

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 21, 2023 at 7:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

1. Approved MUC Minutes - December 14, 2022
2. DPW Monthly Report - December 2022 & January 2023
3. Public Safety Monthly Report January, 2023
4. Parks & Rec - 2023 Community Clean Up Event - Updated Flyer
5. AP Bills List February 21, 2023
6. Community Information
7. Board of Trustees Regular Meeting Minutes February 07, 2023 2:30pm

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

8. Update to Administrative Policy & Procedures, Section 4.9
9. Police Station Expansion

CURRENT BUSINESS

10. New Police Officer Hiring
11. Parks & Rec - HERO - Over The Road Banner & Speed Limit Reduction (2 Resolutions)
12. Parks & Rec - Park Use App - HERO Family Fun Fest 2024-2026
13. Grant Request - Parks & Rec - MDNR Spark - Concept for Trailhead Restrooms/Amenities - Discussion
14. Biosolids Contract Renewal
15. Finance Control Book January 2023
16. Request to fill Treasury Position
17. Purchase of Planning Department rolling filing system
18. Blackwell v Hamburg Facilitation

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



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

Item 1.

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **Approved Municipal Utilities Committee Minutes**

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

Date of Meeting: February 8th, 2023

Sewer Committee Members Present: Hohl, Michniewicz

Sewer Committee Members Absent: Hahn

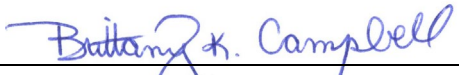
Text of Motion: MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO
APPROVE THE MINUTES OF THE DECEMBER 14th, 2022
MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None

MOTION CARRIED.

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

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



BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: February 8th, 2023

**HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE
WEDNESDAY, DECEMBER 14th, 2022 – 2:30 P.M.
10405 MERRILL ROAD, HAMBURG, MI 48139**

1. CALL TO ORDER

The meeting was called to order by Hohl at 2:35 p.m.

Roll Call of the Committee:

Present: Hohl, Hahn, Michniewicz

Absent: None

Also Present: Brittany Campbell, Tony Randazzo and Ryan Ward

2. CALL TO THE PUBLIC

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

3. CORRESPONDENCE

There was no correspondence to be addressed at this meeting.

4. APPROVAL OF THE AGENDA

MOTION BY HOHL, SUPPORTED BY HAHN TO APPROVE THE AGENDA AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

Unfinished Business:

- A. PFAS/PFOS Discussion
- B. 2021-2022 Manhole Inspection Program
- C. 200 Series Grinder Pump Replacements

Current Business:

- A. DPW Monthly Report – November 2022 Statistics
- B. Simpson Direct Sewer Connection Agreement – 9808 Galatian Dr.
- C. Tope Sewer Connection Cost Review – 4439 Cornwell Ln.
- D. Palazzolo Sewer Connection Cost Review – 8980 Mayfred Dr.
- E. Proposed Moratorium on PFAS Generating Facilities
- F. DPW Sewer Backup Report - 8396 Alta Vista Drive
- G. Heat Exchanger Upgrade Discussion

5. APPROVAL OF THE MINUTES

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE MINUTES OF THE NOVEMBER 9th, 2022 MUNICIPAL UTILITIES COMMITTEE MEETING AS PRESENTED.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

6. UNFINISHED BUSINESS

A. PFAS/PFOS Discussion. The Committee was provided a copy of a PFAS information sheet that Randazzo stated has been posted to the Township's website and will be going out by mail to the residents in the near future. Hohl noted that there are many sources of PFAS including the HDPE sewer pipe that can be found throughout the Township sanitary sewer system. The chemicals in the HDPE (high density polyethylene) pipe precipitates PFAS. Randazzo noted that all residential septic tanks would test positive with PFAS based on regular household products like shampoo, dental floss, fabric softener, take out food containers, water repellent fabrics, etc. Hahn asked who made up the information sheet. Hohl stated that it was drafted by the five attorneys working with Green Oak Township, Hamburg Township and Lyon Township along with a couple of PHDs to come up with the language on the sheet. Hahn stated he didn't want it to look like the local government entity was trying to tell its residents what they can and can't use in their homes.

Hohl explained that the Township Attorney, Beth Saarela, is trying to get the State to call PFAS an "emergent" contaminate versus a hazardous contaminate. Hohl stated that he would like to go to the Board to ask that the Township set up a moratorium on any new businesses that would be on the Township sewer system until EGLE and the EPA determine how to handle the issue.

MOTION BY HOHL, SUPPORTED BY HAHN THAT THE UTILITIES COMMITTEE MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO PASS A MOTION ADOPTING A MORATORIUM ON PROVIDING SEWER REUS FOR ANY COMMERCIAL AND/OR INDUSTRIAL KNOWN GENERATORS OF PFAS, PFOA AND RELATED CHEMICALS AND TO DIRECT THE UTILITIES DIRECTOR TO BRING A LIST OF THE RESTRICTED USES TO THE NEXT BOARD MEETING IN JANUARY WITH THE INPUT AND KNOWLEDGE OF EGLE AND THE FEDERAL EPA.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

B. 2021-2022 Manhole Inspection Program.

MOTION BY HAHN, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

C. 200 Series Grinder Pump Replacements.

MOTION BY HAHN, SUPPORTED BY MICHNIEWICZ TO TABLE ALL UNFINISHED BUSINESS UNTIL NEW INFORMATION IS AVAILABLE.

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

7. CURRENT BUSINESS

A. DPW Monthly Report – November 2022 Statistics. The wastewater treatment plant (WWTP) was in compliance for the entire month of November. Randazzo explained that while dealing with the PFAS issue, EGLE requested that the Township sample four of our monitoring wells and also the well at Dairy Queen. The Township monitoring wells are 40 – 50 feet in depth with the highest results at 45 for PFOA in monitoring well #6. The Dairy Queen well results were all non-detect for PFAS. Randazzo stated that all of the Township monitoring wells had positive hits for PFAS although in very low amounts for the two wells closet to M-36. EGLE now would like the Township to sample 2 residential homes on Buckshore Drive near monitoring well #9. The homeowners were left door tags requesting that they contact the Township to schedule the well tests but Randazzo noted that neither homeowner has gotten back to him. Hohl stated he would go out to the homes to talk with the homeowners if needed.

Ward explained that C & E is currently installing manholes and gate valves while completing pressure testing and restoration for the sewer line boring work that has been completed. Ward also noted that the Township has received the new pump for the Kress Road Station but that some of the discharge pipes are corroded. Ward stated that they had to switch over to PAX 14 for chemical treatment of the wastewater which is 3 times the cost of the current product being used.

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

Ayes: Hohl, Hahn, Michniewicz

Absent: None

Nays: None

Motion passed.

B. Simpson Direct Sewer Connection Agreement – 9808 Galatian Drive.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO APPROVE THE SIMPSON AGREEMENT FOR SEWER CONNECTION AS PRESENTED, AS ALL OF THE ESTIMATED SEWER FEES WERE PAID UP-FRONT IN CASH.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion passed.

C. Tope Sewer Connection Cost Review – 4439 Cornwell Lane. Campbell explained that the estimated grinder pump installation and sewer hook-up charge from 2017 was \$7,420.00. At that time, the projects were sent out for individual bid; however, in 2018 the Township Board opted for the Blanket Contract pricing agreement for better pricing options for the Township and residents. The actual construction charges were \$11,322.80, a difference of \$3,902.80. Actual footage for the 4" building sewer pipe connection was 10 feet resulting in the installation of 5 feet less than estimated footage of 15 feet. The Blanket Contract pricing has increased by 5% annually for the past 5-years. The annual Contract pricing increase of 5% for the overall sewer installation costs, and the reduction of the 4" building sewer pipe charges, resulted in a balance due of \$3,902.80. As a result, the total shortage of \$3,902.80 should be billed to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ REQUESTING THE ACCOUNTING DEPARTMENT TO INVOICE THE PROPERTY OWNER IN THE AMOUNT OF \$3,902.80 FOR ADDITIONAL SEWER CONSTRUCTION CHARGES AS OUTLINED IN THE SEWER CONNECTION AGREEMENT.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion carried.

D. Palazzolo Sewer Connection Cost Review – 8980 Mayfred Drive. Campbell explained that the estimated construction charges under the blanket contract pricing agreement were \$7,200.00. The actual construction charges were \$7,200.00 leaving an excess balance of \$0.00 – a total wash of fees. As a result no refund or invoice is due to the property owner.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO NOTE THE UTILITIES COORDINATOR'S COST REVIEW AND TO CLOSE OUT THE SEWER CONNECTION FILE.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None

Motion carried.

E. Proposed Moratorium on PFAS Generating Facilities. See Committee discussion and motion under Unfinished Business, agenda Item 6.A.

F. DPW Sewer Backup Report - 8396 Alta Vista Drive. Ward explained that on December 6, 2022 he and Duane Hoeppner responded a sewer emergency call and upon arrival noted sewer backing up into the basement and spilling over on the floor. Ward stated that he was able to determine there had been no alarm and that the issue was caused by a bad grinder pump with the controls not calling out an alarm. Ward and Hoeppner installed a new pump and ran it to ensure it would go into alarm if there was a failure. The owners service was restored and the new grinder pump in good working order when they left. Michniewicz asked if there was a way for the homeowner to test their grinder pump alarm to make sure it was working. Ward detailed the process of having to put the pump into failure in order to check if the alarm would go off and that it would not be feasible for a homeowner to do this themselves and the DPW staff would not have the time to do this for all of the homes on the Township's sewer system.

Randazzo noted that he had spoken with the property owner regarding the sewer back-up and noted that Campbell had emailed the back-up claim forms out the homeowners. The Township has not received any additional follow-up from the homeowners or any reimbursement claims for damage at this time.

MOTION BY HOHL, SUPPORTED BY HAHN TO NOTE THE DPW SEWER BACK-UP REPORT AS RECEIVED AND TO BE FILED.

Ayes: Hohl, Hahn, Michniewicz
Motion carried.

Absent: None

Nays: None

G. Heat Exchanger Upgrade Discussion. Randazzo noted that during the winter months sewer runs more efficiently at a higher temperature. When the microorganisms or "bugs" in the influent get too cold they will slow down and effect the treatment process. Randazzo explained that this used to happen before the heat exchanger was installed as part of the WWTP upgrades completed in 2010 causing the plant to be out of compliance on a significant number of days during the colder months. Now the WWTP is out of compliance less than 10 times per year. The current heat exchanger cannot keep up with the increased influent flow as more users have been connected into the sewer system which is restricting the flow at the equalization tank causing the DPW staff to have to bypass the heat exchanger in order to empty the equalization tank to prevent high levels of sewage in the EQ tank.

Ward explained that he had met with W.J. O'Neil to discuss upgrading the heat exchanger system. After review several options Ward stated that he is recommending going with Option #2 that would replace the one existing spiral HX heat exchanger with a new larger size (350 GPM) as well as replace the existing boiler and pump with a new larger size.

The estimated cost for Option 2 is around \$235,000.00. Ward explained that he would like to have this included in the next fiscal year budget. Hohl stated that the issue should be brought forward to strategic planning so that it can be included in the 2023-2042 FY budget but ordered in March to ensure delivery and installed prior to Thanksgiving. Ward stated he would double check on the estimated lead time which the vendor has indicated is approximately 32 weeks.

MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO REQUEST UTILITIES DIRECTOR RANDAZZO TO WORK WITH THE DPW FOREMAN, RYAN WARD, TO BRING THE REQUEST TO THE BOARD DURING STRATEGIC PLANNING WITH AN ANTICIPATED ORDER DATE AND CONFIRMED LEAD TIME WITH THE COSTS TO BE INCLUDED IN THE 2023/2024 FISCAL YEAR BUDGET.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None
Motion carried.

8. CALL TO THE PUBLIC

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

9. INFORMATIONAL/EDUCATIONAL MATERIAL

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

10. ADJOURNMENT

MOTION BY HOHL, SUPPORTED BY HAHN TO ADJOURN THE MEETING.

Ayes: Hohl, Hahn, Michniewicz Absent: None Nays: None
Motion passed.

The meeting was adjourned at 3:30 p.m.

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

Respectfully submitted,



Brittany K. Campbell
Hamburg Township Utilities Coordinator



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

Item 2.

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **DPW Monthly Report – December 2022 & January 2023 Statistics**

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

Date of Meeting: February 8th, 2023

Sewer Committee Members Present: Hohl, Michniewicz

Sewer Committee Members Absent: None


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

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None

MOTION CARRIED.

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

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


BRITTANY K. CAMPBELL
HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: February 8th, 2023



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

To: Municipal Utilities Committee
From: Tony Randazzo
Date: 02-02-2023
Re: DPW Monthly Report

1. The wastewater treatment plant was in compliance for the month of December but was out of compliance for six days in January because of high total inorganic nitrogen. Two of the days were due to problems with the heat exchanger and the other four were caused by a failed air line that goes to the SBR. These problems would not have caused compliance issues in warmer weather, but every problem is magnified in cold weather due to the temperature sensitivity of the microbes.
2. C&E Construction has substantially finished the sewer extension from Country Elementary to Pettysville Rd. The line was successfully pressure tested in early January and will be ready for service soon. All that remains are a few tie-in connections and restoration in the spring.
3. At EGLE's request, we have sampled monitoring well #12 for PFAS. We have also attempted to sample four residential wells in the Buck Lake area per EGLE, but we have not been able to make contact with the homeowners at this time.
4. We have a virtual meeting scheduled with the Michigan PFAS Action Response Team (MPART) on 2/6 to discuss the next steps regarding PFAS at our wastewater treatment plant.

Hamburg Township Monthly Field Report

January 2023

Ryan Ward

Grinder Calls: 44 Total / 23 OT

Plant Calls: 4 OT

Station Calls: 0

Pump Rebuilds: 25 Hamburg / 0 Portage / 1 Highland

Miss Digs: 69 Hamburg / 18 Portage

Startups: 4 (2 not fully completed, rejected)

Deactivations/Reactivations: 0

Replacements: 1

Field Jobs for the Month: This month we have completed our normal monthly checks. Biotech has completed a full haul at the beginning of the month. Industrial Drive has been jetted and pumped out due to multiple blockages in the line. Our staff has checked all the gravity in that area and also Chilson Commons system to determine if there was any more blockages that needed to be cleaned out. C&E Construction is continuing the 200-series gp replacement list provided, they also picked up another 6 grinder pump stations to be replaced. The plant has violated a couple times this month due to high ammonia in the

SBR tanks, the high ammonia issue has been resolved by adding a lot of extra aeration time to the tanks. This will be monitored closely to ensure it doesn't happen again this winter.



Hamburg Township Monthly Field Report
December 2022
Ryan Ward

Grinder Calls: 46 Total / 24 OT

Plant Calls: 3 OT

Station Calls: 4

Pump Rebuilds: 39 Hamburg / 2 Portage / 2 Highland

Miss Digs: 94 Hamburg / 23 Portage

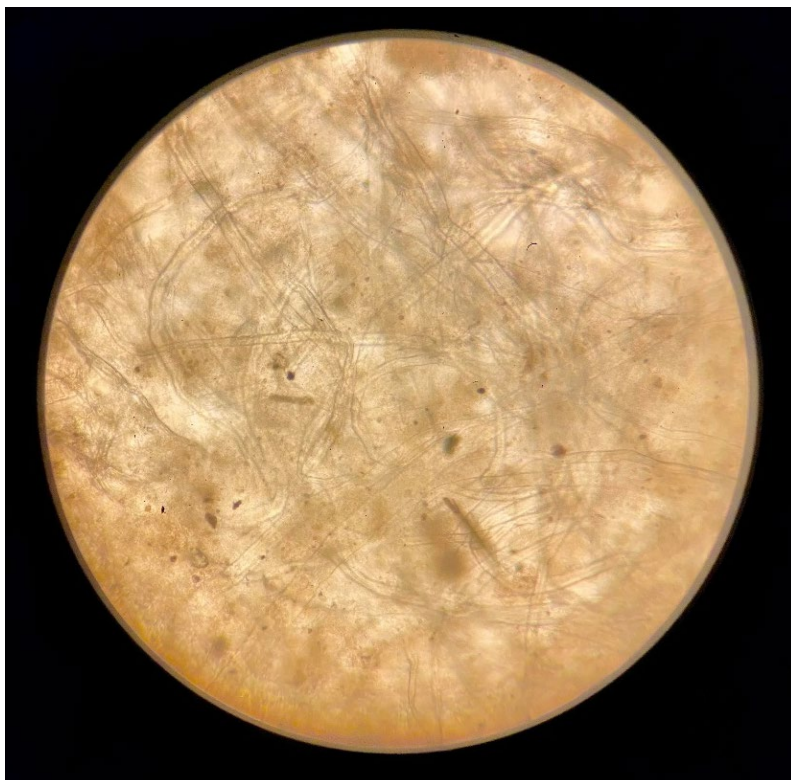
Startups: 1

Deactivations/Reactivations: 1

Replacements: 0

Field Jobs for the Month: This month we have completed our normal monthly checks along with the water meter readings and grease trap inspections. The plant SBR tanks have been dealing with a filamentous bacteria known as M.Parvacilla that causes bad settling times and a cloudy decant. This can raises our numbers enough to violate, the best way to get rid of this is by using the chemical PAX-14 which we are now using. C&E Construction installed all 7 manholes for the Pettysville Main Extension project. Biotech arrived onsite the 22nd and has completely pumped out 2 sludge tanks. Kress Station pump 3 has

been installed, after installation Kennedy and our staff had noticed that there are 2 leaks coming from the vertical discharge pipes for pumps 1 and 3. This piping will need to be replaced ASAP. The staff have been working on the bypass for Ore Station in preparation for the discharge piping and the pump base to be replaced by Midwest Power Services.





Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 3.

January, 2023

COMMUNITY INVOLVEMENT

- Deputy Fire Chief Jordan Zernick conducted a Car Seat Safety Inspection on January 3, 2023.
- Firefighters Dan Wills and Jeffrey Campbell conducted a smoke detector installation for a resident on January 3, 2023.
- Deputy Fire Chief Jordan Zernick conducted a Car Seat Safety Inspection on January 11, 2023.
- Deputy Fire Chief Jordan Zernick, Capt. Casey Yost, Capt. Jase Lawver, Sgt. Clint London, Sgt. Matt Urbanowicz, FF Daniel Knepley, FF Jeffrey Campbell, FF Jeremy Nordstrand and FF Daniel Hill participated in Navigator School's Safety Day on January 13, 2023.
- Director Richard Duffany participated in Holy Spirit Catholic School's Public Safety Day on January 31, 2023.

PERSONNEL

- FF Annabelle Sharpe resigned her position with the department on January 2, 2023 as she accepted a full-time firefighter position with another fire department.
- FF Dennis Bakka and FF Joseph Acuff were hired as firefighters effective January 4, 2023.

TRAINING

POLICE

- Officer Daniel Bromley participated in Dive Team training on January 8, 2023.
- Officer Adam Fischhaber, Officer Dahne DeBottis, Officer Sean Hogan and Officer Josh Pedersen participated in Drone Team training on January 10, 2023.
- Sgt. Alysha Garbacik and Officer Kim Leeds attended Responding to Veterans and Police Officers in Crisis training January 10, 2023 – January 12, 2023 in Royal Oak.
- Sgt. Anthony Wallace and Officer Steve Locke participated in SWAT training on January 11, 2023.
- Sgt. Anthony Wallace attended Truck Traffic Enforcement training on January 17-19, 2023 in Bay City.



Hamburg Township Public Safety Department **MONTHLY REPORT**



Item 3.

- All sworn officers were recertified in CPR/AED on January 23, 2023.
- Sgt. Alysha Garbacik and Officer Justin Harvey attended Negotiator Team training on January 25, 2023 in Howell.

FIRE

- Sgt. Matt Urbanowicz and FF Daniel Hill participated in Dive Team training on January 4, 2023.
- Sgt. Scott Flohr began the Instructor training course on January 8, 2023;
- Sgt. Matt Urbanowicz and FF Daniel Hill participated in Dive Team training on January 8, 2023.
- FF Timothy Mackenzie began the Instructor Coordinator course on January 9, 2023.
- Department-wide Weekly Training (Week of January 9th) Lockout/Tagout training.
- Department-wide Weekly Training (Week of January 23rd): CPR.
- Department-wide Weekly Training (Week of January 30th): Department staff meeting.

POLICE OPERATIONS

MONTHLY ARREST SUMMARY

01/04/23- 11:38 am:

A 22-year-old female Township resident was arrested at M-36 & Regency Boulevard on an outstanding felony warrant for *Embezzlement* out of Washtenaw County. Her vehicle was impounded and she was turned over to the Northfield Township Police Department on the warrant.

01/11/23- 5:09 pm:

A 36-year-old male Green Oak Township resident was arrested at Hamburg Road & Hamburg Court for *Operating While Intoxicated*. His vehicle was turned over to licensed driver and he was lodged in the Livingston County Jail.

01/21/23- 6:26 am:

A 21-year-old male Detroit resident was arrested upon his release at the Oakland County Jail on two misdemeanor warrants for *Driving While License Suspended* and *Operating without Insurance* out of Hamburg Township. He was lodged in the Livingston County Jail.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 3.

01/23/23- 4:31 pm:

An 18-year-old female Township resident was arrested at Sheldon Road & Hall Road for *Operating While Intoxicated*. Her vehicle was impounded and she was lodged in the Livingston County Jail.

01/24/23- 7:43 am:

A 38-year-old male Township resident was arrested at M-36 & Chilson Road for *Operating without Insurance*. His vehicle was impounded and he was cited and released.

01/25/23- 3:14 am:

A 59-year-old male Putnam Township resident was arrested at Schafer Road & Chambers Road for *Driving While License Revoked*. His vehicle was impounded and he was cited and released.

01/28/23- 2:09 am:

A 23-year-old male Township resident was arrested at Schafer Road & Chambers Road for *Operating While Intoxicated*. His vehicle was impounded and he was lodged in the Livingston County Jail.

GENERAL POLICE INFORMATION:

- Marine Patrol:** Regular marine patrols have ceased for the season. There were no reported incidents on the waterways this month.
- Lakelands Trail Patrol:** Regular patrols on the Lakelands Trail ceased for the season. There were no reported incidents on the Trail this month.
- Red Barrel:** 24 pounds of prescription drugs were removed from the red barrel in front of the police station during on January 10, 2023.

FIRE OPERATIONS

MONTHLY INCIDENT SUMMARY:

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	107
FIRE	36
TOTAL	143



Hamburg Township Public Safety Department MONTHLY REPORT



Item 3.

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.40%
Rescue & Emergency Medical Service	107	74.83%
Hazardous Condition (No Fire)	1	0.70%
Service Call	10	6.99%
Good Intent Call	6	4.20%
False Alarm & False Call	17	11.89%
TOTAL	143	100%

January, 2023 Total Runs by District

North West	15	10.49%
North East	20	13.99%
South West	41	28.67%
Southeast	65	45.45%
Mutual Aid	2	1.40%
Totals	143	100.00%
Multiple Calls	25	17.48%

Comparative Statistics - 2022 vs 2023 by Month

	January, 2022	January, 2023	% Change
Fire	7	2	71.4% Decrease
Medical	95	107	12.6% Increase
Hazardous Condition	6	1	83.3% Decrease
Service	18	10	44.4% Decrease
Good Intent	7	6	14.3% Decrease
False Alarm / Cancel	19	17	10.5% Decrease
Totals	152	143	5.9% Increase
Mutual Aid	7	2	71.4% Decrease

FIRE PREVENTION INFORMATION:

Site Plan Reviews: 2 site plan reviews were completed during the month of January, 2023.



Hamburg Township Public Safety Department *MONTHLY REPORT*



Item 3.

PUBLIC SAFETY DRONE TEAM MONTHLY ACTIVITY REPORT

Highlighted Monthly Activity:

- Officer Joshua Pedersen assisted on a search for B&E suspects in the Township on January 1, 2023.
- Officer Sean Hogan assisted on a search for suspicious juveniles in the Township on January 3, 2023.
- Officer Dahne DeBottis assisted on a search for a suspicious male near Country Elementary School on January 6, 2023.
- Officer Adam Fischhaber assisted on a search for a suspicious male near Country Elementary School on January 9, 2023.
- Officer Joshua Pedersen assisted the Livingston County Sheriff's Office in the search for an armed suspect in Cohoctah Township on January 11, 2023.
- Officer Sean Hogan flew an overwatch mission for the SWAT team on a welfare check of a suicidal subject in the Township on January 12, 2023.

Got stuff to get rid of? Want to Volunteer? - Join us!

Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

Saturday, April 22, 2023

9 a.m. to 3 p.m.

Staging location: **Manly Bennett Park West (Disc Golf Entrance)**

Across from: 10405 Merrill Road, Whitmore Lake, MI 48189



PADNOS Recycling: Accepting scrap metal/appliances without freon – No plastic/glass, No sealed tanks (propane, gas, sealed barrels), No lead acid batteries, TVs or Monitors.



Monroe's Rubbish: No construction materials, hazardous or household waste allowed. No liquids or paints. We will be taking tires, but must be limited to 4 per household.



Compost bin will be available for small branches, yard waste and leaves bagged in paper.



Electr Cycle: On-site Shredding from Noon to 3 p.m. ONLY

Location: Township Hall, 10405 Merrill Rd., Whitmore Lake, MI (Municipal Entrance)

Drive thru service provided **See attached vendor flyer for shredding service details*

Park/Sports Fields/Trail Clean-up also!

Volunteers Needed! Sign up today!

No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters.

Brochures for Livingston County Hazardous Waste will be available

outlining their collection dates for hazardous waste and electronics.



**Hamburg Township
Parks & Recreation**



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: clerk@hamburg.mi.us or (810)222-



ELECTROCYCLE

COMPUTER RECYCLING AND DOCUMENT DESTRUCTION

SHREDDING EVENTS:

Documents should be in boxes or paper bags in the trunk of your vehicle for easier access. All boxes are returned after we dump documents in the container for shredding.

Documents must be removed from 3-ring binders

Accepted:

- Documents in file folders, and hanging files. Paperclips, binder clips, and staples can stay intact and go through the shredder.
- Accordion style file folders
- Manila Folders/Envelopes
- Thin cardboard envelopes
- Checkbooks
- Spiral-bound notebooks
- Paperback books

Not Accepted:

- Wet, damp, or dried moldy paper
- CDs/DVDs
- Bullets
- Lighters
- Glass
- Any flammable items
- Steel
- Plastic
- Hardcover books

Fund 101 General Fund			
Dept 000.000	DUE TO COUNTY DOG LICENSE FEE	LIVINGSTON COUNTY TREASU	DOG TAG DISTRIBUTION 1/1-1/31/23
101-000.000-222.204	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	MTT
101-000.000-415.000		Total For Dept 000.000	423.50
			226.71
			650.21
Dept 253.000 Treasurer			
101-253.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	LIVINGSTON CO. TREASURER	LCTA 2023 DUES
		Total For Dept 253.000 Treasurer	10.00
			10.00
Dept 265.000 Township Buildings			
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	PETER'S HARDWARE HAMBURG	JANUARY 2023
101-265.000-919.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP
		Total For Dept 265.000 Township Buildings	227.86
			117.43
			345.29
Dept 275.000 OTHER EXPENSES			
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES	BEAUTYREST BLACK CHAIR
		Total For Dept 275.000 OTHER EXPENSES	299.99
			299.99
Dept 448.000 Street Lighting			
101-448.000-926.000	STREET LIGHTING	DTE ENERGY - STREET LIGH	STREET LIGHTS & TRAFFIC SIGNALS - 1/1
		Total For Dept 448.000 Street Lighting	1,461.81
			1,461.81
Dept 702.000 PLANNING AND ZONING			
101-702.000-951.000	STORM WATER DISCHARGE	STATE OF MICHIGAN	STORM WATER ANNUAL PERMIT FEE - 2023
		Total For Dept 702.000 PLANNING AND ZONING	500.00
			500.00
		Total For Fund 101 General Fund	3,267.30
Fund 204 Road Fund			
Dept 000.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	MTT
204-000.000-415.000		Total For Dept 000.000	170.93
			170.93
		Total For Fund 204 Road Fund	170.93
Fund 206 Fire Fund			
Dept 000.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	MTT
206-000.000-415.000	SUPPLIES & SMALL EQUIPMENT	PETER'S HARDWARE HAMBURG	JANUARY 2023
206-000.000-752.000	TRASH DISPOSAL	WM CORPORATE SERVICES, I	TRASH PICK UP
206-000.000-919.000	VEHICLE MAINTENANCE	PINCKNEY AUTO WASH, LLC	JANUARY CAR WASHES
206-000.000-932.000	CAPITAL EXPENSE - VEHICLE	BERGER CHEVROLET INC.	2023 CHEVROLET SILV, SUBJ TO TWP BOAR
206-000.000-981.000		Total For Dept 000.000	54,790.00
			55,551.33
		Total For Fund 206 Fire Fund	55,551.33
Fund 207 Police Fund			
Dept 000.000	CHARGE BACKS/MTT/BOARD OF REVIE	LIVINGSTON COUNTY TREASU	MTT
207-000.000-415.000	SUPPLIES & SMALL EQUIPMENT	PETER'S HARDWARE HAMBURG	JANUARY 2023
207-000.000-752.000	CONTRACTUAL SERVICES	CRH OHIO LTD	2/1-2/28/23
207-000.000-801.000	VEHICLE MAINTENANCE	WM CORPORATE SERVICES, I	TRASH PICK UP
207-000.000-801.000	SOFTWARE MAINTENANCE	PINCKNEY AUTO WASH, LLC	JANUARY CAR WASHES
207-000.000-932.000		APPLIED INNOVATION	P.D. 2/1-2/28/23
207-000.000-933.000			315.55

OPEN - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
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Fund Totals:

Fund 101 General Fund	3,267.30
Fund 204 Road Fund	170.93
Fund 206 Fire Fund	55,551.33
Fund 207 Police Fund	1,054.25
Fund 208 SENIORS, PARK	2,411.15
Fund 590 SEWER FUND	1,179.24
Fund 703 Winter Tax Co	133.02
Total For All Funds:	63,767.22

OPEN - CHECK TYPE: PAPER CHECK

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund 101 General Fund					
Dept 000.000					
101-000.000-222.100	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 2/8/23 FOR JANUARY	165.50	
101-000.000-222.100	DUE TO COUNTY TRAILER FEES	LIVINGSTON COUNTY TREASU	TRAILER FEES REC'D 2/8/23 FOR JANUARY	662.00	
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	FEBRUARY 2023 CONTRIBUTIONS	170.00	
		Total For Dept 000.000		997.50	
Dept 101.000 Township Board					
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	1/1-1/31/2023	375.00	
		Total For Dept 101.000 Township Board		375.00	
Dept 215.000 CLERK'S OFFICE					
101-215.000-955.000	SUNDRY	NATIONAL BUSINESS FURNIT	FILE 4DRW (FIRE)	25.10	
101-215.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	NATIONAL BUSINESS FURNIT	FILE 4DRW (FIRE)	5,000.00	
		Total For Dept 215.000 CLERK'S OFFICE		5,025.10	
Dept 229.000 COMPUTER/CABLE					
101-229.000-933.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL RENEWAL FOR ADOBE LICENSES -	3,843.42	
		Total For Dept 229.000 COMPUTER/CABLE		3,843.42	
Dept 257.000 Assessing					
101-257.000-801.000	CONTRACTUAL SERVICES	WCA ASSESSING LLC	ASSESSMENT SERVICES - MARCH 2023	27,255.75	
		Total For Dept 257.000 Assessing		27,255.75	
Dept 265.000 Township Buildings					
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	TWP - WATER 2/8/23	93.91	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	WARD'S RENTAL CENTER	DEMO HAMMER HANDHELD (HILTI)	76.05	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 2/2/23	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 2/9/23	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS - 2/16/23	30.74	
101-265.000-801.000	CONTRACTUAL SERVICES	ALLSTAR ALARM, LLC	3/1/23 - 5/31/23	69.00	
101-265.000-801.000	CONTRACTUAL SERVICES	ELITE FIRE SAFETY, LLC.	ANNUAL SERVICE	900.00	
101-265.000-930.000	MAINTENANCE TWP HALL	SECURITY LOCK SERVICE, I	NEW THRESHOLD - TWP FRONT DOOR	770.39	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	360 LIFE SAFETY	PRIVACY TINT ON ALL EXTERIOR WINDOWS	3,524.45	
		Total For Dept 265.000 Township Buildings		5,526.02	
Dept 275.000 OTHER EXPENSES					
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	APPLIED INNOVATION	TWP - 2/12/23 - 3/11/23	479.33	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	APPLIED INNOVATION	2/5/23 - 3/4/23	74.41	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	CALANDERS	17.99	
101-275.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	TWP - 2/1-2/28/23	315.32	
		Total For Dept 275.000 OTHER EXPENSES		887.05	
Dept 567.000 CEMETERY					
101-567.000-955.000	SUNDRY	SIGN STUFF, INC.	POLY ENGRAVED SIGN W/POSTS	1,141.00	
		Total For Dept 567.000 CEMETERY		1,141.00	
Dept 702.000 PLANNING AND ZONING					
101-702.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	1/1-1/31/2023	225.00	
101-702.000-910.000	PROFESSIONAL DEVELOPMENT	LISA PERSCHKE	TRAINING - REGIONAL WORKSHOPS	224.10	
101-702.000-932.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	FLEX - REPLACE WINDOW REGULATOR	179.52	
		Total For Dept 702.000 PLANNING AND ZONING		628.62	
Dept 903.000 LAKES, RIVERS & STREAMS					
101-903.000-967.000	SPECIAL PROJECTS	LIVINGSTON CO. DRAIN COM	PHASE II IMPLEMENTATION - LCDC ALLOCA	495.49	

Item 5.

