7.

Budget Impact

There are many variables that come into play when attempting to specify the exact impact on the FY 24/25 budget by implementing this position, however, even the most conservative estimates show that proceeding with this position will result in an overall reduction in budgeted expenditures for this fiscal year.

Respectfully,

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

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Police Officer Recruitment and Selection			No. 300-56
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-56 (10/12/22)	MLEAC Standard(s): 2.4.1, 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to provide guidelines for the recruitment and selection of sworn police officers for the Hamburg Township Public Safety Department.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to hire police officers that meet the highest standards of professional excellence and that meet all the law enforcement officer licensing standards as established by the Michigan Commission on Law Enforcement Standards (MCOLES). It is also the policy of the department to conduct all hiring processes in full compliance with state and federal law.

Hamburg Township is an equal opportunity employer and does not discriminate based on race, color, religion, national origin, sex, height, weight, age, marital status, ancestry, physical or mental handicap or any other legally protected class or status. Additionally, the department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

III. RECRUITMENT GOALS & OBJECTIVES

- A. The department will only recruit and hire those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.
- B. The department shall employ a comprehensive recruitment strategy with the goal of establishing a qualified and diverse pool of candidates from which to select new police officers.

This strategy should include:

- 1. Use of marketing strategies to expand qualified applicant pools;
- 2. Use of technology and maintaining an internet presence. This may include a department website and the use of department-managed social

- networking platforms;
3. Expanding outreach through partnerships with media, community groups, academies, local colleges, universities and the military;
 4. Publicly advertising for open police officer positions in a wide-range of platforms. To include:
 - a. Department website;
 - b. Department social media platforms;
 - c. Hamburg Township Website;
 - d. MCOLES website;
 - e. Michigan Association of Chiefs of Police website;
 5. The department shall accept applications for the position of police officer for a minimum of 21 days from the date of public posting for the position prior to commencing the selection process.

IV. SELECTION PROCESS GOALS & OBJECTIVES

- A. It is the goal of the department to use the selection process to identify a final group of candidates that have distinguished themselves as being outstanding prospects to fulfill the mission of the Hamburg Township Police in a manner which reflects the highest degree of integrity and professionalism.
- B. The department shall employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:
 1. A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record);
 2. Driving record/history;
 3. Reference checks to include verification of at least three personal references;
 4. Employment eligibility verification of at least three personal references;
 5. Information obtained from public internet sites;
 6. Financial history consistent with the Fair Credit Reporting Act (FCRA) ([15 USC § 1681 et seq.](#));
 7. Local, state and federal criminal history checks through LEIN and NCIC.
 8. Interview current and previous employers.

9. Fingerprint check for criminal records through Livescan.
10. A review of relevant de-certification resources, if available.
11. Medical examination, drug screening test and psychological examination, administered as outlined in this policy.

V. EMPLOYMENT STANDARDS

A. **Licensed Law Enforcement Officer**

A candidate must be eligible to be licensed as a law enforcement officer in the State of Michigan by the Michigan Commission on Law Enforcement Standards (MCOLES) in accordance with Public Act 289 of 2016. This requires compliance with all MCOLES minimum selection standards which includes satisfactory completion of a basic police academy or recognition of prior training and experience.

The MCOLES licensing standards published under the authority of [PA 289 of 2016 found in rules 28.14203 through 28.14207](#) and [PA 128 of 2017 found in rule 28.561](#), both of the Michigan Administrative Code.

B. **Basic Qualifications**

The basic minimum qualifications for the position of police officer with the Hamburg Township Public Safety Department are as follows:

1. Must be a citizen of the United States;
2. Must have reached 21st birthday at time of appointment;
3. Must possess a valid driver's license at the time of employment;
4. Must possess a minimum of an Associate's Degree or 60 credit hours from an accredited college. A Bachelor's Degree and a Criminal Justice/Law Enforcement focused education are desirable.
5. Physical Fitness Requirements
 - a. **Senses:** A candidate must have the faculty to perceive by means of sight, smell, touch, hearing, and feeling.
 - b. **Vision:** A candidate must have at least 20/100 binocular vision in each eye without corrective lenses; correctable to 20/20 binocular vision with corrective lenses. A candidate must have a visual field of no less than 70 degrees in the horizontal meridian in each eye. A

candidate must have normal vertical and lateral muscle balance and possess normal color vision without the assistance of color enhancing lenses.

- c. **Hearing:** Initial unaided testing involves pure tone air conduction thresholds for each ear, as shown on the pure tone audiogram, shall not exceed a hearing level of 25 decibels at any of the following frequencies: 500, 1000, 2000, 3000; and 45 decibels at 4000 Hertz.
- d. **Physical Ability:** A candidate must be free from any physical defects or chronic diseases which may impair the performance of a law enforcement officer or which may endanger the lives of others or the law enforcement officer.

6. Psychological Requirement

A candidate must be free from any mental or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which may endanger the lives of others or the law enforcement officer.

C. **Character Fitness**

Each candidate shall be subjected to a thorough background investigation to determine overall character fitness.

- 1. Candidates shall possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity.
- 2. Candidates shall have favorable recommendations from an overwhelming majority of former or current employers, neighbors, teachers, school authorities, work associates, landlords, etc.
- 3. The candidate's payment status for present debt must not be delinquent. Any past or overdue accounts must be resolved to the satisfaction of the department before employment (overdue medical bills may be excluded).
- 4. Oral interviews shall be conducted in accordance with this policy prior to any job offer being made to determine the applicant's acceptability for a law enforcement officer position and to assess their appearance, background and the ability to communicate.

D. **Conviction Record**

An applicant's conviction record shall be evaluated and may serve as a basis for automatic disqualification depending on the nature of the convictions. As a general rule, performance indicators and candidate information and records shall

be evaluated by considering the candidate as a whole, and taking into consideration the following:

1. Age at the time the behavior occurred;
2. Passage of time;
3. Patterns of past behavior;
4. Severity of behavior;
5. Probable consequences if past behavior is repeated or made public;
6. Likelihood of recurrence;
7. Relevance of past behavior to public safety employment;
8. Aggravating and/or mitigating factors;
9. Other relevant considerations.
10. The following convictions shall disqualify an applicant from further consideration:
 - a. Conviction of a felony;
 - b. Conviction of domestic assault or any other assaultive type of crime in which the use or attempted use of physical force or threat with a deadly weapon occurred;
 - c. Existence of a personal protection order (PPO) or any other court action which prohibits the candidate from possessing, carrying, or using a firearm.
11. The following driving-related convictions or circumstances shall also disqualify an applicant from further consideration:
 - a. Conviction of driving while under the influence of alcohol or drugs within the last four (4) years previous to filing an application;
 - b. Conviction of driving while under the influence of alcohol or drugs two (2) times in the applicant's lifetime;
 - c. Lost driving privilege through suspension or revocation of license due to an unsatisfactory driving record (UDR), as defined by Michigan Department of State driver's license point system;
 - d. Conviction of driving while license was suspended or revoked within the last four (4) years previous to filing an application;

- e. Conviction of reckless driving or careless driving two (2) times within the last four (4) years previous to filing an application;
 - f. The accumulation of more than six (6) points on an applicant's driving record at the time of application.
12. In addition to the convictions/circumstances enumerated in this policy as automatic disqualifiers, the applicant's total history of convictions and contacts with law enforcement shall be evaluated to help determine the applicant's suitability for the position of police officer taking into account the pattern of law violations, the seriousness of any alleged offenses, the surrounding circumstances, the number and the time frame of any convictions or contacts.

E. Internal Candidates

In the event that not a sufficient number of qualified or desirable applicants are obtained through the hiring process to fill available positions, the Director of Public Safety is authorized to post the position to internal non-sworn department employees, provided the following:

1. The requirement of being MCOLES licensable under section V(a) of this policy is waived and the department shall sponsor any selected candidates as a police recruit in an MCOLES-approved police academy. However, candidates must have successfully passed both the written and physical sections of the MCOLES pre-employment testing procedures prior to appointment.
2. Equivalent public safety work experience may be substituted for the education requirement under V(b)(4) of this policy.
3. The internal candidate must meet all other requirements of this policy and must go through all aspects of the hiring process contained within this policy.
4. The internal candidate must execute an agreement approved by the Township Board at the time of appointment agreeing to reimburse the Township for the costs associated with attending the police academy in the event that the candidate voluntarily leaves the employment of Hamburg Township within 5 years of being sworn in as a police officer.

VI. SELECTION PROCESS

The selection process for police officer shall be as follows:

A. Administrative Application Review

Upon receipt of an application, the Director of Public Safety, or designee, shall conduct an initial administrative review of the application to ensure that the applicant meets the licensing requirement contained in Section V(A) of this policy as well as the basic requirements contained in Section V(B)(1 thru 4). Applicants not meeting these requirements shall be disqualified.

B. Application Rating

All qualified applicants shall be rated based upon the information contained in their application/resume as follows:

1. The Director shall establish a 3 – 5 person rating committee comprised of police personnel. All applicants will be rated by the same committee members.
2. The Director shall establish a uniform rating system consisting of a defined scoring scale and job-relevant scoring categories.
3. All members of the rating committee shall receive written instructions which define the scoring scale and the scoring categories.
4. Applicants shall be rank ordered based upon their overall average score between the evaluators.
5. The Director shall select the top scoring candidates, in order of their rank from the application rating, to move to the next segment of the hiring process (oral interview). At a minimum, the top 25% of candidates shall be given an interview.

C. Oral Interview

Oral interviews of the candidates shall be conducted as follows:

1. The Director shall establish a 3 – 5 person interview panel. This panel should consist of a diverse set of department members (i.e., command staff, union representatives, Field Training Officer, etc...).
2. The Director shall develop a uniform set of job-relevant questions to be asked of each candidate and shall establish a uniform scoring system consisting of a defined scoring scale and job-relevant scoring categories.
3. All members of the interview panel shall receive written instructions which define the scoring scale and the scoring categories.
4. Candidates shall be rank ordered based upon their overall average score between the interview panel members.

D. Chief of Police Interview

1. At the conclusion of the oral interviews, the Director shall interview the top candidates as recommended by the oral interview panel. In general, the top 3 candidates should be interviewed by the Director.

2. The Director may request that other departmental personnel participate in the interview.
3. The Director shall develop a uniform set of job-relevant questions to be asked of each candidate. Questions specific to a candidate may be asked as a follow up to any answers provided by the candidate in response to a question posed during the initial oral interview.
4. At the conclusion of the interview, the Director shall select a candidate to advance on to the background check phase of the selection process.

E. **Background Check** – See Section IV(B) and Section VII.

F. **Conditional Offer of Employment**

1. Upon satisfactory completion of the background check, the Director of Public Safety shall request authorization from the Township Board of Trustees to extend a conditional offer of employment pending successful completion of all pre-employment requirements.
2. After receiving a conditional offer of employment, the candidate must successfully pass the remaining pre-employment requirements to include a medical examination, drug screening test and psychological examination.

G. **Medical Examination**

1. Candidates shall be examined by a licensed MD, DO or Physician Assistant and must meet the minimum basic physical fitness requirements as outlined in this policy. This will take place following a conditional offer of employment.

H. **Drug Screening Test**

1. All candidates for police officer must pass a drug screening test.
2. Township policy strictly prohibits members of the Hamburg Township Public Safety Department from using any illegal drug/controlled substance or any form of marijuana under any circumstances (medicinal or recreational) while on duty or off duty.

I. **Psychological Examination**

1. Mental and emotional suitability for the position of police officer shall be assessed through an examination conducted by a licensed psychologist or psychiatrist after a conditional offer has been issued.

2. Candidates must receive a favorable recommendation from the psychologist/psychiatrist performing the examination in order to be hired.

VII. BACKGROUND INVESTIGATION

Prior to being given an offer of employment as a police officer, every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the position of a police officer.

A. Notices

1. Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

B. Review of Social Media Sites

1. Due to the potential for accessing unsubstantiated, private, or protected information, the Director or designee shall not require candidates to provide passwords, account information or access to password-protected social media accounts (MCL 37.273).
2. The Director may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:
 - a. The legal rights of candidates are protected.
 - b. Material and information to be considered are verified, accurate and validated.
 - c. The department fully complies with applicable privacy protections and local, state, and federal law.

- ### **C. Regardless of whether a third party is used, the Director should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.**

D. Reporting and Retention

1. The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is

prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

- 2. The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

VIII. PROBATIONARY PERIODS

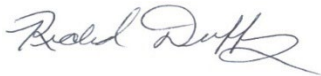
Police officer probationary requirements are covered under Public Safety SOP #300-63: *Police Officer Probationary Requirements.*

IX. REVIEW

The Director of Public Safety, or designee, shall coordinate a review of this policy annually to assure progress toward the defined goals and objectives.

Upon discovery that revisions to this policy and/or the recruitment process are needed, the Director, or designee, shall research, plan and implement the needed changes and/or revisions.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Police Cadet Job Description			No. 400-14
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: **POLICE CADET**
(Full-time/At-will/Non-Exempt)

REPORTS TO: **Director of Public Safety**

I. JOB SUMMARY

This is an introductory training position for a new hire seeking to become a Michigan Commission of Law Enforcement Standards (MCOLES) licensable police officer. The primary duty of a police cadet is to attend and successfully compete an MCOLES-approved police academy. Upon successful completion of the police academy and certification by MCOLES, police cadets will be sworn in as a full-time police officer with the department.

II. PRIMARY DUTIES AND RESPONSIBILITIES

The primary duty and responsibility of a Police Cadet is to attend and successfully complete an MCOLES-approved police academy which includes the following responsibilities:

- A. Maintaining regular attendance in accordance with academy policy.
- B. Participating in all academy required courses, testing procedures, training and physical fitness activities.
- C. Passing all required police academy academic courses.
- D. Passing all MCOLES mandated requirements for firearm use, subject control, emergency vehicle operation, physical fitness/health & wellness, and first-aid.
- E. Passing the MCOLES Licensing Examination upon completion of the police academy program.

III. MINIMUM QUALIFICATIONS

The basic minimum qualifications for the position of Police Cadet with the Hamburg Township Public Safety Department are as follows:

- A. Must be a citizen of the United States.

- B. Must have reached 21st birthday at time of appointment.
- C. Must possess a valid driver's license at the time of employment.
- D. Must possess a minimum of an Associate's Degree or 60 credit hours from an accredited college. Equivalent public safety work experience may be substituted for the education requirement.
- E. Must have successfully passed both the written and physical sections of the MCOLES pre-employment testing procedures.
- F. Must meet all physical fitness, psychological, character fitness and criminal/traffic conviction requirements of MCOLES and Hamburg Township Public Safety SOP# 300-56: *Police Officer Recruitment & Selection*.

IV. ESSENTIAL JOB REQUIREMENTS

- A. Ability to meet specific attendance and schedule requirements as established by the police academy.
- B. Ability to complete all required work within established time frames.
- C. Ability to establish and maintain a positive working relationship with fellow police recruits, academy personnel and department supervisors.
- D. Ability to communicate effectively, both verbally and in writing.
- E. Ability to use sound judgment, make appropriate decisions and take decisive action under stress.
- F. Ability to follow rules, regulations and directions in a para-military structure.
- G. Ability to successfully pass all requirements leading to a police officer license as established by the police academy and MCOLES.
- H. Ability to operate motor vehicles in a safe manner, including under stressful emergency situations.
- I. Ability to safely utilize various firearms and non-lethal weapons and meet qualification requirements as established by the police academy and MCOLES.
- J. Ability to participate in and successfully complete all required physical fitness activities.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 8.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: September 25, 2024
RE: Agenda Item Topic: **Conditional Offers of Employment – Fire**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to extend conditional offers of employment to Luke Davila, Cameron Duffany and Owen Keller for the position of part-time Apprentice Firefighter/EMT pending successful completion of all pre-employment requirements (medical examination, psychological examination and drug screening).

Background

The department has an ongoing hiring campaign for the position of part-time Apprentice Firefighter/EMT. Three candidates have successfully completed the initial application/hiring process and background checks. As such, conditional offers of employment are needed to move them forward in the process which includes medical examination, psychological examination, and drug screening. The three candidates are Luke Divila of Brighton, Cameron Duffany of Brighton, and Owen Keller of Brighton.

Budget Impact

There is no adverse impact to the FY 24/25 budget as these are budgeted part-time positions.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 9.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: September 25, 2024
RE: Agenda Item Topic: **Updated Public Safety SOPs**
 General Ledger #: N/A
 Number of Supporting Documents: 3
NEW/OLD BUSINESS: **XXX** New Business
 _____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve the following Hamburg Township Public Safety Standard Operating Procedures: SOP# 300-10: *Interviews & Interrogations*, SOP# 300-11: *Handling of Juveniles*, and SOP# 300-78: *Body-Worn & In-Car Camera Systems*.

Background

The attached amended Public Safety SOPs are being submitted to the Board for review and approval. Language added to the SOPs are in green font while deleted language in red font.

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Interviews & Interrogations			No. 300-10
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: 300-10 (05/04/23)	MLEAC Standard(s): 3.2.1, 3.2.2
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for conducting interviews and interrogations.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to conduct all interviews and interrogations in a professional and lawful manner to ensure that all information obtained is accurate and credible. It is also the policy of the department that all interrogations and interviews be audio/video recorded on department recording systems.

III. DEFINITIONS

- A. **Custody** – When an officer informs a suspect that they are under arrest or when a reasonable person in the suspect’s position would believe that their movement is restrained to a degree associated with a formal arrest and that they are not free to leave.
- B. **Department Recording System** – Township-owned devices or systems capable of capturing audio and/or video of persons being interrogated or interviewed including, but not limited to, in-car camera systems, body-worn cameras, station camera systems and department-issued cell phones.
- C. **Interrogation** – The direct questioning of a suspect in custody about a crime or suspected crime, as well as any words, statements, or actions by officers that the officers should know are reasonably likely to elicit an incriminating response from the suspect.
- D. **Interview** – A purposeful and non-accusatory conversation with a victim, complainant, witness, or possible criminal suspect. The atmosphere is non-custodial and the interviewee should feel that they are free to end or terminate the interview and leave at any time.

- E. **Investigative Detention** – A temporary seizure of a suspect based upon reasonable suspicion for the purpose of determining, (1) whether there is probable cause to arrest them, (2) whether further investigation is necessary, or (3) whether the officer’s suspicions were unfounded.
- F. **Major Felony** – A felony punishable by imprisonment for life, for life or any term of years, or for a statutory maximum of 20 years or more, or a violation of MCL 750.520d (Criminal Sexual Conduct – 3rd Degree).

IV. PROCEDURES

A. Recording Policy

1. All interviews and interrogations shall be recorded utilizing an authorized department recording system.
2. No personal devices, including cell phones, shall be used to record interviews or interrogations.
3. Pursuant to Public Act 479 of 2012 (MCL 763.7, et. seq), all interrogations of suspects for a major felony shall be conducted and recorded in compliance with the Audio Visual Recording Standard as promulgated by the Michigan Commission on Law Enforcement Standards (Appendix I).

B. Interviews

1. An interview is the non-custodial questioning of a person who may possess information regarding a crime and can include a victim, complainant, witness, or possible criminal suspect.
2. Interviews are non-accusatory in nature and officers shall conduct all interviews in a neutral, unbiased and professionally manner.
3. Officers must realize that being a victim of a crime or witnessing a crime can be a traumatic experience for a person and shall demonstrate empathy and concern when interviewing victims or witnesses. Officers shall also provide any needed assistance upon conclusion of the interview to ensure the welfare of the victim/witness.
4. All interviews shall be recorded in their entirety ~~on the officer’s body-worn camera.~~ on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).

5. When conducting interviews of juvenile suspects, the officer shall obtain permission from a parent or guardian to interview the juvenile or have a parent or guardian present during the interview.
 - a. When receiving authorization to interview a juvenile suspect, the officer shall capture the authorization by the parent or guardian on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).
 - b. The officer shall document in the incident report the date and time that authorization was received and the manner in which it was recorded.

C. Interrogations

1. All interrogations shall be recorded in their entirety, including breaks, utilizing an authorized department recording system.
2. All suspects subject to an interrogation shall be given their Miranda warnings by the interrogating officer prior to questioning. The officer shall read the Miranda warnings from the department's *Advice of Rights* form (Appendix II).
3. A copy of the *Advice of Rights* form shall be given to the suspect.
 - a. The suspect shall be requested to sign the *Advice of Rights* form. If the suspect signs the *Advice of Rights* form, their signature shall be witnessed.
 - b. If the suspect does not sign the *Advice of Rights* form, such refusal shall be indicated by the officer conducting the interrogation in the space provided for the suspect's signature.
 - c. If the suspect refuses to sign the *Advice of Rights* form, but is willing to give a statement, the interrogating officer may take the statement. This fact shall be noted on the *Advice of Rights* form by the interrogating officer.
 - d. If the suspect refuses to make a statement or requests to talk to an attorney, such fact shall be indicated on the *Advice of Rights* form and in the officer's incident report. The interrogation shall cease immediately.
4. Officers shall ensure suspects understand their right to remain silent and their right to an attorney. Suspects shall be interrogated only when they have knowingly and intelligently waived their rights.

5. If at any stage of the custodial questioning, the suspect indicates that they want to stop talking or to consult with an attorney before continuing, the questioning shall stop immediately.
6. Whenever possible, interrogations shall be conducted with two officers present. Prior to the interrogation each officer should have a clear understanding of the respective roles each will perform.
7. Under no circumstances during an interrogation shall officers:
 - a. Utilize physical force (except in self-defense) or threaten the suspect with physical violence.
 - b. Threaten the suspect's family with physical violence or other police harassment or intimidation.
 - c. Take any other physically or psychologically inhumane or abusive action against the suspect to make them provide incriminating information.
 - d. Unreasonably deprive the suspect of food, sleep or restroom breaks.
 - e. Make any statements or suggestions that silence will be punished or make any statements or suggestions that the judge will be informed that the subject did not cooperate.
 - f. Offer promises of leniency or special consideration to the suspect as inducements for admissions or cooperation.
8. Interrogations shall be of a reasonable duration based upon the totality of the circumstances. Officer should keep in mind that the longer the period of interrogation before a confession or incriminating statement is obtained, the less likely it will be found to be voluntary.

D. Additional Requirements for Juvenile Interrogations

1. A juvenile has the same Miranda rights as an adult and interrogations shall be conducted in the same manner except as otherwise outlined herein.
2. A juvenile suspect may waive Miranda and make a voluntary statement during a custodial interrogation, but whether the statement is voluntary depends on factors such as age, experience, education, background, intelligence, capacity to understand his or her rights and the consequences of waiving them, and presence of a parent/legal guardian during the interrogation.

