

AGENDA
Charter Township of Shelby
Board of Trustees Regular Meeting
Shelby Township Municipal Building
52700 Van Dyke, Shelby Township, Michigan
Tuesday, November 1, 2011 - 7:00 P.M.

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

AWARDS & PRESENTATIONS

ROLL CALL

PUBLIC HEARING

APPROVAL OF CONSENT AGENDA (Subject to Amendment)

- A. Minutes: October 12, 2011 – Work Session – Budget Discussion re: Downtown Development Authority, Shelby Manor, Beautification Committee, HR Department, Building Department and DPW, and Setting of 2012 Township Priorities**

October 18, 2011 – Regular Meeting

- B. Human Resource Director requests approval to assign an existing job description for Human Resource Department hire of Assistant to the Department Head.**
- C. Bill Run in the amount of \$295,978.70.**

APPROVAL OF AGENDA (Subject to Amendment)

CORRESPONDENCE

- 1. PLANNING DIRECTOR and ACTING DEPUTY ASSESSOR request approval to enter into contract for real estate market information.**

PLANNING COMMISSION

- 2. DAVID SEMRAU (Courtesy Driving School) requests Special Land Use Approval for site located on the west side of Mound Road, south of 25 Mile Road (54855 Mound Road); #11-21 (SLU-11).**

DEPARTMENTAL & COMMITTEE

3. **SUPERVISOR** requests the **renewal of Property and Casualty Insurance.**
4. **HUMAN RESOURCE DIRECTOR** requests approval to **hire Assistant to the Human Resource Director.**
5. **ACTING CHIEF OF POLICE** requests approval to:
 - a. **purchase replacement Glock Firearms.**
 - b. **purchase IP Video Surveillance System for new Police Building.**
 - c. **purchase Access Control System for new Police Building.**

APPOINTMENTS TO COMMITTEES & COMMISSIONS

TOWNSHIP ANNOUNCEMENTS

BUSINESS FROM THE FLOOR – 5 minute time limit per individual

CLOSED SESSION

6. **Discussion of litigation entitled Michigan Department of Natural Resources and Environment v. Charter Township of Shelby with Township Attorney.**

MOTION TO ADJOURN

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.

MINUTES OF THE BUDGET WORK SESSION OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON WEDNESDAY, OCTOBER 12, 2011 IN THE LOBBY CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The work session was called to order at 10:00 a.m. by Supervisor Richard Stathakis.

Members Present: Richard Stathakis, Terri Kowal, Paul Viar,
Paula Filar, Michael Flynn, Lisa Manzella,
Douglas Wozniak

Downtown Development Authority

Mr. Hellebuyck, spokesperson for the Downtown Development Authority, provided a summary of their request. Based on the information provided to them from Assessing, their projected 2012 recommended revenues total \$63,400. They are projecting appropriations for 2012 of \$210,584. If you go a little further down the chart it appears they will be running on a deficit. However, they have surplus that has accumulated from previous years. As projected, at the end of 2012 they will continue to operate with a surplus of a little over \$106,000.

Mr. Stathakis congratulated the DDA for taking a huge strategy shift of going from promotions to brick and mortar. He feels the group has much to show for as a result. Mr. Stathakis is referring to the sewer project that is going to be a great addition to that corridor. The new direction of the DDA Board is very apparent, and he congratulated all of the members for taking the initiative and making this happen.

Mr. Hellebuyck provided expense detail for 2012. Since their funding is so limited, they tried to simplify the process. For 2011 they attempted to group things into their four committees and then the other support issues that they need to deal with. For their first line items, organization/committee, they have \$9,000 budgeted. This is for newsletters and welcome packets. Pat Rabaut-Miller explained that their plan is to put out newsletters as needed, preferably on a quarterly basis. They also created a welcome booklet that they provided to all department heads and trustees less than a month ago. This will be provided to any new business as they enter the DDA. They also have a meeting with DDA members and these packets can be handed out at that time. The DDA is also attempting to do some promotional thank-you's, such as cardboard coasters, which are easy to mail, to try to promote what DDA is all about. The DDA is attempting to do all they can to communicate with the DDA members as well as get them excited that they are located within the DDA.

Their next committee is the economic restructuring committee where they allocated \$4,000 for meetings, business editorials, etc. This provides a general feeling of what is going on in their corridor to promote growth.