Fund 101 General Fund		Fund 206 Fire Fund	
Dept 703.000 LAKES, RIVERS & STREAMS	Total For Dept 703.000 LAKES, RIVERS & STREAMS	Dept 000.000	Total For Dept 000.000
SUPPLIES & SMALL EQUIPMENT		206-000.000-752.000	11.99
SUPPLIES & SMALL EQUIPMENT		206-000.000-752.000	27.98
SUPPLIES & SMALL EQUIPMENT		206-000.000-752.000	117.55
SUPPLIES & SMALL EQUIPMENT		206-000.000-752.000	749.55
UNIFORMS/ACCESSORIES		206-000.000-768.000	62.99
UNIFORMS/ACCESSORIES		206-000.000-768.000	327.95
UNIFORMS/ACCESSORIES		206-000.000-768.000	520.95
UNIFORMS/ACCESSORIES		206-000.000-768.000	540.00
UNIFORMS/ACCESSORIES		206-000.000-768.000	105.00
UNIFORMS/ACCESSORIES		206-000.000-768.000	83.80
UNIFORMS/ACCESSORIES		206-000.000-768.000	150.00
CONTRACTUAL SERVICES		206-000.000-801.000	1,750.00
CONTRACTUAL SERVICES		206-000.000-801.000	10.94
CONTRACTUAL SERVICES		206-000.000-801.000	39.91
CONTRACTUAL SERVICES		206-000.000-801.000	375.00
EMPLOYEE PHYSICALS/VACCINATION		206-000.000-843.100	375.00
EMPLOYEE PHYSICALS/VACCINATION		206-000.000-843.100	158.51
TRAINING		206-000.000-916.000	640.00
TRAINING		206-000.000-916.000	335.00
TRAINING		206-000.000-916.000	546.00
TRAINING		206-000.000-916.000	132.81
TRAINING		206-000.000-916.000	182.92
TRAINING		206-000.000-916.000	800.00
TRAINING		206-000.000-916.000	1,900.00
TRAINING		206-000.000-916.000	2,313.23
ELECTRIC		206-000.000-920.000	17.05
SIREN ELECTRIC USAGE		206-000.000-920.100	17.05
SIREN ELECTRIC USAGE		206-000.000-920.100	17.05
SIREN ELECTRIC USAGE		206-000.000-920.100	17.05
SIREN ELECTRIC USAGE		206-000.000-920.100	17.05
SIREN ELECTRIC USAGE		206-000.000-920.100	17.05
MAINTENANCE FIRE HALL		206-000.000-930.000	19,010.00
MAINTENANCE FIRE HALL		206-000.000-930.003	2.60
MAINTENANCE FIRE HALL		206-000.000-930.003	558.00
MAINTENANCE FIRE HALL		206-000.000-930.003	349.00
EQUIPMENT MAINT/REPAIR		206-000.000-931.000	365.75
EQUIPMENT MAINT/REPAIR		206-000.000-931.000	262.00
EQUIPMENT MAINT/REPAIR		206-000.000-931.000	13.99
EQUIPMENT MAINT/REPAIR		206-000.000-931.000	1,485.00
VEHICLE MAINTENANCE		206-000.000-932.000	102.03
VEHICLE MAINTENANCE		206-000.000-932.000	74.94
VEHICLE MAINTENANCE		206-000.000-932.000	38.12
VEHICLE MAINTENANCE		206-000.000-932.000	370.00
SOFTWARE MAINTENANCE		206-000.000-933.000	1,080.24
DUES/SUBSCRIP/RECERTIFICATION		206-000.000-958.000	75.00
			36,146.05

GL Number

GL Desc

Vendor

Invoice Description

Amount

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Fund 206 Fire Fund			Total For Fund 206 Fire Fund	36,146.05	
Fund 207 Police Fund					
Dept 000.000	SUPPLIES & SMALL EQUIPMENT	CMP DISTRIBUTORS, INC.	AMMUNITION	65.85	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	SUPPLIES	160.68	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	SCOTCHBRITE NONSCRATCH PADS	4.63	
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	AVERY TABS	17.45	
207-000.000-752.000	AMMUNITION	CMP DISTRIBUTORS, INC.	AMMUNITION	369.65	
207-000.000-752.100	UNIFORM CLEANING	KING KLEANERS	JANUARY	328.00	
207-000.000-768.500	CONTRACTUAL SERVICES	ELITE FIRE SAFETY, LLC.	ANNUAL SERVICE	150.00	
207-000.000-801.000	TRAINING	PUBLIC AGENCY TRAINING C	CLASS - HOSTAGE NEGOTIATIONS (3)	1,425.00	
207-000.000-916.000	MAINTENANCE POLICE BUILDING	ADVANCE AUTO PARTS	BATTERY & CORE RETURN (POLICE GENERAT	140.69	
207-000.000-930.002	VEHICLE MAINTENANCE	CRUISERS, INC.	MIRRORS	242.00	
207-000.000-932.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION, INC	DUCTIBLE - TAIL LAMP	250.00	
207-000.000-932.000	VEHICLE MAINTENANCE	MID-TOWNE COLLISION, INC	DUCTIBLE - 2020 EXPEDITION	250.00	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2020 CHARGER 7002	29.95	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2020 DODGE TRUCK/1500 CLASSIC	19.99	
207-000.000-932.000	VEHICLE MAINTENANCE	PINCKNEY CHRYSLER DODGE	2019 CHARGER 7004	29.95	
207-000.000-932.000	SOFTWARE MAINTENANCE	CDW GOVERNMENT, INC.	ANNUAL RENEWAL FOR ADOBE LICENSES -	1,080.24	
207-000.000-933.000	DUES/SUBSCRIP/RECERTIFICATION	LIVINGSTON COUNTY EMS	2 HEALTHCARE PROVIDER E-CARDS(JAN 202	10.00	
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	TRANSUNION RISK AND ALTE	1/1/2023 - 1/31/2023	75.00	
207-000.000-958.000		Total For Dept 000.000		4,649.08	
Fund 208 SENIORS, PARKS, LL TRAIL			Total For Fund 207 Police Fund	4,649.08	
Dept 000.000	SENIOR CENTER ACTIVITY FUND	ANYONE CAN PAINT LLC	ACRYLIC LANDSCAPE (11)	220.00	
208-000.000-239.300		Total For Dept 000.000		220.00	
Dept 751.000 Recreation Board	PORTABLE TOILETS	PORTABLE TOILET SERVICES	1/24-2/20/23	819.89	
208-751.000-942.000		Total For Dept 751.000 Recreation Board		819.89	
Dept 800.000 LAKELAND TRAIL	PORTABLE TOILETS	PORTABLE TOILET SERVICES	1/24-2/20/23	834.00	
208-800.000-942.000		Total For Dept 800.000 LAKELAND TRAIL		834.00	
Dept 820.000 SENIOR CENTER	CONTRACTUAL SERVICES	ALLSTAR ALARM, LLC	3/1/23 - 5/31/23	69.00	
208-820.000-801.000	CONTRACTUAL SERVICES	ELITE FIRE SAFETY, LLC.	ANNUAL SERVICE	250.00	
208-820.000-801.000	CONTRACTUAL SERVICES	LIVINGSTON COUNTY TREASU	DECEMBER 2022 SERVICES	1,644.00	
208-820.000-801.000	SENIOR PROGRAMS	FRESH TAKE HOME COOKING,	2 DOZEN ALMOND JOY CUPCAKES	36.00	
208-820.000-804.000		Total For Dept 820.000 SENIOR CENTER		1,999.00	
Fund 590 SEWER FUND			Total For Fund 208 SENIORS, PARKS, LL TRAIL	3,872.89	
Dept 000.000	4566 SHAN-GRI-LA DR	C & E CONSTRUCTION CO.,	GRINDER PUMP INSTALL @ 4566 SHAN-GRI-	9,465.52	
590-000.000-198.035		Total For Dept 000.000		9,465.52	
Dept 27.000 SEWER OPERATING	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	45,386.00	
590-000.000-751.100					

GL Number GL Desc Vendor Invoice Description Amount Check #

Fund 590 SEWER FUND					
Dept 527.000 SEWER OPERATING					
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCE AUTO PARTS	FUSE	3.43	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	DPW - WATER 2/8/23 & SOFTENER DISINFE	25.88	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	GRAINGER	GEN PURPOSE RELAY , 14 PIN SQUARE PUR	0.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	SAFETY-KLEEN SYSTEMS, IN	30G PARTS WASHER-SOLVENT	428.19	
590-527.000-752.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 2/2/23	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 2/9/23	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	T SHIRTS	459.60	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS - 2/16/23	79.83	
590-527.000-801.000	CONTRACTUAL SERVICES	ELITE FIRE SAFETY, LLC.	ANNUAL SERVICE	100.00	
590-527.000-851.000	POSTAGE	KCI	RST - NOV, DEC 22 & JAN 23	1,022.32	
590-527.000-910.000	PROFESSIONAL DEVELOPMENT	APWA, MICHIGAN CHAPTER -	2023 SPRING MPSI INSTITUTE	725.00	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 1938 - HAMB RD PUMP STN - 1	20.16	
590-527.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 7471 - WINANS PUMP STN - 1/	21.21	
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	DURACELL BATTERIES & LAMP KIT	35.97	
590-527.000-931.000	EQUIPMENT MAINT/REPAIR	ADVANCE AUTO PARTS	BLADE	47.49	
590-527.000-932.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	GAS-MAG	135.98	
590-527.000-932.000	VEHICLE MAINTENANCE	BEILLE TIRE DISTRIBUTORS,	2 CARLISLE TIRES	328.00	
590-527.000-932.000	VEHICLE MAINTENANCE	HAMBURG GARAGE, LLC	2008 FORD F-350 SUPER DUTY	198.26	
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	CE SERVICE INC.	4566 SHAN-GRI-LA DR - PUMP PANEL	237.50	
590-527.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	NORTHWEST PIPE & SUPPLY,	SUPPLIES	497.98	
590-527.000-934.200	GRINDER PUMP REPLACEMENT	C & E CONSTRUCTION CO.,	GRINDER PUMP REPLACEMENT @ 6172 WINANS	5,139.75	
590-527.000-934.200	GRINDER PUMP REPLACEMENT	C & E CONSTRUCTION CO.,	GRINDER PUMP REPLACEMENT @ 5859 WINAN	5,139.75	
590-527.000-955.000	SUNDRY	LIVINGSTON COUNTY REGIST	ATEN - EASEMENT	30.00	
Total For Dept 527.000 SEWER OPERATING				60,221.96	
Dept 537.000					
590-537.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	2/8/23 WATER	11.98	
590-537.000-753.000	CHEMICALS	KEMIRA WATER SOLUTIONS,	2000 GALLONS OF PAX-14 FOR WWTP TREAT	13,481.72	
590-537.000-934.100	PUMP & MAIN REPAIR/MAINTENANCE	UIS PROGRAMMABLE SERVICE	SERVICES THROUGH 1/25/23	1,280.00	
Total For Dept 537.000				14,773.70	
Total For Fund 590 SEWER FUND				84,461.18	
Fund 591 WATER DEBT SERVICE FUND					
Dept 000.000	AGENT FEES	THE BANK OF NEW YORK MEL	FEES - 4/1/23 - 3/31/24 HAMCAPIMP08	750.00	
591-000.000-993.000		Total For Dept 000.000		750.00	
Total For Fund 591 WATER DEBT SERVICE FUND				750.00	
Fund 703 Winter Tax Collection Fund					
Dept 000.000		PEDRO & JAMIE BRITO	REFUND DUE TO A PRINCIPAL RESIDENCE A	26.39	
703-000.000-214.300	DUE TO GENERAL ADMIN FEES	PEDRO & JAMIE BRITO	REFUND DUE TO A PRINCIPAL RESIDENCE A	2,639.34	
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	Total For Dept 000.000		2,665.73	
Total For Fund 703 Winter Tax Collection Fund				2,665.73	

OPEN - CHECK TYPE: PAPER CHECK
Vendor Invoice Description

GL Number	GL Desc	Amount	Check #
Fund Totals:			
	Fund 101 General Fund	46,174.95	
	Fund 206 Fire Fund	36,146.05	
	Fund 207 Police Fund	4,649.08	
	Fund 208 SENIORS, PARK	3,872.89	
	Fund 590 SEWER FUND	84,461.18	
	Fund 591 WATER DEBT SE	750.00	
	Fund 703 Winter Tax Co	2,665.73	
	Total For All Funds:	178,719.88	

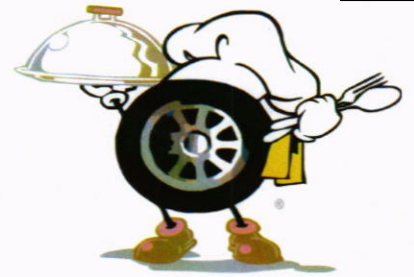
Important NumbersOffice
(810) 632-2155Fire, Police, Emergency
911**Office Hours**

Mon – Fri 7:30 am – 3:00 pm

Livingston County Senior Nutrition Program



9525 E. Highland Road • Howell, MI 48843 • (810) 632-2155



Meals on
Wheels would
like to wish
everyone with
a Birthday in
February a
very Happy
Birthday!

WE WILL BE CLOSED ON
PRESIDENTS DAY



**No Meals on Wheels Delivery
– February 20th**

*see menu for details

Fun Holidays to Celebrate in February!



February is Black History Month!



**Groundhog Day –
Thursday, February
2nd**

**Super Bowl LVII –
Sunday, February 12th**



**Valentine's Day –
Tuesday, February 14th**

**President's Day –
Monday, February 20th**



**Paczki Day –
Tuesday, February
21st**

Meals on Wheels Testimonials!

"Thank you to all
the volunteers."

"God Bless all of you! I can't
tell you how much this means
to me at this time."

"Thank you for your
delicious meals! Be safe
and may God bless one
and all!"

"Thanks, and bless all of you
who make this possible."

"Thank you for providing
such a great service to your
community!"

"Your meals are very good
and we appreciate your
kindness and caring in
taking care of the elderly."

"This has been a
life saver! Blessing
to you all."

"I'm very grateful for your meals
– they are well planned, healthy
and well done – Thank you!"

Meals on Wheels Birthday Celebrations!



◀ Pictured: Long-
time Hartland area
volunteer Fran
Mellen celebrated
her 87th birthday!



Pictured: Long-
time Howell area
volunteers Gerry &
Ellen Howe – Ellen
celebrated her 88th
birthday! ▶

Ring In The New Year With Financial Wellness

If you're like many people, you make New Year's resolutions. Whether you love or hate the tradition, studies show that one of the most popular resolutions is healthier living—followed closely by setting financial goals.

These two resolutions are also interdependent, as 72% of people report experiencing money-related stress at least some of the time. That means financial wellness is proving to be more vital to overall health and happiness than ever.

It's also a fact that only a small percentage of people who make resolutions actually keep them.

Luckily, Chylon Pappas, vice president of marketing at First Tech Federal Credit Union, has tips and savings tricks to get you started on the path to improving your overall financial health in 2023 and beyond.

1. Make a Plan:

Mapping out your financial goals is the first step. This will serve as a guide you can reference and fine-tune. Investing, saving for retirement, and reviewing spending hab-

its regularly can seem daunting, but there are a few ways to make the process less overwhelming:

- Conduct research and educate yourself to make more informed decisions
- When it comes to investing, start small

"Financial priorities tend to shift and change in different life stages—whether it's sending your child to school or planning your retirement. The key is setting long-term goals and not letting yourself get discouraged by short-term changes along the way," explains Pappas.

2. Become a SMART Shopper:

Another tip for reducing spending is to stick to a budget.

Pappas recommends setting specific, measurable, achievable, relevant, and time-bound (SMART) goals—which leads to better budgeting and allows you to adjust it as needed.

For example, eating at home and being mindful of "entertainment" expenses, such as dining out or tickets to sporting events,

can help eliminate unnecessary spending. Being a savvy shopper also makes all the difference. This means planning, writing down, and avoiding tempting impulse in-store or online purchases.

Whether it's spending less on groceries, entertainment, or cutting costs associated with other household needs, the key to success is holding yourself accountable to your specific goal. One way to do this is to work with a friend or family member, so they can help keep you focused and on track to turn your goals into reality.

3. Flex Your Savings Muscles:

Planning and budgeting may automatically strengthen savings, but you don't have to cut off all your spending to save. There are ways you can boost savings, and still have room to "treat yourself," all while keeping a cushion for those rainy days. Pappas suggests:

- Gradually increasing your savings by 1 percent each year
- Following the 50/30/20 rule by allocating 50 percent of your monthly income towards bills and non-negotiables, and 30 percent towards savings, leaving 20 percent to fulfill wants
- Utilizing multiple savings accounts to support specific needs using the 50/30/20 rule
- Using a cash back credit card

Many people are reluctant to talk about money, but real change only happens when you take a close look and rethink your current habits.

Get a running start by making a plan, and you may soon be well on your way to improving your financial wellness and reaping the rewards of your efforts.



From the Kitchen

Love Letter - Crepes

Ingredients

- 1 1/2 cups all-purpose flour
- 1 tablespoon white sugar
- 1/2 teaspoon baking powder
- 1/2 teaspoon salt
- 2 cups milk
- 2 tablespoons butter, melted
- 2 eggs
- 1/2 teaspoon vanilla extract
- 2 teaspoons vegetable oil, or as needed
- 1/2 cup flaked coconut
- 1 tablespoon white sugar, or more to taste
- 1/4 teaspoon ground cardamom



Directions

1. Sift flour, 1 tablespoon sugar, baking powder, and salt together in a large bowl. Whisk milk, butter, eggs, and vanilla extract into flour mixture until smooth.
2. Heat vegetable oil in a skillet over medium-high heat. Scoop about 1/4 cup batter and pour onto hot skillet. Tilt the pan in a circular motion to evenly distribute the batter. Cook crepe until bottom is lightly browned, about 2 minutes. Loosen with a spatula, flip, and cook the other side, about 2 more minutes. Transfer to a plate. Add more oil to the pan and repeat with remaining batter.
3. Mix coconut, 1 tablespoon white sugar, and cardamom together in a small bowl. Spread 1 to 2 tablespoons of coconut mixture into the center of each crepe; fold crepe over the filling like an envelope or in half.

Give Plasma. Save Lives.



As Alice Drennon entered her 50s, she started experiencing a lot of severe infections. After missing 122 days of work in one year and numerous medical visits and blood tests, she learned, at age 54, she had a rare genetic disease called common variable immune deficiency (CVID).

"My antibodies had oddly disappeared," said Drennon. "I knew I had to live a 'new normal' life or wait for death to come knocking at my door."

Living for Drennon means getting IVIG plasma infusions every 28 days for 4 to 5 hours. The IVIG is made from antibodies called immunoglobulins that help her body fight off infections. The infusions partially replace the antibodies her body should be making, but they need to be replenished ev-

ery month. She will need them for the rest of her life.

Today, Drennon is living a full life, including volunteering at her local plasma center.

"I thank each donor when they come to our center," she says. "They're amazed to see an actual patient, which lets them put a face on a plasma recipient."

People give plasma for different reasons. One reason is that it helps save lives of people such as Drennon. For many people with rare diseases and chronic conditions, plasma-based therapies are the only way to treat their condition or disease.

Plasma center staff will show you how to care for your bandage and give you a few other at-home instructions. You should continue to drink water and eat a small meal shortly after giving plasma to restore your energy.

Plasma regenerates quickly. With proper hydration, your blood volume returns to normal within 48 hours. Because of this, you can give plasma twice in any 7-day period, but no more than once in a 48-hour period.

You can typically schedule a return visit while you are at the plasma center. Many people choose to set up a series of visits. Repeat, committed visits are the best way to support the growing need for plasma.

30 Shades of Red

M	C	H	C	Y	G	R	S	V	M	K	Z	N	F	J
Y	C	H	D	R	H	A	A	U	Y	C	G	E	U	W
N	D	N	R	U	I	L	R	R	N	I	F	S	C	A
E	A	N	B	I	E	M	R	N	S	R	D	I	H	F
C	L	A	U	N	S	E	S	P	E	B	L	R	S	I
E	R	P	T	G	B	T	O	O	S	T	A	E	I	R
B	K	I	P	W	R	T	M	T	N	Z	N	C	A	E
Z	N	O	A	A	S	U	S	A	E	V	I	F	K	T
E	S	R	C	J	L	V	B	D	S	L	D	W	N	R
I	T	N	O	I	L	I	M	R	E	V	R	M	I	U
S	A	I	R	G	N	A	S	T	R	R	A	A	P	C
B	R	C	H	E	R	Y	B	U	R	C	R	C	K	
R	O	S	E	W	A	T	E	R	M	E	L	O	N	S
C	A	R	M	I	N	E	F	O	T	A	M	O	T	D
C	O	R	A	L	E	V	U	A	M	P	O	N	D	R

APPLE	CHRISTMAS	MAUVE	STOPSIGN
BRICK	COKE	PINK	STRAWBERRY
BURGUNDY	CORAL	RED	TOMATO
CANDY	CRIMSON	RHUBARB	VALENTINE
CARDINAL	FIRETRUCK	ROSE	VERMILION
CARMINE	FUCHSIA	RUBY	WATERMELON
CERISE	GARNET	SANGRIA	
CHERRY	MAROON	SCARLET	

February is American Heart Month!

By the National Heart, Lung, and Blood Institute

Did you know that people who have close relationships at home, work, or in their community tend to be healthier and live longer? One reason, according to the National Heart, Lung, and Blood Institute (NHLBI), is that we're more successful at meeting our health goals when we work on them with others. NHLBI launched the #OurHearts movement to inspire us to protect and strengthen our hearts with the support of others.

Here are some facts, how-to tips, and resources to inspire you to join with others, even if you can't be physically together, to improve your heart health.

Heart disease is a leading cause of death for both men and women in the United States. Most middle-aged and young adults have one or more risk factors for heart disease, such as diabetes, high blood pressure, high cholesterol, or being a smoker or overweight. Having multiple risk factors increases your risk for heart disease.

Why Connecting is Good for Your Heart

Feeling connected with others and having positive, close relationships benefit our overall health, including our blood pressure and weight. Having people in our lives who motivate and care for us helps, as do feelings of closeness and companionship.

Follow these heart-healthy lifestyle tips to protect your heart. It will be easier and more successful if you work on them with others, including by texting or phone calls if needed.

- Be more physically active.
- Maintain a healthy weight.
- Eat a nutritious diet.
- Quit smoking.
- Reduce stress.
- Get 7-8 hours of quality sleep.
- Track your heart health stats.

You don't have to make big changes all at once. Small steps will get you where you want to go.

Move more

Invite family, friends, colleagues, or members of your community to join you in your efforts to be more physically active:

- Ask a colleague to walk "with you" on a regular basis, put the date on both your calendars, and text or call to make sure you both get out for a walk.
- Get a friend or family member to sign up for the same online exercise class, such

as a dance class. Make it a regular date!

- Grab your kids, put on music, and do jumping jacks, skip rope, or dance in your living room or yard.

Aim for a healthy weight

Find someone in your friend group, at work, or in your family who also wants to reach or maintain a healthy weight. (If you're overweight, even a small weight loss of 5–10 percent helps your health.) Check in with them regularly to stay motivated. Agree to do healthy activities, like walking or cooking a healthy meal, at the same time, even if you can't be together. Share low-calorie, low-sodium recipes. Check out NHLBI's Aim for a Healthy Weight web page.

How much is enough? Aim for at least 2½ hours of physical activity each week—that's just 30 minutes a day, 5 days a week. In addition, do muscle strengthening exercises 2 days a week. Can't carve out a lot of time in your day? Don't chuck your goal, chunk it! Try 10 or 15 minutes a few times a day. NHLBI's Move More fact sheet has ideas to get and keep you moving.

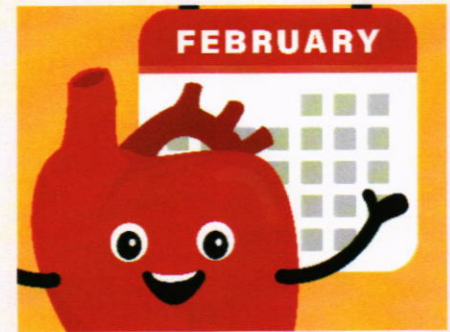
Eat heart-healthy

We tend to eat like our friends and family, so ask others close to you to join in your effort to eat healthier. Together, try NHLBI's free Dietary Approaches to Stop Hypertension (DASH) eating plan. Research shows that, compared to a typical American diet, it lowers high blood pressure and improves cholesterol levels. Find delicious recipes at NHLBI's Heart-Healthy Eating web page.

Quit smoking

To help you quit, ask others for support or join an online support group. Research shows that people are much more likely to quit if their spouse, friend, or sibling does. Social support online can help you quit. All states have quit lines with trained counselors—call 1-800-QUIT-NOW (1-800-784-8669). You'll find many free resources to help you quit, such as apps, a motivational text service, and a chat line at BeTobaccoFree.hhs.gov and Smokefree.gov.

If you need extra motivation to quit, consider those around you: Breathing other people's smoke, called secondhand smoke, is dangerous. Many adult nonsmokers die of stroke,



Celebrate American Heart Month: Join the #OurHearts Movement

heart disease, and lung cancer caused by secondhand smoke.

Manage stress

Reducing stress helps your heart health. Set goals with a friend or family member to do a relaxing activity every day, like walking, yoga, or meditation, or participate in an online stress-management program together. Physical activity also helps reduce stress. Talk to a qualified mental health provider or someone else you trust.

Improve sleep

Sleeping 7–8 hours a night helps to improve heart health. De-stressing will help you sleep, as does getting a 30-minute daily dose of sunlight. Take a walk instead of a late afternoon nap! Family members and friends: remind each other to turn off the screen and stick to a regular bedtime. Instead of looking at your phone or the TV before bed, relax by listening to music, reading, or taking a bath.

Track Your Heart Health Stats, Together

Keeping a log of your blood pressure, weight goals, physical activity, and if you have diabetes, your blood sugars, will help you stay on a heart-healthy track. Ask your friends or family to join you in the effort. Check out NHLBI's Healthy Blood Pressure for Healthy Hearts: Tracking Your Numbers worksheet.

Visit #OurHearts for inspiration on what others around the country are doing together for their heart health. Then join the #OurHearts movement and let NHLBI know what you're doing to have a healthy heart. Tag #OurHearts to share how you and your family and friends are being heart healthy.

PLEASE CALL 24 HOURS IN
ADVANCE TO CANCEL MEALS

810-632-2155

MENU SUBJECT TO CHANGE
WITHOUT NOTICE

HALF PINT OF MILK

SERVED WITH EVERY MEAL

COST SHARE \$3.50/MEAL

MONDAY 2/20/23

NO MEALS DELIVERED

FROZEN DELIVERED

WEDNESDAY 2/15

Item 6.

Livingston County & Western Oakland Meals on Wheels - February 2023 Menu

Monday 1/30/2023	Tuesday 1/31/2023	Wednesday 2/1/2023	Thursday 2/2/2023	Friday 2/3/2023
Polish Sausage Hot Dog Bun Sauerkraut Potato Wedges Apple 0	Baked Ziti Italian Vegetables Tossed Salad Peaches Breadstick 0	Chicken & Broccoli Casserole Cole Slaw Pears Whole Wheat Bread 0 0	Gyro Red Onion & Tomatoes Tzatziki Sauce Pita Bread Orange 0	Vegetable Lasagna Italian Vegetables Cole Slaw Banana Breadstick 0
Monday 2/6/2023	Tuesday 2/7/2023	Wednesday 2/8/2023	Thursday 2/9/2023	Friday 2/10/2023
Chicken Tenders (2) Apple Corn Wedge Potatoes 0 0	Beef Tacos Cheese, Lettuce, Tomatoes Salsa & Sour Cream Refried Beans Tortillas Pineapple	Chicken Parmesan Noodles Italian Vegetables Tossed Salad Banana Breadstick	Swiss Steak Broccoli Apple Sauce Mashed Potatoes Whole Grain Bread 0	Baked Cod Macaroni & Cheese Brussel Sprouts Orange Dinner Roll 0
Monday 2/13/2023	Tuesday 2/14/2023	Wednesday 2/15/2023	Thursday 2/16/2023	Friday 2/17/2023
Swedish Meatballs Rice Mixed Vegetables Corn Apple Whole Wheat Bread	Chicken & Dumplings Coleslaw Peas & Carrots Mixed Fruit Dinner Roll 0	Beef Lasagna Italian Vegetables Tossed Salad Banana Breadstick 0	Grilled Chicken Sandwich Hamburger Bun Potato Salad Carrots Peaches 0	Hamburger w/cheese Hamburger Bun Coleslaw Baked Beans Orange 0
Monday 2/20/2023	Tuesday 2/21/2023	Wednesday 2/22/2023	Thursday 2/23/2023	Friday 2/24/2023
CLOSED Frozen Delivered Wednesday 2/15 0 0 0	Sweet & Sour Chicken Asian Vegetables Whole Grain Rice Apple Whole Grain Bread 0	Macaroni & Cheese Stewed Tomatoes Broccoli Banana Breadstick 0	Stuffed Steak Mashed Potatoes Mixed Vegetables Apple Sauce Dinner Roll 0	Tuna Salad Sandwich Croissant Pasta Salad Carrot Sticks Orange 0
Monday 2/27/2023	Tuesday 2/28/2023	Wednesday 3/1/2023	Thursday 3/2/2023	Friday 3/3/2023
Hot Dog Bun Carrots Baked Beans Apple 0	Chicken Fettucini Alfredo Broccoli Tossed Salad Pears Breadstick 0	Baked Ham Scalloped Potatoes Green Beans Banana Dinner Roll 0	Chicken Ala King Mixed Vegetables Mashed Potatoes Pineapple Biscuit 0	Sweet Potato Encrusted Pollock Capri Vegetables Macaroni Salad Tartar Sauce Orange



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, February 07, 2023 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Hohl called the meeting to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Cindy Michniewicz
Jason Negri
Patricia Hughes

ABSENT

Bill Hahn
Chuck Menzies

CALL TO THE PUBLIC

Patty Sherrill 9265 Regency Blvd disputed a \$15.55 late fee on her water bill.

Jerome Gross 7564 Wisteria Way County, Commissioner District 9, reintroduced himself to the residents/board and commented on working on ARPA funds for the Senior/Community Center.

1. PCYDI Presentation

Presentation from the Pinckney Community Youth Development Initiative Foundation.

CONSENT AGENDA

Motion to approve the agenda as presented.

Motion made by Dolan, Seconded by Michniewicz.

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

2. Board of Trustees Regular Meeting Minutes January 03, 2023 2:30 pm
3. Board of Trustee Work Study Minutes January 03, 2023 1:30pm
4. Board of Trustees Regular Board Meeting Minutes January 17, 2023 7:00pm
5. Parks & Rec - Approved Meeting Minutes - December 20, 2022
6. Parks & Rec - Senior Ctr. Coordinator Report - January 2023
7. Parks & Rec - Park Use Request - Go Sports LLC - Baseball 2023
8. May 9, 2022 Approved Cemetery Committee Meeting Minutes
9. Township Coordinator - January 2023 Report
10. AP bills list February 07, 2023
11. Alfredo's Tree Service Invoice

UNFINISHED BUSINESS

12. Station 11 Cell Tower Lease

Motion, that as a board, approve the lease agreement in the packet from American Tower Delaware Corporation and direct the Clerk and Supervisor to sign the agreement on behalf of the Township.

Motion made by Negri, Seconded by Hughes.

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

APPROVAL OF THE AGENDA

CURRENT BUSINESS

Motion to approve the agenda as presented with the addition of Item #26 Comcast.

Motion made by Dolan, Seconded by Michniewicz.

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

13. Tanker 12 Refurbishment

Motion to approve the hiring of B&B Fire Division of Comstock to refurbish tanker 12 as outlined in the RFP specifications at a cost not to exceed \$220,000.

Motion made by Dolan, Seconded by Negri.

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

14. Hiring of Firefighter

Motion to approve the hiring of Thomas Pawley as a Community Risk Reduction Firefighter effective February 8, 2023 at a starting rate of \$19.20 per hour based on the fact that he has already completed pre employment requirements.

Motion made by Hohl, Seconded by Negri.

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

15. Purchase of SCBA Fill Station

Motion to approve the purchase of an SCBA Fill Station as outlined in the RFP specifications from Allied Fire Sales & Service of Spring Lake, MI at a cost of \$65,250.00

Motion made by Dolan, Seconded by Negri.

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

16. Purchase of Fire Vehicle

Motion to approve the purchase of a 2023 Chevrolet Silverado 3500 Pickup, with the attached specifications, from Berger Chevrolet, Inc of Grand Rapids for a price of \$54,790.00 and to proceed with the reallocation of the use of the other vehicle to complete swap as outlined in the memo.

Motion made by Hohl, Seconded by Negri.

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

17. Annual Analysis – Police

Motion to accept and file the Annual Analysis as provided in the packet and make it available to the public should they wish to have a copy.

Motion made by Hohl, Seconded by Michniewicz.

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

18. Updated Public Safety SOPs

Motion to adopt Public Safety Standard Operating Procedures: SOP #300-08: Response to Persons with Mental Illness, SOP #300-26: Firearms, and SOP #300-53: Officer Uniform and Appearance.

Motion made by Hohl, Seconded by Michniewicz.

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

19. Step Increase – Ward

Motion to make effective in the current pay period the increase as outlined in Tony Randazzo's memo for Mr. Ward based on the fact that he has received his Class B Waste Water Treatment Plant License and Lagoon 1 and Lagoon 2 taking him to a Grade 8 step 7.

Motion made by Hohl, Seconded by Negri.

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

20. Finance Control Book December 2022

Motion to receive, file and publish the Finance Control Book December 2022 with the corrected tab 4.

Motion made by Negri, Seconded by Michniewicz.

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

21. 2023 Asphalt Road Program

Motion to authorize Supervisor Hohl and Clerk Dolan to sign the project agreement #489.07.5103BW and forward that to Steve Wasylk at the Road Commission.

Motion made by Hohl, Seconded by Michniewicz.

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

22. Update to Administrative Policy & Procedures, Section 4.9 Purchase Control

No motion was made. Move to February 21, 2020 7:00 pm meeting.

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

23. Update to Administration Policy and Procedures Section 3.8 Employee Evaluation Performance Review form

Motion to approve the Hamburg Township Employee Evaluation Review Form in the packet to be published in the administrative policies and procedures and request that the form be dated as today's date.

Motion made by Dolan, Seconded by Negri.

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

24. New hires for the Accounting Department

Motion to proceed with the employment of Robin Holmes as the Accounting and Benefits Coordinator with the enhanced time off as indicated in the memo with a start date as soon

as feasible and Marcy Miller be offered the position of the Accounting Specialist position with the benefits outlined in the memo with a starting date of March 6, 2023.

Motion made by Hohl, Seconded by Michniewicz.

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

25. Appointment of Trustee Cindy Michniewicz

Motion to appoint Cindy Michniewicz and Patricia Hughes as alternates to the Livingston Community Water Authority (LCWA) Board.

Motion made by Hohl, Seconded by Negri.

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

26. Comcast

Motion to approve the Comcast Uniform video service local franchise agreement with a 5% franchise fee and 0% PEG fee.

Motion made by Dolan, Seconded by Hohl.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

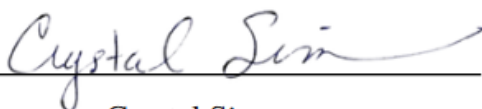
ADJOURNMENT

Motion to adjourn at 4:08 pm.

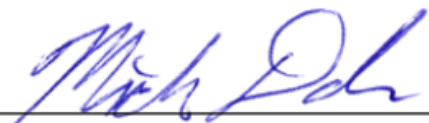
Motion made by Negri, Seconded by Hughes.

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

Respectfully submitted,



Crystal Simmons
Recording Secretary



Mike Dolan
Township Clerk

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

TO: Pat Hohl, Supervisor
Mike Dolan, Clerk
Jason Negri, Treasurer
Township Board of Trustees

FROM: Thelma Kubitskey, Director of Accounting

DATE: February 3, 2023

SUBJECT: Update to Administration Policy and Procedures, Section 4.9 Purchase Control

Please find attached the proposed changes to section 4.9 Purchase Control. These changes reflect the current practice that the Township is using for any purchases over \$10,000.00.

Please contact me with any questions or concerns you may have.

4.9 PURCHASE CONTROL

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

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

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

4.9(a) INVITATION FOR BIDS.

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

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

4.9(b) NOTICE SOLICITING BIDS OR PROPOSALS.

- (a) **Publication.** A notice inviting bids or requesting proposals shall be published as least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
- ~~(b) **Vendor List.** The Department shall also solicit responsible prospective vendors who have requested their names to be added to a vendor list, by sending to such prospective vendors, in a timely manner, such notice as will acquaint them with the proposed acquisition of goods or services. In any case, invitations sent to the prospective suppliers on the vendor list shall be limited to commodities or services that are similar in character and ordinarily handled by the trade groups to which the invitations for bids or proposals are sent.~~
- (c) **Posting.** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.
- (d) **Definitions.** As used in this Section:
 - (1) **"Medium or media"** means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.
 - (2) **"Most appropriate medium or media"** means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

4.9(c) PRE-BID CONFERENCES.

- (a) Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.

- (b) The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
- (c) Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

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

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

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

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

4.9(f) MISTAKES IN BIDS.

- (a) **General Discussion.** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 1. If the mistake is attributable to an error in judgment, the bid may not be corrected.

2. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
- (b) **Mistakes discovered before opening.** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
 - (c) **Confirmation of Bid.** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:
 1. Obvious apparent errors on the face of the bid, or
 2. Bid unreasonably lower than the other bids submitted.
 - (d) **Mistakes discovered after Award.** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

4.9(g) BID DEPOSITS.

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

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

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

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

(b) **Opening and Recording.**

1. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.
2. The name of each bidder and the total amount of each bid shall be read aloud by the ~~Purchasing Agent~~ Department representation or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.
3. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the bids are submitted, with respect to any specific commodity or proposal.
 - (a) Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.
 - (c) **Tabulation.** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations may shall be posted on the Township's website.
 - (d) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest-best responsible bidder.
 - (e) **Substantially Low Bid Review.** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

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

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

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

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
3. Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).
 - (a) **Receipt of Sealed Proposals.** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
 - (b) **Opening.** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.
 - (c) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 1. Interview each firm, meet the professionals who will actually do the work.
 2. Contact references and past clients.