3. As a general rule, a juvenile in custody should not be questioned without the presence of their parent or legal guardian. The officer conducting the interrogation shall make a reasonable effort to contact the juvenile's parent/legal guardian and give the parent/legal guardian a reasonable amount of time to attend the interrogation.
 4. **If the officer can articulate that exigent circumstances are present necessitating the immediate interrogation of a juvenile and** if reasonable attempts to secure the presence of a parent/legal guardian at the interrogation are unsuccessful, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understands their rights and that the statements are voluntarily given. The absence of a parent/legal guardian does not automatically invalidate the statement.
 5. Although officers are not specifically required by law to tell a juvenile that they have a right to speak to their parent/legal guardian, it is department policy to inform juveniles that they may speak to a parent/legal guardian before questioning.
 6. The juvenile and the adult, if available, shall be read Miranda warnings utilizing the *Advice of Rights* form prior to the interrogation.
 7. If prior to or during questioning the juvenile or the parent/legal guardian expresses the desire to speak with an attorney, all questioning shall cease immediately.
 8. An interrogation of a juvenile should not extend over periods of time that could be considered unreasonable or harassing and there should be opportunities given for periodic rest or bathroom breaks.
- E. Investigative Detention Interviews (Field Interviews)
1. Officers may temporarily stop or detain a person for questioning when the officer has reasonable suspicion that the person has committed a crime or is about to commit a crime.
 2. The officer's reasonable suspicion must be based upon specific and articulable facts which, taken together within rational inferences, reasonably warrants the conclusion that the stop was necessary.
 3. The purpose of the stop is to determine whether there is probable cause to arrest the person, whether further investigation is necessary, or whether the officer's suspicions were unfounded.

4. Investigative detentions are *temporary* seizures of a person and officers are required to diligently pursue a means of investigation that is likely to confirm or dispel their suspicions quickly and in a reasonable amount of time.
5. All investigative detentions in the field shall be recorded in their entirety on the officer's body-worn camera.

F. Interview Room Use and Security

The department authorizes two rooms within the police building for interviews/interrogations. They are listed as the secured interview room and the unsecured interview room.

1. Secured Interview Room

- a. The secured interview room is located in the holding cell area across from the holding cells and is equipped with an audio/video recording system that complies with the standards promulgated by the Michigan Commission on Law Enforcement Standards pursuant to Public Act 479 of 2012.
- b. When the secured interview room is in use, the interviewing officer shall ensure that the two doors leading to/from the holding cell area are closed/secured.
- c. The door to the secured interview room shall also be closed during all interrogations.
- d. Officers shall not bring weapons into the secured interview room except when responding to emergency situations.
- e. Prior to entering the secured interview room, officers shall conduct a thorough search of the suspect for weapons.
- f. When conducting interrogations, officers shall ensure that their and the suspect's safety and security is of paramount importance. Officers shall remain cognizant of the movements or actions of the person being questioned no matter what role they may be involved in regarding the investigation especially watching for verbal/non-verbal cues from the suspect which may indicate an impending physical attack on the officer.
- g. No more than two officers shall be present during an interrogation unless a supervisor deems more are necessary and approves the request. One of the officers shall have a portable radio with them.

- h. If only one officer is conducting the interrogation in the secured interview room then a second officer shall monitor the interrogation in its entirety from a monitor in the squad room or other nearby office.
- i. If only one officer is conducting the interrogation then that officer shall have a portable radio with them in the interview room.
- j. In the event that assistance is needed for safety or medical purposes in the secured interview room, the questioning officer shall summons assistance via their portable radio or by calling out to the observing officer, as appropriate. The monitoring officer may also intercede if circumstances warrant intervention.
- k. The officer conducting the interrogation or the suspect being questioned can request a comfort break as needed and reasonable accommodations for the comfort breaks should be afforded. All suspects shall be escorted by an officer and placed in a holding cell during comfort breaks.

2. Unsecured Interview Room

- a. The unsecured interview room is located off the common area of the front lobby and is equipped with an audio/visual recording system.
- b. The unsecured interview room is unable to secure/lock individuals inside, meaning that anyone inside the room could exit at any time. The door can be locked from the lobby (public) side but this lock only secures the door from the public entering into the room, not exiting.
- c. All complainants, witnesses, victims and status offender juveniles shall be interviewed in the unsecured interview room.
- d. No custodial interrogations shall be conducted in the unsecured interview room.
- e. When in the unsecured interview room officers shall have their firearms secured in a department-authorized holster at all times and shall practice measures to ensure weapon security (i.e., keeping firearms securely holstered, placing weapon side away from the persons being interviewed, wearing jacket to cover firearm).

- f. Officers conducting interviews in the unsecured interview room shall have a portable radio with them.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Handling of Juveniles			No. 300-11
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-11 (10/12/22)	MLEAC Standard(s): 4.4.1
Effective Date: DRAFT			

I. PURPOSE

- A. The purpose of this procedure is to establish guidelines for the handling of juveniles who are under investigation and/or being detained by Hamburg Township police officers.
- B. To ensure that the juvenile’s constitutional rights are protected.

II. DEFINITIONS

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

offense is very broad (i.e., after the age of 21), these alcohol offenses must be classified as status offenses if committed by a juvenile. However, criminal alcohol offenses that apply to all adults (e.g., disorderly public intoxication) may be classified as delinquent offenses.

III. LEGAL AUTHORITY – TAKING JUVENILES INTO POLICE CUSTODY

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

2. A parent, guardian, or custodian is capable of controlling the juvenile and agrees to do so.

D. If the juvenile is not detained:

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

E. Uniform Law Citations

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

F. Misdemeanors on School Property

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

IV. STATUS OFFENSES

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

V. CURFEW VIOLATIONS

A. Curfew.

1. Curfew for children under 12 years old, [MCL 722.751](#):

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

2. Curfew for minors under 16 years old, [MCL 722.752](#):

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

B. Disposition of Curfew Violator

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

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

VI. RUNAWAY JUVENILES

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

VII. INTOXICATION AND ALCOHOL VIOLATIONS INVOLVING JUVENILES

A. Incapacitated Juveniles

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

B. Intoxicated Juveniles

1. When an officer has contact with an intoxicated juvenile (non-driving situation), the officer may:
 - a. Issue a verbal warning and release to a parent, guardian, or custodian.

- b. Issue a citation and release to a parent, guardian, or custodian.
 - 2. It is imperative that the officer monitor the juvenile and be mindful of changes in levels of consciousness, signs of delirium, or any other factors, information or changes which may indicate a serious drug interaction, overdose, or any other condition which requires immediate medical attention.
 - 3. If, in the officer's reasonable opinion, the juvenile needs medical attention and the parent/guardian are unwilling to seek that attention, the juvenile should be placed in protective custody and transported to a hospital. The officer shall initiate an incident report of child neglect and the Department of Health and Human Services (DHHS) shall be contacted immediately.
- C. Liquor law violations by persons under 21 years of age, MCL 436.1703.
 - 1. This statute applies to minors who purchase or attempt to purchase, consume or attempt to consume, and possess or attempt to possess alcoholic liquor. A first offense violation of this statute is a state civil infraction. A second offense is a 30-day misdemeanor and a third offense is a 60-day-misdemeanor.
 - 2. PBT – A peace officer who has reasonable cause to believe a minor [defined in this act as any person under 21 years of age] has consumed alcoholic liquor may request that the person submit to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis must not be administered without a court order, but a peace officer may seek to obtain a court order. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a state civil infraction proceeding or criminal prosecution to determine if the minor has consumed or possessed alcoholic liquor or had any bodily alcohol content. MCL 436.1703(6).
 - 3. Notification of Parent or Guardian – When an officer determines that a person less than 18 years of age, who is not emancipated, allegedly consumed, possessed or purchased or attempted to consume, possess, or purchase alcoholic liquor, the officer **must notify a parent**, custodian, or guardian as to the nature of the violation.
 - a. This section is contingent on the officer being able to ascertain the name of the parent, guardian, or custodian. The statute requires that this notice shall be made within 48 hours of the time of the violation.
 - b. Notice can be made in person, by telephone, by first class mail, or any other reasonable method calculated to give prompt actual notice.

- c. If the person is less than 18 years of age and is arrested, then the parent or guardian **must** be notified immediately.
- 4. Exceptions – This statute does delineate certain exceptions; including possession during working hours in the course of employment (i.e., waitress serving alcohol, busboy clearing tables, etc.), consumption during and as a necessary part of an educational course, consumption of sacramental wine in religious services, and persons participating in undercover operations.
- 5. A minor is not considered to be in violation of [MCL 436.1703](#) if they have consumed alcohol and voluntarily present themselves to a health care facility for treatment/observation or if they initiate contact with a peace officer or emergency medical services personnel for the purpose of obtaining medical assistance for a legitimate health care concern ([MCL 436.1703\(9\)](#)).
- 6. Operating While Intoxicated- Under 21 Years of Age – Under [MCL 257.625\(6\)](#) a person cannot operate a vehicle with any bodily alcohol content.

VIII. TRUANCY

- A. Michigan law requires that children between the ages of 6 years old and 16 years old regularly attend school during the school year with limited exceptions (such as home schooling). [MCL 380.1561](#).
- B. Officers who come in contact with a juvenile who appears to be in violation of the compulsory attendance statute (i.e., truancy) shall investigate the matter further. Officers shall attempt to obtain and verify the following information:
 - 1. Identity of juvenile (name and date of birth/age).
 - 2. Address and school district where juvenile resides.
 - 3. Name of school juvenile attends (or whether juvenile is home schooled).
 - 4. Parent/guardian name and contact number.
- C. Enrollment Confirmation
 - 1. After obtaining the juvenile’s information, the officer shall contact the attendance officer at the school where the juvenile reports that they are attending.
 - 2. The officer shall confirm that the juvenile is enrolled at the school, confirm that the school is in session on that day, and confirm that the

juvenile is supposed to be in attendance. The officer shall also provide the school official with the case number of the incident report. (Note: an incident report is required on all truancy matters).

D. Parental Notification

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

IX. TOBACCO VIOLATIONS

A. Youth Tobacco Act, [MCL 722.642](#).

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

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

2. A person less than 21 years of age shall not do any of the following (MCL 722.642(3)):
 - a. Purchase or attempt to purchase a vapor product or alternative nicotine product.
 - b. Possess or attempt to possess a vapor product or alternative nicotine product.
 - c. Use a vapor product or alternative nicotine product in a public place.
 - d. Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a vapor product or alternative nicotine product.

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

B. Furnishing Tobacco to Person under 21, [MCL 722.641](#).

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

X. MARIJUANA VIOLATIONS

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

XI. INCORRIGIBILITY

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

change. In these cases, the officer should initiate a written incident report for Juvenile Incurrigibility.

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

XII. INTERVIEW OF JUVENILES

- A. Interviews of juvenile victims of physical and sexual abuse shall be conducted in accordance with the procedures established by the Livingston County Department of Human Services and the Livingston County Prosecutor's Office in the *Livingston County Protocol for Investigation of Child Abuse*.
- B. When conducting interviews of juvenile suspects, the officer shall obtain **written** permission from a parent or guardian to interview the juvenile or have a parent or guardian present during the interview.
 - 1. When receiving authorization to interview a juvenile suspect, the officer shall capture the authorization by the parent or guardian on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).
 - 2. The officer shall document in the incident report the date and time that authorization was received and the manner in which it was recorded.

XIII. DETENTION OF JUVENILES

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

- NOTE:** Juveniles held for a criminal charge(s), under an arrest warrant, or under a Family Court Order shall not be held longer than 6 hours in the holding cells. The time period commences at the time the juvenile is brought in.
- A. Juveniles will be brought to the holding cell area via the east garage bay or office area.
 - B. Officers shall complete the Juvenile Detention Log located on the wall mount on the north side of the holding cell area.
 - C. Contact with adult detainees shall be always avoided during the transportation and detention of a juvenile.
 - D. Arresting/transporting officers will conduct a custodial search of the juvenile and remove all property from the juvenile; including pocket knives, necklaces, belts,

shoes or shoelaces, matches, lighters and place the items in an evidence bag to be transported with the detainee or released to him/her when leaving the facility or taken for evidence.

- E. Juveniles held for status offenses will be held in an unlocked area and will not be handcuffed to any stationary object.
1. Juvenile status offenders may be placed in an unlocked interview room or in the squad room with the officer for the length of time required to complete identification, processing, and release to a responsible adult or transferred to a juvenile facility or court.
- F. A juvenile being booked on a warrant ordering arraignment in 53rd District Court based on a waiver to adult court or a juvenile who has committed a serious criminal offense will be handled as detailed above. In addition, the arresting officer shall arrange for the lodging of the juvenile as follows:
1. During normal business hours, contact Juvenile Court.
 2. After hours, contact Central Dispatch who will contact the on-call Juvenile Court representative.
 3. When arrangements to lodge a juvenile at a youth detention center have been made, the officer will transport the juvenile to the center.
- G. Officers are relieved of their responsibility for the juvenile when they have specifically charged the juvenile with a criminal or status offense, and
1. Contacted a parent, legal guardian, or other acceptable adult to pick up the juvenile, or
 2. Made arraignments for lodging and transporting to a youth detention center, or
 3. Made arrangements for eventual release within six (6) hours.
- H. A supervisor may request an officer remain with a juvenile if any of the following apply:
1. The juvenile is suicidal.
 2. The juvenile is uncooperative; requiring constant watch.
 3. Multiple juveniles are brought to the department.

I. If a parent/guardian has not picked up the juvenile from the police station after three (3) hours, the officer will:

1. Re-contact the parent/guardian.
2. Notify a supervisor of the time delay.

NOTE: If the arresting officer is unavailable, command will assign another officer to complete the placement of the juvenile.

J. If the juvenile is still at the police station after five (5) hours, the officer will immediately transport the juvenile to their residence or other suitable location such as a relative willing to accept custody of the juvenile.

K. Non-secure Custody

1. A juvenile may be in law enforcement custody and, therefore, not free to leave or depart from the presence of law enforcement officer or at liberty to leave the premises of a law enforcement facility but not be in a secure detention or confinement status. **All** the following criteria will constitute non-secure custody of a juvenile in an adult jail or lockup facility:
 - a. The area where the juvenile is held is an unlocked multipurpose area, such as a lobby, office, or interrogation room that is not designated, set aside or used primarily as a secure detention area or is not part of such an area, or, if a secure area, is used only for processing purposes;
 - b. The juvenile is not physically secured to a cuffing rail or other stationary object during the period of custody in the facility.
 - c. The use of the area is limited to providing non-secure custody only long enough and for the purposes of identification, investigation, processing, release to parents, or arranging transfer to an appropriate juvenile facility or to court;
 - d. In no event can the area be designed or intended to be used for residential purposes; and
 - e. The juvenile must be under continuous visual supervision by a law enforcement officer or facility staff during the period that he/she is in non-secure custody.
2. In addition, a juvenile placed in the following situations would be considered in a non-secure status:
 - a. A juvenile handcuffed to a non-stationary object. If the five criteria listed above are adhered to, handcuffing techniques that do not involve cuffing rails or other stationary objects are considered non-secure.

- b. A juvenile being processed through a secure booking area. Where a secure booking area is all that is available and continuous visual supervision is provided throughout the booking process and the juvenile remains in the booking area only long enough to be photographed and fingerprinted (consistent with state law), the juvenile is not considered to be in a secure detention status. Continued non-secure custody for the purposes of interrogation, contacting parents, or arranging an alternative placement must occur outside the booking area.
- c. A juvenile placed in a secure police car for transportation. The Juvenile Justice and Delinquency Prevention (JJDP) Act applies to secure detention facilities and secure correctional facilities; therefore, a juvenile placed in a police car for transportation would be in a non-secure status.
- d. A juvenile placed in a non-secure runaway shelter but prevented from leaving because of staff restricting access to exits. A facility may be non-secure (i.e., staff secure) if physical restriction of movement or activity is provided solely through facility staff.

XIV. HANDCUFFING OF JUVENILE OFFENDERS

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

XV. COMPLIANCE WITH DEINSTITUTIONALIZATION OF STATUS OFFENDERS

A. Prohibition on Secure Holding

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

XVI. COMPLIANCE WITH JAIL REMOVAL

- A. The JJDP Act states that “no juvenile shall be detained or confined in any jail or lockup for adults...” There are three exceptions to this requirement:
 - 1. A 6-hour hold exception for alleged delinquent offenders.
 - 2. An exception for alleged delinquent offenders in rural areas if certain criteria are met.
 - 3. An exception for juveniles waived or transferred to a criminal court.

NOTE: Juveniles shall not be processed at the Hamburg Township Police Department and will be sent to the appropriate intake facility for processing, when necessary for criminal offenses. Keeping in mind that audio and visual contact must be avoided with adult detainees/arrestees.

B. Six-Hour Hold Exception

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

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

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

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

XVII. COMPLIANCE WITH SEPARATION

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

A. Definitions

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

B. Sight and sound separation may be accomplished through policies and procedures such as time phasing the use of an area to prohibit simultaneous use by juveniles and adults. Brief inadvertent or accidental contacts between juvenile offenders in a secure custody status and adult inmates in secure nonresidential areas of the facility do not count as violations.

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

XVIII. REPORTING REQUIREMENTS

The Hamburg Township Police Department will comply with the Federal Juvenile Justice and Delinquency Prevention Act (JJDPA) and the Michigan Committee on Juvenile Justice (MCJJ) reporting requirements for all juveniles placed in secure detention.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Body-Worn and In-Car Camera Systems			No. 300-78
Distribution: Police	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-78 (10-12-22)	MLEAC Standard(s): 3.5.5
Effective Date: DRAFT			

I. PURPOSE

This policy shall establish guidelines for the operation, use, and management of mobile electronic recording systems including Body-Worn Camera (BWC) and In-Car Video (ICC) audio/video recording equipment and files created by the system.

II. PHILOSOPHY

The Hamburg Township Public Safety Department recognizes the value of audio/video documentation of events for presentation in court as evidence, resolving complaints against police personnel, supplementing and supporting written police reports, enhancing accountability and transparency, and for training purposes.

III. POLICY

Police personnel utilizing units equipped with an ICC shall utilize the system in a manner consistent with the procedures established in this Order and consistent with training regarding the operation of such equipment.

In addition to ICC systems, officers shall utilize BWC's, and the resulting video/audio files in a manner that is in accordance with applicable laws and the procedures set forth in this policy.

BWC's can be used alone or synced to integrate with ICC equipped patrol units.

IV. BWC and ICC USE

A. BWC and ICC systems shall only be used by department personnel trained in their proper use and care. The training shall include, but is not limited to;

1. Usage;
2. Limitations;
3. Activation;
4. Deactivation;
5. Review;
6. Placement;

7. Tagging Categories;
8. Case Creation.

- B. BWC's are considered part of the uniform and shall be attached using authorized attachment device. Officers will assure nothing obstructs the bodycam lens, such as a coat, rain gear or high visibility vest.
- C. Detectives are required to wear a BWC when backing up uniform personnel. Detectives working in a position to assist uniform personnel should have a BWC attached to their external vest carrier. The BWC can be turned off to preserve battery life until needed. While performing other investigative duties, the BWC can be utilized at the discretion of detectives but should generally be used for planned operations, such as search warrants or arrest attempts.
- D. Officers assigned to multijurisdictional teams shall follow any BWC protocols established by the organization they are assigned to.

V. BWC and ICC OPERATIONAL PROCEDURES

- A. Officers should check out a BWC at the beginning of assigned duty. If unable to check out a BWC due to a priority run or equipment malfunction, officers shall still utilize a BWC. An officer will notify the Deputy Director if involved in an event recorded with a BWC or ICC that is unassigned or checked out in another officer's name so the correct name can be entered.
- B. At the beginning of assigned duty, officers shall be responsible for the proper placement and adjustment of the BWC and ICC, and to ensure the equipment is operational.
- C. Officers shall remove any malfunctioning BWC from service and notify their supervisor and the Deputy Director or designee.
- D. Any patrol unit with a malfunctioning ICC shall be removed from service, their supervisor and the Deputy Director or designee will be notified.
- E. Officers shall ensure the BWC is synced to their ICC, if using an ICC equipped patrol unit. Power to the equipment will remain on during the entire time the officer is required to utilize it.
- F. Officers shall connect the BWC to the Smart Control application on their assigned cellphone at the beginning of the shift or as soon as possible.

- G. Officers are responsible to monitor the battery indicator and replace or charge the battery well before it becomes fully drained.
1. Officers utilizing a BWC with an external battery should carry a spare battery. The spare battery will be turned in at the end of the officer's shift. Batteries may be charged in the patrol units BWC dock.
- H. Officers shall activate and use their BWC/ICC to record:
1. All dispatched calls for service. The BWC/ICC shall be activated after being dispatched to a call and prior to arriving at the incident location;
 2. All traffic stops;
 3. When approaching any person or vehicle for investigative purposes (suspicious circumstances, reasonable suspicion of a violation of the law, Terry stop, etc...);
 4. All vehicle and foot pursuits as soon as practical taking into account officer safety first;
 5. When engaging in a forced entry;
 6. When conducting a welfare check or checking the interior of any location, whether or not the owner is present;
 7. When other means of recording are unavailable or impractical and the officer is interviewing witnesses or suspects, obtaining authorization to interview a juvenile from a parent or guardian, or when otherwise required by department policy to record any interaction.
 8. Any situation that the officer believes the use of the BWC would be appropriate or would provide valuable documentation if not already activated pursuant to this policy.
 9. The rear seat infrared video/audio camera should generally be in the on position but officers will assure it is activated whenever a citizen/suspect occupies the rear seat of the patrol unit. The rear seat infrared camera shall not be set to the off position. The primary HD front camera shall always be set to the on position.
 10. If the patrol unit is equipped with a secondary front panoramic camera, it shall remain in background mode. If the footage is needed, such as for an OWI or Fleeing incident, it will be included when categorizing the event.

11. Record after the fact (RATF) allows the ability to go back and recover video over the past 48-hours. Officers/supervisors have the ability to recover video when the system was not in record mode and save it in standard or maximum resolution. Audio is not recoverable.

I. Officers shall generally not use BWCs to record:

1. Communications with other police personnel without the permission of the Director of Public Safety or designee;
2. Communications and encounters with non-police Township personnel unless in response to a call for service;
3. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room;
4. When on break or otherwise engaged in personal activities;
5. When engaged in conversations with individuals with whom the officer is in a privileged relationship, e.g., spouse, attorney, peers, chaplain, etc.
6. When an officer would be recording a patient during a medical or psychological evaluation by a clinician or similar professional or during treatment. This does not prohibit the recording of medical events as a direct response for calls for service, e.g., overdoses, accidents, etc.
7. Communications made in a psychiatric facility;
8. When on routine patrol (BWC shall be worn on the uniform);
9. When participating in a community policing function (such as homeowner's association meeting or school event);
10. Routine walk-up requests (giving directions or other information);
11. When engaged in conversations with members of the public not related to a specific complaint or call for service.

J. BWCs shall not be used for the following:

1. To ridicule or harass anyone;
2. To secretly record other department personnel;

3. In a manner that violates state or federal law;
4. To record internal police conversations or hearings;
5. To record any training or other law enforcement meetings;
6. Personal Use.
7. When encountering confidential informants or meeting with undercover officers.