The third committee is the design committee. This is mostly leveraged toward their brick and mortar situation. The items covered under this line item would be lighting and grants for landscaping. Hopefully with the sewer going through they can get some grants to help things change in a more uniform manner. Some of the funding was used for improvements in front of McClenahan's.

A suggestion was made to use a portion of this funding to expand the lighting in the main intersections at the mile roads. They can make an impact as far as enhancing the look and feel of the DDA District. This year they budgeted improvements to 24 Mile Road which are not complete. Once the sewers are in, the mile roads can be improved.

Mrs. Filar stated the DDA Board worked hard to make sure that the administrative expenses were at a minimum. If they needed to go into surplus

at all, it wouldn't be used for administrative expenses. The surplus is totally used for brick and mortar.

Mr. Viar asked for the status of the sewer project. He was told they are waiting for final approval of all of the signatures, which are currently at approximately 51%.

Mr. Stathakis said this should come to the Board perhaps at the first meeting in November.

Mrs. Moore referred to the adjustment to the tax roll in the amount of \$35,000 and said this is an estimate and could be less. We won't know until the end of the year when we get information from Tom Monchak. The figures for both 2011 and 2012 are estimates at this time.

The promotion committee was allocated \$2,500. This is basically for membership support and promoting the DDA.

The next line item is the Township Departments' Services. This is where minutes are handled by Shelby Township. The DDA tracks that expense and Shelby Township gets paid from the DDA for those types of services.

The following line item is office space. There are some numbers that have been allocated for square footage established a few years ago.

The next line item is the cost allocation amount for the general fund created by the Township Board. This year the numbers given to them are stated as \$3,337.00.

It was noted that the DDA updated their website this year. They don't have to budget this expense because Russ Matika volunteers all of his time and effort to oversee this project. He completely changed the DDA website to align with the Township website.

Amendments for 2011 were presented. In 2012 many categories were simplified. Their main four committees absorbed many of the incidental type expenses where previously they set it up with a line item orientation. Since their revenues are shrinking, they decided to simplify. Based on what the expenses had been this year, they are basically zeroing out many of the projected expenses. Membership fees and dues will be backed out. For the organization committee, they will back out an additional \$5,000. The Economic Restructuring Committee will be backed down an additional \$8,000. The design committee will be increased due to some of the other projects brought in. The promotions committee will be backed down another \$6,000 for this year. Auditing and consulting is being zeroed out. The Board and Committee Support Service will have \$8,000 backed out. Through volunteers they are able to keep things within their committees. The category for engineering, consulting fees, accounting services, insurance and bonds is being zeroed out. An adjustment was made on the tax rolls because an interest factor had to be included into that cost. That is being reflected as an upward adjustment. Also, a couple of things occurred this year that they didn't project. In dealing with the S.A.D., a couple of additional expenses were required to get where we are. This is being added back in. This will get the DDA down about \$25,000 less than what they originally projected for expenditures for their 2011 budget.

Mrs. Kowal asked when the Road Commission will begin the widening project on Van Dyke between 24 and 25 Mile Road. Mr. Stathakis responded he thinks it will begin in 2012.

Mr. Stathakis congratulated the committee for a job well done.

Shelby Manor (Unified Management)

Sheila Darga, Senior Village Management – Unified Management Services and Kim Matthews – the Controller for Senior Village Management were in attendance.

Mr. Stathakis thanked Unified Management and Fazal Khan for being pro-active regarding the alarm system. It would not have worked if they did not move forward. We could possibly have lost a building and some lives.

Mrs. Darga said with regard to the fire suppression, they are finishing up on other projects approved by the Board at the last meeting, which include the risers and the condensers on the fire suppression system. To date, they have completed the fire suppression upgrades and the asphalt repair by the entrance. They were able to seal the surface of the drive and striping will take place next year. Moving forward with this asphalt work will allow them to prolong the installation of a new drive for another five or six years. This project will cost a significant amount of money. The railings will be painted shortly. After this meeting, they will meet with the painter to select a color. It will be a shade of blue and the doors will be taupe which will match both the brick and the railings. The exterior painting of the rails and trim will begin as we speak. They anticipate completion at the end of November, weather permitting. The doors had to be ordered since they weren't something that the company had in stock. This is part of the major capital improvements.

Current occupancy is at 98%. They have 261 occupied units as of today with three vacant units. Ms. Hepburn and the maintenance people have done a fabulous job in keeping the average occupancy at about 97%. Mrs. Darga feels it should be back up to 100% shortly. They are currently looking at people who are proposing to buy a home next year and wanting shorter leases. Ms. Hepburn is continuing to build up her wait list. She has done a great job of turning over those units as soon as somebody moves out to keep up the occupancy.

