



Charter Township of Shelby
Board of Trustees

52700 Van Dyke Ave
Shelby Township, MI 48316

<http://www.shelbytp.org>

~ Agenda ~

Tuesday, April 16, 2013

7:00 PM

Shelby Township Municipal Building

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

AWARDS & PRESENTATIONS

Solid Waste and Recycling Committee Presentation (Requested by Board of Trustees)

ROLL CALL

PUBLIC HEARING

APPROVAL OF CONSENT AGENDA

- A. Minutes: Board Meeting -- April 2, 2013; Work Session -- March 25, 2013 (Requested by Clerk's Office)
- B. Shelby Township Lions Club Requests Permission to Solicit Donations on May 3Rd, 4Th, and 5Th from 9:00 AM Until 6:00 PM (Requested by Clerk's Office)
- C. Administrative Assistant Job Description (Requested by Human Resources)
- D. Bill Run in the Amount of \$1,484,568.19. (Requested by Financial Management)

APPROVAL OF AGENDA

CORRESPONDENCE

PLANNING COMMISSION

DEPARTMENTAL & COMMITTEE

- 1. Promotion to Fire Department Vacancies (Requested by Fire Department)
- 2. Approval to Purchase Modems for Fire Vehicles (Requested by Fire Department)
- 3. Ordinance 263 Interest Rate (Requested by DPW)
- 4. Accessibility Improvements - Township Hall Locker Rooms (Requested by Building Department)
- 5. Ordinance 264: Adoption of Amendments to Noxious Weed Ordinance (Requested by Building Department)

6. Resolution Approving Administrative Fee Pursuant to the Shelby Township Noxious Weed Ordinance (Requested by Building Department)
7. Ordinance 265: Adoption of Amendments to Sidewalks Ordinance (Requested by Building Department)
8. Replacement Library Computers (Requested by Library)
9. Library Shelving- Children's Area (Requested by Library)
10. Request to Purchase IQM2--MinuteTraq Software (Requested by Clerk's Office)
11. 2013 Local Road Improvements (Requested by Supervisor's Office)

APPOINTMENTS TO COMMITTEES & COMMISSION

12. Appointments to Election Commission (Requested by Clerk's Office)

TOWNSHIP ANNOUNCEMENTS

BUSINESS FROM THE FLOOR

CLOSED SESSION

MOTION TO ADJOURN

INFORMATIONAL ITEMS

Informational Items in Agenda Packet (Requested by Clerk's Office)

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
Solid Waste and Recycling
Committee**

Memo

To: Charter Township of Shelby Board of Trustees
From: Paula Filar, Trustee
Date: 04/16/2013
Re: Solid Waste and Recycling Committee Presentation - April 16, 2013

The SWRC has a plaque they would like to present to Pat Czaiczynski's for her years of dedicated volunteer service to our committee. Please include this on the agenda for April 16th.

Thank You,

Paula Filar

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

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/16/2013
Re: Minutes: Board Meeting -- April 2, 2013; Work Session -- March 25, 2013 -
April 16, 2013

Please approve the minutes as presented

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, APRIL 2, 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 Pastor Matt Hendrighsman, Shelby Bible Church, 47905 Hayes Road, Shelby Township, MI followed by the Pledge of Allegiance.

AWARDS & PRESENTATIONS

Fire Chief Jim Swinkowski addressed various aspects of the Nottley Report identifying projects and suggestions that were implemented resulting in a savings of \$2,644,575.89 to the Fire Department.

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

Mrs. Sharon Ciaramitaro representing Turning Point of Macomb was in attendance promoting observance of Sexual Assault Awareness Month. She provided statistics from the Michigan State Police regarding reported offenses and assistance provided to those who have been abused.

Mr. Stathakis advised that a meeting is scheduled for Wednesday, April 24 at 7:00 p.m. in the Board Room to explain the results of the testing on the former Visteon site located on the southeast of 23 Mile and Mound Road.

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

Also Present: Robert Kirk, Township Attorney

PUBLIC HEARING

APPROVAL OF CONSENT AGENDA

A. Minutes: March 19, 2013 -- Board Meeting (Requested by Board of Trustees)

Approve the minutes, as presented.

B. Revisions to PRM Job Descriptions (Requested by Human Resources)

Approve the revised job descriptions for the positions of Maintenance Person I, Maintenance Person IA, Maintenance Person II, Maintenance Person IIA, Maintenance Person III, and Maintenance Supervisor in the Parks Recreation and Maintenance Department as presented.

C. Bill Run in the Amount of \$380,626.32. (Requested by Financial Management)

Approve the Bill Run in the amount of \$380,626.32, as presented.

undeveloped, which is about one-half of the original development site. We are currently in the process of considering a site plan for a 23-acre parcel. Typically during the site plan review process, a traffic study is required before development of the land with the necessary road improvements. Traffic studies; however, were not required back in 1996 when this original proposal was considered and approved by the Planning Commission. There is a significant circulation problem in this area along Market Street and Lakeside Boulevard. The absence of that traffic study when the plans were originally approved contributed to that. As we begin to consider plans for new development in that area, we have a new opportunity to re-evaluate and perhaps correct some of those deficiencies. Rather than conduct these traffic studies on a case-by-case basis, we are suggesting in this initial stage we authorize a study to include the entire project area. As new development is presented, we will have a better idea of how to link these projects together and make some improvements. We do have adequate money in our budget. The benefit of this plan is that we would be able to recoup some of the costs of this project. As developers come in, there is an expectation of them paying their share of these fees. We estimate that we can recover about one-half of these fees as pass-throughs when the development application is submitted.

Mr. Stathakis asked why we are hiring the consultant. Mr. Wynn responded so we would control the process. Instead of having someone come in and do a study for individual sites, we think it is better to look at the big picture and look at all of the deficiencies to see if we can correct things on an overall basis. Mr. Wynn feels this is a good approach.

Mr. Viar had the same concerns as Mr. Stathakis. He would rather have the developers pay for the study rather than putting the cost on the back of the taxpayers. He asked how it would differ doing it incrementally than doing it all once. Mr. Wynn replied there are perhaps four or five parcels that are expected to come to the Planning Commission for site plan review. Instead of doing those individually, we would like to tie them together as part of a bigger project and look at it as a whole and then get reimbursed for those fees as the development takes place.

MOTION by Viar, supported by Filar, to receive and file the consulting services agreement with Birchler Arroyo Associates to prepare a traffic circulation study for the Shelby Town Center area at a cost not to exceed \$7,000.00.

Mr. Flynn asked if the study is done piece meal as Mr. Viar suggested would the individual developers pay 100% or would they be paying 50%. Mr. Wynn stated they would be paying their share of what it would cost them. Perhaps there is another way we can approach this. He will still do the review work but he is trying to find a way to link these together so we get a bigger picture and not just an individual portion. Mr. Wynn is willing to go back and revisit the process.

Mr. Flynn agreed with Mr. Viar. If this is something normally borne 100% by the developer, he can't see paying half of the cost.

Mr. Wynn stated if it is the Board's pleasure, he would be willing to go back and re-visit this proposal. Mr. Stathakis asked for Mr. Wynn to provide a cost allocation share.

Motion carried.

DEPARTMENTAL & COMMITTEE

3. Hire a Water and Sewer Accountant at the Department of Public Works (Requested by Human Resources)

Mr. Stathakis stated that Lisa Suida, HR Director, and Acting DPW Director, Dave Miller are requesting approval to hire Steve Lambert as the Water and Sewer Accountant to fill an upcoming vacancy which will be created by a retirement in the department in June of this year. We are making this request in advance of the retirement to allow for transition of these very important job duties and training by the outgoing accountant.

MOTION by Filar, supported Viar, by to approve the hire of Steve Lambert to the position of Water and Sewer Accountant working in the Department of Public Works, at pay Grade 27, Step 1 and in accordance with the current Supervisory Employee's Collective Bargaining Agreement effective April 8, 2013.

Ron Churchill, 52811 Mound, expressed his comments regarding this issue.

Mr. Miller briefly explained why the Department of Public Works has their own accountant.

Motion carried.

4. Auburn Road LED Street Lighting Conversion Proposal (Requested by DPW)

Mr. Stathakis advised that currently the Township pays about \$3,000 per year for electricity for the street lights along Auburn Road. The cost for the LED lights would be approximately half as much. Additionally, DTE is offering a rebate of about \$1,160. Therefore, the payback for this project would be about 2 ½ years.

MOTION by Flynn, supported by Wozniak, to concur with the recommendation of David Miller, Acting Director of Public Works, to enter into a street light conversion project with DTE along Auburn Road. This project would convert ten 400-watt Mercury Vapor street lights to ten 145-watt LED street lights. The total cost to the Township for this project is \$4,780.00. Projected annual savings with this project is \$1,448.90.

Motion carried.

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)

MOTION by Viar, supported by Wozniak, to adopt and publish for the second time Ordinance 263, an Ordinance amending 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, Wozniak, Filar, Flynn,
Grot, Nightingale, Stathakis
Nays: none

Motion carried.

6. Ordinance 264: Introduction of Amendments to Noxious Weed Ordinance (Requested by Building Department)

Mr. Stathakis advised that Mr. Tim Wood, Building Director, is seeking a new ordinance with respect to noxious weeds. The financial crisis that we have witnessed created an additional challenge for our Building Department. There were some homes that became vacant and lawns were not being properly maintained. This unsightly condition is unfair to others in the neighborhood. With this change Mr. Wood will be able to respond quicker to have an outside vendor cut the weeds. Additionally, the administrative fee charged to the property owner will increase from \$50 to \$100.

MOTION by Filar, supported by Viar, to introduce and publish for the first time with the intent to adopt at the next regular Board of Trustees meeting to be held on April 16, 2013 Ordinance 264 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 following individuals expressed their comments regarding this issue:

Cheryl Arft
Ron Churchill, 52811 Mound

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

Motion carried.

7. Ordinance 265: Introduction of Amendments to Sidewalks Ordinance (Requested by Building Department)

Mr. Stathakis advised that Mr. Wood is seeking an amendment to the Sidewalk Ordinance. One of the changes is that a new provision would require installation of warnings at sidewalk street crossings. These detectable warnings would alert blind persons to roadway crossings. The Township has been requiring such warnings by policy for several years. Now the proposed amendment will align our ordinance with the standards of the Michigan Department of Transportation. Additionally, the new provision will provide for a more efficient process for removal of obstructions such as snow and tree limbs along sidewalks. Mr. Wood is also seeking a change so the policy of title insurance is no longer required in those instances where the Township is

Motion carried.

9. Request to Purchase Computers (Requested by Building Department)

Mr. Wood was in attendance requesting to purchase three desktop computers and two laptop computers. This purchase would be part of the overall plan that was previously approved by the Board to operate the BS&A software. The computers in the Building Department do not have the sufficient processing speed to operate new software.

MOTION by Wozniak, supported by Nightingale, to approve the purchase of 3 desktop computers from CDW-G for an amount of \$2,128.13 and to purchase 2 laptop computers from HP for an amount of \$1,896.00. Funds are available for this purchase in account #101-902-985-371.

Mr. Wood explained that the laptops will be used by the Ordinance Enforcement Officer and our mechanical inspector. It is likely that he will come back for a second phase of hardware purchases after the new software is in place in his department.

Motion carried.

Mr. Wood provided a brief update regarding the renovations taking place in the lower level of the Township Offices. The improvements should be complete by May 1 and the project is currently running under budget.

10. Internet Connection and Firewall Update (Requested by Information Technology)

Mr. James Blackburn of our IT Department is seeking approval to purchase a new Cisco ASA Firewall, Barracuda Web Filter, and Comcast internet connection. This hardware will help provide faster internet connection to the Township employees. The content filter insures 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. The cost for the hardware is approximately \$12,000 and will require annual fees in the \$5,000 range.

Mr. Wozniak had an opportunity to speak with Mr. Blackburn just prior to the meeting with regard to other hardware we can look at to improve the internet connections for the Township. Some of those hardware items may save us additional money. He would like to propose a change to the motion indicating that our cost could be authorized up to \$12,000 which is Mr. Blackburn's proposal. It would allow us the leeway to allow Mr. Blackburn to do a little more research and perhaps bring this to a much lower cost.

Mr. Blackburn provided information regarding the Township's current system. The internet is extremely slow and it is affecting productivity. The current internet connection to which the Township is subscribing is overpriced. By going from the current internet connection to a Comcast internet connection, we will not only increase the speed but we will reduce the cost about \$600 per month.

Before we embark on looking at just increasing the speed, we need to take a look at how the local network connects to the internet. We have to make sure it is protected

from any threats from the outside. There are two pieces of equipment that provide this assurance. One is a Cisco firewall and the second is made by a company called Barracuda which provides web content filter. Users can only go to authorized websites.

Mr. Wozniak provided an option that can be used in place of the Barracuda and Cisco products. They took much time in designing the Barracuda and Cisco product to support the information systems at the Township. He will take a look at the product brought forth by Mr. Wozniak and see if it meets the benchmarks for the current design. He will do this in a very timely fashion so it doesn't delay the final decision.

MOTION by Wozniak, supported by Flynn, to concur with the recommendation of the IT Department, and approve the Comcast internet connection and firewalls for enhanced internet speeds for the entire township. The cost shall be authorized up to \$12,000. Also, approve website upgrades making it easier for residents to navigate shelbytp.org. The funds are budgeted in the Network Budget account number 101-902-975-980.

Ron Churchill, 52811 Mound expressed his comments regarding this issue.

Motion carried.

APPOINTMENTS TO COMMITTEES & COMMISSION

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

MOTION by Flynn, supported by Viar, to appoint Mr. Gregory Gagnon to serve as a Member of the Downtown Development Authority (DDA) for a four-year term expiring on March 31, 2017.

Motion carried.

Mr. Nightingale voted "nay".

TOWNSHIP ANNOUNCEMENTS

Mr. Flynn made the following recreational announcements:

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

Registrations are now being accepted for all resident and non-residents for the spring-summer catalog.

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. Stathakis announced that the 4th Annual Shelby Township National Day of Prayer will be held on May 2 at the Cherry Creek Golf Clubhouse. Pastor Trinklein from Shepherd's Gate will be coordinating that event. The theme this year will be "Pray for America".

The Shelby Township Fine Arts Society is holding its annual display in the municipal building. There are a variety of painting styles. Stop by and enjoy the works of our local artists. Most of the paintings are available for purchase.

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.

Mr. Grot announced that the Shelby Township Clean Up Day will be held on Saturday, April 27 sponsored by the Beautification Committee.

Mr. Grot informed the residents that the Citizens Advisory Committee Sounding Board will be held on Wednesday, April 17, 2013 at 6:30 p.m. in the Board Room. The topic will be "Everything You Need To Know About Elections". He invited experts from the Michigan Secretary of State Bureau of Elections, the Macomb County Clerks Office, and members of his staff will be on hand to discuss issues relating to elections.

Mr. Wozniak made the following Senior Center announcements:

The April Dinner Dance will be held on Friday, April 19 at 5:30 p.m. Jerry Robotka will provide the music, and a very delicious dinner will be served. The price is \$16.00 for dinner and dancing. Tickets sell out quickly, so reserve your spot now.

Donations are now being accepted for the Spring Flea Market and Bake Sale. Consider dropping off any household items that you are no longer using to benefit the Senior Center. The Flea Market and Bake Sale will take place on Thursday and Friday, May 9 and May 10.

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.shelbytwp.org/seniors.

Mr. Wozniak announced that the Michigan Seniors Expo will be held on April 27 from 10:00 a.m. until 5:00 p.m. at the Lakeside Mall. Many vendors will be in attendance.

There will be a memory screening seminar and testing at Sarahcare Adult Day Care at 13425 19 Mile Road on Thursday, April 11 from 1:00 p.m. until 3:00 p.m.

Two local Kiwanis Clubs are sponsoring and coordinating the Kiwanis One-Day Kid's Against Hunger International Food Relief Campaign. The Kids Against Hunger Utica satellite food packaging takes place from 8:00 a.m. until 2:30 p.m. on April 13 at St. Peter Lutheran Church in Macomb. The Kiwanis One Day is managed and sponsored by the Kiwanis Club of Utica/Shelby Township and the Shelby/Macomb Daybreakers Kiwanis Club.

A Photo Road Rally will be held on Saturday, April 13 starting at the VFW Hall. It is sponsored by the American Cancer Society Relay for Life. There is a 5:30 p.m. check-in. The cost is \$20 per person which includes pizza, pop, snacks and prizes.

All ages are welcome. A digital camera is a must. Live entertainment by "Never Too Late". The maximum is 4 people per vehicle. Call 781-8452 for further information.

The Shelby Lions Comedy Night will be held on April 13 at Club Monte Carlo. Doors open at 6:00 p.m. with a buffet style dinner at 7:00 p.m. There will be comedians, DJ and dancing until midnight. A \$50 fee will allow access to all of the above. A \$60 fee will allow access to all of the above plus an open bar. The proceeds go to the Michigan Eye Bank. For further information, call Randy at 586-405-9337 or Dave at 248-705-2901. Tickets must be reserved by April 6.

The MMA Fight Night sponsored by the Shelby Lions will be held on April 23.

The Shelby Lions Club Wine Tasting event will be held on June 7 at Palazzo Grande.

For the Rochester Lions Club, their Wine Tasting event will be held on Friday, April 26 from 7:00 p.m. to 10:00 p.m. The proceeds will benefit the Leader Dogs for the Blind.

Mrs. Filar announced that Yard Waste pickup will begin on April 1. Rizzo is asking that you have your yard waste set out for collection by 7:00 a.m. For further information, visit our website at shelbytwp.org under the Solid Waste and Recycling Committee and under the section "What do I do with", look for a bullet under yard waste.

Mrs. Filar provided information on our Electronics Recycling Program. The Community Give Back Program is working well. We are looking for non-profit organizations or school organizations who would like to earn money. Applications can be submitted to the Department of Public Works. This information is also available on the website.

BUSINESS FROM THE FLOOR

The following individuals expressed their comments regarding various issues:

Ron Churchill, 52811 Mound
Clarence Cook, 50067 Chelmsford Court
Gary Golasa, 4815 Kings Row

MOTION by Flynn, supported by Filar, to adjourn.

Motion carried.

The meeting adjourned at 9:10 p.m.

ds

MINUTES OF THE WORK SESSION OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON MONDAY, MARCH 25, 2013 IN THE LOBBY CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The work session was called to order at 10:33 a.m. by Supervisor Richard Stathakis.

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

Members Absent: Paula Filar, Nick Nightingale

1. Internet Connection and Firewall

Mr. James Blackburn and Mrs. Beth Case, representing BPI, were in attendance to discuss the internet connection and firewall.

Mr. Blackburn advised the main topic is the internet connection. The speed of the internet is running at 3 megabits per second. That would be considered a speed for a relatively slow home internet connection, and we are sharing this throughout the entire Township. We are experiencing slowness in internet access. Any application that needs to go out to the internet and gather information saturates the internet connection and everyone's system slows down.

They reviewed the current subscription we have with XO Communications, the company that provides the internet connection. We are paying approximately \$850 per month for that connection. We can go with a Comcast connection and instead of running at 3 megabits we will be running at 50 megabits. The price would go down to approximately \$250 per month.

With that higher speed connection, the supporting equipment that we use to protect our internal network cannot handle that faster speed.

Mr. Blackburn provided a handout that summarizes what the advanced equipment involves. The first thing that we have is the firewall that protects us from the outside internet.

Mr. Flynn added that the firewall that we currently have is horrible. It requires an administrator to reset it several times a day. Mr. Blackburn explained just inside the firewall is the content filter and that is the piece that needs to be replaced. Both of these items were installed in approximately October, 2008. Even if they were meeting the speed requirements for the new internet connection, they would be due to be replaced because of their age. Both of these are a single point of failure for the internet connection. If one of these goes down, our

internet connection goes down. They need to be current and maintained in order to give us a more reliable connection. The content filter is used to prevent users from going to websites that they are not authorized to go to, such as shopping and gambling sites. Because we have such an old version, it locks up and needs to be reset frequently.

Mr. Blackburn provided a summary of costs. There are two hardware pieces that need to be purchased, the firewall and the content filter. This is in addition to reoccurring costs. With the firewall there is an annual support agreement, and with the content filter there is an agreement to give us updates for content because the internet is constantly changing.

Mr. Flynn said that he assumes we are paying reoccurring costs for the existing system. How do these new costs compare to what we are currently paying. Mr. Blackburn responded rather favorably. The only one that will go up slightly is the content filter, which may go up around \$500 per year. The firewall is comparable to what we are currently paying. That contract lapsed so we cannot put it under an agreement. With this new equipment, they have direct access to CISCO for second tier technical support and if the system should fail, they will overnight a replacement unit. The life of the equipment is 48 to 60 months.

Mr. Blackburn stated the capital equipment that we have in place is paid for. \$8,557.86 is a one-time fee. Reoccurring costs are roughly \$500 more than what they are now. We will be paying \$600 per month on the connection.

Mr. Flynn feels this qualifies as an emergency taking into consideration the number of times the internet goes down.

Mrs. Case explained there is more and more use for the internet. It includes the e-mails being used and much of the critical applications within the Township such as the BS&A accounting software and the New World Financial package. They are improving their support by using the internet. As more people within the Township access those applications, the internet can't manage it. Everyone within the Township is having problems with the internet being slow. When they receive service tickets at the help desk, they have to reset the server.

Mr. Stathakis questioned if this is an emergency or is it something that can wait until Tuesday's regular Board meeting. Mr. Blackburn responded if the Board is able to approve this now, he can begin working on this issue.

By consensus, the Board approved this upgrade and it will be on the next Board agenda for formal approval.

Discussion followed among the members. Questions of the Board were addressed by Mr. Blackburn.

The second topic of discussion was the current website. It is good but becoming dated and there are a number of things that cannot be done with the website as far as servicing residents. The website contains much information. However, the way residents and businesses are accessing the internet is quite a bit different now than it was five years ago. One of the biggest changes is the devices that they are using. They are not only using their computers, but they are using their Smart phones and their tablets. Our current website does not work with those. We can format the website to answer commonly asked questions from residents and businesses and people thinking about relocating here. The more content we put out there and the easier it is for them to access, the less chance of us getting a phone call or someone having to come in to do business with the Township. The current company that is supporting the website can very easily port this over to a modern website and also bring the Fire Department website, which is a completely separate website, inline with ours.

Mr. Stathakis said the Police Department, Fire Department and Cable TV have their own website. It is very complicated because if you don't know the exact Shelby extension .org or .com, you won't be able to go to that website. We talked about including everything under one website – Shelby Township.

Mr. Flynn questioned the process that will follow. Will it include going from department to department and interviewing them for content? The Treasurer's Office is currently working on some online payment initiatives through Chase Bank. This is what he is concerned about. He wants to make this streamlined and user-friendly.

Mr. Blackburn explained the way this is built out now, it is porting over the existing website. If there is something unique about the online payment system that we need to build into that, he will meet Mr. Flynn and go over the details.

Discussion followed among the Board members with regard to the need for this update. Mr. Viar expressed his concern. He can't see spending \$4,000 to change the website without any complaints.

Mr. Flynn explained that we are also talking about business development. People want to move to Shelby and buy some of these vacant buildings and houses. The first thing they will do is go to the Township website to see what we are all about. If our website is horrible, that won't be helpful.

Mr. Grot understands what Mr. Viar is saying but this technology is up and coming. The choice of technology is growing.

Mr. Stathakis looks at this as a one-stop shop with everything available under one umbrella. Mr. Viar is looking at the cost.

Mr. Blackburn feels with a well-designed website, information is accessed off the internet rather than someone calling to ask questions. If a resident wants information on a building code, property taxes, or hours of operation and they are calling someone at the Township, that person has to take time out of their day to answer the phone and there is a direct cost associated with this assistance.

Mr. Viar questioned if that information is currently available on-line.