K. Recording devices shall remain in active record mode when officers are required to record an event or contact and shall not be stopped until the officer has disengaged the contact. Recordings shall not intentionally be interrupted, obstructed, or discontinued prior to disengagement.

Exceptions to the active recording requirements;

1. While assigned to an incident and an officer is in or around the patrol unit for an extended period and not having contact with citizens, the active recording may be stopped. **If a citizen initiates contact or contact is reinitiated by the officer, the recording shall be reactivated.**
2. When transporting a prisoner and the ICC, including the rear seat camera is activated, the body-worn camera active recording may be stopped.

L. If an officer fails to activate the recording equipment as required, fails to record the entire contact, interrupts the recording or the equipment malfunctions, the officer shall document in an incident report why a recording was not made, was interrupted, or was terminated.

M. The department recognizes that in order for officers to carry out proper and thorough investigations they must have the ability to have open and candid discussions with other officers, supervisors, and investigators at the scene. As such, officers may temporarily remove the BWC and secure it or mute the audio portion of their BWC while engaging in such conversations by pressing and holding the backlight button to briefly mute the audio. Audio resumes when the button is released.

N. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC/ICC recordings without prior authorization of the Director of Public Safety or designee.

O. Officers have no obligation to stop recording in response to a citizen's request if

the recording is pursuant to an investigation, arrest, lawful search or the circumstances clearly dictate that continued recording is necessary.

- P. In the event that equipment is damaged or lost, the officer will notify a supervisor as soon as practical.
- Q. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- R. In order to ensure accuracy in reports, officers may review recordings prior to writing any incident report.
- S. **Recording Categories, Uploads, and Storage**
 - 1. At the completion of each recording, officers shall tag the recording with the appropriate category and related incident number if applicable.
 - i. HTPD Recording (1-year hold).
 - ii. Traffic STOP (1-year hold).
 - iii. OWI, Flee or Resist (1-year hold).
 - iv. Arrest (1-year hold).
 - v. Other Save (1-year hold).
 - vi. Use of Force (3-year hold).
 - vii. Test Recording (5-day hold).
 - 2. A case will be created (held until final disposition), in digital evidence for any of the following Incidents;
 - i. Use of force.
 - ii. Police involved accidents involving injury or significant damage.
 - iii. When directed to by a supervisor.
 - 3. ICC recordings will normally automatically upload to the server by use of the wireless access point in the back of the police station.
 - 4. BWC events upload to the server when the BWC is either placed in the docking station or when it is docked in the police unit while in the back lot of the police station.
- T. **Viewing Recordings**
 - 1. Equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of Hamburg Township. Access to recordings shall be limited to those

personnel specifically granted access by the department as part of their assigned duties.

2. Duplication and/or dissemination of recordings shall be in strict accordance with the dictates of this Order. Making a screen recording of any recording captured with use of a 3rd party or unauthorized devices (e.g., cell phone, video camera, etc.) is strictly prohibited without authorization of the Director of Public Safety or designee.
3. Non-law enforcement individuals may be allowed to review a recording only under extenuating circumstances. Examples where a non-law enforcement individual may be allowed to view a recording include, but are not limited to:
 - i. Hot or fresh pursuit where assistance from a witness in reviewing a recording will aid law enforcement in identifying an individual or will otherwise aid in law enforcement activities.
 - ii. Reviewing an interaction with a citizen who claims they were treated in an objectionable manner by an officer. This example will almost always be used exclusively by a supervisor or command officer.
4. Supervisors may use recordings as a learning or coaching tool to assist in debriefing an incident with their platoon, a group of officers involved, or an individual officer.
 - i. Recordings will not be routinely reviewed to monitor officer performance, unless such review is part of a performance improvement plan or connected with the evaluation of probationary personnel.
 - ii. Field Training Officers may review video/audio recordings for training and instructional purposes. Such review shall be noted on the FTO/trainee's activity log and/or DOR's.
 - iii. Generally, minor policy and/or procedural violations noted during any reviews shall be corrected through counseling and training. This shall not restrict the utilization of such observations in the evaluation of probationary personnel, nor shall it prohibit the department from instituting corrective action appropriate for the violations noted.
5. Recordings may be used for training and for other law enforcement related purposes as approved by the Director of Public Safety.

6. Recordings may be used for other purposes as approved by the Director of Public Safety.

VI. SIGNIFICANT EVENT RECORDING

- A. If an officer is involved in a serious incident or accused of criminal misconduct the supervisor or command officer in charge of the incident will take possession of the BWC as soon as it is safe and practical and ensure the recording is uploaded. The BWC will then be placed in evidence until the investigation is completed. Examples of serious incidents include, but are not limited to:
 1. An Officer-involved shooting or another use of force resulting in serious injury or death (after the scene is secure).
 2. A serious in-custody injury or in-custody death.
 3. Police involved accident resulting in serious injury or death.

VII. SPECIAL CONSIDERATIONS

- A. The Department recognizes that officers engage in dynamic situations in which it may not be practical to activate video audio recording devices, i.e., spontaneous foot chases, unexpected altercations, etc. However, officers shall make every attempt to comply with this procedure without compromising their safety or the safety of others.

This is the primary reason officers are required to wear BWC while out on patrol and why BWC's are synced to the ICC, which allows for automatic and simultaneous activation, so officers can focus on the task at hand. Triggers which activate recording include activation of overhead lights, reaching a speed of 90mph, crash sensor activation and when either the BWC or ICC record button is manually pressed.

- B. Recordings from BWC's or ICC's can provide a unique perspective of some events occurring in the context of law enforcement activities, but they are not without limitations. When evaluating the **unique perspective and limitations of video audio recording devices**, one must consider:
 1. Limitations to the recording equipment.
 2. The BWC is mounted on the torso and does not follow the positioning of the operator's eyes. Therefore, the recording may not capture what the operator is looking at in any given moment.
 3. Recordings cannot provide direct evidence of the officer's experience.

4. The cameras cannot visually record some danger cues or other non-visual information since they are experienced or detected through other human senses.
 5. Recording speed differs significantly from human perception and reaction time.
 6. Recordings when played back on a computer screen or monitor may be visually distorted and the images captured may appear differently than would be perceived by the human eye.
 7. The cameras cannot record perceptual distortion and/or other normal reactions to stress.
 8. The cameras record only in two dimensions.
 9. The cameras do not have a 360-degree field of vision.
 10. The audio recordings can be affected by road noise, engine noise, and weather conditions; etc.
 11. With the exception of the police radio, the volume from other electronic devices within the police unit shall not be allowed to interfere with recordings.
- C. If an unintentional activation of the BWC occurs during a non-enforcement or non-investigative activity, including but not limited to; restrooms, locker rooms, or other areas where a reasonable expectation of privacy exists, the Deputy Director will be sent an email explaining the circumstances. The Deputy Director will consult with the Director of Public Safety to determine if the recorded footage should be restricted or deleted.

VIII. FILE RETENTION AND DISCLOSURE

- A. All BWC and ICC recordings upload automatically to the server which is held in a restricted/secured room located within the department. These recordings shall be retained by the department for at least the minimum time periods required by [Public Act 85 of 2017](#) (LAW ENFORCEMENT BODY-WORN CAMERA PRIVACY ACT), as it may be amended.
- B. Without the express consent of the Director of Public Safety or designee, recordings shall only be released for the following reasons:
 1. For criminal prosecution or pursuant to a court order.
 2. To the Hamburg Township attorney, upon written/email request.

3. In response to a granted (FOIA) [FREEDOM OF INFORMATION ACT \(Act 442 of 1976\)](#).
4. BWC recordings shall only be released or disclosed in full compliance with Public Act 85 of 2017.
5. To assist in the identification and/or apprehension of a criminal suspect.
6. If such release is deemed in the best interest of the department and/or community (such releases must be approved by the Director of public Safety or designee).

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP FINANCE CONTROL BOOK



PERIOD ENDING May 31, 2024

Table of Contents

Tab 1

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

Tab 2

- Summary
- Cash Flow Analysis
- Debt Payment Schedule

Tab 3

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

Tab 4

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

Tab 5

- Summary
- 5 Year Forecast and Capital Reserve



10405 Merrill Item 10.
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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

TAB 1

BUDGET AND FINANCIAL STATUS SUMMARY:

Fiscal Year 2023/2024

The Budget v. Actual report reflects transactions through May 2024 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of May 31, 2024, considering the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2023 and run through February 29, 2024. **Revenues are posted to the general ledger in December when they are billed.** State shared revenue payments are bi-monthly and start on October 31, 2023. The last revenue sharing payment for FY 23/24 will be paid on October 31, 2024.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account as of May 31, 2024.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000						
101-000.000-402.000	CURRENT PROPERTY TAX	1,048,888.00	1,048,886.59	0.00	1.41	100.00
101-000.000-412.000	DELINQUENT PP TAX	2,500.00	5,543.28	2,478.77	(3,043.28)	221.73
101-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	2,000.00	(457.55)	(50.13)	2,457.55	(22.88)
101-000.000-434.000	TRAILER PARK TAX FEES	2,200.00	1,836.00	169.00	364.00	83.45
101-000.000-447.000	PROPERTY TAX ADMIN FEE	393,480.00	393,479.71	0.00	0.29	100.00
101-000.000-448.000	SET COLLECTION FEE	27,000.00	26,164.00	0.00	836.00	96.90
101-000.000-477.000	FRANCHISE FEE - CABLE	350,000.00	233,817.96	72,673.25	116,182.04	66.81
101-000.000-478.000	SPECIAL USE PERMITS	750.00	0.00	0.00	750.00	0.00
101-000.000-479.000	LAND USE PERMITS	26,100.00	35,360.00	2,615.00	(9,260.00)	135.48
101-000.000-485.000	DOG LICENSES	300.00	234.00	16.50	66.00	78.00
101-000.000-528.000	OTHER FEDERAL GRANTS	1,278,000.00	1,310,364.11	1,374.00	(32,364.11)	102.53
101-000.000-540.000	STATE GRANTS	12,000.00	12,000.00	0.00	0.00	100.00
101-000.000-574.000	STATE SHARED REVENUES	2,421,991.00	1,639,750.00	373,319.00	782,241.00	67.70
101-000.000-577.000	STATE ROW MAINTENANCE FEE-CABLE	12,000.00	11,859.86	0.00	140.14	98.83
101-000.000-606.000	FOIA REQUESTS	500.00	64.46	5.82	435.54	12.89
101-000.000-607.000	NON-TAX ADMIN FEE	5,000.00	3,050.00	0.00	1,950.00	61.00
101-000.000-636.000	COPIES/MAPS	50.00	82.00	0.00	(32.00)	164.00
101-000.000-643.000	SALE OF CEMETERY LOTS	17,000.00	23,074.00	1,174.00	(6,074.00)	135.73
101-000.000-643.001	CEMETERY SERVICES OPEN/CLOSE/INTERMENT	11,000.00	12,918.16	1,164.92	(1,918.16)	117.44
101-000.000-645.000	MAUS SALES REVENUE	6,500.00	587.00	0.00	5,913.00	9.03
101-000.000-659.000	RETURNED CHECK FEE	100.00	120.00	0.00	(20.00)	120.00
101-000.000-664.000	INTEREST REVENUE	185,000.00	224,798.40	0.00	(39,798.40)	121.51
101-000.000-667.000	RENTAL INCOME	4,200.00	2,800.00	0.00	1,400.00	66.67
101-000.000-671.000	OTHER REVENUE - CONTRACT SERVICE	15,000.00	18,000.00	1,500.00	(3,000.00)	120.00
101-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	66,000.00	65,473.11	577.88	526.89	99.20
101-000.000-677.000	SUNDRY	50.00	935.00	0.00	(885.00)	1,870.00
101-000.000-685.003	OPIOID SETTLEMENT	4,900.00	4,903.81	0.00	(3.81)	100.08
101-000.000-699.590	FROM SEWER ENTERPRISE	115,000.00	105,416.74	9,583.34	9,583.26	91.67
101-000.000-699.999	APPROPRIATION FROM SURPLUS	6,590.00	0.00	0.00	6,590.00	0.00
Total Dept 000.000		6,014,099.00	5,181,060.64	466,601.35	833,038.36	86.15
Dept 702.000 - PLANNING AND ZONING						
101-702.000-613.000	LAND DIVISION/COMBINATION FEES	800.00	800.00	0.00	0.00	100.00
101-702.000-615.000	REZONING FEES	1,000.00	1,000.00	0.00	0.00	100.00
101-702.000-617.000	SITE PLAN FEES	13,000.00	4,743.37	0.00	8,256.63	36.49
101-702.000-618.000	ZONING BOARD OF APPEALS APPLIC	6,000.00	3,800.00	0.00	2,200.00	63.33
Total Dept 702.000 - PLANNING AND ZONING		20,800.00	10,343.37	0.00	10,456.63	49.73
TOTAL REVENUES		6,034,899.00	5,191,404.01	466,601.35	843,494.99	86.02
Expenditures						
Dept 101.000 - Township Board						
101-101.000-703.100	TRUSTEES SALARIES	31,780.00	27,744.64	2,522.24	4,035.36	87.30
101-101.000-704.100	PER DIEM	8,840.00	5,200.00	260.00	3,640.00	58.82
101-101.000-709.000	TOWNSHIP FICA	3,107.00	2,520.23	212.83	586.77	81.11
101-101.000-716.000	DEFINED CONTRIBUTION	4,062.00	3,649.64	304.24	412.36	
101-101.000-801.500	ECONOMIC DEVELOPMENT CONSULTANT	20,300.00	30,963.36	20,604.50	(10,663.36)	
101-101.000-826.000	LEGAL FEES	30,000.00	10,928.79	1,051.00	19,071.21	36.43