Mrs. Darga addressed the proposed maintenance increase for new tenants. Unified Management is looking at increasing the maintenance for new tenants to \$192 which is a \$10 increase from where we are now. Currently, 50% of our residents are at the \$157 rate which would increase to \$167. The people who are paying \$182, which is the new maintenance fee, would go to \$192. That still keeps a 2-bedroom unit at about \$605, which keeps us in the market. Unified Management is currently working on a market study to make Shelby Manor comparable with the Heritage Estates and the other senior communities within our area. We are within \$10 or \$15.

Mr. Flynn asked if they offer more amenities than a typical condo complex because it is a senior residence. He doesn't have a pool and he is paying \$110. He feels that seems high if there is no pool. With a pool it is about \$350.

Mrs. Darga said they do more maintenance because the building is old. You have the maintenance and the base rent for the building. The base rent for the units are \$335 and \$415. It is still a good deal.

Mrs. Kowal said we have to be very conservative. Apartments in this area are dropping down to \$600 and \$700. We will be on the edge before too long since the housing market in the area is becoming more affordable and dropping very low.

Mr. Flynn said he wasn't looking at how low the rents are. When you look at the combination, it makes a difference.

Mrs. Filar said the benefit of living in senior housing for someone who lives alone at this elderly age is they all take care of one another. It is a different situation than a condo.

Mrs. Darga said they live here for socialization, no maintenance, and use of the club house. Unified Management tries to encourage more health screenings to keep them healthy. There are many perks in living in this type of environment.

Unified Management is able to maintain a 97% occupancy at Shelby Manor even at the price they are charging. Mrs. Darga spends much time with Ms. Hepburn who deals directly with the residents and she is not opposed to these increases.

The Comcast contract is up for renewal in November. Mr. Lehto and Mr. Martin are meeting again tomorrow to review certain items in the contract. Ms. Hepburn and Mrs. Darga met with Nils Larson early this summer with regard to having information available on the website. They feel there is a great value having information posted regarding Shelby Manor.

Mr. Wozniak brought up the cost of the painting contract and the big disparity between the \$13,000 and \$42,000. He talked to Ms. Cerget regarding the cost and the only difference appears to be the paint. Mr. Stathakis said that is not true. When you paint, there is a process. You have to prepare the surface and use a special primer. If you don't, the paint will peel. We are paying for better paint, and the correct primer. We have one of the lower bids and a good process per Mr. Khan.

Mrs. Darga said we have been very fortunate with the doors. The mechanical doors on the outside are 20 year old doors, and they have lasted a long time. They are now starting to rust and come off the hinges. They have lasted a lot longer than some of the new doors that we are purchasing now which are rusting from the inside out because they are not coming primed at all.

Mrs. Moore said they have updated the 5-year financial model using the 2011 amended budget which includes many of the repairs just discussed and the 2012 budget. This has been converted into a cash basis to try to look at the cash position of the fund going forward. Originally we had the prior 5-year capital plan reflected on line 62 but that needs to be updated incorporating the roof issues and other items resulting from the investigation done by Fazal Khan and Associates together with the other work done at the site. This does not include replacement of the roofs and insulation which are about \$336,000. This shows that we are going to have to transfer some money to the Shelby Manor account to cover the cost of the roofs. She is not sure of the time frame for the roof project – are we going to do one each year. Mrs. Moore will update all of the details and then see how much money we might need to support this project and determine where funding will come from.

Mr. Stathakis thanked Unified Management and Fazal Kahn and gave them credit for being pro-active and actually attacking these things which should have been done long ago. The fire suppression program should have been done years ago. With regard to the painting, roof and concrete, nothing has been done over the years. As a result, we have to repair everything at one time. The Board is not happy about that but we are going to take action and get it fixed because the senior citizens living there are our top priority. We have to make that place safe.

Mr. Flynn asked for the amount that the Township still owes on Shelby Manor. Mrs. Moore responded that it will be paid off in 2017, and on January 1, 2012 we will owe \$4.6 million. We refinanced this twice since the original 1992 bond issue.

Mrs. Kowal asked if Shelby Manor owes the general fund any money. Mrs. Moore said they have been self sufficient. Mr. Flynn said we have a government run enterprise here that is not costing the taxpayers money.

