



Charter Township of Shelby
Board of Trustees

52700 Van Dyke Ave
Shelby Township, MI 48316

<http://www.shelbytwp.org>

~ Agenda ~

Tuesday, April 2, 2013

7:00 PM

Shelby Township Municipal Building

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

AWARDS & PRESENTATIONS

Turning Point - Sexual Assault Awareness Month (Requested by Supervisor's Office)

ROLL CALL

PUBLIC HEARING

APPROVAL OF CONSENT AGENDA

- A. Minutes: March 19, 2013 -- Board Meeting (Requested by Board of Trustees)
- B. Revisions to PRM Job Descriptions (Requested by Human Resources)
- C. Bill Run in the Amount of \$380,626.32. (Requested by Financial Management)

APPROVAL OF AGENDA

CORRESPONDENCE

PLANNING COMMISSION

- 1. Barclay Lake Tree Permit for Property Located East of Dequindre and North of Auburn Road (Requested by Planning and Zoning)
- 2. Shelby Town Center Traffic Circulation Study Proposal (Requested by Planning and Zoning)

DEPARTMENTAL & COMMITTEE

- 3. Hire a Water and Sewer Accountant at the Department of Public Works (Requested by Human Resources)
- 4. Auburn Road LED Street Lighting Conversion Proposal (Requested by DPW)
- 5. Adopt Ordinance 263: an Ordinance to Amend Chapter 58 Article Iv and Article V of the Charter Township Code of Ordinances by Amending the Debt Service Charge Installment Payment Options for Water and Sewer Systems (Requested by DPW)

6. Ordinance 264: Introduction of Amendments to Noxious Weed Ordinance (Requested by Building Department)
7. Ordinance 265: Introduction of Amendments to Sidewalks Ordinance (Requested by Building Department)
8. Proposed Assessing Department Hardware Replacement (Requested by Assessing Department)
9. Request to Purchase Computers (Requested by Building Department)
10. Internet Connection and Firewall Update (Requested by Information Technology)

APPOINTMENTS TO COMMITTEES & COMMISSION

11. Appointment to Downtown Development Authority (DDA) (Requested by Supervisor's Office)

TOWNSHIP ANNOUNCEMENTS

BUSINESS FROM THE FLOOR

CLOSED SESSION

MOTION TO ADJOURN

INFORMATIONAL ITEMS

Informational Items in Agenda Packet (Requested by Board of Trustees)

A group spokesperson is encouraged on agenda items.

Individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Shelby Township Clerk's Office at (586) 731-5102, TDD (586) 726-2731, 7 days prior to the meeting.

**Charter Township of Shelby
Supervisor's Office**

Memo

To: Charter Township of Shelby Board of Trustees
From: Richard Stathakis, Supervisor
Date: 04/2/2013
Re: Turning Point - Sexual Assault Awareness Month - April 2, 2013

Contact Turning Point at www.turningpointmacomb.org for further information.

**Charter Township of Shelby
Clerk's Office**

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/2/2013
Re: Minutes: March 19, 2013 -- Board Meeting - April 2, 2013

Please approve the minutes, as presented.

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, MARCH 19, 2013 IN THE BOARD ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Supervisor Richard Stathakis.

The Invocation was led by Supervisor Stathakis followed by the Pledge of Allegiance.

AWARDS & PRESENTATIONS

Mr. Robert Hoepfner, Director of the Macomb County Department of Roads, together with the traffic engineer Adam Merchant, were in attendance.

Mr. Hoepfner provided an update regarding road construction and upgraded traffic signals throughout the Township. Areas where construction is currently underway or those that will commence this year include –

Auburn Road – Dequindre to Ryan with project commencing this summer.

By the fall of this year, construction of the remaining section of Van Dyke between 25 and 26 Mile Roads will begin.

Begin construction of Hayes from 21 to 23 Mile Roads being shared 50-50 between Shelby Township and Macomb Township and the Department of Roads. It will be completed next year.

As soon as the asphalt plants open, they plan to resurface Van Dyke from the north Utica City limits to 23 Mile Road.

Mr. Hoepfner addressed the section of 24 Mile Road between Romeo Plank and Dequindre. Detroit Water & Sewer wants to install a new 42" diameter water main along this stretch of road. They plan to install that water main on the northern lane of 24 Mile Road. When they are complete, they have agreed to pave 24 Mile from Romeo Plank to Dequindre at no cost to either the Department of Roads or Shelby Township. That is the reason why the Department of Roads has delayed any resurfacing of 24 Mile Road.

The Department of Roads just received approval last week to complete the construction of the segment of the hike/bike path in River Bends Park to extend to Utica where it connects at Auburn Road at the west Utica City limits. This will provide complete bike path access from 22 Mile Road to Metro Beach.

Mr. Adam Merchant, the Traffic Engineer, provided an update on traffic signals installed throughout the township. They have used federal funding so there is

no participation from the Department of Roads or Shelby Township. Most of the major traffic signals in Shelby Township have been upgraded. As far as the technology and traffic signals, Shelby Township is more advanced than other areas. The Department of Roads has received input over the last 3 years. They continue to make adjustments to the new signals. All the signals in Shelby Township are being optimized. This will be implemented in May of this year. The Department of Roads will focus on traffic flow for all of the major intersections. They focus on deficiencies in areas where there are safety concerns and make modifications.

Mr. Grot asked if there are any plans for Hayes Road between 25 Mile and 26 Mile which is the last dirt road in Shelby Township. It was suggested that Shelby Township contact Macomb Township and come up with an agreement that can be brought to the Department of Roads, and they will be happy to share the costs.

Mr. Viar said we have been hearing about the water main coming down 24 Mile Road for years. He asked if anything is written in stone stating when this project will commence. Mr. Hoepfner agreed with Mr. Viar's comments. They submitted the plans three years ago. The Department of Roads approved the plans and sent a final permit to the Detroit Water & Sewer Department. When they come in and make a \$6 million deposit that they agreed to do, they will start construction.

The project of filling cracks on Township roads was discussed briefly.

The Board was also advised that because of the cost of the lit street signs, they are only installed during major road improvements.

Fire Chief Jim Swinkowski provided an update on the accident that occurred at the intersection of 23 Mile Road and Schoenherr between a pick-up truck and one of our ambulances while they were responding to a 911 call. Both firefighters should be returning to work hopefully within the next week or so.

Mr. Stathakis announced that three "Teachers of the Year" are from the Utica Community School District.

Mr. Stathakis provided an update on the Township Hall renovation project. It is expected to be nearly complete by May 1. The Assessing Department area has been expanded to provide additional counter space to better serve the public. The Finance Department is moving into a larger office area. The additional space will provide our Finance Department much needed space and enable the auditors to be located directly within the department. As they move into their expanded space, the space currently utilized by Finance will provide a larger working area for the IT Department. A meeting room is being created for police training, work sessions of the Board and other meeting activities as

well. This room is nearly complete, and carpeting will be laid sometime this week. This area is being equipped with an emergency management operation center as well as a police fitness training area.

Members Present: Richard Stathakis, Stanley Grot, Michael Flynn,
Nick Nightingale, Paul Viar, Douglas Wozniak

Member Absent: Paula Filar

Also Present: Robert Huth, Township Attorney
Shannon, Township Engineer

APPROVAL OF CONSENT AGENDA

- A. Minutes – Regular Meeting – March 5, 2013
Work Session - February 26, 2013
Work Session – March 8, 2013**

Approve the minutes as presented.

- B. Consent to Apple Blossom Run**

To support the Apple Blossom Run on April 6, 2013 and allow racers to cross on Township roads.

- C. Bill Run in the Amount of \$1,592,715.38**

Approve the Bill Run in the amount of \$1,592,715.38, as presented.

MOTION by Grot, supported by Flynn, to approve the Consent Agenda, as presented.

Roll Call Vote: Ayes: Grot, Flynn, Nightingale, Stathakis, Viar, Wozniak
Nays: none

Motion carried.

APPROVAL OF AGENDA

MOTION by Grot, supported by Flynn, to approve the Agenda, as presented with the addition of two Closed Session items - Discussion of Barkovic vs. Shelby Township and Baum et al vs. Walsh et al with the Township Attorney.

Mr. Nightingale asked that Item #6 be postponed until the next meeting to give the Board an opportunity to review these issues further.

He was informed there was a motion on the floor. If this motion fails, he can make a motion to delete #6 or he can make that motion when this item appears on the agenda.

Motion carried.

Mr. Nightingale voted "nay".

CORRESPONDENCE

PLANNING COMMISSION

DEPARTMENTAL & COMMITTEE

1. Asset Manager OPEB Trust

Mr. Stathakis said that lately we have heard a great deal of discussion regarding post employment health care benefits. Many of us have cited our concerns about the liabilities as reasons that we sought to address problems at the district court. With respect to those health care benefits due to retirees, the funds to support those costs are held in a health care fund at the Township. We are asked to make a decision regarding choosing an asset manager to oversee those funds. Two companies that are qualified have been brought forth for consideration. This matter was discussed at a work session on February 26, 2013.

MOTION by Flynn, supported by Wozniak, to select ICMA Retiree Health Care Investment Fund. Pursuant to Public Act 149 of 1999, the Township hereby establishes the Retiree Health Care Investment Fund in the form of the Shelby Township Integral Part Trust made available by ICMA. The ICMA Retiree Health Care Investment Fund is hereby adopted and the Township Supervisor is authorized to sign the attached EIP Declaration of Trust as well as the administrative services agreement.

The Township will also provide additional administrative documents, including set-up documents and an account application/registration. These additional documents will be completed by the Township's administration as soon as possible.

Mr. Vance of Cornerstone Municipal Advisors is assisting the Township in a search for an asset manager. He advised that the Township offers retiree health care coverage to current retirees and some future active employees that will retire at some point in the future. By offering this coverage, they are bound under GASB, which requires recording based on this liability. The question is what will be the cost to offer retiree health care to current and future retirees. Shelby Township has a very large number and is finding a way to combat that

and fund that liability by setting aside funds. They are now discussing moving these funds into a trust with an asset manager where they will invest the funds and try to actually gain on the amount that is currently in the account.

Mr. Flynn said the intent is to set it up an irrevocable trust so future boards will not be able to use this money for some other purpose.

Mr. Vance said once the money goes into this trust, it can only be used for retiree health care. If the Township's retiree health care liability is met and satisfied, the money goes back to the Township. If the Township still has retiree health care obligations, it remains in the trust and can only be earmarked for health care. The underfunded amount to date is \$84 million.

Mr. Vance advised that the current balance is not in an investment trust account. It is in a Chase Bank account earning basic interest.

Mr. Stathakis said as it currently stands, the trustees can withdraw this money and use it for other purposes.

Mr. Flynn provided information on the second option provided to the Board. He said MERS is government run with only four options. The ICMA program would work similar to the Police and Fire Pension system that currently exists where the fund manager comes in and gives us quarterly and monthly reports. The Board would make the final decision based on their advice. You have many more options in terms of your investment portfolio, which may mean a higher return.

Mr. Vance said if the Township chooses ICMA, they make recommendations based on the goals and Township's risk tolerance. They will provide a list of the recommended funds. The Township will have the ability to transfer the money from trust to trust.

If the asset manager is underperforming, the Township has the option of selecting another manager.

Mr. Vance said the cost is based on 65 basis points, which is 0.65% of the funds.

The following individuals expressed their comments regarding this matter:

Ed Ferrara, Parkview Drive
Thomas Turner, 4524 Maeder
Gary Golasa, 4815 Kings Row
Norm Dziadzio, 55212 Woods Lane
Ron Churchill, 52811 Mound

Motion carried.

2. An Ordinance to Amend Chapter 58 Article IV and Article V of the Charter Township Code of Ordinances by Amending the Debt Service Charge Installment Payment Options for Water and Sewer Systems.

Mr. Stathakis advised that by amending this ordinance, residents will be allowed to finance tap charges so that it will be easier for those residents to have access to water as well as sewage disposal. If the Board acts tonight, the amendment to the ordinance will be effective 30 days after it is published.

MOTION by Viar, supported by Flynn, to introduce with the intent to adopt at the next regular meeting of the Board of Trustees to be held on April 2, 2013 Ordinance 263 to amend Chapter 58 Article IV and Article V of the Charter Township of Shelby Code of Ordinances by amending the Debt Service Charge Installment Payment Options for Water and Sewer Systems.

Roll Call Vote: Ayes: Viar, Flynn, Grot, Nightingale, Stathakis,
Wozniak
Nays: none

Motion carried.

3. Re-Development of Gene Shepherd Park (Requested by Joe Youngblood, Parks, Recreation and Maintenance Director)

MOTION by Flynn, supported by Grot, to approve the recommendation of Parks, Recreation, & Maintenance Director, Joseph Youngblood, and the Township engineer Fazal Khan & Associates and proceed with the redevelopment of Chief Gene Shepherd Park, 2452 23 Mile Road, Shelby Township, MI 48316, with a budgeted cost not to exceed \$449,955 which includes a 10% contingency. Funds are available in accounts 497-497-972-200 and 497-497-807-000 (Cable TV fund).

Mr. Flynn made a presentation regarding the redevelopment of Chief Gene Shepherd Park. He thanked Parks, Recreation & Maintenance Director Joe Youngblood, Shannon from Fazal Khan's Office, the Parks & Recreation Committee and the Township Board for their efforts in achieving this goal and eliminating the eyesore as a result of the former Soccer City development.

Mr. Flynn presented plans to the audience pointing out what is currently on site and the proposed amenities.

There are existing sidewalks near the former dome, a 234-space parking lot, and a building. Starting from the east side of the park, we will have an outdoor soccer field. The existing building is in rather good shape with nice public restrooms with office space. Small renovations will be made to this building which can then be used by the public without major remodeling at this time. This building is currently used for Parks & Recreation storage. The building is

currently green and white. They plan to repaint it red and white with a red awning to make it look like a fire house. Full service electric is available at this building.

A bike/walking/rollerblading 8-foot wide asphalt path will be added to encircle the entire park. A play land will be added. Originally they planned for three playscapes but with the idea of saving costs, we eliminated one and we are hoping with private funds we will eventually have three. The playscapes will look like little fire trucks or little fire stations. There will be one designed for children between the ages of 2 and 5 and another for children between the ages of 5 and 12. A 40 x 60 foot pavilion will have lighting and power. It can be used for weddings, family reunions or other outdoor activities. Picnic tables will be available which will be built in-house by Parks & Recreation and one out-door barbecue grill will be provided. There will be two Bocce ball courts and two horseshoe pits. Two tennis courts will be installed in the back of the park. He pointed out the area which includes the DEQ Nature Preserve, Clinton River and a beautiful woodland area. In the middle of the park will be additional picnic tables and another barbecue grill and two sand, volleyball courts. This park is in close proximity to the Yates Cider Mill, the Macomb Orchard Trail. and River Bends Park.

We do have some commitments from private funds, and we expect to come in under budget. Further, we plan to have the cost offset by private donations. The Lion's Club and fireman's union have offered support. Anyone interested in a bench or helping out with a playscape, contact the Parks & Recreation Department and we will be able to offset some of these funds. We are not using tax dollars on this project. Funding is coming from Cable TV – Franchise Fees.

If approved tonight, we will start working on the building immediately and break ground when the weather improves. We should have the entire park completed by the end of June.

Chief Swinkowski thanked the committee who worked on this project. Gene Shepherd was a family man and to honor him with a park that families and grandparents can enjoy with their children, is the best tribute we can make in his honor. Not using tax dollars is a plus since he was always concerned with the budget.

The following individuals expressed their comments regarding this issue:

Gary Golasa, 4815 Kings Row
Norm Dziadzio, 55212 Woods Lane
Thomas Turner, 4524 Maeder
Clarence Cook, 50067 Chelmsford Court
Ron Churchill, 52811 Mound

Mr. Nightingale commended Mr. Flynn, Mr. Youngblood and Fazal Khan and Associates for doing an excellent job on this project. However, tonight he can't justify spending \$450,000 with all of the cuts we have been making in this community at this time. He is very supportive of the Fire Department. It is nothing personal. He just wants his comments known for the record.

Roll Call Vote: Ayes: Flynn, Grot, Stathakis, Viar, Wozniak
Nays: Nightingale

Motion carried.

4. Purchase Radar Trailer (Requested by Roland Woelkers, Chief of Police)

Police Chief Roland Woelkers is asking for Board approval to purchase a new radar trailer from MPH Industries at a cost of \$18,962. The new radar trailer would allow for LED digital 3 line messaging and may be used for speed measurement and display. Funds for this expense would come from forfeiture proceeds at the Police Department.

MOTION by Viar, supported by Grot, to concur with the recommendation of Chief Roland Woelkers and approve the purchase of a radar trailer from MPH Industries in the amount of \$18,962 using forfeiture funds from line item 266-268-799-207.

The following individuals expressed their comments regarding this issue:

Ron Churchill, 52811 Mound
Thomas Turner, 4524 Maeder
Clarence Cook, 50067 Chelmsford Court

Motion carried.

Mr. Nightingale voted "nay".

5. Promotion in the Parks, Recreation and Maintenance Department (Requested by Lisa Suida, Human Resources Director)

The Board is being asked to consider the promotion of an employee from the Parks & Recreation Department to PRM Maintenance Person 1A, Grade 18. This promotion is to fill a vacancy created in the department on December 19, 2012. It will not alter the department's organizational chart and will not alter our budget.

MOTION by Viar, supported by Grot, to promote employee number 11208 to the position of PRM Maintenance Person IA, at pay grade 18, Step 8 and in accordance with the current Municipal Employee's Collective Bargaining Agreement effective March 20, 2013.

Motion carried.

6. Police Department Reorganization (Requested by Lisa Suida, Human Resources Director)

Mr. Stathakis advised that the Board is being asked to help tackle the ongoing budget challenges for our Police Department. Due to, among other things, a reduced tax revenue for us, the Police Department has an approximate \$1.9 million deficit for 2012. 87% of this cost is related to personnel. Tonight, at the recommendation of Police Chief Woelkers, we are asked to consider the reduction of 3 civilian positions in the department. These positions are Car Porter, Records Clerk Grade 8 and Records Clerk Grade 12. Savings would likely be in the range of \$120,000 per year for the elimination of these positions. No one will be laid off as other openings exist in the Township for these employees should they decide they want to take advantage of those opportunities. If this passes, the organizational charts also show the elimination of one sergeant from the Detective Bureau. This is a result of the retirement of one sergeant in the department. We are seeking to assign supervision duties from a sergeant to a lieutenant. Therefore, the elimination of personnel here will be due to attrition and not a lay off. We can save \$100,000 per year by making this particular move.

MOTION by Wozniak, supported by Flynn, to follow the recommendation of Police Chief Roland Woelkers to authorize the elimination of one Police Record Clerk (Grade 12, General) in the Police Department, effective March 23, 2013 as proposed, with the Civil Service Commission to be advised of said action.

And

To authorize the elimination of the position of Police Records Clerk Aide (Grade 8 General) in the Police Department, effective March 23, 2013 as proposed, with the Civil Service Commission to be advised of said action.

And

To authorize the elimination of the part-time Car Porter position in the Police Department as proposed.

And

To authorize the elimination of one Police Sergeant in the Police Department, effective March 23, 2013 as proposed, with the Police and Fire Civil Service Commission to be advised of said action.

The following individuals expressed their comments regarding this issue:

Thomas Turner, 4524 Maeder
Clarence Cook, 50067 Chelmsford Court

Mr. Lange said we cannot discriminate against individuals based upon disability. However, that is not to say that for a legitimate non-discriminatory reason such as the decision that a position must be eliminated for financial reasons would be inappropriate whether it is a disabled or non-disabled person working in the position. In essence, in this case the focus should not be on the person but on the position. The position in this case is being eliminated irrespective of who is in it. Her status is not why the position is being eliminated. It is being eliminated in an attempt to reduce the expenditures in the Police Department because of the \$1.9 million deficient this past year. A decision had to be made as to whether or not police officers or support personnel in the Police Department were going to be laid off. In this case, the recommendation from the Chief is that rather than lay off police officers, support personnel will be laid off and their positions be eliminated. It sounds like the Township is acting legitimately and non-discriminatory.

Ron Churchill, 52811 Mound
Pam Szczepanski (employee in Police Department)

Jim Gammicchia, 54746 Monarch (present in support of UAW members proposed to be laid off from the Police Department this evening)

Adam Szczepanski

Mr. Nightingale asked that this be done item by item rather than voting on them all at once.

Mr. Nightingale asked Chief Woelkers if he was familiar with the Nottley Report. He responded yes. In the Nottley Report it stated something to the effect they wanted the Chief to read it and submit a review of his findings and his thoughts to the Board of Trustees. He asked if that has been done. Chief Woelkers is not sure since that was submitted with the previous Police Chief. Mr. Nightingale believes that we received that report, and not even a month later we relieved Chief Leman from his duty of service. Chief Woelkers did not have that information in front of him. It is his understanding that the Nottley Report was released prior to that. Mr. Nightingale didn't think Chief Leman had time to review the report and present his findings so he thought Chief Woelkers would have done so since he was the Acting Chief at that time. Mr. Nightingale

asked if any of these recommendations are in the Nottley Report. Mr. Woelkers doesn't believe any of those specific ones are in the report. Mr. Nightingale read a portion of the Nottley Report regarding the consideration of hiring part-time clericals in the future. Job clarifications should also be re-identified. He provided a recommendation for the clerical positions. He asked Mr. Woelkers how he came up with his idea to make this recommendation to the Board of Trustees. Chief Woelkers responded that we had budget hearings where the police deficit was addressed. The Board asked him to come up with ways to reduce the budget and this was one of many suggestions that were discussed. The problem Mr. Nightingale had is we hired Mr. Nottley, an expert, to come in and study the Police Department. We used almost \$30,000 of taxpayer money. What changes have we made through the Nottley study currently today because none of these are his recommendations.

Mr. Stathakis said we will have a Nottley discussion in a work session. Currently we are talking about reorganization in the Police Department.

Mr. Nightingale said Mr. Nottley provided numerous ways to change the Police Department and to reorganize it but none of these are in the report. This is an extensive document. He provides 4 or 5 different ways that you can staff and none of these are in his report. He asked Chief Woelkers if he agrees with the Nottley Report.

Chief Woelkers responded that it is an extensive report. He makes recommendations. However, his study is probably 2 to 2/12 years old. Since that time, there have been changes in electronic records, the record department and in the finance in the police department budget. Our assessment values have gone down and our revenue has gone down. The Board directed him to deal with the budget issues and look at our civilian workforce to reduce first and then look at officers down the road. His goal is to control the budget as much as possible and limit the effect on police officers on the street. Law enforcement officers on the street are the most important service we deliver to respond to 911 calls. As a department head, he has to look at the budget and make difficult choices. When your budget is almost 90% personnel costs, it will be affected.

Mr. Nightingale stated that we are eliminating a sergeant's position so we are still losing services to the residents. Chief Woelkers said that is in the Detective Bureau. There will be some loss of services. They are going to reorganize the Detective Bureau and assign duties to other people.

Mr. Nightingale had questions of Mrs. Suida. She previously stated that there is a position in the Senior Center for the young lady who spoke. Mrs. Suida said that is correct. Mr. Nightingale asked if there is a pay decrease with that. She responded yes. Mr. Nightingale asked if she gets full benefits. Mrs. Suida said no. The Township extended an offer that was declined as regard to benefits.

Mr. Stathakis briefly addressed the budget deficit in the Police Department which does not take into account the \$84 million health care shortfall. Defined benefits is another subject that will be discussed in the next meeting or two. Tonight we have a chance to save \$220,000. He believes this is a solid first step in the right direction. Everyone wants progress but no one wants change. Change is tough and unfortunately we are not done.

Roll Call Vote: Ayes: Wozniak, Flynn, Grot, Stathakis, Viar,
Nays: Nightingale

Motion carried.

7. Recruit to Establish an Eligibility List for Utility Worker (Requested by Lisa Suida, Human Resources Director)

MOTION by Flynn, supported by Wozniak, to grant the request of Joseph Youngblood, Director of Parks, Recreation and Maintenance, and authorize the Civil Service Commission in conjunction with the Human Resource Department to recruit for and establish an eligibility list for the position of Utility Worker (CDL).
Motion carried.

8. Hire a Part-Time Clerk Typist in the Park, Recreation and Maintenance Department (Requested by Lisa Suida, Human Resources Director)

MOTION by Wozniak, supported by Grot, to hire Shelley Thursam in the position of part-time Clerk Typist, at Pay Grade 10, Step 1 in the Parks, Recreation and Maintenance Department and in accordance with the current Municipal Employee's Collective Bargaining Agreement effective April 2, 2013.
Motion carried.

9. Hire a Clerk Typist in the Assessing Department (Requested by Lisa Suida, Human Resources Director)

MOTION by Viar, supported by Grot, to hire Laurie Morrison in the position of Clerk Typist, at Pay Grade 10, Step 1 in the Assessing Department and in accordance with the current Municipal Employee's Collective Bargaining Agreement effective April 1, 2013.
Motion carried.

10. Hire a Clerk Typist in the Human Resource Department (Requested by Lisa Suida, Human Resources Director)

MOTION by Flynn, supported by Viar, to hire Avery Randall in the position of Clerk Typist, at Pay Grade 10, Step 7 in the Human Resource Department and in accordance with the current Municipal Employee's Collective Bargaining Agreement effective April 1, 2013.

Motion carried.

APPOINTMENTS TO COMMITTEES & COMMISSION

11. Reappointment to Police & Fire Civil Service (Requested by Richard Stathakis, Supervisor)

MOTION by Viar, supported by Grot, to reappoint Mr. Henry Hartfelder to serve as a Member of the Police & Fire Civil Service Commission for a six-year term with an expiration date of March 1, 2019.

Motion carried.

Mr. Nightingale voted "nay".

TOWNSHIP ANNOUNCEMENTS

Mr. Flynn made the following recreational announcements:

The Easter Bunny Lunch will be held on Saturday, March 23 at 11:00 a.m. at the Shelby Community Center. Thursday is the last day to register.

The Easter Egg Scramble will be held on Saturday, March 23 at 1:00 p.m. at River Bends Park. This is a free event.

The Mother & Son Dance will be held on Thursday, May 2 at 6:00 p.m. at Cherry Creek Golf Club and Banquet Center. Pre-registration is required.

For further information or to register for any of these events, call the Parks & Recreation Office at 586-731-0300 or visit their website at www.shelbytp.org.

Mr. Nightingale announced that the Shelby Township Optimists Club is holding an Oratorical Contest at Monfort Elementary School on May 25 at 5:00 p.m. for the Boys and Girls Club. For further information, call 586-323-6138.

The Shelby Township Relay for Life Captain Meetings are set for 7:15 p.m. at Eisenhower High School on March 25, April 15 and May 6. Team captains will be provided with information regarding the events, ceremonies, planning fundraising activities and learning about the activities that will be held throughout the event.

The Kiwanis Club is conducting a food packaging drive on Saturday, April 13, 2013 from 8:00 a.m. until 2:30 p.m. at St. Peter Lutheran Church on 24 Mile Road and Romeo Plank. They are looking for sponsors to donate and to volunteer.

Mr. Wozniak made the following Senior Center Announcements:

An Easter party will be held on Thursday, March 28 at 11:00 a.m. Tickets are \$6.00 and include lunch and entertainment by the Capuchin Soup Kitchen Choir. The Red Cross Blood Drive will be held on Tuesday, April 2 from 1:30 pm. until 7:30 p.m. Please call for an appointment.

The April Dinner Dance will be held on Friday, April 19 at 5:30 p.m. Jerry Robotka will provide the music, and a delicious dinner will be served. The price is \$16 for dinner and dancing.

For further information or to register for any of these events, call the Senior Center Office at 586-739-7540 or visit their website at www.shelbytp.org/seniors.

This weekend the Knights of Columbus will conduct their spring Tootsie Roll Sale. They will be at K Mart, Big Lots, and Vince & Joe's. Mr. Wozniak asked for everyone's support.

The Lion's Club is sponsoring "Knock out Blindness" at Palazzo Grande on Tuesday, April 23. Call 586-731-2100 for further information.

Mr. Wozniak welcomed 3 new small businesses to Shelby Township - Quality Tech, Inc. which is an engineering services company; Transler Paving and Site Work, a concrete contractor, and Wildtree Herbs, which is a nutrition company.

Mr. Stathakis provided information regarding the Macomb Community Foundation. The goal of this organization is to alleviate the suffering of children and their families by providing financial assistance for items such as food, clothing, personal care items, vehicle repair, educational assistance, and when available personal and spiritual mentoring. For further information, call 586-232-3473.

BUSINESS FROM THE FLOOR

The following individuals expressed their comments on various issues:

Norm Dziadzio, 55212 Woods Lane
Thomas Turner, 4524 Maeder
Gary Golasa, 4815 Kings Row
Ron Churchill, 52811 Mound
Clarence Cook, 50067 Chelmsford Court

CLOSED SESSION

MOTION by Flynn, supported by Wozniak, to recess to Closed Session to discuss Barkovic vs. Shelby Township and Baum et al vs. Walsh et al with the Township Attorney.

Roll Call Vote: Ayes: Flynn, Wozniak, Grot, Nightingale, Stathakis, Viar
Nays: none

Motion carried.

The meeting recessed at 9:30 p.m.

Meeting reconvened at 10:00 p.m.

MOTION by Flynn, supported by Wozniak, to move forward as discussed in Closed Session and begin the preparation for trial in the case of Baum vs. Walsh et al.

Motion carried.

MOTION by Flynn, supported by Viar, to adjourn.

Motion carried.

The meeting adjourned at 10:02 p.m.

ds

**Charter Township of Shelby
Human Resources**

Memo

To: Charter Township of Shelby Board of Trustees
From: Lisa Suida, Human Resources Director
Date: 04/2/2013
Re: Revisions to PRM Job Descriptions - April 2, 2013

Honorable Body,

Attached for your review are the revised job descriptions for the positions of Parks/Recreation Maintenance Person I, Parks/Recreation Maintenance Person IA, Parks/Recreation Maintenance Person II, Parks/Recreation Maintenance Person IIA, Parks/Recreation Maintenance Person III, Parks/Recreation/Maintenance Senior Citizen Supervisor. We are requesting that these job descriptions be revised to contain the requirement that the employee have the "ability to obtain State of Michigan Pesticide Applicator's License." This change will create flexibility in work assignments within the PRM department and act as a cost savings measure.

Previously three of the job descriptions listed above required the employee to hold a \$700.00 State of Michigan Pesticide Applicator License and three did not. The department does not have a need for three licensed employees, but would like the flexibility of being able to have the most appropriate employee licensed as needed. We are asking to have the job descriptions reflect that any maintenance person in the department may be required to obtain a license, but only when necessary for their job assignments.

In accordance with Article 2.4 (C) of the General Employees' Collective Bargaining Agreement, these six job descriptions were submitted to the union prior to submission to the Board of Trustees. No appeal was submitted by the union. Additionally, the job descriptions listed above were reviewed and approved by the General Employee's Civil Service Commission at the regular meeting of February 21, 2013. Therefore, they are being submitted to you for final approval.

Respectfully,

Lisa Suida
Human Resource Director

Charter Township of Shelby
Job Description
PARKS/RECREATION/MAINTENANCE PERSON II

SUMMARY

Perform a variety of skilled and semi-skilled maintenance and repair tasks involving buildings; facilities and carpentry; to perform plumbing, electrical and other maintenance and repair work; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the PRM Supervisor.

SUPERVISION EXERCISED

May direct a work crew assigned to assist including regular and seasonal employees.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- 1) Perform skilled maintenance and repair tasks plus skill in design and building.
 - a) Perform various carpentry, plumbing, electrical and other repair activities.
 - b) Install plumbing and electrical fixtures.
 - c) Repair and replace electrical switches, sockets, light fixtures and wiring; replace heating and refrigeration parts, broken windows and shades, defective pipes and other work out or defective items.
 - d) Repair desks, stands and doors.
 - e) Sand and finish floors; lay floor tile and linoleum.
 - f) Grease and oil machinery.
 - g) Repair and replace toilets, urinals, faucets and other plumbing fixtures.
 - h) Operate a power saw, power mower and floor sander, drill and other tools and equipment.
 - i) Operate a truck and other equipment including backhoe, lift truck and loader.
 - j) Repair and maintain mechanical equipment as required.
- 2) Inspects facilities and equipment to determine the need for repairs.
- 3) Assist with snow removal.
- 4) Assist with ground maintenance.
- 5) Perform related work as required.

Pay Grade Assigned 20 General
Effective date:
Supersedes: April 2000

Page 1 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby

Job Description

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

Considerable knowledge of the tools, materials and equipment used in the repair and maintenance of buildings and equipment.

Reasonable Knowledge of landscape and related duties.

Some Knowledge of the operation and maintenance requirements of furnaces, ventilating systems, and refrigeration equipment.

Ability to perform a variety of maintenance tasks involving carpentry, electrical, plumbing and other repair activities.

Mechanical aptitude.

Skill in the operation of power equipment and tools.

Ability to work effectively with other employees, outside contractors and the public.

Ability to lift and carry 50 pounds on a regular basis to complete duties 1, 3 and 4.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 1 through 4

Ability to operate equipment and power tools to complete duties 1, 3 and 4.

Skill in athletic field construction and maintenance.

A Valid Commercial Drivers License with proper endorsements.

Ability to obtain State of Michigan Pesticide Applicator license.

State of Michigan Pesticide Applicator's license must be obtained within the probationary period and retained for term of employment.

Required training includes graduation from an accredited high school or GED equivalent including or supplemented by courses in building maintenance work.

Required experience includes four years of experience in performing a variety of repair activities including the repair and maintenance of equipment, buildings and grounds.

Pay Grade Assigned 20 General
Effective date:
Supersedes: April 2000

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby
Job Description
PARKS/RECREATION/MAINTENANCE PERSON I

SUMMARY

Perform a wide variety of physical labor and equipment operation activities involving cleaning and grounds maintenance and repair work of the Township's buildings and grounds.

SUPERVISION RECEIVED

Work under the supervision of a foreman or a crew leader.

SUPERVISION EXERCISED

Supervision is exercised over seasonal personnel as needed.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Perform general maintenance tasks on the Township buildings and parks as required such as: plumbing, electrical and carpentry repairs but not limited to.
2. Using a variety of tools and equipment, mows, trims, fertilizers and waters grass, prunes and sprays trees and shrubs to control insects and plant diseases, plants flowers and maintains beds on Township grounds.
3. Performs routine, preventative maintenance tasks on the heating and air conditioning systems, changing belts, filters and lubricating various moving parts.
4. Maintains grounds equipment such as tractor, lawn mowers and sprinkling system to insure that they are in proper and safe operating condition. Good working knowledge of sprinkler systems and components.
5. Performs maintenance tasks such as minor equipment repairs, replacing light bulbs and fluorescent fixtures and washing windows.
6. Performs general cleaning tasks such as dusting desks and counters, cleaning windows and emptying ashtrays and waste baskets.
7. Regularly cleans and disinfects park restrooms and their fixtures. Keeps them supplied with soap, towels and other supplies.

Pay Grade Assigned 17 General
Effective date:
Supersedes: April 2000

Page 1 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Garter Township of Shelby

Job Description

8. Operates heavy equipment such as backhoe, loader, lift truck, dump truck and trailer.
9. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

~~All of the following qualifications, knowledge, skills, abilities and duties are essential. An employee in this class, upon appointment, must have the equivalent of the following:~~

Ability to operate power-driven equipment and hand tools.

