

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

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



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

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
Board Room  
Tuesday, December 07, 2021 2:30 PM**

**AGENDA**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Consent Agenda
7. Approval of the Agenda
8. Unfinished Business:
  - A. Murie Glen Final Site Plan Review
  - B. Admin Policy 2.0
9. Current Business:
  - A. Planning - Redevelopment Ready Communities
  - B. Public Safety – Procedure 700-09
  - C. Public Safety – Procedure 600-21
  - D. Public Safety – Sale of Property (Police)
  - E. Public Safety – Donation of Vehicle (Fire)
  - F. Public Safety – Promotion Process Update (Fire)
  - G. Public Safety – New Hires (Fire)
  - H. Public Safety – Fire Fighter Promotions
  - I. Public Safety – Captain Position Hiring (Fire)
  - J. Fire Department 24 Hour Shift Policy
  - K. Employee Handbook – Updates
  - L. Municode Meetings Software
  - M. New Server Request
  - N. Kress Road Pump Station Repair
  - O. Lakelands Trail Walking Bridge (over Huron River)
  - P. USGS River Gage
  - Q. Finance Control Book – September 2021
  - R. Elected Officials Salary Resolution
  - S. Property Split/Combo Policy
  - T. 2022 Holiday Schedule
  - U. Payment Approval – Lafontaine Chrysler – Stock #MC825747 - \$34,546.00
  - V. Payment Approval – Lafontaine Chrysler – Stock #MC825748 - \$34,546.00
  - W. Payment Approval – Certus – Invoice #001449 - \$5990.00
  - X. Payment Approval – DuBois-Cooper – Invoice #252795 - \$207,090.00
  - Y. Payment Approval – DuBois-Cooper – Invoice #253572 - \$5870.00
  - Z. Payment Approval – ESRI – Invoice #94143750 - \$5100.00

- AA.** Payment Approval – Livingston County Road Commission – Invoice #7241 - \$101,000.42
- BB.** Payment Approval – Livingston County Road Commission – Invoice #7245 - \$38,187.36
- CC.** Payment Approval – Livingston County Road Commission – Invoice #7246 - \$41,000.00
- DD.** Payment Approval – Livingston County Road Commission – Invoice #7250 - \$356,978.73
- EE.** Payment Approval – Livingston County Road Commission – Invoice #7255 - \$84,272.88
- FF.** Payment Approval – Livingston County Road Commission – Invoice #7258 - \$20,848.79
- GG.** Payment Approval – Bob Myers Excavating – Invoice #2021-447 - \$107,490.00
- HH.** Payment Approval – Bob Myers Excavating – Invoice #2021-450 - \$124,385.00
- II.** Payment Approval – WCA Assessing – December - \$26,207.50

- 10.** Call to the Public
- 11.** Board Comments
- 12.** Public Information
  - A.** Hamburg Museum Newsletter
- 13.** Adjournment

# Pledge to the Flag



**No Correspondence**

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**HAMBURG TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING**

**Hamburg Township Hall Board Room**

**Tuesday, December 07, 2020**

**2:30 p.m.**

**CONSENT AGENDA**

- 1. Approval of the Minutes**
  - A. Township Board Regular Meeting Minutes – November 2, 2021
  - B. Township Board Regular Meeting Minutes – November 16, 2021
  - C. Township Board Special Meeting Minutes – November 2, 2021
- 2. Bills/Vendor Payable List (A & B)**
- 3. Department/Committee Reports**
  - A. None

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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
Regular Meeting  
Tuesday, November 2, 2021  
2:30 p.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 2:30 p.m.

2. Pledge to the Flag

3. Roll Call of the Board

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

4. Call to the Public

A call was made with no response.

5. Correspondence

None.

6. Approval of the Consent Agenda

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

Voice Vote:      **AYES: 7, NAYS: 0, Absent: 0**      **MOTION CARRIED**

7. Approval of the Agenda

**Motion by Dolan, second by Michniewicz, to approve the Agenda as amended adding the.**

Voice Vote:      **AYES: 7, NAYS: 0, Absent: 0**      **MOTION CARRIED**

8. Unfinished Business

**A. Audit Presentation**

Martin Olejnik & Michelle Lewis from Plante & Moran did the Audit Presentation.

**B. Administrative Policies Changes – Section 2.0**

**Motion by Dolan, second by Hohl, to table until the next meeting.**

Voice Vote:      **AYES: 7, NAYS: 0, Absent: 0**      **MOTION CARRIED**

9. Current Business

A. Public Safety – FRAP Update

Motion by Negri, second by Michniewicz, to approve the Resolution for the FRAP as presented in the packet.

Roll Call Vote: Hohl: Y, Dolan: Y, Negri: Y, Hahn: Y, Hughes: Y, Menzies: Y, Michniewicz: Y  
MOTION CARRIED

Motion by Dolan, second by Hohl, to adopt the The Hamburg Township Flood Response Action Plan also known as FRAP as presented in the packet.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

Motion by Hahn, second by Hohl, to file and keep the Historical Hamburg Township Flood Response Action Plan as a reference document and to add to it documents as future floods occur.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

B. Public Safety - CCTV

Motion by Menzies, second by Hughes, to authorize the purchase of the 11 CCTV Cameras as outlined in the attached quote from DATANET of Plymouth, MI for the total price of \$9,399.29.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

C. Provident Insurance Plan Renewal

Motion by Hughes, second by Negri, to authorize entering into the 3-year contract with Provident Insurance Plan for the paid-on-call part-time Firefighters at a cost of \$4,470.00 per year for each of the next 3 years.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

D. Sexton Salary

Motion by Dolan, second by Michniewicz, to raise the sexton's salary to \$15,000.00.

MOTION WITHDRAWN

E. Reception/QVF Positions

Motion by Hohl, second by Hahn, to request that the Clerk bring back a formal proposal containing an amended sexton's job description with the hours to perform the job and a proposal to integrate part of the sexton's job into a full-time position within the Clerk's Department.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

F. Payment Approval – Plante Moran – Invoice #2065028 – \$11,100.00

Motion by Hohl, second by Menzies, to approve of Invoice #2065028 from Plante & Moran in the amount of \$11,100.00 in fulfillment of the Audit.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

G. Payment Approval – Certus Environmental – Deposit - \$2250.00

Motion by Hohl, second by Hughes, to approve the immediate expenditure of \$2,250.00 to Certus Environmental in order to perform the limited phase 2 BEA and that the Board based of final Invoicing approve the contract with an estimated cost of \$4,550.00 for all environmental services associated with that piece of tax foreclosed property.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

**H. Payment Approval – Custom Tool & Machine – Invoice #3044 - \$5130.00**

**Motion by Hohl, second by Michniewicz, to approve the payment of Invoice #3044 dated 10/13/2021 from Custom Tool & Machine in the amount of \$5,130.00 for the rebuilding of casting on our grinder pumps.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**I. Payment Approval – Datanet – Invoice #29675 - \$11,420.00**

**Motion by Hohl, second by Negri, to approve the payment of Datanet Invoice #29675 dated 10/12/2021 in the amount of \$11,420.00 for the hardware and everything associated with the Watchman Security Cameras that were approved for purchase today.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**J. Payment Approval – Redmond Environmental – Invoice #8869 - \$5292.01**

**Motion by Hohl, second by Michniewicz, to approve the payment of Invoice #8869 from Redmond Environmental in the amount of \$5,292.01 for grinder pump parts.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**K. Payment Approval – Watch Guard – Invoice #4REINV0013435 - \$5950.50**

**Motion by Hohl, second by Menzies, to approve the payment of Invoice #4REINV0013435 dated 10/14/2021 for Watch Guard in the amount of \$5,950.50 for the in-car cameras.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**L. Payment Approval – WCA Assessing – October - \$26,207.50**

**Motion by Hohl, second by Menzies, to approve the payment of WCA Assessing Invoice date 10/20/2021 in the amount of \$26,207.50 for contract Assessing services.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**M. Hay Creek Agreement**

**Motion by Hohl, second by Hughes, to authorize the Supervisor to sign the Agreement and forward it to the Engineering Contractor.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**N. Payment Approval – Great Lakes Telecom**

**Motion by Hohl, second by Hahn, to approve the payment of Invoice #46305915 from Great Lake Telecom in the amount of \$24,185.84.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED**

**10. Call to the Public**

John Haberthy, 4351 High Vista Dr, brought up his concern about the safety of the Gravel Pit.

Commissioner Jay Gross, applauded the Board for keeping the pension funded at 80%, encouraged Hamburg Township residents to participate in the survey for Broadband in Livingston County, wanted to inform that the Health Department is going to be providing Covid-19 booster shots, and due to redistricting that he will only be our commissioner for the following 13 months and that after the election in 2022 he would no longer be our representative.

Amber Bismak, 8000 Branch Drive, asked questions about the FRAP.



**11. Board Comments**

Hahn stated that he would like to figure out the money that was given to us by the government and figure out our proposed projects that we are able to do and the things we are not allowed to spend it on.

**12. Public Information**

- A. County Apportionment Committee Approved Plan
- B. Representative Slotkin Testifies on Flooding

**12. Adjourn Meeting**

**Motion by Negri, supported by Menzies, to adjourn meeting.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

Meeting adjourned at 4:17 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk

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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
Regular Meeting  
Tuesday, November 16, 2021  
7:00 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Board

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

4. Call to the Public

A call was made with no response.

5. Correspondence

None.

6. Approval of the Consent Agenda

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

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

7. Approval of the Agenda

**Motion by Hohl, second by Michniewicz, to approve the Agenda as amended with the addition of 9P. Annual Fire Department Wellness Physicals to be addressed first.**

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

8. Unfinished Business

**A. Policies & Procedures 2.0 - Adoption**

**Motion by Hohl, second by Negri, to table 8A.**

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

**B. Clerk Office Position**

**Motion by Hohl, second by Menzies, to authorize the Clerk to advertise for this position to mirror the existing position at a Grade 4, full-time, to allow the interview team to be the Clerk, Deputy Clerk and HR Director, and if someone else wants to join in it is welcome, and bring forth a name to the Board in a couple weeks.**

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

9. Current Business

A. Fire – Vehicle Purchase

Motion by Hohl, second by Negri, to authorize the purchase of 2022 F-150 Pick Up with all of the associated outfitting and equipment of that vehicle as outlined in the November 11, 2021 memo from Chief Duffany.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

B. Fire – Standard Operating Procedures 200-14, 200-15, 200-16

Motion by Hohl, second by Hahn, to approve Fire Department SOP 200-14 the Mayday Procedures.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

Motion by Hohl, second by Hughes, to approve Fire Department SOP 200-15 the Exit and Emergency Evacuation Procedure.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

Motion by Hohl, second by Negri, to approve Fire Department SOP 200-16 the Dumpster Fires Procedure.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

C. Police – Standard Operating Procedures 100-5

Motion by Hohl, second by Menzies, to approve Police Department SOP 100-5 Written Directive System.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

D. Software Maintenance

Motion by Negri, second by Michniewicz, to enter an agreement for yearly software maintenance from ESRI for GIS software and direct the Supervisor and Clerk to sign.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

E. Portage Base Tap Transfer

Motion by Hughes, second by Negri, to approve the transfer of an unused sewer tap from former parcel #15-31-300-109 to parcel #11-36-401-065 in Putnam Township.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

F. Sewer Main Pressure Testing

Motion by Hohl, second by Hahn, to move forward with the proposal from Watertap to perform the pressure test on the 12 inch line at a cost not to exceed \$10,000.00.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

G. DPW Pay Increase – Sharp

Motion by Hohl, second by Hahn, to approve taking Jon Sharp from Grade 5 step 7 to Grade 5 step 9 as he is now the Operator of Record with significant additional responsibilities for the Portage Base Sewer Plant.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

H. DPW Pay Increase - Keller

Motion by Hohl, second by Negri, to approve moving Glen Keller from Grade 5 step 3 to Grade 5 step 5 taking him to \$24.89 as outlined in the memo from Tony Randazzo.

Voice Vote: AYES: 7, NAYS: 0, Absent: 0 MOTION CARRIED

**I. Huron River Bridge**

**Motion by Hohl, second by Hahn, to authorize Waters Edge Dock & Hoist Inc., to proceed as proposed in their cost estimate #5791 dated 11/11/2021.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**Motion by Hahn, second by Negri, to authorize whomever to put together an request for proposal to see if there are any contractors out there that might want to take this kind of effort on and as we develop the RFP we clarify what exactly we are talking about and what we used to do for river clean up and then get a cost on it not suggesting that the township pay for it but it is important that the people effected with the flooding understand the cost and effort involved to keep the river flowing at max level from Strawberry Lake up river to Ore Lake and then to bring it back to the Board.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**J. MDNR Goose Round-up**

**Motion by Hohl, second by Dolan, to move the resolution as provided in the packet to allow the HOA to contract and move forward with the Department of Natural Resources for a Goose Round-Up on Rush Lake.**

**Roll Call Vote: Hohl: Y, Dolan: Y, Negri: Y, Hahn: Y, Hughes: Y, Menzies: Y, Michniewicz: Y**

**MOTION CARRIED**

**K. MDNR Mute Swan Management & Control**

**Motion by Hohl, second by Hahn, to move the Mute Swan Resolution for Management & Control as provided in the packet.**

**Roll Call Vote: Dolan: Y, Negri: Y, Hahn: Y, Hughes: Y, Menzies: Y, Michniewicz: Y, Hohl: Y**

**MOTION CARRIED**

**L. Payment Approval – Alexander Chemical – Invoice #46200 - \$6,203.82**

**Motion by Hohl, second by Negri, to approve the payment of the Invoice #46200 dated 10/13/2021 to Alexander Chemical in the amount of \$6,203.82 for phosphorus removal at the waste water treatment plant.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**M. Payment Approval – DuBois Cooper – Invoice #253222 - \$6,416.00**

**Motion by Hohl, second by Menzies, to approve payment of Invoice #253222 to DuBois Cooper in the amount of \$6,416.00 dated 10/19/2021 for gaskets, suction housings, and armatures for the maintenance of our grinder pumps.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**N. Payment Approval – Waterway of Michigan LLC – Invoice #21-105 - \$5,765.12**

**Motion by Hohl, second by Negri, to approve the payment of Invoice #21-105 Waterway of Michigan LLC dated 10/18/2021 for the testing of our delivery and suction hoses & ladders at the Fire Department in the amount of \$5,765.12.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**O. Payment Approval – WCA Assessing – November 2021 - \$26,207.50**

**Motion by Hohl, second by Hughes, to approve the payment of Invoice for WCA for the month of November in the amount of \$26,207.50.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**P. Annual Fire Department Physicals**

**Motion by Hohl, second by Hughes, to approve the moving forward of the conduct of the Annual Fire Department Physicals as outlined in the proposal.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

**10. Call to the Public**

A Call was made with No Response.

**11. Board Comments**

Dolan gave an reminder at the next meeting they will have the special meeting before hand to go over Policies & Procedures Manual.

Hohl wished everyone a Happy Thanksgiving.

**12. Adjourn Meeting**

**Motion by Negri, supported by Menzies, to adjourn meeting.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

Meeting adjourned at 8:04 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk

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HAMBURG TOWNSHIP BOARD OF TRUSTEES  
SPECIAL Meeting  
Tuesday, November 2, 2021  
12:00 a.m.

1. Call to Order

Supervisor Hohl called the meeting to order at 12:00 a.m.

2. Pledge to the Flag

3. Roll Call of the Board

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

Absent:

4. Call to the Public

A Call was made with No Response.

5. Approval of the Agenda

6. Current Business

**A. Administrative Policies & Procedures Manual Updates**

**Motion by Hohl, second by Dolan, to direct the Supervisor, Clerk and Treasurer to work with the Human Resources Director to develop recommendations for the Personnel Administration Handbook and bring it to the Board for discussion and adoption, including a Human Resources Job Description and forward to the Board for the December 7<sup>th</sup> Special Board Meeting and for the Board to receive it by December 3, 2021 if not sooner.**

**Voice Vote: AYES: 7, NAYS: 0, Absent:0**

**MOTION CARRIED**

7. Call to the Public

A call was made with No Response.

8. Board Comments

None.

9. Adjourn Meeting

**Motion by Dolan, second by Negri, to adjourn meeting.**

**Voice Vote: AYES: 7, NAYS: 0, Absent: 0**

**MOTION CARRIED**

Meeting adjourned at 1:39 p.m.

**Respectfully submitted,**



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**Courtney L. Paton**  
**Recording Secretary**



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**Mike Dolan**  
**Township Clerk**

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 101.000 Township Board					
101-101.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	10/1-10/31/2021	470.00	
Total For Dept 101.000 Township Board				470.00	
Dept 201.000 ACCOUNTING					
101-201.000-864.000	WORKSHOPS/SEMINARS	CHASE CARD SERVICES	MGFOA 11/4 WEBINAR	50.00	
Total For Dept 201.000 ACCOUNTING				50.00	
Dept 215.000 CLERK'S OFFICE					
101-215.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	CUSTOM SELF-INKING STAMP BLACK ALMADI	9.47	
Total For Dept 215.000 CLERK'S OFFICE				9.47	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM BLUE DOG INK.COM - PLOTTER	145.99	
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				145.99	
Dept 258.000 COMPUTER/CABLE					
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON. CABLES AND ADAPTOR	15.49	
101-258.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON. CABLES AND ADAPTOR	18.84	
Total For Dept 258.000 COMPUTER/CABLE				34.33	
Dept 265.000 Township Buildings					
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	32.41	
101-265.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL - 10/6-11/4/21	400.07	
101-265.000-801.000	CONTRACTUAL SERVICES	ASSURED PEST CONTROL	PEST CONTROL TWP - NOVEMBER	55.00	
101-265.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - BLDGS. & G	5.84	
Total For Dept 265.000 Township Buildings				493.32	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICE SUPPLY.COM - SUPPLIES TO RESTO	45.14	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICE DEPOT.COM - FILE FOLDERS FOR T	58.47	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	OFFICESUPPLY.COM - SUPPLIES TO RE-STO	65.37	
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM BHPHOTOVIDEO.COM, SPLITTER	120.53	
101-299.000-958.000	DUES/SUBSCRIP/RE CERTIFICATION	CHASE CARD SERVICES	COSTCO MEMBERSHIP RENEWAL FOR TOWNSHI	120.00	
Total For Dept 299.000 Other Expenses				409.51	
Total For Fund 101 General Fund				1,612.62	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON ORDER - FLASHDRIVES	53.54	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON ORDER, EXTERNAL DVD DRIVE	18.39	
206-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON ORDER	29.34	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	19.78	
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	64.99	
206-000.000-853.000	PHONE/COMM/INTERNET	CHASE CARD SERVICES	YOUTUBETV.COM - BLANKET P.O. FOR STAT	64.99	
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL F.D.#11 - NOVEMBER	62.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	ASSURED PEST CONTROL	PEST CONTROL F.D.#12 - NOVEMBER	67.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	AMAZON ORDER, STA & VEH MAINTENANCE	59.99	
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	AMAZON ORDER - FILTERS	52.98	
206-000.000-932.003	MAINTENANCE FIRE HALL	CHASE CARD SERVICES	IDEAL SHIELD ORDER -STA 11 BOLLARD CO	781.03	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - FIRE DEPT	57.83	
206-000.000-933.000	EQUIPMENT MAINT/REPAIR	COMSOURCE, INC.	XTS6000 CHANNEL KNOB	40.00	
206-000.000-939.000	VEHICLE MAINTENANCE	CHASE CARD SERVICES	HD DETAILING CO, BOAT 12 VEHICLE MAIN	700.00	



UNJOURNALIZED  
 OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-965.000	TRAINING	CHASE CARD SERVICES	AMAZON ORDER-OVERSIZED LED CLOCK WITH	129.99	
206-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON.COM - ORDER FOR FIRE DEPT.	38.44	
206-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	WWW.FIREHOUSETECHNOLOGY.COM - EQUIPME	849.99	
Total For Dept 000.000				3,090.28	
Total For Fund 206 Fire Fund				3,090.28	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM NEWEGG.COM. DP TO HDMI ADA	29.98	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - SUPPLIES FOR PD	54.98	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON.COM - SUPPLIES FOR PD	74.98	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON - GUN CLEANING KITS	30.68	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON. CABLES AND ADAPTOR	29.65	
207-000.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON - SUPPLIES	35.85	
207-000.000-758.000	UNIFORMS/ACCESSORIES	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	0.00	
207-000.000-758.000	UNIFORMS/ACCESSORIES	CHASE CARD SERVICES	HIGHSPEEDGEAR.COM - TOURNIQUETS AND H	522.55	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	CHASE CARD SERVICES	NARESCUE.COM - TOURNIQUETS AND HOLDER	1,288.68	
207-000.000-932.002	MAINTENANCE POLICE BUILDING	ASSURED PEST CONTROL	PEST CONTROL P.D. - NOVEMBER	40.00	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - POLICE DE	13.10	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	COURTYARD BY MARRIOTT, MT PLEASANT, L	197.40	
207-000.000-965.000	TRAINING	CHASE CARD SERVICES	LODGING FOR DUHAIME - FORCE SCIENCE I	585.85	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	TRAINING-WATSON LEGAL & LIABILITY RIS	125.00	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - SUPPLIES FOR FOR PHYSICAL WE	61.14	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - DRONE TEAM SUPPLIES	171.40	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - DRONE TEAM SUPPLIES	274.68	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - DRONE TEAM SUPPLIES	239.98	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	AMAZON - SOUTH SHORE AXESS 5 SHELF NA	79.50	
207-000.000-975.000	SPECIAL PROJECTS	CHASE CARD SERVICES	4IMPRINT KIDS PROMO ITEMS/SUPPLIES	872.49	
Total For Dept 000.000				4,727.89	
Total For Fund 207 Police Fund				4,727.89	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	CHASE CARD SERVICES	AMAZON OCTOBER PROGRAM SUPPLIES	62.98	
Total For Dept 000.000				62.98	
Dept 750.000 Recreation Board					
208-750.000-726.000	SUPPLIES & SMALL EQUIPMENT	STAPLES CREDIT PLAN	PARKS & RECREATION OFFICE SUPPLIES	84.02	
Total For Dept 750.000 Recreation Board				84.02	
Dept 805.000 SENIOR CENTER					
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	AMAZON OCTOBER PROGRAM SUPPLIES	116.41	
208-805.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SENIOR CEN	38.90	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	GORDON'S OCTOBER SUPPLIES	269.71	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	AMAZON OCTOBER PROGRAM SUPPLIES	80.18	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	KROGER FOR OCTOBER SUPPLIES	117.96	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	GFS FOR OCTOBER LUNCH SUPPLIES	183.85	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	DOLLAR TREE KIWANIS GIFTS	190.00	
208-805.000-804.000	SENIOR PROGRAMS	CHASE CARD SERVICES	JETS PIZZA FOR HALLOWEEN LUNCH	299.80	
208-805.000-932.001	MAINTENANCE COMM CENTER	CHASE CARD SERVICES	ORDER FROM NORKAN.COM MASTERSEAL SEAL	157.94	
Total For Dept 805.000 SENIOR CENTER				1,454.75	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 208 SENIORS, PARKS, LL TRAIL					
Total For Fund 208 SENIORS, PARKS, LL TRAIL				1,601.75	
Fund 590 SEWER FUND					
Dept 001.000					
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	ORDER FROM AMAZON. ALL IN ONE PRINTER	99.99	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	241.11	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - DPW MISC.	30.27	
590-001.000-751.000	VEHICLE FUEL	WEX BANK	VEHICLE FUEL - 10/6-11/4/21	947.03	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	CHASE CARD SERVICES	CALCERT.COM - ISR'S FOR PORTAGE LAKE	1,728.25	
590-001.000-900.000	LEGAL NOTICES/ADVERTISING	MICHIGAN.COM	10/1-10/31/2021	140.00	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - SEWER MISC	9.29	
590-001.000-933.000	EQUIPMENT MAINT/REPAIR	CHASE CARD SERVICES	WESTMOOR LTD.COM - VACUUM PUMP REPAIR	385.10	
590-001.000-962.000	SUNDRY	CHASE CARD SERVICES	PETER'S HARDWARE HAMBURG - DPW MISC.	35.89	
Total For Dept 001.000				3,616.93	
Total For Fund 590 SEWER FUND				3,616.93	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	1,612.62
Fund 206 Fire Fund	3,090.28
Fund 207 Police Fund	4,727.89
Fund 208 SENIORS, PARK	1,601.75
Fund 590 SEWER FUND	3,616.93

Total For All Funds:	14,649.47
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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000					
101-000.000-073.002	DISABILITY - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	133.40	
101-000.000-073.004	LIFE INSURANCE - LIBRARY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	27.00	
101-000.000-231.200	DUE TO CHARITY CHARITABLE DEDUC	DART TEAM	CONTRIBUTIONS 11/10 & 11/24/21	240.00	
101-000.000-231.400	DUE TO COLONIAL LIFE	COLONIAL LIFE	BCN: E4362067 DEDUCTIONS DATES 11/11	264.46	
101-000.000-231.410	DUE TO AFLAC (BIWEEKLY)	AFLAC - AMERICAN FAMILY	BN423 NOVEMBER 2021	525.22	
101-000.000-231.420	VOL. LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0002-000 12/1/2021 - 12/31	501.15	
101-000.000-279.746	HAMPTON MANOR OF HAMBURG	IMEG CORP.	HAMB TWP+HAMPTON MANOR PLANNING CS 9/	225.00	
101-000.000-279.958	MURIE GLEN SITE	IMEG CORP.	HAMB TWP MURIE GLEN FINAL SITE REVIEW	697.00	
Total For Dept 000.000				2,613.23	
Dept 101.000 Township Board					
101-101.000-821.000	ENG/CONSULTANT/PROFESS FEES	CERTUS ENVIRONMENTAL GRO	ENVIRONMENTAL REVIEW OF VACANT 5.6-AC	5,990.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY ANN LAMKIN VS HAMB TWP BD OF TRU	391.00	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	MARY LAMKIN VS HAMB TWP THROUGH 10/31	3,992.90	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	GENERAL MATTERS THROUGH 10/31/21	1,363.60	
101-101.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	32.16	
Total For Dept 101.000 Township Board				11,769.66	
Dept 171.000 Township Supervisor					
101-171.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	37.84	
101-171.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	6.75	
Total For Dept 171.000 Township Supervisor				44.59	
Dept 191.000 Elections					
101-191.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	71.80	
101-191.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	17.37	
Total For Dept 191.000 Elections				89.17	
Dept 201.000 ACCOUNTING					
101-201.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	103.11	
101-201.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	20.25	
Total For Dept 201.000 ACCOUNTING				123.36	
Dept 209.000 Assessing					
101-209.000-801.000	CONTRACTUAL SERVICES	WCA ASSESSING LLC	ASSESSMENT SERVICES - DECEMBER 2021	26,207.50	
101-209.000-823.100	ASSESSMENT ROLL PREP	KCI	WCA PROPOSAL 215288	75.38	
Total For Dept 209.000 Assessing				26,282.88	
Dept 215.000 CLERK'S OFFICE					
101-215.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	82.17	
101-215.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	16.83	
101-215.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MAM	MAMC 2022 MEMBERSHIP RENEWAL	120.00	
Total For Dept 215.000 CLERK'S OFFICE				219.00	
Dept 245.000 TECHNICAL/UTILITIES SERVICES					
101-245.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	107.75	
101-245.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	19.56	
Total For Dept 245.000 TECHNICAL/UTILITIES SERVICES				127.31	
Dept 253.000 Treasurer					
101-253.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	36.93	
101-253.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	6.75	
101-253.000-864.000	WORKSHOPS/SEMINARS	APTUSC	MARCY MILLER CASH HANDLING CLASS ONLI	89.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 253.000 Treasurer					
Total For Dept 253.000 Treasurer				132.68	
Dept 258.000 COMPUTER/CABLE					
101-258.000-729.000	SOFTWARE MAINTENANCE	ENVIRONMENTAL SYSTEMS RE	ANNUAL GIS SOFTWARE MAINTENANCE - BOA	5,100.00	
Total For Dept 258.000 COMPUTER/CABLE				5,100.00	
Dept 265.000 Township Buildings					
101-265.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	50.18	
101-265.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	13.50	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	7.00	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR BLDG	41.50	
101-265.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER & COOLER	47.00	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	30.06	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	30.06	
101-265.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR BLDGS. &	30.06	
101-265.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5166 - TWP - 10/9-11/10/21	293.44	
101-265.000-933.000	EQUIPMENT MAINT/REPAIR	HUTSON, INC.	PARTS FOR JD 1545 & 1575	333.27	
101-265.000-933.000	EQUIPMENT MAINT/REPAIR	HUTSON, INC.	SERVICE INVOICE FOR JD 1545	348.31	
101-265.000-962.000	SUNDRY	CORRIGAN OIL CO.	WINCH OUT THE JD 1575 ON LAKELAND TRA	95.00	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	BOB MYERS EXCAVATING INC	CONSTRUCTION OF NEW PARKING LOT AT TO	124,385.00	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	K/E ELECTRIC SUPPLY CORP	LIGHTS & POLE FOR NEW EMPLOYEE PARKIN	505.67	
101-265.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	K/E ELECTRIC SUPPLY CORP	LIGHTS & POLE FOR NEW EMPLOYEE PARKIN	531.34	
Total For Dept 265.000 Township Buildings				126,748.39	
Dept 276.000 CEMETERY					
101-276.000-933.000	EQUIPMENT MAINT/REPAIR	WARD'S RENTAL CENTER	WARD'S RENTAL CENTER LLC MANLIFT FOR	292.50	
Total For Dept 276.000 CEMETERY				292.50	
Dept 299.000 Other Expenses					
101-299.000-726.000	SUPPLIES & SMALL EQUIPMENT	TOSHIBA BUSINESS SOLUTIO	LEASE AND MAINTENANCE AGREEMENT MONTH	62.98	
Total For Dept 299.000 Other Expenses				62.98	
Dept 410.000 Zoning					
101-410.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	81.06	
101-410.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	18.67	
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	PLANNING & ZONING MATTERS THROUGH 10/	490.00	
101-410.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	294.00	
Total For Dept 410.000 Zoning				883.73	
Dept 450.000 Street Lighting					
101-450.000-926.000	STREET LIGHTING	DTE ENERGY	9100 167 2011 2 - UNIT LIGHTING - 10/	49.55	
Total For Dept 450.000 Street Lighting				49.55	
Dept 803.000 HISTORICAL MUSEUM					
101-803.000-853.000	PHONE/COMM/INTERNET	CHARTER COMMUNICATIONS	8245 12 483 0180010 - MUSEUM - 11/19-	137.97	
101-803.000-933.000	EQUIPMENT MAINT/REPAIR	WAGNER DESIGN ASSOCIATES	ADVANCE FOR WEBSITE RE-DESIGN PROJECT	1,755.00	
Total For Dept 803.000 HISTORICAL MUSEUM				1,892.97	
Total For Fund 101 General Fund				176,432.00	
Fund 204 Road Fund					
Dept 000.000					
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	PLEASANT LK DRIVE	84,272.88	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 204 Road Fund					
Dept 000.000					
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	PLEASANT VIEW SUB	356,978.73	
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	VAN ANTWERP RD	41,000.00	
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	RIVER VALLEY RD	38,187.36	
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	MERRILL RD	101,000.00	
204-000.000-802.100	ROAD IMPROVEMENTS	LIVINGSTON COUNTY ROAD C	OLD MILL & KIMBLE	20,848.79	
Total For Dept 000.000				642,287.76	
Total For Fund 204 Road Fund				642,287.76	
Fund 206 Fire Fund					
Dept 000.000					
206-000.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	175.48	
206-000.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	32.40	
206-000.000-727.000	MEDICAL AND SCENE SUPPLIES	FEDEX	FEDEX SHIPPING TO WINDER POLICE EQUIP	18.74	
206-000.000-758.000	UNIFORMS/ACCESSORIES	KING KLEANERS	DRY CLEANING CHARGES FOR FIRE DEPT. -	30.50	
206-000.000-758.000	UNIFORMS/ACCESSORIES	MI STATE FIREMEN'S ASSOC	MI STATE FIREMANS ASSOC MEMBERSHIP DU	75.00	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS/ACCESSORIES	49.23	
206-000.000-758.000	UNIFORMS/ACCESSORIES	PHOENIX SAFETY OUTFITTER	BLANKET P.O. FOR UNIFORMS/ACCESSORIES	59.00	
206-000.000-801.000	CONTRACTUAL SERVICES	ESO	EMERGENCY REPORTING RMS (ESO)	4,181.51	
206-000.000-801.000	CONTRACTUAL SERVICES	TOSHIBA BUSINESS Solutio	COPIER SUPPLIES/MAINTENANCE - 10/6-11	56.26	
206-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	LABOR & EMPLOYMENT LAW THROUGH 10/31/	684.00	
206-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	1,393.00	
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 3979 7285 - F.D.#12 - 10/8-11/9/	399.94	
206-000.000-921.000	ELECTRIC	CONSUMERS ENERGY	1000 1698 7719 - F.D.#11 - 10/14-11/1	394.72	
206-000.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3146 7 - F.D.#12 - 10/22-11/	965.36	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 167 2020 3 - SIREN(7701 HAMBURG	17.91	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9100 114 5063 2 - SIREN(4752 STRAWBER	16.75	
206-000.000-921.100	SIREN ELECTRIC USAGE	DTE ENERGY	9200 190 0960 3 - SIREN(7602 CHILSON	33.50	
206-000.000-932.003	MAINTENANCE FIRE HALL	BOB MYERS EXCAVATING INC	STATION 11 PARKING LOT REPAVEMENT	107,490.00	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	33.98	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	145.90	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	69.90	
206-000.000-932.003	MAINTENANCE FIRE HALL	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	16.09	
206-000.000-932.003	MAINTENANCE FIRE HALL	SCREENER'S LANDSCAPE SUP	TOPSOIL TO STA 12	380.00	
206-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	483.15	
206-000.000-939.000	VEHICLE MAINTENANCE	COMPLETE BATTERY SOURCE,	ENGINE 11 BATTERIES	323.88	
206-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	COLE HERSEE 24059 SOLENOID	90.00	
206-000.000-939.000	VEHICLE MAINTENANCE	LAKELAND ACE HARDWARE, I	BLANKET P.O. FOR SUPPLIES, BLDG. & VE	30.97	
206-000.000-939.000	VEHICLE MAINTENANCE	PINCKNEY AUTO WASH, LLC	VEHICLE WASHES - OCT	24.00	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	IAFC MEMBERSHIP	IAFC MEMBERSHIP - MILLER	265.00	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	MICHIGAN ASSOCIATION OF	MICHIGAN ASSOC OF FIRE CHIEFS RENEWAL	285.00	
206-000.000-958.000	DUES/SUBSCRIP/RECERTIFICATION	WASHTENAW AREA MUTUAL AI	WASHTENAW AREA MUTUAL AID ASSOC DUES	1,000.00	
206-000.000-980.000	CAPITAL EQUIPMENT/CAPITAL IMP	DINGES FIRE COMPANY	4" Y GATE VALVE	4,038.00	
Total For Dept 000.000				123,259.17	
Total For Fund 206 Fire Fund				123,259.17	
Fund 207 Police Fund					
Dept 000.000					
207-000.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	674.47	
207-000.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	116.10	
207-000.000-758.000	UNIFORMS/ACCESSORIES	HURON VALLEY GUNS, LLC	BLANKET P.O. - UNIFORMS & ACCESSORIES	54.99	
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	DISTRICT COURT PROSECUTIONS THROUGH 1	28.00	

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 207 Police Fund					
Dept 000.000					
207-000.000-826.000	LEGAL FEES	ROSATI, SCHULTZ, JOPPICH	ORDINANCE ENFORCEMENT MATTERS THROUGH	1,393.00	
207-000.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5224 - P.D. - 10/9-11/10/21	135.57	
207-000.000-939.000	VEHICLE MAINTENANCE	AUTOZONE INC	ANTIFREEZE FOR 7002	23.98	
207-000.000-939.000	VEHICLE MAINTENANCE	BOB MAXEY FORD OF HOWELL	BLANKET P.O. FOR VEHICLE MAINTENANCE	71.83	
207-000.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	BLANKET P.O. FOR VEHICLE MAINTENANCE	150.86	
207-000.000-965.000	TRAINING	MATTHEW DUHAIME	REIMBURSEMENT - FOOD (TRAINING)	206.26	
207-000.000-965.000	TRAINING	NATIONAL TACTICAL OFFICE	CRISIS NEGOTIATIONS CONFERENCE - GARBA	229.00	
207-000.000-975.000	SPECIAL PROJECTS	LEADSONLINE LLC	LEADSONLINE POWERPLUS INVESTIGATION S	2,257.76	
207-000.000-975.000	SPECIAL PROJECTS	REDICARE PARTNERS PLLC	ANNUAL FITNESS EXAM - BROMLEY	115.00	
Total For Dept 000.000				5,456.82	
Total For Fund 207 Police Fund				5,456.82	
Fund 208 SENIORS, PARKS, LL TRAIL					
Dept 000.000					
208-000.000-276.200	SENIOR CENTER ACTIVITY FUND	ANYONE CAN PAINT LLC	BLANKET P.O. - MONTHLY PAINTING CLASS	420.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	BIANCO TOURS	PARADE COMPANY TRIP 11/16/2021; INVOI	2,465.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	DOREEN RENKO	REFUND - THE PARADE CO.	85.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	DORIS ANDRES	REFUND - THE PARADE CO. (2 PEOPLE)	170.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	JAN CAMDEN	REFUND -THE PARADE CO	85.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	JEANETTE JOHNSON	REFUND - THE PARADE CO.	85.00	
208-000.000-283.300	SENIOR CENTER TRIP DEPOSITS	SUE SNYDER	REFUND - THE PARADE CO.	85.00	
Total For Dept 000.000				3,395.00	
Dept 750.000 Recreation Board					
208-750.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	18.86	
208-750.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	4.72	
Total For Dept 750.000 Recreation Board				23.58	
Dept 800.000 LAKELAND TRAIL					
208-800.000-975.300	GRANT MATCH	IMEG CORP.	PROFESSIONAL SERVICES FOR LAKELANDS	2,413.30	
Total For Dept 800.000 LAKELAND TRAIL				2,413.30	
Dept 805.000 SENIOR CENTER					
208-805.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	26.28	
208-805.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	6.75	
208-805.000-804.000	SENIOR PROGRAMS	COMMUNITY OUTREACH SERVI	OCTOBER BIRTHDAY LUNCHES	100.00	
208-805.000-804.000	SENIOR PROGRAMS	COMMUNITY OUTREACH SERVI	DEMENTIA AWARENESS PROGRAM LUNCHES	400.00	
208-805.000-804.000	SENIOR PROGRAMS	FRESH TAKE HOME COOKING,	MEAL FOR VETERANS LUNCH	225.00	
208-805.000-902.000	NEWSLETTER/PUBLICATIONS	ECONOPRINT INC.	SENIOR CENTER NEWSLETTERS - DEC	312.90	
208-805.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1237 5075 - SENIOR/COMM -10/9-11	154.73	
208-805.000-932.001	MAINTENANCE COMM CENTER	TRI-COUNTY SUPPLY, INC.	BLANKET P.O. - SENIOR CENTER CLEANING	83.34	
Total For Dept 805.000 SENIOR CENTER				1,309.00	
Total For Fund 208 SENIORS, PARKS, LL TRAIL				7,140.88	
Fund 479 Rustic/Lake Pointe Road SAD					
Dept 000.000					
479-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	RUSTIC RD & LAKE POINTE DR GRADED RDS	1,095.00	
Total For Dept 000.000				1,095.00	
Total For Fund 479 Rustic/Lake Pointe Road SAD				1,095.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 480 Scott Drive ROAD SAD					
Dept 000.000					
480-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	SCOTT DR GRADED ON 11/11/21	200.00	
Total For Dept 000.000				200.00	
Total For Fund 480 Scott Drive ROAD SAD				200.00	
Fund 483 Norene Ct/Peary Dr SAD - Rd Mn					
Dept 000.000					
483-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	NORENE & PEARY DR GRADED RD ON 11/11/	385.00	
Total For Dept 000.000				385.00	
Total For Fund 483 Norene Ct/Peary Dr SAD - Rd Mn				385.00	
Fund 484 Community Dr SAD - Road Maint					
Dept 000.000					
484-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	COMMUNITY DR - GRADED RD & 30 YARDS O	1,175.00	
Total For Dept 000.000				1,175.00	
Total For Fund 484 Community Dr SAD - Road Maint				1,175.00	
Fund 487 Riverside/Century/Lagoon SAD					
Dept 000.000					
487-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	RIVERSIDE, LAGOON, CENTURY & RADIAL DRS	1,890.00	
Total For Dept 000.000				1,890.00	
Total For Fund 487 Riverside/Century/Lagoon SAD				1,890.00	
Fund 491 Campbell Drive SAD					
Dept 000.000					
491-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	CAMPBELL DR - GRADED RD ON 11/11/21	250.00	
Total For Dept 000.000				250.00	
Total For Fund 491 Campbell Drive SAD				250.00	
Fund 492 Mumford Park Lighting SAD					
Dept 000.000					
492-000.000-926.000	STREET LIGHTING	DTE ENERGY	9100 086 3102 0 - MUMFORD PK LIGHTING	139.17	
Total For Dept 000.000				139.17	
Total For Fund 492 Mumford Park Lighting SAD				139.17	
Fund 493 KINGSTON DRIVE MAINTENANCE SAD					
Dept 000.000					
493-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	KINGSTON DR AREA GRADED RDS ON 11/12/	950.00	
Total For Dept 000.000				950.00	
Total For Fund 493 KINGSTON DRIVE MAINTENANCE SAD				950.00	
Fund 494 Winans Drive SAD					
Dept 000.000					
494-000.000-802.000	ROAD IMPROVEMENT	BOB MYERS EXCAVATING INC	WINANS DR GRADED RD & 20 YARSD OF 21A	815.00	
Total For Dept 000.000				815.00	
Total For Fund 494 Winans Drive SAD				815.00	
Fund 590 SEWER FUND					



GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 000.000					
590-000.000-111.000	INVENTORY	DUBOIS-COOPER & ASSOCIAT	TRUCKLOAD OF GRINDER PUMPS; QUOTE #62	207,090.00	
590-000.000-198.961	7458 CENTERHILL RD (#15-24-102-	IMEG CORP.	HAMBURG 7458 CENTERHILL (SCOTT) SEW E	346.00	
		Total For Dept 000.000		207,436.00	
Dept 001.000					
590-001.000-719.000	LONG/SHORT TERM DISABILITY	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	230.03	
590-001.000-721.000	LIFE INSURANCE	AMERICAN UNITED LIFE INS	G 00617291-0001-000 - 12/1-12/31/21 -	52.66	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	7.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - BOTTLED WATER FOR DPW	36.00	
590-001.000-726.000	SUPPLIES & SMALL EQUIPMENT	USA BLUEBOOK	BLANKET P.O. FOR DPW/SEWER SUPPLIES	107.33	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	155.02	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	155.02	
590-001.000-758.000	UNIFORMS/ACCESSORIES	CINTAS CORPORATION # 31	BLANKET P.O. - UNIFORMS FOR DPW/SEWER	155.02	
590-001.000-821.000	ENG/CONSULTANT/PROFESS FEES	IMEG CORP.	ENGINEERING DESIGN FOR PETTYSVILLE/WH	2,922.30	
590-001.000-850.000	PUMP & MAIN REPAIR/MAINTENANCE	C & E CONSTRUCTION CO.,	EMERGENCY REPAIR OF LEAKING CURB BOX	2,597.00	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	SIMPLEX GP PARTS ORDER	537.00	
590-001.000-850.100	GRINDER PUMP PARTS	DUBOIS-COOPER & ASSOCIAT	GRINDER PARTS	5,870.00	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 081 1657 6 - HAMB RD PUMP STN -	236.68	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 141 9399 9 - WINANAS PUMP STN -	194.38	
590-001.000-921.000	ELECTRIC	DTE ENERGY	9100 086 3063 4 - ORE LK PUMP STN - 1	569.16	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 6018 7471 - WINANS PUMP STN - 10	19.18	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6192 - ENTERPRISE POLE BARN	150.53	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1030 3773 9556 - 9251 REGENCY - 10/9-	15.84	
590-001.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 0019 5535 - RUSTIC DR - 10/9-11	19.18	
590-001.000-932.010	SEWER MAINTENANCE GARAGE	TRI-COUNTY SUPPLY, INC.	SEWER/DPW CLEANING SUPPLIES	263.44	
590-001.000-939.000	VEHICLE MAINTENANCE	ADVANCE AUTO PARTS	MISC. SUPPLIES FOR DPW VEHICLE MAINTEN	27.29	
590-001.000-939.000	VEHICLE MAINTENANCE	CRUISERS, INC.	LIGHT BAR FOR NEW DPW TRUCK	456.48	
590-001.000-939.000	VEHICLE MAINTENANCE	TRIPLE - D SIGNS, INC.	DPW LOGOS FOR NEW TRUCK DOORS	100.00	
590-001.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	FILING/RECORDING FEES - VISOS GRINDER	30.00	
		Total For Dept 001.000		14,906.54	
Dept 002.000					
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - COOLER RENTAL & BOTTLE	7.00	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	ADVANCED WATER TREATMENT	BLANKET P.O. - COOLER RENTAL & BOTTLE	41.50	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	CITY ELECTRIC SUPPLY CO	MISC. ELECTRICAL SUPPLIES FOR WWTP &	46.82	
590-002.000-726.000	SUPPLIES & SMALL EQUIPMENT	USA BLUEBOOK	BLANKET P.O. FOR WWTP SUPPLIES	351.90	
590-002.000-923.000	NATURAL GAS/HEAT	CONSUMERS ENERGY	1000 1266 6259 - WWTP - 10/9-11/10/21	25.88	
590-002.000-932.007	BUILDING MAINTENANCE - WWTP	CE SERVICE INC.	TROUBLESHOOT AND FIX LIGHTING PROBLEM	318.74	
590-002.000-962.000	SUNDRY	FEDEX	RETURN OF INCORRECT ORDER FROM UGSI C	17.42	
		Total For Dept 002.000		809.26	
Dept 003.000					
590-003.000-962.000	SUNDRY	LIVINGSTON COUNTY REGIST	RECORDING/FILING FEES - ST. PIERRE @	60.00	
		Total For Dept 003.000		60.00	
		Total For Fund 590 SEWER FUND		223,211.80	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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## Fund Totals:

Fund 101	General Fund			176,432.00	
Fund 204	Road Fund			642,287.76	
Fund 206	Fire Fund			123,259.17	
Fund 207	Police Fund			5,456.82	
Fund 208	SENIORS, PARK			7,140.88	
Fund 479	Rustic/Lake P			1,095.00	
Fund 480	Scott Drive R			200.00	
Fund 483	Norene Ct/Pea			385.00	
Fund 484	Community Dr			1,175.00	
Fund 487	Riverside/Cen			1,890.00	
Fund 491	Campbell Driv			250.00	
Fund 492	Mumford Park			139.17	
Fund 493	KINGSTON DRIV			950.00	
Fund 494	Winans Drive			815.00	
Fund 590	SEWER FUND			223,211.80	

Total For All Funds:				<u>1,184,687.60</u>	
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PHONE: 810-231-1000  
FAX: 810-231-4295



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

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## Memorandum

To: Township Board of Trustees

From: Scott Pacheco

Date: December 7, 2021

Re: FSP21-005: Final site plan review for the Murie Glen Mixed Planned Unit Development (MPUD) on a 48.65-acre parcel (4715-35-300-044) accessed off of Thompson Pond.

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### LOCATION:

The 48.79-acre subject site (Parcel ID 15-35-300-044) is located between the Mystic Ridge subdivision to the west and Merrill Road to the east. The site is accessed via Thompson Pond Road, an existing improved private roadway, and a proposed connection to an existing unimproved stub of Shadbush Trail.