Mr. Flynn asked how much the building is worth. He was told that senior communities comprised of approximately 145 units are worth anywhere between \$10 and \$12 million.

Mrs. Moore would like to sit down with Unified Management and review the five-year capital plan and decide what we need to do first and then revise the plan. She will look at the bottom number, prioritize the projects and see if we need to do one or two roofs next year. Once the information is available, we can look for the funding. Hopefully, this can be done before the end of the year.

Mrs. Matthews advised she will work with Mrs. Moore to have figures available. They have budgeted next year for a more in-depth maintenance program.

Beautification Committee

Mr. Dub Hearon, Chairman of the Beautification Committee, was in attendance. He advised that their committee asked for \$15,000 for 2012. Their budget had been broken down into categories and they have five different functions under which they operate. For Memberships and Meetings they requested \$500 - they are currently spending about \$400 per year. That amount covers dues for the Arbor Society, Keep Michigan Beautiful, and the Beautification Council of Southeast Michigan. That also covers the committees' attendance at these meetings. Another function is Clean-Up Day. They asked for \$1,200. That amount varies. They have done many things from this category. They have purchased trees in the past and more recently had gone to seed packets. They are spending between \$1,100 and \$1,800 a year for Clean-Up Day. Another category is Awards and Receptions. The committee is asking for \$1,000 in this category. They are currently spending about \$500 a year. Mr. Hearon said the committee is requesting \$2,300 for Miscellaneous. This has been used for hanging baskets. Mr. Flynn asked how the baskets are watered. Mr. Hearon responded when the contract was being completed, they had the supplier insert a tube into each planter to keep the flowers watered.

Mr. Flynn and Mrs. Filar said the baskets look very nice when you enter the Township grounds.

Mr. Hearon said the original cost of the baskets was expensive since they are very sophisticated; however, it was a one-time cost. The cost of the flowers is a recurring expense.

The committee's biggest expense currently is the Schoenherr Boulevard landscaping and maintenance. They presently have a contract to replace the wooden sign. Since the committee couldn't obtain the masonry sign that they wanted, they decided to go with masonry posts. They will take the existing sign and insert it in the new posts. That kept the cost down quite a bit. They are also landscaping around the sign on Schoenherr Boulevard since it presently has no landscaping. That is an additional \$2,000. Landscaping and maintenance on Schoenherr Boulevard is running on the high side. We have a company that does the mowing, fertilizing of the lawn and trees and pruning.

Mr. Flynn asked if it was less expensive than having our Parks & Recs employees do the grass cutting. Mr. Stathakis said we don't have the manpower.

Mrs. Kowal appreciates all the committee has done in maintaining the welcome signs. She is wondering if it is time to change these signs. Many of them are looking old, and she is wondering if we wanted to go with something a little more modern. We are updating our Downtown area and providing a different visibility to the Township. She wonders if perhaps we can have a contest with the high school students or residents to design a sign and do something a little differently before we put a lot more money into maintaining our current signs.

Mr. Hearon said the committee attempted to redo the signs but the project was stopped when they learned how expensive it would be.

Mr. Hearon continued by stating the committee was proposing masonry posts and replacing the existing wooden signs with resin signs. The resin sign would be a facsimile of what we currently have. Mrs. Kowal feels perhaps we need an entirely new design. Mr. Flynn agreed and said our current sign is dated. Before we budget a large amount of money for repairing the current signs we may want to look into a new design. Mr. Stathakis asked Mr. Hearon if he can get some numbers together and relay his findings to the Board at one of their work sessions. Mr. Hearon said they already have a contract for the masonry posts. Mrs. Filar said they will have a place to hold the sign so let's define sign. Is it something that slips in or are we calling "sign" the entire mechanism. We have to define what we mean by a sign.

Mr. Hearon responded if you are talking about a sign that fits into the masonry posts that could be done. Mr. Flynn said if we got a new design, as the wood ones wore out we can replace them one at a time.

Mrs. Filar said for the only one that was contracted out, the committee may be looking only for the slip in portion. For the other signs in the area, it may be the entire sign, which includes the posts and the actual sign.

Mrs. Kowal feels this should be a Board decision and not a committee decision.

Mrs. Filar said she would like additional information before making a decision. What we have on the floor is redoing the entire sign where possible. This would be for the ones we haven't already invested money in. Before we go with concrete for all of them she would like to see what they look like. Perhaps we should have a work session to determine how that will work.

