



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 the Accounting and Benefits Coordinator position with the enhanced time off as indicated in the memo with a start date as soon as

feasible and Marcy 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

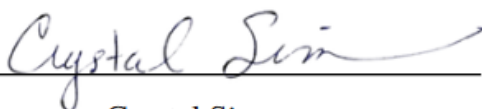
ADJOURNMENT

Motion to adjourn at 4:08 pm.

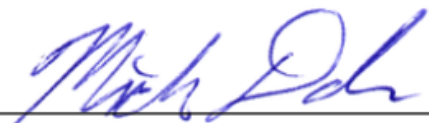
Motion made by Negri, Seconded by Hughes.

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

Respectfully submitted,



Crystal Simmons
Recording Secretary



Mike Dolan
Township Clerk



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 03, 2023 at 2:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Meeting was called to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Cindy Michniewicz
Jason Negri
Patricia Hughes

ABSENT

Chuck Menzies

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion to approve the agenda as presented.

Motion made by Michniewicz, Seconded by Hughes.

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

1. Parks & Recreation - Community Clean-Up Event 2023 - Event Flyer
2. Parks and Rec - Regular Meeting Minutes - November 2022
3. Parks and Rec - Senior Center Report - December 2022
4. Parks and Rec - Park Coordinator Report - December 2022

5. Board of Trustees Regular Meeting Minutes December 20, 2022 7:00 pm
6. Community Information
7. AP bills list January 03, 2023

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented with the addition of #14 Board of Review Appointments and #15 PFAS/PFOA as agenda items.

Motion made by Hohl, Seconded by Dolan.

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

UNFINISHED BUSINESS

CURRENT BUSINESS

8. New Hires-P/T Firefighters

Motion to approve the hiring of Dennis Bakka to the position of fully-trained firefighter part time effective January 4, 2023 at a rate of pay of \$21.12 per hour.

Motion made by Negri, Seconded by Hughes.

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

Motion to approve the hiring of Joseph Acuff to the position of apprentice firefighter part time effective January 4, 2023 at a rate of pay of \$19.20 per hour.

Motion made by Negri, Seconded by Hahn.

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

9. 1st and 2nd Quarter Budget Amendments

Motion to approve the budget amendments for the first and second quarter as provided in the packet noting the correction on the Road Fund.

Motion made by Hohl, Seconded by Michniewicz.

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

10. Parks & Rec – 2023 Master Plan Update

Opened public hearing on the update of the Hamburg Township Parks & Rec Masterplan at 2:43 pm.

Closed public hearing at 2:45pm

11. Parks and Rec - Park Use Application - PCS Cross Country Event - 08/18/2023

Motion to approve the cross-country application for 08/18/2023 as outlined in the packet.

Motion made by Dolan, Seconded by Michniewicz.

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

12. Parks & Recreation - Spark Grant Request - Accessibility & Trailhead Improvements

Motion to authorize the Parks & Rec Coordinator Deby Henneman to develop a concept plan of improvements contemplated in the grant application and direct her to work closely with the Director of Accounting Thelma Kubitskey to have a presentation to the board of that concept plan of improvements and perform a financial plan for the costs for the grant and any contemplated matches whether financial or like kind improvements to the park and a maintenance plan bringing back to the board at Deby's discretion.

Motion made by Hohl, Seconded by Hahn.

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

13. Parks & Recreation – 2023-2027 Parks & Rec Master Plan - Resolution for Adoption

Motion to adopt the 2023-2027 Hamburg Township Parks & Rec Master Plan as presented and direct the Township Coordinator to forward to Michigan Department of Natural Resources authorizing staff and consultants to make any minor changes.

Motion made by Michniewicz, Seconded by Hughes.

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

Absent: Menzies

14. Board of Review Appointments

Motion to approve the appointments of William Rill, Donn Nelson, and Thomas Bintondo as members of the Board of Review and to appoint Michael Diepenhorst and Deborah Harper as alternates to the Board of Review beginning January 1, 2023 and expiring December 31, 2024.

Motion made by Hohl, Seconded by Dolan.

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

15. PFAS/PFOA

Motion to direct Tony Randazzo to draft a proposal to the Board to implement a moratorium on the sale of waste water treatment taps to known PFAS generators and to direct him to work with EGLE and other sources to determine who those known generators might be and to come back to the board at his earliest convenience with that proposal for a moratorium and list of generators.

Motion made by Hohl, Seconded by Michniewicz.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Trustee Hughes asked for clarification on vault toilets for the parks.

Trustee Hughes asked for a study group to discuss the complete streets and the Lakeland Trails.

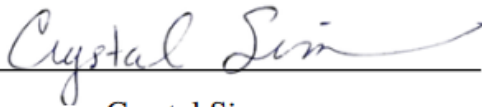
ADJOURNMENT

Motion to adjourn at 3:42 pm.


Motion made by Negri, Seconded by Hughes.

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

Respectfully submitted,



Crystal Simmons
Recording Secretary



Mike Dolan
Township Clerk



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TOWNSHIP BOARD WORK-STUDY SESSION

Tuesday, January 03, 2023 at 1:30 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Meeting was called to order at 1:30 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Jason Negri
Patricia Hughes

ABSENT

Chuck Menzies
Cindy Michniewicz

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

None.

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Motion made by Hohl, Seconded by Negri.
Voting Yea: Hohl, Dolan, Hahn, Negri, Hughes

UNFINISHED BUSINESS

None.

CURRENT BUSINESS

1. Police Officer Hiring Process
Discussion was held regarding Police Office Hiring Process.

Trustee Michniewicz arrived at 1:45 pm.

2. Deputy Treasurer Employment Classification
Discussion was held regarding the Deputy Treasurer Employment Classification.
3. ARPA Grant Summary
Discussion was held regarding the ARPA Grant Summary.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

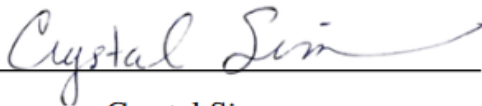
None.

ADJOURNMENT

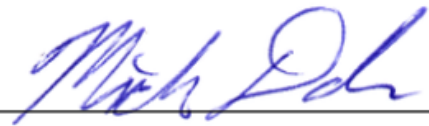
Motion to adjourn at 2:29 pm.

Motion made by Negri, Seconded by Hahn.
Voting Yea: Hohl, Dolan, Hahn, Negri, Hughes, Michniewicz

Respectfully submitted,



Crystal Simmons
Recording Secretary



Mike Dolan
Township Clerk



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

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 17, 2023 at 7:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Hohl called the meeting to order at 7:00 pm

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Chuck Menzies
Cindy Michniewicz
Jason Negri
Patricia Hughes

CALL TO THE PUBLIC

A call was made with no response.

CONSENT AGENDA

Motion to approve the agenda as presented.

Motion made by Menzies, Seconded by Michniewicz.

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

1. Public Safety Monthly Report December, 2022
2. Bills List January 17, 2023
3. The Fence Pros Invoice

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented with moving #9 Accounting Department to the top of the order.

Motion made by Negri, Seconded by Dolan.

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

UNFINISHED BUSINESS

CURRENT BUSINESS

4. Police Station Expansion

Motion to form the Police Station Construction Committee comprised of Hohl, Duffany, Nisenbaum, Kubitskey and Randazzo and direct them to meet and come back at the February 7th meeting with a preliminary process, timeline and budget for this project.

Motion made by Negri, Seconded by Hughes.

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

Voting Nay: Dolan

5. New Police Officer Hiring Process

Motion to offer Steven Bousie the position of full time Police Officer with the Hamburg Township Police Department pending successful completion of his background investigation and all other pre-employment approvals.

Motion made by Hohl, Seconded by Hahn.

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

6. New Public Safety SOPs

Motion to approve Hamburg Township Public Safety SOPs #200-46: Community Risk Reduction Firefighter Program and #400-13: Community Risk Reduction Firefighter Job Description.

Motion made by Hohl, Seconded by Hughes.

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

Motion to authorize Chief Duffany to hire three resource officers and bring those names back to the board at his convenience prior to making full employment offers.

Motion made by Hohl, Seconded by Michniewicz.

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

7. Poverty Hardship Resolution

Motion to establish policy criteria to the review and granting of financial poverty hardship exemptions by the Hamburg Township Board of Review as presented in the packet subject to the Clerk's editing to the resolution to comply with our resolution policy.

Motion made by Hohl, Seconded by Michniewicz.

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

8. 2023/2024 Budget Process

Motion to approve and circulate to all department heads the budget process as approved here with the date of memo corrected to December 7, 2022 and the date of the adoption schedule corrected to 2023/2024.

Motion made by Hohl, Seconded by Michniewicz.

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

9. Accounting Department

Motion to preemptable approved the promotion of Michelle Delancey to the position of Director of Accounting and Human Resources grade 11 step 1 as of March 31, 2023.

Motion made by Hohl, Seconded by Hahn.

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

Motion to approve the posting and interviewing of the position and to provide a tentative offer subject to board approval and preemployment reviews for the Accounting and Benefits Coordinator position with a pay range of \$58,443 to \$64,551 depending on education, grade 7 step 1 to 5 with an interviewing committee to be Dolan, Kubitskey, Delancey and Hohl.

Motion made by Hohl, Seconded by Menzies.

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

Motion to approve an interview with Dolan, Kubitskey and Delancey for the position of Accounting Specialist pay range of \$48,300 to \$53,315 depending on education and experience Grade 5 step 1 to 5 including posting the interview, promoting the job and posting the availability of the position.

Motion made by Hohl, Seconded by Negri.

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

Motion to formally accept the retirement of Thelma Kubitskey and Karen Jones effective March 31, 2023, with regret, and we wish them both well.

Motion made by Negri, Seconded by Michniewicz.

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

10. PFAS Support Resolution

Motion to move the resolution and request that the Clerk distribute it to all possible entities of local government, municipalities in SE Michigan, state government and to our press release list for the news media.

Motion made by Hohl, Seconded by Negri.

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

11. PFAS Moratorium Resolution

Motion to move the resolution that Hamburg Township place a moratorium on selling sewer taps to known or future identified PFAS generating businesses until such time definitive direction is given from EGLE by this resolution and act 390 of the Public Act of 1976 as amended, this is not a ban it is a temporary moratorium.

Motion made by Hohl, Seconded by Hahn.

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

Motion that the Clerk work with IT to post the resolution to the website, circulate/distribute and give to Planning and Zoning for presentation at any possible developer that comes to the Township and any other appropriate places to get this moratorium out into the public.

Motion made by Hohl, Seconded by Negri.

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

12. Library Shared Maintenance Agreement

Motion to accept, ratify and file the Library Shared Maintenance Agreement and direct Clerk Dolan to sign and add inclusion of a recital that this agreement replaces, nullifies and voids all previous agreements.

Motion made by Negri, Seconded by Michniewicz.

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

13. Parks & Recreation - Committee Re-Appointment - Cliff Auxier - Term to 1/1/25

Motion to reappoint Cliff Auxier for another 2-year term to expire 01/01/2025.

Motion made by Dolan, Seconded by Menzies.

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

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Cindy commented on the Museum Meteor event and that it was well attended with 75-100 people meeting at Senior/Community Center.

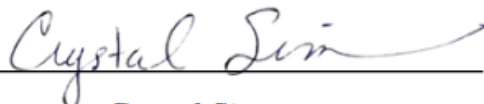
ADJOURNMENT

Motion to adjourn at 8:11 pm.

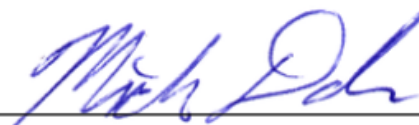
Motion made by Menzies, Seconded by Hughes.

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

Respectfully submitted,



Crystal Simmons
Recording Secretary



Mike Dolan
Township Clerk

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, December 20, 2022
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:02 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

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

Board Members Absent: None

Also Present: Deby Henneman, Township Coordinator, Duane Hoepfner, Building & Grounds

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the November 22, 2022 Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Master Plan Renewal

1. Master Plan Draft – Final Draft Recommendation to Board

Motion by Auxier, supported by Michniewicz, to recommend approval and adoption of the 2023 Parks & Recreation Master Plan to the Hamburg Township Board of Trustees and to request that a Public Hearing be scheduled for January 3, 2023 at 2:30 p.m.

VOICE VOTE: Ayes: 5

MOTION CARRIED

2. Timeline Review & Next Steps

Public Hearing and Adoption – Township Board – 1/3/23
Master Plan Renewal Deadline: 2/1/23

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail
 - a. Hay Creek Bridge Project – Awaiting final \$5,000 payment
 - b. Huron River free-span Bridge Project – Replacement of the RR Bridge will give us a copy of the Mussel survey for our project. Nothing new on Grant
 - c. Lakelands Trail Maintenance – Crack seal will be done annually
2. 5-year Master Plan Renewal – see above
3. West Park Trust Fund Grant – Recommended for funding! Agreement will be forthcoming, project planned for 2023/2024 calendar years. Concession building was removed from scope. We have a new Grant Coordinator – Charamy Cleary.
4. 2023 Michigan Spark Grant – Discussion took place regarding the Michigan Spark Grant process, and the proposed projects the Township would apply for. This grant is intended to assist communities which were impacted by Covid and are in need of upgrades or repairs to their Park systems. Discussion took place regarding the specific projects the Township has in the Master Plan that would be best suited for this type of funding. The Lakelands Trail Trailheads were discussed as the areas most impacted, and improvements were suggested as follows:
 - Restroom Facilities
 - ADA Accessible Routes to Amenities & Services
 - Pavillions & Picnic Tables/Seating
 - Gravel Parking Lot Improvements

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

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
2. Senior Center Report – December 2022 – Report received and filed
3. Scholarship Request – None

4. Park Use Requests

- a. PCS Cross Country – Meet – August 18, 2023 (Blackout)

Motion by Auxier, supported by McCabe, to recommend the Township Board approve the Park Use Application from Pinckney Community Schools for the Pinckney vs Brighton Cross Country race on August 18, 2023 as outlined in the application dated December 15, 2022 as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

D. Special Projects

1. East Park Playground Renovation Project – Hardscape has been installed and equipment has been ordered.
2. Baseball Dugout Renovation Project – Hohl and Dolan will take care of it with B&G staff.
3. Pickleball – To be completed spring 2023.
4. RC Car/Truck Track proposal – MOU needs to be signed, then final proposal will come to Parks Committee for recommendation and budget to the Township Board.
5. Sledding Hill (RC Field) – Dolan will be ordering signs.
6. Community Clean-Up – Scheduled for Saturday, April 22, 2023, 9 a.m. to 3 p.m.

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No updates
2. Commemorative Bench & Tree Program – No updates

F. Signage and Community Awareness

1. Wayfinding Signage – No updates
2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition plan updates have been distributed and included in 2023 Parks Master Plan draft going to the Board for final approval 1/3/23.
2. Pedestrian Crossings along Lakelands Trail – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan wished everyone a Merry Christmas and a Happy New Year.

12. Adjourn Meeting

Motion by Michniewicz, supported by Muck, to adjourn the meeting.
VOICE VOTE: Ayes 5

MOTION CARRIED

Meeting adjourned at 3:58 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances

Next meeting: Tuesday, January 3, 2023 - 2:30 p.m. – Public Hearing at Township Board Meeting

Next Parks Meeting: Tuesday, January 24, 2023 - 3:00 p.m.



January 18, 2023

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

December Statistics:

- Monthly Attendance: 1492
- Daily Average: 79
- Transportation Daily Average: 18
- Number of New Members: 21

Upcoming Closures:

- Monday, February 20, 2023 for President's Day

February Programming:

- February Birthday Luncheon Sponsored by Cartel on February 1
- Line Dancing every Wednesday starting February 1
- Candle Votive Craft Class on February 2
- Movie "Elvis" on February 3
- Nurses Foot Care on February 7, 8, 16, 17 and 27
- Card Making with Sharon on February 7
- Senior Center Bus trip to Kiwanis Thrift Store and Aubrey's Pizza on February 8
- Flying Solo on February 10
- Acrylic Paint Class on February 10
- Book Club featuring "The Great Alone" on February 16
- Valentine Luncheon on February 17
- Senior Center Lunch Bunch Bus Trip to Torch 180 on February 22
- Premiere Travel Show on February 23
- Karaoke on February 24

Other Information:

- Hamburg Township and Hamburg Senior Center are being recognized by the Livingston County Transportation Coalition for our efforts in providing transportation to seniors in our area.
- Birthday lunches are now being sponsored by local partnerships.



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

TO: Township Board of Trustees
FROM: Deby Henneman, Township Coordinator
DATE: January 25, 2023
AGENDA ITEM TOPIC: Park Use Application – Go Sports LLC – 2023 Baseball Season

Number of Supporting Documents: **2**

Requested Action

Request to approve 2023 baseball season application for Go Sports LLC, with use scheduled by Township Coordinator, subject to field availability, Blackout dates, and with charges according to current Park Fee Schedule.

Background

Parks and Recreation Committee motion on 1/24/23:

Motion by Auxier, supported by Michniewicz, to recommend approval of the Park Use application from Go Sports LLC for their 2023 Baseball Season as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED



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

MEMO

Date: January 20, 2023

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Use Application from: Go Sports LLC

I am in receipt of an application for use of Baseball Diamond B1 in Manly Bennett East, with other field use as available based on schedule, for this spring season by the captioned applicant. This approval should require that all documents such as Certificate of Insurance, with Hamburg Township named as Additional Insured, and signed Land Use Agreement/Park Use Application be provided prior to their start date.

Use for this field would be scheduled with the Parks Coordinator, and billed monthly for actual use at the beginning of the subsequent month. The rate for use will be billable at \$25.00 per 2-hour block, and there are no refunds.

Should use be recommended for approval, it should be done so contingent on the required paperwork being filed with the Clerk's Office, that payments for use be billed based on current fee schedule with the allowance of in-kind donation credit, and that the use not interfere with priority use of PHBSA or any scheduled Blackout Dates.

A handwritten signature in blue ink, appearing to read 'Deby Henneman'.

Deby Henneman
Township Coordinator



Hamburg Township Manly Bennett Park
Park Use Application

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

Item 7.

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):

Name of Event:

Type of Event: Seasonal Use Park Use Category #: Select One

Applicant Name: GO Sports LLC - Cindy Janssen

Date(s) of Event: April-Oct 2023 Time(s) of Event: Weekday evenings & weekends

Applicant Address: 10139 Silver Lake Road Suite or Apt #:

Applicant City: Green Oak Township State: MI Zip: 48116

Contact Person (present during use): Cindy Janssen

Contact's Affiliation with Applicant: Same

Contact's Phone: 248-935-7678 Contact's E-Mail: cinjan08@yahoo.com

Event Co-applicant, if any: Erik Janssen

All Co-applicants must also sign all applications and waivers. Co-applicant relationship to Applicant: Spouse

Co-applicant's phone: 248-921-5213

Insurance Information:

Insurance Carrier: Farmers Insurance/US Liability Ins/A&G Administrators

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

Policy #: NPP020J2696 Expiration Date: 01/10/23-will auto renew Jan 2023

Limit of General Liability: 1,000,000 Occurrence 2,000,000 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: Softball and baseball practices and games - regular season - Apr through Oct 2023

Total Number of participants/spectators/guests anticipated during event: 50

Average of participants/spectators/guests anticipated at any given time: 50

Site of Proposed Event; include all areas of the parklands that will be used: Baseball Fields-All (1, 2, 3 & 4)
as needed. Typically 4-5 weekday evenings and week mornings.

Primary
as able

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

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

Number of Volunteers: N/A Are Volunteers trained?: _____
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: No If so, please indicate locations: _____

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

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

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

Will Food/Beverages be served? If so, types of food and name of persons serving: No

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

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

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

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

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: No

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

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

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

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: Work and painting the dugouts completed Fall of 2023. Will continue to work on the field - infield cleanup, expansion and grass as needed.

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 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: CJ

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

Initials: CJ

Applicant's Signature: Cindy Jansen Date: 11-22-22

Co-applicant's Signature: Erik Jansen Date: 11-22-2022

Parks Coordinator: [Signature] Date: 1-20-23

For office use only

Comments: _____

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

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

**HAMBURG TOWNSHIP
CEMETERY COMMITTEE MEETING
10405 MERRILL ROAD, HAMBURG, MI 48139
MONDAY, MAY 9, 2022**

1. Call to Order

The meeting was called to order by Chairman Negri at 9:01 a.m.

2. Roll Call of the Committee

Present: Committee Chairman Jason Negri, Clerk Mike Dolan, Supervisor Pat Hohl

Absent: None

Also Present: Sexton Julie Durkin, Tony Randazzo, Duane Hoepfner, Mary Kuzner.

3. Call to the Public

No members of the public were present.

4. Correspondence: None

5. Approval of the Agenda

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

Voice Vote: Ayes: 3 Nays: None Motion Carried

6. Approval of the Minutes

Motion by Hohl, second by Negri, to approve the April 1, 2022 minutes as presented.

Voice Vote: Ayes: 3 Nays: None Motion Carried

7. Unfinished Business:

A. Cemetery Job Responsibilities Communication

Cemetery Sexton Julie Durkin stated that she would notify Tony Randazzo when a burial was taking place or when the installation of a foundation was necessary. Tony stated that he would copy Julie on communications between himself and the building and grounds crew. It was determined that Julie and the grounds crew would confirm the accuracy of burial/foundation locations with the funeral home.

B. Cemetery and Mausoleum Maintenance and Upkeep

Sexton Julie Durkin stated that she would continue to oversee the lawn care maintenance with A2Z as well as maintenance of the mausoleum through Cold Spring. Tony stated that he would be in charge of directing the building and grounds crew with regards to the tree trimming and snow removal. He also stated that Building and Grounds would take care of removing grave blankets after March 1st of each year as well as filling and seeding the lawns after the first mow of each season for all 4 cemeteries. Julie said she will look into obtaining a draped urn stand. Clerk Dolan informed everyone that he would send them a copy of the reassigned information flowchart.

8. New Business:

A. Corner Markings

Discussion was held regarding corner markings of graves/lots. It was determined that Sexton Durkin will review the 2001 contract with Garlock & Smith and will contact them to obtain a proposal to block corners and mark with metal and to provide copies of original survey maps to locate corners.

9. Committee Comments

Tony Randazzo stated that Duane Hoepfner has access to a grid and probe. Clerk Dolan stated that Mark Bennett would be present for one more burial.

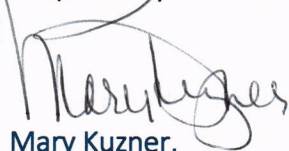
10. Adjournment

Motion by Hohl, second by Negri, to adjourn.

Voice Vote: Ayes: 3 Nays: None Motion Carried

Meeting adjourned at 9:31 a.m.

Respectfully submitted,



Mary Kuzner,
Deputy Clerk

Minutes approved as presented at the January 24, 2023 Cemetery Committee meeting.



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

January 25, 2023

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report

Parks:

The 2023 Parks and Recreation Master Plan will be filed with the MDNR. Deadline - 2/1/23.

The HERO Park Use application for 2024, 2025, & 2026 went to Public Safety, and they have requested that staff works on an updated agreement to bring back to the committee before they give their recommendation to the Township Board.

*The Parks and Rec Committee has supported the drafting of a proposal for the Master Design of Manly Bennett Park to include the concept plan for H8 and the Adult Workout area as discussed, and to include the scope items from approved Grant #TF22-0107.

The Community Clean-Up is scheduled for Saturday, April 22, 2023 from 9AM to 3PM.

Volunteers may fill out the form available on our website here:

https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/hamburg_twp_community_clean_up_day.php.

I will be meeting with Treasury and Accounting to discuss the possibilities of a digital invoicing and a QR code donation collection program.

Will be merging all approved procedures from the past few years into a revised Parks Policy and Procedure Manual.

I will be attending the MParks Conference – March 7-10, 2023.

ADA

It is my goal to have all inspections of completed ADA Transition Plan items done by the end of the 22/23 FY. An updated version of the Transition Plan will be presented at Strategic Planning for budgeting purposes.

ADA signage is being replaced at Township buildings, in Parks, and at Trailheads, as needed in order to increase compliance as projects are completed and time allows.

Grants:

The 2022 Trust Fund Grant application #TF22-0107 for the Bennett Park & Water Trail Access Improvements has been recommended by the Trust Fund Board for funding. I anticipate receipt of the Agreement in around April 2023. In the meantime, I will start gathering the materials that will be required to submit with that document. Project completion and Funding reimbursement deadline anticipated: 12/2024*(see Parks)

The 2020 Trust Fund Grant #TF20-0145 for the Hay Creek Bridge Renovation Project has been finalized, and the grant file has been closed. The final report has been attached.

The 2023 Spark Grant proposal will need to be finalized and approved for Lakeland Trails Restroom and Amenities Project. Deadline – TBD.

2023 AARP Challenge Grant – Senior/Community Center – Proposed bike racks and sidewalks from Parking/Pickleball area to Outdoor Patio – Deadline 3/15/23

2023 LCCOA – Senior/Community Center – Proposed Accessible Water fountain (Julie to draft) – Deadline 2/28/23

Ordinances

Finalize Internal Policy & Procedure for Zoning & General Ordinance updates with new Zoning Administrator and staff.

Our first codified update has been completed and distributed to all hard copy manuals. Ordinances can be found at:

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

Other projects:

- Goals and Objectives for Parks, ADA, Grants, Ordinances for Strategic Planning
- Create Counter “Cheat Sheets” for all Township Coordinator functions ie:
 - Parks
 - ADA
 - Grants
 - Ordinance
- Organize and Scan all archive files into Docuware System
 - Parks
 - ADA
 - Grants
 - Ordinance

Final Costs for Hay Creek Bridge Renovation Project – 2020-2022

Mike Levine Lakelands Trail (Bridge west of Chambers Rd.)

GL 208-800-000-975-300 (or 208-800-000-674-000)

IMEG – Engineering & Design Services/Prime Professional (Cost not to exceed \$14,000):

7/30/21 – Engineering Services - \$4,700.00

10/7/21 – Engineering Services - \$7,000.00

11/15/21 – Engineering Services - \$2,413.30

Total Engineering: \$14,113.30

LJ Construction – Bridge Contractor (\$159,300.00 original approved estimate):

5/10/22 Change Order 1 Approved – in amount of \$25,065 (revised total cost \$184,365.00)

6/22/22 – Bridge Materials - \$78,908.52

9/7/22 – Construction Labor & Final - \$106,331.48

Total Contractor: \$185,240.00

Misc Expenses:

4/4/22 – Cookson – Sign Vinyl for Construction - \$60.00

3/10/22 – Smart Sign – Signs for Detour - \$226.84

3/24/22 – Sign blanks for Construction - \$106.29

4/6/22 – Rotary Multifforms DNR Plaque - \$219.50

6/27/22 – American Awards Wilson Plaque - \$315.00

Total Misc: \$927.63

Project Grand Total: \$200,280.93

PAID - CHECK TYPE: PAPER CHECK
 Vendor Invoice Description

GL Number	GL Desc	DART TEAM	DEDUC	DEPT	Invoice Description	Amount	Check #
Fund 101 General Fund							
Dept 000.000							
101-000.000-231.200	DUE TO CHARITY CHARITABLE				JANUARY 2023 CONTRIBUTIONS	190.00	32949
					Total For Dept 000.000	190.00	
Dept 101.000 Township Board							
101-101.000-900.000	LEGAL NOTICES/ADVERTISING				ADS - 12/1-12/31/22	425.00	32955
					Total For Dept 101.000 Township Board	425.00	
Dept 229.000 COMPUTER/CABLE							
101-229.000-933.000	SOFTWARE MAINTENANCE				CHASE CARD SERVICES 12/8/22 - 1/7/23	900.00	32944
					Total For Dept 229.000 COMPUTER/CABLE	900.00	
Dept 253.000 Treasurer							
101-253.000-916.000	TRAINING				MICHIGAN MUNICIPAL TREAS 2023 WINTER WORKSHOP (NEGRI)	199.00	32977
					Total For Dept 253.000 Treasurer	199.00	
Dept 265.000 Township Buildings							
101-265.000-919.000	TRASH DISPOSAL				WM CORPORATE SERVICES, I TRASH PICK UP	117.43	33003
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACK				THE FENCE PROS PICKLE BALL CT, TWP BUILDING POLE BAR	5,800.00	32997
					Total For Dept 265.000 Township Buildings	5,917.43	
Dept 701.000 Planning Commission							
101-701.000-900.000	LEGAL NOTICES/ADVERTISING				MICHIGAN.COM ADS - 12/1-12/31/22	195.00	32955
					Total For Dept 701.000 Planning Commission	195.00	
Dept 702.000 PLANNING AND ZONING							
101-702.000-900.000	LEGAL NOTICES/ADVERTISING				MICHIGAN.COM ADS - 12/1-12/31/22	225.00	32955
					Total For Dept 702.000 PLANNING AND ZONING	225.00	
Fund 206 Fire Fund							
Dept 000.000							
206-000.000-919.000	TRASH DISPOSAL				WM CORPORATE SERVICES, I TRASH PICK UP	417.06	33003
206-000.000-920.000	ELECTRIC				CONSUMERS ENERGY 1000 3979 7285 - F.D.#12 - 12/9/22 -	2,346.52	32946
					Total For Dept 000.000	2,763.58	
Fund 207 Police Fund							
Dept 000.000							
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT				STAPLES CREDIT PLAN USB PORTABLE & FLASH DR	62.43	32996
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT				STAPLES CREDIT PLAN CORRECTION TAPE, WALL CALENDAR	57.75	32996
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT				STAPLES CREDIT PLAN DIVIDERS	12.73	32996
207-000.000-752.000	SUPPLIES & SMALL EQUIPMENT				STAPLES CREDIT PLAN BINDERS & LABELS	50.64	32996
207-000.000-801.000	CONTRACTUAL SERVICES				WM CORPORATE SERVICES, I TRASH PICK UP	8.50	33003
					Total For Dept 000.000	192.05	
Fund 208 SENIORS, PARKS, LL TRAIL							
Dept 751.000 Recreation Board							
208-751.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS				THE FENCE PROS PICKLE BALL CT, TWP BUILDING POLE BAR	6,500.00	
208-751.000-900.000	LEGAL NOTICES/ADVERTISING				MICHIGAN.COM ADS - 12/1-12/31/22	160.00	
208-751.000-919.000	TRASH DISPOSAL				WM CORPORATE SERVICES, I TRASH PICK UP	176.15	

Item 10.