Ability to perform heavy manual labor in various types of weather and working conditions.

Physically strong and active.

Ability to understand and follow oral and written instructions.

Appropriate mechanical aptitude to perform minor maintenance on equipment.

Ability to work effectively either alone or in a group situation.

Ability to lift and carry at least 50 pounds on a routine basis to complete duties 1, 2, and 4.

Ability to run, crawl, climb and maneuver where physical mobility is required to complete duties 1 through 8.

Ability to operate equipment and power tools to complete duties 1 through 4 and 8.

Acceptable training and experience includes graduation from accredited high school or equivalent.

Valid Michigan CDL. Pesticide Applicator's License.

Ability to obtain State of Michigan Pesticide Applicator license.

One year's experience/training in areas of building repairs, landscape maintenance, and custodial repair.

Pay Grade Assigned 17 General
Effective date:
Supersedes: April 2000

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Chartar Township of Shelby
Job Description
PARKS/RECREATION/MAINTENANCE PERSON IA

SUMMARY

Perform a wide variety of physical labor and equipment operation activities involving cleaning and grounds maintenance and repair work of the Township's buildings and grounds.

SUPERVISION RECEIVED

Work under the supervision of the foreman or other designated official.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Vacuums, sweeps, scrubs, waxes and buffs floors on a regular basis.
2. Regularly cleans and disinfects restrooms and their fixtures. Keeps them supplied with soap, towels and other supplies.
3. Performs general cleaning tasks such as dusting desks and counters, cleaning windows and emptying ashtrays and wastebaskets.
4. Performs routine, preventative maintenance tasks on the heating and air conditioning systems, changing belts, filters and lubricating various moving parts.
5. Makes carpentry repairs, minor electrical and plumbing repairs, replace windows, paints walls, repairs/replaces locks and checks water valves.
6. Performs maintenance tasks such as minor equipment repairs, replacing light bulbs and fluorescent fixtures and washing windows.
7. Performs various janitorial tasks such as mopping and waxing floors, shampooing carpets and vacuuming.
8. Using a variety of tools and equipment, mows, trims, fertilizers and waters grass, prunes and spray trees and shrubs to control insects and plant diseases, plant flowers and maintains beds on Township grounds.
9. Maintain grounds equipment such as tractor, lawn mowers and sprinkling system to insure that they are in proper and safe operating condition.

10. Act as crew leader as necessary.

Pay Grade Assigned 18 G

Effective date:

Supersedes: September 2000

Page 1 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby

Job Description

11. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYEMENT

All of the following qualifications, knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following:

- Ability** to operate power-driven equipment and hand tools.
- Ability** to perform heavy manual labor in various types of weather and working conditions.
- Physically** strong and active.
- Ability** to understand and follow oral and written instructions.
- Appropriate** mechanical aptitude to perform minor maintenance on equipment.
- Ability** to work effectively either alone or in a group situation.
- Ability** to lift and carry at least 50 pounds on a routine basis to complete duties 1, 8 and 9.
- Ability** to run, crawl, climb and maneuver where physical mobility is required to complete duties 1 through 9.
- Ability** to operate equipment and power tools to complete duties 5 and 8 and 9.
- Acceptable training and experience** include graduation from an accredited high school or equivalent.
- ~~Valid Michigan CDL. Pesticide Applicator License.~~
- Ability to obtain State of Michigan Pesticide Applicator license.
- ~~State of Michigan Pesticide Applicator License must be obtained within the probationary period and retained for the term of employment.~~
- One Year's** experience/training in areas of custodial and grounds maintenance and repair.

Pay Grade Assigned 18 G
Effective date:
Supersedes: September 2000

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby
Job Description
PARKS/RECREATION/MAINTENANCE PERSON IIA

SUMMARY

Perform a variety of skilled maintenance and repair tasks involving, buildings, facilities, vehicles, and heating and refrigeration equipment. Supervise and participate in plumbing, electrical, carpentry, and other maintenance work on Township property and facilities. Perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Director of Parks/Recreation/Maintenance – Senior Citizen.

SUPERVISION EXERCISED

May supervise department employees as directed.

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called to do any or all of the following essential duties. (These examples do not include all of the duties which the employee may be expected to perform.)

1. Perform skilled maintenance and repair tasks.
 - a. Perform various carpentry, plumbing, electrical and other installation and repair activities.
 - b. Repair and replace electrical fixtures, heating and refrigeration components, vehicle parts, and other worn out or defective items.
 - c. Build and assemble a wide variety of furniture and fixtures.
 - d. Install a variety of floor coverings, ceiling tiles, etc.
 - e. Repair and maintain mechanical equipment as required.
2. Inspect facilities and equipment to determine the need for repairs.
3. Assist with snow removal and other ground maintenance duties.
4. Perform related work as required.

Pay Grade Assigned 21 General
Effective date:
Supersedes: September 2000

Page 1 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby

Job Description

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following qualifications, knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following.

Reasonable knowledge of the tools, materials and equipment used in the repair and maintenance of mechanical equipment, buildings and grounds.

Knowledge of the operation and maintenance requirements of furnaces, ventilating systems, and refrigeration equipment.

Ability to perform a variety of maintenance tasks involving carpentry, electrical, plumbing and other repair activities.

Mechanical aptitude.

Skill in the operation of power equipment and tools.

Ability to prepare accurate records.

Ability to work effectively with other employees and the public.

Ability to lift and carry 50 pounds on a regular basis to complete duties 1 through 3.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 1 through 3.

Valid Michigan CDL.

Ability to obtain State of Michigan Pesticide Applicator license.

Required training and experience includes a graduation from high school or equivalent, supplemented by courses in building maintenance work, and five years of related experience.

Pay Grade Assigned 21 General
Effective date:
Supersedes: September 2000

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Chart Township of Shelby

Job Description

PARKS/RECREATION/MAINTENANCE PERSON III**SUMMARY**

Oversee and perform a variety of skilled maintenance and repair tasks involving buildings, facilities, heating and refrigeration equipment; perform plumbing, electrical, carpentry and other maintenance and repair work; and perform related work as required.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Parks/Recreation/Maintenance Foreman.

SUPERVISION EXERCISED

Supervision may be exercised over other maintenance employees assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Perform skilled maintenance and repair tasks.
 - a. Perform various carpentry, plumbing, electrical and other installation and repair activities. Work on HVAC and boiler.
 - b. Repair and replace electrical switches, sockets, light fixtures and wiring; replace heating and refrigeration parts, broken windows and shades, defective pipes and other worn out or defective items.
 - c. Assemble desks, cabinets, bookshelves and other items.
 - d. Install floor and ceiling tile, linoleum and Formica.
 - e. Install and maintain emergency electrical and lighting systems.
 - f. Calibrate pressure indicating gauges.
 - g. Perform other general maintenance work.
 - h. Repair and replace windows and screens.
 - i. Repair and replace toilets, lavatories, faucets, tub and other plumbing fixtures.
 - j. Operate power saw, floor, sander, drill, other tools and equipment.
 - k. Repair and maintain mechanical equipment as required.
2. Inspect facilities and equipment to determine the need for repairs.
3. Assist with snow removal and other ground maintenance duties.
4. Perform related work as required.

Pay Grade Assigned 23 Sup

Effective date:

Supersedes: September 2000

Page 1 of 2

Township Supervisor's Initials _____

Civil Service Chairperson's Initials _____

Charter Township of Shelby
Job Description

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following qualifications, knowledge, skills and abilities are essential. An employee in this class, upon appointment, must have the equivalent of the following:

Reasonable knowledge of the tools, materials and equipment used in the ~~repair~~ and repair and maintenance of mechanical equipment, buildings and grounds.

Considerable knowledge of the operation and maintenance requirements of furnaces, ventilating systems, and refrigeration equipment.

Ability to perform a variety of maintenance tasks involving carpentry, electrical, plumbing and other repair activities.

Mechanical aptitude.

Skill in the operation of power equipment and tools.

Ability to prepare accurate records.

Ability to work effectively with other employees and the public.

Ability to lift and carry 50 pounds on a regular basis to complete duties 1 through 3.

Ability to walk, crawl, climb and maneuver where physical mobility is required to complete duties 1 and 3.

Valid Michigan CDL.

Ability to obtain State of Michigan Pesticide Applicator license.

Required training includes graduation from an accredited high school including or supplemented by courses in building maintenance work.

Required experience includes four years experience in performing a variety of repair activities including the repair and maintenance of equipment, buildings and grounds and HVAC.

A Climate Control Certificate.

An employee in this class, upon appointment, must have the equivalent of the following

Pay Grade Assigned 23 Sup
Effective date:
Supersedes: September 2000

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby

Job Description

PARKS/RECREATION/MAINTENANCE/SENIOR CITIZEN SUPERVISOR

SUMMARY

To assist in the planning and assignment, supervision and participation in Parks/Recreation/Maintenance/Senior Citizens activities and personnel according to seasonal demands. Perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Director of Building/Grounds/Recreation/Senior Citizens or their designee.

SUPERVISION EXERCISED

Supervision is exercised over employees assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Supervise and assign work to employees engaged in maintenance and repair of township building facilities and grounds.
2. Make inspection of township facilities and properties to determine scheduled maintenance needs along with those that require immediate response to correct potential hazards.
3. Meet regularly with other department representatives to coordinate work activities and accept additional assignments that need to be performed by employees of the Parks/Recreation/Maintenance/Senior Citizens department.
4. Investigate and resolve employee disputes that arise.
5. Apprise Director of Parks/Recreation/Maintenance/Senior Citizens on daily basis of status of work projects.
6. Personally supervise and inspect routine projects in process to assure conformance with township work standards and safety practices.
7. Operate trucks, tractors, backhoe, front-end loader, electric powered hand tools.

Pay Grade Assigned 26
Effective date:
Supersedes: December 1999

Page 1 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

Charter Township of Shelby

Job Description

- 8. Plan Township sponsored events by working with festival committee members and participants.
- 9. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS and ABILITIES (KSA) FOR EMPLOYMENT

All of the following function, qualifications, Knowledge, Skills, Abilities and duties are essential. An employee in this class must have the following upon application:

ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

~~All of the following qualifications, knowledge, skill and abilities are essential. An employee in this class, upon appointment, must have the following:~~

Considerable knowledge of procedures, practices, materials and operation of equipment utilized in the maintenance and repair of building facilities and grounds.

Knowledge OSHA regulations as related to departmental activities.

Knowledge of public and employee safety practices to minimize injury and property damage at township facilities.

Ability to train employees in correct and safe operation of mechanical equipment.

Ability to plan, organize, supervise and coordinate the activities of employees engaged in a variety of repair and maintenance activities.

Ability to make sound decisions on operational problems and people problems.

Ability to prepare and maintain written reports.

Skill in interpreting blueprints and specifications.

Ability to work for extended periods in adverse weather conditions.

Must have the ability to see, hear and speak well to perform duties 2, 6, 7.

Must be physically mobile and be able to climb, stoop to perform duties 2, 6, 8.

Required training and experience includes graduation from high school or equivalent supplemented by training in basic electrical, mechanical operations, plumbing, heating and cooling. Three to five years experience of within the department.

A valid commercial drivers license.

Ability to obtain State of Michigan Pesticide Applicator license ~~within sixty days of date of hire.~~

Pay Grade Assigned 26
Effective date:
Supersedes: December 1999

Page 2 of 2

Township Supervisor's Initials _____
Civil Service Chairperson's Initials _____

**Charter Township of Shelby
Financial Management**

Memo

To: Charter Township of Shelby Board of Trustees
From: Jill Wood, Account Processor III
Date: 04/2/2013
Re: Bill Run in the Amount of \$380,626.32. - April 2, 2013

Please approve the Bill Run, as presented.



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Account 299.904 - General Engineering-Pass Thru FK											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 304	Site Plan #13-03 (SLU-1) Mulberry Meadows Review	Edit		03/20/2013	04/03/2013	04/03/2013			445.00	
									Account 299.904 - General Engineering-Pass Thru FK Totals	Invoice Transactions 1	<u>445.00</u>
Department 101 - Legislative											
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 305	Supervisor General	Edit		03/20/2013	04/03/2013	04/03/2013			735.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 308	Pavement Preservation Program	Edit		03/20/2013	04/03/2013	04/03/2013			210.00	
									Account 807.000 - Engineering Consulting Fees Totals	Invoice Transactions 2	<u>945.00</u>
Account 900.000 - Printing & Publishing											
12554 - C & G PUBLISHING	449 1309	1-29-13 Work Session Minutes	Edit		02/27/2013	04/03/2013	04/03/2013			48.13	
12554 - C & G PUBLISHING	448 1309	2-5-13 BOT Regular minutes	Edit		02/27/2013	04/03/2013	04/03/2013			280.00	
									Account 900.000 - Printing & Publishing Totals	Invoice Transactions 2	<u>328.13</u>
									Department 101 - Legislative Totals	Invoice Transactions 4	<u>\$1,273.13</u>
Department 171 - Supervisor											
Account 727.000 - Office Supply & Printing											
13966 - RICOH USA INC	5025331789	Copy Machine 9-25-12 to 12-24-12 HR	Edit		03/04/2013	04/03/2013	04/03/2013			10.12	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>10.12</u>
									Department 171 - Supervisor Totals	Invoice Transactions 1	<u>10.12</u>
Department 201 - Finance											
Account 727.000 - Office Supply & Printing											
19767 - METCOM INC	84810	5,000 AP Pressure Seal Checks	Edit		03/22/2013	04/03/2013	04/03/2013			1,098.94	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>1,098.94</u>
Account 804.600 - Network Support											
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			11,644.90	
									Account 804.600 - Network Support Totals	Invoice Transactions 1	<u>11,644.90</u>
									Department 201 - Finance Totals	Invoice Transactions 2	<u>\$12,743.84</u>
Department 208 - Nature Center											
Account 726.000 - Operating Supplies											
1082 - KEE'S AQUARIUM & PETS	3410	NC critter food	Edit		03/07/2013	04/03/2013	04/03/2013			22.09	
17748 - PETTY CASH - NATURE CENTER	pc040304	Critter Food, Kroger, DF	Edit		03/08/2013	04/03/2013	04/03/2013	03/13/2013		15.39	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 2	<u>37.48</u>
Account 727.000 - Office Supply & Printing											
17748 - PETTY CASH - NATURE CENTER	pc040305	Office Supplies, Office Max, Walmart, DF	Edit		03/08/2013	04/03/2013	04/03/2013	03/13/2013		24.25	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>24.25</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 208 - Nature Center											
Account 807.208 - Program/Speakers											
4690 - GORDON FOOD SERVICES INC	852099110	RBP Maple Syrup Day supplies	Edit		03/14/2013	04/03/2013	04/03/2013			69.98	
11476 - J&J ACE HARDWARE	1 19720	camp supplies	Edit		03/19/2013	04/03/2013	04/03/2013			3.97	
8802 - PETTY CASH - PARKS-REC-MAINT	pc040301	Reimb, Ntr Ctr Egg Stuffing	Edit		03/06/2013	04/03/2013	04/03/2013	03/08/2013		14.13	
									Account 807.208 - Program/Speakers Totals	Invoice Transactions 3	\$88.08
Account 920.000 - Utilities											
24351 - A T & T	586 3232478 0313	NC	Edit		03/13/2013	04/03/2013	04/03/2013			108.88	
									Account 920.000 - Utilities Totals	Invoice Transactions 1	\$108.88
									Department 208 - Nature Center Totals	Invoice Transactions 7	\$258.69
Department 210 - Legal											
Account 806.000 - Legal Contractual Retainer											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68469	February Legal Retainer - 2013	Edit		03/20/2013	04/03/2013	04/03/2013			15,833.33	
									Account 806.000 - Legal Contractual Retainer Totals	Invoice Transactions 1	\$15,833.33
Account 811.000 - Legal Fees											
3732 - GARAN LUCOW MILLER PC	393848	Nightingale vs. Shelby Twp.	Edit		03/09/2013	04/03/2013	04/03/2013			15,326.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68473	Building Dept.	Edit		03/20/2013	04/03/2013	04/03/2013			27.50	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68475	District Court	Edit		03/20/2013	04/03/2013	04/03/2013			550.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68477	Supervisor re:Planning	Edit		03/20/2013	04/03/2013	04/03/2013			1,210.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68478	Matyjasik/Sinacori	Edit		03/20/2013	04/03/2013	04/03/2013			5,912.50	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68480	Supervisor General	Edit		03/20/2013	04/03/2013	04/03/2013			5,885.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68481	University Builders	Edit		03/20/2013	04/03/2013	04/03/2013			272.50	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68482	Utica Van Dyke Service	Edit		03/20/2013	04/03/2013	04/03/2013			2,312.50	
									Account 811.000 - Legal Fees Totals	Invoice Transactions 8	\$31,496.00
Account 812.000 - Negotiations											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68420	General Labor March 2013	Edit		03/01/2013	04/03/2013	04/03/2013			356.25	
									Account 812.000 - Negotiations Totals	Invoice Transactions 1	\$356.25
Account 813.000 - Labor Matters, Grievances, etc											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68421	Litigation Labor March 2013	Edit		03/01/2013	04/03/2013	04/03/2013			31.89	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 210 - Legal											
Account 813.000 - Labor Matters, Grievances, etc											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68420	General Labor March 2013	Edit		03/01/2013	04/03/2013	04/03/2013			790.74	
									Account 813.000 - Labor Matters, Grievances, etc Totals	Invoice Transactions 2	<u>\$822.63</u>
Account 955.000 - Other Expenses											
3732 - GARAN LUCOW MILLER PC	393848	Nightingale vs. Shelby Twp.	Edit		03/09/2013	04/03/2013	04/03/2013			2,049.10	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68478	Matyjasik/Sinacori	Edit		03/20/2013	04/03/2013	04/03/2013			218.40	
									Account 955.000 - Other Expenses Totals	Invoice Transactions 2	<u>\$2,267.50</u>
									Department 210 - Legal Totals	Invoice Transactions 14	<u>\$50,775.71</u>
Department 226 - Human Resource											
Account 727.000 - Office Supply & Printing											
18590 - BERESFORD COMPANY	45717	ID Card Supplies & Cards - HR	Edit		03/07/2013	04/03/2013	04/03/2013			52.34	
13966 - RICOH USA INC	5025331789	Copy Machine 9-25-12 to 12-24-12 HR	Edit		03/04/2013	04/03/2013	04/03/2013			45.53	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 2	<u>\$97.87</u>
									Department 226 - Human Resource Totals	Invoice Transactions 2	<u>\$97.87</u>
Department 253 - Treasurer											
Account 727.000 - Office Supply & Printing											
26031 - CDW GOVERNMENT INC	Z706064	Total Micro M4600 Power Adapter	Edit		03/08/2013	04/03/2013	04/03/2013			61.35	
26031 - CDW GOVERNMENT INC	Z679922	Startech RJ45 Splitter Adapter Cab	Edit		03/07/2013	04/03/2013	04/03/2013			38.56	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 2	<u>\$99.91</u>
									Department 253 - Treasurer Totals	Invoice Transactions 2	<u>\$99.91</u>
Department 371 - Protective Inspection											
Account 726.600 - Uniform Exp											
14295 - ROBERT GOLOCHOWICZ	3142013	Uniform Reimbursement Ee # 10826	Edit		03/04/2013	04/03/2013	04/03/2013			60.00	
21430 - UTICA SHOE	425948	Boot Purchase Ee # 10995	Edit		02/01/2013	04/03/2013	04/03/2013			100.00	
									Account 726.600 - Uniform Exp Totals	Invoice Transactions 2	<u>\$160.00</u>
Account 727.000 - Office Supply & Printing											
6841 - HEADSETS.COM INC	2453029	HEADSET - CA	Edit		03/07/2013	04/03/2013	04/03/2013			131.85	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$131.85</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 371 - Protective Inspection											
Account 728.000 - Membership Dues & Conference											
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	41813 BG	CONFERENCE	Edit		03/21/2013	04/03/2013	04/03/2013			25.00	
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	62013 LC	CONFERENCE	Edit		03/21/2013	04/03/2013	04/03/2013			25.00	
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	41813 LC	CONFERENCE	Edit		03/21/2013	04/03/2013	04/03/2013			25.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 3	<u>\$75.00</u>
Account 805.296 - Lot Checks											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 1265	56417 KEN CHARLES	Edit		10/23/2012	04/03/2013	04/03/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 230	SHELBY WOODS NORTH BLDG G	Edit		03/05/2013	04/03/2013	04/03/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 229	55415 JEWELL	Edit		03/05/2013	04/03/2013	04/03/2013			200.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 232	AMBASSADOR VILLAGE BLDG 21	Edit		03/05/2013	04/03/2013	04/03/2013			120.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 231	AMBASSADOR VILLAGE #7	Edit		03/05/2013	04/03/2013	04/03/2013			120.00	
									Account 805.296 - Lot Checks Totals	Invoice Transactions 5	<u>\$600.00</u>
Account 860.200 - Auto Repair - Maint Exp											
1600 - MR MUFFLER & BRAKES	10888	VEHICLE REPAIR - B10	Edit		03/20/2013	04/03/2013	04/03/2013			645.25	
18462 - SHELBY TIRE & AUTO SERVICE	34957	VEHICLE REPAIR - B13	Edit		03/15/2013	04/03/2013	04/03/2013			17.00	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 2	<u>\$662.25</u>
									Department 371 - Protective Inspection Totals	Invoice Transactions 13	<u>\$1,629.10</u>
Department 442 - Highway Streets Bridges											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			14,291.45	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$14,291.45</u>
Account 967.150 - Street Maint Exp											
684 - MACOMB COUNTY DEPARTMENT OF ROADS	26615	ROAD SALT 2/13	Edit		03/08/2013	04/03/2013	04/03/2013			2,982.65	
684 - MACOMB COUNTY DEPARTMENT OF ROADS	26592	TRAFFIC SIGNAL MAINTENANCE 2/13	Edit		03/08/2013	04/03/2013	04/03/2013			64.82	
									Account 967.150 - Street Maint Exp Totals	Invoice Transactions 2	<u>\$3,047.47</u>
Account 967.200 - Local Rd. Paving											
684 - MACOMB COUNTY DEPARTMENT OF ROADS	913194	24-25 Mile Road & Van Dyke Project	Edit		12/31/2012	04/03/2013	12/31/2012			(16,711.75)	
684 - MACOMB COUNTY DEPARTMENT OF ROADS	913193	24-25 Mile Road & Van Dyke Project	Edit		12/31/2012	04/03/2013	12/31/2012			10,128.21	
684 - MACOMB COUNTY DEPARTMENT OF ROADS	913192	24-25 Mile Road & Van Dyke Project	Edit		12/31/2012	04/03/2013	12/31/2012			8,341.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 442 - Highway Streets Bridges											
Account 967.200 - Local Rd. Paving											
684 - MACOMB COUNTY DEPARTMENT OF ROADS	913165	24-25 Mile Road & Van Dyke Project	Edit		12/31/2012	04/03/2013	12/31/2012			33,423.50	
									Account 967.200 - Local Rd. Paving Totals	Invoice Transactions 4	<u>\$35,180.96</u>
Account 967.500 - Sidewalks											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 306	Sidewalk	Edit		03/20/2013	04/03/2013	04/03/2013			420.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 299	2013 SIDEWALK GAP	Edit		03/19/2013	04/03/2013	04/03/2013			2,135.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 289	SHELBY RD SIDEWALK 22 TO MOUND	Edit		03/19/2013	04/03/2013	04/03/2013			332.50	
									Account 967.500 - Sidewalks Totals	Invoice Transactions 3	<u>\$2,887.50</u>
Account 967.560 - Sidewalk Easements											
6844 - JEFFREY A & ROGER A PELC	7233426018	EASEMENT CONSIDERATION	Edit		03/21/2013	04/03/2013	04/03/2013			423.30	
									Account 967.560 - Sidewalk Easements Totals	Invoice Transactions 1	<u>\$423.30</u>
									Department 442 - Highway Streets Bridges Totals	Invoice Transactions 11	<u>\$55,830.68</u>
Department 738 - Library											
Account 726.500 - Departmental Supplies											
13279 - GALE	98862836	Library Items	Edit		03/05/2013	04/03/2013	04/03/2013			148.44	
13279 - GALE	98864742	Library Items	Edit		03/05/2013	04/03/2013	04/03/2013			153.69	
13279 - GALE	98865375	Library Items	Edit		03/05/2013	04/03/2013	04/03/2013			95.21	
6685 - INGRAM LIBRARY SERVICES	70799727	Library Items	Edit		02/28/2013	04/03/2013	04/03/2013			37.35	
16542 - MIDWEST TAPE	90807171	Library Items	Edit		03/05/2013	04/03/2013	04/03/2013			9.99	
3063 - RECORDED BOOKS LLC	74687052	Library Items	Edit		03/05/2013	04/03/2013	04/03/2013			20.85	
3063 - RECORDED BOOKS LLC	74691057	Library Items	Edit		03/08/2013	04/03/2013	04/03/2013			99.00	
									Account 726.500 - Departmental Supplies Totals	Invoice Transactions 7	<u>\$564.53</u>
Account 728.000 - Membership Dues & Conference											
8948 - MIDWEST COLLABORATIVE FOR LIBRARY SERVICES	318044	Membership Dues	Edit		03/07/2013	04/03/2013	04/03/2013			250.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 1	<u>\$250.00</u>
Account 804.738 - Collection SVC Exp											
16243 - UNIQUE MANAGEMENT SERVICES INC	235183	Collections	Edit		03/01/2013	04/03/2013	04/03/2013			53.70	
									Account 804.738 - Collection SVC Exp Totals	Invoice Transactions 1	<u>\$53.70</u>
Account 809.500 - Automated Sys Svc											
5844 - SLC - PROPRIETARY FUND	200835	Library Items	Edit		03/19/2013	04/03/2013	04/03/2013			10,057.00	
5844 - SLC - PROPRIETARY FUND	200819	Library Items	Edit		03/19/2013	04/03/2013	04/03/2013			301.86	
									Account 809.500 - Automated Sys Svc Totals	Invoice Transactions 2	<u>\$10,358.86</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 738 - Library											
Account 850.000 - Communications											
25415 - A T & T LONG DISTANCE	8541262020213	Phones, Faxes, PRI, & T1 Lines	Edit		02/26/2013	04/03/2013	04/03/2013			2.57	
								Account 850.000 - Communications Totals		Invoice Transactions 1	<u>\$2.57</u>
								Department 738 - Library Totals		Invoice Transactions 12	<u>\$11,229.66</u>
Department 774 - Senior Citizen Operations											
Account 790.771 - Trips - SC											
178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC	3113	Soaring Eagle Celtic Crossroads - 3-18-13 Day	Edit		03/11/2013	04/03/2013	04/03/2013			184.00	
178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC	31213	Celtic Crossroads 3-17&18-13 Overnight	Edit		03/11/2013	04/03/2013	04/03/2013			384.00	
								Account 790.771 - Trips - SC Totals		Invoice Transactions 2	<u>\$568.00</u>
Account 790.772 - Manicures - SC											
6762 - REANNA GOLAB	32013	Commission - Weeks 10 & 11	Edit		03/20/2013	04/03/2013	04/03/2013			28.00	
5597 - NANCY SMERECKI	32013	Commission - Weeks 10 & 11	Edit		03/20/2013	04/03/2013	04/03/2013			364.00	
								Account 790.772 - Manicures - SC Totals		Invoice Transactions 2	<u>\$392.00</u>
Account 790.775 - Parties / Dance-Seniors											
5017 - A MOVABLE FEAST INC	16873	Catering for St. Pat's Dinner Dance 3-15-13	Edit		03/15/2013	04/03/2013	04/03/2013			965.00	
15293 - GORDON FOOD SERVICE INC	852098895	St. Pat's Dinner Dance 3-15-13	Edit		03/07/2013	04/03/2013	04/03/2013			27.87	
3066 - PETTY CASH - SENIOR CENTER	40313srctrpc01	Walmart - St. Pat's Dinner Dance	Edit		03/07/2013	04/03/2013	04/03/2013			47.52	
3066 - PETTY CASH - SENIOR CENTER	40313srctrpc02	Kroger - St. Pat's Dinner Dance	Edit		03/07/2013	04/03/2013	04/03/2013			1.37	
								Account 790.775 - Parties / Dance-Seniors Totals		Invoice Transactions 4	<u>\$1,041.76</u>
Account 860.200 - Auto Repair - Maint Exp											
326 - DECKER AUTO PARTS INC	1842	SMART supplies	Edit		03/19/2013	04/03/2013	04/03/2013			31.88	
326 - DECKER AUTO PARTS INC	1843	SMART halgen bulb	Edit		03/19/2013	04/03/2013	04/03/2013			9.98	
9159 - MIKE'S PUMP SERVICE INC	71979	SMART EZ clean	Edit		03/19/2013	04/03/2013	04/03/2013			48.00	
15642 - SMART	14023	Vehicle 29147 rpr	Edit		03/15/2013	04/03/2013	04/03/2013			95.01	
								Account 860.200 - Auto Repair - Maint Exp Totals		Invoice Transactions 4	<u>\$184.87</u>
								Department 774 - Senior Citizen Operations Totals		Invoice Transactions 12	<u>\$2,186.63</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 788 - Rec Programs -											
Account 630.702 - Little League Revenue											
6846 - KIMBERLY HANNISH	211909A7	Refund, Girls Senior M W, Alicia	Edit		03/20/2013	04/03/2013	04/03/2013			85.00	
									Account 630.702 - Little League Revenue Totals	Invoice Transactions 1	<u>85.00</u>
Account 840.025 - Easter Scramble/Brunch											
24261 - BURKE'S SPORT HAVEN INC	CTS31213	100' plastic link fence for Easter Scramble	Edit		03/12/2013	04/03/2013	04/03/2013			750.00	
23849 - FABRITEC CLEANERS INC	28387	Easter Bunny costume cleaning	Edit		03/16/2013	04/03/2013	04/03/2013			24.00	
15228 - HOME DEPOT CREDIT SERVICES	3231991	NC Easter Egg Scramble lattice & supplies	Edit		03/12/2013	04/03/2013	04/03/2013			79.17	
15228 - HOME DEPOT CREDIT SERVICES	5232074	Easter Scramble bunny bkdrp display supplies	Edit		03/20/2013	04/03/2013	04/03/2013			23.54	
584 - K-MART	31113 002 99059	Sr Ctr soda/supplies for egg stuffing	Edit		03/11/2013	04/03/2013	04/03/2013			35.83	
									Account 840.025 - Easter Scramble/Brunch Totals	Invoice Transactions 5	<u>912.54</u>
Account 840.103 - Special Recreation											
8802 - PETTY CASH - PARKS-REC-MAINT	pc040302	Kroger, Spec Rec Event Supplies, SF	Edit		03/08/2013	04/03/2013	04/03/2013			110.68	
8802 - PETTY CASH - PARKS-REC-MAINT	pc040303	Meijer, Spec Rec Event Supplies, SF	Edit		03/08/2013	04/03/2013	04/03/2013			14.82	
8802 - PETTY CASH - PARKS-REC-MAINT	pc040306	Spec Rec Bball Banquet Supplies, Meijer, SF	Edit		03/14/2013	04/03/2013	04/03/2013			18.57	
									Account 840.103 - Special Recreation Totals	Invoice Transactions 3	<u>144.07</u>
Account 840.133 - Master Ks Karate											
13974 - SMART LLC	133win413	commission	Edit		03/12/2013	04/03/2013	04/03/2013			156.00	
13974 - SMART LLC	133win513	commission	Edit		03/12/2013	04/03/2013	04/03/2013			19.50	
									Account 840.133 - Master Ks Karate Totals	Invoice Transactions 2	<u>175.50</u>
Account 840.188 - Tai Chi											
20388 - JANET GARTEN-RANDOLPH	188win213	commission	Edit		03/12/2013	04/03/2013	04/03/2013			117.00	
									Account 840.188 - Tai Chi Totals	Invoice Transactions 1	<u>117.00</u>
Account 840.192 - Joe Dumars Fieldhouse											
14174 - JOE DUMARS FIELDHOUSE	192win113	commission	Edit		02/15/2013	04/03/2013	04/03/2013			1,480.05	
14174 - JOE DUMARS FIELDHOUSE	192win213	commission	Edit		03/05/2013	04/03/2013	04/03/2013			965.25	
14174 - JOE DUMARS FIELDHOUSE	192win313	commission	Edit		03/12/2013	04/03/2013	04/03/2013			257.40	
									Account 840.192 - Joe Dumars Fieldhouse Totals	Invoice Transactions 3	<u>2,702.70</u>
Account 840.247 - Graceful Dance & Fitness											
26092 - GRACEFUL MOVES DANCE INC	247win313	commission	Edit		03/12/2013	04/03/2013	04/03/2013			364.00	
									Account 840.247 - Graceful Dance & Fitness Totals	Invoice Transactions 1	<u>364.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 788 - Rec Programs -											
Account 840.320 - Family Tree Shaking											
6693 - JENNIFER D SOPKO	320win413	commission	Edit		03/08/2013	04/03/2013	04/03/2013			16.25	
									Account 840.320 - Family Tree Shaking Totals	Invoice Transactions 1	<u>\$16.25</u>
Account 840.789 - Exp Misc Donations											
8802 - PETTY CASH - PARKS-REC-MAINT	pc040308	Easter Scramble Supplies, Michaels, CM	Edit		03/20/2013	04/03/2013	04/03/2013			103.76	
									Account 840.789 - Exp Misc Donations Totals	Invoice Transactions 1	<u>\$103.76</u>
									Department 788 - Rec Programs - Totals	Invoice Transactions 18	<u>\$4,620.82</u>
Department 789 - Parks Recreation Maintenance											
Account 726.000 - Operating Supplies											
15228 - HOME DEPOT CREDIT SERVICES	563502	tools	Edit		03/05/2013	04/03/2013	04/03/2013			24.85	
25195 - STANLEY SECURITY SOLUTIONS INC	902598164	keys	Edit		03/13/2013	04/03/2013	04/03/2013			40.49	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 2	<u>\$65.34</u>
Account 726.600 - Uniform Exp											
19449 - CONTRACTORS CLOTHING CO	7260870	Uniform Order Ee # 10476	Edit		03/06/2013	04/03/2013	04/03/2013			210.87	
									Account 726.600 - Uniform Exp Totals	Invoice Transactions 1	<u>\$210.87</u>
Account 741.000 - Mun Bldg Maintenance											
15228 - HOME DEPOT CREDIT SERVICES	1564715	paint; toilet rpr	Edit		03/14/2013	04/03/2013	04/03/2013			13.94	
6250 - WITTOCK SUPPLY	2343428 01	toilet flushers	Edit		03/08/2013	04/03/2013	04/03/2013			168.35	
									Account 741.000 - Mun Bldg Maintenance Totals	Invoice Transactions 2	<u>\$182.29</u>
Account 748.000 - Comm Center Maint - Disco											
14863 - COCHRANE SUPPLY & ENG INC	1008280	Cmty Ctr boiler 3 flow switch	Edit		03/14/2013	04/03/2013	04/03/2013			160.32	
14863 - COCHRANE SUPPLY & ENG INC	1007978	supplies	Edit		03/12/2013	04/03/2013	04/03/2013			7.80	
15228 - HOME DEPOT CREDIT SERVICES	8111453	Sr Ctr faucet rpr in craft rm	Edit		03/07/2013	04/03/2013	04/03/2013			9.42	
15916 - INTERSTATE SECURITY INC	8626059	Cmty Ctr reset fire panel	Edit		03/11/2013	04/03/2013	04/03/2013			85.00	
16150 - MACOMB WHOLESALE SUPPLY CORP	12079	4-Sr Ctr floor mats; can liners	Edit		03/14/2013	04/03/2013	04/03/2013			588.62	
1148 - SHELBY PAINT & DECORATING	2827	Sr men's restrm paint	Edit		03/12/2013	04/03/2013	04/03/2013			44.56	
1148 - SHELBY PAINT & DECORATING	2765	Sr Ctr women's restrm paint	Edit		03/05/2013	04/03/2013	04/03/2013			72.43	
7857 - STONE'S ACE HARDWARE	52856	credit	Edit		03/07/2013	04/03/2013	04/03/2013			(5.99)	
7857 - STONE'S ACE HARDWARE	52848	Sr Ctr handle	Edit		03/06/2013	04/03/2013	04/03/2013			5.99	
6290 - WILLIAMS DISTRIBUTING - SHELBY	388807 001	new hot water tank for Library	Edit		03/05/2013	04/03/2013	04/03/2013			368.31	
6250 - WITTOCK SUPPLY	2343428 01	toilet flushers	Edit		03/08/2013	04/03/2013	04/03/2013			168.35	
									Account 748.000 - Comm Center Maint - Disco Totals	Invoice Transactions 11	<u>\$1,504.81</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 789 - Parks Recreation Maintenance											
Account 749.756 - River Bends Parks Maint											
11476 - J&J ACE HARDWARE	1	19624	RBP hot water tank hardware	Edit	03/04/2013	04/03/2013	04/03/2013			9.30	
19425 - ROYCE ROLLS RINGER CO		76273	3-paper holders for Hickory Gr mens rstrm	Edit	03/15/2013	04/03/2013	04/03/2013			143.73	
7857 - STONE'S ACE HARDWARE		52940	cylinder exchange for propane tank	Edit	03/12/2013	04/03/2013	04/03/2013			19.99	
									Account 749.756 - River Bends Parks Maint Totals	Invoice Transactions 3	<u>\$173.02</u>
Account 750.000 - Equip Maint Cost											
18709 - CANFIELD EQUIPMENT SERVICE INC		229639	Macomb County plowing equipmt rpr parts	Edit	03/12/2013	04/03/2013	04/03/2013			707.40	
6009 - CLARK'S WELDING INC		35319	steel for trailer	Edit	03/19/2013	04/03/2013	04/03/2013			71.88	
326 - DECKER AUTO PARTS INC		1069	3-valves for mower tires	Edit	03/12/2013	04/03/2013	04/03/2013			2.97	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER		193214	chains for chain saws	Edit	02/19/2013	04/03/2013	04/03/2013			24.42	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER		196033	edger blade	Edit	03/19/2013	04/03/2013	04/03/2013			13.80	
4352 - HERITAGE-CRYSTAL CLEAN LLC		12406398	used fuel disposal	Edit	02/26/2013	04/03/2013	04/03/2013			114.30	
1148 - SHELBY PAINT & DECORATING		2883	equipmt paint supplies	Edit	03/21/2013	04/03/2013	04/03/2013			11.84	
18462 - SHELBY TIRE & AUTO SERVICE		34988	trailer tire rpr	Edit	03/21/2013	04/03/2013	04/03/2013			12.00	
12096 - TIRE WHOLESALERS COMPANY INC		2153687	PRM 78 & mower tires	Edit	03/20/2013	04/03/2013	04/03/2013			168.00	
1383 - WASHINGTON ELEVATOR CO INC		1001227	rock salt	Edit	03/19/2013	04/03/2013	04/03/2013			68.01	
1397 - WEINGARTZ SUPPLY CO INC		1737484	PRM 54	Edit	03/12/2013	04/03/2013	04/03/2013			137.07	
1397 - WEINGARTZ SUPPLY CO INC		1737484 01	PRM 94 & JD mower parts	Edit	03/15/2013	04/03/2013	04/03/2013			218.04	
1397 - WEINGARTZ SUPPLY CO INC		1737488	mower part	Edit	03/15/2013	04/03/2013	04/03/2013			41.93	
1397 - WEINGARTZ SUPPLY CO INC		1737902	PRM 78 rpr parts	Edit	03/15/2013	04/03/2013	04/03/2013			799.07	
1397 - WEINGARTZ SUPPLY CO INC		1738472	PRM 78, mower parts	Edit	03/20/2013	04/03/2013	04/03/2013			139.25	
									Account 750.000 - Equip Maint Cost Totals	Invoice Transactions 15	<u>\$2,529.98</u>
Account 751.000 - Grounds Maint											
22135 - C-MAR PRODUCTS INC		34214	40-55gal drums	Edit	03/13/2013	04/03/2013	04/03/2013			480.00	
15228 - HOME DEPOT CREDIT SERVICES		3031247	4-rakes,2-brooms,gloves,concrete ,bolt	Edit	03/12/2013	04/03/2013	04/03/2013			157.98	
15228 - HOME DEPOT CREDIT SERVICES		1564715	paint; toilet rpr	Edit	03/14/2013	04/03/2013	04/03/2013			27.98	
12665 - LIGHTING SUPPLY COMPANY		868444	Ballasts for parks	Edit	03/06/2013	04/03/2013	04/03/2013			330.00	
2754 - MPC AWARDS		48942	Memorial rplcmt plaque	Edit	03/04/2013	04/03/2013	04/03/2013			8.92	
1383 - WASHINGTON ELEVATOR CO INC		1001051	RJ - 10607inv rock salt	Edit	03/16/2013	04/03/2013	04/03/2013			111.56	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 789 - Parks Recreation Maintenance											
Account 751.000 - Grounds Maint											
1383 - WASHINGTON ELEVATOR CO INC	1000740	rock salt	Edit		03/13/2013	04/03/2013	04/03/2013			90.45	
								Account 751.000 - Grounds Maint Totals		Invoice Transactions 7	\$1,206.89
Account 860.200 - Auto Repair - Maint Exp											
326 - DECKER AUTO PARTS INC	1897	floor dry	Edit		03/19/2013	04/03/2013	04/03/2013			10.95	
								Account 860.200 - Auto Repair - Maint Exp Totals		Invoice Transactions 1	\$10.95
Account 922.000 - School House Utilities											
1158 - SHELBY TWP DPW	2151473000010 213	Chapel & school 10/29- 2/4/13	Edit		02/04/2013	04/03/2013	04/03/2013			27.42	
								Account 922.000 - School House Utilities Totals		Invoice Transactions 1	\$27.42
Account 924.000 - Main Bldg Utilities											
24351 - A T & T	586 7317630 0313	Sr Ctr & PRM	Edit		03/10/2013	04/03/2013	04/03/2013			990.18	
1158 - SHELBY TWP DPW	2151477000010 213	PRM 10/29-2/4/13	Edit		02/04/2013	04/03/2013	04/03/2013			115.59	
								Account 924.000 - Main Bldg Utilities Totals		Invoice Transactions 2	\$1,105.77
Account 926.000 - Park Pav Utilities											
24351 - A T & T	586 7312521 0313	MSP	Edit		03/10/2013	04/03/2013	04/03/2013			175.08	
1158 - SHELBY TWP DPW	2151348000010 213	MSP garage 8/8- 2/11/13	Edit		02/11/2013	04/03/2013	04/03/2013			2.50	
1158 - SHELBY TWP DPW	2151340000010 213	Mae Stecker 11/14- 2/19/13	Edit		02/19/2013	04/03/2013	04/03/2013			53.98	
								Account 926.000 - Park Pav Utilities Totals		Invoice Transactions 3	\$231.56
Account 929.000 - River Bends Utilities											
24351 - A T & T	586 7262717 0313	RBP	Edit		03/16/2013	04/03/2013	04/03/2013			53.84	
1158 - SHELBY TWP DPW	2209792000010 213	RBP pit 11/27-2/7/13	Edit		02/07/2013	04/03/2013	04/03/2013			5.16	
								Account 929.000 - River Bends Utilities Totals		Invoice Transactions 2	\$59.00
Account 929.100 - Lombardo Park Utilities											
1158 - SHELBY TWP DPW	2230111000010 213	Lombardo 10/19- 2/12/13	Edit		02/12/2013	04/03/2013	04/03/2013			5.16	
1158 - SHELBY TWP DPW	2230109000010 213	Lombardo 10/19- 2/12/13	Edit		02/12/2013	04/03/2013	04/03/2013			5.16	
1158 - SHELBY TWP DPW	2230107000010 213	Lombardo Cmft Sta 10/30-2/12/13	Edit		02/12/2013	04/03/2013	04/03/2013			145.44	
								Account 929.100 - Lombardo Park Utilities Totals		Invoice Transactions 3	\$155.76