3. Visit the firms' offices and specific projects they have handled (if applicable).
4. Rank the firms based upon Board consensus.

- (d) **Rejection of Proposals.** The Township Supervisor, Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS.

- (a) **Authority.** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
- (b) **Exceptions.** A Township Administrator (Supervisor, Clerk and Treasurer) is authorized to enter:
- (1) All contracts that do not exceed **ten** five thousand dollars (~~\$5,000~~) **(\$10,000)**;
 - (2) All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that the goods or services are within budget, and if the contract adheres to current purchasing policies; and
 - (3) All sole-source contracts not more than **ten** five thousand dollars (~~\$5,000~~) **(\$10,000)**.
- (c) **Bid Selection.** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board considering the following;
- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - a) The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.

- (4) The quality of performance of previous contacts or services;
 - (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
 - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contact; and
 - (9) The number and scope of conditions attached to the bid.
- a) **Tie Bids.** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.
 - b) **Default.** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS.

- (a) **Bid Selection.** The Township Board of Trustees shall award Municipal building construction project contracts in the amount of five thousand dollars (\$5,000) or more to the lowest responsive, responsible bidder as determined by this section.
- (b) **Definitions. As used in this section:**
 - (1) "Township" means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
 - (2) "Construction project" means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
 - (3) "Lowest responsive, responsible bidder" means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.

- (4) "Responsible contractor" means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township, based on the following:
- A. An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;
 - B. The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and
 - C. Input from the Township's architect and/or construction manager, if applicable.
- (c) **Responsibility Criteria.** The Township Supervisor and Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not preclude any additional criteria that the Township may deem relevant for deciding of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.
- (d) **Bid Documents.** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.
- (e) **Criteria.** The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of five thousand dollars (\$5,000) or more. This list is not intended to be all inclusive or exhaustive:
- (1) General information about the contractor's company, its principles and its history, including the State and date of incorporation;

- (2) Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
- (3) A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;
- (4) The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
- (5) Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;
- (6) Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- (7) Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- (8) A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;
- (9) Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
- (10) A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from

which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;

- (11) Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in the current A.M. Best Guide and qualified to do business within the State of Michigan.
- (12) A warranty statement regarding labor and materials;
- (13) A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;
- (14) Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
- (15) Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;
- (16) Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
- (17) Contractor's policy addressing drugs and alcohol use for employees working on the project site;
- (18) Documentation of whether the contractor provides health insurance and pension benefits to its employees;

(19) Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.

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

4.9(I) PURCHASE ORDERS.

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

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE.

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

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS.

(a) Projects requiring prevailing wages, in an initial amount of ten thousand dollars (\$ 10,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall not be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

(b) As used in this section:

- (1) "Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.
 - (2) "Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.
 - (3) "Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.
 - (4) "Locality" means the Township of Hamburg or Livingston County.
 - (5) "Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.
 - (6) "Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.
- (c) All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.
- (d) If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition,

each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.

- (e) The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.
- (f) This section shall not govern contracts subject to Federal Davis-Bacon requirements which contracts shall be enforced pursuant to Federal law.

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

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



PUCCI + VOLLMAR
ARCHITECTS, PC
ARCHITECTURE + DESIGN + PLANNING

Item 9.

February 15, 2023

Patrick Hohl, Township Supervisor
Hamburg Township (hereafter known as the Owner)
10405 Merrill Rd.,
P.O. Box 157
Hamburg, MI 48139

Dear Mr. Hohl,

Regarding Hamburg Twp. Police Dept. Addition Project.

This letter is a follow-up to our conversation earlier this day. We reviewed the bids from the three different contractors and have a recommendation. The three different bidders presented their information in different formats. Therefore, when all the different factors are added together the bids are as follows in alphabetical order:

Brivar Construction

\$1,021,248.00

Cost breakdown included

Midwest Contracting

\$990,000.00

Cost breakdown included

Schafer Construction

A range of

\$600,000 to \$1,200,000.00

Cost breakdown **not** included

Since Schafer Construction did not provide a detail cost breakdown and only gave a vast range of possible costs we are recommending that they be eliminated.

Although the two remaining quotes are very close we recommend **Midwest Contracting** since every item was completely accounted for in their cost breakdown.

Sincerely,

Karl F. Vollmar, Architect

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: February 16, 2023

AGENDA ITEM TOPIC: Police Station Expansion

Number of Supporting Documents: **2**

Requested Action

Review the recommendation from Architect Karl Vollmar and approve the bid of \$990,000 from Midwest Contracting for construction of the Police Station Addition

Background

If the Board approves the proposal from Midwest Contracting, an approximate timeline for construction of the Police Department addition is as follows:

- February 22, submit the Site Plan to the Planning and Zoning Department for review by the Planning commission.
- Final architectural drawings will be completed by late March.
- Assuming Final Site Plan approval in June, construction would commence in July.



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 10.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 16, 2023
RE: Agenda Item Topic: **New 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 Steven Boussie for the position of full-time police officer.

Background

On January 17, 2023, the Township Board authorized me to offer a conditional offer of employment to Steven Boussie pending successful completion of all pre-employment requirements. Mr. Boussie has subsequently passed his required medical evaluation, psychological evaluation and drug-screening testing. As such, I am requesting that the Board approve the hiring of Mr. Boussie for the position of full-time police officer.

Respectfully,

Chief Richard Duffany
Director of Public Safety



February 16, 2023

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

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 16th Annual Hamburg Family Fest which is scheduled from June 15th through June 18, 2022 at Bennett Park.

H.E.R.O. installed banner poles on Merrill Road in Spring 2006 (under permit from the Livingston County Road Commission) approximately 200 yards south of the railroad track. To announce the annual event and draw the attention of those that travel to and from the park facility during the baseball and soccer season, H.E.R.O. installs a banner across Merrill Road every year from May 1st through June 30th.

The County specifications for banners require a permit to be issued only to the governing body. H.E.R.O. respectfully requests the Hamburg Township Board to pass a resolution requesting a banner permit from the Livingston County Road Commission for the H.E.R.O. events scheduled at Manly Bennett Park during the Hamburg Family Fun Fest for 2023. Further, that the Township Board request the County Board of Commissioners to waive any and all fees that may be associated with the Livingston County Road Commission banner permit.

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

Sincerely,

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





**OVER-THE-ROAD BANNER
APPLICATION FOR TOWNSHIP APPROVAL**

APPLICANT: Hamburg Enhanced Recreation Organization

ADDRESS: P.O. Box 548
Hamburg, MI 48139

PHONE: (810) 626-3035 **E-MAIL** h.e.r.o.rec@aol.com

CONTACT PERSON: Joanna G. Hardesty

PHONE: DAYTIME (810) 626-3035 **CELL PHONE:** (810) 397-9058

DATE(S) OF EVENT: June 14 – June 17, 2023

DATES REQUESTED FOR BANNER DISPLAY: May 1, 2023 – June 30, 2023

DESCRIPTION OF EVENT: Hamburg Family Fun Fest sponsored by H.E.R.O. running four (4) days at the Bennett Park facilities. The event includes family fun activities – fireworks, amusement rides, petting zoo, concerts, arts & crafts, classic car show, etc., etc.

RELEASE AND HOLD HARMLESS AGREEMENT

The Applicant hereby agrees to assume all loss, damages, risk and liability associated with the installation and display of an over-the-road banner. It recognizes and acknowledges that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify, the Township of Hamburg, their elected officials, officers, agents, and employees, from any and all liability or responsibility whatsoever for injury (including death) to persons and for any damage to any Township property, or the property of others, arising out of, or resulting from, the placement of the over-the-road banner. Applicant further hereby waives, releases and discharges Hamburg Township, their elected officials, officers, agents, and employees from any and all claims, demands, actions, causes of actions, damages and liabilities resulting from or arising directly or indirectly out of the placement of the over-the-road banner. Applicant further acknowledges and agrees it is solely responsible for installation and removal of the banner. If Applicant fails to remove the banner by the permit expiration date, Hamburg Township may contract for the removal of the banner and charge the cost back to the Applicant. Applicant recognizes that it is responsible to reimburse Hamburg Township for this cost and failure to do so will result in permanent ineligibility for future application and use.

Agreed to this 16th day of February, 2023.

NAME (print) Hamburg Enhanced Recreation Organization (H.E.R.O.)

BY:  Joanna G. Hardesty

ITS: President

TWP BOARD ACTION: _____ DATE: _____



February 16, 2023

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

Dear Members of the Board:

In February 2006 the Hamburg Township Board adopted a resolution recognizing the Hamburg Enhanced Recreation Organization (H.E.R.O.) as a Township volunteer organization and supporting their efforts as a community non-profit organization dedicated to creating opportunities to attract local and area-wide support for recreation and the community as a whole. This year H.E.R.O. will be hosting the 17th Annual Hamburg Family Fun Fest which is scheduled from June 14th through June 17th, 2023 at Bennett Park.

Given the number and types of events including fireworks shows, petting zoo, amusement rides, etc., at the Fun Fest it is anticipated that this event will draw participants to the area; more particularly to both East and West Bennett Park. With a speed limit of 55 mph on Merrill Road, it could potentially cause a safety issue to pedestrians crossing to reach the events taking place at East and West Bennett Park. We respectfully request that the Hamburg Township Board petition the Livingston County Road Commission to reduce the speed limit on Merrill Road between M-36 and Strawberry Lake Road (through Manly Bennett Park) from the current 55 mph to 35 mph during the Hamburg Family Fun Fest as has been done for the past 16 years.

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

Sincerely,

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



**RESOLUTION
HAMBURG FAMILY FUN FEST BANNER
PERMIT REQUEST
LIVINGSTON COUNTY ROAD COMMISSION**

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on February 21, 2023, beginning at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

WHEREAS, in 2006, the non-profit, 501 (c)(3) organization - Hamburg Enhanced Recreation Organization (H.E.R.O.) was formed whose purpose is to support the continued development of recreational opportunities within Hamburg Township; and

WHEREAS, the Hamburg Township Board recognizes H.E.R.O. as a Township volunteer organization and supports their efforts to further enhance the recreational opportunities at the Manly Bennett Park facility; and

WHEREAS, H.E.R.O. is hosting the Hamburg Family Fun Fest scheduled for June 14, 2023 through June 17, 2023 at Bennett Park; and

WHEREAS, to announce this event and draw the attention of the crowds of people that travel to and from the park facility during the baseball and soccer season, H.E.R.O. wishes to place a banner across Merrill Road on the banner poles permanently installed in the Merrill Road right-of-way located approximately 250 feet south of the railroad track; and

WHEREAS, a permit from the Livingston County Road Commission (LCRC) is required to place the banner and the LCRC will only issue a banner permit to the local municipality.

NOW, THEREFORE BE IT RESOLVED, that the Hamburg Township Board of Trustees hereby requests a permit from the Livingston County Road Commission to place a banner across Merrill Road, from May 1, 2023 through June 30, 2023, announcing the Hamburg Family Fun Fest scheduled for June 14th through June 17th, 2023

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

AYES:

NAYS: None

ABSENT:

Resolution Declared Adopted.

Certification

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

Date:

Michael H. Dolan, Hamburg Township Clerk

RESOLUTION

HAMBURG FAMILY FUN FEST SPEED LIMIT REDUCTION REQUEST LIVINGSTON COUNTY ROAD COMMISSION

At a regular meeting of the Board of Trustees of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Hall on February 21, 2023, beginning at 7:00 p.m., there were:

PRESENT:

ABSENT:

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

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

WHEREAS, from June 14, 2023 through June 17, 2023, the Bennett Park facility will host the Hamburg Family Fun Fest. Given the number and types of events, including fireworks shows, concerts, a circus and petting zoo, and amusement rides, it is anticipated that this event will draw thousands of participants to the area; and

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

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

NOW THEREFORE BE IT RESOLVED, that the Hamburg Township Board of Trustees, hereby petitions the Livingston County Road Commission (LCRC), as a matter of public health, safety and welfare, to reduce the speed limit on Merrill Road between M- 36 and Strawberry Lake Road (through the Manly Bennett Park) from the current 55 mph to 35 mph during the Hamburg Family Fun Fest - June 14th through June 17th, 2023.

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

AYES:

NAYS: None

ABSENT: None

Resolution Declared Adopted.

CERTIFICATION

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

Date: 2023

Michael H. Dolan, Hamburg Township Clerk

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 17, 2023

AGENDA ITEM TOPIC: Parks & Recreation - Park Use Application - HERO Family Fun Fest 2024-2026

Number of Supporting Documents: 3

Requested Action

To approve the Park Use Application submitted by H.E.R.O. for the Hamburg Family Fun Fest event for years 2024, 2025, & 2026, as presented in their application dated November 8, 2022, based on the same terms as the expiring contract, and with the understanding that there is no intent to bring back the Banana Derby, for the term of the contract, out of consideration of the public and Township concerns stated during the 2022 event.

Background

The approved Parks & Recreation motion made at the 11/22/22 meeting:

Motion by Auxier, supported by Michniewicz, to recommend approval of the Park Use Application submitted by H.E.R.O. for the Hamburg Family Fun Fest event for years 2024, 2025, & 2026, as presented in their application dated November 8, 2022, based on the same terms as the expiring contract, and with no intent to bring back the Banana Derby for the term of the new contract, out of consideration of the area residents, the Township Board, and in response to the concerns raised during the 2022 event.

VOICE VOTE: Ayes 5

MOTION CARRIED

Attachment

- Park Use Application with supporting documents
- Public Safety Motion – re: Event Hazard Level
- Land Facility Use Agreement – 3-year term



WHERE **SUMMER** BEGINS

November 8, 2022

Hamburg Township Board of Trustees
P O Box 157
Hamburg, MI 48139

Members of the Board:

The current H.E.R.O. Land/Facility Use License Agreement to host the annual Hamburg Family Fun Fest expires after the 2023 17th annual event. As HERO is in the process of negotiating some of our long-term contracts, we are hereby requesting an extension of our park use agreement for another three years (2024, 2025, and 2026). The current contract is attached along with the minutes from the March 15, 2022 Township Board meeting extending the agreement through 2023.

Thank you for your support and consideration.

Sincerely,

Joanna G Hardesty, President

H.E.R.O.

(810) 626-3035

**LAND/FACILITY USE LICENSE AGREEMENT
H.E.R.O. / HAMBURG FUN FEST**

THIS AGREEMENT ("Agreement") is entered into by and between Hamburg Township, a Michigan municipal corporation, whose address is 10405 Merrill Road, Hamburg, MI 48139, and (hereinafter the "Township"), and the Hamburg Enhanced Recreation Organization (H.E.R.O.), a Michigan nonprofit corporation, whose address is PO Box 548, Hamburg, MI 48139, (hereinafter "Licensee") for the purposes of use of the Township's Property as described below and as further identified on attached Exhibit A (the "East Park") and Exhibit B (the "West Park"), the "Property" or the "Premises."

This License is for three (3) consecutive years (also referred to as event years), 2020, 2021 and, 2022, for dates outlined in the Park Use Application and Release of Liability as submitted by the Licensee. The dates of use of the East Park and West Park are limited to those listed in the Park Use Application and Release of Liability, and shall permit, activities, generally, as set forth in the attached and incorporated as Exhibit C (the "Fun Fest Park Use Application and Release of Liability"). The purpose of the use is for the Hamburg Fun Fest, a festival/carnival function sponsored and operated by Licensee.

Township desires to grant a license for the use of the Premises to the Licensee, and Licensee desires to secure a license to use the Premises, subject to the terms and conditions of this Agreement. The Township grants to and Licensee accepts from the Township the right and privilege to use the premises in the manner set forth below:

1. Licensee shall ~~contribute to~~ pay for all overtime Public Safety costs for Police and Fire personnel required for the fireworks shows on Friday and Saturday nights (up to 4 hours each night) charged each event year. The costs shall be calculated upon completion of the event, at a cost not to exceed \$5,000 per event year, and the Licensee shall be sent an invoice outlining those costs for payment within thirty (30) days of receipt of the invoice.
2. Licensee shall pay the Township \$2,500 each year of the agreement for the initial land balancing investment and seeding costs, which took place in 2017, each event year until 50% of the original cost of \$34,710 has been reimbursed. In order to protect this community investment, the Township will maintain the area throughout the year and re-seed annually, as needed.
3. Licensee agrees to repair damage that the festival may cause to the grounds other than land balancing and seeding. Licensee agrees to submit a \$2,000 damage bond to Hamburg Township to be held until repairs are completed.
4. No park use fees will be assessed to Licensee in excess of those outlined in items #1, 2 and 3 above.
5. Licensee has inspected the Premises with the Township and accepts the same in its existing condition. Annual pre-inspections and post-event inspections will be conducted each year with the Licensee.

6. The Premises shall be used for the purpose stated in the H.E.R.O. Park Use Application & Release of Liability (Exhibit C) for the Hamburg Fun Fest for the location, and for the time periods defined (also known as Blackout Dates), no other use is allowed. The Licensee agrees to comply with all terms and conditions set forth in Exhibit C and this Agreement and all other rules and regulations as have been and may be established by the Township relating to the use of the Premises.
7. No alterations or additions shall be made to the premises without the prior written consent of the Township. The Licensee shall furnish and install at its expense any and all additional equipment or fixtures as may be necessary for its intended use as approved by the Township Board. At the conclusion of its use, Licensee shall forthwith remove any and all such fixtures and equipment at its own expense, unless the Licensee desires to donate the fixtures and/or equipment and they are determined to be of benefit to the community and the requirement of their removal is waived in a motion by the Township Board. Such approved fixtures shall be considered in-kind donations.
8. The Licensee, at its expense, shall leave the premises clean and free of all trash and litter associated with the festival/carnival and is responsible for any damage to Township Property, in areas of use as outlined in the Park Use Application and Release of Liability, which occurs during the set-up, hosting or tear-down of event.

The Licensee shall not charge admission or fee to the public over and above what is outlined in the H.E.R.O. / Hamburg Fun Fest Park Use & Release of Liability Application (Exhibit C) without the prior written consent of the Township. Fees associated with festival/carnival operations or to cover the costs associated with festival/carnival activities are included.

9. Persons engaged by the Licensee to provide labor and service shall not be deemed or considered employees, agents or independent contractors of the Township. All third-party vendors must provide proof of General Liability & Worker's Compensation, and are required to include Hamburg Township as Additional Insured. All vendors are subject to inspection by the Hamburg Township Fire Department.
10. The Licensee shall maintain insurance for bodily injury, death, workers compensation and property damage resulting from the Licensee's use of the premises, in accordance with the Township's Park Use Policy, with minimum limits of liability in the amount of \$1,000,000 per occurrence or in other such amounts as may be established by Township Park Use Policy, which may be amended from time to time. The policies shall be endorsed to name the Township as an additional insured on any such policy, and shall provide the Township with thirty (30) days prior notice of cancellation or material change in the policy. Licensee shall provide Township with written verification of any such insurance coverage prior to its use of the premises.

11. Licensee shall hold the Township, its agents, officers, employees, contractors and board members harmless from and shall defend and indemnify them from and against any and all liability for injuries to, or death of persons or damage to property arising from the activities of the licensee, its agents, officers, employees, contractors or assigns in connection with this License Agreement.
12. Upon any breach of this agreement by Licensee, Township may terminate this Agreement if the breach or default under is not cured within ten (10) days' after written notice to Licensee. In such event any rights or privileges of Licensee resulting from this Agreement shall be terminated except that Licensee shall be responsible for the payment of all costs incurred by the Township through the date of termination in relation to the use of the Premises and the insurance policy, which shall remain in effect with respect to damages or injuries caused during the use of the Premises for the event. Licensee shall be responsible for removal of any and all property from the Property and for restoration.
13. Neither the Township nor the Licensee shall be held liable for payment of any fees, costs, or expenses to the other if the festival cannot be given due to an Act of God, including but not limited to acts or regulations of public authorities, labor difficulties, civil tumult, strike or pandemic or epidemic beyond the control of the Township or Licensee. "Act of God," includes but is not limited to the Covid-19 Pandemic and any and all orders, laws, and regulations arising out of or resulting from the spread of the Covid-19 Pandemic. "Act of God," shall not include typical summer weather events, including storms, rain or extreme temperatures. As a result of any Executive Order placing temporary restrictions on the use of places of public accommodation, and/or setting forth the temporary requirement to suspend activities that are not necessary to sustain or protect life, during the Covid-19 pandemic, and any extension or amendment of those Orders, Licensee hereby acknowledges that, in the event that the prohibitions in the Executive Orders or the orders or directives of other applicable public health agencies, or state or local governments, make it impossible to safely undertake the festival, the festival may be delayed, as determined to be necessary in the discretion of the Township or the Licensee. The Township shall not be responsible for any payments or costs relating to delay or cancellation of the festival, and Licensee shall be responsible for ensuring that all of its vendor contracts include similar provisions relating to cancellation in the event of an Act of God, including but not limited to, a pandemic. The festival schedule may be revised to reflect requirements of the applicable Order or social distancing recommendation. If performance dates are not available in the same season, both parties may agree to reschedule the festival to a future date or the next available season, as necessary.
14. This Agreement does not constitute approval of issues requiring a permit or approval by any other governmental entity.

General Conditions

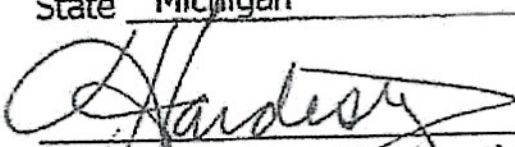
15. Either party may terminate this Agreement with cause on sixty (60) days' notice. "Cause" shall mean a breach of or default under this Agreement that is not cured within ten (10) days' after notice.

16. Any failure of either party to insist on strict performance of any provisions of this Agreement shall not be deemed a waiver of the provisions of the Agreement in any subsequent default.
17. This Agreement may not be amended, changed, modified, or discharged except in writing and signed by both parties.
18. All notices under this Agreement shall be in writing and shall be deemed to be given when they are either delivered personally or mailed by certified or registered mail to the receiving party at the address stated in this Agreement or at an address furnished to the other party in writing during the term of this Agreement.
19. The captions and headings used in this Agreement are intended only for convenience and are not to be used in construing the Agreement.
20. This Agreement shall be construed under Michigan Law.
21. This Agreement is binding on successors and assigns, except that this Agreement may not be assigned without Township review and approval of a Park Use Application in accordance with the Township's Park Use Policy
22. If any provision of this Agreement is unenforceable, the other provisions of the Agreement shall remain valid and enforceable to the fullest extent permitted by law.
23. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement. This Agreement does not address and is not intended to affect in any way any permanent use of the Property by the Township at the expiration or termination of this Agreement.
24. The covenants and conditions contained in this Agreement shall apply to and bind the successor's legal representatives and assigns of the parties to this Agreement and all covenants are to be construed as conditions Licensee may not assign any right, privilege or license conferred by this Agreement.
25. The person signing this agreement on behalf of the Licensee is fully empowered by appropriate action if necessary, to execute this agreement on its behalf.

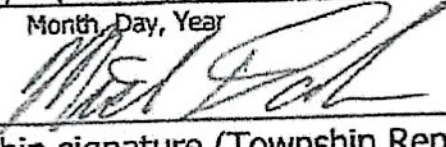
In witness whereof, the parties have executed this agreement at:

Township/City Hamburg Township County Livingston

State Michigan on 08/19/2020
Month, Day, Year



Licensee signature (Applicant)



Township signature (Township Representative)

Licensee signature (Applicant)

Township signature (Township Representative)

Licensee Print Name Joanna G Hardesty, President; Hamburg Enhanced Rec Org (H.E.R.O.)

Address P O Box 548

City Hamburg State Michigan

Home Phone Number: _____

Work Phone Number: (810) 626-3035

Email: jghwade1@aol.com



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

HAMBURG TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
Tuesday, March 15, 2022
7:00 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 7:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

Present: Hohl, Dolan, Hughes, Michniewicz, Menzies, Negri
Absent: Hahn

4. Call to the Public

A call was made with no response.

5. Approval of the Consent Agenda

Motion by Menzies, supported by Negri, to approve the Consent Agenda as presented.

Voice Vote: AYES: 6, NAYS: 0, Absent: 1 MOTION CARRIED

6. Approval of the Agenda

Motion by Dolan, second by Hughes, to approve the Agenda as presented.

Voice Vote: AYES: 6, NAYS: 0, Absent: 1 MOTION CARRIED

7. Unfinished Business

A. Parks & Recreation – HERO Agreement Request

Motion by Menzies, second by Negri, to reconsider the additional park use fee for the 22/23 event and grant a one-year extension to the original contract for the year that was lost without additional fees due to COVID-19.

Voice Vote: AYES: 6, NAYS: 0, Absent: 1 MOTION CARRIED



Hamburg Township Manly Bennett Park

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

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Hamburg Enhanced Recreation Organization (H.E.R.O.)

Name of Event: Hamburg Family Fun Fest

Type of Event: Festival Park Use Category #: 2 - Qualified User

Applicant Name: H.E.R.O.

Date(s) of Event: 6/12-15/24; 6/11-14/25; 6/17-20/26 Time(s) of Event: 10 am - 12 midnight

Applicant Address: P O Box 548 Suite or Apt #: _____

Applicant City: Hamburg State: MI Zip: 48139

Contact Person (present during use): Joanna Hardesty

Contact's Affiliation with Applicant: President

Contact's Phone: (810) 397-9058 Contact's E-Mail: jghwade1@aol.com

Event Co-applicant, if any: _____

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

Co-applicant relationship to Applicant: _____

Co-applicant's phone: _____

Insurance Information:

Insurance Carrier: West Bend Mutual

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

Policy #: NSL 1335562 Expiration Date: May 12 of each year

Limit of General Liability: 6,000,000 Occurrence _____ Aggregate _____

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

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

Please describe the event you propose to host: Annual community Hamburg Family Fun Fest that offers four (4) days of family entertainment including amusement rides, petting zoo, arts & crafts, classic car show, feature entertainment, stage entertainment, fireworks, laser light shows, and other activities.

Total Number of participants/spectators/guests anticipated during event: 10,000 - 30,000

Average of participants/spectators/guests anticipated at any given time: 2,000 - 5,000

Site of Proposed Event; include all areas of the parklands that will be used: East and West Park (see attached)

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

Will there be camping and trailer facilities? If so, are overnight stays anticipated: Yes (Liv Co Health Permit)

Number of Volunteers: 100 - 150 +/- Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: East & West Park
throughout the event area

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

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

Parking fee charged? If so, how much: Yes (TBD) Valet service available?

Will Food/Beverages be served? If so, types of food and name of persons serving:

Yes. All food concessions are provided by Wade Shows, Inc. and are licensed and inspected by the

Livingston County Health Department.

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

Will there be Fireworks or any other pyrotechnic display? If so, describe: Yes. Fireworks are planned
for Friday and Saturday nights of the scheduled festival weekend each year.

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

Will there be any animals present? If so, describe: Yes. A petting zoo and other animal attractions are
included as part of the festival entertainment offered free of charge.

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

Will there be Amusement rides or games? If so, describe: Yes. Wade Shows, Inc. will provide the
amusement rides and game concessions.

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes. Volunteers, police, fire and event staffing will all be utilizing off-road vehicles during the event including golf carts.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: Police & Fire services are required for fireworks nights.

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

Specific services required from the Township, if any: N/A

Other information regarding your event that you feel may be helpful: This application is for the 18, 19, and 20th years of the Fun Fest.

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

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

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

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

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

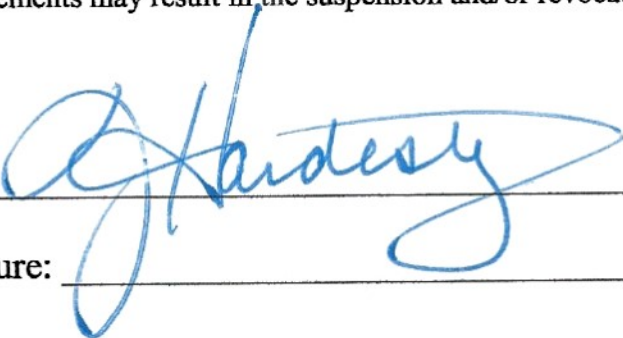
Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules,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

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

Initials: jh

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance³ with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: jh

Applicant's Signature:  Date: November 8, 2022
Co- applicant's Signature: _____ Date: _____
Parks Coordinator: _____ Date: _____

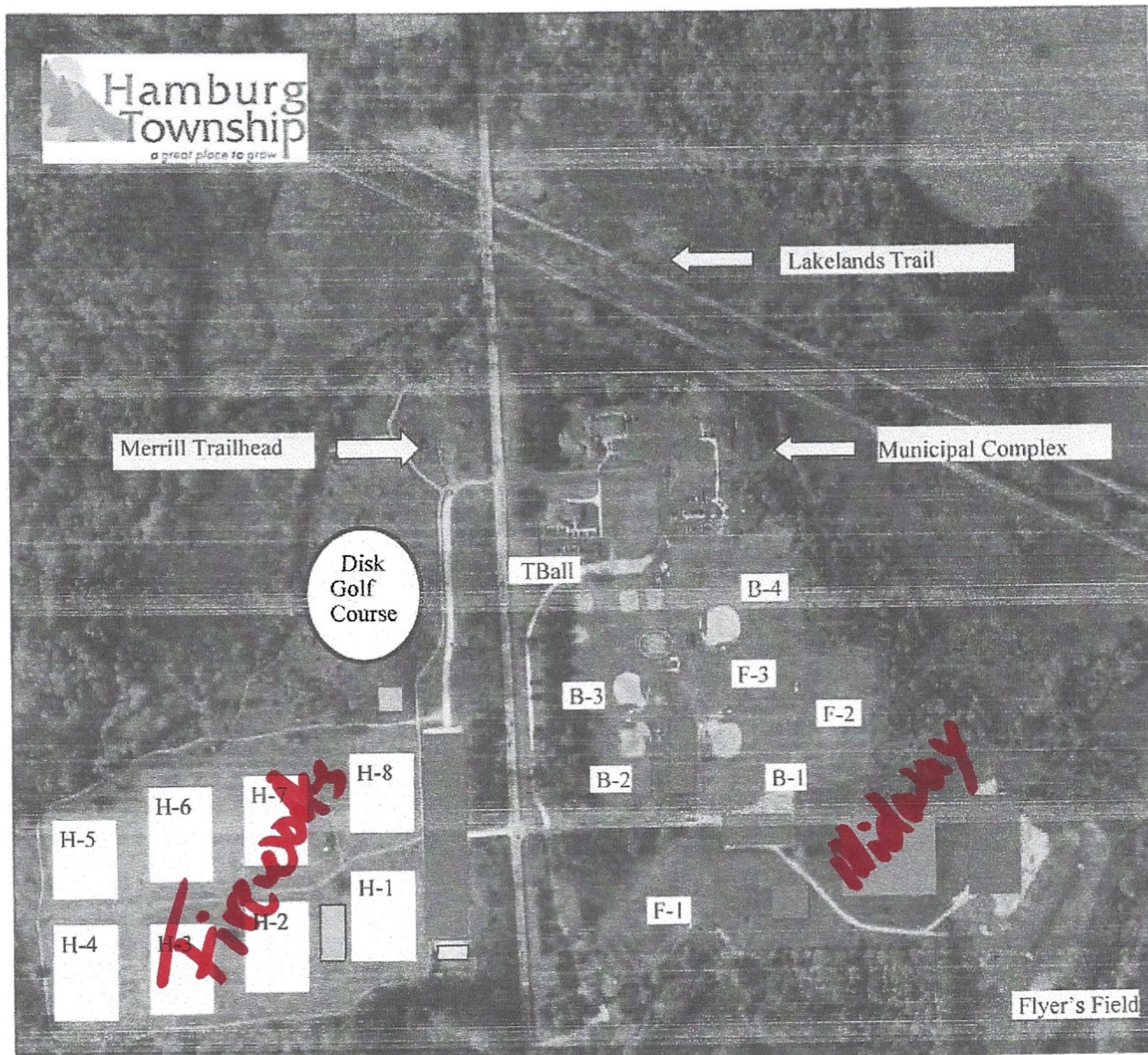
For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____



**Manly Bennett West Park
Soccer Fields**

- H-1/ 1- 11v11 (useable field 240' x 390')
- H-2/ 2- 8v8 (useable field 310' x 390')
- H-3/ 1- 8v8 (useable field 245' x 360')
- H-4/ 2- 6v6 (useable field 330' x 250')
- H-5/ 2- 6v6 (useable field 270' x 250')
- H-6/ 1- 11v11 (useable field 250' x 350')
- H-7/ 1- 8v8 & 1- 6v6 (useable field 250' x 350')
- H-8/ 1- 6v6 & 3 Youth fields (useable field 290' x 340')

- Parking Areas
- Best location for tent to avoid sprinkler system
- Best location for an event dumpster
- Adult Outdoor Workout Area

**Manly Bennett East Park
Baseball, Football & RC Flyer Fields**

- B-1/ Lg Ball Diamond
- B-2/ Med Ball Diamond
- B-3/ Med Ball Diamond
- B-4/ Med Ball Diamond
- T-B/ T-Ball Diamonds 6, 7, 8 & 9

- F-1/ Football Field with Goals
- F-2/ Football Practice field
- F-3/ Football Practice field

Flyer's Field/ Use limited to RC flight related activity and requires monitoring by Hamburg RC Flyers Club

- Parking Areas
- Large Event Area
- Sand Volleyball Court



VOLUNTEER REGISTRATION

June 15 - 18, 2022



What areas are you most interested in working?

- ☐ Floater
- ☐ Parking
- ☐ Grounds Crew
- ☐ Shuttle (must be at least 18)
- ☐ Gate

Indicate dates and preferred shift available to work each day. **NOTE:** Shifts are 4 hours. Please detail the times you're available and interested in working.

Day	Morn 8-12	After 12-4	Eve 4-8	Night 8-12
Pre-Event Sat 6/11				
Wed 6/15				
Thurs 6/16				
Fri 6/17				
Sat 6/18				
Clean up Sun 6/19				

****Scheduling requests are filled on a first-come, first served basis. Consideration may be made for experience, availability, and specialized functions.**

VOLUNTEER TRAINING

Tuesday, June 7th; 7:00 pm
@ Hamburg Community Senior Ctr.
10407 Merrill Road, Hamburg Twp.

REGISTER ON-LINE

<https://hamburgfunfest.com/volunteers/>
-OR-

Return completed form via email

h.e.r.o.rec@aol.com or mail to:

H.E.R.O. Volunteer

P.O. Box 548

Hamburg, MI 48139

Questions? Call (810) 626-3035

REFERRED BY: _____

Applicant Information (Please print clearly)

Name: _____

Address: _____

City, State, Zip: _____

Telephone: Day () _____ Cell () _____

E-mail: _____

1. Are there any duties (such as lifting) you have been advised not to do?

Please circle one: Yes | No

If yes, what are your restrictions? _____

2. Please list any/all allergies (including food) _____

3. In case of an emergency, who should we contact?

Name: _____ Number: _____

4. Occupation / Student / Retired: _____

5. T-Shirt Size (Circle One): S M L XL XXL XXXL

HOLD HARMLESS AGREEMENT: In consideration of the Hamburg Enhanced Recreation Organization (H.E.R.O.) permitting participation in the 2022 Hamburg Family Fun Fest, the applicant hereby agrees to assume all loss, damage, risk and liability associated with participation. It is recognized and acknowledged that this includes, but is not limited to, personal injury and property damage incurred for any reason whatsoever. Applicant further agrees to release, hold harmless and indemnify the Township of Hamburg, their elected officials, officers, agents, and employees, H.E.R.O., any event sponsors, their elected officials, officers, agents and employees from any and all liability or responsibility whatsoever for injury (including death) to persons, and for any damage to any Township property, or the property of others, arising out of, or resulting from, participation in the Hamburg Fun Fest. H.E.R.O. has taken enhanced health and safety measures – for our vendors, guests, and volunteers. An inherent risk of exposure to COVID-19 exists in any public place where people are present. By participating in the Hamburg Family Fun Fest, you voluntarily assume all risks related to exposure to COVID-19.