Mr. Stathakis stated if this is too much for the committee to handle, let the Board know if they need further support.

Mr. Flynn said the committee already has the concrete contracted to slip in the existing signs. He agrees with what Mrs. Kowal is saying if he understands correctly. Let's look at updating the signs. That is something that can be discussed by the committee and then brought to the Board at a work session forum. All the local newspapers would love the story if we did a design contest for high school seniors and college students to come up with a new logo for our entryways. We can look for prices. When our wooden signs wear out, we can look at replacing them with the new design.

Discussion followed. The committee was asked to look at options.

Mr. Hearon responded that the committee had spent many hours of research and they were ready to come to the Board with a totally new sign. They opted not to come to the Board because based on their prior experience with the Mound Road project they felt they wouldn't be successful. They backed off on that idea. They found someone who said they can do posts for us and use the existing sign. That is why the Board never saw the proposal.

Mrs. Filar said the Board should see the proposal.

Mr. Stathakis asked if the committee would like to bring the proposal to the Board. Mr. Hearon agreed.

Discussion followed regarding the budget numbers presented. The total will remain at \$15,000; however, the figures will be broken down differently for individual categories. These numbers can be presented to Kathleen Moore at the next work session.

Mr. Hearon encouraged the members to drive by the Schoenherr Boulevard site to see the new sign and also the landscaping. That will be in place before the work session is scheduled.

H.R. Department

Mrs. Suida, HR Director, advised that she submitted a request for a Clerk Typist, Grade 10, for the next Board agenda, which had been approved at a previous budget session. Currently all three of the positions on the organizational chart are vacant. Avery Randall is a temporary who is filling in for the Assistant to the Human Resource Director, DHD non union. Mrs. Suida has an established eligibility list for that position, and it should be filled very shortly. With the change in the duties and responsibilities in her department, she is going to need additional resources to support the additional workload.

Mr. Stathakis stated the Board decided something that Mrs. Suida wasn't aware of, and he is relieved that she handled the news in the manner that she did. The transition has been wonderful, Mrs. Suida is doing a great job, and he thanked her.

Mrs. Suida said this will be a learning experience and something that she hasn't done in the past. She needs a person who has a high level of discretion, professionalism and a high level of office management skills in order to accomplish what has been assigned to her department. Rather than a Clerk Typist, she is asking for an administrative assistant. There are two current job descriptions for administrative assistant on her organizational chart. She has included the Grade 23, Supervisory. There is also an administrative general position which pays slightly less that could fit into this spot. However, she is looking for someone with managerial background. That person will be responsible not only for coordinating all of the FOIA's that come in but also doing some human resource work for her.

Mrs. Filar asked Mrs. Suida if she will also be doing something within the near future that hasn't been done before regarding formalizing performance evaluations for all employees. Mrs. Suida responded she did start that process yesterday. Currently she is working through the department heads and then will be moving to the supervisory employees. Mrs. Filar asked if the coordination and organization of that process is something that can be done by a higher level administrative assistant. Mrs. Suida said yes, discretion is her biggest issue. She doesn't want anyone who has very little experience with confidentiality and administration of programs. A data entry clerk is not what she is looking for. She will still have to be very involved in that process as the coordinator. She learned from the Clerk that redactions require quite a bit of judgment and discretion. She will have to review every one of the requests.

Mrs. Filar is talking combination. The HR Director will have a combination of FOIA's and performance reviews that have never been done before, and it will be Township wide. Mrs. Suida said in addition to that, she will be talking about succession planning. That is another huge project that will be looked at.

Mr. Stathakis said with the FOIA responsibility, the HR Department just got bigger with activity and also responsibility.

Mr. Flynn said the only new money that we are talking about is the higher level administrative assistant to help with the FOIA requests and these new performance reviews. What this person is doing is totally new responsibility and totally new work for her department. He asked what percentage of this person's daily schedule would be FOIA related and what percentage would be performance reviews.

Mr. Viar questioned how would Mrs. Suida know how much of the day is going to be spent on something like that? That has to be worked out.

Mrs. Suida feels she will probably be getting three to five Freedom of Information Act requests into her office everyday, not including what goes to the Building Department which could be another five per day and one or two to the Police Department. In the 3 days that she administered FOIA'S, she probably received 10 to 15 requests. Mrs. Suida doesn't know the time that will be spent because every request is different. It depends on what is being asked for. One person asked for information on an aperture card. She has to send someone to Sterling Heights because we do not have a printer. Another request was for every piece of information we had on the DiCicco building. That could be thousands and thousands of pages.