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 101 - General Fund										
Department 789 - Parks Recreation Maintenance										
Account 929.200 - Lion Soccer Park Utilities										
1158 - SHELBY TWP DPW	2151444000010 213	Lions Soccer Field 10/22-2/7/13	Edit		02/07/2013	04/03/2013	04/03/2013			5.16
								Account 929.200 - Lion Soccer Park Utilities Totals	Invoice Transactions 1	<u>\$5.16</u>
Account 929.600 - Ford Field/Center Pk Utility										
1158 - SHELBY TWP DPW	2211366000010 213	Ford Field 11/1-2/7/13	Edit		02/07/2013	04/03/2013	04/03/2013			68.58
								Account 929.600 - Ford Field/Center Pk Utility Totals	Invoice Transactions 1	<u>\$68.58</u>
								Department 789 - Parks Recreation Maintenance Totals	Invoice Transactions 55	<u>\$7,537.40</u>
Department 800 - Planning										
Account 900.000 - Printing & Publishing										
13966 - RICOH USA INC	5025331789	Copy Machine 9-25-12 to 12-24-12 HR	Edit		03/04/2013	04/03/2013	04/03/2013			45.53
16214 - OFFICE EXPRESS	1020247	Planning & Zoning Envelopes	Edit		02/21/2013	04/03/2013	04/03/2013			55.00
								Account 900.000 - Printing & Publishing Totals	Invoice Transactions 2	<u>\$100.53</u>
								Department 800 - Planning Totals	Invoice Transactions 2	<u>\$100.53</u>
Department 900 - Other Functions										
Account 727.000 - Office Supply & Printing										
18590 - BERESFORD COMPANY	45717	ID Card Supplies & Cards - HR	Edit		03/07/2013	04/03/2013	04/03/2013			56.34
								Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$56.34</u>
Account 730.000 - Equipment Svc & Maint										
13966 - RICOH USA INC	5025340050	work room copier maint-3/5/13-6/4/13	Edit		03/05/2013	04/03/2013	04/03/2013			634.80
								Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 1	<u>\$634.80</u>
Account 780.000 - Microfilm Supplies & Svc										
16541 - IRON MOUNTAIN	GSF5711	Records Storage 3/1/13 -3/31/13	Edit		02/28/2013	04/03/2013	04/03/2013			1,440.93
								Account 780.000 - Microfilm Supplies & Svc Totals	Invoice Transactions 1	<u>\$1,440.93</u>
Account 810.101 - Web Page										
4153 - REVIZE LLC	2012	Annual Web Hosting 8/1/12 - 7/31/2013	Edit		07/17/2012	04/03/2013	04/03/2013			1,860.00
								Account 810.101 - Web Page Totals	Invoice Transactions 1	<u>\$1,860.00</u>
Account 830.002 - Beautification Committee										
17693 - ARBOR DAY FOUNDATION	3182013	Associate Member 872- 449-3352 5/13-5/14	Edit		03/18/2013	04/03/2013	04/03/2013			50.00
								Account 830.002 - Beautification Committee Totals	Invoice Transactions 1	<u>\$50.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 900 - Other Functions											
Account 830.003 - Historical Committee											
6792 - SCHOOLSIN	W48994	Outdoor enclosed board for C-K Canal	Edit		02/28/2013	04/03/2013	04/03/2013			143.11	
									Account 830.003 - Historical Committee Totals	Invoice Transactions 1	<u>\$143.11</u>
Account 863.000 - Gasoline											
1204 - SPENCER OIL COMPANY	407839	GASOLINE	Edit		03/07/2013	04/03/2013	04/03/2013			5,688.06	
14580 - OSCAR W LARSON CO	59536	PRM software	Edit		03/06/2013	04/03/2013	04/03/2013			306.10	
14580 - OSCAR W LARSON CO	398575	Federal mandated imprvmt emergency stop for gas	Edit		02/20/2013	04/03/2013	04/03/2013			2,100.00	
14580 - OSCAR W LARSON CO	398782	Federal mandate inspection/corrections	Edit		03/06/2013	04/03/2013	04/03/2013			2,200.00	
1204 - SPENCER OIL COMPANY	407845	diesel 590.2 gal	Edit		03/07/2013	04/03/2013	04/03/2013			2,017.56	
1204 - SPENCER OIL COMPANY	408098	diesel 504 gal	Edit		03/14/2013	04/03/2013	04/03/2013			1,618.97	
									Account 863.000 - Gasoline Totals	Invoice Transactions 6	<u>\$13,930.69</u>
Account 881.000 - Publicity/Newsletter											
19767 - METCOM INC	84826	Twp newsletter Spr/Smr	Edit		03/15/2013	04/03/2013	04/03/2013			14,855.51	
19767 - METCOM INC	84826CR	credit	Edit		03/20/2013	04/03/2013	04/03/2013			(213.52)	
8802 - PETTY CASH - PARKS-REC-MAINT	pc040307	Newsletter Postage, US Post Office, MM	Edit		03/14/2013	04/03/2013	04/03/2013			70.00	
19985 - RENT-A-TRUCK INC	RT211593	Truck rental for twp nwsltr	Edit		03/13/2013	04/03/2013	04/03/2013			135.00	
									Account 881.000 - Publicity/Newsletter Totals	Invoice Transactions 4	<u>\$14,846.99</u>
Account 921.000 - Mun bldg - Utilities											
24351 - A T & T	586 7261826 0313	MUN BLDG ELEVATOR	Edit		03/16/2013	04/03/2013	04/03/2013			48.34	
1158 - SHELBY TWP DPW	2151479000113	Mun Bd 10/29/12-1/21/13	Edit		01/21/2013	04/03/2013	04/03/2013			208.35	
									Account 921.000 - Mun bldg - Utilities Totals	Invoice Transactions 2	<u>\$256.69</u>
Account 924.500 - Comm Center Utilities - other Funds											
24351 - A T & T	586 7317630 0313	Sr Ctr & PRM	Edit		03/10/2013	04/03/2013	04/03/2013			41.26	
24351 - A T & T	586 7311582 0313	Cmty Ctr Alarm	Edit		03/10/2013	04/03/2013	04/03/2013			52.06	
1158 - SHELBY TWP DPW	2151437000010 213	Cmty Ctr Pavilion 11/5-2/7/13	Edit		02/07/2013	04/03/2013	04/03/2013			148.10	
1158 - SHELBY TWP DPW	2151443000010 213	Cmty Ctr 10/29-2/4/13	Edit		02/04/2013	04/03/2013	04/03/2013			1,277.35	
									Account 924.500 - Comm Center Utilities - other Funds Totals	Invoice Transactions 4	<u>\$1,518.77</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 900 - Other Functions											
Account 950.500 - Equip Rental											
1007 - PITNEY BOWES INC	1501529 MR13	Mailing Machine Lease - 3/30/13-6/30/13	Edit		03/13/2013	04/03/2013	04/03/2013			685.98	
								Account 950.500 - Equip Rental Totals		Invoice Transactions 1	<u>\$685.98</u>
								Department 900 - Other Functions Totals		Invoice Transactions 23	<u>\$35,424.30</u>
Department 902 - Capital Outlay											
Account 985.371 - Equip Replace - Prot Insp											
6723 - HEWLETT-PACKARD COMPANY	52492732	COMPUTER REPLACEMENT - CA	Edit		03/04/2013	04/03/2013	04/03/2013			729.00	
								Account 985.371 - Equip Replace - Prot Insp Totals		Invoice Transactions 1	<u>\$729.00</u>
								Department 902 - Capital Outlay Totals		Invoice Transactions 1	<u>\$729.00</u>
								Fund 101 - General Fund Totals		Invoice Transactions 180	<u>\$184,992.39</u>
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 709.000 - Education & Training											
5718 - DENNIS K BRANTLEY	31013DB	REIMBURSE MILEAGE SMEMSIC CONFERENCE MAR 7- 10, 2013	Edit		03/10/2013	04/03/2013	04/03/2013			266.68	
13831 - STEVEN R BUCKLEY	30813	MEAL REIMBURSE SMEMSIC CONFERENCE ON MAR 7-9, 2013	Edit		03/08/2013	04/03/2013	04/03/2013			20.00	
21433 - JOSHUA D FOUCHIA	31013JF	REIMBURSE MILEAGE SMEMSIC CONFERENCE MAR 7- 10, 2013	Edit		03/10/2013	04/03/2013	04/03/2013			266.68	
22301 - WARREN W HAPPELL	31013WH	REIMBURSE MILEAGE SMEMSIC CONFERENCE MAR 7- 10, 2013	Edit		03/10/2013	04/03/2013	04/03/2013			266.68	
6813 - ROBERT C MUylaERT	31013RM	REIMBURSE MILEAGE SMEMSIC CONFERENCE MAR 7- 10, 2013	Edit		03/10/2013	04/03/2013	04/03/2013			266.68	
								Account 709.000 - Education & Training Totals		Invoice Transactions 5	<u>\$1,086.72</u>
Account 726.000 - Operating Supplies											
3423 - BLUE WATER INDUSTRIAL PRODUCTS INC	521554	OXYGEN (ACCT # 07039)	Edit		03/06/2013	04/03/2013	04/03/2013			115.50	
3423 - BLUE WATER INDUSTRIAL PRODUCTS INC	519398	OXYGEN - STATION 4 (ACCT # 7039A)	Edit		02/11/2013	04/03/2013	04/03/2013			71.50	
23849 - FABRITEC CLEANERS INC	28322	DRY CLEANING	Edit		03/07/2013	04/03/2013	04/03/2013			6.05	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 726.000 - Operating Supplies											
23849 - FABRITEC CLEANERS INC	28372	DRY CLEANING	Edit		03/13/2013	04/03/2013	04/03/2013			24.20	
21245 - JCR SUPPLY CO	64084	STATION SUPPLIES	Edit		03/07/2013	04/03/2013	04/03/2013			455.20	
21245 - JCR SUPPLY CO	64083	STATION SUPPLIES	Edit		03/07/2013	04/03/2013	04/03/2013			494.05	
21245 - JCR SUPPLY CO	64085	STATION SUPPLIES	Edit		03/07/2013	04/03/2013	04/03/2013			166.52	
584 - K-MART	31413 006	STATION SUPPLIES	Edit		03/14/2013	04/03/2013	04/03/2013			95.96	
	50936										
684 - MACOMB COUNTY DEPARTMENT OF ROADS	26598	TRAFFIC SIGNAL MAINTENANCE - FEB 2013	Edit		03/08/2013	04/03/2013	04/03/2013			41.38	
3447 - PRIORITY OFFICE SOLUTIONS	5615	COPIER MAINTENANCE 2/13/13 - 3/13/13	Edit		03/08/2013	04/03/2013	04/03/2013			40.37	
22612 - VALLEY CITY LINEN	27396517	STATION 2 LINENS	Edit		03/11/2013	04/03/2013	04/03/2013			16.02	
22612 - VALLEY CITY LINEN	27396514	STATION 3 LINENS	Edit		03/11/2013	04/03/2013	04/03/2013			13.94	
22612 - VALLEY CITY LINEN	27396512	40 HOUR LINENS	Edit		03/11/2013	04/03/2013	04/03/2013			.42	
22612 - VALLEY CITY LINEN	27396511	STATION 1 LINENS	Edit		03/11/2013	04/03/2013	04/03/2013			44.84	
22612 - VALLEY CITY LINEN	27396509	STATION 4 LINENS	Edit		03/11/2013	04/03/2013	04/03/2013			23.14	
22612 - VALLEY CITY LINEN	27400971	STATION 1 LINENS	Edit		03/18/2013	04/03/2013	04/03/2013			58.52	
22612 - VALLEY CITY LINEN	27400977	STATION 2 LINENS	Edit		03/18/2013	04/03/2013	04/03/2013			15.14	
22612 - VALLEY CITY LINEN	27400974	STATION 3 LINENS	Edit		03/18/2013	04/03/2013	04/03/2013			18.74	
22612 - VALLEY CITY LINEN	27400969	STATION 4 LINENS	Edit		03/18/2013	04/03/2013	04/03/2013			30.54	
22612 - VALLEY CITY LINEN	27400972	40 HOUR LINENS	Edit		03/18/2013	04/03/2013	04/03/2013			11.42	
23305 - WAL-MART PAYMENT CENTER	8451	50" MONITOR FOR STATION 1 ADMIN	Edit		03/11/2013	04/03/2013	04/03/2013			662.00	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 21	<u>\$2,405.45</u>
Account 730.300 - Equip Maint & Supplies											
2391 - EAGLE MOBILE REPAIR LLC	763037	REPLACED MUFFLER ON HYDRANT WATER PUMP STATION 1	Edit		03/04/2013	04/03/2013	04/03/2013			55.00	
									Account 730.300 - Equip Maint & Supplies Totals	Invoice Transactions 1	<u>\$55.00</u>
Account 770.000 - Emergency Preparedness Exp											
24351 - A T & T	586 T495729 0313	Directory-Emergency Management	Edit		03/13/2013	04/03/2013	04/03/2013			6.25	
									Account 770.000 - Emergency Preparedness Exp Totals	Invoice Transactions 1	<u>\$6.25</u>
Account 804.600 - Network Support											
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			617.36	
26031 - CDW GOVERNMENT INC	Z319921	USB HUBS	Edit		02/27/2013	04/03/2013	04/03/2013			309.60	
									Account 804.600 - Network Support Totals	Invoice Transactions 2	<u>\$926.96</u>
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 300	FIRE DEPARTMENT TRITECH VISION CAD	Edit		03/19/2013	04/03/2013	04/03/2013			315.00	
									Account 807.000 - Engineering Consulting Fees Totals	Invoice Transactions 1	<u>\$315.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 206 - Fire Fund										
Department 340 - Fire Department										
Account 860.200 - Auto Repair - Maint Exp										
10950 - APOLLO FIRE APPARATUS REPAIR INC	37452	REPLACED SIREN BRAKE ON E-1 (TRUCK 43)	Edit		02/07/2013	04/03/2013	04/03/2013			430.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37457	INSTALL AVL ANTENNA ON Q-1 (TRUCK 26)	Edit		02/07/2013	04/03/2013	04/03/2013			170.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37460	REPAIRED FLOOD LIGHT ON E-1 (TRUCK 43)	Edit		02/07/2013	04/03/2013	04/03/2013			311.50
10950 - APOLLO FIRE APPARATUS REPAIR INC	37481	REPLACED AUTO EJECT, SOLENOID, & ROLL HEAT HOSE ON E-1 (TRK 43)	Edit		02/11/2013	04/03/2013	04/03/2013			2,336.99
10950 - APOLLO FIRE APPARATUS REPAIR INC	37542	REPLACED CAP FOR COOLANT RECOVERY TANK ON E-4 (TRK 38)	Edit		02/19/2013	04/03/2013	04/03/2013			21.78
10950 - APOLLO FIRE APPARATUS REPAIR INC	37568	REPLACED PURGE VALVE & AIR DRYER CARTRIDGE ON E-4 (TRK 38)	Edit		02/21/2013	04/03/2013	04/03/2013			695.21
10950 - APOLLO FIRE APPARATUS REPAIR INC	37626	INSTALL AVL ANTENNA & REPAIRED AIR RIDE ON A-2 (TRK 41)	Edit		02/28/2013	04/03/2013	04/03/2013			686.19
10950 - APOLLO FIRE APPARATUS REPAIR INC	37642	INSTALL AVL ANTENNA: U-1 (#32)	Edit		03/08/2013	04/03/2013	04/03/2013			136.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37670	INSTALL AVL ANTENNA: E-2 (#30)	Edit		03/12/2013	04/03/2013	04/03/2013			340.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37641	INSTALL AVL ANTENNA: E-3 (#34)	Edit		03/08/2013	04/03/2013	04/03/2013			272.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37676	MAINT & INSPECTION; REPLACE BRAKE PADS; REPAIR BUMPER: A-3 (#39)	Edit		03/14/2013	04/03/2013	04/03/2013			1,636.99
10950 - APOLLO FIRE APPARATUS REPAIR INC	37705	INSTALL AVL ANTENNA: A-3 (#39)	Edit		03/18/2013	04/03/2013	04/03/2013			136.00
10950 - APOLLO FIRE APPARATUS REPAIR INC	37706	MAINT & INSP; REPLACE REAR BRAKE PADS & L REAR CALIPER A-5 (#36)	Edit		03/18/2013	04/03/2013	04/03/2013			1,586.26
10950 - APOLLO FIRE APPARATUS REPAIR INC	37700	INSTALL NEW LATCH ASSEMBLY - RIGHT REAR DOOR: A-5 (#36)	Edit		03/18/2013	04/03/2013	04/03/2013			83.50