By signing below, I am voluntarily taking part in an activity in support of H.E.R.O. and the Hamburg Family Fun Fest. I hereby confirm that the information I have provided is true and may be verified.

Signature: _____ Date: _____

If under age 17, parent or guardian must sign.

Guardian Signature: _____ Date: _____

VOLUNTEER POLICIES & PROCEDURES

Item 12.



VOLUNTEER POLICIES & PROCEDURES MANUAL

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WHERE **SUMMER** BEGINS

Volunteers don't necessarily have the time; they just have the heart – Author Unknown

VOLUNTEER POLICY & PROCEDURE MANUAL

1.0 Introduction

Welcome to all Hamburg Family Fun Fest Volunteers and thank you for giving your time to help make this event one of the premier events of the summer in the surrounding Livingston County area. As volunteers, we are all partners to provide for smooth operations and a safe and secure community at the Bennett Park facility. Each volunteer represents the “face” of our organization (H.E.R.O.) and thereby is a H.E.R.O. ambassador. Volunteers are expected to be enthusiastic, friendly, helpful, and professional at all times. As volunteers we ask you to cultivate a positive attitude and personally invest in a “community spirit of cooperation” as we work together, connected in a common purpose to be recognized as the event of the year.

1.1 Volunteer Training Mission Statement

To provide skills, promote community awareness and empowerment, provide safety for all that participate, ensure protection for H.E.R.O., the park facilities and its surroundings, and foster a positive environment through necessary and effective risk management techniques.

1.2 Volunteer Policy

All Hamburg Family Fun Fest volunteers are subject to the policies, procedures and guidelines for their level of participation as outlined in this manual.

1.3 Youth Volunteers

Youth under the age of 17 must have parental/guardian permission signed on the Volunteer Registration Form. On a case-by-case basis, depending on the job, youth volunteers may be able to work a task without direct adult supervision. This will be determined based on interview, discussions, and other feedback.

1.4 Release and Waiver of Liability

All volunteers are required to sign a release and waiver of liability as prepared and provided by H.E.R.O.

2.0 Volunteer Categories and Description

2.1 Festival Director. The Festival Director handles decisions affecting the broad scope of operations at the festival. This volunteer requires a great understanding of festival operations and strong commitment to the organization. This member works directly with other key volunteers to plan, implement, and evaluate the event.

2.2 Operations Manager. The Operations Manager oversees the on-site operations of the festival. The OM is the direct link to the Festival Director and is responsible for communications and coordination among the Area Supervisors. Skills in conflict resolution, problem solving, crisis intervention and management/leadership are necessary and conveyed to other volunteers.

2.3 Area Supervisors. Area Supervisors help to coordinate operations and assist the volunteers in their area. They also provide some planning help and advice prior to the festival and often arrive early to help with set-up. Area supervisors have communication radios.

2.4 Floater. Volunteers able to work in any position to fill in shifts as needed at any site.

2.5 Security Volunteers. These volunteers are the eyes and ears of the festival assistance and monitoring program. They help to patrol the festival grounds, especially during the nighttime hours. Security volunteers are radio-trained and wear security identification.

2.6 Volunteer Ambassador. The Volunteer Ambassador's sole responsibility is to monitor the needs of the volunteers. This includes tracking break times, addressing volunteers, issues, complaints, etc.

2.7 Runners. Volunteer runners are stationed in the Volunteer Command Center and are responsible for running errands according to need.

2.8 Maintenance Crew. Volunteers helping with general set-up, installations, removals, and cleaning after the event. These volunteers roam an assigned section of the Festival grounds, pick up trash on the grounds and remove full bags from trash cans, replacing them with fresh plastic liners. Heavy lifting and bending may be required.

2.9 Gate Workers. These volunteers are responsible for collecting the parking fee from patrons as they enter the park. They are required to follow the procedure for cash handling as described by the H.E.R.O. Treasurer.

2.10 Parking Crew. These volunteers direct traffic to the correct parking lots/areas, provide cars with a schedule of events, and answer questions.

All event VOLUNTEERS are designated by a safety green shirt when they are on duty. All Festival DIRECTORS are identified by wearing a safety orange shirt.

3.0 Training

All volunteers must attend orientation and position-specific training. All will receive training related to emergency plans including emergency reporting procedures, equipment, evacuation routines, etc.

4.0 General Responsibilities and Requirements for all Volunteers

As a volunteer, you can have a huge impact on the enjoyment of our guests and the success of the event. We are counting on you, so if you are unable to meet a commitment, please call the Volunteer Coordinator through the H.E.R.O. hotline at (810) 626-3035 as soon as possible so we can make appropriate arrangements.

All volunteers are required to report to the Information Center to sign in prior to beginning their shift. At this time confirmation of work stations and responsibilities will be reviewed. Volunteers **MUST** be in Festival uniform during their assigned shift. (DO NOT MAKE ANY ALTERATIONS TO YOUR UNIFORM.) Please note that a volunteer uniform does not give volunteers access to the amusement rides at no charge. **If you plan to stay at the Festival to enjoy the activities, you must change out of your uniform immediately after your shift.**

As a member of the Hamburg Family Fun Fest Team, all volunteers have the following general responsibilities:

- Understand specific job description and follow through with the job volunteered for. Be prompt and work the shift time committed.
- Understand general volunteer responsibilities – **See Appendix A & B**
- Read and follow the volunteer's code of conduct – **See Appendix B**
- Understand basic volunteer response protocols (chain of command) and response limitations – **See Appendix A-1**
- Understand and practice the basic guidelines and personal responsibilities recommended for all festival participants – **See Appendix A-2**
- Understand security and medical protocols – **See Appendix C & D**

- Communicate and listen with respect while assisting participants and treat them fairly and with dignity, expecting the same from the participants. Practice conflict avoidance techniques – **See Appendix E**
- Consult with fellow volunteers and seek out necessary assistance from coordinators or supervisors as needed.
- Report medical situations or other significant incidents to the Security Supervisors. Read and understand the incident reporting and grievance procedure – **See Appendix G**
- Read and understand the alcohol and smoking policy – **See Appendix H**

Volunteers do their jobs by following the general responsibilities listed above and working directly with their area supervisor for job training and direction. These volunteers are often the eyes and ears of the festival monitoring system, and, in addition, act to coordinate operations, communication and respond to emergent problems. They are often needed to problem solve, to recognize and evaluate potential and actual risk situations, and provide additional assistance to event attendees and area volunteers. Roles include monitoring of on-site activities and festival guideline compliance to assure the safety of all in attendance. In choosing to participate in any of these advanced volunteer categories, you will need to have additional skills that allow you to fulfill the job requirements. Training is important and will help you perform your task without confusion.

APPENDIX A



Basic Festival Guidelines & Volunteer Response

APPENDIX A

Basic Festival Guidelines & Volunteer Response

1.0 Basic Volunteer Response Protocols

General volunteers will typically be focused on their job at one of the festival operation areas and receive guidance from their Area Supervisors. At times they may have the occasion to remind attendees of the basic festival guidelines or answer questions. In doing so, please do it in a manner that will have a positive impact. Before responding be sure you have a full understanding of the guidelines. Seek clarification regarding the guidelines as needed. If you are not comfortable in this role, defer to the Event Coordinator. In addition, common courtesy guidelines are distinct from serious rules & guideline infractions. These are further defined below. It is your responsibility to know the difference and respond accordingly. Serious violations of the guidelines, dangerous situations or medical emergencies warrant notification of the advanced-trained volunteers and security personnel. Know your limits, consult and seek assistance.

1.1 Volunteers are required to respond to a full range of questions and are trained to bring the appropriate response to particular situations. As a general volunteer, you will typically receive assistance directly from your Area Supervisor. We hope that you will handle as many questions and requests as you can; however, if you find yourself unable to answer a question, or in a difficult or potentially dangerous situation, you should seek consultation and/or help. Remember to use common sense and discretion when dealing with all situations. When in doubt, call for assistance.

1.2 Should any situation arise in which you determine you need assistance, follow this procedure:

- a. Consult with your Area Supervisor.
- b. If not working as a volunteer on shift, but come across a serious situation, we request that you help as any Good Samaritan would in a community:
 - Contact police, fire, security or festival director if you observe a medical emergency or dangerous situation – **Refer to Appendix F, Section 1 (Emergency Radio Procedures)**. Remain at the scene if possible and send for assistance or seek out someone with a radio.
 - While waiting, get names and any pertinent information, if practical and parties are cooperative.
 - Report a serious guideline infraction (see below) to the advanced volunteer team when convenient, but as soon as possible.
- c. Examples of dangerous or unsafe conditions include lost children/parents, threatening or abusive behaviors to others, risk of bodily injury to self and/or others, disorderly persons, minors in possession, property destruction, and fire hazards. These are examples of serious

incidents and should be reported to an advanced volunteer team member, who will either assist and/or contact the police for additional assistance.

- d. Be mindful of potential illegal, unlicensed, or unapproved vendors pedaling merchandise on Festival grounds. Report suspect vendors to security immediately.
- e. H.E.R.O. has adopted a policy prohibiting political campaigning, petition circulation/signature gathering at the Festival. If this activity is observed, report it immediately to the assigned supervisor.
- f. **FIRST AID / MEDICAL Response:** Encourage attendees to seek first-aid at the first-aid station in non-emergency situations, i.e. minor cuts, insect bites and common complaints as needed. In case of a medical emergency, summon the medical team via advanced volunteer team members. Conditions you may encounter at the festival include unresponsiveness (unconscious), allergic reactions, serious injuries (severe bleeding or trauma), and drug/alcohol overdose.
- g. **DO NOT DO ANYTHING YOU ARE NOT TRAINED TO DO!**
- h. Remember patient confidentiality and that adults can refuse treatment.

See Appendix D for full Medical Protocol and Procedure

2.0 Common Courtesy Guidelines and Basic Admission Requirements

Many of the guidelines are just common courtesy. Volunteers are encouraged to simply remind community members to abide by them.

- Be respectful and considerate of all festival patrons, other tourists, area residents and the local community.
- Keep off all private property. When in doubt, stay out.
- Do not litter (including cigarette butts).
- **NO ALCOHOL** or controlled substances are permitted on festival grounds – possession or consumption. Persons engaging in disorderly behavior, drinking, public intoxication, illegal drug use, stealing, or any other illegal behavior risk removal from the Hamburg Family Fun Fest and possible arrest by a law enforcement agency.

APPENDIX B



Code of Conduct

APPENDIX B

Code of Conduct

General Introduction

When you agree to volunteer at the Hamburg Family Fun Fest, you are representing H.E.R.O. at all times during the event. This organization has established a Code of Conduct for all volunteers in order to maintain consistent and standard rules of behavior for participants in our volunteer program. Our volunteer liability policy protects volunteers so long as they are not engaging in willful or negligent misconduct.

Code of Conduct

1. Fellow volunteers and patrons are to be treated with courtesy at all times. Communicate and listen with respect while assisting participants and treat them with dignity, expecting the same from participants. Vulgar, demeaning, and sexually suggestive language will not be tolerated from Hamburg Family Fun Fest volunteers. Fighting or physical altercations of any type are grounds for immediate dismissal.
2. Security and Medical Personnel are to be called for any situation that has the potential for becoming violent, is unsafe, or a medical risk. They are trained to handle confrontations in a safe, professional manner.
3. Volunteers are expected to report for work early enough to ensure a smooth transition from one shift to another; to be trained and appraised of existing situations by others who are preparing to go off duty. If you cannot meet your shift responsibility, contact the volunteer booth or your Coordinator ASAP, so that a replacement may be found. Teenage children may accompany adults on shifts if the coordinators deem this not to adversely affect the volunteer's job responsibilities.
4. Volunteers are not allowed to be under the influence of intoxicants or operating under any other altered state of consciousness. This would impair their ability to work in a safe, efficient and polite manner. Persons judged unfit for duty, will be either temporarily or permanently dismissed by their coordinator or Directors. Coordinators, supervisors and all other staff are also accountable in this regard.
5. No unauthorized alterations to Bennett Park property, buildings, or vegetation are permitted. Prior consultation and approval by the site supervisor and/or festival director is required before any alterations are made by volunteers or coordinators.
6. Operators of equipment must have proper training and authorization. All equipment is to be operated in a safe, responsible manner. Damage to and breakage of equipment must be reported to the coordinator immediately.

7. Volunteers, coordinators, supervisors, etc. should be aware at all times that they are representatives of H.E.R.O. to the general public and should conduct themselves in a manner so as not to bring reproach, recrimination, disrespect, degradation, disrepute, misinformation or dissolution to the Festival or Festival staff.

8. While we certainly understand that our volunteers are spending their free time and are not compensated, we must require strict adherence to our policy and procedures manual as outlined. Failure to do so could result in dismissal as a volunteer from the Hamburg Family Fun Fest. Notification of dismissal would be given after a discussion with the volunteer; the Volunteer Coordinator and the Festival Director(s).

9. Grievance Procedure: H.E.R.O. has a grievance procedure in place for volunteers and all participants. Procedures and forms are available at the information booth. A formal written grievance is required in order for the Board to take action if the parties or coordinators are unable to resolve problems on their own. Any decision made by the Board is final.

APPENDIX C



Safety Protocols

APPENDIX C

Safety Protocols & Policy

Security Volunteers are the peacekeepers and the eyes and ears for the festival. They monitor and observe during the weekend and provide information to remedy minor issues as they arise. When interventions have proven unsuccessful, the Hamburg Township Police are then called in. The Security Volunteers will keep the Security Supervisors apprised of field situations and he/she will act to provide appropriate response and resources. The Supervisor will, in turn, inform and consult the Festival Directors in situations that are a very high risk or will result in police response to the site. He/she will apprise them of the situation and response plan. This procedure is intended to provide the Security Volunteers with the means to consult with the festival supervisory team as needed, but not to hamper efficient response to emergent problems. The police are patrolling the area and are typically able to respond quickly to an emergent situation.

Documentation. All incidents that are high risk **MUST** be documented. In the event of a serious situation that requires significant attention and response, an incident report needs to be completed by the Security Supervisor, so that we can document and evaluate our response, as well as keep track of potential trouble areas and individuals. Incident reports are to be filed with the Festival Director. **See Appendix G.**

Intervention Protocols for Advanced Volunteers. We hope that you will handle as many questions and problems as you can. However, if you find yourself in a situation which requires additional help, you should seek that help. There are typically other Area Supervisors, and Security personnel available to assist and they have the ability to make contact via radio the Operations Manager. If you are presented with a question, which you cannot answer, refer to a Security Supervisor, or send the person/people to the information booth. Remember to use common sense and discretion when dealing with all situations. We realize you are taking on a lot of responsibility by volunteering. When in doubt, call for assistance.

- A. Should any situation arise in which you need assistance:
 - 1. Contact the Security Supervisor
 - 2. Remain at the site until assistance arrives and gather as much information as possible.
 - 3. While waiting, get names, address, phone numbers and other pertinent information, if parties are cooperative.
 - 4. Do not endanger yourself.
- B. Call for assistance should any of the following occur:
 - 1. Medical emergencies, abuse, lost children/parents, threatening or physically abusive behaviors to others, risk of bodily injury/harm to self and/or others, minors in possession, property destruction,

and/or fire hazards. These are examples of serious incidents and require an immediate call to a Security Supervisor.

2. Area Coordinators or Security personnel are to be notified if any person is found in violation of festival rules and guidelines, such as trespassers, theft, possession of alcohol, etc.

Chain of Command. Follow the chain of command has been put in place to ensure the professional and efficient operation of the Hamburg Family Fun Fest. We expect it to be followed at all times.

Evacuation Plan. In the unlikely event that an evacuation of the site is required, all advanced volunteers will be required to assist with an orderly exit procedure. Event Coordinators, Security, and Security Supervisors will implement a site evacuation only after the Festival Directors have notified them to do so, by directing participants to the designated exit area either by vehicle or by foot. Depending on the nature of the event, a partial evacuation may be implemented in a particular section of the festival site. The most common event is likely a fire that originated from a vehicle or ground fire. Another possible situation that may occur is a wind emergency where there is a tornado or wind sheer affecting the site. A terrorist event or a riot is also remotely possible. Each of these events will require a coordinated response.

APPENDIX D



Medical Protocol

APPENDIX D

Medical Protocol – Medical Incidents

(All medical emergencies require an incident report.)

1. Unresponsive or unconscious individual

- a. Summon the medical team and/or security personnel.
- b. DO NOT move the person.
- c. Look for a medical alert tag or bracelet.
- d. Ask bystanders if they know this person and/or they know anything about them, or what might have happened. Document any information acquired.
- e. If this person should awake before medical help arrives, encourage them to stay and accept assistance. If the individual decides to leave the scene prior to assistance, follow, observe and continue to seek assistance.
- f. Assist the medical staff as directed.
- g. Control the scene.

2. Behavioral Crisis. Call Security Supervisors for any mental health crisis. Alcohol and substance abuse can result in behaviors that mimic mental illness. Bizarre behaviors that are potentially injurious to self or others require intervention. Suggested Response:

- a. Remain calm; your calmness will call them down. Assure that they are safe and help is available.
- b. Contact the Security Supervisor immediately.
- c. Encourage the person in crisis to sit down and breathe very slowly until they calm down, if he/she is too upset to talk.
- d. Report / document the incident if the person chooses not to seek help.
- e. Listen to the person in crisis; never minimize events/feelings or tell them that they probably imagined the problem.
- f. Encourage the person to leave any dangerous or violent situation.

- g. Touching of a person in crisis can be traumatic. Avoid touching.
- h. A female victim may not be comfortable receiving help from a male volunteer, or vice-versa.

3. PATIENT CONFIDENTIALITY. Medical information is confidential and is also considered legally privileged. DO NOT pass along information to people that do not have a legitimate need to know. An adult is allowed to refuse treatment from the Hamburg Family Fun Fest personnel. If anyone refuses treatment, that is their choice. Document their refusal. Volunteers must attempt to contact parents in situations involving minors under 18.

APPENDIX E



Conflict Avoidance

APPENDIX E

Conflict Avoidance & Intervention Techniques

1. Techniques for Assisting in Managing Conflict

- a. Call for back-up.
- b. Always assume a person will be cooperative.
- c. Be calm, respectful, polite and speak in a relaxed voice.
- d. Remember, if you are aggressive, the other person may become defensive.
- e. NEVER FORCE OR THREATEN.
- f. Physical intervention is not an option.
- g. Stay with one issue at a time.
- h. Work out problems as they occur instead of saving them for a giant explosion of temper later.
- i. Remember that you and the other person have the right to think and/or feel. That doesn't mean you have to act upon it.
- j. Try to find a solution that is acceptable to both parties.
- k. Give yourself and the other person a chance to "blow off" steam before you try to solve the issue.
- l. Treat each other with respect and honesty.
- m. Don't get into a win-or-lose situation.
- n. Remain at a safe distance.

2. De-escalating Behaviors of Potentially Violent Persons

- a. Verbal communication/persuasion (only 10-15% of any message is communicated verbally). Body language and stance are important.
- b. Appeal to reason. Thinking, rational approaches such as problem solving, or re-framing the problem or conflict.

- c. Appeal to consequences. Pointing out the end results of intended behavior, attempt to structure in positive perspective, i.e. how not doing something or stopping a behavior will benefit them and demonstrate their cooperativeness, etc.

3. General Tips on Verbal Intervention

- a. Listen, do not interrupt, and do not make threats.
- b. Remain calm, avoid over-reactions.
- c. Remove any onlookers from the situation as soon as possible.
- d. Be prepared to enforce rules and impose limits.

APPENDIX F



Radio & Vehicle Protocols

APPENDIX F

Radio and Vehicle Protocols Training

Event Coordinators, Security Volunteers, and Security Supervisors, will be equipped with VHS radios. All volunteers are encouraged to carry personal cell phones in the event that an emergency arises. Cell phone numbers of the Festival Directors will be provided for use in emergency situations.

1. Radio Usage in EMERGENCY SITUATIONS

- a. **IN THE CASE OF AN EMERGENCY** – declare over the radio while pushing and holding the talk button “EMERGENCY, EMERGENCY” then release the button and wait 10 seconds for a response. Repeat if necessary. All radio traffic is to cease when an emergency is declared. The only responders to a call for emergency will be head of security, police, fire, or festival director(s). All other personnel refrain from a response.
- b. After declaring an emergency, the appropriate personnel will respond requesting you to declare your emergency.
- c. The volunteer declaring the emergency will give the nature of the emergency followed by what ZONE, EVENT, and/or GENERAL LOCATION of the emergency.
- d. The Responder (police, fire, security, or festival director(s)) will give general instructions on how to proceed. Do exactly as instructed and trained.
- e. Remain at the scene, if possible. While waiting, get names and any pertinent information, if practical and parties are cooperative.
- f. Do not put yourself in harm’s way. DO NOTHING YOU ARE NOT TRAINED TO DO.

2. General Radio Use

- a. Think about what you want to say before you talk.
- b. Speak clearly and concisely.
- c. Can others hear you?

- d. Use the radio for Hamburg Family Fun Fest related business only.
- e. Push the button and hold while speaking.
- f. Release the button to listen.
- g. Always remember that others are monitoring these radios.
Maintain discretion and use proper language.
- h. Say the name of whomever you wish to speak to, and your name.

2. Vehicle Usage

Your responsibilities may also require the use of a motorized cart prior to or during the course of the event. These vehicles, as well as the radios, are an integral part of an effective response. They can also present potential dangers to self and others. All persons issued a cart will be instructed in safe operation, and specified usage. All golf carts are on loan and are expected to be properly and appropriately used. Report all cart malfunctions and problems to the information center (concession building north of the playground).

- a. Carts are to be used only for Festival business and are the responsibility of the assigned Event Coordinator.
- b. Only trained and authorized volunteers are permitted to operate site vehicles.
- c. Carts are returned to the storage area at the end of the day and checked out the following day unless otherwise approved by the Festival Supervisory Team.
- d. Carts should not be left unattended; always remove key from the cart when not in use.
- e. Re-charging of electric carts is to be done by trained persons only
- f. Always use caution when driving carts, drive slowly and remember there are children and inattentive adults out there.
- g. Avoid uneven ground and mud holes.
- h. Drive at speeds that are acceptable; high speeds result in accidents.

- i. Should someone with mobility issues require transportation, call the Event Coordinator for further instructions. An on-site shuttle system is being planned.
- j. Do not overload the cart. It is only designed for reasonable loads. Overloading a cart is dangerous and will cause injury to self and others.
- k. Always use headlights or flashlights during night-time hours.

APPENDIX G



Incident Report / Grievance Procedure

APPENDIX G

Incident Report / Grievance Procedure

1. Incident Report

An incident report form is attached to the training manual or readily available from the Command Center/Information Booth. All serious situations and those that require significant intervention of coordinators and advanced staff should be documented.

DO NOT make statements regarding the cause of the incident. Give no opinions or conjectures to anyone. DO NOT ADMIT LIABILITY. Use only the acceptable statement: "The incident is under investigation. We are doing everything we can at this time. We will let you know when more information becomes available."

Witnesses: Secure names, addresses and phone numbers (home, work, mobile) of witnesses as soon as possible after the incident.

Photos: Take photographs of the scene, if applicable, as soon as possible.

FOLLOW THE ESTABLISHED PROCEDURES FOR HANDLING AN EMERGENCY.

- Only the designated, qualified, H.E.R.O. DIRECTOR will make ALL private, public, and media statements. Alert all volunteers involved that only the designated person shall respond to all inquiries for information.

2. Grievance Procedures

Persons who have an issue about the Festival rules or behavior of volunteers can file a grievance form, which is available at the Command Center.

It is important that details of any known incident or injuries that occur on site to volunteer staff or the public taking part in the festivities at the Bennett Park facility during the Hamburg Family Fun Fest are recorded. Please complete this form including as much detail as possible and return to the Festival Director without delay.

NAME(S) ALLEGED VIOLATOR(S) OR INJURED:

NAME:			
ADDRESS:			
PHONE:			

NAME:			
ADDRESS:			
PHONE:			

(USE BACK OF FORM FOR ADDITIONAL INFORMATION)

SIGNED: _____ **DATE:** _____

OFFICE USE ONLY: **DATE REPORT RECEIVED:** _____

HAMBURG FAMILY FUN FEST

Manly Bennett Park
Hamburg, Michigan



GRIEVANCE FORM

This form is to be used by persons having issue with the Hamburg Family Fun Fest rules or behavior of a volunteer(s).

Name of Grievant: _____

Address: _____

Phone: _____

Grievance Filed Against: _____

Nature of Grievance: _____

Proposed Resolution: _____

Signature of Grievant: _____

Date: _____

Office Use Only:
Date Report Received: _____ By: _____

APPENDIX H



Alcohol Enforcement Plan

APPENDIX H

Alcohol Enforcement Plan

The goal of the alcohol enforcement plan is to provide a Festival with a safe and family-friendly atmosphere. It is the intent of the plan to restrict alcohol in all areas of the park facility during the 4-day event.

1. Alcohol Possession at the Festival

Persons found to be in possession of alcoholic beverages will be asked to dispose of it on the spot or escorted to their vehicle by Security Volunteers to secure the alcohol off the grounds where the activities are taking place. Minor in Possession offenses will be handled by the Hamburg Township Police Department. Other volunteers are encouraged to monitor and observe for adherence as well as appropriate and responsible behavior. Behavior that is so egregious as to create problems and safety risks will be responded to by the Hamburg Township Police Department.

2. Public Drunkenness

Public drunkenness and disorderly conduct will result in expulsion from the Festival as determined by the Security Supervisors, Hamburg Township Police Department or Festival Directors.

APPENDIX I



Public Demonstrations Policy

APPENDIX I

Public Demonstrations Policy

Policy: USE OF HAMBURG FAMILY FUN FEST OUTDOOR PREMISES; PUBLIC DEMONSTRATIONS

Adopted: May 31, 2012

Manly Bennett Park – East & West, is deemed to be under the direction and management of H.E.R.O. during the time period in which the Hamburg Family Fun Fest is held through the approved park use permit issued by Hamburg Township. H.E.R.O. through the authority granted by Hamburg Township Board of Trustees and by way of adoption of this policy, regulates the use of the premises.

General Information and Background

The H.E.R.O. Board of Directors have used the following guidelines, based upon constitutional principles, in developing and approving this Policy. These guidelines are taken from state and local statutes, constitutional standards under the First and Fourteenth Amendments, due process and equal treatment under the law.

Public Demonstrations

Individuals/groups may demonstrate, picket, hand out informational literature, or seek signatures for petitions outside the Fun Fest grounds (in a designated area) provided they are quiet, orderly and do not block entrances, walking paths, parking places, or otherwise interfere with free access to or use or operation of the festival premises; and provided they do not disturb or harass those entering or leaving the festival, or insistently attempt to engage them in conversation.

The presence of demonstrator(s) does not constitute an endorsement by H.E.R.O. of the opinions or points of view expressed or espoused by the demonstrator(s).

Any person or group who violate these rules and regulations will be asked by a H.E.R.O. representative to leave the premises. H.E.R.O. representative(s) may seek assistance from the appropriate agencies.

APPENDIX J



Political Campaigning Policy

APPENDIX J

Political Campaigning Policy

Adopted: February 27, 2006

As part of its overall purpose of providing family oriented activities for the community at large, the Hamburg Enhanced Recreation Organization (H.E.R.O.) is a non-profit organization committed to a policy of complete neutrality as to any political candidates, events or campaigns. (Reference: IRS 501(c)(3) Rules of Operation – “A 501(c)(3) operation must absolutely refrain from participating in the political campaigns of candidates for local, state or federal office.”)

During the course of presenting community oriented events financed through community donations and made possible by volunteer efforts of the local citizens, it is anticipated H.E.R.O. will be requested by various political groups or their representatives to utilize these events for political purposes. In order to maintain the political neutrality of all of the activities of H.E.R.O. and fulfill IRS requirements the following policies are hereby adopted regarding political campaigns, events or activities:

1. No political group or candidate may use an event sponsored by H.E.R.O. or a facility owned, operated, or controlled by H.E.R.O. for political or campaign purposes for any political ideology or goal. Political candidates, groups, or their representatives may not utilize such facilities to distribute any campaign information regarding any particular candidate, political issue or political agenda. H.E.R.O. will not condone, approve or allow any such political solicitations.
2. Political posters, signs and advertisements will not be allowed by H.E.R.O. during any of its activities or on any properties owned, operated or utilized by H.E.R.O. in any of its activities.
3. H.E.R.O. will not endorse any political party, event, or activity of any kind or nature and will do all that it can to discourage any person or group from associating with H.E.R.O. in such a way as to suggest H.E.R.O. supports any of such activities.
4. H.E.R.O. reserves the right to remove any groups, persons or their representatives from any of its events or the premises upon which the events are conducted for failure to comply with these policies.

APPENDIX K



COVID Mediation Plan

APPENDIX K

COVID Mediation Plan

Venue

- All MDHHS requirements for outdoor events will be followed.
- A queue line will be placed at ride entrances and exits to pace entry and exit in an effort to limit congestion.
- Booths or vendors at events will be set up to meet the following:
 - To allow spacing for vendor load-in and loadout such that vendors and staff can maintain a safe distance from each other as much as possible.
 - A minimum of 6 feet will be provided in between booths.
 - A single line of booths will be created where possible instead of double rows. If this is not possible, 10 foot thoroughfare between the two sides will be created.
 - Vendors will be asked to have layouts that promote social distancing.
 - Ropes, cones or tape will be used where necessary.
 - Setup timelines will be extended to allow vendors more time to set up..

Vendors/Volunteers

- Volunteers will be trained in proper use of protective equipment, and emphasize that they should refrain from face-touching.
- Volunteer handwashing/sanitizing will be encouraged frequently throughout the day.
- Volunteers who have been in close contact with a person suspected or confirmed to have COVID-19 (generally within 6 feet for at least 15 minutes, depending on level of exposure) should not report to work and should self-quarantine.
- When possible, volunteers will be grouped into teams or shifts that stick together to limit mixing between different teams or shifts.
- All volunteers will follow the MDHHS rules regarding the wearing of face coverings.

Performers/competitors

- Performances with vocal speech or singing, wind or brass instruments, or activities that cause heavy breathing will be situated 25ft from patrons.

Performances with no forced exhalation as in the prior examples, like a piano, harp, or organ player, must be a minimum of 6ft from patrons, but 25ft is preferred.

- Participants (e.g., players, performers, actors) who have been in close contact with a person suspected or confirmed to have COVID-19 should not participate and should self-quarantine.
- Physical spacing between performers on-stage will be maximized.

Hosts/attendees

- Attendees will be encouraged to stay home if sick or exhibiting COVID-19 symptoms.
- Frequent handwashing/sanitizing will be encouraged.

Golf Cart Shuttle Service

- Volunteer shuttle drivers will be required to follow the MDHHS rules regarding the use of face masks outdoors.

APPENDIX L



Dogs / Service Animal Policy

APPENDIX L

Dogs / Service Animals Policy

The Hamburg Family Fun Fest (Festival) MUST follow Hamburg Township Ordinance No. 87-Am § 5.0, Section 4-22 (d) *Except as provided herein, all dogs or other domestic animals, except those used in conjunction with a park use permit, are prohibited from entering onto any public property or section of public property where a public event is being hosted pursuant to a park use permit unless otherwise approved by the Township Board in the park use approval process.*

In addition, the Festival MUST also follow the U.S. Department of Justice ADA requirements as related to service animals.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Under the ADA, State and local governments, business, and non-profit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Emotional support, therapy, comfort or companion animals are not considered service animals under the ADA. These terms are used to describe animals that provide comfort just by being with a person. Because they are not trained to perform a specific job or task, they do NOT qualify as service animals under the ADA.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask just two questions: (1) is the dog a service animal required because of a disability?; and (2) what work or task has the dog been trained to perform? NO questions can be asked about the person's disability; require medical documentation; require special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. Service animals are not required to wear special identification or provide documentation.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to goods or services without the animal's presence.

When a visitor arrives at the entrance to the Festival grounds with a dog or other domestic animal, the volunteer stationed there will point out that, per Hamburg

Township Ordinance, dogs/animals are not allowed on site during the festival. If the person states that their dog is a service animal, they will be directed to the Information Center located on site. No questions are to be asked of the individual. They will be taken care of by trained volunteers at the Information Center.

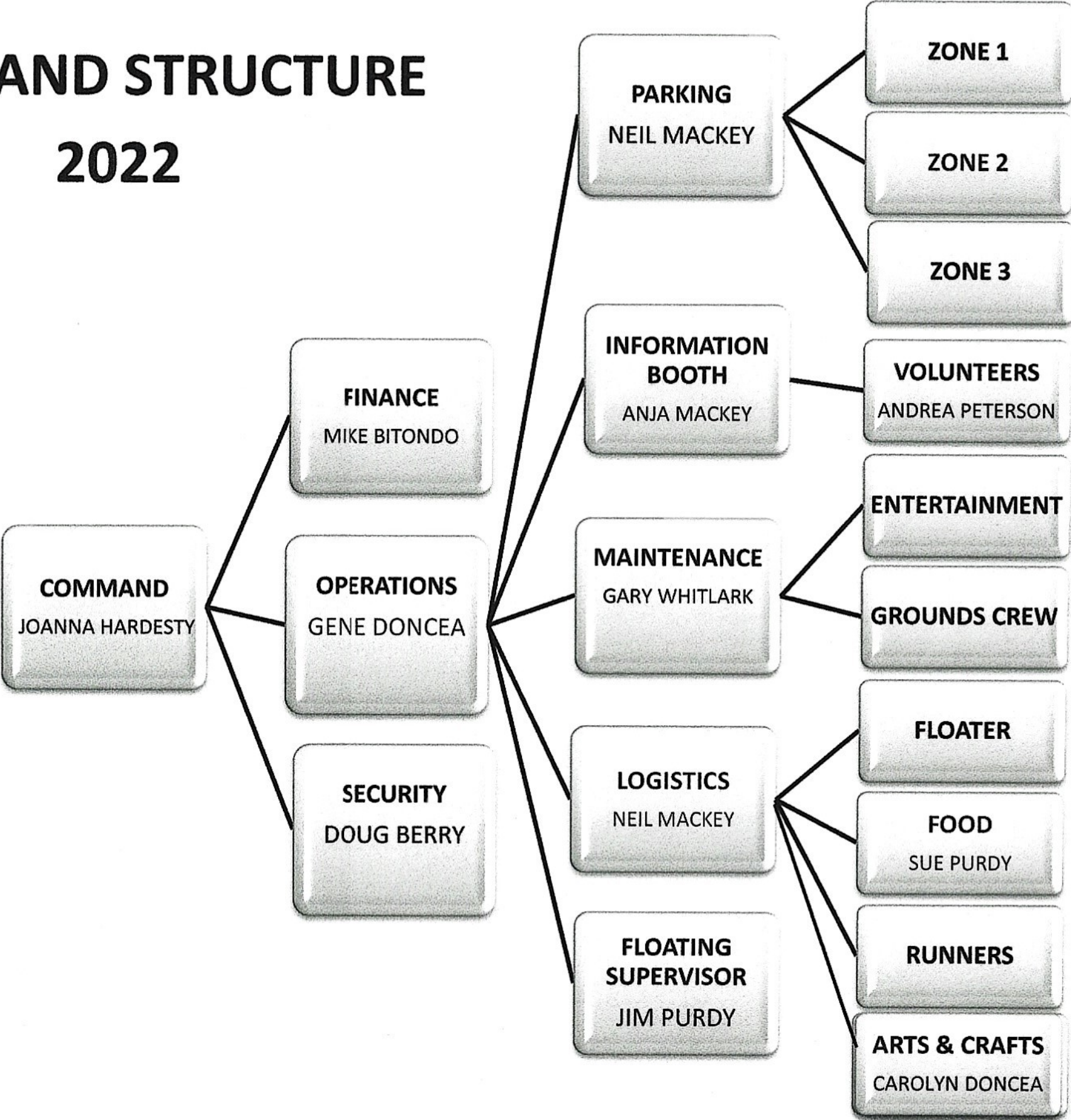
APPENDIX M



Command Structure

COMMAND STRUCTURE

2022



**HAMBURG TOWNSHIP
PUBLIC SAFETY COMMITTEE
APPROVED MINUTES
Hamburg Township Board Room
Wednesday, December 7, 2022
3:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m.