Mr. Flynn said it is but you have to dig for it. The website is not user-friendly. It is not lined up in a logical manner.

Mr. Viar feels this is a waste of taxpayer money. In less than 18 months, they will try to do this again.

Mr. Grot said that may be the case since technology continues to change. He said that at the conference he just attended, he learned that the timeframe for technology is 3 years.

Mr. Grot briefly explained links that are required by the Bureau of Elections to be on the front page of the website for election issues.

Mr. Flynn stated that the Building Department is continuously getting questions about being able to obtain information regarding permits, fees, etc. Builders come in to fill out applications. If we update the website, they would be able to fill out the application and pay the fees on-line. That saves man hours in the Building Department and improves efficiencies. The same holds true for the Treasurer's Office. The phone rings every 5 seconds during tax season. If the resident can get information on different methods to pay their bill, there are efficiencies to be had.

Mr. Stathakis said currently we can only put 5 topics on our website. If we have a 6th, we have to take one off. Will that be fixed? Mr. Blackburn said you could look at an option for scrolling topics. Mr. Flynn said he would also like the topics to be categorized.

Mr. Matika, resident, asked if the DDA will be included with this upgrade. He also had several questions regarding accessing the website with tablets or Smart phones.

MOTION by Flynn, supported by Wozniak, to adjourn.
Motion carried.

The meeting adjourned at 11:00 a.m.

ds

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

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/16/2013
Re: Shelby Township Lions Club Requests Permission to Solicit Donations on
May 3Rd, 4Th, and 5Th from 9:00 AM Until 6:00 PM - April 16, 2013

This request came from the Co-Chairperson for the annual White Cane Event of the Shelby Township Lions Club.

I respectfully ask the Board of Trustees to consider.

Shelby Township Lions Club

(Model Club)

P.O. Box 182075 • Shelby Township, Michigan 48318-2075



April 4th, 2013

Mr. Richard Stathakis
Shelby Township Supervisor and Board of Trustees
52700 Van Dyke Rd
Shelby Township, MI. 48316

Mr. Supervisor and Township Board Members,

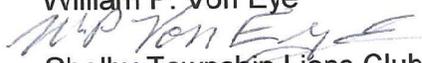
I am writing this request on behalf of Shelby Township Lions Club. I am the co-Chairperson for the Annual White Cane Event and this year's fundraiser is scheduled to be held on one weekend, May 3rd, 4th, 5th

We are requesting the opportunity to solicit donations each of the noted dates above, from approximately 9:00 AM until 6:00 PM. Furthermore, we are respectfully requesting that the Board of Trustees wave all fees required for this event.

This high profile fundraiser is one of our largest events that support the visually impaired and one hundred percent of the funds collected go toward our charities. If you have questions or concerns please feel free to contact me at the number listed below. Thank you for your consideration.

Regards,

William P. Von Eye


Shelby Township Lions Club Secretary

White Cane co-Chairperson

248-830-8072

**Charter Township of Shelby
Human Resources**

Memo

To: Charter Township of Shelby Board of Trustees
From: Lisa Suida, Human Resources Director
Date: 04/16/2013
Re: Administrative Assistant Job Description - April 16, 2013

Attached for your review is the revised job description, with changes noted, for the position *Administrative Assistant - Supervisory*, as approved by the General Employee's Civil Service Commission at the regular meeting of March 26, 2013.

The attached job description has been updated due to the retirement of employees in this classification. It was originally created in 1999 and has now been updated to accurately reflect changes in education, office technologies, the position's duties and skills required to perform this job. Updates were made in conjunction with employees of UAW Local 1777 Bargaining Units.

In accordance with Article 2.4 (C) of the Supervisory Employees' Collective Bargaining Agreement, this job description was submitted to the union prior to submission to the Board of Trustees. No appeal was submitted by the union; therefore this description is being submitted to you for final approval.

Respectfully,

Lisa Suida
Human Resource Director

Charter Township of Shelby
Job Description
ADMINISTRATIVE ASSISTANT

SUMMARY

Assist the Department Head in the Planning and supervision of departmental operations and activities; including the supervision of the department personnel. The person in this position will also perform a variety of administrative duties and act as a liaison with various departments in response to citizen concerns and complaints.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Department Head.

SUPERVISION EXERCISED

General supervision is exercised over departmental employees. May supervise various departmental operations and activities at the discretion of the Department Head.

RESPONSIBILITIES, 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 the duties of the Department Head as his/her request when appropriate.
 - 2. Manage, train and supervise department personnel in job duties or Township policies as directed.
 - 3. Maintain records and prepare reports related to departmental activities and functions.
 - 4. Supervise departmental accounting, bookkeeping, and personnel record keeping in accordance with Township policies.
 - 5. Assist in the preparation of the departmental budget under policies formulated by the Township Board and keep the Department Head fully advised as to the financial condition of the department.
 - 5-6. Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes.
- Represent the Department Head at Township Board Meetings or with the public as required.

Pay Grade Assigned 23 Sup

Page 1 of 3

Township Supervisor's Initials _____

Effective date:

Civil Service Chairperson's Initials _____

Supersedes: November 1999/August 2007

Charter Township of Shelby
Job Description

- ~~6-7.~~ Serve as a representative of the Department on various Township Committees or Commissions.
- ~~7-8.~~ Prepare correspondence in response to both specific requests for information and routine departmental administrative tasks.
- ~~8-9.~~ Assist in planning and promotion of departmental activities.
- ~~9-10.~~ Assist the public at the counter and over the phone.
- ~~10-11.~~ Provide secretarial and clerical assistance to the department. (Department correspondence, minutes of meetings, etc.)
- ~~11-12.~~ Perform work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT

All of the following functions, qualifications and KSA's are essential. An employee in this class, upon appointment, should have the equivalent of the following:

~~Thorough k~~**Considerable knowledge** of ~~finance and~~ accounting principles and procedures.

Considerable knowledge of secretarial and clerical processes and procedures.

Thorough knowledge of the principles and practices of public administration

Thorough knowledge of ~~current organizational practices in the areas of management, finance, and accounting.~~ **business and management principles involved in strategic planning, leadership, and coordination of people and resources**

Thorough knowledge of municipal government operations, Township organizations, and related regulations and procedures.

Skilled in the use of computers and computer programs currently utilized by the Township for word processing, spreadsheets and databases.

Ability to transcribe from voice recording to typewritten form.

~~Ability to operate personal computer, typewriter, calculator and other office machines.~~

~~Ability to type 50 WPM to complete duties 10 and 11.~~

~~Ability to take 80 WPM shorthand and transcribe accurately to complete duty 10.~~

Ability to effectively represent the Department Head, as required, with the other Department Heads, Township Officials, and the ~~general public~~public.

Ability to professionally communicate information and ideas verbally and in writing so others will understand in a manner appropriate for the needs of the audience ~~Ability to communicate effectively both verbally and in writing.~~

Required education and training include ~~graduation from high school or equivalent.~~

~~Additional classes in business, computers or related fields~~ **Bachelor's Degree in Business**

~~Administration or field related to departmental responsibilities. Possession of a college~~

~~certificate in Business Administration or a related field. Two y~~ **Three years of highly**

~~responsible experience within the department in which the position exists.~~

Pay Grade Assigned 23 Sup

Page 2 of 3

Township Supervisor's Initials _____

Effective date:

Civil Service Chairperson's Initials _____

Supersedes: ~~November 1999~~ August 2007

Formatted: Font: 12 pt

Charter Township of Shelby
Job Description

self directed clerical experience. A valid driver's license ~~is required in order to complete duties 6 and 10.~~
~~Ability to transcribe from voice recording to typewritten form.~~

Draft

Pay Grade Assigned 23 Sup

Effective date:

Supersedes: ~~November 1999~~ August 2007

Page 3 of 3

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: 04/16/2013
Re: Bill Run in the Amount of \$1,484,568.19. - April 16, 2013

Please approve the Bill Run, as presented.



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 299.801 - Addressing Fee-Pass Thru										
6867 - PEAK ELECTRIC	13 28719	ADDRESSING	Edit		03/26/2013	04/17/2013	04/17/2013			385.00
								Account 299.801 - Addressing Fee-Pass Thru Totals	Invoice Transactions 1	\$385.00
Account 299.904 - General Engineering-Pass Thru FK										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 385	Adam community Center Site Plan #12-07(SLU-4)	Edit		04/03/2013	04/17/2013	04/17/2013			315.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 386	Shelby Park Manor Site Plan #12-19	Edit		04/03/2013	04/17/2013	04/17/2013			565.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 387	Shelby Bible Church Parking Addition Site Plan #13-05 (SLU-3)	Edit		04/03/2013	04/17/2013	04/17/2013			250.00
								Account 299.904 - General Engineering-Pass Thru FK Totals	Invoice Transactions 3	\$1,130.00
Account 451.002 - Electrical Permits										
6865 - B N S ELECTRIC INC	PE13 0254	11521 LANGSLEY - PERMIT REFUND	Edit		03/18/2013	04/17/2013	04/17/2013			24.50
								Account 451.002 - Electrical Permits Totals	Invoice Transactions 1	\$24.50
Department 101 - Legislative										
Account 807.000 - Engineering Consulting Fees										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 363	Supervisor GIS	Edit		04/02/2013	04/17/2013	04/17/2013			280.00
								Account 807.000 - Engineering Consulting Fees Totals	Invoice Transactions 1	\$280.00
								Department 101 - Legislative Totals	Invoice Transactions 1	\$280.00
Department 171 - Supervisor										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			3.05
								Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	\$3.05
								Department 171 - Supervisor Totals	Invoice Transactions 1	\$3.05
Department 191 - Elections										
Account 726.000 - Operating Supplies										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			24.44
								Account 726.000 - Operating Supplies Totals	Invoice Transactions 1	\$24.44
Account 801.000 - Contract Labor										
14373 - ELECTION SYSTEMS & SOFTWARE INC	849441	HDW Maint/Support	Edit		04/02/2013	04/17/2013	04/17/2013			3,652.07
								Account 801.000 - Contract Labor Totals	Invoice Transactions 1	\$3,652.07
								Department 191 - Elections Totals	Invoice Transactions 2	\$3,676.51
Department 201 - Finance										
Account 727.000 - Office Supply & Printing										
6581 - MARCIA A PINGEL-GOLAB	2309709450080 938	Reimbursement for small phone table	Edit		04/07/2013	04/17/2013	04/17/2013			67.83



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 201 - Finance										
Account 727.000 - Office Supply & Printing										
22327 - UPS	0000R7R13914 3	Laserpro Cartridge Return Postage	Edit		04/06/2013	04/17/2013	04/17/2013			44.69
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 2	<u>\$112.52</u>
							Department 201 - Finance Totals		Invoice Transactions 2	<u>\$112.52</u>
Department 208 - Nature Center										
Account 807.208 - Program/Speakers										
17748 - PETTY CASH - NATURE CENTER	pc041701	Nature Tales Pgm Supplies, Dollar Treasure, MP	Edit		03/21/2013	04/17/2013	04/17/2013			3.00
17748 - PETTY CASH - NATURE CENTER	pc041702	Nature Tales Pgm Supplies, Jo-Ann, Meijers, MP	Edit		03/21/2013	04/17/2013	04/17/2013			6.99
7857 - STONE'S ACE HARDWARE	53103	NC Eggciting game rpr	Edit		03/21/2013	04/17/2013	04/17/2013			12.40
							Account 807.208 - Program/Speakers Totals		Invoice Transactions 3	<u>\$22.39</u>
							Department 208 - Nature Center Totals		Invoice Transactions 3	<u>\$22.39</u>
Department 209 - Assessing										
Account 726.000 - Operating Supplies										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			172.35
							Account 726.000 - Operating Supplies Totals		Invoice Transactions 1	<u>\$172.35</u>
Account 728.000 - Membership Dues & Conference										
2411 - MICHIGAN ASSESSORS ASSOCIATION	20130531	Mich Assessors Membership - JS	Edit		04/01/2013	04/17/2013	04/17/2013			43.75
							Account 728.000 - Membership Dues & Conference Totals		Invoice Transactions 1	<u>\$43.75</u>
Account 810.600 - IT Licensing & Maint										
5201 - COSTAR REALTY INFORMATION INC	102070559	Monthly Software User Fee	Edit		04/03/2013	04/17/2013	04/17/2013			528.50
							Account 810.600 - IT Licensing & Maint Totals		Invoice Transactions 1	<u>\$528.50</u>
Account 860.000 - Auto Insurance Expense										
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			479.92
							Account 860.000 - Auto Insurance Expense Totals		Invoice Transactions 1	<u>\$479.92</u>
							Department 209 - Assessing Totals		Invoice Transactions 4	<u>\$1,224.52</u>
Department 210 - Legal										
Account 811.000 - Legal Fees										
6618 - STOUT RISIUS ROSS INC	74468	Nightingale vs. Shelby Twp.	Edit		03/29/2013	04/17/2013	04/17/2013			1,000.00
							Account 811.000 - Legal Fees Totals		Invoice Transactions 1	<u>\$1,000.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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	68537	General Labor March 2013	Edit		03/28/2013	04/17/2013	04/17/2013			364.48
							Account 813.000 - Labor Matters, Grievances, etc Totals		Invoice Transactions 1	<u>364.48</u>
							Department 210 - Legal Totals		Invoice Transactions 2	<u>\$1,364.48</u>
Department 215 - Clerk										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			91.64
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 1	<u>91.64</u>
							Department 215 - Clerk Totals		Invoice Transactions 1	<u>\$91.64</u>
Department 226 - Human Resource										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			66.12
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 1	<u>66.12</u>
							Department 226 - Human Resource Totals		Invoice Transactions 1	<u>\$66.12</u>
Department 253 - Treasurer										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			449.27
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 1	<u>449.27</u>
							Department 253 - Treasurer Totals		Invoice Transactions 1	<u>\$449.27</u>
Department 371 - Protective Inspection										
Account 726.600 - Uniform Exp										
19449 - CONTRACTORS CLOTHING CO	79.18	Uniform Order Ee # 10995	Edit		03/19/2013	04/17/2013	04/17/2013			79.18
							Account 726.600 - Uniform Exp Totals		Invoice Transactions 1	<u>79.18</u>
Account 727.000 - Office Supply & Printing										
26031 - CDW GOVERNMENT INC	BG13960	HP SB 2GB & CRUCIAL 1 GB DDR2	Edit		03/25/2013	04/17/2013	04/17/2013			125.45
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			(25.98)
6841 - HEADSETS.COM INC	2455046	PHONE HEADSET - CP	Edit		03/18/2013	04/17/2013	04/17/2013			131.85
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 3	<u>\$231.32</u>
Account 728.000 - Membership Dues & Conference										
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	62013 JK	062013 JK - CONFERENCE	Edit		04/04/2013	04/17/2013	04/17/2013			25.00
1052 - RECIPROCAL ELECTRIC COUNCIL INC	40313 LC	ELECTRICAL CONFERENCE	Edit		04/04/2013	04/17/2013	04/17/2013			25.00
10508 - TRI COUNTY PLUMBING INSPECTORS ASSOCIATION	41613 JK	PLUMBING CONFERENCE	Edit		04/04/2013	04/17/2013	04/17/2013			25.00
							Account 728.000 - Membership Dues & Conference Totals		Invoice Transactions 3	<u>\$75.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 805.296 - Lot Checks											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 290	SHELBY WOODS NORTH BLDG K,L,M - BLDG	Edit		03/19/2013	04/17/2013	04/17/2013			120.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 364	46130 VAN DYKE - BLDG ENG	Edit		04/02/2013	04/17/2013	04/17/2013			40.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 367	56629 JEWELL - BLDG ENG	Edit		04/02/2013	04/17/2013	04/17/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 366	55730 WHITNEY - BLDG ENG	Edit		04/02/2013	04/17/2013	04/17/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 291	54044 BIRCHFIELD - BLDG ENG	Edit		03/19/2013	04/17/2013	04/17/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 292	54578 PELICAN - BLDG ENG	Edit		03/19/2013	04/17/2013	04/17/2013			80.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 365	54578 PELICAN - BLDG ENG	Edit		04/02/2013	04/17/2013	04/17/2013			80.00	
									Account 805.296 - Lot Checks Totals	Invoice Transactions 7	<u>\$560.00</u>
Account 808.000 - Plan Review											
5764 - FEDERAL EXPRESS	2 220 89921	KROGER PLANS TO PLAN REVIEWER	Edit		03/27/2013	04/04/2013	04/04/2013			34.64	
									Account 808.000 - Plan Review Totals	Invoice Transactions 1	<u>\$34.64</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			1,678.63	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$1,678.63</u>
									Department 371 - Protective Inspection Totals	Invoice Transactions 16	<u>\$2,658.77</u>
Department 442 - Highway Streets Bridges											
Account 967.400 - Chloride											
684 - MACOMB COUNTY DEPARTMENT OF ROADS	51013	BRINE PROGRAM	Edit		03/14/2013	04/17/2013	04/17/2013			724.50	
									Account 967.400 - Chloride Totals	Invoice Transactions 1	<u>\$724.50</u>
Account 967.500 - Sidewalks											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 388	Sidewalk	Edit		04/03/2013	04/17/2013	04/17/2013			735.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 375	2012 DEQUINDRE SIDEWALK	Edit		04/02/2013	04/17/2013	04/17/2013			210.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 378	2012 SIDEWALK GAP	Edit		04/02/2013	04/17/2013	04/17/2013			892.50	
									Account 967.500 - Sidewalks Totals	Invoice Transactions 3	<u>\$1,837.50</u>
									Department 442 - Highway Streets Bridges Totals	Invoice Transactions 4	<u>\$2,562.00</u>
Department 738 - Library											
Account 726.500 - Departmental Supplies											
4279 - BAKER & TAYLOR INC	2027984052	Library Items	Edit		03/11/2013	04/17/2013	04/17/2013			57.00	
4279 - BAKER & TAYLOR INC	2028016216	Library Items	Edit		03/20/2013	04/17/2013	04/17/2013			74.24	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 726.500 - Departmental Supplies											
6685 - INGRAM LIBRARY SERVICES	70982898	Library Items	Edit		03/14/2013	04/17/2013	04/17/2013			9.29	
6685 - INGRAM LIBRARY SERVICES	71102339	Library Items	Edit		03/22/2013	04/17/2013	04/17/2013			80.57	
6685 - INGRAM LIBRARY SERVICES	71181112	Library Items	Edit		03/28/2013	04/17/2013	04/17/2013			26.63	
6685 - INGRAM LIBRARY SERVICES	71192489	Library Items	Edit		03/28/2013	04/17/2013	04/17/2013			4.33	
6861 - MICHIGAN INFORMATION & RESEARCH SERVICE INC	17513	Library Items	Edit		03/19/2013	04/17/2013	04/17/2013			35.00	
16542 - MIDWEST TAPE	90860256	Library Items	Edit		03/26/2013	04/17/2013	04/17/2013			119.96	
16542 - MIDWEST TAPE	90860253	Library Items	Edit		03/26/2013	04/17/2013	04/17/2013			196.25	
16542 - MIDWEST TAPE	90860255	Library Items	Edit		03/26/2013	04/17/2013	04/17/2013			47.98	
16542 - MIDWEST TAPE	90860257	Library Items	Edit		03/26/2013	04/17/2013	04/17/2013			358.86	
3063 - RECORDED BOOKS LLC	74694079	Library Items	Edit		03/19/2013	04/17/2013	04/17/2013			13.90	
3063 - RECORDED BOOKS LLC	74693503	Library Items	Edit		03/13/2013	04/17/2013	04/17/2013			434.00	
6566 - THOMSON WEST	826833053	Library Items	Edit		03/04/2013	04/17/2013	04/17/2013			122.50	
									Account 726.500 - Departmental Supplies Totals	Invoice Transactions 14	<u>\$1,580.51</u>
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			875.11	
165 - BRODART CO	297785	Library Items	Edit		03/29/2013	04/17/2013	04/17/2013			81.83	
330 - DEMCO INC	4925656	Library Items	Edit		03/29/2013	04/17/2013	04/17/2013			154.01	
3415 - GAYLORD BROS INC	2148012	Library Items	Edit		03/13/2013	04/17/2013	04/17/2013			64.37	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 4	<u>\$1,175.32</u>
Account 820.000 - Custodial SVC											
6863 - TONY'S CLEANING INC	400	Library Items	Edit		02/26/2013	04/17/2013	04/17/2013			999.00	
									Account 820.000 - Custodial SVC Totals	Invoice Transactions 1	<u>\$999.00</u>
Account 850.000 - Communications											
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
25415 - A T & T LONG DISTANCE	854126202 0313	Long Distance Usage	Edit		03/26/2013	04/17/2013	04/17/2013			2.66	
									Account 850.000 - Communications Totals	Invoice Transactions 3	<u>\$240.66</u>
Account 880.100 - Community Promotion											
4269 - INNOVATIVE EDUCATORS	31744	Library Items	Edit		03/13/2013	04/17/2013	04/17/2013			664.85	
									Account 880.100 - Community Promotion Totals	Invoice Transactions 1	<u>\$664.85</u>
									Department 738 - Library Totals	Invoice Transactions 23	<u>\$4,660.34</u>
Department 774 - Senior Citizen Operations											
Account 709.000 - Education & Training											
2631 - EUGENE ADAMS	CDLrenewal13	CDL renewal reimbursement - EA	Edit		03/22/2013	04/17/2013	04/17/2013			65.00	
									Account 709.000 - Education & Training Totals	Invoice Transactions 1	<u>\$65.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 774 - Senior Citizen Operations											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			166.24	
								Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 1	\$166.24
Account 790.000 - Senior Citiz Op											
15293 - GORDON FOOD SERVICE INC	852099331	Sr Ctr Supplies	Edit		03/21/2013	04/17/2013	04/17/2013			255.72	
16214 - OFFICE EXPRESS	IN1023202	Office Supplies	Edit		03/25/2013	04/17/2013	04/17/2013			22.00	
								Account 790.000 - Senior Citiz Op Totals		Invoice Transactions 2	\$277.72
Account 790.770 - Art Classes - SC											
25725 - PETE SNODGRASS	4213	Watercolor Commission - March 2013	Edit		04/02/2013	04/17/2013	04/17/2013			840.00	
								Account 790.770 - Art Classes - SC Totals		Invoice Transactions 1	\$840.00
Account 790.771 - Trips - SC											
178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC	4213	Firekeepers - March 22, 2013	Edit		03/22/2013	04/17/2013	04/17/2013			28.00	
								Account 790.771 - Trips - SC Totals		Invoice Transactions 1	\$28.00
Account 790.772 - Manicures - SC											
6762 - REANNA GOLAB	40213	Commission - Weeks 12 & 13	Edit		04/02/2013	04/17/2013	04/17/2013			56.00	
								Account 790.772 - Manicures - SC Totals		Invoice Transactions 1	\$56.00
Account 790.773 - Line Dancing - SC											
25587 - CONNIE FRENDT	422013	Line Dance Commission 3-7-13 to 4-2-13	Edit		04/02/2013	04/17/2013	04/17/2013			69.00	
								Account 790.773 - Line Dancing - SC Totals		Invoice Transactions 1	\$69.00
Account 790.775 - Parties / Dance-Seniors											
6860 - CAPUCHIN SOUP KITCHEN	422013	Easter Party Donation 3 -28-13	Edit		04/02/2013	04/17/2013	04/17/2013			150.00	
3792 - MEALS ON WHEELS	422013	Catering for Easter Party 3-28-13	Edit		04/02/2013	04/17/2013	04/17/2013			240.00	
3066 - PETTY CASH - SENIOR CENTER	41713srctrpc01	Walmart - Easter Party 3-28-13	Edit		03/26/2013	04/17/2013	04/17/2013			58.80	
3066 - PETTY CASH - SENIOR CENTER	41713srctrpc02	Debby's Dollar - Easter Party	Edit		03/21/2013	04/17/2013	04/17/2013			10.00	
								Account 790.775 - Parties / Dance-Seniors Totals		Invoice Transactions 4	\$458.80
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			840.40	
								Account 860.000 - Auto Insurance Expense Totals		Invoice Transactions 1	\$840.40
Account 860.200 - Auto Repair - Maint Exp											
326 - DECKER AUTO PARTS INC	2677	SMART lights; 10-grip claws; PRM 38 handle	Edit		03/26/2013	04/17/2013	04/17/2013			9.90	
								Account 860.200 - Auto Repair - Maint Exp Totals		Invoice Transactions 1	\$9.90