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 860.200 - Auto Repair - Maint Exp											
10950 - APOLLO FIRE APPARATUS REPAIR INC	37616	REPLACE AND PROGRAM LIGHT PANEL: E-1 (#43)	Edit		02/28/2013	04/03/2013	04/03/2013			703.00	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37657	EQUIPMENT FOR T-1 (#46)	Edit		03/11/2013	04/03/2013	04/03/2013			263.00	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37591	EQUIPMENT FOR T-1 (#46)	Edit		02/28/2013	04/03/2013	04/03/2013			330.00	
17757 - BELLE TIRE DISTRIBUTORS	22292549	OIL CHANGE: F-37	Edit		03/18/2013	04/03/2013	04/03/2013			86.99	
24877 - BOSTICK GMC	1046501	TROUBLESHOOT FUEL IN OIL ON A-3 (TRK 39)	Edit		03/05/2013	04/03/2013	04/03/2013			147.58	
1025 - DON'S TIRE SERVICE INC	62471	TIRE REPAIR: A-3 (#39)	Edit		03/17/2013	04/03/2013	04/03/2013			240.00	
4651 - LESLIE TIRE SERVICE INC	4058720	TWO TIRES FOR A-3 (TRUCK 39)	Edit		03/08/2013	04/03/2013	04/03/2013			828.68	
4651 - LESLIE TIRE SERVICE INC	4058832	FRONT TIRES: A-3 (#39)	Edit		03/19/2013	04/03/2013	04/03/2013			780.98	
3046 - O'REILLY AUTO PARTS	3365329306	WIPER BLADES: E-4 (#38)	Edit		03/15/2013	04/03/2013	04/03/2013			23.98	
563 - ROMEO FORD INC	FOCS102978	REPLACED INSTRUMENT CLUSTER ON U-4 (TRK 35)	Edit		03/07/2013	04/03/2013	04/03/2013			679.37	
563 - ROMEO FORD INC	FOCS103064	REPAIRS TO U-1 (#32)	Edit		03/13/2013	04/03/2013	04/03/2013			1,675.40	
19222 - TUFFY AUTO SERVICE CENTER	29211	DIESEL OIL CHANGE: U-1 (#32)	Edit		03/13/2013	04/03/2013	04/03/2013			119.95	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 26	\$14,721.35
Account 930.100 - Building Maintenance											
25019 - ACO HARDWARE	785	HALOGEN FLOOD BULBS - STATION 1	Edit		03/20/2013	04/03/2013	04/03/2013			20.37	
15228 - HOME DEPOT CREDIT SERVICES	9132465	REPAIRED TOILET AT STATION 2	Edit		03/06/2013	04/03/2013	04/03/2013			6.97	
21079 - HOME DEPOT CREDIT SERVICES	5105346	PAINT FOR STATION 1	Edit		03/10/2013	04/03/2013	04/03/2013			107.81	
21079 - HOME DEPOT CREDIT SERVICES	4091721	PAINT & PAINT SUPPLIES - STATION 1	Edit		03/11/2013	04/03/2013	04/03/2013			58.46	
15228 - HOME DEPOT CREDIT SERVICES	6107012	SUPPLIES FOR MONITOR MOUNT - STATION 1	Edit		03/19/2013	04/03/2013	04/03/2013			5.52	
11476 - J&J ACE HARDWARE	1 19670	SMOKE ALARM - STATION 1	Edit		03/11/2013	04/03/2013	04/03/2013			16.14	
7857 - STONE'S ACE HARDWARE	52933	CO DETECTOR - STATION 1	Edit		03/11/2013	04/03/2013	04/03/2013			25.99	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 930.100 - Building Maintenance											
7857 - STONE'S ACE HARDWARE	52911	LIGHT BULBS - DORM READING LIGHTS STATION 1	Edit		03/09/2013	04/03/2013	04/03/2013			19.16	
									Account 930.100 - Building Maintenance Totals	Invoice Transactions 8	<u>\$260.42</u>
Account 955.000 - Other Expenses											
5264 - BRINDLEE MOUNTAIN FIRE APPARATUS LLC	13055	BROKER FEE FOR SALE OF 2000 MCCOY MILLER (TRUCK 28)	Edit		03/08/2013	04/03/2013	04/03/2013			480.00	
									Account 955.000 - Other Expenses Totals	Invoice Transactions 1	<u>\$480.00</u>
Account 981.500 - Capital Outlay -Equip (Fire)											
72 - APOLLO FIRE EQUIPMENT CO	83609	HELMET (AR)	Edit		03/07/2013	04/03/2013	04/03/2013			230.00	
72 - APOLLO FIRE EQUIPMENT CO	83309	400' OF 1.5" HOSE	Edit		02/01/2013	04/03/2013	04/03/2013			1,113.50	
72 - APOLLO FIRE EQUIPMENT CO	83310	400' OF 1.5" HOSE	Edit		02/04/2013	04/03/2013	04/03/2013			1,113.50	
22524 - CYNERGY WIRELESS PRODUCTS INC	14926	INSTALLATION OF COMPUTER MOUNTING EQUIPMENT U2 (#40) & U4 (#35)	Edit		03/13/2013	04/03/2013	04/03/2013			1,982.60	
22524 - CYNERGY WIRELESS PRODUCTS INC	14907	INSTALLATION OF COMPUTER MOUNTING EQUIPMENT U1 (#32) & U3 (#00)	Edit		03/01/2013	04/03/2013	04/03/2013			1,926.65	
22524 - CYNERGY WIRELESS PRODUCTS INC	14935	INSTALLATION OF COMPUTER MOUNTING EQUIPMENT T1 (#46) & Q1 (#26)	Edit		03/18/2013	04/03/2013	04/03/2013			1,313.72	
6723 - HEWLETT-PACKARD COMPANY	52496276	COMPUTER & KEYBOARD (ADMIN)	Edit		03/04/2013	04/03/2013	04/03/2013			884.89	
26331 - NATIONAL SATELLITE CORP	10101	VIDEO CONFERENCING NETWORK SUPPORT & SERVICE - APRIL 2013	Edit		03/19/2013	04/03/2013	04/03/2013			605.00	
									Account 981.500 - Capital Outlay -Equip (Fire) Totals	Invoice Transactions 8	<u>\$9,169.86</u>
									Department 340 - Fire Department Totals	Invoice Transactions 74	<u>\$29,427.01</u>
									Fund 206 - Fire Fund Totals	Invoice Transactions 74	<u>\$29,427.01</u>
Fund 207 - Police Fund											
Department 305 - Police Department											
Account 726.000 - Operating Supplies											
26159 - PURIFIED WATER TO GO	11410	WATER	Edit		03/12/2013	04/03/2013	04/03/2013			24.75	
26159 - PURIFIED WATER TO GO	11471	WATER	Edit		03/20/2013	04/03/2013	04/03/2013			44.55	
6689 - SIRCHIE FINGER PRINT LABORATORIES	115526IN	EVIDENCE BOXES	Edit		03/15/2013	04/03/2013	04/03/2013			259.80	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 3	<u>\$329.10</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 207 - Police Fund											
Department 305 - Police Department											
Account 726.100 - Range Supplies											
7828 - GLOCK INC	SLS741985	FIREARMS PARTS	Edit		03/07/2013	04/03/2013	04/03/2013			127.00	
6817 - MICHIGAN AMMO CO INC	24731	TRAINING AMMO	Edit		03/15/2013	04/03/2013	04/03/2013			1,572.90	
6734 - VANCE OUTDOORS, INC.	416153	PISTOL TRAINING AMMO	Edit		03/12/2013	04/03/2013	04/03/2013			1,015.00	
									Account 726.100 - Range Supplies Totals	Invoice Transactions 3	<u>\$2,714.90</u>
Account 728.000 - Membership Dues & Conference											
24348 - LOU FRANCIS	3132013LF	MEMBERSHIP DUES	Edit		03/13/2013	04/03/2013	04/03/2013			15.00	
12460 - RONALD WEISS	3132013RW	MEMBERSHIP DUES	Edit		03/13/2013	04/03/2013	04/03/2013			15.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 2	<u>\$30.00</u>
Account 729.000 - Janitorial SVC & Supplies											
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281463	JANITORIAL SUPPLIES	Edit		03/07/2013	04/03/2013	04/03/2013			94.65	
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281465	JANITORIAL SUPPLIES	Edit		03/07/2013	04/03/2013	04/03/2013			122.45	
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281645	JANITORIAL SUPPLIES	Edit		03/13/2013	04/03/2013	04/03/2013			131.55	
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281685	JANITORIAL SUPPLIES	Edit		03/14/2013	04/03/2013	04/03/2013			65.43	
									Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 4	<u>\$414.08</u>
Account 730.100 - Repairs & Maint											
13966 - RICOH USA INC	5025403380	ADMIN COPIER MAINTENANCE	Edit		03/12/2013	04/03/2013	04/03/2013			46.59	
									Account 730.100 - Repairs & Maint Totals	Invoice Transactions 1	<u>\$46.59</u>
Account 795.000 - Video Arraignments											
677 - COUNTY OF MACOMB MICHIGAN	AR130172	VIDEO CHARGES	Edit		03/08/2013	04/03/2013	04/03/2013			40.00	
									Account 795.000 - Video Arraignments Totals	Invoice Transactions 1	<u>\$40.00</u>
Account 802.500 - Auditor/Consulting Fees											
3966 - MUNICIPAL ANALYTICS LLC	13 009	COAM Arbitration Case	Edit		03/15/2013	04/03/2013	04/03/2013			2,458.96	
									Account 802.500 - Auditor/Consulting Fees Totals	Invoice Transactions 1	<u>\$2,458.96</u>
Account 804.600 - Network Support											
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			2,997.00	
									Account 804.600 - Network Support Totals	Invoice Transactions 1	<u>\$2,997.00</u>
Account 811.000 - Legal Fees											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68471	PROFESSIONAL SERVICES-BARKOVIC	Edit		03/20/2013	04/03/2013	04/03/2013			187.50	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68472	PROFESSIONAL SERVICES-BAUM	Edit		03/20/2013	04/03/2013	04/03/2013			8,515.70	
									Account 811.000 - Legal Fees Totals	Invoice Transactions 2	<u>\$8,703.20</u>
Account 812.000 - Negotiations											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68422	Police Labor March 2013	Edit		03/01/2013	04/03/2013	04/03/2013			3,225.81	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 207 - Police Fund											
Department 305 - Police Department											
Account 812.000 - Negotiations											
6646 - DR BENJAMIN WOLKINSON	12272012	Police Arbitration	Edit		12/27/2012	04/03/2013	04/03/2013			1,287.00	
								Account 812.000 - Negotiations Totals		Invoice Transactions 2	\$4,512.81
Account 813.000 - Labor Matters, Grievances, etc											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68422	Police Labor March 2013	Edit		03/01/2013	04/03/2013	04/03/2013			637.50	
								Account 813.000 - Labor Matters, Grievances, etc Totals		Invoice Transactions 1	\$637.50
Account 850.207 - EM Response Recovery Ex											
6847 - MEGAN ELIZABETH RIEMER	1225137	ERR REFUND	Edit		03/18/2013	04/03/2013	04/03/2013			471.85	
								Account 850.207 - EM Response Recovery Ex Totals		Invoice Transactions 1	\$471.85
Account 850.500 - Postage & Handling											
6689 - SIRCHIE FINGER PRINT LABORATORIES	115526IN	EVIDENCE BOXES	Edit		03/15/2013	04/03/2013	04/03/2013			130.40	
22327 - UPS	3894WX103	SHIPPING	Edit		03/09/2013	04/03/2013	04/03/2013			19.49	
22327 - UPS	3894WX113	SHIPPING	Edit		03/16/2013	04/03/2013	04/03/2013			46.02	
								Account 850.500 - Postage & Handling Totals		Invoice Transactions 3	\$195.91
Account 852.000 - Communications Phone											
25346 - SPRINT	700128176020	PD DISPATCH CELL	Edit		03/15/2013	04/03/2013	04/03/2013			35.34	
16852 - VERIZON WIRELESS	9701045065	CELL PHONE 2/5-3/4/13	Edit		03/21/2013	04/03/2013	04/03/2013			1,012.51	
								Account 852.000 - Communications Phone Totals		Invoice Transactions 2	\$1,047.85
Account 860.200 - Auto Repair - Maint Exp											
21242 - CLASSIC TOUCH AUTO WASH	20130101CA	VEHICLE WASHES JAN-FEB	Edit		02/28/2013	04/03/2013	04/03/2013			30.00	
23838 - HEIDEBREICHT CHEVROLET	67623	VEH 10 - MAINTENANCE	Edit		03/11/2013	04/03/2013	04/03/2013			235.32	
23838 - HEIDEBREICHT CHEVROLET	67700	VEH 11 - MAINTENANCE	Edit		03/12/2013	04/03/2013	04/03/2013			235.32	
23838 - HEIDEBREICHT CHEVROLET	67935	VEH 15 - MAINTENANCE	Edit		03/15/2013	04/03/2013	04/03/2013			235.03	
5467 - MGN WASHES LLC	118	VEHICLE WASHES - 2/15/13 - 3/10/13	Edit		03/01/2013	04/03/2013	04/03/2013			243.00	
5467 - MGN WASHES LLC	119	AFTER HOURS CAR WASHES	Edit		03/01/2013	04/03/2013	04/03/2013			150.00	
18462 - SHELBY TIRE & AUTO SERVICE	34902	VEH 16 - MAINTENANCE WORK	Edit		03/11/2013	04/03/2013	04/03/2013			29.15	
18462 - SHELBY TIRE & AUTO SERVICE	34911	VEH 27 - MAINTENANCE WORK	Edit		03/12/2013	04/03/2013	04/03/2013			45.00	
18462 - SHELBY TIRE & AUTO SERVICE	34913	VEH 52 - MAINTENANCE WORK	Edit		03/12/2013	04/03/2013	04/03/2013			208.96	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 207 - Police Fund											
Department 305 - Police Department											
Account 860.200 - Auto Repair - Maint Exp											
18462 - SHELBY TIRE & AUTO SERVICE	34946	VEH 15 - MAINTENANCE	Edit		03/15/2013	04/03/2013	04/03/2013			214.97	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 10	<u>\$1,626.75</u>
Account 863.000 - Gasoline											
1204 - SPENCER OIL COMPANY	408085	GASOLINE	Edit		03/14/2013	04/03/2013	04/03/2013			5,891.04	
									Account 863.000 - Gasoline Totals	Invoice Transactions 1	<u>\$5,891.04</u>
Account 890.000 - Utilities - New Building											
1158 - SHELBY TWP DPW	215147200002413	PD WATER BILL	Edit		04/05/2013	04/03/2013	04/03/2013			538.43	
									Account 890.000 - Utilities - New Building Totals	Invoice Transactions 1	<u>\$538.43</u>
Account 900.000 - Printing & Publishing											
24144 - PROSECUTING ATTORNEYS COORDINATING COUNCIL	3142013PACC	PACC MANUAL 2013PD	Edit		03/14/2013	04/03/2013	04/03/2013			100.00	
									Account 900.000 - Printing & Publishing Totals	Invoice Transactions 1	<u>\$100.00</u>
									Department 305 - Police Department Totals	Invoice Transactions 40	<u>\$32,755.97</u>
									Fund 207 - Police Fund Totals	Invoice Transactions 40	<u>\$32,755.97</u>
Fund 230 - Michigan Justice Training Fund											
Department 230 - Michigan Justice Training Grant											
Account 709.000 - Education & Training											
6818 - NATIONAL HOSPITALITY INSTITUTE	46	ADVANCED POLICE TRAINING	Edit		03/18/2013	04/03/2013	04/03/2013			195.00	
									Account 709.000 - Education & Training Totals	Invoice Transactions 1	<u>\$195.00</u>
									Department 230 - Michigan Justice Training Grant Totals	Invoice Transactions 1	<u>\$195.00</u>
									Fund 230 - Michigan Justice Training Fund Totals	Invoice Transactions 1	<u>\$195.00</u>
Fund 265 - Drug Forfeiture Fund											
Department 266 - Drug Forfeiture											
Account 799.207 - Operating Expense											
22393 - MICHIGAN TASER DISTRIBUTING	9274	TASERS	Edit		03/13/2013	04/03/2013	04/03/2013			1,686.93	
									Account 799.207 - Operating Expense Totals	Invoice Transactions 1	<u>\$1,686.93</u>
									Department 266 - Drug Forfeiture Totals	Invoice Transactions 1	<u>\$1,686.93</u>
									Fund 265 - Drug Forfeiture Fund Totals	Invoice Transactions 1	<u>\$1,686.93</u>
Fund 290 - 41 A District Court											
Department 136 - 41 A District Court											
Account 725.502 - Atty Fees											
6521 - CLUTE LAW PLLC	31213	Public Defender (13-440-SM)	Edit		03/12/2013	04/03/2013	04/03/2013			100.00	
24073 - JOSEPH R KOSMALA PC	31113	Public Defender	Edit		03/14/2013	04/03/2013	04/03/2013			350.00	
4658 - MALKIEWICZ & ASSOCIATES	31413	Public Defender	Edit		03/14/2013	04/03/2013	04/03/2013			350.00	
4621 - MARJI & LEJKOWSKI PLLC	31813	Public Defender	Edit		03/18/2013	04/03/2013	04/03/2013			350.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 290 - 41 A District Court											
Department 136 - 41 A District Court											
Account 725.502 - Atty Fees											
4663 - MOORE PENNA & ASSOCIATES PLLC	30413	Public Defender	Edit		03/13/2013	04/03/2013	04/03/2013			350.00	
18359 - JOSEPH TOIA PC	30713	Public Defender	Edit		03/08/2013	04/03/2013	04/03/2013			350.00	
									Account 725.502 - Atty Fees Totals	Invoice Transactions 6	<u>\$1,850.00</u>
Account 727.000 - Office Supply & Printing											
22871 - STAPLES ADVANTAGE	8024806179	Office Supplies	Edit		03/02/2013	04/03/2013	04/03/2013			323.90	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$323.90</u>
Account 729.000 - Janitorial SVC & Supplies											
16383 - CINTAS CORPORATION #354	354641369	Floor Mat Rental	Edit		03/20/2013	04/03/2013	04/03/2013			62.60	
									Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 1	<u>\$62.60</u>
Account 730.000 - Equipment Svc & Maint											
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 16A	Equipment Serv/Maint	Edit		03/05/2013	04/03/2013	04/03/2013			34.00	
									Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 1	<u>\$34.00</u>
Account 801.136 - Recording Services											
2620 - MICHELE A STABILE	30413	Recording Svcs (3/5,3/6,3/7,3/8)	Edit		03/14/2013	04/03/2013	04/03/2013			675.00	
									Account 801.136 - Recording Services Totals	Invoice Transactions 1	<u>\$675.00</u>
Account 801.290 - Interpreter Fee											
22072 - MARIA GIALDI	4271	Interpreter Fees (13-471-OT)	Edit		03/08/2013	04/03/2013	04/03/2013			100.00	
22072 - MARIA GIALDI	4272	Interpreter Fees (12-2456-FY)	Edit		03/11/2013	04/03/2013	04/03/2013			100.00	
22072 - MARIA GIALDI	4278	Interpreter Fees (13-664-FY)	Edit		03/18/2013	04/03/2013	04/03/2013			100.00	
									Account 801.290 - Interpreter Fee Totals	Invoice Transactions 3	<u>\$300.00</u>
Account 802.500 - Auditor/Consulting Fees											
3966 - MUNICIPAL ANALYTICS LLC	13 010	District Ct financial analysis, contract review & presentation	Edit		03/15/2013	04/03/2013	04/03/2013			1,994.67	
									Account 802.500 - Auditor/Consulting Fees Totals	Invoice Transactions 1	<u>\$1,994.67</u>
Account 804.000 - Computer Prog/Maint/Support											
6723 - HEWLETT-PACKARD COMPANY	52493400	Equipment Maint (Computers)	Edit		03/04/2013	04/03/2013	04/03/2013			1,797.00	
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			665.47	
									Account 804.000 - Computer Prog/Maint/Support Totals	Invoice Transactions 2	<u>\$2,462.47</u>
Account 850.000 - Communications											
24351 - A T & T	586 6770665 0313	Telephone Use	Edit		03/19/2013	04/03/2013	04/03/2013			35.24	
									Account 850.000 - Communications Totals	Invoice Transactions 1	<u>\$35.24</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 290 - 41 A District Court											
Department 136 - 41 A District Court											
Account 911.000 - Books & Publications											
6566 - THOMSON WEST	826814645	Books & Publications	Edit		03/04/2013	04/03/2013	04/03/2013			570.00	
								Account 911.000 - Books & Publications Totals		Invoice Transactions 1	\$570.00
Account 950.500 - Equip Rental											
3518 - KONICA MINOLTA PREMIER FINANCE	224281840	Equipment Lease	Edit		03/14/2013	04/03/2013	04/03/2013			425.34	
25140 - MAILFINANCE	N3871156	Monthly Expense	Edit		03/17/2013	04/03/2013	04/03/2013			161.00	
								Account 950.500 - Equip Rental Totals		Invoice Transactions 2	\$586.34
								Department 136 - 41 A District Court Totals		Invoice Transactions 20	\$8,894.22
								Fund 290 - 41 A District Court Totals		Invoice Transactions 20	\$8,894.22
Fund 497 - Chief Gene Shepherd Park											
Department 497 - Gene Shepherd Park (Soccer City)											
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 307	Gene Shepherd Park	Edit		03/20/2013	04/03/2013	04/03/2013			160.00	
								Account 807.000 - Engineering Consulting Fees Totals		Invoice Transactions 1	\$160.00
								Department 497 - Gene Shepherd Park (Soccer City) Totals		Invoice Transactions 1	\$160.00
								Fund 497 - Chief Gene Shepherd Park Totals		Invoice Transactions 1	\$160.00
Fund 592 - Water and Sewer Fund											
Account 124.126 - SAD 33S Van Dyke Sanitary-DDA											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 286	VAN DYKE SANITARY	Edit		03/19/2013	04/03/2013	04/03/2013			3,360.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 285	VAN DYKE SANITARY	Edit		03/19/2013	04/03/2013	04/03/2013			3,255.00	
								Account 124.126 - SAD 33S Van Dyke Sanitary-DDA Totals		Invoice Transactions 2	\$6,615.00
Account 255.592 - Engineering Costs from Developer											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 288	PRESERVES OF BRIARWOOD	Edit		03/19/2013	04/03/2013	04/03/2013			420.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 284	PHOENIX TRUCK WELL ADDITION	Edit		03/19/2013	04/03/2013	04/03/2013			240.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 302	TELLY'S GREENHOUSE	Edit		03/19/2013	04/03/2013	04/03/2013			755.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 297	VILLAS OF GRANDEUR	Edit		03/19/2013	04/03/2013	04/03/2013			2,490.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 296	TRAILSIDE CONDOMINIUMS	Edit		03/19/2013	04/03/2013	04/03/2013			245.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 295	ROZAFI TRANSPORT	Edit		03/19/2013	04/03/2013	04/03/2013			330.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 294	TRILOGY HEALTH CARE	Edit		03/19/2013	04/03/2013	04/03/2013			232.50	
10510 - WING CONSTRUCTION INC	132805	REFUND - ENGINEERING FEES	Edit		03/22/2013	04/03/2013	04/03/2013			4,011.26	
								Account 255.592 - Engineering Costs from Developer Totals		Invoice Transactions 8	\$8,723.76



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 592 - Water and Sewer Fund											
Account 669.300 - Hydrant Rentals											
6188 - LAKE COUNTY SEWER COMPANY	12512	REFUND - HYDRANT DEPOSIT	Edit		03/18/2013	04/03/2013	04/03/2013			94.87	
									Account 669.300 - Hydrant Rentals Totals	Invoice Transactions 1	<u>\$94.87</u>
Department 296 - Subsurface Drain											
Account 967.000 - Master Storm Drain											
25049 - HD SUPPLY WATERWORKS LTD	5569200 0313	Duplicate payment on checks 101381 & 101651	Edit		03/26/2013	04/03/2013	04/03/2013			(290.00)	
									Account 967.000 - Master Storm Drain Totals	Invoice Transactions 1	<u>(\$290.00)</u>
									Department 296 - Subsurface Drain Totals	Invoice Transactions 1	<u>(\$290.00)</u>
Department 591 - Supply and Transmission											
Account 730.200 - Repair & Maint - Water											
4818 - POLAR ICE LLC	65755	DRY ICE FOR VAN DYKE REPAIR	Edit		03/14/2013	04/03/2013	04/03/2013			20.00	
4818 - POLAR ICE LLC	65773	DRY ICE FOR APPLE LANE REPAIR	Edit		03/21/2013	04/03/2013	04/03/2013			20.00	
									Account 730.200 - Repair & Maint - Water Totals	Invoice Transactions 2	<u>\$40.00</u>
Account 731.000 - Supply & Exp Cut Install											
25049 - HD SUPPLY WATERWORKS LTD	6331847	1X60 SOFT COPPER TUBING - TAPS	Edit		03/12/2013	04/03/2013	04/03/2013			1,681.20	
25049 - HD SUPPLY WATERWORKS LTD	6336421	1"X60' K SOFT COPPER - TAPS	Edit		03/18/2013	04/03/2013	04/03/2013			1,681.20	
									Account 731.000 - Supply & Exp Cut Install Totals	Invoice Transactions 2	<u>\$3,362.40</u>
Account 732.000 - Repair Parts - Meters											
2729 - MICHIGAN METER TECHNOLOGY GRP INC	88623	METERS, VALVES	Edit		03/19/2013	04/03/2013	04/03/2013			3,819.42	
1179 - SLC METER SERVICE INC	246143	WIRE FOR REMOTES	Edit		03/18/2013	04/03/2013	04/03/2013			396.60	
									Account 732.000 - Repair Parts - Meters Totals	Invoice Transactions 2	<u>\$4,216.02</u>
Account 828.001 - Sewer Processing - IWC											
1517 - MACOMB COUNTY TREASURER-SEWER	5196 2013	IWC CHARGES FEBRUARY 2013	Edit		03/12/2013	04/03/2013	04/03/2013			25,841.07	
									Account 828.001 - Sewer Processing - IWC Totals	Invoice Transactions 1	<u>\$25,841.07</u>
Account 935.600 - Sewer Main Repair											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 287	NW & SE QUADRANT SANITARY SEWER	Edit		03/19/2013	04/03/2013	04/03/2013			1,980.00	
									Account 935.600 - Sewer Main Repair Totals	Invoice Transactions 1	<u>\$1,980.00</u>
Account 972.950 - Water Meter Expense											
2729 - MICHIGAN METER TECHNOLOGY GRP INC	88623	METERS, VALVES	Edit		03/19/2013	04/03/2013	04/03/2013			11,240.00	
									Account 972.950 - Water Meter Expense Totals	Invoice Transactions 1	<u>\$11,240.00</u>
									Department 591 - Supply and Transmission Totals	Invoice Transactions 9	<u>\$46,679.49</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 592 - Water and Sewer Fund										
Department 595 - Cap Exp, bond prin-cash budget										
Account 981.000 - Equip / Veh										
3987 - NBC TRUCK EQUIPMENT INC	58053	EQUIPMENT FOR NEW TRUCK	Edit		03/14/2013	04/03/2013	04/03/2013			449.00
7857 - STONE'S ACE HARDWARE	53099	EQUIPMENT FOR NEW TRUCK	Edit		03/21/2013	04/03/2013	04/03/2013			17.28
								Account 981.000 - Equip / Veh Totals	Invoice Transactions 2	<u>\$466.28</u>
								Department 595 - Cap Exp, bond prin-cash budget Totals	Invoice Transactions 2	<u>\$466.28</u>
Department 596 - Administrative and General										
Account 726.700 - Safety Medical Supplies										
10979 - MIDWEST GAS INSTRUMENT SERVICES INC	25689	CALIBRATE GAS DETECTOR	Edit		03/05/2013	04/03/2013	04/03/2013			74.59
								Account 726.700 - Safety Medical Supplies Totals	Invoice Transactions 1	<u>\$74.59</u>
Account 728.000 - Membership Dues & Conference										
66 - AMERICAN WATER WORKS ASSOCIATION	7000626739	MEMBERSHIP DUES - DM	Edit		02/25/2013	04/03/2013	04/03/2013			70.00
								Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 1	<u>\$70.00</u>
Account 729.000 - Janitorial SVC & Supplies										
3569 - ORKIN PEST CONTROL	82464159	PEST CONTROL MARCH 2013 DPW	Edit		03/20/2013	04/03/2013	04/03/2013			44.31
								Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 1	<u>\$44.31</u>
Account 807.000 - Engineering Consulting Fees										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 298	2012 WATER RELIABILITY STUDY	Edit		03/19/2013	04/03/2013	04/03/2013			4,650.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 293	GENERAL SERVICES	Edit		03/19/2013	04/03/2013	04/03/2013			210.00
								Account 807.000 - Engineering Consulting Fees Totals	Invoice Transactions 2	<u>\$4,860.00</u>
Account 810.592 - IT Support & Svc										
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			3,826.20
								Account 810.592 - IT Support & Svc Totals	Invoice Transactions 1	<u>\$3,826.20</u>
Account 811.000 - Legal Fees										
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68476	SERVICES RE. DPW ISSUES	Edit		03/20/2013	04/03/2013	04/03/2013			247.50
								Account 811.000 - Legal Fees Totals	Invoice Transactions 1	<u>\$247.50</u>
Account 851.000 - Communications Radio										
23852 - AMERICAN MESSAGING	Z1417718NC	PAGER SERVICE	Edit		03/15/2013	04/03/2013	04/03/2013			89.91
								Account 851.000 - Communications Radio Totals	Invoice Transactions 1	<u>\$89.91</u>
Account 920.000 - Utilities										
24351 - A T & T	586 7314951 0313	TELEPHONE DPW	Edit		03/10/2013	04/03/2013	04/03/2013			1,185.23
278 - CONSUMERS ENERGY	204473279075	GAS USE 54000 WOODBRIDGE	Edit		03/07/2013	04/03/2013	04/03/2013			14.06
278 - CONSUMERS ENERGY	201180394606	GAS USE 6333 23 MILE	Edit		03/07/2013	04/03/2013	04/03/2013			3,446.80



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 592 - Water and Sewer Fund											
Department 596 - Administrative and General											
Account 920.000 - Utilities											
1158 - SHELBY TWP DPW	216972500 313	WATER BILL - DPW 10/31/12-2/5/13	Edit		03/13/2013	04/03/2013	04/03/2013			1,306.79	
								Account 920.000 - Utilities Totals		Invoice Transactions 4	\$5,952.88
								Department 596 - Administrative and General Totals		Invoice Transactions 12	\$15,165.39
Department 661 - Motor Pool											
Account 726.000 - Operating Supplies											
20071 - AIRGAS USA LLC	9908113558	CYLINDER RENTAL	Edit		02/28/2013	04/03/2013	04/03/2013			56.22	
326 - DECKER AUTO PARTS INC	1797	CODE READER - DIAGNOSTICS	Edit		03/19/2013	04/03/2013	04/03/2013			69.95	
								Account 726.000 - Operating Supplies Totals		Invoice Transactions 2	\$126.17
Account 781.000 - Parts											
170 - BUFF WHELAN CHEVROLET INC	670515	REPAIRS TO W4	Edit		03/12/2013	04/03/2013	04/03/2013			1,198.46	
326 - DECKER AUTO PARTS INC	1826	AUTOLITE PLATINUM A3	Edit		03/19/2013	04/03/2013	04/03/2013			23.60	
326 - DECKER AUTO PARTS INC	2095	PART #GRO 73040	Edit		03/21/2013	04/03/2013	04/03/2013			38.95	
326 - DECKER AUTO PARTS INC	51817	TAILGATE PINS	Edit		03/11/2013	04/03/2013	04/03/2013			2.99	
26044 - UTICA SHELBY AUTOMOTIVE INC	33953	TIRES D1	Edit		03/12/2013	04/03/2013	04/03/2013			498.00	
9269 - VAN HORN TRUCK PARTS INC	97054	MESH LEE STYLE TARP	Edit		03/12/2013	04/03/2013	04/03/2013			69.99	
								Account 781.000 - Parts Totals		Invoice Transactions 6	\$1,831.99
								Department 661 - Motor Pool Totals		Invoice Transactions 8	\$1,958.16
								Fund 592 - Water and Sewer Fund Totals		Invoice Transactions 43	\$79,412.95
Fund 598 - Cable TV											
Department 598 - Cable TV											
Account 785.500 - Govt AC Op Exp & Sup											
21532 - DATA MEDIA PRODUCTS INC	J1317	DVDs and Sleeves	Edit		02/06/2013	04/03/2013	04/03/2013			88.93	
21532 - DATA MEDIA PRODUCTS INC	J1532	DVDs	Edit		03/07/2013	04/03/2013	04/03/2013			151.97	
								Account 785.500 - Govt AC Op Exp & Sup Totals		Invoice Transactions 2	\$240.90
Account 801.000 - Contract Labor											
4239 - SYDNEY MACHESKY	8041108	Contract Labor	Edit		03/21/2013	04/03/2013	04/03/2013			45.00	
5195 - QUACKERS VIDEO PRODUCTIONS	2013STV5	Contract Labor	Edit		03/20/2013	04/03/2013	04/03/2013			866.25	
6845 - JOSHUA WEYHING	4	Contract labor	Edit		03/15/2013	04/03/2013	04/03/2013			45.00	
								Account 801.000 - Contract Labor Totals		Invoice Transactions 3	\$956.25
Account 810.592 - IT Support & Svc											
22977 - BPI INFORMATION SYSTEMS	3016	March IT Support	Edit		03/11/2013	04/03/2013	04/03/2013			499.07	
								Account 810.592 - IT Support & Svc Totals		Invoice Transactions 1	\$499.07
Account 930.100 - Building Maintenance											
25801 - COMCAST	346175019 313	Cable TV Service	Edit		03/07/2013	04/03/2013	04/03/2013			313.28	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 598 - Cable TV										
Department 598 - Cable TV										
Account 930.100 - Building Maintenance										
25801 - COMCAST	749683015 313	Internet	Edit		03/15/2013	04/03/2013	04/03/2013			96.95
							Account 930.100 - Building Maintenance Totals	Invoice Transactions 2		\$410.23
							Department 598 - Cable TV Totals	Invoice Transactions 8		\$2,106.45
							Fund 598 - Cable TV Totals	Invoice Transactions 8		\$2,106.45
Fund 692 - Equipment Replacement Fund										
Department 215 - Clerk										
Account 985.000 - Equipment Replacement										
4099 - IQM2 INC	4427	MinuteTraq Monthly Subscription - March 2013	Edit		03/15/2013	04/03/2013	04/03/2013			750.00
							Account 985.000 - Equipment Replacement Totals	Invoice Transactions 1		\$750.00
							Department 215 - Clerk Totals	Invoice Transactions 1		\$750.00
Department 305 - Police Department										
Account 975.207 - Capital Project - PD Building										
23481 - INTERIOR ENVIRONMENTS	36019	NEW CUBE	Edit		03/18/2013	04/03/2013	04/03/2013			2,329.49
6137 - PATRICIA KOENIG	3132013PK	CLOCK	Edit		03/13/2013	04/03/2013	04/03/2013			30.20
14863 - COCHRANE SUPPLY & ENG INC	1008278	BUILDING MATERIALS	Edit		03/14/2013	04/03/2013	04/03/2013			67.50
20502 - KNOX COMPANY	INV00557238	BRONZ KNOX BOX	Edit		03/07/2013	04/03/2013	04/03/2013			291.00
7857 - STONE'S ACE HARDWARE	52997	BUILDING MATERIALS - PAINT	Edit		03/14/2013	04/03/2013	04/03/2013			6.49
							Account 975.207 - Capital Project - PD Building Totals	Invoice Transactions 5		\$2,724.68
							Department 305 - Police Department Totals	Invoice Transactions 5		\$2,724.68
Department 756 - Riverbends Park										
Account 985.756 - Nature Center & Log Cabin										
13966 - RICOH USA INC	5025272633	NC Canon copier	Edit		02/27/2013	04/03/2013	04/03/2013			194.41
							Account 985.756 - Nature Center & Log Cabin Totals	Invoice Transactions 1		\$194.41
							Department 756 - Riverbends Park Totals	Invoice Transactions 1		\$194.41
Department 789 - Parks Recreation Maintenance										
Account 985.000 - Equipment Replacement										
26031 - CDW GOVERNMENT INC	Z413725	Additional CS6 Software charge	Edit		03/01/2013	04/03/2013	04/03/2013			19.38
							Account 985.000 - Equipment Replacement Totals	Invoice Transactions 1		\$19.38
							Department 789 - Parks Recreation Maintenance Totals	Invoice Transactions 1		\$19.38



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 692 - Equipment Replacement Fund										
Department 998 - FMIS Project										
Account 985.600 - FMIS Project										
25162 - NEW WORLD SYSTEMS	25967	HR & BA Support Services per 2/11/13 Contract	Edit		02/15/2013	04/03/2013	04/03/2013			9,600.00
							Account 985.600 - FMIS Project Totals		Invoice Transactions 1	<u>\$9,600.00</u>
							Department 998 - FMIS Project Totals		Invoice Transactions 1	<u>\$9,600.00</u>
							Fund 692 - Equipment Replacement Fund Totals		Invoice Transactions 9	<u>\$13,288.47</u>
Fund 701 - Trust & Agency										
Account 255.000 - Deposit from Customers										
6816 - USA FIREWORKS INC	1249357	Return Bond-Firework Sales	Edit		06/01/2012	04/03/2013	04/03/2013			300.00
							Account 255.000 - Deposit from Customers Totals		Invoice Transactions 1	<u>\$300.00</u>
Account 255.371 - Bldg Performance Bonds										
18499 - BENINATI INGROUND POOLS	12 39371	52741 FOREST GROVE - BLDG BOND	Edit		04/24/2012	04/03/2013	04/03/2013			200.00
25289 - FAIRMONT SIGN COMPANY	12 105212	50891 SABRINA - BLDG BOND	Edit		11/29/2012	04/03/2013	04/03/2013			100.00
6703 - FAST SIGNS BIRMINGHAM	13 8993	45849 MOUND - BLDG BOND	Edit		01/28/2013	04/03/2013	04/03/2013			50.00
6842 - LESLIE / GIOVANNI FERRAZZO	07 69695	15116 COMMERCIAL - BLDG BOND	Edit		10/19/2007	04/03/2013	04/03/2013			2,950.00
6516 - LAURA / MICHAEL HAWES	12 101881	56891 ABERDEEN - BLDG BOND	Edit		11/20/2012	04/03/2013	04/03/2013			200.00
17260 - KYLE BUILDERS INC	12 53323	56190 ASHBROOKE - BLDG BOND	Edit		06/19/2012	04/03/2013	04/03/2013			200.00
1561 - ROZAFI TRANSPORT INC	12 36496	4400 22 MILE - BLDG BOND	Edit		04/17/2012	04/03/2013	04/03/2013			200.00
5747 - ARTA OR TONIN SELMANI	12 28942	4400 22 MILE - BLDG BOND	Edit		03/23/2012	04/03/2013	04/03/2013			200.00
5325 - SPLENDOR HOMES	12 24328	13010 PARTRIDGE RUN - BLDG BOND	Edit		03/06/2012	04/03/2013	04/03/2013			1,220.00
							Account 255.371 - Bldg Performance Bonds Totals		Invoice Transactions 9	<u>\$5,320.00</u>
							Fund 701 - Trust & Agency Totals		Invoice Transactions 10	<u>\$5,620.00</u>
Fund 899801 - Street Lighting 1										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			153.09
							Account 925.000 - Street Lighting Totals		Invoice Transactions 1	<u>\$153.09</u>
							Fund 899801 - Street Lighting 1 Totals		Invoice Transactions 1	<u>\$153.09</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 899802 - Street Lighting 2											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			22.58	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$22.58
									Fund 899802 - Street Lighting 2 Totals	Invoice Transactions 1	\$22.58
Fund 899804 - Street Lighting 4											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			123.60	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$123.60
									Fund 899804 - Street Lighting 4 Totals	Invoice Transactions 1	\$123.60
Fund 899805 - Street Lighting 5											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			158.91	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$158.91
									Fund 899805 - Street Lighting 5 Totals	Invoice Transactions 1	\$158.91
Fund 899807 - Heatherwood Street Lighting											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			343.46	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$343.46
									Fund 899807 - Heatherwood Street Lighting Totals	Invoice Transactions 1	\$343.46
Fund 899809 - BuckinghamForest Street Lighting											
Account 925.000 - Street Lighting											
3718 - AIR CONDITIONING ENGINEERS INC	S30809	STREET LIGHTING REPAIRS - BUCKINGHAM FOREST	Edit		02/26/2013	04/03/2013	04/03/2013			126.00	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$126.00
									Fund 899809 - BuckinghamForest Street Lighting Totals	Invoice Transactions 1	\$126.00
Fund 899810 - Sherwood Forest Street Lighting											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			386.16	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$386.16
									Fund 899810 - Sherwood Forest Street Lighting Totals	Invoice Transactions 1	\$386.16
Fund 899813 - Lake in the Woods Str Lighting											
Account 925.000 - Street Lighting											
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			755.91	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$755.91
									Fund 899813 - Lake in the Woods Str Lighting Totals	Invoice Transactions 1	\$755.91



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 899814 - Wellington Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			513.55
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$513.55</u>
								Fund 899814 - Wellington Street Lighting Totals	Invoice Transactions 1	<u>\$513.55</u>
Fund 899815 - View of the Park Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			292.49
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$292.49</u>
								Fund 899815 - View of the Park Street Lighting Totals	Invoice Transactions 1	<u>\$292.49</u>
Fund 899816 - Street Lighting 816										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			100.21
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$100.21</u>
								Fund 899816 - Street Lighting 816 Totals	Invoice Transactions 1	<u>\$100.21</u>
Fund 899817 - Street Lighting 817										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			156.12
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$156.12</u>
								Fund 899817 - Street Lighting 817 Totals	Invoice Transactions 1	<u>\$156.12</u>
Fund 899818 - Seven Oaks Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			527.46
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$527.46</u>
								Fund 899818 - Seven Oaks Street Lighting Totals	Invoice Transactions 1	<u>\$527.46</u>
Fund 899819 - Wayford Manor Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			464.15
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$464.15</u>
								Fund 899819 - Wayford Manor Street Lighting Totals	Invoice Transactions 1	<u>\$464.15</u>
Fund 899820 - Street Lighting 820										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			1,380.38
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$1,380.38</u>
								Fund 899820 - Street Lighting 820 Totals	Invoice Transactions 1	<u>\$1,380.38</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 899822 - Carrington Mnr 1,2,3 Str Ltg										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			957.19
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>957.19</u>
								Fund 899822 - Carrington Mnr 1,2,3 Str Ltg Totals	Invoice Transactions 1	<u>957.19</u>
Fund 899823 - Carrington Manor 4 St. Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			417.38
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>417.38</u>
								Fund 899823 - Carrington Manor 4 St. Lighting Totals	Invoice Transactions 1	<u>417.38</u>
Fund 899824 - Wildwood Point Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			482.30
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>482.30</u>
								Fund 899824 - Wildwood Point Street Lighting Totals	Invoice Transactions 1	<u>482.30</u>
Fund 899825 - Shelby Orchards Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			951.38
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>951.38</u>
								Fund 899825 - Shelby Orchards Street Lighting Totals	Invoice Transactions 1	<u>951.38</u>
Fund 899826 - Pinewood Estates Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			1,335.07
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$1,335.07</u>
								Fund 899826 - Pinewood Estates Street Lighting Totals	Invoice Transactions 1	<u>\$1,335.07</u>
Fund 899827 - Diegel Farms Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			1,330.13
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$1,330.13</u>
								Fund 899827 - Diegel Farms Street Lighting Totals	Invoice Transactions 1	<u>\$1,330.13</u>
Fund 899829 - Villa Dioro Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			737.75
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$737.75</u>
								Fund 899829 - Villa Dioro Street Lighting Totals	Invoice Transactions 1	<u>\$737.75</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 899830 - Wildwood Pointe Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			806.01
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$806.01</u>
								Fund 899830 - Wildwood Pointe Street Lighting Totals	Invoice Transactions 1	<u>\$806.01</u>
Fund 899832 - Spring Arbor Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			966.92
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$966.92</u>
								Fund 899832 - Spring Arbor Street Lighting Totals	Invoice Transactions 1	<u>\$966.92</u>
Fund 899833 - Woodside Village Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			851.17
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$851.17</u>
								Fund 899833 - Woodside Village Street Lighting Totals	Invoice Transactions 1	<u>\$851.17</u>
Fund 899835 - CreeksideVillage Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			827.36
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$827.36</u>
								Fund 899835 - CreeksideVillage Street Lighting Totals	Invoice Transactions 1	<u>\$827.36</u>
Fund 899836 - Forest Park Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			633.48
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$633.48</u>
								Fund 899836 - Forest Park Street Lighting Totals	Invoice Transactions 1	<u>\$633.48</u>
Fund 899837 - Shelby Hills Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			1,218.45
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$1,218.45</u>
								Fund 899837 - Shelby Hills Street Lighting Totals	Invoice Transactions 1	<u>\$1,218.45</u>
Fund 899838 - Preston Pines Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			1,296.44
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$1,296.44</u>
								Fund 899838 - Preston Pines Street Lighting Totals	Invoice Transactions 1	<u>\$1,296.44</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 899839 - Pinewood Est #2 Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			239.91
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$239.91
								Fund 899839 - Pinewood Est #2 Street Lighting Totals	Invoice Transactions 1	\$239.91
Fund 899840 - Birchfield Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			824.02
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$824.02
								Fund 899840 - Birchfield Street Lighting Totals	Invoice Transactions 1	\$824.02
Fund 899841 - Pinewood Est #3 Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			88.73
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$88.73
								Fund 899841 - Pinewood Est #3 Street Lighting Totals	Invoice Transactions 1	\$88.73
Fund 899842 - Creekside Village #3 St Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			285.08
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$285.08
								Fund 899842 - Creekside Village #3 St Lighting Totals	Invoice Transactions 1	\$285.08
Fund 899843 - Royal Forest Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			734.42
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$734.42
								Fund 899843 - Royal Forest Street Lighting Totals	Invoice Transactions 1	\$734.42
Fund 899844 - Creekside Village #4 St Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			594.85
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$594.85
								Fund 899844 - Creekside Village #4 St Lighting Totals	Invoice Transactions 1	\$594.85
Fund 899845 - Whispering Hills Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			213.63
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$213.63
								Fund 899845 - Whispering Hills Street Lighting Totals	Invoice Transactions 1	\$213.63



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/03/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 899846 - Westminster Est. Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			201.28
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$201.28</u>
								Fund 899846 - Westminster Est. Street Lighting Totals	Invoice Transactions 1	<u>\$201.28</u>
Fund 899847 - Glen Oaks Street Lighting										
Account 925.000 - Street Lighting										
21443 - DTE ENERGY-STREET LIGHTING	76661 0213	February Street Lighting	Edit		02/28/2013	04/03/2013	04/03/2013			589.91
								Account 925.000 - Street Lighting Totals	Invoice Transactions 1	<u>\$589.91</u>
								Fund 899847 - Glen Oaks Street Lighting Totals	Invoice Transactions 1	<u>\$589.91</u>
								Grand Totals	Invoice Transactions 425	<u>\$380,626.32</u>

* = Prior Fiscal Year Activity

**Charter Township of Shelby
Planning and Zoning**

Memo

To: Charter Township of Shelby Board of Trustees
From: Glenn Wynn, Director of Planning and Zoning
Date: 04/2/2013
Re: Barclay Lake Tree Permit for Property Located East of Dequindre and North of Auburn Road - April 2, 2013

The Tree and Woodland Preservation Ordinance requires Township Board approval for all tree permits other than single-family homes on individual lots. The ordinance further requires a permit for any land clearing, grubbing or brushing within designated woodland. A woodland is defined as a site exceeding two acres in size that is more than 50 percent wooded.