PAID - CHECK TYPE: PAPER CHECK
 Vendor Invoice Description Amount Check #

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL Dept 751.000 Recreation Board				6,836.15	
Dept 820.000 SENIOR CENTER 208-820.000-919.000 TRASH DISPOSAL				160.00	33003
			Total For Dept 820.000 SENIOR CENTER	160.00	
			Total For Fund 208 SENIORS, PARKS, LL TRAIL	6,996.15	
Fund 590 SEWER FUND Dept 527.000 SEWER OPERATING					
590-527.000-900.000 LEGAL NOTICES/ADVERTISING			ADS - 12/1-12/31/22	40.00	32955
590-527.000-920.000 ELECTRIC			9200 189 1753 3 - REGENCY BLVD PUMP S	86.09	32952
590-527.000-921.000 NATURAL GAS/HEAT			1000 6018 1938 - HAMB RD PUMP STN - 1	24.81	32946
590-527.000-921.000 NATURAL GAS/HEAT			1000 6018 7471 - WINANS PUMP STN - 12	20.41	32946
			Total For Dept 527.000 SEWER OPERATING	171.31	
Dept 537.000 590-537.000-919.000 TRASH DISPOSAL				124.42	33003
			Total For Dept 537.000	124.42	
			Total For Fund 590 SEWER FUND	295.73	

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

Amount Check #

GL Desc

GL Number

Fund Totals:

Fund 101 General Fund	8,051.43	
Fund 206 Fire Fund	2,763.58	
Fund 207 Police Fund	192.05	
Fund 208 SENIORS, PARK	6,996.15	
Fund 590 SEWER FUND	295.73	

18,298.94

Total For All Funds:

18,298.94

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000	DUE FROM LIBRARY		PAYCOR PAYROLL SERVICES PAY DATE 1/5/2023	52.29	1001741
101-000.000-073.000	DUE FROM LIBRARY		PAYCOR PAYROLL SERVICES PAY DATE 1/19/2023	65.44	1001741
101-000.000-073.001	HEALTH INSURANCE - LIBRARY		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	3,087.10	1001731
101-000.000-073.003	RETIREMENT - LIBRARY		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	1,181.21	1001730
101-000.000-073.003	RETIREMENT - LIBRARY		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	1,087.90	1001730
101-000.000-231.500	DEFERRED COMPENSATION/457		ALERUS RETIREMENT SOLUTI 457 CONTRIBUTION PAYROLL DATE 1/5/23	15,353.83	1001730
101-000.000-231.500	DEFERRED COMPENSATION/457		ALERUS RETIREMENT SOLUTI 457 CONTRIBUTION PAYROLL DATE 1/19/23	12,983.73	1001730
101-000.000-231.800	MUNICIPAL EMPLOYEES RETIREMENT		MUNICIPAL EMPLOYEE'S RET 2022-12	11,557.89	1001740
			Total For Dept 000.000	45,369.39	
Dept 101.000 Township Board	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	311.74	1001730
101-101.000-716.000			Total For Dept 101.000 Township Board	311.74	
Dept 171.000 Township Supervisor	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	450.02	1001730
101-171.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	450.02	1001730
101-171.000-718.000	HEALTH/DENTAL/VISION INSURANCE		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	1,651.02	1001731
			Total For Dept 171.000 Township Supervisor	2,551.06	
Dept 201.000 ACCOUNTING	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	1,112.88	1001730
101-201.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	1,112.88	1001730
101-201.000-718.000	HEALTH/DENTAL/VISION INSURANCE		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	1,869.23	1001731
			Total For Dept 201.000 ACCOUNTING	4,094.99	
Dept 215.000 CLERK'S OFFICE	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	779.69	1001730
101-215.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	785.53	1001730
101-215.000-718.000	HEALTH/DENTAL/VISION INSURANCE		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	3,495.91	1001731
101-215.000-910.000	PROFESSIONAL DEVELOPMENT		FLAGSTAR BANK, FSB 12/3/2022 - 1/4/2023	1,026.29	1001735
101-215.000-955.000	SUNDRY		FLAGSTAR BANK, FSB 12/3/2022 - 1/4/2023	22.23	1001735
			Total For Dept 215.000 CLERK'S OFFICE	6,109.65	
Dept 228.000 TECHNICAL/UTILITIES SERVICES	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	589.66	1001730
101-228.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	589.67	1001730
101-228.000-718.000	HEALTH/DENTAL/VISION INSURANCE		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	1,308.47	1001731
			Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES	2,487.80	
Dept 229.000 COMPUTER/CABLE	SUNDRY		FLAGSTAR BANK, FSB 12/3/2022 - 1/4/2023	1,197.00	1001735
101-229.000-955.000			Total For Dept 229.000 COMPUTER/CABLE	1,197.00	
Dept 253.000 Treasurer	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	502.44	1001730
101-253.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	510.89	1001730
101-253.000-718.000	HEALTH/DENTAL/VISION INSURANCE		BLUE CROSS BLUE SHIELD O 2/1/2023 THROUGH 2/28/2023	3,738.46	1001731
			Total For Dept 253.000 Treasurer	4,751.79	
Dept 262.000 Elections	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/5/2	524.14	1001730
101-262.000-716.000	DEFINED CONTRIBUTION		ALERUS RETIREMENT SOLUTI 401 A CONTRIBUTION PAYROLL DATE 1/19/	529.98	1001730

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 262.000 Elections					
101-262.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	3,738.47	1001731
		Total For Dept 262.000 Elections		4,792.59	
Dept 265.000 Township Buildings					
101-265.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	500.29	1001730
101-265.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	493.72	1001730
101-265.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	2,670.10	1001731
101-265.000-759.000	VEHICLE FUEL	WEX BANK	TWP - DECEMBER 2022	563.43	1001745
101-265.000-917.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M UTILITY BILLS - 10/1-12/31/22	1,119.60	1001737
101-265.000-930.000	MAINTENANCE TWP HALL	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	43.08	1001735
101-265.000-930.004	MAINTENANCE DPW GARAGE/OLD PACK	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	2,890.32	1001735
101-265.000-980.100	ARPA FUNDS STORAGE FACILITY	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	183.34	1001735
		Total For Dept 265.000 Township Buildings		8,463.88	
Dept 275.000 OTHER EXPENSES					
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	175.99	1001735
101-275.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	12/15/22- 1/14/23	124.43	1001746
101-275.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	11/15/22 - 12/14/22	126.50	1001746
101-275.000-953.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 1/5/2023	341.60	1001741
101-275.000-953.000	PAYROLL PROCESSING	PAYCOR PAYROLL SERVICES	PAY DATE 1/19/2023	717.56	1001741
		Total For Dept 275.000 OTHER EXPENSES		1,486.08	
Dept 702.000 PLANNING AND ZONING					
101-702.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	225.06	1001730
101-702.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	564.53	1001730
101-702.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	1,869.23	1001731
101-702.000-955.000	SUNDRY	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	79.77	1001735
		Total For Dept 702.000 PLANNING AND ZONING		2,738.59	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	2,323.40	1001730
206-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	2,267.97	1001730
206-000.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	14,889.99	1001731
206-000.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	39.75	1001735
206-000.000-759.000	VEHICLE FUEL	WEX BANK	F.D. - DECEMBER 2022	3,446.18	1001744
206-000.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	12/15/22- 1/14/23	113.61	1001746
206-000.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	11/15/22 - 12/14/22	115.21	1001746
206-000.000-853.000	PHONE/COMM/INTERNET	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	129.98	1001735
206-000.000-916.000	TRAINING	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	870.00	1001735
206-000.000-917.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M UTILITY BILLS - 10/1-12/31/22	622.00	1001737
206-000.000-930.003	MAINTENANCE FIRE HALL	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	739.02	1001735
		Total For Dept 000.000		25,557.11	
		Total For Fund 101 General Fund		84,354.56	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	1,256.33	10
207-000.000-716.000	DEFINED CONTRIBUTION	MUNICIPAL EMPLOYEE'S RET	2022-12	30,816.22	10
207-000.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	1,008.24	10

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 Police Fund					
Dept 000.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	24,360.27	1001731
207-000.000-718.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	1,014.90	1001735
207-000.000-752.000	VEHICLE FUEL	WEX FLEET UNIVERSAL	P.D. - DECEMBER 2022	4,743.48	1001749
207-000.000-759.000	UNIFORMS/ACCESSORIES	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	745.00	1001735
207-000.000-768.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	12/15/22- 1/14/23	119.02	1001746
207-000.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	11/15/22 - 12/14/22	121.00	1001746
207-000.000-853.000	TRAINING	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	1,278.00	1001735
207-000.000-916.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M UTILITY BILLS - 10/1-12/31/22	870.80	1001737
207-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	60.00	1001735
	Total For Dept 000.000			66,393.26	
	Total For Fund 207 Police Fund			66,393.26	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000	SENIOR CENTER ACTIVITY FUND	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	186.88	1001735
208-000.000-239.300				186.88	
	Total For Dept 000.000			186.88	
Dept 751.000 Recreation Board					
208-751.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	4,776.05	1001735
208-751.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	196.05	1001730
208-751.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	196.05	1001730
208-751.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	1,308.47	1001731
208-751.000-917.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M UTILITY BILLS - 10/1-12/31/22	155.50	1001737
208-751.000-930.005	MAINTENANCE PARK BUILDINGS	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	553.61	1001735
208-751.000-967.962	SPECIAL PROJECTS - MISC IMPROVE	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	(58.89)	1001735
	Total For Dept 751.000 Recreation Board			7,126.84	
Dept 800.000 LAKE LAND TRAIL					
208-800.000-938.000	LAKE LAND TRAIL MAINTENANCE	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	329.62	1001735
	Total For Dept 800.000 LAKE LAND TRAIL			329.62	
Dept 820.000 SENIOR CENTER					
208-820.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	248.46	1001730
208-820.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	248.46	1001730
208-820.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	1,869.23	1001731
208-820.000-804.000	SENIOR PROGRAMS	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	25.98	1001735
208-820.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	12/15/22- 1/14/23	16.33	1001746
208-820.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	11/15/22 - 12/14/22	16.50	1001746
208-820.000-917.000	SEWER USAGE	HAMBURG TOWNSHIP TREASUR	O & M UTILITY BILLS - 10/1-12/31/22	438.51	1001737
208-820.000-930.001	MAINTENANCE COMM CENTER	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	21.54	1001735
	Total For Dept 820.000 SENIOR CENTER			2,885.01	
	Total For Fund 208 SENIORS, PARKS, LL TRAIL			10,528.35	
Fund 590 SEWER FUND					
Dept 527.000 SEWER OPERATING	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/5/2	2,544.23	1001730
590-527.000-716.000	DEFINED CONTRIBUTION	ALERUS RETIREMENT SOLUTI	401 A CONTRIBUTION PAYROLL DATE 1/19/	2,323.14	1001730
590-527.000-718.000	HEALTH/DENTAL/VISION INSURANCE	BLUE CROSS BLUE SHIELD O	2/1/2023 THROUGH 2/28/2023	8,085.36	1001730
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	FLAGSTAR BANK, FSB	12/3/2022 - 1/4/2023	70.59	1001737
590-527.000-759.000	VEHICLE FUEL	WEX BANK	TWP - DECEMBER 2022	1,141.32	1001730
	Total For Dept 527.000 SEWER OPERATING			14,164.64	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 537.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	12/15/22- 1/14/23	10.82	1001746
590-537.000-853.000	PHONE/COMM/INTERNET	TELNET WORLDWIDE	11/15/22 - 12/14/22	11.00	1001746
	Total For Dept 537.000			21.82	
Total For Fund 590 SEWER FUND				14,186.46	
Fund 703 Winter Tax Collection Fund					
Dept 000.000	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	10,266.45	1001739
703-000.000-222.101	DUE TO COUNTY TAXES	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	2,880.54	1001739
703-000.000-222.115	DRAIN PORTAGE BASELINE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	1,230.85	1001739
703-000.000-222.115	DRAIN PORTAGE BASELINE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	2,948.71	1001739
703-000.000-222.201	DUE TO COUNTY AMBULANCE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	36,105.03	1001739
703-000.000-222.201	DUE TO COUNTY AMBULANCE	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	154,664.08	1001739
703-000.000-222.203	DUE TO COUNTY PARKS	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	26,351.84	1001739
703-000.000-222.203	DUE TO COUNTY PARKS	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	112,883.92	1001739
703-000.000-222.205	DUE TO COUNTY VETS RELIEF	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	7,176.16	1001739
703-000.000-222.205	DUE TO COUNTY VETS RELIEF	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	30,741.11	1001739
703-000.000-222.225	PINE CREEK RIDGE DRAIN (22050)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	159.89	1001739
703-000.000-222.225	PINE CREEK RIDGE DRAIN (22050)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	234.87	1001739
703-000.000-222.228	VALLEY FORGE 202 DRAIN (2006)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	1,501.12	1001739
703-000.000-222.228	VALLEY FORGE 202 DRAIN (2006)	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	7,398.57	1001739
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	19,196.52	1001739
703-000.000-222.500	DUE TO COUNTY SET	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	5,386.11	1001739
703-000.000-222.600	DUE TO WASHTENAW COUNTY LAKE IM	WASHTENAW COUNTY TREASUR	TAXES COLLECTED 12/16-12/31/22	10,172.00	1001747
703-000.000-222.600	DUE TO WASHTENAW COUNTY LAKE IM	WASHTENAW COUNTY TREASUR	TAXES COLLECTED 1/1-1/15/23	25,976.00	1001747
703-000.000-223.000	DUE TO LIBRARY	HAMBURG TOWNSHIP LIBRARY	TAXES COLLECTED 12/16-12/31/22	114,590.68	1001736
703-000.000-223.000	DUE TO LIBRARY	HAMBURG TOWNSHIP LIBRARY	TAXES COLLECTED 1/1-1/15/23	490,871.48	1001736
703-000.000-223.401	DUE TO DEXTER LIBRARY/TAX	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 12/16-12/31/22	11,727.83	1001734
703-000.000-223.401	DUE TO DEXTER LIBRARY/TAX	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 1/1-1/15/23	37,667.82	1001734
703-000.000-223.402	DUE TO DEXTER LIBRARY BOND DEBT	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 12/16-12/31/22	3,913.39	1001734
703-000.000-223.402	DUE TO DEXTER LIBRARY BOND DEBT	DEXTER DISTRICT LIBRARY	TAXES COLLECTED 1/1-1/15/23	12,569.08	1001734
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 12/16-12/31/22	281,063.14	1001742
703-000.000-225.101	DUE TO PINCKNEY SCH OPER TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 1/1-1/15/23	382,856.00	1001742
703-000.000-225.103	DUE TO PINCKNEY SCH DEBT TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 12/16-12/31/22	724,645.69	1001742
703-000.000-225.103	DUE TO PINCKNEY SCH DEBT TAX	PINCKNEY COMMUNITY SCHOO	TAXES COLLECTED 1/1-1/15/23	3,129,426.25	1001742
703-000.000-225.201	DUE TO BRIGHTON SCH OPERATING T	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 12/16-12/31/22	400.86	1001732
703-000.000-225.201	DUE TO BRIGHTON SCH DEBT TAX	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 12/16-12/31/22	147,227.47	1001732
703-000.000-225.203	DUE TO BRIGHTON SCH DEBT TAX	BRIGHTON AREA SCHOOLS	TAXES COLLECTED 1/1-1/15/23	690,397.38	1001732
703-000.000-225.401	DUE TO DEXTER SCHOOL-OPER TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 12/16-12/31/22	30,364.17	1001733
703-000.000-225.401	DUE TO DEXTER SCHOOL-OPER TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 1/1-1/15/23	18,653.07	1001733
703-000.000-225.403	DUE TO DEXTER SCHOOL-DEBT TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 12/16-12/31/22	92,408.36	1001733
703-000.000-225.403	DUE TO DEXTER SCHOOL-DEBT TAX	DEXTER COMMUNITY SCHOOLS	TAXES COLLECTED 1/1-1/15/23	296,797.85	1001733
703-000.000-227.223	LIVINGSTON NO (22071) DRAIN	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 12/16-12/31/22	11.71	1001739
703-000.000-227.223	LIVINGSTON NO (22071) DRAIN	LIVINGSTON COUNTY TREASU	TAXES COLLECTED 1/1-1/15/23	88.09	1001739
703-000.000-230.001	DUE TO PBLASWA - DELINQ O&M	PORTAGE-BASE LK AREA WAT	TAXES COLLECTED 12/16-12/31/22	999.80	1001743
703-000.000-230.001	DUE TO PBLASWA - DELINQ O&M	PORTAGE-BASE LK AREA WAT	TAXES COLLECTED 1/1-1/15/23	11,068.21	1001743
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 12/16-12/31/22	310,506.97	1001738
703-000.000-234.101	DUE TO LISD TAX	LIVINGSTON COUNTY EDUCAT	TAXES COLLECTED 1/1-1/15/23	1,327,281.67	1001738
703-000.000-234.201	DUE TO WISD TAX	WASHTENAW INTERMEDIATE S	TAXES COLLECTED 12/16-12/31/22	60,868.72	1001740
703-000.000-234.201	DUE TO WISD TAX	WASHTENAW INTERMEDIATE S	TAXES COLLECTED 1/1-1/15/23	195,498.46	1001740
	Total For Dept 000.000			8,827,177.92	

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PAID - CHECK TYPE: PAPER CHECK

Vendor Invoice Description

GL Number GL Desc

Amount Check #

Fund 703 Winter Tax Collection Fund

Total For Fund 703 Winter Tax Collection Fund

8,827,177.92

GL Number Vendor Invoice Description Amount Check #

Fund	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.002	DISABILITY - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	137.32	
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	27.00	
101-000.000-231.100	DUE TO UNION DUES	POLICE OFFICER LABOR COU	FEBRUARY 2023 DUES	804.00	
101-000.000-231.400	DUE TO COLONIAL LIFE	COLONIAL LIFE	E4362067 - DEDUCTION DATES 1/5 & 19,	363.68	
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 - JANUARY	525.22	
101-000.000-231.420	VOL. LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0002-000 - 2/1-2/28/23 (VO	580.28	
101-000.000-231.450	WARDS DO IT BEST (BIWEEKLY)	E0120220 1/5-2/2/2023		67.50	
101-000.000-279.712	WARDS DO IT BEST HARDWARE	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 12/	35.00	
101-000.000-279.712	WARDS DO IT BEST HARDWARE	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 12/31/22	34.00	
101-000.000-279.959	ORE LAKE ESTATES MASTER DEED RE	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 12/	35.00	
101-000.000-279.961	KROGER EXPENDSION	IMEG CORP.	KROGER EXPANSION SITE PLAN REVIEW FRO	370.38	
		Total For Dept 000.000		2,979.38	
Dept 101.000 Township Board					
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 12/31/22	646.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY ANN LAMKIN VS HAMB TWP BD OF TRU	1,330.32	
101-101.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	PUCCI & VOLLMAR ARCHITEC	HAMB TWP P.D. ADDITION - CONCEPTUAL D	28,000.00	
		Total For Dept 101.000 Township Board		29,976.32	
Dept 171.000 Township Supervisor					
101-171.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	45.19	
101-171.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	7.59	
		Total For Dept 171.000 Township Supervisor		52.78	
Dept 201.000 ACCOUNTING					
101-201.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	113.98	
101-201.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	20.25	
		Total For Dept 201.000 ACCOUNTING		134.23	
Dept 215.000 CLERK'S OFFICE					
101-215.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	81.50	
101-215.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	15.54	
101-215.000-955.000	SUNDRY	INT. INSTITUTE OF MUNICI	ANNUAL MEMBERSHIP FEE	240.00	
		Total For Dept 215.000 CLERK'S OFFICE		337.04	
Dept 228.000 TECHNICAL/UTILITIES SERVICES					
101-228.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	67.60	
101-228.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	11.47	
		Total For Dept 228.000 TECHNICAL/UTILITIES SERVICES		79.07	
Dept 229.000 COMPUTER/CABLE					
101-229.000-933.000	SOFTWARE MAINTENANCE	BS&A SOFTWARE INC.	ANNUAL SER/SUPPORT - 2/1/2023 - 2/1/	17,001.00	
		Total For Dept 229.000 COMPUTER/CABLE		17,001.00	
Dept 253.000 Treasurer					
101-253.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	37.90	
101-253.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	6.75	
101-253.000-861.000	MILEAGE	JASON NEGRI	REIMBURSEMENT - MILEAGE (MMTA WINTER	83.19	
101-253.000-861.000	MILEAGE	TRICIA WIGGLE-BAZZY	REIMBURSEMENT - MILEAGE AND HOTEL	149.49	
101-253.000-916.000	TRAINING	MICHIGAN MUNICIPAL TREAS	2023 ADVANCED INSTITUTE - FULL CONFER	379.00	
101-253.000-916.000	TRAINING	MICHIGAN MUNICIPAL TREAS	2023 ADVANCED INSTITUTE - FULL CONFER	379.00	
101-253.000-916.000	TRAINING	TRICIA WIGGLE-BAZZY	REIMBURSEMENT - MILEAGE AND HOTEL	115.54	
		Total For Dept 253.000 Treasurer		1,150.87	

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OPEN - CHECK TYPE: PAPER CHECK

Vendor Invoice Description Amount Check #

GL Number GL Desc

Fund 101 General Fund					
Dept 257.000 Assessing	CONTRACTUAL SERVICES	WCA ASSESSING LLC	ASSESSMENT SERVICES - FEBRUARY 2023	27,255.75	
101-257.000-801.000	ASSESSMENT ROLL PREP	KCI	JOB 222587 2023 ASSESSMENT NOTICES	4,529.07	
101-257.000-902.200					
Total For Dept 257.000 Assessing				31,784.82	
Dept 262.000 Elections	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	57.61	
101-262.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	13.49	
101-262.000-725.200					
Total For Dept 262.000 Elections				71.10	
Dept 265.000 Township Buildings	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	57.88	
101-265.000-725.100	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	14.34	
101-265.000-725.200	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	WATER COOLER RENTAL - JAN	14.00	
101-265.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	TWP - 5 GALLONS OF REVERSE OSMOSIS FIL	35.94	
101-265.000-752.000	DIESEL FUEL	CORRIGAN TOWING	DYED ULTRA LOW SULFUR #2 MIX	373.32	
101-265.000-768.000	UNIFORMS/ACCESSORIES	BLANE RICKEL	REIMBURSEMENT - RAINCOAT	100.70	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS - 1/12/23	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 1/19/23	30.74	
101-265.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 1/26/23	30.74	
101-265.000-910.000	PROFESSIONAL DEVELOPMENT	MPARKS	EDUCATION DELEGATE (2023) DUANE HOEPP	385.00	
101-265.000-920.000	ELECTRIC	DTE ENERGY	9100 139 0346 3 - B&G - 12/23/22-1/24	638.88	
101-265.000-920.000	ELECTRIC	DTE ENERGY	9100 086 3118 6 - CEMETERY - 12/23/22	14.79	
101-265.000-920.000	ELECTRIC	DTE ENERGY	9100 086 3167 3 - TWP - 12/23/22-1/24	1,621.20	
101-265.000-921.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 12/10/22 - 1/1	1,159.98	
101-265.000-930.000	MAINTENANCE TWP HALL	AMAZON CAPITAL SERVICES	SURGE PROTECTOR, SMART THERMOSTAT, BL	449.97	
101-265.000-930.000	MAINTENANCE TWP HALL	MYERS GROUP ENTERPRISES	BULK SALT	332.50	
101-265.000-930.000	MAINTENANCE TWP HALL	SECURITY LOCK SERVICE, I	SERVICE CALL - DOOR SAGGING A LITTLE	150.50	
101-265.000-930.000	MAINTENANCE TWP HALL	MYERS GROUP ENTERPRISES	BULK SALT	332.50	
101-265.000-930.008	EQUIPMENT MAINT/REPAIR	HOME DEPOT CREDIT SERVIC	AST SETTING CONCRETE	15.94	
101-265.000-931.000	ARPA FUNDS STORAGE FACILITY	HOME DEPOT CREDIT SERVIC	AST SETTING CONCRETE	244.64	
101-265.000-980.100					
Total For Dept 265.000 Township Buildings				6,034.30	
Dept 275.000 OTHER EXPENSES	HEALTH CARE REIMBURSEMENT	BURNHAM & FLOWER INSURAN	10/1/2022 - 12/31/2022	367.50	
101-275.000-718.500	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT 7/1/21 - 7/1/22	(720.33)	
101-275.000-727.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	5 GALLONS REVERSE OSMOSIS FILTERED WA	17.97	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	SEE ATTACHED	265.95	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	SURGE PROTECTOR, SMART THERMOSTAT, BL	58.47	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	APPLIED INNOVATION	TWP - 1/12-2/11/23	479.33	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	PRINTING SYSTEMS, INC.	AP LASER DISBURSEMENT CHECKS (3000)	314.41	
101-275.000-752.000	SUPPLIES & SMALL EQUIPMENT	TOSHIBA BUSINESS SOLUTIO	TWP - 12/6/22 -1/5/23	32.71	
101-275.000-801.000	CONTRACTUAL SERVICES	IRON MOUNTAIN INFORMATIO	12/21/2022 - 1/24/2023	320.29	
101-275.000-960.000	FOIA EXPENSES	BIG PDQ	BLUEPRINTS (7)	20.58	
101-275.000-960.000					
Total For Dept 275.000 OTHER EXPENSES				1,156.88	
Dept 448.000 Street Lighting	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - UNIT LIGHTING - 12/	38.56	
101-448.000-926.000					
Total For Dept 448.000 Street Lighting				38.56	
Dept 567.000 CEMETERY	SUNDRY	COLDSPRING	ROBIN WEAVER - NICHE PLAQUE	321.00	
101-567.000-955.000	SUNDRY	COLDSPRING	CAROL POMROY	321.00	
101-567.000-955.000					

GL Desc Vendor Invoice Description Amount Check #

Fund 101 General Fund
 Dept 567.000 CEMETERY

GL Desc	Vendor	Invoice Description	Amount	Check #
Dept 702.000 PLANNING AND ZONING		Total For Dept 567.000 CEMETERY	642.00	
101-702.000-618.000	GEORGE YORK III & JULIE	REFUND FOR VARIANCE APPLICATION FILIN	500.00	
101-702.000-725.100	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	25.12	
101-702.000-725.200	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	6.75	
101-702.000-826.000	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 12/	1,050.00	
101-702.000-826.000	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	98.00	
101-702.000-955.000	SPRINGFIELD URGENT CARE	DRUG TEST, PRE EMPLOYMENT (AUSTIN &	120.00	
101-702.000-980.000	BIG PDQ	BUSINESS CARDS (A STEFFENS)	61.51	
		Total For Dept 702.000 PLANNING AND ZONING	1,861.38	

Dept 703.000 LAKES, RIVERS & STREAMS
 101-703.000-967.000

GL Desc	Vendor	Invoice Description	Amount	Check #
Dept 703.000 LAKES, RIVERS & STREAMS		Total For Dept 703.000 LAKES, RIVERS & STREAMS	11,580.00	
101-703.000-967.000	U.S. GEOLOGICAL SURVEY	STREAMGAGING STATION ON THE HURON RIV	11,580.00	
		Total For Dept 101 General Fund	104,879.73	

Fund 206 Fire Fund
 Dept 000.000

GL Desc	Vendor	Invoice Description	Amount	Check #
Dept 000.000		Total For Dept 206 Fire Fund	247.97	
206-000.000-725.100	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	45.90	
206-000.000-725.200	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	165.72	
206-000.000-727.000	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT 7/1/21 - 7/1/22	45.94	
206-000.000-752.000	ADVANCED WATER TREATMENT	F.D.#12 - 5 GALLONS OF WATER	41.93	
206-000.000-752.000	ADVANCED WATER TREATMENT	F.D.#11 - 5 GALLONS OF WATER	19.79	
206-000.000-752.000	AMAZON CAPITAL SERVICES	SEE ATTACHED	66.50	
206-000.000-752.000	AMERICAN AWARDS & ENGRAV	TAGS & NAME PLATES	334.50	
206-000.000-752.000	HOME DEPOT CREDIT SERVIC	BLACK ARMOIRE	3.99	
206-000.000-752.000	LAKELAND ACE HARDWARE, I	PVC	15.99	
206-000.000-752.000	LAKELAND ACE HARDWARE, I	ST #11 SUPPLIES	15.99	
206-000.000-752.000	PETTY CASH - FIRE FUND	REIMBURSEMENT - 9/13/22 - 12/19/22	85.99	
206-000.000-768.000	HURON VALLEY GUNS, LLC	CAMPBELL - UNIFORMS	240.97	
206-000.000-768.000	HURON VALLEY GUNS, LLC	ACUFF - UNIFORM	232.97	
206-000.000-768.000	HURON VALLEY GUNS, LLC	BAKKA - UNIFORM	135.98	
206-000.000-768.000	HURON VALLEY GUNS, LLC	ZERNICK - UNIFORM	135.98	
206-000.000-768.000	HURON VALLEY GUNS, LLC	VULTAGGIO - UNIFORM	145.99	
206-000.000-768.000	HURON VALLEY GUNS, LLC	NEWTON - UNIFORM	144.00	
206-000.000-768.000	JEFF CAMPBELL	BOOT REIMBURSEMENT	27.98	
206-000.000-801.000	TOSHIBA BUSINESS SOLTUTIO	F.D.#12 - 12/1-12/31/22	15.81	
206-000.000-801.000	TOSHIBA BUSINESS SOLTUTIO	F.D.#12 - 12/6/22 - 1/5/23	544.00	
206-000.000-826.000	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 12/31/22	375.00	
206-000.000-843.100	ALPHA PSYCHOLOGICAL SERV	PSYCHOLOGICAL ASSESSMENT & EVALUATION	2,435.00	
206-000.000-843.100	SPRINGFIELD URGENT CARE	DENNIS BAKKA & JOE ACUFF - FIREFIGHTE	158.90	
206-000.000-826.000	JONES & BARTLETT LEARNIN	FIRE OFFICER 4E ADVANTAGE ACCE (2)	750.00	
206-000.000-916.000	MARC A. VOLGER & ASSOCIA	PHTLS HYBRID COURSE - FLYNN, ROZEN, B	120.17	
206-000.000-916.000	PETTY CASH - FIRE FUND	REIMBURSEMENT - 9/13/22 - 12/19/22	2,661.52	
206-000.000-916.000	TARGET SOLUTIONS LEARNIN	ANNUALLY 12/31/22 - 12/30/2023	6,855.00	
206-000.000-920.000	TARGET SOLUTIONS LEARNIN	MEMBERSHIP, MAINTENANCE FEE	1,651.06	
206-000.000-920.000	CONSUMERS ENERGY	1000 1698 7719 - F.D.#11 -12/13/22-1/	1,212.07	
206-000.000-920.000	DTE ENERGY	9100 086 3146 7 - F.D.#12 - 12/22/22-	1,107.18	
206-000.000-920.000	DTE ENERGY	9100 086 3133 5 - F.D.#11 - 12/23/22-	18.07	
206-000.000-920.100	DTE ENERGY	9100 167 2020 3 - SIREN(7701 HAMB RD)	16.90	
206-000.000-920.100	DTE ENERGY	9100 114 5063 2 - SIREN(4752 STRAWBER		

Vendor Invoice Description Amount Check #

GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund				
Dept 000.000				
206-000.000-920.100	DTE ENERGY	9200 190 0960 3 - SIREN(7602 CHILSON	33.81	
206-000.000-930.003	MICHIGAN AIR SOLUTIONS	MAINTENANCE	4,015.03	
206-000.000-930.003	MICHIGAN ELECTRICAL SERV	F.D. #11 - REWIRE BALLAST & ADDED NEW	347.05	
206-000.000-930.003	MYERS GROUP ENTERPRISES	BULK SALT	570.00	
206-000.000-930.003	TRUSTED HEATING & COOLIN	F.D.#12 - PEAK PERFORMANCE AGREEMENT	447.75	
206-000.000-930.003	TRUSTED HEATING & COOLIN	F.D.#12 - PEAK PERFORMANCE AGREEMENT	224.00	
206-000.000-931.000	PETTY CASH - FIRE FUND	REIMBURSEMENT - 9/13/22 - 12/19/22	15.75	
206-000.000-931.000	R&R FIRE TRUCK REPAIR, I	REBUILT VALVE WITH A KIT	1,967.04	
206-000.000-932.000	ADVANCE AUTO PARTS	MUFFLER CLAMP	18.53	
206-000.000-932.000	ADVANCE AUTO PARTS	HD HARDWARE-REDUCER & PIPE STACK	67.74	
206-000.000-932.000	ADVANCE AUTO PARTS	WALKER CLAMP	45.57	
206-000.000-932.000	BOB MAXEY FORD OF HOWELL	2012 FORD EXPEDITION	205.94	
206-000.000-932.000	BOB MAXEY FORD OF HOWELL	2017 FORD F-350	77.32	
206-000.000-932.000	BOB MAXEY FORD OF HOWELL	2011 FORD F-350	73.98	
206-000.000-932.000	HOLLAND MOTOR HOMES & BU	SLIDE 20" DRAWER, LIFT LOCK	466.97	
206-000.000-932.000	POMP'S TIRE SERVICE, INC	ROAD SERVICE	2,160.36	
206-000.000-932.000	SERRA SUPERIOR COLLISION	2020 DODGE 024 - REPAIR BEDLINE RAIL	743.71	
206-000.000-955.000	MONROE'S RUBBISH REMOVAL	2 YARDS OF DEBRIS	50.00	
206-000.000-955.000	PETTY CASH - FIRE FUND	REIMBURSEMENT - 9/13/22 - 12/19/22	5.00	
206-000.000-958.000	LIVINGSTON COUNTY FIRE C	2023 DUES	50.00	
	Total For Dept 000.000		31,660.31	
Fund 207 Police Fund				
Dept 000.000				
207-000.000-725.100	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	738.10	
207-000.000-725.200	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	122.85	
207-000.000-727.000	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT 7/1/21 - 7/1/22	1,647.43	
207-000.000-752.000	AMAZON CAPITAL SERVICES	SEE ATTACHED	252.65	
207-000.000-752.000	BIG PDQ	BUSINESS CARDS (TONY WALLACE)	71.16	
207-000.000-768.000	BECK & BOYS CUSTOM APPAR	LONG & SORT SLEEVE POLOS(2 EA), ADD L	341.98	
207-000.000-807.000	HURON VALLEY GUNS, LLC	YOUNG - UNDERVEET SHIRT, PATCH & ALTE	85.48	
207-000.000-826.000	PRO-TECH SALES	SWAT TRIPLE MAG MRS NYLON FRONT PANEL	2,305.00	
207-000.000-826.000	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH 1	540.06	
207-000.000-826.000	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 12/31/22	1,496.00	
207-000.000-826.000	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 12/31/	630.00	
207-000.000-914.000	JOSHUA PEDERSEN	COMMUNICATING TO A SHRINKING WORLD (1,287.00	
207-000.000-916.000	DELTA COLLEGE	TRUCK TRAFFIC ENFORCEMENT SEMINAR (TO	325.00	
207-000.000-916.000	DEWOLF & ASSOCIATES	FTO BASIC (HOGAN & GRIM)	1,590.00	
207-000.000-916.000	TONY WALLACE	REIMBURSEMENT - FOOD (CMV TRAINING)	85.35	
207-000.000-920.000	DTE ENERGY	9100 160 2711 2 - P.D. - 12/23/22-1/2	1,212.07	
207-000.000-921.000	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 12/10/22 - 1/	603.42	
207-000.000-930.002	MYERS GROUP ENTERPRISES	BULK SALT	332.50	
207-000.000-930.002	SECURITY LOCK SERVICE, I	SECURITRON BACK TO BACK KEYPAD SYSTEM	2,677.00	
207-000.000-932.000	ABERDEEN BIKE & FITNESS	W09425 POLICE BIKE 1 TUNE UP	254.87	
207-000.000-932.000	ABERDEEN BIKE & FITNESS	W09466 POLICE BIKE 2 TUNE UP	102.00	
207-000.000-932.000	COMPLETE BATTERY SOURCE,	04 CHEVY SILVERADO DIESEL	198.92	
207-000.000-932.000	COMPLETE BATTERY SOURCE,	CREDIT - CORE B	(24.00)	
207-000.000-932.000	PINCKNEY CHRYSLER DODGE	2019 CHARGER 7005	29.95	
207-000.000-932.000	PINCKNEY CHRYSLER DODGE	2020 DODGE TRUCK/1500	67.45	
207-000.000-932.000	PINCKNEY CHRYSLER DODGE	2021 DODGE DURANGO 7001	29.95	
207-000.000-932.000	PINCKNEY CHRYSLER DODGE	2021 DODGE DURANGO	29.95	
	Total For Fund 206 Fire Fund		31,660.31	
	Total For Fund 207 Police Fund		31,660.31	

GL Number	GL Desc	Invoice Description	Amount	Check #
Fund 207 Police Fund				
Dept 000.000				
207-000.000-955.000	SUNDRY	REFUND	152.00	
Total For Dept 000.000			17,184.14	
Total For Fund 207 Police Fund			17,184.14	
Fund 208 SENIORS, PARKS, LL TRAIL				
Dept 000.000				
208-000.000-239.100	BENCHES DONATION PROGRAM	BRONZE PLATE (JAMES NIELSEN ' A KIND	375.00	
208-000.000-239.300	SENIOR CENTER ACTIVITY FUND	SEE ATTACHED	285.68	
Total For Dept 000.000			660.68	
Dept 751.000 Recreation Board				
208-751.000-674.000	CONTRIBUTIONS/DONATIONS/GRANTS	AST SETTING CONCRETE	244.64	
208-751.000-725.100	LONG/SHORT TERM DISABILITY	G 00617291-0001-000 - 2/1-2/28/23 (ST	21.88	
208-751.000-725.200	LIFE INSURANCE	G 00617291-0001-000 - 2/1-2/28/23 (LI	4.72	
208-751.000-727.000	WORKERS' COMPENSATION	PAYROLL AUDIT 7/1/21 - 7/1/22	29.30	
208-751.000-758.000	DIESEL FUEL	DYED ULTRA LOW SULFUR #2 MIX	373.32	
208-751.000-920.000	ELECTRIC	9100 081 1673 3 - SOCCRR FIELDS/PK&RE	77.73	
208-751.000-920.000	ELECTRIC	9100 122 7190 4 - MERRILL FIELD - 12/	14.79	
208-751.000-920.000	ELECTRIC	9100 081 1689 9 - PARKING LOT LIGHTS	61.07	
208-751.000-930.200	PLAYGROUND/FIELD REPAIR	PLASTIC CHAIN LINKS IN YELLOW	47.99	
208-751.000-946.000	ENGINEERING SERVICES	2022 GRANT MANLY BENNET PK THROUGH 12	62.50	
208-751.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	HEAVY DUTY ROUND RECEPTACLES(3)	1,187.66	
208-751.000-980.500	RESERVE FOR EQUIPMENT PURCHASE	BENCHES & TABLES	8,314.34	
Total For Dept 751.000 Recreation Board			10,439.94	
Dept 800.000 LAKELAND TRAIL				
208-800.000-920.000	ELECTRIC	9100 160 2734 4 - TUNNEL LIGHTING - 1	24.49	
Total For Dept 800.000 LAKELAND TRAIL			24.49	
Dept 820.000 SENIOR CENTER				
208-820.000-725.100	LONG/SHORT TERM DISABILITY	G 00617291-0001-000 - 2/1-2/28/23 (ST	27.74	
208-820.000-725.200	LIFE INSURANCE	G 00617291-0001-000 - 2/1-2/28/23 (LI	6.75	
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	SENIOR CENTER - 1/4-2/3/23	315.95	
208-820.000-752.000	SUPPLIES & SMALL EQUIPMENT	12/4/22 - 1/3/23 SENIOR CENTER	199.11	
208-820.000-804.000	SENIOR PROGRAMS	BIRTHDAY CARNATIONS (20)	30.00	
208-820.000-853.000	PHONE/COMM/INTERNET	8245 12 483 0156556 - SENIOR CENTER -	258.54	
208-820.000-920.000	ELECTRIC	9100 095 9768 3 - SENIOR CENTER - 12/	414.80	
208-820.000-921.000	NATURAL GAS/HEAT	1000 1237 5075 - SEN CEN - 12/10/22 -	681.44	
208-820.000-930.001	MAINTENANCE COMM CENTER	BULK SALT	332.50	
208-820.000-955.000	SUNDRY	SPRINGFIELD URGENT CARE DRUG TEST, PRE EMPLOYMENT (AUSTIN &	120.00	
Total For Dept 820.000 SENIOR CENTER			2,386.83	
Total For Fund 208 SENIORS, PARKS, LL TRAIL			13,511.94	
Fund 252 HAMBURG TWP AQUATIC WEED CONTROL SAD				
Dept 000.000				
252-000.000-803.000	AQUATIC WEED CONTROL	ZUKEY-STRAWBERRY-GALLAGHER HAMB TWP L	3,687.50	
Total For Dept 000.000			3,687.50	
Total For Fund 252 HAMBURG TWP AQUATIC WEED CONTROL S			3,687.50	

Item 10.