2. ROLL CALL OF THE COMMITTEE

Present: Menzies, Hughes, Hohl

Absent:

Others present for all or part of the meeting: Duffany, Nisenbaum, Newton, Zernick, Henneman

3. APPROVAL OF THE AGENDA

Motion by Hohl, second by Hughes, to approve the agenda, as revised, adding Parks & Rec under New Business.

Passed unanimously

4. APPROVAL OF MINUTES

Motion by Hohl, second by Menzies, to approve the minutes of the October 12, 2022 meeting as presented.

Passed unanimously

5. CALL TO THE PUBLIC

There was no response to the call.

6. GENERAL TOPICS

A. Parks & Recreation – Verbal Report

1. Playground under construction
2. Vandalism is an issue – Cameras are up.
3. Kids are getting under the Hay Creek Bridge via the east path.

7. OLD BUSINESS

A. Police

1. Hiring Process – Received 14 applications, interviewing 8 applicants.
2. Harpe Agreement – In process.

8. NEW BUSINESS

A. Parks & Rec

1. Park Use Application – HERO Family Fun Fest 2024-2026



Motion by Hohl, second by Hughes, that Director Duffany as Public Safety Director & the Parks Coordinator collaborate and interact with the township attorney to resolve all issues associated with licensing and control of the facilities, definition of donations and charging with regard to parking and any other issues that might come forward; and that it will go to the board after it comes back from Public Safety for review.

Unanimously Approved

9. FUTURE TOPICS

N/A

10. ADJOURNMENT

Motion by Hughes, second by Hohl, to adjourn the meeting.

Passed unanimously

The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Danielle Price

**HAMBURG TOWNSHIP
PUBLIC SAFETY COMMITTEE
UNAPPROVED MINUTES
Hamburg Township Board Room
Wednesday, January 4, 2023
3:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 3:02 p.m.

2. ROLL CALL OF THE COMMITTEE

Present: Hughes, Hohl

Absent: Menzies

Others present for all or part of the meeting: Duffany, Newton, Zernick, Henneman

3. APPROVAL OF THE AGENDA

Motion by Hohl, second by Hughes, to approve the agenda as handed out.

Passed unanimously



4. APPROVAL OF MINUTES

Motion by Hughes, second by Hohl, to approve the minutes of the December 7, 2022 meeting as presented.

Passed unanimously

5. CALL TO THE PUBLIC

There was no response to the call.

6. GENERAL TOPICS

A. Personnel/reassignments – Four firefighters badged, two part-timers sworn in. One resignation.

B. Parks & Recreation – Verbal report

7. UNFINISHED BUSINESS

N/A

8. NEW BUSINESS

A. Fire

1. Community Risk Reduction Firefighter Program

Motion by Hohl, second by Hughes, recommending to approve as drafted, but requests that before it goes to the Township Board, that the Directors and Deputy Directors consider pay adjustments; It does not have to come back to the Public Safety Committee but may move forward as the Directors see fit based on the conversation today.

Passed unanimously

9. FUTURE TOPICS

N/A

10. ADJOURNMENT

Motion by Hohl, second by Hughes, to adjourn the meeting.

Passed unanimously

The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Danielle Price

LAND/FACILITY USE LICENSE AGREEMENT H.E.R.O. / HAMBURG FUN FEST

THIS AGREEMENT ("Agreement") is entered into by and between Hamburg Township, a Michigan municipal corporation, whose address is 10405 Merrill Road, Hamburg, MI 48139, and (hereinafter the "Township"), and the Hamburg Enhanced Recreation Organization (H.E.R.O.), a Michigan nonprofit corporation, whose address is PO Box 548, Hamburg, MI 48139, (hereinafter "Licensee") for the purposes of use of the Township's Property as described below and as further identified on attached Exhibit A (the "East Park) and Exhibit B (the West Park"), the "Property" or the "Premises."

This License is for three (3) consecutive years (also referred to as event years), 2024, 2025 and, 2026, for dates outlined in the Park Use Application and Release of Liability as submitted by the Licensee. The dates of use of the East Park and West Park are limited to those listed in the Park Use Application and Release of Liability, and shall permit, activities, generally, as set forth in the attached and incorporated as Exhibit C (the "Fun Fest Park Use Application and Release of Liability"). The purpose of the use is for the Hamburg Fun Fest, a festival/carnival function sponsored and operated by Licensee.

Township desires to grant a license for the use of the Premises to the Licensee, and Licensee desires to secure a license to use the Premises, subject to the terms and conditions of this Agreement. The Township grants to and Licensee accepts from the Township the right and privilege to use the premises in the manner set forth below:

1. Licensee shall contribute to Public Safety costs for Police and Fire personnel required for the fireworks shows on Friday and Saturday nights (up to 4 hours each night) charged each event year. The costs shall be calculated upon completion of the event, at a cost not to exceed \$5,000 per event year, and the Licensee shall be sent an invoice outlining those costs for payment within thirty (30) days of receipt of the invoice.
2. Licensee shall pay the Township \$2,500 each year of the agreement for the initial land balancing investment and seeding costs, which took place in 2017, each event year until 50% of the original cost of \$34,710 has been reimbursed. In order to protect this community investment, the Township will maintain the area throughout the year and re-seed annually, as needed.
3. Licensee agrees to repair damage that the festival may cause to the grounds other than land balancing and seeding. Licensee agrees to submit a \$2,000 damage bond to Hamburg Township to be held until repairs are completed.
4. No park use fees will be assessed to Licensee in excess of those outlined in items #1, 2 and 3 above.
5. Licensee has inspected the Premises with the Township and accepts the same in its existing condition. Annual pre-inspections and post-event inspections will be conducted each year with the Licensee.

6. The Premises shall be used for the purpose stated in the H.E.R.O. Park Use Application & Release of Liability (Exhibit C) for the Hamburg Fun Fest for the location, and for the time periods defined (also known as Blackout Dates), no other use is allowed. The Licensee agrees to comply with all terms and conditions set forth in Exhibit C and this Agreement and all other rules and regulations as have been and may be established by the Township relating to the use of the Premises.
7. No alterations or additions shall be made to the premises without the prior written consent of the Township. The Licensee shall furnish and install at its expense any and all additional equipment or fixtures as may be necessary for its intended use as approved by the Township Board. At the conclusion of its use, Licensee shall forthwith remove any and all such fixtures and equipment at its own expense, unless the Licensee desires to donate the fixtures and/or equipment and they are determined to be of benefit to the community and the requirement of their removal is waived in a motion by the Township Board. Such approved fixtures shall be considered in-kind donations.
8. The Licensee, at its expense, shall leave the premises clean and free of all trash and litter associated with the festival/carnival and is responsible for any damage to Township Property, in areas of use as outlined in the Park Use Application and Release of Liability, which occurs during the set-up, hosting or tear-down of event.

The Licensee shall not charge admission or fee to the public over and above what is outlined in the H.E.R.O. / Hamburg Fun Fest Park Use & Release of Liability Application (Exhibit C) without the prior written consent of the Township. Fees associated with festival/carnival operations or to cover the costs associated with festival/carnival activities are included.

9. Persons engaged by the Licensee to provide labor and service shall not be deemed or considered employees, agents or independent contractors of the Township. All third-party vendors must provide proof of General Liability & Worker's Compensation, and are required to include Hamburg Township as Additional Insured. All vendors are subject to inspection by the Hamburg Township Fire Department.
10. The Licensee shall maintain insurance for bodily injury, death, workers compensation and property damage resulting from the Licensee's use of the premises, in accordance with the Township's Park Use Policy, with minimum limits of liability in the amount of \$1,000,000 per occurrence or in other such amounts as may be established by Township Park Use Policy, which may be amended from time to time. The policies shall be endorsed to name the Township as an additional insured on any such policy, and shall provide the Township with thirty (30) days prior notice of cancellation or material change in the policy. Licensee shall provide Township with written verification of any such insurance coverage prior to its use of the premises.

11. Licensee may not implement or enforce any policy on the Premises requiring removal or ejection of members of the public attending the festival. Removal or ejection of attendees may only be in accordance with applicable laws and ordinances, and shall only be undertaken as determined in the discretion of the Township/Police Department in the event of a violation of the law that requires arrest or detention of the attendee in accordance with the law.
12. Licensee shall hold the Township, its agents, officers, employees, contractors and board members harmless from and shall defend and indemnify them from and against any and all liability for injuries to, or death of persons or damage to property arising from the activities of the licensee, its agents, officers, employees, contractors or assigns in connection with this License Agreement.
13. Upon any breach of this agreement by Licensee, Township may terminate this Agreement if the breach or default under is not cured within ten (10) days' after written notice to Licensee. In such event any rights or privileges of Licensee resulting from this Agreement shall be terminated except that Licensee shall be responsible for the payment of all costs incurred by the Township through the date of termination in relation to the use of the Premises and the insurance policy, which shall remain in effect with respect to damages or injuries caused during the use of the Premises for the event. Licensee shall be responsible for removal of any and all property from the Property and for restoration.
14. Neither the Township nor the Licensee shall be held liable for payment of any fees, costs, or expenses to the other if the festival cannot be given due to an Act of God, including but not limited to acts or regulations of public authorities, labor difficulties, civil tumult, strike or pandemic or epidemic beyond the control of the Township or Licensee. "Act of God," includes but is not limited to the Covid-19 Pandemic and any and all orders, laws, and regulations arising out of or resulting from the spread of the Covid-19 Pandemic. "Act of God," shall not include typical summer weather events, including storms, rain or extreme temperatures. As a result of any Executive Order placing temporary restrictions on the use of places of public accommodation, and/or setting forth the temporary requirement to suspend activities that are not necessary to sustain or protect life, during the Covid-19 pandemic, and any extension or amendment of those Orders, Licensee hereby acknowledges that, in the event that the prohibitions in the Executive Orders or the orders or directives of other applicable public health agencies, or state or local governments, make it impossible to safely undertake the festival, the festival may be delayed, as determined to be necessary in the discretion of the Township or the Licensee. The Township shall not be responsible for any payments or costs relating to delay or cancellation of the festival, and Licensee shall be responsible for ensuring that all of its vendor contracts include similar provisions relating to cancellation in the event of an Act of God, including but not limited to, a pandemic. The festival schedule may be revised to reflect requirements of the applicable Order or social distancing recommendation. If performance dates are not available in the same season, both parties may agree to reschedule the festival to a future date or the next available season, as necessary.

15. This Agreement does not constitute approval of issues requiring a permit or approval by any other governmental entity.

General Conditions

16. Either party may terminate this Agreement with cause on sixty (60) days' notice. "Cause" shall mean a breach of or default under this Agreement that is not cured within ten (10) days' after notice.
17. Any failure of either party to insist on strict performance of any provisions of this Agreement shall not be deemed a waiver of the provisions of the Agreement in any subsequent default.
18. This Agreement may not be amended, changed, modified, or discharged except in writing and signed by both parties.
19. All notices under this Agreement shall be in writing and shall be deemed to be given when they are either delivered personally or mailed by certified or registered mail to the receiving party at the address stated in this Agreement or at an address furnished to the other party in writing during the term of this Agreement.
20. The captions and headings used in this Agreement are intended only for convenience and are not to be used in construing the Agreement.
21. This Agreement shall be construed under Michigan Law.
22. This Agreement is binding on successors and assigns, except that this Agreement may not be assigned without Township review and approval of a Park Use Application in accordance with the Township's Park Use Policy
23. If any provision of this Agreement is unenforceable, the other provisions of the Agreement shall remain valid and enforceable to the fullest extent permitted by law.
24. This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement. This Agreement does not address and is not intended to affect in any way any permanent use of the Property by the Township at the expiration or termination of this Agreement.
25. The covenants and conditions contained in this Agreement shall apply to and bind the successor's legal representatives and assigns of the parties to this Agreement and all covenants are to be construed as conditions Licensee may not assign any right, privilege or license conferred by this Agreement.
26. The person signing this agreement on behalf of the Licensee is fully empowered by appropriate action if necessary, to execute this agreement on its behalf.

In witness whereof, the parties have executed this agreement at:

Township/City _____ County _____

State _____ on _____
Month, Day, Year

Licensee signature (Applicant) Township signature (Township Representative)

Licensee signature (Applicant) Township signature (Township Representative)

Licensee Print Name _____

Address _____

City _____ State _____

Home Phone Number: _____

Work Phone Number: _____

Email: _____

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 16, 2023

AGENDA ITEM TOPIC: Michigan Spark Grant – Parks & Recreation - Request for Approval Application

Number of Supporting Documents: 4

Requested Action

At this time, I am looking for Township Board input and suggestions based on the submitted concept for the captioned. Requested action is ultimately, to direct the Township Coordinator, with support of staff, to finalize a conceptual plan and submit application for the Michigan Spark Grant Fund through the Department of Natural Resources grant process, for funds to support improvements for facilities negatively impacted by Covid, at the owned/managed trailheads along the Lakelands Trail including the following:

- Restroom Facilities
- Bike Repair Stations
- Picnic Pavilion (Village Trailhead)
- ADA Accessible Routes to Park/Trail facilities

Action includes using necessary repairs/renovations to all of the gravel lots, and possible installation of sewer line at Pettysville Trailhead, and Transition Plan ADA improvements in West Park, as a Hamburg Township “match” which is not required, but is encouraged as stated by the MDNR.

Supporting Documents

Motion excerpt from Parks & Recreation meeting 12/20/22 & 1/24/23

Trailhead Restrooms and Amenities Project Spreadsheet – Estimated Budget Impact

Trailhead Restrooms and Amenities Project – Conceptual Amenities being considered

Background

The deadline for the first round of applications was December 19, 2022, and has been awarded. The link for those selected can be found here: https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants/round-1-awards?utm_campaign=spark+grant+awards+round1&utm_medium=pr&utm_source=govdelivery.

2 more rounds are to be announced shortly. The next round is anticipated award 25,000,000, as will round #3. Applicants who are not selected in round 2, may reapply for round 3 of funding. All funds must be committed to 3rd party contracts by the end of 2024, and projects must be complete by the end of 2026. With the help of staff, and possibly the Township Engineers/Planners, the Township Coordinator wishes to apply for the second round of funding. The intent is to “dovetail” these improvements with those already funded with the recently awarded 2022 Trust Fund Grant #TF22-0107, with a focus on ADA accessibility in and around Manly Bennett West as well as the trailheads.

For more information about the Spark Grant visit: <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants>.

Vision Board - Lakelands Trail Restroom and Amenities Project 2023

Restrooms:



<https://www.sunrisespecialty.com/vault-toilet>



<https://greenflushrestrooms.com/vault-toilets/>



<https://www.southlandorganics.com/blogs/news/17989164-vault-toilets-a-step-up-from-the-pit>

\$25,000 – \$45,000 is a good price range for an all in vault toilet. But that price could go much higher if your building one really far away from civilization. Remember, vault toilets need pumping so don't build them too far out of the way. And don't forget about the maintenance cost to pump the toilet.



<https://gambrick.com> › Learning Center

[What Is A Vault Toilet? - Modern Design - Gambrick.com](https://gambrick.com/learning-center/what-is-a-vault-toilet/)

Local Septic Services:

Michigan Septic Services

<https://www.wellmanseptic.com/>

5205 Pinckney Rd

Howell, MI 48843

(517) 343-3965

Bolton Septic

<http://boltonseptic.com/>

Bolton Septic Service

248-852-0440

Patrick Esper Septic

<https://patrickesperseptic.com/>

(517) 234-2035

Will need service to pump the units, and possible delivery of water if we go with Green Flush

Amenities:

Bike Repair Station



<https://www.dero.com/product/fixit/>

Estimated cost \$2,200 each

Version we have now



<https://www.theparkcatalog.com/deluxe-public-work-stand>

Estimated Cost \$1,500 each

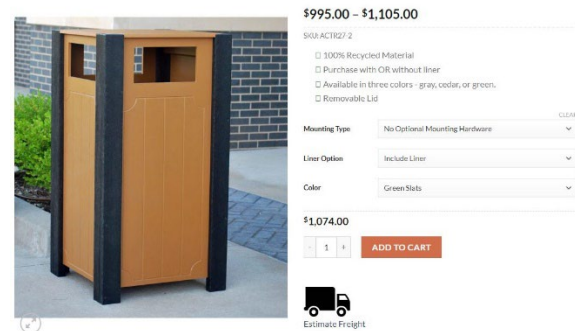
Trash Cans

Item 13.



<https://www.recycleaway.com/anova-wainwright-45-gallon-trash-receptacle--curved-top-p-3527.html>

Estimated Cost \$1350 each



<https://parkwarehouse.com/product/ridgeview-recycled-plastic-trash-receptacle/>

Estimated Cost \$1,100 each

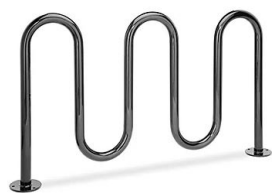


<https://www.barcoproducts.com/two-tone-panel-design-recycling-containers-triple-units>

Estimated Cost \$1,700 each

Bike Racks

5-Loop Wave Style Bike Rack - 7 Bike Capacity, Black



[More Images](#)

Upscale stylish look for downtown shopping and business districts.

- For stadiums, parks and athletic fields.
- 10-gauge steel with attractive powder coating.
- 2 3/8" diameter bar.
- Mounting hardware included.

<https://www.uline.com/Product/Detail/H-2544BL/Bike-Racks/5-Loop-Wave-Style-Bike-Rack-7-Bike-Capacity-Black>

Estimated cost \$550 each

Recycled Plastic Bicycle Storage Rack



Long Lasting and Good for the Environment

Lead the way and go green with a bicycle storage rack that is made of 100% recycled plastic lumber. Environmentally friendly and bicycle friendly. It will not scratch the paint on bicycles as metal or concrete racks may.

No need to paint. Recycled plastic lumber will not rust. This bicycle storage rack known for its durable and maintenance-free properties. Available in attractive colors to complement any architectural flavor. Constructed to store up to ten bicycles.



Model BR-200 | Cedar/Black

<https://www.belson.com/Recycled-Plastic-Bicycle-Racks>

Estimated Cost \$750 each



<https://www.madrax.com/shadow-rack-commercial-bike-rack-shb>

Estimated Cost \$500 each

Item 13.



<https://www.playlsi.com/en/commercial-playground-equipment/playground-components/leaf-bike-rack/>

Estimated Cost - \$750 each



<https://www.madrax.com/advocate-mini-bike-rack-adm>

Estimated Cost \$450 each

Pavilions



<https://srpshelter.com/outdoor-pavilions>



<http://www.constructionconcept.net/service/outdoor-structures/pavilions/>



<https://www.smithsteelworks.com/pavilions/>

Canvas structure over Adult Workout has an estimated value of \$75,000



Item 13.

<https://pole-barn-builder-northwest-michigan.com/community-buildings/>



<https://americanlandscapestructures.com/pavilions/commercial-pavilions/>



<https://countrysidebarns.com/product/backyard-structures/pavilions/>

It is unknown at this time what the total cost of the structure over the concrete at Pickleball was. My guess for one of these with permits and footings, we are looking at \$75,000 - \$100,000 minimum

Picnic Tables



Tree Top Products: <https://www.treetopproducts.com/>

<https://www.treetopproducts.com/colossus-wheelchair-accessible-picnic-table>

Estimated cost - \$1,700 ADA or 8 foot regular



Hamburg Township Office
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Item 13.

EXCERPT FROM PARKS AND RECREATION COMMITTEE MEETING MINUTES

To the attention of: Hamburg Township Board of Trustees

Re: **Draft Parks & Recreation Minutes**

Please be apprised of this excerpt from the ☒Unapproved ☐Approved Minutes of the Meeting of the Parks & Recreation Committee:

Date of Meeting: December 20, 2022

Board Members Present: Muck, Dolan, Michniewicz, Auxier, McCabe

Board Members Absent: None

Non-Voting Members Present: Henneman, Hoepfner, Eddings

Text of Motion:

Motion by Muck, supported by Michniewicz, to direct Township Coordinator, with the input of the Supervisor and Clerk, to draft a conceptual plan for a MDNR Spark Grant supporting improvements at the trailheads along the Mike Levine Lakelands Trail with the following scope items: Restroom Facilities (such as vaulted toilets), Bike Repair Stations, Picnic Pavilion, ADA Accessible Routes to Services/Facilities, and consideration of Parking Lot Improvements as a possible Township match, and to bring the proposed plan back to the Parks & Recreation Committee at their January meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

I, DEBRA HENNEMAN, Hamburg Township recording secretary to the Parks & Recreation Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular Meeting of the Parks & Recreation Committee.

Date: December 21, 2022

DEBRA HENNEMAN
HAMBURG TOWNSHIP COORDINATOR
Parks, ADA, Grants, Ordinances

Henneman explained that the terms of the Grant are very specific on what they are looking for, and the pavilion is a key feature of the Township's response to the heightened needs of the public during Covid. The project as proposed is the best fit for the terms set forward by the State.

Dolan stated in a discussion with the Grant Coordinator, the project could be split into 3 separate grant applications which would give the Township an opportunity to propose the same project in 3 different "sizes."

Motion by Muck, supported by Michniewicz, to direct staff to finalize the conceptual plan for all 3 trailhead improvements and to forward to the Township Board for final approval on the Spark Grant submittal.

VOICE VOTE: Ayes: 5

MOTION CARRIED

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail
 - a. Hay Creek Bridge Project – Fully funded, file closed.
 - b. Huron River free-span Bridge Project - Nothing new on Grant
 - c. Spark Grant – Lakelands Trail Restroom & Amenities Project (see above)
2. 5-year Master Plan Renewal – Filing due 2/1/23
3. TF22-0107 Bennett Park & Water Trail Access Improvements – Dolan reached out to private donor regarding some ideas for improvements in West Park. Discussion took place regarding the scope items of the grant, as well as some other improvements for consideration near and around the Adult Workout area. He asked the Committee if the playground should stay where it is, or be relocated.

Auxier stated he doesn't feel it makes sense to move the playground adjacent to the parking lot due to the dust from gravel lot.

Henneman stated the numbers for soccer are down, and a large portion of the area goes unused for the most part. The fields that are used the most currently are H1, H2, H6, & H7.

Dolan suggested that he could request a design from a consultant for the area known as field H8 to include relocation of the playground, a possible ninja workout area, and other amenities such as a pavilion, seating & shade trees.

Motion by Muck, supported by Michniewicz, to direct Clerk and staff to request a proposal and conceptual drawings for the NE quadrant of West Park (known as H8) as an active recreation center. This Master Design is to include scope items from grant #TF22-0107 as well as possible editions such as a Ninja warrior course, pavilion, walkways, shade trees, and passive recreation items. It is suggested that this be developed in a phased approach or as funding is made available.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Updates to Application language being reviewed, changes to be incorporated.
2. Community Center Policy & Fee change – Updates pending.
3. Administrative Fee Schedule – Updates pending.

C. Administrative Services

1. Park Coordinator's Report – December 2022 – Report received and filed

Lakelands Trail Restroom and Amenities Project 2023

Grant: Spark Grant (MDNR)

Deadline: Unknown

Website: <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants>

Suggested Match: Gravel/Grading upgrades in existing Gravel Lots - (Estimated value below)

Trailhead	Scope Item	Type	Contractor	Estimated Cost	Est. Rec'd	Sanitary Sewer	Vault
Village Trailhead (Downtown Hamburg)							
	Restroom						
Improvements Include:	Building (Modular)	Pre-fab building connect to sewer	Easi-Set Buildings	\$ 75,000.00	X	\$ 75,000.00	
Extension of Parking (Township Match)	Sanitary Sewer	Option 1	Hamburg Township	\$ 27,631.68	X	\$ 27,631.68	
Accessible Pathways to facilities	Electrical			\$ 10,000.00		\$ 10,000.00	\$ 10,000.00
Bike Repair Station	Building (Vault)	No Sewer	Green Flush Restrooms	\$ 100,850.00	X		\$ 100,850.00
Garbage Cans	Concrete Work			\$ 20,000.00		\$ 20,000.00	\$ 20,000.00
Bike Racks	Pavillion (30'x60')	Wooden Frame with Shingle					
Restroom	Pavillion (30'x60')	Steel structure with metal roof		\$ 100,000.00		\$ 100,000.00	\$ 100,000.00
Picnic Pavilion on Accessible Surface	Picnic Tables (6)	\$1,700 each plus freight		\$ 11,000.00	X	\$ 11,000.00	\$ 11,000.00
	Bike Repair Station			\$ 1,200.00	X	\$ 1,200.00	\$ 1,200.00
	Garbage Cans	Multi part with recycle option		\$ 1,700.00	X	\$ 1,700.00	\$ 1,700.00
	Bike Rack			\$ 1,500.00	X	\$ 1,500.00	\$ 1,500.00
	Engineering/Permits/Design	Split 3 ways for estimating purposes	Spicer/IMEG	\$ 30,000.00		\$ 30,000.00	\$ 30,000.00
	Well Drilling & Water Supply			\$ 10,000.00		\$ 10,000.00	
Total Village Trailhead						\$ 288,031.68	\$ 276,250.00
Merrill Trailhead (Across from Twp. Hall)							
	Building (Modular)	Pre-fab building connect to sewer	Easi-Set Buildings	\$ 75,000.00	X	\$ 75,000.00	
Extension of Parking (Township Match)	Sanitary Sewer	Option 1	Hamburg Township	\$ 21,954.96	X	\$ 21,954.96	
Accessible Pathways to facilities	Sanitary Sewer	Option 2	Hamburg Township	\$ 22,591.53	X		\$ 22,591.53
Bike Repair Station	Electrical			\$ 10,000.00		\$ 10,000.00	\$ 10,000.00
Garbage Cans	Building	No Sewer	Green Flush Restrooms	\$ 100,850.00	X		\$ 100,850.00
Bike Racks	Concrete Work			\$ 5,000.00		\$ 5,000.00	\$ 5,000.00
Restroom	Picnic Tables (2)			\$ 3,750.00	X	\$ 3,750.00	\$ 3,750.00
	Bike Repair Station			\$ 1,200.00	X	\$ 1,200.00	\$ 1,200.00
	Garbage Cans			\$ 1,700.00	X	\$ 1,700.00	\$ 1,700.00
	Bike Rack			\$ 1,500.00	X	\$ 1,500.00	\$ 1,500.00
	Engineering/Permits/Design	Split 3 ways for estimating purposes	Spicer/IMEG	\$ 30,000.00		\$ 20,000.00	\$ 20,000.00
	Well Drilling & Water Supply			\$ 10,000.00		\$ 10,000.00	
Total Merrill Trailhead						\$ 150,104.96	\$ 166,591.53
Pettysville Trailhead (M-36/Pettysville)							
	Building (Modular)	Pre-fab building connect to sewer	Easi-Set Buildings	\$ 75,000.00	X	\$ 75,000.00	
Extension of Parking (Township Match)	Sanitary Sewer	Option 1	Hamburg Township	\$ 27,865.83	X	\$ 27,865.83	
Accessible Pathways to facilities	Sanitary Sewer	Option 2	Hamburg Township	\$ 24,007.83	X		
Bike Repair Station	Electrical			\$ 10,000.00		\$ 10,000.00	\$ 10,000.00
Garbage Cans	Building (Vault)	No Sewer	Green Flush Restrooms	\$ 100,850.00	X		\$ 100,850.00
Bike Racks	Concrete Work			\$ 5,000.00		\$ 5,000.00	\$ 5,000.00
Restroom	Picnic Tables (2)			\$ 3,750.00	X	\$ 3,750.00	\$ 3,750.00
	Bike Repair Station			\$ 1,200.00	X	\$ 1,200.00	\$ 1,200.00
	Garbage Cans			\$ 1,700.00	X	\$ 1,700.00	\$ 1,700.00
	Bike Rack			\$ 1,200.00	X	\$ 1,200.00	\$ 1,200.00
	Engineering/Permits/Design	Split 3 ways for estimating purposes	Spicer/IMEG	\$ 30,000.00		\$ 20,000.00	\$ 20,000.00
	Well Drilling & Water Supply			\$ 10,000.00		\$ 10,000.00	
Total Pettysville Trailhead						\$ 155,715.83	\$ 143,700.00

Sub Total for Grant Request	\$	593,852.47	\$	586,541.53
Anticipated Supply Chain Increase 20%	\$	118,770.49	\$	117,308.31
Grand Total for Grant Request	\$	712,622.96	\$	703,849.84

Gravel Lot Improvements/Extension (Township Match)

Gravel Upgrades for 3 Trailheads	Based on prior bids plus 20%	Grading, Gravel	Bob Myers Excavating	\$	8,750.00	X
Dust Control	Based on prior bids plus 20%	Mineral Well Brine	Chloride Solutions	\$	13,500.00	X
Asphalt ADA Spaces	All 3 trailheads			\$	30,000.00	
Timed Locks for Restrooms	All 3 trailheads			\$	6,000.00	
Surveillance System	All 3 trailheads			\$	5,000.00	
Well (Water Source)	All 3 trailheads	11,450 each location	Roberts Well Drilling	\$	34,350.00	X
Estimated Township Match				\$	97,600.00	

Annual Legacy Costs	Restrooms 3 (6 REU)	Sewer O & M (Sewered)	\$155.50/per 1/4 per REU	\$	3,732.00	X	\$	3,732.00	
	Restrooms	Honey Wagon (Vault)	.26 per gallon average/1,000	\$	260.00			\$	1,040.00
Will need to have DPW or B&G help with water delivery	Restrooms	Water Deliver (Vault)	1,000 gallon/DPW/Est	\$	250.00			\$	1,000.00
	Restrooms	10 hrs Cleaning (Part-time Staff)	Hamburg Township	\$	10,000.00	x	\$	10,000.00	\$ 10,000.00
	Gravel lots - 3 trailheads	Maintenance annually		\$	22,250.00		\$	22,250.00	\$ 22,250.00
Used average of 30.00 per mo x 3 locations	Electric	EP 15.00 per mo/WP 55.00 per mo	Hamburg Township	\$	1,080.00	x	\$	1,080.00	\$ 1,080.00
							\$	37,062.00	\$ 35,370.00

*What if we suggested improvements at Merrill Trailhead that changed the topography to support ADA Parking for the Canoe Launch?
This would allow for us to do the project properly (as long as we can clear the creek, and address our bittersweet issue.*



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

EXCERPT FROM HAMBURG TOWNSHIP MUNICIPAL UTILITIES COMMITTEE MEETING MINUTES

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

Re: **Biosolids Contract Renewal**

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

Date of Meeting: February 8th, 2023

Committee Members Present: Hohl, Michniewicz

Committee Members Absent: None

Text of Motion: MOTION BY HOHL, SUPPORTED BY MICHNIEWICZ TO FORWARD TO THE BOARD WITH THE RECOMMENDATION THAT THE NEW 3-YEAR CONTRACT WITH BIOTECH AGRONOMICS BE ACCEPTED BY THE BOARD.

Ayes: Hohl, Michniewicz Absent: Hahn Nays: None

MOTION CARRIED.

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

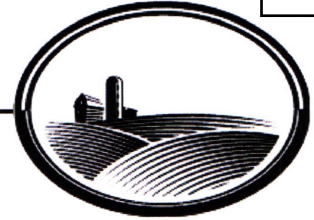
I, BRITTANY K. CAMPBELL, Hamburg Township Utilities Coordinator and recording secretary to the Municipal Utilities Committee, do hereby certify that the foregoing is a true and correct excerpt of the Minutes of the aforementioned Regular/Special Meeting of the Hamburg Township Municipal Utilities Committee.

BRITTANY K. CAMPBELL

HAMBURG TOWNSHIP UTILITIES COORDINATOR

Date: February 8th, 2023

BioTech Agronomics, Inc.



Residual Management Company

1651 Beulah Highway • Beulah • Michigan • 49617

January 12, 2023

CONTRACT FOR TESTING, REMOVAL AND LAND APPLICATION OF BIOSOLIDS FROM THE HAMBURG TOWNSHIP WASTEWATER TREATMENT PLANT

Mr. Tony Randazzo
Hamburg Township
10405 Merrill Rd
Hamburg, Michigan 48139

Proposal

BIOTECH AGRONOMICS, INC. is pleased to present this proposal to define proposed work associated with the removal and land application of Biosolids generated by the Hamburg Township WWTP physically located in Hamburg Michigan.

Biosolids Loading and Transport

BIOTECH AGRONOMICS, INC. will furnish the necessary labor and equipment to efficiently and safely provide Biosolids Management services for the Hamburg Township WWTP. BIOTECH AGRONOMICS, INC. will pump and load Biosolids into transport vehicles, transport the Biosolids to EGLE and federally approved application sites, and finally to land apply the Biosolids to suitable local farmland sites. All work performed will be under Michigan Part 24, Federal 503 and local regulations.

Land Application of Biosolids

BIOTECH AGRONOMICS, INC. will provide the labor and equipment to properly apply the Biosolids to suitable local application sites at agronomic rates in accordance with Michigan State University recommendations and applicable federal, state and local regulations. The Biosolids will be subsurface injected or surface applied according to a EGLE approved Residuals Management Plan using sewage sludge applicators equipped with a pressure/vacuum application system.

Determination of Quantity Removed

BIOTECH AGRONOMICS, INC. shall provide the Plant Superintendent a duplicate copy of load sheets, which detail the following items:

- Date of removal
- Time the applicator loaded in the field
- Applicator identification number
- Operator name
- Gallons of Biosolids on the applicator
- Farmer name and approved field identification number and the number of acres acceptable for use in the field
- Number of acres accepting Biosolids

One copy of the load sheet(s) will stay with the plant superintendent and the other will remain with BIOTECH AGRONOMICS, INC. The quantity of Biosolids loaded on and transported by the vehicle will be recorded as the certified capacity of the vehicle. All billed quantities will be invoiced by the gallon capacity of each vehicle transporting the material.

Agronomic Services

BIOTECH AGRONOMICS, INC. will provide agronomic management services that include the location of suitable local farmland application sites. Application sites will meet the requirements for land application in accordance with applicable federal, state and local regulations for the use and disposal of Biosolids. Proposed farmland application sites shall be properly documented in accordance with Michigan Part 24 requirements. Records at a minimum shall include the following:

- Landowner agreement and permission form
- Soil analyses
- EGLE site I.D. information
- Plat maps indicating location and ownership of property
- SCS or equivalent soil survey map indicating soil types, slope and drainage class
- Relative sludge analyses, soil analyses or cropping information
- Proof of notification to local governing bodies as per EGLE requirements

Regulatory Reports

BIOTECH AGRONOMICS, INC. shall complete all required federal or state reports applicable to the Biosolids land application program including yearend requirements. These records shall be maintained by BIOTECH AGRONOMICS, INC. as required by federal, state and local regulations and shall be provided to the Owner.

Laboratory Analyses and Permits

BIOTECH AGRONOMICS, INC. will be provided a EGLE approved Residuals Management Plan (RMP) by the facility. BIOTECH AGRONOMICS, INC. will provide laboratory analyses for total metals and nutrients and fecal coliform testing as needed on the Biosolids prior to removal from the facility. BIOTECH AGRONOMICS, INC. will be responsible for all routine soil fertility analyses associated with land application of the Owner's Biosolids during the term of this Agreement. BIOTECH AGRONOMICS, INC. shall not be responsible for any additional analytical testing that federal, state or local regulatory agencies may require.

Health and Safety

BIOTECH AGRONOMICS, INC. shall comply with the federal, state and local laws and regulations and take any needed actions to protect the life and health of employees on the job and the safety of the public and to protect property during the performance of the Agreement.