### Location Map



**PROJECT DESCRIPTION:**

The proposed project will utilize the Mixed Planned Unit Development (MPUD) regulations (Section 14.5). The proposed project includes 51 single family homes and utilizes the Open Space (OSPUD) and the Elderly Cottage Housing Opportunity (ECHO) Planned Unit Development regulations. Twenty (20) of the proposed units would be designated ECHO units, designated for persons 55 years and older, as allowed under the ECHO PUD (Section 14.2) and 31 of the proposed units would be market rate single family units as allowed under OSPUD (Section 14.1).

The density of the project is determined by the ECHO and OSPUD regulations and is shown on the parallel plan; page AS-01 of the submitted plans (Exhibit A). The parallel plan includes a 20-unit ECHO development on 300,000 square feet in the northwest corner portion of the site. The remainder of the site is designed per OSPUD regulations for lots sized at 51,000 square feet. Because the 51,000 square-foot lot size was used in the parallel plan to determine the total number of units the OSPUD would allow on public sewer and while preserving 60 percent of the land used for the OSPUD portion of the MPUD as open space 27 OSPUD units would be allowed. During the review of the preliminary site plan the Planning Commission and Township Board approve a density bonus of 15 percent (4 units) for Exemplary Projects (Section 14.1.5) based on the design and layout of the project and the mix of the housing types and future home designs within the project.

The project also proposes 1,218,643 square feet of open space for 51 units. Of the open space area approximately 88,000 square feet will be maintained for trails and park areas. The following chart provides a breakdown of the required open space base on the OSPUD and ECHOPUD requirements versus the proposed open space for the MPUD project:

<b>Required Open Space</b>	
OSPUD Lot Size	1,825,405
Required Open Space 60%*	1,095,243
ECHOPUD Lot Size	300,000
Required Open Space 15%	45,000
<b>Total Open Space Required</b>	<b>1,140,243</b>
<b>Proposed Open Space MPUD</b>	<b>1,231,350</b>

\* 60% open space and sewer hookup required to allow the parallel plan to use 51,000 square foot lot sizes in determining the density through the parallel plan.

In addition to the 28.25 acres of the subject site that will be preserved as open space an addition 3.77 acres of land that is submerged on the property will also be preserved.

The project will extend the utilities, and pedestrian trails from the Mystic Ridge development west of the site. The access roadway to this project will be extended from the end of Thompson Pond Road to the east for access to Merrill Road. Fire Access will be provided through the Mystic Ridge development via a fire access gate at the shared property line at the end of Shadbush Road. Access will not be provided to Mystic Ridge through the Murie Glen development due to restrictions on the Thompson Pond easement.

Because the project is a clustered design that preserved approximately 32 acres of the 48.65-acre site, the project will meet the ECHO housing development regulations for the 20 ECHO units and the Open Space units require the following proposed variations to the underlying low density residential (RAA) zoning district:

	Allowed in RAA	Approved as part of the MPUD
		✓=meets requirement
Market Rate Units: Setbacks:		
Front:	30 feet	<b>20' from street of road right of way, front porches may encroach 7 feet into this setback.</b>
Side:	20 feet	<b>10 feet</b>
Rear:	35 feet	<b>35 feet, 15 feet when abutting a common open space area</b>
Detached accessory structures:		
Front:	Completely to the rear of the main structure.	<b>Completely behind the front elevation of the main structure.</b>
Site Requirements:		
Minimum Lot Width:	200 feet	<b>80 feet</b>
Minimum Lot Area:	87,120 square feet	<b>10,890 square feet</b>
Area, height, bulk and layout requirements:		
Maximum lot coverage:	20/20	<b>35/40</b>

These variations were originally reviewed and approved as a part of the preliminary site plan review of the mixed planned unit development project and have not changed.

**PROJECT HISTORY:**

On November 30, 2020 the applicant submitted the initial draft of the preliminary site plan for the Mixed Planned Unit Development;

Planning staff sent the submitted information and plans to the Hamburg Township's Public Works, Fire, and Accessors, the Livingston County's Public Health Department and Road Commission, and the State of Michigan Department of Environment Great Lakes and Energy for comments. Staff also reviewed the originally submitted plans and met with the applicant to discuss the comments and discuss necessary requirements and changes to the submitted project plans.

On December 23, 2020 the applicant resubmitted the updated plan for preliminary site plan review for the Mixed Planned Unit Development.

On January 20, 2021, the Planning Commission held a public hearing for the project. At this meeting the Planning Commission recommended approval (with a 6-1 vote) of the preliminary MPUD site plan with a 15 percent density bonus and with 13 Conditions of Approval, to the Township Board because the project as conditioned is consistent with the requirements of the open space, elderly cottage housing opportunity, and mixed planned unit development regulations under Article 14 and should be able to meet site plan review standards under Article 4 of the zoning ordinance.

On February 2, 2021, the Township Board reviewed and approved the preliminary MPUD site plan with the same conditions recommended from the Planning Commission.

On September 1, 2021, the applicant submitted the initial draft of the project plans for the final site plan review. With these project plans the traffic study, the Murie Glen Design Handbook (MGDH), and Murie Glen Architectural Plan Book (MGAPB) were also submitted. The document were reviewed by Planning and Zoning Staff and were sent to the Hamburg Township's Fire, Assessor, Public Works Departments, and the Planning Commission Architectural Review Committee (ARC), the Livingston County Road Commission and the Michigan Department of Environment, Great Lakes and Energy.

Comments from the initial review where sent to the applicant and the applicant revised and resubmitted the project plans, the traffic study, the MGDH and MGAPB resubmitted on October 6, 2021. As a part of the resubmitted information that applicant also submitted an Environmental Impact Statement that summarizes the environmental impacts on the site. The EIS utilizes the wetland delimitation, the tree removal plans on pages ES2.0 to 2.9, and the U.S. Fish and Wildlife Services Information for Planning and Consultation report to make its findings.

On November 17, 2021, the Planning Commission reviewed the Final Site Plan for the Murie Glen MPUD. No public spoke on the project at the Planning Commission meeting. However, after the Planning Commission meeting, two people from the public did voice their concerns about the density of the project to Planning and Zoning Staff. The Planning Commission recommended approval of the project with the approvals of the Murie Glen Design Handbook and the Murie Glen Architectural Plan Book, because with the following conditions they found that the final MPUD site plan met the standards of section 4.5.7, was consistent with the Master Plan and that the proposed development would not adversely affect the public health, welfare and safety:

**Conditions of Approval:**

**Condition 1:** Prior to the issuance of a land use permit for the homes of the subject site, all information required by the Township Assessor will need to be submitted.

**Condition 2:** Prior to issuance of a land use permit for the project, a Development Agreement shall be reviewed and approved by Hamburg Township. As part of the Development Agreement, the road, sidewalk, trail, and parks maintenance shall be addressed either within the document or as an attached separate document. The development agreement shall also include a cross access agreement that allows public use of the private roadways, sidewalks, trails and parks within this project.

**Condition 3:** The street trees shall be placed in the area between the home and the roadway when possible. The developer shall work with staff to create a solution to delineate the open space (as example; small fence, landscaping, etc..) area between the homes on lot 1-9 and 40-51.

**Condition 4:** Prior to issuance of a land use permit, a development agreement including master deeds and bylaws will be submitted for this project. This agreement will be reviewed by the Township Attorney. This agreement shall address the items regarding the dedicated open space for the project under Section 14.1.4 (H) 6, 7 and 8.

**Condition 5:** Prior to issuance of a land use permit for the project, a Development Agreement shall be reviewed and approved by Hamburg Township. As part of the Development Agreement, the road, sidewalk, and trail maintenance shall be addressed either within the document or as an attached separate document. The development agreement shall also include a cross access agreement that allows public use of the private roadways, sidewalks, trails and parks within this project.

**Condition 6:** In addition to the 6 benches shown on plan page AS1.6, one bench will also be located at the entrance to the trail between lots 39 and 40 that leads to the Mystic Ridge trails system.

**Condition 7:** If allowed by EGLE, the developer will provide a 4-foot-wide shoulder on at least one side of the roadway that extends from the project to Thompson Pond Road to allow for safe pedestrian traffic.

**Condition 8:** Prior to issuance of a land use permit, the applicant shall receive all required approvals from all appropriate local, county, state and federal agencies including, but not limited to, Hamburg Township's Fire, Assessor, and Public Works Departments, the Livingston County's Road Commission, Drain Commissioner, and Health Department; and the Michigan Department of Environment, Great Lakes and Energy.

**Recommendation:**

The Township Board should review the MPUD final site plan and the recommendation to approve the MPUD final site plan from the Planning Commission and either approve or deny the application. If the Township Board approve the Final MPUD site plan for the project, they should also include in the approval the eight-condition recommended by the Planning Commission.

If the Township Board determines that approval would be appropriate, it shall direct staff to work with the applicant and the Township Attorney to prepare a Development Agreement setting forth the conditions upon which such approval is based. Once the Development Agreement is prepared, it shall be reviewed and approved by a resolution of the Township Board and recorded in the County Records.

PROCESS FOR MIXED PLANNED UNIT DEVELOPMENTS:

- 1) Upon the Township Boards receipt of the report and recommendation of the Planning Commission, the Township Board shall review all findings. If the Township Board determines that approval would be appropriate, it shall work with the applicant and the Township Attorney to prepare a Development Agreement setting forth the conditions upon which such approval is based. Such conditions shall include, where appropriate, identification of the phases and time table for development, and an estimate of the costs of implementing each phase.
- 2) After approval by resolution of the Township Board, the Development Agreement shall be executed by the Township and the applicant and recorded in the County records. Approval shall be granted only upon the Township Board determining that all qualification requirements, conditions of approval, and provisions of this and other Township Ordinances have been met, and that the proposed development will not adversely affect the public health, welfare and safety. Approval shall further be subjected to the condition that the contract will be properly recorded.

- 3) Approval of a PUD site plan shall be effective upon recording the contract and filing proof of recording with the Township Clerk.
- 4) Once an area has been included, within the boundaries of an approved PUD, no development may take place in the PUD except in accordance with the Township Board approved PUD site plan.
- 5) Prior to any development within the area involved, an approved PUD site plan may be terminated by the applicant or the applicant's successors or assigns, by filing with the Township and recording in the County records an affidavit so stating. The approval of the plan shall terminate upon such recording.
- 6) No approved plan shall be terminated after development commences except with the approval of the Township Board and of all parties having an equity interest in the land.

**Attachments:**

Attachment A: November 17, 2021 Planning Commission staff report and exhibits

Attachment B: Full Sized (24 by 36) Final MPUD Site Plan (Township Board Only)



## **Murie Glen Site Plan**

### **Table of Contents**

Exhibit A-Final Site Plan	G1.0-93
Exhibit B-Traffic Impact Study	94-133
Exhibit C-Murie Glen Design Guidebook	134-151
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Exhibit E1-Natural Features Impact Statement (Word)	205-208
Exhibit E1-Natural Features Impact Statement (Adobe)	209-211
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# HAMBURG TOWNSHIP

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL



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Effective Date:

Rescinds:

---

Title: **TOWNSHIP BOARD ADMINISTRATION**

No: **2.0**

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## 2.0 TOWNSHIP BOARD ADMINISTRATION

### 2.1 Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual at any time.

### 2.2 Authority Delegated from the Board

In the interest of promoting the efficient operation of the Township, and pursuant to MCL41.96, as well as implied powers of the Township Board, the Hamburg Township Board assigns to various Township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

### 2.3 Authority to Interpret the Provisions of this Manual

The Township Supervisor, Clerk, and Treasurer shall provide to department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

### 2.4 Board Meeting Administration

**2.4(a) Postings.** The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board. The Township Clerk will post annually all and regular meetings of the Commissions in conformance with the Michigan Open Meetings Act.

**2.4(b) Meeting Agenda.** The Township Clerk in consultation with the Supervisor and Treasurer shall prepare the agenda at least four days prior to every Township Board meeting. Any board member or department head, who desires to have an item placed

**Commented [DH1]:** Department heads will post to the website, notices of all special meetings? MCL – Is this to be added?

on the agenda will notify the Clerk with a cover memo supporting documentation in the "V" drive under Digital Packets. and a completed Check List Form by 12:00 PM on the Thursday the week before the meeting. The general public wishing to add agenda items shall make a request by a email, letter to the board or to the Call to the Public of any Board meeting. Digital Packets will be available on the Township website Friday by 5:00 p.m. before the Tuesday meeting. Closed session information will be provided in paper form to Board members, and to Legal Counsel. Agenda requests will be evaluated for inclusion on the agenda by the Board.

The proposed agenda shall be approved by majority vote following the roll call of the Board members at each Board meeting. The agenda shall conform to the following format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Correspondence
6. Approval of the Consent Agenda
7. Approval of the Agenda
8. Unfinished Business
9. Current Business
10. Call to the Public
11. Board Comments
12. Adjournment

**2.4(c) Consent Agenda.** The Supervisor and Clerk shall prepare a consent agenda for the Board which shall be provided to each board member prior to the meeting, along with the meeting agenda. The consent agenda shall contain all items of business such as, but not limited to, the following:

1. Approval of the Minutes
2. Bills/Vendor Payable List for Bills under \$5,000
3. Department/Committee Reports
  
4. Reoccurring Park Use Applications

Any Board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business.

**2.4(d) Board Rules.** All Board meetings shall be conducted in the spirit of modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary.

**2.4(e) Public Participation.** Members of the public shall have an opportunity, under Call to the Public, to address the Board for no more than three (3) minutes on any item. The Board may suspend the time limitation when warranted. When all persons who wish to address the Board have been heard, the Supervisor shall announce that public

comment is concluded.

**2.4(f) Board Correspondence.** Each Board member shall receive with the Board agenda, a copy of written correspondence addressed to the Board. A motion may be made to consider the correspondent's request under current business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require Board action will be forwarded to Board members in a timely fashion.

**2.4(g) Board Consultants.** The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor Relations Attorney
5. Planning Consultant
6. Risk Manager
7. Bond Counsel
8. Other (As Appropriate)

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes
7. Which Township Officials are Authorized to Direct Work or Assign Tasks to Consultant

Consultants shall serve at the pleasure of the Board.

The Board shall establish a line item for consulting services.

**2.4(h) Litigation.**

- 
- The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below:
- Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any State, Federal, or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence

of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the Township.

- Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.
- The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Supervisor, Clerk and one other Board Member. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting. The Board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action, without the full board's prior review and approval.

**2.4(i) Direction and Control of Day-to-Day Administration.** To promote efficient administration, the Township Board authorizes the Supervisor, Clerk, and Treasurer, to provide day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Any directives or complaints made by a member of the Board regarding a department head or employee, shall be directed to the elected official responsible for the department. All requests for information by a board member should be directed by the Department Head.

**2.4(j)(1) Use of Township Board Laptops.** Laptops may be provided to Township Board Trustees, Board Secretary, and designated representatives to support digital Board information packets. For the elected administrators (Supervisor, Clerk, Treasurer), the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

**2.4(j)(2) Inappropriate Uses.** See Section 5.5(f)(5) Electronics Communications Policy. The same prohibitions set forward in the Electronic Communications Policy are applied to use of laptops. Each Township Board member, Board Secretary, or designated representative assigned a Township owned laptop, must sign a copy of the Electronic Communications Policy.

**2.4(j)(3) Security.** Township approved anti-virus software will be installed in all Township owned laptops. User will agree to not disable the anti-virus software.

**2.4(j)(4) Personal Use.** Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit making uses of Township laptops is strictly prohibited.

**2.4(j)(5) Use of Personal Laptops for Digital Board Packets.** Hamburg Township will provide a stipend of \$250 per year to subsidize the purchase of the laptops for eligible Board participants. The Township will supply a copy of Adobe Acrobat for each eligible personal laptop but will not provide the anti-virus software. The use of the personal

laptop is not regulated by Hamburg Township.

## **2.5 Committee Administration**

All sub-committees and commissions of the Hamburg Township Board (i.e. Personnel, Finance Advisory, Municipal Utilities, Planning, Community Recreational Services Organization, etc.) shall be conducted in accordance with the Michigan Open Meetings Act.

**2.5(a) Postings.** The Township Clerk shall be responsible for posting all meeting notices.

**2.5(b) Committee Rules.** All meetings shall be conducted in the spirit of the modified Robert's Rules of Order. However, the Chairman of the meeting may deviate as necessary.

**2.5(c) Meeting Participation.** Members of the public shall have an opportunity, under the Call to the Public portion of the agenda, to address the Committee for three (3) minutes on any item deemed appropriate. Township Board members wishing to attend Committee meetings (those not serving on the Committee) may do so only as members of the public and may not be active participants. They may address the Committee during the call to the public portion of the agenda only. In instances where it is necessary to conduct a closed session, only Committee members, together with those persons required by the Open Meetings Act, may participate in the closed session.

**2.5(d) Minutes.** Minutes will be prepared by the Committee Secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible to forward a copy of the approved minutes to the Township Board. Clerk may appoint & compensate a keeper of the minutes.

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

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



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

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**To: Hamburg Township Board of Trustees**  
**From: Chris Madigan, Planning & Zoning Director**  
**Date: December 1, 2021**  
**Subject: Redevelopment Ready Communities Resolution of Intent**

[The Redevelopment Ready Communities](#) (RRC) program is a Michigan Economic Development Corporation (MEDC) program designed to empower communities to further development by establishing the Best Practices to attract business investment and talent.

RRC is a no-cost technical assistance, state-wide certification program. Staff time is required to participate. It assures that certified communities have integrated transparency, predictability and efficiency into daily development practices. It establishes Best Practices streamlining processes and internal procedures to make better use of staff time, and allow for cross-training and succession planning. Meeting the Best Practices can often save time in the long run by having clearly outlined processes with documented timelines. Certification is akin to the “Good Housekeeping” seal of approval showing your community goes above and beyond statutory requirements to show we are truly open and ready for investment.

Planning and Zoning staff recently completed the first step in the process completing a self-guided Best Practice Training Series. In order to continue participation in the program the Township Board must pass a resolution of intent to participate in the program. The Community is not expected to meet all the Best Practices criterion at the time of engagement. MEDC will work with communities to put these practices in place. Some communities have become certified in as little as 9 months, whereas others have taken as long as 3 years, depending on what criteria remains to be accomplished.

The MEDC will promote up to three of the community’s available redevelopment sites upon certification. This is a chance to promote redevelopment opportunities to developers that are new to our community.

The Planning and Zoning Department requests the Township Board adopt the attached Resolution indicating support for pursuing the Redevelopment Ready Communities certification.

**HAMBURG TOWNSHIP**  
**LIVINGSTON COUNTY, MICHIGAN**

**RESOLUTION OF INTENT TO PARTICIPATE IN THE  
REDEVELOPMENT READY COMMUNITIES PROGRAM**

At a regular meeting of the Hamburg Township Board of Trustees, held at the Hamburg Township Hall located at 10405 Merrill Road, Hamburg Township, Livingston County, Michigan, on Tuesday, December 7, 2021 beginning at 2:30 p.m., there were:

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

WHEREAS, the Michigan Economic Development Corporation has created the Redevelopment Ready Communities Initiative (RRC) to encourage municipalities to measure and improve local development processes; and,

WHEREAS, the RRC offers assistance to municipalities that go through the process of self-evaluation and work to improve their development review processes; and,

WHEREAS, the RRC offers grant money to certified municipalities to assist with redevelopment projects;

NOW, THEREFORE BE IT RESOLVED; That Hamburg Township supports the RRC initiative and will work towards completing the evaluation process and improving our procedures in order to gain RCC certification.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

Resolution Declared *Adopted / Not Adopted*.



## CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on December 7, 2021; (2) the original of such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and have been (or will be) made available as required by the Open Meetings Act.

\_\_\_\_\_  
Mike Dolan,  
Hamburg Township Clerk

10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139

Dated: December 7, 2021



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Public Safety SOP# 700-09: Anti-Harassment**  
General Ledger #: N/A  
Number of Supporting Documents: 1  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve Hamburg Township Public Safety SOP# 700-09: *Anti-Harassment/Discrimination*.



## Background

The Township's Human Resources Director, in consultation with the Township Attorney, is recommending amending the Township's current sexual harassment policy. The proposed Hamburg Township Public Safety policy (SOP# 700-09: *Anti-Harassment/Discrimination*) incorporates these changes (in Section III (e) – Prohibited Conduct). The proposed policy also combines the current HTPD and HTFD policies into one policy as the subject matter is applicable to all public safety employees.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety

<b>HAMBURG TOWNSHIP PUBLIC SAFETY</b>		
<b>STANDARD OPERATIONAL PROCEDURE</b>		
Title: <b>Anti-Harassment/Discrimination</b> No. <b>700-09</b>		
Effective Date: <input type="text" value="DRAFT"/>	Michigan Accreditation Standard(s)	
	<input type="text" value="1.5.5"/>	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amended	<input checked="" type="checkbox"/> Rescinds
<input type="text"/>	<input type="text"/>	<input type="text" value="HTPD #600-08"/> <input type="text" value="HTFD #100-03"/>
		<input type="checkbox"/> Reviewed
		<input type="text"/>

**I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures to be followed in order to provide a quality work environment for all employees of the Hamburg Township Police Department and Hamburg Township Fire Department.

**II. POLICY**

It is the policy of the Hamburg Township Police and Fire departments to provide a quality work environment for all employees where they can perform their duties free from all forms of harassment, discrimination and threatening behavior.

It is the policy of the Hamburg Township Police and Fire departments to take affirmative steps to prevent workplace harassment, discrimination and threatening behavior and to thoroughly investigate all complaints of harassment, discrimination or threatening behavior in a fair, impartial and speedy manner in order to remedy the situation and prevent reoccurrences.

The Hamburg Township Police and Fire departments will investigate all complaints of unlawful workplace harassment or discrimination consistent with state and federal law.

A quality work environment is one which allows a member of this department to perform their duties to the best of their ability without being subject to intimidation, humiliation, or insult and without being subject to offensive or unlawful harassment or discrimination.

**III. PROHIBITED CONDUCT**

All forms of sexual harassment, general harassment, employment discrimination and threatening behavior, as defined in this policy, of or by members of the Hamburg Township Police Department or the Hamburg Township Fire Department are strictly prohibited. Also prohibited are romantic or sexual relationships between any

supervisory officer and any subordinate employee within the same department.

#### **A. Sexual Harassment**

Sexual harassment in the workplace occurs whenever unwelcome conduct on the basis of gender affects a person's ability to perform their job. It is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Examples of Prohibited Sexual Harassment**

1. Requests by a supervisor for sexual favors from a subordinate in exchange for job-related favors or positive employment decisions;
2. Retaliation, sabotage of an employee's work or other adverse employment actions taken by a supervisor against a subordinate for not agreeing or submitting to sexual advances or requests for sexual favors;
3. Recurring sexual advances or requests for dates after the original advance or request has been denied;
4. Displaying or posting pornographic or sexually suggestive pictures;
5. Telling crude or offensive jokes or stories of a sexual nature;
6. Using indecent gestures or making sexually-suggestive sounds toward a member such as whistling;
7. Using sexually-oriented demeaning names or using demeaning terms toward female employees such as "babe" or "honey"
8. Using Township computers or Township WiFi to download/display sexually explicit or offensive material;
9. Engaging in unwanted or unnecessary physical touching or contact;
10. Sending communications which are sexually explicit, sexually suggestive or contain sexual overtones.

## **B. General Harassment**

General harassment for purposes of this policy is defined as a course of conduct against a member of this department, regardless of rank, by another member which is not covered by the sexual harassment or discrimination provisions of this policy but which has the effect of unreasonably interfering with an individual's ability to perform their duties or which creates a hostile, intimidating or offensive work environment.

1. It is recognized by the Township that in all work settings where people interact with each other that there are going to be personality conflicts, difference of opinions, and different work styles which can lead to arguments, confrontations and animosity toward each other. As such, it is not the intent of this harassment policy to govern one-time action or sporadic conduct by a member which does not demonstrate an intent to harass another member or have the effect of creating a hostile work environment.
2. The purpose of this policy, as it relates to non-sexual harassment, is to target and eliminate repeated or pervasive conduct which interferes with a member's ability to perform their job or which creates a hostile work environment.

### **Examples of Prohibited General Harassment**

1. Repeatedly posting or distributing pictures, cartoons or other material which disparages, ridicules or denigrates a member of the department after having been advised to cease the conduct by the member or a supervisor;
2. Repeatedly sending threatening, insulting or disparaging communications to another member of the department;
3. Repeatedly spreading false information or rumors about another member;
4. Continuing to engage in practical jokes, sabotage of another's work or property, or name calling after having been advised to cease the conduct by the member or a supervisor.

## **C. Employment Discrimination**

Employment discrimination occurs when an employer treats an employee differently, unequally or unfairly in employment decisions based upon the employee's race, color, national origin, religion, sex/gender, pregnancy, sexual orientation, age or disability.

#### **D. Threatening Behavior**

It is the policy of the Hamburg Township Police and Fire departments to provide all members with a workplace free of personal threats and intimidation. Hamburg Township is firmly committed to a policy of zero-tolerance as it pertains to acts of violence, threats of violence and other threatening and/or intimidating behavior.

##### Examples of Prohibited Threatening Behavior

1. Acts of physical violence in the workplace or arising out of a workplace association.
2. Casual or joking remarks (including remarks made in jest or horseplay) of any threat of violence. The articulation of same will be presumed to constitute a statement of an employee's intent to do carry out such threat.
3. Any act of sabotage or threat of sabotage against the property of the Township or any Hamburg Township Police or Fire department employee, customer or visitor.
4. Any threat of violence or conduct which reasonably creates a hostile, abusive or intimidating work environment.

#### **E. Supervisor-Subordinate Relationships**

It is the policy of Hamburg Township to *prohibit* romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person. Due to the chain of command structure of the police and fire departments, romantic or sexual relationship between any supervisory officer and any subordinate employee within their respective department is strictly prohibited.

These types of relationships are prohibited because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a subordinate staff member is suspect and may be viewed by others, or at a later date by the subordinate staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

Hamburg Township has also adopted a policy requiring mandatory reporting of these types of relationships (i.e., supervisor-subordinate) due to the potential issues involving quid pro quo harassment. If any supervisory officer of the police department or fire department enters into or maintains a consensual relationship that is romantic or sexual in nature with a subordinate, the involved parties *must notify* the Human Resource Director, Township Supervisor or the Director of Public Safety of the relationship.

Once the relationship is made known to Hamburg Township, the Human Resources Director shall review and address the situation pursuant to adopted Township policy. If there is such a relationship, the involved parties need to be aware that resolution to the situation could include the involved parties being given the option of terminating their relationship or resigning their position with the Township.

#### **IV. REPORTING PROCEDURES**

The following procedures shall be followed for reporting any complaint of harassment, discrimination or threatening behavior:

- A. Due to the seriousness of any violation of this policy, all complaints of any type of harassment, discrimination or threatening behavior should be made directly to the Director of Public Safety in lieu of being reported to the next level in the complainant's chain of command.
- B. If a person wishing to file a complaint of harassment, discrimination or threatening behavior feels more comfortable in doing so or if the actor-complainant relationship creates a conflict of interest because the actor is in the complainant's chain of command, then they may file their complaint with any other supervisory officer within their respective department or with their union representative, if applicable.
- C. Nothing in this policy should be construed as requiring a member of the Hamburg Township Police or Fire department wishing to file a complaint under this policy to make their complaint only with an official of their respective department. Members wishing to file a complaint of harassment, discrimination or threatening behavior may directly file it with the Township Supervisor, Township Human Resources Director or any member of the Township Board of Trustees.
- D. A person wishing to file a complaint of harassment, discrimination or threatening behavior against the Director of Public Safety should file their complaint with the Township Supervisor or Human Resources Director.
- E. Employees who become aware of any harassment, discrimination or threatening behavior in violation of this policy, even if they are not themselves victims, shall immediately notify their immediate supervisor.
- F. Any member receiving a complaint of harassment, discrimination or threatening behavior shall immediately notify the Director of Public Safety of the complaint.

## V. INVESTIGATION PROCEDURES

The following procedures shall be followed for investigating any complaint of harassment, discrimination or threatening behavior:

- A. The complainant shall be requested to reduce their complaint to writing, however, a written complaint is not necessary to move forward with an investigation and the complainant shall not be ordered to make a written statement.
- B. The Director of Public Safety shall review the complaint, confer with the complainant and then assign an impartial supervisor to investigate the complaint.
- C. The Director of Public Safety shall notify the Township Supervisor and Human Resources Director of any complaints in violation of this policy within three (3) business days.
- D. If any interested person is aware of any reason which would affect the neutrality of the investigating supervisor, such person shall immediately notify the Director of Public Safety.
- E. If it is deemed appropriate by the Director of Public Safety, an impartial investigator from outside the department from which the complaint originated may be assigned to investigate the complaint.
- F. The member under investigation shall be notified by the investigating officer of the complaint and advised of department policy regarding employee harassment and/or discrimination.
- G. The complainant and the member under investigation shall be separated in their work assignments until conclusion of the investigation into the complaint.
- H. The member under investigation shall be ordered not to interact with or have any type of contact with the complainant, on duty or off duty, until conclusion of the investigation into the complaint.
- I. No member shall retaliate or otherwise create a hostile work environment for any other member for coming forward with a complaint of harassment, discrimination or threatening behavior. Any acts of retaliation shall immediately be reported to the investigating officer who shall investigate the alleged retaliation. Any member found to have engaged in any form of retaliation shall be subject to disciplinary action, up to and including termination of employment.
- J. The investigating officer shall conduct a thorough investigation into the harassment, discrimination or threatening behavior complaint which shall include interviewing the complainant, interviewing the member under investigation, interviewing any possible witnesses and reviewing any material audio/video tapes, reports or any other pertinent documents.



- K. The complainant is not required to submit to the interviewing process or to provide any additional information in order for the investigation to proceed. However, any complainant must realize that failure to cooperate fully in the investigation may severely hamper the department's ability to conduct a thorough investigation and hinder the department from imposing discipline on an offending member due any applicable Collective Bargaining Agreement rights and their Constitutional due process rights.
- L. Upon conclusion of the investigation, the investigating officer shall reduce their findings to writing and submit their results to the Director of Public Safety for review. If the investigating officer has determined there to be any violation of this policy or violation of any other department policy or procedure, then they shall initiate the departmental disciplinary process against the offending member.
- M. The Director of Public Safety shall notify the Township Supervisor and Human Resources Director in writing of the results of the investigation within three (3) business days of making a final disposition on the complaint.

## **VI. SUPERVISOR RESPONSIBILITIES**

Each supervisor has an affirmative duty to help provide a quality work environment by eliminating all forms of harassment, discrimination and unwanted conduct in their work areas. Specifically, all supervisors are charged with taking the following actions:


- A. Removing postings or pictures which are sexual in nature or which are disparaging to member(s) of the department;
- B. Refraining from and preventing others from displaying pornographic or sexually suggestive pictures;
- C. Refraining from and discouraging others from telling crude or offensive jokes or stories;
- D. Refraining from and discouraging others from using indecent gestures or making sexually-suggestive sounds;
- E. Refraining from and discouraging others from using sexually-oriented demeaning names or using demeaning terms toward female employees such as "babe" or "honey."
- F. Refraining from and preventing others from using departmental computers or Township WiFi to download/display sexually explicit or offensive material;
- G. Refraining from unwanted or unnecessary physical contact with all other members and reporting any observed unwanted/unnecessary physical contact;
- H. Refraining from using demeaning, insulting or intimidating language toward another employee and reporting any observed use of such language;

- I. Refraining from making any employment decision based upon an employee's race, color, national origin, religion, sex/gender, pregnancy, sexual orientation, age or disability and reporting any other supervisor observed using these factors in their decision-making process.
- J. Immediately reporting to the Director of Public Safety any acts of violence, threats of violence or other threatening and/or intimidating behavior of a member of their respective department.

**VII. VIOLATION OF POLICY**

Violation of this policy shall subject the offending employee to disciplinary action, up to and including termination of employment.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Police SOP# 600-21: Performance Evaluations**  
General Ledger #: N/A  
Number of Supporting Documents: 3  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve Hamburg Township Police Department Operational Procedure #600-21: *Performance Evaluations*.

## Background


As part of the State of Michigan accreditation process, the following new Hamburg Township Police Department Operational Procedure is being submitted to the Township Board for review and approval:

- #600-21: *Performance Evaluations*.

Respectfully,

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

Chief Richard Duffany  
Director of Public Safety

HAMBURG TOWNSHIP POLICE DEPARTMENT			
OPERATIONAL PROCEDURE			
Title: <b>Performance Evaluations</b>			
No. <b>600-21</b>			
Effective Date:	<input type="text" value="DRAFT"/>	Michigan Accreditation Standard(s)	
		<input type="text" value="2.2.1, 2.2.2, 2.2.3"/>	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Revised	<input type="checkbox"/> Reviewed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**I. PURPOSE**

The purpose of this procedure is to establish guidelines to document and evaluate the job performance of all sworn police officers.

**II. POLICY**

It is the policy of the Hamburg Township Police Department (HTPD) to utilize performance evaluations based on well-defined performance expectations to:

- A. Continually improve the overall quality of the police department by providing all sworn police officers with a systematic review of their work performance.
- B. Formally document and provide an objective assessment of an officer's performance in order to address and improve any below expectation performance.
- C. Identify and recognize any performance that substantially surpasses expectations.
- D. Hold officers accountable for continually failing to meet expectations.
- E. Identify the training needs of officers and the department.

**III. RATING CRITERIA**

Employee performance shall be evaluated using the following categories and criteria:

**A. Interpersonal Skills**

- 1. Co-workers: Treats fellow employees with respect, resolves differences in an amicable and professional manner and maintains productive working relationships with other officers.
- 2. Supervisors: Treats supervisors with respect, follows orders and directions, keeps supervisors informed and accepts constructive criticism professionally.
- 3. Public: Treats citizens with respect and dignity, goes beyond minimum to provide necessary assistance.
- 4. Other Agencies/Township Personnel: Interacts with other professional agencies and Township personnel in a productive and professional manner.

**B. Investigative Skills**

1. Initial Investigation: Responds to initial complaint in a timely manner, obtains all necessary information, properly documents incident.
2. Follow-up Investigations: Performs any necessary follow-up investigations in a timely manner, interviews all witnesses/suspects, keeps complainants updated on status of case and properly follows criminal procedures.
3. Interviewing Skills: Uses proper interviewing techniques, adheres to HTPD SOP# 200-5: *Interviews, Interrogations and Rights*, adheres to HTPD SOP# 200-6: *Recording of Custodial Interrogations*.
4. Criminal Procedures: Understands and properly utilizes criminal procedures and processes (search warrants, Miranda warnings, etc...).

**C. General Job Knowledge**

1. Criminal Laws: Demonstrates sound knowledge of criminal laws and applies laws in an appropriate manner.
2. Motor Vehicle Code: Demonstrates sound knowledge of traffic-related laws and applies laws in an appropriate manner.
3. HTPD Policies & Procedures: Understands and follows all department rules, instructions, policies and procedures.
4. LEIN Rules: Understands and follows LEIN rules, adheres to HTPD SOP# 600-18: *LEIN*.

**D. Use of Department Equipment**

Understands and follows the following policies:

1. HTPD SOP# 500-5 (Use of Township Property & Equipment)
2. HTPD SOP# 500-7 (Computers, Internet and Email Use)
3. HTPD SOP# 500-8 (Police Radio Communications)
4. HTPD SOP# 500-9 (In-car Cameras)
5. HTPD SOP# 500-10 (Body-worn Cameras)

**E. Communications Skills**

1. Communicates effectively in written and electronic media using complete, clear and concise sentences and proper grammar.
2. Displays effective verbal communications using proper grammar, professional speech and is able to effectively convey ideas and thoughts.
3. Incident reports are written in a clear, concise and complete manner using proper department format and in compliance with HTPD SOP# 300-2: *Required Reports*.

**F. Officer Safety**

1. Adheres to training, instruction and safety procedures.
2. Provides back-up assistance to other officers.
3. Understands and follows HTPD SOP# 300-18: *Emergency Vehicle Operation*

4. Understands and follows HTPD SOP# 300-19: *General Operational of Department Vehicles*.
5. Understands and follows HTPD SOP# 500-11: *Use of Firearms Range*.

**G. Use of Force**

1. Uses proper de-escalation techniques.
2. Uses appropriate level of force in all situations.
3. Understands and follows the following policies:
  - a. HTPD SOP# 200-03 (Handcuffing and Restraining Devices)
  - b. HTPD SOP# 300-25 (Use of Force)
  - c. HTPD SOP# 300-26 (Firearms)
  - d. HTPD SOP# 300-28 (Less-lethal Weapons)

**H. Attendance**

1. Uses sick time appropriately and follows HTPD SOP# 600-14: *Sick Leave*.
2. Reports for scheduled shifts, training and assigned details on time.
3. Attends court appearances, DLAD hearings and other scheduled appearances/meetings as required.

**I. Judgment/Problem Solving**

1. Makes sound decisions in a timely manner consistent with department policy, legal standards and professional ethics.
2. Demonstrates sound problem-solving skills by resolving issues in an effective manner and providing logical justification for the decisions made and the results of those decisions.
3. Exercises authority in appropriate manner.

**J. Community Policing (Officers Only)**

1. Conducts routine subdivision patrols and interacts with residents.
2. Conducts routine business checks and interacts with business owners and employees.
3. Assists members of the public with non-police functions where appropriate.
4. Volunteers to participate in community events.

**K. Professional Image/Development (Officers Only)**

1. Initiative: Demonstrates self-motivation by routinely initiating tasks, investigations and arrests/citations without supervisory direction.
2. Commitment to Department Mission: Works toward ensuring that department goals are achieved, readily accepts designated tasks, volunteers for extra duty details in furtherance of department mission.
3. Career Development: Seeks out additional training opportunities, volunteers or expresses interests in becoming a department instructor, seeks out special assignments, takes additional college-level courses.
4. Appearance: Presents a professional image by keeping self well groomed, keeping uniforms neat and clean and maintaining equipment in good

condition.

**L. Management Skills (Supervisors Only)**

1. Completes assigned duties and responsibilities in a timely and proficient manner including incident report reviews, pursuit/use of force reviews and disciplinary investigations.
2. Exhibits effective time-management and organizational skills.
3. Effectively participates in department policy review and accreditation process.
4. Ensures effective communication up and down the chain of command.

**M. Leadership/Supervisory Abilities (Supervisors Only)**

1. Effectively makes decisions and gives direction to officers as required following department policy, legal standards and professional ethics.
2. Provides guidance to officers to further educate and develop the officer's professional skill set.
3. Effectively works to build morale among department employees.
4. Effectively leads and motivates officers in furtherance of department goals and mission.
5. Develops sound working relationship with officers under their command and effectively addresses/resolves problems and personnel issues.

**IV. RATING SCALE:**

Employees shall be rated in each evaluation category as follows:

**A. Does Not Meet Expectations**

1. Job performance in this category consistently fails to meet expectations and significant improvement is required.
2. Implementation of employee Performance Improvement Plan (PIP) is required.
3. Comments and documentation are required to support this rating.

**B. Needs Improvement**

1. Job performance in this category is inconsistent and/or some improvement is needed to meet department standards or expectations.
2. Specific area(s) of improvement shall be noted on the evaluation form as well as goals for improvement.

**C. Meets Expectations**

1. Job performance in this category consistently meets department expectations.

**D. Surpasses Expectations**

1. Quality of job performance in this category substantially surpasses department expectations and far exceeds the performance of other officers.

2. Comments are required to support this rating.

**V. EVALUATION PROCESS**

- A. Performance evaluations shall be completed annually on each sworn police officer of the department pursuant to this policy with the exception of the Director of Public Safety.

Note: The Director of Public Safety and all non-sworn Public Safety administrative personnel shall be evaluated annually pursuant to Township policy.

- B. Performance evaluations shall be completed by each officer's immediate supervisor. The evaluation period for each performance evaluation shall be from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.
- C. Upon completion of an officer's performance evaluation the evaluating supervisor shall meet with the officer to discuss their evaluation and provide them with a copy of the evaluation form.
- D. Officers shall sign their evaluation form. By signing the form, officers are only confirming that they have discussed their review in detail with their supervisor and confirming that they have been provided with a copy of the evaluation form. Signing the form does not necessarily indicate that the officer agrees with their evaluation and the officer may appeal their performance evaluation as provided by this policy.
- E. Performance evaluations, including employee meetings, shall be completed and submitted up the chain of command by the rating supervisor no later than February 1<sup>st</sup> of each year.
- F. All performance evaluations shall be forwarded to the Human Resources Director to be placed in the officer's personnel file.

**VI. APPEAL PROCESS**

- A. Officers may formally contest their performance evaluation by first notifying the evaluating supervisor at the time of the evaluation meeting of their intent to appeal.
- B. The evaluating supervisor shall notify the Director via department email of the officer's intent to appeal.
- C. Within ten (10) calendar days, the appealing officer shall submit a written appeal to the evaluating supervisor detailing their objection(s). The officer shall also submit any supporting documentation.
- D. The evaluating supervisor receiving the appeal shall review the written appeal and any supporting documentation and then either grant or deny the appeal:



1. If the appeal is granted then the evaluating supervisor shall:
    - a. Amend the performance evaluation accordingly.
    - b. Within five (5) calendar days provide a memo to the Director outlining the reasons for granting the appeal.
    - c. Forward all documents to the Director.
  2. If the appeal is denied then the evaluating supervisor shall:
    - a. Within five (5) calendar days provide a memo to the employee outlining the reasons for denying the appeal.
    - b. Forward the memo and all other documents to the Director for review.
- E. If the officer is not satisfied with the decision of the evaluating supervisor then the officer may file a written appeal with the Director within five (5) calendar days.
- F. Upon receiving an appeal, the Director shall hold a meeting with the employee and evaluating supervisor. After reviewing all evidence/testimony presented in this meeting the Director shall make a determination as to the merits of the appeal. The decision of the Director is final.
- G. Nothing in this policy shall be construed as limiting or prohibiting any employee from seeking redress through their Collective Bargaining Agreement grievance procedure where applicable.

## **VII. EARLY WARNING SYSTEM**

- A. The organizational structure of the Hamburg Township Police Department provides each supervisor with a small number of subordinates within their span of control. As such, the department utilizes supervisory daily activity/records review, performance notations and performance evaluations as the primary means to monitor officer performance and provide for early detection of potential issues/deficiencies.
- B. Supervisors shall closely monitor the performance of officers under their command, as outlined in this policy. Specifically, the following should be monitored and documented:
1. Unexplained increase in or excessive absenteeism.
  2. Increased or excessive tardiness.
  3. Use of force incidents.
  4. Citizen complaints.
  5. At-fault traffic crashes or other vehicle driving issues.
  6. Not responding to training or other supervisory direction/instruction.
  7. Noticeable change in attitude, motivation or interpersonal interactions with co-workers, supervisors or the public.

- C. Supervisors shall initiate an Early Warning System (EWS) Review with an officer when warranted based upon the criteria listed in the preceding section. An EWS Review is a non-disciplinary review with an officer in order to address possible issues/deficiencies in the officer's performance or behavior based upon the observations of the supervisor.
- D. An EWS Review is conducted as follows:
1. The supervisor will meet with the officer and discuss any observed deficiencies or concerns with the officer's performance/behavior.
  2. The supervisor and officer shall develop a strategy to correct the behavior.
  3. The supervisor shall provide the officer with information about the Township's Employee Assistance Program (EAP) if requested by the employee or if it appears to the supervisor that use of the EAP by the officer may be warranted. Use of the EAP is strictly confidential in nature.
  4. The EWS Review meeting shall be documented in the officer's performance notation file. (Note: No mention of any discussion regarding the EAP shall be included in the performance notation).
  5. An EWS Review is not a formal disciplinary review. The intent of an EWS Review is to address potential issues with officer performance/behavior before it leads to formal discipline.
- E. Each supervisor has a duty and responsibility to:
1. Ensure that officers under their supervision are meeting all job requirements and expectations through:
    - a. Direct daily observation of officer performance;
    - b. Direct daily interaction with all officers under the command;
    - c. Review of officer reports and other department records;
    - d. Documenting officer activity, positive and negative, in the officer's performance notation file.
    - e. Routine review of officer's performance notations.
    - f. Completion of thorough annual performance evaluation.
  2. Routinely provide each officer under their command with feedback regarding their performance, both positive and negative behavior.
  3. Initiate a formal EWS review with an officer when warranted.
  4. Immediately notify the Director if officer performance/conduct is such that the supervisor reasonably believes that a fitness for duty evaluation due to a physical or psychological condition may be needed. If appropriate, the Director shall consult with the Human Resources Director and Township Attorney to ensure that the employee receives the appropriate evaluation and the situation is appropriately handled in accordance Township policy, state/federal law and the applicable Collective Bargaining Agreement.

## **VIII. PERFORMANCE IMPROVEMENT PLAN**

- A. An officer receiving a rating of “Does Not Meet Expectations” on their annual performance evaluation shall be placed on a formal Performance Improvement Plan (PIP).
- B. The PIP shall:
  - 1. Be developed by the evaluating supervisor and the Director, or designee.
  - 2. Be reduced to writing and thoroughly discussed with the officer.
  - 3. Be implemented as soon as possible after completion of the annual performance evaluation process.
  - 4. Include specific remedial action to be taken to raise the officer’s performance to a “Meets Expectation” level.
  - 5. Include a specific time limit to address the area of performance in question. During this time frame the evaluating supervisor and the officer shall meet a regular basis to monitor the officer’s progress.
  - 6. Include a statement that the officer may face disciplinary action, up to and including termination of employment, if they fail to improve their performance to the “Meets Expectations” level in the established time frame.
- C. At the end of the establish time limit for the PIP, the evaluating supervisor shall:
  - 1. Meet and discuss the officer’s progress.
  - 2. Recommend continuation of the PIP or initiate formal disciplinary action against the officer.

## **IX. EVALUATOR TRAINING**

- A. All supervisors of the department shall receive initial training on this policy. This training shall specifically include explanation of:
  - 1. The purpose of the department’s performance evaluation system;
  - 2. Performance and behavioral criteria used for evaluation;
  - 3. Rating scale used for evaluation;
  - 4. Evaluation process, evaluation forms and appeals process;
  - 5. Early Warning System;
  - 6. Township’s Employee Assistance Program (EAP);
  - 7. Performance Improvement Plans.
- B. Refresher training on this policy shall be provided to each supervisor annually on or about December 1<sup>st</sup>.

Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Richard Duffany  
Director of Public Safety/Chief of Police

Approved by Hamburg Township Board of Trustees: DRAFT

# HAMBURG TOWNSHIP POLICE DEPARTMENT

## POLICE OFFICER PERFORMANCE EVALUATION



EMPLOYEE INFORMATION	
Name:	Review Period: From _____ To _____
Job Title:	Review Date:
Unit:	
Supervisor:	
APPRAISAL CATEGORIES	APPRAISAL RATINGS
<b>Interpersonal Skills</b> Working relationships with co-workers, supervisors, Township personnel, other professional agencies and the public.	Does Not Meet      Needs/Needed Improvement      Meets Expectations      Surpasses Expectations
<b>Investigative Skills</b> Initial investigation, follow-up investigations, interviewing skills, criminal procedures.	
<b>General Job Knowledge</b> Knowledge of criminal laws, motor vehicle code, HTPD policies & Procedures, LEIN rules and department computer applications.	
<b>Use of Department Equipment</b> Understands and follows policies involving use of Township property and equipment, uses computers, internet, Township email account, police radios, in-car camera systems and body-worn cameras appropriately and within policy.	
<b>Communication Skills</b> Communicates effectively in written and electronic media, displays effective verbal communications, incident reports are written in a clear, concise and complete manner.	
<b>Officer Safety</b> Adheres to training, instruction, and safety procedures, provides backup assistance to other officers, operates department vehicles within policy, uses HTPD firearms range within policy.	
<b>Use of Force</b> Uses proper de-escalation techniques, follows policies involving use of handcuffs/restraining devices, use of force, firearms and less-lethal weapons.	
<b>Attendance</b> Uses sick time appropriately, reports for duty on time, attends scheduled appearances.	
<b>Judgment/Problem Solving</b> Makes sound decisions consistent with department policy, demonstrates sound problem-solving skills, exercises authority in appropriate manner.	
<b>Community Policing</b> Conducts routine subdivision patrols and interacts with residents, conducts routine business checks, assists members of the public with non-police functions where appropriate, volunteers to participate in community events.	
<b>Professional Image/Development</b> Demonstrates self-motivation, works towards ensuring department goals are achieved, seeks out opportunities to develop career, presents professional image.	