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Fund 272 Rustic/Lake Pointe Road SAD Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	RUSTIC RD & LAKE POINTE DR - PLOWED O	230.00	
272-000.000-802.000		Total For Dept 000.000		230.00	
Fund 273 Scott Drive ROAD SAD Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	SCOTT DR - PLOWED ON 1/26/23	160.00	
273-000.000-802.000		Total For Dept 000.000		160.00	
Fund 274 Crystal Drive/Beach Rd Maint Dept 000.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	CRYSTAL DR - FILL LARGE POT HOLES	2,500.00	
274-000.000-802.000		ALAN'S ASPHALT MAINTENAN	CRYSTAL DR - SALTED & PLOWED ON 1/25/	335.00	
		Total For Dept 000.000		2,835.00	
Fund 275 Norene Ct/Pearry Dr SAD - Rd Mn Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	NORENE & PEARY DR - PLOWED ON 1/26/23	150.00	
275-000.000-802.000		Total For Dept 000.000		150.00	
Fund 276 Community Dr SAD - Road Maint Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	COMMUNITY RD - PLOWED ON 1/26/23	150.00	
276-000.000-802.000		Total For Dept 000.000		150.00	
Fund 277 Edgelake/Burton Drive SAD Dept 000.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	EDGE LAKE/BURTON - PLOWED ON 1/25/23	185.00	
277-000.000-802.000		Total For Dept 000.000		185.00	
Fund 278 Downing Drive SAD Dept 000.000	ROAD IMPROVEMENT	ALAN'S ASPHALT MAINTENAN	DOWNING - PLOWED ON 1/25/23	95.00	
278-000.000-802.000		Total For Dept 000.000		95.00	
Fund 279 Riverside/Century/Lagoon SAD Dept 000.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	RIVERSIDE, CENTURY, LAGOON & RADIAL - P	750.00	
279-000.000-802.000		Total For Dept 000.000		750.00	
		Total For Fund 279 Riverside/Century/Lagoon SAD		750.00	

Item 10.

JOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK
 Vendor Invoice Description

GL Number GL Desc Amount Check #

Fund 280 Island Shore/Schlenker SAD					
Dept 000.000					
280-000.000-802.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	ISLAND SHORE DR & SCHLENKER RD - PLO	275.00	
		Total For Dept 000.000		275.00	
		Total For Fund 280 Island Shore/Schlenker SAD		275.00	
Fund 281 Campbell Drive SAD					
Dept 000.000					
281-000.000-802.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	CAMPBELL DR - PLOWED ON 1/26/23	140.00	
		Total For Dept 000.000		140.00	
		Total For Fund 281 Campbell Drive SAD		140.00	
Fund 282 Mumford Park Lighting SAD					
Dept 000.000					
282-000.000-926.000	STREET LIGHTING	DTE ENERGY	9100 086 3102 0 - MUMFORD PK LIGHTING	130.53	
		Total For Dept 000.000		130.53	
		Total For Fund 282 Mumford Park Lighting SAD		130.53	
Fund 284 Winans Drive SAD					
Dept 000.000					
284-000.000-802.000	ROAD IMPROVEMENT	MYERS GROUP ENTERPRISES	WONANS DR -PLOWED ON 1/26/23	220.00	
		Total For Dept 000.000		220.00	
		Total For Fund 284 Winans Drive SAD		220.00	
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-198.038	6272 STAWBREEY LAKE RD	C & E CONSTRUCTION CO.,	GRINDER PUMP INSTALL @ 6272 STRAWBERR	12,976.70	
590-000.000-198.056	9806 GALATIAN DR	C & E CONSTRUCTION CO.,	GRINDER PUMP INSTALL @ 9808 GALATIAN	11,053.45	
		Total For Dept 000.000		24,030.15	
Dept 527.000 SEWER OPERATING					
590-527.000-725.100	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (ST	261.75	
590-527.000-725.200	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 2/1-2/28/23 (LI	54.35	
590-527.000-727.000	WORKERS' COMPENSATION	MICHIGAN MUNICIPAL LEAGU	PAYROLL AUDIT 7/1/21 - 7/1/22	(170.12)	
590-527.000-751.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	ACCESSWAY EXTENSION	623.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	WATER COOLER RENTAL - JAN	7.00	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	5 GALLONS REVERSE OSMOSIS FILTERED WA	12.94	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	KITCHEN PAPER TOWELS(30 ROLLS PER CAS	145.96	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	39 GALLON TRASH BAGS(100 COUNT)	29.95	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AMOOL CLEAR SAFETY GLASSES BULK OF 2	20.79	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	AMAZON CAPITAL SERVICES	AAA BATTERIES (24 PK)	14.99	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	SUPPLIES	466.05	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	FASTENAL COMPANY	5/8X8' LT U-BLTZ (3)	86.32	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	GRAINGER	PULLER, 8 OR 10 TON	176.70	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	GRAINGER	RELAY	20.58	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	GRAINGER	NEEDLE HOLDER (2)	66.06	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVIC	2 SLEDGE HAMMERS	109.98	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	HOME DEPOT CREDIT SERVIC	DIGGING SHOVEL	47.48	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	USA BLUEBOOK	VALVE & CURB KEY KIT W/CARRY BAG	604.85	
590-527.000-752.000	SUPPLIES & SMALL EQUIPMENT	WATER KEY LLC	TELESCOPIC VALVE EXT	114.00	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS - 1/12/23	79.83	
590-527.000-768.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	UNIFORMS 1/19/23	79.83	

GL Number Vendor Invoice Description Amount Check #

GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND				
Dept 527.000 SEWER OPERATING				
590-527.000-768.000	CINTAS CORPORATION # 31	UNIFORMS 1/26/23	79.83	
590-527.000-826.000	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 12/31/22	68.00	
590-527.000-843.000	SPRINGFIELD URGENT CARE	DUSTIN RICHTER - PRE-EMPLOYMENT PHYSI	1,000.00	
590-527.000-853.000	VERIZON WIRELESS	12/23/22 - 1/22/23	50.52	
590-527.000-910.000	RYAN WARD	REIMBURSEMENT - TEST BOOKLET & SCANTR	25.00	
590-527.000-920.000	DTE ENERGY	9100 141 9399 9 - WINANS PUMP STN-12/	243.28	
590-527.000-920.000	DTE ENERGY	9100 086 3060 4 - ORE LK PUMP STN - 1	540.69	
590-527.000-920.000	DTE ENERGY	9100 081 1657 6 - HAMB RD PUMP STN -	642.73	
590-527.000-920.000	DTE ENERGY	9200 190 0961 1 - STRAWBERRY PUMP STN	698.05	
590-527.000-920.000	DTE ENERGY	9100 146 5433 9 - BIOXIDE STN(EDGE LAK	14.79	
590-527.000-921.000	CONSUMERS ENERGY	1000 0019 5535 - RUSTIC DR - 12/10/22	30.32	
590-527.000-921.000	CONSUMERS ENERGY	1030 3773 9556 - REGENCY - 12/1/22-1/	18.20	
590-527.000-931.000	CONSUMERS ENERGY	1000 1266 6192 - ENTERPRISE POLE BARN	602.12	
590-527.000-931.000	#774494 - CUMMINS BRIDGE	BELTS	91.54	
590-527.000-932.000	ADVANCE AUTO PARTS	OIL & AIR FILTERS	16.74	
590-527.000-934.100	METRO ENVIRONMENTAL SERV	VACTOR/HIGH PRESSURE JET SERVICE	2,870.00	
590-527.000-958.000	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE	2,167.37	
Total For Dept 527.000 SEWER OPERATING			12,011.47	

Dept 537.000				
590-537.000-752.000	ADVANCED WATER TREATMENT	WATER COOLER RENTAL - JAN	7.00	
590-537.000-752.000	ADVANCED WATER TREATMENT	5 GALLONS OF REVERSE OSMOSIS FILTERED	12.94	
590-537.000-917.600	BIOTECH AGRONOMICS, INC.	LOAD, TRANSPORT & LAND APPLICATION OF	36,414.00	
590-537.000-920.000	DTE ENERGY	9100 086 3078 2 - WWTP - 12/23/22-1/2	6,758.35	
590-537.000-921.000	CONSUMERS ENERGY	1000 1266 6259 - WWTP - 1/10/22 - 1/1	6,504.03	
590-537.000-952.000	MERIT LABORATORIES	HAMBURG - TESTING	520.00	
590-537.000-952.100	MERIT LABORATORIES	PORTAGE LK - TEST	336.00	
590-537.000-955.100	STATE OF MICHIGAN	GROUNDWATER ANNUAL PERMIT FEE - GW181	3,650.00	
Total For Dept 537.000			54,202.32	
Total For Fund 590 SEWER FUND			90,243.94	

Fund 703 Winter Tax Collection Fund				
Dept 000.000				
703-000.000-214.300	CRYSTAL WALKER	REFUND- OVERPAYMENT DUE TO A PRE ADJU	7.65	
703-000.000-214.300	GREGORY DUFF	REFUND DUE TO PRINCIPAL RESIDENCE ADJ	40.40	
703-000.000-225.101	CRYSTAL WALKER	REFUND- OVERPAYMENT DUE TO A PRE ADJU	764.71	
703-000.000-225.201	GREGORY DUFF	REFUND DUE TO PRINCIPAL RESIDENCE ADJ	4,040.82	
Total For Dept 000.000			4,853.58	
Total For Fund 703 Winter Tax Collection Fund			4,853.58	



20800 751 00 674

Item 11.

Alfredo's Tree Service

<p>8512 Rushview Dr. Pinckney, MI 48169 Cell: 248-513-2638</p>	<p>JOB INFO <i>Hamburg Township</i> <i>Pickle Ball Court</i> NAME: <u><i>Mike Dolan</i></u> ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ CONTACT NUMBER: _____</p>
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PROPOSAL

<i>Removed two Med - Large oak trees for Pickle Ball Court.</i>	
<i>Chipped and hauled all debris</i>	
	TOTAL <i>2,000</i>

NOTES:

ACKNOWLEDGEMENT OF WAIVER OF RIGHT TO CANCEL

I/We acknowledge that by law I/we have three (3) business days in which to cancel a construction agreement. In the instance of an emergency situation the right to cancel is waived as services start immediately to prevent damage.

Accepted by: _____

Date: _____

THE FIRST AMENDMENT TO LEASE AGREEMENT

This First Amendment to Lease Agreement (this “**Amendment**”) is made effective as of the latter signature date hereof (the “**Effective Date**”) by and between **Hamburg Township**, a Michigan general law township (“**Lessor**”) and **Celco Partnership d/b/a Verizon Wireless** (“**Lessee**”) (Lessor and Lessee being collectively referred to herein as the “**Parties**”).

RECITALS

WHEREAS, Lessor owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the “**Parent Parcel**”); and

WHEREAS, Lessor (or its predecessor-in-interest) and Lessee (or its predecessor-in-interest) entered into that certain Lease Agreement dated April 4, 1991 (as the same may have been amended, collectively, the “**Lease**”), pursuant to which the Lessee leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the “**Leased Premises**”), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Lessee and/or its parent, affiliates, subsidiaries and other parties identified therein, entered into a sublease agreement with **American Tower Delaware Corporation**, a Delaware corporation and/or its parents, affiliates and subsidiaries (“**American Tower**”), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and

WHEREAS, Lessee has granted American Tower a limited power of attorney (the “**POA**”) to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Lessee, all as more particularly set forth in the POA; and

WHEREAS, Lessor and Lessee desire to amend the terms of the Lease to extend the term thereof and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **One-Time Payment.** American Tower, on behalf of Lessee, shall pay to Lessor a one-time payment in the amount of **Twenty Five Thousand and No/100 Dollars (\$25,000.00)**, payable within thirty (30) days of the Effective Date and subject to the following conditions precedent: (a) Lessee’s receipt of this Amendment executed by Lessor, on or before February 28, 2023; (b) Lessee’s confirmation that Lessor’s statements as further set forth in this Amendment are true, accurate, and complete, including verification of Lessor’s ownership; (c) Lessee’s receipt of any documents and other items reasonably requested by Lessee in order to effectuate the transaction and payment contemplated herein; and (d) receipt by Lessee of an original Memorandum (as defined herein) executed by Lessor.
2. **Lease Term Extended.** Notwithstanding anything to the contrary contained in the Lease or this Amendment, the Parties agree the Lease originally commenced on April 4, 1991, and, without giving effect to the terms of this Amendment but assuming the exercise by Lessee of all remaining renewal options contained in the Lease (each an “**Existing Renewal Term**” and, collectively, the “**Existing Renewal Terms**”), the Lease is otherwise scheduled to expire on April 3, 2041. In addition to any Existing Renewal Term(s), the Lease is hereby amended to provide Lessee with the option to extend the Lease for each of **Four (4)** additional **Five (5)** year renewal terms (each a “**New Renewal Term**” and, collectively,

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Site Name: Washtenaw

the “**New Renewal Terms**”). Notwithstanding anything to the contrary contained in the Lease, (a) all Existing Renewal Terms and New Renewal Terms shall automatically renew unless Lessee notifies Lessor that Lessee elects not to renew the Lease, as amended herein, at least sixty (60) days prior to the commencement of the next Renewal Term (as defined below) and (b) Lessor shall be able to terminate the Lease, as amended herein, only in the event of a material default by Lessee, which default is not cured within sixty (60) days of Lessee’s receipt of written notice thereof, provided, however, in the event that Lessee has diligently commenced to cure a material default within sixty (60) days of Lessee’s actual receipt of notice thereof and reasonably requires additional time beyond the sixty (60) day cure period described herein to effect such cure, Lessee shall have such additional time as is necessary (beyond the sixty [60] day cure period) to effect the cure. References in this Amendment to “**Renewal Term**” shall refer, collectively, to the Existing Renewal Term(s) and the New Renewal Term(s). The Lessor hereby agrees to execute and return to Lessee an original Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the “**Memorandum**”) executed by Lessor, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Lessee to Lessor.

3. Lessee’s Right to Expand Leased Premises.

- a. **Lessee’s Right to Expand Leased Premises.** For good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, Lessor hereby grants to Lessee an irrevocable option to expand the Leased Premises to include an additional **Three Hundred (300)** square feet contiguous to the Leased Premises, the shape and location of which shall be at a mutually agreed upon location by the Parties (the “**Expansion Area**”). Lessee may, by written notice to Lessor, exercise said option, in Lessee’s sole and absolute discretion, at any time during the term of the Lease (as the same may be extended from time to time). In connection with this option to expand, Lessee, its agents, employees, and independent contractors, shall have the right to enter upon that portion of the Parent Parcel lying beyond the Leased Premises at any time for purposes of evaluating the land and to perform (or cause to be performed) test borings of the soil, environmental audits, engineering studies and to conduct a boundary, as-built, or similar survey of all (or any portion of) the Expansion Area to be prepared by a surveyor duly licensed under the laws of the state in which the Expansion Area is located. Said right of Lessee shall include, without limitation, the right to clear trees, brush, and other obstructions which may interfere, in Lessee’s sole discretion, with Lessee’s ability to conduct such evaluation activities. Lessor agrees to execute an amendment to the Lease to reflect the addition of the Expansion Area to the Leased Premises, within thirty (30) days of receipt by Lessor, in a form which is recordable in the jurisdiction in which the Leased Premises is located. Any expansion by Lessee shall be done in compliance with all local, state and federal laws and ordinances. Until such time as Lessee exercises said option, if ever, Lessor hereby agrees to give Lessee no fewer than ninety (90) days notice prior to entering into a lease or other use or occupancy agreement pertaining to any portion of the Parent Parcel. During the foregoing ninety (90) day period, Lessee may elect to designate the Expansion Area by written notice to Lessor, in which case such Expansion Area would no longer be available for Lessor to lease to a third party.
- b. The “**Commencement Date**” of the expansion of the Leased Premises, to include the Expansion Area, shall be the earlier of: (i) the date that one of Lessee’s (or American

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Tower's) customers commences payment to Lessee (or American Tower) under a sublease, license, or other form of collocation agreement that grants said customer use of the Expansion Area; (ii) the date that Lessee (and/or American Tower) issues a written 'Notice To Proceed' to one of Lessee's (or American Tower's) customers for the purpose of commencing said customer's installation of equipment on all or a portion the Expansion Area; (iii) if no written 'Notice to Proceed' is issued, then the date that Lessee, American Tower, or a customer, licensee, or sublessee thereof commences to install its equipment or other personal property at, on, or within the Expansion Area; (iv) the date that Lessee (and/or American Tower) issues a written notice to Lessor evidencing its intent to commence leasing the Expansion Area; or (v) in the event Lessee (and/or American Tower) commences payment of the additional rent described in Section 5 below (notwithstanding the fact that such payment was not obligated to be made at the time of such payment), the date that such payment commences.

4. **Rent and Escalation.** The Parties hereby acknowledge and agree that, commencing with the first rental payment due following the Effective Date, the rent payable from Lessee to Lessor under the Lease is hereby increased to **Eight Thousand Four Hundred and No/100 Dollars (\$8,400.00)** per year (payable in increments of **Seven Hundred and No/100 Dollars (\$700)** per month). Commencing on April 4, 2024, and on each successive annual anniversary thereof, Rent due under the Lease, as amended herein, shall increase by an amount equal to **Three Percent (3%)** of the then current Rent. In the event of any overpayment of Rent or Installation Fee (as defined below), prior to or after the Effective Date, Lessee shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount. Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid to Lessor under the Lease shall be paid to **Hamburg Township** by Lessee.

5. **Installation Fee.**
 - a. In the event the Commencement Date has occurred, Lessee shall pay the Installation Fee (defined below) provided in Subsection 5(b) below; provided, however, in all events, the Parties agree that all of the other rights and obligations created by and pursuant to this Amendment shall remain in full force and effect.

 - b. Subject to the other applicable terms, provisions, and conditions of this Section, Lessee shall pay Lessor an amount equal to **Three Hundred and No/100 Dollars (\$300.00)** per month for each sublease, license or other collocation agreement for the use of any portion of the Expansion Area entered into by and between Lessee and a third party (any such party, the "**Additional Collocator**") subsequent to the Effective Date (such amount, the "**Installation Fee**"). Commencing on the first anniversary of the initial payment of any Installation Fee, and on each successive annual anniversary thereof, such Installation Fee shall increase by an amount equal to **Three Percent (3%)** of the then current Installation Fee. The Installation Fee for each Additional Collocator shall start at the dollar amount specified above and increase as described herein.

 - c. The initial payment of the Installation Fee shall be due within thirty (30) days of actual receipt by Lessee of the first collocation payment paid by the Additional Collocator. In the event a sublease or license with an Additional Collocator expires or terminates, Lessee's obligation to pay the Installation Fee for such sublease or license shall automatically terminate upon the date of such expiration or

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 Site Name: Washtenaw

termination. Notwithstanding anything contained herein to the contrary, Lessee shall have no obligation to pay to Lessor and Lessor hereby agrees not to demand or request that Lessee pay to Lessor any Installation Fee in connection with the sublease to or transfer of Lessee's obligations and/or rights under the Lease, as modified by this Amendment, to any subsidiary, parent or affiliate of Lessee.

- d. Lessor hereby acknowledges and agrees that Lessee has the sole and absolute right to enter into, renew, extend, terminate, amend, restate, or otherwise modify (including, without limitation, reducing rent or allowing the early termination of) any future or existing subleases, licenses or collocation agreements for occupancy on Lessee's communications tower, all on such terms as Lessee deems advisable, in Lessee's sole and absolute discretion, notwithstanding that the same may affect the amounts payable to the Lessor pursuant to this Section.
- e. Notwithstanding anything to the contrary contained herein, Lessor hereby acknowledges and agrees that Lessee shall have no obligation to pay and shall not pay to Lessor any Installation Fee in connection with: (i) any subleases, licenses, or other collocation agreements between Lessee, or Lessee's predecessors-in-interest, as applicable, and any third parties, or such third parties' predecessors or successors-in-interest, as applicable, entered into prior to the Effective Date (any such agreements, the "**Existing Agreements**"); (ii) any amendments, modifications, extensions, renewals, and/or restatements to and/or of the Existing Agreements entered into prior to the Effective Date or which may be entered into on or after the Effective Date; (iii) any subleases, licenses, or other collocation agreements entered into by and between Lessee and any Additional Collocators for public emergency and/or safety system purposes that are required or ordered by any governmental authority having jurisdiction at or over the Leased Premises or Expansion Area ; or (iv) any subleases, licenses or other collocation agreements entered into by and between Lessee and any Additional Collocators if the Lessor has entered into any agreements with such Additional Collocators to accommodate such Additional Collocators' facilities outside of the Leased Premises or Expansion Area and such Additional Collocators pay any amounts (whether characterized as rent, additional rent, use, occupancy or other types of fees, or any other types of monetary consideration) to Lessor for such use.

6. **Lessor and Lessee Acknowledgments.** Except as modified herein, the Lease and all provisions contained therein remain in full force and effect and are hereby ratified and affirmed. In the event there is a conflict between the Lease and this Amendment, this Amendment shall control. The Parties hereby agree that no defaults exist under the Lease. To the extent Lessee needed consent and/or approval from Lessor for any of Lessee's activities at and uses of the site prior to the Effective Date, Lessor's execution of this Amendment is and shall be considered consent to and approval of all such activities and uses. Lessor hereby acknowledges and agrees that Lessee shall not need consent or approval from Lessor for any future activities at or uses of the Leased Premises, including, without limitation, subleasing and licensing to additional customers, installing, modifying, repairing, or replacing improvements within the Leased Premises and/or Expansion Area, and/or assigning all or any portion of Lessee's interest in this Lease, as modified by this Amendment. Prior written notice to Lessor is required for Lessee to sublease the Leased Premises. However, the Parties agree that Lessor must give consent when Lessee seeks to conduct significant replacements, alterations, relocations and/or additions required to maintain the Leased Premises. Upon request by Lessee and at Lessee's sole cost and expense but without additional consideration owed to Lessor, Lessor hereby agrees to promptly execute and return to Lessee building permits, zoning applications and other forms and documents, including a memorandum of lease, as required for the use of the Leased Premises and/or Expansion Area by Lessee and/or Lessee's customers,

licensees, and sublessees. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.

7. **Lessor Statements.** Lessor hereby represents and warrants to Lessee that: (i) to the extent applicable, Lessor is duly organized, validly existing, and in good standing in the jurisdiction in which Lessor was organized, formed, or incorporated, as applicable, and is otherwise in good standing and authorized to transact business in each other jurisdiction in which such qualifications are required; (ii) Lessor has the full power and authority to enter into and perform its obligations under this Amendment, and, to the extent applicable, the person(s) executing this Amendment on behalf of Lessor, have the authority to enter into and deliver this Amendment on behalf of Lessor; (iii) no consent, authorization, order, or approval of, or filing or registration with, any governmental authority or other person or entity is required for the execution and delivery by Lessor of this Amendment; (iv) Lessor is the sole owner of the Leased Premises and all other portions of the Parent Parcel; (v) to the best of Lessor's knowledge, there are no agreements, liens, encumbrances, claims, claims of lien, proceedings, or other matters (whether filed or recorded in the applicable public records or not) related to, encumbering, asserted against, threatened against, and/or pending with respect to the Leased Premises or any other portion of the Parent Parcel which do or could (now or any time in the future) adversely impact, limit, and/or impair Lessee's rights under the Lease, as amended and modified by this Amendment; (vi) so long as Lessee performs its obligations under the Lease, Lessee shall peaceably and quietly have, hold and enjoy the Leased Premises, and Lessor shall not act or permit any third person to act in any manner which would interfere with or disrupt Lessee's business or frustrate Lessee or Lessee's customers' use of the Leased Premises and (vii) the square footage of the Leased Premises is the greater of Lessee's existing improvements on the Parent Parcel or the land area conveyed to Lessee under the Lease. The representations and warranties of Lessor made in this Section shall survive the execution and delivery of this Amendment.

8. **Notices.** The Parties acknowledge and agree that Section 18 of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date the notice address and requirements of the Lease, as modified by this Amendment, shall be controlled by this Section of this Amendment. All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Lessor at: 10404 Merrill Road Hamburg, MI 48319; to Lessee at: Attn.: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn.: Legal Dept., 116 Huntington Avenue, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.

9. **Counterparts.** This Amendment may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Amendment by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Amendment by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Amendment by all Parties to the same extent as an original signature.

10. **Governing Law.** The Parties acknowledge and agree that Section 21 of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date and notwithstanding anything to the contrary contained in the Lease and in this Amendment, the Lease and this Amendment shall be governed by and construed in all respects in accordance with the laws of the State of Michigan, without regard to the conflicts of laws provisions of such State or Commonwealth.
11. **Waiver.** Notwithstanding anything to the contrary contained herein or in the Lease, in no event shall Lessor or Lessee be liable to the other for, and Lessor and Lessee hereby waive, to the fullest extent permitted under applicable law, the right to recover incidental, consequential (including, without limitation, lost profits, loss of use or loss of business opportunity), punitive, exemplary and similar damages.
12. **Taxes.** The Parties acknowledge and agree that Section 11 of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date the obligations of the Parties with respect to taxes shall be controlled by this Section of this Amendment. During the term of the Lease, as modified by this Amendment, Lessee shall pay when due all real property, personal property, and other taxes, fees, and assessments that are directly attributable to Lessee's improvements on the Leased Premises (the "**Applicable Taxes**") directly to the local taxing authority to the extent that the Applicable Taxes are billed directly to Lessee. Lessee hereby agrees to reimburse Lessor for any Applicable Taxes billed directly to Lessor (which shall not include any taxes or other assessments attributable to periods prior to the Effective Date). Lessor must furnish written documentation (the substance and form of which shall be reasonably satisfactory to Lessee) of any Applicable Taxes along with proof of payment of the same by Lessor. Lessor shall submit requests for reimbursement in writing to: *American Tower Corporation, Attn: Lessor Relations, 10 Presidential Way, Woburn, MA 01801* unless otherwise directed by Lessee from time to time. Subject to the requirements set forth in this Section, Lessee shall make such reimbursement payment within forty-five (45) days of receipt of a written reimbursement request from Lessor. Anything to the contrary notwithstanding, Lessor is only eligible for reimbursement if Lessor requests reimbursement within one (1) year after the date such taxes became due. Additionally, Lessor shall not be entitled to reimbursement for any costs associated with an increase in the value of Lessor's real property calculated based on any monetary consideration paid from Lessee to Lessor.
13. **Conflict/Capitalized Terms.** The Parties hereby acknowledge and agree that in the event of a conflict between the terms and provisions of this Amendment and those contained in the Lease, the terms and provisions of this Amendment shall control. Except as otherwise defined or expressly provided in this Amendment, all capitalized terms used in this Amendment shall have the meanings or definitions ascribed to them in the Lease. To the extent of any inconsistency in or conflict between the meaning, definition, or usage of any capitalized terms in this Amendment and the meaning, definition, or usage of any such capitalized terms or similar or analogous terms in the Lease, the meaning, definition, or usage of any such capitalized terms in this Amendment shall control.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

ATC Site No: 81345
PV Code 1245 / VzW Contract No: 22286
Site Name: Washtenaw

LESSOR:

**Hamburg Township,
a General Law township**

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____
Title: _____
Date: _____

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

LESSEE:

Cellco Partnership d/b/a Verizon Wireless

By: American Tower Delaware Corporation
Title: Attorney-in-Fact

Signature: _____
Print Name: _____
Title: _____
Date: _____

Joinder and Acknowledgement

The undersigned, by its signature below, does hereby acknowledge and agree to pay to Lessor the “One-Time Payment” described in Section 1 above, provided all requirements in this Amendment have been satisfied. The undersigned additionally acknowledges and agrees that adequate consideration has been received for such payment(s).

American Tower Delaware Corporation,
a Delaware corporation

Signature: _____
Print Name: _____
Title: _____
Date: _____

EXHIBIT A

This Exhibit A may be replaced at Lessee's option as described below.

PARENT PARCEL

Lessee shall have the right to replace this description with a description obtained from Lessor's deed (or deeds) that include the land area encompassed by the Lease and Lessee's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Lessor as described in a deed (or deeds) to Lessor of which the Leased Premises is a part thereof with such Parent Parcel being described below.

Being situated in the County of Livingston, State of Michigan, and being known as Livingston County APN: 15-20-200-020.

LEASED PREMISES

Lessee shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Lessee.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Lessee in the Lease; (ii) Lessee's (and Lessee's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

Commencing at the S.E. Corner of Herndon's Rush Lake Estates No. 2, A part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line if said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 110.00 feet to the POINT OF BEGINNING,

thence S 86° 06' 20" E 64.00 feet,

thence S 03° 53' 40" W 30.00 feet,

thence N 86° 06' 20" W 64.00 feet,

thence N 03° 53' 40" E 30.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, containing 1920 square feet of land subject to easements or restrictions of record, if any.

ATC Site No: 81345
PV Code 1245 / VzW Contract No: 22286
Site Name: Washtenaw

EXHIBIT A (CONTINUED)
Option for Expansion Area

Lessee has an irrevocable option to expand the Leased Premises to include an additional three hundred (300) square feet contiguous to the Leased Premises, the shape and location of which shall be at the Lessee's sole and absolute discretion

EXHIBIT A (Continued)
ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Lessee (and Lessee's customers) for ingress, egress, and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

TOGETHER with a 12.00 foot wide easement for ingress and egress, said easement described as follows:

Commencing at the S.E. corner of Herndon's Rush Lake Estates No. 2, a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line of said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 75.00 feet, thence S 86° 06' 20" E 52.00 feet along the south right of way line of said M-36 to the POINT OF BEGINNING,

thence S 86° 06' 20" E 12.00 feet along the south right of way line of said M-36,

thence S 03° 53' 40" W 35.00 feet,

thence N 86° 06' 20" W 12.00 feet,

thence N 03° 53' 40" E 35.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of said Section 20 T1N, R5E.

FORM OF MEMORANDUM OF LEASE (WITH OPTION TO EXPAND)

Prepared by and Return to:

American Tower
 10 Presidential Way
 Woburn, MA 01801
 Attn.: Land Management/Nathan Maxwell Whitaker, Esq.
 ATC Site No: 81345
 ATC Site Name: Washtenaw
 Assessor's Parcel No(s): 15-20-200-020

Prior Recorded Lease Reference:

Book _____, Page _____
 Document No: _____
 State of Michigan
 County of Livingston

MEMORANDUM OF LEASE (WITH OPTION TO EXPAND)

This Memorandum of Lease (the "**Memorandum**") is entered into as of the latter signature date hereof, by and between **Hamburg Township, a General Law township, ("Lessor")** and **Cellco Partnership d/b/a Verizon Wireless ("Lessee")**.

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Lessor is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Lessor (or its predecessor-in-interest) and Lessee (or its predecessor-in-interest) entered into that certain Lease Agreement dated April 4, 1991 (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Lessee leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **American Tower.** Lessee and/or its parent, affiliates, subsidiaries, and other parties identified therein, entered into a sublease agreement with **American Tower Delaware Corporation**, a Delaware corporation, and/or its parents, affiliates, and subsidiaries ("**American Tower**"), pursuant to which American Tower subleases, manages, operates, and maintains, as applicable, the Leased Premises, all as more particularly described therein. In connection with these responsibilities, Lessee has also granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record, and/or file certain documents on behalf of Lessee, all as more particularly set forth in the POA.
3. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Lessee of all renewal options contained in the Lease, the final expiration date of the Lease would be April 3, 2061. Notwithstanding the foregoing, in no event shall Lessee be required to exercise any option to renew the term of the Lease.

ATC Site No: 81345
 PV Code 1245 / VzW Contract No: 22286
 Site Name: Washtenaw

4. **Leased Premises Description.** Lessee shall have the right, exercisable by Lessee at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Lessee's request, Lessor shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.
5. **Option to Expand Leased Premises.** The Lessor has granted to Lessee an option to expand the Leased Premises by approximately three hundred (300) square feet contiguous to the Leased Premises.
6. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Lessor hereby grants the right to Lessee to complete and execute on behalf of Lessor any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
7. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Lessor at: 10404 Merrill Road Hamburg, MI 48319; to Lessee at: Attn.: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn.: Legal Dept., 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.
9. **Governing Law.** This Memorandum shall be governed by and construed in all respects in accordance with the laws of the State of Michigan, without regard to the conflicts of laws provisions of such state.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Lessor and Lessee have each executed this Memorandum as of the day and year set forth below.

LESSOR

2 WITNESSES

**Hamburg Township,
a General Law township**

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

ATC Site No: 81345
PV Code 1245 / VzW Contract No: 22286
Site Name: Washtenaw

LESSEE

WITNESS

Cellco Partnership d/b/a Verizon Wireless

By: **American Tower Delaware Corporation,**
a Delaware corporation
Title: Attorney-in-Fact

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXHIBIT A

This Exhibit A may be replaced at Lessee's option as described below.

PARENT PARCEL

Lessee shall have the right to replace this description with a description obtained from Lessor's deed (or deeds) that include the land area encompassed by the Lease and Lessee's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Lessor as described in a deed (or deeds) to Lessor of which the Leased Premises is a part thereof with such Parent Parcel being described below.

Being situated in the County of Livingston, State of Michigan, and being known as
Livingston County APN: 15-20-200-020.