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 774 - Senior Citizen Operations										
Account 920.000 - Utilities										
24351 - A T & T	586 R011561	T1 Line Usage 3/2 -	Edit		04/01/2013	04/17/2013	04/17/2013			119.00
	0413	4/1/13								
24351 - A T & T	586 R011560	T1 Line Usage 3/2 -	Edit		04/01/2013	04/17/2013	04/17/2013			119.00
	0413	4/1/13								
								Account 920.000 - Utilities Totals	Invoice Transactions 2	<u>\$238.00</u>
								Department 774 - Senior Citizen Operations Totals	Invoice Transactions 16	<u>\$3,049.06</u>
Department 788 - Rec Programs -										
Account 630.702 - Little League Revenue										
6871 - CAROL HITCHCOCK	211909N6	Boys 50/70 (Jeffrey)	Edit		03/28/2013	04/17/2013	04/17/2013			78.00
6870 - SUE SCHEER	211909A4	Refund, Girls Minor T &	Edit		03/26/2013	04/17/2013	04/17/2013			83.00
		TH (Elizabeth)								
								Account 630.702 - Little League Revenue Totals	Invoice Transactions 2	<u>\$161.00</u>
Account 840.001 - Recreation - Schools										
15538 - S & S WORLDWIDE INC	7645623	Smr Rec craft supplies	Edit		03/22/2013	04/17/2013	04/17/2013			201.49
								Account 840.001 - Recreation - Schools Totals	Invoice Transactions 1	<u>\$201.49</u>
Account 840.002 - Fishing Derby										
584 - K-MART	681530073	Fishing Derby prizes	Edit		04/03/2013	04/17/2013	04/17/2013			84.11
								Account 840.002 - Fishing Derby Totals	Invoice Transactions 1	<u>\$84.11</u>
Account 840.014 - Adult Softball										
24261 - BURKE'S SPORT HAVEN INC	CTS3000	fence crown for MSP	Edit		03/29/2013	04/17/2013	04/17/2013			1,700.00
		diamonds adult sftbl								
23560 - PIONEER REVERE	472280	AYSO, LL, Adlt Sftbl,	Edit		03/27/2013	04/17/2013	04/17/2013			34.02
		Lacrosse field marker								
								Account 840.014 - Adult Softball Totals	Invoice Transactions 2	<u>\$1,734.02</u>
Account 840.025 - Easter Scramble/Brunch										
3809 - LITTLE CAESARS #1599	2013 02	Easter Lunch food	Edit		03/23/2013	04/17/2013	04/17/2013			274.11
								Account 840.025 - Easter Scramble/Brunch Totals	Invoice Transactions 1	<u>\$274.11</u>
Account 840.108 - Fitness for Kids										
17813 - MARIA MARINO	108win413	commission	Edit		04/05/2013	04/17/2013	04/17/2013			455.00
								Account 840.108 - Fitness for Kids Totals	Invoice Transactions 1	<u>\$455.00</u>
Account 840.292 - Wags N Tails										
3285 - WAG N' TAILS DOG ACTIVITY	292win113	commission	Edit		03/27/2013	04/17/2013	04/17/2013			77.35
		CENTER LLC								
								Account 840.292 - Wags N Tails Totals	Invoice Transactions 1	<u>\$77.35</u>
Account 840.311 - LaCrosse										
2327 - FULL CONTACT SPORTS LLC	311win113	commission	Edit		03/27/2013	04/17/2013	04/17/2013			3,608.00
23560 - PIONEER REVERE	472280	AYSO, LL, Adlt Sftbl,	Edit		03/27/2013	04/17/2013	04/17/2013			51.03
		Lacrosse field marker								
								Account 840.311 - LaCrosse Totals	Invoice Transactions 2	<u>\$3,659.03</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 840.317 - Roller Hockey										
5936 - THE NEW RINK	317win413	commission	Edit		03/25/2013	04/17/2013	04/17/2013			194.35
								Account 840.317 - Roller Hockey Totals	Invoice Transactions 1	\$194.35
Account 840.701 - PRM Basketball Expense										
1459 - BEAN BROS TROPHY & AWARD CO	32808 13	40 teen basketbl trophies	Edit		03/28/2013	04/17/2013	04/17/2013			400.00
								Account 840.701 - PRM Basketball Expense Totals	Invoice Transactions 1	\$400.00
Account 840.702 - Little League expense										
24261 - BURKE'S SPORT HAVEN INC	743811	baseball template	Edit		03/22/2013	04/17/2013	04/17/2013			169.95
24261 - BURKE'S SPORT HAVEN INC	32513	18-dozen baseballs	Edit		03/25/2013	04/17/2013	04/17/2013			648.00
24261 - BURKE'S SPORT HAVEN INC	32813	LL 285 coach's shirts	Edit		03/28/2013	04/17/2013	04/17/2013			2,575.00
23560 - PIONEER REVERE	472280	AYSO, LL, Adlt Sftbl, Lacrosse field marker	Edit		03/27/2013	04/17/2013	04/17/2013			425.25
								Account 840.702 - Little League expense Totals	Invoice Transactions 4	\$3,818.20
								Department 788 - Rec Programs - Totals	Invoice Transactions 17	\$11,058.66
Department 789 - Parks Recreation Maintenance										
Account 709.000 - Education & Training										
19006 - MIKE ADAMS	CDLrenewal13	CDL renewal	Edit		03/26/2013	04/17/2013	04/17/2013			73.00
21513 - CGL CORPORATION	1667868	service training class	Edit		04/02/2013	04/17/2013	04/17/2013			40.00
8802 - PETTY CASH - PARKS-REC-MAINT	pc041703	Pesticide Winter Series, 3 employees	Edit		03/27/2013	04/17/2013	04/17/2013			60.00
								Account 709.000 - Education & Training Totals	Invoice Transactions 3	\$173.00
Account 726.000 - Operating Supplies										
6555 - GRAINGER INC	9100210500	Sfty gloves, glasses	Edit		03/25/2013	04/17/2013	04/17/2013			549.69
15228 - HOME DEPOT CREDIT SERVICES	1590868	batteries, concrete	Edit		04/03/2013	04/17/2013	04/17/2013			35.88
2438 - RAYMOND DE STEIGER INC	6098930	wiremarker	Edit		03/29/2013	04/17/2013	04/17/2013			26.83
7857 - STONE'S ACE HARDWARE	53084	drill bits, tape ruler	Edit		03/20/2013	04/17/2013	04/17/2013			22.24
								Account 726.000 - Operating Supplies Totals	Invoice Transactions 4	\$634.64
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			51.98
								Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	\$51.98
Account 728.000 - Membership Dues & Conference										
14995 - STATE OF MICHIGAN	MIDEAL 716 2013	MiDEAL State contract Extended Purchase Program '13	Edit		03/26/2013	04/17/2013	04/17/2013			270.00
								Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 1	\$270.00
Account 735.500 - Signs										
22371 - GRAPHIC COMMUNICATIONS INC	34506	10-dog leash signs	Edit		03/26/2013	04/17/2013	04/17/2013			323.20



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 735.500 - Signs											
11476 - J&J ACE HARDWARE	1	19782	Heron signs at Holland Ponds	Edit		03/28/2013	04/17/2013	04/17/2013		9.48	
									Account 735.500 - Signs Totals	Invoice Transactions 2	<u>\$332.68</u>
Account 741.000 - Mun Bldg Maintenance											
4879 - LAFORCE INC		746637	Mun Bd LL panic bar keys	Edit		03/19/2013	04/17/2013	04/17/2013		18.90	
6863 - TONY'S CLEANING INC		200	Mun Bd Feb cleaning	Edit		02/26/2013	04/17/2013	04/17/2013		850.00	
6250 - WITTOCK SUPPLY		2344046	Mun Bd renovation plumbing supplies	Edit		03/19/2013	04/17/2013	04/17/2013		19.81	
									Account 741.000 - Mun Bldg Maintenance Totals	Invoice Transactions 3	<u>\$888.71</u>
Account 747.000 - Bldg Maint - Maint Bldg											
2438 - RAYMOND DE STEIGER INC		6093039	ballast	Edit		03/01/2013	04/17/2013	04/17/2013		62.49	
2438 - RAYMOND DE STEIGER INC		6099455	credit - ballasts	Edit		04/02/2013	04/17/2013	04/17/2013		(62.49)	
6863 - TONY'S CLEANING INC		300	PRM Feb cleaning	Edit		02/26/2013	04/17/2013	04/17/2013		280.00	
									Account 747.000 - Bldg Maint - Maint Bldg Totals	Invoice Transactions 3	<u>\$280.00</u>
Account 748.000 - Comm Center Maint - Disco											
15916 - INTERSTATE SECURITY INC		8626492	Cmty Ctr 4/1-6/30/13	Edit		03/18/2013	04/17/2013	04/17/2013		117.00	
4879 - LAFORCE INC		747276 RI	Court exit door	Edit		03/22/2013	04/17/2013	04/17/2013		34.75	
6863 - TONY'S CLEANING INC		500	Sr Citizen Feb cleaning	Edit		02/26/2013	04/17/2013	04/17/2013		900.00	
									Account 748.000 - Comm Center Maint - Disco Totals	Invoice Transactions 3	<u>\$1,051.75</u>
Account 749.756 - River Bends Parks Maint											
15228 - HOME DEPOT CREDIT SERVICES		1100710	RBP Btrswt pavilion rpr	Edit		04/03/2013	04/17/2013	04/17/2013		6.16	
15228 - HOME DEPOT CREDIT SERVICES		1044482	vandalism rpr at Woodall East dugout	Edit		04/03/2013	04/17/2013	04/17/2013		281.04	
7857 - STONE'S ACE HARDWARE		53048	propane for HG pavilion renovation	Edit		03/18/2013	04/17/2013	04/17/2013		19.99	
7857 - STONE'S ACE HARDWARE		53201	tape for pavilion starts	Edit		03/27/2013	04/17/2013	04/17/2013		1.98	
									Account 749.756 - River Bends Parks Maint Totals	Invoice Transactions 4	<u>\$309.17</u>
Account 750.000 - Equip Maint Cost											
326 - DECKER AUTO PARTS INC		2441	trailer brakes	Edit		03/25/2013	04/17/2013	04/17/2013		74.85	
6555 - GRAINGER INC		9101822972	paint sprayer parts for fields	Edit		03/27/2013	04/17/2013	04/17/2013		87.21	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER		197365	PRM 74 gasket & head	Edit		04/02/2013	04/17/2013	04/17/2013		15.84	
8744 - MARV'S AUTO ELECTRIC INC		24767	mower alternator	Edit		03/28/2013	04/17/2013	04/17/2013		139.00	
1397 - WEINGARTZ SUPPLY CO INC		1739232	baseball drag	Edit		03/28/2013	04/17/2013	04/17/2013		32.98	
1397 - WEINGARTZ SUPPLY CO INC		1738662	Chain saw oil pump parts	Edit		03/28/2013	04/17/2013	04/17/2013		30.98	
1397 - WEINGARTZ SUPPLY CO INC		1741377	equipment parts	Edit		04/04/2013	04/17/2013	04/17/2013		202.87	
									Account 750.000 - Equip Maint Cost Totals	Invoice Transactions 7	<u>\$583.73</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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											
127 - BEEBE OIL CO	751012	rags for bdg & parks	Edit		03/28/2013	04/17/2013	04/17/2013			25.00	
326 - DECKER AUTO PARTS INC	2677	SMART lights; 10-grip claws; PRM 38 handle	Edit		03/26/2013	04/17/2013	04/17/2013			69.90	
15228 - HOME DEPOT CREDIT SERVICES	577143	2-trash nabbers for parks	Edit		03/25/2013	04/17/2013	04/17/2013			29.94	
16150 - MACOMB WHOLESALE SUPPLY CORP	12377	waste receptacle - 2	Edit		03/27/2013	04/17/2013	04/17/2013			307.78	
23560 - PIONEER REVERE	472280	AYSO, LL, Adlt Sftbl, Lacrosse field marker	Edit		03/27/2013	04/17/2013	04/17/2013			1,190.70	
11471 - SQUARE DEAL BLDG SUPPLY	727630	FF Park vandalism rpr	Edit		03/25/2013	04/17/2013	04/17/2013			34.62	
									Account 751.000 - Grounds Maint Totals	Invoice Transactions 6	<u>\$1,657.94</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			2,519.03	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$2,519.03</u>
Account 860.200 - Auto Repair - Maint Exp											
326 - DECKER AUTO PARTS INC	2677	SMART lights; 10-grip claws; PRM 38 handle	Edit		03/26/2013	04/17/2013	04/17/2013			7.99	
326 - DECKER AUTO PARTS INC	3802	supplies	Edit		04/04/2013	04/17/2013	04/17/2013			73.40	
4612 - KELLER'S AUTOMOTIVE	20957	PRM 61	Edit		03/01/2013	04/17/2013	04/17/2013			237.05	
4612 - KELLER'S AUTOMOTIVE	21066	PRM 52	Edit		03/25/2013	04/17/2013	04/17/2013			564.00	
20292 - PREMIER AERIAL & FLEET INSPECTIONS	I10235	Annual boom Truck Inspection	Edit		03/26/2013	04/17/2013	04/17/2013			456.25	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 5	<u>\$1,338.69</u>
									Department 789 - Parks Recreation Maintenance Totals	Invoice Transactions 43	<u>\$10,091.32</u>
Department 800 - Planning											
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			974.45	
21288 - ESRI	92631006	ArcGIS Maintenance	Edit		03/19/2013	04/17/2013	04/17/2013			500.00	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 2	<u>\$1,474.45</u>
Account 728.000 - Membership Dues & Conference											
13276 - AMERICAN PLANNING ASSOCIATION	42013	Audio/Web Conference Registration	Edit		04/05/2013	04/17/2013	04/17/2013			215.00	
24245 - MICHIGAN ASSOCIATION OF PLANNING	999 0413	Annual Group Membership Dues	Edit		03/25/2013	04/17/2013	04/17/2013			675.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 2	<u>\$890.00</u>
Account 805.000 - Planning Consultant fees											
5201 - COSTAR REALTY INFORMATION INC	102070559	Monthly Software User Fee	Edit		04/03/2013	04/17/2013	04/17/2013			528.50	
									Account 805.000 - Planning Consultant fees Totals	Invoice Transactions 1	<u>\$528.50</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 800 - Planning										
Account 900.000 - Printing & Publishing										
12554 - C & G PUBLISHING	0441 1312	April ZBA Agenda	Edit		03/20/2013	04/17/2013	04/17/2013			113.75
13844 - PLANNING & ZONING CENTER INC	32713	Subscription Renewal	Edit		03/27/2013	04/17/2013	04/17/2013			185.00
								Account 900.000 - Printing & Publishing Totals	Invoice Transactions 2	\$298.75
								Department 800 - Planning Totals	Invoice Transactions 7	\$3,191.70
Department 900 - Other Functions										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			168.32
								Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	\$168.32
Account 730.000 - Equipment Svc & Maint										
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 17E	INSTALLMENT 12 OF 12	Edit		03/25/2013	04/17/2013	04/17/2013			131.99
								Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 1	\$131.99
Account 802.500 - Auditor/Consulting Fees										
3467 - NYHART	92995	GASB 45 Full Valuation	Edit		03/26/2013	04/17/2013	04/17/2013			7,000.00
								Account 802.500 - Auditor/Consulting Fees Totals	Invoice Transactions 1	\$7,000.00
Account 830.002 - Beautification Committee										
4735 - BG PIZZA II	3222013	Deposit---pizzas--clean-up day b.c.	Edit		03/22/2013	04/17/2013	04/17/2013			225.00
								Account 830.002 - Beautification Committee Totals	Invoice Transactions 1	\$225.00
Account 850.000 - Communications										
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			832.95
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			832.95
25415 - A T & T LONG DISTANCE	854126177 0313	Mun Bldg PRI-LD	Edit		03/26/2013	04/17/2013	04/17/2013			4.87
								Account 850.000 - Communications Totals	Invoice Transactions 3	\$1,670.77
Account 863.000 - Gasoline										
1204 - SPENCER OIL COMPANY	408314	GASOLINE	Edit		03/21/2013	04/17/2013	04/17/2013			7,136.01
1204 - SPENCER OIL COMPANY	408543	GASOLINE	Edit		03/27/2013	04/17/2013	04/17/2013			5,830.58
1204 - SPENCER OIL COMPANY	408320	diesel 638 gal	Edit		03/21/2013	04/17/2013	04/17/2013			2,080.10
1204 - SPENCER OIL COMPANY	408555	diesel 530.2 gal	Edit		03/27/2013	04/17/2013	04/17/2013			1,764.80
								Account 863.000 - Gasoline Totals	Invoice Transactions 4	\$16,811.49
Account 865.000 - Insurance & Bonds										
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			20,252.80
								Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	\$20,252.80



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 881.000 - Publicity/Newsletter										
19985 - RENT-A-TRUCK INC	211595	2nd truck rental for twp newsletter	Edit		03/14/2013	04/17/2013	04/17/2013			147.72
							Account 881.000 - Publicity/Newsletter Totals		Invoice Transactions 1	<u>\$147.72</u>
							Department 900 - Other Functions Totals		Invoice Transactions 13	<u>\$46,408.09</u>
Department 902 - Capital Outlay										
Account 984.253 - Equip Purchase - Treasurer										
26031 - CDW GOVERNMENT INC	BG66955	2 - HP SB8300 & HP Pro Display 21.5 In LED	Edit		03/26/2013	04/17/2013	04/17/2013			1,789.34
							Account 984.253 - Equip Purchase - Treasurer Totals		Invoice Transactions 1	<u>\$1,789.34</u>
							Department 902 - Capital Outlay Totals		Invoice Transactions 1	<u>\$1,789.34</u>
							Fund 101 - General Fund Totals		Invoice Transactions 163	<u>\$94,299.28</u>
Fund 206 - Fire Fund										
Department 340 - Fire Department										
Account 709.000 - Education & Training										
5998 - JEFFERY A BECKER	40513JB	REIMBURSE MILEAGE MUSAR COLLAPSE OPER CLASS APRIL 2-5, 2013	Edit		04/05/2013	04/17/2013	04/17/2013			56.24
13831 - STEVEN R BUCKLEY	30813A	MEAL REIMBURSE S MEMSIC CONFERENCE ON MAR 7-9, 2013	Edit		03/08/2013	04/17/2013	04/17/2013			9.01
5999 - MICHAEL S CATENARO	40513MC	REIMBURSE MILEAGE MUSAR COLLAPSE OPER CLASS APRIL 2-5, 2013	Edit		04/05/2013	04/17/2013	04/17/2013			56.24
21433 - JOSHUA D FOUCHIA	40513JF	REIMBURSE MILEAGE MUSAR COLLAPSE OPER CLASS APRIL 2-5, 2013	Edit		04/05/2013	04/17/2013	04/17/2013			56.24
13215 - STEVEN L HENION	32613	REIMBURSE REG FEE - FIRE PREV SOCIETY MEETING MARCH 26, 2013	Edit		03/26/2013	04/17/2013	04/17/2013			15.00
12572 - FRANKLYN W PIERCE	40513FP	REIMBURSE MILEAGE MUSAR COLLAPSE OPER CLASS APRIL 2-5, 2013	Edit		04/05/2013	04/17/2013	04/17/2013			56.24