**Does Not Meet:** Job performance consistently fails to meet expectations and significant improvement is required. Comments and documentation are required to support this rating.

**Needs Improvement:** Job performance is inconsistent and/or some improvement is needed to meet department standards or expectations. Specific area(s) of improvement shall be noted in the Comments section as well as goals for improvement.

**Meets Expectations:** Job performance consistently meets department expectations.

**Surpasses Expectations:** Quality of job performance substantially surpasses department expectations and far exceeds the performance of other officers. Comments are required to support this rating.

**HAMBURG TOWNSHIP  
POLICE DEPARTMENT**



**POLICE OFFICER  
PERFORMANCE EVALUATION**

**Comments:**

**VERIFICATION OF REVIEW**

**1:** By signing this form, you confirm that you have discussed this review in detail with your supervisor. It also confirms that you have been provided with a copy of this evaluation. Signing this form does not necessarily indicate that you agree with this evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Safety/Chief of Police

\_\_\_\_\_  
Date

# HAMBURG TOWNSHIP POLICE DEPARTMENT

## POLICE SUPERVISOR PERFORMANCE EVALUATION



EMPLOYEE INFORMATION	
Name:	Review Period: From _____ To _____
Job Title:	Review Date:
Unit:	
Supervisor:	
APPRAISAL CATEGORIES	APPRAISAL RATINGS
<b>Interpersonal Skills</b> Working relationships with co-workers, supervisors, Township personnel, other professional agencies and the public.	Does Not Meet      Needs/Needed Improvement      Meets Expectations      Surpasses Expectations
<b>Investigative Skills</b> Initial investigation, follow-up investigations, interviewing skills, criminal procedures.	
<b>General Job Knowledge</b> Knowledge of criminal laws, motor vehicle code, HTPD policies & Procedures, LEIN rules and department computer applications.	
<b>Use of Department Equipment</b> Understands and follows policies involving use of Township property and equipment, uses computers, internet, Township email account, police radios, in-car camera systems and body-worn cameras appropriately and within policy.	
<b>Communication Skills</b> Communicates effectively in written and electronic media, displays effective verbal communications, incident reports are written in a clear, concise and complete manner.	
<b>Officer Safety</b> Adheres to training, instruction, and safety procedures, provides backup assistance to other officers, operates department vehicles within policy, uses HTPD firearms range within policy.	
<b>Use of Force</b> Uses proper de-escalation techniques, follows policies involving use of handcuffs/restraining devices, use of force, firearms and less-lethal weapons.	
<b>Attendance</b> Uses sick time appropriately, reports for duty on time, attends scheduled appearances.	
<b>Judgment/Problem Solving</b> Makes sound decisions consistent with department policy, demonstrates sound problem-solving skills, exercises authority in appropriate manner.	
<b>Management Skills</b> Completes tasks/duties in a timely/competent manner, exhibits effective time-management and organizational skills, effectively participates in policy/review and accreditation process, ensures effective communication up and down the chain of command.	
<b>Leadership/Supervisory Skills</b> Effectively makes decisions and gives proper direction, provides officers with appropriate guidance, works to build morale, effectively motivates, effectively resolves personnel issues.	

**Does Not Meet:** Job performance consistently fails to meet expectations and significant improvement is required. Comments and documentation are required to support this rating.

**Needs Improvement:** Job performance is inconsistent and/or some improvement is needed to meet department standards or expectations. Specific area(s) of improvement shall be noted in the Comments section as well as goals for improvement.

**Meets Expectations:** Job performance consistently meets department expectations.

**Surpasses Expectations:** Quality of job performance substantially surpasses department expectations and far exceeds the performance of other officers. Comments are required to support this rating.

**HAMBURG TOWNSHIP  
POLICE DEPARTMENT**



**POLICE SUPERVISOR  
PERFORMANCE EVALUATION**

**Comments:**

**VERIFICATION OF REVIEW**

**1:** By signing this form, you confirm that you have discussed this review in detail with your supervisor. It also confirms that you have been provided with a copy of this evaluation. Signing this form does not necessarily indicate that you agree with this evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Safety/Chief of Police

\_\_\_\_\_  
Date





# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Sale of Property (Police)**  
General Ledger #: N/A  
Number of Supporting Documents: None  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve the sale of a Browning Pro Steele 12-gun safe and a Stack-On double door gun cabinet via the MI Bid auction system.

## Background

The Hamburg Township Police Department (HTPD) is in possession of two gun storage safes in the HTPD property room. The first safe, a Browning Pro Steele 12-gun safe, was donated to HTPD by the Livingston and Washtenaw Narcotics Enforcement Team (LAWNET) in 2018. The other safe, a Stack-On double door gun cabinet, has been in the department's possession for over 25 years. These two safes are not needed for the storage of seized weapons and it is recommended that they be sold on the MI Bid auction system to clear up needed space in the HTPD property room.

Respectfully,

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

Chief Richard Duffany  
Director of Public Safety



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Donation of Vehicle (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: 2  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve donating a 1996 KME Pumper (VIN: 1K9AF4284TN058463) to Drummond Island Township for official use by the Drummond Island Fire Department and to authorize the Township Supervisor and Clerk to execute the attached Agreement covering the donation.

## Background

After 25 years of use as Engine 11, the Hamburg Township Fire Department (HTFD) took out of service a 1996 KME Pumper (VIN: 1K9AF4284TN058463). It is a tradition in the fire service and with HTFD to donate retired fire apparatus to fire departments who are in significant need of such vehicles but aren't financially able to purchase them.

Deputy Director Nick Miller became aware of a fire department here in Michigan which met the criteria for donation, significant need and lack of financial resources. That department is the Drummond Island Fire Department which is a volunteer fire department providing fire services for Drummond Island Township in the Upper Peninsula.

As indicated in the accompanying letter from the Drummond Island fire chief, the Drummond Island Fire Department has two apparatus both of which are in excess of 40 years old. One of the trucks has recently been taken out of service and the other one is in poor condition.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

**AGREEMENT**

This Agreement is made and entered into on this \_\_\_\_\_ day of December, 2021, by and between Hamburg Township and Drummond Island Township. Hamburg Township and Drummond Island Township agree to the following:

1. Hamburg Township agrees to, and hereby does, convey ownership of a 1996 KME Pumper, Vehicle Identification Number: 1K9AF4284TN058463 (hereafter “Pumper”) to Drummond Island Township.
2. Hamburg Township agrees that the conveyance of the Pumper is in the form of a donation at no cost to Drummond Island Township.
3. Drummond Island Township agrees that the Pumper is accepted for official use by the Drummond Island Fire Department.
4. By taking delivery of the Pumper, Drummond Island Township shall be deemed to have accepted the Pumper in an “AS IS” condition, without any reservation of rights or limitations, restrictions, or conditions of such acceptance. This Agreement does not, and is not intended to, include or connote any warranties, promises or guarantees of any nature whatsoever by Hamburg Township concerning the Pumper. Specifically, no warranty, warranty of merchantability, warranty of fitness for a particular purpose or any other warranty of any kind or nature whatsoever is made or to be implied by Hamburg Township with respect to the Pumper under this Agreement.
5. Hamburg Township makes no guarantees, express or implied, as to the condition of the Pumper and Drummond Island Township agrees to hold harmless and not raise claims against Hamburg Township, its elected or appointed officials, and employees for any and all claims, demands, suits or loss connected with or for any personal injury or property damage which may be asserted or claimed against Hamburg Township arising out of or in any way connected or associated with the use or operation of the Pumper received from Hamburg Township

HAMBURG TOWNSHIP:

DRUMMOND ISLAND TOWNSHIP:

By: \_\_\_\_\_  
Pat Hohl

By: \_\_\_\_\_

Its: Supervisor

Its:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Michael Dolan

Its: Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its:

Date: \_\_\_\_\_

# DRUMMOND ISLAND TOWNSHIP

P.O. BOX 225, DRUMMOND ISLAND, MICHIGAN 49726

Ph: (906) 493-5321 • Fax (906) 493-5404

Randy Hartman, SUPERVISOR  
Georgianna Potter, TREASURER  
gpotter@alphacomm.net  
Carolyn Havens, CLERK  
carolyn@alphacomm.net

Earl Bailey, TRUSTEE  
Dwayne Matkovich, TRUSTEE

November 12, 2021

Nick Miller  
nmiller@Hamburg.mi.us  
Hamburg Township Fire Department  
PO Box 157  
Hamburg, MI 48139

Dear Mr. Miller

Our Drummond Island Fire Department is in need of a couple of newer fire trucks.

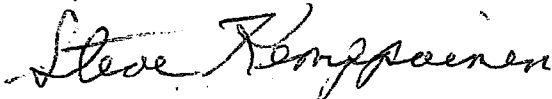
Our department is excited about your offer for a newer fire truck. As of today, our yearly budget is close to being maxed out for any new equipment. We are in the process of writing some grants but that will be some time later.

Our John Beam pressure truck which is a 1978 Chevrolet and the tank is rusted out. We have had it welded numerous times and it lasts for awhile than starts leaking in another place. We had to take it out of service.

Our second truck is a 1978 Ford 800 1,000 gallon tanker/pumper. It has an auto transmission, air brakes, Barton American pump that needs to be rebuilt. It's just getting tired and worn out.

Because of our limited budget we can't afford to pay for transportation of the truck. If someone could help us out with getting it at least part way to Drummond Island that would be wonderful. Please advise.

Thanks you,



Steve Kempainen  
Drummond Island Township Fire Chief



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Promotional Process (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: 3  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve Hamburg Township Fire Department SOPs #100-25: *POC Promotional Process*, #300-04: *Lieutenant Job Description*, #300-05: *Sergeant Job Description*.

## Background

The Hamburg Township Fire Department (HTFD) currently has one vacancy for a Sergeant and will have a second Sergeant vacancy upon the upcoming promotion of a Sergeant to the rank of Captain.

In preparation of holding promotional examinations, a review of the current HTFD promotional examination process was conducted as well as the current job descriptions for the ranks of Sergeant and Lieutenant. The SOP for the promotion of part time/paid on call (POC) personnel (SOP #100-25) was completely re-written to provide for a more definitive procedure for conducting these promotional examinations.

The job descriptions for Lieutenant and Sergeant were both updated in the areas of the minimum experience needed to be eligible to test for each of the respective positions as well as the minimum necessary licenses and certifications.

Respectfully,

Chief Richard Duffany  
Director of Public Safety

# HAMBURG TOWNSHIP FIRE DEPARTMENT

## STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 10-135

Title: **POC PROMOTIONAL PROCESS**

No: **100-25**

### **I. PURPOSE**

The purpose of this policy is to establish a process for the promotion of personnel to part time/paid on call (POC) officer positions within the Hamburg Township Fire Department.

### **II. POLICY**

It is the policy of the Hamburg Township Fire Department (HTFD) to select the most qualified candidates for promotion to POC officer positions within the department utilizing an established and impartial promotional process.

### **III. PROCEDURES**

- A. POC officer positions within HTFD consist of the ranks of Sergeant and Lieutenant.
- B. When a vacancy or anticipated vacancy occurs in a POC officer position, the Director of Public Safety shall commence a promotional examination process pursuant to this policy in order to establish a promotional eligibility list for the position.
- C. Notice of the promotional examination process shall be posted to all HTFD personnel via their email address on record at least 10 days before the deadline for applying for the position.
- D. The posting for the promotional examination process shall at a minimum contain the following information:
  - 1. Position being tested for.
  - 2. Date of posting.
  - 3. Minimum eligibility to apply.
  - 4. Components of the examination process and scoring methodology.
  - 5. Application process.
  - 6. Application deadline (date and time).
  - 7. Bibliography of reference materials for questions on written exam, if applicable.
- E. The promotional examination process for SERGEANT shall consist of the following:
  - 1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on

in the promotional process. The written examination shall count for 30% of the candidate's final cumulative score.

2. Oral Interview. The Oral Interview board shall consist of at least three officers from fire departments/authorities outside of HTFD. The Oral Interview shall count for 30% of the candidate's final cumulative score.
3. Operational Practical. The Practical examination segment shall be administered by at least three officers having the rank of Captain or above from HTFD. The Practical shall count for 40% of the candidate's final cumulative score.

F. The promotional examination process for LIEUTENANT shall consist of the following:

1. Written Examination. The written examination shall consist of 100 multiple choice questions taken from reference materials relevant to the position being tested. Candidates must obtain a minimum score of 70% on the written examination to continue on in the promotional process. The written examination shall count for 50% of the candidate's final cumulative score.
2. Oral Interview. The Oral Interview board shall consist of at least three officers with a rank of Captain or higher from within HTFD. The Oral Interview shall count for 50% of the candidate's final cumulative score.

G. At the conclusion of the examination process the Director of Public Safety shall establish an eligibility list for the position by rank ordering the candidates who successfully completed the process.

H. The eligibility list shall remain in effect for two years from the date of establishment.

I. In the event of ties, candidates shall be listed in order of department seniority on the eligibility list.

J. For all promotions, the Director of Public Safety shall recommend personnel for promotion based solely on the eligibility list beginning with the highest scoring candidate and working down the list in descending order.

K. The Township Board must approve all promotions.

L. Nothing in this policy shall be construed as requiring the department or Township Board to fill any officer vacancies or anticipated vacancies through promotion, whether an eligibility list is established or not, and the Township Board reserves its right to determine the organizational structure of HTFD.



Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with a prominent loop at the end.

Chief Richard Duffany  
Director of Public Safety

Fire Official Review: N. Miller – December 1, 2021.

Approved by the Hamburg Township Board of Trustees: DRAFT

# HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 300-04  
(10/01/2019)

Title: **LIEUTENANT JOB DESCRIPTION**

No: **300-04**

**JOB TITLE:**            **Lieutenant (Part Time/Paid on Call)**  
(Part-time, At-will, Hourly, Non-exempt)

**REPORTS TO:**        Duty Captain

## **I. JOB SUMMARY**

This is a part-time position with paid-on-call and shift work responsibilities required. A Lieutenant is a senior paid-on-call supervisor that has a primary focus on the management of their respective station(s), personnel, equipment, and emergency operations. They carry a responsibility for the training and planning activities of firefighting personnel in preparation for emergency calls for service. This position is responsible for overseeing and ensuring the operational readiness of the department personnel, equipment, and facilities with the intent to reduce the impact of fire on our communities.

## **II. PRIMARY DUTIES AND RESPONSIBILITIES**

1. Responds with personnel, equipment, and apparatus to fire, rescue, medical, and hazardous materials incidents.
2. Assumes Incident Command until relieved by a superior officer.
3. Inspects, tests, and assures operational readiness of equipment and apparatus. Completes needed documentation and reports essential shortcomings to superior officers in a timely manner.
4. Supervises, and evaluates the performance of subordinate firefighting personnel.
5. Keeps superior officers apprised and appropriately documents any action or event that may require further action.
6. Maintains discipline; makes recommendations for disciplinary action within the Fire Departments Standard Operating Procedures, employee handbook, and all department directives.
7. Reviews injury, accident, and health exposure reports, identifying unsafe work environments or behaviors and taking approved corrective action to prevent reoccurrences.
8. As an Emergency Medical Technician – Basic (EMT-B), provides emergency medical services as required and performs light to heavy rescue functions at emergencies.

9. Performs fire prevention activities, company level inspections as assigned and participates in public education for employees and groups in the community.
10. Assists in the preparation of after action alarm reports, as well as additional staff reports that support the mission of the department, create and foster effective working relationships in the department among all ranks and with other departments and employees.
11. Conducts themselves in accordance with the department's code of conduct and displays the attributes of a firefighter with integrity on and off duty.
12. Creates and fosters effective working relationships within the department among all ranks and with other departments.
13. Demonstrates the ability to relate interpersonally and to communicate orally and in writing. This may include performing needs assessments and conducting research.
14. Demonstrates the ability to evaluate employee potential, encourages professional development, and provides mentoring to subordinate staff.
15. Utilizes evaluative methods, to delegate authority, organize plans and ensure corrective measures are in place. Actively assists in carrying out the roles and responsibilities of the Firefighter as needed.
16. Attends meetings, conferences and training sessions as may be necessary to keep current on technical standards and supervisory expertise.
17. Performs a wide-range of administrative and operational tasks as may be delegated or assigned by the superior officers.

### **III. JOB-RELATED QUALIFICATIONS**

Knowledge of:

1. Principles of supervision.
2. Time and project management.
3. Basic fundamentals of human resource management.
4. Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
5. Techniques and equipment used in modern firefighting, emergency medical services, protection of life and property, and fire prevention.
6. Building construction related to firefighter safety
7. Emergency medical services and rescue practices.
8. Incident command practices and principles.

Ability to:

1. Understand, interpret and act in accordance with HTFD Standard Operating Procedures, Township Employee Manual and department directives and demonstrate skills in applying these toward specific situations.
2. Direct fire personnel and companies at fire scenes, hazardous materials incidents and medical and rescue situations.
3. Assist in the supervision and management of the department.

4. Give and accept constructive criticism as appropriate during emergency and nonemergency situations, so as to promote continuous learning and improvement for the organization and the individual.
5. Receive and carryout orders and/or assignments as may be given by a superior officer.

#### **IV. ESSENTIAL JOB REQUIREMENTS**

1. Successfully complete physical examination as required by HTFD and Township policy.
2. Possess physical strength, endurance, agility; must participate and successfully complete HTFD Agility Test per policy.
3. Produce extreme effort and energy for periods of time in highly stressful situations.
4. Apply knowledge of the streets, water sources, building complexes, and the community.
5. Provide appropriate instruction to personnel in both classroom and field applications of the principles of fire control and emergency medical services.
6. Capable of providing for the safety and welfare of others.
7. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.; exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
8. Attend meetings both on and off-duty as assigned and performs public speaking on behalf of HTFD.

#### **V. MINIMUM EDUCATION AND EXPERIENCE**

##### **Education:**

1. Graduation from high school or GED equivalent.
2. An Associate Degree in Fire Science or related field is highly desirable.

##### **Minimum Experience:**

1. Five (5) or more years of fire service experience.
2. Two (2) or more years of supervisory experience at an officer level.

#### **VI. LICENSES, CERTIFICATIONS, REGISTRATIONS**

1. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State of Michigan Fire Fighter I & II with Hazmat Operations.
3. EMT-Basic, or higher, license in the State of Michigan.
4. Pre-Hospital Trauma Life Support (PHTLS) Certificate
5. Fire Instructor I
6. Fire Officer I and Fire Officer II
7. Blue Card certification.

8. Must obtain Fire Officer III within one year of appointment.

**WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.
3. On-call availability to handle work problems, respond to emergency situations, etc. at all hours is required.

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

Issued by:



Richard Duffany  
Director of Public Safety

Fire Official Review: N. Miller – December 1, 2021.

Approved by the Hamburg Board of Trustees: DRAFT

# HAMBURG TOWNSHIP FIRE DEPARTMENT STANDARD OPERATING PROCEDURE



Effective Date: **DRAFT**

Rescinds: 300-05  
(10/01/2019)

Title: **SERGEANT JOB DESCRIPTION**

No: **300-05**

**JOB TITLE:**           **Sergeant (Part Time/Paid on Call)**  
(Part-time, At-will, Hourly, Non-exempt)

**REPORTS TO:**       Duty Captain

## **I. JOB SUMMARY**

This is a part-time position with paid-on-call and shift work responsibilities required. A Sergeant is a first line supervisor that is responsible for the training and planning activities of firefighting personnel in preparation for emergency calls for service. This position is responsible for ensuring the operational readiness of the department personnel, equipment, and facilities with the intent to reduce the impact of fire on our communities.

## **II. PRIMARY DUTIES AND RESPONSIBILITIES**

1. Responds with personnel, equipment, and apparatus to fire, rescue, medical, and hazardous materials incidents.
2. Inspects, tests, and assures operational readiness of equipment and apparatus. Completes needed documentation and reports essential shortcomings to superior officers in a timely manner.
3. Supervises, and evaluates the performance of firefighting personnel.
4. Keeps superior officers apprised and appropriately documents any action or event that may require further action.
5. Maintains discipline; makes recommendations for disciplinary action within the Fire Departments Standard Operating Procedures, employee handbook, and all department directives.
6. As an Emergency Medical Technician – Basic (EMT-B), provides emergency medical services as required and performs light to heavy rescue functions at emergencies.
7. Performs fire prevention activities, company level inspections as assigned and participates in public education for employees and groups in the community.
8. Assists in the preparation of after action alarm reports, as well as additional staff reports that support the mission of the department, create and foster effective working relationships in the department among all ranks and with other departments and employees.

9. Conducts themselves in accordance with the department's code of conduct and displays the attributes of a firefighter with integrity on and off duty.
10. Creates and fosters effective working relationships within the department among all ranks and with other departments.
11. Demonstrates the ability to relate interpersonally and to communicate orally and in writing. This may include performing needs assessments and conducting research.
12. Demonstrates the ability to evaluate employee potential, encourages professional development, and provides mentoring to subordinate staff.
13. Utilizes evaluative methods, to delegate authority, organize plans and ensure corrective measures are in place. Actively assists in carrying out the roles and responsibilities of the Firefighter as needed.
14. Attends meetings, conferences and training sessions as may be necessary to keep current on technical standards and supervisory expertise.
15. Performs a wide-range of administrative and operational tasks as may be delegated or assigned by the superior officers.

### **III. JOB-RELATED QUALIFICATIONS**

Knowledge of:

1. Principles of supervision.
2. Basic fundamentals of human resource management.
3. Time and project management.
4. Writing, typing and computer skills necessary for the creation and compilation of various documents, communications and reports.
5. Techniques and equipment used in modern firefighting, emergency medical services, protection of life and property, and fire prevention.
6. Building construction related to firefighter safety
7. Emergency medical services and rescue practices.
8. Incident command practices and principles.

Ability to:

1. Understand, interpret and act in accordance with HTFD Standard Operating Procedures, Township Employee Manual and department directives and demonstrate skills in applying these toward specific situations.
2. Direct fire personnel and companies at fire scenes, hazardous materials incidents and medical and rescue situations.
3. Assist in the supervision and management of the department.
4. Give and accept constructive criticism as appropriate during emergency and nonemergency situations, so as to promote continuous learning and improvement for the organization and the individual.
5. Receive and carryout orders and/or assignments as may be given by a superior officer.

### **IV. ESSENTIAL JOB REQUIREMENTS**

1. Successfully complete physical examination as required by HTFD and Township policy.
2. Possess physical strength, endurance, agility; must participate and successfully complete HTFD Agility Test per policy.
3. Produce extreme effort and energy for periods of time in highly stressful situations.
4. Apply knowledge of the streets, water sources, building complexes, and the community.
5. Provide appropriate instruction to personnel in both classroom and field applications of the principles of fire control and emergency medical services.
6. Capable of providing for the safety and welfare of others.
7. Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 150 lbs.; exposure to cold, heat, extreme noise, outdoors confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.
8. Attend meetings both on and off-duty as assigned and performs public speaking on behalf of HTFD.

## **V. MINIMUM EDUCATION AND EXPERIENCE**

### **Education:**

1. Graduation from high school or GED equivalent.
2. An Associate Degree in Fire Science or related field is highly desirable.

### **Minimum Experience:**

1. Three (3) or more years of fire service experience.

## **VI. LICENSES, CERTIFICATIONS, REGISTRATIONS**

1. Possession of a Michigan driver's license with an acceptable driving record as prescribed by this department.
2. State of Michigan Fire Fighter I & II with Hazmat Operations.
3. EMT-Basic, or higher, license in the State of Michigan.
4. Pre-Hospital Trauma Life Support (PHTLS) Certificate
5. Must obtain Fire Instructor I within one year of appointment.
6. Must obtain Fire Officer I within one year of appointment and Fire Officer II within the subsequent year.
7. Must obtain Blue Card certification within one year of employment.

## **WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Work involves travel to various locations throughout the Township with exposure to bodily injury, hazardous materials, adverse weather, fumes, odors and the like at emergency scenes.



3. On-call availability to handle work problems, respond to emergency situations, etc. at all hours is required.

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

Issued by:



Richard Duffany  
Director of Public Safety

Fire Official Review: N. Miller – December 1, 2021.

Approved by the Hamburg Board of Trustees: DRAFT



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **New Hires- Part Time/Paid-on-Call (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: None  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve extending conditional offers of employment for the position of part time/paid-on-call firefighter with the Hamburg Township Fire Department to the eight (8) individuals listed in this memo.

## Background

The Hamburg Township Fire Department recently completed a hiring process which resulted in eight (8) individuals being recommended to be hired as trainee part time/paid-on-call firefighters.

I am requesting that the Township Board authorize that conditional offers of employment be extended to the following individuals for the position of trainee part time/paid-on-call firefighter pending satisfactory completion of all pre-employment requirements including a psychological examination:

- Izik Rosen of Hamburg Township
- Samantha Flynn of Hamburg Township
- Shawn Raus of Howell
- Brian Diroff of Hamburg Township
- Colton Ross of Hamburg Township
- Donado Daniella of Hamburg Township
- Owen Weinburger of Hamburg Township
- Stephan Cammarata of Grass Lake

Respectfully,

Chief Richard Duffany  
Director of Public Safety



# Hamburg Township Public Safety Administration

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PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **Firefighter Promotions (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: None  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve promoting Firefighter Trainees Tim Mackenzie, Max Miller and Dylan Moore to fully-trained Firefighter EMTs effective immediately.

## Background

Firefighter Trainees Tim Mackenzie, Max Miller and Dylan Moore have successfully completed all requirements outlined in HTFD SOP# 100-06: *Probationary Firefighter Trainee Program* making them eligible to be promoted to fully-trained Firefighter EMTs. The transition to fully-trained Firefighter EMT will increase their hourly rate from \$13.97 per hour to \$18.60 per hour.

Respectfully,

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

Chief Richard Duffany  
Director of Public Safety



# Hamburg Township Public Safety Administration

PO BOX 157 • HAMBURG, MICHIGAN 48139  
PHONE: (810) 222-1171 • FAX: (810) 231-9401



RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE      RDUFFANY@HAMBURG.MI.US

**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** December 1, 2021  
**RE:** Agenda Item Topic: **New Hire- Duty Captain (Fire)**  
General Ledger #: N/A  
Number of Supporting Documents: None  
NEW/OLD BUSINESS: **XXX** New Business  
\_\_\_\_\_ Old Business – Previous Agenda #:

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## Requested Action

- Motion to approve extending a conditional offer of employment to Casey Yost for the position of full-time Duty Captain with the Hamburg Township Fire Department.

## Background

The Township Board previously approved an organizational restructuring plan for the Hamburg Township Fire Department (HTFD) which included the hiring of an additional full-time Duty Captain. A promotional examination process was conducted and HTFD Sgt. Casey Yost finished as the top candidate and it is recommended that he be promoted to the rank of Captain.

I am requesting that the Township Board authorize that a conditional offer of full-time employment be extended to Sgt. Yost for the position of Captain pending satisfactory completion of all pre-employment requirements including a psychological examination.

Respectfully,

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

Chief Richard Duffany  
Director of Public Safety



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

**TO: Mike Dolan, Clerk**

**FROM: Thelma Kubitskey, Director of Accounting**

**DATE: November 30, 2021**

**SUBJECT: Changes to Personnel Policy and Procedures – Employee Handbook**

**Please place on the December 7, 2021 Board meeting the proposed recommended changes to the Personnel Policy and Procedures – Employee Handbook. These changes are needed to reflect the twenty-four-hour (24) fire captains work schedule starting January 1, 2022.**

**The sections that have changes are:**

- 3.4 Overtime, Compensatory and Call Back Time**
- 3.5 Holiday Pay**
- 4.2 Vacation**
- 4.3 Sick/Personal Time**
- 4.8 Funeral Leave**

**These changes have been reviewed with the Public Safety Director and Township Supervisor**

not dismissed for inclement weather.

Should severe weather present itself prior to 8:00 a.m. on a weekday, the D.P.W. Administrator will communicate with the Supervisor or the Clerk in the absence of the Supervisor, of unsafe road conditions that would warrant closing the Township offices by 6:00 am. The Supervisor and/or Clerk will make the decision to close the office for the day based upon information provided by the D.P.W. Administrator, Police Chief, and Fire Chief. The Supervisor or Clerk will activate a notification "BLAST" on the Township phone system notifying employees, and the general public who call the Township, that the Township offices are closed. This "BLAST" will be in place by 6:30 a.m.

If the Township phone system is inoperable, employees should contact their supervisor for Township closure information. When the Township office is closed due to inclement weather, the employees will be compensated at their regular pay rate. Those non-exempt employees whose job responsibilities require them to report to work, will be compensated their regular rate plus be given the option of receiving compensatory time or overtime at one and one half their regular rate of pay for any hours worked.

### **3.3 Recording of Hours**

Non-exempt employees are required to keep a record of hours worked using time sheets developed for this purpose.

All non-exempt employees are required to have completed time sheets, approved by their immediate Supervisor, to the payroll department by 10:00 a.m. on the Monday of the biweekly pay period.

All full-time employees are expected to work forty (40) hours a week or a ~~twelve (12)~~ **twenty-four (24) hour shift**. If an employee works less than a full shift, they should use PTO or Compensation time to make up the time missed on the timesheet. The Township will allow flex time contained within a single pay period as authorized by the Department Head.

Any problems concerning the amount of pay or payroll procedures should be directed to the Accounting department. If the matter is not resolved to the satisfaction of the employee, the employee may contact the Clerk's department.

### **3.4 Overtime, Compensatory and Call Back Time**

#### **A. Non-exempt Employees**

All hours worked in excess of eight (8) or ~~twelve (12)~~ **twenty-hour (24)** hours in a day must be authorized in writing in advance by the employee's supervisor.

Non-exempt full-time employees who work in excess of eight (8) or ~~twelve (12)~~ **twenty-hour (24)**

~~(12)~~ hours in a day will be compensated at one and one half their hourly rate. A ~~twenty-four (24)~~ hour employee will receive ~~three (3)~~ hours per week in overtime to follow the Fair Labor Standard Act (FLSA). In lieu of overtime pay, an employee can request compensatory time off, at the rate of one and one-half hours for each hour of overtime worked. Compensatory time in lieu of overtime pay must be approved by the employee's Department Head. Compensatory leave time banks cannot exceed forty (40) hours for an eight (8) hour employee and ~~forty-eight~~~~thirty-three~~ (53) hours for a ~~twenty-four (24)~~ hour employee.

Overtime, whether to be paid or taken as compensatory time, shall be reported to the Payroll department on the employee's weekly time sheet not later than 5:00 p.m. on the Friday preceding a biweekly payroll.

Employees desiring to use accumulated compensatory time shall request the time off at least 3 working days in advance, unless there are extenuating circumstances. Use of compensatory time must be approved by an employee's Department Head. Employees will be able to use their compensatory time within a reasonable period after requesting it, as long as the requested time off does not unduly disrupt the operations of the employee's department.

#### **a. Exempt Employees**

Exempt employees will not be granted additional wages or compensatory time off for hours worked in excess of the standard workday or week.

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### **3.5 Holiday Pay**

If a full time eight (8) hour employee is required to work on a designated holiday (see 4.1 Holidays), the employee shall receive a day's pay plus additional pay at two times their rate of pay for the hours worked.

A ~~twenty-four (24)~~ hour employee is scheduled to work on a designated holiday, the employee shall receive ~~twenty-four (24)~~ regular pay. On the first pay in December of each year the employee will receive a yearly holiday allowance. This allowance will be for 13 holidays (see section 4.1 Holidays) at the annual base pay /2080 hrs. X 104 hrs. = amount of allowance.

A ~~twelve (12)~~ hour employee is scheduled to work on a designated holiday, the employee shall receive ~~twelve (12)~~ hours regular pay plus additional ~~twelve (12)~~ hours at one and half of their rate of pay. If a ~~twelve (12)~~ hour employee is not scheduled to work on a holiday, they will receive ~~twelve (12)~~ hours of straight time pay for that day.

If a ~~twelve (12)~~ hour employee is required to work overtime on a designated holiday, the employee shall receive two and half of their rate of pay.

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# HAMBURG TOWNSHIP



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## PERSONNEL POLICIES AND PROCEDURES MANUAL

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Effective Date:

Rescinds:

Title: **EMPLOYEE BENEFITS**

No: **4.0**

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### 4.0 EMPLOYEE BENEFITS

#### 4.1 Holidays

All full-time employees shall be granted time off with pay on the following days, subject to the provisions below:

Independence Day	Labor Day
Veteran's Day	Martin Luther King Jr. Day
Thanksgiving Day	New Year's Eve Day
Day after Thanksgiving Day	President's Day
Christmas Eve Day	Memorial Day
Christmas Day	New Year's Day
Good Friday	

Full time employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day, a maximum of eight (8). ~~or twelve (12) hours.~~

Permanent part-time (non-seasonal) employees hired prior to July 17, 2012, and who work at least an average of twenty (20) hours per week, will receive compensation at their regular rate of pay based on four (4) hours if it is a full-day holiday

All permanent part-time (non-seasonal) or temporary part-time employees hired after July 17, 2012, shall not qualify for paid holiday time off.

Unless otherwise determined by the Personnel Committee and approved by the Board, if a designated holiday falls on a Saturday, then the time off with pay shall be scheduled for the preceding workday. If a designated holiday falls on a Sunday, then the time off with pay shall be scheduled for the following workday.

See Section 3.6: Holiday Pay



## 4.2 Vacation

All full-time employees shall be granted vacation time according to the following schedule and provisions based on years of credited service as of their anniversary date each year:

Forty Hour Work Schedule:

- On one-year anniversary: 80 vacation hours (10 days)
- On two-year anniversary: 120 vacation hours (15 days)
- On three-year anniversary: 140 vacation hours (17.5 days)
- On eight-year anniversary: 160 vacation hours (20 days)
- On fifteen-year anniversary: 180 vacation hours (22.5 days)
- On twenty-year anniversary: 200 vacation hours (25 days)

Fifty-three (53) Hour Work Schedule:

- On one-year anniversary: 72 vacation hours
- On two-year anniversary: 120 vacation hours
- On three-year anniversary: 144 vacation hours
- On eight-year anniversary: 168 vacation hours
- On fifteen-year anniversary: 180 vacation hours
- On twenty-year anniversary: 204 vacation hours

After a probationary period of six months of employment a newly hired, full-time employee shall be eligible to request to be credited with 40 hours of vacation. The remaining 40 hours will be credited on their 1-year anniversary date. Otherwise, a newly hired full-time employee will be credited with 80 hours of vacation on their one-year anniversary date. All new employees shall not be allowed to take any paid vacation time off within their first six months of employment.

Vacation benefits for part-time employees hired to full-time employees:

Less than 2080 hours of part time = 0 credit  
2080-4159 hours of part-time = 10 days or 80 hours

On the full-time hire date, the employee is awarded vacation days according to the above schedule. If the employee had any remaining days available from the part-time vacation policy, those days would be replaced by the days from the above policy, not added to the days.

Employees shall submit a time off request form to their Department Head to request vacation time as far in advance as possible but not earlier than twelve (12) months. A Department Head, at their discretion, may allow a request in advance of twelve (12) months for extraordinary circumstances. Department Heads shall return the time off request form to the employee whether approved or disapproved with their signature. Vacation time shall be used in one-half (1/2) hour increments.

Vacation time to which an employee is entitled shall be taken annually. Employees may carry over 40 hours of vacation time or receive payment. If the employee chooses to roll over 40 hours into the next year, the hours ~~but~~ must be used within six months of anniversary date or be lost. If the employee chooses to cash in the 40 hours, they must notify their Department Head 30 days before their anniversary date.

Employees who have resigned, retired or been laid off will receive compensation for all accrued but unused vacation hours. Compensation will be at the employee's wage or salary at the time of termination.

### **4.3 Sick/Personal Time**

Full-time employees shall earn eight (8) **or twelve (12)** hours of paid time off per each full month worked to be used for personal reasons including, for example, personal sick leave, medical appointments, religious observances, personal business, school appointments, immediate family member illness, pregnancy and maternity/paternity leave. The term "immediate family member" shall mean spouse, child or parent of the employee.

Earned time off will be credited on the last day of the month. Sick/personal time off shall be used in one-half (1/2) hour increments.

Any use of time off shall be preapproved by the employee's Department Head/Supervisor unless used for sick leave purposes. Use of sick time beyond three (3) consecutive work days shall require written documentation from a licensed medical professional.

Employees in salaried exempt positions may be allowed personal time off of two hours or less, with prior approval of their immediate supervisor without deduction from accrued personal, vacation or sick time.

To encourage employees to accumulate rather than expend time off for sick/personal purposes and to reward injury-free performance; unused time off shall accumulate from year to year and remain available for the benefit and use of the employee. Employees have no limitation of time accumulation. Employees with greater than two hundred (200) hours of accumulated time may "cash out" up to forty (40) hours, to be paid in the last pay period of August. All "cash out" requests must be submitted at least six months in advance of the August date and have the written approval of the employee's Department Head.

~~Full-time employees~~ Forty-hour (40) employees are awarded eight (8) hours of sick/personal time off, and **Fifty-three-hour (53) employees are awarded twelve (12) hours of sick/personal time off** on the last day of the month. Sick/personal time off is not pro-rated if an employee's termination date is before the last day of the month. While on sick personal leave, an employee will be deemed to be on continued employment for computing other benefits of employment.

Verification of illness, injury or disability will be required from a physician before benefits will be paid. The Human Resources Department may require an employee returning to employment to verify that he/she is able to resume and perform his/her regularly assigned tasks. This verification may include drug testing.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by disability insurance.

#### **4.7 Workers' Compensation Insurance**

Each employee will be covered by worker's compensation insurance in accordance with State and Federal law.

Employees are required to immediately report all job-related injuries, including minor ones, to their supervisor. The Department Head is required to report it to Human Resources Department promptly.

An employee shall use sick time, vacation time and compensatory time (in that order) to receive pay during the waiting period before workers' compensation insurance benefits begin. Further, an employee shall use the aforementioned time to pay the difference between the employee's full daily/weekly pay and workers' compensation benefits received up to a maximum of forty hours per week.

An employee should not use time off on a timesheet to cover the same hours that will be submitted to be paid by workers' compensation insurance. While on Workers' Compensation leave, an employee will not earn or accrue paid leave. Vacation time will be pro-rated upon returning to employment. The employee while on disability will not receive holiday pay.

#### **4.8 Funeral Leave**

All Full-time employees shall be granted, upon request, paid leave days for attending a funeral involving members of their family as follows:

- a) Funeral leave of five (5) or **three duty shifts (72) hours**, paid days for a spouse, child, step child, daughter in-law and/or son-in-law.
- b) Funeral leave of three (3) or **two duty shift (48) hours**, paid days for a grandchild, parent, step parent, brother, sister, parent of spouse, grandparent, grandparent of spouse, sister in-law and brother in-law.

With approval of the Department Head, additional time-off may be granted using accrued sick/personal, comp or vacation time.

#### **4.9 Court Obligations**

Full-time employees will be paid their normal pay for time off required for jury duty. The employee should sign over to the Township any payment from the court, excluding mileage. Part-time employees receive no pay from the Township for time missed for jury duty obligations but retain any compensation paid to them by the court.

An employee having a court obligation shall notify the employee's immediate supervisor as soon as possible. An employee excused from jury duty or examination prior to 12 o'clock (Noon) on any workday shall report to work for the balance of the day.

#### **4.10 Military Leave**

If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of his/her military orders to his/her supervisor as soon as is practicable. A military leave of absence without pay will be granted for the period of military service, in accordance with applicable federal and state laws. A reservist or a member of the National Guard will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed, and entitlement to benefits during and after leave, is determined in accordance with applicable federal and state laws.

#### **4.11 Family and Medical Leave Act**

Hamburg Township complies with the Family Medical Leave Act (FMLA) of 1993, as amended. This Policy is not meant to be all inclusive and merely highlights the provisions of the FMLA, which are subject to detailed and specific regulations. The FMLA statute and regulations control in the event that there is any inconsistency between the statute or regulations and this policy. Employees who have worked for the Township for at least 12 non-consecutive months and who have worked at least 1,250 hours during the 12 months immediately preceding the request for leave are eligible for up to 12 weeks of unpaid leave under the Family Medical Leave Act for reasons allowed under the Act, including any of the following:

Birth and care of a newborn child or placement for adoption or foster care of child with the employee, within 12 months of the birth or placement.

Care of an immediate family member who has a serious health condition. An immediate family member is a spouse, child or stepchild, or the parent or parent-in-law of the employee.



10405 Merrill Road ♦ P.O. Box 157  
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**TO: Mike Dolan, Clerk**

**FROM: Thelma Kubitskey, Director of Accounting**

**DATE: November 30, 2021**

**SUBJECT: Changes to Personnel Policy and Procedures – Employee Handbook**

**Please place on the December 7, 2021 Board meeting the proposed recommended changes to the Personnel Policy and Procedures – Employee Handbook. This change is to section 7.9 Anti-Harassment.**

**In keeping up with current trends within state and federal laws regarding sexual harassment, I am recommending that section 7.9 Anti-Harassment be updated with the changes attached. These changes were reviewed by the township's labor attorney.**

## **Harassment**

Hamburg Township prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment in any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Hamburg Township.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, genetic information, marital status, height, weight, or other protected classification, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or show hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, disability, marital status, height, weight or other protected status.
- Physical harassment, violence and bullying is strictly prohibited as discussed elsewhere in the Township Policy Manual.

## **Sexual harassment**

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Hamburg Township's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of, creating an intimidating, hostile or offensive working environment".

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal communication or physical conduct of a sexual nature:

- Is made explicitly or implicitly or condition of employment, or

- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive working environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy.

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, emails, photos, text messages, tweets, and internet postings; or other forms of communication that are sexual in nature and offensive.
- Sexual harassment may also be physical in nature and includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forces sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

### **Consensual Romantic or Sexual Relationships**

Hamburg Township *prohibits* romantic or sexual relationships between a manager or other supervisory employee and **an employee who reports directly or indirectly to that person**, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by a staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect

that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Hamburg Township enters into a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties **must notify** the HR director or the department supervisor, or Township Supervisor. Because of potential issues regarding quid pro quo harassment, Hamburg Township has made **reporting mandatory**. *This requirement does not apply to employees who do not work in the same department or parties where neither one supervises or otherwise manages responsibilities over the other.*

Once the relationship is made known to Hamburg Township, the township will review the situation with HR director in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the HR director, Department Head, and Township Supervisor will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

### **Retaliation**

No hardship, loss, benefit or penalty, may be imposed on an employee in response to:

- Filing, or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.



### **Confidentiality**

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know-basis. The identity of the complainant is usually known to the parties involved during investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

### **Complaint procedure**

Hamburg Township has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The Township will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR director will dictate the verbal complaint. A complaint may be initiated by bringing it to the Department Head, Township Human Resources, or any Township Official.
2. Upon receiving the complaint or being advised by a department supervisor that violation of this policy may be occurring, the HR director will notify the Township Supervisor and review the complaint with the Township's legal counsel.
3. The Township Supervisor and/or HR Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. The investigation may be done by the HR Director, or another designated investigator, at the discretion of the Township Supervisor, however, if the complaint originates within a department that operates under a collective bargaining agreement (CBA), that investigation will follow the CBA investigation protocols.
4. If necessary, the complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
5. The investigator will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
  - a. Upon conclusion of an investigation, either the HR Director, or the designated investigator, will submit a written report of findings to the Township Supervisor. If it is determined that a violation of this policy has occurred, the HR Director will recommend appropriate disciplinary action to the Board for final approval.

If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR

director, or the investigator, may recommend appropriate preventative or remedial action.

6. Township Board will review the summary report, discuss results of the report with the HR director and the Investigator as appropriate and decide what action, if any, will be taken.
7. Once a final decision is made by the Township Board, the HR director, or his or her designee, will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

### **7.9—Anti-Harassment Policy**

~~Hamburg Township is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including, but not limited to, harassment. Therefore, the Township expects that all relationships among persons in the workplace will be businesslike, professional and free of bias, prejudice and harassment.~~

~~The Township prohibits harassment of its employees based on any characteristic protected by Federal, State or Local Law.~~

~~The Township specifically prohibits sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal, state or local laws. For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:~~

- ~~i. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment;~~
- ~~ii. Submission to or Rejection of such conduct or communication by an individual is a factor in decisions affecting such individual's employment; or~~
- ~~iii. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.~~

~~Sexual harassment includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:~~

- ~~a. Unwanted sexual advances or requests for sexual favors;~~

- b. ~~Sexual jokes and innuendos;~~
- c. ~~Verbal abuse of a sexual nature;~~
- d. ~~Commentary about an individual's body, sexual prowess or sexual deficiencies;~~
- e. ~~Leering, catcalls or touching;~~
- f. ~~Insulting or obscene comments or gestures;~~
- g. ~~Display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and~~
- h. ~~Other physical, verbal or visual conduct of a sexual nature.~~

~~Harassment on the basis of any other protected characteristic or classification is also strictly prohibited. Under this policy, harassment is verbal or physical conduct or communication that denigrates, shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender, pregnancy, age, national origin, disability, marital status, height, weight, sexual orientation, or any other characteristics protected by federal, state or local law, including characteristics of the individual's relatives, friends or associates, and that:~~

- i. ~~Has the purpose or effect of creating an intimidating, hostile or offensive work environment;~~
- ii. ~~Has the purpose or effect of unreasonably interfering with an individual's work performance; or~~
- iii. ~~Otherwise adversely affects an individual's employment opportunities.~~

~~Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace and is subject to discipline up to and including termination.~~

**~~Retaliation is Prohibited~~**

~~The Township also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Individuals who believe they have experienced conduct that is contrary to the Township's policy or who have concerns about such matters should file their complaints with the Human Resource Department or any other management representative with whom he or she feels comfortable.~~

**~~7.10 Complaint Procedure~~**

**~~Reporting an Incident of Discrimination, Harassment or Retaliation~~**

The Township strongly urges the reporting of all incidents of discrimination, harassment or retaliation regardless of the offender's identity or position. Individuals who believe they have experienced conduct that is contrary to the Township's policy or who have concerns about such matters should file their complaints with the Human Resources Department or any other management representative with whom he or she feels comfortable.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, harassment or retaliation. Therefore, the Township strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to inappropriate conduct, or discrimination, harassment or retaliation from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **Investigation**

Any reported allegations of discrimination, harassment or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained through the investigation to the extent consistent with conducting an adequate investigation and taking appropriate corrective action.

### **7.11 Dress Code**

Employees are expected to wear clothing appropriate for the nature of their position and the type of work performed.

Employees are expected to present a neat, professional appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, suggestive or similarly inappropriate clothing.

Employees should consult their immediate supervisor if they have a question about what constitutes appropriate clothing.