LEASED PREMISES

Lessee shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Lessee.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Lessee in the Lease; (ii) Lessee's (and Lessee's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

Commencing at the S.E. Corner of Herndon's Rush Lake Estates No. 2, A part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line if said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 110.00 feet to the POINT OF BEGINNING,

thence S 86° 06' 20" E 64.00 feet,

thence S 03° 53' 40" W 30.00 feet,

thence N 86° 06' 20" W 64.00 feet,

thence N 03° 53' 40" E 30.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, containing 1920 square feet of land subject to easements or restrictions of record, if any.

Option for Expansion Area

Lessee has an irrevocable option to expand the Leased Premises to include an additional three hundred (300) square feet contiguous to the Leased Premises, the shape and location of which shall be at the Lessee's sole and absolute discretion

ATC Site No: 81345
PV Code 1245 / VzW Contract No: 22286
Site Name: Washtenaw

EXHIBIT A (Confirmed)
ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Lessee (and Lessee's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

TOGETHER with a 12.00 foot wide easement for ingress and egress, said easement described as follows:

Commencing at the S.E. corner of Herndon's Rush Lake Estates No. 2, a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line of said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 75.00 feet, thence S 86° 06' 20" E 52.00 feet along the south right of way line of said M-36 to the POINT OF BEGINNING,

thence S 86° 06' 20" E 12.00 feet along the south right of way line of said M-36,

thence S 03° 53' 40" W 35.00 feet,

thence N 86° 06' 20" W 12.00 feet,

thence N 03° 53' 40" E 35.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of said Section 20 T1N, R5E.

FORM OF MEMORANDUM OF LEASE (WITH EXERCISE OF OPTION TO EXPAND)

Prepared by and Return to:

American Tower
 10 Presidential Way
 Woburn, MA 01801
 Attn: Land Management/Kenneth Prince, Esq.
 ATC Site No: 81345
 ATC Site Name: Washtenaw
 Assessor's Parcel No(s): 15-20-200-020

Prior Recorded Lease Reference:

Book _____, Page _____
 Document No: _____
 State of Michigan
 County of Livingston

MEMORANDUM OF LEASE

This Memorandum of Lease (the "**Memorandum**") is entered into as of the latter signature date hereof, by and between **Hamburg Township, a General Law township, ("Lessor")** and **Cellco Partnership d/b/a Verizon Wireless ("Lessee")**.

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Lessor is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Lessor (or its predecessor-in-interest) and Lessee (or its predecessor-in-interest) entered into that certain Lease Agreement dated April 4, 1991 (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Lessee leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **American Tower.** Lessee and/or its parent, affiliates, subsidiaries, and other parties identified therein, entered into a sublease agreement with **American Tower Delaware Corporation**, a Delaware corporation, and/or its parents, affiliates, and subsidiaries ("**American Tower**"), pursuant to which American Tower subleases, manages, operates, and maintains, as applicable, the Leased Premises, all as more particularly described therein. In connection with these responsibilities, Lessee has also granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record, and/or file certain documents on behalf of Lessee, all as more particularly set forth in the POA.
3. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Lessee of all renewal options contained in the Lease, the final expiration date of the Lease would be April 3, 2061. Notwithstanding the foregoing, in no event shall Lessee be required to exercise any option

ATC Site No: 81345
 PV Code 1245 / VzW Contract No: 22286
 Site Name: Washtenaw

to renew the term of the Lease.

4. **Leased Premises Description.** Lessee shall have the right, exercisable by Lessee at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Lessee's request, Lessor shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.
5. **Exercised Expansion Area.** The Lessor acknowledges that Lessee is exercising its option on the Expansion Area (as defined in the Amendment). The Expansion Area exercised by Lessee is approximately three hundred (300) square feet in a location depicted on **Exhibit B** attached hereto.
6. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Lessor hereby grants the right to Lessee to complete and execute on behalf of Lessor any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
7. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Lessor at: 10404 Merrill Road Hamburg, MI 48319; to Lessee at: Attn.: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn.: Legal Dept., 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.
9. **Governing Law.** This Memorandum shall be governed by and construed in all respects in accordance with the laws of the State of Michigan, without regard to the conflicts of laws provisions of such State.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

ATC Site No: 81345
 PV Code 1245 / VzW Contract No: 22286
 Site Name: Washtenaw

IN WITNESS WHEREOF, Lessor and Lessee have each executed this Memorandum as of the day and year set forth below.

LESSOR

2 WITNESSES

**Hamburg Township,
a General Law township**

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

LESSEE

WITNESS

Cellco Partnership d/b/a Verizon Wireless

Signature: _____

Print Name: _____

Title: _____

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXHIBIT A

This Exhibit A may be replaced at Lessee's option as described below.

PARENT PARCEL

Lessee shall have the right to replace this description with a description obtained from Lessor's deed (or deeds) that include the land area encompassed by the Lease and Lessee's improvements thereon.

The Parent Parcel consists of the entire legal taxable lot owned by Lessor as described in a deed (or deeds) to Lessor of which the Leased Premises is a part thereof with such Parent Parcel being described below.

Being situated in the County of Livingston, State of Michigan, and being known as
Livingston County APN: 15-20-200-020.

LEASED PREMISES

Lessee shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Lessee.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Lessee in the Lease; (ii) Lessee's (and Lessee's customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

Commencing at the S.E. Corner of Herndon's Rush Lake Estates No. 2, A part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line if said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 110.00 feet to the POINT OF BEGINNING,

thence S 86° 06' 20" E 64.00 feet,

thence S 03° 53' 40" W 30.00 feet,

thence N 86° 06' 20" W 64.00 feet,

thence N 03° 53' 40" E 30.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, containing 1920 square feet of land subject to easements or restrictions of record, if any.

Option for Expansion Area

Lessee has an irrevocable option to expand the Leased Premises to include an additional three hundred (300) square feet contiguous to the Leased Premises, the shape and location of which shall be at the Lessee's sole and absolute discretion

ATC Site No: 81345
PV Code 1245 / VzW Contract No: 22286
Site Name: Washtenaw

EXHIBIT A (Confirmed)
ACCESS AND UTILITIES

The access and utility easements include all easements of record as well that portion of the Parent Parcel currently utilized by Lessee (and Lessee's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way including but not limited to:

TOGETHER with a 12.00 foot wide easement for ingress and egress, said easement described as follows:

Commencing at the S.E. corner of Herndon's Rush Lake Estates No. 2, a part of the N 1/2 of Section 20, T1N R5E, Hamburg Township, Livingston County, Michigan, as recorded in Liber 12 of Plats Page 6 Livingston County Records, thence N 86° 06' 20" W 52.00 feet along the south line of said Herndon's Rush Lake Estates No. 2 and the center line of M-36 (150.00 feet wide) thence S 03° 53' 40" W 75.00 feet, thence S 86° 06' 20" E 52.00 feet along the south right of way line of said M-36 to the POINT OF BEGINNING,

thence S 86° 06' 20" E 12.00 feet along the south right of way line of said M-36,

thence S 03° 53' 40" W 35.00 feet,

thence N 86° 06' 20" W 12.00 feet,

thence N 03° 53' 40" E 35.00 feet to the POINT OF BEGINNING, being a part of the N 1/2 of said Section 20 T1N, R5E.

EXHIBIT B
Expansion Area

This Exhibit B may be replaced at Lessee's option as described below.



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

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: 2-1-23

AGENDA ITEM TOPIC: Type here.

Number of Supporting Documents: **2**

Requested Action

Review and approve the attached Cell Tower Lease Amendment.

Background

A work group of Mike Dolan, Jason Negri, Thelma Kubitskey and myself was formed by the Board of Trustees to negotiate the First Amendment to the cell tower lease for the lattice cell tower at fire Station 11. The work group has completed the task and the First Amendment is attached for your review.



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 13.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 1, 2023
RE: Agenda Item Topic: **Tanker 12 Refurbishment**
General Ledger #: **206-000.000-980.000**
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the hiring of B&B Fire Division of Comstock, MI to refurbish Tanker 12 as outlined in the RFP specifications at a cost of \$215,714.26.

Background

Hamburg Township Fire Tanker 12 (2004 Spartan Gladiator Tanker) was originally scheduled to be replaced in FY 23/24 at an estimated cost of \$741,000.00 (quote obtained in beginning of 2022). Upon his arrival, Deputy Director Newton reviewed this prospective purchase and related that he believed that Tanker 12 was in such condition that it should be refurbished and not replaced.

On September 14, 2022, Deputy Director Newton had Chris Jung (certified mechanic from Fire Wrench of Michigan, LLC) perform a complete inspection of Tanker 12 and asked Mr. Jung to provide a recommendation as to whether Tanker 12 should be refurbished or replaced. Based upon the results of his inspection it was the recommendation of Mr. Jung that Tanker 12 be refurbished.

On December 12, 2022, three RFP packets were sent out to preferred vendors as determined by Deputy Director Newton and Deputy Fire Chief Jordan Zernick. Each vendor was emailed the bid specification. The vendors chosen were:

1. B&B Fire Division
922 W. River Center Dr NE
Comstock Park, MI 49321
2. Apollo Fire Apparatus Repair
12584 Lakeshore Dr
Bruce Twp, MI 48065



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
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EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 13.

3. CSI Emergency Apparatus
2332 Dupont St
Grayling, MI 49738

The vendors were given until Friday, January 13, 2023 to submit a bid to the Township. Only one bid was received. That bid came from B&B Fire Division. This is the same company that conducted the refurbishment of Tanker 11 in 2015. The total cost of their bid is: **\$215,714.26** Given our successful past experience with B&B Fire Division and the fact that it was the only bid received, I respectfully request that we accept this bid and enter into a contract for this service.

Budget Impact

The purchase of a new Tanker 12 in FY 23/24 is contained in the Capital Forecast for Fund 206 (Fire) in the approved FY 22/23 budget. It was the intent to use funds from the Undesignated Reserve Fund for Fire to purchase the new Tanker 12. By refurbishing Tanker 12, instead of purchasing a new tanker, there will be an over \$500,000 savings in anticipated expenditures from the Undesignated Reserve Fund.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



Item 13.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

Hamburg Township Public Safety Fire Division Specifications and Request for Proposal 2022

Issue Date: December 5, 2022

Proposal Deadline: January 13, 2023 at 3:00 PM

Hamburg Township Public Safety - Fire Department
Deputy Director Jeffrey Newton
10100 Veterans Memorial Dr. PO Box 157
Hamburg, MI 48139
jnewton@hamburg.mi.us



Hamburg Township

Public Safety Department



Item 13.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

EQUIPMENT SPECIFICATIONS AND INSTRUCTIONS FOR BID

GENERAL BID REQUIREMENTS

The Hamburg Township Public Safety Department is accepting sealed bids for the furnishing of all necessary labor, equipment and material necessary for the refurbishment of a 2004 Spartan Gladiator Tanker Truck, VIN#4S7AU2F924CJ47661 to the specification listed below. Pricing shall be submitted in an itemized format.

Description of Project:

1. Replace Steer Tires
 - a. Michelin 425/25R22.5
2. Replace Drive Tires
 - a. Hankook 315/80R22.5
3. Replace radiator and check ATA Cooler
4. Replace rear brakes and drums
5. Right rear wheel seal leakage
6. Repair tank subframe welds that show cracks
 - a. Repair pump house cover where cracked
 - b. Replace door latches on left side
7. Complete rebuild of water pump
 - a. Re-seal input/output for transfer/transmission
8. Replace all discharge valves
9. Replace tank to pump valve with Akron electric valves
10. Replace all pump drains and plumbing
11. Rework to install new pressure governor and wiring
12. Replace pump intake valves with 6" Akron Electric valves



Hamburg Township

Public Safety Department



Item 13.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

-
13. Refinish body work and repair damage
 14. Lighting Upgrade
 - a. Replace all emergency lights
 - b. Replace all scene lights
 - c. Replace all marker lights
 - d. All lights are to be LED 12V to match newer trucks in the fleet
 15. Replace
 - a. King pins
 - b. Wheel bearings
 - c. Spring and pins
 - d. Rear hanger on steer axel
 16. Replace rear springs and track bars
 17. Replace seat covers on front seats
 18. Replace leaking exhaust pipes and clamps
 19. Replace damaged step on right side pump house
 20. Install auto-eject for air attachment
 21. Replace left window crank handle
 22. Replace fuel tank straps and sender
 23. Align suspension
 24. Weld cracks in subframe under tank
 25. Pump and water system must complete inspection and test to NFPA 1911 compliance
 26. Replace tank gauge with light gauges and install one on each side of cab
 27. Frame:
 - a. Replace outer frame rails with used rails
 - i. Sandblast, prime and seal with new paint
 - b. Remove outside frame rail
 - i. Sandblast, prime and seal with new paint
 - c. Reassemble rails and weld
 28. Installation of an air primer system to replace the two existing primers that are on the apparatus. (ensure existing onboard air compressor can handle)



Hamburg Township Public Safety Department



Item 13.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

SUBMISSIONS

Any vendor wishing to inspect the apparatus prior to submitting a bid can set up an appointment using the contact information listed below.

Those wishing to be considered for this contract shall submit two (2) written copies and (1) electronic (PDF) copy of their bid. Sealed bids must be received at the following location no later than **3:00 p.m. EST, January 13, 2023**

<u>Physical Address:</u>	Hamburg Township Clerk’s Office C/O Jeffrey Newton, Deputy Director - Hamburg Twp. Fire PO Box 157 Hamburg, MI 48139
<u>Telephone:</u>	(810) 222-1100 Ext. 104
<u>Direct Line:</u>	(810) 222-1104
<u>Email:</u>	jnewton@hamburg.mi.us

<u>Mailing Address:</u>	PO Box 157 Hamburg, MI 48139
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Questions regarding these specifications should be directed to Hamburg Township Deputy Director, Jeffrey Newton, at the above listed contact information.

PROPOSAL SEQUENCE

Bid specifications shall be submitted in the same sequence as these specifications for ease of checking compliance. There shall be no exceptions allowed to this requirement.



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 14.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 1, 2023
RE: Agenda Item Topic: **Hiring of Firefighter**
General Ledger #:
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- 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.

Background

On January 17, 2023 the Township Board approved two Hamburg Township Public Safety SOPs establishing the Community Risk Reduction Firefighter program. The program is authorized to have up to three of these firefighter positions.

Mr. Thomas Pawley, who is a Hamburg Township resident, meets all the required qualifications of the position including having over 6 years of firefighting experience with Hamburg Township Fire. Mr. Pawley has successfully completed all pre-employment requirements (medical evaluation, psychological evaluation and drug screening). As such, it is my recommendation that the Board authorize the hiring of Mr. Pawley for the position of Community Risk Reduction Firefighter effective February 8, 2023.

Respectfully,

Chief Richard Duffany
Director of Public Safety



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 15.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 1, 2023
RE: Agenda Item Topic: **Purchase of SCBA Fill Station**
General Ledger #: **206-000.000-980.000**
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- 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.

Background

The fill station at Station 11 used to refill Self-Contained Breathing Apparatus (SCBA) equipment for firefighters is scheduled to be replaced in FY 22/23. On December 12, 2022, three RFP packets were sent out to preferred vendors as determined by Deputy Director Newton and Deputy Chief Jordan Zernick. Each vendor was emailed the bid specification. The vendors chosen were:

1. Allied Fire Sales & Service
16194 144th Ave
Spring Lake, MI 49456
2. Breathing Air Systems
8855 E Broad St
Reynoldsburg, OH 43068
3. Macqueen Emergency Equipment
350 Austin Circle
Delafield, WI 53018

The vendors were given until Friday, January 13, 2023 to submit a bid to the Township. As of the date/time of closing of acceptance of bids, three bids were received. One from each of the listed vendors. On January 18, 2023, the three bids were opened and discussed by the Hamburg Township Fire command staff. The three vendors submitted the following bids:



Hamburg Township Public Safety Department



Item 15.

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

- 1. Macqueen Emergency Equipment
Arctic Air 1500 Compressor System; \$52,124.36
- 2. Allied Fire Sales & Service
Eagle Air Systems – Baron Compressor \$65,250.00
- 3. Breathing Air Systems
Bauer Unicus4 \$66,310.00

The RFP that was sent to each vendor contained a number of specific requirements in order to be an acceptable bid. After our discussion, the command group agreed that the bid provided by Macqueen Emergency Equipment should be removed from consideration because it failed to meet several of our bid specifications. Specifically, their system:

- a. Is not UL Listed.
- b. Has no auto shut-off.
- c. Comes as three standalone components (instead of one).
- d. Does not include a mechanism for containment of fragments if there was an explosive condition with the air storage bottles.

After deciding to remove the Macqueen bid, the Fire command staff discussed the pros & cons of the remaining two bids. HTFD currently utilizes an Eagle Air Systems fill station at Station 11. We have successfully used this system for over 20-years. Based on our successful past experience with Eagle Air Compressors and Allied Fire Sales & Service, as well as being the next lowest bid, I respectfully request that we accept their bid of \$65,250.00 and enter into a contract for this service.

Budget Impact

The cost of this purchase is included in the adopted FY 22/23 budget (206-000.000-980.000 – Capital Equipment) and will not adversely affect the FY 22/23 budget.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



Item 15.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

Hamburg Township Public Safety Fire Division Specifications and Request for Proposal 2022

Issue Date: December 5, 2022

Proposal Deadline: January 13, 2023 at 3:00 PM

Hamburg Township Public Safety - Fire Department
Deputy Director Jeffrey Newton
10100 Veterans Memorial Dr. PO Box 157
Hamburg, MI 48139
jnewton@hamburg.mi.us



Hamburg Township

Public Safety Department



Item 15.

PO BOX 157 · HAMBURG, MICHIGAN 48139

PHONE: (810) 231-9391 · FAX: (810) 231-9401

EQUIPMENT SPECIFICATIONS AND INSTRUCTIONS FOR BID

GENERAL BID REQUIREMENTS

The Hamburg Township Public Safety Department is accepting sealed bids for the furnishing of all necessary labor, equipment and material necessary for the purchase, installation and delivery of a Self-Contained Breathing Apparatus (SCBA) Fill Station (Cascade System). Pricing shall be submitted in an itemized format.

Description of Project:

We are seeking a standalone self-contained unit that meets the following specifications:

1. Meets NFPA 1989: Standard on Breathing Air Quality for Emergency Services Respiratory Protection, 2008 and NFPA 1500: Standard on Fire Department / Occupational Safety and Health Program); the Occupational Safety and Health Administration; UL; and the Compressed Gas Association.
2. Must meet or exceed the requirements of CGA Pamphlet G-7 (Grade "E"), Compressed Air for Human Respiration, ANSI/CGA G-7.1, Commodity Specification for Air, Grade E and Grade D, and any other recognized standards for SCBA breathing air.
3. At a minimum, the air storage system should consist of four interconnected storage banks and be designed to fill three (3) or more SCBA cylinders either independently or simultaneously.



Hamburg Township

Public Safety Department



Item 15.

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PHONE: (810) 231-9391 · FAX: (810) 231-9401

4. The cylinder fill stations should include a minimum of three fill hoses — two with connectors for both 2,216-psi and 3,000-psi SCBA cylinders; and one 4,500-psi connector necessary for refilling SCUBA cylinders.
5. Each fill hose is equipped with a bleed valve and SCBA fill adapters that can accommodate the cylinders listed above.
6. Air-cooled reciprocating four-stage compressor powered by at least a 10-HP motor.
 - a. The compressor must be capable of continuous duty at 6,000 psi working pressure with a charging rate of at least 14 scfm (standard cubic feet per minute).
 - b. The compressor must not vent oil-contaminated air to the atmosphere.
 - c. Must have a separator at each stage of compression.
 - d. Must have a coalescing separator after final stage of compression
 - e. Each separator must have an Automatic Condensate Drain System (ACDS)
 - f. The ACDS must unload the compressor on shutdown
 - g. Must include manually operated valves that can override the ACDS
7. The electrical control system and all electrical components must be approved by UL, the National Electrical Manufacturers Association or the International Electrotechnical Commission.
8. The "on/off" selector switch that, when in the "on" position, automatically starts and stops the compressor motor to maintain the system's operating pressure between the high and low set points of the final pressure switch.
9. The electrical panel must monitor the oil pressure using a pressure switch and pressure gauge; should the compressor's oil pressure drop below the factory preset value during operation,



Hamburg Township

Public Safety Department



Item 15.

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PHONE: (810) 231-9391 · FAX: (810) 231-9401

-
10. The compressor should shut down and a fault light on the instrument panel should illuminate

 11. The control panel should include, at a minimum:
 - An automatic storage bypass system
 - A manual control valve and pressure gauge for each storage bank
 - An adjustable regulator for SCBA cylinder fill pressure with a pressure gauge for inlet and regulated pressure, and a relief valve to protect the SCBA cylinders from overfilling
 - A manual control valve and pressure gauge for each fill position, and provisions for factory or field modification to allow a different fill pressure at each fill position.

 12. The system must include a mechanism to contain the cylinder and any fragments of the cylinder and vent the expanding air away from the operator in the unlikely event of a cylinder rupturing while being filled.



Hamburg Township Public Safety Department



Item 15.

PO BOX 157 · HAMBURG, MICHIGAN 48139

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SUBMISSIONS

Those wishing to be considered for this contract shall submit two (2) written copies and (1) electronic (PDF) copy of their bid. Sealed bids must be received at the following location no later than **3:00 p.m. January 13, 2023**

Physical Address: Hamburg Township Clerk’s Office
 C/O Jeffrey Newton,
 Deputy Director - Hamburg Twp. Fire
 PO Box 157
 Hamburg, MI 48189

Telephone: (810) 222-1100 Ext. 104
Direct Line: (810) 222-1104
Email: jnewton@hamburg.mi.us

Mailing Address: PO Box 157
 Hamburg, MI 48139

Questions regarding these specifications should be directed to Hamburg Township Deputy Director, Jeffrey Newton, at the above listed contact information.

PROPOSAL SEQUENCE

Bid specifications shall be submitted in the same sequence as these specifications for ease of checking compliance. There shall be no exceptions allowed to this requirement.



Hamburg Township Public Safety Department

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PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 16.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 1, 2023
RE: Agenda Item Topic: **Purchase of Fire Vehicle**
General Ledger #: **206-000.000-981.000**
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- 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.

Background

Hamburg Township Fire Utility 11 (2012 Ford Expedition) is scheduled to be replaced in FY 23/24. Additionally, Brush 12 (2011 Ford Pickup) is scheduled to be replaced in FY 24/25. The original Fire Department Capital Forecast contemplated purchasing two new vehicles as replacements (at an approximate total cost for both vehicles of \$150,000 including outfitting).

Deputy Director Newton reviewed these projected purchases in the context of a full review of the Fire Department’s long-term Capital Forecast. It was his recommendation that we only purchase one new vehicle (to replace the Utility 11 vehicle) and then re-purpose the current Brush 12 vehicle as a utility vehicle (the “new” Utility 11 vehicle). In other words:

- Purchase a new vehicle to become Brush 12
- Refurbish current Brush 12 to become Utility 11

By following Deputy Director Newton’s recommendation, the department would save over \$50,000 in anticipated expenditures as it is projected to cost less than \$100,000 to purchase/outfit a new vehicle and re-outfit the other vehicle.

As part of preparing for the upcoming FY 23/24 budget process, Deputy Director Newton began making inquires for costs related to the purchase of the new vehicle. In speaking with a representative from Ford Motor Company, Deputy Director Newton was informed that new orders were not being taken at this time and that the projected opening for the taking of new orders was July or August. Additionally, he was advised that there is an average time of 8 months for the delivery of new vehicle orders (and even that wasn’t guaranteed). In speaking with a Chevrolet representative, Deputy Director Newton received similar feedback and was told



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 16.

that we would actually be lower on the new vehicle order priority list as we were a new customer.

Subsequently, Deputy Director Newton was contacted and informed by the Chevrolet representative that a vehicle in the style and color that we were looking to order had become available. The vehicle is in stock and can be delivered immediately. Based upon the length of delivery of new vehicle orders as well as the uncertainty in availability of new vehicles, it is my recommendation that the Township Board authorize the purchase of the currently available 2023 Chevrolet Silverado 3500 Pickup, with the attached specifications, from Berger Chevrolet, Inc of Grand Rapids for a price of \$54,790.00.

Budget Impact

This purchase can be made utilizing funds from the Fire Department's Undesignated Reserve Fund without adversely affecting the approved FY 22/23 budget. As indicated, the purchase of this one new vehicle (along with the refurbishment of the other vehicle) will result in a net savings in projected expenditures of over \$50,000 over the next two fiscal years.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department



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PHONE: (810) 231-9391 · FAX: (810) 231-9401
EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: February 1, 2023

RE: Annual Analysis

Introduction

The following report is a best practice as identified by the Michigan Law Enforcement Accreditation Commission (MLEAC) and is now required by department policy to be submitted on an annual basis. The report is designed to summarize and analyze the 2022 administrative investigation of complaints of misconduct as well as the department’s use of force incidents, vehicle pursuits and foot pursuits. The report serves to further the department’s mission by accurately and transparently presenting data as part of the meaningful review process. While this report provides data on the number of incidents in each area, it is also used to identify trends and evaluate the need for additional training, equipment or policy revisions.

Internal Affairs-Complaints of Employee Misconduct (MLEAC 1.3.1)

Allegations of employee misconduct are historically low in the department. Throughout 2022 officers responded to approximately 4800 dispatched calls for service, had over 15,500 self-initiated calls for service and made approximately 1229 traffic stops. Of all these citizen contacts the department only received 6 citizen complaints in 2022 (two formal complaints and four informal complaints).

It is the policy of the Hamburg Township Public Safety Department-Police Division (HTPD) to continuously strive to improve the quality of police services provided to the citizens of Hamburg Township through an objective procedure of handling complaints against department personnel.

- Through this process, citizen confidence in the integrity of the department and its personnel can be achieved and maintained. It is the policy of the department to investigate all citizen complaints alleging employee misconduct in a fair, objective and thorough manner.
- It is also the policy of the department to investigate all complaints diligently while ensuring that all employee rights as set forth in the U.S. Constitution, current state and federal law as well as applicable collective bargaining agreements are strictly protected.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Internal investigations are typically handled by the Deputy Director of Police, although some complaints are handled by shift-level supervisors. Reported employee misconduct is investigated even if a formal complaint is not desired or the reporting person wishes to withdraw the complaint. The lack of a formal complaint does not preclude the imposition of disciplinary or corrective sanctions in appropriate situations.

An investigation can include interviewing the complainant, the involved officer(s), and reviewing camera footage to determine if policy violations exist that would warrant discipline and/or additional training.

Upon receipt of the investigator’s report, the Director of Public Safety reviews the investigative report and makes one of the following determinations:

Not Sustained – The investigation failed to disclose sufficient evidence to support the allegation(s), the investigation proved that the allegation is false and did not occur or the investigation revealed that the acts complained of were lawful, justified and proper.

Sustained – The investigation disclosed sufficient evidence to support the allegation(s) made in the complaint.

Final authority and responsibility for determining the disposition of a complaint rests solely with the Director of Public Safety.

Employee Misconduct Complaints in 2022 (Two Formal, Four Informal)

Two formal complaints of misconduct were made in 2022. Both formal complaints were received by the Director of Public Safety via email. An additional four allegations of misconduct were reported, but no formal complaint was filed. For all four informal complaints, the alleged misconduct was reported to a supervisor, with two of the notifications being by phone, one being reported to a supervisor personally and one being sent by email.

The two formal complaints alleged officers improperly handled a call for service. In both cases the investigation found officers followed policy and took legal and appropriate actions. Both formal complaints were found to be **Not Sustained**.

The two allegations reported to a supervisor over the phone were both from the same subject against the same officer. The two incidents were separated by about six months and both involved traffic stops. In both instances the subject alleged the officer was harassing him, had unlawfully impounded his vehicle and questioned the validity of the arrest/citations.



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



The subject was instructed to reduce his complaints to writing and failed to do so. Both complaints were made after the subject was found guilty/responsible in court of all charges. The allegations were investigated. A review of the in-car/body camera video verified the traffic violations did in fact occur and the officer was justified in his actions. The fact that the same officer initiated both contacts was found to be coincidental. The allegation was found to be **Not Sustained**.

For the remaining two allegations, no formal complaint was made, but the incidents were thoroughly reviewed. The review found the call for service/investigations were handled properly. However, a policy violation was identified in one of the incidents that did not impact the integrity of the investigation or have a bearing on the merits of the original complaint. The officer found to be in violation of policy received a written reprimand. The original allegation was found to be **Not Sustained**.

In 2021, the department received one formal complaint of employee misconduct, alleging “unequal treatment” and an informal complaint alleging officers failed to take the proper police action. In both instances it was found the allegations were without merit as officers acted lawfully and within policy. Therefore, both complaints were found to be **Not Sustained**.

Annual Employee Misconduct Complaint Analysis

A meaningful review was conducted in each allegation of employee misconduct to examine officer performance, policy, equipment, and training in order to ascertain any need for changes in any of those areas. It should be noted that body cameras were extremely helpful in the review of the allegations as they provided much more detail than in-car cameras alone.

A review of the employee misconduct allegations did not reveal a clear-cut pattern as it related to officer performance. The only corrective measure taken had no bearing on the underlying allegation.

Prior to 2022 HTPD did not consistently track informal complaints which accounts for the increase of informal allegations of misconduct. All allegations of misconduct were reviewed but informal complaints were not tracked. The informal misconduct complaints may continue to increase as HTPD only recently starting tracking minor informal complaints of misconduct that are typically handled by frontline supervisors.

The practice of tracking informal misconduct complaints will improve the overall quality of police service provided to Hamburg Township by allowing the department to identify any patterns/issues earlier and take proactive corrective action when necessary. This should also reduce the need for disciplinary action by identifying potential problems early before disciplinary action is necessary.

For 2022, my review of complaints of misconduct as it relates to policy changes, training, equipment and disciplinary issues is as follows:



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Policy- Necessary changes to the policy were made to align with MLEAC best practices.

Training- Instruction for supervisors will be done to identify the process for consistent tracking informal complaints.

Equipment- No equipment issues were identified.

Disciplinary/Corrective Action- The year-end analysis did not identify any disciplinary issues or patterns of misconduct.

Use of Force Incidents (MLEAC 3.3.1)

HTPD reviews all Use of Force incidents involving officers. Officers are required to complete a Use of Force form when they use force at a level higher than routine handcuffing and/or verbal direction. The form is forwarded through the chain of command. All Use of Force incidents are thoroughly reviewed to evaluate policy compliance, any training needs, equipment concerns, and any policy changes that may be identified.

The HTPD recognizes and respects the value and special integrity of each human life. Officers are instructed that use of force shall never be considered routine. Department members shall use only objectively reasonable force to overcome resistance while affecting a lawful arrest, bringing an incident under control, or protecting the public in the lawful performance of duty. The use of unreasonable, unnecessary or excessive force, and/or the failure to provide medical treatment following the use of force is unacceptable.

Each officer of the department has an affirmative duty to safely intervene in instances where the circumstances are such that the officer should reasonably conclude that another officer is using inappropriate, unreasonable or excessive force on a person in violation of this policy or any state/federal law.

As a matter of background, our department’s Use of Force policy addresses utilizing force from two perspectives: *resistance* and *control*. Resistance is defined as actions that are directed from the subject toward the officer; while control is action directed from the officer toward the subject. As a guiding principle, the amount of force used by an officer is predicated by the resistance a subject is displaying.

Levels of Resistance: The amount of resistance or force used by a subject to resist compliance with the lawful order or action by an officer.

- a. **Inactive Resistance** – Resistance that may include psychological intimidation and/or verbal resistance (e.g., blank stare, clenching of fist(s), tightening of jaw



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muscles, etc.).

- b. **Passive Resistance** – Any type of resistance whereby the subject does not attempt to defeat the officer’s attempt to control the subject, but still will not voluntarily comply with verbal and physical attempts to control (e.g., dead weight, does not react to verbal commands, etc.). This is the lowest level of physical resistance. At this level, the offender never makes any attempt to defeat the physical contact of the officer. In passive resistance situations, officers should, whenever possible, secure assistance in lifting or wheeling an uncooperative subject to a transporting patrol vehicle. As long as the subject’s level of resistance does not exceed the passive resistance stage an officer’s response shall not exceed “compliance controls” in the force category. Physical controls such as hard empty hand techniques shall not be used unless it becomes necessary to protect the safety of the officer, subject, or others. Physical controls and/or Intermediate controls may be justified when an officer can articulate their reason to believe the subject or other persons on the scene are using or likely to use greater resistance.
- c. **Active Resistance** – Any action by a subject that attempts to prevent an officer from gaining control of the subject (e.g., pulling/pushing away, blocking, etc.). At this level the offender attempts to push/pull away in a manner that does not allow the officer to establish control. However, the subject never attempts to strike the officer.
- d. **Active Aggression** – Physical actions/assaults against the officer with less than deadly force (e.g., advancing, challenging, punching, kicking, grabbing, wrestling, etc.). At this level the subject attacks the officer to defeat the officer’s attempt to control him/her. The attack is a physical assault on the officer in which the offender strikes or uses techniques in a manner that may result in injury to the officer or others.
- e. **Deadly Force Assault** – Any force used against an officer and/or another person that may result in great bodily harm or the loss of human life.

Levels of Control: Force that an officer uses to gain control over a subject’s resistant actions.

- a. **Officer Presence/Verbal Direction** – Identification of Authority (i.e., uniformed presence or identification as a police officer); Verbal Direction (i.e., for arrest or to control subject’s movements); and/or Use of Restraint Devices (i.e., compliant handcuffing). If the officer is not in uniform, this level would require verbal identification.



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- b. **Compliance Controls** – Soft Empty Hand Techniques (e.g., physical control such as strength techniques, leverage locks, pain compliance techniques and pressure points).
- c. **Physical Controls** – Hard Empty Hand Techniques are applied when lower forms of control have failed or **appear to be insufficient**. Techniques that fall into this level of force have a probability of creating soft or connective tissue damage, skin lacerations that require medical attention, or bone fractures (e.g., take downs, strikes, PPCT Shoulder Pin Restraint System, etc.). Strikes may be delivered with an officer’s open hand, fist, forearm, leg, knee, or foot.
- d. **Intermediate Controls** – Intermediate Controls (i.e., impact weapons, less-lethal weapons, chemical agents, and/or TASER© device) when used consistently within training deployment standards, provides a method of controlling subjects when deadly force is not justified but when empty hand control techniques **have failed or appear to be insufficient** in controlling, moving or effecting an arrest. The officer’s intent should always be to temporarily disable an offender and not to inflict permanent injury.
- e. **Deadly Force** – Any force used by an officer that may result in great bodily harm or the loss of human life. Neck restraints or choke holds, whether applied by empty hand or intermediate weapon, constitute deadly force and can be used only when such force is justified.

Use of Force in 2022

There were eight documented use of force incidents during 2022. Subjects were charged with a criminal offense in six of the incidents. In all eight instances subjects displayed active resistance. Outside of officer presence/verbal direction, officers utilized only compliance controls in three incidents, physical controls in three incidents and intermediate controls in the remaining two incidents. For the two intermediate control situations the TASER© was used with probe deployment once and the other time the TASER© was used in the drive stun mode.