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 709.000 - Education & Training											
7256 - EDWARD R VOJTUSH	32613	REIMBURSE REG FEE - FIRE PREV SOCIETY MEETING MARCH 26, 2013	Edit		03/26/2013	04/17/2013	04/17/2013			15.00	
									Account 709.000 - Education & Training Totals	Invoice Transactions 7	<u>\$263.97</u>
Account 724.100 - Supplemental Retire Plan											
169 - DENNIS BUCHOLTZ	41713	CBA PENSION ADJUSTMENT - MAY 2013	Edit		04/03/2013	04/17/2013	04/17/2013			358.67	
6027 - LEE ANN SHEPHERD	41713	CBA PENSION ADJUSTMENT - MAY 2013	Edit		04/03/2013	04/17/2013	04/17/2013			31.92	
									Account 724.100 - Supplemental Retire Plan Totals	Invoice Transactions 2	<u>\$390.59</u>
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			1,695.61	
23849 - FABRITEC CLEANERS INC	28538	DRY CLEANING	Edit		04/02/2013	04/17/2013	04/17/2013			9.00	
21079 - HOME DEPOT CREDIT SERVICES	2034159	SHELVING ON R-1 FOR DIVE TEAM EQUIPMENT	Edit		03/23/2013	04/17/2013	04/17/2013			231.29	
21079 - HOME DEPOT CREDIT SERVICES	7114806	PAINT FOR SHELVING ON R-1	Edit		03/28/2013	04/17/2013	04/17/2013			15.74	
584 - K-MART	31813 006 57002	POTS & PANS - STATION 2	Edit		03/18/2013	04/17/2013	04/17/2013			99.98	
5467 - MGN WASHES LLC	1165	DETAIL F-37	Edit		03/23/2013	04/17/2013	04/17/2013			49.99	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 17B	MAINTENANCE SERVICE AGREEMENT MAY 2013	Edit		03/25/2013	04/17/2013	04/17/2013			408.00	
7857 - STONE'S ACE HARDWARE	53129	BULK NUTS AND BOLTS	Edit		03/22/2013	04/17/2013	04/17/2013			6.00	
7857 - STONE'S ACE HARDWARE	53229	WASHER FOR U-4 PUMP	Edit		03/29/2013	04/17/2013	04/17/2013			.99	
7857 - STONE'S ACE HARDWARE	53222	STATION SUPPLIES	Edit		03/28/2013	04/17/2013	04/17/2013			10.48	
7857 - STONE'S ACE HARDWARE	53184	STATION SUPPLIES	Edit		03/26/2013	04/17/2013	04/17/2013			9.48	
22612 - VALLEY CITY LINEN	27405442	40 HOUR LINENS	Edit		03/25/2013	04/17/2013	04/17/2013			9.62	
22612 - VALLEY CITY LINEN	27405446	STATION 2 LINENS	Edit		03/25/2013	04/17/2013	04/17/2013			22.82	
22612 - VALLEY CITY LINEN	27405444	STATION 3 LINENS	Edit		03/25/2013	04/17/2013	04/17/2013			19.54	
22612 - VALLEY CITY LINEN	27405441	STATION 1 LINENS	Edit		03/25/2013	04/17/2013	04/17/2013			26.94	
22612 - VALLEY CITY LINEN	27405439	STATION 4 LINENS	Edit		03/25/2013	04/17/2013	04/17/2013			21.34	
22612 - VALLEY CITY LINEN	27409909	STATION 1 LINENS	Edit		04/01/2013	04/17/2013	04/17/2013			44.82	
22612 - VALLEY CITY LINEN	27409907	STATION 4 LINENS	Edit		04/01/2013	04/17/2013	04/17/2013			38.99	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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											
22612 - VALLEY CITY LINEN	27409910	40 HOUR LINENS	Edit		04/01/2013	04/17/2013	04/17/2013			9.62	
22612 - VALLEY CITY LINEN	27409912	STATION 3 LINENS	Edit		04/01/2013	04/17/2013	04/17/2013			24.04	
22612 - VALLEY CITY LINEN	27409914	STATION 2 LINENS	Edit		04/01/2013	04/17/2013	04/17/2013			25.54	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 21	<u>\$2,779.83</u>
Account 726.550 - Medical Supplies											
1446 - J & B MEDICAL SUPPLY INC	942574	MEDICAL SUPPLIES	Edit		03/18/2013	04/17/2013	04/17/2013			829.22	
1446 - J & B MEDICAL SUPPLY INC	951340	MEDICAL SUPPLIES	Edit		03/22/2013	04/17/2013	04/17/2013			13.30	
1446 - J & B MEDICAL SUPPLY INC	958332	MEDICAL SUPPLIES	Edit		03/27/2013	04/17/2013	04/17/2013			437.48	
24749 - PHILIPS HEALTH CARE	925742786	MEDICAL SUPPLIES	Edit		03/27/2013	04/17/2013	04/17/2013			1,035.20	
24749 - PHILIPS HEALTH CARE	925745557	MEDICAL SUPPLIES	Edit		03/27/2013	04/17/2013	04/17/2013			400.00	
1569 - SUNSHINE MEDICAL SUPPLY INC	111662	MEDICAL SUPPLIES	Edit		03/15/2013	04/17/2013	04/17/2013			808.50	
									Account 726.550 - Medical Supplies Totals	Invoice Transactions 6	<u>\$3,523.70</u>
Account 726.560 - Misc Gear											
5749 - ARGUS HAZCO SUPPLY COMPANY	4060041	CYLINDER REPLACEMENTS - SCBA	Edit		03/27/2013	04/17/2013	04/17/2013			384.60	
									Account 726.560 - Misc Gear Totals	Invoice Transactions 1	<u>\$384.60</u>
Account 804.206 - Accumed 8%											
15970 - ACCUMED BILLING INC	ACCUMED 0313	EMS BILLING FEES, March	Edit		04/01/2013	04/17/2013	04/17/2013			8,151.92	
									Account 804.206 - Accumed 8% Totals	Invoice Transactions 1	<u>\$8,151.92</u>
Account 804.600 - Network Support											
22977 - BPI INFORMATION SYSTEMS	3021	MODEM ADAPTER FOR CAD	Edit		03/14/2013	04/17/2013	04/17/2013			44.00	
									Account 804.600 - Network Support Totals	Invoice Transactions 1	<u>\$44.00</u>
Account 850.000 - Communications											
25658 - WOW! BUSINESS	12650868 0313	STATION 2 CABLE/INTERNET	Edit		03/29/2013	04/17/2013	04/17/2013			88.99	
25658 - WOW! BUSINESS	12648517 0313	STATION 1 CABLE/INTERNET	Edit		03/29/2013	04/17/2013	04/17/2013			94.99	
									Account 850.000 - Communications Totals	Invoice Transactions 2	<u>\$183.98</u>
Account 852.000 - Communications Phone											
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			118.99	
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			118.99	
25415 - A T & T LONG DISTANCE	854126167 0313	Long Distance Usage	Edit		03/26/2013	04/17/2013	04/17/2013			1.37	
16852 - VERIZON WIRELESS	9702485921	Cell Phones/EKG Transmission	Edit		04/01/2013	04/17/2013	04/17/2013			885.71	
									Account 852.000 - Communications Phone Totals	Invoice Transactions 4	<u>\$1,125.06</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			4,551.63	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>4,551.63</u>
Account 860.200 - Auto Repair - Maint Exp											
10950 - APOLLO FIRE APPARATUS REPAIR INC	37733	MAINTENANCE & INSPECTION: A-2 (#41)	Edit		03/22/2013	04/17/2013	04/17/2013			751.45	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37732	MAINTENANCE & INSPECTION: A-1 (#45)	Edit		03/22/2013	04/17/2013	04/17/2013			733.50	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37738	REPLACED INTAKE GAUGE & FOAM CONTROL HEAD: E-4 (#38)	Edit		03/22/2013	04/17/2013	04/17/2013			1,453.07	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37730	ADJ PUMP PACKING & REPLACED R GROUND LIGHT PIGTAIL: E-1 (#43)	Edit		03/21/2013	04/17/2013	04/17/2013			245.99	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37758	INSTALLED AVL ANTENNA ON U-4 (#35)	Edit		03/28/2013	04/17/2013	04/17/2013			136.00	
6009 - CLARK'S WELDING INC	35336	REPAIR TO HITCH ON TRENCH RESCUE TRAILER	Edit		03/28/2013	04/17/2013	04/17/2013			70.00	
6866 - DETROIT DIAMOND DRILLING	55082	BLADE FOR K12 SAW: T-1 (#46)	Edit		02/08/2013	04/17/2013	04/17/2013			252.56	
6862 - GENERAL RV CENTER	M40645	PARTS FOR HAZMAT TRAILER	Edit		03/29/2013	04/17/2013	04/17/2013			29.90	
6862 - GENERAL RV CENTER	M38273	REPAIR TO HITCH ON TRENCH RESCUE TRAILER	Edit		03/25/2013	04/17/2013	04/17/2013			60.95	
3046 - O'REILLY AUTO PARTS	3365330845	DIESEL EXHAUST FLUID FOR T-1 (#46)	Edit		03/27/2013	04/17/2013	04/17/2013			25.98	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 10	<u>\$3,759.40</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			7,570.94	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>7,570.94</u>
Account 930.100 - Building Maintenance											
26171 - MICHIGAN DOOR SYSTEMS	53463	INSTALL GLASS STATION 1 BAY DOOR	Edit		03/14/2013	04/17/2013	04/17/2013			200.00	
									Account 930.100 - Building Maintenance Totals	Invoice Transactions 1	<u>\$200.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 981.500 - Capital Outlay -Equip (Fire)										
3320 - ACCUMEDWEB LLC	1571	MONTHLY SERVICE & SUPPORT	Edit		04/01/2013	04/17/2013	04/17/2013			448.00
72 - APOLLO FIRE EQUIPMENT CO	83734	HELMETS (NEW HIRES)	Edit		03/20/2013	04/17/2013	04/17/2013			920.00
26031 - CDW GOVERNMENT INC	BD82181	REPLACEMENT TOUGHBOOK FOR A-4 (#41) (ACCIDENT CLAIM)	Edit		03/21/2013	04/17/2013	04/17/2013			3,559.07
26331 - NATIONAL SATELLITE CORP	10102	VIDEO CONFERENCING NETWORK SUPPORT & SERVICE - MAY 2013	Edit		03/19/2013	04/17/2013	04/17/2013			605.00
								Account 981.500 - Capital Outlay -Equip (Fire) Totals	Invoice Transactions 4	<u>\$5,532.07</u>
								Department 340 - Fire Department Totals	Invoice Transactions 62	<u>\$38,461.69</u>
Department 341 - Grants										
Account 967.967 - Homeland Security Grant 2010										
8957 - MAJIK GRAPHICS INC	11178	LOGO DECALS FOR HAZMAT TRAILER	Edit		03/19/2013	04/17/2013	04/17/2013			1,076.00
								Account 967.967 - Homeland Security Grant 2010 Totals	Invoice Transactions 1	<u>\$1,076.00</u>
								Department 341 - Grants Totals	Invoice Transactions 1	<u>\$1,076.00</u>
								Fund 206 - Fire Fund Totals	Invoice Transactions 63	<u>\$39,537.69</u>
Fund 207 - Police Fund										
Department 305 - Police Department										
Account 726.000 - Operating Supplies										
25138 - CAMERA MART	503283	CAMERA FLASHES & CORDS	Edit		04/05/2013	04/17/2013	04/17/2013			415.94
26159 - PURIFIED WATER TO GO	11524	WATER	Edit		03/28/2013	04/17/2013	04/17/2013			29.70
26159 - PURIFIED WATER TO GO	11559	WATER	Edit		04/04/2013	04/17/2013	04/17/2013			39.60
13966 - RICOH USA INC	1038815120	TONER - RECORDS COPIER	Edit		03/18/2013	04/17/2013	04/17/2013			175.88
								Account 726.000 - Operating Supplies Totals	Invoice Transactions 4	<u>\$661.12</u>
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			1,707.05
16214 - OFFICE EXPRESS	IN1016469	BUSINESS CARDS	Edit		01/15/2013	04/17/2013	04/17/2013			30.00
								Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 2	<u>\$1,737.05</u>
Account 728.000 - Membership Dues & Conference										
776 - MACP	4012013	MEMBERSHIP DUES	Edit		04/01/2013	04/17/2013	04/17/2013			115.00
6582 - TLO LLC	774391 0313	MEMBERSHIP DUES-MARCH	Edit		03/31/2013	04/17/2013	04/17/2013			111.00
								Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 2	<u>\$226.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 730.100 - Repairs & Maint											
13966 - RICOH USA INC	5025428032	PD COPIER MAINTENANCE - RECORDS	Edit		03/14/2013	04/17/2013	04/17/2013			552.00	
									Account 730.100 - Repairs & Maint Totals	Invoice Transactions 1	<u>552.00</u>
Account 730.150 - equip repair-non contract work											
11825 - COMSOURCE INC	75164	RADIO REPAIR	Edit		04/05/2013	04/17/2013	04/17/2013			135.00	
									Account 730.150 - equip repair-non contract work Totals	Invoice Transactions 1	<u>135.00</u>
Account 730.800 - Shred Service											
22711 - ABSOLUTE SHREDS	38657	SHREDDING	Edit		03/26/2013	04/17/2013	04/17/2013			50.00	
									Account 730.800 - Shred Service Totals	Invoice Transactions 1	<u>50.00</u>
Account 804.600 - Network Support											
14424 - APERION INFORMATION TECHNOLOGIES INC	41937	TECH SUPPORT	Edit		03/31/2013	04/17/2013	04/17/2013			218.00	
									Account 804.600 - Network Support Totals	Invoice Transactions 1	<u>218.00</u>
Account 812.000 - Negotiations											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68538	Police Labor March 2013	Edit		03/28/2013	04/17/2013	04/17/2013			6,443.62	
									Account 812.000 - Negotiations Totals	Invoice Transactions 1	<u>\$6,443.62</u>
Account 813.000 - Labor Matters, Grievances, etc											
3201 - MARIA E GREENOUGH	3252013	MERC Case Number D09-C0300	Edit		03/25/2013	04/17/2013	04/17/2013			641.70	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	68538	Police Labor March 2013	Edit		03/28/2013	04/17/2013	04/17/2013			35.63	
									Account 813.000 - Labor Matters, Grievances, etc Totals	Invoice Transactions 2	<u>\$677.33</u>
Account 850.500 - Postage & Handling											
22327 - UPS	3894WX123	SHIPPING	Edit		03/23/2013	04/17/2013	04/17/2013			43.09	
22327 - UPS	3894WX133	SHIPPING	Edit		03/30/2013	04/17/2013	04/17/2013			2.35	
									Account 850.500 - Postage & Handling Totals	Invoice Transactions 2	<u>\$45.44</u>
Account 852.000 - Communications Phone											
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			118.99	
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			118.99	
25801 - COMCAST	754819019 0313	PD CABLE	Edit		03/21/2013	04/17/2013	04/17/2013			148.18	
									Account 852.000 - Communications Phone Totals	Invoice Transactions 3	<u>\$386.16</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			8,043.53	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$8,043.53</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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											
17786 - AMSOIL INC #774148	14759345RI	FLEET SUPPLIES	Edit		03/19/2013	04/17/2013	04/17/2013			1,659.90	
23838 - HEIDEBREICHT CHEVROLET	68032	VEH 16 - MAINTENANCE WORK	Edit		03/18/2013	04/17/2013	04/17/2013			132.87	
23084 - RING & PINION SHOP INC	39588	VEH 1 - REPAIRS	Edit		03/28/2013	04/17/2013	04/17/2013			568.60	
18462 - SHELBY TIRE & AUTO SERVICE	34664	VEH 20 - MAINTENANCE	Edit		02/15/2013	04/17/2013	04/17/2013			15.00	
18462 - SHELBY TIRE & AUTO SERVICE	34672	VEH 27 - MAINTENANCE WORK	Edit		02/15/2013	04/17/2013	04/17/2013			15.00	
18462 - SHELBY TIRE & AUTO SERVICE	34776	VEH 54 - REPAIR WORK	Edit		02/27/2013	04/17/2013	04/17/2013			363.11	
18462 - SHELBY TIRE & AUTO SERVICE	34780	VEH 49 - MAINTENANCE	Edit		02/27/2013	04/17/2013	04/17/2013			42.14	
18462 - SHELBY TIRE & AUTO SERVICE	34917	VEH 46 - MAINTENANCE WORK	Edit		03/27/2013	04/17/2013	04/17/2013			720.79	
18462 - SHELBY TIRE & AUTO SERVICE	34933	VEH 62 - REPAIRS	Edit		03/14/2013	04/17/2013	04/17/2013			322.45	
18462 - SHELBY TIRE & AUTO SERVICE	34975	VEH 16 - CREDIT	Edit		03/25/2013	04/17/2013	04/17/2013			(52.94)	
18462 - SHELBY TIRE & AUTO SERVICE	35024	VEH 51 - MAINTENANCE WORK	Edit		03/25/2013	04/17/2013	04/17/2013			17.00	
18462 - SHELBY TIRE & AUTO SERVICE	35029	VEH S2 - MAINTENANCE	Edit		03/25/2013	04/17/2013	04/17/2013			29.15	
18462 - SHELBY TIRE & AUTO SERVICE	35036	VEH 1 - MAINTENANCE WORK	Edit		03/26/2013	04/17/2013	04/17/2013			366.24	
18462 - SHELBY TIRE & AUTO SERVICE	35048	VEH 9 - MAINTENANCE	Edit		03/27/2013	04/17/2013	04/17/2013			15.00	
18462 - SHELBY TIRE & AUTO SERVICE	35065	VEH 24 - MAINTENANCE	Edit		04/02/2013	04/17/2013	04/17/2013			264.00	
18462 - SHELBY TIRE & AUTO SERVICE	35068	VEH 3 - MAINTENANCE WORK	Edit		03/28/2013	04/17/2013	04/17/2013			80.99	
18462 - SHELBY TIRE & AUTO SERVICE	35104	VEH S1 - MAINTENANCE WORK	Edit		04/02/2013	04/17/2013	04/17/2013			110.99	
18462 - SHELBY TIRE & AUTO SERVICE	35112	VEH 5 - MAINTENANCE	Edit		04/02/2013	04/17/2013	04/17/2013			80.99	
18462 - SHELBY TIRE & AUTO SERVICE	35115	VEH 4 - REPAIRS	Edit		04/03/2013	04/17/2013	04/17/2013			404.72	
18462 - SHELBY TIRE & AUTO SERVICE	35132	VEH S2 - MAINTENANCE	Edit		04/04/2013	04/17/2013	04/17/2013			196.89	
18462 - SHELBY TIRE & AUTO SERVICE	35135	VEH 2 - MAINTENANCE WORK	Edit		04/04/2013	04/17/2013	04/17/2013			327.30	
7857 - STONE'S ACE HARDWARE	53206	FLEET SUPPLIES	Edit		03/27/2013	04/17/2013	04/17/2013			6.98	
Account 860.200 - Auto Repair - Maint Exp Totals										Invoice Transactions 22	\$5,687.17
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			11,579.09	
Account 865.000 - Insurance & Bonds Totals										Invoice Transactions 1	\$11,579.09
Department 305 - Police Department Totals										Invoice Transactions 44	\$36,441.51



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 Totals										Invoice Transactions 44	\$36,441.51
Fund 230 - Michigan Justice Training Fund											
Department 230 - Michigan Justice Training Grant											
Account 709.000 - Education & Training											
2608 - MACOMB COMMUNITY COLLEGE	3801606	ADVANCED POLICE TRAINING	Edit		04/02/2013	04/17/2013	04/17/2013			600.00	
									Account 709.000 - Education & Training Totals	Invoice Transactions 1	<u>\$600.00</u>
									Department 230 - Michigan Justice Training Grant Totals	Invoice Transactions 1	<u>\$600.00</u>
									Fund 230 - Michigan Justice Training Fund Totals	Invoice Transactions 1	<u>\$600.00</u>
Fund 265 - Drug Forfeiture Fund											
Department 266 - Drug Forfeiture											
Account 799.207 - Operating Expense											
22393 - MICHIGAN TASER DISTRIBUTING	9275	TASER	Edit		03/29/2013	04/17/2013	04/17/2013			843.46	
									Account 799.207 - Operating Expense Totals	Invoice Transactions 1	<u>\$843.46</u>
									Department 266 - Drug Forfeiture Totals	Invoice Transactions 1	<u>\$843.46</u>
									Fund 265 - Drug Forfeiture Fund Totals	Invoice Transactions 1	<u>\$843.46</u>
Fund 267 - 911 / Emergency Response											
Department 306 - 911 Funds											
Account 857.000 - 911 Comm-Equip/Personnel											
26031 - CDW GOVERNMENT INC	BB71574	UPS	Edit		03/18/2013	04/17/2013	04/17/2013			196.79	
									Account 857.000 - 911 Comm-Equip/Personnel Totals	Invoice Transactions 1	<u>\$196.79</u>
									Department 306 - 911 Funds Totals	Invoice Transactions 1	<u>\$196.79</u>
									Fund 267 - 911 / Emergency Response Totals	Invoice Transactions 1	<u>\$196.79</u>
Fund 275 - Senior Housing Operation											
Department 275 - Shelby Manor											
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			2,131.32	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$2,131.32</u>
									Department 275 - Shelby Manor Totals	Invoice Transactions 1	<u>\$2,131.32</u>
									Fund 275 - Senior Housing Operation Totals	Invoice Transactions 1	<u>\$2,131.32</u>
Fund 290 - 41 A District Court											
Department 136 - 41 A District Court											
Account 725.500 - JURY FEES											
6819 - BRETT BEARDSLEY	008	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			74.30	
6820 - SARAH BIDOUL	009	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			71.00	
6821 - JOHN BODARY	010	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			77.90	
6822 - LISA BONHAM	011	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			66.80	
6823 - MELINDA COURY	014	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			57.30	
6824 - JESSICA CRAIN	015	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			53.70	
6825 - CATHERINE GATZ	018	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			57.30	
6826 - MARIA GOJCAJ	019	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			66.20	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 725.500 - JURY FEES											
6827 - JOHN HICKS	020	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			53.10	
6828 - AMBER HUNT	021	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			56.10	
6829 - MORGAN LAIDLAW	023	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			67.40	
6830 - CHRISTOPHER LAVELY	007	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			75.50	
6831 - PAUL LENZ	025	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			56.70	
6832 - DANIEL LEWIS	026	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			56.10	
6833 - RIN LONG	027	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			13.50	
6834 - YZETTE MCGIMPSEY	028	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			76.10	
6836 - SUSAN MULKA	030	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			66.20	
6837 - JOHN SHAFER	035	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			77.30	
6838 - DAVID SHEPRAK	036	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			74.90	
6839 - KATHRYN SWEENEY	039	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			89.80	
6840 - LINNET WALLA	041	Jury Fees	Edit		03/19/2013	04/17/2013	04/17/2013			53.70	
									Account 725.500 - JURY FEES Totals	Invoice Transactions 21	<u>\$1,340.90</u>
Account 725.502 - Atty Fees											
4777 - CRUM & CRUM PLLC	32813	Public Defender	Edit		03/28/2013	04/17/2013	04/17/2013			150.00	
3729 - LUCIA G DICICCO	121112	Public Defender (12-1579-SM) (12/11,1/22,3/19)	Edit		03/19/2013	04/17/2013	04/17/2013			350.00	
25627 - HAKIM & MEHANNA PLLC	32513	Public Defender	Edit		03/26/2013	04/17/2013	04/17/2013			350.00	
6249 - LAKESIDE LEGAL GROUP	32513A	Public Defender (13-314-SM)	Edit		03/26/2013	04/17/2013	04/17/2013			100.00	
6249 - LAKESIDE LEGAL GROUP	32513B	Public Defender (13-187-SM)	Edit		03/26/2013	04/17/2013	04/17/2013			100.00	
6294 - LAWRENCE A WILLIAMS, ATTY AT LAW	21113	Public Defender	Edit		02/28/2013	04/17/2013	04/17/2013			350.00	
6191 - ZORAN MITROVSKI	30513	Public Defender (13-122-SM)	Edit		03/26/2013	04/17/2013	04/17/2013			100.00	
13814 - PAUL PIATT	20713	Public Defender	Edit		03/19/2013	04/17/2013	04/17/2013			350.00	
13814 - PAUL PIATT	31213A	Public Defender 12-3103-SM	Edit		03/19/2013	04/17/2013	04/17/2013			100.00	
13814 - PAUL PIATT	31213B	Public Defender (12-2303-SM)	Edit		03/19/2013	04/17/2013	04/17/2013			100.00	
13814 - PAUL PIATT	32013	Public Defender j(12-2316-SM)	Edit		03/22/2013	04/17/2013	04/17/2013			100.00	
									Account 725.502 - Atty Fees Totals	Invoice Transactions 11	<u>\$2,150.00</u>
Account 727.000 - Office Supply & Printing											
12238 - AMERICAN SPEEDY PRINTING	14582	Office Supplies (Forms)	Edit		03/27/2013	04/17/2013	04/17/2013			157.53	
12238 - AMERICAN SPEEDY PRINTING	14611	Office Supplies (Forms)	Edit		04/02/2013	04/17/2013	04/17/2013			239.00	
22871 - STAPLES ADVANTAGE	8025043373	Office Supplies	Edit		03/23/2013	04/17/2013	04/17/2013			148.00	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 3	<u>\$544.53</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 730.000 - Equipment Svc & Maint											
4481 - NEOPOST USA INC	13910323	Equipment Maint	Edit		03/28/2013	04/17/2013	04/17/2013			225.99	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 17A	Equipment Serv/Maint (6/12-5/13) Installment 12 of 12	Edit		03/25/2013	04/17/2013	04/17/2013			103.90	
16541 - IRON MOUNTAIN	GUX0392	Monthly Storage Expense	Edit		03/31/2013	04/17/2013	04/17/2013			496.99	
									Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 3	<u>\$826.88</u>
Account 801.290 - Interpreter Fee											
26010 - EXECUTIVE LANGUAGE SERVICES INC	4849	Interpreter Fees (13-311-SM)	Edit		03/29/2013	04/17/2013	04/17/2013			210.00	
22072 - MARIA GIALDI	4287	Interpreter Fees (13-476-SM)	Edit		03/27/2013	04/17/2013	04/17/2013			100.00	
									Account 801.290 - Interpreter Fee Totals	Invoice Transactions 2	<u>\$310.00</u>
Account 850.000 - Communications											
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
25415 - A T & T LONG DISTANCE	854126191 0313	Long Distance Usage	Edit		03/26/2013	04/17/2013	04/17/2013			1.97	
25415 - A T & T LONG DISTANCE	854126164 0313	PRI-Long Distance-March 2013	Edit		03/26/2013	04/17/2013	04/17/2013			1.58	
									Account 850.000 - Communications Totals	Invoice Transactions 4	<u>\$241.55</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			2,184.33	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$2,184.33</u>
									Department 136 - 41 A District Court Totals	Invoice Transactions 45	<u>\$7,598.19</u>
Department 760 - Shelby TWP											
Account 965.001 - Shelby Fines & Fees											
1157 - SHELBY TWP TREASURER	33113	Shelby Twp Fines & Fees	Edit		03/31/2013	04/17/2013	04/17/2013			176,004.00	
									Account 965.001 - Shelby Fines & Fees Totals	Invoice Transactions 1	<u>\$176,004.00</u>
Account 965.290 - Building Fund											
1157 - SHELBY TWP TREASURER	33113	Shelby Twp Fines & Fees	Edit		03/31/2013	04/17/2013	04/17/2013			5,480.00	
									Account 965.290 - Building Fund Totals	Invoice Transactions 1	<u>\$5,480.00</u>
									Department 760 - Shelby TWP Totals	Invoice Transactions 2	<u>\$181,484.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 761 - Macomb Cnty										
Account 965.012 - Macomb County Fines & Fees										
687 - MACOMB COUNTY TREASURER 2	33113	Macomb Cty Fines & Fees	Edit		03/31/2013	04/17/2013	04/17/2013			1,782.31
							Account 965.012 - Macomb County Fines & Fees Totals		Invoice Transactions 1	<u>\$1,782.31</u>
							Department 761 - Macomb Cnty Totals		Invoice Transactions 1	<u>\$1,782.31</u>
Department 762 - State of Michigan										
Account 965.010 - State of Michigan Fees										
16926 - STATE OF MICHIGAN	33113	State of MI Fees	Edit		03/31/2013	04/17/2013	04/17/2013			81,013.74
							Account 965.010 - State of Michigan Fees Totals		Invoice Transactions 1	<u>\$81,013.74</u>
							Department 762 - State of Michigan Totals		Invoice Transactions 1	<u>\$81,013.74</u>
Department 763 - City of Utica										
Account 965.021 - Utica Fines & Fees										
254 - CITY OF UTICA	33113	Utica Fines & Fees	Edit		03/31/2013	04/17/2013	04/17/2013			13,501.29
							Account 965.021 - Utica Fines & Fees Totals		Invoice Transactions 1	<u>\$13,501.29</u>
							Department 763 - City of Utica Totals		Invoice Transactions 1	<u>\$13,501.29</u>
Department 765 - Macomb TWP										
Account 965.027 - Macomb TWP Fines & Fees										
14061 - MACOMB TWP TREASURER	33113	Macomb Twp Fines & Fees	Edit		03/31/2013	04/17/2013	04/17/2013			10,059.97
							Account 965.027 - Macomb TWP Fines & Fees Totals		Invoice Transactions 1	<u>\$10,059.97</u>
							Department 765 - Macomb TWP Totals		Invoice Transactions 1	<u>\$10,059.97</u>
							Fund 290 - 41 A District Court Totals		Invoice Transactions 51	<u>\$295,439.50</u>
Fund 427 - Capital Project-Cable TV										
Department 475 - Cable TV Capital Projects										
Account 984.000 - Capital Outlay										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 390	Shelby Manor Roofing	Edit		04/03/2013	04/17/2013	04/17/2013			157.50
							Account 984.000 - Capital Outlay Totals		Invoice Transactions 1	<u>\$157.50</u>
							Department 475 - Cable TV Capital Projects Totals		Invoice Transactions 1	<u>\$157.50</u>
							Fund 427 - Capital Project-Cable TV Totals		Invoice Transactions 1	<u>\$157.50</u>
Fund 480 - BikePath										
Department 480 - Bikepath Project										
Account 971.480 - Bikepath Project										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 301	engineer fee Stoney Creek path bridge	Edit		03/19/2013	04/17/2013	04/17/2013			367.50
							Account 971.480 - Bikepath Project Totals		Invoice Transactions 1	<u>\$367.50</u>
							Department 480 - Bikepath Project Totals		Invoice Transactions 1	<u>\$367.50</u>
							Fund 480 - BikePath Totals		Invoice Transactions 1	<u>\$367.50</u>
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 389	Gene Shepherd Park	Edit		04/03/2013	04/17/2013	04/17/2013			212.50