Mr. Stathakis said currently the HR Director has some needs that are required. One is someone with higher discretion to handle the duties, especially FOIA's. Mrs. Suida said if it weren't for FOIA's, she would be moving forward with a Clerk Typist.

Mrs. Kowal wanted to understand this request. The HR Director wants someone at a department head salary and at a Grade 23. Will the Grade 23 supervise someone who is a department head salary. Mrs. Suida said there is no one with a department head salary. Mrs. Kowal asked what is DHD. Mrs. Suida said DHD is non-union, comparable to a Grade 21. Mrs. Kowal asked if the Grade 23 will supervise the Grade 21? Mrs. Suida responded no. Mrs. Kowal asked then why are they supervisory. Mrs. Suida replied because she is looking for a level of discretion with management skills. If the Board thinks we can go with administrative assistant general, the requirements are a little less.

Mrs. Kowal said the Board had previously talked about giving a supervisory level to people who don't supervise. Mrs. Kowal asked Mrs. Moore if we performed employee appraisals on every employee in the past. Mrs. Moore said certainly for the first six months to a year for a new hire. Mrs. Kowal said she believes this took place since she has been here. Mrs. Suida said she found one in the personnel file in the 1980-1985 timeframe. Mrs. Kowal disagreed and said that it has been done since she has been at the Township.

Mr. Stathakis said it really doesn't matter. Let's assume that it has been done.

Mrs. Kowal asked if there were three people in the HR Department under the direction of the previous HR Director. Mrs. Suida said when Mike Smith was here there were three employees in HR.

Mr. Stathakis said what happened 5, 10, 20, or 50 years ago is not business as usual. Business as usual is not an option. We are going to start from the end, work backwards, find the needs and this is how we will define this. Whether it is three people, two people or one person. Mr. Stathakis said he has one person working under him. He is looking at reducing that level if the opportunity ever arises. He would hate to lose the person he has but he will look at that possibility because business as usual is not an option.

Mrs. Kowal is not saying business as usual but when you make a statement that it has never been done before that is a pretty strong statement and they have been done.

Mr. Stathakis said we are going to do things differently in this Township. We have to save money in this budget. We now have \$2 million more in the budget. We have to keep it going. We have challenges in front of us.

Mrs. Filar corrected her statement and said employee evaluations are not part of the current work load.

Mrs. Manzella felt right from the start that Lisa Suida needs more help. She can't be a one-man operation with her level of education and the level of work in

that department. However, she has a problem with adding another supervisory position because they took on a role that was being handled by a different department with no extra help. The Clerk's Office was handling this for years with the employees that they had. Just because we moved it from one department to another, now we have to add a social security number for that. Mrs. Manzella doesn't have a problem with her getting HR help that she believes Mrs. Suida needs. To add another person at a higher level just to handle FOIA's when we previously handled them is bothersome to her.

Mr. Stathakis responded remember we are in the middle of a process and we are making one department bigger and there will be some other impacts on other departments as well. We will define those impacts at a later time. Until we see the whole picture, he doesn't want to assume that we are spending more money.

Mrs. Filar wanted to point out to Mrs. Manzella that we wouldn't be adding another social security number for this because the other social security number would have been added with the Clerk Typist. Since we are being technical about what we are saying here she wants to be very clear that the additional social security number was already approved. It would be increasing the level of responsibility of that person.

Mrs. Manzella said maybe she isn't clear. A Clerk Typist was approved. What she is saying is that there is a big difference between a Grade 10 and a Grade 23.

Mr. Stathakis said Mrs. Manzella is correct. We approved a Grade 10, and she is concerned because the Grade 10 has now become a Grade 23.

Mrs. Suida said if the Board has an issue with this being a supervisory position, there is an equitable level 21 administrative assistant in non-supervisory general and she can modify her memo to the Board if they so choose.

Mrs. Kowal asked did we approve this position or did we put it in the budget. The Board always says just because we put it in the budget, doesn't mean it doesn't have to come back to us. Mrs. Suida said it is in the budget. Mrs. Kowal said in her opinion, she feels the position was not approved.

Mrs. Suida briefly explained the performance evaluation process.