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	9,500.00	5,033.00	330.00	4,467.00	52.98
101-101.000-910.000	PROFESSIONAL DEVELOPMENT	250.00	0.00	0.00	250.00	0.00
101-101.000-946.000	ENGINEERING/PROFESSIONAL SERV	31,500.00	28,837.82	5,000.00	2,662.18	91.55
101-101.000-955.000	SUNDRY	6,500.00	(696.16)	0.00	7,196.16	(10.71)
101-101.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	18,500.00	27,253.75	9,011.63	(8,753.75)	147.32
101-101.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	1,278,000.00	1,310,364.11	0.00	(32,364.11)	102.53
Total Dept 101.000 - Township Board		1,442,339.00	1,451,799.18	39,296.44	(9,460.18)	100.66
Dept 171.000 - Township Supervisor						
101-171.000-702.000	FULL-TIME EMPLOYEE SALARIES	10,300.00	9,093.82	790.82	1,206.18	88.29
101-171.000-703.200	ELECTED OFFICIALS SALARIES	84,475.00	71,169.82	6,188.68	13,305.18	84.25
101-171.000-709.000	TOWNSHIP FICA	7,300.00	6,178.42	537.43	1,121.58	84.64
101-171.000-716.000	DEFINED CONTRIBUTION	12,400.00	10,884.13	907.32	1,515.87	87.78
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE	21,800.00	20,375.64	1,713.62	1,424.36	93.47
101-171.000-725.100	LONG/SHORT TERM DISABILITY	600.00	555.47	91.50	44.53	92.58
101-171.000-725.200	LIFE INSURANCE	100.00	77.89	14.06	22.11	77.89
101-171.000-853.000	PHONE/COMM/INTERNET	600.00	550.00	50.00	50.00	91.67
101-171.000-861.000	MILEAGE	500.00	650.20	0.00	(150.20)	130.04
Total Dept 171.000 - Township Supervisor		138,075.00	119,535.39	10,293.43	18,539.61	86.57
Dept 201.000 - ACCOUNTING						
101-201.000-702.000	FULL-TIME EMPLOYEE SALARIES	205,500.00	164,558.66	11,082.41	40,941.34	80.08
101-201.000-709.000	TOWNSHIP FICA	15,700.00	12,630.71	851.62	3,069.29	80.45
101-201.000-716.000	DEFINED CONTRIBUTION	27,000.00	22,361.58	1,440.72	4,638.42	82.82
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE	68,600.00	59,891.35	3,885.86	8,708.65	87.31
101-201.000-725.100	LONG/SHORT TERM DISABILITY	1,400.00	1,029.61	127.92	370.39	73.54
101-201.000-725.200	LIFE INSURANCE	350.00	182.75	25.00	167.25	52.21
101-201.000-853.000	PHONE/COMM/INTERNET	600.00	550.00	50.00	50.00	91.67
101-201.000-861.000	MILEAGE	1,500.00	293.44	0.00	1,206.56	19.56
101-201.000-910.000	PROFESSIONAL DEVELOPMENT	8,500.00	4,264.43	0.00	4,235.57	50.17
101-201.000-914.000	TUITION REIMBURSEMENT	6,000.00	0.00	0.00	6,000.00	0.00
101-201.000-955.000	SUNDRY	250.00	448.88	279.88	(198.88)	179.55
101-201.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	673.45	0.00	1,326.55	33.67
Total Dept 201.000 - ACCOUNTING		337,400.00	266,884.86	17,743.41	70,515.14	79.10
Dept 215.000 - CLERK'S OFFICE						
101-215.000-702.000	FULL-TIME EMPLOYEE SALARIES	81,000.00	72,280.98	6,360.93	8,719.02	89.24
101-215.000-703.200	ELECTED OFFICIALS SALARIES	84,475.00	71,169.82	6,188.68	13,305.18	84.25
101-215.000-709.000	TOWNSHIP FICA	13,250.00	11,721.57	988.39	1,528.43	88.46
101-215.000-713.000	OVERTIME	7,500.00	9,234.01	317.87	(1,734.01)	123.12
101-215.000-716.000	DEFINED CONTRIBUTION	22,300.00	20,648.53	1,664.60	1,651.47	92.59
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE	47,200.00	43,024.21	3,563.30	4,175.79	91.15
101-215.000-725.100	LONG/SHORT TERM DISABILITY	1,100.00	977.09	167.96	122.91	88.83
101-215.000-725.200	LIFE INSURANCE	200.00	147.56	28.74	52.44	73.78
101-215.000-853.000	PHONE/COMM/INTERNET	1,020.00	935.00	85.00	85.00	91.67
101-215.000-861.000	MILEAGE	1,200.00	510.84	53.07	689.16	
101-215.000-910.000	PROFESSIONAL DEVELOPMENT	7,000.00	5,485.79	(400.00)	1,514.21	
101-215.000-931.000	EQUIPMENT MAINT/REPAIR	1,000.00	0.00	0.00	1,000.00	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-215.000-955.000	SUNDRY	2,000.00	1,250.34	0.00	749.66	62.52
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	1,568.98	0.00	431.02	78.45
101-215.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	6,000.00	499.99	0.00	5,500.01	8.33
Total Dept 215.000 - CLERK'S OFFICE		277,245.00	239,454.71	19,018.54	37,790.29	86.37
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
101-228.000-702.000	FULL-TIME EMPLOYEE SALARIES	112,250.00	100,030.96	8,626.90	12,219.04	89.11
101-228.000-702.500	LEAVE TIME PAYOUT	850.00	821.44	0.00	28.56	96.64
101-228.000-709.000	TOWNSHIP FICA	8,700.00	7,955.01	681.76	744.99	91.44
101-228.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
101-228.000-713.000	OVERTIME	250.00	0.00	0.00	250.00	0.00
101-228.000-716.000	DEFINED CONTRIBUTION	14,000.00	12,517.32	1,022.90	1,482.68	89.41
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE	9,900.00	9,237.63	777.17	662.37	93.31
101-228.000-725.100	LONG/SHORT TERM DISABILITY	700.00	692.47	109.50	7.53	98.92
101-228.000-725.200	LIFE INSURANCE	125.00	100.67	17.50	24.33	80.54
101-228.000-853.000	PHONE/COMM/INTERNET	420.00	385.00	35.00	35.00	91.67
101-228.000-861.000	MILEAGE	500.00	0.00	0.00	500.00	0.00
101-228.000-910.000	PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICES		151,195.00	134,490.50	11,520.73	16,704.50	88.95
Dept 229.000 - COMPUTER/CABLE						
101-229.000-704.000	PART-TIME EMPLOYEE SALARIES	2,200.00	1,709.50	95.27	490.50	77.70
101-229.000-709.000	TOWNSHIP FICA	170.00	130.78	7.29	39.22	76.93
101-229.000-933.000	SOFTWARE MAINTENANCE	120,000.00	135,599.09	595.00	(15,599.09)	113.00
101-229.000-946.000	ENGINEERING SERVICES	2,700.00	375.00	0.00	2,325.00	13.89
101-229.000-955.000	SUNDRY	250.00	0.00	0.00	250.00	0.00
101-229.000-980.000	CAPITAL EQUIPMENT	6,000.00	5,401.17	0.00	598.83	90.02
Total Dept 229.000 - COMPUTER/CABLE		131,320.00	143,215.54	697.56	(11,895.54)	109.06
Dept 247.000 - Board of Review						
101-247.000-704.100	PER DIEM	2,800.00	1,105.00	0.00	1,695.00	39.46
101-247.000-709.000	TOWNSHIP FICA	214.00	84.54	0.00	129.46	39.50
101-247.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	140.00	0.00	360.00	28.00
101-247.000-955.000	SUNDRY	300.00	463.37	0.00	(163.37)	154.46
Total Dept 247.000 - Board of Review		3,814.00	1,792.91	0.00	2,021.09	47.01
Dept 253.000 - Treasurer						
101-253.000-702.000	FULL-TIME EMPLOYEE SALARIES	64,472.00	57,815.31	4,960.00	6,656.69	89.68
101-253.000-703.200	ELECTED OFFICIALS SALARIES	42,238.00	35,584.91	3,094.34	6,653.09	84.25
101-253.000-704.000	PART-TIME EMPLOYEE SALARIES	43,800.00	51,446.43	4,624.72	(7,646.43)	117.46
101-253.000-709.000	TOWNSHIP FICA	11,600.00	11,983.84	1,030.62	(383.84)	103.31
101-253.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
101-253.000-713.000	OVERTIME	5,400.00	8,399.22	481.26	(2,999.22)	
101-253.000-716.000	DEFINED CONTRIBUTION	12,600.00	10,604.62	849.62	1,995.38	
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE	24,800.00	21,349.44	1,942.93	3,450.56	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-253.000-725.100	LONG/SHORT TERM DISABILITY	480.00	446.42	69.54	33.58	93.00
101-253.000-725.200	LIFE INSURANCE	150.00	69.25	12.50	80.75	46.17
101-253.000-851.000	POSTAGE	10,900.00	15,921.12	0.00	(5,021.12)	146.07
101-253.000-853.000	PHONE/COMM/INTERNET	1,020.00	935.00	85.00	85.00	91.67
101-253.000-861.000	MILEAGE	950.00	696.47	207.70	253.53	73.31
101-253.000-902.100	TAX ROLL PREP/TAX BILL PREP	4,750.00	0.00	0.00	4,750.00	0.00
101-253.000-910.000	PROFESSIONAL DEVELOPMENT	1,100.00	2,296.99	606.77	(1,196.99)	208.82
101-253.000-916.000	TRAINING	2,250.00	69.00	0.00	2,181.00	3.07
101-253.000-955.000	SUNDRY	6,200.00	3,693.66	1,654.96	2,506.34	59.58
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	750.00	441.57	0.00	308.43	58.88
Total Dept 253.000 - Treasurer		236,460.00	224,503.25	19,869.96	11,956.75	94.94
Dept 257.000 - Assessing						
101-257.000-801.000	CONTRACTUAL SERVICES	330,500.00	336,881.25	28,346.00	(6,381.25)	101.93
101-257.000-902.200	ASSESSMENT ROLL PREP	6,500.00	6,493.74	0.00	6.26	99.90
101-257.000-955.000	SUNDRY	0.00	1,581.73	64.35	(1,581.73)	100.00
Total Dept 257.000 - Assessing		337,000.00	344,956.72	28,410.35	(7,956.72)	102.36
Dept 262.000 - Elections						
101-262.000-702.000	FULL-TIME EMPLOYEE SALARIES	111,100.00	96,619.08	9,012.96	14,480.92	86.97
101-262.000-707.000	TEMPORARY EMPLOYEES	100,000.00	45,810.88	432.00	54,189.12	45.81
101-262.000-709.000	TOWNSHIP FICA	18,250.00	10,074.80	746.77	8,175.20	55.20
101-262.000-713.000	OVERTIME	25,000.00	15,914.38	317.79	9,085.62	63.66
101-262.000-716.000	DEFINED CONTRIBUTION	18,000.00	14,208.66	1,188.64	3,791.34	78.94
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	36,900.00	30,858.74	2,428.66	6,041.26	83.63
101-262.000-725.100	LONG/SHORT TERM DISABILITY	725.00	739.21	153.44	(14.21)	101.96
101-262.000-725.200	LIFE INSURANCE	250.00	130.49	25.00	119.51	52.20
101-262.000-752.001	SUPPLIES FOR ELECTIONS	47,000.00	59,422.20	4,752.57	(12,422.20)	126.43
101-262.000-861.000	MILEAGE	4,000.00	457.42	0.00	3,542.58	11.44
101-262.000-900.000	LEGAL NOTICES/ADVERTISING	13,000.00	80.00	0.00	12,920.00	0.62
101-262.000-910.000	PROFESSIONAL DEVELOPMENT	11,800.00	14,028.32	450.00	(2,228.32)	118.88
101-262.000-931.000	EQUIPMENT MAINT/REPAIR	10,000.00	8,984.12	0.00	1,015.88	89.84
101-262.000-955.000	SUNDRY	15,000.00	2,678.85	0.00	12,321.15	17.86
101-262.000-980.000	OFFICE EQUIP & FURNITURE	5,000.00	0.00	0.00	5,000.00	0.00
101-262.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 262.000 - Elections		421,025.00	300,007.15	19,507.83	121,017.85	71.26
Dept 265.000 - Township Buildings						
101-265.000-702.000	FULL-TIME EMPLOYEE SALARIES	93,300.00	84,508.10	7,144.78	8,791.90	90.58
101-265.000-702.500	LEAVE TIME PAYOUT	250.00	205.36	0.00	44.64	82.14
101-265.000-704.000	PART-TIME EMPLOYEE SALARIES	94,250.00	73,099.01	7,417.51	21,150.99	77.56
101-265.000-709.000	TOWNSHIP FICA	17,000.00	13,545.26	1,270.41	3,454.74	79.68
101-265.000-713.000	OVERTIME	3,500.00	3,460.27	604.01	39.73	98.86
101-265.000-716.000	DEFINED CONTRIBUTION	10,500.00	12,259.10	1,048.21	(1,759.10)	116.75
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	29,500.00	33,385.29	2,808.59	(3,885.29)	
101-265.000-725.100	LONG/SHORT TERM DISABILITY	750.00	979.33	170.48	(229.33)	
101-265.000-725.200	LIFE INSURANCE	200.00	199.33	37.20	0.67	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	7,000.00	7,418.87	344.16	(418.87)	105.98
101-265.000-758.000	DIESEL FUEL	4,000.00	2,701.22	605.60	1,298.78	67.53
101-265.000-759.000	VEHICLE FUEL	8,000.00	7,861.44	1,568.24	138.56	98.27
101-265.000-768.000	UNIFORMS/ACCESSORIES	2,500.00	1,235.90	0.00	1,264.10	49.44
101-265.000-801.000	CONTRACTUAL SERVICES	2,000.00	1,641.00	101.50	359.00	82.05
101-265.000-853.000	PHONE/COMM/INTERNET	420.00	385.00	35.00	35.00	91.67
101-265.000-861.000	MILEAGE	250.00	0.00	0.00	250.00	0.00
101-265.000-910.000	PROFESSIONAL DEVELOPMENT	750.00	(1,246.44)	0.00	1,996.44	(166.19)
101-265.000-917.000	SEWER USAGE	4,500.00	4,646.88	0.00	(146.88)	103.26
101-265.000-919.000	TRASH DISPOSAL	1,700.00	1,356.61	145.90	343.39	79.80
101-265.000-920.000	ELECTRIC	21,000.00	17,339.88	1,512.79	3,660.12	82.57
101-265.000-921.000	NATURAL GAS/HEAT	6,000.00	6,626.12	231.94	(626.12)	110.44
101-265.000-930.000	MAINTENANCE TWP HALL	13,000.00	19,074.40	602.23	(6,074.40)	146.73
101-265.000-930.003	MAINTENANCE FIRE HALL	25,000.00	25,000.00	0.00	0.00	100.00
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	0.00	0.00	1,000.00	0.00
101-265.000-930.008	MAINTENANCE LIBRARY	1,500.00	1,648.71	0.00	(148.71)	109.91
101-265.000-930.020	MAINTENANCE - FERTILIZER	1,500.00	1,087.56	271.89	412.44	72.50
101-265.000-931.000	EQUIPMENT MAINT/REPAIR	10,500.00	9,920.02	275.86	579.98	94.48
101-265.000-932.000	VEHICLE MAINTENANCE	10,500.00	10,681.02	783.71	(181.02)	101.72
101-265.000-955.000	SUNDRY	500.00	987.83	144.00	(487.83)	197.57
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	280,000.00	279,911.06	0.00	88.94	99.97
101-265.000-981.500	RESERVE FOR VEHICLE PURCHASE	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 265.000 - Township Buildings		655,870.00	619,918.13	27,124.01	35,951.87	94.52
Dept 275.000 - OTHER EXPENSES						
101-275.000-704.200	PORTAGE/BASE LAKES GROSS WAGES	1,500.00	600.00	0.00	900.00	40.00
101-275.000-708.000	UNEMPLOYMENT COMPENSATION	1,800.00	1,700.78	0.00	99.22	94.49
101-275.000-709.000	TOWNSHIP FICA	115.00	45.90	0.00	69.10	39.91
101-275.000-718.500	HEALTH CARE REIMBURSEMENT	80,000.00	85,689.03	9,332.35	(5,689.03)	107.11
101-275.000-727.000	WORKERS' COMPENSATION	10,000.00	18,681.21	9,264.74	(8,681.21)	186.81
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	22,000.00	28,060.28	1,595.31	(6,060.28)	127.55
101-275.000-759.000	VEHICLE FUEL	1,800.00	2,140.70	253.59	(340.70)	118.93
101-275.000-801.000	CONTRACTUAL SERVICES	12,500.00	0.00	0.00	12,500.00	0.00
101-275.000-840.000	LIABILITY/CASUALTY INSURANCE	30,000.00	28,313.86	0.00	1,686.14	94.38
101-275.000-851.000	POSTAGE	15,000.00	16,388.07	4,225.47	(1,388.07)	109.25
101-275.000-853.000	PHONE/COMM/INTERNET	7,500.00	6,527.98	0.00	972.02	87.04
101-275.000-910.000	PROFESSIONAL DEVELOPMENT	2,200.00	0.00	0.00	2,200.00	0.00
101-275.000-931.000	EQUIPMENT MAINT/REPAIR	4,000.00	3,794.16	0.00	205.84	94.85
101-275.000-946.000	ENGINEERING SERVICES	3,500.00	0.00	0.00	3,500.00	0.00
101-275.000-953.000	PAYROLL PROCESSING	18,000.00	4,792.58	0.00	13,207.42	26.63
101-275.000-954.000	AUDIT	47,700.00	47,695.00	0.00	5.00	99.99
101-275.000-955.000	SUNDRY	7,000.00	10,416.73	106.00	(3,416.73)	148.81
101-275.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	248.40	0.00	1,751.60	12.42
101-275.000-960.000	FOIA EXPENSES	100.00	114.69	0.00	(14.69)	114.69
101-275.000-980.000	OFFICE EQUIP & FURNITURE	22,000.00	798.83	0.00	21,201.17	3.63
101-275.000-995.208	TRANSFER OUT RECREATION FUND	595,831.00	546,178.38	49,652.58	49,652.62	91.67
101-275.000-995.591	TRANSFER OUT WATER FUND	154,000.00	141,166.74	12,833.34	12,833.26	91.67
Total Dept 275.000 - OTHER EXPENSES		1,038,546.00	943,353.32	87,263.38	95,192.68	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Dept 345.000 - Public Safety (Police & Fire)						
101-345.000-704.100	PER DIEM	1,040.00	780.00	0.00	260.00	75.00
101-345.000-709.000	TOWNSHIP FICA	80.00	59.61	0.00	20.39	74.51
Total Dept 345.000 - Public Safety (Police & Fire)		1,120.00	839.61	0.00	280.39	74.97
Dept 448.000 - Street Lighting						
101-448.000-926.000	STREET LIGHTING	17,500.00	20,033.79	3,728.76	(2,533.79)	114.48
Total Dept 448.000 - Street Lighting		17,500.00	20,033.79	3,728.76	(2,533.79)	114.48
Dept 567.000 - CEMETERY						
101-567.000-704.000	PART-TIME EMPLOYEE SALARIES	18,000.00	15,163.07	1,064.18	2,836.93	84.24
101-567.000-709.000	TOWNSHIP FICA	1,409.00	1,175.24	80.86	233.76	83.41
101-567.000-801.000	CONTRACTUAL SERVICES	31,200.00	33,660.00	3,340.00	(2,460.00)	107.88
101-567.000-853.000	PHONE/COMM/INTERNET	420.00	245.00	0.00	175.00	58.33
101-567.000-931.000	EQUIPMENT MAINT/REPAIR	4,000.00	1,138.87	0.00	2,861.13	28.47
101-567.000-955.000	SUNDRY	7,000.00	21,210.16	10,386.86	(14,210.16)	303.00
101-567.000-980.000	OFFICE EQUIP & FURNITURE	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 567.000 - CEMETERY		63,029.00	72,592.34	14,871.90	(9,563.34)	115.17
Dept 701.000 - Planning Commission						
101-701.000-704.100	PER DIEM	5,640.00	2,300.00	340.00	3,340.00	40.78
101-701.000-709.000	TOWNSHIP FICA	430.00	195.76	26.00	234.24	45.53
101-701.000-826.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-701.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	470.00	120.00	30.00	94.00
101-701.000-910.000	PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 701.000 - Planning Commission		8,070.00	2,965.76	486.00	5,104.24	36.75
Dept 702.000 - PLANNING AND ZONING						
101-702.000-702.000	FULL-TIME EMPLOYEE SALARIES	138,600.00	127,655.33	10,661.50	10,944.67	92.10
101-702.000-704.000	PART-TIME EMPLOYEE SALARIES	31,500.00	23,206.76	2,001.02	8,293.24	73.67
101-702.000-704.100	PER DIEM	4,020.00	1,815.00	0.00	2,205.00	45.15
101-702.000-709.000	TOWNSHIP FICA	13,400.00	11,802.44	973.24	1,597.56	88.08
101-702.000-716.000	DEFINED CONTRIBUTION	15,500.00	15,367.55	1,177.96	132.45	99.15
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	44,000.00	33,562.37	2,584.22	10,437.63	76.28
101-702.000-725.100	LONG/SHORT TERM DISABILITY	880.00	864.35	137.82	15.65	98.22
101-702.000-725.200	LIFE INSURANCE	170.00	146.37	25.00	23.63	86.10
101-702.000-826.000	LEGAL FEES	10,000.00	1,960.50	87.50	8,039.50	19.61
101-702.000-853.000	PHONE/COMM/INTERNET	1,020.00	935.00	85.00	85.00	91.67
101-702.000-861.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
101-702.000-900.000	LEGAL NOTICES/ADVERTISING	2,000.00	2,685.00	0.00	(685.00)	134.25
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	247.82	0.00	2,252.18	9.91
101-702.000-914.000	TUITION REIMBURSEMENT	6,000.00	6,000.00	0.00	0.00	100.00
101-702.000-946.000	ENGINEERING SERVICES	3,000.00	0.00	0.00	3,000.00	
101-702.000-951.000	STORM WATER DISCHARGE	500.00	500.00	0.00	0.00	
101-702.000-955.000	SUNDRY	300.00	265.79	0.00	34.21	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

Item 10.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Expenditures						
101-702.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 702.000 - PLANNING AND ZONING		276,090.00	227,014.28	17,733.26	49,075.72	82.22
Dept 703.000 - LAKES, RIVERS & STREAMS						
101-703.000-967.000	SPECIAL PROJECTS	25,000.00	26,357.33	1,356.21	(1,357.33)	105.43
Total Dept 703.000 - LAKES, RIVERS & STREAMS		25,000.00	26,357.33	1,356.21	(1,357.33)	105.43
TOTAL EXPENDITURES		5,561,098.00	5,139,714.77	318,921.77	421,383.23	92.42
Fund 101 - General Fund:						
TOTAL REVENUES		6,034,899.00	5,191,404.01	466,601.35	843,494.99	86.02
TOTAL EXPENDITURES		5,561,098.00	5,139,714.77	318,921.77	421,383.23	92.42
NET OF REVENUES & EXPENDITURES		473,801.00	51,689.24	147,679.58	422,111.76	10.91

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

Item 10.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
204-000.000-402.000	CURRENT PROPERTY TAX	658,599.00	659,828.14	0.00	(1,229.14)	100.19
204-000.000-412.000	DELINQUENT PP TAX	4,000.00	7,551.30	3,854.56	(3,551.30)	188.78
204-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	(201.03)	0.00	201.03	100.00
204-000.000-664.000	INTEREST REVENUE	13,500.00	27,013.66	0.00	(13,513.66)	200.10
204-000.000-699.999	APPROPRIATION FROM SURPLUS	83,440.00	0.00	0.00	83,440.00	0.00
Total Dept 000.000		759,539.00	694,192.07	3,854.56	65,346.93	91.40
TOTAL REVENUES		759,539.00	694,192.07	3,854.56	65,346.93	91.40
Expenditures						
Dept 000.000						
204-000.000-801.000	CONTRACTUAL SERVICES	2,840.00	2,840.00	0.00	0.00	100.00
204-000.000-802.000	ROAD IMPROVEMENT	631,000.00	577,550.89	0.00	53,449.11	91.53
204-000.000-805.000	CHLORIDING	90,000.00	29,916.83	0.00	60,083.17	33.24
Total Dept 000.000		723,840.00	610,307.72	0.00	113,532.28	84.32
TOTAL EXPENDITURES		723,840.00	610,307.72	0.00	113,532.28	84.32
Fund 204 - Road Fund:						
TOTAL REVENUES		759,539.00	694,192.07	3,854.56	65,346.93	91.40
TOTAL EXPENDITURES		723,840.00	610,307.72	0.00	113,532.28	84.32
NET OF REVENUES & EXPENDITURES		35,699.00	83,884.35	3,854.56	(48,185.35)	234.98

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
206-000.000-402.000	CURRENT PROPERTY TAX	2,199,046.00	2,199,046.10	0.00	(0.10)	100.00
206-000.000-412.000	DELINQUENT PP TAX	100.00	0.91	0.00	99.09	0.91
206-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(500.00)	(343.22)	0.00	(156.78)	68.64
206-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	5,000.00	6,852.32	0.00	(1,852.32)	137.05
206-000.000-540.000	STATE GRANTS	0.00	10,000.00	0.00	(10,000.00)	100.00
206-000.000-628.000	FIRE INSPECTION FEES	100.00	250.00	100.00	(150.00)	250.00
206-000.000-636.000	COPIES/MAPS	50.00	10.00	0.00	40.00	20.00
206-000.000-664.000	INTEREST REVENUE	11,000.00	12,931.12	0.00	(1,931.12)	117.56
206-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	150.00	0.00	2,350.00	6.00
206-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	1,500.00	1,271.16	1,271.16	228.84	84.74
206-000.000-677.000	SUNDRY	1,050.00	1,633.00	460.00	(583.00)	155.52
206-000.000-693.000	SALE OF FIXED ASSETS	0.00	1,064.20	528.70	(1,064.20)	100.00
206-000.000-699.999	APPROPRIATION FROM SURPLUS	197,100.00	0.00	0.00	197,100.00	0.00
Total Dept 000.000		2,416,946.00	2,232,865.59	2,359.86	184,080.41	92.38
TOTAL REVENUES		2,416,946.00	2,232,865.59	2,359.86	184,080.41	92.38
Expenditures						
Dept 000.000						
206-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	536,000.00	488,363.70	42,746.04	47,636.30	91.11
206-000.000-702.500	LEAVE TIME PAYOUT	4,750.00	2,756.00	0.00	1,994.00	58.02
206-000.000-704.000	PART-TIME EMPLOYEE SALARIES	38,500.00	36,005.81	3,930.92	2,494.19	93.52
206-000.000-704.500	PART TIME FIRE FIGHTERS	597,500.00	630,649.42	52,992.35	(33,149.42)	105.55
206-000.000-709.000	TOWNSHIP FICA	103,000.00	101,612.53	8,196.17	1,387.47	98.65
206-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,200.00	3,050.00	250.00	1,150.00	72.62
206-000.000-713.000	OVERTIME	150,000.00	145,803.92	6,948.19	4,196.08	97.20
206-000.000-714.000	LONGEVITY PAY	18,600.00	18,523.41	0.00	76.59	99.59
206-000.000-716.000	DEFINED CONTRIBUTION	78,000.00	72,645.45	6,115.86	5,354.55	93.14
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	125,500.00	117,732.66	9,904.23	7,767.34	93.81
206-000.000-725.100	LONG/SHORT TERM DISABILITY	7,700.00	8,328.46	672.60	(628.46)	108.16
206-000.000-725.200	LIFE INSURANCE	600.00	598.56	110.00	1.44	99.76
206-000.000-727.000	WORKERS' COMPENSATION	40,700.00	71,080.13	30,445.91	(30,380.13)	174.64
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	30,000.00	21,956.78	833.79	8,043.22	73.19
206-000.000-754.000	MEDICAL AND SCENE SUPPLIES	25,000.00	19,448.47	0.00	5,551.53	77.79
206-000.000-758.000	DIESEL FUEL	550.00	365.16	0.00	184.84	66.39
206-000.000-759.000	VEHICLE FUEL	30,000.00	35,323.84	2,712.37	(5,323.84)	117.75
206-000.000-768.000	UNIFORMS/ACCESSORIES	15,200.00	17,426.62	384.85	(2,226.62)	114.65
206-000.000-768.100	TURN OUT GEAR	45,000.00	38,663.84	97.14	6,336.16	85.92
206-000.000-801.000	CONTRACTUAL SERVICES	35,000.00	23,589.90	389.91	11,410.10	67.40
206-000.000-826.000	LEGAL FEES	8,000.00	1,800.50	0.00	6,199.50	22.51
206-000.000-840.000	LIABILITY/CASUALTY INSURANCE	50,200.00	50,201.39	0.00	(1.39)	100.00
206-000.000-843.100	EMPLOYEE PHYSICALS/VACCINATION	28,000.00	21,841.55	102.77	6,158.45	78.01
206-000.000-853.000	PHONE/COMM/INTERNET	15,000.00	9,155.79	469.61	5,844.21	61.04
206-000.000-870.000	HAZMAT YEARLY DUES	4,000.00	0.00	0.00	4,000.00	0.00
206-000.000-914.000	TUITION REIMBURSEMENT	30,000.00	0.00	0.00	30,000.00	0.00
206-000.000-916.000	TRAINING	30,000.00	29,754.67	2,466.64	245.33	99.18
206-000.000-916.500	FIRE PREVENTION	7,500.00	1,921.85	60.00	5,578.15	25.62
206-000.000-917.000	SEWER USAGE	2,600.00	2,581.60	0.00	18.40	
206-000.000-918.000	WATER USAGE	4,200.00	4,221.10	0.00	(21.10)	
206-000.000-919.000	TRASH DISPOSAL	3,500.00	3,396.63	322.91	103.37	97.05

Item 10.