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
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 303	Engineer/Design fee Gene Shepherd Park	Edit		03/20/2013	04/17/2013	04/17/2013			1,155.00
							Account 807.000 - Engineering Consulting Fees Totals		Invoice Transactions 2	<u>\$1,367.50</u>
							Department 497 - Gene Shepherd Park (Soccer City) Totals		Invoice Transactions 2	<u>\$1,367.50</u>
							Fund 497 - Chief Gene Shepherd Park Totals		Invoice Transactions 2	<u>\$1,367.50</u>
Fund 592 - Water and Sewer Fund										
Account 124.126 - SAD 33S Van Dyke Sanitary-DDA										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 371	VAN DYKE SANITARY	Edit		04/02/2013	04/17/2013	04/17/2013			4,830.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 372	VAN DYKE SANITARY	Edit		04/02/2013	04/17/2013	04/17/2013			3,120.00
6357 - FDM CONTRACTING INC	9086 EST 5	VAN DYKE SANITARY EST #5	Edit		04/03/2013	04/17/2013	04/17/2013			230,180.00
							Account 124.126 - SAD 33S Van Dyke Sanitary-DDA Totals		Invoice Transactions 3	<u>\$238,130.00</u>
Account 158.245 - Legacy Village San Sewer										
20895 - SEIBERT & DLOSKI PLLC	27896	LEGACY VILLAGE SANITARY	Edit		04/01/2013	04/17/2013	04/17/2013			1,000.00
							Account 158.245 - Legacy Village San Sewer Totals		Invoice Transactions 1	<u>\$1,000.00</u>
Account 255.592 - Engineering Costs from Developer										
3245 - FAZAL KHAN & ASSOCIATES INC	2013 377	MACOMB CHRISTIAN CHURCH	Edit		04/02/2013	04/17/2013	04/17/2013			749.21
3245 - FAZAL KHAN & ASSOCIATES INC	2013 376	MACOMB CHRISTIAN CHURCH	Edit		04/02/2013	04/17/2013	04/17/2013			390.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 374	EMERALD CREEK	Edit		04/02/2013	04/17/2013	04/17/2013			562.50
3245 - FAZAL KHAN & ASSOCIATES INC	2013 373	ROZAFSA TRANSPORT	Edit		04/02/2013	04/17/2013	04/17/2013			270.00
3245 - FAZAL KHAN & ASSOCIATES INC	2013 384	SHELBY SQUARE VERSA	Edit		04/03/2013	04/17/2013	04/17/2013			889.28
3245 - FAZAL KHAN & ASSOCIATES INC	2013 383	ROZAFSA TRANSPORT	Edit		04/02/2013	04/17/2013	04/17/2013			745.94
3245 - FAZAL KHAN & ASSOCIATES INC	2013 382	TELLY'S GREENHOUSE	Edit		04/02/2013	04/17/2013	04/17/2013			1,522.50
3245 - FAZAL KHAN & ASSOCIATES INC	2013 381	SHELBY NURSING CENTER ADDITION	Edit		04/02/2013	04/17/2013	04/17/2013			3,433.02
							Account 255.592 - Engineering Costs from Developer Totals		Invoice Transactions 8	<u>\$8,562.45</u>
Account 256.000 - Deposits from Customers										
3733 - REPUBLIC SERVICES INC	32371 5	REIMBURSEMENT - YARD WASTE BINS	Edit		04/04/2013	04/17/2013	04/17/2013			480.00
							Account 256.000 - Deposits from Customers Totals		Invoice Transactions 1	<u>\$480.00</u>
Department 591 - Supply and Transmission										
Account 730.100 - Repairs & Maint										
25049 - HD SUPPLY WATERWORKS LTD	6380350	PARTS FOR MAPLE CREEK SEWER REPAIR	Edit		03/20/2013	04/17/2013	04/17/2013			23.87



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 591 - Supply and Transmission											
Account 730.100 - Repairs & Maint											
25049 - HD SUPPLY WATERWORKS LTD	6434413	CARL GRADE RING, SPACER KIT - SPRINGHILL	Edit		03/28/2013	04/17/2013	04/17/2013			54.92	
11832 - HOME DEPOT	9034188	ZINC WASHERS	Edit		03/26/2013	04/17/2013	04/17/2013			6.15	
									Account 730.100 - Repairs & Maint Totals	Invoice Transactions 3	<u>\$84.94</u>
Account 730.200 - Repair & Maint - Water											
4818 - POLAR ICE LLC	65807	DRY ICE FOR ST. REGIS REPAIR	Edit		04/02/2013	04/17/2013	04/17/2013			20.00	
4818 - POLAR ICE LLC	65813	DRY ICE FOR REPAIR	Edit		04/03/2013	04/17/2013	04/17/2013			20.00	
									Account 730.200 - Repair & Maint - Water Totals	Invoice Transactions 2	<u>\$40.00</u>
Account 732.000 - Repair Parts - Meters											
11832 - HOME DEPOT	8034669	HEX BUSHINGS - SHELBY FOREST METER	Edit		03/27/2013	04/17/2013	04/17/2013			15.68	
									Account 732.000 - Repair Parts - Meters Totals	Invoice Transactions 1	<u>\$15.68</u>
Account 736.000 - Maint Material & Supplies											
489 - HARTSIG SUPPLY CO INC	416931	300 PSI GAUGES	Edit		03/18/2013	04/17/2013	04/17/2013			123.15	
11476 - J&J ACE HARDWARE	1 19794	NUTS AND BOLTS	Edit		04/01/2013	04/17/2013	04/17/2013			5.48	
									Account 736.000 - Maint Material & Supplies Totals	Invoice Transactions 2	<u>\$128.63</u>
Account 828.001 - Sewer Processing - IWC											
1517 - MACOMB COUNTY TREASURER- SEWER	5225 2013	POLLUTANT SURCHARGE 11/28/12- 2/12/13	Edit		04/02/2013	04/17/2013	04/17/2013			281.76	
1517 - MACOMB COUNTY TREASURER- SEWER	5226 2013	POLLUTANT SURCHARGE 10/30/12- 2/12/13	Edit		04/02/2013	04/17/2013	04/17/2013			3,699.29	
									Account 828.001 - Sewer Processing - IWC Totals	Invoice Transactions 2	<u>\$3,981.05</u>
Account 920.500 - Water Charges											
149 - BOARD OF WATER COMMISSIONERS	1251 300 213	METERED WATER - FEBRUARY, 2013	Edit		03/25/2013	04/17/2013	04/17/2013			683,219.07	
									Account 920.500 - Water Charges Totals	Invoice Transactions 1	<u>\$683,219.07</u>
Account 935.600 - Sewer Main Repair											
6188 - LAKE COUNTY SEWER COMPANY	FKA ST10092 EST7	Estimate #7 Sanitary Repairs NW & SE Quadrants	Edit		03/04/2013	04/17/2013	04/17/2013			21,595.65	
6188 - LAKE COUNTY SEWER COMPANY	10092 EST 8	NW & SE QUADRANT SANITARY SEWER EST 8	Edit		03/25/2013	04/17/2013	04/17/2013			13,067.55	
									Account 935.600 - Sewer Main Repair Totals	Invoice Transactions 2	<u>\$34,663.20</u>
									Department 591 - Supply and Transmission Totals	Invoice Transactions 13	<u>\$722,132.57</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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											
5524 - CANNON ENGINEERING & EQUIPMENT LLC	34621	GRAB HANDLES, STEP, SIDE BARS	Edit		03/27/2013	04/17/2013	04/17/2013			290.14	
								Account 981.000 - Equip / Veh Totals		Invoice Transactions 1	\$290.14
								Department 595 - Cap Exp, bond prin-cash budget Totals		Invoice Transactions 1	\$290.14
Department 596 - Administrative and General											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			1,225.62	
26031 - CDW GOVERNMENT INC	Z896349	APC REPLACEMENT BATTERY RBC43	Edit		03/13/2013	04/17/2013	04/17/2013			366.60	
								Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 2	\$1,592.22
Account 729.000 - Janitorial SVC & Supplies											
2824 - G & K SERVICES	1244250595	FLOOR MATS	Edit		03/27/2013	04/17/2013	04/17/2013			83.09	
6863 - TONY'S CLEANING INC	100	JANITORIAL SERVICES FEBRUARY 2013	Edit		02/26/2013	04/17/2013	04/17/2013			600.00	
								Account 729.000 - Janitorial SVC & Supplies Totals		Invoice Transactions 2	\$683.09
Account 730.300 - Equip Maint & Supplies											
13966 - RICOH USA INC	5025503837	COPIER COSTS	Edit		03/20/2013	04/17/2013	04/17/2013			48.14	
								Account 730.300 - Equip Maint & Supplies Totals		Invoice Transactions 1	\$48.14
Account 730.592 - Property Maint											
15916 - INTERSTATE SECURITY INC	8626493	MONITORING CHARGES	Edit		03/18/2013	04/17/2013	04/17/2013			105.00	
6864 - REVOLUTION FLAG SERVICE	1100	U.S. FLAG	Edit		03/26/2013	04/17/2013	04/17/2013			130.00	
								Account 730.592 - Property Maint Totals		Invoice Transactions 2	\$235.00
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 379	2012 WATER RELIABILITY STUDY	Edit		04/02/2013	04/17/2013	04/17/2013			927.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 380	2012 WATER RELIABILITY STUDY	Edit		04/02/2013	04/17/2013	04/17/2013			2,880.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 370	CONSUMERS VAN DYKE 25-26	Edit		04/02/2013	04/17/2013	04/17/2013			304.70	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 103	GENERAL SERVICES	Edit		02/05/2013	04/17/2013	04/17/2013			315.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 111	ENGINEERING DESIGN STANDARDS	Edit		02/05/2013	04/17/2013	04/17/2013			2,100.00	
								Account 807.000 - Engineering Consulting Fees Totals		Invoice Transactions 5	\$6,527.20
Account 850.000 - Communications											
993 - PETTY CASH - WATER FUND	4413	PETTY CASH REIMBURSEMENT	Edit		04/04/2013	04/17/2013	04/17/2013			10.00	
								Account 850.000 - Communications Totals		Invoice Transactions 1	\$10.00



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			3,118.39	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$3,118.39</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			5,407.82	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$5,407.82</u>
Account 955.000 - Other Expenses											
6062 - PARAGON LABORATORIES INC	74681	DISINFECTANT BYPRODUCT SAMPLING	Edit		04/01/2013	04/17/2013	04/17/2013			645.00	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 17C	INSTALLMENT 12 OF 12 DPW	Edit		03/25/2013	04/17/2013	04/17/2013			658.88	
									Account 955.000 - Other Expenses Totals	Invoice Transactions 2	<u>\$1,303.88</u>
									Department 596 - Administrative and General Totals	Invoice Transactions 17	<u>\$18,925.74</u>
Department 661 - Motor Pool											
Account 781.000 - Parts											
6009 - CLARK'S WELDING INC	35335	WELDING PART FOR SW-1	Edit		03/27/2013	04/17/2013	04/17/2013			29.54	
									Account 781.000 - Parts Totals	Invoice Transactions 1	<u>\$29.54</u>
									Department 661 - Motor Pool Totals	Invoice Transactions 1	<u>\$29.54</u>
									Fund 592 - Water and Sewer Fund Totals	Invoice Transactions 45	<u>\$989,550.44</u>
Fund 598 - Cable TV											
Department 598 - Cable TV											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	3451478	Office Supplies-March	Edit		03/31/2013	04/17/2013	04/17/2013			282.96	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$282.96</u>
Account 801.000 - Contract Labor											
6873 - PAIGE GULYAS	328131	Contract Labor	Edit		03/28/2013	04/17/2013	04/17/2013			97.50	
4239 - SYDNEY MACHESKY	8041110	Contract Labor	Edit		04/04/2013	04/17/2013	04/17/2013			45.00	
5195 - QUACKERS VIDEO PRODUCTIONS	2013STV6	Editing	Edit		04/03/2013	04/17/2013	04/17/2013			862.50	
									Account 801.000 - Contract Labor Totals	Invoice Transactions 3	<u>\$1,005.00</u>
Account 810.592 - IT Support & Svc											
4099 - IQM2 INC	4484	MediaTraQ Monthly Subscription	Edit		04/01/2013	04/17/2013	04/17/2013			480.00	
									Account 810.592 - IT Support & Svc Totals	Invoice Transactions 1	<u>\$480.00</u>
Account 850.000 - Communications											
24351 - A T & T	586 2541186 313	Phone use 2/26 - 3/25/13	Edit		03/25/2013	04/17/2013	04/17/2013			48.34	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 850.000 - Communications											
24351 - A T & T	586 R011561 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
24351 - A T & T	586 R011560 0413	T1 Line Usage 3/2 - 4/1/13	Edit		04/01/2013	04/17/2013	04/17/2013			119.00	
20663 - ONE MEDIA CORP INC	PI0000264	Programing Fee - Membership dues	Edit		03/22/2013	04/17/2013	04/17/2013			200.00	
								Account 850.000 - Communications Totals		Invoice Transactions 4	<u>486.34</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			481.66	
								Account 860.000 - Auto Insurance Expense Totals		Invoice Transactions 1	<u>481.66</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	14736	3rd Installment on Auto & Liability Package	Edit		04/01/2013	04/17/2013	04/17/2013			3,891.51	
								Account 865.000 - Insurance & Bonds Totals		Invoice Transactions 1	<u>3,891.51</u>
Account 930.100 - Building Maintenance											
6863 - TONY'S CLEANING INC	600	Cleaning-February	Edit		02/26/2013	04/17/2013	04/17/2013			250.00	
25658 - WOW! BUSINESS	12648529 0413	Music for channel 5, 10 & 12	Edit		03/27/2013	04/17/2013	04/17/2013			46.50	
								Account 930.100 - Building Maintenance Totals		Invoice Transactions 2	<u>296.50</u>
								Department 598 - Cable TV Totals		Invoice Transactions 13	<u>6,923.97</u>
								Fund 598 - Cable TV Totals		Invoice Transactions 13	<u>6,923.97</u>
Fund 692 - Equipment Replacement Fund											
Department 212 - Network											
Account 985.000 - Equipment Replacement											
26031 - CDW GOVERNMENT INC	BG23343	CISCO ASA 5510 SEC Plus APPL W/SW	Edit		03/25/2013	04/17/2013	04/17/2013			2,848.11	
								Account 985.000 - Equipment Replacement Totals		Invoice Transactions 1	<u>2,848.11</u>
								Department 212 - Network Totals		Invoice Transactions 1	<u>2,848.11</u>
Department 305 - Police Department											
Account 975.207 - Capital Project - PD Building											
7857 - STONE'S ACE HARDWARE	C37436	Credit for 52695 Building Materials	Edit		03/22/2013	04/04/2013	04/04/2013			(5.99)	
15228 - HOME DEPOT CREDIT SERVICES	3100185	BUILDING MATERIAL	Edit		04/01/2013	04/17/2013	04/17/2013			44.88	
15228 - HOME DEPOT CREDIT SERVICES	1576929	BUILDING MATERIAL	Edit		03/24/2013	04/17/2013	04/17/2013			11.44	
15228 - HOME DEPOT CREDIT SERVICES	2034201	BUILDING MATERIAL	Edit		03/23/2013	04/17/2013	04/17/2013			20.86	
15228 - HOME DEPOT CREDIT SERVICES	2034213	BUILDING MATERIAL	Edit		03/23/2013	04/17/2013	04/17/2013			14.31	
15916 - INTERSTATE SECURITY INC	8626058	SERVICE	Edit		03/11/2013	04/17/2013	04/17/2013			675.00	
6711 - RAY ELECTRIC	6096570 00	BUILDING MATERIAL	Edit		03/14/2013	04/17/2013	04/17/2013			5.54	
25017 - ROSEVILLE GLASS CO LLC	1425	BUILDING MATERIAL	Edit		03/22/2013	04/17/2013	04/17/2013			750.00	
1148 - SHELBY PAINT & DECORATING	2891 1	BUILDING MATERIALS	Edit		03/21/2013	04/17/2013	04/17/2013			14.24	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

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 305 - Police Department											
Account 975.207 - Capital Project - PD Building											
7857 - STONE'S ACE HARDWARE	52769	BUILDING MATERIAL	Edit		03/01/2013	04/17/2013	04/17/2013			23.96	
1472 - WILLIAMS DISTRIBUTING COMPANY	SB00401988001	BUILDING MATERIAL	Edit		03/22/2013	04/17/2013	04/17/2013			10.83	
									Account 975.207 - Capital Project - PD Building Totals	Invoice Transactions 11	<u>\$1,565.07</u>
									Department 305 - Police Department Totals	Invoice Transactions 11	<u>\$1,565.07</u>
Department 340 - Fire Department											
Account 985.000 - Equipment Replacement											
868 - MOTOROLA SOLUTIONS INC	13949940	MOBILE RADIO FOR 2013 FORD EXPEDITION (JS)	Edit		03/25/2013	04/17/2013	04/17/2013			4,446.80	
									Account 985.000 - Equipment Replacement Totals	Invoice Transactions 1	<u>\$4,446.80</u>
									Department 340 - Fire Department Totals	Invoice Transactions 1	<u>\$4,446.80</u>
Department 774 - Senior Citizen Operations											
Account 985.000 - Equipment Replacement											
26031 - CDW GOVERNMENT INC	BH18885	HP SB8300 & HP Pro Display 21.5 In LED	Edit		03/27/2013	04/17/2013	04/17/2013			894.67	
									Account 985.000 - Equipment Replacement Totals	Invoice Transactions 1	<u>\$894.67</u>
									Department 774 - Senior Citizen Operations Totals	Invoice Transactions 1	<u>\$894.67</u>
Department 789 - Parks Recreation Maintenance											
Account 985.000 - Equipment Replacement											
26031 - CDW GOVERNMENT INC	BB63714	computer monitor	Edit		03/18/2013	04/17/2013	04/17/2013			165.99	
6723 - HEWLETT-PACKARD COMPANY	33168670 002	TI new computer	Edit		03/21/2013	04/17/2013	04/17/2013			679.00	
									Account 985.000 - Equipment Replacement Totals	Invoice Transactions 2	<u>\$844.99</u>
									Department 789 - Parks Recreation Maintenance Totals	Invoice Transactions 2	<u>\$844.99</u>
									Fund 692 - Equipment Replacement Fund Totals	Invoice Transactions 16	<u>\$10,599.64</u>
Fund 701 - Trust & Agency											
Account 255.371 - Bldg Performance Bonds											
3488 - ACADIA HOME BUILDERS LLC	12 14210	56230 HIDDEN CREEK - BLDG BOND	Edit		02/03/2012	04/17/2013	04/17/2013			867.50	
3488 - ACADIA HOME BUILDERS LLC	12 14209	56196 HIDDEN CREEK - BLDG BOND	Edit		02/13/2012	04/17/2013	04/17/2013			867.50	
6123 - ALL AROUND FENCING	13 26609	13973 BARTON - BLDG BOND	Edit		03/15/2013	04/17/2013	04/17/2013			25.00	
1623 - ANDERSON'S INSTALLATION SERVICE INC	13 26703	6765 POWERS COURT - BLDG BOND	Edit		03/18/2013	04/17/2013	04/17/2013			50.00	
3913 - ART VAN FURNITURE INC	11 46304	14055 HALL - BLDG BOND	Edit		05/26/2011	04/17/2013	04/17/2013			662.50	
4957 - CALIBER HOMES INC	12 50663	54636 PELICAN - BLDG BOND	Edit		06/06/2012	04/17/2013	04/17/2013			1,007.50	
17944 - COOK'S SIGNS PLUS	12 112100	46410 VAN DYKE - BLDG BOND	Edit		12/19/2012	04/17/2013	04/17/2013			50.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 04/17/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 701 - Trust & Agency											
Account 255.371 - Bldg Performance Bonds											
17260 - KYLE BUILDERS INC	12 51513	13239 VAN PAMEL - BLDG BOND	Edit		06/12/2012	04/17/2013	04/17/2013			200.00	
17260 - KYLE BUILDERS INC	12 30666	49752 WEST CENTRAL - BLDG BOND	Edit		03/28/2012	04/17/2013	04/17/2013			200.00	
17260 - KYLE BUILDERS INC	11 50952	56644 HARTLEY - BOND BOND	Edit		06/13/2011	04/17/2013	04/17/2013			200.00	
17260 - KYLE BUILDERS INC	11 72954	56722 HARTLEY - BLDG BOND	Edit		08/22/2011	04/17/2013	04/17/2013			200.00	
2134 - MARINE CITY LANDSCULPTING	13 25920	12157 BLUE HERON - BLDG BOND	Edit		03/07/2013	04/17/2013	04/17/2013			25.00	
1315 - ROMAC CONSTRUCTION	12 112261	45849 MOUND - BLDG BOND	Edit		12/20/2012	04/17/2013	04/17/2013			200.00	
22763 - SIGN FABRICATORS INC	13 26236	50174 SCHOENHERR - BLDG BOND	Edit		03/11/2013	04/17/2013	04/17/2013			25.00	
3115 - NANCY & GLEN VEENSTRA	12 55610	50745 LINDA - BLDG BOND	Edit		06/27/2012	04/17/2013	04/17/2013			50.00	
									Account 255.371 - Bldg Performance Bonds Totals	Invoice Transactions 15	\$4,630.00
Account 280.803 - Memorial Donations-Trees/Benches											
23788 - BARCO PRODUCTS COMPANY	31300739	Memorial bench - RA	Edit		03/29/2013	04/17/2013	04/17/2013			1,117.76	
									Account 280.803 - Memorial Donations-Trees/Benches Totals	Invoice Transactions 1	\$1,117.76
									Fund 701 - Trust & Agency Totals	Invoice Transactions 16	\$5,747.76
Fund 899809 - BuckinghamForest Street Lighting											
Account 925.000 - Street Lighting											
278 - CONSUMERS ENERGY	201358432891	Street Lighting-March	Edit		03/31/2013	04/17/2013	04/17/2013			364.33	
									Account 925.000 - Street Lighting Totals	Invoice Transactions 1	\$364.33
									Fund 899809 - BuckinghamForest Street Lighting Totals	Invoice Transactions 1	\$364.33
									Grand Totals	Invoice Transactions 420	\$1,484,568.19

* = Prior Fiscal Year Activity

**Charter Township of Shelby
Fire Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Jim Swinkowski, Fire Chief
Date: 04/16/2013
Re: Promotion to Fire Department Vacancies - April 16, 2013

Attached please find a memorandum with requests from the Fire Chief to promote employees number 40332, number 40670, number 40684 and number 40681 to the vacancies created by retirement and the promotion of other employees. These promotions are effective April 1 and April 17, 2013.