Setting of 2012 Township Priorities

Roll Call: Richard Stathakis, Paul Viar,
Paula Filar, Michael Flynn, Douglas Wozniak

Members Absent: Terri Kowal, Lisa Manzella

Mr. Wynn was asked to go through the exercise in a similar manner followed in previous years. He stated if we do this again next year, perhaps there are other techniques that can be used to improve the process.

Mr. Wynn suggested and Mr. Stathakis concurred that this year we draft a letter to be sent to all the Board and commission members inviting them to participate. That invitation will be sent out either today or tomorrow.

The categories were on display before the Board, similar to what was presented last year. Each Board member had dots to place on the items that were important to them, with no more than two dots being placed on each category.

Mr. Flynn left the meeting.

Building Department

Mr. Wood said as directed by the Board at the previous budget work session, he re-evaluated the proposed budget for the Building Department. He is here today to show that to the Board based on his re-evaluation requesting modifications to three budget areas. The first area is projected revenues for 2011. He conservatively raised their projections by an additional \$50,000 with the consideration that his department will continue to see a sustained increase in permit activity. Through September of this year, they experienced approximately 65% in construction value over 2010. That is good news. Hopefully that will continue. The second area that he proposed changes to is relative to the amended budget. He presented a slide that speaks to that amended budget. It is important to note that the changes that he made are line item adjustments so they do not result in an overall increase to the bottom line and amounts to about \$5,000. There is a decrease in education and training of \$5,000 as a result of less expense for tuition proposed this year. There is a slight increase of \$1,500 in lot checks which is their use of Fazal Khan and Associates as a direct reflection of their recent permit activity. They propose an increase of \$2,500 for the use of plan review consultants that is specifically for large scale and complex projects as proposed at 21 Mile and Schoenherr. Auto expenses are for repairing their vehicles. They began using a private vendor vs. our DPW for vehicle maintenance. Mr. Wood consulted three or four Shelby Township locations and was able to find an inexpensive oil change facility. Secondly, the DPW was limited to a single bay on Wednesdays for auto repairs. It became very difficult for him to manage on his end in terms of having a car down for an extended period of time to wait for an available day. This is the movement of money between two accounts. There is no net increase. They are seeing some pressure given last year's gasoline expenses so minor adjustments were made to that line number of \$1,000. The third area of change is for the proposed 2012 budget. This is the line item that the Board specifically asked him to look at. There were specific instructions in terms of adding a "proposed" column. As a reminder of the last budget session, for 2012 the numbers he proposed reflected approximately a 16% decrease from the proposed budget for 2011. That was primarily a result of substantial organizational staff changes in the Building Department. There was concern that you don't want to go too far in the event we see an increase in permit activity and we would not be in a position to handle that increase. He considered the potential impact of the 25% increase and as part of his evaluation, since his budget is made up mostly of personnel expenses, he looked at the labor and resources that they use for building permit activity – building, plumbing, electrical and mechanical activity. As a result, some members of his staff are allocated to ordinance enforcement, supervision, administration, etc. He pulled those labor resources out, looked at the net resources that were applied specifically to building, plumbing, electrical and mechanical activities and moved to increase those 25% to account for a projected increase in permit activity and concluded that he needed the equivalent of approximately one additional employee or 1,950 work hours. Understanding that building permit activity is a roller coaster, there will be increases for a period of time and then workloads will go down a little. It made a lot of sense to him to provide flexibility and that flexibility is proposed in the form of temporary labor and also the continued use of consultants. They use Fazal Khan and Associates for engineering matters and they use outside plan review consultants for larger skilled and complex projects. He made modifications to three line items which are the three primary areas that need adjustments. The labor rate he used does not consider benefits because we will be using short-term, temporary labor. Because a component of those work hours would be inspectors who would be using vehicles out on the road, there would be additional gasoline and maintenance expenses that he included. Other expenses that were included relate to office supplies, inspection stickers, etc.

Mr. Viar questioned using services of Fazal Khan and believes the cost would be a pass through. Mr. Wood replied he has a line item for expenses but it is true

there is offsetting revenue. That would be true across the board for any increase in building permit revenue, mechanical, electrical, etc. if this 25% permit activity increase was realized.

Mrs. Filar said that Mr. Wood stated that he increased his revenues by \$50,000. Mr. Wood said only for this year. Mr. Wood said the projected revenues for 2011 have been raised because this year through September they have realized a significant increase. However, for 2012, this is an estimate.

Mrs. Filar questioned the increase and assumed that it would also be for 2012 because that is a projection as well.