The two incidents where a person wasn’t charged with a criminal offense involved subjects experiencing a mental health crisis where an officer intervened to provide medical or mental healthcare. Michigan law states that a law enforcement officer may take an individual experiencing a mental health crisis into protective custody using that degree of force which would be lawful were the officer effecting an arrest for a misdemeanor without a warrant. In taking the individual into protective custody, a law enforcement officer may take reasonable steps to protect themselves.



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In the previous year (2021) there were seven use of force incidents with Officers utilizing only compliance controls in two incidents, physical controls in two incidents and intermediate controls in three incidents. For intermediate controls the TASER© was used twice with probe deployment and once in the drive stun mode.

All incidents where force must be utilized in response to resistance have the possibility of injury to both the subject and officer(s) involved. In 2022 three use of force incidents reported minor abrasions/lacerations to the subject and no officers reported any injury. In the previous year (2021) one use of force report indicated a minor abrasion/laceration to a subject and another use of force report indicated a minor abrasion to an officer.

Review of Use of Force Incidents

MLEAC requires a meaningful review be conducted on every use of force incident. The meaningful review is an individualized assessment of the incident that evaluates whether policy was followed, whether discipline is warranted, whether additional training is required, if equipment changes are recommended, and whether a change in policy is recommended. A meaningful review is conducted by an uninvolved supervisor. Each incident is additionally reviewed up the chain of command with the final determination on whether the Use of Force was justified made by the Director of Public Safety.

Annual Analysis of Use of Force Incidents

In 2022, HTPD officers arrested 91 subjects and handled 60 calls to assist individuals that were experiencing a mental health crisis. As mentioned, there were eight use of force incidents and none of these eight instances resulted in a determination that the force used was inappropriate, excessive, or unjustified. The fact that these 151 contacts (where individuals were taken into custody) resulted in officers using force above verbal direction only eight times, and have been determined to be justified and reasonable, is reflective of the training, professionalism and patience of our officers.

Policy- The year-end analysis did not identify the need for any policy revisions, however, the Use of Force policy was updated in 2022 to comply with MLEAC standards.

Training- A review of the 2022 Use of Force incidents did not identify any training needs based on this analysis. HTPD has recently sent an officer to be certified as a de-escalation instructor and the department will be training the entire police department in de-escalation techniques in 2023.

Equipment- OC spray is an option for officers, however, it hasn't been deployed since at least 2020. I have requested that department use of force instructors review whether OC spray should



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continue to be issued once the current spray is expired.

Disciplinary/Corrective Action- The year-end analysis did not identify any disciplinary issues or patterns of improper use of force in 2022.

Vehicle Pursuits (MLEAC 3.5.2 / Roadblocks and Forcible stopping MLEAC 3.5.3)

Historically, HTPD has a low number of vehicle pursuits. It is the policy of the department to pursue violators of the law and to use all reasonable means of apprehension to that end.

It is also the policy of the department to protect all persons and property to the greatest extent possible while engaging in the apprehension of criminal suspects. Vehicular pursuits of fleeing suspects are inherently dangerous and pose substantial risk to the public, officers, and suspects.

Therefore, it is the policy of the department to conduct vehicle pursuits using reasonable tactics, in conformity with all current state and federal statutory and case law, to minimize the risks associated with vehicle pursuits.

Analysis of Vehicle Pursuits

MLEAC requires a meaningful review must be conducted on every vehicle pursuit or when roadblocks or forcible stopping tactics are utilized. Stationary roadblocks are prohibited by department policy. The meaningful review is an individualized assessment of the incident that evaluates whether policy was followed, whether discipline is warranted, whether training is required, if equipment changes are recommended and whether a change in policy is recommended. A meaningful review is done by an uninvolved supervisor. Each incident is additionally forwarded up the chain of command with the final determination made by the Director of Public Safety.

In 2022 HTPD participated in two vehicle pursuits. One pursuit was of an intoxicated driver which ended when the fleeing vehicle ran off the road and struck a tree. The driver and sole occupant was uninjured and apprehended. The second incident involved a pursuit of five stolen vehicles. Stop-Sticks® were successfully deployed by HTPD, ending the pursuit and leading to the apprehensions of the suspects. This was a reduction from eight pursuits the department participated in the previous year (2021).

Policy- Both incidents were determined to be in compliance with policy. The department's Vehicle Pursuit policy was updated in 2022 to comply with MLEAC standards.

Training- The review identified a lack of consistent and formalized "hands on" Stop-Stick® training as required by the MLEAC. Although all officers have been



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trained in Stop-Sticks®, the training has only been completed in the Field Training Program. Formalized Stop-Stick® training will be held during 2023 with all officers.

Equipment- A set of Training Stop-Sticks® was purchased by the department to facilitate “hands on” training with the deployment of Stop-Sticks®.

Discipline/Corrective Action- While one officer did receive discipline (written reprimand) for his actions in one of the pursuits in 2022, the year-end analysis did not identify any disciplinary issues or patterns of improper actions during pursuits warranting any corrective action.

Foot Pursuits (MLEAC 3.5.7)

Prior to 2022, the department did not have a policy covering foot pursuits, however, MLEAC requires a foot pursuit policy as part of accreditation and the department has adopted one. The purpose of this procedure is to establish a balance between protecting the safety of the public and police officers during police pursuits on foot and law enforcement's duty to enforce the law and apprehend suspects.

Foot pursuits are inherently dangerous police actions. The safety of department members and the public is the primary consideration when determining whether a foot pursuit should be initiated or continued.

HTPD officers did not participate in any foot pursuits during 2022. In 2021 the department had two foot pursuits.

Analysis of the Foot Pursuit Policy- The department’s foot pursuit policy was recently adopted to comply with MLEAC standards and no changes in policy have been deemed necessary at this time.

Training- All officers were issued and were required to become familiar with Public Safety SOP #300-42: *Foot Pursuits*.

Equipment- No equipment issues were identified during the annual analysis.

Discipline/Corrective Action- No disciplinary issues were identified.

As indicated, this annual report is required by MLEAC for accreditation and is now required by department policy. I feel that this report is extremely beneficial as our department strives to be transparent in our actions not only with the Board but with the community that we serve. Please feel free to contact me any time if you have any questions or want any additional information.



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Item 17.

Respectfully,

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

Chief Richard Duffany
Director of Public Safety



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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 18.

TO: Hamburg Township Board

FROM: Chief Richard Duffany

DATE: February 1, 2023

RE: Agenda Item Topic: **Updated Public Safety SOPs**
 General Ledger #: N/A
 Number of Supporting Documents: 3

NEW/OLD BUSINESS: **XXX** New Business
 _____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve the following Hamburg Township Public Safety Standard Operating Procedures: SOP #300-08: *Response to Persons with Mental Illness*, SOP #300-26: *Firearms*, and SOP #300-53: *Officer Uniform and Appearance*.

Background

The attached amended Public Safety SOPs are being submitted to the Board for review and approval. The changes in each policy are highlighted (new language in green, language to be deleted in red).

Respectfully,

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Response to Persons with Mental Illness			No. 300-08
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-8 (10/12/22)	MLEAC Standard(s): 3.5.4
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish guidelines for police officers of the Hamburg Township Public Safety Department when interacting with persons who are suspected of suffering from mental illness.

II. POLICY

- A. It is the policy of the Hamburg Township Public Safety Department to comply with the State of Michigan Mental Health Code when responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness.
- B. The department is committed to the following:
 - 1. Training all officers in the recognition of behavioral cues for persons who may be suffering from mental illness.
 - 2. Accessing available community mental health resources.
 - 3. Working in collaboration with community mental health professionals to develop techniques and procedures for dealing with persons suffering from mental illness and providing all officers with training in these techniques/procedures.
 - 4. Utilizing alternatives to arrest to ensure the best treatment options for those suffering from mental illness.

III. DEFINITIONS

- A. **Mental Illness** – A substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.
- B. **Person Requiring Treatment (MCL 330.1401)** – Is a person who has a mental illness:

1. Who as a result of that mental illness can reasonably be expected within the near future to intentionally or unintentionally cause serious injury to himself or herself, or an individual who has engaged in an act or acts or has made significant threats that are substantially supportive of the expectation; or
2. Who as a result of that mental illness is unable to attend to his or her basic physical needs, such as food, clothing, or shelter that must be attended to in order for the person to avoid serious harm in the near future, and who has demonstrated that inability by failing to attend to those basic physical needs; or
3. Whose judgment is so impaired that he/she is unable to understand his or her need for treatment and whose continued behavior as a result of this mental illness can be reasonably expected, on a basis of competent clinical opinion, to result in significant physical or mental harm to himself, herself or others in the near future; or
4. Whose understanding of the need for treatment is impaired to the point that he or she is unlikely to voluntarily participate in or adhere to treatment that has been determined necessary to prevent a relapse or harmful deterioration of his or her condition, and whose noncompliance with treatment has been a factor in the individual's placement in a psychiatric hospital, prison or jail at least 2 times within the last 48 months or whose noncompliance with treatment has been a factor in the individual's committing 1 or more acts, attempts, or threats of serious violent behavior within the last 48 months. An individual under this subdivision is only eligible to receive assisted outpatient treatment.

Note: An individual whose mental processes have been weakened or impaired by dementia, an individual with a primary diagnosis of epilepsy, or an individual with alcoholism or other drug dependence is not a person requiring treatment under this policy unless the individual also meets the criteria specified in section III (B) (1 through 4) of this policy. An individual described in this note section may be hospitalized under the informal or formal voluntary hospitalization provisions of this chapter if he or she is considered clinically suitable for hospitalization by the hospital director.

- C. **Protective Custody** – The temporary custody of an individual by a peace officer with or without an individual's consent for the purpose of protecting that individual's safety and health, or the safety and health of the public, and for the purpose of transporting the individual if the individual appears to be a person requiring treatment. Protective custody is civil in nature and is not to be construed

as an arrest; however, that same level of force may be used as would be applied in making a lawful misdemeanor arrest without a warrant.

III. PROCEDURES

A. Potential Symptoms of Mental Illness

Mental illness is often difficult for even trained professionals to define in an individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior cues that are potentially destructive and/or dangerous to self or others. Potential symptoms that may be observed or reported by family/associates include:

1. **Withdrawal** — Recent social withdrawal and loss of interest in others;
2. **Drop in functioning** — An unusual drop in functioning, at school, work or social activities, such as quitting sports, failing in school or difficulty performing familiar tasks;
3. **Problems thinking/Confused thinking** — Problems with concentration, memory or logical thought and speech that are hard to explain;
4. **Increased sensitivity** — Heightened sensitivity to sights, sounds, smells or touch; avoidance of over-stimulating situations;
5. **Apathy** — Loss of initiative or desire to participate in any activity;
6. **Feeling disconnected** — A vague feeling of being disconnected from oneself or one's surroundings; a sense of unreality;
7. **Illogical thinking** — Unusual or exaggerated beliefs about personal powers to understand meanings or influence events; illogical or "magical" thinking typical of childhood in an adult;
8. **Nervousness/Intense fear** — Fear or suspiciousness of others or a strong nervous feeling;
9. **Unusual behavior** – Odd, uncharacteristic, peculiar behavior;
10. **Sleep or appetite changes** — Dramatic sleep and appetite changes or decline in personal care;
11. **Mood changes** — Rapid or dramatic shifts in feelings;
12. **Suicidal thoughts**;
13. **Delusions** – Having fixed and false beliefs that contradict reality. It is the persistent belief in things which are objectively not true.

14. **Defiance of authority;**
15. **Frequent outbursts of anger** – Sudden episodes of impulsive, aggressive, violent behavior or angry verbal outbursts which are grossly out of proportion to the situation.

B. Interactions with Suspected Mentally Ill Persons

When dealing with persons who may be suffering from mental illness, officers shall:

1. Request a backup officer.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a non-threatening manner when approaching or conversing with the individual. In situations where the individual has not engaged in violence, avoid physical contact and take time to assess the situation.
3. Attempt to de-escalate any potential/active violence or hostility without endangering themselves, other officer(s) or other persons, if possible.
4. Be respectful and express concern and understanding.
5. Determine if the subject is a “person requiring treatment.” When making an assessment of the person officers should refer to the guidance provided in the Hamburg Township Police Officer Response Guide (Attachment A).
6. Determine if the subject has violated any law or ordinance. If there is probable cause that the person has committed a criminal offense, officers should submit a warrant request to the Livingston County Prosecutor’s Office as this could lead to charges being authorized and the possibility of court-ordered treatment.
7. Determine the most appropriate course of action such as:
 - a. Counseling the subject, providing guidance, etc.
 - b. Directing the subject to a place of treatment or counseling.
 - c. Contacting a relative, friend, guardian, etc.
 - d. If the situation allows and it is the best course of action, taking the subject into protective custody.

C. Voluntary Commitment

If a person requests voluntarily commitment, officers shall:

1. Request that Livingston County EMS transport the person to a hospital. If an ambulance is not available, officers should attempt to secure transportation from a family member and follow the family member and person to the hospital. Officers may transport the person in their patrol car to the hospital if there is no reasonable alternative.
2. Proceed to the hospital or mental health care facility, if necessary, to provide the medical staff with any necessary information and make sure the subject is safe, secure, and under care.

D. Involuntary Commitment/Protective Custody

1. Officers shall take an individual deemed to be a person requiring treatment, as defined by this policy, into protective custody if he/she does not wish to commit themselves voluntarily.
2. When taking a person into protective custody, officers may:
 - a. Use objectively reasonable force as may be permitted if the officer were making a lawful misdemeanor arrest without a warrant.
 - b. Require reasonable steps for self-protection, including a pat down search of the subject and the immediate surroundings, but only to the extent necessary to discover and seize a dangerous weapon that may be used against the officer or other person including health care workers.
3. Officers shall inform the person that they are not under arrest but being taken into protective custody for their safety.
4. ~~Advise~~ ~~Request~~ Livingston County EMS ~~to~~ transport the person to a hospital. Depending on the circumstances an officer ~~may~~ ~~can~~ ~~either~~ ride in the back of the ambulance ~~with the person~~ or follow EMS to the hospital.
5. If EMS response is delayed, an officer may perform the transport themselves if they believe it can be safely accomplished in the following circumstances:
 - a. Waiting for EMS is likely to upset the person.
 - b. Officers have a good rapport with the person and believe that patrol car transportation is in the best option.

6. Officers shall make every effort to have a family member or friend complete the application/petition for hospitalization.
7. If the officer has observed the behavior, the officer may act as petitioner and seek a law enforcement committal. The application/petition shall include the:
 - a. Facts which form the basis for the assertion that the person is a “person requiring treatment” and
 - b. Names and addresses of any known witnesses.
8. Once the subject has been turned over to a health care facility - *and the individual has been accepted into the facilities custody* – officer(s) may clear after having completed all necessary forms and/or petitions.
9. Officers shall complete an incident report for all involuntary commitments/protective custody incidents.

E. Court-Ordered Protective Custody

Upon receipt of a petition signed by a judge, physician, or licensed psychiatrist/psychologist, officers shall:

1. Notify a supervisor of the pick-up order.
2. Work with family or friends of the named subject to determine the expected compliance of the subject.
3. Determine the most suitable manner to approach the person.
4. ~~Make Attempt~~ contact with the person named in the petition and interact with them pursuant to the guidelines outlined in this policy.
5. ~~Attempt to~~ place the subject into protective custody and advise them they are not under arrest but under control of the court order for their safety.
6. ~~Advise Request Livingston~~ County EMS ~~to~~ transport the person to the hospital or preadmission screening unit as designated in the petition or to the nearest available hospital if no facility is designated in the petition.
7. ~~If EMS response is delayed, an officer may perform the transport themselves if they believe it can be safely accomplished in the following circumstances:~~

- a. Waiting for EMS is likely to upset the person.
 - b. Officers have a good rapport with the person and believe that patrol car transportation is in the best option.
8. Once the subject has been turned over to a health care facility - and the individual has been accepted into the facilities custody – officer(s) may clear.
9. Complete an incident report.

F. Mental Health Referrals

- 1. There may be some instances where officers will make contact with a person who potentially may need mental health assistance but does not meet the requirements for involuntary commitment/protective custody nor wish to voluntarily commit themselves.
- 2. In such instances, officers should complete a Mental Health Referral form (Attachment B) and submit it to Community Mental Health Services of Livingston County for a follow-up by a mental health professional.

G. Training

- 1. All members of the department shall receive initial training on responding to persons suspected of being emotionally disturbed or who may be suffering from mental illness. This training at a minimum shall include review of the procedures contained in this policy, recognition of signs/symptoms of potential mental health issues and available mental health resources.
- 2. All members of the department shall receive refresher training on responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness at least once every three years.

Issued by:



Chief Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: **DRAFT**

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Firearms			No. 300-26
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-26 (10/12/22)	MLEAC Standard(s): 1.10.1a, 1.10.2b, 1.10.2e, 1.10.2f, 1.10.2g
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for the care and use of firearms by Hamburg Township police personnel, the carrying and possession of firearms on and off duty, and the department firearms and qualification program. Only the Director of Public Safety shall have the authority to determine department-authorized weapons and ammunition to be utilized by department officers.

II. DEPARTMENTAL USE ONLY

This procedure is for department use only and represents an administrative guide for officers’ decision-making processes and not as a standard for civil or criminal litigation. It should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to civil suits or administrative claims. However, violations of this procedure may form the basis for department administrative sanctions.

III. DEFINITIONS

- A. Range Instructor – A sworn officer of the department who is certified as an instructor in handguns and patrol rifles.
- B. Range Master – A range instructor, holding a supervisory rank, who is designated by the Director of Public Safety to oversee all department firearms and firearms training.

IV. AUTHORIZED FIREARMS TO BE CARRIED ON DUTY

- A. Department-Issued Handguns
 - 1. A department authorized or issued handgun, with a round chambered, shall be carried when officers are on duty. All magazines, whether in the handgun or carried on the officer’s person, shall be loaded with the maximum number of rounds capable of being carried in the magazine.
 - 2. All handguns will be carried in a department-issued or department-

approved holster and in a safe and secure manner. The firearm should be concealed from public view while the officer is in civilian clothes, unless a badge is displayed around the neck or on the belt, except while inside the police building.

3. A department-issued firearm shall not be altered or modified in any material way without the prior approval of the ~~Director of Public Safety~~ **Range Master**. A modification takes place when any addition or deletion of any part of the firearm is made to, or upon, the firearm that changes it from the manufacturer's stock specifications or from the specifications present at the time it was issued.
- ~~4. Modifications which would not be permitted to be made to department owned on duty handguns will not be permitted to be made to privately owned designated off-duty weapons.~~
4. **Any modifications to privately-owned off-duty handguns and on-duty backup handguns must be authorized by the Range Master.**
5. Questions concerning the reliability and condition of firearms should be immediately brought to the attention of the Range Master or any Range Instructor. The Range Master will assist with the replacement of the department-issued firearm, if necessary.
6. Officers shall properly clean department-issued firearms prior to returning to duty after they have discharged their firearm for any reason.
7. Except when at the range or other off-site training, officers shall use the weapon clearing trap located in the east garage bay at all times when loading/unloading department-issued firearms or secondary/backup firearms.
8. **Duty-issued handguns shall be inspected annually by a certified armorer.**

B. Secondary/backup Firearms

1. Officers may carry a personally-owned firearm concealed on his/her person while on duty as a secondary/backup firearm provided it has been approved, qualified with, registered and is one of the following:
 - a. It must be either semi-automatic or revolver.
 - b. Handguns are prohibited that can only be fired by single-action.
 - c. Minimum barrel length: 1 7/8 inches.
 - d. Caliber not less than .380.
 - e. Capacity not less than 5 rounds.
 - f. The acquisition or possession without a license of any non-

departmental owned or approved fully automatic firearm, “short barreled” rifle/shotgun, or a firearm equipped with a silencer is unlawful and strictly prohibited.

2. Officers are required to register their backup firearm with the department Range Master prior to carrying it.
3. The Range Master will inspect the firearm before the recommendation for approval to carry on duty will be made to the Director of Public Safety.
4. The department approved secondary/backup firearm will not be altered or modified in any material way without the prior approval of the ~~Director of Public Safety~~. Range Master.
5. Officers are responsible for the maintenance, repair, or replacement of their secondary/backup firearm; including normal wear from department training sessions. It is also the responsibility of the officer to ensure the secondary/backup firearm is properly loaded, functional, and carried in a safe and secure manner.
6. The secondary/backup firearm will be carried in a department-approved holster.

C. Patrol Rifles:

1. Patrol rifles may be utilized as an additional tool available to authorized officers in situations where their handgun would otherwise be handicapped by distance and accuracy, or hindered by penetration power (body armor). Officers should use discretion when deciding to deploy a patrol rifle. Situations in which patrol rifles may be deployed include, but are not limited to:
 - a. An active shooting.
 - b. Rapid deployment situations.
 - c. Perimeter positions on a barricade.
 - d. Arrest of armed suspects.
 - e. Searching for armed suspects.
 - f. Sniper incidents.
2. Only department authorized and/or issued patrol rifles will be used or carried while on duty.
3. Only authorized and qualified officers have the authority to utilize patrol rifles.
4. All patrol rifles shall be loaded with department-issued and approved ammunition.

5. ~~Each patrol vehicle used on regular patrol duty will be equipped with a department issued patrol rifle~~ All qualified officers shall carry their patrol rifle while on duty.
- a. Marked patrol vehicles will have the patrol rifles mounted in a locking rack which will remain locked or in a department-approved case in the rear (SUV) or trunk of the vehicle unless the rifle is being used.
 - b. Officers will inspect and conduct a function check on their patrol rifles at the beginning of their tour of duty. Patrol rifles found to be defective in any way will be brought to the attention of a supervisor as soon as practical.
 - c. The magazine will be ~~fully~~ loaded with the number of rounds consistent with department training and no round chambered.
 - ~~d. The bolt will be forward on an empty chamber.~~
 - ~~e. The safety shall be "on" while locked in the rack.~~
 - ~~f. If equipped with a dust cover it will be closed while in the rack.~~
 - d. Patrol rifles will be carried in "car condition" while in the patrol vehicle as follows:
 - i. Bolt forward on an empty chamber.
 - ii. Properly loaded magazine inserted in the magazine well.
 - iii. Safety selector switch in the "Safe" position.
 - iv. Dust cover closed.
 - e. At least one (1) spare loaded magazine is to be carried when the patrol rifle is carried in a patrol car.
6. To chamber a round for use, officers will cycle the action by pulling the charging handle fully rearward then releasing; allowing the bolt to cycle forward.
7. The chamber of the patrol rifle shall be cleared and the magazine ~~fully~~ loaded pursuant to department training prior to replacing the weapon in the locking rack.
8. Patrol rifles shall be stored in the department armory at all times when not in use on patrol duty or other use authorized by the Director of Public Safety. When stored in the armory patrol rifles shall be locked in the wall-mounted gun rack in their designated slot. Patrol rifles shall be stored in the following conditions:
- a. No magazine inserted.
 - b. No round in the chamber.
 - c. Trigger depressed.
 - d. Weapon in "fire" position.
 - e. Bolt forward.

- f. Dust cover closed.
- 9. Patrol rifles shall be cleaned **by officers** after firing and will only be carried in a clean condition.
 - a. Department rifles will be inspected at least annually for safe operation and serviceable condition.
 - b. The Range Master, Range Instructors and **certified department armorers** are the only employees authorized to perform ~~cleaning~~ maintenance on department rifles **outside of routine cleaning and oiling**.
- 10. All personnel shall exercise extreme caution in the handling and firing of department rifles.

V. FIREARMS CARRIED OFF-DUTY

- A. Officers are not required to carry a firearm when off duty.
- B. Officers may carry any department-issued handgun off duty that they are authorized to carry on duty.
- C. Officers may carry a personally-owned handgun provided it has been approved, qualified with, and meets the following requirements:
 - 1. It must be either semi-automatic or revolver.
 - 2. Handguns are prohibited that can only be fired by single-action.
 - 3. Minimum barrel length: 1 7/8 inches.
 - 4. Caliber not less than .380.
 - 5. Capacity not less than 5 rounds.
- D. An off-duty firearm must be approved and recorded with the department to be carried as a second/off-duty firearm.
- E. Officers should consider the following factors when deciding whether to carry an off-duty firearm:
 - 1. Circumstances or locations where carrying or possession would otherwise be unlawful.
 - 2. Situations where it might be difficult to maintain exclusive control of the firearm at all times; such as participation in athletic events or physical activities.
 - 3. If there is a chance the officer will be consuming alcoholic beverages or using prescribed medication which might impair his/her physical or mental ability.

NOTE: State law prohibits the carrying or use of a firearm while intoxicated (under the influence), MCL 750.237.

- 4. The existence of any socially unacceptable situation.
- F. It shall be the responsibility of each officer to provide maximum security for all firearms in their custody, on and off duty.
- G. It is the responsibility of each officer to carry his/her off-duty weapon in a safe manner.
- H. Off-duty officers carrying firearms will comply with all rules, regulations, policies, procedures, orders and memos relating to the carrying and use of firearms, holsters and ammunition.

VI. AMMUNITION TO BE CARRIED ON AND OFF DUTY

Officers shall carry only department authorized and/or issued ammunition for use in their department issued or department approved, secondary/backup or off-duty firearms. Ammunition will be issued, inventoried, and accounted for by the Range Master.

VII. OFF-DUTY INTERVENTION

An off-duty officer may take reasonable and appropriate police action when encountering apparent criminal activity or circumstances deserving police attention. Officers are reminded that their police powers of arrest do not generally exceed the boundaries of the Township of Hamburg. Officers should identify themselves as police officers prior to taking any police action whenever feasible or prior to intervening in any apparent criminal activity. Intervention may range from active or aggressive intervention (termination of crimes and arrest of suspects) to careful observation and notification or communication with on-duty officers. In deciding the level of off-duty intervention, officers should be mindful of the tactical disadvantages of off-duty status, such as:

- A. No radio communication,
- B. No ballistic vest,
- C. No chemical agents, handcuffs, or other intermediate weapons,
- D. Lack of an identifiable uniform,
- E. Inability to make tactical plans prior to intervention, and/or
- F. Whether the officer is armed with an authorized firearm.

VIII. GENERAL FIREARMS SECURITY AND SAFETY

- A. Officers are responsible at all times, including while off duty, for the security of their firearm(s). Firearms not being carried or in the immediate physical control of the officer shall be secured in a manner that makes them inaccessible to anyone but the officer.
- B. Department-issued handguns shall be secured in the officer's locker if not in their possession while on duty in the police station.
- C. Patrol rifles shall be secured in the armory in the locking rack when not on duty unless authorized by the Director of Public Safety.
- D. Except when at the range or other off-site training, the loading, unloading and function checks of all firearms shall be conducted utilizing the weapon clearing trap located in the east garage bay.
- E. Except for the rifle mounted in the gun lock or case, firearms will not be left unattended in the passenger compartment of any department vehicle or any other vehicle unless the vehicle is locked and the weapon is secured out of plain view.
- F. When a vehicle is taken out of service, all firearms will be removed from the vehicle.
- G. When handling any firearm away from the range, the same precautions will be used as outlined in sections IX of this procedure.

IX. RANGE SAFETY RULES

- A. Four Cardinal Rules of Firearms Safety include:
 - 1. All firearms are always loaded.
 - 2. Keep the muzzle pointed in a safe direction.
 - 3. Keep your finger off the trigger and outside the trigger guard until you are on target and ready to shoot.
 - 4. Be sure of your target and backstop.
- B. General Range Safety Rules
 - 1. Only Range Instructors and officers involved in shooting a course of fire may be on the firing line during shooting. If others are present, they must

remain behind the firing line during a course of fire. All personnel who are on the range while firearms training is actively taking place shall wear the following safety equipment:

- a. Ballistic vest;
 - b. Protective earmuffs or plugs;
 - c. Safety glasses.
2. All instructions from the Range Instructor will be followed.
 3. Anyone observing an unsafe condition will call a “cease fire” and bring the condition to the attention of a Range Instructor.
 4. Shooters and participants who normally wear prescription glasses should wear them while firing in lieu of the safety glasses if the lenses are impact resistant. If safety equipment is not available, the training course(s) will not be fired.
 5. The inspection of any new firearm or previously unregistered secondary/backup/off-duty firearm will be conducted by a Range Instructor to determine the safety and identity of it prior to it being used in the training.
 6. All firearms not holstered will be pointed down range at all times unless they are made safe and inspected by a Range Instructor.
 7. No one will stand forward of the firing line at any time shooters are on the line.
 8. No “horseplay” will be tolerated.
- C. When unloading any firearm:
1. Place the safety in the “on” position, if available.
 2. Point the muzzle in a safe direction.
 3. Keep fingers outside the trigger guard.
 4. Remove the magazine or open the cylinder.
 5. Cycle the action several times or empty the cylinder and lock it open.
 6. Visibly check the chamber and/or magazine well to ensure that the firearm is empty.

- D. Officers will not handle their firearms unnecessarily. However, if circumstances occur and the firearm must be removed from the holster or rifle/shotgun locking rack or case and cleared, officers should understand that pointing the muzzle in a safe direction includes directing the muzzle at something that will stop and absorb the projectile should an unintentional discharge occur. Bullets can pass through walls, floors, or ricochet; causing injury or death to someone not seen in the immediate area.
- E. Following the “Four Cardinal Rules of Firearms Safety” will prevent firearms accidents while firearms are under an officer’s control. Accidents occur when a loaded firearm is left accessible to others. Accidents also take place when the officer is unfamiliar with the firearm. Range Safety Rules provide a procedure to follow for safety away from the range as well as at the range.
- F. Clearing Firearms
- ~~1. Leave the firearm holstered and remove the magazine.~~
 1. Draw the firearm and point it downrange, **remove the magazine from the firearm**, and cycle the slide several times to eject the chambered round.
 2. Visually inspect the chamber and magazine well to make sure the sidearm is empty.
 3. Release the slide to the forward position and replace firearm in the holster.
- G. While in the range building/pavilion, ~~officers may have reason to remove their firearm from their holster to record the serial number, clear the firearm, or to reload-it~~ **no firearm shall be removed from its holster without authorization from a Range Instructor**. Each time the firearm is removed, the officers will take precautions to ensure that the firearm is safely handled.
- H. Range Instructor may, for the purpose of inspection, maintenance, or function testing, carry a cleared firearm out of a holster in the range; provided that the slide is locked back, the cylinder is open **or a chamber block is inserted in the firearm**.
- I. Firearms newly purchased by officers or firearms without holsters will be transported to the range unloaded in a box or encased.
- J. Officers will follow the instructions of the Range Instructor as to when to load their firearms for training.
- K. Upon completing a training session at the firing line, officers will leave the line with the firearm holstered.
- L. Cleaning Firearms

1. Immediately before cleaning firearms, firearms will be cleared.
2. Immediately after cleaning and reassembly of the firearm, officers will function check the firearm and return their firearm to the holster before leaving the area.

~~H. Loading Firearms~~

- ~~1. Load magazines with the proper number of rounds.~~
- ~~2. With firearm in the holster, insert a magazine and assure it is properly seated.~~
- ~~3. Draw the firearm and point it downrange, when it is not in use, and cycle the slide to chamber a round.~~
- ~~4. Place the loaded firearm in the holster.~~
- ~~5. Remove the magazine, place the additional round in the magazine, and reinsert the magazine in the firearm.~~

M. Handling of Patrol Rifles

Officers handling patrol rifles at the range will immediately inspect the chamber and magazine to ensure the weapon is empty. Patrol rifles carried at the range (other than on the firing line when prepared to fire) shall be carried as follows:

1. The safety shall be in the “on” position.
2. The action shall be open (bolt back) without a magazine in the magazine well.
3. The patrol rifle shall be slung utilizing the sling, when available, with the muzzle pointed ~~downward~~ **pointed in a safe direction**.

N. Clearing of Patrol Rifles

Patrol rifles shall be cleared on the firing line in the following manner:

1. Point the muzzle in a safe direction down range.
2. The safety shall be in the “on” position.
3. Remove the magazine from the magazine well.

4. With the ejection port pointed downward, cycle the charging handle rearward and note if a round was ejected from the chamber.
5. Hold the bolt open and visually verify that the chamber is empty.
6. Lock the bolt open by utilizing the bolt catch.
7. Retain any ejected rounds of ammunition.

X. FIREARMS USE RESTRICTIONS

- A. All firearms, regardless of whether they are owned privately or by the department, shall be used in a lawful manner at all times.
- B. Warning shots shall not be fired by any member of the department.
- C. Firearms shall not be discharged for the purpose of dispersing crowds.
- D. Officers shall never draw or display their firearm except when necessary for official use. Firearms shall not be drawn or displayed for the purpose of identification.
- E. While in civilian clothes, officers should not carry or wear their handgun in such a manner as to conspicuously expose it to view without having a badge on display while being outside the police building.
- F. Firearms may be used to dispose of injured/sick wild animals.
- G. No officer shall be in possession of or use a firearm while intoxicated.

XI. FIREARMS TRAINING, QUALIFICATIONS, AND INSPECTION

- A. Training
 1. Officers shall participate in departmental firearms training programs and attain the minimum qualification scores required.
 2. Officers ~~must bring their on-duty firearm and their registered off-duty/second firearm each time they attend a departmental firearm training program~~ shall bring all necessary firearms and equipment as required by Range Instructors. The Range Instructor who sends out the department notice of firearms training/qualifications shall indicate in the notice what firearms/equipment is required.
 3. ~~Officers shall qualify annually with their on-duty handgun, off-duty/second firearm and patrol rifles.~~

Officers must pass the Michigan Commission on Law Enforcement Standards (MCOLES) course of fire at least annually and complete all other firearms training required by the department.

4. Officers with documented medical restrictions (which include firearms training) will not participate in firearms training.
5. If officers are qualifying their off-duty/secondary firearm, they must supply the approved range ammunition if not supplied by the department.

B. Responsibilities of Personnel Involving Training Attendance

1. Supervisors shall:
 - a. Schedule all officers for firearms training as required.
 - b. Monitor the attendance of all officers who are scheduled for firearms training and immediately reschedule those who were unable to attend.
 - c. Ensure that all officers attend firearms training as scheduled unless the officer is specifically excused by the Director of Public Safety/designee.
2. Officers shall:
 - a. Attend firearms training as scheduled or required by their supervisor.
 - b. Immediately report to their supervisor any firearms training sessions they are unable to attend or will not be able to attend due to conflict of other duties.
3. Range Instructors shall:
 - a. Assist supervisors in rescheduling officers who were unable to attend scheduled firearms training sessions.
 - b. Schedule special firearms training sessions, if needed, to ensure attendance of all officers. Special sessions may be necessary due to officer vacations, other training, subpoenas, etc.
 - c. Issue ~~twelve rounds for each of the three magazines and one additional round to be chambered as needed to completely load the firearm for department issued/approved weapon~~ the necessary number of rounds to sufficiently load three (3) handgun magazines and chamber a round.
 - d. Ensure that an officer with an off-duty/secondary firearm brings

the firearm(s) and authorized ammunition if not supplied by the department to each training session. If an officer does not comply, that weapon is not to be carried as an off-duty/secondary firearm until the next time the officer can qualify with it at a firearms training session.