These actions are being requested in compliance with the Collective Bargaining Agreement between the Township and Shelby Township Firefighters' Association, Local 1338.

Charter Township of Shelby Fire Department

Memo

Date: April 3, 2013

To: Lisa Suida, Human Resources Director

From: James Swinkowski, Fire Chief

Re: Agenda / Board of Trustees Meeting / April 16, 2013
Approval to promote employees to Fire Department Vacancies

I am requesting the following promotions to fill vacancies in the Fire Department. The selection of these individuals was made in full compliance with all applicable regulations and procedures, per Article 11 of the Collective Bargaining Agreement between the Charter Township of Shelby and the Shelby Township Firefighters Association Local 1338.

1. Due to the vacancy of the Chief of Training position (created by the promotion of employee #40661 to Fire Chief), I am requesting to promote a Lieutenant Inspector, employee #40332, to the position of Chief of Training, effective April 1, 2013.
2. Due to the vacancy of a Lieutenant Inspector position (created by the above promotion), I am requesting to promote a Lieutenant Medic, employee #40670, to the position of Lieutenant Inspector, effective April 17, 2013.
3. Due to the retirement of a Lieutenant Inspector, employee #40501, on March 27, 2013, I am requesting to promote a Firefighter Medic, employee #40684, to the position of Lieutenant Inspector, effective April 17, 2013.
4. Due to the vacancy of a Lieutenant Medic position (created by promotion #2 above), I am requesting to promote a Firefighter Medic, employee #40681, to the position of Lieutenant Medic, effective April 17, 2013.

Therefore, I request motions be made at the next regularly scheduled meeting of the Board of Trustees on April 16, 2013.

I am available if you have additional questions regarding this matter.

Thank you for your consideration.

JS/jma

**Charter Township of Shelby
Fire Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Jim Swinkowski, Fire Chief
Date: 04/16/2013
Re: Approval to Purchase Modems for Fire Vehicles - April 16, 2013

The Fire Department is requesting approval to purchase fifteen (15) AirLink GX440 Modems to be installed on the fire department vehicles for the computer aided dispatch program on each laptop.

When we first started researching the Computer Aided Dispatch program, Verizon suggested we use an air card for our connectivity since the air cards were provided at no cost, and our IT company, at the time, agreed. Since we started using the air cards three weeks ago, we have been unable to maintain a constant connection, which we require in order for this program to function properly. The AirLink Modem will provide the constant connection we need. The pricing listed on the attached quote is GSA pricing.

Therefore, upon review and approval by the Board of Trustees, I request the following motion to be made at the next regularly scheduled meeting of the Board of Trustees on April 16, 2013.

I am available if you have additional questions regarding this matter. Thank you for your consideration.



QUOTE

DH Wireless Solutions

175 Hill Brady Rd
 Battle Creek, MI 49037
 (877) 524.0430
 sales@dhm2m.com

ESTIMATE Shelby Twp FD 3/28/2013 GX440WF-VZ

DATE March 28, 2013

EXP. DATE April 27, 2013

CUSTOMER Shelby Township Fire Dept
 6345 23 Mile Rd
 Shelby Township, MI 48316

POC Jim Swinkowski
 Phone (586) 731-3476
 Email jswinkowski@shelbytwpfd.com

BILL ADDRESS Shelby Township Fire Dept
 6345 23 Mile Rd
 Shelby Township, MI 48316

SHIP TO Shelby Township Fire Dept
 6345 23 Mile Rd
 Shelby Township, MI 48316

TYPE OF APPLICATION	PAYMENT TERMS	SHIPPING METHOD	SHIPPING TERMS	SALESPERSON	PREPARED BY
Mobile Telemetry	On Account-Net 30 Days	FedEx	Ground	Jeff Oberlin	JVO

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISC %	NET PRICE	LINE TOTAL
15	MMALAK000231	Modem, AirLink GX440 WiFi LTE/EVDO VZW (incl. DC power cable and 5 year warranty)	\$ 899.00	15%	\$ 764.15	\$ 11,462.25
15	MMACAN000305	Antenna, AP (Cell/LTE/WiFi), 15' Cable - SMA, Thread Bolt - Black	\$ 125.00	5%	\$ 119.00	\$ 1,785.00
15	CSMSNS000001	Modem Provisioning, Activation and Pre-Deployment Bench Testing Services	\$ 35.00	14%	\$ 30.00	\$ 450.00
15	MMACCT000228	Cable, Patch Cord, 14' Snagless Cat5e, Gray	\$ 16.95	0%	\$ 16.95	\$ 254.25

POC Jeff Oberlin
 PHONE 269.660.9116
 MOBILE 269.317.6838
 EMAIL joberlin@dhm2m.com
 FAX 269.660.6613

SUBTOTAL	\$ 13,951.50
SHIPPING HANDLING	114.15
SALES TAX	0%
TOTAL	\$ 14,065.65

Notes:

** Shipping charges will apply. Charges will be determined by destination and deployment schedule of this project.

Confidential Information and Proprietary Information
 Digital Highway (877) 524-0430 www.dhm2m.com

**Charter Township of Shelby
DPW**

Memo

To: Charter Township of Shelby Board of Trustees
From: Dave Miller, Acting DPW Director
Date: 04/16/2013
Re: Ordinance 263 Interest Rate - April 16, 2013

As part of Ordinance 263, Chapter 58, Article IV and V it is necessary for the board to adopt an interest rate to be utilized when a township resident chooses the time payment method (Grant of Lien) to pay off the applicable debt charges (frontage) and/or tap charges when connecting to the municipal water and / or sanitary sewer.

The current interest rate and methodology are as follows: An interest rate of 2% per quarter will be placed on the unpaid balance of the Grant of Lien. Using this methodology the principal amount is divided into 40 equal payments and interest in the amount of 2% of the unpaid balance is added to the principal payment that is due. This method generates a higher payment at the start of the loan and reduces the payment amount over the ten year process. This method also generates an interest rate of approximately 8% per year.

I would propose that a standard amortization schedule be used to calculate the payments of the grant of lien. This would allow the customer to make payments of a consistent amount over the term of the note.

I would also propose that a fixed interest rate for the time method option for paying off applicable water and / or sanitary sewer fees be calculated at the current prime rate (as reported by the Wall Street Journal) + 1%. This would allow for residents to pay an interest rate that is reflective of those used in the banking industry.

**Charter Township of Shelby
Building Department**

Memo

To: Charter Township of Shelby Board of Trustees
From: Tim Wood, Building Director
Date: 04/16/2013
Re: Accessibility Improvements - Township Hall Locker Rooms - April 16, 2013

The administration is proposing to renovate the Township Hall Locker Rooms to make them accessible to the disabled and to perform maintenance repairs. The scope of the work is attached along with estimates for portions of the work.

If you have any questions, please let me know.

Regards, Tim Wood

Township Hall Locker Room Evaluation

Purpose: To determine what improvements are required to make the Township Hall Locker Rooms accessible and to make maintenance repairs

Code: 2009 Michigan Building Code and ICC/ANSI A117.1-2003

Assumptions: The Park, Recreation and Maintenance Department will perform the majority of the labor. Further, the scope of work is intended to be the lowest cost approach to meeting requirements.

Findings: See the table below

Location	Item	Estimated Cost
Training	Install water cooler for persons in a seated position.	\$300
		0
Men's Locker Room	Provide automatic door opener due to limited pull side clearance.	2,700
	Lower towel dispenser to 48" above finish floor.	0
	Wrap exposed waste lines under lavatory sinks.	25
	Provide a full size mirror.	30
	Install new faucets (2), sink, traps, supply lines and counter top.	1,400
	Eliminate one water closet and reconfigure partitions to provide accessible stall.	2,000
	Provide accessible grab bars and properly positioned toilet paper dispenser.	100
	Remove some lockers to facilitate the installation of an accessible bench.	350
	Provide an adjustable shower control, soap dish, grab bars and properly positioned seat in the shower.	300
	Perform miscellaneous tile repair on floor and walls and lower shower threshold.	500
	Clean-up.	200
		0
Women's Locker Room	Provide automatic door opener due to limited pull side clearance.	2700
	Lower towel dispenser to 48" above finish floor.	0
	Wrap exposed waste lines under lavatory sinks.	25
	Provide a full size mirror.	30
	Install new faucet, sink, trap, and supply lines.	500
	Remove some lockers to facilitate the installation of an accessible bench.	350
	Provide an adjustable shower control, soap dish, grab bars and properly positioned seat in the shower.	300
	The water closet needs to be relocated to provide accessible clearances. Further, the shower walls need to be moved to comply with stall dimensional requirements and the threshold needs to be lowered.. Given the limited dimensions of the room, the shower will be located within the toilet stall. Thus, only one person will be able to use the shower or water closet at a time.	4,300
	Clean-up.	200
Contingency	800	
Total Estimated Cost	\$17,110.00	

Contact Us



View Our Stores

Sign In

My Account

My Wishlist

Shopping Cart 0 Items | \$0.00



Empower someone with a ToolKing.com Gift Card. Click here.

Tools

Parts & Hardware

Home Improvement

Automotive

Home & Garden

Apparel & Safety

Workshop & Garage

Sports & Outdoors

Electronics

Deals!

Power Tools

Compress Tools

Hand Tools

Reconditioned Tools

Auto Tools

Fastening

Shop Machines

Specialty Tools

Metalworking

GET DEALS, WIN STUFF
Sign Up for our Newsletter Today!

COMMERCIAL ACCOUNTS
High Volume, Resale & Commercial Services Available

Home » Delta 56302 Universal Showering Components Chrome Adjustable Grab Bar Assembly

Delta 56302 Universal Showering Components Chrome Adjustable Grab Bar Assembly

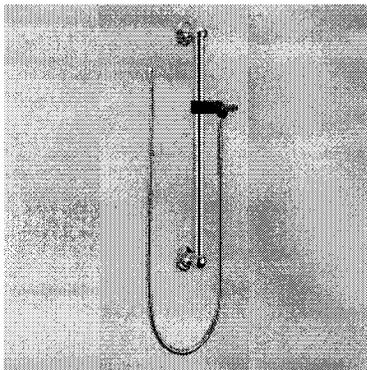
Availability: Online | Not In Store

Stock Level:

Be the first to review this product

Part

854034449668965--TTSI



List Price **\$182.00**
Your Savings **-\$39.93**

ToolKing.com Price
\$142.97



Qty:

Estimate Shipping

Add to Wishlist

Sign Up for Price Alert

Recommended For You

Description

Product Details

Q & A

Timeless design for today's homes

- ADA compliant when installed properly
- Chrome

Shower Head High Pressure

www.PelicanWater.com/

Remove 96% Chlorine for 15,000 GALs Longer Filter, Better Performance!



AdChoices

CONTACT US

Click Here To Contact Us



CUSTOMER SERVICE

- Return Policy
- Pricing Policy
- Shipping Policy
- Manufacturer Warranty Info
- Privacy Policy
- Contact Customer Support

SERVICES

- Vendor Information
- International Customers
- Commercial / Volume Buyers
- Credit Accounts
- Reconditioned Tools
- View Our Stores





51195 Fischer Park Drive, Shelby Twp., MI. 48316

PHONE: 586-739-8915

FAX: 586-731-5650

www.cr-plumbing.com

April 3, 2013

Charter Township of Shelby
52700 Van Dyke
Shelby Township, MI

Attn: Tim Wood

Re: Quotation

Gentlemen:

We are pleased to quote the labor and material necessary to complete the following items for the sum of; \$ 1,850.00.

Scope of Work:

- ~Remove water closet
- ~Break floor
- ~Connect to existing water closet branch and extend to new location
- ~Pipe water to new location
- ~Reset water closet

Exclusions

Patching by others

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Alteration or deviation from specifications may involve additional costs and will be executed upon written orders only. Our workers are fully covered by Workers' Compensation Insurance.

If you have any questions or need any additional information, please contact us at our office or you may contact Charlie Reynolds @ 586-255-8505.

Respectfully,
C & R Plumbing & Heating, Inc.

A handwritten signature in black ink, appearing to read 'Charles L. Reynolds', written in a cursive style.

Charles L. Reynolds
President

Tim Wood

From: Paul Gjeldum
Sent: Tuesday, April 02, 2013 10:03 AM
To: Tim Wood
Subject: Plumbing Prices

Hi Tim,
Price on sinks is \$76.05 each
Price on Sloan auto faucet like we have in the men's public restroom is \$345.35 each
Price on a good single lever faucet vary from \$75 to \$100 depending on the model
I believe you said the drains, traps, supply lines; etc would come out of a misc fund
Thanks
Paul



QUOTE

289 Robbins Drive
Troy, MI 48083
Questions: (248) 588-5601
Fax: (248) 588-5641

PAGE NO.	1
SALES PERSON	MATT MILLER
TAKEN BY	MLM
QUOTE DATE	04/04/13
CUSTOMER NO.	71046
ORDERED BY	TIM WOOD
QUOTE NO.	18-5802 SQ

SHELBY TOWNSHIP
52700 VAN DYKE AVE
SHELBY TOWNSHIP MI 48316

SHIP TO

SHELBY TOWNSHIP
52700 VAN DYKE AVE
SHELBY TOWNSHIP MI 48316

Attention : TIM WOOD
LaForce is pleased to quote the supply of the following material.

LINE	QTY.	STOCK NO.	DESCRIPTION	UNIT PRICE	EXT. PRICE
1.000		JOB	TOWNSHIP HALL RENOVATIONS		
2.000		CONTACT	TIM WOOD building@shelbytwp.org		
3.000		CONTACT	OFFICE 586.731.5969 FAX 586.803.2099		
4.000		TEXT	.		
5.000		KB	RESTROOM DOOR OPERATORS	5,309.26	5,309.26
6.000	1	NHDW	ADAEZ-PU11-LH-ALUM AUTOMATIC DOOR OPERATOR		
7.000	1	NHDW	ADAEZ-PU11-RH-ALUM AUTOMATIC DOOR OPERATOR		
8.000		INSTALL	INSTALLATION OF MATERIAL		
9.000		KE	.		
10.000		TEXT	TOILET PARTITION WOMEN'S LOCKER ROOM		
11.000	1	NSPC	SOLID PLASTIC TOILET PARTITION SCRANTON GRAY	845.00	845.00
11.500		TEXT	FLOOR MOUNTED HEADRAIL BRACED BW-1 ADA		
12.000		TEXT	TOILET PARTITION MEN'S LOCKER ROOM		
13.000	1	NSPC	SOLID PLASTIC TOILET PARTITION SCRANTON GRAY	845.00	845.00
13.500		TEXT	FLOOR MOUNTED HEADRAIL BRACED BW-1 ADA		
14.000		TEXT	.		
15.000	1	16944	3801-18 GRAB BAR SNAP FLANGE 1.50 INCH	29.76	29.76
16.000	1	16504	3801-24 GRAB BAR SNAP FLANGE 1.50 INCH	31.44	31.44
17.000	1	16506	3801-36 GRAB BAR SNAP FLANGE 1.50 INCH	34.24	34.24

Stock materials are subject to a 25% restocking fee. Special order materials are not returnable. NO returns after 90 days.

ROUTE: Installation	REL ORDER:	See last page for Totals.
----------------------------	-------------------	----------------------------------



QUOTE

289 Robbins Drive
 Troy, MI 48083
 Questions: (248) 588-5601
 Fax: (248) 588-5641

PAGE NO.	2
SALES PERSON	MATT MILLER
TAKEN BY	MLM
QUOTE DATE	04/04/13
CUSTOMER NO.	71046
ORDERED BY	TIM WOOD
QUOTE NO.	18-5802 SQ

SHELBY TOWNSHIP
 52700 VAN DYKE AVE
 SHELBY TOWNSHIP MI 48316

S
H
I
P
T
O

SHELBY TOWNSHIP
 52700 VAN DYKE AVE
 SHELBY TOWNSHIP MI 48316

Attention : TIM WOOD
 LaForce is pleased to quote the supply of the following material.

LINE	QTY.	STOCK NO.	DESCRIPTION	UNIT PRICE	EXT. PRICE
18.000	4	NSPC	18" BENCH PEDESTAL	34.50	138.00
19.000	1	NSPC	20"X42" - 1 1/4" HARDWOOD ADA COMPLIANT BENCH	184.00	184.00
<p>** Women's Locket Room Partition: For this partition to be considered ADA compliant, modification to existing shower wall will be necessary mount partition. Please give me a call for additional information. * Please allow 2-3 weeks from date of order to delivery of toilet partition materials. * Please allow 3-4 weeks lead time for ADA-EZ operator installation.</p>					

Stock materials are subject to a 25% restocking fee. Special order materials are not returnable. NO returns after 90 days.

ROUTE: Installation	REL ORDER:	SUBTOTAL	7,416.70
ACCEPTED BY: Company _____ Date _____ Signature _____	This quote is valid for 30 days. Sincerely, MATT MILLER	SALES TAX	
		TOTAL	7,416.70
		Terms NET 30 DAYS	

CUSTOMER QUOTE

TRI COUNTY TILE COMPANY LLC
CREATIVE TILE & DESIGNS
4785 25 MILE ROAD
SHELBY TWP., MI 48316
PHONE: 248 652 6181
EMAIL: TRICOUNTYTILECO@COMCAST.NET

PROPOSAL

DATE: 4/3/2013

PAGE: 1 OF 1

ATTN: MR. T. WOOD

PROPOSAL SUBMITTED TO:
MR. TIMOTHY WOOD
52700 VAN DYKE
SHELBY TOWNSHIP, MI

JOB NAME AND LOCATION:
SAME
LOWER LEVEL

WE HEARBY PROPOSE TO FURNISH LABOR AND MATERIALS AS FOLLOWS;

AMOUNT

~LOWER LEVEL-MENS LOCKER ROOM-	
~MISC. TILE REPAIRS-6-10 AREAS AROUND SHOWERS CONSITING OF 1-2 TILES EACH-TILE FOR THESE AREAS, IF POSSIBLE MAY COME FROM REVISED TOILET STAHL IN WOMENS LOCKER ROOM, IF NOT WE WILL MATCH EXISTING TILE AS CLOSE AS POSSIBLE WITH NEW TILE-	
~LABOR AND MATERIALS-----	\$160.00
~LOWER LEVEL WOMENS LOCKER ROOM-	
~CONSTRUCT A BLOCK WALL ON SHOWER STAHL WALL ADJACENT FROM PIPE WALL IN ORDER TO REDUCE SHOWER STAHL FINISH WIDTH OF 36" FROM FLOOR TO CEILING. RETURN TILE ON FRONT JAM OF SHOWER APROX. 4" AND TILE IN TO EXISTING WAINSCOTE TILE. TILE WALL FLOOR TO CEILING-	
~LABOR AND MATERIALS-----	\$970.00
~LOWER LEVEL WOMENS LOCKER ROOM-	
~INSTALLATION OF NEW TILE ON NEW TOILET PARTION WALL BEHIND TOILET-MATCH TILE AS CLOSE AS POSSIBLE TO EXISTING- NEW WALL BY OTHERS	\$274.00
~FLOOR REPAIR AROUND NEW TOILET LOCATION YET TO BE DETERMINED-	<u>OPEN</u>
~PROPOSED JOB TOTAL-----	1,404.00

APPROVE BY

_____ DATE: _____



51195 Fischer Park Drive, Shelby Twp., MI. 48316

PHONE: 586-739-8915

FAX: 586-731-5650

www.cr-plumbing.com

April 3, 2013

Charter Township of Shelby
52700 Van Dyke
Shelby Township, MI

Attn: Tim Wood

Re: Quotation – Breakroom Sink

Gentlemen:

We are pleased to quote the labor and material necessary to complete the following items for the sum of; \$ 200.00.

Scope of Work:

Install existing break room sink

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Alteration or deviation from specifications may involve additional costs and will be executed upon written orders only. Our workers are fully covered by Workers' Compensation Insurance.

If you have any questions or need any additional information, please contact us at our office or you may contact Charlie Reynolds @ 586-255-8505.

Respectfully,
C & R Plumbing & Heating, Inc.

A handwritten signature in black ink, appearing to read 'Charles L. Reynolds', is written over a white background.

Charles L. Reynolds
President

ROBINSON STEEL CO.

Locker, Storage Solutions
and Restroom Supplies
at the Right Price!



Phone: (610) 279-6600
Fax: (610) 279-6646
Toll free: (800) 275-6702
Email: sales@rsclackers.com
Join Our Mailing List



- PRODUCTS
- SERVICES
- ASAP
- ABOUT US
- BLOG
- CONTACT US
- SEARCH
- CART
- HOME

THE LOCKER ROOM

- Request a Quote
- Lockers
- Benches
- Locks
- Repair Parts
- Lockers FAQ

THE RESTROOM

- Request a Quote
- Partitions
- Accessories
- Vanities
- Repair Parts
- FAQ

THE WAREHOUSE

- Request a Quote
- Shelving and Rack
- Mezzanine
- Wire Partitions
- Industrial Stairs
- Barrier Rail
- In Plant Offices
- Cabinets and Furniture
- FAQ

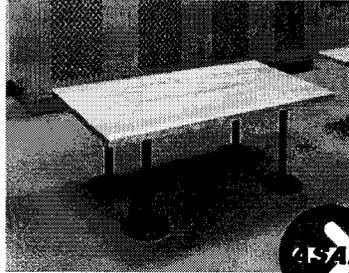
PARKS & REC

- Request a Quote
- Picnic Tables
- Plastic Benches
- ADA Compliant
- Trash Receptacles
- Bleachers

THE OTHER STUFF

- Request a Quote
- Custom Metal Shop
- Overstocks
- ASAP Products

ADA Locker Room Bench



Now: \$275.00

SKU: ADABENCH

Qty: 1

- sizes:
- 42"L x 20"W x 17.5"H (\$275.00)
 - 42"L x 24"W x 17.5"H (\$290.00)
 - 48"L x 24"W x 17.5"H (\$300.00)
 - 60"L x 24"d x 17.5"h (\$350.00)
 - 72"L x 24"d x 17.5"h (\$375.00)

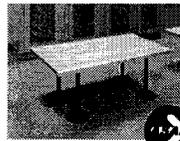
- Pedestal Color:
- Gray
 - Champagne
 - Black
 - Marine Blue
 - White

Add to Cart

Email a Friend

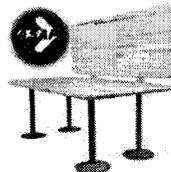
Back to List

- **IN STOCK - Orders placed today will ship tomorrow.**
- Selected Hardwood Tops With Radius On All Sides
- Two Coat Lacquer Finish On Wood
- Seat Height is 17-1/2" high
- Heavy duty floor mounted pedestals with powder coat finish
- Hardware supplied to mount pedestals to tops
- Pedestals must be anchored to the floor
- **Additional pedestal colors** available from production, please call or **Contact Us** for more information.
- ADA and so-called "Barrier Free" guidelines are set by the Federal Government and are sometimes modified by regional or local, lower level government agencies. Please check with your architect or these agencies to confirm that this product applies to your guide lines.