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 206 - Fire Fund						
Expenditures						
206-000.000-920.000	ELECTRIC	40,000.00	28,507.13	0.00	11,492.87	71.27
206-000.000-920.100	SIREN ELECTRIC USAGE	2,000.00	1,826.86	44.36	173.14	91.34
206-000.000-921.000	NATURAL GAS/HEAT	10,000.00	12,698.96	959.83	(2,698.96)	126.99
206-000.000-930.003	MAINTENANCE FIRE HALL	245,500.00	239,716.01	3,438.50	5,783.99	97.64
206-000.000-930.020	MAINTENANCE - FERTILIZER	2,500.00	1,680.00	420.00	820.00	67.20
206-000.000-931.000	EQUIPMENT MAINT/REPAIR	14,000.00	(1,891.22)	2,535.09	15,891.22	(13.51)
206-000.000-931.100	EMERGENCY SIREN MAINTENANCE/REPAIRS	4,000.00	1,322.23	0.00	2,677.77	33.06
206-000.000-932.000	VEHICLE MAINTENANCE	77,500.00	38,071.79	2,706.93	39,428.21	49.12
206-000.000-933.000	SOFTWARE MAINTENANCE	5,000.00	5,084.17	0.00	(84.17)	101.68
206-000.000-955.000	SUNDRY	3,000.00	511.80	0.00	2,488.20	17.06
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	10,000.00	12,470.74	725.00	(2,470.74)	124.71
206-000.000-967.000	SPECIAL PROJECTS	166,000.00	171,745.31	1,332.45	(5,745.31)	103.46
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	160,500.00	162,809.46	0.00	(2,309.46)	101.44
206-000.000-981.000	CAPITAL EXPENSE - VEHICLE	45,000.00	274,421.43	0.00	(229,421.43)	609.83
Total Dept 000.000		2,853,800.00	2,927,774.41	182,314.42	(73,974.41)	102.59
TOTAL EXPENDITURES		2,853,800.00	2,927,774.41	182,314.42	(73,974.41)	102.59
Fund 206 - Fire Fund:						
TOTAL REVENUES		2,416,946.00	2,232,865.59	2,359.86	184,080.41	92.38
TOTAL EXPENDITURES		2,853,800.00	2,927,774.41	182,314.42	(73,974.41)	102.59
NET OF REVENUES & EXPENDITURES		(436,854.00)	(694,908.82)	(179,954.56)	258,054.82	159.07

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
207-000.000-402.000	CURRENT PROPERTY TAX	3,168,649.00	3,174,734.51	0.00	(6,085.51)	100.19
207-000.000-412.000	DELINQUENT PP TAX	100.00	1.32	0.00	98.68	1.32
207-000.000-415.000	CHARGE BACKS/MTT/BOARD OF REVIEW	(500.00)	(495.48)	0.00	(4.52)	99.10
207-000.000-441.000	PERS PROPERTY TAX REIMB - STATE OF MI	6,500.00	9,892.54	0.00	(3,392.54)	152.19
207-000.000-480.000	LIQUOR LICENSE FEES	9,700.00	15,398.90	5,991.70	(5,698.90)	158.75
207-000.000-481.000	SOLICITATION FEES	100.00	70.00	0.00	30.00	70.00
207-000.000-501.000	FEDERAL GRANT REVENUE	2,500.00	0.00	0.00	2,500.00	0.00
207-000.000-628.100	INSPECTION FEES	7,000.00	9,800.00	2,400.00	(2,800.00)	140.00
207-000.000-629.000	GUN PERM/FINGERPRINTS/VIN INSP	200.00	355.50	0.00	(155.50)	177.75
207-000.000-629.100	BREATHALIZER TEST REQUIRED	110.00	110.00	0.00	0.00	100.00
207-000.000-630.200	SALVAGE VEHICLE INSPECTION	200.00	300.00	0.00	(100.00)	150.00
207-000.000-636.000	COPIES/MAPS	1,000.00	1,158.15	10.00	(158.15)	115.82
207-000.000-657.000	ORDINANCE FINES	10,000.00	10,373.44	1,303.85	(373.44)	103.73
207-000.000-664.000	INTEREST REVENUE	3,000.00	3,896.92	0.00	(896.92)	129.90
207-000.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	1,000.00	1,000.00	1,500.00	40.00
207-000.000-676.000	REIMBURSEMENTS & COST RECOVERY	10,000.00	10,125.00	150.00	(125.00)	101.25
207-000.000-676.200	OVERTIME REIMB - OTHER	2,500.00	0.00	0.00	2,500.00	0.00
207-000.000-677.000	SUNDRY	250.00	0.00	0.00	250.00	0.00
207-000.000-678.000	PA302 TRAINING REIMB	1,100.00	(556.11)	0.00	1,656.11	(50.56)
207-000.000-693.000	SALE OF FIXED ASSETS	32,300.00	36,188.75	0.00	(3,888.75)	112.04
207-000.000-699.999	APPROPRIATION FROM SURPLUS	3,990.00	0.00	0.00	3,990.00	0.00
Total Dept 000.000		3,261,199.00	3,272,353.44	10,855.55	(11,154.44)	100.34
TOTAL REVENUES		3,261,199.00	3,272,353.44	10,855.55	(11,154.44)	100.34
Expenditures						
Dept 000.000						
207-000.000-702.000	FULL-TIME EMPLOYEE SALARIES	1,567,000.00	1,584,905.02	126,810.96	(17,905.02)	101.14
207-000.000-702.500	LEAVE TIME PAYOUT	5,000.00	2,053.60	0.00	2,946.40	41.07
207-000.000-704.000	PART-TIME EMPLOYEE SALARIES	34,000.00	32,071.90	3,672.43	1,928.10	94.33
207-000.000-706.000	HOLIDAY PAY	89,500.00	83,639.90	0.00	5,860.10	93.45
207-000.000-709.000	TOWNSHIP FICA	140,000.00	139,628.24	11,168.28	371.76	99.73
207-000.000-712.000	PAY IN LIEU OF MEDICAL INS	4,800.00	3,200.00	250.00	1,600.00	66.67
207-000.000-713.000	OVERTIME	80,000.00	101,532.96	16,013.03	(21,532.96)	126.92
207-000.000-716.000	DEFINED CONTRIBUTION	375,000.00	335,662.02	2,632.55	39,337.98	89.51
207-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	331,800.00	306,914.95	26,115.15	24,885.05	92.50
207-000.000-725.100	LONG/SHORT TERM DISABILITY	9,500.00	7,947.72	1,294.30	1,552.28	83.66
207-000.000-725.200	LIFE INSURANCE	1,500.00	1,148.83	205.62	351.17	76.59
207-000.000-726.500	EQUIPMENT ALLOWANCE	11,200.00	11,200.00	0.00	0.00	100.00
207-000.000-727.000	WORKERS' COMPENSATION	29,000.00	55,764.22	26,824.68	(26,764.22)	192.29
207-000.000-730.000	RETIREE HEALTH INSURANCE	104,000.00	104,000.00	0.00	0.00	100.00
207-000.000-731.000	EDUCATION INCENTIVE BONUS	13,500.00	12,500.00	0.00	1,000.00	92.59
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	13,000.00	19,533.85	924.50	(6,533.85)	150.26
207-000.000-752.100	AMMUNITION	10,000.00	9,974.25	2,135.09	25.75	99.74
207-000.000-756.000	ACCREDITATION EXPENSES	25,000.00	27,477.05	9,364.48	(2,477.05)	109.91
207-000.000-758.000	DIESEL FUEL	250.00	0.00	0.00	250.00	0.00
207-000.000-759.000	VEHICLE FUEL	55,000.00	55,767.25	0.00	(767.25)	101.40
207-000.000-768.000	UNIFORMS/ACCESSORIES	15,000.00	17,343.02	2,598.83	(2,343.02)	115.95
207-000.000-768.500	UNIFORM CLEANING	4,500.00	4,787.50	501.00	(287.50)	104.83
207-000.000-801.000	CONTRACTUAL SERVICES	12,000.00	11,194.14	322.36	805.86	93.28

Item 10.

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	USED
Fund 207 - Police Fund						
Expenditures						
207-000.000-807.000	SWAT TEAM EXPENSES	9,000.00	11,379.42	0.00	(2,379.42)	126.44
207-000.000-807.001	CODE ENFORCEMENT EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
207-000.000-809.000	JANITORIAL SERVICES	11,000.00	2,404.68	0.00	8,595.32	21.86
207-000.000-826.000	LEGAL FEES	10,000.00	8,946.50	965.00	1,053.50	89.47
207-000.000-840.000	LIABILITY/CASUALTY INSURANCE	125,500.00	106,353.36	0.00	19,146.64	84.74
207-000.000-851.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
207-000.000-853.000	PHONE/COMM/INTERNET	15,000.00	12,142.21	1,071.17	2,857.79	80.95
207-000.000-914.000	TUITION REIMBURSEMENT	12,000.00	12,576.75	2,274.00	(576.75)	104.81
207-000.000-916.000	TRAINING	16,500.00	19,654.97	1,577.76	(3,154.97)	119.12
207-000.000-917.000	SEWER USAGE	3,700.00	3,859.19	0.00	(159.19)	104.30
207-000.000-920.000	ELECTRIC	15,000.00	14,542.20	0.00	457.80	96.95
207-000.000-921.000	NATURAL GAS/HEAT	3,500.00	3,022.60	428.54	477.40	86.36
207-000.000-930.002	MAINTENANCE POLICE BUILDING	12,000.00	14,316.01	0.00	(2,316.01)	119.30
207-000.000-930.020	MAINTENANCE - FERTILIZER	500.00	543.72	135.93	(43.72)	108.74
207-000.000-931.000	EQUIPMENT MAINT/REPAIR	2,000.00	1,887.39	40.29	112.61	94.37
207-000.000-932.000	VEHICLE MAINTENANCE	55,000.00	69,494.38	5,685.49	(14,494.38)	126.35
207-000.000-933.000	SOFTWARE MAINTENANCE	24,000.00	50,539.61	1,096.25	(26,539.61)	210.58
207-000.000-933.300	LAW ENFORCEMENT INFO NETWORK	6,000.00	3,331.51	0.00	2,668.49	55.53
207-000.000-955.000	SUNDRY	3,000.00	2,543.61	0.00	456.39	84.79
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	4,700.00	4,633.16	0.00	66.84	98.58
207-000.000-967.000	SPECIAL PROJECTS	20,000.00	24,116.98	1,980.45	(4,116.98)	120.58
207-000.000-967.100	FEDERAL GRANT EXPENDITURES	0.00	25.00	0.00	(25.00)	100.00
207-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	73,500.00	51,717.91	1,630.00	21,782.09	70.36
207-000.000-981.000	CAPITAL EXPENSE - VEHICLE	110,000.00	161,691.10	0.00	(51,691.10)	146.99
Total Dept 000.000		3,463,650.00	3,507,968.68	247,718.14	(44,318.68)	101.28
TOTAL EXPENDITURES		3,463,650.00	3,507,968.68	247,718.14	(44,318.68)	101.28
Fund 207 - Police Fund:						
TOTAL REVENUES		3,261,199.00	3,272,353.44	10,855.55	(11,154.44)	100.34
TOTAL EXPENDITURES		3,463,650.00	3,507,968.68	247,718.14	(44,318.68)	101.28
NET OF REVENUES & EXPENDITURES		(202,451.00)	(235,615.24)	(236,862.59)	33,164.24	116.38

Item 10.

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Revenues						
Dept 000.000						
208-000.000-664.000	INTEREST REVENUE	17,500.00	23,417.67	0.00	(5,917.67)	133.82
208-000.000-699.101	TRANSFER IN 101-OPERATIONS	595,831.00	546,178.38	49,652.58	49,652.62	91.67
208-000.000-699.999	APPROPRIATION FROM SURPLUS	23,220.00	0.00	0.00	23,220.00	0.00
Total Dept 000.000		636,551.00	569,596.05	49,652.58	66,954.95	89.48
Dept 751.000 - Recreation Board						
208-751.000-651.000	PARKS & RECREATION FEES	15,000.00	26,265.30	6,367.72	(11,265.30)	175.10
Total Dept 751.000 - Recreation Board		15,000.00	26,265.30	6,367.72	(11,265.30)	175.10
Dept 820.000 - SENIOR CENTER						
208-820.000-651.001	SENIOR CENTER RENTALS	3,000.00	3,310.00	150.00	(310.00)	110.33
208-820.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	69,000.00	69,000.00	0.00	0.00	100.00
Total Dept 820.000 - SENIOR CENTER		72,000.00	72,310.00	150.00	(310.00)	100.43
TOTAL REVENUES		723,551.00	668,171.35	56,170.30	55,379.65	92.35
Expenditures						
Dept 751.000 - Recreation Board						
208-751.000-702.000	FULL-TIME EMPLOYEE SALARIES	42,200.00	37,306.09	3,245.72	4,893.91	88.40
208-751.000-704.000	PART-TIME EMPLOYEE SALARIES	7,180.00	10,790.85	2,614.63	(3,610.85)	150.29
208-751.000-704.100	PER DIEM	3,900.00	1,235.00	260.00	2,665.00	31.67
208-751.000-709.000	TOWNSHIP FICA	3,900.00	3,773.83	468.21	126.17	96.76
208-751.000-716.000	DEFINED CONTRIBUTION	5,500.00	4,974.39	421.94	525.61	90.44
208-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	17,300.00	16,165.86	1,360.05	1,134.14	93.44
208-751.000-725.100	LONG/SHORT TERM DISABILITY	280.00	277.64	44.48	2.36	99.16
208-751.000-725.200	LIFE INSURANCE	100.00	68.37	8.76	31.63	68.37
208-751.000-727.000	WORKERS' COMPENSATION	920.00	1,789.53	875.34	(869.53)	194.51
208-751.000-752.000	SUPPLIES & SMALL EQUIPMENT	3,600.00	1,710.54	732.86	1,889.46	47.52
208-751.000-758.000	DIESEL FUEL	2,000.00	2,119.06	605.58	(119.06)	105.95
208-751.000-826.000	LEGAL FEES	500.00	34.00	0.00	466.00	6.80
208-751.000-840.000	LIABILITY/CASUALTY INSURANCE	900.00	865.47	0.00	34.53	96.16
208-751.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	0.00	0.00	500.00	0.00
208-751.000-900.100	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
208-751.000-910.000	PROFESSIONAL DEVELOPMENT	2,500.00	1,984.24	0.00	515.76	79.37
208-751.000-917.000	SEWER USAGE	650.00	645.40	0.00	4.60	99.29
208-751.000-919.000	TRASH DISPOSAL	2,200.00	2,083.90	206.10	116.10	94.72
208-751.000-920.000	ELECTRIC	2,500.00	3,708.65	0.00	(1,208.65)	148.35
208-751.000-921.000	NATURAL GAS/HEAT	100.00	0.00	0.00	100.00	0.00
208-751.000-930.005	MAINTENANCE PARK FACILITIES	100,000.00	24,435.24	2,281.28	75,564.76	24.44
208-751.000-930.015	RESERVE FOR PARKS MAINTENANCE	4,500.00	4,500.00	0.00	0.00	100.00
208-751.000-930.020	SPORTS FIELD MAINTENANCE	15,000.00	23,176.58	4,546.50	(8,176.58)	154.51
208-751.000-930.200	PLAYGROUND MAINTENANCE & REPAIR	5,000.00	0.00	0.00	5,000.00	0.00
208-751.000-930.300	PLAYGROUND & ADULT WORKOUT RESERVE	1,000.00	0.00	0.00	1,000.00	0.00
208-751.000-942.000	PORTABLE TOILETS	30,000.00	22,967.12	2,540.24	7,032.88	
208-751.000-943.000	TOWNSHIP COMMUNITY EVENTS	7,500.00	5,644.13	(775.87)	1,855.87	
208-751.000-946.000	ENGINEERING & PLANNING SERVICES	20,000.00	0.00	0.00	20,000.00	

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
208-751.000-955.000	SUNDRY	2,000.00	67.50	0.00	1,932.50	3.38
208-751.000-955.278	EVERY CHILD SHALL PLAY SCHOLARSHIP	500.00	375.00	0.00	125.00	75.00
208-751.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	750.00	870.00	775.00	(120.00)	116.00
208-751.000-967.600	WINKELHAUS PARK	1,000.00	763.20	763.20	236.80	76.32
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	5,548.41	23.78	44,451.59	11.10
208-751.000-975.300	GRANT MATCH	260,000.00	2,473.00	2,473.00	257,527.00	0.95
208-751.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	25,000.00	1,925.00	1,925.00	23,075.00	7.70
Total Dept 751.000 - Recreation Board		620,480.00	182,278.00	25,395.80	438,202.00	29.38
Dept 800.000 - LAKELAND TRAIL						
208-800.000-826.000	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
208-800.000-840.000	LIABILITY/CASUALTY INSURANCE	250.00	167.32	0.00	82.68	66.93
208-800.000-920.000	ELECTRIC	300.00	153.72	0.00	146.28	51.24
208-800.000-938.000	LAKELAND TRAIL MAINTENANCE	50,000.00	1,599.07	153.90	48,400.93	3.20
208-800.000-938.500	LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	100.00
208-800.000-942.000	PORTABLE TOILETS	22,000.00	22,384.92	1,722.90	(384.92)	101.75
208-800.000-955.000	SUNDRY	500.00	0.00	0.00	500.00	0.00
208-800.000-975.300	GRANT MATCH	20,000.00	0.00	0.00	20,000.00	0.00
208-800.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 800.000 - LAKELAND TRAIL		98,550.00	25,305.03	1,876.80	73,244.97	25.68
Dept 820.000 - SENIOR CENTER						
208-820.000-702.000	FULL-TIME EMPLOYEE SALARIES	61,365.00	55,844.00	4,856.00	5,521.00	91.00
208-820.000-704.000	PART-TIME EMPLOYEE SALARIES	52,500.00	48,295.77	5,092.69	4,204.23	91.99
208-820.000-709.000	TOWNSHIP FICA	8,800.00	8,008.76	764.90	791.24	91.01
208-820.000-713.000	OVERTIME	250.00	0.00	0.00	250.00	0.00
208-820.000-716.000	DEFINED CONTRIBUTION	8,100.00	7,508.18	631.28	591.82	92.69
208-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	24,700.00	23,094.06	1,942.93	1,605.94	93.50
208-820.000-725.100	LONG/SHORT TERM DISABILITY	350.00	316.39	28.24	33.61	90.40
208-820.000-725.200	LIFE INSURANCE	81.00	56.16	12.50	24.84	69.33
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	6,000.00	6,253.56	244.00	(253.56)	104.23
208-820.000-801.000	CONTRACTUAL SERVICES	22,000.00	20,126.00	1,981.50	1,874.00	91.48
208-820.000-804.000	SENIOR PROGRAMS	9,000.00	9,338.92	722.39	(338.92)	103.77
208-820.000-840.000	LIABILITY/CASUALTY INSURANCE	2,700.00	2,512.34	0.00	187.66	93.05
208-820.000-853.000	PHONE/COMM/INTERNET	4,100.00	4,007.11	337.30	92.89	97.73
208-820.000-900.200	NEWSLETTER/PUBLICATIONS	1,000.00	126.00	0.00	874.00	12.60
208-820.000-910.000	PROFESSIONAL DEVELOPMENT	1,000.00	75.00	0.00	925.00	7.50
208-820.000-917.000	SEWER USAGE	1,750.00	1,820.01	0.00	(70.01)	104.00
208-820.000-919.000	TRASH DISPOSAL	2,000.00	1,936.00	176.00	64.00	96.80
208-820.000-920.000	ELECTRIC	4,500.00	5,206.65	0.00	(706.65)	115.70
208-820.000-921.000	NATURAL GAS/HEAT	3,000.00	2,305.61	107.49	694.39	76.85
208-820.000-930.001	MAINTENANCE COMM CENTER	55,500.00	58,146.35	1,687.64	(2,646.35)	104.77
208-820.000-930.020	MAINTENANCE - FERTILIZER	500.00	543.72	135.93	(43.72)	108.74
208-820.000-931.000	EQUIPMENT MAINT/REPAIR	7,000.00	6,397.02	0.00	602.98	91.39
208-820.000-937.000	IMPROVEMENTS	2,000.00	3,000.00	3,000.00	(1,000.00)	150.00
208-820.000-955.000	SUNDRY	1,000.00	366.66	0.00	633.34	36.67
208-820.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	750.00	1,205.24	0.00	(455.24)	160.70
208-820.000-975.300	GRANT MATCH	7,000.00	6,651.50	0.00	348.50	
208-820.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	33,500.00	38,062.60	0.00	(4,562.60)	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

Item 10.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL Expenditures						
Total Dept 820.000 - SENIOR CENTER		320,446.00	311,203.61	21,720.79	9,242.39	97.12
TOTAL EXPENDITURES		1,039,476.00	518,786.64	48,993.39	520,689.36	49.91
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES		723,551.00	668,171.35	56,170.30	55,379.65	92.35
TOTAL EXPENDITURES		1,039,476.00	518,786.64	48,993.39	520,689.36	49.91
NET OF REVENUES & EXPENDITURES		(315,925.00)	149,384.71	7,176.91	(465,309.71)	47.28

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000 - SEWER OPERATING						
590-527.000-653.000	O&M USAGE FEES	1,743,552.00	1,350,889.33	180,476.05	392,662.67	77.48
590-527.000-653.001	O&M LATE PENALTY	25,000.00	7,928.26	1,142.81	17,071.74	31.71
590-527.000-653.002	ADMIN FEE FOR DELINQ ON TAXES	22,700.00	22,431.92	0.00	268.08	98.82
590-527.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	14,000.00	11,631.48	0.00	2,368.52	83.08
590-527.000-667.000	RENTAL INCOME	18,500.00	18,763.52	1,717.91	(263.52)	101.42
590-527.000-676.000	REIMBURSEMENTS & COST RECOVERY	32,000.00	46,927.49	4,859.11	(14,927.49)	146.65
590-527.000-677.000	SUNDRY	2,500.00	300.00	0.00	2,200.00	12.00
590-527.000-693.000	SALE OF FIXED ASSETS	0.00	4,335.00	0.00	(4,335.00)	100.00
590-527.000-699.999	APPROPRIATION FROM SURPLUS	352,800.00	0.00	0.00	352,800.00	0.00
Total Dept 527.000 - SEWER OPERATING		2,211,052.00	1,463,207.00	188,195.88	747,845.00	66.18
Dept 537.000						
590-537.000-637.300	PORTAGE MONTHLY SEWER OP	75,600.00	80,863.31	6,858.91	(5,263.31)	106.96
590-537.000-637.400	PORTAGE ADD'L FEES	10,000.00	27,249.50	3,495.40	(17,249.50)	272.50
Total Dept 537.000		85,600.00	108,112.81	10,354.31	(22,512.81)	126.30
Dept 538.000						
590-538.000-607.000	NON-TAX ADMIN FEE	5,000.00	3,800.00	0.00	1,200.00	76.00
590-538.000-620.200	GRINDER PUMP INSTALLATION	250,000.00	69,166.52	0.00	180,833.48	27.67
590-538.000-626.000	Reinsp/inspection/easement/lgl	400.00	0.00	0.00	400.00	0.00
590-538.000-640.000	APPLICATION FEES - SEWERS	5,000.00	4,600.00	600.00	400.00	92.00
590-538.000-642.100	TAP FEE	263,000.00	199,250.00	0.00	63,750.00	75.76
590-538.000-644.100	MAIN LINE EXTENSION	58,000.00	147,947.61	0.00	(89,947.61)	255.08
590-538.000-646.200	GRINDER PUMP PURCHASE	102,000.00	46,260.00	0.00	55,740.00	45.35
590-538.000-646.300	REVENUE SALE OF GRINDER PUMPS	5,000.00	0.00	0.00	5,000.00	0.00
590-538.000-664.002	INTEREST REVENUE - CAPITAL ACCTS	28,500.00	67,658.18	0.00	(39,158.18)	237.40
Total Dept 538.000		716,900.00	538,682.31	600.00	178,217.69	75.14
Dept 539.000						
590-539.000-472.000	SPECIAL ASSESSMENT REVENUE	100,000.00	1,525.89	0.00	98,474.11	1.53
590-539.000-654.000	WWTP DEBT FEE	607,968.00	470,836.90	62,911.02	137,131.10	77.44
590-539.000-654.001	WWTP DEBT LATE PENALTY	12,000.00	2,873.19	409.45	9,126.81	23.94
590-539.000-664.003	INTEREST REVENUE SAD'S & OTHER	29,500.00	55,165.66	0.00	(25,665.66)	187.00
Total Dept 539.000		749,468.00	530,401.64	63,320.47	219,066.36	70.77
Dept 540.000						
590-540.000-620.100	WATER METER INSTALLATION	300.00	100.00	0.00	200.00	33.33
590-540.000-637.500	WATER CONNECTION ADM FEE	2,100.00	700.00	0.00	1,400.00	33.33
590-540.000-654.500	WATER CHARGE O&M	35,000.00	38,496.72	0.00	(3,496.72)	109.99
590-540.000-654.501	WATER CHARGE PENALTY (10%)	500.00	195.09	34.79	304.91	39.02
590-540.000-664.001	INTEREST REVENUE - O&M ACCOUNTS	200.00	(76.41)	0.00	276.41	(38.21)
Total Dept 540.000		38,100.00	39,415.40	34.79	(1,315.40)	154