The applicant is requesting permission to remove trees from this 4.6 acre site located east of Dequindre Road and north of Barclay. The applicant proposes to remove trees up to four inches in size to access the site for the purpose of preparing a topographic survey. The tree clearing limits are shown on the property survey provided by the applicant.

The tree clearing and topographic survey are being done in anticipation of preparing a site plan for the expansion of the existing Barclay Lake condominium development. Phase one of Barclay Lake consists of 37 detached single family lots. The conceptual expansion plans for this site anticipate the development of approximately eleven additional sites

The Tree and Woodland Preservation Ordinance generally limits the removal of trees until such time as the property is ready for development. The challenge facing the township is to balance the intent of the ordinance with the owner's desire to prepare the property for development. This application is similar to other requests approved by the Board last year.

LAKE ENLARGEMENT CALCULATIONS

DREDGE VOLUME:
At = 60,000 S.F. (EXIS. GROUND @ 710.5')
As = 4,000 S.F. (LAKE BOTTOM @ 697.0')

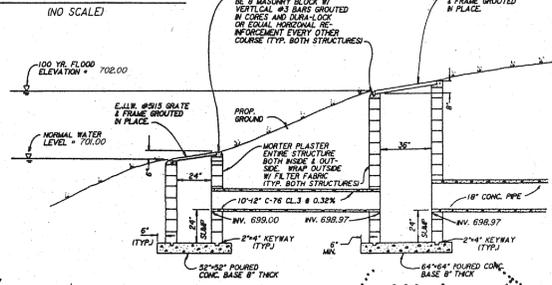
NOTE: ALL DREDGE SPOILS ARE TO BE DISPOSED OF OFF-SITE

Property Description

A parcel of land located in the S.W. 1/4 of Section 30, T.3N., R.12E., Shelby Township, Macomb County, Michigan is more particularly described as: Commencing at the West 1/4 Corner of Section 30; thence S. 02° 04' 53" E., 427.00 feet along the West line of Section 30 and the centerline of Dequindre Road to the Point of Beginning; thence N. 88° 05' 53" E., 985.10 feet to the southeasterly corner of Brooklands Park No. 14; as recorded in Liber 28, Page 44 of the Macomb County Records; thence N. 88° 11' 00" E., 451.85 feet along the South line of Brooklands Park No. 14; thence N. 88° 14' 15" E., 487.35 feet to a point on the centerline of Hixon Road; thence S. 01° 18' 34" E., 465.39 feet along the centerline of Hixon Avenue; thence S. 88° 23' 31" W., 1960.60 feet along the centerline of Barclay Avenue to a point on the west line of Section 30; thence N. 02° 04' 53" E., 457.00 feet along the west line of Section 30 and the centerline of Dequindre Road to the Point of Beginning and containing 20.83 acres.

Subject to the rights of the public for highway purposes along Dequindre Road, Barclay Avenue, and Hixon Avenue and to all other easements of record.

STANDPIPE DETAIL



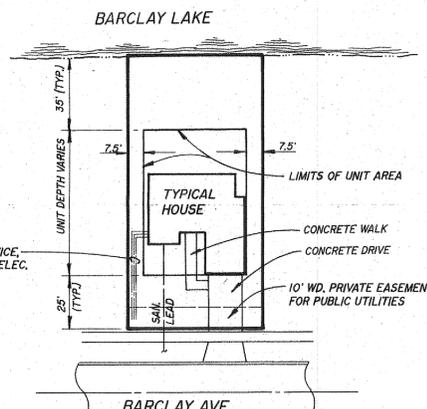
SCALE: 1" = 100'

SOILS

- Soil descriptions: B-1A B-1B B-1C B-1D B-1E B-1F B-1G B-1H B-1I B-1J B-1K B-1L B-1M B-1N B-1O B-1P B-1Q B-1R B-1S B-1T B-1U B-1V B-1W B-1X B-1Y B-1Z

DRAINAGE CHARACTERISTICS

- Drainage characteristics: B-1A runoff very slow, infiltration very rapid, permeability very rapid; B-1B runoff slow, infiltration very rapid, permeability moderate; B-1C runoff slow, infiltration very rapid, permeability moderate; B-1D runoff slow, infiltration very rapid, permeability moderate; B-1E runoff slow, infiltration very rapid, permeability moderate; B-1F runoff slow, infiltration very rapid, permeability moderate; B-1G runoff slow, infiltration very rapid, permeability moderate; B-1H runoff slow, infiltration very rapid, permeability moderate; B-1I runoff slow, infiltration very rapid, permeability moderate; B-1J runoff slow, infiltration very rapid, permeability moderate; B-1K runoff slow, infiltration very rapid, permeability moderate; B-1L runoff slow, infiltration very rapid, permeability moderate; B-1M runoff slow, infiltration very rapid, permeability moderate; B-1N runoff slow, infiltration very rapid, permeability moderate; B-1O runoff slow, infiltration very rapid, permeability moderate; B-1P runoff slow, infiltration very rapid, permeability moderate; B-1Q runoff slow, infiltration very rapid, permeability moderate; B-1R runoff slow, infiltration very rapid, permeability moderate; B-1S runoff slow, infiltration very rapid, permeability moderate; B-1T runoff slow, infiltration very rapid, permeability moderate; B-1U runoff slow, infiltration very rapid, permeability moderate; B-1V runoff slow, infiltration very rapid, permeability moderate; B-1W runoff slow, infiltration very rapid, permeability moderate; B-1X runoff slow, infiltration very rapid, permeability moderate; B-1Y runoff slow, infiltration very rapid, permeability moderate; B-1Z runoff slow, infiltration very rapid, permeability moderate.



TYPICAL UNIT LAYOUT DETAIL

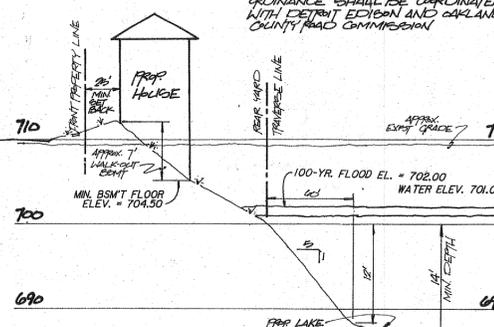
MONITOR WELLS (WATER ELEV. ON I-10-92)

- Well data: #5 TOP OF PIPE ELEV. = 716.46 WATER ELEV. = 701.16; #6 TOP OF PIPE ELEV. = 715.17 WATER ELEV. = 698.27; #7 TOP OF PIPE ELEV. = 711.49 WATER ELEV. = 697.69; #8 TOP OF PIPE ELEV. = 712.00 WATER ELEV. = 699.80; #9 TOP OF PIPE ELEV. = 712.19 WATER ELEV. = 698.54; #10 TOP OF PIPE ELEV. = 710.53 WATER ELEV. = 698.18

INTERSECTION IMPROVEMENT & EASEMENT LINE ON DEQUINDRE ROAD DURING EXCAVATION OF LAKE.

MORLEY AVE. 60' WD.

STREET LIGHT AT BARCLAY & DEQUINDRE PER SUBDIVISION ORDINANCE SHALL BE COORDINATED WITH DETROIT EDISON AND OAKLAND COUNTY ROAD COMMISSION

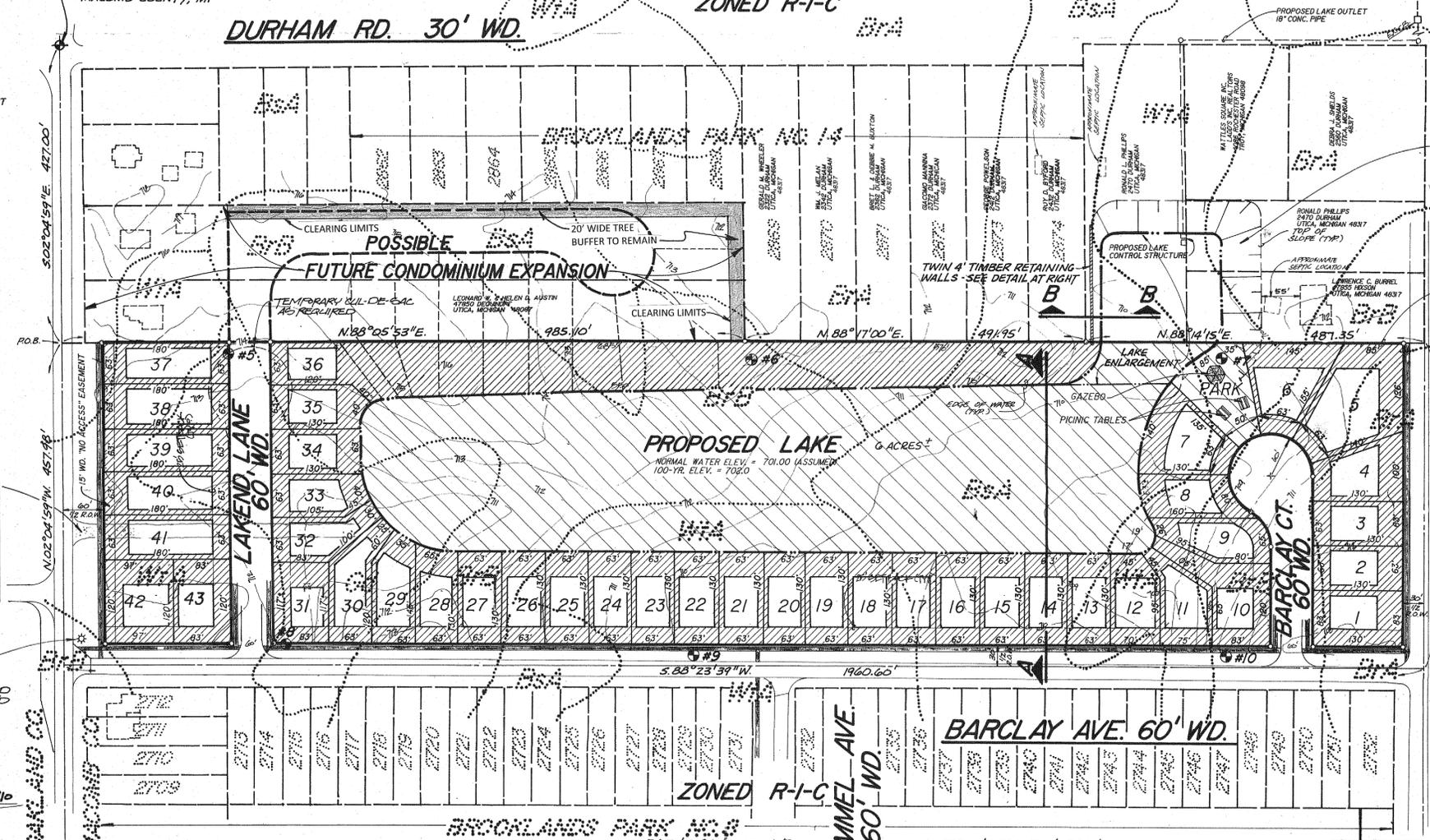


SECTION A-A (TYP. SECTION THRU HOUSE)

NOTE: A TEMPORARY 4' HIGH FENCE WITH LOCKED GATE SHALL BE ERRECTED DURING CONSTRUCTION
NOTE: LAKE IS TO BE PUMPED DRY AND MAINTAINED DRY DURING CONSTRUCTION AND REQUIRED PUMP TO BE DISCHARGE TO EXISTING OUTLET AS PER MACOMB COUNTY DRAIN COMMISSION

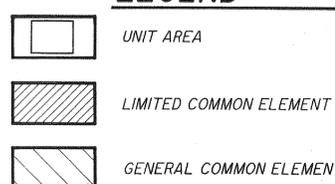
NOTE: ONE TREE PER UNIT AS REQUIRED BY ORDINANCE NO. 191
NOTE: PRESERVE VEGETATION WHEREVER POSSIBLE AS REQ'D. BY TREE REMOVAL PERMIT APPLICABLE TO THIS SITE.

ROAD SECTION THRU BARCLAY CT. & LAKEND LANE



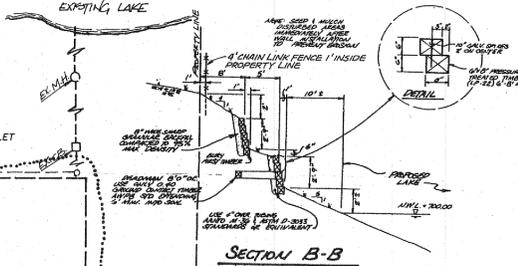
ZONED R-1-C

CONDOMINIUM LEGEND



CRITERIA

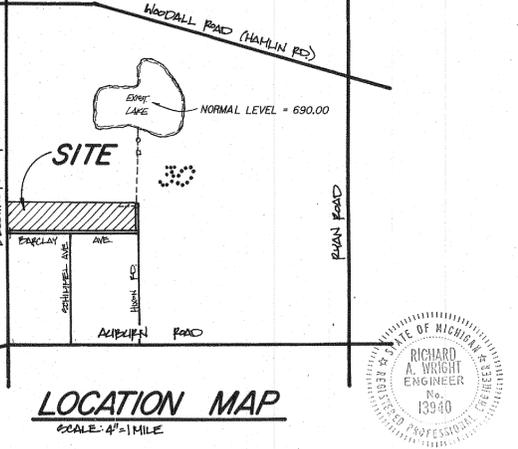
Existing Zoning: R-1-C
Area of Site: 20.83 Acres
Number of Proposed Units: 43
Sewage System: Municipal Sanitary Sewer
Water Supply: Municipal
Storm Drainage: Enclosed Drain With Outlet
To Proposed Lake
Building Setbacks: Front - 25' Rear - 35' Side - 5 - Min., 15' Total
Min. Unit Size (R-1-C): 9,100 S.F.
Min. Frontage (R-1-C): 70' Measured @ Setback
OPEN SPACE PLAN CRITERIA (10% REDUCTION)
Min. Unit Size: (R-1-C) 8,190 S.F.
Min. Frontage: (R-1-C) 63' Measured @ Setback
OPEN SPACE DATA
Proposed Lake: 6 Acres
Proposed Park: 14,000 sq. ft. (0.32 acres)
Total open space: 6.32 Acres



NOTE: NO LAKE SURFACE SHALL BE CLOSER THAN 50 FEET FROM EXISTING TILE FIELDS.

ZONED LM & Q LAKE CALCULATIONS

NECESSARY STORAGE
1. 100 YEAR OAKLAND COUNTY METHOD
A. UNSTRUCTURED = 16.5 AC. LAKE
C. EXIST = 0.10
C. PROP. = 0.35 = 0.286 CFS/AC. IMP.
T = 1038.5 / 6.25 = 164.98 = 165 MIN.
V = 16500 * T = 14,330 CU. FT.
V_T = C_p * V_A = 10.351 (14.330)(0.03 - 6.5) = 123,030 + 11.01 (14.330)(6.5) = 53,145
TOTAL = 216,175 CU. FT.
2. 2" OVER SITE METHOD
31.03 (143,560)(1/12) = 225,276 CU. FT.
3. PROVIDED STORAGE
A. BOTTOM = 4701.00 = 254,000 S.F.
A. TOP = 4702.70 = 305,000 S.F.
V = 1/3 (A_T + A_B + (A_T * A_B)^(1/2)) * h = 1.70'
THE VOLUME IS MORE THAN TWICE THE 100 YEAR VOLUME AS CALCULATED IN EITHER 1. OR 2. ABOVE.
100-YR. STORM ELEV. = 701.0 - 1.0 = 702.0
4. FREEBOARD
LOWEST WALKOUT BASEMENT ELEV. = 704.5
100-YR. STORM ELEV. = 702.0
2.50' OF FREEBOARD



LOCATION MAP

Vertical sidebar containing project title 'PROPOSED BARCLAY LAKE SITE CONDOMINIUM', consultant 'URBAN LAND CONSULTANTS', and various revision logs and dates.



Charter Township of Shelby

Planning & Zoning Department
52700 Van Dyke, Shelby Township, MI 48316
Phone (586) 726-7243
Fax (586) 726-7227
planning@shelbytp.org
www.shelbytp.org

APPLICATION FORM TREE REMOVAL PERMIT

Administrative Review

Office Use

Application No. 13-003
Review Fee 100

Date Received 3/21/13
Receipt No. 26999

Canopy: 25% | 35% Requirements Met? Yes No

Replacement Trees Required _____

Approved by _____ Date _____

I. TYPE OF REQUEST

- NO REGULATED TREES (Affidavit of No Regulated Trees must be attached.)
- REGULATED TREES
 - TREE INVENTORY ATTACHED
 - SKETCH PLAN ATTACHED AND WAIVER OF TREE INVENTORY REQUESTED

II. APPLICANT (A completed Applicant Information Form must accompany this application.)

APPLICANT'S NAME Wattles Square, Inc.

ADDRESS 5877 Livernois, Suite 103

CITY Troy STATE MI ZIP 48098

PHONE 248-828-1726 FAX 248-828-3573

INTEREST IN PROPERTY Owner

III. PROPERTY INFORMATION

PROPERTY ADDRESS vacant

SUBDIVISION NAME _____ LOT # _____

PROPERTY IDENTIFICATION NO. 07-30-301-036

PROPERTY SIZE (acres) 4.6 acres ZONING _____

EXISTING USE vacant PROPOSED USE single family residential

SIZE OF PROPOSED STRUCTURE(S) (square feet) 1,600-2,200

IV. OWNERSHIP INFORMATION

LEGAL OWNER Wattles Square, Inc.

ADDRESS 5877 Livernois, Suite 103

CITY Troy STATE MI ZIP 48098

PHONE 248-828-1726 FAX 248-828-3573

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.


SIGNATURE OF APPLICANT Joel A. Garrett

SIGNATURE OF LEGAL OWNER

(Print/type name of applicant)

(Print/type name of legal owner)

Wattles Square, Inc.
5877 Livernois, Suite 103
Troy, MI 48098
(248) 828-1726

March 13, 2013

Mr. Glen Wynn
Planning Director
Shelby Township, MI

RE: Proposed Phase 2
Barclay Site Condo

Dear Mr. Wynn:

We would like to clear the brush and trees having a diameter of 4" or less from the above referenced site.

We will leave untouched the north 20' of the site to preserve the existing natural screening growth.

This is necessary to permit our surveyors to obtain the topographical information required for a PUD submission.

Sincerely,

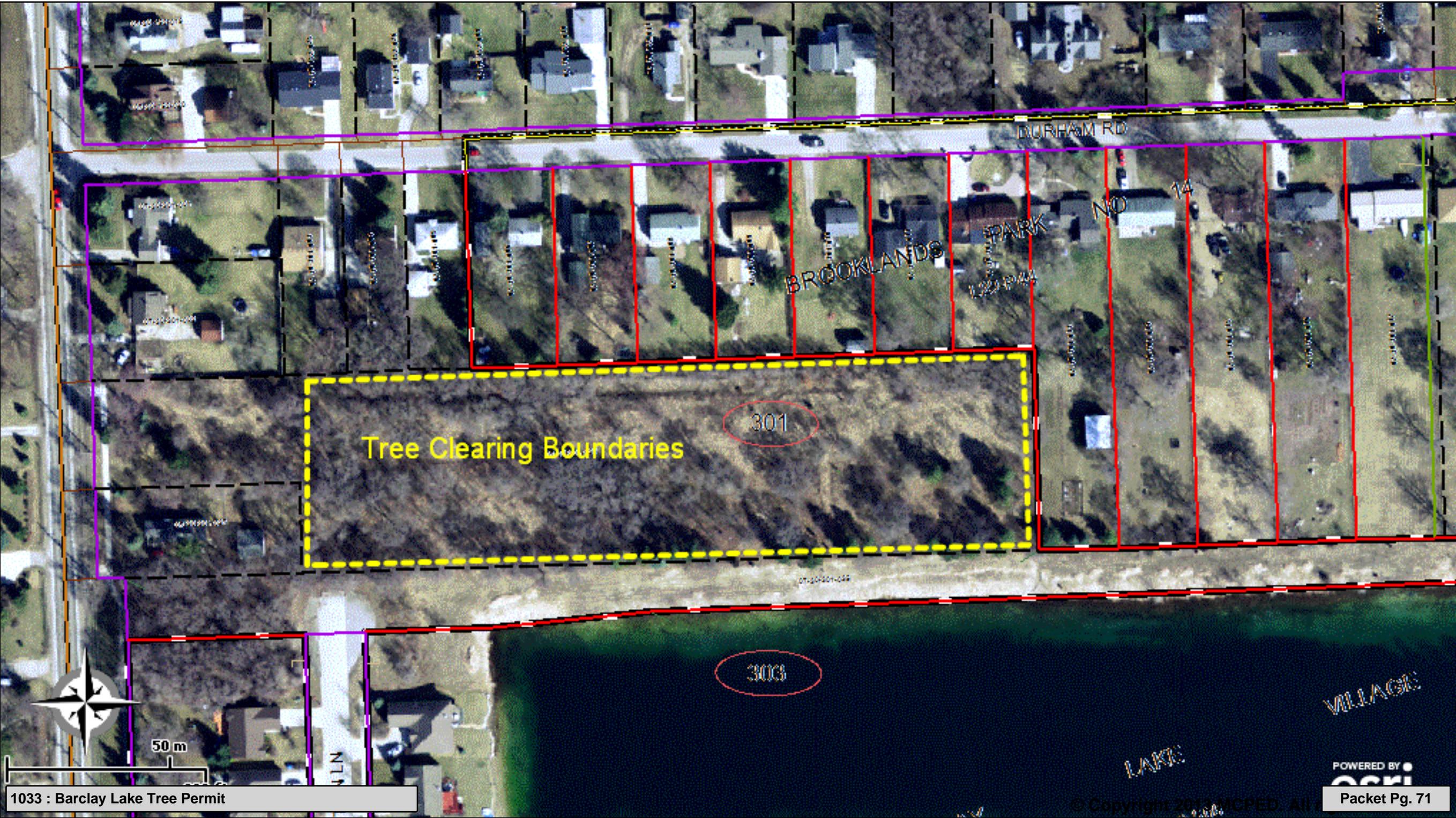
WATTLES SQUARE, INC.


Joe A. Garrett
President

Barclay Lake Phase 2

Tree Permit

Thu Mar 21 2013 09:08:49 AM.



**Charter Township of Shelby
Planning and Zoning**

Memo

To: Charter Township of Shelby Board of Trustees
From: Glenn Wynn, Director of Planning and Zoning
Date: 04/2/2013
Re: Shelby Town Center Traffic Circulation Study Proposal - April 2, 2013

The Planning and Zoning Department is requesting approval of a consulting services agreement with Birchler Arroyo Associates to prepare a traffic circulation study for the Shelby Town Center Project area.

Shelby Town Center consists of 126 acres of land extending north from Hall Road to Lakeside Boulevard. Existing development includes 460,000 square feet of retail development and 147 multiple family units. Approximately one-half of the original project area remains undeveloped. Most of this vacant land is located along Lakeside Boulevard near the intersection of Market Street.

We have experienced considerable interest in new development opportunities on this remaining vacant land. The Planning Commission is currently in the process of reviewing a site plan for a 140 unit multiple family project located on a 23 acre parcel on the north side of Lakeside Boulevard, west of Market Street.

As part of the site plan review process, the developer is required to prepare a traffic impact study. These studies assist in the coordination of land use and road improvements needed to support new development. This occurs by forecasting the potential generation of new traffic, evaluating proposed access plans, identifying driveway related road improvements, and identifying off-site road improvements necessary to accommodate future traffic patterns.

The requirement for the preparation of traffic studies was not part of the submission process when the earlier portions of the Shelby Town Center project were originally conceived and approved. Consequently, portions of this development area have experienced traffic and vehicular circulation problems. The lack of an independent review of traffic related concerns contributed to the conditions that we are experiencing in this area today.

We have an opportunity to address these traffic concerns during the site plan review process for the remainder of this development project. Rather than require the submission of traffic studies for the remaining vacant sites on a case-by-case basis, the Planning and Zoning Department is requesting approval of a proposal by Birchler Arroyo Associates to prepare a comprehensive traffic analysis of the entire 126 acre development site. The work program for the study is comprehensive in scope.

The estimated cost of the study is \$7,000.00. The cost will be initially paid by the

Planning and Zoning Department budget (Planning Consulting Fees budget line item 101-805.000). This budget line item currently has a balance of \$23,652.00. We anticipate partial reimbursement of this project cost by the development fees charged when site plans for the balance of these vacant sites are submitted for approval. We estimate that we could recover up to half of the cost of this study.

January 25, 2013

Glenn Wynn, AICP
Planning Director
Charter Township of Shelby
52700 Van Dyke Avenue
Shelby Township, MI 48316-3572

SUBJECT: Proposed Traffic Circulation Study for Shelby Town Center

Dear Mr. Wynn:

Per your request, we have prepared a proposed scope of services for identifying potential traffic circulation improvements in the Town Center area that should accelerate the area's full development while also mitigating existing and near-term traffic concerns. A portion of the study would fulfill the requirement (per Sec 7.05 of the Zoning Ordinance) for a traffic impact assessment of "Redwood Lakeside Boulevard," a complex of 143 low-rise apartments proposed by Redwood Acquisitions for a 23-acre site on the north side of Lakeside Boulevard west of Market.

Locations of Concern

The attached aerial photo shows the general location of the proposed apartment complex, along with 11 locations of preliminary concern relative to traffic access and circulation (based on our familiarity with the area). These locations are briefly described as follows:

1. Proposed single point of vehicular access for the proposed apartment complex, on the north side of Lakeside Boulevard approximately 440 ft west of Market Street. This location would be evaluated as part of the required traffic impact assessment.
2. Intersection of Lakeside and Market. As discussed in our traffic calming report to you dated January 5, 2010, this intersection lacks proper lane markings and is now controlled only by a stop sign on the Market Street approach. We believe that the Township and County Department of Roads would be well-advised to plan now for the intersection's appropriate ultimate configuration, so that the needed improvements can be implemented prior to – rather than some time after – the area builds out. Traffic conditions at this location may have contributed to the area's relatively slow pace of development over the past 10-15 years.
3. Westerly connection between Lakeside Boulevard and Hall Road commercial area. Despite Lakeside Boulevard's designation as a collector street, there is only one vehicular connection between it and the sprawling commercial area to the south: Market Street, 5/8 of a mile east of Schoenherr. As traffic volumes on Hall have continued to rise, it appears that an increasing amount of traffic to and from the abutting commercial area has used Lakeside Boulevard and Market Street for access. This has generated significant out-of-direction travel and unnecessarily high traffic volumes at the Lakeside/Market intersection. We believe that consideration should be given to planning for a westerly intermediate connection (or connections), as shown conceptually in our attached aerial photo.
4. Intersection of Market and Shopping Center Frontage Drive. This intersection is signed to permit eastbound but not westbound movements across Market. The rationale for this

Clearzoning, Inc. ♦ 28021 Southfield Road, Lathrup Village, MI 48076 ♦ 248-423-1776

Proposed Traffic Circulation Study for Shelby Town Center, page 2

restriction should be reexamined, with an eye to reducing driver confusion and the surprise conflicts resulting from the occasional violations (there is no physical deterrent).

5. Intersection of Market and Intermediate Circulation Drive. This intersection is designed to permit westbound but not eastbound movements across Market. The rationale for this restriction should be reexamined, as it confuses some drivers and causes (as does location 4) undesirable out-of-direction travel, thus making the area less hospitable to shoppers.
6. Market Street Near Hall Road. There is no crossover in the boulevard median to enable visitors parking parallel to the adjacent shops to circulate back into the center to continue their shopping. Providing a crossover for U turns would also allow "second-thought" shoppers in general to re-circulate after they have entered the southbound side of the boulevard.
7. Connection between Costco and Meijer. This connection has always served significant traffic volumes, and they have likely increased still further with the recent signalization of westbound Hall at the Meijer driveway adjacent to Meijer's new gas station. The east-west approaches to the first Costco parking aisle are appropriately equipped with stop signs; however, after having stopped, drivers are unable to see traffic approaching in the parking aisle. By national and State guidelines for stop sign installation, this should be an all-way stop.
8. Panera Bread Drive-Through. During the busiest shopping times, drive-through traffic has been observed spilling back into (and thereby obstructing traffic in) the adjacent east-west shopping center drive. The Township may want to have us evaluate this situation and identify potential mitigation.
9. Connection between Art Van and Shopping Center to East. This connection has been observed receiving significant use by shoppers traveling between the larger shopping centers east and west of Art Van without having to enter and exit busy Hall Road. Unfortunately, this cut-through traffic burdens Art Van, especially since vehicles traveling in opposite directions typically have to pause to safely pass each other (the connection is narrow and lacks adequate end-island rounding).
10. Pair of Closely Spaced Driveways at Southwest Corner of Art Van. There is no functional need for more than one driveway at this location. The close driveway spacing reduces safety for both highway and driveway traffic (each of the two drives have sharply restricted visibility due to their proximity to the building corners).
11. Traffic calming along Lakeside Boulevard. Our previous traffic calming study addressed Lakeside Boulevard throughout the study area. In the study now proposed, those portions of the street not covered by locations 1-2 would be reexamined with respect to speed issues.

Proposed Scope of Work

Our proposed study tasks are as follows:

1. Refine the above list of study locations based on feedback from Shelby Township officials, the Macomb County Department of Roads, interested property owners, and prospective developers. We would appreciate you collecting and forwarding to us any such feedback (although we are likely to communicate directly with the MCDR on at least some issues).

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Proposed Traffic Circulation Study for Shelby Town Center, page 3

2. Prepare a traffic impact assessment for the proposed “Redwood Lakeside Boulevard” apartment complex. This assessment would include the following subtasks:
 - a. Prepare a trip generation forecast for the subject development. This element was completed in the process of preparing this proposal. Based on data and methodology recommended by the Institute of Transportation Engineers, 143 apartments can be expected to generate about 990 one-way vehicle trips in the course of an average weekday, 74 in the AM peak hour (15 entering and 59 exiting) and 96 in the PM peak hour (62 entering and 34 exiting). The highest peak-hour, peak-direction movement of 62 vehicles exceeds the 50-vehicle threshold in Sec 7.05; hence, the applicant is required to prepare and submit (or otherwise sponsor) a traffic impact assessment.
 - b. Forecast future background traffic. The applicant should first provide an estimate of the earliest year the proposed apartments can be reasonably expected to be first fully occupied. Then, based on any information you can provide regarding other potential land developments along Lakeside Boulevard, our estimates of the additional traffic such developments might generate, comparisons to recent to past traffic counts, and professional judgment, the total traffic volumes in the year of the subject site’s expected build-out – but in its hypothetical absence – would be forecasted to provide a proper baseline condition for assessing project traffic impacts.
 - c. Develop a trip distribution model. Manual counts of through and turning traffic would first be made at the intersection of Lakeside and Market, in the Saturday afternoon peak period as well as the AM and PM peak periods of an average weekday. The expected directionality of site-generated traffic (expressed in percentages) would then be modeled at the proposed site access drive, based on existing traffic patterns, other potential new land uses in the area, and professional judgment.
 - d. Forecast future total (background plus site-generated) traffic at site access drive. The model developed in subtask c would be used to assign the total site traffic forecasted in subtask a to specific entering and exiting movements. This would be completed only for the three peak hours identified in the subtask c traffic counts.
 - e. Determine whether the forecasted traffic at the site access drive meet any MDOT warrants for auxiliary (left- and right-turn) lanes. This appears appropriate, since the MCDR has in the past indicated that it applies MDOT’s *Access Management Handbook*, which includes or otherwise references applicable MDOT warrant charts.
 - f. Evaluate peak-hour delays and levels of service at the proposed site access drive. Synchro 7 traffic simulation software would be applied to predict the average delay per vehicle and associated (letter-based) level of service for current, future background, and future total traffic volumes in each of the three peak hours (weekday AM, weekday PM, and Saturday PM). These results would be interpreted in order to assess the adequacy of providing a single point of full-time vehicular access for the complex.
 - g. Prepare a separate memo documenting the above assessment. We believe that it would be appropriate in this memo to also discuss other access and circulation issues of concern relative to this specific development, such as the need for sidewalks both internal and external to the site, and the potential need for a gated secondary emergency access.

Proposed Traffic Circulation Study for Shelby Town Center, page 4

- 3. Assess existing and future needs at Lakeside/Market intersection. Existing and future total peak-hour traffic volumes would first be established, based on work completed in task 2. The associated levels of service would then be determined (again, using Synchro 7) for each of several alternative means of traffic control: continued one-way stop; all-way stop (a potential interim measure prior to full area build-out); conventional signalization; and roundabout. The signalization alternative would be evaluated only if the Peak-Hour Warrant is met; a full evaluation of all applicable signal installation warrants is not being proposed at this time. The advantages and disadvantages of each means of control would be addressed in this task, and would include a discussion of whether or not a fourth leg of the intersection should be planned as a way of accessing future land development along the north side of Lakeside Boulevard.
- 4. Assess other issues affecting area traffic access and circulation. Locations 3-11 on the attached figure would be addressed, typically by making peak-period traffic observations and then developing conceptual recommendations for mitigating noted traffic concerns. An emphasis would be placed in most situations on low-cost measures. Relative to locations 11 (traffic calming along Lakeside Boulevard in general), consideration would be given to any sample speed data that might become available from the Macomb County Department of Roads.
- 5. Develop a relatively brief, well-illustrated report summarizing tasks 1-4. To develop a complete file on this matter, we could (at your discretion) attach as appendices both the memo developed in subtask 2g and our previous traffic calming study for Lakeside Boulevard.