### **7.12 Drug & Alcohol Prohibition and Testing**

The Township takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively

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(810) 231-4295 Fax



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

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**TO:** Hamburg Township Board  
**FROM:** Mike Dolan  
**DATE:** December 3, 2021  
**RE:** Municode Meetings Management Software

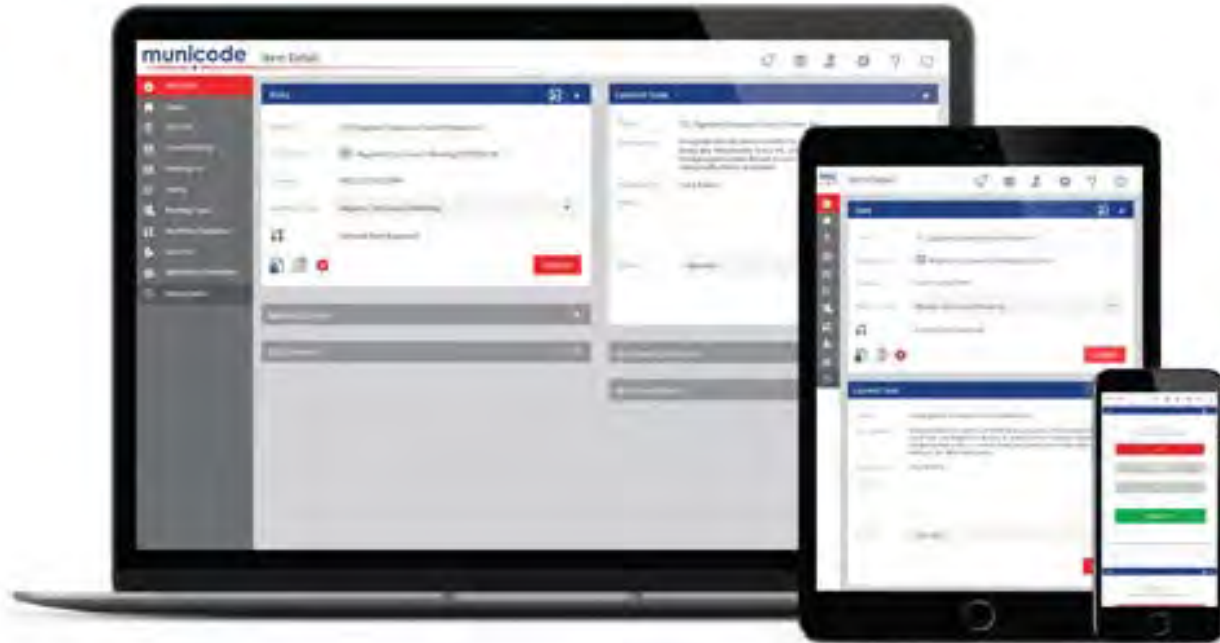
Number of Supporting Documents: 1

The Municode meeting software package would be an invaluable asset to all Township staff that is involved in any portion of the board meeting process. My staff and I agree that it would greatly improve meeting administration by simplifying the process of creating agenda items, performing packet preparation and managing the meeting process as well as providing for assignment of tasks and minute preparation.

My staff and I have researched and reviewed several different meeting software programs and have determined that the Municode package would be the best choice for our needs. Members of the Hamburg Township I.T. Department participated in a Municode webinar in which they were able to ask and have answered any questions or concerns that they had. In discussing this program with and answering questions from various staff members and I.T. personnel it has been determined that this program would be a welcome and beneficial addition to our office.

# MEETING & AGENDA MANAGEMENT

Quote: Hamburg Township, Michigan



**municode**  
— ★ —  
**CONNECTING YOU & YOUR COMMUNITY**



**Gregg Huggins**

PO Box 2235 Tallahassee, FL 32316  
850-692-7068 [ghuggins@municode.com](mailto:ghuggins@municode.com)

## INTRODUCTION LETTER

November 24, 2021

Dear Selection Team:

Thank you for the opportunity to present Hamburg Township with our quote for online meeting and agenda management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over seventy years continually striving to make your job easier. When it comes to the meeting management process, Municode Meetings is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Meetings with our suite of online municipal solutions including ordinance integration (Municode NEXT) and website integration (Municode Meetings).

Municode Meetings allows clerks to mark ordinance agenda items as 'approved' within Municode Meetings and have them auto scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances. In addition, meetings auto-posts to your Municode Web website calendar. These integrations include unified search and cross-links across each platform.

We are thrilled at the opportunity to partner with you on such an important initiative.

Sincerely,



Brian Gilday

President, Website/Meetings Division

## MUNICODE MEETINGS FEATURES

### Base

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files.
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Create Meeting Minutes
- ★ Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- ★ Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- ★ Roll Call
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your meeting videos.
- ★ Integration with Municode Web website (meetings/calendar/search integration)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

### Optional

- ★ Video Time Stamping Service
- ★ Municode Portal (Recommended)
- ★ Board Management

## SERVICE AND SUPPORT

### 🏆 **Guaranteed Uptime**

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

### 📞 **24x7 Customer support:**

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

### 🔒 **Security upgrades:**

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### 📊 **Site Monitoring and Site Recovery:**

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.



## PORTAL FEATURES

### Base

- ★ Public Meetings Portal
- ★ ADA Compliant HTML/CSS (WCAG 2.1 AA)
- ★ Custom header with logo, choice of colors, and customizable menu links
- ★ Best-in-class Search Engine (indexes the contents of PDF agendas and minutes)
- ★ Meeting calendar
- ★ Video integrations (Vimeo, YouTube, Suite One Media, Cablecast, custom 3<sup>rd</sup> party video providers)
- ★ Ability to create meetings and upload PDF agendas/minutes
- ★ Circle of Governance integrations (Municode Meetings, Municode Next)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ **Email Notifications**

### Optional

- ★ Auto-import historical Meeting files (Agendas, Minutes) and search indexing
- ★ Board Management

## BOARD MANAGEMENT FEATURES (OPTIONAL)\*

### Base

- ★ Unlimited boards and committees
- ★ Manage term start/stop dates.
- ★ Export member data
- ★ Online board application form
- ★ Board member approvals
- ★ Term Expiration Report
- ★ Term Expiration Email Notifications
- ★ Auto-expiration option for expiring terms Public web page for each board/committee
- ★ Create custom links/buttons on each board page Custom web header (logo/colors)
- ★ Free integration with Municode Meetings

\* Note: Board Management requires a Municode Website or the Municode Portal

## PRICING

### Municode Meetings Annual Subscription

\$4,800 / year

- CivicPlus/Municode 50% Provision for First Year MunicodeMEETINGS Hosting / Support

\$2,400 / Year One

### One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference.

### Recommended Options



#### Portal

\$1,000 / Year

- CivicPlus/Municode 50% Provision for First Year MunicodeMEETINGS Hosting / Support

\$500 / Year One



#### Email Notifications (on demand + weekly digest)

\$600 per year

- CivicPlus/Municode 50% Provision for First Year MunicodeMEETINGS Hosting / Support

\$300 / Year One

### Total

\$6,400 per year

**Total Year 1 Costs (MEETINGS + Portal + Email Sub)**

**\$3,200**

**Total Year 2 Costs (MEETINGS + Portal + Email Sub)**

**\$6,400**

**Total Year 3 Costs (MEETINGS + Portal + Email Sub)**

**\$6,400**

### Additional Options

#### Portal

- Board Management + \$2,000 per year
- Import historical PDF agendas/minutes (up to 10 years) + \$1,500 one-time.
- Exclude Portal (subtract \$1,000 per year) - \$1,000 per year.

#### Video Time Stamping Service

- Municode will bookmark/timestamp up to 36 meetings per year + \$2,520 per year.

## PAYMENT SCHEDULE

- Ninety (90) days after signed contract 100% of annual subscription fee and annually thereafter.

### Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- Payment schedule will be adjusted accordingly based on selected optional features.

# SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between Hamburg Township, Michigan ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

**1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

**2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

**3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

**4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

**5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

**6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

**7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

**8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

**9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

**11. Cooperative Purchasing.** CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Florida without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By:           *Brian Gilday*          

Title: Brian Gilday - President, Website Division

Accepted by:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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

11/30/21

To: Hamburg Township Board  
From: Tony Randazzo  
Re: New Server

I request that the Township Board approve the purchase of a new Dell T440 PowerEdge server in the amount of \$8,573.19, from Dell. The new machine will replace our file server, which will then be repurposed into a different, less demanding use. The new server will provide better speed, manageability and reliability of the computer network. I was planning to order this later in the budget year but with all the supplier delays, it would be prudent to order this now. We've already seen six week delays on desktops purchased from Dell. By ordering it now, I'm hopeful that we'll receive it by March 1<sup>st</sup>. This purchase was anticipated in this year's budget and will be allocated to line item 101.258.980 in the computer budget.



## A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000105861296.1</b>	Sales Rep	Betsy Salinas
<b>Total</b>	<b>\$8,573.19</b>	Phone	(800) 456-3355, 6179115
Customer #	6142904	Email	Betsy_Salinas@Dell.com
Quoted On	Nov. 18, 2021	<b>Billing To</b>	ACCTS PAYABLE
Expires by	Dec. 18, 2021		HAMBURG TOWNSHIP
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		PO BOX 157
Contract Code	C000000181093		HAMBURG, MI 48139
Customer Agreement #	MHEC-07012015		
Solution ID	15255871		
Deal ID	23134461		

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Betsy Salinas

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
TONY RANDAZZO HAMBURG TOWNSHIP 10405 MERRILL RD WHITMORE LAKE, MI 48189-9745 (810) 222-1191	Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge T440 - [amer_t440_12421]	\$8,573.19	1	\$8,573.19

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<b>Subtotal:</b>	<b>\$8,573.19</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$8,573.19</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$8,573.19</b>
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## Shipping Group Details

### Shipping To

TONY RANDAZZO  
HAMBURG TOWNSHIP  
10405 MERRILL RD  
WHITMORE LAKE, MI 48189-9745  
(810) 222-1191

### Shipping Method

Standard Delivery

	Quantity	Subtotal
<b>PowerEdge T440 - [amer_t440_12421]</b>	<b>1</b>	<b>\$8,573.19</b>

Estimated delivery if purchased today:

Jan. 13, 2022

Contract # C000000181093

Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge T440 Server	210-AMEI	-	1	-
PowerEdge T440 MLK Motherboard, V2	329-BFBJ	-	1	-
Trusted Platform Module 2.0	461-AAEM	-	1	-
Chassis up to 16, 2.5" HPHD, TC,PERC/HBA11	321-BHBU	-	1	-
PowerEdge T440 Shipping	340-BSJL	-	1	-
PowerEdge T440 Shipping Material,V2	340-COSK	-	1	-
PowerEdge T440 CCC and BIS Marking, No CE Marking	389-DSXM	-	1	-
Intel Xeon Silver 4210 2.2G, 10C/20T, 9.6GT/s, 13.75M Cache, Turbo, HT (85W) DDR4-2400	338-BSDH	-	1	-
No Additional Processor	374-BBBX	-	1	-
Standard Heat Sink for Less = 150W	412-AAJW	-	1	-
3200MT/s RDIMMs	370-AEVR	-	1	-
Performance Optimized	370-AAIP	-	1	-
RAID 1 + Unconfigured RAID	780-BCDT	-	1	-
PERC H750 Adapter, Full Height	405-ABCD	-	1	-
Windows Server 2022 Standard,16CORE,FI,No Med,No CAL, Multi Language	634-BYJY	-	1	-
Windows Server 2022 Standard,16CORE,Digitally Fulfilled Recovery Image, Multi Language	528-CSCP	-	1	-
Windows Server 2022 Standard,16CORE,Media Kit, Multi Language	634-BYLJ	-	1	-
Windows Server 2022 Standard,No Media,WS2016 Std Downgrade DF Media, Multi Language	528-CSCL	-	1	-
Windows Server 2022 Standard,No Media, WS2016 Std Downgrade w/DVD Media,Multi Lang	634-BYLP	-	1	-
Windows Server 2022 Standard,No Media,WS2019 Std Downgrade DF Media, Multi Language	528-CSCQ	-	1	-
Windows Server 2022 Standard,No Media, WS2019 Std Downgrade w/DVD Media,Multi Lang	634-BYLQ	-	1	-
OpenManage Enterprise Advanced	528-BIYY	-	1	-
iDRAC9 Datacenter 14G	528-CIBI	-	1	-
iDRAC Group Manager, Enabled	379-BCQV	-	1	-
iDRAC,Factory Generated Password	379-BCSF	-	1	-
iDRAC Service Module (ISM), NOT Installed	379-BCQX	-	1	-

On-Board LOM	542-BBBP	-	1	-
No Internal Optical Drive	429-AAIQ	-	1	-
No Internal Optical Drive	429-AAQS	-	1	-
Dual, Hot-Plug, Redundant Power Supply (1+1), 750W	450-AJRO	-	1	-
Dell EMC Logo Push Pin	325-BCON	-	1	-
No Bezel	350-BBBW	-	1	-
Performance BIOS Settings	384-BBBL	-	1	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	1	-
No Rack Rails, No Cable Management Arm, No Casters	770-BBCR	-	1	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	1	-
US Order	332-1286	-	1	-
Custom Configuration	817-BBBB	-	1	-
Dell Hardware Limited Warranty Plus On Site Service	815-4094	-	1	-
ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 3 Years	815-4106	-	1	-
ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Years	815-4124	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://www.dell.com/support">//www.dell.com/support</a> or call 1-800- 945-3355	989-3439	-	1	-
On-Site Installation Declined	900-9997	-	1	-
32GB RDIMM, 3200MT/s, Dual Rank 8Gb BASE x4	370-AEVN	-	1	-
480GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD,	400-AXTC	-	2	-
900GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive	400-AUWP	-	10	-
50-pack of Windows Server 2022/2019 User CALs (Standard or Datacenter)	634-BYKK	-	1	-
Intel Ethernet I350 Dual Port 1GbE BASE-T Adapter, PCIe Full Height	540-BBDH	-	1	-
SAS 12Gbps HBA External Controller	405-AAEB	-	1	-
Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	450-AALV	-	2	-

<b>Subtotal:</b>	<b>\$8,573.19</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$8,573.19</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



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

12/01/21

To: Hamburg Township Board  
From: Tony Randazzo  
Re: Pump Repair - Kress Rd. Station

I request approval to have Kennedy Industries proceed with repairing one of the pumps at the Kress Rd. pump station for \$21,450. The alternative is to buy a new pump for roughly \$42,000, which will have a longer lead time. Although the old pump is sixteen years old, it is still in fairly good shape. It needs a new cooling jacket, which is driving up the repair cost, but it should be reliable for years to come after the work is complete. This expenditure will be charged to the sewer maintenance and repair line item. The quote also includes an additional \$2,195 for field service, which covers the removal and installation of the pump into the station. This brings the grand total to \$23,645.

QUOTATION		
DATE	NUMBER	PAGE
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B HAM045  
I HAMBURG TOWNSHIP  
L ACCOUNTS PAYABLE  
T PO BOX 157  
O HAMBURG TOWNSHI, MI 48139

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
RICK KANGAS                      734-368-3135                      rkangas@hamburg.mi.us

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
	KRESS ROAD STATION, PUMP #1, FLYGT, PUMP, 3201.091-0520020, SEWAGE	BHS/KMA	FIELD SERVICE
QTY	DESCRIPTION		

THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP.

ESTIMATED NEW PARTS REQUIRED:

\*\*\*\*\*

- (1) UPPER MECHANICAL SEAL
- (1) LOWER MECHANICAL SEAL
- (1) UPPER BEARING
- (1) LOWER BEARING
- (1) O-RING KIT
- (1) IMPELLER RING - NOT NEEDED
- (1) VOUTE RING - NOT NEEDED
- (2) CABLE SEALS - NOT NEEDED
- (1) OUTER COOLING JACKET

ADDITIONAL NEW PARTS REQUIRED:

\*\*\*\*\*

- (1) LIFTING BALE
- (1) BRACKET

ESTIMATED LABOR REQUIRED:

\*\*\*\*\*

PICK-UP AND TRANSPORT TO KENNEDY INDUSTRIES' WIXOM REPAIR FACILITY.

PERFORM ALL ELECTRICAL TESTS AND TEST RUN.

DISASSEMBLE, CLEAN AND INSPECT COMPLETE PUMP.

CLEAN, BAKE AND TEST STATOR ASSEMBLY.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

PREP MACHINE SHAFT FOR HARD CHROME PLATING AT THE MECHANICAL SEAL JOURNAL.

CHROME PLATE JOURNAL THEN GRIND TO O.E.M. SPECIFICATIONS.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCE MACHINE.

VERIFY TOTAL INDICATOR RUN OUTS THEN DYNAMICALLY BALANCE ROTOR TO ISO G2.5.

ASSEMBLE PUMP COMPLETE WITH NEW PARTS LISTED.

QUOTATION		
DATE	NUMBER	PAGE
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QTY	DESCRIPTION
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PRESSURE TEST SEAL CHAMBER TO INSURE LEAK FREE.

INSTALL NEW OIL IN SEAL CHAMBER.

PERFORM ALL ELECTRICAL TESTS AND TEST RUN.

PRESERVE, CRATE AND DELIVER TO YOUR LOCATION.

ADDITIONAL LABOR REQUIRED:

\*\*\*\*\*

REMOVE OLD MECHANICAL SEAL ANTI ROTATION PIN FROM ROTOR.

DRILL NEW ANTI ROTATION PIN HOLE 180 DEGREES FROM ORIGINAL AND REINSTALL A NEW ANTI ROTATION PIN.

WELD AND HAND BLEND EROSION IN THE OUTER MECHANICAL SEAL HOUSING.

ESTIMATED REPAIR COST: \$19,950.00

ADDITIONAL REPAIR COST: \$1,500.00

TOTAL REPAIR COST: \$21,450.00

DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

\*\*\*\*\*

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

FIELD SERVICE LABOR REQUIRED:

\*\*\*\*\*

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN(S) ONSITE TO REMOVE YOUR FLYGT PUMP AND BRING BACK TO KENNEDY INDUSTRIES REPAIR FACILITY FOR EVALUATION. WHILE ONSITE TECHNICIAN WILL INSPECT PUMP #3 IMPELLER AND ADVISE REPAIRS.

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN(S) ONSITE TO INSTALL YOUR REPAIRED FLYGT PUMP, START UP, TEST RUN AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$2,195.00

\*\*\*\*\*

TOTAL REPAIR COST: \$21,450.00

FIELD SERVICE COST: \$2,195.00

TOTAL COST: \$23,645.00

DELIVERY: 4 WEEKS (AFTER RECEIPT OF ORDER)

QUOTATION		
DATE	NUMBER	PAGE
9/9/2021	0041797	3 of 3

QTY	DESCRIPTION
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PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,

MIKE HORN  
MHORN@KENNEDYIND.COM  
REPAIR CENTER MANAGER

KMA  
cc:BHS

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE**  
**NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

**TOTAL: \$23,645.00**



September 9, 2021

Mr. Rick Kangas  
Hamburg Township  
Kress Rd Station  
6400 East M-36  
Hamburg, MI 48139

**RE: Flygt 3201.091 Kress Rd Station Sewage Pump #1**  
**Serial Number: 0520020**  
**Customer Reference Order #:N/A**  
**Kennedy Industries #: 112295**

Mr. Kangas:

Attached are photos with descriptions of the parts in need of repair or replacement. If you have any questions, please do not hesitate to contact us.

Sincerely,

*Sarah Rahn*

KENNEDY INDUSTRIES, INC.





## PUMP



- Pump at disassembly.
- Pump rotates freely by hand.
- Pump failed initial electrical testing.
- Pump is 16 years old.

## PUMP



- Mechanical seal leakage allowed seal oil and product to contaminate the lower bearing housing.
- Mechanical seals, bearings and o-rings will be replaced with new.



## IMPELLER



- Impeller shows minimal wear.
- Impeller is in good condition and will be reused.

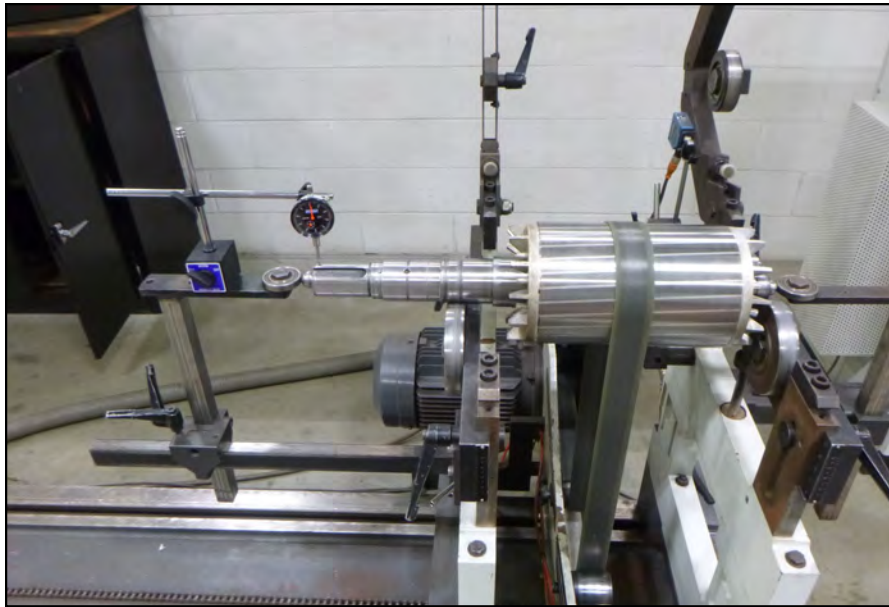
## VOLUTE



- Volute case ring ID to impeller rind OD clearance is .123", and within specification.
- Case ring shows minimal wear and will be reused.



## ROTOR



- Rotor is worn at the outer mechanical seal journal.
- Rotor will be machine prepped, hard chrome plated and precision ground to restore OEM size and finish.
- Rotor will be drilled and a new mechanical seal anti-rotation pin will be installed.

## STATOR



- Stator was washed and baked to remove contamination.
- After wash and bake stator passed electrical testing.
- Stator will be reused.



## OUTER COOLING JACKET



- Outer cooling jacket has a hole through it and other spots with deep pitting.
- A new OEM outer cooling jacket will be installed.

## OUTER MECHANICAL SEAL HOUSING



- Outer mechanical seal housing has erosion at the coolant inlet.
- Eroded area will be welded and hand blended to restore OEM contour and the sealing surface.



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

## BRACKET



- Bracket is thin and eroded.
- A new OEM bracket will be installed

## LIFTING BALE



- Lifting bale is thin and eroded.
- A new OEM lifting bale will be installed to restore integrity.

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

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



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

---

## MEMORANDA

TO: The Hamburg Township Board of Trustees  
FR: Pat Hohl  
RE: Engineering proposal, free-span Huron River bridge  
DA: 12-1-2021

As discussed at the November 2<sup>nd</sup> Board Meeting, please review this proposal from Stantec Engineering regarding the design, grant funding and installation of a free-span Huron River bridge for the Mike Levine Lakelands Trail



**Stantec Consulting Michigan Inc.**  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

December 1, 2021  
File: 173485300

**Attention: Mr. Patrick Hohl, Township Supervisor**  
Hamburg Township  
10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139-0157

Dear Mr. Hohl,

**Reference: Lakelands Trail Pedestrian Bridge Replacement Preliminary Engineering  
Hamburg Township, Livingston County, MI**

Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal to Hamburg Township to provide preliminary engineering services for assistance with the evaluation of a bridge replacement of the Huron River crossing of the Mike Levine Lakelands Trail.

## Background

The Mike Levine Lakelands Trail is a multi-use rail-to-trail system that extends from Stockbridge through Green Oak Township. The land is owned by the Michigan Department of Natural Resources (MDNR), which leases the land to the communities along the trail. Approximately six (6) miles of the trail runs through Hamburg Township. The existing trail crossing of the Huron River is a 129' x 12' timber railroad bridge with a modified wood deck and railing for pedestrian and bicycle traffic. The bridge substructure consists of timber abutments and seven (7) wood piers, spaced approximately 15' apart. The original structure appears to have had eight (8) piers. One pier has been removed by the Township to create better water flow, and steel I-beams were added for structural support of the extended span.

The Huron River within Hamburg Township is regulated by the Michigan Department of Natural Resources (MDNR), the Michigan Department of Environment, Great Lakes and Energy (EGLE), and the Livingston County Drain Commission (LCDC). The river is considered an MDNR Natural River within Hamburg Township.

Due to the small pier spacing in comparison to other bridge crossings of the Huron River, the existing bridge piers frequently catch debris, in particular during flood events. In the last several years, the frequency of floods combined with the increase in size of cattail floats created a large enough concern that the Fire Department has been tasked with taking over debris clean-up. Now, the debris accumulation has increased to a level where it is creating eddies and undertow between the piers and making clean-up by boat and within the water unsafe for the Department. Because of these concerns, the Township would like to investigate the possibility of replacing the bridge with a single-span bridge across the river.

Stantec has met with the Township and MDNR to investigate the existing bridge concerns and discussed the replacement possibility. In order to move forward with the project, additional coordination with regulating agencies and an engineer's opinion of cost are needed.

**Reference:** Lakelands Trail Pedestrian Bridge Replacement Preliminary Engineering  
Hamburg Township, Livingston County, MI

## Scope of Work

Stantec's proposed scope of work for preliminary engineering of the bridge replacement includes the following:

- Coordinate with potential bridge suppliers for current AASHTO-compliant single span conceptual design, costs, and options information.
- Review potential hydraulic impacts of bridge pier removal.
- Review potential construction concerns for the bridge replacement, including site access and temporary structures that may be needed.
- Coordinate with EGLE and MDNR to discuss potential agency requirements for both the removal of the current bridge piers and the single span bridge replacement. Attend one (1) on-site meeting with EGLE and MDNR to discuss the project.
- Develop a memorandum with recommendations and next steps for replacement of the existing bridge. Memorandum will include agency requirements, available funding opportunities, and the expected scope of design and construction.
- Research potential funding sources for the bridge replacement.
- Develop conceptual cost estimates for the construction of a single span bridge replacement, including recommended removal method from EGLE and MDNR.

## Assumptions

The following are major project assumptions associated with our proposed scope of work:

- Original bridge drawings are not available for review. Per the Township and MDNR, the bridge is 129' x 12' and is the original railroad bridge with subsequent modifications to remove a pier.
- Hydraulic evaluations will be conceptual and based on the best available existing information. Detailed analysis may be required in the future during subsequent design efforts.
- Detailed design and construction engineering are not included in this proposal.
- Excludes any unexpected delays or costs due to the current Covid pandemic.
- Includes expected pre-application fee for EGLE site visit. All other fees are excluded.



Reference: Lakelands Trail Pedestrian Bridge Replacement Preliminary Engineering  
Hamburg Township, Livingston County, MI

## Schedule

Stantec can begin work on this immediately upon authorization. A preliminary schedule is identified below:

Notice to Proceed	December 8, 2021
EGLE/MDNR Pre-application Meeting (on-site)	Week of January 10, 2022
Summary Memo with Recommendations	Week of February 21, 2022

Please note that this preliminary schedule is based on typical EGLE processing times, in order to incorporate agency feedback into Stantec's recommendations and opinions of probable construction cost. The schedule may change based on agency response time.

## Budget

The total not-to-exceed budget for the work included in this proposal is **\$11,500**. This amount excludes all fees for the work, except as described in this proposal above.

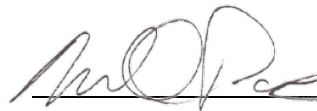
We appreciate the opportunity to provide professional engineering services to Hamburg Township. If you are in agreement with this proposal, enclosed please find our Professional Services Terms and Conditions. Please review and sign this proposal letter and return a copy, along with the Professional Services Terms and Conditions to our office. If you have any questions regarding the above information, please do not hesitate to contact us.

Regards,

**Stantec Consulting Michigan Inc.**



**Claire Martin** PE  
Project Manager  
Phone: 734-263-9031  
Claire.Martin@stantec.com



**Mark Pascoe** PE, LEED AP, ENV SP  
Principal  
Phone: 734-214-1865  
Mark.Pascoe@stantec.com

**Reference:** Lakelands Trail Pedestrian Bridge Replacement Preliminary Engineering  
Hamburg Township, Livingston County, MI

By signing this proposal, Hamburg Township authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the \_\_\_\_\_ day of December, 2021.

Per: Hamburg Township

Enter Name & Title \_\_\_\_\_

\_\_\_\_\_

Name of Signer:

Title of Signer:

Signature

Attachment: Professional Services Terms & Conditions



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

**DESCRIPTION OF WORK:** Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

**DESCRIPTION OF CLIENT:** The Client confirms and agrees that the Client has authority to enter into this Agreement on its own behalf and on behalf of all parties related to the Client who may have an interest in the Project.

**TERMS AND CONDITIONS:** No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

**COMPENSATION:** Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

**NOTICES:** Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

**TERMINATION:** Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

**ENVIRONMENTAL:** Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

**PROFESSIONAL RESPONSIBILITY:** In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

**INDEMNITY:** The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

**LIMITATION OF LIABILITY:** It is agreed that the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

Liability of Consultant shall be further limited to such sum as it would be just and equitable for Consultant to pay having regard to the extent of its responsibility for the loss or damage suffered and on the assumptions that all other consultants and all contractors and sub-contractors shall have provided contractual undertakings on terms no less onerous than those set out in this Agreement to the Client in respect of the carrying out of their obligations and have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility.

**DOCUMENTS:** All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract, and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be



used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

**FIELD SERVICES:** Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

**GOVERNING LAW/COMPLIANCE WITH LAWS:** The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**DISPUTE RESOLUTION:** If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

**ASSIGNMENT:** The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

**SEVERABILITY:** If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

**CONTRA PROFERENTEM:** The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

**FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.**

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

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



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

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## MEMORANDA

TO: The Hamburg Township Board of Trustees  
FR: Pat Hohl  
RE: USGS Huron River gage  
DA: 11-16-2021

Please recall that in 2014 when the USGS defunded the Huron River gage on the Winans Lake Road bridge, Hamburg Township, the Livingston County Drain Commission and Green Oak Charter Township initiated a Joint Funding Agreement (JFA) for this river gage that is a critical component of our flood prediction, planning and preparedness.

Please approve the following JFA. Green Oak Charter Township and the Livingston County Drain Commission have agreed to each pay Hamburg Township \$3,800. Hamburg Township will issue a payment of \$11,400 to USGS.



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
Upper Midwest Water Science Center

Minnesota Office  
2280 Woodale Drive  
Mounds View, MN 55112  
763.783.3100

Wisconsin Office  
8505 Research Way  
Middleton, WI 53562  
608.828.9901

Michigan Office  
5840 Enterprise Drive  
Lansing, MI 48911  
517.887.8903

November 14, 2021

Mr. Patrick Hohl  
Hamburg Township  
10405 Merrill Road  
Whitmore Lake, Michigan 48189

Dear Mr. Hohl:

Attached is an original of Joint Funding Agreement (JFA) No. 22NKJFA108 between Hamburg Township and the U.S. Geological Survey(USGS) for the continued operation of the streamgaging station on the Huron River near Hamburg, Michigan. The total program cost of \$14,770, of which Hamburg Township will be contributing \$11,580 and the USGS will be contributing \$3,190, covers the agreement period October 1, 2021 to September 30, 2022.

USGS has kept streamgauge operation and maintenance costs flat since 2011. As a result of increasing expenses on several fronts, including hydrologic monitoring equipment, we need to increase the cost 2 percent for FY2022. With this increase, the cost of a continuous-record streamgauge will increase from \$15,700 to \$16,000. We do not plan an increase in the cost of other types monitoring for FY2022 but will be examining them in coming months.

Work performed with funds from this agreement will be conducted on a fixed-cost basis. Your office will be billed annually in accordance with the JFA. The results of all work under this agreement will be available for publication by the U.S. Geological Survey.

Please sign an original and return. Then retain another for your files. If you have any questions, please contact Ralph Haefner at 517-887-8927. We look forward to continuing our successful relationship.

Sincerely,

John F. Walker  
Director, Upper Midwest Water Science Center

**Fixed Cost Agreement YES[ X ] NO[ ]**

THIS AGREEMENT is entered into as of the October 1, 2021, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Hamburg Township party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the continued operation of the streamgaging station 04172000 on the Huron River near Hamburg, Michigan, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$3,190 by the party of the first part during the period October 1, 2021 to September 30, 2022
- (b) \$11,580 by the party of the second part during the period October 1, 2021 to September 30, 2022
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR

Customer #: 600001863  
Agreement #: 22NKJFA108  
Project #: NK00LZR  
TIN #: 38-1855320

Water Resource Investigations

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Ralph Haefner  
Deputy Director  
Address: 5840 Enterprise Drive  
Lansing, MI 48911-4107  
Telephone: (517) 887-8927  
Fax: (517) 887-8937  
Email: rhaefner@usgs.gov

**Customer Technical Point of Contact**

Name: Patrick Hohl  
Township Supervisor  
Address: Hamburg Township Hall 10405 Merrill  
Road  
Whitmore Lake, Michigan 48189  
Telephone: (810) 231-1000 Ext 202  
Fax: (810) 231-4295  
Email: pathohl@hamburg.mi.us

**USGS Billing Point of Contact**

Name: Eric Hanes  
Budget Analyst  
Address: 5840 Enterprise Drive  
Lansing, MI 48911-4107  
Telephone: (517) 887-8951  
Fax: (517) 887-8937  
Email: emhanes@usgs.gov

**Customer Billing Point of Contact**

Name: Patrick Hohl  
Township Supervisor  
Address: Hamburg Township Hall 10405 Merrill  
Road  
Whitmore Lake, Michigan 48189  
Telephone: (810) 231-1000 Ext 202  
Fax: (810) 231-4295  
Email: pathohl@hamburg.mi.us

U.S. Geological Survey  
United States  
Department of Interior

Hamburg Township

Signature

Signatures

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name: John F Walker  
Title: Center Director

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:



# HAMBURG TOWNSHIP FINANCE CONTROL BOOK



PERIOD ENDING September 30, 2021

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- Approved Financial Institution List

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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 2021/22

The Budget v. Actual report reflects transactions through September, 2021 and includes General, Roads, Fire, Police, Parks and Sewer Funds. All departments and funds are at or under budget as of September 30, 2021, considering the timing issues related to the Township's revenues and expenditures.

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

This tab also includes a Cash Summary by Account report which states the balance in each general ledger cash account at September, 2021.

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
	Fund 101 - General Fund					
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	941,137.00	941,137.00	0.00	0.00	0.00	0.00
414.000 DELINQUENT PP TAX	2,500.00	2,500.00	0.00	0.00	0.00	0.00
415.000 SET COLLECTION FEE	30,500.00	30,500.00	0.00	0.00	0.00	0.00
422.000 CHARGE BACKS/MTT/BOARD OF REVIEW	1,000.00	1,000.00	777.59	0.00	3,721.46	372.15
442.000 TRAILER PARK TAX FEES	2,000.00	2,000.00	167.00	0.00	500.50	25.03
447.000 PROPERTY TAX ADMIN FEE	380,000.00	380,000.00	78,154.84	0.00	112,004.99	29.47
470.000 FRANCHISE FEE - CABLE	350,000.00	350,000.00	0.00	0.00	0.00	0.00
478.000 SPECIAL USE PERMITS	750.00	750.00	0.00	0.00	0.00	0.00
479.000 LAND USE PERMITS	25,000.00	25,000.00	2,510.00	0.00	6,680.00	26.72
485.000 DOG LICENSES	300.00	300.00	27.00	0.00	103.50	34.50
528.000 OTHER FEDERAL GRANTS	0.00	0.00	1,140,573.00	0.00	1,140,573.00	100.00
574.000 STATE SHARED REVENUES	1,991,000.00	1,991,000.00	0.00	0.00	0.00	0.00
575.000 STATE ROW MAINTENANCE FEE-CABLE	12,000.00	12,000.00	0.00	0.00	0.00	0.00
590.000 FROM SEWER ENTERPRISE	115,000.00	115,000.00	9,583.34	0.00	28,750.02	25.00
606.000 FOIA REQUESTS	800.00	800.00	41.23	0.00	41.23	5.15
607.000 NON-TAX ADMIN FEE	2,600.00	2,600.00	2,600.00	0.00	2,600.00	100.00
608.000 ZONING BOARD OF APPEALS APPLIC	2,500.00	2,500.00	1,100.00	0.00	1,100.00	44.00
611.000 SITE PLAN FEES	10,000.00	10,000.00	400.00	0.00	5,920.00	59.20
613.000 LAND DIVISION/COMBINATION FEES	1,200.00	1,200.00	0.00	0.00	0.00	0.00
616.000 ADDRESS SIGN FEE	0.00	0.00	75.00	0.00	175.00	100.00
636.000 COPIES/MAPS	80.00	80.00	5.00	0.00	15.00	18.75
643.000 SALE OF CEMETERY LOTS	5,000.00	5,000.00	100.00	0.00	6,900.00	138.00
643.001 CEMETERY SERVICES OPEN/CLOSE	8,500.00	8,500.00	788.48	0.00	4,538.48	53.39
645.000 MAUS SALES REVENUE	3,000.00	3,000.00	0.00	0.00	226.00	7.53
659.000 RETURNED CHECK FEE	100.00	100.00	0.00	0.00	12.00	12.00
664.000 INTEREST REVENUE	8,500.00	8,500.00	1,208.62	0.00	422.60	4.97
671.000 OTHER REVENUE - CONTRACT SERVICE	15,000.00	15,000.00	0.00	0.00	3,000.00	20.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	500.00	0.00	0.00	0.00	0.00
692.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Revenue:	3,909,467.00	3,909,467.00	1,238,111.10	0.00	1,317,283.78	33.69
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	256,221.00	256,221.00	0.00	(1,885.86)	0.00	(0.74)
Total Transfers-In:	256,221.00	256,221.00	0.00	(1,885.86)	0.00	(0.74)
Total Dept 000.000	4,165,688.00	4,165,688.00	1,238,111.10	(1,885.86)	1,317,283.78	31.58
TOTAL REVENUES	4,165,688.00	4,165,688.00	1,238,111.10	(1,885.86)	1,317,283.78	31.58
Expenditures						
Dept 101.000 - Township Board						
Account Type: Expenditure						
702.000 PER DIEM	8,840.00	8,840.00	520.00	0.00	1,625.00	18.38
703.000 ELECTED OFFICIALS SALARIES	29,500.00	29,500.00	2,448.76	0.00	7,606.28	25.78
706.000 PART-TIME EMPLOYEE SALARIES	4,500.00	4,500.00	350.00	0.00	725.00	16.11
715.000 TOWNSHIP FICA	3,611.00	3,611.00	253.91	0.00	761.72	21.09
720.000 RETIREMENT	4,271.00	4,271.00	322.88	0.00	963.14	22.55
801.500 ECONOMIC DEVELOPMENT CONSULTANT	20,300.00	20,300.00	0.00	0.00	0.00	0.00
821.000 ENG/CONSULTANT/PROFESS FEES	19,500.00	19,500.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	40,000.00	40,000.00	10,944.27	0.00	10,944.27	27.36
864.000 WORKSHOPS/SEMINARS	250.00	250.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	5,000.00	4,000.00	115.00	0.00	405.00	8.10

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
958.000 DUES/SUBSCRIP/RECERTIFICATION	12,000.00	12,000.00	2,745.10	0.00	10,657.36	88.81
962.000 SUNDRY	800.00	800.00	0.00	0.00	145.46	18.18
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	500.00	500.00	0.00	0.00	0.00	0.00
Total Expenditure:	149,072.00	149,072.00	17,699.92	0.00	33,833.23	22.70
Total Dept 101.000 - Township Board						
	149,072.00	149,072.00	17,699.92	0.00	33,833.23	22.70
Dept 171.000 - Township Supervisor						
Account Type: Expenditure						
703.000 ELECTED OFFICIALS SALARIES	71,009.00	71,009.00	8,193.30	0.00	19,064.41	26.85
715.000 TOWNSHIP FICA	5,478.00	5,478.00	630.62	0.00	1,469.92	26.83
719.000 LONG/SHORT TERM DISABILITY	445.00	445.00	0.00	0.00	113.52	25.51
720.000 RETIREMENT	9,250.00	9,250.00	710.08	0.00	1,846.21	19.96
721.000 LIFE INSURANCE	81.00	81.00	0.00	0.00	20.25	25.00
722.000 HEALTH/DENTAL/VISION INSURANCE	17,602.00	17,602.00	1,468.11	0.00	5,628.90	31.98
726.000 SUPPLIES & SMALL EQUIPMENT	50.00	50.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	600.00	600.00	50.00	0.00	150.00	25.00
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
962.000 SUNDRY	200.00	200.00	0.00	0.00	0.00	0.00
Total Expenditure:	104,915.00	104,915.00	11,052.11	0.00	28,293.21	26.97
Total Dept 171.000 - Township Supervisor						
	104,915.00	104,915.00	11,052.11	0.00	28,293.21	26.97
Dept 191.000 - Elections						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	69,900.00	69,900.00	8,021.54	0.00	18,526.96	26.50
706.000 PART-TIME EMPLOYEE SALARIES	17,500.00	17,500.00	2,931.80	0.00	6,477.18	37.01
707.000 TEMPORARY EMPLOYEES	25,000.00	25,000.00	0.00	0.00	0.00	0.00
709.000 OVERTIME	5,000.00	5,000.00	212.82	0.00	212.82	4.26
715.000 TOWNSHIP FICA	9,000.00	9,000.00	854.19	0.00	1,929.01	21.43
719.000 LONG/SHORT TERM DISABILITY	445.00	445.00	0.00	0.00	114.43	25.71
720.000 RETIREMENT	6,200.00	6,200.00	720.42	0.00	1,725.44	27.83
721.000 LIFE INSURANCE	104.00	104.00	0.00	0.00	25.29	24.32
722.000 HEALTH/DENTAL/VISION INSURANCE	28,175.00	28,175.00	2,338.78	0.00	8,975.38	31.86
752.001 SUPPLIES FOR ELECTIONS	12,500.00	12,500.00	0.00	0.00	0.00	0.00
861.000 MILEAGE	750.00	750.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	5,000.00	5,000.00	0.00	0.00	0.00	0.00
933.000 EQUIPMENT MAINT/REPAIR	9,700.00	9,700.00	0.00	0.00	0.00	0.00
962.000 SUNDRY	5,000.00	5,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	3,000.00	3,000.00	0.00	0.00	0.00	0.00
980.500 RESERVE FOR EQUIPMENT PURCHASE	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	207,274.00	207,274.00	15,079.55	0.00	37,986.51	18.33
Total Dept 191.000 - Elections						
	207,274.00	207,274.00	15,079.55	0.00	37,986.51	18.33
Dept 201.000 - ACCOUNTING						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	200,026.00	200,026.00	23,511.38	0.00	53,777.28	26.89
710.000 PAY IN LIEU OF MEDICAL INS	6,000.00	6,000.00	500.00	0.00	1,500.00	25.00
715.000 TOWNSHIP FICA	15,551.00	15,551.00	1,819.33	0.00	4,187.78	26.93
719.000 LONG/SHORT TERM DISABILITY	1,196.00	1,196.00	0.00	0.00	305.64	25.56
720.000 RETIREMENT	24,528.00	24,528.00	1,976.41	0.00	5,004.18	20.40

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
721.000 LIFE INSURANCE	250.00	250.00	0.00	0.00	60.75	24.30
722.000 HEALTH/DENTAL/VISION INSURANCE	22,460.00	22,460.00	1,871.02	0.00	7,180.30	31.97
726.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	0.00	24.19	100.00
861.000 MILEAGE	250.00	250.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	8,200.00	8,200.00	299.00	0.00	349.00	4.26
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	0.00	120.00	458.00	28.90
962.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
<b>Total Expenditure:</b>	<b>280,711.00</b>	<b>280,711.00</b>	<b>29,977.14</b>	<b>120.00</b>	<b>72,847.12</b>	<b>25.99</b>
<b>Total Dept 201.000 - ACCOUNTING</b>	<b>280,711.00</b>	<b>280,711.00</b>	<b>29,977.14</b>	<b>120.00</b>	<b>72,847.12</b>	<b>25.99</b>
Dept 209.000 - Assessing						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	218,500.00	218,500.00	26,149.52	0.00	60,850.47	27.85
706.000 PART-TIME EMPLOYEE SALARIES	0.00	0.00	3,452.67	0.00	6,812.11	100.00
709.000 OVERTIME	500.00	500.00	0.00	0.00	0.00	0.00
710.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	250.00	0.00	750.00	25.00
715.000 TOWNSHIP FICA	16,800.00	16,800.00	2,278.52	0.00	5,225.58	31.10
719.000 LONG/SHORT TERM DISABILITY	1,300.00	1,300.00	0.00	0.00	280.13	21.55
720.000 RETIREMENT	28,520.00	28,520.00	2,618.40	0.00	6,273.51	22.00
721.000 LIFE INSURANCE	324.00	324.00	0.00	0.00	54.00	16.67
721.500 TUITION REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	0.00	0.00
722.000 HEALTH/DENTAL/VISION INSURANCE	29,875.00	29,875.00	(1,151.93)	0.00	5,909.44	19.78
726.000 SUPPLIES & SMALL EQUIPMENT	750.00	750.00	0.00	0.00	0.00	0.00
823.100 ASSESSMENT ROLL PREP	6,500.00	6,500.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	720.00	720.00	20.00	0.00	100.00	13.89
861.000 MILEAGE	200.00	200.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	2,500.00	2,500.00	0.00	55.00	0.00	2.20
933.000 EQUIPMENT MAINT/REPAIR	500.00	500.00	0.00	0.00	0.00	0.00
939.000 VEHICLE MAINTENANCE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	0.00	0.00	352.50	23.50
962.000 SUNDRY	400.00	400.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	10,000.00	10,000.00	0.00	0.00	496.78	4.97
980.500 RESERVE FOR EQUIPMENT PURCHASE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
<b>Total Expenditure:</b>	<b>328,889.00</b>	<b>328,889.00</b>	<b>33,617.18</b>	<b>55.00</b>	<b>87,104.52</b>	<b>26.50</b>
<b>Total Dept 209.000 - Assessing</b>	<b>328,889.00</b>	<b>328,889.00</b>	<b>33,617.18</b>	<b>55.00</b>	<b>87,104.52</b>	<b>26.50</b>
Dept 215.000 - CLERK'S OFFICE						
Account Type: Expenditure						
703.000 ELECTED OFFICIALS SALARIES	71,009.00	71,009.00	8,193.30	0.00	19,064.41	26.85
705.000 FULL-TIME EMPLOYEE SALARIES	60,400.00	60,400.00	7,031.23	0.00	15,858.99	26.26
706.000 PART-TIME EMPLOYEE SALARIES	7,760.00	7,760.00	977.27	0.00	2,159.07	27.82
709.000 OVERTIME	2,000.00	2,000.00	212.82	0.00	212.82	10.64
715.000 TOWNSHIP FICA	10,840.00	10,840.00	1,255.74	0.00	2,855.69	26.34
719.000 LONG/SHORT TERM DISABILITY	811.00	811.00	0.00	0.00	211.98	26.14
720.000 RETIREMENT	12,598.00	12,598.00	1,335.80	0.00	3,535.95	28.07
721.000 LIFE INSURANCE	200.00	200.00	0.00	0.00	41.55	20.78
722.000 HEALTH/DENTAL/VISION INSURANCE	46,045.00	46,045.00	3,835.58	0.00	14,719.61	31.97
726.000 SUPPLIES & SMALL EQUIPMENT	3,000.00	3,000.00	63.20	0.00	143.18	4.77
853.000 PHONE/COMM/INTERNET	1,000.00	1,000.00	50.00	0.00	150.00	15.00
861.000 MILEAGE	500.00	500.00	0.00	0.00	43.23	8.65
864.000 WORKSHOPS/SEMINARS	3,000.00	3,000.00	30.00	478.63	30.00	16.95