Related Products

ADA Locker Room Bench with Back Support



Now: \$485.00 - \$497.50

Details

PLUMBINGSUPPLY.COM

[Contact Us](#) | [Customer Reviews](#) | [View Cart](#)

The Leading Online Plumbing Supplier Since 1995

Our motto: "under-promise...over-perform"

Product Search:

Go

Largest Inventory - Best Service - Lowest Prices

Find your plumbing supplies starting with: [ABCDE](#) [FGHI](#) [JKLMNO](#) [PQRSTUV](#) [WXY](#) [Z](#)

Customers who have purchased **under sink protectors** have also been:
 to [p-traps and other tubular drain parts](#) - to [bathroom sink drains](#) - to [popular plumbing tools](#)
 to [many porcelain bathroom sinks](#) - to [durable, impact resistant bathroom sinks](#) - to [flexible water supplies](#)
 to [water supply kits for faucets](#) - to [water supply kits with trap for bathroom sinks](#) - to [water supply kits for toilets](#)

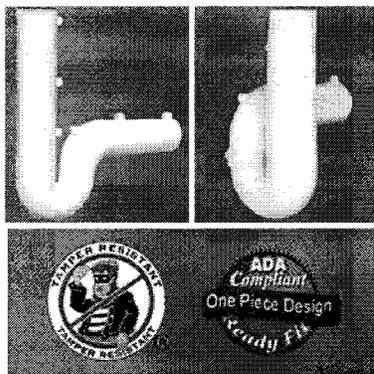
Simple, straightforward and low [shipping](#) rates for these under sink protectors.

ADA Compliant Under Sink Protectors

Helps to protect those in wheelchairs from getting burned or injured from piping underneath sinks.

Under-sink plumbing fixtures are often an overlooked source of injury, typically resulting in an after-the-fact solution. Protection from injury in these situations is necessary, and now it's available! You'll find just what you need to cover the P-trap, supply valves, and offset drains with these helpful protective covers, brought to you by PlumbingSupply.com®! With several options to choose from, you're sure to find the perfect solution for your safety needs. Looking for additional safety products? Click [here](#).

ADA Compliant Under-Sink Protectors



These undersink drain and supply covers feature:

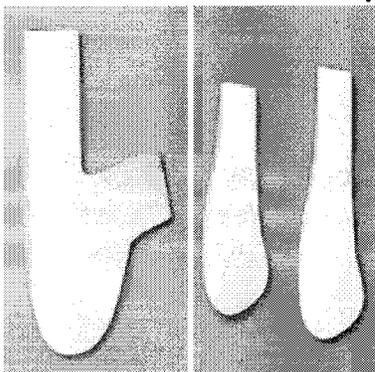
- ADA compliant, uniform, one-piece design
- Fits up to 1-1/2" brass, or plastic, tubular traps
- [Snap lock fasteners](#) are durable & save on installation time
- Adds a pleasing aesthetic look to under-sink components
- Helps protect those who use a wheelchair from getting burned or cut from drains/supplies under sinks
- Smooth PVC construction with anti microbial/anti fungal agents reduce bacteria and makes for easy & fast cleaning of bathrooms
- Less grime & fungal build-up makes cleaning fast and easy
- Internal flexible self-adjusting structures provide additional cushioning, thermal protection, and ensures a snug fit
- Internal tear lines for professional fit
- Dual drainage holes provide condensation drainage and air circulation
- Removable [valve access cap](#) for easy access to the shut-off
- Locking ring provides vandal & tamper resistance
- Can be configured for [full rotation](#) P-Trap's
- Complies with:
 - ADA 4.19.4/ABA 606.5
 - ICC/ANSI A 117.1
 - California code Title 24
 - Canadian barrier free code

Sample Image	Description	Price & Quantity (White)
	Under-sink P-Trap cover - click here for dimensions	\$18.43 <input type="text"/>
	Under-sink valve & supply cover - click here for dimensions	\$16.92 <input type="text"/>

		
	Under-sink wheelchair offset strainer cover - click here for dimensions	\$9.60 <input type="text"/>
	X4222 kit includes: - P-Trap cover - supply cover - click here for dimensions	\$29.10 <input type="text"/>
	X4333 kit includes: - P-Trap cover - two (2) supply covers - click here for dimensions	\$39.03 <input type="text"/>
	X4444 kit includes: - P-Trap cover - two (2) supply covers - one (1) wheelchair offset strainer cover - click here for dimensions	\$49.09 <input type="text"/>
Optional accessories for Pro-eXtreme series under-sink protectors		
	10" P-Trap cover extension	\$11.73 <input type="text"/>
	10" supply riser cover extension	\$10.68 <input type="text"/>

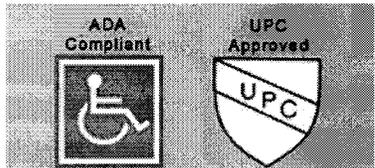
ADD TO CART - Or - **VIEW CART**

ADA Compliant "Soft & Flexible" Under-Sink Protectors



These under-sink covers feature:

- ADA compliant soft & flexible under-sink protectors
- Fits both 1-1/4" & 1-1/2" brass or plastic tubular traps
- Tamper resistant [Snap lock fasteners](#) are durable & save on installation time
- "Touch 'n Go" Velcro fastener provides extra support and ensures a snug cover
- Multiple finish options for a pleasing aesthetic look to under-sink components
- Protects wheelchair bound from getting burned or cut from drains/supplies under sinks
- 100% Smooth PVC construction with anti microbial/anti fungal agents reduce bacteria
- Less grime & fungal build-up makes cleaning fast and easy
- Drainage hole to provide condensation drainage and air circulation
- [Flexible design](#) allows for 360° flexibility
- Complies with:
 - ADA 4.19.4/ABA 606.5
 - ICC/ANSI A 117.1
 - International building code 719.7 (ASTM E84 25/450)
 - California code Title 24
 - Canadian barrier free code



Sample Image	Description	Color	Price & Quantity
	- ADA Compliant, Trap Gear series		
	Soft & flexible under-sink P-Trap cover - click here for dimensions	White	\$18.15 <input type="text"/>
		Black	\$18.16 <input type="text"/>

	Soft & flexible under-sink valve supply cover - click here for dimensions	White	\$16.92	<input type="text"/>
		Black	\$17.02	<input type="text"/>
	Soft & flexible under-sink offset strainer cover - click here for dimensions	White	\$14.33	<input type="text"/>
		Black	\$14.30	<input type="text"/>
	#350 Soft & flexible under-sink cover kit includes - P-Trap cover - valve supply cover - click here for dimensions	White	\$27.97	<input type="text"/>
		Black	\$27.98	<input type="text"/>
#396 Soft & flexible under-sink cover kit includes - P-Trap cover - two (2) valve supply covers - click here for dimensions	White	\$38.91	<input type="text"/>	
	Black	\$38.79	<input type="text"/>	
#427 Soft & flexible under-sink cover kit includes - P-Trap cover - two (2) valve supply covers - one (1) wheelchair offset strainer cover - click here for dimensions	White	\$48.63	<input type="text"/>	
	Black	\$48.95	<input type="text"/>	

ADD TO CART - Or - **VIEW CART**

Commercial Drain Products



Commercial Grid Strainer

Description	Price & Quantity
Commercial grid strainer - 1 1/4" x 6"	\$11.92 <input type="text"/>
Handicap style drain - 1 1/4" x 9"	\$14.55 <input type="text"/>

ADD TO CART - Or - **VIEW CART**

[return to top ↑](#)

We hope that we have helped you on this page with ADA compliant under-sink protection devices, and thank you for helping to make PlumbingSupply.com® the most famous Internet plumbing supplier.

Fun, inspirational quote of the day:

The desire of gold is not for gold. It is for the means of freedom and benefit.

- Ralph Waldo Emerson

Is there something else that you are looking for?

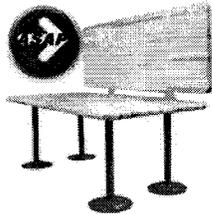


Phone: (610) 279-6600
Fax: (610) 279-6646
Toll free: (800) 275-6702
Email: sales@rscllockers.com
Join Our Mailing List
WE ACCEPT ONLINE MAJOR AND

PRODUCTS SERVICES ASAP ABOUT US BLOG CONTACT US [Facebook] [Twitter] [Google+] SEARCH CART HOME

THE LOCKER ROOM

- Request a Quote
- Lockers
- Benches
- Locks
- Repair Parts
- Lockers FAQ



Back to List

ADA Locker Room Bench With Back Support

Now: \$485.00

SKU: ADAWBACK

Qty: 1

- Size: 48" x 24" (\$497.50)
- 42" x 20" (\$485.00)
- 42" x 24" (\$495.00)

- Pedestal & Bracket Color: Gray
- Champagne
- Black

Add to Cart

Email a Friend

- IN STOCK - Orders placed today ship tomorrow.
- Selected hardwood seat and backs with radius on all sides and a two coat lacquer finish
- Four powder coated steel pedestals
- Two Steel back brackets to match pedestal color
- Seat is 48" w x 24" d or 42" w x 20" d
- Seat height 17 1/2" h
- Back support height 20" h
- Approx. overall height (floor to top of bench back) 36 1/2"
- All bench mounting hardware included.
- Floor anchors not included
- Additional pedestal colors available from production (click here to view Color Chart).
- Please see our How To Assemble Video
- ADA and so-called "Barrier Free" guidelines are set by the Federal Government and are sometimes modified by regional or local, lower level government agencies. Please check with your architect or these agencies to confirm that this product applies to your specific guide lines.

THE RESTROOM

- Request a Quote
- Partitions
- Accessories
- Vanities
- Repair Parts
- FAQ

THE WAREHOUSE

- Request a Quote
- Shelving and Rack
- Mezzanine
- Wire Partitions
- Industrial Stairs
- Barrier Rail
- In Plant Offices
- Cabinets and Furniture
- FAQ

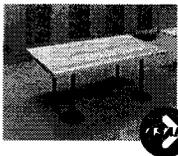
PARKS & REC

- Request a Quote
- Picnic Tables
- Plastic Benches
- ADA Compliant
- Trash Receptacles
- Bleachers

THE OTHER STUFF

- Request a Quote
- Custom Metal Shop
- Overstocks
- ASAP Products

Related Products

<p>ASI - ADA Adjustable Tilt Mirror</p>  <p>Now: \$92.00 - \$140.00</p> <p>Details</p>	<p>ADA Locker Room Bench</p>  <p>Now: \$275.00 - \$375.00</p> <p>Details</p>
--	--



Charter Township of Shelby Board of Trustees

52700 Van Dyke Ave
Shelby Township, MI 48316

SCHEDULED

ORDINANCE (ID # 1051)

Meeting: 04/16/13 07:00 PM
Department: Building Department
Category: Ordinance Amendment
Prepared By: Tim Wood

Initiator: Tim Wood

Sponsors:

DOC ID: 1051 A

Ordinance 264: Adoption of Amendments to Noxious Weed Ordinance

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.

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

Motion by supported by to amend the Code of Ordinances by adopting Ordinance 264 the Charter Township of Shelby Noxious Weeds Ordinance and to publish the same for the second time.

or

MOTION by supported by to receive and file Ordinance 264 of the Charter Township of Shelby - Noxious Weeds Ordinance.

CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN

ORDINANCE NO. 264

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 by 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 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 16th day of April 2013.

Stanley Grot, Township Clerk

INTRODUCTION:	April 2, 2013
FIRST PUBLICATION:	March 27, 2013
ADOPTION:	April 16, 2013
SECOND PUBLICATION:	April 24, 2013
EFFECTIVE DATE:	April 24, 2013



Charter Township of Shelby Board of Trustees

52700 Van Dyke Ave
Shelby Township, MI 48316

SCHEDULED

RESOLUTION (ID # 1052)

Meeting: 04/16/13 07:00 PM
Department: Building Department
Category: Resolution
Prepared By: Tim Wood

Initiator: Tim Wood
Sponsors:

DOC ID: 1052 A

Resolution Approving Administrative Fee Pursuant to the Shelby Township Noxious Weed Ordinance

Provided the proposed Noxious Weed Ordinance Amendments are adopted, 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 is attached for your review.

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

MOTION by supported by to approve a resolution adopting an Administrative Fee pursuant to Section 74-95 of the Shelby Township Noxious Weed Ordinance as follows:

WHEREAS, the Charter Township of Shelby passed a Noxious Weed Ordinance on April 16, 2013. 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.

or

MOTION by supported by to receive and file the resolution adopting an Administration Fee pursuant to Section 74-95 of the Shelby Township Noxious Weed Ordinance.

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 _____



Shelby Township of Shelby Board of Trustees

52700 Van Dyke Ave
Shelby Township, MI 48316

SCHEDULED

ORDINANCE (ID # 1053)

Meeting: 04/16/13 07:00 PM
Department: Building Department
Category: Ordinance Amendment
Prepared By: Tim Wood

Initiator: Tim Wood

Sponsors:

DOC ID: 1053

Ordinance 265: Adoption of Amendments to Sidewalks Ordinance

The Building Department proposes adoption of several amendments to the Sidewalk Ordinance.

Since the introduction of the ordinance at the April 2 Board meeting, the administration has added provisions for Waiver of Payments (Section 58-528 (d) (4). The Waiver of Payment provisions allow the waiver of fees in cases of hardship. Such provisions are similar to those contained with the Noxious Weed Ordinance.

The following is a summary and rationale for the remaining 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

Ordinance (ID # 1053)

Meeting of April 16, 2013

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.

MOTION by supported by to amend the Code of Ordinances by adopting Ordinance 265, an ordinance to amend Chapter 58 Article IX, the Charter Township of Shelby Sidewalk Ordinance and to publish the same for the second time.

or

MOTION by supported by to receive and file Ordinance 265 to amend Chapter 58, Article IX, of the Charter Township of Shelby Sidewalk Ordinance.

CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN

ORDINANCE NO. 265

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IX OF THE CHARTER TOWNSHIP OF SHELBY 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, SEVERALABILITY, 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

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.

(4) 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 fees, or any portion, if such payment should and ought to be waived because of hardship.

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) 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, 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.
 - (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.

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

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. 265 duly adopted by the Board of Trustees of the Charter Township of Shelby at a Regular Meeting held on April 16, 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 GROT,
TOWNSHIP CLERK

Introduction Date:	April 2, 2013
First Publication Date:	March 27, 2013
Adoption Date:	April 16, 2013
Second Publication Date:	April 24, 2013
Effective Date:	May 24, 2013

**Charter Township of Shelby
Library**

Memo

To: Charter Township of Shelby Board of Trustees
From: David Conklin, Library Director
Date: 04/16/2013
Re: Replacement Library Computers - April 16, 2013

On behalf of the Library Advisory Commission, I respectfully request the Board's approval of the following purchase, approved in the Library's Capital Outlay Budget Plan on December 4, 2012.

Five (5) Computers- Approved Budgeted Amount \$5,000; Actual Amount for this request \$3,857.75

Background Information

The Library currently has forty-two (42) computers for staff and public use. Of these computers; Ten (10) are more than five years old and do not meet the Suburban Library Cooperative (SLC) minimum PC requirements for Public or Staff use. Clearly five computers is not enough to replace ten. Therefore, Diane Burgeson (Asst. Lib. Dir.) and I have worked out a Technology Plan that reallocates older PCs to duties that are less demanding on system resources.

Per the recommendation of Finance, the funds for this purchase are to come from the Library's Equipment Replacement Fund (ERF) and not the General Fund. As of 12-31-12 the Library's ERF balance was \$59,965.00.

**Charter Township of Shelby
Library**

Memo

To: Charter Township of Shelby Board of Trustees
From: David Conklin, Library Director
Date: 04/16/2013
Re: Library Shelving- Children's Area - April 16, 2013

On behalf of the Library Advisory Commission, I respectfully request the Board's approval of the following purchase:

- Children's area shelving in the amount of \$5,104.49

Background Information

Please view the attached photo which exhibits the area where the new shelving (if approved) will be installed. As you can see from the photo, the current shelving and puppet display are inefficient uses of the space. In addition the media bin (front left) will be removed to add much needed floor space.

I am proposing that this purchase be made from the Joan Walen Fund. You may recall that Joan Walen was a Shelby Township resident who bequeathed nearly \$160,000 to the Library (to be spent on "young people") in 2010. As of 1-1-13 the Joan Walen Fund balance was \$158,385.11.

Three quotes for shelving are attached. I am recommending the quote from Library Design Associates Inc. Their quote is for the MJ brand of shelving which will integrate with the Library's current shelving should the need arise. In addition, Library Design Associates Inc. is a Michigan based company located in Plymouth.

Library Design- \$5,104.49

Interior Environments- \$5,664.79

Gaylord- \$4,846.08



DESIGN ASSOCIATES INC.

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000
Telefax: (734) 459-6971

Date 03/21/13
Proposal No. P-11258.2
Page 1

To

Shelby Township Library
Attn: David Conklin, Director
51680 Van Dyke
Shelby Township MI 48316-4448

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	MJ	<p>In accord with our meeting of 12/4, I am pleased to propose the following MJ steel shelving to match your existing brand in the Youth Room.</p> <p>84" high x 12" deep x 7-section long single face row steel shelving for Youth Area. (1) 3' wide unit equipped with (4) hanging bags plus a 12" deep divider base, (1) 3' wide section equipped with (1) fixed CD bin, (3) pull-out CD bins, (3) 12" deep adjustable divider shelves above bins and a 12" deep divider base, (5) 3' wide sections equipped with (5) adjustable 12" deep divider shelves plus 12" divider base. All sections equipped with 12" deep steel top and each end of the row equipped with 84" high x 12" wide Oak end panel stained in Worden Autumn Oak to match existing Worden furniture. Steel color to be determined.</p>	3,962.49	3,962.49

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.
Payment terms, net 30 days from date of invoice

Accepted by/Title/Date



DESIGN ASSOCIATES INC.

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-8000
Telefax: (734) 459-6971

Date 03/21/13
Proposal No. P-11258.2
Page 2

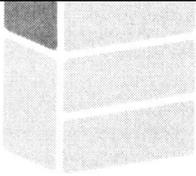
To
Shelby Township Library
Attn: David Conklin, Director
51680 Van Dyke
Shelby Township MI 48316-4448

Item	Qty.	Catalog No.	Description	Unit Price	Total
2	1	LDA	Installation by Library Design Associates personnel for Item 1 shelving above. Existing items on wall removed by Shelby Township Library. Overall length of row will be 21' - 2" long and will be placed approximately 6" away from the base board heating unit on the left, but as close to the electrical outlet in the wall on the right hand end which should provide a little more than 6" clearance for the base board heater. Shelving to be delivered same day as installation so no storage on site required. Installation schedule approximately April unless you specify for earlier date.	672.00	672.00
3	1		Prepaid freight charges.	470.00	470.00
Total					\$5,104.45

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed Christopher J. de Bear
Delivery F.O.B. *By Library Design Associates, Inc.*

To order the items listed, sign and return, signifying your acceptance.
Payment terms, net 30 days from date of invoice



interiorenvironments

Dynamic Approach. Workspace Results.

20700 Civic Center Drive, Suite 250, Southfield, MI 48076
T 248.213.3010 F 248.213.3011 www.interiorenvironments.com

DATE: 03/18/13
PROPOSAL: 35154
PROJECT#: 25-338

PROPOSAL FOR: _____ **INSTALL AT:** _____

Shelby Township Library
51680 Van Dyke Road

Shelby Twp, MI 48316

Shelby Township Library
51680 Van Dyke Road

Shelby Twp, MI 48316
Dave Conklin 586-739-7414

SALESPERSON
Tom Rowe

CUSTOMER P/O..:

QUOTE VALID
03/18/13

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	3	31029-066-XX	Pull Out Browsing Box Assembly 12 x 36	267.16	801.48
2	7	31231-050-XX	WilsonStak Frame Assemblies 36 x 84	70.49	493.43
3	1	MBOXLOPRO-XX	Browser Box LO Pro 36W	200.60	200.60
4	7	MC612-SF-XX	Top Canopy 12 x 36	40.16	281.12
5	28	MD612-XXX	Adjustable Divider Shelves 12 x 36	45.94	1,286.32
6	7	MDBS612-XXX	Divider Base Shelves 12 x 36	65.60	459.20
7	4	MPBAGH-36-XX	Hanging Bag Racks 8D x 36W	97.17	388.68
8	1	Freight	Shipping Charges	242.86	242.86
9	2	21-8412EP	Bookmark End Panels 84 x 12 To match Worden Autumn Oak	193.05	386.10
10	1	Freight	Shipping Charges	375.00	375.00
11	1	Labor	Installation Charges	750.00	750.00

TERMS AND CONDITIONS OF SALE PER THE ATTACHED

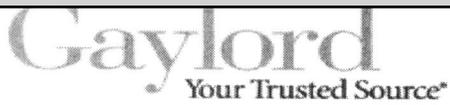
DEPOSIT REQUIRED: 2,800.00

ACCEPTED BY _____

DATE ACCEPTED _____

SUBTOTAL.....: 4,296.93
FREIGHT.....: 617.86
INSTALL.....: 750.00

TOTAL 5,664.79



27-Mar-13

TO: Shelby Township Library**ATTN:** David Conklin**GAYLORD STEEL LIBRARY SHELVING**

QTY.	CAT. NO.	DESCRIPTION	Price Ea.	EXT. \$
7	31231-050	WELDED FRAME; 84"H X 36"W	\$61.69	\$431.83
7	MC612-SF	STEEL CANOPY TOP; 12"D X 36"W	\$35.14	\$245.98
6	MDBS612	DIVIDER BASE SHELF; 12"D X 36"W	\$57.40	\$344.40
1	MLPBBB3612	LOW PROFILE BROWSE BOX BASE; 36X12	\$234.87	\$234.87
28	MD612	DIVIDER ADJUSTABLE SHELF; 12"D X 36"W	\$40.20	\$1,125.60
4	MPBAGH-36	HANGING BAG SHELF; 8"D X 36"W	\$85.03	\$340.12
3	31029-066	PULL OUT BROWSE BOX; 12"D X 36"W	\$233.76	\$701.28
2	EPK812	Gaylord Oak End Panels	\$236.00	\$472.00
		Installation	\$700.00	\$700.00
			TOTAL PRICE	\$4,596.08
			FREIGHT	\$250.00
			Total Price	\$4,846.08

LEAD TIME IS 5 TO 6 WEEKS FROM ORDER ENTRY DATE TO DATE OF SHIPMENT



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

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/16/2013
Re: Request to Purchase IQM2--MinuteTraq Software - April 16, 2013

Upgrades to 21st Century Technology with Paperless System

Historically, the Shelby Township Clerk's Office published the agenda and agenda packet on software that was released in May of 2001. In January of 2013, I decided to investigate more efficient ways to streamline the internal workings of the Township offices. The previous system was slow, laborious, and inefficient for township employees. By February I discovered a system called MinuteTraq. The new MinuteTraq system incorporates operational efficiencies with a plethora of new features designed to bring even more transparency and efficiency to the office and township. These new features can be found at www.shelbytp.org. The software will publish information in one central location on the website.