- e. Ensure that the off-duty/secondary firearm is functional and if a firearm is found to be malfunctioning, immediately notify the officer that he/she cannot carry the firearm as an off-duty or secondary firearm until it is repaired and returned to the range for inspection.

C. Failure to Attend Firearms Training

1. All officers are required to attend all firearms training sessions to which they are assigned unless excused by the Director of Public Safety/designee.
2. Range Instructors shall notify a supervisor of officers that failed to make their scheduled firearms range assignment that do not have a known excused absence.
3. Unexcused absences may be handled with disciplinary actions.

D. Qualification

1. Officers shall qualify at least once during each calendar year in the ~~department's~~ MCOLES's qualification course. Officers shall qualify with their firearm(s), shoulder weapon(s) and their secondary/backup/off-duty firearm. Officers shall achieve a minimum passing score in the MCOLES qualification course of fire.
2. All weapon qualifications and training shall only be conducted by a Range Instructor certified in the weapon system being qualified with.

E. Failure to Qualify

1. The Range Instructor conducting the firearms qualification shall notify the Deputy Director – Police whenever an officer fails to qualify.
2. The Range Instructor will attempt to determine the reason for non-qualification. The officer failing to qualify will be rescheduled for a second qualification training session and placed on administrative duty pursuant to Public Safety SOP #300-59: *Administrative Duty/Leave*.
3. If, after the second session, the officer fails to qualify, the officer will

remain on administrative duty for a period not to exceed 10 days. During this time period, the officer shall receive extensive training at the firearms range in an attempt to have the officer qualify.

4. If, after ten days on administrative duty, the officer has not qualified, a detailed report shall be submitted by the Deputy Director to the Director of Public Safety for administrative action. Failure to qualify may result in disciplinary action up to and including termination.

F. Firearms Inspection

1. Officers shall have all department-issued firearms and authorized off-duty/backup weapons visually inspected for functionality by a department armorer on an annual basis. The armorer conducting the inspection shall document their findings on the manufacturer's form to include but not limited to: damaged/replacement parts, state of cleanliness and wear on the weapon from use.
2. Department-issued firearms which fail inspection shall be removed from service. A replacement firearm will be issued to the officer until the removed firearm has been repaired.
3. Personally-owned off-duty/backup weapons which fail the functionality inspection shall be prohibited from authorized use. It shall be the responsibility of the individual officer to have their firearm repaired and the firearm must pass an inspection by a department armorer prior to the weapon being authorized for use again.
4. Department firearms instructors will confirm the zero on all department-issued patrol rifles on an annual basis.

G. Officer Responsibility upon Returning from Limited Duty

1. Officers returning from limited duty which caused them to miss the annual qualification session for departmental firearms may be required to qualify prior to assuming full duty status.

H. Reserve Firearms Training

1. All reserve officers will qualify and be held to the same requirements as the sworn full-time officers.

XII. WRITTEN REPORTS REQUIRED

- A. Whenever a department issued or department approved and registered secondary/backup/off-duty firearm is discharged by police personnel under any

circumstances other than authorized animal terminations, training exercises at the range, lawful hunting, or lawful recreation, the officer shall report the circumstances to a supervisor immediately. If no other report would otherwise be written, a report shall be initiated detailing the incident.

- B. The supervisor shall immediately investigate the use to determine if it was accidental or intentional and the circumstances involved. A copy of the involved officer's report, along with a copy of the supervisor's report, shall be submitted forthwith to the Director of Public Safety/designee.

XIII. RESPONSIBILITIES OF RANGE MASTER


It shall be the responsibility of the designated Range Master to:

- A. Maintain a current inventory of all firearms in the possession of the department.
- B. Issue all firearms and ammunition to members of the department.
- C. Document the issuance of all firearms.
- D. Maintain an inventory of department ammunition.
- E. Make recommendations to the Director of Public Safety for the replacement of firearms and ammunition.
- F. Oversee the purchase of all authorized firearms, ammunition and range equipment.
- G. Oversee the department's firearms qualification training program including maintaining firearms training/qualification records for all officers.

XIV. OFFICERS ASSIGNED TO OTHER AGENCIES

Officers of this department assigned to or assisting other law enforcement agencies shall follow the guidelines established in this procedure.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Officer Uniform and Appearance			No. 300-53
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-53 (10/12/22)	MLEAC Standard(s): N/A
Effective Date: Draft			

I. PURPOSE

The purpose of this procedure is to establish guidelines regarding officer appearance and dress code.

II. STANDARD POLICE UNIFORM

- A. Officers assigned to wear a uniform shall wear a complete uniform, including all equipment, at all times during their tour of duty, unless otherwise directed. The uniform may be worn on other occasions when directed or authorized by a command officer.
- B. Uniform clothing issued by the department and approved by the Director of Public Safety will be the only authorized uniform, unless otherwise provided in this procedure.
- C. Uniform clothing will not be worn in conjunction with civilian attire.
- D. The uniform will not be worn while performing any personal activity which would tend to bring the department into disrepute.
- E. All uniforms, accessories, and components worn by a uniformed employee must be kept clean and/or polished, and properly maintained.
- F. Shirts
 - 1. Officers have discretion as to when wear long-sleeve or short-sleeve standard uniform shirts throughout the year as long as it is appropriate for the weather conditions.
 - 2. The top button of both short-sleeved and long-sleeved shirts shall be unbuttoned at all times.
 - 3. Officers may only wear a navy blue or black t-shirt that is visible under their uniform shirt.
 - 4. Officers may wear an authorized navy blue turtleneck under their long-sleeve uniform shirt.
 - 5. Standard uniform shirts shall have the department patch on each shoulder.
 - 6. The following shall be worn on standard uniform shirt:

a. Badge

The official department-issued badge shall be worn centered directly above the left breast pocket of the uniform shirt.

b. Name Plate

The nameplate shall be worn on the uniform shirt and centered on the top seam of the right breast pocket.

c. Whistle/Whistle Chain

- i. All officers will be issued a whistle.
- ii. The whistle chain shall be attached to the uniform shirt from the right shoulder epaulet button with the whistle placed inside the right breast pocket of the uniform shirt.

d. Rank Insignia

- i. Sergeant chevrons are to be affixed to both sleeves and centered $\frac{1}{4}$ inch below the shoulder patch.
- ii. The rank insignia of supervisory officers shall be affixed to the collar of the uniform shirt parallel with the sloping edge of the collar.

e. Merit Award Ribbons

Merit award ribbons shall be worn in accordance to the standards set forth in Public Safety SOP #300-67: *Awards and Citations*.

NOTE: Whistle/whistle chain and merit award ribbons shall not be worn when wearing an exterior vest carrier.

G. Jackets

1. Officers shall only wear department-issued jackets while on duty.
2. Jackets shall have badge, shoulder patches and sergeant chevrons and/or rank insignia, as appropriate.

H. Sweaters

1. Only an authorized sweater will be worn.
2. A uniform shirt or turtle neck (navy or black) shall be worn under the sweater.

I. Ballistic Vests

1. All police officers will be issued a ballistic vest.
2. The ballistic vest shall be worn while in uniform with the following exceptions:
 - a. Officers that are assigned within police buildings (i.e., desk duty).

NOTE: Officers must wear their vest when leaving police buildings unless authorized by the Director of Public Safety.
 - b. Uniformed personnel who are conducting or participating in training in a classroom setting (if different than a police building).

NOTE: The supervisor in charge of training will make the determination if the vest shall be worn with the general guideline that the vest be worn when there is a reasonable expectation that the officer may be called upon to perform a police function.
 - c. Uniformed personnel who are conducting or participating in a ceremonial activity, public meetings, or school functions as authorized by the Director of Public Safety.
 - d. Officers working marine patrol on a department watercraft.
3. While in uniform, officers will wear their vest to and from training and on breaks away from the training site.
4. Officers shall be responsible for the cleaning and maintenance of their issued vest per manufacturer instructions.
5. Officers are permitted to wear their ballistic vest on top of their uniform shirt in a department-approved exterior carrier. Officers shall be responsible to seek replacement for their exterior carrier if it becomes faded or worn to the point that it presents an unprofessional image.

J. Footwear

Officers shall wear plain (no pattern) black tie shoes or boots that are cleaned and shined. Laces will be black. Cowboy type boots, athletic shoes, and loafers are prohibited.

K. Leather Gear and Equipment

1. Belts

- a. The garrison belt shall be worn overtop of a pant belt and secured together by belt keepers.
- b. Belts shall be kept clean, polished and properly maintained.

2. Duty Equipment

- a. Only department-authorized equipment may be worn on the garrison belt.
- b. The wearing of the garrison belt and the attached authorized gear is optional for personnel who are assigned duties inside the station. These officers may carry an authorized firearm in a department approved holster in place of the garrison belt.

NOTE: When leaving police buildings in uniform, the garrison belt and ballistic vest must be worn unless authorized by the Director of Public Safety.

L. Head Gear

1. The wearing of the uniform hat with badge will be optional in most cases. There will be times, however, when protocol will require hats be worn (e.g., funerals, parades, etc.). The uniform hat will be worn in a straight-away manner.
2. The uniform hat with badge will only be worn with the authorized shirt, sweater, and/or jacket.
3. Plastic hat covers may be used only during inclement weather.
4. Department-approved knit hats may be worn during cold weather; especially if the officer will be out of the car for an extended period of time.
5. Only department-provided or approved motorcycle helmets shall be worn when on motorcycle patrol.
6. Officers may wear a department-issued baseball hat while working road patrol duties.

M. Ties

1. Ties may only be worn when attending formal ceremonies, funerals, etc.
2. Tie and Tie Clip
 - a. Ties shall be worn with long sleeved shirts, centered to cover buttons.
 - b. The tie clasp shall be placed far enough into the shirt to be hidden

from sight.

- c. The tie clip shall be worn centered on the tie and even with the bottom of the breast pocket flap.
- d. Tie clips shall be professional in nature. Officers shall not wear a tie clip that is offensive, obscene, controversial or which brings the department into disrepute.

N. Raincoats

Only department-issued or approved raincoats may be worn by uniform personnel.

O. Traffic Safety Vests

Traffic safety vests will be issued to each marked patrol vehicle and shall be worn in accordance with the guidelines of Public Safety SOP #500-51: *Traffic Safety Vests*.

III. EXCESSIVE HEAT UNIFORM

- A. Officers may (optional) wear department-issued navy blue polo shirt and BDU pants on road patrol during periods of excessive heat (as a general rule, this would be when the forecasted high temperature for the day is 90 degrees or hotter).
- B. Partners shall wear the same uniform for the day.

IV. SPECIAL EVENT/DETAIL UNIFORM

A. Marine Patrol Detail

- 1. Officers working marine patrol details shall wear the department-issued tan polo shirt with department-issued navy blue shorts or BDU pants, as appropriate for weather conditions.
- 2. Officers shall at a minimum wear their duty weapon, holster and handcuffs while working marine patrol.
- 3. Officers may wear a department-issued baseball hat while on marine patrol.
- 4. Officers shall wear footwear while on the boat. The footwear can be more casual than that required for patrol duties but must be professional in nature and must allow the officer to adequately perform their duties.
- 5. The wearing of ballistic vests is optional while on the boat, however, ballistic vests shall be carried with officers while on marine patrol and be readily available.

B. Lakelands Trail Detail

1. Officers working the Lakelands Trail detail, whether on a bicycle or Utility Vehicle, shall wear the department-issued tan polo shirt with department-issued navy blue shorts or BDU pants, as appropriate for weather conditions.
2. Officers shall at a minimum wear their duty weapon, holster, handcuffs and prep radio while working the Lakelands Trail detail.
3. Officers may wear a department-issued baseball hat while on the Lakelands Trail detail.
4. Officers shall wear their ballistic vests while working the Lakelands Trail detail.

C. Special Events

1. Officers working large special events, such as the Hamburg Family Funfest, shall wear the department-issued tan polo shirt and navy blue BDU pants.
2. Officers working special events shall wear their garrison belt with authorized equipment.
3. Officers may wear a department-issued baseball hat while working special events or details.
4. Officers shall wear their ballistic vests while working special events or details.

D. Community Appearances

Officers representing the department at community appearances such school presentations, homeowner association meetings, etc. shall wear their standard duty uniform and equipment unless prior approval is obtained from a supervisor.

V. **PLAINCLOTHES DUTY**

Members of the department assigned to duty requiring the wearing of civilian attire shall wear clothing appropriate for their assignment, except when otherwise directed by a commanding officer.

VI. **TRAINING ATTIRE**

Officers attending training shall wear attire in compliance with the requirements of Public Safety SOP #300-52: *Dress Code for Non-Uniform Personnel* unless otherwise notified by a supervisor.

VII. ACCEPTABLE COURT ATTIRE

Employees shall wear their police uniform or business attire to all Court proceedings, License Appeal Board Hearings, Liquor Control Commission and/or Civil Depositions.

A. Business Attire Defined:

1. Informal Traffic Hearings: dress slacks and collared shirts are acceptable.
2. Formal Traffic Hearings, District and Circuit Court: business suits (ties for men) are acceptable.

VIII. REPLACEMENT

Officers requesting replacement of department-issued uniforms and/or equipment shall obtain approval of a supervisor. The supervisor shall then forward the request to the Director of Public Safety or designee for final approval.

IX. HAIR REGULATIONS

A. Male uniform officer's hair shall conform to the following standards:

1. The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
2. Hair will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck.
3. In all cases, the bulk of the length of hair will not be permitted to interfere with the wearing of department-issued headgear.
4. Sideburns are to be neatly trimmed and of an even width. The base will be a clean shaven horizontal line. Sideburns will not extend downward beyond the lowest portion of the earlobe.
5. The face will be clean shaven except for permitted mustaches and beards/goatees as outlined in this policy.
6. No portion of a mustache shall extend more than ¼ inch beyond a vertical line drawn upward from the corner of the mouth. If a mustache is worn, it will be kept neatly trimmed and will be located entirely above the upper lip and portions of a mustache shall not fall below the corners of the mouth.
- ~~7. Goatees or beards are not authorized.~~
7. Beards and goatees are permitted subject to the following:
 - a. Beards/goatees must be professional in appearance. Beards/goatees shall be neatly kept and appropriately trimmed (generally no longer than a ¼ inch).
 - b. Beards/goatees must be symmetrical in appearance (no part can be longer or shorter than any other part of the beard/goatee) and be of a natural-looking color.

- B. Female uniform officer's hair shall conform to the following standards:
1. The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
 2. A female officer's hair shall not extend below the bottom edge of the shirt collar.
 3. If longer hair is worn, it must be kept pinned up with barrettes, hair clips and/or a hair band.
 4. The bulk and length of hair shall not interfere with the wearing of department-issued headgear.
- C. Except when acting under proper and specific orders from a command officer or while assigned to an undercover assignment, officers on duty shall maintain a neat, well-groomed appearance and shall style their hair according to established department regulations.
- D. Officers assigned to special/limited duty assignments shall wear their hair in a clean, neat and combed manner.

X. JEWELRY AND ACCESSORIES REGULATIONS

- A. No more than two (2) rings will be allowed to be worn by uniformed employees during duty hours. Bracelets and necklaces may be worn, but the department is not responsible for any damage or loss of these items if worn. Necklaces must be concealed under t-shirts.

Note: For the purpose of this rule, an engagement and wedding ring combination shall be considered as one ring.

- B. Jewelry shall be worn in such a manner so as to be incapable of being grabbed by or otherwise accessible to prisoners and/or the public.
- C. Jewelry shall not be extreme in appearance and shall be worn so as to present a professional appearance.
- D. Earrings for female officers shall be post-style or hoops less than ½ inch in diameter.
- E. Employees may wear sun glasses that are conservative in appearance and design. The Director of Public Safety reserves the right to prohibit certain colors and styles.
- F. Cosmetics, if worn, shall be subdued and blended to match the natural skin color.

XI. FINGERNAIL REGULATIONS

- A. Fingernails shall be maintained at a length so as to not interfere with the employee's duties, handling of prisoners, or use of equipment.
- B. Male employees may not wear fingernail polish of any type. Female employees may wear fingernail polish that is professional and of a subdued color.

XII. TATTOO AND SIMILAR BODY MODIFICATION REGULATIONS

- A. While on duty or otherwise representing the department, members shall not display visible tattoos, body art, branding, or intentional scarification that is offensive, obscene, advocates or symbolizes gang, supremacist, or extremist group affiliation, drug use, nudity, or sexual acts.
- B. Members shall not otherwise have any tattoos, body art, branding, or intentional scarification on the head, face, neck, scalp, arms, hands, or other visible area unless approved by the Director of Public Safety.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: April 16, 2019.

02/02/23

To: Hamburg Township Board
From: Tony Randazzo

Re: Step Increase - Ward

Ryan Ward has recently passed the State of Michigan Class B wastewater licensure exam. This is the license required by EGLE to be the operator of record for our wastewater plant. He has also passed his L1/L2 certification which is required for the Portage-Base Lakes WWTP. In light of this, I request that Mr. Ward receive a step increase.

Currently, Mr. Ward is at grade 8, step 2. I seek approval to move him to grade 8, step 7. This will result in a 13.1% increase in his hourly wage which is consistent with other raises given in the past for passing wastewater licensure exams. It is also an appropriate starting place when comparisons are made to other entities. Upon approval, the step increase would take effect in the current pay period that began on January 30th.

HAMBURG TOWNSHIP FINANCE CONTROL BOOK



PERIOD ENDING December, 2022

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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 December 2022 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of December 31, 2022, considering the timing issues related to the Township's revenues and expenditures.

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

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	981,700.00	981,700.00	984,167.15	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	(12.92)	0.00	145.08	7.25
434.000 TRAILER PARK TAX FEES	2,200.00	2,200.00	167.50	0.00	1,003.50	45.61
447.000 PROPERTY TAX ADMIN FEE	495,000.00	495,000.00	259,231.57	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	0.00	0.00	84,345.89	24.10
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	1,125.00	0.00	12,315.00	49.26
485.000 DOG LICENSES	300.00	300.00	40.00	0.00	154.00	51.33
528.000 OTHER FEDERAL GRANTS	1,148,481.00	1,148,481.00	0.00	0.00	0.00	0.00
574.000 STATE SHARED REVENUES	2,276,972.00	2,276,972.00	415,584.00	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	350.00	124.02	0.00	726.79	207.65
607.000 NON-TAX ADMIN FEE	3,600.00	3,600.00	0.00	0.00	8,480.91	235.58
636.000 COPIES/MAPS	100.00	100.00	12.50	0.00	55.50	55.50
643.000 SALE OF CEMETERY LOTS	8,900.00	8,900.00	0.00	0.00	5,750.00	64.61
643.001 CEMETERY SERVICES OPEN/CLOSE	11,000.00	11,000.00	300.00	0.00	7,055.66	64.14
645.000 MAUS SALES REVENUE	3,000.00	3,000.00	2,057.00	0.00	5,977.00	199.23
659.000 RETURNED CHECK FEE	50.00	50.00	12.00	0.00	48.00	96.00
664.000 INTEREST REVENUE	5,000.00	5,000.00	19,496.00	0.00	87,868.91	1,757.38
671.000 OTHER REVENUE - CONTRACT SERVICE	15,000.00	15,000.00	0.00	0.00	7,500.00	50.00
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	0.00	0.00	3,571.95	100.00
677.000 SUNDRY	250.00	250.00	1.14	0.00	27.95	11.18
Total Revenue:	5,374,153.00	5,374,153.00	1,682,304.96	0.00	2,884,274.12	53.67
Account Type: Transfers-In						
699.590 FROM SEWER ENTERPRISE	115,000.00	115,000.00	9,583.34	0.00	57,500.04	50.00
699.999 APPROPRIATION FROM SURPLUS	338,759.00	338,759.00	0.00	(1,885.86)	0.00	(0.56)
Total Transfers-In:	453,759.00	453,759.00	9,583.34	(1,885.86)	57,500.04	12.26
Total Dept 000.000	5,827,912.00	5,827,912.00	1,691,888.30	(1,885.86)	2,941,774.16	50.44
Dept 702.000 - PLANNING AND ZONING						
Account Type: Revenue						
613.000 LAND DIVISION/COMBINATION FEES	0.00	0.00	0.00	0.00	600.00	100.00
617.000 SITE PLAN FEES	13,000.00	13,000.00	2,500.00	0.00	8,650.00	66.54
618.000 ZONING BOARD OF APPEALS APPLIC	3,500.00	3,500.00	500.00	0.00	4,200.00	120.00
Total Revenue:	16,500.00	16,500.00	3,000.00	0.00	13,450.00	81.52
Total Dept 702.000 - PLANNING AND ZONING	16,500.00	16,500.00	3,000.00	0.00	13,450.00	81.52
TOTAL REVENUES	5,844,412.00	5,844,412.00	1,694,888.30	(1,885.86)	2,955,224.16	50.53

Expenditures
Dept 101.000 - Township Board

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Account Type: Expenditure						
703.100 TRUSTEES SALARIES	30,266.00	30,266.00	2,522.24	0.00	15,133.44	50.00
704.100 PER DIEM	8,840.00	8,840.00	260.00	0.00	3,250.00	36.65
709.000 TOWNSHIP FICA	2,400.00	2,400.00	212.88	0.00	1,406.51	58.60
716.000 DEFINED CONTRIBUTION	4,000.00	4,000.00	654.98	0.00	2,042.94	51.07

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ACCOUNT DESCRIPTION	2022-23		ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
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	0.00	0.00	6,311.20	18.03
900.000 LEGAL NOTICES/ADVERTISING	5,000.00	5,000.00	140.00	0.00	7,560.00	151.20
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	7,096.98	0.00	9,596.98	30.47
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	0.00	0.00	11,938.49	79.59
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	2,123,946.00	2,123,946.00	0.00	0.00	108,875.00	5.13
Total Expenditure:	2,284,502.00	2,284,502.00	10,887.08	0.00	166,422.19	7.28
Total Dept 101.000 - Township Board	2,284,502.00	2,284,502.00	10,887.08	0.00	166,422.19	7.28
Dept 171.000 - Township Supervisor						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	9,552.00	9,552.00	734.81	0.00	7,348.05	76.93
703.200 ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	37,441.51	46.54
709.000 TOWNSHIP FICA	7,000.00	7,000.00	551.63	0.00	3,464.70	49.50
716.000 DEFINED CONTRIBUTION	10,615.00	10,615.00	1,350.06	0.00	5,324.84	50.16
718.000 HEALTH/DENTAL/VISION INSURANCE	19,812.00	19,812.00	1,651.02	0.00	12,292.95	62.05
725.100 LONG/SHORT TERM DISABILITY	511.00	511.00	0.00	0.00	291.72	57.09
725.200 LIFE INSURANCE	91.00	91.00	0.00	0.00	48.90	53.74
853.000 PHONE/COMM/INTERNET	600.00	600.00	50.00	0.00	300.00	50.00
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	10,526.20	0.00	66,512.67	51.55
Total Dept 171.000 - Township Supervisor	129,034.00	129,034.00	10,526.20	0.00	66,512.67	51.55
Dept 201.000 - ACCOUNTING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	204,860.00	204,860.00	17,121.22	0.00	103,583.42	50.56
709.000 TOWNSHIP FICA	15,920.00	15,920.00	1,341.19	0.00	8,109.18	50.94
712.000 PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	500.00	0.00	3,000.00	50.00
716.000 DEFINED CONTRIBUTION	25,100.00	25,100.00	3,338.64	0.00	13,822.87	55.07
718.000 HEALTH/DENTAL/VISION INSURANCE	22,440.00	22,440.00	1,869.23	0.00	13,089.98	58.33
725.100 LONG/SHORT TERM DISABILITY	1,240.00	1,240.00	0.00	0.00	648.05	52.26
725.200 LIFE INSURANCE	243.00	243.00	0.00	0.00	121.50	50.00
861.000 MILEAGE	250.00	250.00	58.25	0.00	257.50	103.00
910.000 PROFESSIONAL DEVELOPMENT	8,200.00	8,200.00	60.00	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	24,288.53	0.00	145,003.20	50.61
Total Dept 201.000 - ACCOUNTING	286,503.00	286,503.00	24,288.53	0.00	145,003.20	50.61
Dept 215.000 - CLERK'S OFFICE						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	97,985.00	97,985.00	5,308.42	0.00	33,693.59	34.39
703.200 ELECTED OFFICIALS SALARIES	80,453.00	80,453.00	6,188.68	0.00	37,441.51	46.54
709.000 TOWNSHIP FICA	14,200.00	14,200.00	921.62	0.00	6,006.19	
713.000 OVERTIME	6,000.00	6,000.00	0.00	0.00	6,583.58	
716.000 DEFINED CONTRIBUTION	16,300.00	16,300.00	2,443.58	0.00	10,168.12	

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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	Fund 101 - General Fund					
Expenditures						
718.000 HEALTH/DENTAL/VISION INSURANCE	62,820.00	62,820.00	4,299.21	0.00	30,106.83	47.93
725.100 LONG/SHORT TERM DISABILITY	1,100.00	1,100.00	0.00	0.00	488.59	44.42
725.200 LIFE INSURANCE	226.00	226.00	0.00	0.00	93.24	41.26
853.000 PHONE/COMM/INTERNET	1,000.00	1,000.00	85.00	0.00	510.00	51.00
861.000 MILEAGE	750.00	750.00	19.88	0.00	180.08	24.01
910.000 PROFESSIONAL DEVELOPMENT	5,000.00	5,000.00	1,049.50	0.00	1,099.50	21.99
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	300.00	0.00	300.00	15.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,000.00	1,000.00	775.00	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	294,334.00	21,390.89	0.00	127,829.64	43.43
Total Dept 215.000 - CLERK'S OFFICE	294,334.00	294,334.00	21,390.89	0.00	127,829.64	43.43
Dept 228.000 - TECHNICAL/UTILITIES SERVICES						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	132,400.00	132,400.00	10,304.86	0.00	68,342.23	51.62
702.500 LEAVE TIME PAYOUT	1,265.00	1,265.00	0.00	0.00	1,335.88	105.60
704.000 PART-TIME EMPLOYEE SALARIES	30,701.00	30,701.00	0.00	0.00	10,025.92	32.66
709.000 TOWNSHIP FICA	12,575.00	12,575.00	810.12	0.00	6,190.94	49.23
712.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	1,500.00	50.00
713.000 OVERTIME	0.00	0.00	0.00	0.00	70.84	100.00
716.000 DEFINED CONTRIBUTION	11,300.00	11,300.00	1,768.98	0.00	8,147.34	72.10
718.000 HEALTH/DENTAL/VISION INSURANCE	15,705.00	15,705.00	1,308.47	0.00	10,631.00	67.69
725.100 LONG/SHORT TERM DISABILITY	575.00	575.00	0.00	0.00	441.75	76.83
725.200 LIFE INSURANCE	138.00	138.00	0.00	0.00	75.58	54.77
861.000 MILEAGE	0.00	0.00	0.00	0.00	68.50	100.00
Total Expenditure:	207,659.00	207,659.00	14,442.43	0.00	106,829.98	51.44
Total Dept 228.000 - TECHNICAL/UTILITIES SERVICE:	207,659.00	207,659.00	14,442.43	0.00	106,829.98	51.44
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	375.38	9.38
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	5,261.05	0.00	52,918.93	55.70
946.000 ENGINEERING SERVICES	3,000.00	3,000.00	135.00	0.00	135.00	4.50
955.000 SUNDRY	250.00	250.00	0.00	0.00	108.64	43.46
980.000 CAPITAL EQUIPMENT	59,000.00	59,000.00	249.59	0.00	3,782.51	6.41
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	5,680.64	274.68	57,320.46	34.96
Total Dept 229.000 - COMPUTER/CABLE	164,750.00	164,750.00	5,680.64	274.68	57,320.46	34.96
Dept 247.000 - Board of Review						
Account Type: Expenditure						
704.100 PER DIEM	2,800.00	2,800.00	195.00	0.00	325.00	11.61
709.000 TOWNSHIP FICA	215.00	215.00	14.92	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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ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	3,565.00	3,565.00	209.92	0.00	379.86	10.66
Total Dept 247.000 - Board of Review	3,565.00	3,565.00	209.92	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	33,144.32	47.71
703.200 ELECTED OFFICIALS SALARIES	40,226.00	40,226.00	3,094.34	0.00	18,720.76	46.54
704.000 PART-TIME EMPLOYEE SALARIES	50,100.00	50,100.00	5,070.60	0.00	28,312.80	56.51
709.000 TOWNSHIP FICA	12,300.00	12,300.00	1,045.46	0.00	6,143.87	49.95
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	1,515.77	0.00	6,134.75	47.56
718.000 HEALTH/DENTAL/VISION INSURANCE	44,870.00	44,870.00	3,738.46	0.00	26,179.96	58.35
725.100 LONG/SHORT TERM DISABILITY	445.00	445.00	0.00	0.00	226.43	50.88
725.200 LIFE INSURANCE	81.00	81.00	0.00	0.00	40.50	50.00
851.000 POSTAGE	8,900.00	8,900.00	2,082.88	0.00	10,832.33	121.71
853.000 PHONE/COMM/INTERNET	1,020.00	1,020.00	85.00	0.00	460.00	45.10
861.000 MILEAGE	600.00	600.00	130.00	0.00	519.38	86.56
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	1,900.00	0.00	0.00	0.00	0.00
916.000 TRAINING	0.00	0.00	0.00	0.00	1,310.06	100.00
955.000 SUNDRY	250.00	250.00	14.83	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	22,255.74	0.00	135,158.85	54.34
Total Dept 253.000 - Treasurer	248,713.00	248,713.00	22,255.74	0.00	135,158.85	54.34
Dept 257.000 - Assessing						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	330,500.00	330,500.00	27,255.75	0.00	187,645.50	56.78
902.200 ASSESSMENT ROLL PREP	6,500.00	6,500.00	0.00	0.00	18.35	0.28
955.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,500.00	337,500.00	27,255.75	0.00	187,663.85	55.60
Total Dept 257.000 - Assessing	337,500.00	337,500.00	27,255.75	0.00	187,663.85	55.60
Dept 262.000 - Elections						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	104,825.00	104,825.00	8,063.60	0.00	48,149.90	45.93
704.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	(22,682.62)	0.00	0.00	0.00
707.000 TEMPORARY EMPLOYEES	81,000.00	81,000.00	22,913.37	0.00	62,186.32	76.77
709.000 TOWNSHIP FICA	16,000.00	16,000.00	616.84	0.00	5,842.51	36.52
713.000 OVERTIME	25,000.00	25,000.00	0.00	0.00	9,029.59	36.12
716.000 DEFINED CONTRIBUTION	11,600.00	11,600.00	1,710.68	0.00	7,405.53	63.84
718.000 HEALTH/DENTAL/VISION INSURANCE	44,862.00	44,862.00	3,738.47	0.00	26,180.03	58.36
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	0.00	0.00	343.11	51.99
725.200 LIFE INSURANCE	162.00	162.00	0.00	0.00	80.94	49.96
752.001 SUPPLIES FOR ELECTIONS	25,000.00	25,000.00	4,069.20	0.00	21,034.05	84.14
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	
931.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	0.00	0.00	7,838.00	
955.000 SUNDRY	10,000.00	10,000.00	5,572.32	0.00	12,927.87	

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
980.000 OFFICE EQUIP & FURNITURE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	337,359.00	337,359.00	24,001.86	0.00	201,316.20	59.67
Total Dept 262.000 - Elections	337,359.00	337,359.00	24,001.86	0.00	201,316.20	59.67
Dept 265.000 - Township Buildings						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	102,848.00	102,848.00	7,076.54	0.00	34,274.64	33.33
704.000 PART-TIME EMPLOYEE SALARIES	63,400.00	63,400.00	2,450.57	0.00	41,395.38	65.29
709.000 TOWNSHIP FICA	13,800.00	13,800.00	932.64	0.00	6,623.63	48.00
713.000 OVERTIME	3,500.00	3,500.00	632.64	0.00	1,695.90	48.45
716.000 DEFINED CONTRIBUTION	9,850.00	9,850.00	1,470.22	0.00	5,369.10	54.51
718.000 HEALTH/DENTAL/VISION INSURANCE	32,041.00	32,041.00	2,670.10	0.00	17,963.50	56.06
725.100 LONG/SHORT TERM DISABILITY	660.00	660.00	0.00	0.00	324.88	49.22
725.200 LIFE INSURANCE	172.00	172.00	0.00	0.00	82.68	48.07
752.000 SUPPLIES & SMALL EQUIPMENT	5,000.00	5,000.00	533.86	281.98	4,729.80	100.24
758.000 DIESEL FUEL	2,000.00	2,000.00	0.00	0.00	1,997.31	99.87
759.000 VEHICLE FUEL	8,000.00	8,000.00	940.22	0.00	4,316.29	53.95
768.000 UNIFORMS/ACCESSORIES	3,500.00	3,500.00	92.22	0.00	2,029.82	57.99
801.000 CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	0.00	438.00	43.80
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	210.00	50.00
917.000 SEWER USAGE	4,000.00	4,000.00	0.00	0.00	1,119.60	27.99
919.000 TRASH DISPOSAL	1,700.00	1,700.00	125.93	0.00	930.58	54.74
920.000 ELECTRIC	20,000.00	20,000.00	1,611.28	0.00	7,309.70	36.55
921.000 NATURAL GAS/HEAT	5,000.00	5,000.00	862.74	0.00	1,661.58	33.23
930.000 MAINTENANCE TWP HALL	10,000.00	10,000.00	1,680.18	0.00	7,001.74	70.02
930.004 MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	1,000.00	0.00	0.00	0.00	0.00
930.008 MAINTENANCE LIBRARY	1,500.00	1,500.00	0.00	0.00	617.54	41.17
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	2,454.86	0.00	5,878.06	78.37
932.000 VEHICLE MAINTENANCE	3,500.00	3,500.00	18.00	0.00	5,204.27	148.69
955.000 SUNDRY	500.00	500.00	298.28	0.00	505.24	101.05
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	55,000.00	55,000.00	(10,149.59)	(130.00)	231.75	0.19
980.100 ARPA FUNDS STORAGE FACILITY	0.00	0.00	90,315.67	0.00	90,905.67	100.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
981.500 RESERVE FOR VEHICLE PURCHASE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	363,891.00	363,891.00	104,051.36	151.98	243,541.66	66.97
Total Dept 265.000 - Township Buildings	363,891.00	363,891.00	104,051.36	151.98	243,541.66	66.97
Dept 275.000 - OTHER EXPENSES						
Account Type: Expenditure						
704.200 PORTAGE/BASE LAKES GROSS WAGES	1,500.00	1,500.00	475.00	0.00	475.00	31.67
708.000 UNEMPLOYMENT COMPENSATION	800.00	800.00	0.00	0.00	469.71	58.71
709.000 TOWNSHIP FICA	115.00	115.00	36.35	0.00	36.37	31.63
718.500 HEALTH CARE REIMBURSEMENT	80,000.00	80,000.00	8,363.88	0.00	38,139.38	47.67
727.000 WORKERS' COMPENSATION	10,000.00	10,000.00	0.00	0.00	4,803.86	48.04
752.000 SUPPLIES & SMALL EQUIPMENT	18,500.00	18,500.00	752.27	35.12	8,638.82	46.89
801.000 CONTRACTUAL SERVICES	12,500.00	12,500.00	103.39	0.00	6,527.91	52.22
802.100 ROAD MAINTENANCE	7,500.00	7,500.00	(19,969.15)	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	12,500.00	0.00	0.00	10,000.00	