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
933.000 EQUIPMENT MAINT/REPAIR	200.00	200.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	650.00	650.00	0.00	0.00	150.00	23.08
962.000 SUNDRY	750.00	750.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	5,000.00	5,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	225,763.00	225,763.00	22,984.94	478.63	59,176.48	26.42
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Total Dept 215.000 - CLERK'S OFFICE	225,763.00	225,763.00	22,984.94	478.63	59,176.48	26.42
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Dept 245.000 - TECHNICAL/UTILITIES SERVICES						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	161,229.00	161,229.00	16,493.59	0.00	41,195.85	25.55
705.500 LEAVE TIME PAYOUT	1,826.00	1,826.00	0.00	0.00	1,918.96	105.09
706.000 PART-TIME EMPLOYEE SALARIES	28,496.00	28,496.00	3,558.85	0.00	8,098.55	28.42
715.000 TOWNSHIP FICA	12,446.00	12,446.00	1,522.97	0.00	3,892.05	31.27
719.000 LONG/SHORT TERM DISABILITY	1,075.00	1,075.00	0.00	0.00	250.42	23.29
720.000 RETIREMENT	13,093.00	13,093.00	1,321.11	0.00	3,704.04	28.29
721.000 LIFE INSURANCE	178.00	178.00	0.00	0.00	44.52	25.01
722.000 HEALTH/DENTAL/VISION INSURANCE	31,935.00	31,935.00	2,661.60	0.00	10,210.59	31.97
801.000 CONTRACTUAL SERVICES	7,000.00	7,000.00	0.00	0.00	0.00	0.00
965.100 CONTRACTED SUPPORT	0.00	0.00	0.00	0.00	2,125.00	100.00
Total Expenditure:	257,278.00	257,278.00	25,558.12	0.00	71,439.98	27.77
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Total Dept 245.000 - TECHNICAL/UTILITIES SERVICE:	257,278.00	257,278.00	25,558.12	0.00	71,439.98	27.77
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Dept 247.000 - Board of Review						
Account Type: Expenditure						
702.000 PER DIEM	2,800.00	2,800.00	0.00	0.00	130.00	4.64
715.000 TOWNSHIP FICA	215.00	215.00	0.00	0.00	9.94	4.62
900.000 LEGAL NOTICES/ADVERTISING	120.00	120.00	0.00	0.00	100.00	83.33
Total Expenditure:	3,135.00	3,135.00	0.00	0.00	239.94	7.65
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Total Dept 247.000 - Board of Review	3,135.00	3,135.00	0.00	0.00	239.94	7.65
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Dept 253.000 - Treasurer						
Account Type: Expenditure						
703.000 ELECTED OFFICIALS SALARIES	35,504.00	35,504.00	4,096.65	0.00	9,532.21	26.85
705.000 FULL-TIME EMPLOYEE SALARIES	68,557.00	68,557.00	7,971.72	0.00	18,074.12	26.36
706.000 PART-TIME EMPLOYEE SALARIES	45,000.00	45,000.00	5,184.65	0.00	13,992.78	31.10
709.000 OVERTIME	300.00	300.00	282.78	0.00	354.11	118.04
715.000 TOWNSHIP FICA	11,423.00	11,423.00	1,340.86	0.00	3,212.28	28.12
719.000 LONG/SHORT TERM DISABILITY	412.00	412.00	0.00	0.00	109.59	26.60
720.000 RETIREMENT	12,157.00	12,157.00	959.92	0.00	2,436.95	20.05
721.000 LIFE INSURANCE	81.00	81.00	0.00	0.00	20.25	25.00
722.000 HEALTH/DENTAL/VISION INSURANCE	44,242.00	44,242.00	3,742.04	0.00	14,360.60	32.46
730.000 POSTAGE	9,100.00	9,100.00	0.00	0.00	3,669.35	40.32
823.000 TAX ROLL PREP/TAX BILL PREP	7,200.00	7,200.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	1,020.00	1,020.00	85.00	0.00	255.00	25.00
861.000 MILEAGE	750.00	750.00	136.64	0.00	136.64	18.22
864.000 WORKSHOPS/SEMINARS	5,500.00	5,500.00	195.12	0.00	497.19	9.04
958.000 DUES/SUBSCRIP/RECERTIFICATION	650.00	650.00	0.00	120.00	411.50	81.77
962.000 SUNDRY	200.00	7 200.00	0.00	0.00	189.77	94.89

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	242,096.00	242,096.00	23,995.38	120.00	67,252.34	27.83
<b>Total Dept 253.000 - Treasurer</b>	<b>242,096.00</b>	<b>242,096.00</b>	<b>23,995.38</b>	<b>120.00</b>	<b>67,252.34</b>	<b>27.83</b>
Dept 258.000 - COMPUTER/CABLE						
Account Type: Expenditure						
706.000 PART-TIME EMPLOYEE SALARIES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
715.000 TOWNSHIP FICA	76.00	76.00	0.00	0.00	0.00	0.00
726.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	52.10	0.00	0.00
729.000 SOFTWARE MAINTENANCE	70,000.00	70,000.00	3,575.00	4,537.17	40,876.74	64.88
821.000 ENG/CONSULTANT/PROFESS FEES	2,000.00	2,000.00	1,031.25	0.00	3,656.25	182.81
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	341.43	0.00	944.31	23.61
962.000 SUNDRY	250.00	250.00	62.00	0.00	62.00	24.80
965.000 TRAINING	2,500.00	2,500.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	75,000.00	75,000.00	0.00	18,278.18	248.39	24.70
983.600 RESERVE FOR CABLE TV EQUIP PURCHASE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
Total Expenditure:	157,326.00	157,326.00	5,009.68	22,867.45	45,787.69	43.64
<b>Total Dept 258.000 - COMPUTER/CABLE</b>	<b>157,326.00</b>	<b>157,326.00</b>	<b>5,009.68</b>	<b>22,867.45</b>	<b>45,787.69</b>	<b>43.64</b>
Dept 265.000 - Township Buildings						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	88,338.00	88,338.00	9,091.12	0.00	17,901.89	20.27
706.000 PART-TIME EMPLOYEE SALARIES	104,716.00	104,716.00	12,095.15	0.00	29,377.44	28.05
709.000 OVERTIME	3,500.00	3,500.00	74.91	0.00	463.35	13.24
715.000 TOWNSHIP FICA	15,068.00	15,068.00	1,624.89	0.00	3,868.20	25.67
719.000 LONG/SHORT TERM DISABILITY	585.00	585.00	0.00	0.00	147.93	25.29
720.000 RETIREMENT	9,184.00	9,184.00	811.64	0.00	2,141.17	23.31
721.000 LIFE INSURANCE	162.00	162.00	0.00	0.00	40.50	25.00
722.000 HEALTH/DENTAL/VISION INSURANCE	29,875.00	29,875.00	2,488.85	0.00	9,550.22	31.97
726.000 SUPPLIES & SMALL EQUIPMENT	16,900.00	16,900.00	332.64	1,659.12	525.45	12.93
751.000 VEHICLE FUEL	6,000.00	6,000.00	887.82	0.00	1,682.84	28.05
758.000 UNIFORMS/ACCESSORIES	3,000.00	3,000.00	142.08	2,670.55	554.15	107.49
801.000 CONTRACTUAL SERVICES	1,000.00	1,000.00	55.00	0.00	234.00	23.40
813.000 TRASH DISPOSAL	1,600.00	1,600.00	108.93	0.00	349.45	21.84
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	341.49	81.31
921.000 ELECTRIC	18,000.00	18,000.00	1,352.23	0.00	2,680.91	14.89
922.000 SEWER USAGE	4,000.00	4,000.00	0.00	0.00	0.00	0.00
923.000 NATURAL GAS/HEAT	4,000.00	4,000.00	94.83	0.00	283.61	7.09
923.500 DIESEL FUEL	1,500.00	1,500.00	224.76	0.00	487.72	32.51
932.000 MAINTENANCE TWP HALL	8,000.00	8,000.00	411.75	2,112.47	1,299.28	42.65
932.004 MAINTENANCE DPW GARAGE/OLD PACKR	1,000.00	1,000.00	0.00	0.00	0.00	0.00
932.008 MAINTENANCE LIBRARY	1,500.00	1,500.00	0.00	0.00	0.00	0.00
932.020 MAINTENANCE - FERTILIZER	1,500.00	1,500.00	0.00	940.00	0.00	62.67
933.000 EQUIPMENT MAINT/REPAIR	7,000.00	7,000.00	1,587.62	816.19	1,763.95	36.86
939.000 VEHICLE MAINTENANCE	2,000.00	2,000.00	0.00	866.00	154.19	51.01
962.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	170,000.00	170,000.00	28,672.73	6,144.12	28,672.73	20.48
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:	505,848.00	505,848.00	60,091.95	15,208.45	102,520.47	23.27



PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 101 - General Fund						
Expenditures						
Total Dept 265.000 - Township Buildings	505,848.00	505,848.00	60,091.95	15,208.45	102,520.47	23.27
Dept 276.000 - CEMETERY						
Account Type: Expenditure						
706.000 PART-TIME EMPLOYEE SALARIES	28,949.00	28,949.00	1,267.92	0.00	2,951.53	10.20
715.000 TOWNSHIP FICA	2,215.00	2,215.00	99.67	0.00	233.82	10.56
726.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	0.00	201.40	100.00
751.000 VEHICLE FUEL	200.00	200.00	0.00	0.00	0.00	0.00
801.000 CONTRACTUAL SERVICES	0.00	0.00	3,360.00	24,000.00	9,450.00	100.00
853.000 PHONE/COMM/INTERNET	420.00	420.00	35.00	0.00	105.00	25.00
933.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	1,935.74	200.00	2,804.03	60.08
962.000 SUNDRY	750.00	750.00	0.00	0.00	275.00	36.67
991.000 DEBT SERVICE PRINCIPAL	20,940.00	20,940.00	0.00	0.00	0.00	0.00
995.000 INTEREST EXPENSE	966.00	966.00	0.00	0.00	0.00	0.00
Total Expenditure:	59,440.00	59,440.00	6,698.33	24,200.00	16,020.78	67.67
Total Dept 276.000 - CEMETERY	59,440.00	59,440.00	6,698.33	24,200.00	16,020.78	67.67
Dept 299.000 - Other Expenses						
Account Type: Expenditure						
708.000 PORTAGE/BASE LAKES GROSS WAGES	1,500.00	1,500.00	0.00	0.00	100.00	6.67
715.000 TOWNSHIP FICA	115.00	115.00	0.00	0.00	7.66	6.66
717.000 WORKERS' COMPENSATION	10,000.00	10,000.00	0.00	0.00	8,676.95	86.77
722.500 HEALTH CARE REIMBURSEMENT	70,000.00	70,000.00	5,777.97	0.00	15,590.89	22.27
724.000 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	809.29	100.00
725.000 LIABILITY/CASUALTY INSURANCE	34,500.00	34,500.00	0.00	0.00	6,634.63	19.23
726.000 SUPPLIES & SMALL EQUIPMENT	15,000.00	15,000.00	2,270.03	6,299.68	3,177.28	63.18
730.000 POSTAGE	20,000.00	20,000.00	0.00	0.00	0.00	0.00
734.000 ADDRESS SIGNS	200.00	200.00	0.00	0.00	0.00	0.00
801.000 CONTRACTUAL SERVICES	25,000.00	25,000.00	164.81	0.00	3,410.51	13.64
806.000 FOIA EXPENSES	750.00	750.00	0.00	0.00	20.58	2.74
820.000 AUDIT	29,000.00	29,000.00	19,387.50	0.00	19,387.50	66.85
821.000 ENG/CONSULTANT/PROFESS FEES	3,500.00	3,500.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	269.25	0.00	528.16	13.20
933.000 EQUIPMENT MAINT/REPAIR	2,500.00	2,500.00	0.00	0.00	471.03	18.84
956.000 PAYROLL PROCESSING	10,000.00	10,000.00	1,176.52	0.00	2,941.18	29.41
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	120.00	263.60	76.72
962.000 SUNDRY	2,000.00	2,000.00	0.00	0.00	1,082.75	54.14
975.000 SPECIAL PROJECTS	3,000.00	3,000.00	21,502.59	70.00	21,502.59	719.09
975.200 RECORD RETENTION PROJECT	3,000.00	3,000.00	0.00	0.00	0.00	0.00
975.800 ADA COMPLIANCE PROJECTS	35,000.00	35,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	8,100.00	8,100.00	0.00	0.00	0.00	0.00
998.208 TRANSFER OUT RECREATION FUND	515,868.00	515,868.00	42,989.00	0.00	128,967.00	25.00
998.591 TRANSFER OUT WATER FUND	154,000.00	154,000.00	12,833.34	0.00	38,500.02	25.00
Total Expenditure:	947,533.00	947,533.00	106,371.01	6,489.68	252,071.62	27.29
Total Dept 299.000 - Other Expenses	947,533.00	947,533.00	106,371.01	6,489.68	252,071.62	27.29
Dept 345.000 - Public Safety (Police & Fire)						
Account Type: Expenditure						
702.000 PER DIEM	1,040.00	1,040.00	130.00	0.00	260.00	25.00
715.000 TOWNSHIP FICA	60.00	9 60.00	9.94	0.00	19.88	33.13

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	1,100.00	1,100.00	139.94	0.00	279.88	25.44
Account Type: Transfers-Out						
999.207 TRANSFER OUT POLICE OPERATIONS	250,000.00	250,000.00	20,833.34	0.00	62,500.02	25.00
Total Transfers-Out:	250,000.00	250,000.00	20,833.34	0.00	62,500.02	25.00
Total Dept 345.000 - Public Safety (Police & Fir	251,100.00	251,100.00	20,973.28	0.00	62,779.90	25.00
Dept 400.000 - Planning Commission						
Account Type: Expenditure						
702.000 PER DIEM	5,640.00	5,640.00	275.00	0.00	680.00	12.06
706.000 PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	150.00	0.00	300.00	25.00
715.000 TOWNSHIP FICA	523.00	523.00	32.50	0.00	74.94	14.33
821.000 ENG/CONSULTANT/PROFESS FEES	5,000.00	5,000.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	1,500.00	1,500.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	2,000.00	2,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	16,863.00	16,863.00	457.50	0.00	1,054.94	6.26
Total Dept 400.000 - Planning Commission	16,863.00	16,863.00	457.50	0.00	1,054.94	6.26
Dept 410.000 - Zoning						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	133,152.00	133,152.00	11,906.93	0.00	30,207.30	22.69
706.000 PART-TIME EMPLOYEE SALARIES	94,182.00	94,182.00	6,856.85	0.00	15,710.36	16.68
709.000 OVERTIME	600.00	600.00	8.68	0.00	52.09	8.68
715.000 TOWNSHIP FICA	17,500.00	17,500.00	1,444.12	0.00	3,578.29	20.45
719.000 LONG/SHORT TERM DISABILITY	620.00	620.00	0.00	0.00	224.49	36.21
720.000 RETIREMENT	14,760.00	14,760.00	1,042.21	0.00	2,954.28	20.02
721.000 LIFE INSURANCE	162.00	162.00	0.00	0.00	45.90	28.33
722.000 HEALTH/DENTAL/VISION INSURANCE	44,921.00	44,921.00	(1,151.93)	0.00	6,376.66	14.20
726.000 SUPPLIES & SMALL EQUIPMENT	0.00	0.00	0.00	(9.32)	0.00	0.00
736.000 STORM WATER DISCHARGE	750.00	750.00	0.00	0.00	0.00	0.00
751.000 VEHICLE FUEL	5,000.00	5,000.00	0.00	0.00	0.00	0.00
821.000 ENG/CONSULTANT/PROFESS FEES	5,000.00	5,000.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	25,000.00	25,000.00	924.00	0.00	924.00	3.70
853.000 PHONE/COMM/INTERNET	1,260.00	1,260.00	105.00	0.00	805.00	63.89
861.000 MILEAGE	800.00	800.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	2,500.00	2,500.00	35.00	0.00	35.00	1.40
939.000 VEHICLE MAINTENANCE	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,700.00	2,700.00	0.00	0.00	586.25	21.71
962.000 SUNDRY	500.00	500.00	485.00	0.00	560.00	112.00
Total Expenditure:	351,407.00	351,407.00	21,655.86	(9.32)	62,059.62	17.66
Total Dept 410.000 - Zoning	351,407.00	351,407.00	21,655.86	(9.32)	62,059.62	17.66
Dept 412.000 - Zoning Board of Appeals						
Account Type: Expenditure						
702.000 PER DIEM	4,020.00	4,020.00	0.00	0.00	605.00	15.05
706.000 PART-TIME EMPLOYEE SALARIES	1,200.00	1,200.00	0.00	0.00	300.00	25.00
715.000 TOWNSHIP FICA	400.00	400.00	0.00	0.00	69.25	17.31
864.000 WORKSHOPS/SEMINARS	1,000.00	10,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	2,000.00	2,000.00	0.00	0.00	280.00	14.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 09/30/2021  
 % Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 101 - General Fund						
Expenditures						
Total Expenditure:	8,620.00	8,620.00	0.00	0.00	1,254.25	14.55
Total Dept 412.000 - Zoning Board of Appeals	8,620.00	8,620.00	0.00	0.00	1,254.25	14.55
Dept 415.000 - LAKES, RIVERS & STREAMS						
Account Type: Expenditure						
958.000 DUES/SUBSCRIP/RECERTIFICATION	2,000.00	2,000.00	0.00	0.00	0.00	0.00
975.000 SPECIAL PROJECTS	24,962.00	24,962.00	4,200.00	0.00	16,087.82	64.45
Total Expenditure:	26,962.00	26,962.00	4,200.00	0.00	16,087.82	59.67
Total Dept 415.000 - LAKES, RIVERS & STREAMS	26,962.00	26,962.00	4,200.00	0.00	16,087.82	59.67
Dept 450.000 - Street Lighting						
Account Type: Expenditure						
926.000 STREET LIGHTING	17,500.00	17,500.00	1,200.73	0.00	2,391.17	13.66
Total Expenditure:	17,500.00	17,500.00	1,200.73	0.00	2,391.17	13.66
Total Dept 450.000 - Street Lighting	17,500.00	17,500.00	1,200.73	0.00	2,391.17	13.66
Dept 803.000 - HISTORICAL MUSEUM						
Account Type: Expenditure						
706.000 PART-TIME EMPLOYEE SALARIES	13,728.00	13,728.00	3,314.88	0.00	7,923.57	57.72
715.000 TOWNSHIP FICA	1,050.00	1,050.00	253.59	0.00	606.16	57.73
726.000 SUPPLIES & SMALL EQUIPMENT	25.00	25.00	0.00	0.00	0.00	0.00
853.000 PHONE/COMM/INTERNET	750.00	750.00	137.97	0.00	413.91	55.19
921.000 ELECTRIC	700.00	700.00	133.92	0.00	234.92	33.56
922.000 SEWER USAGE	311.00	311.00	0.00	0.00	0.00	0.00
923.000 NATURAL GAS/HEAT	900.00	900.00	15.00	0.00	34.04	3.78
933.000 EQUIPMENT MAINT/REPAIR	6,492.00	6,492.00	0.00	0.00	0.00	0.00
Total Expenditure:	23,956.00	23,956.00	3,855.36	0.00	9,212.60	38.46
Total Dept 803.000 - HISTORICAL MUSEUM	23,956.00	23,956.00	3,855.36	0.00	9,212.60	38.46
TOTAL EXPENDITURES	4,165,688.00	4,165,688.00	410,478.04	69,529.89	1,029,414.19	26.38
Fund 101 - General Fund:						
TOTAL REVENUES	4,165,688.00	4,165,688.00	1,238,111.10	(1,885.86)	1,317,283.78	31.58
TOTAL EXPENDITURES	4,165,688.00	4,165,688.00	410,478.04	69,529.89	1,029,414.19	26.38
NET OF REVENUES & EXPENDITURES	0.00	0.00	827,633.06	(71,415.75)	287,869.59	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 09/30/2021  
 % Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 204 - Road Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,142,742.00	1,142,742.00	0.00	0.00	0.00	0.00
414.000 DELINQUENT PP TAX	4,000.00	4,000.00	0.00	0.00	0.00	0.00
422.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(95.73)	100.00
664.000 INTEREST REVENUE	750.00	750.00	253.63	0.00	281.95	37.59
Total Revenue:	1,147,492.00	1,147,492.00	253.63	0.00	186.22	0.02
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	727,648.00	727,648.00	0.00	0.00	0.00	0.00
Total Transfers-In:	727,648.00	727,648.00	0.00	0.00	0.00	0.00
Total Dept 000.000	1,875,140.00	1,875,140.00	253.63	0.00	186.22	0.01
TOTAL REVENUES	1,875,140.00	1,875,140.00	253.63	0.00	186.22	0.01
Expenditures						
Dept 000.000						
Account Type: Expenditure						
802.100 ROAD IMPROVEMENTS	1,875,140.00	1,875,140.00	965,819.35	0.00	965,819.35	51.51
Total Expenditure:	1,875,140.00	1,875,140.00	965,819.35	0.00	965,819.35	51.51
Total Dept 000.000	1,875,140.00	1,875,140.00	965,819.35	0.00	965,819.35	51.51
TOTAL EXPENDITURES	1,875,140.00	1,875,140.00	965,819.35	0.00	965,819.35	51.51
Fund 204 - Road Fund:						
TOTAL REVENUES	1,875,140.00	1,875,140.00	253.63	0.00	186.22	0.01
TOTAL EXPENDITURES	1,875,140.00	1,875,140.00	965,819.35	0.00	965,819.35	51.51
NET OF REVENUES & EXPENDITURES	0.00	0.00	(965,565.72)	0.00	(965,633.13)	100.00

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 206 - Fire Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	1,973,177.00	1,973,177.00	0.00	0.00	0.00	0.00
402.100 PERS PROPERTY TAX REIMB - STATE OF MI	5,000.00	5,000.00	0.00	0.00	0.00	0.00
414.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
422.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(167.55)	100.00
636.000 COPIES/MAPS	0.00	0.00	10.00	0.00	20.00	100.00
664.000 INTEREST REVENUE	2,500.00	2,500.00	241.70	0.00	267.90	10.72
675.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	2,506.25	100.00
676.000 REIMBURSEMENTS & COST RECOVERY	500.00	500.00	0.00	0.00	0.00	0.00
678.500 FIRE TRAINING REVENUE	300.00	300.00	0.00	0.00	0.00	0.00
692.000 SUNDRY	50.00	50.00	0.00	0.00	0.00	0.00
<b>Total Revenue:</b>	<b>1,981,627.00</b>	<b>1,981,627.00</b>	<b>251.70</b>	<b>0.00</b>	<b>2,626.60</b>	<b>0.13</b>
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	214,735.00	214,735.00	0.00	0.00	0.00	0.00
699.999 APPROPRIATION FROM SURPLUS	0.00	0.00	0.00	(505.30)	0.00	0.00
<b>Total Transfers-In:</b>	<b>214,735.00</b>	<b>214,735.00</b>	<b>0.00</b>	<b>(505.30)</b>	<b>0.00</b>	<b>(0.24)</b>
<b>Total Dept 000.000</b>	<b>2,196,362.00</b>	<b>2,196,362.00</b>	<b>251.70</b>	<b>(505.30)</b>	<b>2,626.60</b>	<b>0.10</b>
<b>TOTAL REVENUES</b>	<b>2,196,362.00</b>	<b>2,196,362.00</b>	<b>251.70</b>	<b>(505.30)</b>	<b>2,626.60</b>	<b>0.10</b>
Expenditures						
Dept 000.000						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	469,770.00	469,770.00	41,435.87	0.00	94,427.58	20.10
705.500 LEAVE TIME PAYOUT	4,632.00	4,632.00	0.00	0.00	3,238.40	69.91
706.000 PART-TIME EMPLOYEE SALARIES	31,156.00	31,156.00	3,455.71	0.00	8,227.95	26.41
707.500 PAID ON CALL FIRE	600,000.00	600,000.00	55,933.37	0.00	128,448.58	21.41
709.000 OVERTIME	37,583.00	37,583.00	7,648.41	0.00	11,775.25	31.33
710.000 PAY IN LIEU OF MEDICAL INS	4,200.00	4,200.00	350.00	0.00	1,050.00	25.00
715.000 TOWNSHIP FICA	86,576.00	86,576.00	8,348.53	0.00	18,979.83	21.92
717.000 WORKERS' COMPENSATION	56,427.00	56,427.00	0.00	0.00	27,950.32	49.53
719.000 LONG/SHORT TERM DISABILITY	6,775.00	6,775.00	0.00	0.00	511.67	7.55
720.000 RETIREMENT	46,941.00	46,941.00	3,755.17	0.00	9,830.77	20.94
721.000 LIFE INSURANCE	470.00	470.00	0.00	0.00	97.20	20.68
722.000 HEALTH/DENTAL/VISION INSURANCE	96,882.00	96,882.00	6,200.30	0.00	23,792.48	24.56
725.000 LIABILITY/CASUALTY INSURANCE	57,000.00	57,000.00	0.00	0.00	11,132.44	19.53
726.000 SUPPLIES & SMALL EQUIPMENT	12,000.00	12,000.00	65.68	4,340.50	223.84	38.04
727.000 MEDICAL AND SCENE SUPPLIES	16,000.00	16,000.00	516.58	3,071.35	4,280.97	45.95
729.000 SOFTWARE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	119.88	4.00
751.000 VEHICLE FUEL	30,000.00	30,000.00	3,163.48	20,491.96	5,678.34	87.23
758.000 UNIFORMS/ACCESSORIES	14,000.00	14,000.00	691.20	6,762.08	1,273.20	57.39
759.000 TURN OUT GEAR	7,500.00	7,500.00	0.00	5,000.00	0.00	66.67
801.000 CONTRACTUAL SERVICES	16,000.00	16,000.00	4,354.53	5,140.63	5,579.37	67.00
808.000 EMPLOYEE PHYSICALS/VACCINATION	28,000.00	28,000.00	0.00	0.00	0.00	0.00
813.000 TRASH DISPOSAL	2,500.00	2,500.00	224.33	0.00	553.66	22.15
826.000 LEGAL FEES	2,000.00	2,000.00	201.25	0.00	201.25	10.06
853.000 PHONE/COMM/INTERNET	11,000.00	11,000.00	591.48	1,300.04	1,641.73	26.74
870.000 HAZMAT YEARLY DUES	4,000.00	4,000.00	0.00	0.00	3,000.00	75.00
899.000 WATER USAGE	2,200.00	2,200.00	0.00	0.00	0.00	0.00
921.000 ELECTRIC	35,000.00	35,000.00	2,557.66	0.00	5,379.59	15.37
921.100 SIREN ELECTRIC USAGE	2,000.00	13,000.00	252.05	0.00	302.79	15.14

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 206 - Fire Fund						
Expenditures						
922.000 SEWER USAGE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
923.500 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
932.003 MAINTENANCE FIRE HALL	40,000.00	40,000.00	4,877.59	6,010.88	6,436.81	31.12
932.017 RESERVE FOR BLDG MAINTENANCE	1,500.00	1,500.00	0.00	0.00	0.00	0.00
932.020 MAINTENANCE - FERTILIZER	18,000.00	18,000.00	670.00	735.00	670.00	7.81
933.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	520.00	500.86	1,347.08	36.96
939.000 VEHICLE MAINTENANCE	55,000.00	55,000.00	2,341.28	31,252.28	4,640.50	65.26
958.000 DUES/SUBSCRIP/RECERTIFICATION	5,000.00	5,000.00	0.00	0.00	2,740.58	54.81
962.000 SUNDRY	3,000.00	3,000.00	(521.98)	(505.30)	(553.30)	(35.29)
965.000 TRAINING	30,000.00	30,000.00	0.00	245.00	375.00	2.07
966.500 FIRE PREVENTION	7,500.00	7,500.00	0.00	0.00	218.31	2.91
975.000 SPECIAL PROJECTS	15,000.00	15,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	250,000.00	250,000.00	27,294.00	15,923.85	28,293.99	17.69
981.000 CAPITAL EXPENSE - VEHICLE	80,000.00	80,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	2,196,362.00	2,196,362.00	174,926.49	100,269.13	411,866.06	23.32
Total Dept 000.000	2,196,362.00	2,196,362.00	174,926.49	100,269.13	411,866.06	23.32
TOTAL EXPENDITURES	2,196,362.00	2,196,362.00	174,926.49	100,269.13	411,866.06	23.32
Fund 206 - Fire Fund:						
TOTAL REVENUES	2,196,362.00	2,196,362.00	251.70	(505.30)	2,626.60	0.10
TOTAL EXPENDITURES	2,196,362.00	2,196,362.00	174,926.49	100,269.13	411,866.06	23.32
NET OF REVENUES & EXPENDITURES	0.00	0.00	(174,674.79)	(100,774.43)	(409,239.46)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 207 - Police Fund						
Revenues						
Dept 000.000						
Account Type: Revenue						
402.000 CURRENT PROPERTY TAX	2,848,596.00	2,848,596.00	0.00	0.00	0.00	0.00
402.100 PERS PROPERTY TAX REIMB - STATE OF MI	4,500.00	4,500.00	0.00	0.00	0.00	0.00
414.000 DELINQUENT PP TAX	100.00	100.00	0.00	0.00	0.00	0.00
422.000 CHARGE BACKS/MTT/BOARD OF REVIEW	0.00	0.00	0.00	0.00	(241.87)	100.00
452.000 LIQUOR LICENSE FEES	8,800.00	8,800.00	0.00	0.00	9,007.35	102.36
476.000 INSPECTION FEES	0.00	0.00	5,000.00	0.00	5,000.00	100.00
481.000 SOLICITATION FEES	90.00	90.00	0.00	0.00	0.00	0.00
501.000 FEDERAL GRANT REVENUE	2,500.00	2,500.00	0.00	0.00	0.00	0.00
602.000 BREATHALIZER TEST REQUIRED	250.00	250.00	0.00	0.00	0.00	0.00
603.000 SALVAGE VEHICLE INSPECTION	250.00	250.00	0.00	0.00	0.00	0.00
629.000 GUN PERM/FINGERPRINTS/VIN INSP	450.00	450.00	10.00	0.00	60.00	13.33
636.000 COPIES/MAPS	2,000.00	2,000.00	308.00	0.00	367.52	18.38
657.000 ORDINANCE FINES	17,500.00	17,500.00	1,177.45	0.00	1,904.45	10.88
664.000 INTEREST REVENUE	3,500.00	3,500.00	56.61	0.00	42.06	1.20
673.000 SALE OF FIXED ASSETS	7,500.00	7,500.00	10,965.00	0.00	13,515.00	180.20
675.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	1,000.00	100.00
676.000 REIMBURSEMENTS & COST RECOVERY	6,500.00	6,500.00	0.00	0.00	150.00	2.31
676.200 OVERTIME REIMB - OTHER	1,100.00	1,100.00	0.00	0.00	1,113.92	101.27
692.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
Total Revenue:	2,903,886.00	2,903,886.00	17,517.06	0.00	31,918.43	1.10
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	250,000.00	250,000.00	20,833.34	0.00	62,500.02	25.00
699.999 APPROPRIATION FROM SURPLUS	148,836.00	148,836.00	0.00	0.00	0.00	0.00
Total Transfers-In:	398,836.00	398,836.00	20,833.34	0.00	62,500.02	15.67
Total Dept 000.000	3,302,722.00	3,302,722.00	38,350.40	0.00	94,418.45	2.86
TOTAL REVENUES	3,302,722.00	3,302,722.00	38,350.40	0.00	94,418.45	2.86
Expenditures						
Dept 000.000						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	1,476,381.00	1,476,381.00	181,272.01	0.00	414,475.94	28.07
705.500 LEAVE TIME PAYOUT	3,403.00	3,403.00	0.00	0.00	0.00	0.00
705.550 RESERVE FOR RET LEAVE TIME PA	0.00	0.00	0.00	0.00	1,580.40	100.00
706.000 PART-TIME EMPLOYEE SALARIES	26,543.00	26,543.00	3,232.22	0.00	7,299.13	27.50
709.000 OVERTIME	70,000.00	70,000.00	11,669.60	0.00	32,351.67	46.22
709.500 HOLIDAY PAY	88,000.00	88,000.00	8,252.39	0.00	16,133.23	18.33
710.000 PAY IN LIEU OF MEDICAL INS	4,800.00	4,800.00	400.00	0.00	1,200.00	25.00
715.000 TOWNSHIP FICA	127,737.00	127,737.00	15,703.74	0.00	36,784.71	28.80
717.000 WORKERS' COMPENSATION	45,011.00	45,011.00	0.00	0.00	23,496.99	52.20
719.000 LONG/SHORT TERM DISABILITY	7,635.00	7,635.00	0.00	0.00	2,027.99	26.56
720.000 RETIREMENT	271,094.00	271,094.00	24,874.68	0.00	50,804.78	18.74
720.500 MERS FUNDING DEFICIENCY	250,000.00	250,000.00	0.00	0.00	0.00	0.00
721.000 LIFE INSURANCE	1,400.00	1,400.00	0.00	0.00	348.30	24.88
721.500 TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	2,950.00	100.00
722.000 HEALTH/DENTAL/VISION INSURANCE	252,318.00	252,318.00	23,310.37	0.00	90,066.62	35.70
723.000 RETIREE HEALTH INSURANCE	98,000.00	98,000.00	0.00	0.00	0.00	0.00
725.000 LIABILITY/CASUALTY INSURANCE	125,500.00	125,500.00	0.00	0.00	36,587.70	29.15
726.000 SUPPLIES & SMALL EQUIPMENT	10,000.00	10,000.00	486.29	4,589.33	1,747.45	63.37
726.100 AMMUNITION	6,000.00	15,000.00	0.00	5,949.54	0.00	99.16

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 207 - Police Fund						
Expenditures						
726.500 EQUIPMENT ALLOWANCE	5,500.00	5,500.00	0.00	0.00	7,000.00	127.27
729.000 SOFTWARE MAINTENANCE	29,100.00	29,100.00	0.00	13,000.00	9,273.36	76.54
730.000 POSTAGE	150.00	150.00	0.00	12.65	27.02	26.45
751.000 VEHICLE FUEL	45,000.00	45,000.00	5,003.55	35,410.48	9,589.52	100.00
756.000 ACCREDITATION EXPENSES	5,000.00	5,000.00	0.00	0.00	5,207.28	104.15
758.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	763.71	6,065.31	3,677.28	97.43
758.500 UNIFORM CLEANING	3,700.00	3,700.00	355.50	2,434.00	724.00	85.35
801.000 CONTRACTUAL SERVICES	5,200.00	5,200.00	3,662.06	788.81	3,799.27	88.23
807.000 SWAT TEAM EXPENSES	5,000.00	5,000.00	119.60	750.00	119.60	17.39
807.001 CODE ENFORCEMENT EXPENSES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
809.000 JANITORIAL SERVICES	8,000.00	8,000.00	1,100.02	0.00	2,532.64	31.66
826.000 LEGAL FEES	7,000.00	7,000.00	1,626.25	0.00	1,626.25	23.23
853.000 PHONE/COMM/INTERNET	12,000.00	12,000.00	993.15	4,885.83	2,579.52	62.21
871.000 LAW ENFORCEMENT INFO NETWORK	6,000.00	6,000.00	472.80	3,404.90	1,342.18	79.12
921.000 ELECTRIC	15,000.00	15,000.00	1,043.06	0.00	2,216.31	14.78
922.000 SEWER USAGE	3,000.00	3,000.00	0.00	0.00	0.00	0.00
923.000 NATURAL GAS/HEAT	2,000.00	2,000.00	103.17	0.00	324.55	16.23
923.500 DIESEL FUEL	250.00	250.00	0.00	0.00	0.00	0.00
932.002 MAINTENANCE POLICE BUILDING	12,000.00	12,000.00	3,953.24	(437.29)	6,025.81	46.57
932.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	480.00	0.00	96.00
933.000 EQUIPMENT MAINT/REPAIR	3,000.00	3,000.00	259.91	897.70	418.97	43.89
939.000 VEHICLE MAINTENANCE	45,000.00	45,000.00	3,821.85	25,489.31	13,683.40	87.05
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,500.00	1,500.00	50.00	10.00	215.00	15.00
962.000 SUNDRY	3,000.00	3,000.00	0.00	0.00	44.82	1.49
965.000 TRAINING	8,000.00	8,000.00	2,758.77	1,553.06	3,897.77	68.14
975.000 SPECIAL PROJECTS	15,000.00	15,000.00	7,694.95	2,537.36	9,015.80	77.02
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	88,000.00	88,000.00	18,740.54	47,143.01	26,612.36	83.81
981.000 CAPITAL EXPENSE - VEHICLE	100,000.00	100,000.00	13,931.65	69,128.00	13,931.65	83.06
Total Expenditure:	3,302,722.00	3,302,722.00	335,655.08	224,092.00	841,739.27	32.27
Total Dept 000.000	3,302,722.00	3,302,722.00	335,655.08	224,092.00	841,739.27	32.27
TOTAL EXPENDITURES	3,302,722.00	3,302,722.00	335,655.08	224,092.00	841,739.27	32.27
Fund 207 - Police Fund:						
TOTAL REVENUES	3,302,722.00	3,302,722.00	38,350.40	0.00	94,418.45	2.86
TOTAL EXPENDITURES	3,302,722.00	3,302,722.00	335,655.08	224,092.00	841,739.27	32.27
NET OF REVENUES & EXPENDITURES	0.00	0.00	(297,304.68)	(224,092.00)	(747,320.82)	100.00



REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 208 - SENIORS, PARKS, LL TRAIL						
Revenues						
Dept 000.000						
Account Type: Revenue						
664.000 INTEREST REVENUE	5,000.00	5,000.00	180.71	0.00	429.30	8.59
Total Revenue:	5,000.00	5,000.00	180.71	0.00	429.30	8.59
Account Type: Transfers-In						
699.101 TRANSFER IN 101-OPERATIONS	515,868.00	515,868.00	42,989.00	0.00	128,967.00	25.00
699.999 APPROPRIATION FROM SURPLUS	3,570.00	3,570.00	0.00	0.00	0.00	0.00
Total Transfers-In:	519,438.00	519,438.00	42,989.00	0.00	128,967.00	24.83
Total Dept 000.000	524,438.00	524,438.00	43,169.71	0.00	129,396.30	24.67
Dept 750.000 - Recreation Board						
Account Type: Revenue						
651.000 PARKS & RECREATION FEES	10,000.00	10,000.00	1,104.66	0.00	6,493.70	64.94
Total Revenue:	10,000.00	10,000.00	1,104.66	0.00	6,493.70	64.94
Total Dept 750.000 - Recreation Board	10,000.00	10,000.00	1,104.66	0.00	6,493.70	64.94
Dept 800.000 - LAKELAND TRAIL						
Account Type: Revenue						
675.000 CONTRIBUTIONS/DONATIONS/GRANTS	0.00	0.00	0.00	0.00	264.10	100.00
Total Revenue:	0.00	0.00	0.00	0.00	264.10	100.00
Total Dept 800.000 - LAKELAND TRAIL	0.00	0.00	0.00	0.00	264.10	100.00
Dept 805.000 - SENIOR CENTER						
Account Type: Revenue						
651.001 SENIOR CENTER RENTALS	0.00	0.00	220.00	0.00	450.00	100.00
Total Revenue:	0.00	0.00	220.00	0.00	450.00	100.00
Total Dept 805.000 - SENIOR CENTER	0.00	0.00	220.00	0.00	450.00	100.00
TOTAL REVENUES	534,438.00	534,438.00	44,494.37	0.00	136,604.10	25.56
Expenditures						
Dept 750.000 - Recreation Board						
Account Type: Expenditure						
702.000 PER DIEM	3,900.00	3,900.00	195.00	0.00	390.00	10.00
705.000 FULL-TIME EMPLOYEE SALARIES	33,095.00	33,095.00	4,068.24	0.00	8,638.01	26.10
715.000 TOWNSHIP FICA	2,532.00	2,532.00	326.12	0.00	690.63	27.28
717.000 WORKERS' COMPENSATION	125.00	125.00	0.00	0.00	748.18	598.54
719.000 LONG/SHORT TERM DISABILITY	212.00	212.00	0.00	0.00	55.46	26.16
720.000 RETIREMENT	3,012.00	3,012.00	356.15	0.00	765.02	25.40
721.000 LIFE INSURANCE	58.00	58.00	0.00	0.00	14.16	24.41
722.000 HEALTH/DENTAL/VISION INSURANCE	15,722.00	15,722.00	1,309.72	0.00	3,787.38	24.09
725.000 LIABILITY/CASUALTY INSURANCE	1,000.00	1,000.00	0.00	0.00	(483.20)	(48.32)
726.000 SUPPLIES & SMALL EQUIPMENT	2,000.00	2,000.00	686.00	375.75	707.13	54.14
809.000 JANITORIAL SERVICES	1,100.00	1,100.00	0.00	0.00	0.00	0.00
813.000 TRASH DISPOSAL	1,400.00	1,400.00	163.40	0.00	326.80	23.34

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
821.000 ENG/CONSULTANT/PROFESS FEES	4,500.00	4,500.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	2,000.00	2,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	250.00	250.00	0.00	0.00	0.00	0.00
902.100 PRINTING	500.00	500.00	0.00	0.00	0.00	0.00
921.000 ELECTRIC	4,000.00	4,000.00	427.66	0.00	767.35	19.18
922.000 SEWER USAGE	625.00	625.00	0.00	0.00	0.00	0.00
923.500 DIESEL FUEL	1,500.00	1,500.00	225.48	0.00	488.44	32.56
932.005 MAINTENANCE PARK BUILDINGS	7,500.00	7,500.00	1,837.00	2,000.00	2,166.20	55.55
932.020 MAINTENANCE - FERTILIZER	15,000.00	15,000.00	5,940.00	4,980.00	5,940.00	72.80
934.000 PLAYGROUND/FIELD REPAIR	100,000.00	100,000.00	0.00	0.00	0.00	0.00
934.200 PLAYGROUND INSPECTION	1,200.00	1,200.00	0.00	0.00	0.00	0.00
941.000 PORTABLE TOILETS	10,000.00	10,000.00	1,918.00	4,370.00	4,208.00	85.78
942.000 EVENT COMMITTEE EXPENSE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	350.00	350.00	0.00	0.00	360.00	102.86
962.000 SUNDRY	1,000.00	1,000.00	0.00	0.00	0.00	0.00
975.962 SPECIAL PROJECTS - MISC IMPROVEMENT	50,000.00	50,000.00	6,200.00	0.00	26,568.81	53.14
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	7,074.00	0.00	7,074.00	35.37
980.500 RESERVE FOR EQUIPMENT PURCHASE	20,000.00	20,000.00	0.00	0.00	0.00	0.00
<b>Total Expenditure:</b>	<b>307,581.00</b>	<b>307,581.00</b>	<b>30,726.77</b>	<b>11,725.75</b>	<b>63,212.37</b>	<b>24.36</b>
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<b>Total Dept 750.000 - Recreation Board</b>	<b>307,581.00</b>	<b>307,581.00</b>	<b>30,726.77</b>	<b>11,725.75</b>	<b>63,212.37</b>	<b>24.36</b>
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Dept 800.000 - LAKELAND TRAIL						
Account Type: Expenditure						
725.000 LIABILITY/CASUALTY INSURANCE	230.00	230.00	0.00	0.00	107.47	46.73
921.000 ELECTRIC	250.00	250.00	20.59	0.00	41.05	16.42
932.018 RESERVE FOR LL TRAIL MAINTENANCE	30,000.00	30,000.00	0.00	0.00	0.00	0.00
938.000 LAKELAND TRAIL MAINTENANCE	10,000.00	10,000.00	0.00	46.76	0.00	0.47
938.500 LL TRAIL RAILROAD MAINT FEE	1,000.00	1,000.00	0.00	0.00	0.00	0.00
941.000 PORTABLE TOILETS	6,000.00	6,000.00	835.00	2,940.00	1,915.00	80.92
962.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
975.300 GRANT MATCH	0.00	0.00	0.00	0.00	4,700.00	100.00
<b>Total Expenditure:</b>	<b>47,980.00</b>	<b>47,980.00</b>	<b>855.59</b>	<b>2,986.76</b>	<b>6,763.52</b>	<b>20.32</b>
<hr/>						
<b>Total Dept 800.000 - LAKELAND TRAIL</b>	<b>47,980.00</b>	<b>47,980.00</b>	<b>855.59</b>	<b>2,986.76</b>	<b>6,763.52</b>	<b>20.32</b>
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Dept 805.000 - SENIOR CENTER						
Account Type: Expenditure						
705.000 FULL-TIME EMPLOYEE SALARIES	46,862.00	46,862.00	5,451.84	0.00	12,682.00	27.06
706.000 PART-TIME EMPLOYEE SALARIES	26,000.00	26,000.00	4,168.96	0.00	9,144.23	35.17
715.000 TOWNSHIP FICA	5,396.00	5,396.00	739.83	0.00	1,677.37	31.09
717.000 WORKERS' COMPENSATION	900.00	900.00	0.00	0.00	0.00	0.00
719.000 LONG/SHORT TERM DISABILITY	286.00	286.00	0.00	0.00	78.54	27.46
720.000 RETIREMENT	6,092.00	6,092.00	473.49	0.00	1,223.28	20.08
721.000 LIFE INSURANCE	81.00	81.00	0.00	0.00	20.25	25.00
722.000 HEALTH/DENTAL/VISION INSURANCE	22,460.00	22,460.00	1,871.02	0.00	8,419.13	37.48
725.000 LIABILITY/CASUALTY INSURANCE	2,700.00	2,700.00	0.00	0.00	1,301.98	48.22
726.000 SUPPLIES & SMALL EQUIPMENT	4,500.00	4,500.00	396.41	2,583.99	1,013.32	79.94
801.000 CONTRACTUAL SERVICES	12,000.00	12,000.00	1,498.84	6,757.63	1,567.84	69.38
804.000 SENIOR PROGRAMS	7,000.00	7,000.00	450.00	226.58	1,010.78	17.68
813.000 TRASH DISPOSAL	850.00	850.00	108.93	0.00	316.98	37.29
853.000 PHONE/COMM/INTERNET	4,000.00	4,000.00	69.50	0.00	871.70	21.79
861.000 MILEAGE	400.00	18,400.00	0.00	0.00	0.00	0.00
864.000 WORKSHOPS/SEMINARS	1,000.00	1,000.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 208 - SENIORS, PARKS, LL TRAIL						
Expenditures						
902.000 NEWSLETTER/PUBLICATIONS	3,500.00	3,500.00	0.00	2,374.20	625.80	85.71
921.000 ELECTRIC	3,500.00	3,500.00	712.55	0.00	1,244.82	35.57
922.000 SEWER USAGE	1,750.00	1,750.00	0.00	0.00	0.00	0.00
923.000 NATURAL GAS/HEAT	2,100.00	2,100.00	21.50	0.00	61.78	2.94
932.001 MAINTENANCE COMM CENTER	10,500.00	10,500.00	339.83	1,356.67	896.79	21.46
932.020 MAINTENANCE - FERTILIZER	500.00	500.00	0.00	480.00	0.00	96.00
933.000 EQUIPMENT MAINT/REPAIR	750.00	750.00	0.00	600.00	0.00	80.00
937.000 IMPROVEMENTS	2,000.00	2,000.00	0.00	0.00	0.00	0.00
958.000 DUES/SUBSCRIP/RECERTIFICATION	1,000.00	1,000.00	75.00	0.00	111.00	11.10
962.000 SUNDRY	750.00	750.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	12,000.00	12,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	178,877.00	178,877.00	16,377.70	14,379.07	42,267.59	31.67
Total Dept 805.000 - SENIOR CENTER	178,877.00	178,877.00	16,377.70	14,379.07	42,267.59	31.67
TOTAL EXPENDITURES	534,438.00	534,438.00	47,960.06	29,091.58	112,243.48	26.45
Fund 208 - SENIORS, PARKS, LL TRAIL:						
TOTAL REVENUES	534,438.00	534,438.00	44,494.37	0.00	136,604.10	25.56
TOTAL EXPENDITURES	534,438.00	534,438.00	47,960.06	29,091.58	112,243.48	26.45
NET OF REVENUES & EXPENDITURES	0.00	0.00	(3,465.69)	(29,091.58)	24,360.62	100.00