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
TOTAL REVENUES		3,801,120.00	2,679,819.16	262,505.45	1,121,300.84	70.50
Expenditures						
Dept 527.000 - SEWER OPERATING						
590-527.000-702.000	FULL-TIME EMPLOYEE SALARIES	540,500.00	477,008.84	41,847.32	63,491.16	88.25
590-527.000-702.500	LEAVE TIME PAYOUT	2,600.00	2,570.00	0.00	30.00	98.85
590-527.000-704.000	PART-TIME EMPLOYEE SALARIES	23,000.00	12,182.91	1,168.06	10,817.09	52.97
590-527.000-704.100	PER DIEM	1,800.00	780.00	130.00	1,020.00	43.33
590-527.000-709.000	TOWNSHIP FICA	49,000.00	42,233.20	3,630.47	6,766.80	86.19
590-527.000-712.000	PAY IN LIEU OF MEDICAL INS	3,000.00	2,750.00	250.00	250.00	91.67
590-527.000-713.000	OVERTIME	47,500.00	41,359.40	2,240.67	6,140.60	87.07
590-527.000-716.000	DEFINED CONTRIBUTION	62,000.00	61,294.99	5,008.64	705.01	98.86
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	118,800.00	104,456.04	8,786.49	14,343.96	87.93
590-527.000-725.100	LONG/SHORT TERM DISABILITY	3,400.00	3,048.10	497.08	351.90	89.65
590-527.000-725.200	LIFE INSURANCE	670.00	505.07	90.62	164.93	75.38
590-527.000-727.000	WORKERS' COMPENSATION	4,250.00	8,232.92	4,013.33	(3,982.92)	193.72
590-527.000-728.000	ON-CALL COMPENSATION	23,000.00	13,590.00	1,650.00	9,410.00	59.09
590-527.000-751.100	GRINDER PUMP PARTS	325,000.00	312,424.85	20,617.00	12,575.15	96.13
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	25,000.00	35,925.31	5,214.87	(10,925.31)	143.70
590-527.000-758.000	DIESEL FUEL	2,000.00	915.27	(211.53)	1,084.73	45.76
590-527.000-759.000	VEHICLE FUEL	15,000.00	14,013.20	1,841.67	986.80	93.42
590-527.000-768.000	UNIFORMS/ACCESSORIES	5,000.00	3,347.62	0.00	1,652.38	66.95
590-527.000-801.000	CONTRACTUAL SERVICES	14,500.00	14,514.20	194.20	(14.20)	100.10
590-527.000-826.000	LEGAL FEES	5,000.00	391.00	0.00	4,609.00	7.82
590-527.000-840.000	LIABILITY/CASUALTY INSURANCE	28,500.00	28,453.98	0.00	46.02	99.84
590-527.000-843.000	MISC MEDICAL EXPENSES	2,500.00	4,147.71	0.00	(1,647.71)	165.91
590-527.000-851.000	POSTAGE	8,000.00	9,665.93	468.43	(1,665.93)	120.82
590-527.000-853.000	PHONE/COMM/INTERNET	13,000.00	12,106.18	325.60	893.82	93.12
590-527.000-861.000	MILEAGE	500.00	144.72	0.00	355.28	28.94
590-527.000-900.000	LEGAL NOTICES/ADVERTISING	500.00	300.00	60.00	200.00	60.00
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	6,000.00	3,091.35	95.00	2,908.65	51.52
590-527.000-917.500	TREATMENT EXPENSE	125,000.00	136,745.50	0.00	(11,745.50)	109.40
590-527.000-920.000	ELECTRIC	27,000.00	22,880.63	2,593.36	4,119.37	84.74
590-527.000-921.000	NATURAL GAS/HEAT	4,000.00	2,921.27	115.29	1,078.73	73.03
590-527.000-930.006	BLDG MAINT-ENT @ LRG (RENTAL HOME)	12,400.00	12,400.00	0.00	0.00	100.00
590-527.000-930.010	SEWER MAINTENANCE GARAGE	2,000.00	3,484.97	0.00	(1,484.97)	174.25
590-527.000-930.011	ENTERPRISE POLE BARN (ORIGINAL)	1,000.00	1,121.00	221.00	(121.00)	112.10
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	2,500.00	2,253.14	200.00	246.86	90.13
590-527.000-932.000	VEHICLE MAINTENANCE	8,000.00	8,712.11	670.18	(712.11)	108.90
590-527.000-933.000	SOFTWARE MAINTENANCE	2,000.00	822.94	0.00	1,177.06	41.15
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	150,000.00	169,186.43	679.97	(19,186.43)	112.79
590-527.000-934.200	GRINDER PUMP REPLACEMENT	186,000.00	311,270.25	21,959.00	(125,270.25)	167.35
590-527.000-946.000	ENGINEERING SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
590-527.000-955.000	SUNDRY	5,300.00	6,631.01	1,613.23	(1,331.01)	125.11
590-527.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	2,500.00	4,227.91	0.00	(1,727.91)	169.12
590-527.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	2,500.00	21,045.61	561.58	(18,545.61)	841.82
590-527.000-981.000	CAPITAL EXPENSE - VEHICLE	70,000.00	67,588.00	0.00	2,412.00	96.55
590-527.000-999.101	TRANSFER OUT GENERAL FUND	57,500.00	52,708.37	4,791.67	4,791.63	91.67
Total Dept 527.000 - SEWER OPERATING		1,992,720.00	2,033,451.93	131,323.20	(40,731.93)	

Dept 537.000

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	20,000.00	26,474.47	7,353.01	(6,474.47)	132.37
590-537.000-753.000	CHEMICALS	50,000.00	38,870.06	5,643.88	11,129.94	77.74
590-537.000-758.000	DIESEL FUEL	1,000.00	830.55	0.00	169.45	83.06
590-537.000-853.000	PHONE/COMM/INTERNET	300.00	272.97	0.00	27.03	90.99
590-537.000-917.600	SLUDGE REMOVAL EXPENSE WWTP	60,000.00	76,454.95	0.00	(16,454.95)	127.42
590-537.000-919.000	TRASH DISPOSAL	1,500.00	1,471.94	145.58	28.06	98.13
590-537.000-920.000	ELECTRIC	78,000.00	81,285.54	9,422.08	(3,285.54)	104.21
590-537.000-921.000	NATURAL GAS/HEAT	30,000.00	34,768.76	3,275.42	(4,768.76)	115.90
590-537.000-930.007	BUILDING MAINTENANCE - WWTP	3,800.00	3,720.55	0.00	79.45	97.91
590-537.000-931.000	EQUIPMENT MAINT/REPAIR	13,000.00	13,972.22	0.00	(972.22)	107.48
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	54,500.00	56,269.25	830.46	(1,769.25)	103.25
590-537.000-946.000	ENGINEERING SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
590-537.000-952.000	LAB ANALYSIS - WWTP	13,000.00	11,976.00	705.00	1,024.00	92.12
590-537.000-952.100	LAB ANALYSIS FEES - PORTAGE	10,000.00	11,335.00	496.00	(1,335.00)	113.35
590-537.000-955.000	SUNDRY	250.00	0.00	0.00	250.00	0.00
590-537.000-955.100	ANNUAL GRNDWATER DISCHARGE FEE	9,000.00	8,955.58	0.00	44.42	99.51
590-537.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	245,000.00	240,967.00	0.00	4,033.00	98.35
Total Dept 537.000		591,350.00	607,624.84	27,871.43	(16,274.84)	102.75
Dept 538.000						
590-538.000-946.000	ENGINEERING SERVICES	1,700.00	1,700.00	0.00	0.00	100.00
590-538.000-946.100	ENGINEERING SERVICES - FREEDOM RIVER	0.00	11,866.00	0.00	(11,866.00)	100.00
590-538.000-955.000	SUNDRY	1,000.00	660.00	0.00	340.00	66.00
590-538.000-999.101	TRANSFER OUT G/F ADMIN FEE	57,500.00	52,708.37	4,791.67	4,791.63	91.67
Total Dept 538.000		60,200.00	66,934.37	4,791.67	(6,734.37)	111.19
Dept 539.000						
590-539.000-991.000	DEBT SERVICE - PRINCIPAL	525,000.00	4,280.40	0.00	520,719.60	0.82
590-539.000-992.000	INTEREST EXPENSE	130,000.00	108,079.08	18,305.00	21,920.92	83.14
590-539.000-993.000	AGENT FEES	1,200.00	860.00	0.00	340.00	71.67
Total Dept 539.000		656,200.00	113,219.48	18,305.00	542,980.52	17.25
Dept 540.000						
590-540.000-917.900	WATER PURCHASE CITY OF BRIGHTON	40,000.00	51,468.24	0.00	(11,468.24)	128.67
Total Dept 540.000		40,000.00	51,468.24	0.00	(11,468.24)	128.67
TOTAL EXPENDITURES		3,340,470.00	2,872,698.86	182,291.30	467,771.14	86.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		3,801,120.00	2,679,819.16	262,505.45	1,121,300.84	70.50
TOTAL EXPENDITURES		3,340,470.00	2,872,698.86	182,291.30	467,771.14	
NET OF REVENUES & EXPENDITURES		460,650.00	(192,879.70)	80,214.15	653,529.70	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

Item 10.

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 591 - WATER DEBT SERVICE FUND						
Revenues						
Dept 000.000						
591-000.000-472.000	SPECIAL ASSESSMENT REVENUE	85,000.00	75,985.60	0.00	9,014.40	89.39
591-000.000-654.503	LCWA-WATER CONNECTION FEES	20,000.00	0.00	0.00	20,000.00	0.00
591-000.000-664.000	INTEREST REVENUE	9,675.00	28,030.02	0.00	(18,355.02)	289.72
591-000.000-677.000	SUNDRY	0.00	65,000.00	0.00	(65,000.00)	100.00
591-000.000-699.101	TRANSFER IN GENERAL CAPITAL	154,000.00	141,166.74	12,833.34	12,833.26	91.67
Total Dept 000.000		268,675.00	310,182.36	12,833.34	(41,507.36)	115.45
TOTAL REVENUES		268,675.00	310,182.36	12,833.34	(41,507.36)	115.45
Expenditures						
Dept 000.000						
591-000.000-991.000	DEBT SERVICE - PRINCIPAL	200,000.00	200,000.00	0.00	0.00	100.00
591-000.000-992.000	INTEREST EXPENSE	54,050.00	54,550.00	0.00	(500.00)	100.93
591-000.000-993.000	AGENT FEES	1,700.00	1,025.00	0.00	675.00	60.29
Total Dept 000.000		255,750.00	255,575.00	0.00	175.00	99.93
TOTAL EXPENDITURES		255,750.00	255,575.00	0.00	175.00	99.93
Fund 591 - WATER DEBT SERVICE FUND:						
TOTAL REVENUES		268,675.00	310,182.36	12,833.34	(41,507.36)	115.45
TOTAL EXPENDITURES		255,750.00	255,575.00	0.00	175.00	99.93
NET OF REVENUES & EXPENDITURES		12,925.00	54,607.36	12,833.34	(41,682.36)	422.49
TOTAL REVENUES - ALL FUNDS						
		17,265,929.00	15,048,987.98	815,180.41	2,216,941.02	87.16
TOTAL EXPENDITURES - ALL FUNDS						
		17,238,084.00	15,832,826.08	980,239.02	1,405,257.92	91.85
NET OF REVENUES & EXPENDITURES		27,845.00	(783,838.10)	(165,058.61)	811,683.10	2,815.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 05/01/2024 TO 05/31/2024
 FUND: ALL FUNDS
 CASH ACCOUNTS

Item 10.

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund 101 General Fund					
002.000	CASH/SAVINGS	4,301,347.96	2,889,043.50	291,926.30	6,898,465.16
002.100	ARPA FUNDING	2,285,711.74	0.00	2,279,602.40	6,109.34
002.179	TPA HEALTH CARE REIMB	4,125.19	10,500.00	9,332.35	5,292.84
002.200	ESCROW PERFORMANCE BONDS	125,670.75	0.00	0.00	125,670.75
002.279	ZONING REVIEW ESCROW	79,981.81	579.30	210.00	80,351.11
002.701	CASH 701 FUND	0.00	0.00	0.00	0.00
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
008.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	42,980.39	0.00	0.00	42,980.39
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,339.00	0.00	0.00	27,339.00
	General Fund	6,867,906.84	2,900,122.80	2,581,071.05	7,186,958.59
Fund 151 CEMETERY TRUST FUND					
003.005	RESTRICTED CEMETERY TRUST	8,078.43	58.66	0.00	8,137.09
Fund 204 Road Fund					
002.000	CASH/SAVINGS	1,284,302.76	13,209.04	0.00	1,297,511.80
Fund 206 Fire Fund					
002.000	CASH/SAVINGS	647,814.28	6,020.84	146,039.47	507,795.65
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	648,114.28	6,020.84	146,039.47	508,095.65
Fund 207 Police Fund					
002.000	CASH/SAVINGS	372,271.26	11,645.32	274,372.20	109,544.38
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	372,471.26	11,645.32	274,372.20	109,744.38
Fund 208 SENIORS, PARKS, LL TRAIL					
002.000	CASH/SAVINGS	671,941.48	77,630.93	56,511.15	693,061.26
Fund 211 Act 302 Training Fund					
002.000	CASH/SAVINGS	3,464.35	20.84	595.00	2,890.19
Fund 213 PA1 TRAINING					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
002.000	CASH/SAVINGS	3,904.82	28.36	0.00	3,933.18
Fund 245 Public/Capital Improvements					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD					
002.000	CASH/SAVINGS	189,473.17	1,375.94	0.00	190,849.11
Fund 265 Drug Enforcement Fund					
002.000	CASH/SAVINGS	2,697.63	13.79	0.00	2,711.42
002.003	FEDERAL FORFEITURE FUNDS	1,083.60	0.00	0.00	1,083.60
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	3,923.46	13.79	0.00	3,937.25
Fund 272 Rustic/Lake Pointe Road SAD					
002.000	CASH/SAVINGS	6,441.25	43.51	450.00	6,034.76
Fund 273 Scott Drive ROAD SAD					
002.000	CASH/SAVINGS	2,285.35	0.00	1,262.00	1,023.35
Fund 274 Crystal Drive/Beach Rd Maint					
002.000	CASH/SAVINGS	4,783.65	34.74	0.00	4,818.39

158

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 05/01/2024 TO 05/31/2024
 FUND: ALL FUNDS
 CASH ACCOUNTS

Item 10.

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund 275 002.000	Norene Ct/Peary Dr SAD - Rd Mn CASH/SAVINGS	5,564.83	30.79	1,325.00	4,270.62
Fund 276 002.000	Community Dr SAD - Road Maint CASH/SAVINGS	2,749.26	19.96	0.00	2,769.22
Fund 277 002.000	Edgelake/Burton Drive SAD CASH/SAVINGS	1,240.62	0.00	0.00	1,240.62
Fund 278 002.000	Downing Drive SAD CASH/SAVINGS	2,520.23	18.30	0.00	2,538.53
Fund 279 002.000	Riverside/Century/Lagoon SAD CASH/SAVINGS	13,419.66	11.33	11,860.00	1,570.99
Fund 280 002.000	Island Shore/Schlenker SAD CASH/SAVINGS	3,327.96	11.24	1,780.00	1,559.20
Fund 281 002.000	Campbell Drive SAD CASH/SAVINGS	4,551.38	23.03	1,380.00	3,194.41
Fund 282 002.000	Mumford Park Lighting SAD CASH/SAVINGS	541.49	0.00	309.02	232.47
Fund 283 002.000	KINGSTON DRIVE MAINTENANCE SAD CASH/SAVINGS	13,465.84	90.16	1,050.00	12,506.00
Fund 284 002.000	Winans Drive SAD CASH/SAVINGS	6,766.44	46.23	400.00	6,412.67
Fund 285 002.000 003.497	STRAWBERRY INDIANOLA IMP SAD (3129) CASH/SAVINGS S'BERRY INDIANOLA DEBT CASH	(6,152.14) 107,604.33	1,086.82 744.63	0.00 0.00	(5,065.32) 108,348.96
	STRAWBERRY INDIANOLA IMP SAD (3129)	101,452.19	1,831.45	0.00	103,283.64
Fund 286 002.000	SHAN-GRI-LA AQUATIC WEED CONTROL CASH/SAVINGS	3,102.20	22.53	0.00	3,124.73
Fund 287 002.000 003.499	DOWNING DR ROAD IMP SAD CASH/SAVINGS DOWNING DEBT CASH	(3,940.38) 27,419.77	0.00 170.51	0.00 0.00	(3,940.38) 27,590.28
	DOWNING DR ROAD IMP SAD	23,479.39	170.51	0.00	23,649.90
Fund 302 002.000 002.302	Twp FIRE STN Cap Imp Debt Ser CASH/SAVINGS CASH	0.00 94,523.06	0.00 686.42	0.00 0.00	0.00 95,209.48
	Twp FIRE STN Cap Imp Debt Ser	94,523.06	686.42	0.00	95,209.48
Fund 375 002.000 003.908	Mumford Dredging Debt Retirement CASH/SAVINGS 2004 BOND DEBT	0.00 3,621.29	0.00 26.30	0.00 0.00	0.00 3,647.59
	Mumford Dredging Debt Retirement	3,621.29	26.30	0.00	3,647.59
Fund 590 002.000 002.002 002.008 002.590 002.908 003.590 003.905 003.906 003.908	SEWER FUND CASH/SAVINGS WATER RECEIPTS FROM BILLS CASH - INFRASTRUCTURE DEPOSIT SAVINGS - O&M 2004 BOND SERIES CONSTRUCTION SAVINGS - CAP ACTIVITY-ENTERPRS 98 CONTRACT SAD'S RESTRICTED 01 CSAD'S/MA/TOW/GALL-WHT/BCK 2004 BOND DEBT	0.00 80,415.49 0.00 134,260.09 0.00 1,191,621.04 3,729.41 879,417.94 88,169.02	544,960.17 862.40 0.00 182,236.17 0.00 9,255.87 27.08 6,386.25 640.28	544,960.17 1,717.91 0.00 225,171.51 0.00 266.00 0.00 0.00 0.00	0.00 79,559.98 0.00 91,324.75 0.00 1,200,610.91 3,756.49 885,817.94 88,810.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 05/01/2024 TO 05/31/2024
 FUND: ALL FUNDS
 CASH ACCOUNTS

Item 10.

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
003.912	MIDLAND SEWER CONTRACT SAD DEBT	(900.75)	0.00	0.00	(900.75)
003.918	NIMS CONTRACT SAD SEWER CONNECTION	316.23	0.00	0.00	316.23
005.465	WWTP BOND RESERVE	493,007.09	3,580.17	0.00	496,587.26
006.465	WWTP PRINCIPAL/INTER REDEMPTN	744,254.82	64,970.01	22,513.63	786,711.20
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,470,040.17	10,675.30	0.00	1,480,715.47
	SEWER FUND	5,084,330.55	823,593.70	794,629.22	5,113,295.03
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	647,066.61	17,625.47	0.00	664,692.08
003.907	WATER SYSTEM DEBT (Well)	3,834.13	27.84	0.00	3,861.97
003.910	M36 CORRIDOR WATER DISTRICT DEBT	425,886.91	3,092.75	0.00	428,979.66
	WATER DEBT SERVICE FUND	1,076,787.65	20,746.06	0.00	1,097,533.71
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	72,490.80	0.00	0.00	72,490.80
Fund 805	SPECIAL ASSESSMENT CAPITAL PROJECT FUND				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 811	PETTYS ROAD REHAB DISTRICT				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
002.000	CASH/SAVINGS	317,583.38	8,573.74	0.00	326,157.12
002.854	2020 SAD ROAD IMPROVE	861,699.52	1,362.40	0.00	863,061.92
	2020-ROAD SAD FUND	1,179,282.90	9,936.14	0.00	1,189,219.04
Fund 855	BOB WHITE BEACH NORTH RD IM SAD				
002.000	CASH/SAVINGS	(2,160.00)	12,203.85	0.00	10,043.85
Fund 856	FOREST CREEK COURT RD IM SAD				
002.000	CASH/SAVINGS	(1,980.00)	14,248.95	0.00	12,268.95
Fund 857	HILLSIDE LAKES DRIVE ROAD IMP SA (3169)				
002.000	CASH/SAVINGS	13,339.95	96.87	0.00	13,436.82
Fund 858	FOX POINTE BEACH SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(2,220.00)	25,470.97	1,479.00	21,771.97
Fund 860	SHAN-GRI-LA SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(2,290.00)	34,230.28	0.00	31,940.28
Fund 863	ORCHARD VILLAGE SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(2,170.00)	6,762.43	0.00	4,592.43
Fund 864	MARGARET DRIVE RD IM SAD				
002.000	CASH/SAVINGS	(1,920.00)	17,757.80	480.00	15,357.80
Fund 865	RIVER RUN SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(960.00)	12,563.17	960.00	10,643.17
Fund 866	CRYSTAL DR & BEACH SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(1,170.00)	40,985.99	1,394.00	38,421.99
Fund 867	ZUKEY & REDDING DRIVE RD IM SAD				
002.000	CASH/SAVINGS	(960.00)	19,753.28	960.00	17,833.28
Fund 868	TEAHEN MEADOWS SUBDIVISION RD IM SAD				
002.000	CASH/SAVINGS	(960.00)	0.00	840.00	(1,800.00)
Fund 869	MARGARET DR AREA CANAL DREDGING SAD				
002.000	CASH/SAVINGS	(960.00)	0.00	0.00	(960.00)
		25			

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CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
FROM 05/01/2024 TO 05/31/2024
FUND: ALL FUNDS
CASH ACCOUNTS

Item 10.

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
	TOTAL - ALL FUNDS	17,755,898.79	4,051,542.51	3,879,147.11	17,928,294.19

TAB 2

CASH FLOW ANALYSIS/DEBT PAYMENT SCHEDULES

The cash flow analysis is included in tab 2. The cash flow analysis has actual cash flows for May 2024

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

Tab 2 also includes a debt payment schedules for fiscal year 2023-2024.

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

HAMBURG TOWNSHIP
 POOLED CASH
 FY 23/24

Item 10.