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 101 - General Fund						
Expenditures						
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	315.36	0.00	4,009.04	100.23
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	53.73	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	1,877.72	0.00	7,215.70	57.73
954.000 AUDIT	23,780.00	23,780.00	0.00	0.00	28,640.00	120.44
955.000 SUNDRY	2,200.00	2,200.00	450.94	0.00	1,476.48	67.11
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	0.00	0.00	0.00	0.00
967.200 ADA COMPLIANCE PROJECTS	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.000 OFFICE EQUIP & FURNITURE	8,100.00	8,100.00	0.00	0.00	0.00	0.00
995.591 TRANSFER OUT WATER FUND	154,000.00	154,000.00	12,833.34	0.00	77,000.04	50.00
Total Expenditure:	399,595.00	399,595.00	5,292.83	35.12	210,910.67	52.79
Account Type: Transfers-Out						
995.208 TRANSFER OUT RECREATION FUND	400,000.00	400,000.00	33,333.33	0.00	199,999.98	50.00
Total Transfers-Out:	400,000.00	400,000.00	33,333.33	0.00	199,999.98	50.00
Total Dept 275.000 - OTHER EXPENSES	799,595.00	799,595.00	38,626.16	35.12	410,910.65	51.39
Dept 345.000 - Public Safety (Police & Fire)						
Account Type: Expenditure						
704.100 PER DIEM	1,040.00	1,040.00	130.00	0.00	390.00	37.50
709.000 TOWNSHIP FICA	60.00	60.00	9.94	0.00	29.81	49.68
Total Expenditure:	1,100.00	1,100.00	139.94	0.00	419.81	38.16
Total Dept 345.000 - Public Safety (Police & Fire)	1,100.00	1,100.00	139.94	0.00	419.81	38.16
Dept 448.000 - Street Lighting						
Account Type: Expenditure						
926.000 STREET LIGHTING	17,500.00	17,500.00	1,319.32	0.00	6,152.02	35.15
Total Expenditure:	17,500.00	17,500.00	1,319.32	0.00	6,152.02	35.15
Total Dept 448.000 - Street Lighting	17,500.00	17,500.00	1,319.32	0.00	6,152.02	35.15
Dept 567.000 - CEMETERY						
Account Type: Expenditure						
704.000 PART-TIME EMPLOYEE SALARIES	11,318.00	11,318.00	1,088.62	0.00	8,685.25	76.74
709.000 TOWNSHIP FICA	925.00	925.00	84.52	0.00	677.26	73.22
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	3,500.00	0.00	16,820.00	84.10
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	210.00	50.00
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	3,121.00	0.00	4,287.57	317.60
Total Expenditure:	39,013.00	39,013.00	7,829.14	0.00	32,376.08	82.99
Total Dept 567.000 - CEMETERY	39,013.00	39,013.00	7,829.14	0.00	32,376.08	82.99
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 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% 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	0.00	0.00	340.00	68.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	9,363.00	9,363.00	0.00	0.00	2,293.79	24.50
Total Dept 701.000 - Planning Commission	9,363.00	9,363.00	0.00	0.00	2,293.79	24.50
Dept 702.000 - PLANNING AND ZONING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	124,750.00	124,750.00	3,462.40	0.00	50,669.51	40.62
704.000 PART-TIME EMPLOYEE SALARIES	95,276.00	95,276.00	4,812.00	0.00	24,116.63	25.31
704.100 PER DIEM	4,020.00	4,020.00	335.00	0.00	1,480.00	36.82
709.000 TOWNSHIP FICA	17,250.00	17,250.00	865.13	0.00	6,463.96	37.47
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	687.85	0.00	6,095.72	43.85
718.000 HEALTH/DENTAL/VISION INSURANCE	17,610.00	17,610.00	401.65	0.00	14,816.41	84.14
725.100 LONG/SHORT TERM DISABILITY	753.00	753.00	0.00	0.00	314.06	41.71
725.200 LIFE INSURANCE	162.00	162.00	0.00	0.00	74.25	45.83
752.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	(9.32)	0.00	0.00
826.000 LEGAL FEES	8,000.00	8,000.00	0.00	0.00	1,882.50	23.53
853.000 PHONE/COMM/INTERNET	1,760.00	1,760.00	55.00	0.00	475.00	26.99
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	750.00	750.00	390.00	0.00	960.00	128.00
910.000 PROFESSIONAL DEVELOPMENT	500.00	500.00	650.80	0.00	685.80	137.16
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	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,700.00	2,700.00	0.00	0.00	413.00	15.30
Total Expenditure:	295,031.00	295,031.00	11,659.83	(9.32)	109,716.20	37.18
Total Dept 702.000 - PLANNING AND ZONING	295,031.00	295,031.00	11,659.83	(9.32)	109,716.20	37.18
Dept 703.000 - LAKES, RIVERS & STREAMS						
Account Type: Expenditure						
967.000 SPECIAL PROJECTS	25,000.00	25,000.00	0.00	0.00	54,687.63	218.75
Total Expenditure:	25,000.00	25,000.00	0.00	0.00	54,687.63	218.75
Total Dept 703.000 - LAKES, RIVERS & STREAMS	25,000.00	25,000.00	0.00	0.00	54,687.63	218.75
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
TOTAL EXPENDITURES	5,844,412.00	5,844,412.00	324,564.79	452.46	2,054,286.41	35.16

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 12/31/2022
 % Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23		ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - General Fund						
Fund 101 - General Fund:						
TOTAL REVENUES	5,844,412.00	5,844,412.00	1,694,888.30	(1,885.86)	2,955,224.16	50.53
TOTAL EXPENDITURES	5,844,412.00	5,844,412.00	324,564.79	452.46	2,054,286.41	35.16
NET OF REVENUES & EXPENDITURES	0.00	0.00	1,370,323.51	(2,338.32)	900,937.75	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 12/31/2022
 % Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,205,591.00	1,205,591.00	1,208,675.16	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	1,000.00	235.79	0.00	2,112.20	211.22
Total Revenue:	1,210,591.00	1,210,591.00	1,208,910.95	0.00	1,210,748.75	100.01
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Transfers-In:	146,409.00	146,409.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,357,000.00	1,357,000.00	1,208,910.95	0.00	1,210,748.75	89.22
TOTAL REVENUES	1,357,000.00	1,357,000.00	1,208,910.95	0.00	1,210,748.75	89.22
Expenditures						
Dept 000.000						
Account Type: Expenditure						
801.000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	2,380.00	100.00
802.000 ROAD IMPROVEMENT	1,357,000.00	1,357,000.00	19,969.15	0.00	1,282,952.18	94.54
Total Expenditure:	1,357,000.00	1,357,000.00	19,969.15	0.00	1,285,332.18	94.72
Total Dept 000.000	1,357,000.00	1,357,000.00	19,969.15	0.00	1,285,332.18	94.72
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	19,969.15	0.00	1,285,332.18	94.72
Fund 204 - Road Fund:						
TOTAL REVENUES	1,357,000.00	1,357,000.00	1,208,910.95	0.00	1,210,748.75	89.22
TOTAL EXPENDITURES	1,357,000.00	1,357,000.00	19,969.15	0.00	1,285,332.18	94.72
NET OF REVENUES & EXPENDITURES	0.00	0.00	1,188,941.80	0.00	(74,583.43)	100.00

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	Fund 206 - Fire Fund					
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,058,065.00	2,058,065.00	2,063,362.64	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	1,000.00	1,358.89	0.00	4,855.66	485.57
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	500.00	0.00	0.00	1,250.00	250.00
677.000 SUNDRY	50.00	50.00	0.00	0.00	0.00	0.00
Total Revenue:	2,067,215.00	2,067,215.00	2,064,721.53	0.00	2,069,483.31	100.11
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Transfers-In:	17,656.00	17,656.00	0.00	(505.30)	0.00	(2.86)
Total Dept 000.000	2,084,871.00	2,084,871.00	2,064,721.53	(505.30)	2,069,483.31	99.24
TOTAL REVENUES	2,084,871.00	2,084,871.00	2,064,721.53	(505.30)	2,069,483.31	99.24
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	444,000.00	444,000.00	39,530.66	0.00	220,338.77	49.63
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	2,488.35	0.00	15,833.67	39.58
704.500 PART TIME FIRE FIGHTERS	500,000.00	500,000.00	58,842.74	0.00	286,514.70	57.30
709.000 TOWNSHIP FICA	82,500.00	82,500.00	8,603.62	0.00	45,846.65	55.57
712.000 PAY IN LIEU OF MEDICAL INS	4,200.00	4,200.00	350.00	0.00	2,100.00	50.00
713.000 OVERTIME	70,000.00	70,000.00	11,019.91	0.00	70,605.36	100.86
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	7,861.49	0.00	31,626.60	63.25
718.000 HEALTH/DENTAL/VISION INSURANCE	96,800.00	96,800.00	7,662.30	0.00	61,831.46	63.88
725.100 LONG/SHORT TERM DISABILITY	7,000.00	7,000.00	0.00	0.00	5,746.82	82.10
725.200 LIFE INSURANCE	470.00	470.00	0.00	0.00	236.48	50.31
727.000 WORKERS' COMPENSATION	56,800.00	56,800.00	0.00	0.00	15,664.66	27.58
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	660.41	0.00	9,643.89	96.44
754.000 MEDICAL AND SCENE SUPPLIES	20,000.00	20,000.00	2,631.61	0.00	8,999.38	45.00
758.000 DIESEL FUEL	250.00	250.00	0.00	0.00	376.83	150.73
759.000 VEHICLE FUEL	30,000.00	30,000.00	3,304.19	0.00	17,830.72	59.44
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	6,296.76	0.00	16,756.18	167.56
768.100 TURN OUT GEAR	50,000.00	50,000.00	0.00	0.00	3,188.21	6.38
801.000 CONTRACTUAL SERVICES	20,000.00	20,000.00	49.60	4,676.51	25,091.20	148.84
826.000 LEGAL FEES	8,000.00	8,000.00	0.00	0.00	14.00	0.18
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	13,315.00	0.00	14,636.13	52.27
853.000 PHONE/COMM/INTERNET	11,000.00	11,000.00	374.98	0.00	4,697.00	42.70
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	194.78	0.00	4,486.42	17.95
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	0.00	0.00	622.00	
918.000 WATER USAGE	2,000.00	2,000.00	0.00	0.00	395.25	

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23		ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 206 - Fire Fund						
Expenditures						
919.000 TRASH DISPOSAL	2,500.00	2,500.00	592.06	0.00	1,850.70	74.03
920.000 ELECTRIC	35,000.00	35,000.00	4,822.49	0.00	15,991.63	45.69
920.100 SIREN ELECTRIC USAGE	2,000.00	2,000.00	50.70	0.00	668.55	33.43
930.003 MAINTENANCE FIRE HALL	48,000.00	48,000.00	8,727.38	0.00	51,097.67	106.45
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	0.00	(11.00)	3,303.12	23.52
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	922.45	(13.19)	18,871.26	31.43
933.000 SOFTWARE MAINTENANCE	1,500.00	1,500.00	0.00	0.00	2,718.65	181.24
955.000 SUNDRY	3,000.00	3,000.00	0.00	(505.30)	0.00	(16.84)
958.000 DUES/SUBSCRIP/RECERTIFICATION	7,500.00	7,500.00	0.00	0.00	3,781.54	50.42
967.000 SPECIAL PROJECTS	10,000.00	10,000.00	3,025.00	0.00	3,624.99	36.25
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	205,500.00	205,500.00	(23,604.06)	0.00	20,146.85	9.80
981.000 CAPITAL EXPENSE - VEHICLE	55,197.00	55,197.00	0.00	35,877.00	38,837.80	135.36
Total Expenditure:	2,084,871.00	2,084,871.00	157,722.42	40,024.02	1,072,124.24	53.34
Total Dept 000.000	2,084,871.00	2,084,871.00	157,722.42	40,024.02	1,072,124.24	53.34
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	157,722.42	40,024.02	1,072,124.24	53.34
Fund 206 - Fire Fund:						
TOTAL REVENUES	2,084,871.00	2,084,871.00	2,064,721.53	(505.30)	2,069,483.31	99.24
TOTAL EXPENDITURES	2,084,871.00	2,084,871.00	157,722.42	40,024.02	1,072,124.24	53.34
NET OF REVENUES & EXPENDITURES	0.00	0.00	1,906,999.11	(40,529.32)	997,359.07	100.00

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
	Fund 207 - Police Fund					
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,971,200.00	2,971,200.00	2,978,851.33	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	20.00	0.00	115.00	57.50
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	127.05	0.00	833.70	83.37
657.000 ORDINANCE FINES	10,000.00	10,000.00	830.30	0.00	5,678.06	56.78
664.000 INTEREST REVENUE	1,000.00	1,000.00	0.00	0.00	(223.44)	(22.34)
674.000 CONTRIBUTIONS/DONATIONS/GRANTS	2,500.00	2,500.00	0.00	0.00	0.00	0.00
676.000 REIMBURSEMENTS & COST RECOVERY	1,000.00	1,000.00	50.00	0.00	1,938.17	193.82
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	0.00	0.00	0.00	1,100.16	100.00
693.000 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	1,169.60	100.00
Total Revenue:	3,012,950.00	3,012,950.00	2,979,878.68	0.00	3,001,126.22	99.61
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Transfers-In:	203,032.00	203,032.00	0.00	0.00	0.00	0.00
Total Dept 000.000	3,215,982.00	3,215,982.00	2,979,878.68	0.00	3,001,126.22	93.32
TOTAL REVENUES	3,215,982.00	3,215,982.00	2,979,878.68	0.00	3,001,126.22	93.32
Expenditures						
Dept 000.000						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	1,561,559.00	1,561,559.00	129,538.78	0.00	789,506.55	50.56
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	2,214.41	0.00	15,298.80	42.50
706.000 HOLIDAY PAY	89,500.00	89,500.00	13,817.15	0.00	37,673.19	42.09
709.000 TOWNSHIP FICA	134,590.00	134,590.00	12,492.84	0.00	70,023.58	52.03
712.000 PAY IN LIEU OF MEDICAL INS	4,800.00	4,800.00	650.00	0.00	3,400.00	70.83
713.000 OVERTIME	70,000.00	70,000.00	4,629.13	0.00	43,646.95	62.35
716.000 DEFINED CONTRIBUTION	279,200.00	279,200.00	29,602.92	0.00	158,848.32	56.89
718.000 HEALTH/DENTAL/VISION INSURANCE	287,600.00	287,600.00	23,655.87	0.00	166,287.14	57.82
725.100 LONG/SHORT TERM DISABILITY	8,332.00	8,332.00	0.00	0.00	4,276.28	51.32
725.200 LIFE INSURANCE	1,860.00	1,860.00	0.00	0.00	716.85	38.54
726.500 EQUIPMENT ALLOWANCE	11,200.00	11,200.00	0.00	0.00	11,200.00	100.00
727.000 WORKERS' COMPENSATION	47,336.00	47,336.00	0.00	0.00	13,246.13	27.98
730.000 RETIREE HEALTH INSURANCE	104,000.00	104,000.00	0.00	0.00	104,000.00	100.00
731.000 EDUCATION INCENTIVE BONUS	12,000.00	12,000.00	12,000.00	0.00	12,000.00	100.00
752.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	1,322.63	210.90	4,897.71	51.09
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	

Item 20.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 12/31/22			
Fund 207 - Police Fund						
Expenditures						
759.000 VEHICLE FUEL	50,000.00	50,000.00	5,765.47	0.00	28,860.51	57.72
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,106.92	0.00	5,451.47	54.51
768.500 UNIFORM CLEANING	4,000.00	4,000.00	475.00	0.00	1,606.25	40.16
801.000 CONTRACTUAL SERVICES	7,500.00	7,500.00	221.13	0.00	7,126.83	95.02
807.000 SWAT TEAM EXPENSES	6,000.00	6,000.00	669.80	2,305.00	1,746.68	67.53
807.001 CODE ENFORCEMENT EXPENSES	500.00	500.00	265.00	0.00	891.30	178.26
809.000 JANITORIAL SERVICES	8,000.00	8,000.00	1,107.45	0.00	4,564.62	57.06
826.000 LEGAL FEES	7,000.00	7,000.00	0.00	0.00	5,412.00	77.31
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	0.00	0.00	17.72	8.86
853.000 PHONE/COMM/INTERNET	12,000.00	12,000.00	450.87	0.00	5,945.90	49.55
914.000 TUITION REIMBURSEMENT	8,000.00	8,000.00	1,500.00	0.00	6,000.00	75.00
916.000 TRAINING	12,000.00	12,000.00	0.00	0.00	8,051.86	67.10
917.000 SEWER USAGE	3,000.00	3,000.00	0.00	0.00	870.80	29.03
920.000 ELECTRIC	12,000.00	12,000.00	1,032.64	0.00	6,002.65	50.02
921.000 NATURAL GAS/HEAT	3,000.00	3,000.00	364.57	0.00	1,010.07	33.67
930.002 MAINTENANCE POLICE BUILDING	12,000.00	12,000.00	0.00	(1,718.32)	1,842.01	1.03
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	2,562.21	286.88	31,982.41	64.54
933.000 SOFTWARE MAINTENANCE	20,000.00	20,000.00	264.31	0.00	13,547.25	67.74
933.300 LAW ENFORCEMENT INFO NETWORK	6,000.00	6,000.00	387.00	0.00	2,912.00	48.53
955.000 SUNDRY	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	420.64	0.00	838.34	55.89
967.000 SPECIAL PROJECTS	15,000.00	15,000.00	309.98	700.00	12,402.08	87.35
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	54,500.00	54,500.00	11,744.00	2,477.80	47,713.90	92.09
981.000 CAPITAL EXPENSE - VEHICLE	100,000.00	100,000.00	0.00	80,022.00	0.00	80.02
Total Expenditure:	3,215,982.00	3,215,982.00	258,570.72	84,284.26	1,746,507.47	56.93
Total Dept 000.000	3,215,982.00	3,215,982.00	258,570.72	84,284.26	1,746,507.47	56.93
TOTAL EXPENDITURES	3,215,982.00	3,215,982.00	258,570.72	84,284.26	1,746,507.47	56.93
Fund 207 - Police Fund:						
TOTAL REVENUES	3,215,982.00	3,215,982.00	2,979,878.68	0.00	3,001,126.22	93.32
TOTAL EXPENDITURES	3,215,982.00	3,215,982.00	258,570.72	84,284.26	1,746,507.47	56.93
NET OF REVENUES & EXPENDITURES	0.00	0.00	2,721,307.96	(84,284.26)	1,254,618.75	100.00

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% 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	0.00	1,550.68	0.00	6,080.58	100.00
Total Revenue:	0.00	0.00	1,550.68	0.00	6,080.86	100.00
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	400,000.00	400,000.00	33,333.33	0.00	199,999.98	50.00
699.999 APPROPRIATION FROM SURPLUS	192,085.00	192,085.00	0.00	0.00	0.00	0.00
Total Transfers-In:	592,085.00	592,085.00	33,333.33	0.00	199,999.98	33.78
Total Dept 000.000	592,085.00	592,085.00	34,884.01	0.00	206,080.84	34.81
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	0.00	(4,603.23)	0.00	22,049.77	100.00
676.000 REIMBURSEMENTS & COST RECOVERY	0.00	0.00	0.00	0.00	4,092.00	100.00
Total Revenue:	15,000.00	15,000.00	(4,603.23)	0.00	36,756.88	245.05
Total Dept 751.000 - Recreation Board	15,000.00	15,000.00	(4,603.23)	0.00	36,756.88	245.05
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	160.00	0.00	2,460.00	123.00
Total Revenue:	2,000.00	2,000.00	160.00	0.00	2,460.00	123.00
Total Dept 820.000 - SENIOR CENTER	2,000.00	2,000.00	160.00	0.00	2,460.00	123.00
TOTAL REVENUES	609,085.00	609,085.00	30,440.78	0.00	245,560.72	40.32
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	16,871.71	39.14
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	1,700.66	43.61
709.000 TOWNSHIP FICA	3,800.00	3,800.00	250.62	0.00	1,650.09	43.42
713.000 OVERTIME	0.00	0.00	0.00	0.00	66.16	100.00
716.000 DEFINED CONTRIBUTION	3,600.00	3,600.00	588.15	0.00	2,201.92	61.16
718.000 HEALTH/DENTAL/VISION INSURANCE	15,702.00	15,702.00	1,308.47	0.00	11,034.06	
725.100 LONG/SHORT TERM DISABILITY	226.00	226.00	0.00	0.00	130.13	
725.200 LIFE INSURANCE	57.00	57.00	0.00	0.00	28.32	

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Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL Expenditures						
727.000 WORKERS' COMPENSATION	120.00	120.00	0.00	0.00	421.79	351.49
752.000 SUPPLIES & SMALL EQUIPMENT	2,500.00	2,500.00	385.29	0.00	2,213.01	88.52
758.000 DIESEL FUEL	1,500.00	1,500.00	0.00	0.00	1,232.48	82.17
809.000 JANITORIAL SERVICES	500.00	500.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	0.00	0.00	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	180.00	0.00	319.05	79.76
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	35.00	0.00	345.00	17.25
917.000 SEWER USAGE	700.00	700.00	0.00	0.00	155.50	22.21
919.000 TRASH DISPOSAL	1,500.00	1,500.00	176.15	0.00	880.75	58.72
920.000 ELECTRIC	4,000.00	4,000.00	79.08	0.00	1,721.79	43.04
921.000 NATURAL GAS/HEAT	0.00	0.00	56.24	0.00	56.24	100.00
930.005 MAINTENANCE PARK BUILDINGS	7,500.00	7,500.00	502.89	0.00	12,647.34	168.63
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	100,000.00	49,450.00	73,410.80	49,450.00	122.86
930.300 PLAYGROUND INSPECTION	750.00	750.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	10,000.00	10,000.00	585.00	0.00	10,256.00	102.56
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	5,000.00	2,217.75	0.00	13,963.25	279.27
955.000 SUNDRY	2,500.00	2,500.00	0.00	0.00	70.80	2.83
955.278 EVERY CHILD SHALL PLAY SCHOLARSHIP	0.00	0.00	0.00	0.00	450.00	100.00
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	482.53	827.97	26,562.56	54.78
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	0.00	8,548.70	0.00	42.74
Total Expenditure:	329,963.00	329,963.00	59,573.33	82,787.47	166,290.19	75.49
Total Dept 751.000 - Recreation Board	329,963.00	329,963.00	59,573.33	82,787.47	166,290.19	75.49
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	23.20	0.00	108.13	36.04
938.000 LAKELAND TRAIL MAINTENANCE	45,000.00	45,000.00	0.00	0.00	(56,262.64)	(125.03)
938.500 LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
942.000 PORTABLE TOILETS	6,000.00	6,000.00	983.98	0.00	5,312.98	88.55
955.000 SUNDRY	500.00	500.00	0.00	0.00	500.00	100.00
975.300 GRANT MATCH	5,000.00	5,000.00	0.00	0.00	115,331.48	2,306.63
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	4,000.00	4,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	62,030.00	62,030.00	1,007.18	0.00	65,191.23	105.10
Total Dept 800.000 - LAKELAND TRAIL	62,030.00	62,030.00	1,007.18	0.00	65,191.23	105.10
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	23,125.52	46.55
704.000 PART-TIME EMPLOYEE SALARIES	38,700.00	38,700.00	3,105.92	0.00	17,171.62	44.37
709.000 TOWNSHIP FICA	6,800.00	6,800.00	533.83	0.00	3,127.54	45.99
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	782.64	0.00	3,043.63	46.93
718.000 HEALTH/DENTAL/VISION INSURANCE	22,431.00	22,431.00	1,869.23	0.00	11,218.96	50.02

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 12/31/22			
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
725.100 LONG/SHORT TERM DISABILITY	315.00	315.00	0.00	0.00	164.98	52.37
725.200 LIFE INSURANCE	81.00	81.00	0.00	0.00	40.50	50.00
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	0.00	0.00	1,696.96	37.71
801.000 CONTRACTUAL SERVICES	22,000.00	22,000.00	1,857.00	0.00	9,211.65	41.87
804.000 SENIOR PROGRAMS	7,000.00	7,000.00	697.61	0.00	3,579.43	51.13
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	50.00	0.00	2,158.63	53.97
900.200 NEWSLETTER/PUBLICATIONS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.000 SEWER USAGE	1,750.00	1,750.00	0.00	0.00	438.51	25.06
919.000 TRASH DISPOSAL	2,000.00	2,000.00	160.00	0.00	960.00	48.00
920.000 ELECTRIC	4,500.00	4,500.00	379.68	0.00	2,582.41	57.39
921.000 NATURAL GAS/HEAT	2,500.00	2,500.00	481.01	0.00	802.27	32.09
930.001 MAINTENANCE COMM CENTER	10,500.00	10,500.00	1,263.00	93.14	2,960.41	29.08
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	0.00	0.00	0.00	0.00
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	15,002.32	93.14	92,856.81	42.82
Total Dept 820.000 - SENIOR CENTER	217,092.00	217,092.00	15,002.32	93.14	92,856.81	42.82
TOTAL EXPENDITURES	609,085.00	609,085.00	75,582.83	82,880.61	324,338.23	66.86
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES	609,085.00	609,085.00	30,440.78	0.00	245,560.72	40.32
TOTAL EXPENDITURES	609,085.00	609,085.00	75,582.83	82,880.61	324,338.23	66.86
NET OF REVENUES & EXPENDITURES	0.00	0.00	(45,142.05)	(82,880.61)	(78,777.51)	100.00

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 527.000 - SEWER OPERATING						
Account Type: Revenue						
653.000 O&M USAGE FEES	1,501,500.00	1,501,500.00	234,279.42	0.00	687,401.37	45.78
653.001 O&M LATE PENALTY	27,000.00	27,000.00	3,430.71	0.00	14,512.17	53.75
653.002 ADMIN FEE FOR DELINQ ON TAXES	22,000.00	22,000.00	0.00	0.00	22,340.60	101.55
664.001 INTEREST REVENUE - O&M ACCOUNTS	5,000.00	5,000.00	408.16	0.00	1,564.09	31.28
667.000 RENTAL INCOME	18,500.00	18,500.00	0.00	0.00	8,229.73	44.49
676.000 REIMBURSEMENTS & COST RECOVERY	12,000.00	12,000.00	30.42	0.00	15,513.36	129.28
677.000 SUNDRY	500.00	500.00	0.00	0.00	100.00	20.00
Total Revenue:	1,586,500.00	1,586,500.00	238,148.71	0.00	749,661.32	47.25
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Transfers-In:	68,121.00	68,121.00	0.00	0.00	0.00	0.00
Total Dept 527.000 - SEWER OPERATING	1,654,621.00	1,654,621.00	238,148.71	0.00	749,661.32	45.31
Dept 537.000						
Account Type: Revenue						
637.300 PORTAGE MONTHLY SEWER OP	75,600.00	75,600.00	0.00	0.00	37,160.33	49.15
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	0.00	0.00	38,359.62	44.81
Total Dept 537.000	85,600.00	85,600.00	0.00	0.00	38,359.62	44.81
Dept 538.000						
Account Type: Revenue						
607.000 NON-TAX ADMIN FEE	15,000.00	15,000.00	0.00	0.00	3,711.60	24.74
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	0.00	0.00	1,800.00	18.00
642.100 DIRECT TAP FEE	112,000.00	112,000.00	0.00	0.00	123,375.00	110.16
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	0.00	0.00	49,940.00	49.94
646.300 REVENUE SALE OF GRINDER PUMPS	0.00	0.00	0.00	0.00	5,140.00	100.00
664.002 INTEREST REVENUE - CAPITAL ACCTS	5,000.00	5,000.00	4,032.42	0.00	14,758.03	295.16
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	918,500.00	4,032.42	0.00	368,387.60	40.11
Total Dept 538.000	918,500.00	918,500.00	4,032.42	0.00	368,387.60	40.11
Dept 539.000						
Account Type: Revenue						
472.000 SPECIAL ASSESSMENT REVENUE	25,000.00	25,000.00	7,089.66	0.00	7,143.90	28.58
654.000 WWTP DEBT FEE	715,000.00	715,000.00	87,288.67	0.00	256,147.77	35.82
654.001 WWTP DEBT LATE PENALTY	12,000.00	12,000.00	1,285.67	0.00	5,895.68	49.13
664.003 INTEREST REVENUE SAD'S & OTHER	1,500.00	1,500.00	4,770.28	0.00	15,090.14	1,006.01
Total Revenue:	753,500.00	753,500.00	100,434.28	0.00	284,277.49	

PERIOD ENDING 12/31/2022

% Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Total Dept 539.000	753,500.00	753,500.00	100,434.28	0.00	284,277.49	37.73
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	9,120.00	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	9,120.00	0.00	36,141.97	83.08
Total Dept 540.000	43,500.00	43,500.00	9,120.00	0.00	36,141.97	83.08
TOTAL REVENUES	3,455,721.00	3,455,721.00	351,735.41	0.00	1,476,828.00	42.74
Expenditures						
Dept 527.000 - SEWER OPERATING						
Account Type: Expenditure						
702.000 FULL-TIME EMPLOYEE SALARIES	424,096.00	424,096.00	38,182.84	0.00	221,624.55	52.26
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	6,750.00	1,380.74	0.00	9,405.24	139.34
704.100 PER DIEM	1,560.00	1,560.00	130.00	0.00	780.00	50.00
709.000 TOWNSHIP FICA	37,100.00	37,100.00	3,503.97	0.00	19,796.64	53.36
713.000 OVERTIME	47,500.00	47,500.00	4,513.77	0.00	24,085.08	50.71
716.000 DEFINED CONTRIBUTION	47,851.00	47,851.00	7,128.22	0.00	27,919.73	58.35
718.000 HEALTH/DENTAL/VISION INSURANCE	84,800.00	84,800.00	8,085.36	0.00	55,145.46	65.03
725.100 LONG/SHORT TERM DISABILITY	3,800.00	3,800.00	0.00	0.00	1,475.28	38.82
725.200 LIFE INSURANCE	571.00	571.00	0.00	0.00	312.59	54.74
727.000 WORKERS' COMPENSATION	8,668.00	8,668.00	0.00	0.00	2,204.56	25.43
751.100 GRINDER PUMP PARTS	325,000.00	325,000.00	21,585.00	12,335.00	152,870.05	50.83
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	2,828.56	0.00	12,052.18	48.21
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	886.89	0.00	8,297.49	69.15
768.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	239.49	(76.02)	5,404.99	53.29
801.000 CONTRACTUAL SERVICES	12,000.00	12,000.00	0.00	0.00	15,187.70	126.56
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	1,207.00	120.70
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	0.00	0.00	0.00	0.00
851.000 POSTAGE	7,500.00	7,500.00	0.00	0.00	3,911.58	52.15
853.000 PHONE/COMM/INTERNET	16,000.00	16,000.00	360.54	0.00	3,668.14	22.93
900.000 LEGAL NOTICES/ADVERTISING	400.00	400.00	0.00	0.00	70.00	17.50
910.000 PROFESSIONAL DEVELOPMENT	4,000.00	4,000.00	164.00	0.00	1,063.00	26.58
917.500 TREATMENT EXPENSE	115,000.00	115,000.00	0.00	0.00	29,590.94	25.73
920.000 ELECTRIC	30,000.00	30,000.00	2,042.61	0.00	10,079.44	33.60
921.000 NATURAL GAS/HEAT	4,000.00	4,000.00	480.37	0.00	1,378.15	34.45
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	500.00	0.00	0.00	2,191.15	438.23
931.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	999.34	39.97
932.000 VEHICLE MAINTENANCE	4,000.00	4,000.00	284.05	0.00	3,154.15	78.85
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	80,000.00	52,620.14	2,834.29	141,244.25	
934.200 GRINDER PUMP REPLACEMENT	78,000.00	78,000.00	0.00	0.00	48,707.75	

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
946.000 ENGINEERING SERVICES	10,000.00	10,000.00	(8,644.50)	0.00	(6,273.00)	(62.73)
955.000 SUNDRY	500.00	500.00	0.00	0.00	60.00	12.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	4,000.00	4,000.00	0.00	0.00	1,831.18	45.78
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	0.00	57,049.50	0.00	430,215.25	100.00
981.000 CAPITAL EXPENSE - VEHICLE	28,000.00	28,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	2,368,271.00	2,368,271.00	192,821.55	15,093.27	1,377,093.16	58.78
Account Type: Transfers-Out						
999.101 TRANSFER OUT GENERAL FUND	57,500.00	57,500.00	4,791.67	0.00	28,750.02	50.00
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	28,750.02	50.00
Total Dept 527.000 - SEWER OPERATING	2,425,771.00	2,425,771.00	197,613.22	15,093.27	1,405,843.18	58.58
Dept 537.000						
Account Type: Expenditure						
752.000 SUPPLIES & SMALL EQUIPMENT	20,000.00	20,000.00	3,094.47	363.59	11,662.92	60.13
753.000 CHEMICALS	25,000.00	25,000.00	9,208.00	0.00	17,961.20	71.84
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	0.00	0.00	215.84	86.34
910.000 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	0.00	0.00
917.600 SLUDGE REMOVAL EXPENSE WWTP	55,000.00	55,000.00	0.00	0.00	0.00	0.00
919.000 TRASH DISPOSAL	1,500.00	1,500.00	124.42	0.00	622.10	41.47
920.000 ELECTRIC	75,000.00	75,000.00	6,965.03	0.00	29,887.51	39.85
921.000 NATURAL GAS/HEAT	25,000.00	25,000.00	2,546.25	0.00	2,694.36	10.78
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	1,769.81	0.00	7,475.23	93.44
934.100 PUMP & MAIN REPAIR/MAINTENANCE	15,000.00	15,000.00	0.00	20,680.00	16,485.92	247.77
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	1,420.00	0.00	6,525.00	72.50
952.100 LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	1,568.00	0.00	4,956.00	49.56
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	1,635.25	0.00	1,635.25	32.71
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	272,750.00	28,331.23	21,043.59	102,524.09	45.30
Total Dept 537.000	272,750.00	272,750.00	28,331.23	21,043.59	102,524.09	45.30
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	0.00	0.00	570.00	57.00
Total Expenditure:	3,500.00	3,500.00	0.00	0.00	570.00	16.29
Account Type: Transfers-Out						
999.101 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	28,750.02	50.00
Total Transfers-Out:	57,500.00	57,500.00	4,791.67	0.00	28,750.02	50.00
Total Dept 538.000	61,000.00	61,000.00	4,791.67	0.00	29,320.02	48.07
Dept 539.000						

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP
 PERIOD ENDING 12/31/2022
 % Fiscal Year Completed: 50.41

Item 20.