Anticipated Level of Effort and Cost

The attached table summarizes these elements. Our proposed fee for the full study is \$7,000. Note that we have provided a separate cost estimate for preparing the traffic impact assessment in the hypothetical situation where we would be doing it directly for the applicant according to our private-client labor rates (which, of course, we can not do in Shelby Township). You may wish to seek a financial contribution from the applicant somewhere in the indicated cost range for public versus private client. For example, a point near the midpoint of the range – \$3,500 – would result in a 50:50 cost-sharing arrangement relative to the overall study cost.

Based on our current workload, we would be available to complete the proposed study within a month of receiving your authorization to proceed.

Feel free to contact either of us should you have any questions or comments regarding this proposal.

Sincerely,
CLEARZONING, INC.



David C. Birchler, AICP, PCP
Chief Executive Officer



William A. Stimpson, P.E.
Director of Traffic Engineering

Attachments:
Marked-up aerial photo

Clearzoning, Inc. ♦ 28021 Southfield Road, Lathrup Village, MI 48076 ♦ 248-423-1776

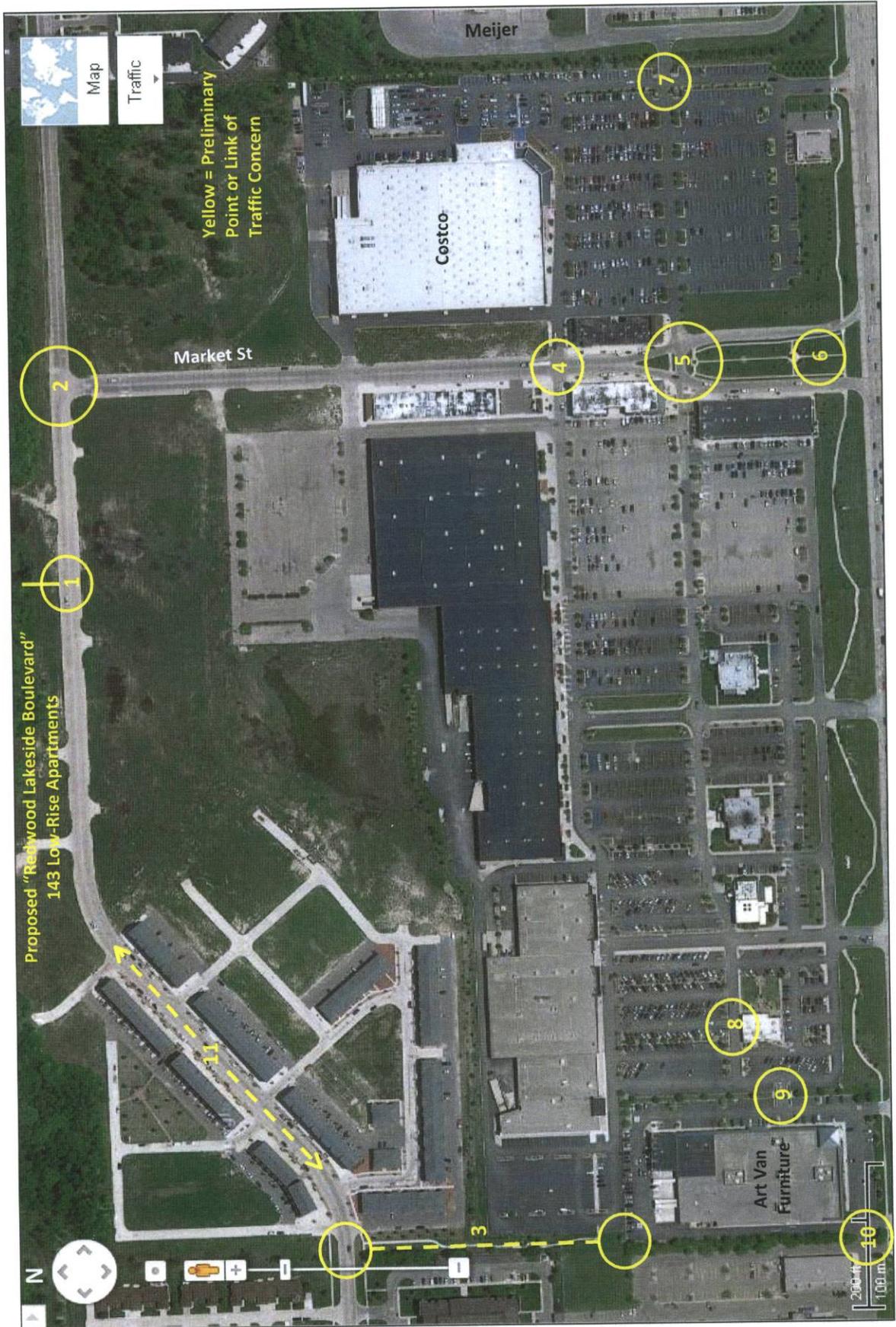
Cost Estimate for Shelby Town Center Traffic Circulation Study¹

Task	Rate & Hours by Labor Category			Other Direct Costs ²	Total Cost by Client Type ³	
	CEO	Director	Clerical		Public	Private
	\$119	\$114	\$50			
1. Study Locations	0.5	2.0				
2. Impact Assessment	1.0	16.0	4.0	\$850	\$3,000	\$4,200
3. Lakeside / Market	0.5	7.0				
4. Other Issues	1.0	12.0		\$26		
5. Report	1.0	10.0	1.0	\$40		
Hours by Category	4.0	47.0	5.0			
Labor Cost by Category	\$476	\$5,358	\$250			
Total Cost	\$6,084			\$916	\$7,000	N/A

¹ Excludes the cost of any meetings, which would be billed at our established hourly rates.

² Amount for impact assessment is primarily the cost of the manual turning-movement counts in three peak periods.

³ It appears appropriate for the Township to seek a financial contribution from the applicant somewhere in the cost range indicated for Task 2 (\$3,000-\$4,200), since the Zoning Ordinance requires the applicant to prepare a traffic impact assessment, and this study would fulfill that requirement. The most reasonable number may be \$3,500, thus resulting in a 50:50 cost-sharing arrangement between Shelby Township and the applicant.



Shelby Town Center Study Area

**Charter Township of Shelby
Human Resources**

Memo

To: Charter Township of Shelby Board of Trustees
From: Lisa Suida, Human Resources Director
Date: 04/2/2013
Re: Hire a Water and Sewer Accountant at the Department of Public Works - April 2, 2013

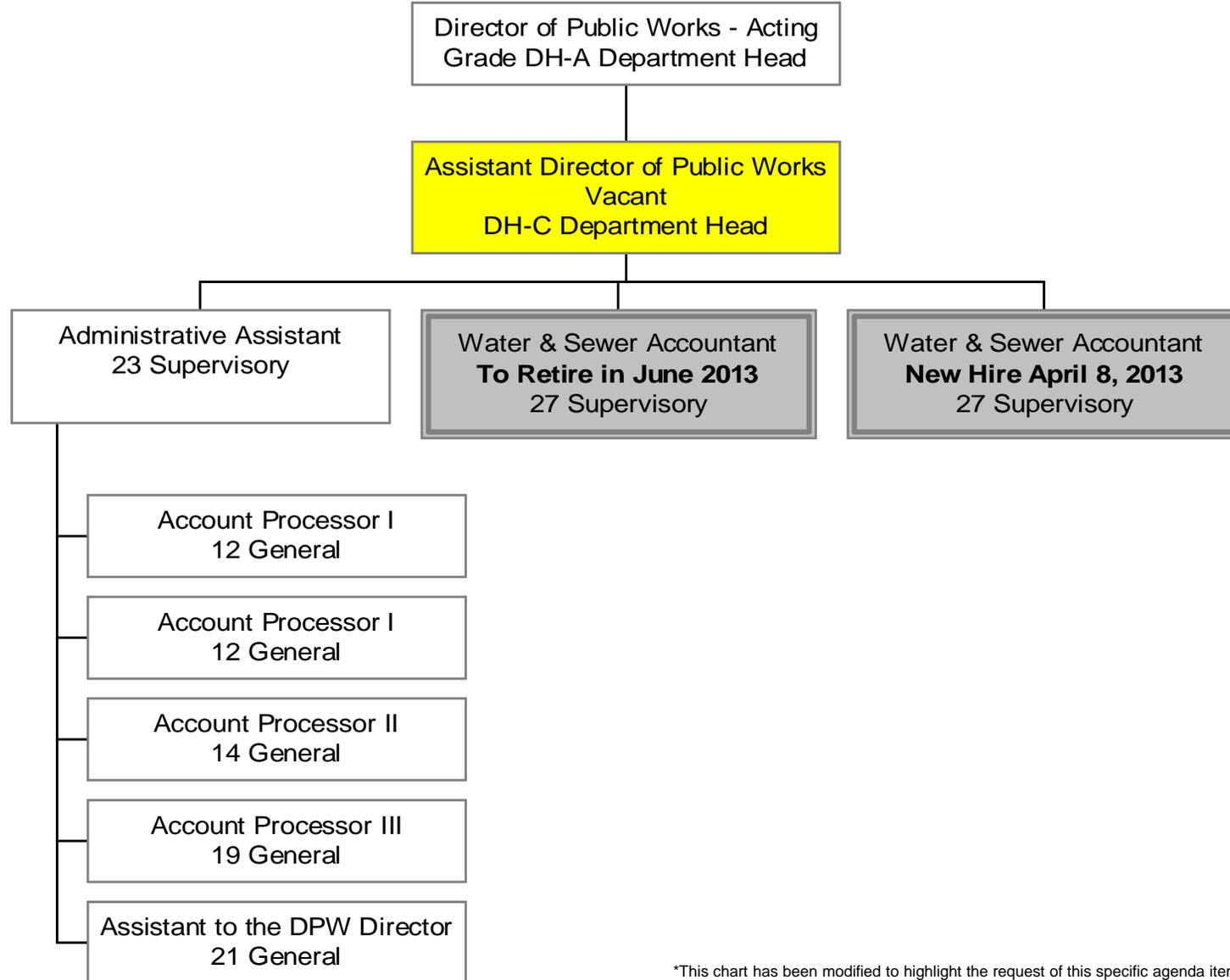
The Human Resource Director, in concurrence with the Acting Department of Public Works Director, respectfully requests approval to hire Steve Lambert as Water and Sewer Accountant (*grade 27, step 1, Supervisory*) to fill an upcoming vacancy which will be created by the retirement of employee 11411 in June 2013. Mr. Lambert will be hired on April 8, 2013 to allow for transition to job duties and training by the outgoing Accountant. As there is one other unfilled position within the department created by a separate retirement, this training period will not put additional strain on the department's budget for salary and wages.

The selection of Mr. Lambert was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing the current Eligibility list. He will be hired as a Water and Sewer Accountant Grade 27, Step 1, \$52,961 - \$66,249.

Respectfully,

Lisa Suida
Human Resource Director

Charter Township of Shelby
Department of Public Works 2013
Proposal for new hire



*This chart has been modified to highlight the request of this specific agenda item and does not necessarily reflect the full department organizational chart as approved for budgetary purposes

**Charter Township of Shelby
DPW**

Memo

To: Charter Township of Shelby Board of Trustees
From: Dave Miller, Acting DPW Director
Date: 04/2/2013
Re: Auburn Road LED Street Lighting Conversion Proposal - April 2, 2013

Shelby Township has been approached by DTE to convert ten 400-watt Mercury Vapor street lights to ten 135-watt LED street lights along Auburn Road. The total cost of this project is \$4,780.00. The primary benefit of the program will be in the energy cost that the Township pays. The current charge for the existing lights is \$3,015.60 per year. The projected annual cost for the LED lights would be \$1,566.70 per year, leaving a net annual savings of \$1,448.90. After a DTE Energy Optimization Rebate of \$1,160.00 the projected pay back on this project would be 2.49 years, leaving a continual savings for future years.



Save energy.
Save money.
Together we will.

Final Application Agreement

The energy optimization measures are installed in a qualifying time frame, at a qualifying facility and are not for resale. Additional program terms and conditions can be found in the Policy and Procedures Manual available at dteenergy.com/savenow.

I understand that in the event this Application received a reservation, that reservation is not a guarantee of payment. Incentive payment will be based upon the Final Application meeting the program terms and conditions, and the availability of funds.

Selected terms and conditions include:

1. Final Applications and all required documentation must be received within 60 days of project completion.
2. The program has a limited budget, but is a multi-year program. Applications will be processed until allocated funds are reserved or spent each program year.
3. All equipment must be purchased and installed prior to submitting the Final Application.
4. Applicant agrees to inspection and measurement activities by the utility or its representative of both project payment and equipment installation for up to five years from the date of equipment installation.
5. Incentives may be taxable and the Applicant is solely responsible for the payment of any resulting taxes. Incentives will be reported to the IRS, unless the Applicant is exempt.
6. The Applicant may be required to refund some or all of the incentives if the measures do not remain (or were not) installed for a period of five (5) years or the end of the product life, whichever is less.
7. Materials removed, including lamps and PCB ballasts, must be permanently taken out of service and disposed of in accordance with federal and state laws or regulation and local codes and ordinances. The Applicant is responsible for being aware of any applicable codes or ordinances. Information about hazardous waste disposal can be found at www.epa.gov/wastes.
8. For certain measures, the incentive amount will be determined based on the estimated energy savings. The Applicant may be required to provide documentation on energy savings calculations and assumptions. DTE Energy will make the final determination of the energy savings and thus the incentive amount to be paid.
9. DTE Energy has no obligations regarding and does not endorse or guarantee any claims, promises, work or equipment made, performed, or furnished by any contractors or equipment vendors that sell or install any energy efficiency measures.
10. Payment of incentives under the Program and/or evaluation of applications for incentives shall not deem DTE Energy or any of its affiliates, employees or agents ("DTE Energy Parties") to be responsible for any work completed in connection herewith. Applicant fully releases DTE Energy Parties from any and all claims it may have against DTE Energy Parties in connection with this application, the incentives or the work performed in connection with them. In addition, Applicant agrees to defend, indemnify and hold DTE Energy Parties harmless from and against any and all claims, losses, demands or lawsuits by any third parties arising in connection with this Application, the payment or nonpayment of incentives or any work performed in connection with them.
11. DTE Energy reserves the right to associate with your business and participation in the incentive program for promotion and advertising purposes.
12. Applicant acknowledges that Federal Energy Regulatory Commission (FERC) Order issued on June 1, 2012, at Docket No. ER11-4081-000 ("FERC Order") approves of the inclusion of energy efficiency resources as planning resources in a utility's resource adequacy plan (all italicized terms as defined in the FERC Order). Accordingly, Applicant and DTE Energy agree that all such rights afforded with respect to energy efficiency resources, including but not limited to the right to identify them as a planning resource so as to include them in a resource adequacy plan, shall inure exclusively and fully to DTE Energy. Applicant agrees that it will not claim ownership in such energy efficiency resources for purposes of identifying them as a planning resource in accord with the FERC Order or include them in a resource adequacy plan.

I have read and understand the measure specifications and Program Guidelines set forth in the Application and the program Policy and Procedures Manual and agree to abide by those requirements. Furthermore, I concur that I must meet all eligibility criteria in order to be paid under this program and not receive incentives from any other utility for the same project.

I certify that the information on this application is true and accurate. I acknowledge and understand that it is necessary for DTE Energy to store, use and share the information contained in this application, as well as information collected in connection with this project, including but not limited to my business name, address, account number and energy consumption data ("Customer Data") for various purposes. Therefore, I hereby authorize DTE Energy to collect, store, and use the Customer Data for internal purposes and to present me with other energy saving opportunities. I further authorize DTE Energy to share the Customer Data with third party vendors/contractors who are doing work on DTE's behalf.

Final Agreement Information and Account Holder Signature

DTE Project Number _____

Total Project Cost _____

Actual Completion Date _____

Measure Category	Incentive Amount
Streetlighting – Prescriptive	\$1,350.00
Streetlighting – Custom	
Total Incentives Requested	\$1,350.00

DTE Account Holder Name (print) Pat Czaiczynski DTE Account Holder Title DPW Administrator

DTE Account Holder Signature _____ Date _____

For final applications, sign and submit only **after** all equipment has been installed. A customer signature is required for payment. Signed applications received by fax or email will be treated the same as original applications received by mail. See Page 9 for submission instructions.



Save energy.
Save money.
Together we will.

Streetlighting Prescriptive Specifications and Worksheet

Must be submitted BEFORE project begins

Specifications

LED Lighting Retrofit

Incentives are available for replacing existing streetlighting fixtures with LED fixtures. LED fixtures must have a minimum efficacy of 40 lumens per watt.

High Pressure Sodium Lighting Retrofit

Incentives are available for replacing existing streetlighting fixtures with High Pressure Sodium fixtures. High Pressure Sodium fixtures must have a minimum efficacy of 65 lumens per watt.

Mercury Vapor to LED

Equipment Type	Incentive	Unit	# of Units	Total Incentive
67W LED replacing a 175W Mercury Vapor	\$58.00	Fixture		
131W LED replacing a 250W Mercury Vapor	\$67.00	Fixture		
135W LED replacing a 400W Mercury Vapor	\$135.00	Fixture	10	\$1,350.00

Mercury Vapor to High Pressure Sodium

Equipment Type	Incentive	Unit	# of Units	Total Incentive
100W High Pressure Sodium replacing a 175W Mercury Vapor	\$23.00	Fixture		
150W High Pressure Sodium replacing a 250W Mercury Vapor	\$35.00	Fixture		
250W High Pressure Sodium replacing a 400W Mercury Vapor	\$54.00	Fixture		

High Pressure Sodium to LED

Equipment Type	Incentive	Unit	# of Units	Total Incentive
67W LED replacing a 100W High Pressure Sodium	\$30.00	Fixture		
131W LED replacing a 150W High Pressure Sodium	\$24.00	Fixture		
135W LED replacing a 250W High Pressure Sodium	\$68.00	Fixture		
280W LED replacing a 400W High Pressure Sodium	\$78.00	Fixture		

Total Prescriptive Streetlighting Incentives	\$1,350.00
--	-------------------

01/30/2013



Streetlighting Custom Worksheet Instructions

Use this information to help you complete your Custom Incentive Worksheet on the following page.

- Under **Before Retrofit** and **After Retrofit**, enter the quantity, name, manufacturer, model number, size (ex: hp or kW) for the existing and new equipment, as well as any other information that can help calculate the energy used by the equipment.
- Enter the **hours used per year** that the existing equipment **is** and the new equipment **will be** in operation.
- Under Your **Average Energy Cost** (\$ per unit), enter your average costs for the electric usage that your measure will be saving. To determine your average annual cost use the following formula:

$$\text{Your Average Electricity Costs} = \frac{\text{Sum of 12 consecutive monthly utility bills for electricity (\$)}}{\text{Sum of electricity used during the same 12 consecutive months as above (kWh)}}$$

- Next, separately calculate your **Annual Electric Savings** by using the following process:
 - Multiply the watts used by the existing piece of equipment by the hours/year it is used, then:
 - Multiply by the number of pieces of equipment, then:
 - Divide by 1,000 to get kWh used, then:
 - Do the same for the new equipment and then:
 - Subtract the new from the old.

This is the **Annual Electric Savings** to be entered on the form. For complex projects, provide a separate analysis showing how you determined the energy savings or contact us for assistance.

- If you're using the interactive version of this application, the **Calculated Incentive** will be entered for you. If you are using a paper version, determine your **Calculated Incentive** for each measure by multiplying the **Annual Electric Savings** by \$0.10/kWh or \$0.08/kWh, depending on lighting type.
- Next, enter the **Measure Cost**. This is the cost of implementing a measure **less** any costs incurred to achieve non-energy related project benefits. Only costs associated with the rebated energy savings measure should be included in the **Measure Cost** (this cannot include internal labor cost), which is the basis for determining the simple payback period for custom measures, and is defined as either:
 - For end-of-life equipment replacement measures:** the cost difference between equipment meeting program efficiency criteria and equipment meeting the minimum efficiency allowable by code or industry standard; or
 - For retrofit, early replacement and new technology measures:** the cost of new equipment, components or materials added to existing equipment for the purpose of improving its energy efficiency.

- If you're using the interactive version of this application, the **Simple Payback Period** for each measure will be entered for you. If you are using a paper version, use this formula to determine the payback for each measure:

$$\text{Simple Payback Period} = \frac{\text{Measure Cost}}{\text{Annual kWh Saved x Electricity Cost}}$$

NOTE: The **Simple Payback Period** is calculated on a per-measure basis for your convenience, but only the total Simple Payback Period, appearing at the bottom of the form, is used to meet program criteria.

- If you're using the interactive version of this Application, the **Total Custom Incentives** at the bottom of the form will be entered for you. If you're using the paper version, first total the **Measure Cost** for all measures and enter that value in **Total Custom Measures Cost**. Then total all the individual measure **Calculated Incentives** and enter that in **Total Custom Incentives**.

NOTE: Total Incentives may not exceed 50% of the Total Custom Measures Cost.

- If you have any questions about the Custom Incentives Worksheets, please email us at: saveenergy@dteenergy.com or call us at **866-796-0512** (press option 3).



Save energy.
Save money.
Together we will.

Streetlighting Custom Specifications and Incentive Worksheet

Must be submitted BEFORE project begins

Specifications

LED Lighting Retrofit

Incentives are available for replacing existing streetlighting fixtures with LED fixtures. LED fixtures must have a minimum efficacy of 40 lumens per watt.

High Pressure Sodium Lighting Retrofit

Incentives are available for replacing existing streetlighting fixtures with High Pressure Sodium fixtures. High Pressure Sodium fixtures must have a minimum efficacy of 65 lumens per watt.

LED Lighting Retrofit

Description			
Before Retrofit		After Retrofit	
Hours used per year		Hours used per year	

Service	Unit	Current Energy Cost (\$ per Unit)	Annual Savings (Units/Year) (A)	Incentive Rate (\$ per Unit) (B)	Calculated Incentive (A x B) (C)	Measure Cost (D)
LED	kWh			\$0.10		

High Pressure Sodium Lighting Retrofit

Description			
Before Retrofit		After Retrofit	
Hours used per year		Hours used per year	

Service	Unit	Current Energy Cost (\$ per Unit)	Annual Savings (Units/Year) (E)	Incentive Rate (\$ per Unit) (F)	Calculated Incentive (E x F) (G)	Measure Cost (H)
High Pressure Sodium	kWh			\$0.08		

* The Total Calculated Incentive awarded is based on the Simple Payback Period for electric measures, which must be equal to or greater than one year and less than or equal to eight years. See formula at right to calculate Simple Payback Period.

** Total Custom Incentives may not exceed 50% of the Total Customer Project Cost.

$$\text{Simple Payback Period} = \frac{\text{Measure Cost}}{\text{Annual kWh Saved} \times \text{Electricity Cost}}$$

		Total Measure Costs (D + H)	Annual kWh Saved x Electricity Cost	Simple Payback Period*	Total Calculated Incentive* (C + G)	Total Awarded Incentive**
Total Custom Incentives	Electric					

01302013



To submit your Reservation Application*

1. Complete the Application (Pages 2-4).
 - a. Ensure that you have completed the Reservation Application checklist (Page 2).
 - b. Ensure that you have completed the Customer information (Page 3).
 - c. Ensure that you have completed the Contractor and, if applicable, Third Party Payment information (Page 4).
2. Complete all relevant worksheets for your project.
3. Print and mail your Reservation Application to:

DTE Energy's Energy Efficiency Program for Business

P.O. Box 11289
Detroit, MI 48211

or

Fax to: 877.607.0744

or

Submit electronically by clicking here

SUBMIT

* A Reservation Application may not be required for your project, but is strongly encouraged to set aside funds. Submission of a Reservation Application does not guarantee that funds will be available.

To submit your FINAL Application

1. Complete or confirm all information in on Pages 2-4.
2. Complete and have account holder sign Final Application Agreement (Page 5)
3. Complete or confirm all relevant worksheets for your project.
4. Print and mail your FINAL Application to:

DTE Energy's Energy Efficiency Program for Business

P.O. Box 11289
Detroit, MI 48211

or

Fax to: 877.607.0744

or

Submit electronically by clicking here

SUBMIT

Mail, fax or email all manufacturers' specifications, detailed invoices and other supporting documents to our office. In your mailing, on your cover sheet or in your subject line, please include the customer name and project number: DTE-(year)(5-digit number). If you don't have a project number, make sure you enter your customer name.

Shelby Township
52700 Van Dyke
Shelby Township, Michigan 48316

February 12, 2013

Re: Auburn Road Project-Replacing Existing 400w Mercury Vapor with 135w LED's street light fixtures on existing wood poles.

I have prepared a cost estimate for the conversion of the (10) overhead fed 400w Mercury Vapor (MV) street light fixtures to be converted to (10) 135w LED's street light fixtures on existing wood poles.

Below please find the estimate breakdown options proposed for this project. The costs are based on the Streetlight Option 1-DTE Energy owned and maintained. The rate requires the customer pay a portion of the construction cost. The following information outlines the street lighting installation.

Estimate Breakdown

Street Lighting Conversion Layout Estimate 1

Conversion of a total of (10) existing 400W MV to (10) 135W LED's):

Municipality Contribution in Aid of Construction: \$4780.00

Current Annual Lamp Charges: \$3015.60

Projected Annual Lamp Charges: \$1566.70

Annual Savings: \$1448.90

EO Rebate: \$1160.00

Projected Payback (yrs): 2.49- *After EO rebate

The price quoted herein shall be in effect for a period of six months from the issue date. After installation, the total cost for additional modification, relocation, or removal will be the responsibility of the requesting party. An authorized signature on the Municipal Street Lighting Master Agreement and the payment contribution will be our notification to begin final design and construction scheduling.

Please feel free to call me should you have any questions.

Sincerely,



Reggie B. Brown
DTE Energy
Account Manager
Community Lighting-Sales & Service
586-412-3207
313-300-3693

CHARTER TOWNSHIP OF SHELBY

MACOMB COUNTY, MICHIGAN

ORDINANCE NO. (ID # 1045)

ADOPT ORDINANCE 263: AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IV AND ARTICLE V OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE DEBT SERVICE CHARGE INSTALLMENT PAYMENT OPTIONS FOR WATER AND SEWER SYSTEMS

CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN

ORDINANCE NO. 263

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IV AND ARTICLE V OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE DEBT SERVICE CHARGE INSTALLMENT PAYMENT OPTIONS FOR WATER AND SEWER SYSTEMS.

IT IS HEREBY ORDAINED BY THE CHARTER TOWNSHIP OF SHELBY:

Section 1. Article IV, Section 58.154 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

- (a)
Property with new construction. The owners of existing property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.
- (b)
Existing single family structures. The owners of existing single family structures shall have the option of paying debt service charges and or tap charges in cash or may pay the charges over a period of ten years in equal quarterly installments with their quarterly water bill. If the time payment method is elected, the amount of the quarterly installment of each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees on the unpaid balance of the charges. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued.

Section 2. Article V, Section 58.315 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

- (a)
Property with new construction. The owners of property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.
- (b)
Existing single family structures. The owners of existing single family structures shall have the option of paying debt service charges and or tap charges in cash or may pay the charges over a period of ten years in equal

quarterly installments with their quarterly sewer bill. If the time payment method is elected, the amount of the quarterly installment of each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees, on the unpaid balance of the charges. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued.

Section 3. SEVERABILITY

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance

Section 4. REPEAL

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed

Section 5. EFFECTIVE DATE

This Ordinance shall be effective thirty (30) days from the date of publication hereof.

CERTIFICATION

I hereby certify the foregoing is a true and complete copy of Ordinance No. _____ duly adopted by the Board of Trustees of the Charter Township of Shelby at a Regular Meeting held on _____, 2013, pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

STANLEY T. GROT,
CLERK

Introduction Date: _____
First Publication Date: _____
Adoption Date: _____
Second Publication Date: _____
Effective Date: _____

CHARTER TOWNSHIP OF SHELBY

MACOMB COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IV AND ARTICLE V OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE DEBT SERVICE CHARGE INSTALLMENT PAYMENT OPTIONS FOR WATER AND SEWER SYSTEMS.

IT IS HEREBY ORDAINED BY THE CHARTER TOWNSHIP OF SHELBY:

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Property with new construction. The owners of existing property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.

(b)

Existing single family structures. The owners of existing single family structures shall have the option of paying the debt service charges and or tap charges in cash or may pay the debt service charges over a period of ten years in equal quarterly installments with their quarterly water bill. If the time payment method is elected, the amount of the quarterly installment of the debt service each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees on the unpaid balance of the debt service charges. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued

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Section 2. Article V, Section 58.315 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

(a)

Property with new construction. The owners of property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.

(b)

Existing single family structures. The owners of existing single family structures shall have the option of paying the debt service charges and or tap charges in cash or may pay the debt service charges over a period of

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ten years in equal quarterly installments with their quarterly sewer bill. If the time payment method is elected, the amount of the quarterly installment of the ~~debt service~~ each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees, on the unpaid balance of the ~~debt service charges~~. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued.

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Section 3. SEVERABILITY

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance

Section 4. REPEAL

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed

Section 5. EFFECTIVE DATE

This Ordinance shall be effective thirty (30) days from the date of publication hereof.

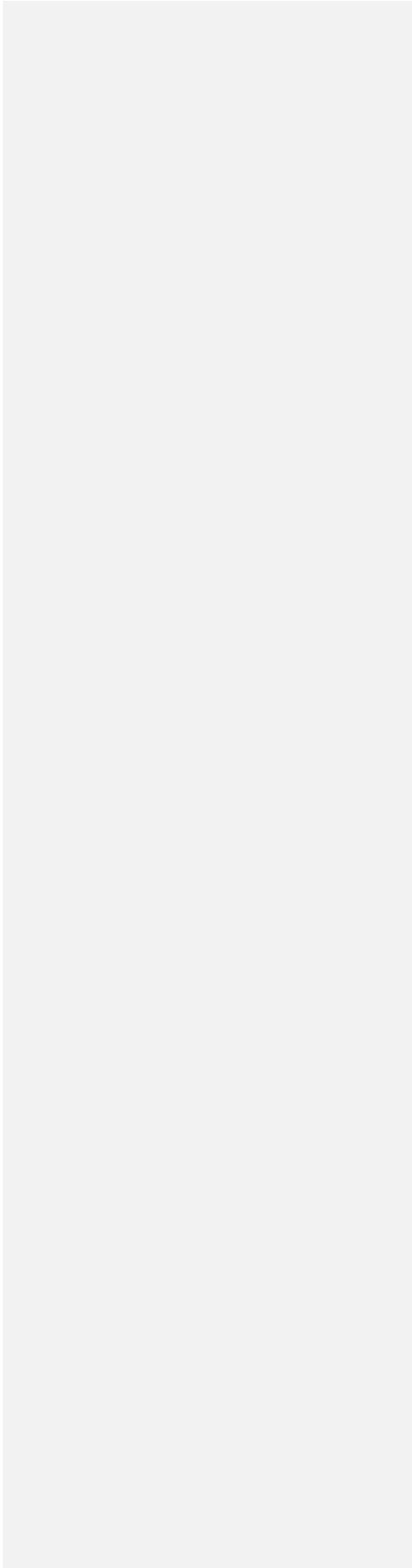
CERTIFICATION

I hereby certify the foregoing is a true and complete copy of Ordinance No. _____ duly adopted by the Board of Trustees of the Charter Township of Shelby at a Regular Meeting held on _____, 2013, pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

STANLEY T. GROT,
CLERK

Introduction Date: _____
First Publication Date: _____
Adoption Date: _____
Second Publication Date: _____
Effective Date: _____

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**Charter Township of Shelby
Building Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Tim Wood, Building Director
Date: 04/2/2013
Re: Ordinance 264: Introduction of Amendments to Noxious Weed Ordinance -
April 2, 2013

The Building Department proposes adoption of the attached Noxious Weed Ordinance to replace current provisions. The primary purpose of the new ordinance is to streamline the noticing process. Under current provisions, written notice is provided to property owners in all cases, regardless of how many offenses occur during the growing season. Such process is time consuming and delays getting the properties cut in a timely manner.

Under the proposed ordinance, a public notice would be advertised in a local newspaper in the spring of each year. The notice would outline requirements for maintaining properties and state that violations would be abated (cut) by the township, at the property owner's expense, as many times as necessary throughout the growing season. No further notice would be given for **vacant** properties. Although not required by the proposed ordinance, it is my intention to send a post card notice in the spring to all vacant property owners in the township. In the case of **occupied** properties (where a building or structure is present), the proposed ordinance requires a 72 hour written notice to be posted on the property in addition to the publicly advertised notice.

In addition to the change in noticing procedures, I request that the Board authorize an increase in the administrative fee that is charged. At present, we charge \$50 and I am requesting it be raised to \$100. The increase is intended to more accurately account for the expenses the township incurs and to provide an incentive for property owners to maintain their properties without township intervention. A new Administrative Fee Schedule will be proposed at the meeting the ordinance is adopted. I have attached a copy of the proposed resolution for your review.

If you have any questions regarding this proposal, please let me know.

**CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 74 VEGETATION TO CONTROL AND ERADICATE NOXIOUS WEEDS IN THE TOWNSHIP; AND PRESCRIBE DUTIES THEREUNDER, TO REQUIRE THE OWNER, AGENT OR OCCUPANT OF LANDS ON WHICH NOXIOUS WEEDS ARE GROWING TO DESTROY SAID WEEDS OR CAUSE THE SAME TO BE DESTROYED; TO PROVIDE FOR NOTICE TO SAID OWNERS, AGENTS OR OCCUPANTS REQUIRING THE DESTRUCTION OF NOXIOUS WEEDS, TO PROVIDE A MEANS OF ENFORCEMENT BY IMPOSITION OF A LIEN ON SUCH LANDS FOR THE EXPENSE INCURRED BY THE TOWNSHIP IN CONTROLLING AND ERADICATING SUCH WEEDS, FOR REPEALER, SEVERABILITY, PENALTIES AND EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF SHELBY ORDAINS:

Section 1. Short Title. This Ordinance shall be known and cited as the "Shelby Township Noxious Weeds Ordinance".

Section 2. Chapter 74, Article III, Sections 74-91 through 74-96 shall be repealed and amended in its entirety to read as follows:

Sec. 74-91. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Food handling commercial property means land on which a commercial business exists which deals, as part of its normal business activity, in the sale or distribution of any food or food products for human or animal consumption.

Improved occupied land means all parcels or property on which a building or structure is erected.

Improved vacant land means all platted subdivision lots and all building sites contained within the master deed of a condominium development (residential and commercial) in the township in which 50 percent or more of the lots or building sites contained in that development have a building erected or under construction upon them.

Spring means the months of March, April or May.

Vacant land means all parcels of property under three acres in size which do not contain a building or structure upon it.

Vacant acreage parcel means all land which is three acres in size or greater and does not contain a building or structure upon it.

Roadway means that portion of a highway improved, designed, or ordinarily used for vehicular travel.

Sec. 74-92 - Height limitation.