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 590 - SEWER FUND						
Revenues						
Dept 001.000						
Account Type: Revenue						
623.000 O&M USAGE FEES	1,470,000.00	1,470,000.00	218,017.58	0.00	269,896.94	18.36
623.001 O&M LATE PENALTY	27,000.00	27,000.00	(10.93)	0.00	7,767.38	28.77
623.500 ADMIN FEE FOR DELINQ ON TAXES	22,000.00	22,000.00	21,701.77	0.00	21,701.77	98.64
664.001 INTEREST REVENUE - O&M ACCOUNTS	10,000.00	10,000.00	96.58	0.00	136.83	1.37
667.000 RENTAL INCOME	18,500.00	18,500.00	1,587.85	0.00	4,755.11	25.70
676.000 REIMBURSEMENTS & COST RECOVERY	17,000.00	17,000.00	0.00	0.00	500.00	2.94
692.000 SUNDRY	500.00	500.00	0.00	0.00	0.00	0.00
Total Revenue:	1,565,000.00	1,565,000.00	241,392.85	0.00	304,758.03	19.47
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	913,705.00	913,705.00	0.00	0.00	0.00	0.00
Total Transfers-In:	913,705.00	913,705.00	0.00	0.00	0.00	0.00
Total Dept 001.000	2,478,705.00	2,478,705.00	241,392.85	0.00	304,758.03	12.30
Dept 002.000						
Account Type: Revenue						
671.000 OTHER REVENUE - CONTRACT SERVICE	71,000.00	71,000.00	0.00	0.00	11,632.60	16.38
671.100 OTHER REVENUE - PORTAGE ADD'L SERVICES	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Total Revenue:	81,000.00	81,000.00	0.00	0.00	11,632.60	14.36
Total Dept 002.000	81,000.00	81,000.00	0.00	0.00	11,632.60	14.36
Dept 003.000						
Account Type: Revenue						
607.000 NON-TAX ADMIN FEE	20,000.00	20,000.00	1,425.68	0.00	5,893.97	29.47
617.000 DIRECT TAP FEE	35,000.00	35,000.00	24,300.00	0.00	42,300.00	120.86
618.000 INDIRECT TAP FEE	20,000.00	20,000.00	0.00	0.00	2,500.00	12.50
619.000 MAIN LINE EXTENSION	0.00	0.00	0.00	0.00	29,230.00	100.00
620.000 GRINDER PUMP INSTALLATION	50,000.00	50,000.00	35,532.50	0.00	65,692.00	131.38
621.000 GRINDER PUMP PURCHASE	84,000.00	84,000.00	14,116.77	0.00	47,174.15	56.16
622.000 APPLICATION FEES - SEWERS	15,000.00	15,000.00	400.00	0.00	2,000.00	13.33
650.000 CONTRIBUTED CAPITAL FROM OTHER	34,000.00	34,000.00	0.00	0.00	0.00	0.00
664.002 INTEREST REVENUE - CAPITAL ACCTS	7,500.00	7,500.00	587.67	0.00	627.25	8.36
Total Revenue:	265,500.00	265,500.00	76,362.62	0.00	195,417.37	73.60
Total Dept 003.000	265,500.00	265,500.00	76,362.62	0.00	195,417.37	73.60
Dept 004.000						
Account Type: Revenue						
624.000 WWTP DEBT FEE	708,000.00	708,000.00	96,469.74	0.00	119,432.71	16.87
624.001 WWTP DEBT LATE PENALTY	12,000.00	12,000.00	(4.62)	0.00	3,281.48	27.35
664.003 INTEREST REVENUE SAD'S & OTHER	7,500.00	7,500.00	438.94	0.00	476.22	6.35
672.000 SPECIAL ASSESSMENTS REVENUE	45,000.00	45,000.00	0.00	0.00	169.63	0.38
Total Revenue:	772,500.00	772,500.00	96,904.06	0.00	123,360.04	15.97
Total Dept 004.000	772,500.00	772,500.00	96,904.06	0.00	123,360.04	15.97
Dept 005.000						

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22	2021-22	ACTIVITY FOR	ENCUMBERED	YTD BALANCE	% BDGT
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 09/30/21			
Fund 590 - SEWER FUND						
Revenues						
Account Type: Revenue						
607.100 WATER CONNECTION ADM FEE	2,100.00	2,100.00	0.00	0.00	0.00	0.00
620.100 WATER METER INSTALLATION	300.00	300.00	0.00	0.00	0.00	0.00
625.000 WATER CHARGE O&M	35,000.00	35,000.00	19,663.60	0.00	19,663.60	56.18
625.001 WATER CHARGE PENALTY (10%)	500.00	500.00	0.00	0.00	211.79	42.36
664.001 INTEREST REVENUE - O&M ACCOUNTS	500.00	500.00	0.00	0.00	(15.53)	(3.11)
<b>Total Revenue:</b>	<b>38,400.00</b>	<b>38,400.00</b>	<b>19,663.60</b>	<b>0.00</b>	<b>19,859.86</b>	<b>51.72</b>
<b>Total Dept 005.000</b>	<b>38,400.00</b>	<b>38,400.00</b>	<b>19,663.60</b>	<b>0.00</b>	<b>19,859.86</b>	<b>51.72</b>
<b>TOTAL REVENUES</b>	<b>3,636,105.00</b>	<b>3,636,105.00</b>	<b>434,323.13</b>	<b>0.00</b>	<b>655,027.90</b>	<b>18.01</b>
Expenditures						
Dept 001.000						
Account Type: Expenditure						
702.000 PER DIEM	1,560.00	1,560.00	0.00	0.00	260.00	16.67
705.000 FULL-TIME EMPLOYEE SALARIES	515,941.00	515,941.00	68,837.29	0.00	149,977.03	29.07
705.500 LEAVE TIME PAYOUT	1,121.00	1,121.00	0.00	0.00	1,211.44	108.07
706.000 PART-TIME EMPLOYEE SALARIES	7,367.00	7,367.00	199.76	0.00	471.30	6.40
709.000 OVERTIME	40,250.00	40,250.00	9,285.27	0.00	21,766.10	54.08
710.000 PAY IN LIEU OF MEDICAL INS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
715.000 TOWNSHIP FICA	43,090.00	43,090.00	5,994.78	0.00	13,306.19	30.88
717.000 WORKERS' COMPENSATION	10,698.00	10,698.00	0.00	0.00	4,125.56	38.56
719.000 LONG/SHORT TERM DISABILITY	3,248.00	3,248.00	0.00	0.00	726.27	22.36
720.000 RETIREMENT	61,444.00	61,444.00	5,534.76	0.00	14,233.30	23.16
721.000 LIFE INSURANCE	713.00	713.00	0.00	0.00	164.73	23.10
722.000 HEALTH/DENTAL/VISION INSURANCE	131,173.00	131,173.00	8,573.92	0.00	34,656.07	26.42
725.000 LIABILITY/CASUALTY INSURANCE	43,000.00	43,000.00	0.00	0.00	12,531.44	29.14
726.000 SUPPLIES & SMALL EQUIPMENT	17,500.00	17,500.00	3,767.70	6,906.26	5,689.98	71.98
729.000 SOFTWARE MAINTENANCE	2,000.00	2,000.00	0.00	0.00	1,093.75	54.69
730.000 POSTAGE	0.00	0.00	0.00	0.00	1,543.05	100.00
751.000 VEHICLE FUEL	7,500.00	7,500.00	916.08	0.00	1,696.71	22.62
758.000 UNIFORMS/ACCESSORIES	10,000.00	10,000.00	1,007.97	3,437.08	2,352.45	57.90
801.000 CONTRACTUAL SERVICES	10,000.00	10,000.00	8,812.50	0.00	8,812.50	88.13
808.100 MISC MEDICAL EXPENSES	1,500.00	1,500.00	1,622.00	0.00	1,622.00	108.13
821.000 ENG/CONSULTANT/PROFESS FEES	5,000.00	5,000.00	0.00	0.00	0.00	0.00
826.000 LEGAL FEES	1,000.00	1,000.00	0.00	0.00	0.00	0.00
829.000 TREATMENT EXPENSE	90,000.00	90,000.00	0.00	0.00	0.00	0.00
850.000 PUMP & MAIN REPAIR/MAINTENANCE	75,000.00	75,000.00	62,893.66	3,841.48	63,031.79	89.16
850.100 GRINDER PUMP PARTS	250,000.00	250,000.00	36,394.00	75,925.00	66,544.00	56.99
850.200 GRINDER PUMP CORES	105,000.00	105,000.00	50,400.00	0.00	50,400.00	48.00
850.300 GRINDER PUMP REPLACEMENT	200,000.00	200,000.00	9,850.00	0.00	9,850.00	4.93
853.000 PHONE/COMM/INTERNET	16,000.00	16,000.00	338.71	0.00	1,725.44	10.78
864.000 WORKSHOPS/SEMINARS	3,000.00	3,000.00	0.00	0.00	0.00	0.00
900.000 LEGAL NOTICES/ADVERTISING	150.00	150.00	70.00	0.00	70.00	46.67
921.000 ELECTRIC	30,000.00	30,000.00	1,918.20	0.00	4,122.36	13.74
923.000 NATURAL GAS/HEAT	3,000.00	3,000.00	199.94	0.00	402.15	13.41
923.500 DIESEL FUEL	500.00	500.00	650.55	0.00	650.55	130.11
932.006 BLDG MAINT-ENT @ LRG (RENTAL HOME)	7,000.00	7,000.00	0.00	0.00	0.00	0.00
932.010 SEWER MAINTENANCE GARAGE	1,500.00	1,500.00	1,258.00	51.46	1,258.00	87.30
932.011 ENTERPRISE POLE BARN (ORIGINAL)	500.00	500.00	0.00	0.00	0.00	0.00
933.000 EQUIPMENT MAINT/REPAIR	2,000.00	2,000.00	50.36	817.64	537.39	67.75
939.000 VEHICLE MAINTENANCE	4,000.00	24,000.00	687.33	505.16	732.17	30.93
958.000 DUES/SUBSCRIP/RE CERTIFICATION	2,500.00	2,500.00	369.00	0.00	1,275.25	51.01

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
962.000 SUNDRY	500.00	500.00	0.00	0.00	30.00	6.00
969.000 DEPRECIATION	750,000.00	750,000.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	3,000.00	3,000.00	2,077.98	35,530.00	2,863.51	1,279.78
980.001 CONTRACT S.A.D. SEWER CONNECTIONS	35,000.00	35,000.00	0.00	0.00	0.00	0.00
981.000 CAPITAL EXPENSE - VEHICLE	26,000.00	26,000.00	0.00	0.00	0.00	0.00
983.500 RESERVE FOR GRINDER PUMP PURCHASE	50,000.00	50,000.00	0.00	0.00	0.00	0.00
997.000 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	14,375.01	25.00
<b>Total Expenditure:</b>	<b>2,629,255.00</b>	<b>2,629,255.00</b>	<b>286,501.43</b>	<b>127,014.08</b>	<b>494,107.49</b>	<b>23.62</b>
<b>Total Dept 001.000</b>	<b>2,629,255.00</b>	<b>2,629,255.00</b>	<b>286,501.43</b>	<b>127,014.08</b>	<b>494,107.49</b>	<b>23.62</b>
Dept 002.000						
Account Type: Expenditure						
726.000 SUPPLIES & SMALL EQUIPMENT	20,000.00	20,000.00	2,136.81	11,821.72	3,559.25	76.90
728.000 CHEMICALS	20,000.00	20,000.00	5,807.52	0.00	5,807.52	29.04
735.000 ANNUAL GRNDWATER DISCHARGE FEE	5,000.00	5,000.00	0.00	0.00	0.00	0.00
813.000 TRASH DISPOSAL	1,000.00	1,000.00	115.42	0.00	230.84	23.08
821.000 ENG/CONSULTANT/PROFESS FEES	1,500.00	1,500.00	0.00	0.00	0.00	0.00
830.000 LAB ANALYSIS - WWTP	8,000.00	8,000.00	1,156.00	0.00	1,156.00	14.45
830.100 LAB ANALYSIS FEES - PORTAGE	10,000.00	10,000.00	756.00	0.00	756.00	7.56
831.000 SLUDGE REMOVAL EXPENSE WWTP	50,000.00	50,000.00	0.00	0.00	0.00	0.00
850.000 PUMP & MAIN REPAIR/MAINTENANCE	10,000.00	10,000.00	0.00	0.00	782.70	7.83
853.000 PHONE/COMM/INTERNET	200.00	200.00	13.00	0.00	38.74	19.37
864.000 WORKSHOPS/SEMINARS	1,000.00	1,000.00	0.00	0.00	0.00	0.00
921.000 ELECTRIC	75,000.00	75,000.00	5,981.70	0.00	13,317.86	17.76
923.000 NATURAL GAS/HEAT	22,000.00	22,000.00	15.30	0.00	48.78	0.22
923.500 DIESEL FUEL	250.00	250.00	268.41	0.00	268.41	107.36
932.007 BUILDING MAINTENANCE - WWTP	2,500.00	2,500.00	120.00	0.00	343.37	13.73
933.000 EQUIPMENT MAINT/REPAIR	5,000.00	5,000.00	938.55	1,278.24	4,605.46	117.67
958.000 DUES/SUBSCRIP/RECERTIFICATION	500.00	500.00	0.00	0.00	0.00	0.00
962.000 SUNDRY	250.00	250.00	0.00	0.00	0.00	0.00
980.000 CAPITAL EQUIPMENT/CAPITAL IMP	20,000.00	20,000.00	15,735.00	21,300.00	15,735.00	185.18
<b>Total Expenditure:</b>	<b>252,200.00</b>	<b>252,200.00</b>	<b>33,043.71</b>	<b>34,399.96</b>	<b>46,649.93</b>	<b>32.14</b>
<b>Total Dept 002.000</b>	<b>252,200.00</b>	<b>252,200.00</b>	<b>33,043.71</b>	<b>34,399.96</b>	<b>46,649.93</b>	<b>32.14</b>
Dept 003.000						
Account Type: Expenditure						
821.000 ENG/CONSULTANT/PROFESS FEES	950.00	950.00	0.00	750.00	0.00	78.95
962.000 SUNDRY	0.00	0.00	240.00	0.00	480.00	100.00
997.000 TRANSFER OUT G/F ADMIN FEE	57,500.00	57,500.00	4,791.67	0.00	14,375.01	25.00
<b>Total Expenditure:</b>	<b>58,450.00</b>	<b>58,450.00</b>	<b>5,031.67</b>	<b>750.00</b>	<b>14,855.01</b>	<b>26.70</b>
<b>Total Dept 003.000</b>	<b>58,450.00</b>	<b>58,450.00</b>	<b>5,031.67</b>	<b>750.00</b>	<b>14,855.01</b>	<b>26.70</b>
Dept 004.000						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	525,000.00	525,000.00	65,000.00	0.00	65,000.00	12.38
995.000 INTEREST EXPENSE	130,000.00	130,000.00	37,131.16	0.00	72,384.29	55.68
996.000 AGENT FEES	1,200.00	1,200.00	0.00	0.00	0.00	0.00
<b>Total Expenditure:</b>	<b>656,200.00</b>	<b>656,200.00</b>	<b>102,131.16</b>	<b>0.00</b>	<b>137,384.29</b>	<b>20.94</b>

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 09/30/2021  
 % Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
Total Dept 004.000	656,200.00	656,200.00	102,131.16	0.00	137,384.29	20.94
Dept 005.000						
Account Type: Expenditure						
828.000 WATER PURCHASE CITY OF BRIGHTON	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Expenditure:	40,000.00	40,000.00	0.00	0.00	0.00	0.00
Total Dept 005.000	40,000.00	40,000.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,636,105.00	3,636,105.00	426,707.97	162,164.04	692,996.72	23.52
Fund 590 - SEWER FUND:						
TOTAL REVENUES	3,636,105.00	3,636,105.00	434,323.13	0.00	655,027.90	18.01
TOTAL EXPENDITURES	3,636,105.00	3,636,105.00	426,707.97	162,164.04	692,996.72	23.52
NET OF REVENUES & EXPENDITURES	0.00	0.00	7,615.16	(162,164.04)	(37,968.82)	100.00

REVENUE AND EXPENDITURE REPORT FOR HAMBURG TWP  
 PERIOD ENDING 09/30/2021  
 % Fiscal Year Completed: 25.21

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	YTD BALANCE 09/30/2021	% BDGT USED
Fund 591 - WATER DEBT SERVICE FUND						
Revenues						
Dept 000.000						
Account Type: Revenue						
664.000 INTEREST REVENUE	750.00	750.00	107.40	0.00	127.60	17.01
672.000 SPECIAL ASSESSMENTS REVENUE	97,100.00	97,100.00	0.00	0.00	0.00	0.00
698.101 TRANSFER IN GENERAL CAPITAL	146,308.00	146,308.00	12,833.34	0.00	38,500.02	26.31
Total Revenue:	244,158.00	244,158.00	12,940.74	0.00	38,627.62	15.82
Account Type: Transfers-In						
699.999 APPROPRIATION FROM SURPLUS	15,192.00	15,192.00	0.00	0.00	0.00	0.00
Total Transfers-In:	15,192.00	15,192.00	0.00	0.00	0.00	0.00
Total Dept 000.000	259,350.00	259,350.00	12,940.74	0.00	38,627.62	14.89
TOTAL REVENUES	259,350.00	259,350.00	12,940.74	0.00	38,627.62	14.89
Expenditures						
Dept 000.000						
Account Type: Expenditure						
991.000 DEBT SERVICE - PRINCIPAL	180,000.00	180,000.00	105,000.00	0.00	105,000.00	58.33
995.000 INTEREST EXPENSE	78,400.00	78,400.00	36,100.00	0.00	36,100.00	46.05
996.000 AGENT FEES	950.00	950.00	200.00	0.00	200.00	21.05
Total Expenditure:	259,350.00	259,350.00	141,300.00	0.00	141,300.00	54.48
Total Dept 000.000	259,350.00	259,350.00	141,300.00	0.00	141,300.00	54.48
TOTAL EXPENDITURES	259,350.00	259,350.00	141,300.00	0.00	141,300.00	54.48
Fund 591 - WATER DEBT SERVICE FUND:						
TOTAL REVENUES	259,350.00	259,350.00	12,940.74	0.00	38,627.62	14.89
TOTAL EXPENDITURES	259,350.00	259,350.00	141,300.00	0.00	141,300.00	54.48
NET OF REVENUES & EXPENDITURES	0.00	0.00	(128,359.26)	0.00	(102,672.38)	100.00
TOTAL REVENUES - ALL FUNDS	15,969,805.00	15,969,805.00	1,768,725.07	(2,391.16)	2,244,774.67	14.04
TOTAL EXPENDITURES - ALL FUNDS	15,969,805.00	15,969,805.00	2,502,846.99	585,146.64	4,195,379.07	29.93
NET OF REVENUES & EXPENDITURES	0.00	0.00	(734,121.92)	(587,537.80)	(1,950,604.40)	100.00



CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 09/01/2021 TO 09/30/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2021	Total Debits	Total Credits	Ending Balance 09/30/2021
Fund 101	General Fund				
002.000	CASH/SAVINGS	4,360,518.57	136,061.02	454,492.35	4,042,087.24
002.100	ARPA FUNDING	0.00	1,140,573.00	0.00	1,140,573.00
002.179	TPA HEALTH CARE REIMB	4,076.60	8,000.00	5,777.97	6,298.63
003.001	ZONING REVIEW ESCROW	114,747.21	22.89	7,437.62	107,332.48
003.002	ESCROW PERFORMANCE BONDS	133,075.00	0.00	0.00	133,075.00
003.701	CASH 701 FUND	16,032.42	0.00	0.00	16,032.42
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
007.000	CHANGE ACCOUNT	250.00	0.00	0.00	250.00
008.003	HAYCRK/CHAMBERSRDCONSTESCROW	40,709.32	0.00	0.00	40,709.32
008.004	HAYCRK/CHAMBERSRDENGESCROW	27,132.23	0.00	0.00	27,132.23
	General Fund	<u>4,697,041.35</u>	<u>1,284,656.91</u>	<u>467,707.94</u>	<u>5,513,990.32</u>
Fund 204	Road Fund				
002.000	CASH/SAVINGS	1,765,057.79	1,608,163.84	2,573,729.56	799,492.07
Fund 206	Fire Fund				
002.000	CASH/SAVINGS	1,267,094.87	501.70	178,085.30	1,089,511.27
004.000	PETTY CASH	300.00	0.00	0.00	300.00
	Fire Fund	<u>1,267,394.87</u>	<u>501.70</u>	<u>178,085.30</u>	<u>1,089,811.27</u>
Fund 207	Police Fund				
002.000	CASH/SAVINGS	449,343.28	38,350.40	336,522.99	151,170.69
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	Police Fund	<u>449,543.28</u>	<u>38,350.40</u>	<u>336,522.99</u>	<u>151,370.69</u>
Fund 208	SENIORS, PARKS, LL TRAIL				
002.000	CASH/SAVINGS	892,486.85	50,344.79	50,902.70	891,928.94
Fund 211	Act 302 Training Fund				
002.000	CASH/SAVINGS	30.43	0.00	0.00	30.43
Fund 243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND				
002.000	CASH/SAVINGS	1,565.89	0.18	0.00	1,566.07
Fund 245	Public/Capital Improvements				
002.000	CASH/SAVINGS	11,592.49	2.40	0.00	11,594.89
Fund 265	Drug Enforcement Fund				
002.000	CASH/SAVINGS	2,552.52	0.00	0.00	2,552.52
002.003	FEDERAL FORFEITURE FUNDS	978.62	0.75	0.00	979.37
002.005	STATE FORFEITURE FUNDS	142.23	0.00	0.00	142.23
	Drug Enforcement Fund	<u>3,673.37</u>	<u>0.75</u>	<u>0.00</u>	<u>3,674.12</u>
Fund 302	Twp FIRE STN Cap Imp Debt Ser				
002.000	CASH/SAVINGS	(3.39)	0.00	0.00	(3.39)
003.000	CASH	115,229.25	23.85	0.00	115,253.10
	Twp FIRE STN Cap Imp Debt Ser	<u>115,225.86</u>	<u>23.85</u>	<u>0.00</u>	<u>115,249.71</u>
Fund 375	Mumford Dredging Debt Retirement				
002.000	CASH/SAVINGS	(3.38)	0.00	105.20	(108.58)
003.908	2004 BOND DEBT	4,914.21	1.01	0.00	4,915.22
	Mumford Dredging Debt Retirement	<u>4,910.83</u>	<u>1.01</u>	<u>105.20</u>	<u>4,806.64</u>
Fund 376	Buhl Rd Improve. Debt Retirement				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 09/01/2021 TO 09/30/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2021	Total Debits	Total Credits	Ending Balance 09/30/2021
002.000	CASH/SAVINGS	13,600.84	2.81	0.00	13,603.65
Fund 466 002.000	TAMARACK ROAD IMP SAD CASH/SAVINGS	(2.29)	0.00	0.00	(2.29)
Fund 472 002.000	PETTYS ROAD REHAB DISTRICT CASH/SAVINGS	176.41	0.00	0.00	176.41
Fund 479 002.000	Rustic/Lake Pointe Road SAD CASH/SAVINGS	1,894.11	0.10	1,024.00	870.21
Fund 480 002.000	Scott Drive ROAD SAD CASH/SAVINGS	1,398.89	0.28	100.00	1,299.17
Fund 482 002.000	Crystal Drive/Beach Rd Maint CASH/SAVINGS	(1,231.07)	0.00	200.00	(1,431.07)
Fund 483 002.000	Norene Ct/Peary Dr SAD - Rd Mn CASH/SAVINGS	4,053.96	0.83	100.00	3,954.79
Fund 484 002.000	Community Dr SAD - Road Maint CASH/SAVINGS	1,474.44	0.23	625.00	849.67
Fund 485 002.000	Edgelake/Burton Drive SAD CASH/SAVINGS	1,122.02	0.21	200.00	922.23
Fund 486 002.000	Downing Drive SAD CASH/SAVINGS	4,796.38	0.98	150.00	4,647.36
Fund 487 002.000	Riverside/Century/Lagoon SAD CASH/SAVINGS	14,759.18	2.41	5,590.00	9,171.59
Fund 489 002.000	Island Shore/Schlenker SAD CASH/SAVINGS	1,757.32	0.00	150.00	1,607.32
Fund 491 002.000	Campbell Drive SAD CASH/SAVINGS	2,450.66	0.44	575.00	1,876.10
Fund 492 002.000	Mumford Park Lighting SAD CASH/SAVINGS	(60.67)	0.00	329.31	(389.98)
Fund 493 002.000	KINGSTON DRIVE MAINTENANCE SAD CASH/SAVINGS	5,578.97	1.14	150.00	5,430.11
Fund 494 002.000	Winans Drive SAD CASH/SAVINGS	1,491.83	0.14	1,900.00	(408.03)
Fund 497 002.000	STRAWBERRY INDIANOLA IMP SAD CASH/SAVINGS	3,155.76	1,325.93	4,563.42	(81.73)
003.497	S'BERRY INDIANOLA DEBT CASH	106,784.92	22.38	0.00	106,807.30
	STRAWBERRY INDIANOLA IMP SAD	109,940.68	1,348.31	4,563.42	106,725.57
Fund 498 002.000	SHAN-GRI-LA AQUATIC WEED CONTROL CASH/SAVINGS	378.17	0.00	150.00	228.17
Fund 499 002.000	DOWNING DR ROAD IMP SAD CASH/SAVINGS	0.00	0.00	638.89	(638.89)
003.499	DOWNING DEBT CASH	34,308.53	7.02	0.00	34,315.55
	DOWNING DR ROAD IMP SAD	34,308.53	7.02	638.89	33,676.66
Fund 590	SEWER FUND				

CASH SUMMARY BY ACCOUNT FOR HAMBURG TWP  
 FROM 09/01/2021 TO 09/30/2021  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2021	Total Debits	Total Credits	Ending Balance 09/30/2021
002.000	CASH/SAVINGS	0.00	237,513.99	522,163.92	(284,649.93)
002.002	WATER RECEIPTS FROM BILLS	136,928.82	2,123.97	32.48	139,020.31
002.590	SAVINGS - O&M	477,398.01	192,068.86	319,077.82	350,389.05
002.908	2004 BOND SERIES CONSTRUCTION	722,029.32	0.00	0.00	722,029.32
003.590	SAVINGS - CAP ACTIVITY-ENTERPRS	1,251,252.61	76,043.62	0.00	1,327,296.23
003.903	STRWBERRY RESTRICTED DEBT	0.31	0.00	0.00	0.31
003.905	98 CONTRACT SAD'S RESTRICTED	101,239.18	20.95	0.00	101,260.13
003.906	01 CSAD'S/MA/TOW/GALL-WHT/BCK	825,297.43	170.82	0.00	825,468.25
003.908	2004 BOND DEBT	62,143.72	12.86	0.00	62,156.58
003.912	MIDLAND SEWER CONTRACT SAD DEBT	5,946.65	1.23	0.00	5,947.88
003.918	NIMS CONTRACT SAD SEWER CONNECTION	37,874.74	3.46	0.00	37,878.20
005.465	WWTP BOND RESERVE	466,449.59	96.55	0.00	466,546.14
006.465	WWTP PRINCIPAL/INTER REDEMPTN	639,892.12	9,738.60	4,195.08	645,435.64
006.590	EQUIPMENT RESERVE - ENTERPRISE	1,487,528.35	307.89	0.00	1,487,836.24
008.000	CASH - INFRASTRUCTURE DEPOSIT	53,695.12	11.11	0.00	53,706.23
	SEWER FUND	<u>6,267,675.97</u>	<u>518,113.91</u>	<u>845,469.30</u>	<u>5,940,320.58</u>
Fund 591	WATER DEBT SERVICE FUND				
002.000	CASH/SAVINGS	174,175.99	12,838.63	141,300.00	45,714.62
003.907	WATER SYSTEM DEBT (Well)	1,224.94	0.25	0.00	1,225.19
003.910	M36 CORRIDOR WATER DISTRICT DEBT	420,943.11	101.86	0.00	421,044.97
	WATER DEBT SERVICE FUND	<u>596,344.04</u>	<u>12,940.74</u>	<u>141,300.00</u>	<u>467,984.78</u>
Fund 701	Trust & Agency Fund				
002.000	CASH/SAVINGS	(5,070.32)	241,361.14	192,529.89	43,760.93
003.100	Escrow Bank Accounts	800.00	0.00	0.00	800.00
	Trust & Agency Fund	<u>(4,270.32)</u>	<u>241,361.14</u>	<u>192,529.89</u>	<u>44,560.93</u>
Fund 703	Winter Tax Collection Fund				
002.000	CASH/SAVINGS	1,287,292.70	8,154,986.12	9,245,955.21	196,323.61
Fund 711	Cemetery Trust Fund				
003.005	RESTRICTED CEMETERY TRUST	7,664.08	1.59	0.00	7,665.67
Fund 750	Imprest Payroll Fund				
001.000	CASH/CHECKING	(0.10)	449,531.97	449,531.97	(0.10)
Fund 853	HILLSIDE LAKES DRIVE ROAD IMPROVEMENT SA				
002.000	CASH/SAVINGS	0.00	0.00	0.00	0.00
Fund 854	2020-ROAD SAD FUND				
002.000	CASH/SAVINGS	492,648.90	224.95	285,797.61	207,076.24
003.854	2020 SAD ROAD IMPROVE	753,858.24	0.00	0.00	753,858.24
	2020-ROAD SAD FUND	<u>1,246,507.14</u>	<u>224.95</u>	<u>285,797.61</u>	<u>960,934.48</u>
	TOTAL - ALL FUNDS	<u>18,807,624.88</u>	<u>12,360,571.15</u>	<u>14,784,083.29</u>	<u>16,384,112.74</u>



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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 September 2021.

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 2021-22.

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

Name:  
 POOLED CASH

Total Time Period:  
 FY 21/22

CASH INFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
PROPERTY TAXES	\$0					\$1,123,651	\$2,475,300	\$0	\$21,394		\$347,358	\$19,731	\$3,987,433
STATE REVENUE SHARING	400,371	400,017	348,822	384,559		368,143	0	319,305	0	330,910		343,431	\$2,895,558
CABLE FRANCHISE FEES		75,302	0		80,144			\$89,063	0		72,183	0	\$316,691
INTEREST EARNINGS	2,678	1,645	1,919	1,859	2,438	\$1,692	\$2,300	\$2,174	1,825	1,691	2,423	1,417	\$24,060
PROPERTY TAX ADMIN FEES	0	0	78,155	2,803		2,803	85,450	42,423	0				\$211,634
OTHER CASH RECEIPTS	0	659,468	0	0	122,476		1,145,119	1,327,407	1,605,975	852,706	117,921	46,005	\$5,877,076
UTILITY BILL RECEIPTS	296,050	153,067	15,471	209,276	\$189,972	17,179	202,103	148,182	31,088	366,200	231,769	82,217	\$1,942,573
NEW SEWER HOOKUPS	32,136	83,530	75,493	3,602	9,312	6,656	8,756	7,856	34,209	68,751	22,790	45,901	\$398,990
MMRMA LIAB INS EXCESS DIST	62,885	0										0	\$62,885
FROM FORFEITURE - BUDGETED													\$0
SAD PAYOFFS		0	0	0			0	0	8,502		0	1,546	\$10,047
ANNUAL SAD ON TAX BILLS							533,140	0	0				\$533,140
<b>Total Cash Inflows</b>	<b>\$794,120</b>	<b>\$1,373,028</b>	<b>\$519,859</b>	<b>\$602,098</b>	<b>\$404,342</b>	<b>\$1,520,124</b>	<b>\$4,452,167</b>	<b>\$1,936,409</b>	<b>\$1,702,992</b>	<b>\$1,620,258</b>	<b>\$794,442</b>	<b>\$540,248</b>	<b>\$16,260,088</b>

CASH OUTFLOWS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	Total for All Periods
MONTHLY PAYROLL	\$487,615	\$413,012	\$626,741	\$588,791	\$428,834	\$420,924	\$419,465	\$379,254	\$395,487	\$609,960	\$437,763	\$402,529	\$5,610,375
BENEFITS	247,179	110,206	153,580	142,324	56,270	173,814	108,876	49,003	172,496	124,380	275,211	109,447	\$1,722,787
AUDIT			35,250	39,980									\$75,230
LIABILITY/CASUALTY INSURANCE	120,781	0	0			122,551							\$243,331
UTILITIES	2,639	19,450	19,259	14,258	22,938	12,430	17,884	27,045	27,285	30,824	27,864	42,188	\$264,064
DUST CONTROL	0	3,019	8,514	9,984		0	3,350	0	0	0	0	4,250	\$29,117
TREATMENT/SLUDGE HAUL EXP	0	0	0	37,500		0		0		0	0	0	\$37,500
OTHER EXPENDITURES	10,036	136,802	281,340	866,421	125,357	120,004	156,659	187,615	249,336	224,412	114,050	148,090	\$2,620,122
FUEL	3,750	8,901	10,243	8,289	4,698	4,445	2,756	5,868	6,561	7,914	7,235	6,575	\$77,235
VEHICLE PURCHASE		0	0	0		62,278	0	36,199	30,621	0	0	0	\$129,098
GRINDER PARTS/PUMP MAINT	30,150	0	86,794	46,995	76,319	34,088	21,574	29,525	16,535	26,638	17,086	30,838	\$416,542
CAPITAL EQUIPMENT	5,500	9,657	61,770	19,499	1,173,279	22,923	50,805	11,709	73,779	0	3,275	4,280	\$1,436,476
ROAD IMPROVEMENTS	786,488		1,251,617	898,611	143,656	751,525	1,002,810					357,036	
MAUSOLEUM DEBT						21,906			0				\$21,906
2010 STRAWBERRY/DOWNING DEBT			0						26,323				\$26,323
1998 CONTRACT SEWER SAD DEBT			0						0				\$0
2011 SAD REFUNDING DEBT			0						30,678				\$30,678
2012 WATER WELL REFUNDING DEBT			0						138,600				\$138,600
2012 SAD (2004) REFUNDING DEBT			266,964			20,081			461,617				\$748,662
2008 WATER SAD DEBT	305,253		0						0				\$305,253
ROAD SAD DEBT									295,505				\$295,505
2007 SEWER PLANT DEBT						35,253						0	\$35,253
WWTP IMP EXP/DEBT		0	141,300						0	750		0	\$142,050
ORE LAKE DEBT		0	0						0				\$0
<b>Total Cash Outflows</b>	<b>\$1,999,391</b>	<b>\$701,047</b>	<b>\$2,943,371</b>	<b>\$2,672,652</b>	<b>\$2,031,351</b>	<b>\$1,802,224</b>	<b>\$1,784,179</b>	<b>\$726,217</b>	<b>\$1,924,823</b>	<b>\$1,024,879</b>	<b>\$882,484</b>	<b>\$1,105,234</b>	<b>\$19,597,852</b>

SUMMARY	Individual Time Periods												Total for All Periods
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Net Cash Flow	(\$1,205,271)	\$671,981	(\$2,423,513)	(\$2,070,554)	(\$1,627,009)	(\$282,100)	\$2,667,989	\$1,210,192	(\$221,830)	\$595,379	(\$88,042)	(\$564,987)	(\$3,337,764)
Beginning cash balance	\$18,546,120	17,340,849	18,012,831	15,589,318	13,518,764	11,891,754	11,609,655	14,277,643	15,487,835	15,266,005	15,861,384	15,773,343	\$18,546,120
Cumulative Net Cash Flow	\$17,340,849	\$18,012,831	\$15,589,318	\$13,518,764	\$11,891,754	\$11,609,655	\$14,277,643	\$15,487,835	\$15,266,005	\$15,861,384	\$15,773,343	\$15,208,356	\$15,208,356
	17,340,849	18,012,831	15,589,318	16,856,528	15,229,519	14,947,419	17,615,408	18,825,599.42	18,603,769.10	19,199,148.50	19,111,106.78	18,546,120.27	

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

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



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## **TAB 3**

### **PROPERTY TAXES:**

#### **Fiscal Year 2021/22:**

The 2021/22 tax collection cycle began July 1, 2021 and will end March 1, 2022. All unpaid tax bills on March 2, 2022 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.

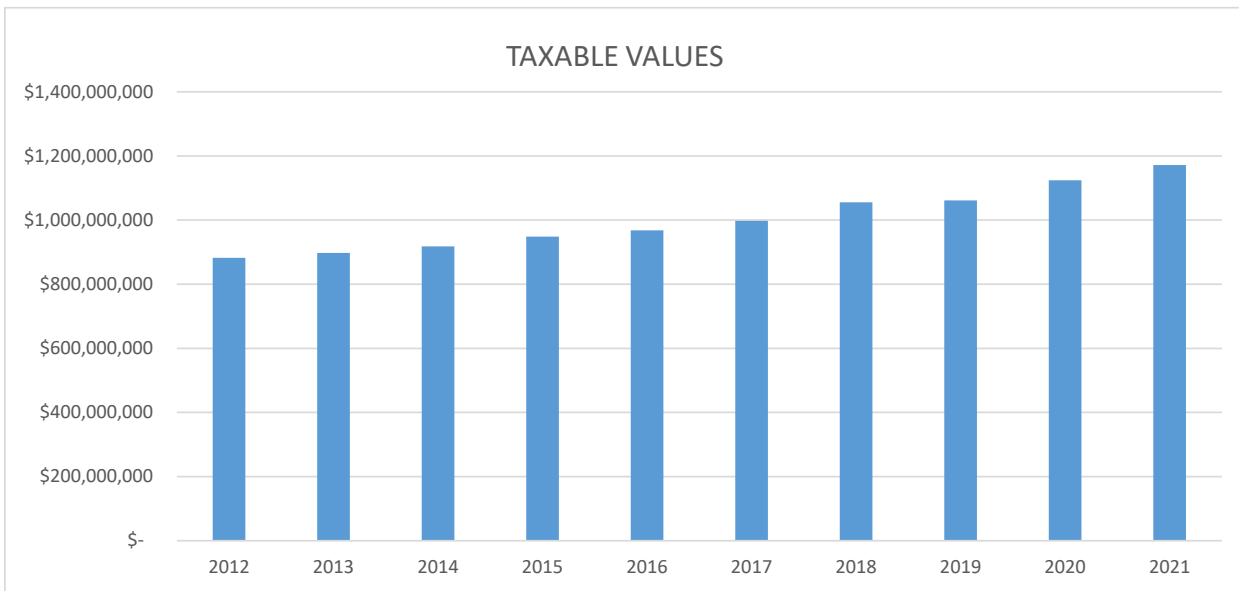
Hamburg Township  
Fiscal Year 2021-22 Annual Budget  
History of Taxable Values

**Property Taxes:**

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable. 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.

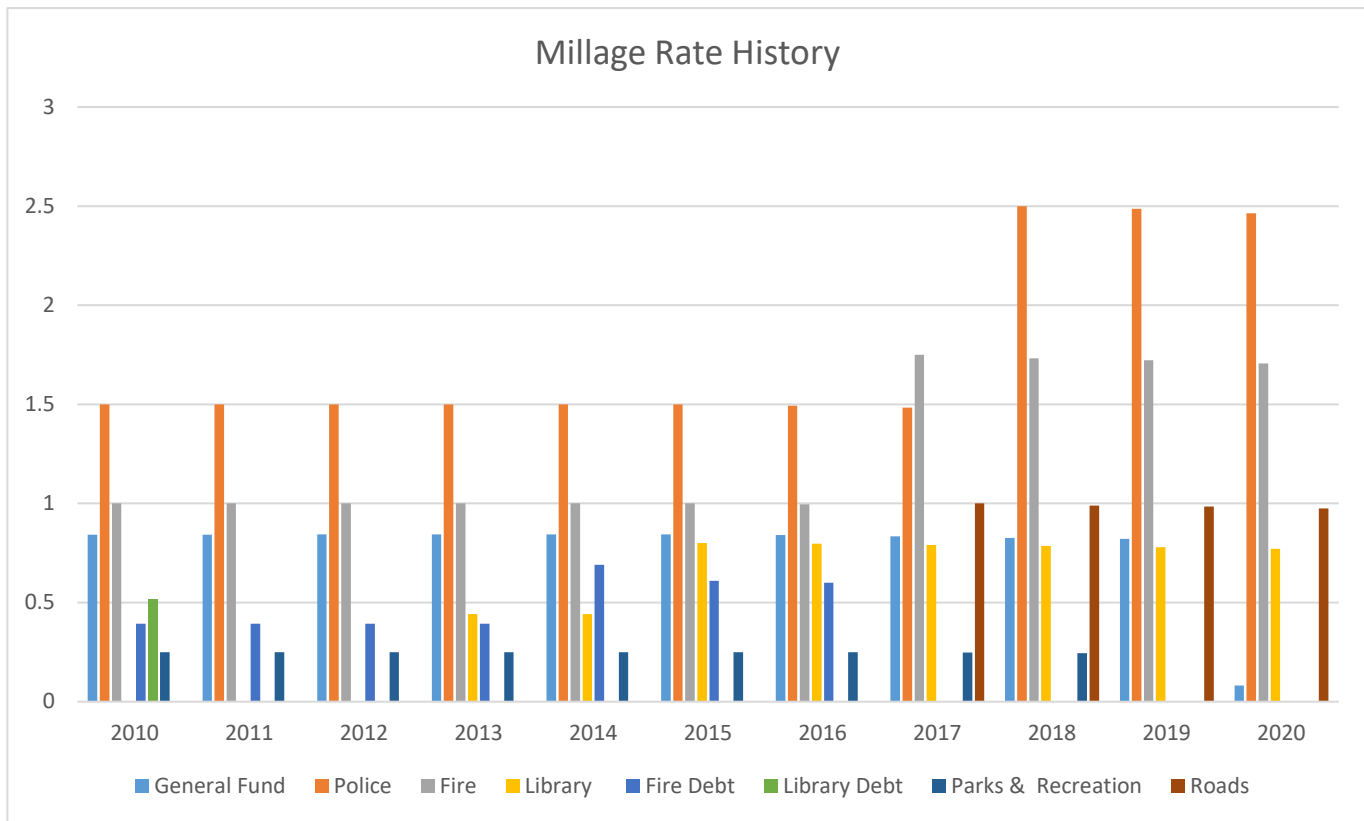
Tax Year	Taxable Value
2012	\$ 882,458,490
2013	\$ 897,809,412
2014	\$ 917,520,530
2015	\$ 948,085,112
2016	\$ 967,818,734
2017	\$ 997,810,022
2018	\$ 1,055,544,188
2019	\$ 1,061,210,928
2020	\$ 1,123,880,169
2021	\$ 1,171,442,304





Hamburg Township  
 Fiscal Year 2021-2022 Annual Budget  
 Millage Rate History  
 Actual from Fiscal Year 2010 - 2020

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



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

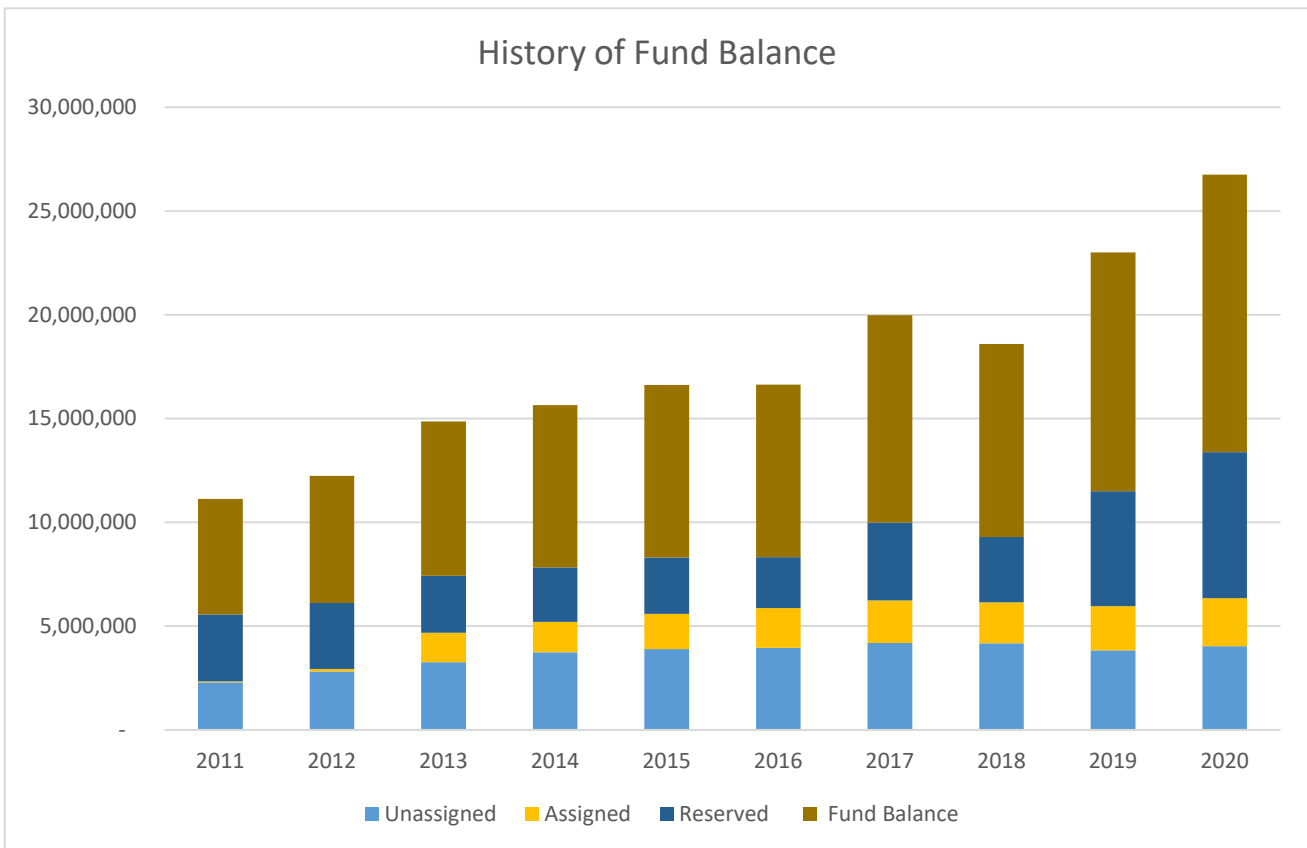
Hamburg Township  
 Fiscal Year 2021-22 Annual Budget  
 History of Fund Balance

Year End	Unreserved Unassigned	Designated Assigned	Restricted Reserved	Total Fund Balance
2011	2,298,792	46,200	3,216,648	5,561,640
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

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 2021/22:

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**

**9/30/2021**

BANK	TOTAL BAL	BALANCE VERIFICATION DATE
MICHIGAN CLASS	\$ 2,796,946.55	9/30/2021
FLAGSTAR	\$6,836,731.34	9/30/2021
CIBC BANK	\$268,934.93	9/30/2021
STATE BANK	\$6,754,281.96	9/30/2021
MICHIGAN STATE CREDIT UNION	\$701,376.30	9/30/2021
Total	\$17,358,271.08	
final numbers		

**Michigan Class**

**9/30/2021**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE		INT EARNED	CURRENT BAL
POOLED	CASH	MONEY MKT		0.03%		61.56	\$ 2,796,946.55
<b>BANK TOTAL</b>							<b>\$ 2,796,946.55</b>

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

**Flagstar CDARS CD's**

**9/30/2021**

	INV NAME	INV/RENEW	MATURITY	INT RATE			CURRENT BAL
1998 SEWER SAD	BANK OF AMERICA	7/29/2021	10/28/2021	0.05%			\$58,126.04
2004 SAD CONSTRUCTION	MIDFIRST BANK	8/12/2021	11/12/2021	0.05%			\$187,083.50
2004 SAD CONSTRUCTION	BANK OF AMERICA	7/29/2021	1/27/2022	0.05%			\$72,914.39
2004 SAD CONSTRUCTION	HOWARD BANK	7/29/2021	1/27/2022	0.05%			\$246,000.00
HEY CREEK CONSTRUCTION	BANK OF AMERICA	8/19/2021	11/18/2021	0.05%			\$40,339.01
HEY CREEK ENGINEERING	CD TERMS 180 DAYS	6/30/2021	12/27/2021	0.15%			\$27,502.54
2004 SAD CONSTRUCTION	CD TERMS 121 DAYS	7/14/2021	11/12/2021	0.13%			\$57,153.66
POOLED	CD TERMS 91 DAYS	9/13/2021	12/13/2021	0.13%		\$4.05	\$23,888.84
POOLED	CD TERMS 120 days	6/28/2021	10/26/2021	0.13%			\$54,095.36
POOLED	CD TERMSS 62 DAYS	9/28/2021	11/29/2021	0.10%		\$17.62	\$54,221.87
POOLED	CD TERMS 91 DAYS	9/13/2021	12/13/2021	0.13%		\$17.79	\$54,160.66
POOLED	checking account			0.25%		\$2,256.37	\$5,949,391.17
PAYROLL	checking account						\$0.00

DISBURSEMENT	checking account						\$0.00
HEALTH REIMBURSEMENT	reimbursement account			0.15%		\$0.80	\$8,180.18
FEDERAL DRUG	savings account			0.25%		\$0.75	\$3,674.12
						\$2,297.38	\$6,836,731.34

**CIBC**

**9/30/2021**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
pooled	CD	8/16/2021	10/15/2021	0.10%	\$268,934.93		\$268,934.93
					\$268,934.93		\$268,934.93

**The State Bank**

**9/30/2021**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
HAMBURG TOWNSHIP	CD	7/5/2021	10/4/2021	0.24%	\$501,203.09		\$501,203.09
HAMBURG TOWNSHIP	CD	6/28/2021	10/26/2021	0.24%	\$100,086.30		\$100,086.30
MONEY MARKET	MONEY MARKET	1/14/2019		0.20%	\$2,336,268.93	\$ 384.04	\$2,336,652.97
POOLED	ICS sweep	10/18/2019		0.10%	\$3,656,847.19	\$ 313.57	\$3,657,160.76
	sweep account			0.10%	\$178.83	\$ 0.01	\$178.84
2004 sad constuction	ICS seep pooled	11/29/2019		0.10%	\$158,877.77		\$158,877.77
					\$122.23		\$122.23
<b>BANK TOTAL</b>					\$6,753,584.34	\$ 697.62	\$6,754,281.96

**Michigan State Credit Union**

**9/30/2021**

ACCOUNT NAME	INV TYPE	INV/RENEW	MATURITY	INT RATE	PRIOR BAL	INT EARNED	CURRENT BAL
POOLED	CD	7/21/2021	1/21/2022	0.55%	\$501,365.27		\$501,365.27
POOLED	cd	3/31/2021	4/30/2022	0.55%	\$200,006.03		\$200,006.03
General Account	Savings account				\$5.00		\$5.00
					<b>\$701,376.30</b>		<b>\$701,376.30</b>

**Hamburg Township**  
**Approved Financial Institutions**  
**Revised 01/05/2021**

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

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

**Chemical Financial Corp**  
(Chemical Bank)  
5420 Gratiot Rd.  
Saginaw, MI 48638

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

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

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

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

**Huntington Bank**  
Merged with First Merit 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

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

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

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

**The Private Bank**  
38505 Woodward Ave  
Bloomfield Hills, MI 48304

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

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



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

## **TAB 5**

### **FIVE-YEAR FORECAST**

Tab 5 is the five-year forecast for the Township, which was updated in June 2021. Also, included is the capital reserve schedule.