IQM2 is a market leader in furnishing end-to-end public meeting and Open Government software solutions through their award-winning Open Meeting Management System application MinuteTraq. MinuteTraq offers many new advantages to township residents and employees.

MinuteTraq was chosen because it is compatible with MediaTraq, software the township currently uses. MinuteTraq software has enabled the video streaming on the Shelby Township website to be compatible with smartphones including iPhones, Androids, and iPads.

Download Time: Historically, the agenda packet would take up to **30 minutes** to download on township as well as home computers. With the new software the agendas and agenda packets average download time is **30 seconds**.

MinuteTraq will assist the Shelby Township by helping to

- Track Topics & Projects
- Manage Workflow & Approvals
- Manage Documents
- Compile Agenda Packets
- Record Minutes
- Distribute Information
- Audit Trail & Oversight

To learn more about the MinuteTraq system or the efficiencies it has brought to Shelby Township, please visit <http://www.iqm2.com/Products/MinuteTraq.aspx>.

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

Memo

To: Charter Township of Shelby Board of Trustees
From: Richard Stathakis, Supervisor
Date: 04/16/2013
Re: 2013 Local Road Improvements - April 16, 2013

Based upon updated asphalt and concrete road pavement evaluations received from our Township Engineer (attached), and to remain proactive with our 2013 Pavement Preservation Program, it is my request that the Board of Trustees approve the Township Local Road Improvements as noted, with the cost (\$297,993) to be shared with the Macomb County Department of Roads.

FAZAL KHAN & ASSOCIATES, INC.
Civil Engineers & Land Surveyors

Fazlullah M. Khan, P.E., MSCE
Donald H. King, P.S.
Carol P. Thurber, P.E., CFM
Tina Vaglica, P.E.
Shannon L. Filarecki, P.E.

April 8, 2013

Shelby Township Board of Trustees
52700 Van Dyke
Shelby Township, MI 48316

Re: 2013 Local Road Improvements
Pavement Preservation Plan (PPP)

Ladies and Gentlemen:

Last year, as in previous years, the Township participated in the Macomb County Department of Roads (MCDOR) Pavement Preservation Program, as well as participating in matching funds for major road improvements.

The Township Board budgeted \$400,000 towards local road paving this year in addition to funds already allocated to the major road improvements. Participation in both programs provides a great cost savings to the Township. The Road Commission contributes 50% of the contract cost for the improvements, and the balance is the Township's responsibility. The MCDOR also provides the following services at no cost:

- Inspection services (estimated \$15,000-\$20,000)
- Design services (approximately 6% of construction cost, or \$42,000)
- Administrative services (approximately 3% of construction cost, or \$21,000)
- Traffic Control Services

Based on updated asphalt and concrete road pavement evaluations, as well as the requests received from residents and inspection of the road conditions by our office, we have compiled a list of proposed improvements for 2013.

The MCDOR has recommended a large-scale concrete patching program for Shelby Township. In some areas where repetitive cracking and settling is occurring, the MCDOR will complete the placement of edge drain to alleviate the groundwater under the pavement that is likely causing the cracking and settling. The pavement repair will take place on Milonas, Regency Hills Drive, and Queensbury. The work includes aggregate base repairs, drainage structure repairs and adjustments, epoxy anchored lane ties, expansion joint filler and concrete removal and replacement sections. A copy of the breakdown of the repairs, as prepared by the MCDOR, is attached for your reference.

Concrete Streets:

Road Improvement Area	Estimated Total Cost	Estimated Shelby Twp. Cost
Concrete Patch listed above	\$300,000	\$150,000
<i>Approximate Total Concrete Cost</i>		<i>\$150,000</i>

43279 Schoenherr Road • Sterling Heights, MI 48313
(586) 739-8007 • Fax (586) 739-6994 • E-mail: general@fazalkhan.com

Shelby Township Board
 April 8, 2013
 Page 2 of 2

The MCDOR has allocated \$150,000 funding for the 2012 Pavement Preservation Program for the Township, to be matched equally or greater by the Township. The \$150,000 allocation from the MCDOR cannot be applied to residential streets. Therefore, the allocation from Shelby Township will be applied to residential streets while the \$150,000 from the MCDOR will be applied to Non-Residential Pavement Maintenance. The MCDOR is evaluating options for the remaining \$150,000 for Non-Residential Pavement Maintenance. Roads under consideration for the remaining asphalt maintenance include 21 Mile Road (Hayes to Schoenherr or Schoenherr to M-53) or intersection improvements to 25 Mile Road and Shelby Road.

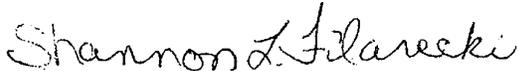
For the residential asphalt streets, the MCDOR has determined the amount of work to be completed on the following residential streets and has prepared an estimated construction cost. If, after the receipt of competitive construction bids, the actual bids received are lower than the MCDOR Engineer's Estimate, the MCDOR will either complete more work within the specified subdivisions, or Shelby Township will receive a refund of their portion of the difference.

Asphalt Streets:

Road Improvement Area	Total Cost	Shelby Twp Cost
Dryden (Debra to Sandburn)	\$32,400.00	\$ 32,400.00
Oakfield & Northfield Courts	\$24,000.00	\$ 24,000.00
Carriage Hill (Van Dyke Ave to Cherry Lane)	\$22,575.00	\$ 22,575.00
Cherry Lane	\$14,190.00	\$ 14,190.00
Hedgeway Drive (Cheery Lane to Surrey Lane)	\$31,020.00	\$ 31,020.00
Adams Dr. (Jackson Drive to Washington Drive)	\$ 9,020.00	\$ 9,020.00
Jackson Dr. (Adams Drive to Whitby Way)	\$14,788.00	\$ 14,788.00
<i>Estimated Total Asphalt Cost</i>		<i>\$147,993.00</i>

The above projects total just under \$300,000. This leaves the Township with approximately \$100,000 in this year's budget to cover contingencies related to the selected projects. If you have any questions, or require additional information, please feel free to contact me.

Sincerely,
 Fazal Khan & Associates, Inc.



Shannon L. Filarecki, PE

Cc: Kathleen Moore, Shelby Township Finance

Attachment (MCDOR Concrete Repair Breakdown)

m:\shelby township\projects\road conditions\ppp\2013\lt-01 board 2013 ppp recommendations.doc

43279 Schoenherr Road • Sterling Heights, MI 48313
 (586) 739-8007 • Fax (586) 739-6994 • E-mail: general@fazalkhan.com

Shelby Township (017)

Milonas

Subdivision South of 22 Mile Rd, West of Hayes

1 Milonas	262.0 x 37.0 =	1077.1
	Subtotal	1077.1 Syd
+ Dr Structure Adj, Case 1, Mod	=	2 Ea
+ Expansion Joint Filler, 1.0 inch x 6.0 inch	=	125 Ft

Regency Hills Subdivision

Subdivision North of 24 Mile Rd, East of Dequindre

	62.0 x 28.5 =	196.3
1 Regency Hills Dr.	55.0 x 10.5 =	64.2
	33.0 x 6.5 =	23.8
2 1968 Regency Hills Dr	39.0 x 28.0 =	121.3
3 2140 Regency Hills Dr	142.0 x 20.0 =	315.6
4 2157 Regency Hills Dr	122.0 x 10.0 =	135.6
5 2163 Regency Hills Dr	80.0 x 10.0 =	88.9
6 2152 Regency Hills Dr	20.5 x 28.5 =	64.9
	20.0 x 9.5 =	21.1
7 2216 Regency Hills Dr	19.5 x 12.5 =	27.1
8 2225 Regency Hills Dr	33.0 x 28.0 =	102.7
	20.0 x 28.5 =	63.3
9 2228 Regency Hills Dr	35.0 x 9.5 =	36.9
10 2239 Regency Hills Dr	20.0 x 20.0 =	44.4
	61.0 x 9.5 =	64.4
11 2244 Regency Hills Dr	12.0 x 10.5 =	14.0
	61.0 x 28.5 =	193.2
12 2257 Regency Hills Dr	61.0 x 9.5 =	64.4
13 2286 Regency Hills Dr	35.0 x 9.5 =	36.9
14 2293 Regency Hills Dr	20.2 x 28.5 =	64.0
	60.0 x 9.5 =	63.3
15 2298 Regency Hills Dr	110.0 x 9.5 =	116.1
16 2293 Regency Hills Dr	40.0 x 10.5 =	46.7
17 2315 Regency Hills Dr	50.0 x 9.5 =	52.8
18 2322 Regency Hills Dr	60.0 x 28.5 =	190.0
19 2331 Regency Hills Dr	60.0 x 28.5 =	190.0
20 2342 Regency Hills Dr	40.0 x 9.5 =	42.2
	175.0 x 28.5 =	554.2
21 2347 Regency Hills Dr	28.0 x 9.5 =	29.6
22 2403 Regency Hills Dr	20.0 x 10.5 =	23.3
	55.0 x 28.5 =	174.2
23 2435 Regency Hills Dr	20.0 x 9.5 =	21.1
	39.0 x 28.0 =	121.3
24 2163 Regency Hills Dr	46.0 x 9.5 =	48.6
25 2442 Regency Hills Dr		

		40.0 x 9.5 =	42.2
26	2461 Regency Hills Dr	21.0 x 28.5 =	66.5
		20.0 x 9.5 =	21.1
27	Whitby Southend @ asph.	40.0 x 15.0 =	66.7
28	2461 Regency Hills Dr	197.0 x 28.5 =	623.8
29	2533 Regency Hills Dr	20.0 x 9.5 =	21.1
		40.0 x 9.5 =	42.2
30	2534 Regency Hills Dr	42.0 x 28.5 =	133.0
31	2558 Regency Hills Dr	40.0 x 28.5 =	126.7
32	Whitby & Regency Hills Dr	22.0 x 28.5 =	69.7
33	Whitby N. of Regency Hills Dr	100.0 x 20.0 =	222.2
		92.0 x 10.2 =	104.3
34	2162 Queensbury	55.0 x 20.0 =	122.2
		39.0 x 11.0 =	47.7
35	2214 Queensbury	40.0 x 15.0 =	66.7
36	2228 Queensbury	40.0 x 20.0 =	88.9
		70.0 x 10.0 =	77.8
37	2256 Queensbury	20.0 x 6.0 =	13.3
		40.0 x 20.0 =	88.9
38	2287 Queensbury	40.0 x 20.0 =	88.9
		60.0 x 9.5 =	63.3
39	2334 Queensbury	25.0 x 28.5 =	79.2
40	Queensbury & Eastbourne	80.0 x 28.5 =	253.3
41	2420 Queensbury		
		Subtotal	5946.0 Syd
	+ Dr Structure Adj, Case 1, Mod	=	14 Ea
	+ Expansion Joint Filler, 1.0 inch x 6.0 inch	=	1165 Ft

Total - Subdivision Streets - Shelby Township

1	3027031	Aggregate Base Repair, Mod	50.0 Ton
2	4037001	Dr Structure, Adj, Add Depth, Mod	6.0 Ft
3	4037050	Dr Structure Cover, Adj, Case 1, Mod	10.0 Ea
4	6030030	Lane Tie, Epoxy Anchored	2800.0 Ea
5	6037001	Expansion Joint Filler, 1.0 inch x 6.0 inch	1290.0 Ft
6	6037011	Pav't Repr, Rem, Mod	7023.0 Syd
7	6037011	Pav't Repr, Nonreif Conc, 7 inch, Mod	7023.0 Syd

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

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/16/2013
Re: Appointments to Election Commission - April 16, 2013

I request the Board of Trustees appoint Mrs. Paula Filar and Mr. Paul Viar to the Election Commission with a term to expire on November 20, 2016.

Thank you for your consideration.

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

Memo

To: Charter Township of Shelby Board of Trustees
From: Stanley Grot, Clerk
Date: 04/16/2013
Re: Informational Items in Agenda Packet - April 16, 2013

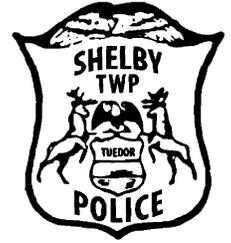
Attached are the minutes



Charter Township of Shelby

Fire & Police Pension & Retirement Board

6345 23-MILE ROAD
SHELBY TOWNSHIP, MI 48316
(586) 731-5102 • FAX (586) 726-7227



MINUTES OF THE SPECIAL MEETING OF THE CHARTER TOWNSHIP OF SHELBY FIRE & POLICE PENSION AND RETIREMENT BOARD HELD ON MONDAY, MARCH 25, 2013 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 6:20 p.m. by Chairman Matt Stachowicz.

Members Present: David Diegel, Michael Flynn, Jerome Moffitt,
Mark Semaan, Matt Stachowicz

Also Present: Lewis Thumm, Pension Board Attorney

Discuss RFP – Consulting Services

A draft of the RFP together with comments provided by Mr. Thumm were reviewed by the members.

Mr. Moffitt felt it was prudent for the Pension Board to proceed with the RFP for reasons previously stated. It would give the Board an opportunity to determine if fees are comparable with the going rates. We may decide to stay with our current consultant.

Mr. Thumm briefly explained the comments presented in his submittal to the Board.

Mr. Thumm indicated that he didn't feel comfortable with questions 42, 44, and 46. He is uncertain about some of these terms and also the purpose of the questions. He also felt that question 48 was a duplicate of question 2.

Mr. Diegel reviewed the questions asked in the RFP together with Mr. Thumm's comments and he feels that questions 42, 44, 46 and 48 are acceptable as written.

MOTION by Flynn, supported by Diegel, to instruct Mr. Thumm, Pension Board Attorney, to prepare a final draft RFP incorporating the notes provided with the exception of leaving items 42, 44, and 46 as is, with the RFP to be available for review and approval at the next meeting.

Motion carried.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 2

Mr. Moffitt indicated that on April 15 we will have a document that is ready for submittal. It was agreed that the RFP will be sent to the MAPER vendors. Mr. Moffitt indicated that this process was recently completed at the County level so he will bring a list of vendors that responded to their RFP that he was impressed with. It was also agreed that this RFP will be placed on MITN. After the RFP's are returned, the Board will set up a meeting to review the information and come up with a list of perhaps 10 applicants and set up the interview process. We can give the vendors 3 weeks to return the RFP's.

After the RFP is prepared by Mr. Thumm, it will be e-mailed to the secretary to be forwarded to the Board.

It was decided among the members that the supplemental actuarial report provided by Gabriel Roeder will be included on the April 15 agenda.

MOTION by Diegel, supported by Moffitt, to adjourn.
Motion carried.

The meeting adjourned at 6:45 p.m.

Mark Semaan, Secretary

ds



Charter Township of Shelby

Fire & Police Pension & Retirement Board

6345 23-MILE ROAD
SHELBY TOWNSHIP, MI 48316
(586) 731-5102 • FAX (586) 726-7227



MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY FIRE & POLICE PENSION AND RETIREMENT BOARD HELD ON MONDAY, MARCH 25, 2013 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:25 p.m. by Chairman Matt Stachowicz.

Members Present: David Diegel, Michael Flynn, Jerome Moffitt,
Mark Semaan, Matt Stachowicz

Also Present: Lewis Thumm, Pension Board Attorney

APPROVAL OF MINUTES

MOTION by Moffitt, supported by Semaan, to approve the minutes of the Regular Meeting of the Charter Township of Shelby Fire & Police Pension and Retirement Board held on Monday, February 25, 2013 as presented, and waive the reading. Motion carried.

PRESENTATION

Lewis Thumm – Pension Board Attorney

Explanation of Act No. 347 – Public Acts of 2012

Mr. Thumm briefly reviewed his comments on amendments to Act 347 of 2012 as they relate to policies and procedures followed by the Pension Board. He pointed out steps to be taken by the Pension Board in order to comply with these amendments.

Mr. Thumm made a comparison between the 1965 version and the current Act. He looked at the sections that the amendments refer to. If there wasn't a change, it was not included in his comments.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 2

They are really expanding requirements for disclosure in many areas. Some modifications were made to the investment language which don't apply to the Board since it pertains to amounts in excess of the value of their funds.

Mr. Thumm explained the section regarding definitions of a service provider. They are similar to the old statute but expanded to include attorneys; actuaries; consultants; custodians; accountants; auditors; administrators; and physicians."

What the Pension Board will be required to do as soon as possible is make a written policy on professional training, travel and education. The Board will need to identify the aspects they work with that require continuing education, sources of continuing education, cost of pursuing these sources, and a budget for this continuing education with the cap set up in the Statute. According to the Statute, the amount is the lesser of \$150,000 or the number of members on your Board times \$12,000.

An annual budget needs to be prepared with items to include consultant contract; medical; legal; actuary; accounting; professional training, travel, education; clerical; supplies; printing and copying; postage, phone;. (need to cover the cost of publication of the annual summary report and its distribution – "available to citizens and beneficiaries").

Mr. Semaan advised that the Pension Board has to make their expenses public. Mr. Thumm also stated that the Board would have to keep track of what they spend each year on medical for disability claims. Mr. Semaan said that we did spend money on a doctor to confirm that an employee was disabled and could not return to work. Is that something we need to budget for. Mr. Thumm responded yes. Mr. Semaan suggested that the Board budget \$5,000 for medical evaluations for the year. Mr. Thumm also indicated that the accounting fee would need to be budgeted. He was told the Pension Board pays \$8,000 a year which includes administrative charges and the audit fee.

Mr. Semaan indicated that the Pension Board supplies include letterhead and envelopes which cost approximately \$100. The printing and copying, postage, and secretarial fees are all included in the \$3,000 administrative fee.

The Summary Annual Report is provided to the employees. It is made available to retirees if they chose to pick it up. We don't send one out to each and every retiree. Mr. Moffitt suggested that this report be available on the website. Mr. Thumm agreed. Mr. Semaan said hard copies are available in the Clerk's Office if the individual doesn't have access to the website. Mr. Thumm questioned how the beneficiary would know it is on the website. Mr. Semaan said if the beneficiary is receiving a benefit, it would be the same practice we use for retirees. We don't send them out directly to the retirees but they can pick them up in the Clerk's Office.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 3

Discussion followed among the members and Mr. Thumm.

Mr. Semaan said that a note can be inserted with the pension checks notifying the retirees when the reports are ready. They would be able to view the report online or pick up a hard copy in the Clerk's Office.

Another question is which elected official could influence the hiring of a service provider as defined on Page 1 by the Retirement Board. Cannot hire a service provider if he or she or a "covered associate" of the service provider made a contribution to that elected official over certain limits. A covered associate of a service provider includes a partner, agent, or manager. If none, should be placed in the record stating there is none. If such an official exists, need to investigate contributions to that official going back 24 months. Should have a written policy on this.

The members don't see this applying to the Pension Board. This would be handled in the information asked in the RFP. Mr. Flynn commented that it is easy to check. You can go to the county website, and all of his donations are public record. This covers contributions going back 24 months. As far as the Pension Board, Mr. Flynn is the only official this would apply to. Mr. Flynn stated most of his donations were \$100 and if they were higher then that those individuals wouldn't be coming before the Board to provide these services. Mr. Thumm felt there was no reason to spend much time on this issue.

Record retention – identify required records and discretionary records the system generates – specify how stored; where; and responsible member or agent.

Mr. Thumm advised that records need to be retained for 6 years. The Pension Board has to identify which records are created by this Board and specify how they are stored, where, and identify the responsible member.

Minutes need to be stored for six years. Mr. Thumm was told that minutes are never destroyed. They have been kept from the very beginning. A question arose as to the length of time the statements from Merrill Lynch and Gabriel Roeder have to be retained. Mr. Thumm responded they are referring to records that the Pension Board actually creates in the course of doing the functions of the Board. It is his recommendation that the Board defines those records with the knowledge that you have to maintain them for six years. This pertains to all written policy. Money manager fees will have to be disclosed. Fees disclosed in advance by service providers to include hourly rates; contract amounts (expense part of investment in funds; and other compensation to money managers; and what they pay brokers). Mr. Thumm stated they have to disclose all of their expenses.

Brief discussion followed.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 4

Mr. Flynn asked who will be preparing the budget and related documents. The Board felt it would be handled by Financial Management.

Mr. Semaan feels that our annual expense report covers many of the expenses listed.

Seminars were addressed. Mr. Thumm said the report should cover the source, what we need and the cost. As long as the Board is under \$60,000 they are home free.

Mr. Thumm mentioned global securities and the limits. The Board will hear about this from their financial people. That is their job to make sure they understand any new limits on global securities. There are items that actuaries need to work with.

The members mentioned that MAPERS is the only organization that they are members of. A notation can be made under the MAPERS category to identify the aspects that we have to be aware of. We would set a budget with a note indicating a not-to-exceed figure. Mr. Semaan said we have to see what educational seminars are offered and what the costs are. We have to include everything – travel expenses, lodging, per diem. etc.

Mr. Thumm advised that a written policy will have to be incorporated in the Pension Board records to address education, professional training and travel.

Mr. Thumm stated that he addressed items this evening that had to be done up front and provided ideas on how the Board should proceed. He spoke briefly on issues that are going to happen down the road with regard to global securities involving many statutes, the Federal Securities Exchange Act and the regulations regarding the Act. He spoke briefly regarding the annual report and information contained therein. Mr. Thumm addressed changes in net plan assets on a year-to-year basis, the performance of the investments, net of fees for one, three five, seven and ten years (which is common for a private sector plan). The expenses have to cover administrative and investment costs and comply with the standards of the governmental accounting standards board. The Pension Board will have to obtain a copy of these standards and the expenses have to include travel, professional training and educational costs by and on behalf of the Board members. An itemized budget must be prepared for projected costs. Information must be provided from the annual actuarial report including number of active members and retirees/beneficiaries, average annual pension benefit paid out, total annual pension benefits paid out, valuation of payroll and the normal cost of benefits as a percentage of valuation of payroll, assumed rate of investment return, smoothing method, amortization method and period to fund unfunded liabilities.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 5

As far as service providers, before you pay a new service provider he has to disclose his fees in writing before he or she does anything for the system. After he begins work for the system on an annual basis, he or she has to disclose in writing all commissions and compensation to third parties and investment fiduciaries on an annual basis.

Mr. Diegel questioned what kind of fees Merrill Lynch gets from a third party. He was told they will have to disclose that information.

Mr. Moffitt said the FTC guidelines cover much of this. Mr. Thumm said they have to disclose who they pay and who pays them.

A new clause states if a fiduciary or service provider as previously defined is convicted of a felony or misdemeanor arising out of service to the system they will pay all costs, including legal defense fees, paid by the system. The system has an obligation to use reasonable efforts to recover these costs.

Section 19 expands the "basket clause" and allows systems with less than a billion dollars in assets to invest in private equity firms. This was a key part of the Alidade analysis. There is now a specific date listed, instead of saying the investments the limited partnerships can make are those currently held or acquired after the date of this amendment.

Mr. Thumm ended his presentation by briefly summarizing what has to be taken care of currently.

The secretary was asked to have the Pension Board minutes published on the Township website.

APPROVAL OF BILLS

\$ 100.00 - MAPERS (Annual Dues)

\$ 3,405.00 - Gabriel, Roeder, Smith
Quarterly Fee – 1/1/2013 – 3/31/2013)

MOTION by Diegel, supported by Moffitt, to pay the bills.
Motion carried.

The members were undecided as to who would actually attend the MAPERS conference in June.

Mr. Semaan said if anyone wants to have him take care of their registration, they should present the information to him this evening or otherwise they can register on their own.

FIRE & POLICE PENSION BOARD
MARCH 25, 2013

PAGE 6

It was agreed that the next meeting will be held on Monday, April 15 at 5:00 p.m.

MOTION by Moffitt, supported by Flynn, to adjourn
Motion carried.

The meeting adjourned at 6:45 p.m.

Mark C. Semaan, Secretary

ds

DRAFT