Insurance

BIOTECH AGRONOMICS, INC. shall provide and maintain at all times during the term of this Agreement the following minimum insurance coverage:

- a) Workers Compensation Insurance in compliance with the statutes of the State of Michigan which has jurisdiction of BIOTECH AGRONOMICS, INC. employees engaged in the performance of services hereunder with a limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000)
- b) General Liability Insurance with a minimum combined single limit of THREE MILLION DOLLARS (\$3,000,000), including the broad form property damage endorsement
- c) Automobile Liability Insurance (owned, non-owned or hired units) with a minimum combined single coverage limit of ONE MILLION DOLLARS (\$1,000,000)

- d) Pollution Liability Insurance with a minimum combined single limit of FIVE MILLION DOLLARS (\$5,000,000), including the broad form property endorsement

A certificate of insurance will be presented if requested, upon award of contract.

Digester or Tank Cleaning

If requested, BIOTECH AGRONOMICS, INC. will provide confined space Digester or Tank cleaning services to remove accumulated Biosolids and or related mater for subsequent land application. Under these conditions, the WWTP shall provide for all required cleaning water at no cost to BIOTECH AGRONOMICS, INC. Any material removed under this confined space option shall be billed at the appropriate hourly rate plus the unit rate per gallon for land application of the Biosolids.

Biosolids Tender

The Township shall tender all biosolids generated to BIOTECH AGRONOMICS, INC. that are suitable for land application on agricultural land as specified in the scope of this Agreement.

Notification

BIOTECH AGRONOMICS, INC. will be provided with adequate advance notice of when the WWTP desires for BIOTECH AGRONOMICS, INC. to remove biosolids from the WWTP. Depending on weather, seasonal weight restrictions, and farm land cropping cycles, additional notification may be required.

Cost of Services

Year 2023 - \$0.0550 per gallon for Biosolids hauling and land application.

Year 2024 - \$0.0583 per gallon for Biosolids hauling and land application.

Year 2025 - \$0.0617 per gallon for Biosolids hauling and land application.

Metals & Nutrients Testing – 2 per year included in the price per gallon.

Fecal Coliform Testing – 2 per year included in the price per gallon.

Optional Confined Space tank cleaning - \$500.00 per hour.

Optional Onsite Pumping Only Services - \$280.00 per hour plus \$1,400.00 lump sum mobilization fee.

Good Faith

In the event BIOTECH AGRONOMICS, INC. is unable to remove and land apply the biosolids because (i) changes in the biosolids make it unfit for utilization on agricultural land as defined or interpreted by federal, state or local regulatory agencies, or (ii) changes in law prohibit providing the services or increase the cost of providing the services, or (iii) if unfavorable climatic or agronomic conditions have impeded efforts by BIOTECH AGRONOMICS, INC. to faithfully dispose of the biosolids as contemplated by this proposal, or (iv) as the result of flood, fire, strikes, acts of God, act of war or terrorism, civil disturbance, force majeure, or other occurrences not reasonable within the province and control of BIOTECH AGRONOMICS, INC. performance is hindered or halted, BIOTECH AGRONOMICS, INC. shall not be liable for any additional costs incurred by the Township, and BIOTECH AGRONOMICS, INC. will not be deemed in default under this proposal unless thirty (30) days after the impediment has been resolved or eliminated BIOTECH AGRONOMICS, INC. fails or refuses to remove biosolids tendered to it.

BIOTECH AGRONOMICS INC work schedule is highly controlled by weather, soil conditions, permits and the availability of suitable farmland due to cropping cycles. As such we cannot liable for any losses either directly or indirectly associated with any weather-related delays. BIOTECH AGRONOMICS, INC will not accept responsibility for any assessment of liquidated damages.

Spill Plan and Protocol

BIOTECH AGRONOMICS, INC. has a strict protocol to be followed in the untimely event of a spill. If such an event occurs the person in charge of the load, the operator of the application equipment, load stand operator or truck driver, must contact their immediate supervisor after making a visual assessment of the action and if possible taking action to contain or correct the problem. The supervisor is to contact the BIOTECH AGRONOMICS, INC. Operations Manager and the chain of contacts begins. The plant personnel are informed and an assessment will be done by personnel from both entities. At this time the decisions will be made to contact local authorities, EGLE representative, additional emergency services and so on depending upon severity. All the above continues while the containment efforts are addressed. All assets and efforts of BIOTECH AGRONOMICS, INC. will be focused on cleanup and rectifying the problem to protect the health and safety of the public.

Fuel Cost and Adjustment

BIOTECH AGRONOMICS, INC. shall adjust the cost of services for each hauling event should fuel costs exceed \$4.00 per gallon. The fuel adjustment schedule will be the fixed document used for such purpose throughout the duration of this contract.

The unit price for biosolids management beneficial use services for any given removal operation will be subject to the adjustment below depending on the weekly fuel price (based on the week biosolids removal commences) determined by the United States Department of Energy's Energy Information Administration publication of Retail Prices for the Midwest United States in the On-Highway Diesel Fuel Price Table.

Diesel Price \$/Gallon	% Increase to Contract Price
Below \$4.00	None
\$4.00 - \$4.099	1.0%
\$4.10 - \$4.199	2.0%
\$4.20 and above = 1% increase per each \$0.10 increase in price/gallon.	

(This information is available at the website <http://www.eia.doe.gov>).

(On-Highway Diesel Prices Table – Midwest Column)

Terms

Payment terms shall be net 30 days from the date of invoice. Overdue payments will be assessed a finance charge of 1.5% per month on the unpaid balance.

Contract Duration

This Agreement shall remain in full force and effect 1/12/2023 through 12/31/2025.

Extensions

The term of this Agreement may be extended for three (3) additional years upon mutual agreement of both parties.

BIOTECH AGRONOMICS, INC.

Submitted by: *Don Popma*

Printed Name: Don Popma

Its: General Manager

Date: 1/12/2023

HAMBURG TOWNSHIP, MICHIGAN

Accepted By: _____

Printed Name: _____

Its: _____

Date: _____

This proposal is valid for 30 days.

This document is representative of a complete contract. Upon award the document can be signed by both parties to become binding.

HAMBURG TOWNSHIP FINANCE CONTROL BOOK



PERIOD ENDING January 31, 2023

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- Property Tax Roll Ten Year Graph Tax
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- Summary
- Monthly Bank and Investment Report
- Approved Financial Institution List

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- Summary
- 5 Year Forecast and Capital Reserve



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

TAB 1

BUDGET AND FINANCIAL STATUS SUMMARY:

Fiscal Year 2022/23

The Budget v. Actual report reflects transactions through January 2023 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of January 31, 2023, considering the timing issues related to the Township's revenues and expenditures.

Timing of Revenues: Township tax collections for general fund, police fund and fire fund start on December 1, 2022 and run through February 28, 2023. **Revenues are posted to the general ledger in December when they are billed.** State shared revenue payments are bi-monthly and start on October 31, 2022. The last revenue sharing payment for FY 21/22 will be paid on October 31, 2023.

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account at January 2023.

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	981,700.00	981,700.00	0.00	0.00	984,167.15	100.25
412.000 DELINQUENT PP TAX	2,500.00	2,500.00	0.00	0.00	9.64	0.39
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	2,000.00	2,000.00	(19.03)	0.00	126.05	6.30
434.000 TRAILER PARK TAX FEES	2,200.00	2,200.00	167.00	0.00	1,170.50	53.20
447.000 PROPERTY TAX ADMIN FEE	495,000.00	495,000.00	0.00	0.00	373,405.69	75.44
448.000 SET COLLECTION FEE	30,500.00	30,500.00	0.00	0.00	26,264.50	86.11
477.000 FRANCHISE FEE - CABLE	350,000.00	350,000.00	4,090.85	0.00	88,436.74	25.27
478.000 SPECIAL USE PERMITS	250.00	250.00	0.00	0.00	750.00	300.00
479.000 LAND USE PERMITS	25,000.00	25,000.00	1,600.00	0.00	13,915.00	55.66
485.000 DOG LICENSES	300.00	300.00	9.50	0.00	163.50	54.50
528.000 OTHER FEDERAL GRANTS	1,148,481.00	1,238,433.00	0.00	0.00	0.00	0.00
574.000 STATE SHARED REVENUES	2,276,972.00	2,276,972.00	0.00	0.00	1,274,651.00	55.98
577.000 STATE ROW MAINTENANCE FEE-CABLE	12,000.00	12,000.00	0.00	0.00	0.00	0.00
606.000 FOIA REQUESTS	350.00	700.00	106.05	0.00	832.84	118.98
607.000 NON-TAX ADMIN FEE	3,600.00	8,600.00	0.00	0.00	8,480.91	98.62
636.000 COPIES/MAPS	100.00	100.00	0.00	0.00	55.50	55.50
643.000 SALE OF CEMETERY LOTS	8,900.00	8,900.00	1,500.00	0.00	7,250.00	81.46
643.001 CEMETERY SERVICES OPEN/CLOSE	11,000.00	11,000.00	256.68	0.00	7,312.34	66.48
645.000 MAUS SALES REVENUE	3,000.00	5,500.00	0.00	0.00	5,977.00	108.67
659.000 RETURNED CHECK FEE	50.00	50.00	12.00	0.00	60.00	120.00
664.000 INTEREST REVENUE	5,000.00	68,000.00	19,423.11	0.00	107,292.02	157.78
671.000 OTHER REVENUE - CONTRACT SERVICE	15,000.00	15,000.00	1,500.00	0.00	10,500.00	70.00
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	3,575.00	0.00	0.00	3,571.95	99.91
677.000 SUNDRY	250.00	250.00	0.00	0.00	27.95	11.18
Total Revenue:	5,374,153.00	5,538,530.00	28,646.16	0.00	2,914,420.28	52.62
Account Type: Transfers-In						
699.590 FROM SEWER ENTERPRISE	115,000.00	115,000.00	9,583.34	0.00	67,083.38	58.33
699.999 APPROPRIATION FROM SURPLUS	338,759.00	298,974.42	0.00	(1,885.86)	0.00	(0.63)
Total Transfers-In:	453,759.00	413,974.42	9,583.34	(1,885.86)	67,083.38	15.75
Total Dept 000.000	5,827,912.00	5,952,504.42	38,229.50	(1,885.86)	2,981,503.66	50.06
Dept 702.000 - PLANNING AND ZONING						
Account Type: Revenue						
613.000 LAND DIVISION/COMBINATION FEES	0.00	600.00	0.00	0.00	600.00	100.00
617.000 SITE PLAN FEES	13,000.00	13,000.00	1,800.00	0.00	10,450.00	80.38
618.000 ZONING BOARD OF APPEALS APPLIC	3,500.00	4,500.00	0.00	0.00	4,200.00	93.33
Total Revenue:	16,500.00	18,100.00	1,800.00	0.00	15,250.00	84.25
Total Dept 702.000 - PLANNING AND ZONING	16,500.00	18,100.00	1,800.00	0.00	15,250.00	84.25
TOTAL REVENUES	5,844,412.00	5,970,604.42	40,029.50	(1,885.86)	2,996,753.66	50.16
Expenditures						
Dept 101.000 - Township Board						
Account Type: Expenditure						
703.100 TRUSTEES SALARIES	30,266.00	30,266.00	2,522.24	0.00	17,655.68	58.34
704.100 PER DIEM	8,840.00	8,840.00	390.00	0.00	3,640.00	
709.000 TOWNSHIP FICA	2,400.00	2,400.00	222.81	0.00	1,629.32	
716.000 DEFINED CONTRIBUTION	4,000.00	4,000.00	311.74	0.00	2,354.68	

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

		2022-23		ACTIVITY FOR			
		ORIGINAL	2022-23	MONTH	ENCUMBERED	YTD BALANCE	% BDGT
ACCOUNT	DESCRIPTION	BUDGET	AMENDED BUDGET	01/31/23	YEAR-TO-DATE	01/31/2023	USED
Fund 101 - General Fund							
Expenditures							
801.500	ECONOMIC DEVELOPMENT CONSULTANT	20,300.00	20,300.00	0.00	0.00	0.00	0.00
826.000	LEGAL FEES	35,000.00	35,000.00	3,966.38	0.00	10,277.58	29.36
900.000	LEGAL NOTICES/ADVERTISING	5,000.00	8,000.00	425.00	0.00	7,985.00	99.81
910.000	PROFESSIONAL DEVELOPMENT	250.00	250.00	0.00	0.00	0.00	0.00
946.000	ENGINEERING/PROFESSIONAL SERV	31,500.00	31,500.00	1,500.00	0.00	11,096.98	35.23
955.000	SUNDRY	8,000.00	8,000.00	0.00	0.00	307.63	3.85
958.000	DUES/SUBSCRIP/RECERTIFICATION	15,000.00	15,000.00	329.00	0.00	12,267.49	81.78
980.000	CAPITAL EQUIPMENT/CAPITAL IMP	2,123,946.00	2,123,946.00	28,000.00	0.00	136,875.00	6.44
Total Expenditure:		2,284,502.00	2,287,502.00	37,667.17	0.00	204,089.36	8.92
Total Dept 101.000 - Township Board		2,284,502.00	2,287,502.00	37,667.17	0.00	204,089.36	8.92
Dept 171.000 - Township Supervisor							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	9,552.00	9,552.00	734.80	0.00	8,082.85	84.62
703.200	ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	43,630.19	54.23
709.000	TOWNSHIP FICA	7,000.00	7,000.00	533.16	0.00	3,997.86	57.11
716.000	DEFINED CONTRIBUTION	10,615.00	10,615.00	900.04	0.00	6,224.88	58.64
718.000	HEALTH/DENTAL/VISION INSURANCE	19,812.00	19,812.00	1,651.02	0.00	13,943.97	70.38
725.100	LONG/SHORT TERM DISABILITY	511.00	511.00	90.38	0.00	382.10	74.77
725.200	LIFE INSURANCE	91.00	91.00	15.18	0.00	64.08	70.42
853.000	PHONE/COMM/INTERNET	600.00	600.00	50.00	0.00	350.00	58.33
861.000	MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
955.000	SUNDRY	200.00	200.00	0.00	0.00	0.00	0.00
Total Expenditure:		129,034.00	129,034.00	10,163.26	0.00	76,675.93	59.42
Total Dept 171.000 - Township Supervisor		129,034.00	129,034.00	10,163.26	0.00	76,675.93	59.42
Dept 201.000 - ACCOUNTING							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	204,860.00	204,860.00	17,121.23	0.00	120,704.65	58.92
709.000	TOWNSHIP FICA	15,920.00	15,920.00	1,341.19	0.00	9,450.37	59.36
712.000	PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	500.00	0.00	3,500.00	58.33
716.000	DEFINED CONTRIBUTION	25,100.00	25,100.00	2,225.76	0.00	16,048.63	63.94
718.000	HEALTH/DENTAL/VISION INSURANCE	22,440.00	22,440.00	1,869.23	0.00	14,959.21	66.66
725.100	LONG/SHORT TERM DISABILITY	1,240.00	1,240.00	227.96	0.00	876.01	70.65
725.200	LIFE INSURANCE	243.00	243.00	40.50	0.00	162.00	66.67
861.000	MILEAGE	250.00	250.00	0.00	0.00	257.50	103.00
910.000	PROFESSIONAL DEVELOPMENT	8,200.00	8,200.00	0.00	0.00	1,262.95	15.40
955.000	SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
958.000	DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	0.00	0.00	1,107.75	55.39
Total Expenditure:		286,503.00	286,503.00	23,325.87	0.00	168,329.07	58.75
Total Dept 201.000 - ACCOUNTING		286,503.00	286,503.00	23,325.87	0.00	168,329.07	58.75
Dept 215.000 - CLERK'S OFFICE							
Account Type: Expenditure							
702.000	FULL-TIME EMPLOYEE SALARIES	97,985.00	97,985.00	5,806.65	0.00	39,500.24	40.31
703.200	ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	43,630.19	54.23
709.000	TOWNSHIP FICA	14,200.00	14,200.00	925.15	0.00	6,931.34	
713.000	OVERTIME	6,000.00	7,500.00	44.94	0.00	6,628.52	
716.000	DEFINED CONTRIBUTION	16,300.00	16,300.00	1,565.22	0.00	11,733.34	

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Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 101 - General Fund						
Expenditures						
718.000 HEALTH/DENTAL/VISION INSURANCE	62,820.00	62,820.00	3,495.91	0.00	33,602.74	53.49
725.100 LONG/SHORT TERM DISABILITY	1,100.00	1,100.00	163.00	0.00	651.59	59.24
725.200 LIFE INSURANCE	226.00	226.00	31.08	0.00	124.32	55.01
853.000 PHONE/COMM/INTERNET	1,000.00	1,000.00	85.00	0.00	595.00	59.50
861.000 MILEAGE	750.00	750.00	0.00	0.00	180.08	24.01
910.000 PROFESSIONAL DEVELOPMENT	5,000.00	5,000.00	1,026.29	0.00	2,125.79	42.52
931.000 EQUIPMENT MAINT/REPAIR	500.00	500.00	0.00	0.00	37.99	7.60
955.000 SUNDRY	2,000.00	2,000.00	262.23	0.00	562.23	28.11
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,000.00	1,000.00	0.00	0.00	1,120.42	112.04
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	294,334.00	295,834.00	19,594.15	0.00	147,423.79	49.83
Total Dept 215.000 - CLERK'S OFFICE	294,334.00	295,834.00	19,594.15	0.00	147,423.79	49.83
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	132,400.00	132,400.00	10,304.77	0.00	78,647.00	59.40
702.500 LEAVE TIME PAYOUT	1,265.00	2,605.00	0.00	0.00	1,335.88	51.28
704.000 PART-TIME EMPLOYEE SALARIES	30,701.00	30,701.00	102.79	0.00	10,128.71	32.99
709.000 TOWNSHIP FICA	12,575.00	12,575.00	817.98	0.00	7,008.92	55.74
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	1,750.00	58.33
713.000 OVERTIME	0.00	250.00	0.00	0.00	70.84	28.34
716.000 DEFINED CONTRIBUTION	11,300.00	11,300.00	1,179.33	0.00	9,326.67	82.54
718.000 HEALTH/DENTAL/VISION INSURANCE	15,705.00	15,705.00	1,308.47	0.00	11,939.47	76.02
725.100 LONG/SHORT TERM DISABILITY	575.00	575.00	135.20	0.00	576.95	100.34
725.200 LIFE INSURANCE	138.00	138.00	22.94	0.00	98.52	71.39
861.000 MILEAGE	0.00	150.00	0.00	0.00	68.50	45.67
Total Expenditure:	207,659.00	209,399.00	14,121.48	0.00	120,951.46	57.76
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICE:	207,659.00	209,399.00	14,121.48	0.00	120,951.46	57.76
Dept 229.000 - COMPUTER/CABLE						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	274.68	0.00	0.00
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	35.00	0.00	410.38	10.26
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
933.000 SOFTWARE MAINTENANCE	95,000.00	95,000.00	35,086.00	3,843.42	88,004.93	96.68
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	135.00	4.50
955.000 SUNDRY	250.00	250.00	1,197.00	0.00	1,305.64	522.26
980.000 CAPITAL EQUIPMENT	59,000.00	59,000.00	0.00	8,261.18	3,782.51	20.41
980.500 RESERVE FOR CABLE TV EQUIP PURCHASE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
Total Expenditure:	164,750.00	164,750.00	36,318.00	12,379.28	93,638.46	64.35
Total Dept 229.000 - COMPUTER/CABLE	164,750.00	164,750.00	36,318.00	12,379.28	93,638.46	64.35
Dept 247.000 - Board of Review						
Account Type: Expenditure						
704.100 PER DIEM	2,800.00	2,800.00	0.00	0.00	325.00	11.61
709.000 TOWNSHIP FICA	215.00	215.00	0.00	0.00	24.86	11.56
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	0.00	0.00	0.00	
955.000 SUNDRY	50.00	50.00	0.00	0.00	30.00	

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Fund 101 - General Fund						
Expenditures						
Total Expenditure:	3,565.00	3,565.00	0.00	0.00	379.86	10.66
Total Dept 247.000 - Board of Review	3,565.00	3,565.00	0.00	0.00	379.86	10.66
Dept 253.000 - Treasurer						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	69,471.00	69,471.00	5,478.40	0.00	38,622.72	55.60
703.000 ELECTED OFFICIALS SALARIES	40,226.00	40,226.00	3,094.34	0.00	21,815.10	54.23
704.000 PART-TIME EMPLOYEE SALARIES	50,100.00	50,100.00	4,345.08	0.00	32,657.88	65.19
709.000 TOWNSHIP FICA	12,300.00	12,300.00	989.96	0.00	7,133.83	58.00
713.000 OVERTIME	400.00	400.00	0.00	0.00	110.68	27.67
716.000 DEFINED CONTRIBUTION	12,900.00	12,900.00	1,013.33	0.00	7,148.08	55.41
718.000 HEALTH/DENTAL/VISION INSURANCE	44,870.00	44,870.00	3,738.46	0.00	29,918.42	66.68
725.100 LONG/SHORT TERM DISABILITY	445.00	445.00	75.80	0.00	302.23	67.92
725.200 LIFE INSURANCE	81.00	81.00	13.50	0.00	54.00	66.67
851.000 POSTAGE	8,900.00	8,900.00	0.00	0.00	10,832.33	121.71
853.000 PHONE/COMM/INTERNET	1,020.00	1,020.00	85.00	0.00	545.00	53.43
861.000 MILEAGE	600.00	600.00	232.68	0.00	752.06	125.34
902.100 TAX ROLL PREP/TAX BILL PREP	4,500.00	4,500.00	0.00	0.00	2,090.18	46.45
910.000 PROFESSIONAL DEVELOPMENT	1,900.00	0.00	0.00	0.00	0.00	0.00
916.000 TRAINING	0.00	1,900.00	1,171.54	0.00	2,481.60	130.61
955.000 SUNDRY	250.00	250.00	0.00	0.00	115.83	46.33
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	0.00	0.00	817.00	108.93
Total Expenditure:	248,713.00	248,713.00	20,238.09	0.00	155,396.94	62.48
Total Dept 253.000 - Treasurer	248,713.00	248,713.00	20,238.09	0.00	155,396.94	62.48
Dept 257.000 - Assessing						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	330,500.00	330,500.00	27,255.75	0.00	214,901.25	65.02
902.200 ASSESSMENT ROLL PREP	6,500.00	6,500.00	4,545.73	0.00	4,564.08	70.22
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,500.00	337,500.00	31,801.48	0.00	219,465.33	65.03
Total Dept 257.000 - Assessing	337,500.00	337,500.00	31,801.48	0.00	219,465.33	65.03
Dept 262.000 - Elections						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	104,825.00	104,825.00	8,063.60	0.00	56,213.50	53.63
707.000 TEMPORARY EMPLOYEES	81,000.00	62,000.00	0.00	0.00	62,186.32	100.30
709.000 TOWNSHIP FICA	16,000.00	16,000.00	620.28	0.00	6,462.79	40.39
713.000 OVERTIME	25,000.00	25,000.00	44.94	0.00	9,074.53	36.30
716.000 DEFINED CONTRIBUTION	11,600.00	11,600.00	1,054.12	0.00	8,459.65	72.93
718.000 HEALTH/DENTAL/VISION INSURANCE	44,862.00	44,862.00	3,738.47	0.00	29,918.50	66.69
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	115.22	0.00	458.33	69.44
725.200 LIFE INSURANCE	162.00	162.00	26.98	0.00	107.92	66.62
752.001 SUPPLIES FOR ELECTIONS	25,000.00	25,000.00	(160.40)	0.00	20,873.65	83.49
861.000 MILEAGE	750.00	750.00	0.00	0.00	88.35	11.78
900.000 LEGAL NOTICES/ADVERTISING	2,500.00	2,500.00	0.00	0.00	210.00	8.40
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	9,000.00	0.00	0.00	7,838.00	
955.000 SUNDRY	10,000.00	10,000.00	0.00	0.00	12,927.87	
980.000 OFFICE EQUIP & FURNITURE	5,000.00	5,000.00	3,531.30	0.00	3,531.30	

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Fund 101 - General Fund						
Expenditures						
980.500 RESERVE FOR EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,359.00	322,359.00	17,034.51	0.00	218,350.71	67.74
Total Dept 262.000 - Elections	337,359.00	322,359.00	17,034.51	0.00	218,350.71	67.74
Dept 265.000 - Township Buildings						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	102,848.00	102,848.00	5,836.70	0.00	38,665.18	37.59
704.000 PART-TIME EMPLOYEE SALARIES	63,400.00	63,400.00	1,397.24	0.00	42,792.62	67.50
709.000 TOWNSHIP FICA	13,800.00	13,800.00	754.47	0.00	7,378.10	53.46
713.000 OVERTIME	3,500.00	3,500.00	1,190.41	0.00	2,886.31	82.47
716.000 DEFINED CONTRIBUTION	9,850.00	9,850.00	994.01	0.00	6,363.11	64.60
718.000 HEALTH/DENTAL/VISION INSURANCE	32,041.00	32,041.00	2,670.10	0.00	20,633.60	64.40
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	115.76	0.00	440.64	66.76
725.200 LIFE INSURANCE	172.00	172.00	28.68	0.00	111.36	64.74
752.000 SUPPLIES & SMALL EQUIPMENT	5,000.00	7,000.00	380.39	281.98	5,110.19	77.03
758.000 DIESEL FUEL	2,000.00	5,500.00	373.32	0.00	2,370.63	43.10
759.000 VEHICLE FUEL	8,000.00	8,000.00	563.43	0.00	4,879.72	61.00
768.000 UNIFORMS/ACCESSORIES	3,500.00	3,500.00	402.13	0.00	2,431.95	69.48
801.000 CONTRACTUAL SERVICES	1,000.00	1,000.00	60.00	0.00	498.00	49.80
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	245.00	58.33
910.000 PROFESSIONAL DEVELOPMENT	0.00	0.00	385.00	0.00	385.00	100.00
917.000 SEWER USAGE	4,000.00	4,000.00	1,119.60	0.00	2,239.20	55.98
919.000 TRASH DISPOSAL	1,700.00	1,700.00	117.43	0.00	1,048.01	61.65
920.000 ELECTRIC	20,000.00	20,000.00	4,273.42	0.00	11,583.12	57.92
921.000 NATURAL GAS/HEAT	5,000.00	5,000.00	1,159.98	0.00	2,821.56	56.43
930.000 MAINTENANCE TWP HALL	10,000.00	10,000.00	526.08	0.00	7,527.82	75.28
930.004 MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	1,000.00	8,690.32	0.00	8,690.32	869.03
930.008 MAINTENANCE LIBRARY	1,500.00	1,500.00	332.50	0.00	950.04	63.34
930.020 MAINTENANCE - FERTILIZER	1,500.00	1,500.00	0.00	0.00	725.00	48.33
931.000 EQUIPMENT MAINT/REPAIR	7,500.00	7,500.00	15.94	0.00	5,894.00	78.59
932.000 VEHICLE MAINTENANCE	3,500.00	6,000.00	6.00	0.00	5,210.27	86.84
955.000 SUNDRY	500.00	500.00	0.00	0.00	505.24	101.05
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	55,000.00	55,000.00	0.00	(130.00)	231.75	0.19
980.100 ARPA FUNDS STORAGE FACILITY	0.00	89,952.42	60,924.48	0.00	151,830.15	168.79
980.500 RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
981.500 RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	363,891.00	461,843.42	92,352.39	151.98	334,447.89	72.45
Total Dept 265.000 - Township Buildings	363,891.00	461,843.42	92,352.39	151.98	334,447.89	72.45
Dept 275.000 - OTHER EXPENSES						
Account Type: Expenditure						
704.200 PORTAGE/BASE LAKES GROSS WAGES	1,500.00	1,500.00	100.00	0.00	575.00	38.33
708.000 UNEMPLOYMENT COMPENSATION	800.00	800.00	0.00	0.00	469.71	58.71
709.000 TOWNSHIP FICA	115.00	115.00	8.44	0.00	44.81	38.97
718.500 HEALTH CARE REIMBURSEMENT	80,000.00	80,000.00	3,402.69	0.00	41,542.07	51.93
727.000 WORKERS' COMPENSATION	10,000.00	10,000.00	(720.33)	0.00	4,083.53	40.84
752.000 SUPPLIES & SMALL EQUIPMENT	18,500.00	18,500.00	1,934.18	35.12	10,573.00	57.34
801.000 CONTRACTUAL SERVICES	12,500.00	12,500.00	501.46	0.00	7,029.37	56.23
802.100 ROAD MAINTENANCE	7,500.00	7,500.00	0.00	0.00	0.00	
840.000 LIABILITY/CASUALTY INSURANCE	25,000.00	25,000.00	0.00	0.00	22,010.27	
851.000 POSTAGE	12,500.00	17,500.00	0.00	0.00	10,000.00	

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Fund 101 - General Fund						
Expenditures						
853.000 PHONE/COMM/INTERNET	4,000.00	6,000.00	566.29	0.00	4,575.33	76.26
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	1,001.07	40.04
946.000 ENGINEERING SERVICES	3,500.00	3,500.00	0.00	0.00	0.00	0.00
953.000 PAYROLL PROCESSING	12,500.00	12,500.00	1,059.16	0.00	8,274.86	66.20
954.000 AUDIT	23,780.00	28,780.00	1,000.00	0.00	29,640.00	102.99
955.000 SUNDRY	2,200.00	2,200.00	41.36	0.00	1,517.84	68.99
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	467.02	93.40
960.000 FOIA EXPENSES	100.00	100.00	20.58	0.00	20.58	20.58
967.200 ADA COMPLIANCE PROJECTS	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.000 OFFICE EQUIP & FURNITURE	8,100.00	8,100.00	0.00	0.00	0.00	0.00
995.591 TRANSFER OUT WATER FUND	154,000.00	154,000.00	12,833.34	0.00	89,833.38	58.33
Total Expenditure:	399,595.00	411,595.00	20,747.17	35.12	231,657.84	56.29
Account Type: Transfers-Out						
995.208 TRANSFER OUT RECREATION FUND	400,000.00	400,000.00	33,333.33	0.00	233,333.31	58.33
Total Transfers-Out:	400,000.00	400,000.00	33,333.33	0.00	233,333.31	58.33
Total Dept 275.000 - OTHER EXPENSES	799,595.00	811,595.00	54,080.50	35.12	464,991.15	57.30
Dept 345.000 - Public Safety (Police & Fire)						
Account Type: Expenditure						
704.100 PER DIEM	1,040.00	1,040.00	65.00	0.00	455.00	43.75
709.000 TOWNSHIP FICA	60.00	60.00	4.97	0.00	34.78	57.97
Total Expenditure:	1,100.00	1,100.00	69.97	0.00	489.78	44.53
Total Dept 345.000 - Public Safety (Police & Fire)	1,100.00	1,100.00	69.97	0.00	489.78	44.53
Dept 448.000 - Street Lighting						
Account Type: Expenditure						
926.000 STREET LIGHTING	17,500.00	17,500.00	1,547.94	0.00	7,699.96	44.00
Total Expenditure:	17,500.00	17,500.00	1,547.94	0.00	7,699.96	44.00
Total Dept 448.000 - Street Lighting	17,500.00	17,500.00	1,547.94	0.00	7,699.96	44.00
Dept 567.000 - CEMETERY						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	11,318.00	11,318.00	870.62	0.00	9,555.87	84.43
709.000 TOWNSHIP FICA	925.00	925.00	68.50	0.00	745.76	80.62
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	0.00	0.00	16,820.00	84.10
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	245.00	58.33
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	1,696.00	33.92
955.000 SUNDRY	1,350.00	1,350.00	642.00	0.00	4,929.57	365.15
Total Expenditure:	39,013.00	39,013.00	1,616.12	0.00	33,992.20	87.13
Total Dept 567.000 - CEMETERY	39,013.00	39,013.00	1,616.12	0.00	33,992.20	87.13
Dept 701.000 - Planning Commission						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	0.00	0.00	470.00	
704.100 PER DIEM	5,640.00	5,640.00	0.00	0.00	1,345.00	
709.000 TOWNSHIP FICA	523.00	523.00	0.00	0.00	138.79	

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 101 - General Fund						
Expenditures						
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	500.00	500.00	195.00	0.00	535.00	107.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	9,363.00	9,363.00	195.00	0.00	2,488.79	26.58
Total Dept 701.000 - Planning Commission	9,363.00	9,363.00	195.00	0.00	2,488.79	26.58
Dept 702.000 - PLANNING AND ZONING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	124,750.00	124,750.00	6,754.30	0.00	57,423.81	46.03
704.000 PART-TIME EMPLOYEE SALARIES	95,276.00	95,276.00	2,715.64	0.00	26,832.27	28.16
704.100 PER DIEM	4,020.00	4,020.00	335.00	0.00	1,815.00	45.15
709.000 TOWNSHIP FICA	17,250.00	17,250.00	788.71	0.00	7,252.67	42.04
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	0.00	0.00	750.00	25.00
713.000 OVERTIME	600.00	600.00	0.00	0.00	519.36	86.56
716.000 DEFINED CONTRIBUTION	13,900.00	13,900.00	789.59	0.00	6,885.31	49.53
718.000 HEALTH/DENTAL/VISION INSURANCE	17,610.00	17,610.00	1,869.23	0.00	16,685.64	94.75
725.100 LONG/SHORT TERM DISABILITY	753.00	753.00	50.24	0.00	364.30	48.38
725.200 LIFE INSURANCE	162.00	162.00	13.50	0.00	87.75	54.17
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	(9.32)	0.00	0.00
826.000 LEGAL FEES	8,000.00	8,000.00	2,665.00	0.00	4,547.50	56.84
853.000 PHONE/COMM/INTERNET	1,760.00	1,760.00	105.00	0.00	580.00	32.95
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	750.00	750.00	225.00	0.00	1,185.00	158.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	50.00	0.00	735.80	147.16
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	0.00
951.000 STORM WATER DISCHARGE	500.00	500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	300.00	300.00	199.77	0.00	199.77	66.59
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,700.00	2,700.00	0.00	0.00	413.00	15.30
980.000 OFFICE EQUIP & FURNITURE	0.00	0.00	61.51	0.00	61.51	100.00
Total Expenditure:	295,031.00	295,031.00	16,622.49	(9.32)	126,338.69	42.82
Total Dept 702.000 - PLANNING AND ZONING	295,031.00	295,031.00	16,622.49	(9.32)	126,338.69	42.82
Dept 703.000 - LAKES, RIVERS & STREAMS						
Account Type: Expenditure						
967.000 SPECIAL PROJECTS	25,000.00	50,000.00	11,580.00	0.00	66,267.63	132.54
975.500 RESERVE FOR RIVER WEED HARVESTING	0.00	0.00	0.00	0.00	(8,212.00)	100.00
Total Expenditure:	25,000.00	50,000.00	11,580.00	0.00	58,055.63	116.11
Total Dept 703.000 - LAKES, RIVERS & STREAMS	25,000.00	50,000.00	11,580.00	0.00	58,055.63	116.11
Dept 803.000 - HISTORICAL MUSEUM						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	0.00	0.00	(437.37)	100.00
709.000 TOWNSHIP FICA	0.00	0.00	0.00	0.00	51.07	100.00
853.000 PHONE/COMM/INTERNET	0.00	0.00	0.00	0.00	137.97	100.00
Total Expenditure:	0.00	0.00	0.00	0.00	(248.33)	100.00
Total Dept 803.000 - HISTORICAL MUSEUM	0.00	0.00	0.00	0.00	(248.33)	100.00

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ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23	YEAR-TO-DATE	01/31/2023	USED
Fund 101 - General Fund Expenditures						
TOTAL EXPENDITURES	5,844,412.00	5,970,604.42	388,328.42	12,557.06	2,432,956.67	40.96
Fund 101 - General Fund:						
TOTAL REVENUES	5,844,412.00	5,970,604.42	40,029.50	(1,885.86)	2,996,753.66	50.16
TOTAL EXPENDITURES	5,844,412.00	5,970,604.42	388,328.42	12,557.06	2,432,956.67	40.96
NET OF REVENUES & EXPENDITURES	0.00	0.00	(348,298.92)	(14,442.92)	563,796.99	100.00