HAMBURG TOWNSHIP

GENERAL FUND FINANCIAL PROJECTION

	Actual FY FY 2018/19	Actual FY 2019/20	APPROVED FY BUDGET 2020/21	Approved BUDGET 2021/22	PROJECTED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25
<b>REVENUES:</b>							
PROPERTY TAXES	862,349	885,813	921,643	941,137	959,959	979,159	998,742
PROP TAX ADMIN FEE	315,000	338,157	350,000	380,000	387,600	395,352	403,259
STATE SHARED REVENUE	1,916,752	1,889,284	1,586,772	1,991,280	2,031,106	2,071,728	2,113,162
CABLE FRANCHISE FEE	340,000	345,266	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
INTEREST REVENUE	50,000	88,591	75,000	8,500	12,000	12,000	12,000
ALL OTHER	190,428	278,791	300,810	123,550	124,786	126,034	127,294
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>3,789,529</b>	<b>3,940,902</b>	<b>3,699,225</b>	<b>3,909,467</b>	<b>3,980,451</b>	<b>4,049,272</b>	<b>4,119,457</b>
<b>EXPENDITURES:</b>							
SALARIES AND WAGES	1,467,392	1,564,477	1,473,634	1,520,957	1,536,167	1,551,528	1,567,044
HEALTH INSURANCE	221,875	286,945	261,397	288,042	302,444	317,566	333,445
RETIREMENT	123,335	141,274	120,402	133,890	137,907	139,286	140,679
FICA	108,017	121,920	112,733	120,870	124,496	128,231	132,078
OTHER PERSONNEL COSTS	102,092	7,829	7,986	8,145	8,308	8,474	8,644
BLDG & MAUSOLEUM DEBT	22,000	22,000	22,000	22,000	-	-	-
OTHER OPERATING COSTS	658,800	852,536	1,101,733	1,305,916	1,332,034	1,358,675	1,385,848
TRANSFER TO POLICE OPERATING	1,198,700	250,000	250,000	250,000	250,000	-	-
TRANSFER TO PARKS - OPERATING	120,000	450,363	423,120	515,868	420,000	420,000	420,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,072,211</b>	<b>\$ 3,697,345</b>	<b>\$ 3,773,005</b>	<b>\$ 4,165,688</b>	<b>\$ 4,111,356</b>	<b>\$ 3,923,760</b>	<b>\$ 3,987,737</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ (282,682)</b>	<b>\$ 243,558</b>	<b>\$ (73,780)</b>	<b>\$ (256,221)</b>	<b>\$ (130,905)</b>	<b>\$ 125,512</b>	<b>\$ 131,720</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 5,029,419	\$ 4,746,737	\$ 4,990,295	\$ 4,916,515	\$ 4,660,294	\$ 4,529,389	\$ 4,654,901
FUND BALANCE - END OF YEAR	<b>\$ 4,746,737</b>	\$ 4,990,295	\$ 4,916,515	<b>\$ 4,660,294</b>	<b>\$ 4,529,389</b>	<b>\$ 4,654,901</b>	<b>\$ 4,786,621</b>
FUND BALANCE RESERVED FOR WATER RECEIVABLE***	459,648	459,648	459,648	459,648	459,648	459,648	459,648
OTHER DESIGNATED FUND BALANCE **	449,093	502,661	502,701	502,741	502,781	502,821	502,861
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 3,837,996</b>	<b>\$ 4,027,986</b>	<b>\$ 3,954,166</b>	<b>\$ 3,697,905</b>	<b>\$ 3,566,960</b>	<b>\$ 3,692,432</b>	<b>\$ 3,824,112</b>

\*\* Committed Fund Balances, Assets held for resale, prepaids  
 \*\*\* Long-term receivable

**HAMBURG TOWNSHIP  
POLICE FUND FINANCIAL PROJECTION**

	Actual FY 2018/19	Actual FY 2019/20	APPROVED BUDGET FY 2020/21	APPROVED BUDGET 2021/22	PROJECTED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25
<b>REVENUES:</b>							
PROPERTY TAXES	2,588,969	\$ 2,691,489	2,780,441	<b>2,893,696</b>	2,951,570	3,010,601	3,070,813
TRANSFER FROM GENERAL FUND - OPERATING	1,198,700	250,000	250,000	<b>250,000</b>	250,000	-	-
TRANSFER FROM FORFEITURE	-	-	-	-	-	-	-
TRANS FROM G/F - BLDG DEBT	-	-	-	-	-	-	-
ALL OTHER	72,137	96,201	194,407	<b>10,190</b>	10,496	10,811	11,135
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 3,859,806</b>	<b>\$ 3,037,690</b>	<b>\$ 3,224,848</b>	<b>\$ 3,153,886</b>	<b>\$ 3,212,066</b>	<b>\$ 3,021,412</b>	<b>\$ 3,081,948</b>
<b>EXPENDITURES:</b>							
SALARIES AND WAGES	1,311,228	1,612,755	1,608,142	<b>1,664,327</b>	1,697,614	1,731,566	1,766,197
HEALTH INSURANCE	232,900	256,979	245,450	<b>252,318</b>	264,934	278,181	292,090
RETIREMENT	206,041	268,370	269,821	<b>271,094</b>	279,227	287,604	296,232
RETIREE HEALTH CARE	82,500	82,500	88,000	<b>98,000</b>	98,000	98,000	98,000
FICA	112,556	124,227	127,200	<b>127,737</b>	129,867	132,465	135,114
OTHER PERSONNEL COSTS	453,198	48,998	49,977	<b>50,977</b>	51,997	53,037	54,097
BLDG DEBT	-	-	-	-	-	-	-
OTHER OPERATING COSTS	537,679	669,106	852,442	<b>838,269</b>	846,652	613,585	625,856
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,936,102</b>	<b>\$ 3,062,935</b>	<b>\$ 3,241,032</b>	<b>\$ 3,302,722</b>	<b>\$ 3,368,290</b>	<b>\$ 3,194,436</b>	<b>\$ 3,267,586</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 923,704</b>	<b>\$ (25,244)</b>	<b>\$ (16,184)</b>	<b>\$ (148,836)</b>	<b>\$ (156,224)</b>	<b>\$ (173,024)</b>	<b>\$ (185,638)</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 99,734	\$ 1,023,438	\$ 998,193	\$ <b>982,009</b>	\$ 833,173	\$ 676,949	\$ 503,925
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 1,023,438</b>	<b>\$ 998,193</b>	<b>\$ 982,009</b>	<b>\$ 833,173</b>	<b>\$ 676,949</b>	<b>\$ 503,925</b>	<b>\$ 318,287</b>
FB DESIGNATED FOR VEHICLES	20,000	20,000	20,000	<b>20,000</b>	-	-	-
FB DESIGNATED FOR LEAVE TIME P/O	20,742	20,000	20,000	<b>20,000</b>	20,000	20,000	20,000
FB DESIGNATED FOR BLDG MAINT	25,000	25,000	25,000	<b>25,000</b>	-	-	-
OTHER DESIGNATED FUND BALANCE **	\$ 20,000	\$ 20,000	\$ 20,000	\$ <b>20,000</b>	\$ 20,000	\$ 20,000	\$ 20,000
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 937,696</b>	<b>\$ 913,193</b>	<b>\$ 897,009</b>	<b>\$ 748,173</b>	<b>\$ 636,949</b>	<b>\$ 463,925</b>	<b>\$ 278,287</b>

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

Board Resolution FB 25% of operating expenses	734,026	765,734	810,258	825,681	842,072	798,609	816,897
difference	\$ 289,412	\$ 232,460	\$ 171,751	\$ 7,493	\$ (165,123)	\$ (294,684)	\$ (498,610)

HAMBURG TOWNSHIP FIRE FUND FINANCIAL PROJECTION								
	Actual FY FY 2018/19	Actual FY 2019/20	APPROVED BUDGET FY 2020/21	APPROVED BUDGET 2021/22	PROJECTED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25	ASSUMPTIONS
<b>REVENUES:</b>								
PROPERTY TAXES	1,792,305	1,862,464	1,920,548	1,973,177	2,012,641	2,052,894	2,093,952	2% INCREASE ANNUALLY
TRANSFER IN FROM GENERAL FUND	-	-	-	-	-	-	-	
ALL OTHER	38,655	42,346	172,185	8,450	8,619	9,050	9,502	2% INCREASE ANNUALLY
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 1,830,960</b>	<b>\$ 1,904,810</b>	<b>\$ 2,092,733</b>	<b>\$ 1,981,627</b>	<b>\$ 2,021,260</b>	<b>\$ 2,061,944</b>	<b>\$ 2,103,454</b>	
<b>EXPENDITURES:</b>								
SALARIES AND WAGES	772,096	900,975	879,494	1,143,141	1,166,004	1,189,324	1,213,110	2% INCREASE ANNUALLY
HEALTH INSURANCE	49,812	74,565	74,252	96,882	99,788	102,782	105,866	3% INCREASE ANNUALLY
RETIREMENT	27,605	36,950	31,792	46,941	47,880	48,837	49,814	VARIABLES WITH SALARIES
FICA	58,324	69,521	66,780	86,576	89,199	90,983	92,803	VARIABLES WITH SALARIES
OTHER PERSONNEL COSTS	43,904	63,003	64,263	58,881	60,059	61,260	62,485	2% INCREASE ANNUALLY
OTHER OPERATING COSTS	236,979	259,180	355,231	513,941	524,220	534,704	545,398	2% INCREASE ANNUALLY
OTHER CAPITAL EQUIPMENT PURCHASES	70,000	108,396	260,000	170,000	163,000	75,000	81,000	
CAPITAL PURCHASES FOR APPARATUS	-	51,434	1,175,000	80,000	450,000	40,000	-	
RESERVE FOR SCBA EQUIPMENT	20,000	20,000	20,000	-	-	-	-	
RESERVE FOR EQUIPMENT PURCHASES	-	-	-	-	-	-	-	
RESERVE FOR APPARATUS REPLACEMENT	135,000	-	-	-	100,000	-	100,000	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,413,720</b>	<b>\$ 1,584,025</b>	<b>\$ 2,926,812</b>	<b>\$ 2,196,362</b>	<b>\$ 2,700,150</b>	<b>\$ 2,142,891</b>	<b>\$ 2,250,476</b>	<b>TOTAL EXPENDITURES</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 417,239</b>	<b>\$ 320,784</b>	<b>\$ (834,080)</b>	<b>\$ (214,736)</b>	<b>\$ (678,891)</b>	<b>\$ (80,948)</b>	<b>\$ (147,023)</b>	<b>OPERATING SURPLUS (SHORTFALL)</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 1,471,003	\$ 1,888,242	\$ 2,209,026	\$ 1,374,946	\$ 1,160,211	\$ 481,320	\$ 400,372	FUND BALANCE - BEGINNING OF YEAR
<b>FUND BALANCE - END OF YEAR</b>	<b>1,888,242</b>	<b>2,209,026</b>	<b>1,374,946</b>	<b>1,160,211</b>	<b>481,320</b>	<b>400,372</b>	<b>253,349</b>	<b>FUND BALANCE - END OF YEAR</b>
FUND BALANCE DESIGNATED FOR VEHICLE	365,892	635,892	-	-	100,000	200,000	300,000	FUND BALANCE DESIGNATED FOR VEHICLE
OTHER DESIGNATED FUND BALANCE **	26,779	46,779	46,779	46,779	46,779	46,779	46,779	OTHER DESIGNATED FUND BALANCE **
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 1,475,571</b>	<b>\$ 1,526,355</b>	<b>\$ 1,328,167</b>	<b>\$ 1,113,432</b>	<b>\$ 334,541</b>	<b>\$ 153,593</b>	<b>\$ (93,430)</b>	<b>UNDESIGNATED FUND BALANCE</b>
Board Resolution FB 25% of operating expense difference	353,430	396,006	731,703	549,091	675,037	535,723	562,619	
	1,534,812	1,813,020	643,243	611,120	(193,718)	(135,351)	(309,271)	

HAMBURG TOWNSHIP REC FUND FINANCIAL PROJECTION							
	Actual FY 2018/19	Actual FY 2019/20	Approved BUDGET FY 2020/21	APPROVED BUDGET 2021/22	PROJECTED FY 2022/23	PROJECTED FY 2023/24	PROJECTED FY 2024/25
<b>REVENUES:</b>							
PROPERTY TAXES	253,008	-	-	-	-	-	-
ALL OTHER	48,442	22,283	13,794	15,000	15,000	15,000	15,000
TRANSFER IN FROM GENERAL FUND	120,000	450,363	341,708	515,868	459,403	470,146	481,168
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>\$ 421,450</b>	<b>\$ 472,646</b>	<b>\$ 355,502</b>	<b>\$ 530,868</b>	<b>\$ 474,403</b>	<b>\$ 485,146</b>	<b>\$ 496,168</b>
<b>EXPENDITURES:</b>							
SALARIES AND WAGES	103,561	106,602	108,734	107,283	109,429	111,617	113,850
HEALTH INSURANCE	31,620	35,636	37,417	38,182	40,091	42,096	44,200
RETIREMENT	9,497	10,046	10,347	9,104	9,377	9,658	9,948
FICA	8,375	8,210	8,457	7,928	8,166	8,411	8,663
OTHER PERSONNEL COSTS	5,255	1,789	1,825	1,861	1,898	1,936	1,975
OTHER OPERATING COSTS	129,323	153,178	241,322	370,080	377,482	385,031	392,732
<b>TOTAL EXPENDITURES</b>	<b>\$ 287,631</b>	<b>\$ 315,460</b>	<b>\$ 408,102</b>	<b>\$ 534,438</b>	<b>\$ 546,443</b>	<b>\$ 558,750</b>	<b>\$ 571,368</b>
<b>OPERATING SURPLUS (SHORTFALL)</b>	<b>\$ 133,819</b>	<b>\$ 157,186</b>	<b>\$ (52,600)</b>	<b>\$ (3,570)</b>	<b>\$ (72,040)</b>	<b>\$ (73,604)</b>	<b>\$ (75,200)</b>
FUND BALANCE - BEGINNING OF YEAR	\$ 471,599	\$ 605,418	\$ 762,604	\$ 710,004	\$ 706,434	\$ 634,395	\$ 560,791
<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 605,418</b>	<b>\$ 762,604</b>	<b>\$ 710,004</b>	<b>\$ 706,434</b>	<b>\$ 634,395</b>	<b>\$ 560,791</b>	<b>\$ 485,591</b>
FB DESIGNATED FOR PARKS MAINTENANCE	61,775	54,283	54,283	54,283	54,283	54,283	54,283
FB DESIGNATED FOR LL TRAIL MAINT	187,250	187,250	217,250	237,250	237,250	237,250	237,250
FB DESIGNATED FOR SR CTR MAINT	70,000	70,000	70,000	50,000	50,000	50,000	50,000
FB DESIGNATED FOR EQUIPMENT	140,000	140,000	160,000	160,000	160,000	160,000	160,000
OTHER DESIGNATED FUND BALANCE **	-	-	-	-	-	-	-
<b>UNDESIGNATED FUND BALANCE</b>	<b>\$ 146,393</b>	<b>\$ 311,071</b>	<b>\$ 208,471</b>	<b>\$ 204,901</b>	<b>\$ 132,862</b>	<b>\$ 59,258</b>	<b>\$ (15,942)</b>
		451,533					
** Committed Fund Balances, Assets held for resale, prepaids							
***Voted Parks Millage 11/09 - .2457 Expires 2018							

**Hamburg Township Road Fund  
Financial Projections  
Fiscal Year 2020-2021**

	<u>Audited</u>	<u>Audited</u>	<u>Budget</u>	<u>Budget</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	<u>Forecast</u>	
	FY 2019	FY 2019-2020	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	2020-21 Taxable x mill rate
Property Tax Revenue	1,028,097	1,064,198	1,097,387	<b>1,142,742</b>	<b>1,154,169</b>	<b>1,165,711</b>	<b>1,177,368</b>	<b>1,189,142</b>	1,142,741.97
Other Revenue	-	-	-	-	-	-	-	-	
Interest Income	9,299	31,357	4,750	<b>4,750</b>	4,000	4,000	4,000	3,000	
<b>Total Revenue</b>	<u>1,037,396</u>	<u>1,095,555</u>	<u>1,102,137</u>	<b>1,147,492</b>	<u>1,158,169</u>	<u>1,169,711</u>	<u>1,181,368</u>	<u>1,192,142</u>	
Expenditures	<u>88,349</u>	<u>164,498</u>	<u>1,113,417</u>	<b>1,875,140</b>	<u>660,000</u>	<u>660,000</u>	<u>660,000</u>	<u>660,000</u>	
Excess of Revenue Over (Under) Expenditures	949,048	931,056	(11,280)	<b>(727,648)</b>	498,169	509,711	521,368	532,142	
Beginning Fund Balance	<u>123,872</u>	<u>1,072,920</u>	<u>2,003,986</u>	<b>1,992,706</b>	<u>1,265,058</u>	<u>1,763,227</u>	<u>2,272,938</u>	<u>2,794,307</u>	
Ending Fund Balance	<u>\$ 1,072,920</u>	<u>\$ 2,003,976</u>	<u>\$ 1,992,706</u>	<b>\$ 1,265,058</b>	<u>\$ 1,763,227</u>	<u>\$ 2,272,938</u>	<u>\$ 2,794,307</u>	<u>\$ 3,326,449</u>	

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

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

**TOWNSHIP OF HAMBURG  
ADJUSTMENT TO PAY FOR ELECTED OFFICIALS**

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, December 7, 2021, beginning at 2:30 p.m., Eastern Standard Time, there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

**RESOLUTION**

**WHEREAS**, Hamburg Township commissioned a salary study with the purpose of bringing our salaries in line with where they are in comparable communities; and

**WHEREAS**, that study revealed that the salaries for Hamburg's 3 executive elected positions (Supervisor, Clerk and Treasurer) are approximately significantly lower than comparable and expressly recommended that these salaries be increased by 5-10%; and

**WHEREAS**, the salaries for the elected Trustees compare favorably to the median and need no such adjustment;

**NOW THEREFORE, BE IT RESOLVED**, that the Township of Hamburg hereby increases the salaries of the Supervisor, Clerk and Treasurer by 8% each, to bring them more in line with the median. The increases will be:

Supervisor and Clerk from \$71,008.60 to \$76,689.29

Treasurer from \$35,504.30 to \$38,344.64

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

**CERTIFICATION**

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on December 7, 2021; (2) the original of such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: December 7, 2021

\_\_\_\_\_  
Michael Dolan  
Hamburg Township Clerk

# Appendix E: Elected Officials Market Analysis

Hamburg Township Position	Participating Township/Municipality	Participating Township/Municipality Position	Position Annual Pay Rate	Notes	Source	
<i>ELECTED OFFICIALS</i>						
Supervisor	Brighton Township	Supervisor	\$32,543		RSA Hamburg Township Survey	
	Highland Township	Supervisor	\$78,795		RSA Hamburg Township Survey	
	City of Howell	--	--		RSA Hamburg Township Survey	
	City of Brighton	--	--		RSA Hamburg Township Survey	
	Charter Township of Oxford	Supervisor	\$82,369		RSA Hamburg Township Survey	
	Hartland Township	Supervisor	\$31,000	Part-time	RSA Hamburg Township Survey	
	Charter Township of Milford	Supervisor	\$85,634		RSA Hamburg Township Survey	
	White Lake Township	Supervisor	\$91,465		RSA Hamburg Township Survey	
	Green Oak Township	Supervisor	\$78,060		RSA Hamburg Township Survey	
	Scio Township	Supervisor	\$36,000		2020 RSA Scio Township Compensation Study	
	Genoa Township	Supervisor	\$59,753		2021 Hartland Board Compensation Analysis	
			<i>n</i>	<i>8</i>		
			<i>Mean</i>	<i>\$68,077</i>		
		<i>Median</i>	<i>\$78,428</i>			
		<i>Hamburg Township</i>	<i>\$69,277</i>			
Treasurer	Brighton Township	Treasurer	\$76,768		RSA Hamburg Township Survey	
	Highland Township	Treasurer	\$74,855		RSA Hamburg Township Survey	
	City of Howell	--	--		RSA Hamburg Township Survey	
	City of Brighton	--	--		RSA Hamburg Township Survey	
	Charter Township of Oxford	Treasurer	\$72,501		RSA Hamburg Township Survey	
	Hartland Township	Treasurer	\$62,000		RSA Hamburg Township Survey	
	Charter Township of Milford	Treasurer	\$85,634		RSA Hamburg Township Survey	
	White Lake Township	Treasurer	\$84,966		RSA Hamburg Township Survey	
	Green Oak Township	Treasurer	\$78,060		RSA Hamburg Township Survey	
	Scio Township	Treasurer	\$65,000		2020 RSA Scio Township Compensation Study	
	Genoa Township	Treasurer	\$58,655		2021 Hartland Board Compensation Analysis	
			<i>n</i>	<i>9</i>		
			<i>Mean</i>	<i>\$73,160</i>		
		<i>Median</i>	<i>\$74,855</i>			
		<i>Hamburg Township</i>	<i>\$34,638</i>	<i>part-time; works 20 hours/week</i>		

Highlighted data is excluded from n, mean and median calculations.

# Appendix E: Elected Officials Market Analysis

Hamburg Township Position	Participating Township/Municipality	Participating Township/Municipality Position	Position Annual Pay Rate	Notes	Source
Clerk	Brighton Township	Clerk	\$76,768		RSA Hamburg Township Survey
	Highland Township	Clerk	\$74,855		RSA Hamburg Township Survey
	City of Howell	--	--		RSA Hamburg Township Survey
	City of Brighton	--	--		RSA Hamburg Township Survey
	Charter Township of Oxford	Clerk	\$72,501		RSA Hamburg Township Survey
	Hartland Township	Clerk	\$62,000		RSA Hamburg Township Survey
	Charter Township of Milford	Clerk	\$85,624		RSA Hamburg Township Survey
	White Lake Township	Clerk	\$84,966		RSA Hamburg Township Survey
	Green Oak Township	Clerk	\$78,060		RSA Hamburg Township Survey
	Scio Township	Clerk	\$84,000		2020 RSA Scio Township Compensation Study
	Genoa Township	Clerk	\$57,505		2021 Hartland Board Compensation Analysis
		<b>n</b>	<b>9</b>		
		<b>Mean</b>	<b>\$75,142</b>		
		<b>Median</b>	<b>\$76,768</b>		
		<b>Hamburg Township</b>	<b>\$69,277</b>		
Trustee	Brighton Township	Trustee	\$7,867		RSA Hamburg Township Survey
	Highland Township	Trustee	\$6,045		RSA Hamburg Township Survey
	City of Howell	--	--		RSA Hamburg Township Survey
	City of Brighton	--	--		RSA Hamburg Township Survey
	Charter Township of Oxford	Trustee	\$150/meeting and \$100/committee mee	12 scheduled meetings/year + committee meetings	RSA Hamburg Township Survey
	Hartland Township	Trustee	\$6,000 plus \$100/special meeting		RSA Hamburg Township Survey
	Charter Township of Milford	Trustee	\$165/meeting		RSA Hamburg Township Survey
	White Lake Township	Trustee	\$9,964		RSA Hamburg Township Survey
	Green Oak Township	Trustee	\$6,293		RSA Hamburg Township Survey
	Scio Township	Trustee	\$7,000		2020 RSA Scio Township Compensation Study
	Genoa Township	Trustee	\$860		2021 Hartland Board Compensation Analysis
		<b>Hamburg Township</b>	<b>\$7,167/month + \$65 per meeting</b>	<b>24 scheduled meetings a year + special/committee meetings</b>	



# Compensation Study

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# Project Overview

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This report provides the results of a study of the wages provided to regular, non-union employees in Hamburg Township. The study was undertaken to assure that the compensation paid to the Township's employees is fair and adequate to attract and retain well-qualified employees. This study represents an opportunity to examine (a) the current compensation program and the competitiveness of wages relative to the market and (b) internal equity considerations.

## Project Activities

The following key activities were completed in conducting the study:

### 1. Foundation

Initial discussions were held with Township representatives to finalize project scope and work plan, identify any areas of concern and to discuss comparable communities.

### 2. Fact Finding/Job Analysis

A review of existing job descriptions, pay ranges, and employee pay levels was completed.

### 3. Market Analysis

A customized survey was conducted of comparable townships and cities to collect information on wages. The purpose of the market analysis was to determine if the current pay levels in Hamburg Township are competitive with the market and to establish a basis for developing a new salary structure. In selecting the communities to be included in the survey, factors such as population and geography were considered. The following 10 municipalities participated in the survey:

# Project Overview

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Brighton Township  
City of Brighton  
City of Howell  
Fenton Township  
Green Oak Township

Hartland Township  
Highland Township  
Charter Township of Milford  
Charter Township of Oxford  
White Lake Township

The survey document contained written summaries of the 35 positions under study. The survey participants were asked to review the position summaries and determine if their community had comparable positions. The results of the survey are included in Appendix A.

Additional data was compiled for Lyon Township, Oakland Township, and Scio Township from other surveys conducted for Green Oak Township and Scio Township.

## 4. Comparative Analysis

At the completion of the survey process, data was compiled and tabulated. The current pay levels in Hamburg Township were compared to market median levels to assess the overall level of competitiveness. On an overall average basis, the Hamburg Township pay levels versus the market are as follows:

# Project Overview

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## Hamburg Township vs. Market Median

Pay Range Minimum	101.5%
Pay Range Maximum	107.4%
Actual Annual Salary	103.3%

### 5. Proposed Salary Structure

Using the market median levels as a reference point, balanced with internal equity considerations, an updated salary structure was developed. The structure groups positions together that are considered similar for pay purposes. For each of these groupings, or grades, a corresponding updated salary range was developed. The salary ranges have a minimum, a midpoint, and a maximum. It is intended that the minimum and maximum serve as parameters for determining appropriate levels of compensation. The proposed salary structure is shown in Appendix C. The structure includes consistent range widths of 24.9%, and consistent grade differentials of 10.0%. On an overall basis, the Hamburg Township range maximums have increased 3.0%.

The salary structure should be reviewed on an annual basis and adjusted based upon Township financial resources and salary structure increase trends in “the market” (e.g., ECI).

### 6. Proposed Salary Step Progression Plan

To facilitate movement throughout the salary ranges, a salary progression step plan was developed. If this step progression model is adopted, Township employees should be placed in the appropriate salary grade and on the step closest to, but not less than, their current salary levels. Employees

## Project Overview

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should be eligible for annual step increases assuming performance meets expectations and the Township's financial resources can support the step increases. The Township might want to reserve step increases in the higher end of the range to (e.g., steps 8-10) to higher levels of employee performance.

The success of the step progression plan will depend upon the Township's performance management program and how effectively the Township can establish employee performance expectations and evaluate employee performance results.

### 7. Elected Officials

We included the elected officials in our survey. Appendix E provides the market analysis for the elected officials. Based upon the survey results, we would recommend that the salary levels for the Supervisor, Treasurer and Clerk be increased 5% -10%. Note: The Trustee pay level at Hamburg Township is very competitive and, thus, no adjustment seems needed.

### 8. Documentation

Detailed findings are documented in the following pages of this report.



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

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## MEMORANDUM

**To:** Pat Hohl, Township Supervisor  
**From:** Holly Cozza, Assessor  
**Date:** 11/16/2021  
**Subject:** Change in Property Splits and Combinations Procedures

Attached, are the proposed changes to the Property Splits and Combinations Procedures, to remove the “courtesy split” provision. After discussions with Treasury, Planning and Zoning and all other affected departments, it was determined by making the new parcels active in the following year, allows for better administration of the department and alleviates many issues discovered in balancing assessment and tax rolls. Furthermore, this process will be similar to the vast majority of other jurisdictions within the County.

No changes to the Splits and Combination Ordinance (95) appear to be necessary to accommodate this change. This is only an internal change in procedure that will allow for better departmental efficiency. All efforts will still be made to accommodate any need for financing or real estate transactions on new parcel numbers. This change should in no way effect the way property is bought, sold, or developed in the Township.

## PROPERTY SPLITS AND COMBINATIONS PROCEDURES

### 1. Splitting/Combining Parcels

#### A. Purpose

One function of the Assessing Department is to split and or combine parcels as requested by property owners. All proposed splits and combinations shall be in compliance with the duly adopted Hamburg Township Ordinance No. 95.

A split is a separation of one or more parcels into two or more parcels resulting in new separate parcel identification numbers for each parcel. A combination is two or more parcels consolidated into fewer parcels with new parcel identification numbers for each newly created parcel. The new parcels, as a result of a split or combination, will be initiated for the following tax and assessment year.

A split or combination cannot be created if the prior year or current year taxes are not paid on all parcels involved.

#### B. Initiating and Approving the Split or Combination

Only the property owner or an applicant representing the owner may submit a request for the split or combination of a property. Applicants shall be required to provide the township with all necessary documentation as outlined in **Appendix 1**. Failure to provide complete information will result in the application being returned to the applicant with a list of missing item(s). Once the complete application package is submitted, the request shall be forwarded to the Assessor or other official designated by the governing body pursuant to Ordinance No. 95. The responsible department shall create a file with the application and shall distribute it to the following departments for the following purposes:

1. Treasurer's Department - to verify that all delinquent and/or current taxes have been paid on each of the parcels.
2. Zoning Department – to verify adherence to zoning regulations.
3. Assessing Department - to verify splits are available and legal descriptions are correct.
4. Supervisor's Office – for acknowledgement of request and approval.
5. Utility Department – for acknowledgement of sewer, water, road or other special assessments.
6. Accounting Department – for the distribution and assignment of Special Assessments.
7. Public safety agencies and Township Engineer or Planner as requested by township staff, if necessary.
8. GIS Department - is included at the end of the process and given the new information to add to the township map.

Each department will be responsible for signing the request, acknowledging their review. When all the reviews are complete the split/combination will either be approved, approved with conditions or denied. A letter with this information will be sent to the applicant by the Assessment Department.

If the application is approved, it is forwarded to the Assessing Department to process. After the split/combination is processed, a report is distributed to the other pertinent departments so they may implement the split/combination information. The report includes parent and child parcels, new parcel identification numbers, PRE percentage and prorated values.

Note: Boundary adjustments are reviewed and approved administratively. These are not considered splits or divisions and are exempt under the Land Division Act.

#### C. Conclusion of Process

Once new parcel identification numbers are issued and values are balanced, a letter is sent to the applicant by the Assessor or the designee. This letter conveys to the applicant the split has been completed, it conveys the new parcel numbers created and contains forms the applicant needs to fill out and file with the township if the property is a Principal Residence.



**PROPERTY SPLITS AND COMBINATIONS PROCEDURES  
FOR PARCELS LOCATED WITHIN A SPECIAL ASSESSMENT DISTRICT (SAD)**

Splitting/Combining Parcels

A. Purpose

One function of the Assessing Department is to split and or combine parcels as requested by property owners. All proposed splits and combinations shall be in compliance with all duly adopted Hamburg Township Ordinances. These procedures shall apply only to applications for lot splits or combinations for parcels located in a SAD. The procedures do not apply to applications for splits or combinations for properties not located in a SAD.

B. Definition

The term "parcel" shall include both metes and bounds properties as well as platted lots of record within a subdivision. A split is a separation of one or more parcels into two or more parcels resulting in new separate parcel identification numbers for each parcel. A combination is two or more parcels consolidated into fewer parcels with new parcel identification numbers for each newly created parcel. The new parcels, as a result of a split or combination, will be initiated for the following tax and assessment year.

A split or combination cannot be created if the prior year or current year taxes are not paid on all parcels involved.

C. Submission and Initiation

As set forth in Appendix 1, only the property owner or an applicant representing the owner may submit a request for the split or combination of a property. Applicants shall be required to provide the township with all necessary documentation as outlined in **Appendix 1**. Failure to provide complete information will result in the application being returned to the applicant with a list of missing item(s). The complete application package shall be submitted to the Planning and Zoning Department. The Planning and Zoning Department shall create a file with the application and shall distribute it to the following departments for the following purposes:

1. Treasurer's Department - to verify that all delinquent and/or current taxes have been paid on each of the parcels.
2. Zoning Department - to verify adherence to zoning regulations.
3. Assessing Department - to verify splits are available and legal descriptions are correct.
4. Supervisor's Office - for acknowledgment of request and approval.
5. Utilities Department - for acknowledgment of sewer, water, road or other special assessments.

6. Accounting Department – for the distribution and assignment of Special Assessments.
7. Public safety agencies and Township Engineer or Planner as requested by township staff, if necessary.
8. GIS Department - is included at the end of the process and given the new information to add to the township map.

#### D. Restrictions for Lots in SADs

Any lot combination or split application submitted after September 1<sup>st</sup> for those parcels located in a Special Assessment District (SAD) shall be assessed based upon the parcel identification numbers(s) listed on the Assessing Department's March tax roll. Any applicant requesting a lot combination for properties included in a SAD will have two (2) or more Special Assessments (dependent upon the number of lots to be combined) for the first year of the assessment period. Lot combination requests for "1-time only" payment SADs submitted after September 1<sup>st</sup> will be assessed based on the March tax roll for the current tax year. Applications for lot combinations received on or after September 1<sup>st</sup> shall be processed after December 1<sup>st</sup>.

#### E. Approval of Splits or Combinations

Each department will be responsible for signing the request and acknowledging their review. When all the reviews are complete the split/combination will either be approved, approved with conditions or denied. A letter with this information will be sent to the applicant by the Assessing Office. The letter shall include the parent and child parcels, new parcel identification numbers, PRE percentage and prorated values.

**\*(Note: Boundary adjustments are reviewed and approved administratively. These are not considered splits or divisions and are exempt under the Land Division Act.)\***

#### F. Conclusion of Process

Once new parcel identification numbers are issued and values are balanced, a letter is sent to the applicant by the Assessor or the designee. This letter conveys to the applicant the split or combination has been completed, it conveys the new parcel numbers created and contains forms the applicant needs to fill out and file with the township if the property is a Principal Residence.

**APPENDIX 1**  
**LOT SPLIT OR COMBINATION SUBMITTAL REQUIREMENTS**  
**FOR PARCELS LOCATED WITHIN A SPECIAL ASSESSMENT DISTRICT (SAD)**

To apply for a split or combination the application shall provide the following:

1. A completed application form.
2. The correct parcel identification numbers involved.
3. The signatures of all persons who own properties involved in the split/combination.
4. The correct mailing address(es) of all concerned parties.
5. Legal descriptions and tax ID numbers for all parcels involved. The legal descriptions must describe the parcels created, without exceptions.
6. Proof that all taxes are paid on parcels involved in the split or combination. If the Treasurer's Office has committed to the next tax cycle to the County, those taxes will also be required to be paid before the new parcel identification numbers are released.
7. If you are applying after September 1 of the year, you will be required to pay the December tax special assessment on the number of parcels that appeared on the March assessment roll for the current year. The following December tax bill will reflect the correct special assessments.
8. If you are applying before September 1<sup>st</sup> of the year, your special assessment will be combined or allotted to the split/combined parcels.
9. Please be aware if you are applying for a split/combination in the months of February and/or March your application will be processed after April 1<sup>st</sup>, but before September 1<sup>st</sup> of the same year.
10. We do not guarantee parcels are buildable.
11. Inform your mortgage company that you are making a change to a mortgaged parcel, if that is the case.
12. Your request will be reviewed and accepted or rejected by the Zoning Department, Treasurer, Accounting Clerk, Utilities Coordinator, Supervisor and Assessor.
13. Upon completion of the split/combination you will be sent an approval letter. Included will be forms for you to sign regarding your Principal Residence Exemption. Please return the forms so your exemption may continue on the newly created parcel(s).
14. Failure to submit the required documentation as noted shall result in the rejection of your application form. It is the responsibility of the applicant to provide all necessary information for a split/combination. The Township shall not be responsible for those applications that are unable to be processed.

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

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



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

To: Hamburg Twp Board of Trustees  
From: Mike Dolan  
Subject: 2022 Holiday Schedule

Recommended 2022 Holiday building closures.

<b>Friday</b>	<b>December 31, 2021</b>	<b>New Year's Day</b>
<b>Monday</b>	<b>January 17, 2022</b>	<b>Martin Luther King Jr. Day</b>
<b>Monday</b>	<b>February 21, 2022</b>	<b>President's Day</b>
<b>Friday</b>	<b>April 15, 2022</b>	<b>Good Friday</b>
<b>Monday</b>	<b>May 30, 2022</b>	<b>Memorial Day</b>
<b>Monday</b>	<b>July 4, 2022</b>	<b>Independence Day</b>
<b>Monday</b>	<b>September 5, 2022</b>	<b>Labor Day</b>
<b>Friday</b>	<b>November 11, 2022</b>	<b>Veteran's Day</b>
<b>Thursday</b>	<b>November 24, 2022</b>	<b>Thanksgiving Day</b>
<b>Friday</b>	<b>November 25, 2022</b>	<b>Day after Thanksgiving</b>
<b>Friday</b>	<b>December 23, 2022</b>	<b>Christmas Eve Day</b>
<b>Monday</b>	<b>December 26, 2022</b>	<b>Christmas Day</b>
<b>Friday</b>	<b>December 30, 2022</b>	<b>New Year's Eve Day</b>
<b>Monday</b>	<b>January 2, 2023</b>	<b>New Year's Day</b>

**VEHICLE INVOICE**

LAFONTAINE CHRYSLER DODGE JEEP OF LANSING, INC.  
 6131 S PENNSYLVANIA AVE  
 LANSING MI 48911

CUST # 4157  
 DEAL # 19250

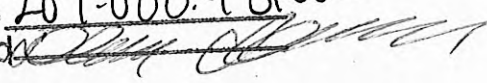
SOLD TO: HAMBURG TOWNSHIP

DATE 11/10/2021

MICHELLE M DEACON  
 SALESMAN

ADDRESS: 10409 MERRILL RD. PO BOX 157  
 WHITMORE LAKE MI 48189

P.O. #NISENBAUM

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.	SOLD STK # MC825747	
DODGE	DURANGO AWD	NEW	1C4SDJFT1MC825747	21		PRICE OF VEHICLE OPTIONAL EQUIP. & ACCESS.	34531.00
<b>INSURANCE COVERAGE INCLUDES</b>							
<input type="checkbox"/> FIRE AND THEFT <input type="checkbox"/> PUBLIC LIABILITY - AMT. <input type="checkbox"/> COLLISION - AMT. DEDUCT. <input type="checkbox"/> PROPERTY DAMAGE - AMT.							
<b>OPTIONAL EQUIPMENT AND ACCESSORIES</b>							
<u>GROUP</u>	<u>DESCRIPTION</u>				<u>PRICE</u>		
	GL Code <u>207-000.981.000</u> Approved  Entered _____ Due Date _____						
						SALES TAX	N/A
						LICENSE AND TITLE	15.00
						<b>TOTAL CASH PRICE</b>	<b>34546.00</b>
						FINANCING INSURANCE	
						<b>TOTAL TIME PRICE</b>	<b>34546.00</b>
						<b>SETTLEMENT:</b>	
						DEPOSIT	N/A
						CASH ON DELIVERY	34546.00
						TRADE-IN	N/A
						LESS LIEN	N/A
						TYPE VIN	
						PAYMENTS	
						1 @	N/A
							N/A
						<b>TOTAL</b>	<b>34546.00</b>

FORM SA-131N (1-97)  
 Reynolds and Reynolds  
 TO ORDER: www.reynolds.com; 1-800-344-0996; fax: 1-800-531-9055

**VEHICLE INVOICE**

LAFONTAINE CHRYSLER DODGE JEEP OF LANSING, INC.  
 6131 S PENNSYLVANIA AVE  
 LANSING MI 48911

CUST # 4157  
 DEAL # 19251

MICHELLE M DEACON  
 SALESMAN

SOLD TO: HAMBURG TOWNSHIP  
 ADDRESS: 10409 MERRILL RD. PO BOX 157  
 WHITMORE LAKE MI 48189

DATE 11/10/2021  
 P.O. #NISENBAUM

MAKE	MODEL	NEW OR USED	VIN	YEAR	KEY NO.	SOLD STK # MC825748		
DODGE	DURANGO AWD	NEW	1C4SDJFT3MC825748	21		PRICE OF VEHICLE	34531.00	
						OPTIONAL EQUIP. & ACCESS.		
<b>INSURANCE COVERAGE INCLUDES</b>								
<input type="checkbox"/> FIRE AND THEFT <input type="checkbox"/> PUBLIC LIABILITY - AMT. <input type="checkbox"/> COLLISION - AMT. DEDUCT. <input type="checkbox"/> PROPERTY DAMAGE - AMT.								
<b>OPTIONAL EQUIPMENT AND ACCESSORIES</b>								
<u>GROUP</u>	<u>DESCRIPTION</u>					<u>PRICE</u>		
SALES TAX N/A LICENSE AND TITLE 15.00 <b>TOTAL CASH PRICE 34546.00</b>								
FINANCING INSURANCE <b>TOTAL TIME PRICE 34546.00</b>								
<b>SETTLEMENT:</b>								
DEPOSIT N/A								
CASH ON DELIVERY 34546.00								
TRADE-IN N/A								
LESS LIEN N/A								
TYPE								
VIN								
PAYMENTS								
1 @ N/A N/A								
<b>TOTAL</b>							<b>34546.00</b>	

GL Code 207-006.981.006  
 Approved *[Signature]*  
 Entered \_\_\_\_\_  
 Due Date \_\_\_\_\_

FORM SA-131N (1-97)  
 Reynolds and Reynolds  
 TO ORDER: www.reysource.com; 1-800-344-0966; fax 1-800-531-9055



# INVOICE

S

**Invoice Date:** 11/19/2021

**Invoice Number:** 001449

**Certus Environmental Group**

1201 E. M-36  
Suite C  
Pinckney, MI 48169

GL Code 101-101-821.000  
 Approved [Signature]  
 NOV 30 2021  
 Entered 11/30 kg  
 Due Date \_\_\_\_\_

<b>Customer:</b>
Hamburg Township Mr. Pat Hohl Township Supervisor 10405 Merrill Road Whitmore Lake, MI 48189

**Project:** Phase I & Phase II - 5.6-Ac. Vacant Parcel

**Certus Proj. No.:** 21-1224 & 1224.2

Item	Description of Services	Amount
PhI	Phase I ESA	1,850.00
PhII	Limited Phase II ESA	4,140.00

Preparation and completion of the indicated environmental due diligence services at the above-mentioned property.

Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$5,990.00</b>

Please make checks payable to Certus Environmental Group and include the invoice number.  
 Balance due upon delivery of invoice. Past due balances may be subject to a monthly 1.5% service charge.  
 Please contact us at (517) 376-2270 or brandon@certusresources.com if questions or concerns.

**Thank You.**



**Certus Environmental Group**  
1201 E. M-36  
Suite C  
Pinckney, MI 48169

**COPY**

**INVOICE**

**Invoice Date:** 11/19/2021

**Invoice Number:** 001449

<b>Customer:</b>
Hamburg Township Mr. Pat Hohl Township Supervisor 10405 Merrill Road Whitmore Lake, MI 48189

**Project:** Phase I & Phase II - 5.6-Ac. Vacant Parcel

**Certus Proj. No.:** 21-1224 & 1224.2

Item	Description of Services	Amount
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Balance due upon delivery of invoice. Past due balances may be subject to a monthly 1.5% service charge.  
Please contact us at (517) 376-2270 or brandon@certusresources.com if questions or concerns.

**Thank You.**



# Purchase Order

11/30/2021

02:52 PM

Purchase Order No 20211521

Purchase Order Date 11/30/2021

Required Date

Ordered By PATRICK HOHL

Ship Via

Terms

NET 30 DAYS

Vendor CERTUSENVR

Address CERTUS ENVIRONMENTAL GROUP  
1201 E. M-36, SUITE C  
PINCKNEY, MI 48169

Ship To  
Shipping Code TWP1

Contact HAMBURG TOWNSHIP HALL  
Address 10405 MERRILL RD

WHITMORE LAKE, MI 48189

PO Description ENVIRONMENTAL REVIEW OF VACANT 5.6-ACRE PARCEL

Quantity	Units	Description	Unit Price	Amount
1.00	EACH	PHASE 1 ESA 101-101.000-821.000	1,850.00	1,850.00
1.00	EACH	LIMITED PHASE 2 ESA 101-101.000-821.000	4,140.00	4,140.00
			Total:	5,990.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## **Brittany Campbell**

---

**From:** Pat Hohl  
**Sent:** Tuesday, November 30, 2021 2:49 PM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00018516' Approved.