It shall be unlawful for any owner, agent or occupant of any land within the township, to permit any weeds, grass, plants, brush, or other rank, noxious, poisonous or otherwise harmful vegetation other than trees, ornamental flowers, other ornamental plants or crops to grow to a height exceeding those specified below;

- (a) On any IMPROVED OCCUPIED LAND, a height exceeding six inches (6")
- (b) On any IMPROVED VACANT LAND, a height exceeding ten inches (10")
- (c) On any VACANT LAND, a height exceeding ten inches (10")
- (d) On any VACANT ACREAGE PARCEL, a height exceeding ten inches (10") within one hundred feet (100) of the edge of the roadway.
- (e) On any VACANT LAND or VACANT ACREAGE PARCEL that, as to any portion of such land which comes within 500 feet from the boundary line of any food handling commercial property, a height exceeding ten inches (10").

Sec 74-93. Responsibility of Property Owner or Occupant.

It shall be the responsibility of the property owner, agent or occupant to maintain property in accordance with Section 74-92 and abate violations as may exist on the property after notice has been provided pursuant to Sec. 74-94.

The requirements of this article shall not apply to fields devoted to growing crops or to lands which are situated within flood plains or any natural streams or water courses.

Sec. 74-94. - Notice of Violation.

- (a) During the spring of each year, the Township shall publish a notice in a newspaper of general circulation in Township limits stating that:

Pursuant to Chapter 74 et seq. of the Code of Ordinances of Shelby Township, property owners, agents and occupants of land within the township are hereby notified that noxious weeds and any weeds, grass and brush of any species or

variety (except trees, ornamental flowers, other ornamental plants, or crops) on property within the township limits shall be cut through the months of May, June, July, August, September and October when exceeding the following limitations:

- (1) On any IMPROVED OCCUPIED LAND, a height exceeding six inches (6")
- (2) On any IMPROVED VACANT LAND, a height exceeding ten inches (10")
- (3) On any VACANT LAND, a height exceeding ten inches (10")
- (4) On any VACANT ACREAGE PARCEL, a height exceeding ten inches (10") within one hundred feet (100) of the edge of the roadway.
- (5) On any VACANT LAND or VACANT ACREAGE PARCEL that, as to any portion of such land which comes within 500 feet from the boundary line of any food handling commercial property, a height exceeding ten inches (10").

Failure to maintain properties as outlined above will result in the township cutting the property and the owner of the property charged with the cost of cutting plus an administrative fee. Such expenses shall become a lien against the property until paid pursuant to Section 74-95.

The Township may cut such weeds, grass or brush as many times as is necessary to maintain compliance during the months of May, June, July, August, September and October and charge the cost to the property owner.

- (b) In addition to the above public notice, for IMPROVED OCCUPIED LAND found to be in violation, a notice shall be posted on the property which contains the same information as required in the public notice. Furthermore, the notice shall specify that unless the violation is abated within seventy-two (72) hours, the Township will enter upon the property and abate the violation.

Sec. 74-95. - Failure to comply.

- (a) Action authorized. If the owner, agent or occupant fails to comply with this article, the township may cut or eradicate the offending weeds, grasses and/or plants and may enter upon such lands where the offending weeds, grasses and/or plants are located and perform such acts.
- (b) Owner liability. The expenses and cost of work authorized in subsection (a) of this section, plus an administrative fee that shall be set by resolution of the Township Board of Trustees, shall be charged to and paid by the owner of such lands. All expenses incurred in such destruction shall be paid by the owner or owners of such

subdivided lands or lots and the Township shall have a lien upon such subdivided lands or lots for such expense, such lien to be enforced in the manner prescribed by the general laws of the State of Michigan for the enforcement of tax liens

- (c) Waiver of payments. The building director or any other person authorized by the township board of trustees may, upon timely request of an owner, waive the payment of such expenses, cost and fee or any portion if such payment should and ought to be waived because of hardship.
- (d) Performance of such work by the Township under this section shall not relieve the property owner of the prosecution or penalties described in section 74-96 of this article

Sec. 74-96. - Lien rights.

- (a) *Of township.* The township shall have immediately upon removal a lien for the expenses and costs for the removal of such weeds, grasses and/or plants and for the administration fee upon the lot or parcel of land upon which such weeds, grasses and/or plants were removed.
- (b) *Collection of delinquent charges.* If the charges are not paid prior to the preparation of the next tax bill in the township, the amount charged shall be assessed as a lien against such land on such next tax bill and enforced in the manner prescribed by the general laws of the State of Michigan for the enforcement of tax liens

Sec. 74-97. - Violation; penalty.

Any person who violates the provisions of section 74-92 shall be responsible for a municipal civil infraction and subject to the penalties provided in 1-7 of the Shelby Township Code of Ordinances.

Section 3. Repeal of conflicting provisions.

All Resolutions or Ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 4. Severability.

If any section, paragraph, clause or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 5. Publication of ordinance.

This Ordinance shall be published in full in the a newspaper of general circulation in the Township of Shelby , within ten (10) days after its adoption.

Section 6. Effective date.

This Ordinance shall take effect immediately upon publication .

CERTIFICATION

I STANLEY GROT, Clerk for the Charter Township of Shelby, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Board of Trustees of the Charter Township of Shelby at its regular meeting on the _____ day of _____ 2013.

Stanley Grot, Township Clerk

INTRODUCTION_____

FIRST PUBLICATION_____

ADOPTION_____

SECOND PUBLICATION: _____

The Township Attorney is investigating this issue.¹⁰⁵¹

1049

The resolution is not proposed until an ordinance amendment is passed at a subsequent meeting. The draft resolution is provided here for informational purposes only.

**CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN**

**RESOLUTION APPROVING ADMINISTRATIVE FEE PUSUANT TO THE
SHELBY TOWNSHIP NOXIOUS WEED ORDINANCE**

Resolution made and adopted at a Regular Meeting of the Board of Trustees of the Charter Township of Shelby, Macomb County, Michigan, held in the Municipal Building, 52700 Van Dyke Avenue, Shelby Township, MI 48316-3572, on the _____ day of _____, 2013 at 7:00 p.m.

PRESENT: MEMBERS _____

ABSENT: MEMBERS _____

WHEREAS, the Charter Township of Shelby passed a Noxious Weed Ordinance on _____. The Noxious Weed Ordinance provides that the Board of Trustees shall set an administrative fee, in addition to the costs of eradication, to be imposed upon land owners for the eradication of weeds.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Shelby Township as follows:

- 1. Pursuant to Section 74-95 of the Shelby Township Code of Ordinances, an administrative fee of \$100 shall be charged to and paid by the owner of lands where the township has cut or eradicated weeds, grasses and /or plants.

AYES: MEMBERS _____

NAYS: MEMBERS _____

ABSENT: MEMBERS _____

**Charter Township of Shelby
Building Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Tim Wood, Building Director
Date: 04/2/2013
Re: Ordinance 265: Introduction of Amendments to Sidewalks Ordinance - April 2, 2013

The Building Department proposes adoption of several amendments to the Sidewalk Ordinance. The following is a summary and rationale for the changes:

Sec. 58-527 (k) - Sidewalk ramps and detectable warnings - This is a new provision that requires the installation of detectable warnings at sidewalk street crossings. Detectable warnings alert blind persons to roadway crossings. The township has been requiring such warnings by policy for several years. The purpose of the amendment is to make the requirement indisputable and align township standards with the Michigan Department of Transportation and the American's with Disabilities Act.

Sec. 58-528 (d) - Snow, Ice, Debris and Other Obstruction Removal - These are new provisions that provide a more efficient process for removal of obstructions such as snow and tree limbs along sidewalks. Current ordinance provisions require a sixty day notice period and approval of the Township Board before the obstruction can be removed. The new provisions will enable the administration to take action to remove such obstructions in a timelier manner and charge the expense to the owner.

Sec. 58-530 (3) - Agreement to construct when requested - The sidewalk ordinance allows the installation of sidewalks to be deferred into the future when certain conditions are present. By example, a sidewalk may be deferred when there are no other sidewalks in the vicinity and thus, the sidewalk will provide little practical benefit. The township retains the right to require the owner to construct the sidewalk at a future date. Under current provisions, the sidewalk deferral process requires the submission of a Policy of Title Insurance that is costly and burdensome for the average property owner. The administration proposes eliminating the requirement for title insurance. The Township Attorney has advised us that the recordable sidewalk deferral agreement is adequate to protect the township's interest.

Please note that the Sidewalk Committee has reviewed the proposed changes and

recommends approval.

If you have any questions regarding this proposal, please let me know.

CHARTER TOWNSHIP OF SHELBY

MACOMB COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IX OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE PROCEDURES FOR ADMINISTRATIVE DEFERRAL FOR INSTALLATION OF SIDEWALKS, AMENDING SPECIFICATION REQUIREMENTS FOR INSTALLATION AND REPAIR OF SIDEWALKS AND PROVIDE NOTICE REQUIREMENTS FOR SNOW, ICE, DEBRIS AND OTHER MATERIALS FROM SIDEWALKS AND FOR REPEALER, SEVERABILITY, PENALTIES AND EFFECTIVE DATE.

IT IS HEREBY ORDAINED BY THE CHARTER TOWNSHIP OF SHELBY:

Section 1. Article IX, Section 58-527 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to add subsection (k) to read as follows:

(k) Sidewalk ramps and detectable warnings. At all pedestrian street intersection crossings, median and refuge islands, and pedestrian rail line crossings, sidewalk ramps shall be used to meet the existing street grade. If existing curb is in place, the curb shall be removed and the sidewalk ramped to meet the pavement. All sidewalk ramps shall conform to the latest MDOT sidewalk ramp and detectable warning detail and the latest American's with Disabilities Act (ADA) standards and requirements.

Section 2. Article IX, Section 58-528 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to add subsection (d) to read as follows:

(d)
Snow, Ice, Debris and Other Obstruction Removal. Failing to maintain pursuant to Sections 58-528(a) (2) (3)and (4). Upon determination by the township ordinance enforcement officer that any sidewalk or portion is not free from the matters prohibited in subsections (a)(2)(3) and (4), the township ordinance enforcement officer shall provide notice by mailing to or posting on a lot or premise prior to issuing a municipal civil infraction or clearing the prohibited materials at the owners expense. The notice shall advise the owner that if violations of subsections (a)(2) and (3) are not removed within 24 hours in residential zones and 48 hours in commercial and industrial zones, the Township will abate the violation at the owner's expense. In regards to violations of subsection (a)(4), the notice shall inform the owner that if violations are not removed within seven days, the Township will abate the violation at the owner's expense. Failure to receive a notice does not eliminate the owner's responsibility for removal of prohibited materials, municipal civil infractions or debts under this article.

(1) If any owner shall neglect or fail to clear the prohibited materials on sidewalks adjoining such lot or premises, as stated in subsection (a)(2)(3)and (4), the

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owner shall be responsible for a municipal civil infraction pursuant to Section 1-7 of this Code.

(2) In addition to or in lieu of the municipal civil infraction being issued, the building official may cause the prohibited material to be cleared and or removed at the owner's expense. The expense of such work shall become a debt to the Township and shall be collected as any other debt to the Township.

(3) Emergency. Notwithstanding the above provisions, if prohibited materials have accumulated as such that in the sole discretion of the building official or his designee, it becomes necessary to immediately remove the accumulations for the health, safety and/or welfare of the public, the building department shall be authorized to deploy its contractors to remove the accumulations as it deems necessary. The expenses of the clearing shall be billed to the property owner.

Section 3. Article IX , Section 58.530 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

- (a) Deferral agreement. The township supervisor, upon the request of the owner of land, may administratively defer the requirement for the installation of sidewalks and execute an agreement on behalf of the township with such owner for such deferral, provided each of the requirements of this section are satisfied.
- (b) Deferral requirements.
 - (1) Application with reasons. Deferrals are discouraged; however, if the owner submits an application to the building department requesting such administrative deferral, it may be granted for any of the following reasons:
 - a. Physical characteristics of the area where the sidewalks would be installed make installation unusually difficult in either design or construction;
 - b. The absence of other sidewalks for a distance of one mile along the same road right-of-way in both directions and on the same side where the sidewalks would be installed except that on major road frontages if located within one-half mile of an approved development for which sidewalks have been approved but not constructed;
 - c. The sidewalk would be constructed along an unpaved road or one that lacks drainage improvements;
 - d. The sidewalk would be constructed in a subdivision that was platted prior to the effective date of the ordinance from which this ordinance is derived and no other sidewalks exist in that subdivision; or
 - e. The existence of practical difficulties or unnecessary hardships to such owner if the sidewalks were required to be installed.

(2) Certification of reasons. The director of the building department and the planning commission coordinator certifies to the township supervisor one or more of the reasons set forth in subsection (b)(1) of this section do exist.

~~(3) Policy of title insurance. Such owner furnishes to the township a policy of title insurance issued by a title insurance company, in an amount not less than 125 percent of the estimated cost of construction of the sidewalks. The policy of title insurance shall be certified to a date later than the date of application by such owner.~~

~~(4)~~(3) Agreement to construct when requested. The execution of an agreement in recordable form by all persons who hold a fee simple or equitable interest in the property in relation to which sidewalk installation is otherwise required by this article, ~~as disclosed by the policy of title insurance,~~ to construct the sidewalks when the township board shall determine such sidewalks be installed in the interest of the health, safety or welfare of the residents of the township. The agreement must contain language to include the Township’s ability to install said sidewalks in the event the owner fails to do so upon the Township’s request. The agreement must also provide the Township authority to place a lien upon the property in the event the Township installs the sidewalk. Upon request of the Township pursuant to Section 58-527(f)(2), where the right of way width varies along a roadway, the property owner shall provide an easement to the Township to provide compatible alignment with other existing and future sidewalks along the same roadway

~~(3)~~(4). Payment of fees. Payment of any fees as may be established by resolution of the township board.

(c) Recording of agreement and/or easement. The property owner shall record the agreement and/or easement with the county register of deeds. The planning department shall maintain a record of all administrative deferrals granted pursuant to subsections (a) and (b) of this section.

(d) Annual review by board. Such deferrals shall be submitted to the township board by the planning department prior to its first regular meeting in February of each year to determine whether sidewalks should be installed in accordance with the term of the agreements.

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Section 4. SEVERABILITY

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance

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Section 5. REPEAL

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed

Section 6. EFFECTIVE DATE

This Ordinance shall be effective thirty (30) days from the date of publication hereof.

CERTIFICATION

I hereby certify the foregoing is a true and complete copy of Ordinance No. _____ duly adopted by the Board of Trustees of the Charter Township of Shelby at a Regular Meeting held on _____, 2013, pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

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STANLEY GROT,
TOWNSHIP CLERK

Introduction Date: _____
First Publication Date: _____
Adoption Date: _____
Second Publication Date: _____
Effective Date: _____

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MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY
SIDEWALK COMMITTEE HELD ON TUESDAY, FEBRUARY 12, 2013 IN THE LOBBY
CONFERENCE ROOM, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:02 p.m. by Craig Cowper.

Members Present: Susan Rohall, Phil Lauwers, Craig Cowper, Russ Matika, Mary
Beth Zinn, Gus Pikula

Member Absent: Stanley T. Grot

Also Present: Tina Vaglica, Township Engineer
Tim Wood, Building Department Director
Raymond Breederland, 4531 Regina Drive

APPROVAL OF MINUTES

MOTION by Zinn, supported by Matika, to approve the minutes of the January 8, 2013 meeting as submitted.

Motion carried.

BUSINESS FROM THE FLOOR/VISITOR

Mr. Breederland stated he came to the meeting tonight to inquire about the sidewalk along Monfort School. His concern is for the safety of the children and wonders if any progress has been made on this. Mr. Cowper mentioned that we have met with the residents over the past few months and received their feedback. The committee is waiting for spring and will conduct more research per the committee's request at that time.

ENGINEER'S REPORT

Ms. Vaglica gave the committee the updated 2013 Sidewalk Priority List along with aerial photographs from the GIS.

She further stated the projects that we have obtained easements for and have previously discussed are still in review at the Road Commission.

Mr. Cowper questioned if we should be able to put the projects out for bid sometime next month. Ms. Vaglica stated she is hopeful.

Mr. Cowper further questioned now that we have the Priority List will the engineer's office be sending out notification letters to the residents that they have made the Priority List. Ms. Vaglica stated yes.

Ms. Vaglica gave a brief update on the projects.

- Auburn Road and the Aurora Park projects are in review
- 22 Mile Road west of Schoenherr has recently been signed (Alt. A)
- Under the Carry-Over Projects –
 - 50500 Mound Road is in review

SIDEWALK COMMITTEE
February 12, 2013

Page 2 of 4

- 5700 24 Mile Road, Ms. Vaglica questioned if we were going forward with this property. Mr. Cowper stated it will stay on the list for now.

Ms. Vaglica mentioned she received information from the Road Commission regarding a grant option through SEMCOG. Five million dollars is being distributed which can be allotted for safe routes to schools. This may be something we can look into for Monfort instead of coming out of Township funds. Mr. Cowper passed it around so the committee members could read it. He will get a copy and email it to the entire committee.

Mr. Wood mentioned that the Building Department has started a more aggressive sidewalk replacement program and notified property owners whose sidewalks were deficient under our ordinance standards. He further mentioned that we use the Sidewalk Committee's cement contractor. He said when the bid package for the 2013 Priority List is put together he would like to get a unit cost for his department's repairs if possible. Ms. Vaglica stated she will add a line item to include price per square foot for scattered flags which need replacing and root cutting.

TOWNSHIP PLANNER'S REPORT

Mr. Wynn was not present.

OLD BUSINESS

a. Variance Deferral (Sidewalk Ordinance Change) requested by Mr. Wood, Building Department Director

Mr. Wood stated what he is proposing are amendments to the Sidewalk Ordinance as mentioned at last month's meeting and is looking for a motion of support from the Sidewalk Committee so that he can finalize the details and present it to the Township Board.

There are two more issues that he brought to the committee. The first one has been drafted by the Township engineer, has to do with a technical issue which provides tactile warnings under the Disabilities Act which notifies a blind person that they are nearing a roadway. It is a requirement under the Disabilities Act but isn't covered under our ordinance. The Building Department has been enforcing it merely as a policy. He's requesting that this provision be added to be consistent with what we have been enforcing for the past several years.

His second issue involves tree limb and snow/ice obstruction over sidewalks. The current ordinance prohibits obstructions but involves a very overwhelming process for us to provide remedies and corrective action for such incidents. We can issue a ticket but it doesn't address an obstruction in a timely manner which should be a consideration for the Township. The Township Ordinance Enforcement Officer has indicated it will be very helpful if we could change the ordinance language to handle this similar to the way we handle our weed ordinance.

Mr. Cowper stated he is seeking a motion to accept the ordinance amendment regarding deferrals and also the issue of the tactile sidewalk warnings. However, he would like to accept the final portion involving sidewalk obstruction to take under advisement so the committee can further take a look at the current ordinance.

Mr. Wood stated that pertaining to the costs incurred in amending an ordinance he would rather wait until another meeting. Mr. Cowper stated it is up to the committee as to whether they need additional time to review the current ordinance.

SIDEWALK COMMITTEE
February 12, 2013

Page 3 of 4

Ms. Zinn is in favor of accepting all of the changes presented this evening.

She questioned Mr. Wood if this is similar to what other townships might do, for example Sterling Heights. Mr. Wood stated his sample is actually from the City of Rochester. He has done some research, and other municipalities are not as prevalent. They do not have this provision.

Ms. Rohall questioned if it stated how much time the resident has to remove the obstruction. Mr. Wood stated it is mentioned within twenty-four hours.

Mr. Matika questioned how situations would be handled when someone leaves town for a short amount of time and a large snowfall occurs. The resident would not be present to remove the snow within twenty-four hours. What happens at that point. Mr. Wood stated this is in the inception stages and needs to be perfected. The ordinance can provide for a more reasonable time period before any action is taken.

Further discussion was held amongst the committee members.

MOTION by Zinn, supported by Matika, as a recommendation of support to package the deferral ordinance and the ramp ordinance and the snow removal and tree template to be sent to the Township Attorney to be rewritten.

Motion carried.

Mr. Cowper asked Mr. Wood to keep the committee informed of the proposed changes and to provide a copy of the new ordinance once it is approved. Mr. Wood agreed.

b. 2013 Master Project List Review – Bid Process

Mr. Cowper mentioned that this item was discussed earlier.

c. Pinkerton 22 Mile Road Project, Requested By Committee Member

Mr. Cowper stated that Ms. Vaglica and Mr. Lauwers visited Mr. Pinkerton about his property on 22 Mile Road. This item has been on our Carry-Over List for some time now and we are hoping to move this to our Master List.

Mr. Lauwers had a pre-meeting discussion on what we could do with the sidewalk. Mr. Pinkerton did not like the first proposal with the removal of a tree and the jogging around of the sidewalk. Ms. Vaglica did some research and found that a straight sidewalk could be installed at the site.

Mr. Lauwers stated Mr. Pinkerton spoke with his wife as to what they wanted to have done with the sidewalk before the committee came to talk with him. Mr. Pinkerton claims he has past issues with the Township, and they feel as if they are giving up their rights to their property.

Mr. Pinkerton suggested two proposals.

1. The Township purchase the entire right-of-way which would cost between \$70-\$75,000 and install the sidewalk afterwards.
2. Install the sidewalk and Mr. Pinkerton will maintain it.

SIDEWALK COMMITTEE
February 12, 2013

Page 4 of 4

Mr. Cowper thanked both Mr. Lauwers and Ms. Vaglica for attempting to get a resolution to this matter. Unfortunately we will not be able to move this project from the Carry Over List at this time.

NEW BUSINESS

a. Introduction of www.sidewalks.shelbytwp.us

Mr. Cowper presented to the committee an online box account, which is similar to a cloud service that you can upload documents to allow other people to view and share.

His desire is to collectively keep all the committee's information in a section where it is easily organized and allow a committee member access at any time.

He further mentioned that when he sends committee member information, it is also uploaded to the cloud.

He has received approval by Mr. Grot to handle the committee information in this manner.

b. Election of Chair

Mr. Cowper is seeking a motion for the election of the Sidewalk Committee chairperson.

MOTION by Matika, supported by Zinn, to appoint Mr. Cowper as Sidewalk Committee chairperson.

Motion carried.

Mr. Cowper thanked the committee for allowing him to serve as chair. It is a privilege and honor.

CORRESPONDENCE

Mr. Cowper mentioned he has received correspondence regarding new committee members.

He further stated he has received an invoice from Fazal Khan's office in the amount of \$6,317.00 for Shelby Road Sidewalks. Ms. Vaglica stated this is the foundation design for the bridge work.

ADJOURNMENT

MOTION by Zinn, supported by Lauwers, to adjourn.

Motion carried.

The meeting adjourned at 5:53 p.m.

Craig Cowper, Chairman

cn

**Charter Township of Shelby
Assessing Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Matt Schmidt, Assessing Director
Date: 04/2/2013
Re: Proposed Assessing Department Hardware Replacement - April 2, 2013

Background: The Shelby Township Assessing Department is making a request to the Township Board of Trustees to purchase six new desktop computers at a cost of \$6,870.03.

On December 18, 2012 the Shelby Township Building, Assessing, and Treasurer's Offices made a joint request to the Board of Trustees to update each department's existing B S & A Software with the upgraded B S & A .NET Software. The reasons for recommending this purchase was that B S & A Software is, by far, the most recognized and used software provider for local government in the State of Michigan. This new software is an improvement over this company's existing Pervasive software and will provide for more information sharing between departments and offers seamless integration with GIS and APEX building sketch programs.

The Assessing Department currently has one desktop computer that was placed in service in September of 2012 and seven computers that were placed in service in September of 2006. According to information available, these seven older computers *could* run this new software but *may* suffer from decreased performance and would need to be upgraded soon after that time. Because the expected life of most desktop computers is four to five years the warranty for these six and one half year old computers expired over two years ago. In addition, the Windows XP operating system currently installed on these computers will no longer be supported starting in April of 2014. The estimated cost of between \$65.00 and \$100.00 to upgrade each of these six computers to the Windows 7 operating system would be much better served by investing in new computers, which will have the same operating system included in the base cost of each unit.

The Township Assessor is, therefore, requesting that the Township Board of Trustees approve the request to purchase six new HP Compaq SB 8300 Desktop PC's and six Adobe software upgrades at a total cost of \$6,870.03. The \$5,428.11 total hardware price was supplied by CDW Government and is approximately \$686.00 less than the hardware quote supplied by the second company. The proposed implementation plan calls for immediately placing all six of these new computers into service and using three of the seven 2006 models at the newly constructed Assessing Department service counter. The remaining four 2006 vintage desktop computers will be retained in case any of the older counter computers were to have mechanical problems.

I have attached a quote for the six new desktop computers as well as for six Adobe

Acrobat Standard software upgrades that are not contained in the original hardware quote. If anyone has questions about this purchase request please contact me directly at extension 2000. Thank you.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DJHF086	10538560	3/25/2013

BILL TO:
 CHARTER TOWNSHIP OF SHELBY
 52700 VAN DYKE AVE

SHIP TO:
 CHARTER TOWNSHIP OF SHELBY
 Attention To: IT DEPT
 52700 VAN DYKE AVE

Accounts Payable
 SHELBY TOWNSHIP , MI 48316-3556

SHELBY TOWNSHIP , MI 48316-3556
 Contact: KELLY BASHA 586.803.2069

Customer Phone #586.803.2064

Customer P.O. # HP COMPAQ
 8300/MONITOR/RAM

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DAVE ENGMARK	CEVA Midwest Economy, 3-5 Days	NET 30-VERBAL	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
6	2828985	HP SB 8300 I5-3470 1TB 8GB W7P DVD Mfg#: C6Z70UT#ABA Contract: MARKET	694.94	4,169.64
6	2945737	HP PRO DISPLAY P221 21.5-IN LED Mfg#: C9E49A8#ABA Contract: MARKET	174.06	1,044.36
6	1283537	LOGITECH S-120 SPEAKER SET BLK Mfg#: 980-000012 Contract: MARKET	8.99	53.94
			SUBTOTAL	5,267.94
			FREIGHT	160.17
			TAX	0.00

US Currency
TOTAL 5,428.11

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.752.3626

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DJGC985	10538560	3/22/2013

BILL TO:
 CHARTER TOWNSHIP OF SHELBY
 52700 VAN DYKE AVE

SHIP TO:
 CHARTER TOWNSHIP OF SHELBY
 Attention To: IT DEPT
 52700 VAN DYKE AVE

Accounts Payable
 SHELBY TOWNSHIP , MI 48316-3556

SHELBY TOWNSHIP , MI 48316-3556
 Contact: KELLY BASHA 586.803.2069

Customer Phone #586.803.2064

Customer P.O. # ADOBE ACROBAT STANDARD

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DAVE ENGMARK	ELECTRONIC DISTRIBUTION	NET 30-VERBAL	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
6	2827624	AVL ACROBAT 11 LIC 1+ Mfg#: 65197414AF01A00 Contract: MARKET Electronic distribution - NO MEDIA	240.32	1,441.92
SUBTOTAL				1,441.92
FREIGHT				0.00
TAX				0.00

US Currency
TOTAL 1,441.92

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.752.3626

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



ONLINE PRICE QUOTATION

Quote Number: 8478161

Quote Name: Revised Treasure 2

Today's Date : 3/22/2013 8:10:35 PM

Quote Created Date : 3/22/2013 8:07:57 PM

Created By: itadmin@shelbytwp.org

Contract: MI - REMC (WSCA/NASPO) (HP-WSCA-09)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
<ul style="list-style-type: none"> ▪ Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro) ▪ 320W active PFC ▪ Intel® Core™ i5-3470 Quad Core (3.20 GHz, 6 MB cache, 4 cores) ▪ Intel® Q77 Express ▪ 4 GB (1x4 GB) DDR3 1600 MHz ▪ 500GB 7200 RPM ▪ Integrated Intel® HD Graphics 2500 ▪ HP SuperMulti DVD Writer Drive ▪ High Definition Audio with Realtek ALC221 codec ▪ Intel 82579LM GbE integrated network connection ▪ 3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply. 	Base	<p>\$789.00</p> <p>\$789.00</p>	6	\$4,734.00
<p>HP Compaq 8300 Elite Convertible Minitower Desktop PC (ELITE) C9H21UT#ABA</p> <p>Operating system Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro)</p> <p>Manageability features Intel® vPro™ Technology</p> <p>Energy Efficiency N/A</p> <p>Power supply 320W active PFC</p> <p>Processor Intel® Core™ i5-3470 Quad Core (3.20 GHz, 6 MB cache, 4 cores)</p> <p>Chipset Intel® Q77 Express Chipset</p> <p>Memory 4 GB (1x4 GB) DDR3 1600 MHz</p> <p>Hard drives 500GB 7200RPM</p> <p>Graphics Integrated Intel® HD 2500 Graphics</p>				

Optical drive

HP SuperMulti DVD Drive

Keyboard

HP PS/2 Standard Keyboard

Mouse

HP PS/2 2-Button Optical Scroll mouse

Sound card

High Definition Audio with Realtek 2 channel

ALC221 codec

Network controller

Intel 82579LM GbE integrated network

connection

Wireless hardware

N/A

Warranty

3 years parts, labor and onsite service (3/3/3)

standard warranty. Certain restrictions and

exclusions apply.

Productivity software

Microsoft® Office Starter: reduced-functionality

Word and Excel® only, with advertising. No

PowerPoint® or Outlook®. Buy Office 2010 to

use the full featured software.

Additional software

HP ProtectTools™ security software

Box.net 1 year unlimited storage

Microsoft Security Essentials

Restore CD

Windows 7 64 Bit, Windows 8 OS

Additional accessories

SRS Premium Sound

Corel WinDVD Roxio Creative Business 10 HD

HP Promo Compaq LA2206x 21.5-inch WLED Backlit LCD Monitor	XN376A8#ABA	\$180.00 \$180.00	6	\$1,080.00
Promo - HP 8GB DDR3-1600 DIMM Memory[INFO]	B4U37AT	\$59.00 \$59.00	6	\$354.00
HP LCD Speaker Bar (black) [INFO]	NQ576AA	\$21.00 \$21.00	6	\$126.00
Promo - DisplayPort TO VGA Adapter	AS615AT	\$29.00 \$29.00	6	\$174.00

Subtotal: \$6,468.00

Estimated Lease Cost: \$209.50

The terms and conditions of the MI - REMC (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 4/21/2013 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.

**Charter Township of Shelby
Building Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Tim Wood, Building Director
Date: 04/2/2013
Re: Request to Purchase Computers - April 2, 2013

The Building Department is proposing the purchase of 3 desktop and 2 laptop computers. This purchase is part of the overall plan that was previously approved by the Board to update the BS and A software and computers serving our department. The computers that are being replaced do not have sufficient processing speed to operate the new software.

As part of the overall plan, we are planning a second hardware purchase of tablet computers and accessories later this year.



ONLINE PRICE QUOTATION

Quote Number: 8474533

Today's Date : 3/21/2013 6:49:40 PM

Created By: itadmin@shelbytwp.org

Quote Name: blt-DT

Quote Created Date : 3/21/2013 6:49:27 PM

Contract: MI - REMC (WSCA/NASPO) (HP-WSCA-09)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
	Base	\$789.00	3	\$2,367.00
<ul style="list-style-type: none"> ▪ Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro) ▪ 240W active PFC ▪ Intel® Core™ i5-3470 Quad Core (3.20 GHz, 6 MB cache, 4 cores) ▪ Intel® Q77 Express ▪ 4 GB (1x4 GB) DDR3 1600 MHz ▪ 500GB 7200RPM hard drive ▪ Integrated Intel® HD Graphics 2500 ▪ HP SuperMulti DVD Writer Drive ▪ High Definition Audio with Realtek ALC221 codec ▪ Intel 82579LM GbE integrated network connection ▪ 3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply. 		\$789.00		
<p>HP Compaq 8300 Elite Small Form Factor Desktop PC (ELITE)</p> <p>Operating system Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro)</p> <p>Manageability features Intel® vPro™ Technology</p> <p>Energy Efficiency N/A</p> <p>Power supply 240W active PFC</p> <p>Processor Intel® Core™ i5-3470 Quad Core (3.20 GHz, 6 MB cache, 4 cores)</p> <p>Chipset</p>	C9H22UT#ABA			

Intel® Q77 Express Chipset

Memory

4 GB (1x4 GB) DDR3 1600 MHz

Hard drives

500GB 7200RPM

Graphics

Integrated Intel® HD 2500 Graphics

Optical drive

HP SuperMulti DVD Drive

Keyboard

HP PS/2 Standard Keyboard

Mouse

HP PS/2 2-Button Optical Scroll mouse

Sound card

High Definition Audio with Realtek 2 channel

ALC221 codec

Network controller

Intel 82579LM GbE integrated network connection

Wireless hardware

N/A

Warranty

3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply.

Productivity software

Microsoft® Office Starter: reduced-functionality Word and Excel® only, with advertising. No PowerPoint® or Outlook®. Buy Office 2010 to use the full featured software.

Additional software

HP ProtectTools™ security software

HP Power Assistant

Microsoft Windows Virtual PC XP Mode

Box.net 1 year unlimited storage

Restore CD

Windows 7 64 Bit, Windows 8 OS

Additional accessories

USDT Tower Stand, SRS Premium Sound,

Corel WinDVD Roxio Creative Business 10 HD

Subtotal: \$2,367.00

Estimated Lease Cost: \$73.50

The terms and conditions of the MI - REMC (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

* The estimated lease cost is the monthly payment amount for a lease commencing on or before 4/20/2013 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial

Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

* For detailed warranty information, please go to www.hp.com/go/specificwarrantyinfo. Sales taxes added where applicable. Freight is FOB Destination.



Saved quote

HP recon

Contract: MI - REMC (WSCA/NASPO)

Change to item status may result to change in your Quote. Use this page to add saved items to your cart or to replace your current cart with this Quote and checkout.

• This quote belongs to MI - REMC (WSCA/NASPO) contract.

Quote ID 8473013
 Quote Name service@3345
 Quote created by itadmin@shelbytwp.org
 Quote created on 3/21/2013 1:57:23 PM

Items/description	Part no	Unit price	Qty	Ext price
-Smart Buy- HP Probook 6570b Notebook PC C6Z48UT#ABA	Base	\$799.00		2\$1,598.00
HP ProBook 6570b Notebook PC	C6Z48UT#ABA			
Operating system				
Windows 7 Professional 64 (available through downgrade rights from Windows 8 Pro)				
Software				
Microsoft Office Trial – full version of Office for 60 days				
Energy Efficiency				
ENERGY STAR ® qualified, EPEAT® Gold				
Processor				
Intel® Core™ i5-3210M Processor, 2.50 GHz, (Turbo up to 3.1 GHz), 1600 MHz, 3 MB L3 Cache				
Intel® vPro Technology				
No Intel® vPro™ Technology				
Chipset				
Mobile Intel® HM76 Chipset				
Display				
15.6-inch diagonal LED-backlit HD anti-glare (1366 x 768)				
Integrated camera				
Integrated 720p HD Webcam				
Graphics				
Intel® HD Graphics 4000				
Memory				
4GB 1600 MHz DDR3 SDRAM (1D)				
Internal Storage				
500GB 7200 rpm 2.5-inch hard drive				
Upgrade Bay				
DVD+/-RW SuperMulti DL Drive				
Pointing Device				
Touchpad with scroll zone				
Wireless LAN				
Broadcom 802.11abgn 2x2 WW 6570b				

Add »

HP Mobile Broadband
 No HP Mobile Broadband
Bluetooth
 Bluetooth® Wireless Technology 4.0
Security
 TPM & Fingerprint
Battery
 HP 6-Cell 55 Wh Li-Ion Battery
Warranty
 Limited 1 year standard parts and labor warranty 1/1/0
Modem
 Modem not included
Note:
Additional accessories added from categories below will ship and invoice separately.