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,205,591.00	1,205,591.00	0.00	0.00	1,208,675.16	100.26
412.000 DELINQUENT PP TAX	4,000.00	4,000.00	0.00	0.00	11.65	0.29
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(50.26)	100.00
664.000 INTEREST REVENUE	1,000.00	3,000.00	1,542.59	0.00	3,654.79	121.83
Total Revenue:	1,210,591.00	1,212,591.00	1,542.59	0.00	1,212,291.34	99.98
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	146,409.00	146,809.00	0.00	0.00	0.00	0.00
Total Transfers-In:	146,409.00	146,809.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,357,000.00	1,359,400.00	1,542.59	0.00	1,212,291.34	89.18
TOTAL REVENUES	1,357,000.00	1,359,400.00	1,542.59	0.00	1,212,291.34	89.18
Expenditures						
Dept 000.000						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	0.00	2,400.00	0.00	0.00	2,380.00	99.17
802.000 ROAD IMPROVEMENT	1,357,000.00	1,357,000.00	0.00	0.00	1,282,952.18	94.54
Total Expenditure:	1,357,000.00	1,359,400.00	0.00	0.00	1,285,332.18	94.55
Total Dept 000.000	1,357,000.00	1,359,400.00	0.00	0.00	1,285,332.18	94.55
TOTAL EXPENDITURES	1,357,000.00	1,359,400.00	0.00	0.00	1,285,332.18	94.55
Fund 204 - Road Fund:						
TOTAL REVENUES	1,357,000.00	1,359,400.00	1,542.59	0.00	1,212,291.34	89.18
TOTAL EXPENDITURES	1,357,000.00	1,359,400.00	0.00	0.00	1,285,332.18	94.55
NET OF REVENUES & EXPENDITURES	0.00	0.00	1,542.59	0.00	(73,040.84)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,058,065.00	2,058,065.00	0.00	0.00	2,063,362.64	100.26
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	20.29	20.29
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(86.92)	100.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	5,000.00	5,000.00	0.00	0.00	0.00	0.00
628.000 FIRE INSPECTION FEES	0.00	0.00	0.00	0.00	50.00	100.00
636.000 COPIES/MAPS	0.00	0.00	0.00	0.00	31.64	100.00
664.000 INTEREST REVENUE	1,000.00	3,500.00	3,243.14	0.00	8,098.80	231.39
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	1,500.00	0.00	0.00	1,250.00	83.33
677.000 SUNDRY	50.00	50.00	(95.00)	0.00	(95.00)	(190.00)
Total Revenue:	2,067,215.00	2,070,715.00	3,148.14	0.00	2,072,631.45	100.09
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	17,656.00	59,923.00	0.00	(505.30)	0.00	(0.84)
Total Transfers-In:	17,656.00	59,923.00	0.00	(505.30)	0.00	(0.84)
Total Dept 000.000	2,084,871.00	2,130,638.00	3,148.14	(505.30)	2,072,631.45	97.25
TOTAL REVENUES	2,084,871.00	2,130,638.00	3,148.14	(505.30)	2,072,631.45	97.25
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	444,000.00	444,000.00	34,052.35	0.00	254,391.12	57.30
702.500 LEAVE TIME PAYOUT	5,154.00	5,154.00	0.00	0.00	2,560.80	49.69
704.000 PART-TIME EMPLOYEE SALARIES	40,000.00	40,000.00	2,437.21	0.00	18,270.88	45.68
704.500 PART TIME FIRE FIGHTERS	500,000.00	500,000.00	40,174.97	0.00	326,689.67	65.34
709.000 TOWNSHIP FICA	82,500.00	82,500.00	7,185.64	0.00	53,032.29	64.28
712.000 PAY IN LIEU OF MEDICAL INS	4,200.00	4,200.00	350.00	0.00	2,450.00	58.33
713.000 OVERTIME	70,000.00	82,000.00	16,680.94	0.00	87,286.30	106.45
714.000 LONGEVITY PAY	10,500.00	10,500.00	0.00	0.00	0.00	0.00
716.000 DEFINED CONTRIBUTION	50,000.00	50,000.00	4,591.37	0.00	36,217.97	72.44
718.000 HEALTH/DENTAL/VISION INSURANCE	96,800.00	96,800.00	14,889.99	0.00	76,721.45	79.26
725.100 LONG/SHORT TERM DISABILITY	7,000.00	7,000.00	519.23	0.00	6,266.05	89.52
725.200 LIFE INSURANCE	470.00	470.00	97.87	0.00	334.35	71.14
727.000 WORKERS' COMPENSATION	56,800.00	56,800.00	165.72	0.00	15,830.38	27.87
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	2,065.42	0.00	11,709.31	117.09
754.000 MEDICAL AND SCENE SUPPLIES	20,000.00	20,000.00	0.00	0.00	8,999.38	45.00
758.000 DIESEL FUEL	250.00	550.00	0.00	0.00	376.83	68.51
759.000 VEHICLE FUEL	30,000.00	30,000.00	3,446.18	0.00	21,276.90	70.92
768.000 UNIFORMS/ACCESSORIES	10,000.00	15,200.00	2,060.48	0.00	18,816.66	123.79
768.100 TURN OUT GEAR	50,000.00	50,000.00	28,395.00	0.00	31,583.21	63.17
801.000 CONTRACTUAL SERVICES	20,000.00	27,000.00	43.79	4,676.51	25,134.99	110.41
826.000 LEGAL FEES	8,000.00	8,000.00	731.00	0.00	745.00	9.31
840.000 LIABILITY/CASUALTY INSURANCE	39,000.00	39,000.00	0.00	0.00	38,655.88	99.12
843.100 EMPLOYEE PHYSICALS/VACCINATION	28,000.00	28,000.00	3,158.87	0.00	17,795.00	63.55
853.000 PHONE/COMM/INTERNET	11,000.00	11,000.00	603.80	0.00	5,300.80	48.19
870.000 HAZMAT YEARLY DUES	4,000.00	4,000.00	0.00	0.00	3,000.00	75.00
916.000 TRAINING	25,000.00	25,000.00	4,673.69	0.00	9,160.11	36.64
916.500 FIRE PREVENTION	7,500.00	7,500.00	0.00	0.00	2,495.63	
917.000 SEWER USAGE	2,000.00	2,000.00	622.00	0.00	1,244.00	
918.000 WATER USAGE	2,000.00	2,000.00	368.25	0.00	763.50	

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ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23	YEAR-TO-DATE	01/31/2023	USED
Fund 206 - Fire Fund						
Expenditures						
919.000 TRASH DISPOSAL	2,500.00	2,500.00	417.06	0.00	2,267.76	90.71
920.000 ELECTRIC	35,000.00	35,000.00	8,341.34	0.00	24,332.97	69.52
920.100 SIREN ELECTRIC USAGE	2,000.00	2,000.00	308.38	0.00	976.93	48.85
930.003 MAINTENANCE FIRE HALL	48,000.00	48,000.00	4,959.81	4,086.14	56,057.48	125.30
930.020 MAINTENANCE - FERTILIZER	2,500.00	2,500.00	0.00	0.00	670.00	26.80
931.000 EQUIPMENT MAINT/REPAIR	14,000.00	14,000.00	15.75	(11.00)	3,318.87	23.63
931.100 EMERGENCY SIREN MAINTENANCE/REPAIRS	4,000.00	4,000.00	0.00	0.00	766.79	19.17
932.000 VEHICLE MAINTENANCE	60,000.00	60,000.00	3,745.26	2,292.73	22,616.52	41.52
933.000 SOFTWARE MAINTENANCE	1,500.00	3,250.00	0.00	1,080.24	2,718.65	116.89
955.000 SUNDRY	3,000.00	3,000.00	55.00	(505.30)	55.00	(15.01)
958.000 DUES/SUBSCRIP/RECERTIFICATION	7,500.00	7,500.00	0.00	0.00	3,781.54	50.42
967.000 SPECIAL PROJECTS	10,000.00	10,000.00	0.00	0.00	3,624.99	36.25
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	205,500.00	205,500.00	4,745.10	0.00	24,891.95	12.11
981.000 CAPITAL EXPENSE - VEHICLE	55,197.00	74,714.00	0.00	90,667.00	38,837.80	173.33
Total Expenditure:	2,084,871.00	2,130,638.00	189,901.47	102,286.32	1,262,025.71	64.03
Total Dept 000.000	2,084,871.00	2,130,638.00	189,901.47	102,286.32	1,262,025.71	64.03
TOTAL EXPENDITURES	2,084,871.00	2,130,638.00	189,901.47	102,286.32	1,262,025.71	64.03
Fund 206 - Fire Fund:						
TOTAL REVENUES	2,084,871.00	2,130,638.00	3,148.14	(505.30)	2,072,631.45	97.25
TOTAL EXPENDITURES	2,084,871.00	2,130,638.00	189,901.47	102,286.32	1,262,025.71	64.03
NET OF REVENUES & EXPENDITURES	0.00	0.00	(186,753.33)	(102,791.62)	810,605.74	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,971,200.00	2,971,200.00	0.00	0.00	2,978,851.33	100.26
412.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	29.92	29.92
415.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(125.48)	100.00
441.000 PERS PROPERTY TAX REIMB - STATE OF MI	4,000.00	4,000.00	0.00	0.00	0.00	0.00
480.000 LIQUOR LICENSE FEES	9,700.00	9,700.00	0.00	0.00	9,682.20	99.82
481.000 SOLICITATION FEES	100.00	100.00	0.00	0.00	180.00	180.00
501.000 FEDERAL GRANT REVENUE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
628.100 INSPECTION FEES	6,800.00	6,800.00	0.00	0.00	1,200.00	17.65
629.000 GUN PERM/FINGERPRINTS/VIN INSP	200.00	200.00	10.00	0.00	125.00	62.50
629.100 BREATHALIZER TEST REQUIRED	0.00	0.00	0.00	0.00	10.00	100.00
630.200 SALVAGE VEHICLE INSPECTION	100.00	100.00	0.00	0.00	0.00	0.00
636.000 COPIES/MAPS	1,000.00	1,000.00	144.32	0.00	978.02	97.80
657.000 ORDINANCE FINES	10,000.00	10,000.00	563.65	0.00	6,241.71	62.42
664.000 INTEREST REVENUE	1,000.00	1,000.00	1,245.30	0.00	1,021.86	102.19
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	1,000.00	2,000.00	30.00	0.00	1,968.17	98.41
676.200 OVERTIME REIMB - OTHER	2,500.00	2,500.00	0.00	0.00	687.00	27.48
677.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
678.000 PA302 TRAINING REIMB	0.00	1,100.00	0.00	0.00	1,100.16	100.01
693.000 SALE OF FIXED ASSETS	0.00	1,200.00	6,460.85	0.00	7,630.45	635.87
Total Revenue:	3,012,950.00	3,016,250.00	8,454.12	0.00	3,009,580.34	99.78
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	203,032.00	200,482.00	0.00	0.00	0.00	0.00
Total Transfers-In:	203,032.00	200,482.00	0.00	0.00	0.00	0.00
Total Dept 000.000	3,215,982.00	3,216,732.00	8,454.12	0.00	3,009,580.34	93.56
TOTAL REVENUES	3,215,982.00	3,216,732.00	8,454.12	0.00	3,009,580.34	93.56
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	1,561,559.00	1,561,559.00	122,359.99	0.00	911,866.54	58.39
702.500 LEAVE TIME PAYOUT	4,555.00	4,555.00	0.00	0.00	1,908.40	41.90
704.000 PART-TIME EMPLOYEE SALARIES	36,000.00	36,000.00	2,197.36	0.00	17,496.16	48.60
706.000 HOLIDAY PAY	89,500.00	89,500.00	28,303.82	0.00	65,977.01	73.72
709.000 TOWNSHIP FICA	134,590.00	134,590.00	12,350.41	0.00	82,373.99	61.20
712.000 PAY IN LIEU OF MEDICAL INS	4,800.00	4,800.00	650.00	0.00	4,050.00	84.38
713.000 OVERTIME	70,000.00	70,000.00	7,832.89	0.00	51,479.84	73.54
716.000 DEFINED CONTRIBUTION	279,200.00	279,200.00	33,080.79	0.00	191,929.11	68.74
718.000 HEALTH/DENTAL/VISION INSURANCE	287,600.00	287,600.00	23,655.87	0.00	189,943.01	66.04
725.100 LONG/SHORT TERM DISABILITY	8,332.00	8,332.00	1,476.20	0.00	5,752.48	69.04
725.200 LIFE INSURANCE	1,860.00	1,860.00	245.70	0.00	962.55	51.75
726.500 EQUIPMENT ALLOWANCE	11,200.00	11,200.00	0.00	0.00	11,200.00	100.00
727.000 WORKERS' COMPENSATION	47,336.00	47,336.00	1,647.43	0.00	14,893.56	31.46
730.000 RETIREE HEALTH INSURANCE	104,000.00	104,000.00	0.00	0.00	104,000.00	100.00
731.000 EDUCATION INCENTIVE BONUS	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	1,745.96	210.90	6,643.67	68.55
752.100 AMMUNITION	10,000.00	10,000.00	0.00	0.00	8,038.13	
756.000 ACCREDITATION EXPENSES	10,000.00	10,000.00	0.00	0.00	5,255.86	
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	100.72	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23	ACTIVITY FOR		ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	MONTH 01/31/23			
Fund 207 - Police Fund						
Expenditures						
759.000 VEHICLE FUEL	50,000.00	50,000.00	4,743.48	0.00	33,603.99	67.21
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,172.46	0.00	6,623.93	66.24
768.500 UNIFORM CLEANING	4,000.00	4,000.00	402.00	0.00	2,008.25	50.21
801.000 CONTRACTUAL SERVICES	7,500.00	7,500.00	225.37	0.00	7,352.20	98.03
807.000 SWAT TEAM EXPENSES	6,000.00	6,000.00	2,305.00	0.00	4,051.68	67.53
807.001 CODE ENFORCEMENT EXPENSES	500.00	1,250.00	0.00	0.00	891.30	71.30
809.000 JANITORIAL SERVICES	8,000.00	8,000.00	1,698.56	0.00	6,263.18	78.29
826.000 LEGAL FEES	7,000.00	7,000.00	4,374.06	0.00	9,786.06	139.80
840.000 LIABILITY/CASUALTY INSURANCE	125,500.00	125,500.00	0.00	0.00	101,194.47	80.63
851.000 POSTAGE	200.00	200.00	15.10	0.00	32.82	16.41
853.000 PHONE/COMM/INTERNET	12,000.00	12,000.00	618.08	0.00	6,563.98	54.70
914.000 TUITION REIMBURSEMENT	8,000.00	8,000.00	2,999.00	0.00	8,999.00	112.49
916.000 TRAINING	12,000.00	12,000.00	4,053.35	0.00	12,105.21	100.88
917.000 SEWER USAGE	3,000.00	3,000.00	870.80	0.00	1,741.60	58.05
920.000 ELECTRIC	12,000.00	12,000.00	2,266.42	0.00	8,269.07	68.91
921.000 NATURAL GAS/HEAT	3,000.00	3,000.00	603.42	0.00	1,613.49	53.78
930.002 MAINTENANCE POLICE BUILDING	12,000.00	12,000.00	3,416.69	(1,718.32)	5,258.70	29.50
930.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	145.00	29.00
931.000 EQUIPMENT MAINT/REPAIR	3,000.00	3,000.00	0.00	0.00	46.74	1.56
932.000 VEHICLE MAINTENANCE	50,000.00	50,000.00	5,180.79	0.00	37,163.20	74.33
933.000 SOFTWARE MAINTENANCE	20,000.00	20,000.00	332.23	1,080.24	13,879.48	74.80
933.300 LAW ENFORCEMENT INFO NETWORK	6,000.00	6,000.00	0.00	0.00	2,912.00	48.53
955.000 SUNDRY	2,000.00	2,000.00	152.00	0.00	152.00	7.60
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	135.00	0.00	973.34	64.89
967.000 SPECIAL PROJECTS	15,000.00	15,000.00	54.03	700.00	12,456.11	87.71
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	54,500.00	54,500.00	576.00	10,037.50	48,289.90	107.02
981.000 CAPITAL EXPENSE - VEHICLE	100,000.00	100,000.00	0.00	80,022.00	0.00	80.02
Total Expenditure:	3,215,982.00	3,216,732.00	271,740.26	90,332.32	2,018,247.73	65.55
Total Dept 000.000	3,215,982.00	3,216,732.00	271,740.26	90,332.32	2,018,247.73	65.55
TOTAL EXPENDITURES	3,215,982.00	3,216,732.00	271,740.26	90,332.32	2,018,247.73	65.55
Fund 207 - Police Fund:						
TOTAL REVENUES	3,215,982.00	3,216,732.00	8,454.12	0.00	3,009,580.34	93.56
TOTAL EXPENDITURES	3,215,982.00	3,216,732.00	271,740.26	90,332.32	2,018,247.73	65.55
NET OF REVENUES & EXPENDITURES	0.00	0.00	(263,286.14)	(90,332.32)	991,332.61	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Revenues						
Dept 000.000						
Account Type: Revenue						
412.000 DELINQUENT PP TAX	0.00	0.00	0.00	0.00	0.28	100.00
664.000 INTEREST REVENUE	0.00	5,000.00	1,553.44	0.00	7,634.02	152.68
Total Revenue:	0.00	5,000.00	1,553.44	0.00	7,634.30	152.69
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	400,000.00	400,000.00	33,333.33	0.00	233,333.31	58.33
699.999 APPROPRIATION FROM SURPLUS	192,085.00	327,046.00	0.00	0.00	0.00	0.00
Total Transfers-In:	592,085.00	727,046.00	33,333.33	0.00	233,333.31	32.09
Total Dept 000.000	592,085.00	732,046.00	34,886.77	0.00	240,967.61	32.92
Dept 751.000 - Recreation Board						
Account Type: Revenue						
651.000 PARKS & RECREATION FEES	15,000.00	15,000.00	0.00	0.00	10,615.11	70.77
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	250.00	(11,520.69)	0.00	10,529.08	4,211.63
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	4,092.00	0.00	0.00	4,092.00	100.00
Total Revenue:	15,000.00	19,342.00	(11,520.69)	0.00	25,236.19	130.47
Total Dept 751.000 - Recreation Board	15,000.00	19,342.00	(11,520.69)	0.00	25,236.19	130.47
Dept 800.000 - LAKELAND TRAIL						
Account Type: Revenue						
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	263.00	100.00
Total Revenue:	0.00	0.00	0.00	0.00	263.00	100.00
Total Dept 800.000 - LAKELAND TRAIL	0.00	0.00	0.00	0.00	263.00	100.00
Dept 820.000 - SENIOR CENTER						
Account Type: Revenue						
651.001 SENIOR CENTER RENTALS	2,000.00	2,000.00	50.00	0.00	2,510.00	125.50
Total Revenue:	2,000.00	2,000.00	50.00	0.00	2,510.00	125.50
Total Dept 820.000 - SENIOR CENTER	2,000.00	2,000.00	50.00	0.00	2,510.00	125.50
TOTAL REVENUES	609,085.00	753,388.00	23,416.08	0.00	268,976.80	35.70

Expenditures						
Dept 751.000 - Recreation Board						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	43,110.00	43,110.00	3,016.16	0.00	19,887.87	46.13
704.000 PART-TIME EMPLOYEE SALARIES	6,098.00	6,098.00	0.00	0.00	2,930.62	48.06
704.100 PER DIEM	3,900.00	3,900.00	260.00	0.00	1,960.66	50.27
709.000 TOWNSHIP FICA	3,800.00	3,800.00	250.62	0.00	1,900.71	50.02
713.000 OVERTIME	0.00	100.00	0.00	0.00	66.16	66.16
716.000 DEFINED CONTRIBUTION	3,600.00	3,600.00	392.10	0.00	2,594.02	72.06
718.000 HEALTH/DENTAL/VISION INSURANCE	15,702.00	15,702.00	1,308.47	0.00	12,342.53	
725.100 LONG/SHORT TERM DISABILITY	226.00	226.00	43.76	0.00	173.89	
725.200 LIFE INSURANCE	57.00	57.00	9.44	0.00	37.76	

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
727.000 WORKERS' COMPENSATION	120.00	120.00	29.30	0.00	451.09	375.91
752.000 SUPPLIES & SMALL EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,213.01	88.52
758.000 DIESEL FUEL	1,500.00	1,500.00	373.32	0.00	1,605.80	107.05
809.000 JANITORIAL SERVICES	500.00	500.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	0.00	153.00	0.00	0.00	153.00	100.00
840.000 LIABILITY/CASUALTY INSURANCE	500.00	500.00	0.00	0.00	(114.04)	(22.81)
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	160.00	0.00	479.05	119.76
900.100 PRINTING	1,500.00	1,500.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	2,000.00	2,000.00	125.00	0.00	470.00	23.50
917.000 SEWER USAGE	700.00	700.00	155.50	0.00	311.00	44.43
919.000 TRASH DISPOSAL	1,500.00	1,500.00	176.15	0.00	1,056.90	70.46
920.000 ELECTRIC	4,000.00	4,000.00	280.64	0.00	2,002.43	50.06
921.000 NATURAL GAS/HEAT	0.00	100.00	0.00	0.00	56.24	56.24
930.005 MAINTENANCE PARK BUILDINGS	7,500.00	12,500.00	553.61	0.00	13,200.95	105.61
930.015 RESERVE FOR PARKS MAINTENANCE	1,000.00	1,000.00	0.00	0.00	835.00	83.50
930.020 MAINTENANCE - FERTILIZER	12,000.00	12,000.00	0.00	0.00	6,980.00	58.17
930.200 PLAYGROUND/FIELD REPAIR	100,000.00	123,000.00	0.00	73,410.80	49,450.00	99.89
930.300 PLAYGROUND INSPECTION	750.00	750.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	10,000.00	12,950.00	866.31	0.00	11,122.31	85.89
943.000 EVENT COMMITTEE EXPENSE	5,000.00	5,000.00	0.00	0.00	100.00	2.00
946.000 ENGINEERING SERVICES	5,000.00	12,000.00	0.00	0.00	13,963.25	116.36
955.000 SUNDRY	2,500.00	2,500.00	0.00	0.00	70.80	2.83
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	500.00	100.00
967.600 WINKELHAUS PARK	4,000.00	4,000.00	0.00	0.00	477.00	11.93
967.962 SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	50,000.00	(84.27)	827.97	26,478.29	54.61
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	5,462.01	4,274.35	5,462.01	48.68
Total Expenditure:	329,963.00	368,266.00	13,378.12	78,513.12	179,218.31	69.99
Total Dept 751.000 - Recreation Board	329,963.00	368,266.00	13,378.12	78,513.12	179,218.31	69.99
Dept 800.000 - LAKELAND TRAIL						
Account Type: Expenditure						
840.000 LIABILITY/CASUALTY INSURANCE	230.00	230.00	0.00	0.00	201.28	87.51
920.000 ELECTRIC	300.00	300.00	47.93	0.00	156.06	52.02
938.000 LAKELAND TRAIL MAINTENANCE	45,000.00	45,000.00	329.62	0.00	(55,933.02)	(124.30)
938.500 LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00
942.000 PORTABLE TOILETS	6,000.00	6,000.00	834.00	0.00	6,146.98	102.45
955.000 SUNDRY	500.00	500.00	0.00	0.00	500.00	100.00
975.300 GRANT MATCH	5,000.00	111,000.00	(5,000.00)	0.00	110,331.48	99.40
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	4,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	62,030.00	168,030.00	(2,788.45)	0.00	62,402.78	37.14
Total Dept 800.000 - LAKELAND TRAIL	62,030.00	168,030.00	(2,788.45)	0.00	62,402.78	37.14
Dept 820.000 - SENIOR CENTER						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	49,680.00	49,680.00	3,822.40	0.00	26,947.92	54.24
704.000 PART-TIME EMPLOYEE SALARIES	38,700.00	38,700.00	3,129.32	0.00	20,300.94	52.46
709.000 TOWNSHIP FICA	6,800.00	6,800.00	535.63	0.00	3,663.17	53.87
713.000 OVERTIME	0.00	0.00	0.00	0.00	286.68	100.00
716.000 DEFINED CONTRIBUTION	6,485.00	6,485.00	496.92	0.00	3,540.55	54.75
718.000 HEALTH/DENTAL/VISION INSURANCE	22,431.00	22,431.00	1,869.23	0.00	13,088.19	58.35
725.100 LONG/SHORT TERM DISABILITY	315.00	315.00	55.48	0.00	220.46	69.99

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REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

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Item 15.

ACCOUNT DESCRIPTION	2022-23	ACTIVITY FOR		ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET	MONTH 01/31/23			
				YEAR-TO-DATE	01/31/2023	USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
725.200 LIFE INSURANCE	81.00	81.00	13.50	0.00	54.00	66.67
727.000 WORKERS' COMPENSATION	900.00	900.00	0.00	0.00	0.00	0.00
752.000 SUPPLIES & SMALL EQUIPMENT	4,500.00	4,500.00	716.57	0.00	2,413.53	53.63
801.000 CONTRACTUAL SERVICES	22,000.00	22,000.00	1,675.00	0.00	10,886.65	49.48
804.000 SENIOR PROGRAMS	7,000.00	7,000.00	203.23	0.00	3,782.66	54.04
840.000 LIABILITY/CASUALTY INSURANCE	2,700.00	2,700.00	0.00	0.00	2,661.20	98.56
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	599.89	0.00	2,758.52	68.96
900.200 NEWSLETTER/PUBLICATIONS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	1,750.00	1,750.00	438.51	0.00	877.02	50.12
919.000 TRASH DISPOSAL	2,000.00	2,000.00	160.00	0.00	1,120.00	56.00
920.000 ELECTRIC	4,500.00	4,500.00	798.15	0.00	3,380.56	75.12
921.000 NATURAL GAS/HEAT	2,500.00	2,500.00	681.44	0.00	1,483.71	59.35
930.001 MAINTENANCE COMM CENTER	10,500.00	10,500.00	1,143.69	93.14	4,104.10	39.97
930.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	0.00	0.00	0.00
931.000 EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	0.00	0.00	298.26	14.91
937.000 IMPROVEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	120.00	0.00	120.00	12.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	750.00	750.00	0.00	0.00	270.29	36.04
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	7,057.36	35.29
Total Expenditure:	217,092.00	217,092.00	16,458.96	93.14	109,315.77	50.40
Total Dept 820.000 - SENIOR CENTER	217,092.00	217,092.00	16,458.96	93.14	109,315.77	50.40
TOTAL EXPENDITURES	609,085.00	753,388.00	27,048.63	78,606.26	350,936.86	57.01
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES	609,085.00	753,388.00	23,416.08	0.00	268,976.80	35.70
TOTAL EXPENDITURES	609,085.00	753,388.00	27,048.63	78,606.26	350,936.86	57.01
NET OF REVENUES & EXPENDITURES	0.00	0.00	(3,632.55)	(78,606.26)	(81,960.06)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

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Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000 - SEWER OPERATING						
Account Type: Revenue						
528.000 OTHER FEDERAL GRANTS	0.00	430,215.00	0.00	0.00	0.00	0.00
653.000 O&M USAGE FEES	1,501,500.00	1,501,500.00	166,428.31	0.00	853,829.68	56.87
653.001 O&M LATE PENALTY	27,000.00	27,000.00	(79.31)	0.00	14,432.86	53.46
653.002 ADMIN FEE FOR DELINQ ON TAXES	22,000.00	44,340.00	0.00	0.00	22,340.60	50.38
664.001 INTEREST REVENUE - O&M ACCOUNTS	5,000.00	5,000.00	1,014.48	0.00	2,578.57	51.57
667.000 RENTAL INCOME	18,500.00	18,500.00	3,343.86	0.00	11,573.59	62.56
676.000 REIMBURSEMENTS & COST RECOVERY	12,000.00	13,500.00	729.87	0.00	20,146.03	149.23
677.000 SUNDRY	500.00	500.00	2,350.00	0.00	2,450.00	490.00
Total Revenue:	1,586,500.00	2,040,555.00	173,787.21	0.00	927,351.33	45.45
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	68,121.00	100,141.00	0.00	0.00	0.00	0.00
Total Transfers-In:	68,121.00	100,141.00	0.00	0.00	0.00	0.00
Total Dept 527.000 - SEWER OPERATING	1,654,621.00	2,140,696.00	173,787.21	0.00	927,351.33	43.32
Dept 537.000						
Account Type: Revenue						
637.300 PORTAGE MONTHLY SEWER OP	75,600.00	75,600.00	6,252.52	0.00	49,665.37	65.69
637.400 PORTAGE ADD'L FEES	10,000.00	10,000.00	0.00	0.00	1,199.29	11.99
Total Revenue:	85,600.00	85,600.00	6,252.52	0.00	50,864.66	59.42
Total Dept 537.000	85,600.00	85,600.00	6,252.52	0.00	50,864.66	59.42
Dept 538.000						
Account Type: Revenue						
607.000 NON-TAX ADMIN FEE	15,000.00	15,000.00	1,200.00	0.00	4,911.60	32.74
620.200 GRINDER PUMP INSTALLATION	150,000.00	150,000.00	0.00	0.00	31,687.52	21.13
626.000 Reinsp/inspection/easement/lgl	0.00	0.00	0.00	0.00	50.00	100.00
640.000 APPLICATION FEES - SEWERS	10,000.00	10,000.00	600.00	0.00	2,400.00	24.00
642.100 DIRECT TAP FEE	112,000.00	123,000.00	22,500.00	0.00	145,875.00	118.60
642.300 INDIRECT TAP FEE	442,500.00	442,500.00	0.00	0.00	127,500.00	28.81
644.100 MAIN LINE EXTENSION	50,000.00	50,000.00	0.00	0.00	9,809.45	19.62
646.200 GRINDER PUMP PURCHASE	100,000.00	100,000.00	15,420.00	0.00	65,360.00	65.36
646.300 REVENUE SALE OF GRINDER PUMPS	0.00	5,140.00	0.00	0.00	5,140.00	100.00
664.002 INTEREST REVENUE - CAPITAL ACCTS	5,000.00	12,500.00	4,136.85	0.00	18,894.88	151.16
675.590 CONTRIBUTED CAPITAL FROM OTHER	34,000.00	34,000.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	0.00	0.00	616.00	100.00
Total Revenue:	918,500.00	942,140.00	43,856.85	0.00	412,244.45	43.76
Total Dept 538.000	918,500.00	942,140.00	43,856.85	0.00	412,244.45	43.76
Dept 539.000						
Account Type: Revenue						
472.000 SPECIAL ASSESSMENT REVENUE	25,000.00	25,000.00	0.00	0.00	7,143.90	28.58
654.000 WWTP DEBT FEE	715,000.00	715,000.00	62,474.97	0.00	318,622.74	44.56
654.001 WWTP DEBT LATE PENALTY	12,000.00	12,000.00	(29.54)	0.00	5,866.14	48.88
664.003 INTEREST REVENUE SAD'S & OTHER	1,500.00	13,500.00	4,401.98	0.00	19,492.12	132.63
Total Revenue:	753,500.00	765,500.00	66,847.41	0.00	351,124.90	46.47

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Total Dept 539.000	753,500.00	765,500.00	66,847.41	0.00	351,124.90	45.87
Dept 540.000						
Account Type: Revenue						
620.100 WATER METER INSTALLATION	300.00	300.00	0.00	0.00	100.00	33.33
637.500 WATER CONNECTION ADM FEE	2,000.00	2,000.00	0.00	0.00	700.00	35.00
654.500 WATER CHARGE O&M	40,000.00	40,000.00	0.00	0.00	34,925.75	87.31
654.501 WATER CHARGE PENALTY (10%)	1,000.00	1,000.00	0.00	0.00	499.26	49.93
664.001 INTEREST REVENUE - O&M ACCOUNTS	200.00	200.00	0.00	0.00	(83.04)	(41.52)
Total Revenue:	43,500.00	43,500.00	0.00	0.00	36,141.97	83.08
Total Dept 540.000	43,500.00	43,500.00	0.00	0.00	36,141.97	83.08
TOTAL REVENUES	3,455,721.00	3,977,436.00	290,743.99	0.00	1,777,727.31	44.70
Expenditures						
Dept 527.000 - SEWER OPERATING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	424,096.00	424,096.00	38,555.16	0.00	260,179.71	61.35
702.500 LEAVE TIME PAYOUT	1,675.00	1,675.00	0.00	0.00	572.52	34.18
704.000 PART-TIME EMPLOYEE SALARIES	6,750.00	11,250.00	120.00	0.00	9,525.24	84.67
704.100 PER DIEM	1,560.00	1,560.00	0.00	0.00	780.00	50.00
709.000 TOWNSHIP FICA	37,100.00	37,100.00	3,389.78	0.00	23,186.42	62.50
713.000 OVERTIME	47,500.00	47,500.00	5,488.57	0.00	29,573.65	62.26
716.000 DEFINED CONTRIBUTION	47,851.00	47,851.00	4,867.37	0.00	32,787.10	68.52
718.000 HEALTH/DENTAL/VISION INSURANCE	84,800.00	84,800.00	8,085.36	0.00	63,230.82	74.56
725.100 LONG/SHORT TERM DISABILITY	3,800.00	3,800.00	523.50	0.00	1,998.78	52.60
725.200 LIFE INSURANCE	571.00	571.00	108.70	0.00	421.29	73.78
727.000 WORKERS' COMPENSATION	8,668.00	8,668.00	(170.12)	0.00	2,034.44	23.47
751.100 GRINDER PUMP PARTS	325,000.00	325,000.00	15,398.00	37,512.00	168,268.05	63.32
751.200 GRINDER PUMP CORES	130,000.00	130,000.00	0.00	0.00	129,600.00	99.69
752.000 SUPPLIES & SMALL EQUIPMENT	25,000.00	25,000.00	2,197.42	0.00	14,236.13	56.94
758.000 DIESEL FUEL	2,000.00	2,000.00	0.00	0.00	768.57	38.43
759.000 VEHICLE FUEL	12,000.00	12,000.00	1,141.32	0.00	9,438.81	78.66
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	478.98	(76.02)	5,883.97	58.08
801.000 CONTRACTUAL SERVICES	12,000.00	15,500.00	0.00	0.00	15,187.70	97.99
826.000 LEGAL FEES	1,000.00	1,000.00	1,864.00	0.00	3,071.00	307.10
840.000 LIABILITY/CASUALTY INSURANCE	27,000.00	27,000.00	0.00	0.00	14,209.98	52.63
843.000 MISC MEDICAL EXPENSES	2,000.00	2,000.00	1,000.00	0.00	1,000.00	50.00
851.000 POSTAGE	7,500.00	7,500.00	1,374.26	0.00	5,285.84	70.48
853.000 PHONE/COMM/INTERNET	16,000.00	16,000.00	3,058.50	0.00	6,726.64	42.04
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	40.00	0.00	110.00	27.50
910.000 PROFESSIONAL DEVELOPMENT	4,000.00	4,000.00	25.00	0.00	1,088.00	27.20
917.500 TREATMENT EXPENSE	115,000.00	115,000.00	27,309.98	0.00	56,900.92	49.48
920.000 ELECTRIC	30,000.00	30,000.00	4,524.24	0.00	14,603.68	48.68
921.000 NATURAL GAS/HEAT	4,000.00	4,000.00	695.86	0.00	2,074.01	51.85
930.010 SEWER MAINTENANCE GARAGE	1,500.00	1,500.00	0.00	0.00	866.00	57.73
930.011 ENTERPRISE POLE BARN (ORIGINAL)	500.00	2,000.00	1,471.34	0.00	3,662.49	183.12
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	91.54	0.00	1,090.88	43.64
932.000 VEHICLE MAINTENANCE	4,000.00	4,000.00	16.74	0.00	3,170.89	79.27
933.000 SOFTWARE MAINTENANCE	2,000.00	2,000.00	0.00	0.00	596.58	
934.100 PUMP & MAIN REPAIR/MAINTENANCE	80,000.00	140,000.00	6,580.00	2,834.29	147,824.25	170
934.200 GRINDER PUMP REPLACEMENT	78,000.00	78,000.00	0.00	0.00	48,707.75	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
946.000 ENGINEERING SERVICES	10,000.00	10,000.00	0.00	0.00	(6,273.00)	(62.73)
955.000 SUNDRY	500.00	500.00	440.00	0.00	500.00	100.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	4,000.00	4,000.00	2,167.37	0.00	3,998.55	99.96
968.000 DEPRECIATION	750,000.00	750,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	819.65	4.10
980.017 CAPITAL IMPROVEMENTS-SEWER LOOP (ARPA)	0.00	430,215.00	138,348.00	0.00	568,563.25	132.16
981.000 CAPITAL EXPENSE - VEHICLE	28,000.00	28,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	2,368,271.00	2,867,986.00	269,190.87	40,270.27	1,646,270.56	58.81
Account Type: Transfers-Out						
999.101 TRANSFER OUT GENERAL FUND	57,500.00	57,500.00	4,791.67	0.00	33,541.69	58.33
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	33,541.69	58.33
Total Dept 527.000 - SEWER OPERATING	2,425,771.00	2,925,486.00	273,982.54	40,270.27	1,679,812.25	58.80
Dept 537.000						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	20,000.00	20,000.00	710.33	363.59	12,373.25	63.68
753.000 CHEMICALS	25,000.00	25,000.00	13,830.60	13,706.08	31,791.80	181.99
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	969.16	387.66
853.000 PHONE/COMM/INTERNET	250.00	250.00	21.82	0.00	237.66	95.06
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.600 SLUDGE REMOVAL EXPENSE WWTP	55,000.00	55,000.00	36,414.00	0.00	36,414.00	66.21
919.000 TRASH DISPOSAL	1,500.00	1,500.00	124.42	0.00	746.52	49.77
920.000 ELECTRIC	75,000.00	75,000.00	14,567.55	0.00	44,455.06	59.27
921.000 NATURAL GAS/HEAT	25,000.00	25,000.00	6,504.03	0.00	9,198.39	36.79
930.007 BUILDING MAINTENANCE - WWTP	2,500.00	2,500.00	0.00	0.00	339.60	13.58
931.000 EQUIPMENT MAINT/REPAIR	8,000.00	8,000.00	0.00	0.00	7,475.23	93.44
934.100 PUMP & MAIN REPAIR/MAINTENANCE	15,000.00	37,000.00	0.00	20,680.00	16,485.92	100.45
946.000 ENGINEERING SERVICES	12,000.00	12,000.00	0.00	0.00	90.00	0.75
952.000 LAB ANALYSIS - WWTP	9,000.00	9,000.00	1,988.00	0.00	8,513.00	94.59
952.100 LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	420.00	0.00	5,376.00	53.76
955.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
955.100 ANNUAL GRNDWATER DISCHARGE FEE	5,000.00	5,000.00	3,650.00	0.00	5,285.25	105.71
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	7,500.00	7,500.00	0.00	0.00	1,004.00	13.39
Total Expenditure:	272,750.00	294,750.00	78,230.75	34,749.67	180,754.84	73.11
Total Dept 537.000	272,750.00	294,750.00	78,230.75	34,749.67	180,754.84	73.11
Dept 538.000						
Account Type: Expenditure						
946.000 ENGINEERING SERVICES	2,500.00	2,500.00	0.00	0.00	0.00	0.00
955.000 SUNDRY	1,000.00	1,000.00	180.00	0.00	750.00	75.00
Total Expenditure:	3,500.00	3,500.00	180.00	0.00	750.00	21.43
Account Type: Transfers-Out						
999.101 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	33,541.69	58.33
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	33,541.69	58.33
Total Dept 538.000	61,000.00	61,000.00	4,971.67	0.00	34,291.69	56.22
Dept 539.000						