CASH INFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
PROPERTY TAXES	-	-	-	-	-	748,426	3,759,696	2,428,694	3	-	368,997	2,825	7,308,640
STATE REVENUE SHARING	-	374,431	-	11,860	441,916	-	431,416	-	393,099	-	-	394,994	2,047,716
CABLE FRANCHISE FEES	-	76,680	-	-	73,369	-	-	71,649	-	-	77,436	-	299,134
INTEREST EARNINGS	59,611	74,203	64,829	35,521	32,780	85,137	52,118	44,113	78,559	74,843	62,242	70,644	734,601
PROPERTY TAX ADMIN FEES	-	15,041	101,678	2,250	-	-	135,872	96,950	-	-	-	-	351,790
OTHER CASH RECEIPTS	408,481	460,856	-	75,604	278,398	383,598	427,513	622,810	367,407	-	326,711	153,812	3,505,190
UTILITY BILL RECEIPTS	233,813	173,299	11,447	249,706	155,998	19,944	235,576	158,038	33,542	240,668	192,616	16,572	1,721,221
NEW SEWER HOOKUPS	35,208	44,199	64,453	6,408	-	-	155,500	90,000	47,188	-	54,659	35,886	533,501
MMRMA LIAB INS EXCESS DIST	-	57,115	-	-	-	-	-	-	-	-	-	-	57,115
FROM FORFEITURE - BUDGETED	-	-	-	-	-	-	-	-	-	-	-	-	-
SAD PAYOFFS	13,394	-	-	994	-	-	6,632	-	4,182	-	-	7,954	33,157
ANNUAL SAD ON TAX BILLS	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Inflows	\$750,507	\$1,275,824	\$242,407	\$382,343	\$982,462	\$1,237,105	\$5,204,322	\$3,512,253	\$923,981	\$315,512	\$1,082,662	\$682,687	\$16,592,064

347,891

CASH OUTFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
MONTHLY PAYROLL	576,215	699,619	467,495	402,177	448,933	507,705	497,472	679,251	473,496	466,247	428,526	449,376	\$6,096,512
BENEFITS	265,037	190,877	163,273	139,478	197,096	174,547	149,635	165,063	169,245	165,464	175,436	162,528	\$2,117,679
AUDIT	-	8,000	21,320	22,835	10,400	10,995	-	-	-	-	-	-	\$73,550
LIABILITY/CASUALTY INSURANCE	132,234	-	-	-	-	132,234	-	-	-	-	-	-	\$264,467
UTILITIES	20,907	23,452	16,169	18,280	18,752	17,284	69,561	39,270	33,432	52,403	38,005	9,998	\$357,512
DUST CONTROL	18,225	10,052	23,933	9,300	1,000	-	870	14,885	665	13,492	1,399	27,984	\$121,806
TREATMENT/SLUDGE HAUL EXP	-	-	-	37,307	-	-	-	39,148	-	-	21,038	-	\$97,492
OTHER EXPENDITURES	435,521	385,725	199,154	592,872	438,064	365,560	332,708	263,655	456,900	258,782	345,855	273,193	\$4,347,988
FUEL	10,166	9,333	13,063	10,739	10,347	9,746	6,902	10,241	12,390	14,802	3,962	10,825	\$122,515
VEHICLE PURCHASE	-	-	71,754	-	-	-	-	-	67,588	-	-	91,448	\$230,790
GRINDER PARTS/PUMP MAINT	29,016	33,251	35,909	96,431	73,500	5,018	9,923	28,886	44,123	4,350	58,313	49,971	\$468,691
CAPITAL EQUIPMENT & IMPROVEMENTS	26,664	66,602	138,593	270,833	567,604	356,238	208,529	371,604	85,679	255,388	946	186,621	\$2,535,302
ROAD IMPROVEMENTS	-	205,774	-	371,777	-	-	-	-	-	-	4,590	-	\$0
DEBT	-	410,056	-	-	-	-	-	527,666	-	-	309,219	17,737	\$1,264,678
Total Cash Outflows	\$1,513,984	\$2,042,741	\$1,297,272	\$1,972,027	\$1,765,697	\$1,579,326	\$1,275,600	\$2,139,670	\$1,343,518	\$1,230,928	\$1,387,288	\$1,279,680	\$18,827,731

SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
Net Cash Flow	(\$763,477)	(\$766,917)	(\$1,054,864)	(\$1,589,684)	(\$783,235)	(\$342,221)	\$3,928,722	\$1,372,582	(\$419,538)	(\$915,416)	(\$304,626)	(\$596,993)	(\$2,235,667)
Beginning cash balance	\$19,012,222	18,248,745	17,481,828	16,426,964	14,837,279	14,054,045	13,711,823	17,640,546	19,013,128	18,593,590	17,678,174	17,373,547	\$19,012,222
Cumulative Net Cash Flow	\$18,248,745	\$17,481,828	\$16,426,964	\$14,837,279	\$14,054,045	\$13,711,823	\$17,640,546	\$19,013,128	\$18,593,590	\$17,678,174	\$17,373,547	\$16,776,555	\$16,776,555
	18,248,745	17,481,828	16,426,964	14,837,279	14,054,045	13,711,823	17,640,546	19,013,128	18,593,590	17,678,174	19,554,580	18,957,587	
	-	-	-	-	-	-	-	-	-	-	(2,181,033)	(2,181,033)	

POOLED CASH:
 GENERAL(101), FIRE(206), POLICE(207), REC(208), ACT 302(211), PUBLIC CAP IMP(245), SEWER O&M, ROAD MAINT SAD, CEMETERY, EQUIPMENT RESERVE, ESCROW, DEBT ACCOUNTS

**HAMBURG TOWNSHIP
DEBT PAYMENT SCHEDULE
FISCAL YEAR 2023-24**

Item 10.

	DEBT ISSUE	INTEREST DUE DATE	PRIN & INTEREST DUE DATE	ADMIN FEE DUE DATE	AMOUNT DUE	principal	interest	PRINCIPAL OUTSTANDING FY 2023-24	Terms
\$1,173,000 Bond Sale	12 REFUNDING (2002 WATER)			4/1/2024				820,000	10/1/2031
	12 REFUNDING (2002 WATER)	4/1/2024			13,400		13,400		
	12 REFUNDING (2002 WATER)		10/1/2023		114,900	100,000	14,900		
\$1,455,000 Bond Sale	2008 WATER SYS PROJ	10/1/2023			13,125		13,125	525,000	4/1/2028
	2008 WATER SYS PROJ			4/1/2024	-				
	2008 WATER SYS PROJ		4/1/2024		115,625	100,000	15,625		
5308-01 Project MFA	2009 ORE LAKE SRF	4/1/2024			5,240		5,240	419,202	10/1/2029
	2009 ORE LAKE SRF		10/1/2023		76,115	70,000	6,115		
\$445,000 SAD Bond Sale	2010 IND/DOWNING	10/1/2023			4,056		4,056	120,000	
	2010 IND/DOWNING	4/1/2024			29,056	25,000	4,056		4/1/2030
5301-01 Project MFA	2010 WWTP IMP		10/1/2023		188,750	170,000	18,750	1,330,000	10/1/2030
	2010 WWTP IMP	4/1/2024			16,625		16,625		
\$4,590,000 Bond Sale	2007 WWTP REFUNDING	7/1/2023			309,219	285,000	24,219	875,000	7/1/2026
	2007 WWTP REFUNDING		1/1/2024		12,495	-	12,495		
\$3,315,000 Bond Sale	Special Assessments	10/1/2023			30,900		30,900	2,060,000	4/1/2030
			4/1/2024		376,000	340,000	36,000		
					1,305,506	1,090,000	215,506	6,149,202	
							1,305,506		Including yearly fees



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TAB 3

PROPERTY TAXES:

Fiscal Year 2023/24:

The 2023/24 tax collection cycle began July 1, 2023 and ended February 29, 2024. All unpaid tax bills on March 1, 2024 were turned over delinquent to the Livingston County Treasurer for further collection efforts. Hamburg Township will no longer be able to collect payments on those tax bills turned over. Any unpaid tax bills must be paid directly to the Livingston County Treasurer.

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

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

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

**Hamburg Township
Fiscal Year 2023-24 Annual Budget
History of Taxable Values**

Item 10.

Property Taxes:

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

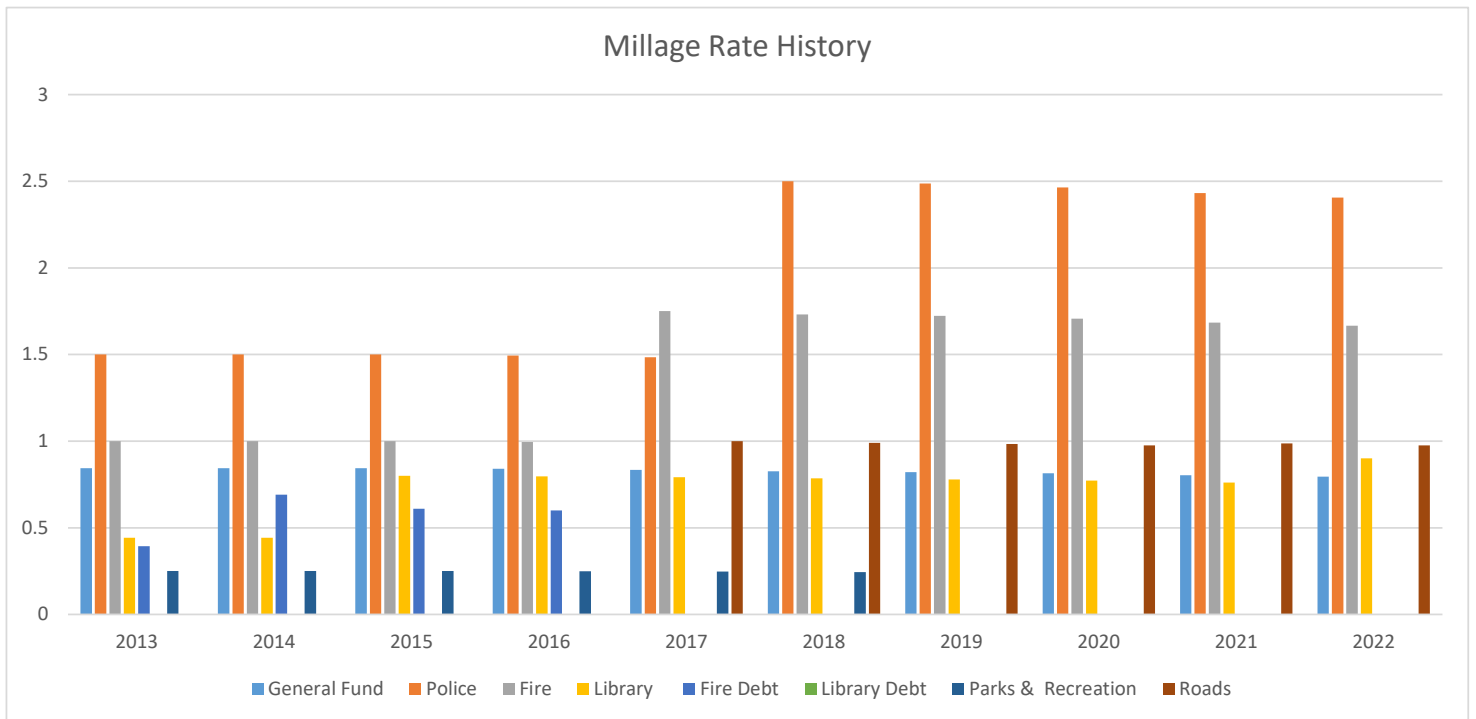
The following shows the history of taxable values of prior years.

Tax Year	Taxable Value
2014	\$ 917,520,530
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304
2022	\$ 1,235,111,138
2023	\$ 1,317,197,164



**Hamburg Township
Fiscal Year 2023-2024 Annual Budget
Millage Rate History
Actual from Fiscal Year 2013 - 2022**

Fiscal Year	General Fund	Police	Fire	Library	Fire Debt	Library Debt	Parks & Recreation	Roads
2013	0.8442	1.5000	1.0000	0.4418	0.3932		0.2500	
2014	0.8442	1.5000	1.0000	0.4418	0.6904		0.2500	
2015	0.8442	1.5000	1.0000	0.8000	0.6100		0.2500	
2016	0.8405	1.4935	0.9957	0.7965	0.6000		0.2489	
2017	0.8349	1.4836	1.7500	0.7912			0.2472	1.0000
2018	0.8262	2.5000	1.7318	0.7859			0.2445	0.9896
2019	0.8217	2.4867	1.7226	0.7787				0.9843
2020	0.8143	2.4645	1.7072	0.7717				0.9755
2021	0.8034	2.4317	1.6844	0.7614				0.9867
2022	0.7948	2.4056	1.6663	0.9000				0.9761



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

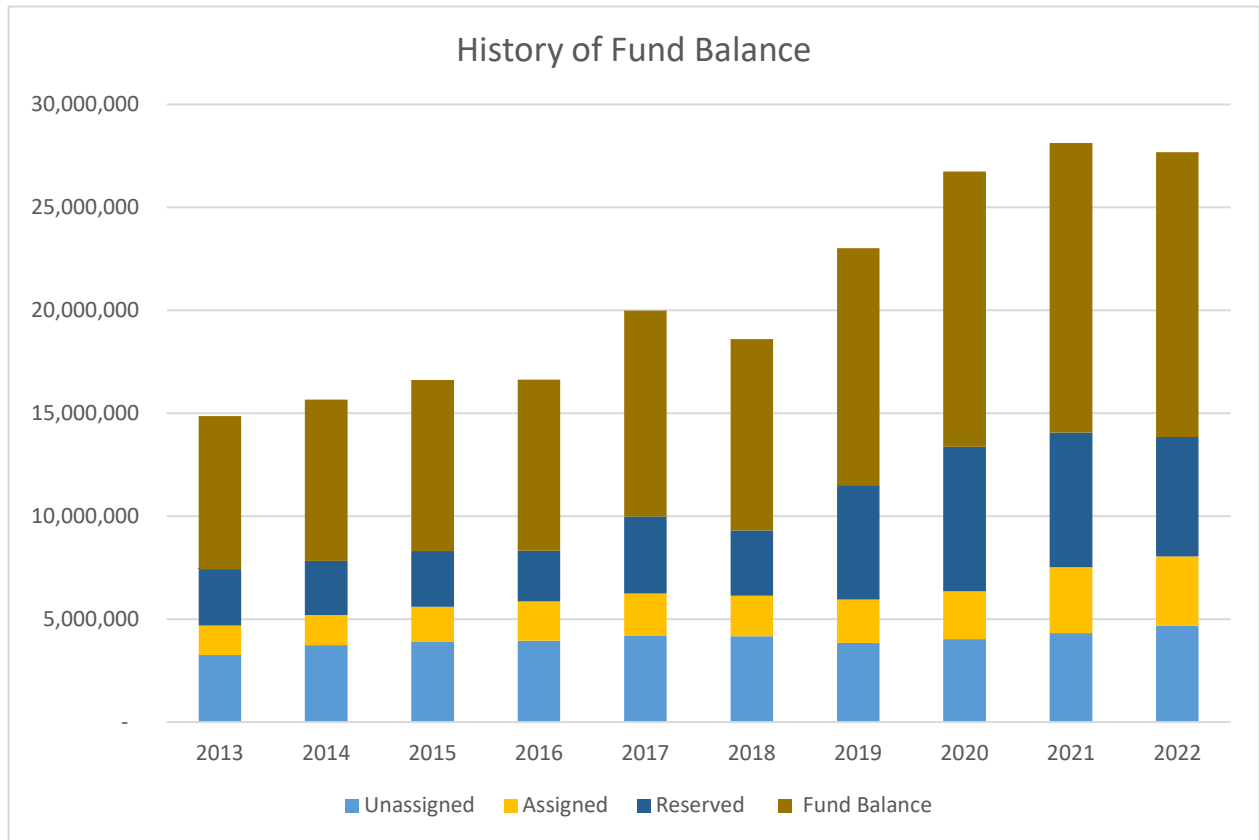
**Hamburg Township
Fiscal Year 2023-24 Annual Budget
History of Fund Balance**

Year End	Unreserved Unassigned	Designated Assigned	Restricted Reserved	Total Fund Balance
2013	3,256,455	1,430,998	2,743,028	7,430,481
2014	3,741,357	1,459,918	2,626,759	7,828,034
2015	3,889,089	1,706,751	2,712,022	8,307,862
2016	3,957,943	1,909,150	2,451,521	8,318,614
2017	4,187,873	2,054,559	3,749,157	9,991,589
2018	4,173,323	1,968,604	3,158,128	9,300,055
2019	3,837,996	2,117,364	5,550,531	11,505,891
2020	4,027,984	2,325,398	7,020,424	13,373,806
2021	4,322,432	3,203,356	6,538,932	14,064,720
2022	4,669,597	3,378,369	5,793,619	13,841,585

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

Unreserved/Unassigned: General Fund

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





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

TAB 4

MONTHLY BANK AND INVESTMENT REPORT:

Fiscal Year 2023/24:

The information in this tab includes:

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

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

Property tax collection season is from July 1 through February 29 of the following year. The Township is the collection point for township, school and county millages. During tax collection season, much of the cash in the pooled account is waiting for distribution to taxing entities outside of the township.

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

Monthly Report 5/31/2024			
BANK	TOTAL BAL		BALANCE VERIFICATION DATE
CIBC	\$1,858,678.06		5/31/2024
CONSUMERS CREDIT UNION	\$245,000.00		5/31/2024
FLAGSTAR	\$2,816,812.88		5/31/2024
FIFTH THIRD BANK	\$593,493.50		5/31/2024
HILLTOP SECURITIES	\$450,000.00		5/31/2024
HORIZON	\$775,049.31		5/31/2024
INDEPENDENT BANK	\$245,000.00		5/31/2024
MICHIGAN CLASS	\$5,787,677.18		5/31/2024
MICHIGAN STATE UNIVERSITY	\$470,089.17		5/31/2024
PFM/GOV MIC	\$1,028,853.58		5/31/2024
RW BAIRD	\$500,000.00		5/31/2024
THE STATE BANK	\$3,212,346.88		5/31/2024
TOTAL	\$17,983,000.56		

CIBC 5/31/2024									
ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
POOLED	EAGLE BANK-CDAR	CDAR	8/24/2023	8/22/2024	5.25%	\$244,156.92	\$1,091.03		\$245,247.95
POOLED	SECURITY FIRST BANK- CDAR	CDAR	8/24/2023	8/22/2024	5.25%	\$15,033.00	\$67.18		\$15,100.18
POOLED	First Business Bank - CDAR	CDAR	9/28/2023	9/26/2024	5.25%	\$14,957.53	\$66.84		\$15,024.37
POOLED	River City Bank - CDAR	CDAR	9/28/2023	9/26/2024	5.25%	\$242,930.95	\$1,085.55		\$244,016.50
POOLED	CD		5/24/2023	5/23/2024	4.90%	\$500,000.00	\$24,840.28		\$0.00
POOLED	CDAR		5/23/2024		5.00%	\$524,840.28			\$0.00
POOLED	First Western Trust Bank		5/23.24	5/22/2025	5.00%	\$235,500.00	\$290.50		\$235,790.50
POOLED	Israel Discount Bank of New York		5/23/2024	5/22/2025	5.00%	\$235,500.00	\$290.50		\$235,790.50
POOLED	Univest Bank and Trust Co.		5/23.24	5/22/2025	5.00%	\$53,840.28	\$66.41		\$53,906.69
POOLED	CD		7/12/2023	7/11/2024	5.25%	\$278,560.78			\$278,560.78
POOLED	AMERICAN NATIONAL BANK & TRUST -CDAR		12/28/2023	12/26/2024	5.05%	\$47,001.74	\$202.01		\$47,203.75
POOLED	CALPRIVATE BANK-CDAR		12/28/2023	12/26/2024	5.05%	\$239,608.00	\$1,029.82		\$240,637.82
POOLED	CATHAY BANK-CDAR		12/28/2023	12/26/2024	5.05%	\$239,608.00	\$1,029.82		\$240,637.82
POOLED	LIBERTY NATIONAL BANK-CDAR		12/28/2023	12/26/2024	5.05%	\$6,732.27	\$28.93		\$6,761.20
							\$30,088.87		\$1,858,678.06

Consumers Credit Union 5/31/2024									
ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
POOLED	CD		5/16/2024	2/16/2025	5.18%	\$245,000.00			\$245,000.00
BANK TOTAL									\$245,000.00

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

Flagstar CDARS CD's									
5/31/2024									
INVESTMENT TYPE / TERM									
	INV NAME		INV/RENEW	MATURITY	INT RATE	PRIOR BALANCE	INT EARNED		CURRENT BAL
2004 SAD CONSTRUCTION	First-Citizens Bank & Trust Company	CDAR-52 WEEK	8/10/2023	8/8/2024	4.81%	\$193,511.07			\$193,511.07
HEY CREEK CONSTRUCTION	American National Bank & Trust	CDAR-52 WEEK	8/17/2023	8/15/2024	4.81%	\$41,705.89			\$41,705.89
HEY CREEK ENGINEERING	CD	CD-12 MONTHS	8/21/2023	8/21/2024	5.08%	\$28,613.50			\$28,613.50
2004 SAD CONSTRUCTION	CD	CD-12 MONTHS	8/22/2023	8/22/2024	5.08%	\$59,390.59			\$59,390.59
POOLED	CD	CD-12 MONTHS	8/22/2023	8/22/2024	5.08%	\$56,201.71			\$56,201.71
2004 SAD CONSTRUCTION	Investar Bank		1/25/2024	7/25/2024	4.88%	\$242,500.00			\$242,500.00
2004 SAD CONSTRUCTION	R Bank		1/25/2024	7/24/2024	4.88%	\$93,143.05			\$93,145.05
POOLED	CD TERMS 269 Days		2/2/2024	10/28/2024	5.03%	\$25,381.92			\$25,381.82
POOLED	CD TERM 269 DAYS		4/8/2024	1/2/2025	5.30%	\$57,942.68			\$57,942.68
POOLED	checking account				2.00%	\$4,543,409.27	\$4,008.02		\$2,005,622.66
PAYROLL	checking account				1.05%	\$18.78			\$18.71
DISBURSEMENT	checking account				1.05%				\$0.00
HEALTH REIMBURSEMENT	reimbursement account				1.05%	\$7,681.64	\$6.45		\$8,855.74
FEDERAL DRUG	savings account				4.15%	\$3,923.46	\$13.79		\$3,923.46
							\$4,028.26		\$2,816,812.88

FIFTH THIRD BANK									
5/31/2024									
ACCOUNT NAME	INV TYPE		INT/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	FEE	CURRENT BAL
Fifth Third Bank	CD		3/19/2024	3/19/2025	5.10%	\$300,000.00			\$300,000.00
United States Treas	Treasury Bill - zero coupon		4/25/2024	9/26/2024	5.25%	\$293,493.50			\$293,493.50
									\$593,493.50

HILLTOP SECURITIES									
5/31/2024									
ACCOUNT NAME	INV TYPE		INT/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	FEE	CURRENT BAL
Ypsilanti MI School Dist Gen Obligation	Bond	987864PS8	10/25/2023	5/1/2024	5.65%	\$198,046.03	\$1,889.00		\$0.00
Federal Home Loan Mtg Corp	Bond	3134GY3S9	9/22/2023	11/22/2024	5.43%	\$250,000.00			\$250,000.00
JP Morgan Chase Bk	Bond	46656M6V8	5/17/2024	4/17/2025	5.45%	\$200,000.00			\$200,000.00
									\$450,000.00

Horizon Bank
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
POOLED	CD		9/26/2023	6/26/2024	5.14%	\$250,000.00			\$250,000.00
POOLED	CDAR		3/28/2024	03/27.2025		\$525,049.31			\$525,049.31
									\$775,049.31

Independent Bank
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
POOLED	CD		5/2/2024	8/19/2024	4.95%	\$245,000.00			\$245,000.00
BANK TOTAL									\$245,000.00

Michigan Class
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE		INT EARNED		CURRENT BAL
POOLED	CASH		MONEY MKT		5.39%		\$ 25,972.26		\$ 5,787,677.18
BANK TOTAL							\$ 25,972.26		\$ 5,787,677.18

Michigan State University Federal Credit Union
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	FEE	CURRENT BAL
Gen Acct - Business Spartan Saver-05	Savings account					\$6.10			\$6.10
POOLED	CD-13 MONTH		5/30/2023	6/30/2024	4.53%	\$211,367.27	\$0.00		\$211,367.27
POOLED	CD-13 month		7/21/2023	8/21/2024	4.92%	\$258,715.80	\$0.00		\$258,715.80
							\$0.00		\$470,089.17

PFM/GovMIC
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
Hamburg Township/GovMIC					5.45%	\$28,727.13	\$126.45		\$28,853.58
POOLED	MILAF TERM - 270 DAYS		8/16/2023	5/10/2024	5.77%	\$1,000,000.00	\$42,092.62		\$0.00
POOLED	MILAF TERM - 270 DAYS		5/10/2024	2/6/2025	5.37%	\$1,000,000.00			\$1,000,000.00
							\$42,219.07		\$1,028,853.58

Robert Baird & Co.
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
POOLED	government AGY BOND /FEDL NATL MTG ASSN		6/5/2023	5/22/2024	5.28%	\$500,000.00			\$500,000.00
									\$500,000.00

The State Bank
5/31/2024

ACCOUNT NAME	INV TYPE		INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED		CURRENT BAL
MONEY MARKET	MONEY MARKET				3.07%	\$0.00			\$0.00
ICS Promo DDA Acct	INSURED CASH SWEEP				4.40%	\$3,200,365.61	\$ 11,981.27		\$3,212,346.88
BANK TOTAL									\$3,212,346.88

V Drive: Treasury / Finance Committee Meetings Info and Bank
 Sheet / Finance Meeting Spreadshett 2023-2024 /

**Hamburg Township
Approved Financial Institutions
Revised 11/17/2022**

Item 10.