HP 90W Dock Station - Smart Buy [INFO] A7E32UT#ABA	\$149.00	2	\$298.00	Add »
--	----------	---	----------	-------

Subtotal: \$1,896.00

Estimated Lease Cost: \$58.87

Printable View »	Continue Shopping »	Add To Cart »	Replace Cart »	Delete »
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Email Quote »

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 [Limited warranty statement](#)
 [Using this site means you accept its terms](#)
 [Feedback to Govern](#)

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SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DJGF880	10538560	3/22/2013

BILL TO:
 CHARTER TOWNSHIP OF SHELBY
 52700 VAN DYKE AVE

SHIP TO:
 CHARTER TOWNSHIP OF SHELBY
 Attention To: IT DEPT
 52700 VAN DYKE AVE

Accounts Payable
 SHELBY TOWNSHIP , MI 48316-
 3556

SHELBY TOWNSHIP , MI 48316-3556
 Contact: KELLY BASHA 586.803.2069

Customer Phone #586.803.2064

Customer P.O. # HP COMPAQ ELITE
 8300

ACCOUNT MANAGER

DAVE ENGMARK

SHIPPING METHOD

FEDEX Ground

TERMS

NET 30-VERBAL

EXEMPTION CERTIFICATE

GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
3	2828985	HP SB 8300 I5-3470 1TB 8GB W7P DVD Mfg#: C6Z70UT#ABA Contract: MARKET	694.20	2,082.60
SUBTOTAL				2,082.60
FREIGHT				45.53
TAX				0.00

US Currency

TOTAL 2,128.13

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.752.3626

Please remit payment to:

CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
DJGP019	10538560	3/22/2013

BILL TO:
 CHARTER TOWNSHIP OF SHELBY
 52700 VAN DYKE AVE

SHIP TO:
 CHARTER TOWNSHIP OF SHELBY
 Attention To: IT DEPT
 52700 VAN DYKE AVE

Accounts Payable
 SHELBY TOWNSHIP , MI 48316-
 3556

SHELBY TOWNSHIP , MI 48316-3556
 Contact: KELLY BASHA 586.803.2069

Customer Phone #586.803.2064

Customer P.O. # HP PROBOOK
 6570B /DOCKING

ACCOUNT MANAGER

DAVE ENGMARK

SHIPPING METHOD

FEDEX Ground

TERMS

NET 30-VERBAL

EXEMPTION CERTIFICATE

GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2	2754685	HP SB 120W DOCKING STATION Mfg#: A7E36UT#ABA Contract: MARKET	190.21	380.42
2	2842988	HP SB 6570 I5-3210 500GB 4GB W7P/W8P Mfg#: C6Z48UT#ABA Contract: MARKET	786.57	1,573.14
SUBTOTAL				1,953.56
FREIGHT				42.19
TAX				0.00

US Currency

TOTAL 1,995.75

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.752.3626

Please remit payment to:

CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515

**Charter Township of Shelby
Information Technology**

Memo

To: Charter Township of Shelby Board of Trustees
From: Beth Case, IT Director
Date: 04/2/2013
Re: Internet Connection and Firewall Update - April 2, 2013

Please approve the purchase of a new Cisco ASA Firewall, Barracuda Web Filter, and Comcast internet connection. These pieces of hardware and services are required to provide a faster internet connection to the township employees. The content filter ensures that employees are using this new connection for township business only.

The website upgrade will make it easier for residents seeking information about Shelby Township and events. This refresh will add new features outlined in the attached PDF.

Internet Bottleneck

Township employees are using more internet based programs requiring greater internet speeds. This is common with most business offices and is likely to continue into the future. Applications used by the Township from vendors such as New World, Clemis, and BS&A are leveraging the internet to deliver better service and increase workforce productivity. Communication systems such as email, file sharing and video improve workplace efficiency and have become essential tools. As a result, Township employees are using increasing amounts of internet bandwidth.

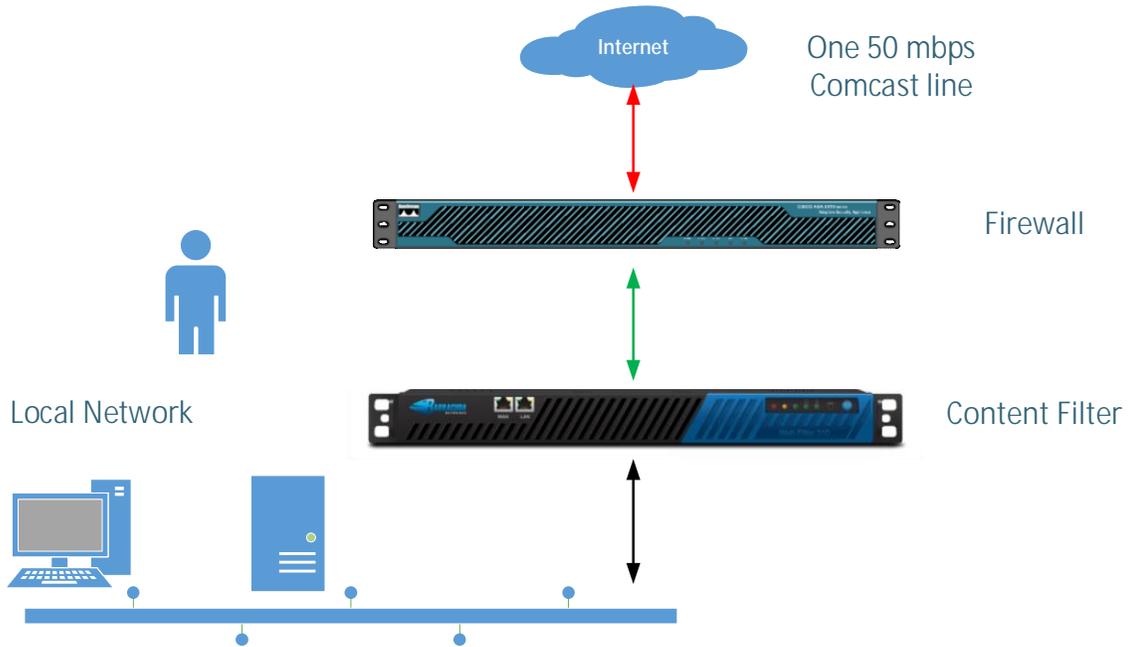
Currently the Township uses a T1 circuit for internet access from XO Communications, with a maximum speed of 3 Mbps. This is easily saturated by the number of Ethernet devices throughout the Township resulting in slow response. To resolve the slow internet, the T1 circuit should be replaced with a faster cable line. A cost comparison was conducted between XO and Comcast. Comcast offers a service that runs at 50 Mbps and with a lower monthly cost than OX.

There are two key devices used to manage the internet connection, a firewall and a content filter. The firewall is a critical component in protecting the secure internal network from unwanted access. Attacks can come from anywhere in the world and if successful, can cause considerable damage to the information systems. To reduce the risk of loss, we will maintain an up to date firewall with proper security procedures and a direct line of support from the firewall manufacturer. The current firewall hardware was installed in October of 2008 and should be replaced before a hardware failure occurs.

The second device used to manage the internet connection is a content filter. This limits users from accessing unapproved websites. The filter typically blocks sites flagged as pornography, gambling, and shopping websites. When managed correctly, this is a sensible investment that helps avoid HR/Personal risk and eliminate cyber loafing. With the Active Directory database we can manage the filtering by user groups and individual users. For example, police detectives will need an unfiltered internet access to properly investigate criminal cases. As a group, they can be granted full internet access. If a single user

needs access to a shipping site for Township business, they can be granted access to shipping websites. The current content filter should be replaced. It has reached end of life and will not handle the higher speed internet line.

Internet Service & Boarder Firewall



Capital Equipment Description	Costs
Firewall	3,365.47
Content Filter	4,992.39
Recurring Costs	
Firewall Extended Support - Annual	517.36
Content Filter Definition Updates - Annual	1,955.55
Comcast Fees - Monthly	241.90

Township Website Update

As a normal maintenance task, the website should be periodically reviewed for ease of use and functionality. The current Township website is functional, but somewhat dated. A modern website should be viewed as a business tool that attracts visitors and improves productivity. Information should be easily updated and large enough to answer common questions that might otherwise require calling or visiting the Township officers.

What to look for in a Township website:

- Increase information for families, businesses, and relocation prospects
- Improve visibility to attract more residents, businesses and visitors to the website
- Better search engine rankings
- Online communication to post documents and answer FAQs
- Works well on mobile phones, PC Tablets, and iPads
- Works with the current web browsers
- Reduces printing and postage costs
- Reduces incoming phone volume
- Easier updating with CMS

The Fire Department is on a completely separate website. This can be moved to the main Township website. The Fire Department's website has about 210 web pages and 15 Documents. These pages will be migrated as is, with no format correcting. After the migration is complete, changes can be made using the new CMS (content management system) by department personnel. This will help control costs and have the information accurately reviewed by personnel that understand the department.

Description	Costs
Website Design Refresh	3,950.00
Online Citizen Request Center	450.00
Fire Department Migration - estimate	450.00

**Charter Township of Shelby
Supervisor's Office**

Memo

To: Charter Township of Shelby Board of Trustees
From: Richard Stathakis, Supervisor
Date: 04/2/2013
Re: Appointment to Downtown Development Authority (DDA) - April 2, 2013

Please include the appointment of Mr. Gregory Gagnon to serve as a Member of the Downtown Development Authority (DDA).

**Charter Township of Shelby
Clerk's Office**

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/2/2013
Re: Informational Items in Agenda Packet - April 2, 2013



The work session of the Solid Waste and Recycling Committee was held on Thursday, February 19, 2013, at 10:00 am, in the Conference Room of the Shelby Township DPW Building, 6333 23 Mile Road, Shelby Township, MI 48316.

ROLL CALL

Meeting called to order at 10:02 am.

Members:	Marietta Crabtree	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
	Paula Filar	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
	Gary Kent	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
	Marsha Livermore	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
	Russ Matika	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent

DPW Liaison:	Pat Czaiczynski	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
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Also Present:

_____	_____
_____	_____
_____	_____
_____	_____

APPROVAL OF MINUTES

MOTION by Kent, supported by Matika, to approve the minutes of the November 8, 2012 meeting as presented.

Motion carried.

OLD BUSINESS

1. REVIEW OF TRASH TONNAGES / RESIDENT COMMENTS

Pat handed out copies of the January Monthly Report for Recycling, Compost and Trash from Rizzo Services. Gary questioned the Residential Compost numbers because they showed 0 tons for the month and he thought Christmas Trees should show under that category. Pat will check on this with Rizzo Services.

Pat mentioned there have been very few complaints from residents and when she does get one they are usually corrected quickly.

2. ELECTRONICS RECYCLING EVENT JANUARY 26TH RECAP

Solid Waste and Recycling Committee
February 19, 2013

Page 2 of 3

Russ stated that the event ran smoothly and that the Knights of Columbus were eager to host another event.

3. ELECTRONICS RECYCLING EVENT FEBRUARY 23RD

Russ informed the committee that the Optimists have done a very good job of promoting the upcoming event and they are expecting a good turnout. They said they have a couple of small trucks bringing in electronics from out of town.

Russ will assist opening the event and Marsha will assist closing the event.

Pat said that the Detroit Animal Welfare Group (DAWG) is signed up for March.

4. COMMUNITY GIVE BACK PROGRAM / REPORT / APPLICATION FORMS

The final copies of the Instructions, General Information and Application forms were presented to the committee. Paula indicated that the General Information sheet was something that came out of a discussion she had with Dr. Christine Johns.

5. SHELBY TOWNSHIP RECYCLING WEB SITE REPORT

Russ told the committee that he gave the changes to the old IT company but they were not implemented. He was waiting for the new IT company to get acclimated before asking them to make the changes. Paula suggested contacting Tom Peterson and to also talk to him about putting the three Electronics Recycling Event forms on the website.

6. REWARDS FOR RECYCLING WEB SITE REPORT

This item was not discussed.

7. RECYCLING INFORMATION TRI-FOLD BROCHURE

Russ passed around the final copy of the brochure for the committee to look at. He has purchased the paper that they will be printed on and he will ask the Clerk's Office to do the printing.

NEW BUSINESS

1. ART FAIR / GO GREEN TRASHY TREASURES SCULPTURE CONTEST

Marietta will be the liaison to the Parks & Rec Department for this event. She gave a brief overview of the event and will provide updates as they become available.

2. ART FAIR RECYCLING CONTAINERS

Discussion focused on the durability of the containers (ie, cardboard vs. plastic), what items do we want recycle containers for (ie, plastic water bottles, paper, etc), renting vs. buying, who takes away the recyclables, storage of the containers if we buy them, and more. Paula mentioned that we should consider using the containers at other township events as well as the Art Fair. Pat mentioned Rizzo Services may empty the containers. Marsha will bring in the literature that she has on recycling containers for events.

Solid Waste and Recycling Committee
February 19, 2013

Page 3 of 3

Gary will talk to Joe Youngblood to get his input on the types of containers, how many he thinks are needed and other logistical issues.

Marietta will contact the City of Rochester to see how they handle the containers at their Arts & Apples Festival.

3. POLICE DEPARTMENT USED MEDICATION COLLECTION

Marietta passed out copies of a newspaper article where the Eastpointe Police Department purchased a "Drug Box" for their police station for anyone to drop-off unwanted prescription drugs. She will talk to Chief Woelkers about doing this in Shelby.

4. HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY / TRAFFIC ROUTES

Marietta reminded everyone that last year the electronics portion of the event was held in the parking lot behind the police station but this year it will be located behind the municipal building.

Pat mentioned that she will be meeting with representatives from Rizzo Services, SQS, the Shelby Police Department and Parks & Rec Department to go over the traffic routes for the event.

Russ will work the early shift; Gary and Marsha will work the late shift; Pat will be there for the entire day; Marietta will try and work the early shift. Paula is not available.

5. OTHER BUSINESS

The committee discussed contacting various community groups to see if they have any interest in hosting an Electronic Recycling Event.

Gary – Boys & Girls Club, Friends of the Library

Marietta – Kiwanis

Marsha – Shelby Community Foundation

Paula – Lions

Russ – Packard

ADJOURNMENT

The meeting adjourned at 11:45 am.

NEXT MEETING DATE (tentative)

April 16, 2013 - 10:00 am in the Conference Room of the DPW Building

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY SIDEWALK COMMITTEE HELD ON TUESDAY, MARCH 12, 2013 IN THE LOBBY CONFERENCE ROOM, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 4:58 p.m. by Craig Cowper.

Members Present: Susan Rohall, Phil Lauwers, Stanley Grot, Craig Cowper, Russ Matika, Mary Beth Zinn, Gus Pikula

Member Absent: None

Also Present: Tina Vaglica, Township Engineer

APPROVAL OF MINUTES

MOTION by Zinn, supported by Pikula, to approve the minutes of the February 12, 2013 meeting as submitted.

Motion carried.

BUSINESS FROM THE FLOOR/VISITOR

There is no business from the floor.

ENGINEER'S REPORT

Ms. Vaglica stated we have received quite a few signed easements. We have received four easements on 22 Mile Road, two have not responded and 12909 22 Mile Road sent a letter as to why they are against sidewalks. She gave the information to Mr. Cowper to email to the committee members.

Ms. Vaglica reported on other easements that have been signed.

She is hoping to have the bid package out very soon.

Mr. Cowper stated that the Sidewalk Committee has spent about \$3,000 already. He posts all of the budget information on the www.sidewalks.shelbytp.us.

Ms. Vaglica had a meeting with the Road Commission on the Shelby Road sidewalk as to the location of the bridge. The committee would like it closer to the road to keep from dealing with retaining walls. She is resubmitting the new design and as soon as it is approved she will go out for two bids, one for the foundation/bridge placement and the other for sidewalks. They will each be bid separately.

Ms. Zinn questioned how much longer the Shelby Road north of 22 Mile Road project will take. Ms. Vaglica stated the review is in negotiations right now, and she doesn't anticipate it taking longer than a month.

TOWNSHIP PLANNER'S REPORT

Mr. Wynn was not present.

SIDEWALK COMMITTEE
March 12, 2013

Page 2 of 3

OLD BUSINESS

a. 2013 Master Project List Review to Put Out for Bid Process

Mr. Cowper mentioned that the 2013 Master Project List Review has already been discussed.

NEW BUSINESS

a. SEMCOG

Mr. Cowper mentioned that the SEMCOG program was brought to us by Ms. Vaglica at last month's meeting.

He handed out the *Safe Routes to School Program* information to the committee. He is inquiring if the committee is interested in participating with this program. We are in the process of finding out if there is a membership requirement for this program. If we have to become members, he is not interested. He mostly wanted to use this program to see if we are eligible for some of the grant money.

He further mentioned the Montgomery Road project near Monfort Elementary, and he will be placing this on the agenda next month. He thinks if we actually pass this project and move forward, we will set a precedent. We will have many other residents coming to the Sidewalk Committee to put sidewalks in near schools. He thinks the SEMCOG program is worth looking into as it might help off-set some of the costs associated with the project as well as providing safety.

Mr. Pikula stated that he skimmed over the information, and it appears that it has to be initiated by the residents. Mr. Cowper agreed, and once the residents start that program we could help them facilitate through the process.

He further mentioned that the Township is in the process of hiring a Deputy Supervisor who will be in charge of grants. This will be a question we can take to this person to help us with when we are at that point.

Ms. Vaglica stated that a representative from Fazal Khan's Office will be attending the SEMCOG meeting. She will report back with more information.

Mr. Grot stated that if this program does have to originate from the resident's, maybe the project that Mr. Schmidt is talking about could be a good lead off for us. Mr. Cowper stated we can see if we are able to use the Monfort Elementary project toward this program.

Ms. Vaglica reiterated that the committee is more geared toward sidewalks on the main roads. Mr. Cowper felt we could state at this time we believe this is something you should look into, and we don't want to take part in approving this project.

He has a real issue with telling residents that don't want something on their property that we will force them to do something they don't want to do.

Ms. Rohall questioned if the resident's are in charge of the SEMCOG program. Mr. Cowper stated the residents actually initiate it and the committee could assist them in the process

SIDEWALK COMMITTEE
March 12, 2013

Page 3 of 3

should they want us too. This is another avenue that the committee can look at and what direction we want the project to go into.

Mr. Lauwers stated that in the Monfort School situation, none of the residents that attended our meetings would initiate this. Mr. Cowper stated one gentleman might.

Mr. Cowper indicated this is also something we could use at a later date should other schools come before us.

b. Shelby Township Clean Up Day – April 27th

Mr. Cowper mentioned that the annual Clean Up Day is scheduled for April 27, 2013 at 8:30 am at the Senior Center. The Sidewalk Committee does participate in this program. We are responsible for the stretch between 25 Mile Road and Dequindre. He is asking if anyone is interested in participating this year.

Mr. Grot mentioned that you are welcome to bring your family. He will be participating through the Township Board.

CORRESPONDENCE

Mr. Cowper has not received any correspondence to report this evening.

ADJOURNMENT

MOTION by Grot, supported by Matika, to adjourn.

Motion carried.

The meeting adjourned at 5:16 p.m.

Craig Cowper, Chairman

cn

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BEAUTIFICATION COMMITTEE HELD ON TUESDAY, MARCH 12, 2013 IN THE EMPLOYEE LOUNGE OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

Dub Hearon called the meeting to order at 6:40 p.m.

Members Present: Jim Cable, Duane Stafford, Melanee Roelandt, Carol McLaughlin, Cheryl Arft, Dub Hearon, Dee Osler (arrived at 7:05 p.m.)

Members Absent: Renate Radomski, Erika Zoller

Guest: Ursel Mayo

APPROVAL OF MINUTES

MOTION by Melanee Roelandt, supported by Cheryl Arft, to approve the minutes of the February 12, 2013 Beautification Committee meeting, as presented. Motion carried.

CORRESPONDENCE & ANNOUNCEMENTS

Mr. Hearon advised that the next BCSEM meeting will be held in Chesterfield on March 21. Those who will be attending include himself, Dee Osler, Ursel Mayo, and Carol McLaughlin. An e-mail was sent to Mr. Baas since he indicated that he may want to attend. No response was received. Mr. Hearon advised that the group will be leaving at 8:30 a.m. from the municipal parking lot.

Mr. Hearon indicated that the 50th Anniversary meeting will be held in Southfield on Sunday, May 19. He asked if anyone is interested in participating. Discussion followed with regard to representation by our committee. At this time, no one expressed an interest in attending.

BCSEM MEETING

Our committee will be co-hosting the September 26 BCSEM Meeting with the cities of Utica and Sterling Heights.

Mr. Hearon spoke with Henrietta from Sterling Heights, and we will have a BCSEM planning meeting for this event on March 28 at 10:00 a.m. at the Sterling Heights Senior Center. Mr. Hearon will be out-of-town that week and asked if anyone was interested in attending to represent Shelby Township. The meeting may last 40 minutes to 1 hour. Mrs. Roelandt advised that she would be available for one hour. Mr. Hearon indicated that Steve Guitar is the public relations person from Sterling Heights and in the past has run the meeting.

Henrietta will also be there and perhaps the Mayor from Utica will be in attendance. He believes one of the topics to be discussed will be the selection of a guest speaker. Mr. Cable expressed an interest in attending.

MAE STECKER GARDENS

Mr. Hearon is having a difficult time contacting Matt Carlson. He agreed to be part of the team that will identify trees at Mae Stecker Gardens. This team presently includes himself, Matt Carlson and Ursel Mayo.

WELCOME TO SHELBY SIGN

Mr. Cable asked if the photo of the "Welcome to Shelby" sign used for the 50th Anniversary BCSEM brochure can be forwarded to Cable TV. He noticed that at the end of the Board meetings they are displaying a picture of the old sign. Mrs. Arft suggested that the photo be e-mailed to John Martin for replacement.

BILLS

Mrs. Arft indicated that the Beautification Committee received an invoice from Digital Printing and Graphics in the amount of \$55 for 150 Clean Up Day brochures.

Mrs. Arft received a renewal notice for our 2013 membership dues for the Arbor Day Foundation in the amount of \$50. With that membership, the committee will receive 10 free trees in time for spring planting. We also receive brochures every month with helpful information, and the Arbor Day Foundation supports nature programs in local schools and communities. The members agreed to renew the membership. As part of the tree selection, Mr. Hearon chose 10 flowering trees – 2 Redbuds, 2 Dogwoods, 2 Crabapples, 2 Washington Hawthorns, and 2 Goldenraintrees.

Mrs. Arft stated that at the last meeting we had a petty cash reimbursement of \$15 that was paid to Mr. Hearon for an ad in the BCSEM 50th Anniversary Booklet. We reimbursed Mrs. McLaughlin \$290 for the flower seed packets to be distributed to the volunteers on Clean Up Day. We also paid the BCSEM membership dues in the amount of \$20.

Mrs. McLaughlin pointed out that the \$78 reimbursement from Marino's is not included on the Treasurer's Report. Mrs. Arft agreed to add that amount to the report.

Mr. Hearon mentioned reducing the cost of the "Welcome Signs" to \$14,000 on the Treasurer's Report and also merging Mound and Schoenherr maintenance for a combined total of \$4,000. The \$4,000 consensus was made at the last meeting which worked out well. This figure will include the mowing of Mound

once a month, fertilizing the trees that were planted and performing the normal maintenance on Schoenherr. The contractor will mow twice in April, May, and June. One other mowing may be included.

Mr. Hearon advised that next year he will probably ask for additional funding for the combination of these two areas and ask the Board if they would alter that motion. It all depends on how successful this company is in mowing Mound and how good it looks. If it looks good, we may want it mowed more than once a month. Per the request of the Macomb County Department of Roads, an insurance certificate had to be obtained in order for the contractor to mow at these locations. This is all in place.

Mrs. McLaughlin referred to an e-mail received from Mr. Hearon with regard to obtaining this insurance certificate on a yearly basis. Mr. Hearon advised that he will have a reminder put in place for both the Mound and Schoenherr locations to cover both the landscaping and Welcome signs.

WELCOME TO SHELBY SIGNS (CONT'D)

Mr. Hearon advised the committee that the Macomb County Department of Roads will not allow lights at either the Schoenherr or Mound Road signs. Mr. Melistas from the County suggested that a light be installed on the utility pole. It was proposed that this topic be approached again in the near future and perhaps ask Mr. Wozniak or Mr. Stathakis if they would work with the Department of Roads in our efforts to have lights installed at the Schoenherr and Mound Road locations. Discussion followed among the members regarding lights installed on the signs in different communities. The members agreed to hold off on this request until they have an opportunity to obtain additional information as to which communities have lights and how they went about having this done. Mr. Hearon suggested postponing this request for perhaps a year or so and ask Mr. Stathakis to assist the committee in our efforts to work with the Department of Roads.

An invitation will be extended to the "Welcome to Shelby" sign adopters to attend our May 14 meeting. Mrs. McLaughlin agreed to contact Mr. Richard Kotulak.

CLEAN UP DAY

Mrs. McLaughlin distributed the new brochures for Clean Up Day.

Mrs. Arft advised that she has still not heard from Costco's regarding a donation for Clean Up Day. Her contact person is currently on vacation, and she will check back with her next Monday. She did not have an opportunity to contact Meijer on Hall Road in Shelby Township.

The "Weirdest Thing Found" contest was discussed with members mentioning what had been found in prior years.

Mrs. McLaughlin questioned where we would order pizza for Clean Up Day. The members agreed to use Louie's once again this year. Mrs. McLaughlin contacted them a few days ago, and they said they will be able to service our needs again this year at the same price.

Mrs. McLaughlin mentioned a note written by Connie Kent from last year. We need to purchase more ribbons for the contest. Mrs. McLaughlin asked if any member is aware where she can obtain 1st, 2nd, and 3rd place winner ribbons.

Mrs. Arft and Mrs. Roelandt both said they may have been ordered from MPC.

Mrs. McLaughlin agreed to check on the ribbons and asked that the members reserve April 27 for this event.

Mr. Hearon was pleased with the contents and appearance of our new brochures.

PRIDE OF SHELBY AWARD

Mr. Hearon called Bad Brad's BBQ twice and talked to general workers. He asked to talk to the manager and informed them that the Beautification Committee would like to present them with an award for the good job they did on renovating the building. He never received a call from the manager. The third time he called, which was February 9, he was able to talk to the manager named Jeff and informed him that we wanted to present his establishment with an award in March since they did a good job in improving the building. He was told by Jeff that he couldn't make that decision and that he would have to speak to the owner. From the 9th of February to the 12th of March, there was no response.

Mrs. Osler volunteered to visit Bad Brad's and relay this information to the owner.

At this time, a date has not been set.

BEAUTIFICATION COMMITTEE BROCHURE

Mr. Hearon assembled a sample beautification brochure, which included ways to make Shelby cleaner and greener. Affiliations were listed together with the names of the Board members and Beautification members. This was based on samples that he received from Redford Township, the Friends of the Library, and the Shelby Township Solid Waste and Recycling Committee.

When Mrs. Zoller gets back in town, the committee assigned to this project can start working on a brochure.

LIBRARY TEA PARTY

Mrs. Osler asked what the Beautification Committee does for the Tea Party event. She was told that they share a table with the Garden Club. She informed the members that she is part of the Garden Club and already volunteered to make a centerpiece for the table. Mrs. McLaughlin had photos of last year's event showing the centerpiece on the Garden Club's table that Mrs. Osler can use for ideas. Discussion followed among the members as to who may have cups and saucers to bring to this event. Mrs. McLaughlin advised that we will have access to the building on Friday, April 12 for set-up. She e-mailed the person in charge yesterday and she will have all of the information in the mail which she will share with Mrs. Osler. The only difference from last year is that there will be two seatings – one at 11:30 a.m. and one at 1:30 p.m.

Mrs. McLaughlin said that if anyone is interested in purchasing a ticket, they are available for \$2. We will have one more meeting before this event to discuss this topic further.

PARTICIPATION IN ART FAIR

The Beautification Committee plans to participate jointly with the Solid Waste and Recycling Committee in the Go-Green Trashy Treasures Sculpture contest. Mr. Hearon asked Mrs. Osler if she spoke to anyone at Parks & Recreation to provide details. Mr. Hearon thought we would serve as judges and assist in selecting the winners. Mrs. Arft suggested that Mrs. Osler speak to Pam in Parks & Recreation since she is involved in this event. Mr. Hearon believes we would also be setting the rules and the categories, creating and accepting entry forms and manning the ballot box. This event is held in August so we still have time for preparation. The members asked Mrs. Osler to check with Pam to see if the Solid Waste & Recycling Committee will be participating.

Mr. Hearon said we want to make sure they know that the Beautification Committee wants to participate. Perhaps a joint meeting can be set with the Solid Waste & Recycling Committee sometime in May or June and a few people from each committee can attend.

Mr. Hearon informed the committee that there is a gentleman named Richard that he works with at the nursing home. Richard is involved with creating unique pieces of art work and Mr. Hearon thought perhaps he can participate in an art project at our Art Fair.

BEAUTIFICATION COMMITTEE MEMBERSHIP

Mr. Hearon asked the members for their thoughts about expanding their committee's membership to 11 and asking that Ursel Mayo be appointed to fill one of those vacancies. In the past when we had 10 or 11 members we had a

problem getting a quorum. However, the make-up of our committee has changed over the last year or so. He feels comfortable asking for an increase to 11 members. Mrs. Arft responded that the membership is based on the committee's needs. This is an active committee that is involved in projects throughout the year.

The members agreed to increase the membership.

MOTION by Melanee Roelandt, supported by Dub Hearon, to adjourn.
Motion carried.

The meeting adjourned at 8:03 p.m.

ds.

DRAFT

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY HISTORICAL COMMITTEE HELD THURSDAY, MARCH 14, 2013 IN THE ANDREWS SCHOOLHOUSE, ON SHELBY TOWNSHIP MUNICIPAL GROUNDS, 52650 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 6:45 p.m. by Chairperson Dick Mason.

Members Present: Dick Mason, Victoria Hill, Hilary Davis, Rita Hirsch

Members Absent: JoAnn Burgess (excused), Dan Lehman (excused)

Guests: None

CORRESPONDENCE

Chairman Mason presented miscellaneous fliers and newsletters for committee members' review.

MINUTES

Mr. Mason presented the February 14, 2013 minutes for approval.

MOTION by Hilary Davis, supported by Rita Hirsch, to approve the minutes of the February 14th meeting as prepared.

Motion carried.

COMMITTEE REPORTS

Historic Resource Survey (Davis)

Hilary Davis reported that only one house has been torn down. It was a ranch from the 1950's.

Publicity (Lehman)

There was no Publicity report.

Cemeteries (Mason)

Victoria Hill stated that two headstones in Ewell Cemetery have fallen over. She thinks it's more from the weather than anything else. Mr. Mason suggested requesting they be righted when the weather improves.

Packard Proving Grounds (Davis)

Hilary Davis commented that as soon as the weather warms up, things will start happening at the Proving Grounds. She reminded committee members that they had discussed volunteering for *Cars are Stars* on June 9th. In addition, they now need volunteers for tours on June 24th for the Packard National Meet. Worldwide enthusiasts are expected to attend. Mr. Mason and Ms. Hirsch agreed to volunteer for the event. Ms. Davis stated she would forward Mr. Mason's contact information to the event coordinator to clarify details.

HISTORICAL COMMITTEE
March 14, 2013

PAGE 2

COMMITTEE REPORTS (continued)

Web Master (Lehman)

There was no Web Master report.

OLD BUSINESS

Monfort Diaries

Mr. Mason reported that he has sent a message to Mr. Scott regarding postage on the diaries. Mr. Scott replied that he felt it his duty to send the diaries and was only too happy to cover the cost of the postage.

Business Cards

Chairman Mason commented that the business cards had been received. Committee members were encouraged to keep a small supply for committee business.

Mini Bulletin Board

Dick Mason stated that the mini bulletin board has arrived.

Committee Brochures

Hilary Davis stated that she put the newest brochures out in the Schoolhouse. She gave ten of each to the Clerk's Office and told PRM to help themselves if they needed any. Mr. Mason suggested sending some to the Senior Center as well. Victoria Hill offered to contact the Library and ask if they wanted any.

Outhouse Sign

Dick Mason presented the laminated outhouse sign. He stated that he would contact PRM to ask if they would build a wooden frame for it.

Schoolhouse Key

Mr. Mason reported that Rick Mayer has returned his copy of the Schoolhouse key. He is working later hours now and is less available. Mr. Mason thanked him for his work and invited him to stop by in the future.

Outhouse Key

Mr. Mason stated that he would test the new outhouse key after this evening's meeting.

Heritage Days

Dick Mason commented that he spoke with JoAnn Burgess and told her that the committee would conduct tours on Saturday. She agreed that the Nature Center will cover Sunday. Mr. Mason presented a map with a suggested tour route for committee members' review. He suggested giving tourists a copy of both the new map for tour day and the old map for individual exploring. It was agreed to follow this proposed plan. Mr. Mason stated that he would get the copies made and send a message requesting that restrooms on the Township campus be available.

HISTORICAL COMMITTEE
March 14, 2013

PAGE 3

NEW BUSINESS

Source Newspapers

Dick Mason noted that the Source had donated numerous bound copies of the newspaper to the committee. They have been delivered to the Schoolhouse by PRM.

Lobby Display Case

Mr. Mason commented that the lobby display case needs to be updated. He suggested a theme related to the Police and Fire Departments. Discussion took place regarding various items that could be displayed. It was agreed to begin working on this project.

Macomb County Heritage Alliance Annual Meeting

Chairman Mason announced that the Alliance meeting is scheduled for April 27, 2013 at Macomb College Center Campus. The RSVP is due April 6th. Discussion took place regarding the meeting agenda.

Mr. Mason inquired whether committee members had reviewed the bylaws for the Alliance and whether they wished to join the Alliance. They would be listed as a Class I committee.

MOTION by Rita Hirsch, supported by Victoria Hill, to pay for the Historical Alliance Meeting on April 27th at the Macomb Center, not to exceed \$80.00 for six people.

Motion carried.

Mr. Mason stated that he would print copies of the agenda before the meeting.

Hilary Davis pointed out that information would be presented at the meeting regarding joining the Alliance and suggested they defer a decision until after the meeting.

Email Box

Mr. Mason reported that the mailbox has been getting a lot of junk mail. Hilary Davis inquired whether there was a spam filter. Mr. Mason wasn't sure, but he has talked to Dan Lehman about it and lately there have been far fewer so he thinks it's taken care of.

Headstone Restoration

Victoria Hill stated that she has not heard from BSA regarding a volunteer for this project. She is willing to do the work herself with the help of a couple of friends. Hilary Davis stated that they often have Scouts stop in the Proving Grounds, and if they have any more she will refer them to Ms. Hill.

HISTORICAL COMMITTEE
March 14, 2013

Historic Michigan Travel Guide

Hilary Davis inquired whether the committee members had considered a listing in the Travel Guide. Discussion took place regarding this topic. Ms. Davis agreed to review the requirements and cost if any and report back to the committee.

Budget

Mr. Mason reviewed the budget summary and recent expenditures.

MOTION by Victoria Hill, supported by Rita Hirsch, adjourn the meeting at 7:07 p.m.
Motion carried.

The meeting was adjourned at 7:07 p.m.

/ks

DRAFT