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/22	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 12/31/2022	% 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	24,218.75	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	24,218.75	0.00	85,025.96	12.96
Total Dept 539.000	656,200.00	656,200.00	24,218.75	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	0.00	0.00	28,632.00	71.58
Total Expenditure:	40,000.00	40,000.00	0.00	0.00	28,632.00	71.58
Total Dept 540.000	40,000.00	40,000.00	0.00	0.00	28,632.00	71.58
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	254,954.87	36,136.86	1,651,345.25	48.83
Fund 590 - SEWER FUND:						
TOTAL REVENUES	3,455,721.00	3,455,721.00	351,735.41	0.00	1,476,828.00	42.74
TOTAL EXPENDITURES	3,455,721.00	3,455,721.00	254,954.87	36,136.86	1,651,345.25	48.83
NET OF REVENUES & EXPENDITURES	0.00	0.00	96,780.54	(36,136.86)	(174,517.25)	100.00
TOTAL REVENUES - ALL FUNDS	16,567,071.00	16,567,071.00	8,330,575.65	(2,391.16)	10,958,971.16	66.13
TOTAL EXPENDITURES - ALL FUNDS	16,567,071.00	16,567,071.00	1,091,364.78	243,778.21	8,133,933.78	50.57
NET OF REVENUES & EXPENDITURES	0.00	0.00	7,239,210.87	(246,169.37)	2,825,037.38	100.00

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 12/01/2022 TO 12/31/2022
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Item 20.

Fund Account	Description	Beginning Balance 12/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
Fund 101 General Fund					
002.000	CASH/SAVINGS	4,396,790.88	1,137,578.50	898,007.87	4,636,361.51
002.100	ARPA FUNDING	2,285,711.74	0.00	0.00	2,285,711.74
002.179	TPA HEALTH CARE REIMB	9,147.02	4,500.00	8,363.88	5,283.14
002.200	ESCROW PERFORMANCE BONDS	123,200.75	0.00	0.00	123,200.75
002.279	ZONING REVIEW ESCROW	157,907.86	7,055.68	1,637.80	163,325.74
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	27,132.23	0.00	0.00	27,132.23
	General Fund	7,041,446.95	1,149,134.18	908,009.55	7,282,571.58
Fund 151 CEMETERY TRUST FUND					
003.005	RESTRICTED CEMETERY TRUST	7,709.73	0.00	0.00	7,709.73
Fund 204 Road Fund					
002.000	CASH/SAVINGS	40,150.39	100,852.42	19,969.15	121,033.66
Fund 206 Fire Fund					
002.000	CASH/SAVINGS	728,331.88	199,096.97	230,195.54	697,233.31
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	728,631.88	199,096.97	230,195.54	697,533.31
Fund 207 Police Fund					
002.000	CASH/SAVINGS	(647,354.42)	249,001.66	332,218.80	(730,571.56)
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	(647,154.42)	249,001.66	332,218.80	(730,371.56)
Fund 208 SENIORS, PARKS, LL TRAIL					
002.000	CASH/SAVINGS	849,813.29	51,730.40	105,563.57	795,980.12
Fund 211 Act 302 Training Fund					
002.000	CASH/SAVINGS	542.57	1.06	0.00	543.63
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
002.000	CASH/SAVINGS	6,532.45	37,003.26	39,757.28	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	0.00	13,669.63	0.00	13,669.63
Fund 265 Drug Enforcement Fund					
002.000	CASH/SAVINGS	2,590.67	0.00	0.00	2,590.67
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	3,713.03	0.00	0.00	3,713.03
Fund 272 Rustic/Lake Pointe Road SAD					
002.000	CASH/SAVINGS	(421.25)	398.29	425.00	(447.96)
Fund 273 Scott Drive ROAD SAD					
002.000	CASH/SAVINGS	(1,092.55)	381.59	300.00	(1,010.96)
Fund 274 Crystal Drive/Beach Rd Maint					

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP
 FROM 12/01/2022 TO 12/31/2022
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Item 20.

Fund Account	Description	Beginning Balance 12/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
002.000	CASH/SAVINGS	70.04	315.36	0.00	385.40
Fund 275 Norene Ct/Peary Dr SAD - Rd Mn					
002.000	CASH/SAVINGS	3,060.47	161.16	385.00	2,836.63
Fund 276 Community Dr SAD - Road Maint					
002.000	CASH/SAVINGS	(94.96)	1,233.66	275.00	863.70
Fund 277 Edgelake/Burton Drive SAD					
002.000	CASH/SAVINGS	(31.62)	41.48	0.00	9.86
Fund 278 Downing Drive SAD					
002.000	CASH/SAVINGS	2,008.72	90.49	0.00	2,099.21
Fund 279 Riverside/Century/Lagoon SAD					
002.000	CASH/SAVINGS	(4,482.35)	3,892.17	1,290.00	(1,880.18)
Fund 280 Island Shore/Schlenker SAD					
002.000	CASH/SAVINGS	122.00	201.15	600.00	(276.85)
Fund 281 Campbell Drive SAD					
002.000	CASH/SAVINGS	1,855.86	419.10	250.00	2,024.96
Fund 282 Mumford Park Lighting SAD					
002.000	CASH/SAVINGS	(674.93)	117.64	138.90	(696.19)
Fund 283 KINGSTON DRIVE MAINTENANCE SAD					
002.000	CASH/SAVINGS	(447.31)	547.83	1,050.00	(949.48)
Fund 284 Winans Drive SAD					
002.000	CASH/SAVINGS	(82.08)	588.87	400.00	106.79
Fund 285 STRAWBERRY INDIANOLA IMP SAD					
002.000	CASH/SAVINGS	0.00	991.36	0.00	991.36
003.497	S'BERRY INDIANOLA DEBT CASH	105,873.71	208.59	0.00	106,082.30
	STRAWBERRY INDIANOLA IMP SAD	105,873.71	1,199.95	0.00	107,073.66
Fund 286 SHAN-GRI-LA AQUATIC WEED CONTROL					
002.000	CASH/SAVINGS	251.54	584.55	0.00	836.09
Fund 287 DOWNING DR ROAD IMP SAD					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.499	DOWNING DEBT CASH	29,664.21	57.90	0.00	29,722.11
	DOWNING DR ROAD IMP SAD	29,664.21	57.90	0.00	29,722.11
Fund 302 Twp FIRE STN Cap Imp Debt Ser					
002.000	CASH/SAVINGS	0.00	0.00	25,973.59	(25,973.59)
002.302	CASH	115,939.89	175.61	0.00	116,115.50
	Twp FIRE STN Cap Imp Debt Ser	115,939.89	175.61	25,973.59	90,141.91
Fund 375 Mumford Dredging Debt Retirement					
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
003.908	2004 BOND DEBT	4,308.64	8.41	0.00	4,317.05
	Mumford Dredging Debt Retirement	4,308.64	8.41	0.00	4,317.05
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 12/01/2022 TO 12/31/2022
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Item 20.

Fund Account	Description	Beginning Balance 12/01/2022	Total Debits	Total Credits	Ending Balance 12/31/2022
002.000	CASH/SAVINGS	0.00	299,810.74	299,810.77	(0.03)
002.002	WATER RECEIPTS FROM BILLS	208,982.35	120.00	0.00	209,102.35
002.008	CASH - INFRASTRUCTURE DEPOSIT	0.00	0.00	0.00	0.00
002.590	SAVINGS - O&M	27,491.18	52,269.52	261,736.63	(181,975.93)
002.908	2004 BOND SERIES CONSTRUCTION	0.00	0.00	0.00	0.00
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	666,678.90	1,301.32	0.00	667,980.22
003.905	98 CONTRACT SAD'S RESTRICTED	102,720.80	200.51	0.00	102,921.31
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	876,582.89	3,420.04	0.00	880,002.93
003.908	2004 BOND DEBT	156,952.04	11,879.71	0.00	168,831.75
003.912	MIDLAND SEWER CONTRACT SAD DEBT	5,052.83	9.86	0.00	5,062.69
003.918	NIMS CONTRACT SAD SEWER CONNECTION	38,727.93	75.59	0.00	38,803.52
005.465	WWTP BOND RESERVE	469,240.19	915.93	0.00	470,156.12
006.465	WWTP PRINCIPAL/INTER REDEMPTN	795,825.38	13,691.93	26,663.77	782,853.54
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,497,087.92	2,731.10	97,915.50	1,401,903.52
	SEWER FUND	4,845,342.41	386,426.25	686,126.67	4,545,641.99
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	612,602.69	13,033.34	200.00	625,436.03
003.907	WATER SYSTEM DEBT (Well)	2,494.01	1,225.68	0.00	3,719.69
003.910	M36 CORRIDOR WATER DISTRICT DEBT	370,929.50	3,737.94	0.00	374,667.44
	WATER DEBT SERVICE FUND	986,026.20	17,996.96	200.00	1,003,823.16
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	23,308.28	5,016,103.98	2,262,369.65	2,777,042.61
Fund 805	SPECIAL ASSESSMENT CAPITAL PROJECT FUND				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 811	PETTYS ROAD REHAB DISTRICT				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
000.000	DEFERRED REVENUE	0.00	0.00	0.00	0.00
002.000	CASH/SAVINGS	296,264.34	22,670.77	0.00	318,935.11
002.854	2020 SAD ROAD IMPROVE	831,239.78	0.00	0.00	831,239.78
	2020-ROAD SAD FUND	1,127,504.12	22,670.77	0.00	1,150,174.89
Fund 857	HILLSIDE LAKES DRIVE ROAD IMPROVEMENT SA				
002.000	CASH/SAVINGS	1,940.42	3.79	0.00	1,944.21
	TOTAL - ALL FUNDS	15,271,335.33	7,254,106.54	4,615,497.70	17,909,944.17



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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 December 2022.

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

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

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

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



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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

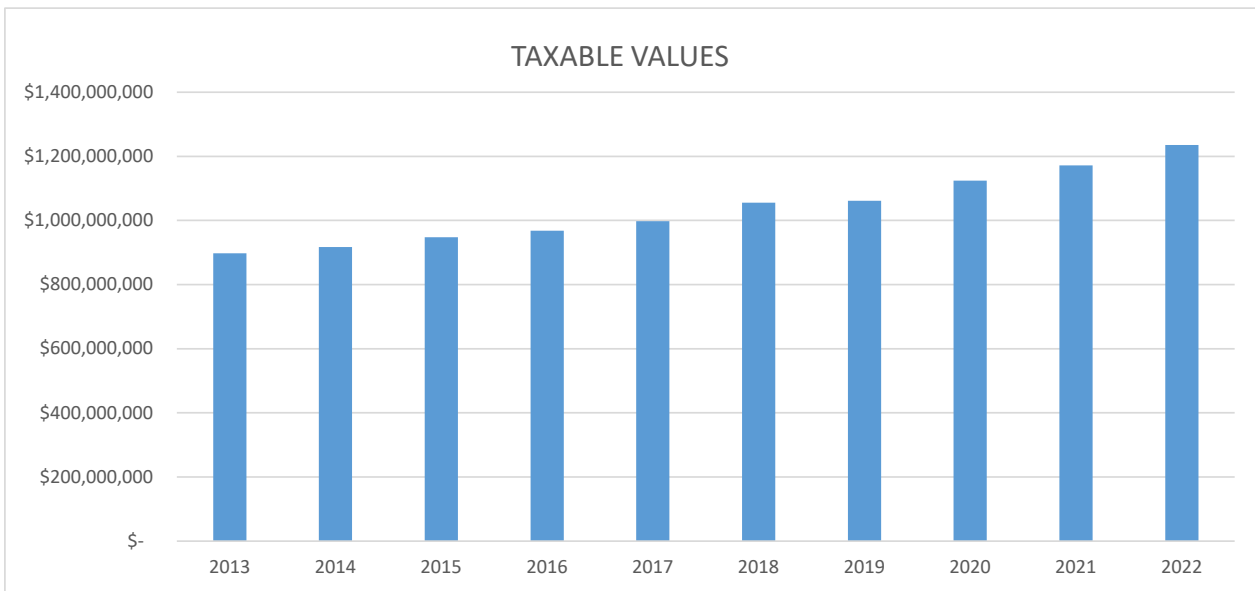
Item 20.

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.

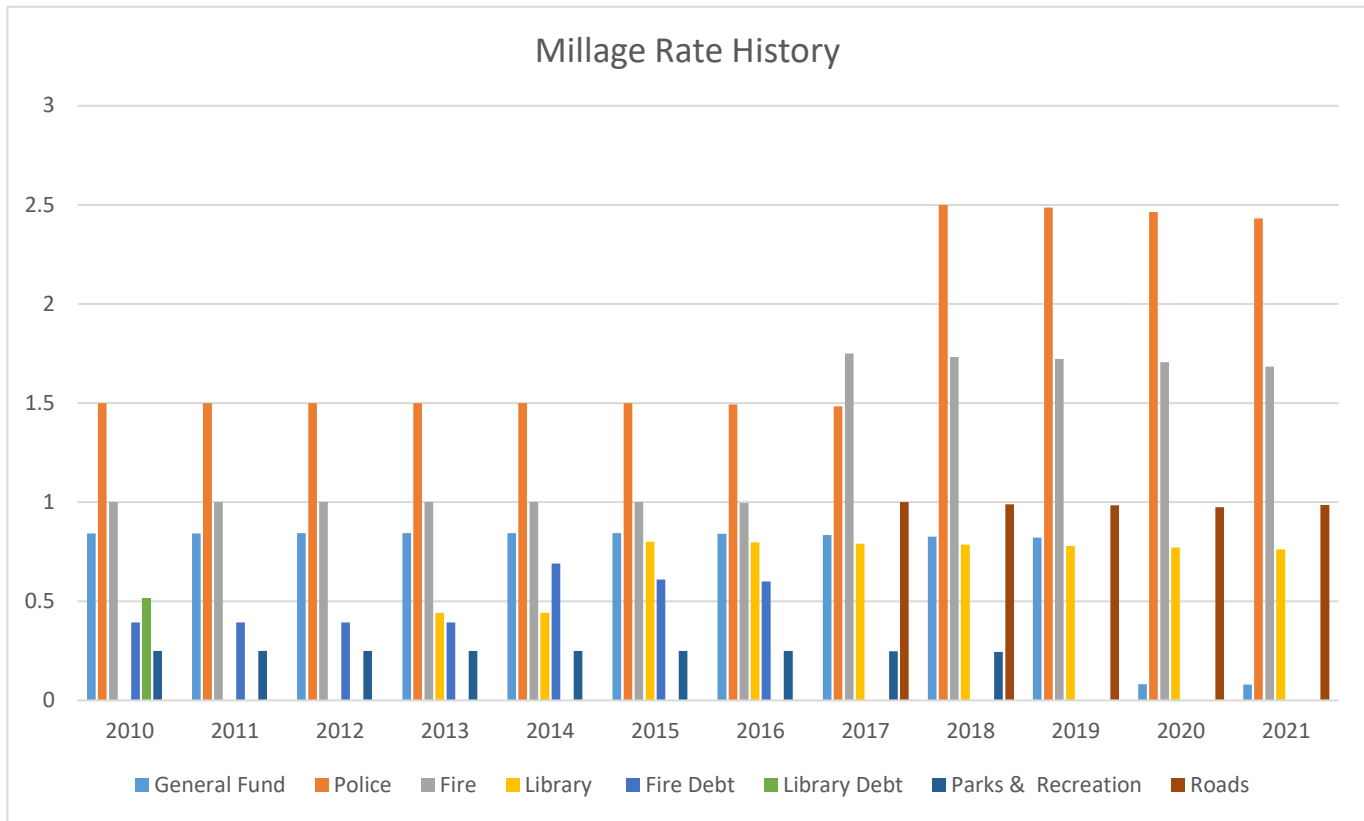
The following shows recent history of taxable values and percentage change from prior year.

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



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

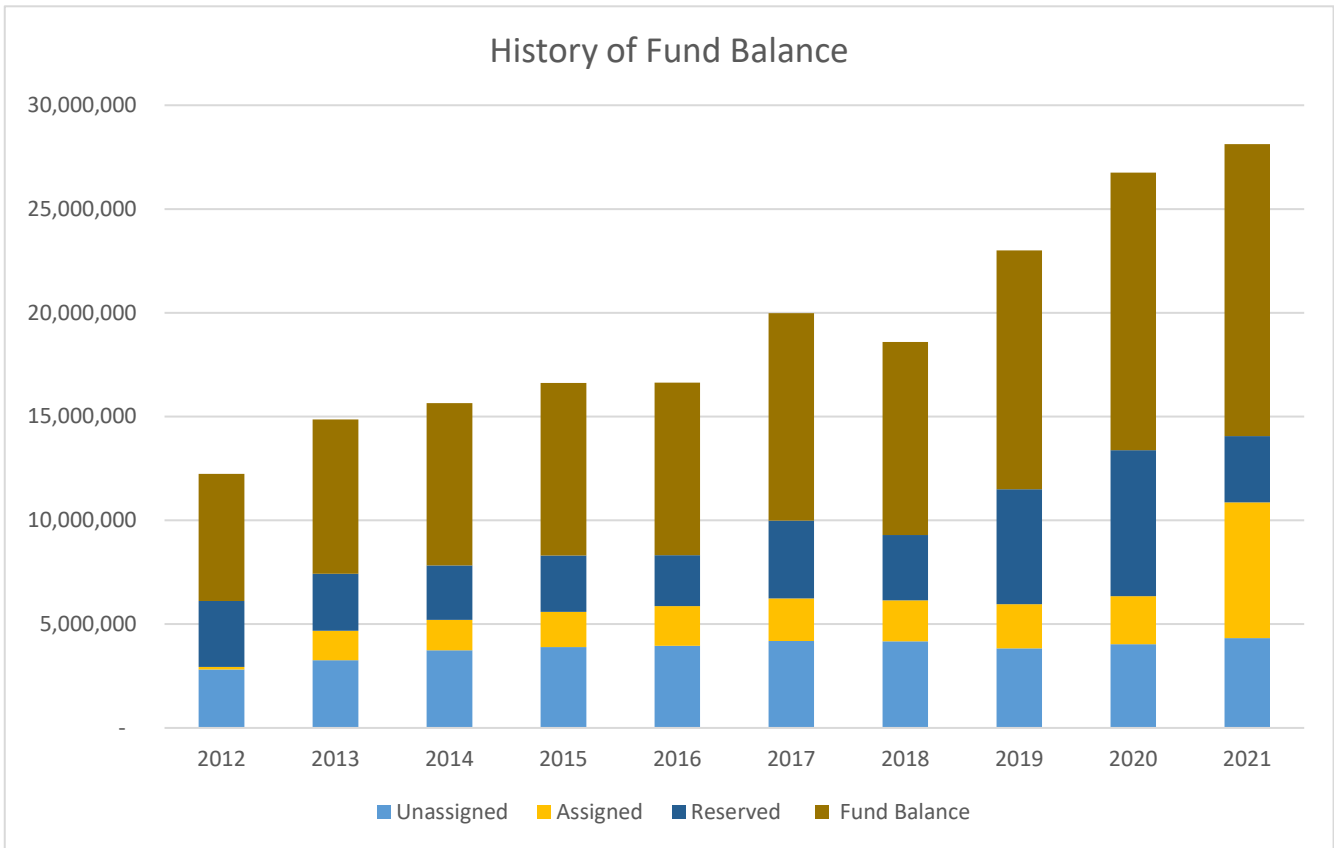
Hamburg Township
 Fiscal Year 2022-23 Annual Budget
 History of Fund Balance

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





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TAB 4

MONTHLY BANK AND INVESTMENT REPORT:

Fiscal Year 2022/23:

The information in this tab includes:

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

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

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

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

Monthly Report
12/31/2022

BANK	TOTAL BAL	BALANCE VERIFICATION DATE
MICHIGAN CLASS	\$ 3,536,331.34	12/31/2022
FLAGSTAR	\$5,892,507.80	12/31/2022
STATE BANK	\$3,036,091.07	12/31/2022
CIBC	\$1,770,917.58	12/31/2022
MICHIGAN STATE CREDIT UNION	\$705,205.23	12/31/2022
PFM	\$1,000,000.00	12/31/2022
HORIZON BANK	\$1,499,630.09	12/31/2022
ROBERT BAIRD & CO.	\$750,017.92	12/31/2022
CONSUMERS CREDIT UNION	\$250,000.00	12/31/2022
INDEPENDENT BANK	\$500,000.00	12/31/2022
Total	\$18,190,701.03	
final numbers		

Michigan Class
12/31/2022

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE		INT EARNED	CURRENT BAL
POOLED	CASH	MONEY MKT		4.26%		11384.76	\$ 3,536,331.34
BANK TOTAL						\$ 11,384.76	\$ 3,536,331.34

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

Flagstar CDARS CD's
12/31/2022

	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%		\$206.77	\$27,776.28
2004 SAD CONSTRUCTION	CD TERMS 62 DAYS	8/22/2022	1/24/2023	2.40%			\$57,258.76
POOLED	CD TERMS 60 DAYS	11/10/2022	1/9/2023	3.30%			\$24,036.97

POOLED	CD TERMS 62 DAYS	12/21/2022	2/21/2023	3.30%		\$394.13	\$54,756.89
POOLED	CD TERMS 180 DAYS	7/27/2022	1/23/2023	1.75%			\$54,286.36
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%		\$2,187.50	
POOLED	checking account			0.85%		\$2,133.66	\$5,003,870.64
PAYROLL	checking account						\$0.00
DISBURSEMENT	checking account						\$0.00
HEALTH REIMBURSEMENT	reimbursement account			0.78%		\$5.47	\$7,197.38
FEDERAL DRUG	savings account			3.30%		\$9.55	\$3,722.58
						\$4,937.08	\$5,892,507.80

CIBC
12/31/2022

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	11/14/2022	1/13/2023	3.80%	\$270,917.58		\$270,917.58
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		\$1,770,917.58

The State Bank
12/31/2022

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
MONEY MARKET	MONEY MARKET	1/14/2019		3.07%	\$3,027,576.59	\$ 8,112.25	\$3,035,688.84
POOLED	ICS sweep	10/18/2019		1.00%	\$252.12	\$ 0.19	\$252.31
	sweep account			1.03%	\$169.78	\$ 0.14	\$159.92
	dormant fee					\$ (10.00)	

BANK TOTAL					\$3,027,998.49	\$ 8,102.58	\$3,036,101.07
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**Michigan State Credit Union
12/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	7/21/2022	1/21/2023	0.55%	\$504,002.80		\$504,002.80
POOLED	CD	4/30/2022	5/30/2023	1.05%	\$201,196.74		\$201,196.74
General Account	Savings account				\$5.69		\$5.69
did not reinvest CD	moved to saving account				\$705,205.23		\$705,205.23

**PFM
12/31/2022**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	TERM RATE	9/21/2022	12/21/2022	3.50%	\$502,996.00	\$4,003.30	moved to flagstar
POOLED	TERM RATE	3/25/2022	12/20/2022	1.31%	\$500,000.00	\$4,791.37	moved to flagstar
POOLED	TERM RATE	7/18/2022	1/11/2023	3.05%	\$500,000.00		\$500,000.00
POOLED	TERM RATE	7/18/2022	4/17/2023	3.40%	\$500,000.00		\$500,000.00
					\$2,002,996.00		\$1,000,000.00
moved to flagstar	\$502,996.00 plus int 506,999.30 \$500,000	plus int \$504,791.37 = 1,011,790.67					

**Horizon Bank
12/31/2022**

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%	\$500,000.00	\$4,630.09	\$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	9/26/2022	3/27/2023	3.67%	\$250,000.00		\$250,000.00
					\$1,495,000.00		\$1,499,630.09

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

Item 20.

Ann Arbor State Bank 125 W. William St. Ann Arbor, MI 48104	Robert W. Baird & Co. 4017 Hillsboro Pike Suite 403 Nashville, TN 37215
Brighton Commerce Bank 8700 No. Second Street Brighton, MI 48116	The State Bank 175 N Leroy St. P.O. Box 725 Fenton, MI 48430-0725
CIBC 34901 Woodward Avenue Suite 200 Birmingham, MI 48009	PNC 5290 W. Pierson Rd Flushing, MI 48433
Comerica Bank Municipalities Group PO Box 75000 Detroit, MI 48226	Independent Bank 201 W. Big Beaver Rd. Suite 125 Troy, MI 48084
Fifth Third Bank Public Funds Banking 1000 Town Center, Suite 1400 Southfield, MI 48075	MSU Federal Credit Union 3777 West Rd East Lansing MI 48823
First National Bank 101 East Grand River Howell, MI 48843	PFM Asset Management 535 Griswold Street, Suite 550 I Detroit, MI. 48226
Flagstar Bank Public Funds Group 5151 Corporate Drive Troy, MI 48098	Consumers Credit Union 7200 Elm Valley Drive Kalamazoo, MI 49009
Huntington Bank 801 W. Big Beaver Rd. Troy, MI 48084	
JP Morgan Chase Municipal Banking Group 620 S. Capitol Ave Lansing, MI 48933	
Level One 32991 Hamilton Ct Farmington Hills, MI 48334	
Michigan Class 3135 S. State Street, Suite 108 Ann Arbor, MI 48108	
Old National Bank 205 W. Grand River Ave Suite 102 Brighton, MI 48116	
Horizon Bank 2555 Crooks Road Suite 100 Troy, MI 48084	



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

TAB 5

FIVE-YEAR FORECAST

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

HAMBURG TOWNSHIP									
GENERAL FUND FINANCIAL PROJECTION									
	Actual FY 2019/20	Actual FY 2020/21	PROJECTED YEAR-End 2021/22	PROPOSED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	PROJECTED FY 2025/26	PROJECTED FY 2026/27	
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											
FIRE FUND FINANCIAL PROJECTION											
	Actual	Actual	Actual	PROJECTED	PROPOSED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
	FY	FY	FY	YEAR-End	FY	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	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	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	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	\$ 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	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	139,753
RETIREMENT	27,605	36,950	39,818	46,941	50,000	51,500	53,045	54,636	56,275	57,964	57,964
FICA	58,324	69,521	70,178	86,576	82,500	83,456	85,960	87,679	89,432	91,221	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	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	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	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	45,000
RESERVE FOR SCBA EQUIPMENT	20,000	20,000	-	-	-	-	-	-	-	-	-
RESERVE FOR EQUIPMENT PURCHASES	-	-	-	-	-	174,000	54,000	59,000	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	\$ 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	\$ 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	\$ 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	145,845
FUND BALANCE DESIGNATED FOR VEHICLE	365,892	635,892	-	-	-	200,000	200,000	400,000	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	46,779
			46,779	46,779	46,779	246,779	246,779	446,779	446,779	446,779	446,779
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)	\$ (300,934)
Board Resolution FB 25% of operating expense	353,430	396,006	713,172	521,339	521,218	706,032	540,421	544,967	750,744	577,018	577,018
difference	1,534,812	1,813,020	780,633	882,375	864,840	(14,691)	182,725	257,502	(647,082)	(431,173)	(431,173)
** Committed Fund Balances, Assets held for resale, prepaid											
*** Millage expires in 12/2025											



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

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: January 18, 2023

AGENDA ITEM TOPIC: 2023 Asphalt Road Program

Number of Supporting Documents: **1**

Requested Action

Consider the proposed rehabilitation of Hooker Road provided by LCRC

Background

I requested that the LCRC inspect the asphalt roads in Hamburg Township and recommend upgrades for our 2023 Asphalt Road Program. Jodie Tedesco is recommending resurfacing of Hooker Road this year. She also indicated that the LCRC will perform preventative maintenance (crack filling and shoulder enhancement) on other asphalt roads that are three to five years post resurfacing.

Please review the proposal for Hooker Road.

I have also requested a proposal for gravel road improvements that is forthcoming. I will provide it to the board when I receive it.

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

January 18, 2023

Mr. Pat Hohl
Hamburg Township Supervisor
10405 Merrill Road
Hamburg, MI 48189

Re: Hooker Road Rehabilitation Estimate

Dear Mr. Hohl,

Hooker Road -

Hooker Road is approximately 0.72 miles long carries less than 1,000 vehicles per day. The pavement is in poor condition and is distorted particularly at the quarter crown of the roadway. Staff recommends minor base repair in the heavily patched areas and placing a heavy hot mix asphalt wedge course to provide positive slope for drainage and rideability. An additional top course of asphalt is necessary to further improve slope and provide structure and longevity to the roadway.

The estimate includes feathering the hot mix asphalt (HMA) into existing driveways and placing a HMA tab on the gravel drives to protect the roadway. The county maintenance crews will plan to trim trees and grade shoulders back prior to the proposed project, altogether with other necessary work. The estimated cost for this work is **\$330,00**. This cost is eligible for 50/50 cost sharing with LCRC.

The above estimate is based on visual inspection. Staff recommends pavement cores be performed in order to determine the existing conditions and determine the proposed section. The above price is based on estimated contract prices for our 2023 Pavement Preservation Program (PPP) and is subject to change.

If you have any questions or concerns, please contact me.

Sincerely,

Jodie Tedesco, P.E.
County highway Engineer

Steven J. Wasylk • Managing Director

Jodie M. Tedesco • County Highway Engineer

Trevor J. Bennett • Director of O

Item 21.

PROJECT AGREEMENT

JOB NUMBER: 489.07.5103BW

This Agreement made and entered into this _____ day of _____, 2022 by and between the TOWNSHIP of HAMBURG Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**HOOKER ROAD,
CUL-DE-SAC TO M-36
APPROXIMATELY 0.72 MILES
4.0" HOT MIX ASPHALT IN 2 LIFTS,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$330,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed \$165,000. The remaining balance will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF HAMBURG

BY: _____
PATRICK HOHL, SUPERVISOR

MIKE DOLAN, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

SARAH NEWTON, DIRECTOR OF FINANCE



10405 Merrill Item 22.
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

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.



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

Item 23.

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 3.8 (a) Employee Evaluation, Performance Review form.

Please find attached an updated performance review form. The changes that are being recommended are to the Employee's Overall Performance Ratings, it was original five options that was shortened to three options. The second change was to add the section Department Head Salary Step Plan Recommendation.

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

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Employee Name:

Job Title:

Department:

Review Period Date:

Last Review Date:

Reviewer Name:

Reviewer Title:

The employee & Supervisor are to identify, discuss, and agree on specific tasks, responsibilities, and career goals to accomplish, as well as employee characteristics and/or behaviors to improve to meet department goals.

Tasks & Responsibilities

Manager's Summary

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	

HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Item 23.

Employee's Goals for Upcoming Year

Goals Achieved

1) 2) 3) 4) 5)	1) 2) 3) 4) 5)
----------------------------	----------------------------

Strengths

Areas that Need Improvement

1) 2) 3) 4) 5)	1) 2) 3) 4) 5)
----------------------------	----------------------------

Employee's Overall Performance Rating:

Exceeds Expectations	Meets Expectations	Needs Improvement

Department Head Salary Step Plan Recommendation:

Change	Implement	Department Head initials	Supervisor initials (A-Approve D-Deny)
Remain at current step			
Step increase			

Evaluating Supervisor

Date

Employee

Date

TO: Board of Trustees
FROM: Thelma Kubitskey, Director of Accounting
DATE: February 2, 2023
SUBJECT: New hires for the Accounting department

On January 17, 2023, the Township Board approved my request to post the job openings for the Accounting & Benefits Coordinator and the Accounting Specialist positions. In addition to posting the positions on the Township website they were also posted with MGFOA, MTA, MML and Plante Moran. We have received nominal response for both positions. Interviews were conducted with the qualified applicants on Tuesday, January 31st by myself, Supervisor Hohl, Clerk Dolan and Michelle DeLancey. The four of us for whom conducted the interviews have arrived at a unanimous decision and I would like approval to extend the attached conditional offers of employment to the top candidates.



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

Hamburg Township-Conditional Offer of Employment

Job Title: Accounting & Benefits Coordinator
Start Date: N/A
Department: Finance/Accounting

Employment Status: Full-Time
Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary: \$59,904

Probation Period: 6 months

Benefits: Blue Cross & Blue Shield Health Insurance
 Blue Cross & Blue Shield Dental Insurance
 Blue Cross & Blue Shield Optical
 Health Reimbursement Account
 OR \$250 monthly in lieu of benefits payment (\$3,000 annually)

Life Insurance \$25,000 death, \$50,000 accidental death

Disability – Long and Short Term

MERS Define Contribution - 401A, 10% of Salary contributed by Hamburg Twp.

MERS 457b – Employee voluntary contribution

Tuition Reimbursement \$6,000.00 per fiscal year

Paid Time off: 13 Paid Holidays
 PTO time – 8 hours' time accrued each month
 Vacation – 40 hours upon hire
 Vacation – 80 hours 1st anniversary (See Schedule)



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Hamburg Township-Conditional Offer of Employment

Job Title:	Accounting Specialist
Start Date:	N/A
Department:	Finance/Accounting
Employment Status:	Full-Time
Work Schedule:	Monday – Friday, 8:00 a.m. – 5:00 p.m.
Salary:	\$48,297
Probation Period:	6 months
Benefits:	Blue Cross & Blue Shield Health Insurance Blue Cross & Blue Shield Dental Insurance Blue Cross & Blue Shield Optical Health Reimbursement Account OR \$250 monthly in lieu of benefits payment (\$3,000 annually) Life Insurance \$25,000 death, \$50,000 accidental death Disability – Long and Short Term MERS Define Contribution - 401A, 10% of Salary contributed by Hamburg Twp. MERS 457b – Employee voluntary contribution
Tuition Reimbursement	\$6,000.00 per fiscal year
Paid Time off:	13 Paid Holidays PTO time – 8 hours' time accrued each month Vacation – 80 hours 1st anniversary (See Schedule)



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

TO: Hamburg Township Board of Trustees

FROM: Pat Hohl

DATE: January 24, 2023

AGENDA ITEM TOPIC: Type here.

Number of Supporting Documents: **1**

Requested Action

Appointment of Trustee Cindy Michniewicz as the Hamburg Township alternate to the Livingston Community Water Authority (LCWA)

Background

On February 15, 2023 the LCWA will be voting on the sale of bonds for a water improvement project. The LCWA Master Operating Agreement requires all Authority members to be present and vote on the sale of bonds. Bill Hahn and I are the board appointed representatives to the LCWA, and Jason Negri is the alternate. Both Bill and Jason are unable for the February 15 meeting. I request that the Board of Trustees appoint Cindy Michniewicz as the Hamburg Township alternate to the LCWA replacing Jason Negri.