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

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

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

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

CIBC
34901 Woodward Avenue
Suite 200
Birmingham, MI 48009

PNC
5290 W. Pierson Rd
Flushing, MI 48433

Comerica Bank
Municipalities Group
PO Box 75000
Detroit, MI 48226

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

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

MSU Federal Credit Union
3777 West Rd
East Lansing MI 48823

First National Bank
101 East Grand River
Howell, MI 48843

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

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

Consumers Credit Union
7200 Elm Valley Drive
Kalamazoo, MI 49009

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

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

Level One
32991 Hamilton Ct
Farmington Hills, MI 48334

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

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

Horizon Bank
2555 Crooks Road
Suite 100
Troy, MI 48084



10405 Merrill Item 10.
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

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

TAB 5

FIVE-YEAR FORECAST

Tab 5 is the five-year forecast for the Township, which was updated in June 2023.

**HAMBURG TOWNSHIP
GENERAL FUND FINANCIAL PROJECTION**

	ACTUAL FY 2019/20	ACTUAL FY 2020/21	ACTUAL FY 2021/22	BUDGETED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29
REVENUES:										
PROPERTY TAXES	885,813	921,075	943,992	981,700	1,046,908	1,067,846	1,089,203	1,110,987	1,133,207	1,155,871
PROP TAX ADMIN FEE	338,157	351,112	492,124	495,000	380,000	387,600	395,352	403,259	411,324	419,551
STATE SHARED REVENUE	1,889,284	2,227,926	2,367,409	2,276,972	2,421,991	2,470,431	2,519,839	2,570,236	2,621,641	2,674,074
CABLE FRANCHISE FEE	345,266	336,447	341,152	341,152	350,000	350,000	350,000	350,000	350,000	350,000
ADMIN FEE FROM SEWER FUND	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000
INTEREST REVENUE	88,591	3,032	20,182	20,000	165,000	20,000	20,000	20,000	20,000	20,000
ALL OTHER	278,791	158,902	24,443	1,423,706	141,050	275,000	277,750	280,528	283,333	286,166
TOTAL REVENUES & TRANSFERS	3,940,902	4,113,494	4,304,302	5,653,530	4,619,949	4,685,877	4,767,145	4,850,010	4,934,505	5,020,662
EXPENDITURES:										
SALARIES AND WAGES	1,564,477	1,619,670	1,467,510	1,500,871	1,407,600	1,477,980	1,551,879	1,629,473	1,710,947	1,796,494
HEALTH INSURANCE	286,945	328,193	277,392	297,790	307,200	328,704	351,713	376,333	402,677	430,864
RETIREMENT	141,274	243,389	121,916	117,780	136,400	143,220	150,381	157,900	165,795	174,085
FICA	121,920	125,187	110,624	115,213	110,750	113,065	118,719	124,655	130,887	137,432
OTHER PERSONNEL COSTS	7,829	7,986	8,145	8,308	13,700	13,974	14,253	14,539	14,829	15,126
OTHER OPERATING COSTS	852,536	777,014	1,144,441	3,530,642	1,639,667	1,721,651	1,807,733	1,898,120	1,993,026	2,092,677
TRANSFER TO POLICE OPERATING	250,000	250,000	250,000	-	-	-	-	-	-	-
TRANSFER TO PARKS - OPERATING	450,363	423,120	515,868	400,000	595,831	420,000	420,000	420,000	420,000	420,000
TOTAL EXPENDITURES	\$ 3,697,345	\$ 3,796,558	\$ 3,917,896	\$ 5,970,604	\$ 4,211,148	\$ 4,218,594	\$ 4,414,679	\$ 4,621,019	\$ 4,838,161	\$ 5,066,678
OPERATING SURPLUS (SHORTFALL)	\$ 243,558	\$ 316,936	\$ 386,406	\$ (317,074)	\$ 408,801	\$ 467,283	\$ 352,466	\$ 228,991	\$ 96,344	\$ (46,016)
FUND BALANCE - BEGINNING OF YEAR	\$ 4,746,737	\$ 4,990,295	\$ 5,307,229	\$ 5,693,635	\$ 5,450,743	\$ 5,859,544	\$ 6,326,827	\$ 6,679,293	\$ 6,908,284	\$ 7,004,628
FUND BALANCE - END OF YEAR	\$ 4,990,295	\$ 5,307,231	\$ 5,693,635	\$ 5,376,560	\$ 5,859,544	\$ 6,326,827	\$ 6,679,293	\$ 6,908,284	\$ 7,004,628	\$ 6,958,613
FUND BALANCE RESERVED FOR WATER RECEIVABLE***	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648	459,648
OTHER DESIGNATED FUND BALANCE **	502,661	502,701	564,390	564,430	564,470	564,510	564,550	564,590	564,630	564,670
UNDESIGNATED FUND BALANCE	\$ 4,027,986	\$ 4,344,882	\$ 4,669,597	\$ 4,352,482	\$ 4,835,426	\$ 5,302,669	\$ 5,655,095	\$ 5,884,046	\$ 5,980,350	\$ 5,934,295

** Committed Fund Balances, Assets held for resale, prepaids

*** Long-term receivable

Board Resolution FB 125% of operating expenses difference	4,621,681	4,745,698	4,897,370	7,463,256	5,263,935	5,273,243	5,518,349	5,776,274	6,047,701	6,333,347
	\$ 368,614	\$ 561,533	\$ 796,265	\$ (2,086,695)	\$ 595,609	\$ 1,053,584	\$ 1,160,945	\$ 1,132,010	\$ 956,927	\$ 625,266

**HAMBURG TOWNSHIP
ROAD FUND FINANCIAL PROJECTION**

	ACTUAL FY 2019/20	ACTUAL FY 2020/21	ACTUAL FY 2021/22	BUDGET FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29
Property Tax Revenue	1,064,198	1,097,404	1,163,891	1,209,591	658,599	678,357	698,707	719,668	741,259	763,496
Other Revenue	-	-	-	-	4,000	-	-	-	-	-
Interest Income	31,357	5,977	3,075	3,000	6,500	4,000	3,000	3,000	3,000	3,000
Total Revenue	1,095,555	1,103,381	1,166,966	1,212,591	669,099	682,357	701,707	722,668	744,259	766,496
Expenditures	164,498	1,342,242	1,628,416	1,359,400	633,400	660,000	660,000	660,000	660,000	660,000
Excess of Revenue Over (Under) Expenditures	931,056	(238,861)	(461,450)	(146,809)	35,699	22,357	41,707	62,668	84,259	106,496
Beginning Fund Balance	1,072,920	2,003,986	1,765,125	1,303,675	1,166,146	1,201,845	1,201,845	1,224,201	1,243,552	1,286,870
Ending Fund Balance	<u>\$ 2,003,976</u>	<u>\$ 1,765,125</u>	<u>\$ 1,303,675</u>	<u>\$ 1,156,866</u>	<u>\$ 1,201,845</u>	<u>\$ 1,224,201</u>	<u>\$ 1,243,552</u>	<u>\$ 1,286,870</u>	<u>\$ 1,327,810</u>	<u>\$ 1,393,366</u>

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

**HAMBURG TOWNSHIP
FIRE FUND FINANCIAL PROJECTION**

	ACTUAL FY 2019/20	ACTUAL FY 2020/21	ACTUAL FY 2021/22	BUDGET FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28
REVENUES:									
PROPERTY TAXES	1,862,464	1,920,387	1,976,373	2,058,065	2,194,846	2,238,743	2,283,517	2,329,188	2,375,772
TRANSFER IN FROM GENERAL FUND	-	-	-	-	-	-	-	-	-
ALL OTHER	42,346	217,083	20,408	9,150	19,800	19,998	20,198	20,400	20,604
TOTAL REVENUES & TRANSFERS	\$ 1,904,810	\$ 2,137,470	\$ 1,996,781	\$ 2,067,215	\$ 2,214,646	\$ 2,258,741	\$ 2,303,716	\$ 2,349,588	\$ 2,396,376
EXPENDITURES:									
SALARIES AND WAGES	900,975	908,157	1,066,164	1,125,664	1,326,750	1,393,088	1,462,742	1,535,879	1,612,673
HEALTH INSURANCE	74,565	70,966	98,882	123,398	125,500	134,285	143,685	153,743	164,505
RETIREMENT	36,950	39,818	46,941	58,100	78,000	81,900	85,995	90,295	94,809
FICA	69,521	70,178	86,576	86,113	103,000	106,571	111,900	117,495	123,369
OTHER PERSONNEL COSTS	63,003	64,263	81,642	107,648	25,700	26,214	26,738	27,273	27,273
OTHER OPERATING COSTS	259,180	338,472	246,430	272,328	815,050	855,803	898,593	943,522	990,698
OTHER CAPITAL EQUIPMENT PURCHASES	108,396	205,782	250,000	183,500	132,500	73,500	123,500	53,500	54,000
CAPITAL PURCHASES FOR APPARATUS	51,434	1,155,054	37,000	230,000	45,000	-	18,000	830,000	130,000
TOTAL EXPENDITURES	\$ 1,584,025	\$ 2,852,690	\$ 1,913,635	\$ 2,186,751	\$ 2,651,500	\$ 2,671,360	\$ 2,871,152	\$ 3,751,707	\$ 3,197,328
OPERATING SURPLUS (SHORTFALL)	\$ 320,784	\$ (715,221)	\$ 83,145	\$ (119,537)	\$ (436,855)	\$ (412,620)	\$ (567,438)	\$ (1,402,120)	\$ (800,953)
FUND BALANCE - BEGINNING OF YEAR	\$ 1,888,242	\$ 2,209,026	\$ 1,493,805	\$ 1,576,947	\$ 1,168,855	\$ 732,000	\$ 319,380	\$ (248,058)	\$ (1,650,178)
FUND BALANCE - END OF YEAR	2,209,026	1,493,805	1,576,947	1,457,410	732,000	319,380	(248,058)	(1,650,178)	(2,451,131)
OTHER DESIGNATED FUND BALANCE **	46,779	46,779	29,022	29,022	29,022	29,022	29,022	29,022	29,022
UNDESIGNATED FUND BALANCE	\$ 1,526,355	\$ 1,447,026	\$ 1,547,925	\$ 1,428,388	\$ 702,978	\$ 290,358	\$ (277,080)	\$ (1,679,200)	\$ (2,480,153)
Board Resolution FB 25% of operating expense	396,006	713,172	478,409	546,688	662,875	667,840	717,788	937,927	799,332
Difference	1,813,020	780,633	1,098,539	910,722	69,125	(348,460)	(965,846)	(2,588,104)	(3,250,463)

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

*** Millage expires in 12/2025

**HAMBURG TOWNSHIP
POLICE FUND FINANCIAL PROJECTION**

	ACTUAL FY 2019/20	ACTUAL FY 2020/21	ACTUAL FY 2021/22	BUDGETED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29
REVENUES:										
PROPERTY TAXES	\$ 2,691,489	2,772,279	2,853,227	2,971,200	3,168,649	3,232,022	3,296,663	3,362,596	3,429,848	3,498,445
TRANSFER FROM GENERAL FUND - OPERATING	250,000	250,000	250,000	-	-	-	-	-	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-	-	-	-
ALL OTHER	96,201	240,633	130,233	41,750	62,150	62,771	63,399	64,033	64,673	65,320
TOTAL REVENUES & TRANSFERS	\$ 3,037,690	\$ 3,262,912	\$ 3,233,460	\$ 3,012,950	\$ 3,230,799	\$ 3,294,793	\$ 3,360,062	\$ 3,426,629	\$ 3,494,521	\$ 3,563,765
EXPENDITURES:										
SALARIES AND WAGES	1,612,755	1,713,028	1,665,011	1,761,614	1,775,500	1,828,765	1,883,628	1,940,137	1,978,940	2,018,518
HEALTH INSURANCE	256,979	262,479	277,051	279,195	331,800	374,768	401,002	429,072	459,107	491,245
RETIREMENT	268,370	284,153	277,051	351,817	375,000	386,250	397,838	409,773	417,968	426,327
RETIREE HEALTH CARE	82,500	88,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000
FICA	124,227	131,944	127,737	134,590	140,000	139,901	144,098	148,420	151,389	154,417
OTHER PERSONNEL COSTS	48,998	49,977	58,846	60,468	40,500	41,310	42,136	42,979	43,839	44,715
OTHER OPERATING COSTS	669,106	847,028	870,940	524,298	494,950	519,698	545,682	572,966	601,615	631,696
OTHER CAPITAL EQUIPMENT PURCHASES	-	-	-	-	61,500	96,000	56,000	64,000	64,000	39,000
OTHER CAPITAL VEHICLE PURCHASES	-	-	-	-	110,000	50,000	150,000	100,000	100,000	110,000
TOTAL EXPENDITURES	\$ 3,062,935	\$ 3,376,608	\$ 3,380,636	\$ 3,215,982	\$ 3,433,250	\$ 3,540,691	\$ 3,724,383	\$ 3,811,347	\$ 3,920,857	\$ 4,019,918
OPERATING SURPLUS (SHORTFALL)	\$ (25,244)	\$ (113,696)	\$ (147,176)	\$ (203,032)	\$ (202,451)	\$ (245,898)	\$ (364,322)	\$ (384,718)	\$ (426,336)	\$ (456,153)
FUND BALANCE - BEGINNING OF YEAR	\$ 1,023,438	\$ 998,193	\$ 884,498	\$ 737,322	\$ 488,268	\$ 285,817	\$ 285,817	\$ 39,919	\$ (78,505)	\$ (344,799)
FUND BALANCE - END OF YEAR	\$ 998,193	\$ 884,498	\$ 737,322	\$ 534,290	\$ 285,817	\$ 39,919	\$ (78,505)	\$ (344,799)	\$ (504,840)	\$ (800,952)
FB DESIGNATED FOR VEHICLES	20,000	20,000	-	-	-	-	-	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	20,000	20,000	20,742	25,000	30,000	30,000	20,000	20,000	20,000	20,000
FB DESIGNATED FOR BLDG MAINT	25,000	25,000	25,000	-	-	-	-	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 20,000	\$ 20,000	\$ 54,591	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
UNDESIGNATED FUND BALANCE	\$ 913,193	\$ 799,498	\$ 636,989	\$ 484,290	\$ 235,817	\$ (10,081)	\$ (118,505)	\$ (384,799)	\$ (544,840)	\$ (840,952)

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

Board Resolution FB 25% of operating expenses	765,734	844,152	845,159	803,996	858,313	885,173	931,096	952,837	980,214	1,004,979
Difference	\$ 232,460	\$ 40,346	\$ (107,837)	\$ (269,706)	\$ (572,496)	\$ (845,253)	\$ (1,009,601)	\$ (1,297,636)	\$ (1,485,055)	\$ (1,805,931)

**HAMBURG TOWNSHIP
REC FUND FINANCIAL PROJECTION**

	ACTUAL FY 2019/20	ACTUAL FY 2020/21	ACTUAL FY 2021/22	BUDGET FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	PROJECTED FY 2027/28	PROJECTED FY 2028/29
REVENUES:										
PROPERTY TAXES	-	-	-	-	-	-	-	-	-	-
ALL OTHER	22,283	20,984	67,976	17,000	30,500	30,805	31,113	31,425	31,739	32,056
TRANSFER IN FROM GENERAL FUND	450,363	423,120	429,890	400,000	595,831	-	-	-	-	-
TOTAL REVENUES & TRANSFERS	\$ 472,646	\$ 444,104	\$ 497,866	\$ 417,000	\$ 626,331	\$ 30,805	\$ 31,113	\$ 31,425	\$ 31,739	\$ 32,056
EXPENDITURES:										
SALARIES AND WAGES	106,602	102,012	107,283	106,658	164,895	173,140	181,797	190,887	200,431	210,452
HEALTH INSURANCE	35,636	34,125	38,182	43,131	42,000	44,940	48,086	51,452	55,053	58,907
RETIREMENT	10,046	10,124	9,104	10,085	13,600	14,280	14,994	15,744	16,531	17,357
FICA	8,210	7,863	7,928	10,600	12,700	13,245	13,907	14,603	15,333	16,100
OTHER PERSONNEL COSTS	1,789	1,825	1,861	1,898	811	827	844	861	878	895
OTHER OPERATING COSTS	153,178	224,381	227,079	436,713	708,250	743,663	780,846	819,888	860,882	903,926
TOTAL EXPENDITURES	\$ 315,460	\$ 380,330	\$ 391,437	\$ 609,085	\$ 942,256	\$ 990,095	\$ 1,040,473	\$ 1,093,433	\$ 1,149,108	\$ 1,207,638
OPERATING SURPLUS (SHORTFALL)	\$ 157,186	\$ 63,774	\$ 106,429	\$ (192,085)	\$ (315,925)	\$ (959,289)	\$ (1,009,360)	\$ (1,062,009)	\$ (1,117,370)	\$ (1,175,582)
FUND BALANCE - BEGINNING OF YEAR	\$ 605,418	\$ 762,604	\$ 826,378	\$ 932,807	\$ 315,925	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE - END OF YEAR	\$ 762,604	\$ 826,378	\$ 932,807	\$ 740,722	\$ -	\$ (959,289)	\$ (1,009,360)	\$ (1,062,009)	\$ (1,117,370)	\$ (1,175,582)
FB DESIGNATED FOR PARKS MAINTENANCE	54,283	54,283	54,283	54,283	-	-	-	-	-	-
FB DESIGNATED FOR LL TRAIL MAINT	187,250	217,250	237,250	237,250	-	-	-	-	-	-
FB DESIGNATED FOR SR CTR MAINT	70,000	70,000	50,000	50,000	-	-	-	-	-	-
FB DESIGNATED FOR EQUIPMENT	140,000	160,000	160,000	160,000	-	-	-	-	-	-
OTHER DESIGNATED FUND BALANCE **	-	-	-	-	-	-	-	-	-	-
UNDESIGNATED FUND BALANCE	\$ 311,071	\$ 324,845	\$ 431,274	\$ 239,189	\$ -	\$ (959,289)	\$ (1,009,360)	\$ (1,062,009)	\$ (1,117,370)	\$ (1,175,582)

** Committed Fund Balances, Assets held for resale, prepaids



MEMORANDUM

To: Patrick J. Hohl, Supervisor
Hamburg Township Board of Trustees

From: Tony Randazzo, Utilities Director

Date: September 26th, 2024

Re: **Grinder Pump Core Inventory – Purchase Request**

The DPW staff has requested that the Township order twenty Extreme grinder pump cores with the adapter kits that allow the new cores to be used in the old 2000 series grinder pump cans. This purchase totals \$57,000.00, and if approved, will be charged to the DPW line item grinder pump cores, GL Code 590-527.000-751.200.

I have received pricing from Dubois-Cooper for twenty (20) Extreme series grinder cores. The breakdown of costs is as follows:

20 Extreme Grinder Pump Cores – pricing:	\$ 57,000.00
(\$2,850.00 per unit, including \$100.00 quantity discount per unit)	
- Includes adapter kit for Extreme series Grinder Core to 2000 series grinder pump with 1 ft. cable.	

Recommendation:

I would highly recommend that the Board authorizes the purchase of twenty (20) extreme grinder pump cores with the adapter kits, in the amount of \$57,000.00 to be paid from the Enterprise Fund 590-527.000-751.200. The total cost would be **\$57,000.00** with no additional shipping charges.



QUOTATION

Quoted To:
Hamburg Township aphamburgtwp@hamburg.mi.us P.O. BOX 157 Hamburg, MI 48139

Quote Number: 222359
 Quote Date: Sep 12, 2024
 Page: 1

Customer ID	Good Thru	Payment Terms	Sales Rep
HAMBURG	10/12/24	Net 30 Days	E-One

Quantity	Item	Description	Unit Price	Amount
36.00	D200A01A01AA	240V Extreme Core, Wired, Pressure Switch Level Sensing, 7' Core Cable, Candy Cane Discharge	2,950.00	106,200.00
36.00		QUANTITY DISCOUNT >20 PUMPS	100.00	-3,600.00

Subtotal	102,600.00
Sales Tax	
TOTAL	102,600.00

Quote Accepted By: _____