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REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

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PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

Item 15.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 01/31/23	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 01/31/2023	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	525,000.00	525,000.00	0.00	0.00	0.00	0.00
992.000 INTEREST EXPENSE	130,000.00	130,000.00	0.00	0.00	85,025.96	65.40
993.000 AGENT FEES	1,200.00	1,200.00	0.00	0.00	0.00	0.00
Total Expenditure:	656,200.00	656,200.00	0.00	0.00	85,025.96	12.96
Total Dept 539.000	656,200.00	656,200.00	0.00	0.00	85,025.96	12.96
Dept 540.000						
Account Type: Expenditure						
917.900 WATER PURCHASE CITY OF BRIGHTON	40,000.00	40,000.00	8,886.00	0.00	37,518.00	93.80
Total Expenditure:	40,000.00	40,000.00	8,886.00	0.00	37,518.00	93.80
Total Dept 540.000	40,000.00	40,000.00	8,886.00	0.00	37,518.00	93.80
TOTAL EXPENDITURES	3,455,721.00	3,977,436.00	366,070.96	75,019.94	2,017,402.74	52.61
Fund 590 - SEWER FUND:						
TOTAL REVENUES	3,455,721.00	3,977,436.00	290,743.99	0.00	1,777,727.31	44.70
TOTAL EXPENDITURES	3,455,721.00	3,977,436.00	366,070.96	75,019.94	2,017,402.74	52.61
NET OF REVENUES & EXPENDITURES	0.00	0.00	(75,326.97)	(75,019.94)	(239,675.43)	100.00
TOTAL REVENUES - ALL FUNDS	16,567,071.00	17,408,198.42	367,334.42	(2,391.16)	11,337,960.90	65.12
TOTAL EXPENDITURES - ALL FUNDS	16,567,071.00	17,408,198.42	1,243,089.74	358,801.90	9,366,901.89	55.87
NET OF REVENUES & EXPENDITURES	0.00	0.00	(875,755.32)	(361,193.06)	1,971,059.01	100.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 01/01/2023 TO 01/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
Fund 101	General Fund				
002.000	CASH/SAVINGS	4,636,380.12	1,203,222.12	818,595.38	5,021,006.86
002.100	ARPA FUNDING	2,285,711.74	0.00	0.00	2,285,711.74
002.179	TPA HEALTH CARE REIMB	5,283.14	4,500.00	3,035.19	6,747.95
002.200	ESCROW PERFORMANCE BONDS	123,200.75	4,970.00	0.00	128,170.75
002.279	ZONING REVIEW ESCROW	163,325.74	2,317.13	5,444.38	160,198.49
002.701	CASH 701 FUND	0.00	0.00	0.00	0.00
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.100	SENIOR CENTER PETTY CASH	300.00	0.00	0.00	300.00
008.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	40,806.47	0.00	0.00	40,806.47
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,339.00	0.00	0.00	27,339.00
	General Fund	7,282,796.96	1,215,009.25	827,074.95	7,670,731.26
Fund 151	CEMETERY TRUST FUND				
003.005	RESTRICTED CEMETERY TRUST	7,709.73	15.29	0.00	7,725.02
Fund 204	Road Fund				
002.000	CASH/SAVINGS	121,033.66	658,201.24	0.00	779,234.90
Fund 206	Fire Fund				
002.000	CASH/SAVINGS	697,233.31	1,124,755.41	183,728.76	1,638,259.96
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	697,533.31	1,124,755.41	183,728.76	1,638,559.96
Fund 207	Police Fund				
002.000	CASH/SAVINGS	(730,571.56)	1,626,828.56	267,197.82	629,059.18
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	(730,371.56)	1,626,828.56	267,197.82	629,259.18
Fund 208	SENIORS, PARKS, LL TRAIL				
002.000	CASH/SAVINGS	795,980.12	41,632.15	52,899.78	784,712.49
Fund 211	Act 302 Training Fund				
002.000	CASH/SAVINGS	543.63	0.00	0.00	543.63
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
002.000	CASH/SAVINGS	3,778.43	0.00	0.00	3,778.43
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	13,669.63	70,248.13	0.00	83,917.76
Fund 265	Drug Enforcement Fund				
002.000	CASH/SAVINGS	2,600.22	0.00	0.00	2,600.22
002.003	FEDERAL FORFEITURE FUNDS	980.13	0.00	0.00	980.13
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	3,722.58	0.00	0.00	3,722.58
Fund 272	Rustic/Lake Pointe Road SAD				
002.000	CASH/SAVINGS	(447.96)	3,186.33	230.00	2,508.37
Fund 273	Scott Drive ROAD SAD				
002.000	CASH/SAVINGS	(1,010.96)	1,907.95	160.00	736.99
Fund 274	Crystal Drive/Beach Rd Maint				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 01/01/2023 TO 01/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
002.000	CASH/SAVINGS	385.40	4,099.70	355.00	4,130.10
Fund 275	Norene Ct/Pearry Dr SAD - Rd Mn				
002.000	CASH/SAVINGS	2,836.63	1,128.11	150.00	3,814.74
Fund 276	Community Dr SAD - Road Maint				
002.000	CASH/SAVINGS	863.70	1,233.66	150.00	1,947.36
Fund 277	Edgelake/Burton Drive SAD				
002.000	CASH/SAVINGS	9.86	725.75	370.00	365.61
Fund 278	Downing Drive SAD				
002.000	CASH/SAVINGS	2,099.21	294.08	95.00	2,298.29
Fund 279	Riverside/Century/Lagoon SAD				
002.000	CASH/SAVINGS	(1,880.18)	20,111.62	750.00	17,481.44
Fund 280	Island Shore/Schlenker SAD				
002.000	CASH/SAVINGS	(276.85)	3,017.32	275.00	2,465.47
Fund 281	Campbell Drive SAD				
002.000	CASH/SAVINGS	2,024.96	1,047.75	140.00	2,932.71
Fund 282	Mumford Park Lighting SAD				
002.000	CASH/SAVINGS	(696.19)	870.42	127.49	46.74
Fund 283	KINGSTON DRIVE MAINTENANCE SAD				
002.000	CASH/SAVINGS	(949.48)	9,329.85	0.00	8,380.37
Fund 284	Winans Drive SAD				
002.000	CASH/SAVINGS	106.79	4,318.38	220.00	4,205.17
Fund 285	STRAWBERRY INDIANOLA IMP SAD				
002.000	CASH/SAVINGS	991.36	11,581.44	0.00	12,572.80
003.497	S'BERRY INDIANOLA DEBT CASH	106,082.30	235.36	0.00	106,317.66
	STRAWBERRY INDIANOLA IMP SAD	107,073.66	11,816.80	0.00	118,890.46
Fund 286	SHAN-GRI-LA AQUATIC WEED CONTROL				
002.000	CASH/SAVINGS	836.09	1,607.50	0.00	2,443.59
Fund 287	DOWNING DR ROAD IMP SAD				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.499	DOWNING DEBT CASH	29,722.11	58.96	0.00	29,781.07
	DOWNING DR ROAD IMP SAD	29,722.11	58.96	0.00	29,781.07
Fund 302	Twp FIRE STN Cap Imp Debt Ser				
002.000	CASH/SAVINGS	(25,973.59)	0.00	0.00	(25,973.59)
002.302	CASH	116,115.50	178.80	0.00	116,294.30
	Twp FIRE STN Cap Imp Debt Ser	90,141.91	178.80	0.00	90,320.71
Fund 375	Mumford Dredging Debt Retirement				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	4,317.05	1,674.66	0.00	5,991.71
	Mumford Dredging Debt Retirement	4,317.05	1,674.66	0.00	5,991.71
Fund 376	Buhl Rd Improve. Debt Retirement				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 590	SEWER FUND				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 01/01/2023 TO 01/31/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
002.000	CASH/SAVINGS	(0.03)	363,421.35	363,421.32	0.00
002.002	WATER RECEIPTS FROM BILLS	209,102.35	7,416.00	216,446.35	72.00
002.008	CASH - INFRASTRUCTURE DEPOSIT	0.00	0.00	0.00	0.00
002.590	SAVINGS - O&M	(181,975.93)	1,070,896.46	376,531.24	512,389.29
002.908	2004 BOND SERIES CONSTRUCTION	0.00	0.00	0.00	0.00
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	667,980.22	41,076.10	24,030.15	685,026.17
003.905	98 CONTRACT SAD'S RESTRICTED	102,921.31	0.00	102,921.31	0.00
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	880,002.93	14,042.27	76,207.42	817,837.78
003.908	2004 BOND DEBT	168,831.75	76,358.58	168,831.75	76,358.58
003.912	MIDLAND SEWER CONTRACT SAD DEBT	5,062.69	0.00	5,062.69	0.00
003.918	NIMS CONTRACT SAD SEWER CONNECTION	38,803.52	4,021.25	42,824.77	0.00
005.465	WWTP BOND RESERVE	470,156.12	932.58	0.00	471,088.70
006.465	WWTP PRINCIPAL/INTER REDEMPTN	782,853.54	77,879.00	2,375.58	858,356.96
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,401,903.52	2,780.75	0.00	1,404,684.27
	SEWER FUND	4,545,641.99	1,658,824.34	1,378,652.58	4,825,813.75
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	625,436.03	14,099.38	0.00	639,535.41
003.907	WATER SYSTEM DEBT (Well)	3,719.69	0.00	0.00	3,719.69
003.910	M36 CORRIDOR WATER DISTRICT DEBT	374,667.44	22,815.82	0.00	397,483.26
	WATER DEBT SERVICE FUND	1,003,823.16	36,915.20	0.00	1,040,738.36
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	2,777,024.00	12,926,062.05	13,525,635.03	2,177,451.02
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	318,935.11	205,015.95	0.00	523,951.06
002.854	2020 SAD ROAD IMPROVE	831,239.78	0.00	0.00	831,239.78
	2020-ROAD SAD FUND	1,150,174.89	205,015.95	0.00	1,355,190.84
Fund 857	HILLSIDE LAKES DRIVE ROAD IMPROVEMENT SA				
002.000	CASH/SAVINGS	1,944.21	15,549.74	0.00	17,493.95
	TOTAL - ALL FUNDS	17,910,160.49	19,645,664.95	16,238,211.41	21,317,614.03



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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 January 2023.

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

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

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

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



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TAB 3

PROPERTY TAXES:

Fiscal Year 2022/23:

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

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

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

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

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

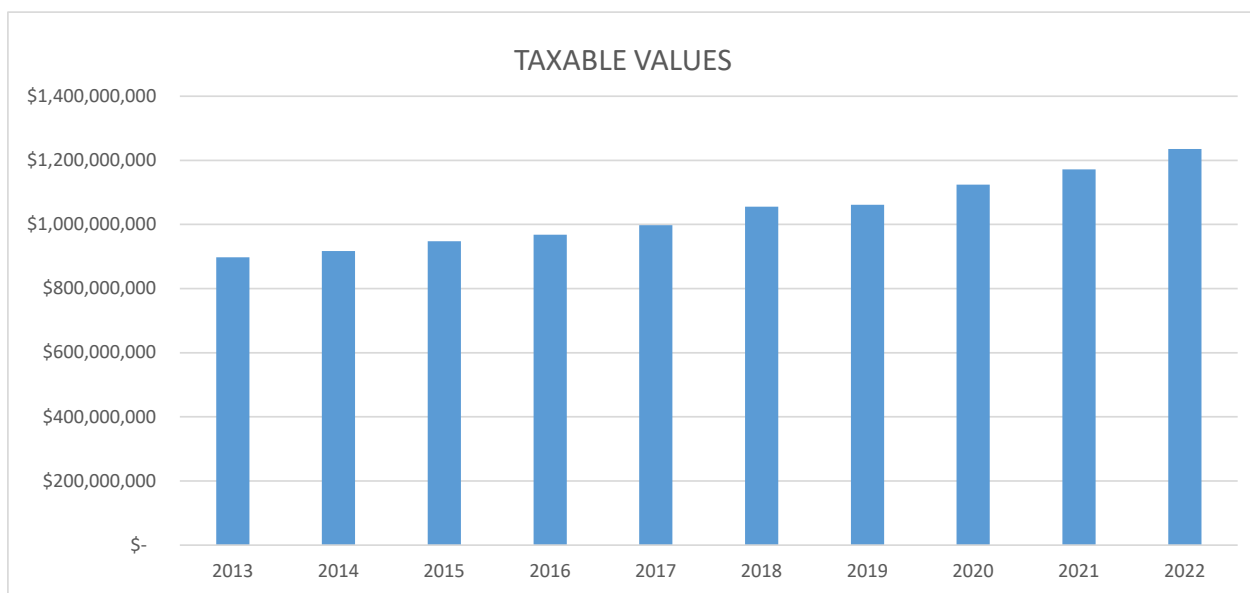
Item 15.

Property Taxes:

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

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

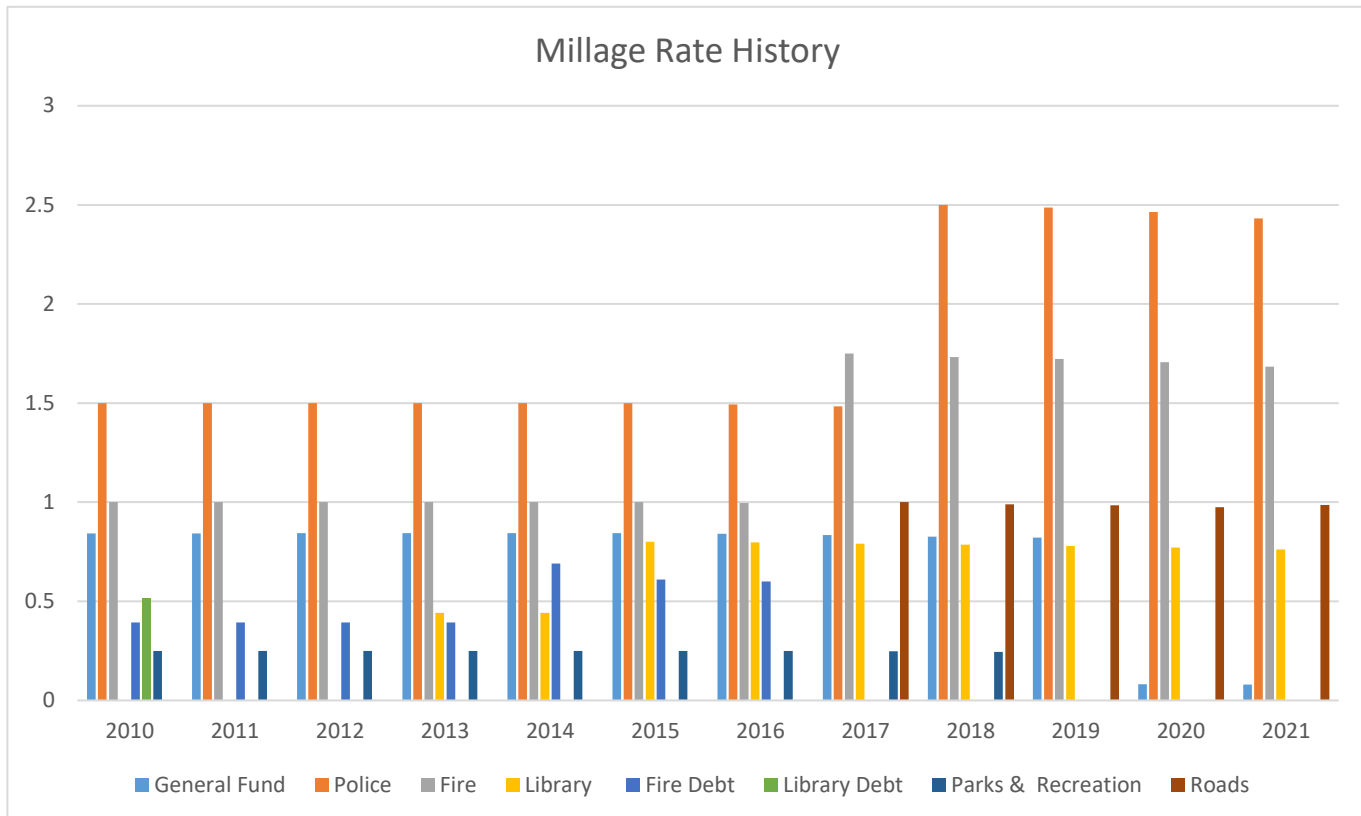
Tax Year	Taxable Value
2013	\$ 897,809,412
2014	\$ 917,520,530
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304
2022	\$ 1,235,111,138



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

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

Millage Rate History



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

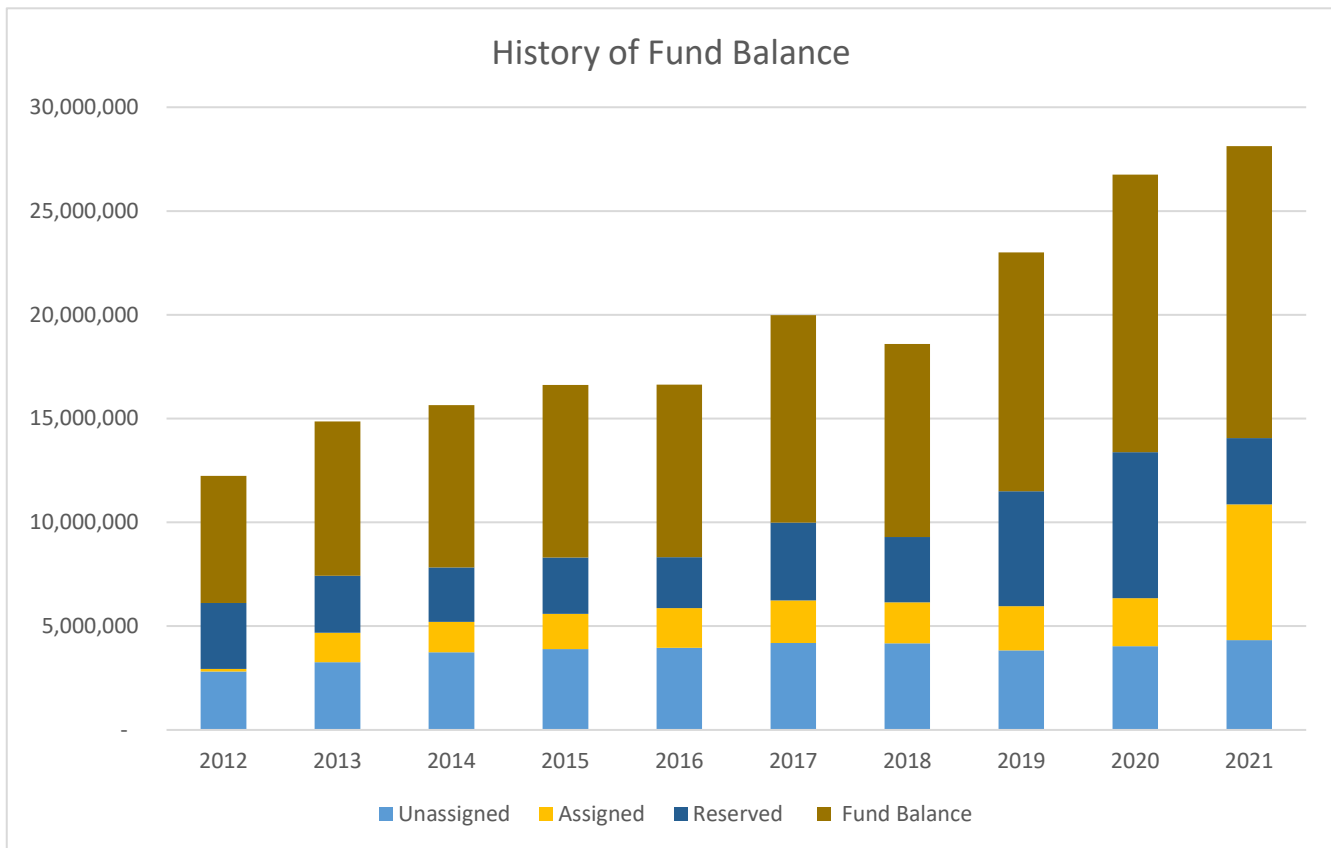
Hamburg Township
Fiscal Year 2022-23 Annual Budget
History of Fund Balance

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

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

Unreserved/Unassigned: General Fund

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



Monthly Report**1/31/2023**

BANK	TOTAL BAL	BALANCE VERIFICATION DATE
MICHIGAN CLASS	\$ 3,561,513.25	1/31/2023
FLAGSTAR	\$7,211,586.69	1/31/2023
STATE BANK	\$3,045,396.20	1/31/2023
CIBC	\$1,772,633.39	1/31/2023
MICHIGAN STATE CREDIT UNION	\$709,010.63	1/31/2023
PFM	\$1,007,353.42	1/31/2023
HORIZON BANK	\$2,499,630.09	1/31/2023
ROBERT BAIRD & CO.	\$750,017.92	1/31/2023
CONSUMERS CREDIT UNION	\$250,000.00	1/31/2023
INDEPENDENT BANK	\$500,000.00	1/31/2023
Total	\$21,307,141.59	
final numbers		

Michigan Class**1/31/2023**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE		INT EARNED	CURRENT BAL
POOLED	CASH	MONEY MKT		4.55%		\$13,721.06	\$ 3,561,513.25
BANK TOTAL							\$ 3,561,513.25

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

Flagstar CDARS CD's**1/31/2023**

	INV NAME	INV/RENEW	MATURITY	INT RATE			CURRENT BAL
1998 SEWER SAD	WESTERN ALLIANCE BANK	10/27/2022	4/27/2023	3.15%			\$58,205.75
2004 SAD CONSTRUCTION	RIVER CITY BANK	8/11/2022	2/9/2023	2.35%			\$187,246.52
2004 SAD CONSTRUCTION	BANK OF AMERICA	10/27/2022	4/27/2023	3.15%			\$243,500.00
2004 SAD CONSTRUCTION	FIRST HORIZON BANK	10/27/2022	4/27/2023	3.15%			\$75,931.27
HEY CREEK CONSTRUCTION	BANK OF AMERICA	8/18/2022	2/16/2023	2.35%			\$40,369.19
HEY CREEK ENGINEERING	CD TERMS 90 DAYS	12/22/2022	3/22/2023	4.34%			\$27,776.28
2004 SAD CONSTRUCTION	CD TERMS 120 DAYS	1/24/2023	5/24/2023	4.38%		\$591.67	\$57,850.43
POOLED	CD TERMS 60 DAYS	1/9/2023	3/10/2023	4.18%		\$132.20	\$24,169.17

POOLED	CD TERMS 62 DAYS	12/21/2022	2/21/2023	3.30%			\$54,756.89
POOLED	CD TERMS 90 DAYS	1/23/2023	4/24/2023	4.30%		\$475.01	\$54,761.37
POOLED	CD TERMS 185 DAYS	9/12/2022	3/16/2023	2.55%			\$54,349.21
POOLED	CD TERMS 180 DAYS	6/24/2022	12/21/2022	1.75%			
POOLED	checking account			0.85%		\$6,178.64	\$6,320,069.61
PAYROLL	checking account						
DISBURSEMENT	checking account						
HEALTH REIMBURSEMENT	reimbursement account			0.85%		\$4.83	\$8,867.99
FEDERAL DRUG	savings account			3.35%		\$10.43	\$3,733.01
						\$7,392.78	\$7,211,586.69

CIBC

1/31/2023

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	1/13/2023	4/13/2023	4.00%	\$270,917.58	\$1,715.81	\$272,633.39
POOLED	CD	9/26/2022	9/26/2023	3.45%	\$250,000.00		\$250,000.00
POOLED	CD	9/26/2022	3/25/2023	3.25%	\$250,000.00		\$250,000.00
POOLED	CD	5/24/2022	5/24/2023	1.50%	\$500,000.00		\$500,000.00
POOLED	CD	12/27/2022	6/30/2023	4.15%			\$500,000.00
					\$1,270,917.58	\$1,715.81	\$1,772,633.39

The State Bank

1/31/2023

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
MONEY MARKET	MONEY MARKET	1/14/2019		3.07%	\$3,035,688.84	\$ 9,314.99	\$3,045,003.83
POOLED	ICS sweep	10/18/2019		1.00%	\$252.31		\$252.31
	sweep account			1.03%	\$159.92	\$ 0.14	\$150.06
	dormant fee						-\$10.00
BANK TOTAL					\$3,036,101.07	\$ 9,315.13	\$3,045,396.20

Michigan State Credit Union**1/31/2023**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	1/21/2023	7/21/2023	4.21%	\$504,002.80	\$3,805.40	\$507,808.20
POOLED	CD	4/30/2022	5/30/2023	1.05%	\$201,196.74		\$201,196.74
General Account	Savings account				\$5.69		\$5.69
					\$705,205.23	\$3,805.40	\$709,010.63

PFM**1/31/2023**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	TERM RATE	7/18/2022	1/11/2023	3.05%	\$500,000.00	\$7,353.42	
POOLED	TERM RATE	7/18/2022	4/17/2023	3.40%	\$500,000.00		\$500,000.00
POOLED							\$507,353.42
					\$1,000,000.00	\$7,353.42	\$1,007,353.42

Horizon Bank**1/31/2023**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	4/13/2022	4/8/2023	1.62%	\$245,000.00		\$245,000.00
POOLED	CD	12/27/2022	6/27/2023	4.38%	\$504,630.09		\$504,630.09
POOLED	CD	9/26/2022	9/26/2023	3.97%	\$250,000.00		\$250,000.00
POOLED	CD	11/7/2022	5/8/2023	4.36%	\$250,000.00		\$250,000.00
POOLED	CD	1/31/2023	4/29/2023	4.51%			\$1,000,000.00
POOLED	CD	9/26/2022	3/27/2023	3.67%	\$250,000.00		\$250,000.00
					\$1,499,630.09		\$2,499,630.09

Robert Baird & Co.

1/31/2023							
ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	government AGY BOND	4/19/2022	4/18/2024	2.58%	\$250,017.92		\$250,017.92
POOLED		7/28/2022	7/28/2023	2.50%	\$500,000.00		\$500,000.00
					\$750,017.92		\$750,017.92

Consumers Credit Union							
1/31/2023							
ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	Savings Account				\$25.00		\$ 25.00
POOLED	CD	12/28/2022	6/28/2023	4.16%	\$249,975.00		\$ 249,975.00
BANK TOTAL					\$250,000.00		\$ 250,000.00

Independent Bank							
1/31/2023							
ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	12/28/2022	12/23/2023	4.15%	\$500,000.00		\$ 500,000.00
BANK TOTAL					\$500,000.00		\$ 500,000.00

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

Item 15.

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

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

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

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

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

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

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

**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**

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

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

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

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

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

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

**Consumers Credit Union
7200 Elm Valley Drive
Kalamazoo, MI 49009**



10405 Merrill Road ♦ P.O. Box 157
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TAB 5

FIVE-YEAR FORECAST

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

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

**HAMBURG TOWNSHIP
POLICE FUND FINANCIAL PROJECTION**

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

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

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

HAMBURG TOWNSHIP											Item 15.
FIRE FUND FINANCIAL PROJECTION											
		Actual	Actual	Actual	PROJECTED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
		FY	FY	FY	YEAR-End	FY	FY	FY	FY	FY	FY
		FY 2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
REVENUES:											
PROPERTY TAXES		1,792,305	1,862,464	1,920,387	1,983,641	2,058,065	2,119,807	2,183,401	2,248,903	2,293,881	2,339,759
TRANSFER IN FROM GENERAL FUND		-	-	-	-	-	-	-	-	-	-
ALL OTHER		38,655	42,346	217,083	11,626	9,150	9,608	10,088	10,290	10,290	10,495
TOTAL REVENUES & TRANSFERS		\$ 1,830,960	\$ 1,904,810	\$ 2,137,470	\$ 1,995,267	\$ 2,067,215	\$ 2,129,414	\$ 2,193,489	\$ 2,259,193	\$ 2,304,171	\$ 2,350,254
EXPENDITURES:											
SALARIES AND WAGES		772,096	900,975	908,157	1,066,164	1,059,154	1,090,929	1,123,656	1,157,366	1,192,087	1,227,850
HEALTH INSURANCE		49,812	74,565	70,966	98,882	109,500	114,975	120,724	126,760	133,098	139,753
RETIREMENT		27,605	36,950	39,818	46,941	50,000	51,500	53,045	54,636	56,275	57,964
FICA		58,324	69,521	70,178	86,576	82,500	83,456	85,960	87,679	89,432	91,221
OTHER PERSONNEL COSTS		43,904	63,003	64,263	81,642	78,970	81,339	83,779	86,293	88,881	91,548
OTHER OPERATING COSTS		236,979	259,180	338,472	418,152	444,050	452,931	466,519	480,514	494,930	509,778
OTHER CAPITAL EQUIPMENT PURCHASES		70,000	108,396	205,782	250,000	205,500	75,000	81,000	82,620	84,272	85,958
CAPITAL PURCHASES FOR APPARATUS		-	51,434	1,155,054	37,000	55,197	700,000	93,000	45,000	805,000	45,000
RESERVE FOR SCBA EQUIPMENT		20,000	20,000	-	-	-	-	-	-	-	-
RESERVE FOR EQUIPMENT PURCHASES		-	-	-	-	-	174,000	54,000	59,000	59,000	59,000
RESERVE FOR APPARATUS REPLACEMENT		135,000	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES		\$ 1,413,720	\$ 1,584,025	\$ 2,852,690	\$ 2,085,357	\$ 2,084,871	\$ 2,824,130	\$ 2,161,683	\$ 2,179,869	\$ 3,002,977	\$ 2,308,071
OPERATING SURPLUS (SHORTFALL)		\$ 417,239	\$ 320,784	\$ (715,221)	\$ (90,091)	\$ (17,657)	\$ (694,716)	\$ 31,805	\$ 79,323	\$ (698,807)	\$ 42,182
FUND BALANCE - BEGINNING OF YEAR		\$ 1,471,003	\$ 1,888,242	\$ 2,209,026	\$ 1,493,805	\$ 1,403,714	\$ 1,386,057	\$ 691,341	\$ 723,146	\$ 802,469	\$ 103,662
FUND BALANCE - END OF YEAR		1,888,242	2,209,026	1,493,805	1,403,714	1,386,057	691,341	723,146	802,469	103,662	145,845
FUND BALANCE DESIGNATED FOR VEHICLE		365,892	635,892	-	-	-	200,000	200,000	400,000	400,000	400,000
OTHER DESIGNATED FUND BALANCE **		26,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779	46,779
UNDESIGNATED FUND BALANCE		\$ 1,475,571	\$ 1,526,355	\$ 1,447,026	\$ 1,356,935	\$ 1,339,278	\$ 444,562	\$ 476,367	\$ 355,690	\$ (343,117)	\$ (300,934)
Board Resolution FB 25% of operating expense difference		353,430	396,006	713,172	521,339	521,218	706,032	540,421	544,967	750,744	577,018
		1,534,812	1,813,020	780,633	882,375	864,840	(14,691)	182,725	257,502	(647,082)	(431,173)
** Committed Fund Balances, Assets held for resale, prepaid											
*** Millage expires in 12/2025											



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Item 16.

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

Permission sought to hire a Treasurer's Assistant to replace Marcy Miller (part-time, no benefits). We would like to begin interviewing in order to get someone on board by mid-April to train them for when we start to get busy again in May. The position is currently grade 2 with an hourly range of \$17.45 to \$21.79, depending on experience.

Thank you,
Jason Negri

TO: Hamburg Township Board of Trustees

FROM: Amy Steffens, Planning and Zoning Director

DATE: February 21, 2023

AGENDA ITEM TOPIC: Purchase of Planning Department rolling filing system

Number of Supporting Documents: 0

Requested Action

Motion to approve the purchase of a rolling filing system from Spacefile for \$17,500

Background

The planning department files are stored in the file room adjacent to Brittany Campbell's office and the assessing department files are stored in the planning department, even though the departments swapped office spaces. The files need to be moved to the correct departments but the file system in the planning department, currently being used to store assessing files, is unsafe and inefficient for the types of files that the planning department maintains.

Lisa Perschke contacted three vendors for quotes for the same type of rolling filing system that is in the file room outside of Brittany's office. Lisa and I met in person or via Zoom with each vendor to describe our storage needs and space constraints. There is adequate room to install a rolling file system in place of the current filing cabinets behind Lisa's desk.

The system layouts provided by the three vendors are similarly sized but Spacefile offers the most linear inches of storage for a more reasonable price. Additionally, installation cost is less for Spacefile because the installer is local.

Budget Impact

Thelma Kubitskey indicated that \$20,000 has been budgeted for this project.