A requisition has been approved.

Requisition Number: 00018516  
Requisition Date: 11/30/2021  
Requested By: PATRICK HOHL  
Requested Amount: 5,990.00  
Requested Description: ENVIRONMENTAL REVIEW OF VACANT 5.6-ACRE PARCEL  
Requested Vendor Name: CERTUS ENVIRONMENTAL GROUP

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: DEPT HEAD  
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)



905 Penniman | P.O. Box 6161 | Plymouth, MI 48170  
 T: 734-455-6700 | F: 734-455-6711  
 E: sales@duboiscooper.com  
 www.duboiscooper.com

# INVOICE

Number: 252795  
 Date: Oct 15, 2021  
 Page: 2

Bill To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Ship to:
Hamburg Township 6400 E M-36 Whitmore Lake, MI 48189

Customer ID	Customer PO	Payment Terms	
HAMBURG	BOARDOK2021	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	NATIONWIDE/OD	10/8/21	11/14/21

Quantity	Item	Description	Unit Price	Amount
		DH755873; DH755880; DH755883; DH755885; DH755886; DH755887; DH755891; DH755904; DH755907; DH755908; DH755909; DH755910; DH755912; DH755956; DH756141; DH756303; DH756306; DH756332; DH756334; DH756337; DH756353; DH756354; DH756369; DH756377; DH756683; DH756707; DH756723; DH757323  THANK YOU!  GL Code <u>590-000-111.000</u> Approved <u>[Signature]</u> OCT 19 2021 Entered <u>11/29 kg</u> Due Date _____		
Subtotal				207,090.00
Sales Tax				
Total Invoice Amount				207,090.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>207,090.00</b>

Check/Credit Memo No:



905 Penniman | P.O. Box 6161 | Plymouth, MI 48170  
 T: 734-455-6700 | F: 734-455-6711  
 E: sales@duboiscooper.com  
 www.duboiscooper.com

# INVOICE

Number: 252795  
 Date: Oct 15, 2021  
 Page: 1

Bill To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Ship to:
Hamburg Township 6400 E M-36 Whitmore Lake, MI 48189

Customer ID	Customer PO	Payment Terms	
HAMBURG	BOARDOK2021	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	NATIONWIDE/OD	10/8/21	11/14/21

Quantity	Item	Description	Unit Price	Amount
59.00	DH071-93	E/ONE SIMPLEX GRINDER PUMP STATION, INCLUDES:	3,340.00	197,060.00
59.00	D200B14E10BG	DH071-93, CLAMP, 1-4" GROM, 50' CABLE		
59.00	SD1A010C3AA	SENTRY PANEL WITH PROTECT PACKAGE (BROWNOUT, ETC.) AND SPECIAL 10 X 12 SIZE ADDER	170.00	10,030.00
59.00	9086	TANK WRENCH ASM, 45" LG, FOR 93" STATION FREIGHT TWO-YEAR WARRANTY INCLUDED SN: DH755767; DH755768; DH755769; DH755772; DH755773; DH755774; DH755777; DH755778; DH755780; DH755781; DH755782; DH755783; DH755784; DH755787; DH755789; DH755798; DH755803; DH755812; DH755826; DH755827; DH755833; DH755834; DH755844; DH755847; DH755852; DH755862; DH755865; DH755866; DH755868; DH755870; DH755872;		

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

Check/Credit Memo No:

**OLD DOMINION FREIGHT LINE, INC. (ODFL)**

PO BOX 415202, - BOSTON, MA 02241-5202 USA  
(336) 889-5000 Visit us at WWW.ODFL.COM



2

Dest Trm	Drig Trm	Shipper B/L Number	Purchase Ord No	Type	Copy	CUSTOMER COPY				
ARB	ALB	3975								
D Car Cd	D Car Rev	ODFL Rev	D Car W/E No	Bill to Cd	Trl No	W/B Date	Waybill Number			
					495167	10/08/21	10906211130			
HAMBURG TOWNSHIP 6400 E M 36			Dest I/L Car	E ONE 2773 BALLTOWN RD			Page No		1 2	
WHITMORE LAKE MI 48189				SCHENECTADY NY 12309			Sec 7	SHMT 1		
D Car Cd	D Car Rev	ODFL Rev	Ack No				P/C	C/O/G		
							P			
Waybill Number		D/Agt	D/Agt	Master Bill No				B/C	R/C	
10906211130								AMA	***	
Pieces	HM	Description			CLASS	Weight	AS Weight	Rate	Prepaid	Collect
2		APPT 10/13/21 08:00 TO 15:00 CONTACT BRITTANY DRP2 DRIVER, CALL 1/2 HR PRIOR, 810-222-1193 HANDLING UNITS: 2 OF TYPE SKID Notification Prior to Delivery 24 HRS INADV POWER PUMPS I 128000			085	620				
Ttl Pcs	Consignee Cd	Shipper	Tariff	Due ODFL(USD)	Ttl Weight	Ttl AS Wgt	C.O.D.			
RECEIVED IN GOOD CONDITION EXCEPT AS NOTED			Driver:					Total Prepaid		CONTD.
By:								Total Collect		
Company:								CASH	CHK	CHG
Date:			<input type="checkbox"/> Inside Delivery <input type="checkbox"/> Residential Delivery <input type="checkbox"/> Lift Gate <input type="checkbox"/> Other _____					Pcs. Del'd		
Seal # (if Applc)			<input type="checkbox"/> Sort & Seg - Pieces _____ <input checked="" type="checkbox"/> Shrink Wrap Intact Unless Otherwise Indicated					Date Del'd		DELIVERY RECEIPT

**OLD DOMINION FREIGHT LINE, INC. (ODFL)**

PO BOX 415202, - BOSTON, MA 02241-5202 USA  
(336) 889-5000 Visit us at WWW.ODFL.COM



2

Dest Trm	Orig Trm	Shipper B/L Number	Purchase Ord No	Type	Copy	CUSTOMER COPY					
ARB	ALB	3975									
D Car Cd	D Car Rev	ODFL Rev	D Car W/B No	Bill to Cd	Trl No	W/B Date	Waybill Number				
					495167	10/08/21	10906211130				
HAMBURG TOWNSHIP 6400 E M 36			Dest I/L Car	E ONE 2773 BALLTOWN RD			Page No				
WHITMORE LAKE MI 48189				SCHENECTADY NY 12309			2 2		1 1		
D Car Cd	D Car Rev	ODFL Rev	Ack No		P/C		C/O/G		R/C		
					P				AMA ***		
Waybill Number		D/Agt	D/Agt	Master Bill No		B/C		R/C			
10906211130											

Pieces	HM	Description	CLASS	Weight	AS Weight	Rate	Prepaid	Collect
		*** FUEL SURCHARGE WID RKE 10/11/21 DIMENSIONER INSPEC ODFL ARB PHONE (734)-946-4022 ODFL ARB TOLL-FREE (866)-821-3448 CONSIGNEE PHONE#: 810 222 1193  VISIT WWW.ODFL.COM						

2		12237903	8104		620	C.O.D.	
Ttl Pcs	Consignee Cd	Shipper	Tariff	Due ODFL(USD)	Ttl Weight	Ttl AS Mgt	
							.00
RECEIVED IN GOOD CONDITION EXCEPT AS NOTED			Driver:		Total Prepaid		Total Collect
By:					CASH <input type="checkbox"/>		CHK <input type="checkbox"/>
Company:					CHG <input type="checkbox"/>		
Date:			<input type="checkbox"/> Inside Delivery <input type="checkbox"/> Residential Delivery <input type="checkbox"/> Lift Gate <input type="checkbox"/> Other _____		Pcs. Del'd		
Seal # (if Applc)			<input type="checkbox"/> Sort & Seg - Pieces _____ <input checked="" type="checkbox"/> Shrink Wrap Intact Unless Otherwise Indicated		Date Del'd		DELIVERY RECEIPT



PACKING LIST

DATE PAGE  
10/08/21 11:32:59 1

ENVIRONMENT ONE CORPORATION  
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

PACKING LIST # 227952

SHIP DATE 10/08/21

SHIPMENT # 265863

SHIP TO:

HAMBURG TOWNSHIP  
6400 E M-36  
WHITMORE LAKE MI 48189  
United States

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 10906211130

Items not assigned to containers

Order information:

CO 237019 6/23/21 409801 DUBOIS-COOPER & ASSOC.

P.O. information:

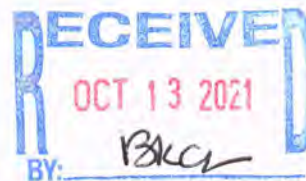
15215 Date . : 6/23/21

Transport terms . . . . . : Buy & Resell Project

Shipping instructions . . : PPD&ALLOW, FOB:SHIPPER'S DOCK

\*\*\*\*\*  
COUNTRY OF ORIGIN:USA  
END USE DESTINATION:USA  
\*\*\*\*\*al

\*\*\*\*\*  
OK TO PARTIAL SHIP IF ALL  
ITEMS NOT AVAILABLE AT  
ONE TIME PER CAROL B.  
\*\*\*\*\*



\*\*\*\*\*

SHIPPING CONTACT:

DAVE



PACKING LIST

DATE PAGE

10/08/21 11:32:59 2

ENVIRONMENT ONE CORPORATION  
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

PACKING LIST # 227952

SHIP DATE 10/08/21

SHIPMENT # 265863

HAMBURG TOWNSHIP  
6400 E M-36  
WHITMORE LAKE MI 48189  
United States

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 10906211130

(810) 231-8158

\*\*\*\*\*

PROJECT: Hamburg Town

CARRIER: BEST WAY

\*\*\*\*\*

SPA#: 0418G414-14

\*\*\*\*\*

PLEASE TAG ORDER WITH

#BOARDOK2021. PLEASE

HAVE CARRIER CALL DAVE

AT 810-231-8158 OR





PACKING LIST

DATE PAGE

10/08/21 11:32:59 3

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

PACKING LIST # 227952

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

SHIP DATE 10/08/21

SHIPMENT # 265863

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 10906211130

BRITTANY AT

810-222-1193 24 HOURS

PRIOR TO DELIVERY.

THANKS!

Table with 4 columns: Item number, Rel, Item description, Packed qty/ U/M. Row 1: SD1A010C3AA 1 SENTRY SIM-PROTECT, 240V, 2P, STD 59.000 EA. Row 2: 03 .000 EA.

10X12, DF

- Serial numbers: S23298220210001 S23298220210002
Serial numbers: S23298220210003 S23298220210004
Serial numbers: S23298220210005 S23298220210006
Serial numbers: S23298220210007 S23298220210008
Serial numbers: S23298220210009 S23298220210010
Serial numbers: S23298220210011 S23298220210012
Serial numbers: S23298220210013 S23298220210014
Serial numbers: S23298220210015 S23298220210016
Serial numbers: S23298220210017 S23298220210018



PACKING LIST

DATE PAGE

10/08/21 11:32:59 4

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

PACKING LIST # 227952

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

SHIP DATE 10/08/21

SHIPMENT # 265863

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 10906211130

Serial numbers: S23298220210019 S23298220210020
Serial numbers: S23298220210021 S23298220210022
Serial numbers: S23298220210023 S23298220210024
Serial numbers: S23298220210025 S23298220210026
Serial numbers: S23298220210027 S23298220210028
Serial numbers: S23298220210029 S23298220210030
Serial numbers: S23298220210031 S23298220210032
Serial numbers: S23298220210033 S23298220210034
Serial numbers: S23298220210035 S23298220210036
Serial numbers: S23298220210037 S23298220210038
Serial numbers: S23298220210039 S23298220210040
Serial numbers: S23298220210041 S23298220210042
Serial numbers: S23298220210043 S23298220210044
Serial numbers: S23298220210045 S23298220210046
Serial numbers: S23298220210047 S23298220210048
Serial numbers: S23298220210049 S23298220210050
Serial numbers: S23298220210051 S23298220210052
Serial numbers: S23298220210053 S23298220210054
Serial numbers: S23298220210055 S23298220210056
Serial numbers: S23298220210057 S23298220210058
Serial numbers: S23298220210059 S23298220210059

\*\* End of Packing List \*\*

**THIS MEMORANDUM**

is an acknowledgement that a Bill of Lading has been issued and is not the Original Bill of Lading, nor a copy or duplicate, covering the property named herein, and is intended solely for filing or record.

DESIGNATE WITH AN (X)  
**BY TRUCK**  **FREIGHT**

RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of receipt by the carrier of the property described in the Original Bill of Lading.

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

**From** ENVIRONMENT ONE CORPORATION  
**At** 2773 Balltown Road • Niskayuna, New York 12309

DATE: 9/13/21  
 SHIPPER'S NO.: 02120193398  
**CARRIER** (with red arrow pointing down)  
 CARRIER'S NO.:

CONSIGNEE AND DESTINATION

HAMBURG TOWNSHIP  
 6400 E M-36  
 WHITMORE LAKE MI 48189

BY: *NA*  
 ROUTE:  
 DELIVERING CARRIER:  
 CAR OR VEHICLE INITIALS & NO.: *Scat# 307978413*

NO. PACKAGES	HM	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	ERG	WEIGHT (SUBJECT TO CORR.)	CLASS OR RATE	✓	Subject to Section 7 of Conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.
59		Shirts		14750			Per _____ (Signature of Consignor) If charges are to be prepaid, write or stamp here, "To be Prepaid." <i>ppel</i> Received \$ _____ to apply in prepayment of the charges on the property described hereon. Agent or Cashier Per _____ (The signature here acknowledges only the amount prepaid). Charges Advanced: _____ \$ _____
2		Boxes		150			
61				14900			
		DRIVER'S SIGNATURE: <i>BY: BAC</i> EMERGENCY RESPONSE PHONE NO.:		CAUTION: <i>CAUTION: MATERIALS</i> Dave - 810-231-8582    B. Hwy - 810-272-1190			

PLACARDS SUPPLIED  YES  NO

SHIPPERS CERTIFICATION: This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

SIGNATURE: *[Signature]* TITLE:

\* If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight". † Shipper's imprints in lieu of stamp; not a part of Bill of Lading approved by the U.S. Dept. of Transportation.  
 Note - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.  
 The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \_\_\_\_\_

THIS SHIPMENT IS CORRECTLY DESCRIBED.  
 CORRECT WEIGHT IS \_\_\_\_\_ LBS.  
 †The fibre boxes used for this shipment conform to the specifications set forth in the box makers certificate thereon, and all other requirements of the National Motor Freight Classification.

Per \_\_\_\_\_ Shipper  
 Agent, Per \_\_\_\_\_  
**C.O.D. SHIPMENT**  
 C.O.D. Amt \_\_\_\_\_  
 Collection Fee \_\_\_\_\_  
 Total Charges \_\_\_\_\_

ENVIRONMENT ONE CORP  
 2773 Balltown Road • Niskayuna, New York 12309  
 CNS/ISSUE 01/OCT.98 D054

Permanent post-office address of shipper



PACKING LIST

DATE 9/13/21 11:15:00 PAGE 1

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

Table with 2 columns: Field Name, Value. Includes JMC/ISSUE1 /MAR05, D116, PACKING LIST # 226754, SHIP DATE 9/13/21, SHIPMENT # 264654.

SHIP TO:

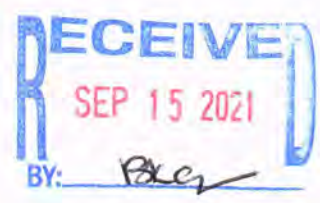
HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK
CARRIER / PRO NUMBER: 30397843

Items not assigned to containers

Order information:
CO 237019 6/23/21 409801 DUBOIS-COOPER & ASSOC.
P.O. information:
15215 Date . : 6/23/21
Transport terms . . . . . : Buy & Resell Project
Shipping instructions . . : PPD&ALLOW, FOB:SHIPPER'S DOCK

COUNTRY OF ORIGIN:USA
END USE DESTINATION:USA



OK TO PARTIAL SHIP IF ALL
ITEMS NOT AVAILABLE AT
ONE TIME PER CAROL B.

SHIPPING CONTACT:

DAVE



PACKING LIST

DATE 9/13/21 11:15:00 PAGE 2

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

PACKING LIST # 226754

SHIP DATE 9/13/21

SHIPMENT # 264654

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 30397843

(810) 231-8158
\*\*\*\*\*
PROJECT: Hamburg Town
CARRIER: BEST WAY
\*\*\*\*\*
SPA#: 0418G414-14
\*\*\*\*\*
PLEASE TAG ORDER WITH
#BOARDOK2021. PLEASE
HAVE CARRIER CALL DAVE
AT 810-231-8158 OR

The transfer, shipment, or communication of any technology, technical data, software source code, equipment, commodities, or other products or items that are subject to U.S. Foreign Trade Controls in any manner or through any means contrary to U.S. Foreign Trade Controls is strictly prohibited.



PACKING LIST

DATE 9/13/21 11:15:00 PAGE 3

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

PACKING LIST # 226754

SHIP DATE 9/13/21

SHIPMENT # 264654

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 30397843

BRITTANY AT

810-222-1193 24 HOURS

PRIOR TO DELIVERY.

THANKS!

Table with 4 columns: Item number, Rel, Item description, Packed qty/ U/M. Contains two rows of item data.

Serial numbers: DH755767 DH755768
Serial numbers: DH755769 DH755772
Serial numbers: DH755773 DH755774
Serial numbers: DH755777 DH755778
Serial numbers: DH755780 DH755781
Serial numbers: DH755782 DH755783
Serial numbers: DH755784 DH755787
Serial numbers: DH755789 DH755798



PACKING LIST

DATE 9/13/21 11:15:00 PAGE 4

ENVIRONMENT ONE CORPORATION
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE1 /MAR05 D116

SHIP TO:

HAMBURG TOWNSHIP
6400 E M-36
WHITMORE LAKE MI 48189
United States

PACKING LIST # 226754

SHIP DATE 9/13/21

SHIPMENT # 264654

SHIPPING INSTRUCTIONS: PPD&ALLOW, FOB:SHIPPER'S DOCK

CARRIER / PRO NUMBER: 30397843

Table with 3 columns: Serial numbers, DH755803, DH755812, DH755826, DH755827, DH755833, DH755834, DH755844, DH755847, DH755852, DH755862, DH755865, DH755866, DH755868, DH755870, DH755872, DH755873, DH755880, DH755883, DH755885, DH755886, DH755887, DH755891, DH755904, DH755907, DH755908, DH755909, DH755910, DH755912, DH755956, DH756141, DH756303, DH756306, DH756332, DH756334, DH756337, DH756353, DH756354, DH756369, DH756377, DH756683, DH756707, DH756723, DH757323

\*\* End of Packing List \*\*

The transfer, shipment, or communication of any technology, technical data, software source code, equipment, commodities, or other products or items that are subject to U.S. Foreign Trade Controls in any manner or through any means contrary to U.S. Foreign Trade Controls is strictly prohibited.

# Purchase Order

07/01/2021

04:04 PM

Purchase Order No 20210904

Purchase Order Date 07/01/2021

Required Date

Ordered By PATRICK HOHL

Ship Via

Terms

NET 30 DAYS

Vendor DUBOISCO01  
Address DUBOIS-COOPER & ASSOCIATES  
905 PENNIMAN  
PO BOX 6161  
PLYMOUTH, MI 48170

Ship To

Shipping Code DPW1

Contact

Address

HAMBURG TOWNSHIP  
WASTEWATER TREATMENT PLANT  
6400 E. M-36  
WHITMORE LAKE, MI 48189

PO Description TRUCKLOAD OF GRINDER PUMPS; QUOTE #621211- APPROVED 6/2

Quantity	Units	Description	Unit Price	Amount
59.00	EACH	DH07193 SIMPLEX GRINDER PUMP, 50' CABLE 590-000.000-111.000	3,340.00	197,060.00
59.00	EACH	SENTRY CONTROL PANEL W/ PROTECT PACKAGE 590-000.000-111.000	170.00	10,030.00
			Total:	207,090.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_



## **Brittany Campbell**

---

**From:** Pat Hohl  
**Sent:** Thursday, July 1, 2021 4:01 PM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00017903' Approved.

A requisition has been approved.

Requisition Number: 00017903  
Requisition Date: 07/01/2021  
Requested By: PATRICK HOHL  
Requested Amount: 207,090.00  
Requested Description: TRUCKLOAD OF GRINDER PUMPS; QUOTE #621211- APPROVED 6/22/21 BY  
TWP BOARD  
Requested Vendor Name: DUBOIS-COOPER & ASSOCIATES

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: ADMINISTRATORS  
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)



905 Penniman | P.O. Box 6161 | Plymouth, MI 48170  
 T: 734-455-6700 | F: 734-455-6711  
 E: sales@duboiscooper.com  
 www.duboiscooper.com

# QUOTATION

Quoted To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Quote Number: 621211  
 Quote Date: Jun 21, 2021  
 Page: 1

Customer ID	Good Thru	Payment Terms	Sales Rep
HAMBURG	7/21/21	Net 30 Days	E-One

Quantity	Item	Description	Unit Price	Amount
59.00	DH071-93	E/ONE SIMPLEX GRINDER PUMP STATION, INCLUDES:	3,340.00	197,060.00
59.00	D200B14E10BG	DH071-93, CLAMP, 1-4" GROM, 50' CABLE		
59.00	SD1A010C3AA	SENTRY PANEL WITH PROTECT PACKAGE (BROWNOUT, ETC.) AND SPECIAL 10 X 12 SIZE ADDER	170.00	10,030.00
59.00	9086	TANK WRENCH ASM, 45" LG, FOR 93" STATION FREIGHT TWO-YEAR WARRANTY INCLUDED  CURRENT LEAD TIME IS 10-12 WEEKS. THANK YOU!		
			Subtotal	207,090.00
			Sales Tax	
			<b>TOTAL</b>	<b>207,090.00</b>



905 Penniman | P.O. Box 6161 | Plymouth, MI 48170  
 T: 734-455-6700 | F: 734-455-6711  
 E: sales@duboiscooper.com  
 www.duboiscooper.com

# INVOICE

Number: 253572  
 Date: Nov 12, 2021  
 Page: 1

Bill To:
Hamburg Township Attn: Accounts Payable P.O. BOX 157 Hamburg, MI 48139

Ship to:
Hamburg Township 6400 E M-36 Whitmore Lake, MI 48189

Customer ID	Customer PO	Payment Terms	
HAMBURG	20211391	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
E-One	UPS Ground	11/2/21	12/12/21

Quantity	Item	Description	Unit Price	Amount
45.00	7290	PRESSURE SWITCH, ON/OFF W/O-RINGS	64.00	2,880.00
45.00	7291	PRESSURE SWITCH, ALARM W/O-RINGS	64.00	2,880.00
10.00	8207	INLET SHROUD, EXTREME	11.00	110.00

Gil Code 590-001-850.100  
 Approved PJH  
 NOV 18 2021  
 11/24 KJ

Subtotal	5,870.00
Sales Tax	
Total Invoice Amount	5,870.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>5,870.00</b>

Check/Credit Memo No:



PACKING LIST- Pro Forma  
Consolidated

DATE PAGE

11/02/21 6:51:31

1

ENVIRONMENT ONE CORPORATION  
2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309

JMC/ISSUE 1/MAR05 D114

SHIP TO:

HAMBURG TOWNSHIP  
6400 E M-36  
WHITMORE LAKE MI 48189  
United States



SHIPPING INSTRUCTIONS:

CARRIER / PRO NUMBER:

Order information:

CO 241348 11/01/21 409801 DUBOIS-COOPER & ASSOC.

P.O. information:

15500 Date . : 11/01/21

Transport terms . . . . . : Service Parts  
Shipping instructions . . : PPD&ADD, FOB:SHIPPER'S DOCK

\*\*\*\*\*  
COUNTRY OF ORIGIN:USA  
END USE DESTINATION:USA  
\*\*\*\*\*AL

\*\*\*\*\*  
OK TO PARTIAL SHIP IF ALL  
ITEMS NOT AVAILABLE AT  
ONE TIME PER CAROL B.  
\*\*\*\*\*

\*\*\*\*\*

SHIPPING CONTACT:

CLAY GALL

(810) 231-8158

CARRIER: BEST WAY



**PACKING LIST- Pro Forma**  
Consolidated

**DATE**

**PAGE**

11/02/21 6:51:31

2

**ENVIRONMENT ONE CORPORATION**  
**2773 BALLTOWN ROAD NISKAYUNA, NEW YORK 12309**

JMC/ISSUE 1/MAR05

D114

**SHIP TO:**

HAMBURG TOWNSHIP  
6400 E M-36  
WHITMORE LAKE MI 48189  
United States

**SHIPPING INSTRUCTIONS:**

**CARRIER / PRO NUMBER:**

Item number	Item description	Quantity	U/M
NB0083G01 01	PRESSURE SWITCH,ON/OFF (7290)	45.000	EA
NB0083G02 02	PRESSURE SWITCH,ALARM (7291)	45.000	EA
ND0004P01 03	INLET SHROUD (8207)	10.000	EA

\*\* END OF REPORT \*\*

11/15/2021  
10:13 AM

# Purchase Order

Purchase Order No 20211391

Purchase Order Date 11/01/2021

Required Date

Ordered By CLAY GALL

Ship Via

Terms

NET 30 DAYS

Vendor DUBOISCO01  
Address DUBOIS-COOPER & ASSOCIATES  
905 PENNIMAN  
PO BOX 6161  
PLYMOUTH, MI 48170

Ship To

Shipping Code DPW1

Contact

Address

HAMBURG TOWNSHIP  
WASTEWATER TREATMENT PLANT  
6400 E. M-36  
WHITMORE LAKE, MI 48189

PO Description GRINDER PARTS

Quantity	Units	Description	Unit Price	Amount
45.00	EACH	#7290 ON OFF SWITCH EXTREME SERIES 590-001.000-850.100 2,880.00	64.00	2,880.00
45.00	EACH	#7291 ALARM SWITCH EXTREME SERIES 590-001.000-850.100 2,880.00	64.00	2,880.00
10.00	EACH	#8207 INLET SHROUD EXTREME SERIES 590-001.000-850.100 110.00	11.00	110.00
			Total:	5,870.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## Brittany Campbell

---

**From:** Pat Hohl  
**Sent:** Monday, November 1, 2021 8:53 AM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00018391' Approved.

A requisition has been approved.

Requisition Number: 00018391  
Requisition Date: 10/29/2021  
Requested By: CLAY GALL  
Requested Amount: 4,770.00  
Requested Description: GRINDER PARTS  
Requested Vendor Name: DUBOIS-COOPER & ASSOCIATES

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: DEPT HEAD  
New Approval Level: ADMINISTRATORS

Request Sent By: pat hohl (pathohl@hamburg.mi.us)



380 New York Street  
 Redlands, CA-92373  
 Phone: (909) 793-2853

Invoice : 94143750  
 Order : 4074137  
 Customer : 144187  
 Customer PO : 20211483  
 P.O. Date :  
 End User : 144187  
 Project :

Document date : 11/18/2021  
 Delivery :  
 Contract : 318946

Township of Hamburg

**'Invoice'**

Page : 2

GL Code 101-258-729.000

Approved Ta [Signature]

NOV 29 2021

Entered 11/30 Ky

Due Date [Signature]

FEIN: 95-2775732

DUNS/CEC: 06-313-4175 CAGE: 0AMS3

**Please detach lower portion and return with remittance**



Remit Payment to:  
 Environmental Systems Research Institute, Inc.

By Check :  
 P.O. Box 741076  
 Los Angeles  
 CA 90074-1076

Electronic Instructions:  
 Bank: Bank of America  
 Wire ABA: 026009593  
 ACH ABA : 121000358

Acct#: 1496150335

Township of Hamburg  
 Accounts Payable Dept  
 PO Box 157  
 Hamburg MI 48139-0157

Invoice 94143750  
 Order: 4074137  
 Payer: 476503

Document Date: 11/18/2021  
 Total: USD 5,100.00





380 New York Street  
 Redlands, CA-92373  
 Phone: (909) 793-2853

Invoice : 94143750  
 Order : 4074137  
 Customer : 144137  
 Customer PO : 20211483  
 P.O. Date :  
 End User : 144187  
 Project :

Document date : 11/18/2021  
 Delivery :  
 Contract : 318946

Township of Hamburg

**'Invoice'**

Page : 1

Bill to:  
 Township of Hamburg  
 Accounts Payable Dept  
 PO Box 157  
 Hamburg MI 48139-0157

Ship to:  
 Township of Hamburg  
 Director of Technical Services  
 PO Box 157  
 Hamburg MI 48139

For questions regarding this document, please contact Customer Service at 888-377-4575

Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal/software-license](http://www.esri.com/legal/software-license).

Item	Qty	Material Number	Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Mainte Start Date: 11/19/2021 End Date: 11/18/2022	3,000.00
1010	1	98696 ArcGIS Publisher for Desktop Concurrent Use Primary Main Start Date: 11/19/2021 End Date: 11/18/2022	500.00
2010	1	87192 ArcGIS Desktop Basic Single Use Primary Maintenance Start Date: 11/19/2021 End Date: 11/18/2022	400.00
3010	4	87193 ArcGIS Desktop Basic Single Use Secondary Maintenance Start Date: 11/19/2021 End Date: 11/18/2022	1,200.00
Item Subtotal			5,100.00
<b>Total:</b>			<b>USD 5,100.00</b>

# Purchase Order

11/18/2021  
01:02 PM

Purchase Order No 20211483

Purchase Order Date 11/18/2021

Required Date

Ordered By TONY RANDAZZO

Ship Via  
Terms

None

Vendor ESRI000001  
Address ENVIRONMENTAL SYSTEMS RESEARCH  
380 NEW YORK STREET  
REDLANDS, CA 92373-8100

Ship To  
Shipping Code TWP1

Contact HAMBURG TOWNSHIP HALL  
Address 10405 MERRILL RD

WHITMORE LAKE, MI 48189

PO Description ANNUAL GIS SOFTWARE MAINTENANCE - BOARD APPROVED ON 11/

Quantity	Units	Description	Unit Price	Amount
1.00		ARCGIS DESKTOP ADVANCED MAINT 101-258.000-729.000 3,000.00	3,000.00	3,000.00
1.00		ARCGIS PUBLISHER MAINT 101-258.000-729.000 500.00	500.00	500.00
1.00		ARCGIS DESKTOP BASIC PRI MAINT 101-258.000-729.000 400.00	400.00	400.00
4.00		ARCGIS DESKTOP BASIC SECONDARY MAINT 101-258.000-729.000 1,200.00	300.00	1,200.00
			Total:	5,100.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## **Brittany Campbell**

---

**From:** Pat Hohl  
**Sent:** Thursday, November 18, 2021 12:39 PM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00018481' Approved.

A requisition has been approved.

Requisition Number: 00018481  
Requisition Date: 11/18/2021  
Requested By: TONY RANDAZZO  
Requested Amount: 5,100.00  
Requested Description: ANNUAL GIS SOFTWARE MAINTENANCE - BOARD APPROVED ON 11/16/21 - QUOTE # 26034604  
Requested Vendor Name: ENVIRONMENTAL SYSTEMS RESEARCH

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: ADMINISTRATORS  
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)

\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION  
3535 Grand Oaks Drive  
Howell, MI 48843-0000  
Phone: 517-546-4250



0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7241  
Invoice Date 11/15/2021  
Work Order Number 5021BV

201 GENERAL FUND

MERRILL RD  
STRAWBERRY LK RD TO TWP LINE  
GRAVEL RESURFACING, LIMITED DRAINAGE

489.07.5021BV MERRILL ROAD  
LCRC PORTION

\$102,562.42  
(\$1,562.42)

204-000-802.100  
Approved: *M. Dolan*  
NOV 15 2021  
Entered: *11/13 KJ*  
Due Date: \_\_\_\_\_

Total Due

\_\_\_\_\_  
\$101,000.00  
=====

\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION

3535 Grand Oaks Drive  
Howell, MI 48843-0000

Phone: 517-546-4250



0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7245  
Invoice Date 11/15/2021  
Work Order Number 5022BV

201 GENERAL FUND  
RIVER VALLEY RD  
VAN ANTWERP DR TO END  
GRAVEL RESURFACING, LIMITED DRAINAGE

489.07.5022BV RIVER VALLEY ROAD

\$38,187.36

GL Code 204-000-802.100  
Approved M. Dolan  
11/15/2021  
Entered 11/23 KJ  
Due D.

Total Due

\$38,187.36

\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION  
3535 Grand Oaks Drive  
Howell, MI 48843-0000  
Phone: 517-546-4250

0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7246  
Invoice Date 11/15/2021  
Work Order Number 5026BV

201 GENERAL FUND  
VAN ANTWERP RD  
WINANS LK RD TO RIVER VALLEY  
GRAVEL RESURFACING, LIMITED DRAINAGE

489.07.5026BV VAN ANTWERP  
LCRC PORTION

\$54,359.16  
(\$13,359.16)

GL Code 204-000-802.100  
Approved M. Dolan  
11/15/2021  
Entered 11/23 kg  
Dist Date \_\_\_\_\_

Total Due

=====  
\$41,000.00  
=====

5

\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION  
3535 Grand Oaks Drive  
Howell, MI 48843-0000  
Phone: 517-546-4250

0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7250  
Invoice Date 11/15/2021  
Work Order Number 5028BW

201 GENERAL FUND  
PLEASANT VIEW SUB  
SOUTH OFF WHITEWOOD RD  
PAVEMENT REHAB,  
CRUSH AND SHAPE, 2 COURSE HMA

489.07.5028BW PLEASANT VIEW

\$356,978.73

GI Code 204-000-802.100  
Approved *Michael Dolan*  
NOV 15 2021  
Entered 11/23 *KJ*  
Due Date

Total Due

=====  
\$356,978.73  
=====

\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION  
3535 Grand Oaks Drive  
Howell, MI 48843-0000  
Phone: 517-546-4250



0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7255  
Invoice Date 11/15/2021  
Work Order Number 5010BW  
201 GENERAL FUND  
PLEASANT LAKE DR  
WINANS LK RD TO END OF PAVEMENT  
PAVEMENT REHAB  
MILL, 2 COURSE HMA

489.07.5010BW PLEASANT LAKE DRIVE  
LCRC PORTION

\$120,389.83  
(\$36,116.95)

204 000 000 802.100

City Code  
Approved

*M.D.*

NOV 15 2021

Entered  
Due Date

11/23 *KJ*

Total Due

=====  
\$84,272.88  
=====



\*\*\* INVOICE \*\*\*

LIVINGSTON COUNTY ROAD COMMISSION

3535 Grand Oaks Drive  
Howell, MI 48843-0000

Phone: 517-546-4250



0007

HAMBURG TOWNSHIP  
ATTN: MICHAEL DOLAN, CLERK  
P O BOX 157  
HAMBURG, MI 48139-0000

Invoice Number 7258  
Invoice Date 11/23/2021  
Work Order Number 5048BT

201 GENERAL FUND

OLD MILL & KIMBLE INTERSECTION  
220' ON OLD MILL/350' ON KIMBLE  
PLACE 2.5" HMA OVERLAY & REMOVE SOD BERMS,  
ALTOGETHER WITH NECESSARY RELATED WORK.

489.07.5048BT OLD MILL & KIMBLE  
LCRC PORTION

\$29,783.98  
(\$8,935.19)

GL Code 204-000-802.100  
Approved [Signature]

NOV 23 2021

Entered 11/24 KJ  
Due Date \_\_\_\_\_

Total Due

\$20,848.79  
=====

# Bob Myers Excavating, Inc.

8111 Hammel Road  
 Brighton, MI 48116  
 810-231-2044 - 810-231-9790 Fax  
 billing@myersexc.com

# INVOICE

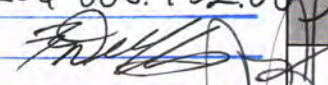
Date	Invoice No.
11/12/2021	2021-447

Project Name

Phone #	Email
810-231-1000 - EXT210	810-231-8157

Customer Alt. Phone	Due Date
FX 810-231-4295 twp	11/12/2021

Name & Address
HAMBURG TOWNSHIP ATTN: MIKE DOLAN P.O. BOX 157 HAMBURG, MI 48139

GL Code 204.000.932.003  
 Approved   
 NOV 15 2021  
 Entered 11/22 kg  
 Due Date \_\_\_\_\_

Description	Qty	Rate	Total
RE: FIRE STATION			
SAWCUT / REMOVE CONCRETE			
SAWCUT / REMOVE ASPHALT			
BALANCE CONCRETE APPROACH			
FURNISH / PLACE 8" CONCRETE APRON			
REMOVE 3" SUBGRADE			
LAYOUT		99,100.00	99,100.00
ADDITIONAL WORK PERFORMED			
4-6" BUMPER POSTS IN PLACE @ \$425.00 EACH		1,700.00	1,700.00
REMOVE AND REPLACE 80' OF NEW CURB ON EAST AND WEST SIDE OF LOT @ \$ 38.00 FT.		3,040.00	3,040.00
INSTALL TEMPORARY ACCESS FOR FIRE TRUCKS. REMOVE AFTER LOT WAS COMPLETE AND PLACE ASPHALT MILLINGS ON EXISTING CELL TOWER DRIVE AND STORAGE AREA GRADE COMPLETE SEED AND MULCH AREA.		3,650.00	3,650.00
ADDITIONAL COST TOTAL \$8,390.00			

Known For Honesty & Quality Since 1969	<b>Total</b>	\$107,490.00
	<b>Balance Due</b>	\$107,490.00

# Purchase Requisition

11/15/2021  
01:30 PM

Purchase Requisition No 00018467

Requested Date 11/15/2021

Department 206.000

Required Date

Requested By NICK MILLER

Preferred Vendor MYERSEXC01  
BOB MYERS EXCAVATING INC

Address 8111 HAMMEL ROAD  
BRIGHTON, MI 48116

Req. Description

STATION 11 ~~MAINTENANCE TO GROUNDS~~

*parking lot repavement (RD)*

Quantity	Units	Description	Unit Price	Amount
1		STATION 11 MAINTENANCE TO GROUNDS 206-000.000-932.003	107,490.00	107,490.00
			Total:	107,490.00

Approved By



Date

11-17-21

11/18/2021  
10:45 AM

# Purchase Order

Purchase Order No 20211468

Purchase Order Date 11/16/2021

Required Date

Ordered By NICK MILLER

Ship Via

Terms

NET 30 DAYS

Vendor MYERSEXC01

Address BOB MYERS EXCAVATING INC  
8111 HAMMEL ROAD  
BRIGHTON, MI 48116

Ship To  
Shipping Code FIRE2

Contact

Address

HAMBURG TOWNSHIP  
FIRE DEPARTMENT  
10100 VETERANS MEMORIAL DR.  
WHITMORE LAKE, MI 48189

PO Description STATION 11 PARKING LOT REPAVEMENT

Quantity	Units	Description	Unit Price	Amount
1.00		STATION 11 PARKING LOT REPAVEMENT 206-000.000-932.003	107,490.00	107,490.00
			Total:	107,490.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## **Brittany Campbell**

---

**From:** Pat Hohl  
**Sent:** Tuesday, November 16, 2021 10:39 AM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00018467' Approved.

A requisition has been approved.

Requisition Number: 00018467  
Requisition Date: 11/15/2021  
Requested By: NICK MILLER  
Requested Amount: 107,490.00  
Requested Description: STATION 11 MAINTENANCE TO GROUNDS  
Requested Vendor Name: BOB MYERS EXCAVATING INC

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: ADMINISTRATORS  
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)

# Bob Myers Excavating, Inc.

8111 Hammel Road  
 Brighton, MI 48116  
 810-231-2044 - 810-231-9790 Fax  
 billing@myersexc.com

# INVOICE

Date	Invoice No.
11/16/2021	2021-450

Project Name

Phone #	Email
810-231-1000 - EXT210	810-231-8157

Customer Alt. Phone	Due Date
FX 810-231-4295 twp	11/16/2021

Name & Address
HAMBURG TOWNSHIP ATTN: MIKE DOLAN P.O. BOX 157 HAMBURG, MI 48139

GL Code 101, 265.98  
 Approved TR PJA  
 Entered 11/30 KJ  
 Due Date \_\_\_\_\_  
 Pending Twp Board approval  
 NOV 15 2021

Description	Qty	Rate	Total
RE: PARKING LOT AT TOWNSHIP HALL SITE DEMOLITION / EARTHWORK / SITEWORK CONTRACT AMOUNT		119,200.00	119,200.00
CREDIT TO CONTRACT RIP RAP ALONG EDGE OF LOT 2' GRINDER EXTENSION		-1,600.00 -680.00	-1,600.00 -680.00
CREDIT TOTAL - \$2,280.00			
ADDITIONAL WORK REQUESTED DIG AND LOWER GAS MAIN AND FIBER LINES THAT WERE 8" BELOW GRADE		1,800.00	1,800.00
INSTALL BOLDER WALL WITH ON SITE BOLDERS		500.00	500.00
INSTALL 1 1/2 LINE FOR WATER SOFTENER DRAIN		350.00	350.00
INSTALL 2" CONDUIT FOR FUTURE PARKING LIGHTS		480.00	480.00
INSTALL 8" LINE FOR NEW DOWN SPOUTS		1,875.00	1,875.00
UNDER CUT 2 AREAS IN ACCESS DRIVE. INSTALL GEO MATT FABRIC AND 60 YARDS OF STONE COMPACT AREAS COMPLETE		2,460.00	2,460.00
ADDITIONAL WORK REQUESTER TOTAL \$7,465.00			

	<b>Total</b>	\$124,385.00
Known For Honesty & Quality Since 1969	<b>Balance Due</b>	\$124,385.00

11/30/2021  
02:52 PM

# Purchase Order

Purchase Order No 20211522

Purchase Order Date 11/30/2021

Required Date

Ordered By TONY RANDAZZO

Ship Via

Terms

NET 30 DAYS

Vendor MYERSEXC01

Address BOB MYERS EXCAVATING INC  
8111 HAMMEL ROAD  
BRIGHTON, MI 48116

Ship To  
Shipping Code TWPI

Contact HAMBURG TOWNSHIP HALL  
Address 10405 MERRILL RD

WHITMORE LAKE, MI 48189

PO Description CONSTRUCTION OF NEW PARKING LOT AT TOWNSHIP HALL

Quantity	Units	Description	Unit Price	Amount
1.00		CONSTRUCTION OF NEW PARKING LOT AT TOWNS 101-265.000-980.000 124,385.00	124,385.00	124,385.00
			Total:	124,385.00

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## **Brittany Campbell**

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**From:** Pat Hohl  
**Sent:** Tuesday, November 30, 2021 2:48 PM  
**To:** Brittany Campbell  
**Subject:** BSA Purchase Order: Requisition '00018518' Approved.

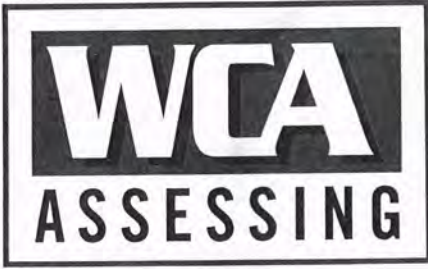
A requisition has been approved.

Requisition Number: 00018518  
Requisition Date: 11/30/2021  
Requested By: TONY RANDAZZO  
Requested Amount: 124,385.00  
Requested Description: CONSTRUCTION OF NEW PARKING LOT AT TOWNSHIP HALL  
Requested Vendor Name: BOB MYERS EXCAVATING INC

Status Changed By: pat hohl (pathohl@hamburg.mi.us)  
Old Approval Level: ADMINISTRATORS  
New Approval Level: BOARD

Request Sent By: pat hohl (pathohl@hamburg.mi.us)





GL Code 101-209-801

Approved *[Signature]*

NOV 22 2021

Entered 11/24 *KJ*

Due Date *[Signature]*

November 16, 2021

Hamburg Township  
10405 Merrill Road  
Hamburg, MI 48139

RE: Assessment Services – December 2021

**For contract assessment services rendered:**

Contract Fee (Annually \$314,490 ÷ 12)..... \$ 26,207.50

**TOTAL AMOUNT DUE ..... \$ 26,207.50**

Respectfully submitted,

Lynette Hobyak  
Business Manager

38110 Executive Drive, Suite 100  
Westland, MI 48185

734-595-7727 Office  
734-595-7736 Fax



# HAMBURG TOWNSHIP HISTORICAL MUSEUM

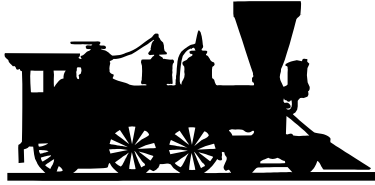
## Bidders & Sponsors Help Raise \$6,000 for Operating Expenses

It took just one minute for the first bid to show up on our auction website on Nov. 5, and the excitement built from there! By the end of the event, more than 400 bids had been placed, resulting in purchases and cash donations totaling \$4,200. Sponsorships brought in another \$1,800 to raise the final total to \$6,000. "We've never tried this form of fundraising before, so we weren't sure what to expect," noted Historical Society President Karl Bangert. "But people near and far — as far away as California and New York — generously showed their support for the work we've done and demonstrated their belief that we can continue on this path to an even better 2022."

## Renew or Join Now to Lock In 2021 Membership Rates!

At their November meeting, the Historical Society board voted to re-work the historical society membership program. Their intent? To ensure that membership fees become a viable source of income to help support the Museum and other Society activities. To that end, fees will rise slightly in 2022. In return, all members will enjoy benefits that include free admission; invitations to members-only events; gift shop discounts; and discounts on select programs and events.

If you'd like to RENEW your membership OR JOIN now at 2021 rates, use the form on the following page. (Details of the new rates and benefits may be found in the January newsletter.) **This would also be a great time to give a Historical Society membership as a holiday present!**



## Hamburg Township Historical Museum

P.O. Box 272  
7225 Stone Street  
Hamburg, MI 48139

**810-986-0190**

www.hamburg.mi.us/culture-recreation/hamburg\_historical\_museum

**hamburgmuseummichigan@outlook.com**

**Open 11 am-3 pm  
Wednesdays & Saturdays**

### Hamburg Township Historical Society Board

Karl Bangert, President  
Carrie Schulz, Vice President  
Linda Harrison, Secretary  
Vacant, Treasurer  
Pat Corr  
Joyce Terry  
Vicky Terry  
Cindy Michniewicz, HT Liaison  
Patricia Majher, Administrator

## Will the Hamburg Museum Be Named #1?

The *Livingston Daily* newspaper has informed us that the museum is a finalist for a "Best of Livingston County" award! Thanks to all who voted for us! The final results will appear in the December 26 issue of the *Daily's* print and digital editions.

## Holiday Giving Solved!

Visit the Museum for great gift ideas! For adults, we have frame-ready copies of the 1915 plat map of Hamburg Township; the "Rail Trails: Michigan & Wisconsin" travel guide; M-36 window decals, and whole-bean coffee products. Are you a tea lover? We also stock tea-themed candles, cookie cutters, bookmarks, and notecards.

Kids will love our unicorn ornaments, arrowheads, pint-sized engineer caps, and train whistles PLUS wooden cutouts of locomotives (with paints and brushes) — the latter kindly donated by our neighbors at **Bennett's Beavers**.

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### JOIN OR RENEW TODAY AT 2021 RATES TO HELP PRESERVE HAMBURG HISTORY!

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Annual Dues (circle your choice):

Individual	\$15.00	Business	\$40.00
Family	\$20.00	Life Member	\$200.00

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during visiting hours.