Mr. Wood responded to her inquiry. Mrs. Filar stated you can't increase the expenses without increasing the revenues.

Discussion followed.

Mr. Wood said when he put his original budget together it was very challenging and difficult to estimate, particularly with the economy that we had over the past several years relative to the construction industry. He explained to the Board the process followed and the reasons behind the proposed figures presented.

Mrs. Moore asked if there is a time lag between when the work is done and when the revenue related to that work comes in. Mrs. Moore said we can increase the 2012 revenues somewhat but we have always tried to be extremely conservative on the revenue side.

Mrs. Filar believes if you increase the expenses 25% you have to increase the revenue. Just as Mr. Viar said, it is a pass through.

Mr. Wood explained that with his original projection, there was no increase. He is hesitant to project an increase that he may not make. His best judgment when he put his budget together was a 0% increase. He understands that there should be a relationship of revenues to expenditures and he fully supports that because the permit activity derives permit revenues. He is hesitant to raise their expenditures and the revenues when originally the projection was 0%.

Discussion ensued among Mr. Wood and the Board members with regard to the manner in which revenues and expenditures should be reflected.

Mr. Wood informed the Board it would be very helpful to have some additional temporary labor. He respects the Board's decision.

Mrs. Filar has an issue with Mr. Wood's unwillingness to increase the revenue to support that temporary labor.

Mr. Stathakis feels this may be more of an accounting procedure.

Mrs. Moore thinks that dollar wise; revenue can come in one year and be offset by expenses in another year. We can take that \$400,000 and increase it to \$450,000 in 2012.

The Board assured Mr. Wood that he is not responsible for revenue. He has no control over sales and work coming in.

Department of Public Works

Mr. Schoenherr provided an update on the progress made with regard to recommendations made in the Nottley Report. The DPW is currently consolidating data into an Access data base, which is an activity based reporting system from which they are able to draw various information in forms of reports,

queries, forms, and tables in a single data base, which will create efficiencies within the department.

The Board asked Mr. Schoenherr if this project will be done by the end of the year. Mr. Schoenherr responded that it actually depends on how far back we want to go with retrieving documentation. If available, he would like to include it in the process. It is anticipated that this may be done in the first quarter of 2012.

Mr. Stathakis stated that it is his understanding that the three vacant positions will be eliminated. Mr. Schoenherr responded that they have not been filled; however, he is requesting a Grade 12. The meter reader position has nothing to do with the 3 vacant positions. A grade 17 employee resigned this year. He discussed this with Lisa Suida, HR Director. They felt it would be more efficient and less expensive to replace this person with a Grade 12 Meter Reader. That will be placed on the agenda. Mrs. Suida said we are currently using a Grade 17 to read meters 960 hours a year, which is almost 3 weeks out of the month. That is costing us an additional \$6,600 in payroll each year by having a Grade 17 read meters. There is a payroll savings in hiring a Grade 12 of about \$5,800. We are using other staff that could be doing preventive maintenance and repair work to read meters to meet our billing requirements.

Mr. Stathakis clarified if the Board approves a Level 12, we will still be down three workers and we will still experience an accumulated savings of about \$380,000 per year.

Mr. Schoenherr advised there is another situation within his department that he is working on with Mrs. Suida regarding an Account Processor. The Nottley Report suggested that this position be abandoned. He is working with Mrs. Suida to determine how they will pick up that workload along with another position to make the secretary/dispatch person more into a meter reader/secretary/dispatch person. This is difficult to make happen. They are working with Mrs. Suida. Mrs. Suida said the secretary/meter reader/dispatch clerk has not been able to get out into the field at all because of all of the data tracking. She is the one who is responsible for that task. With hiring a new Meter Reader, she isn't sure if that is a requirement to have her go out into the field. DPW has some retirement in the clerical staff. It may be more effective for the DPW to have that person take on some of the Account Processor duties than to be a meter reader. They are currently keeping track of time studies. The Account Processor I position that is scheduled to retire at the end of January of next year is slated for attrition. Mrs. Suida is proposing that we do replace that person and there is another person who is coming up for retirement during the first quarter. They would like to eliminate that position. Mrs. Filar said you may move differently than what was recommended, but they will still be down one person. Mrs. Suida said that is correct. Mrs. Suida said the job duties for the second position that is slated for retirement are more able to be translated into computer software and other technology.

Mr. Miller said the process is a little different but the end results will be the same.

Mr. McDonald feels the numbers for the savings for four people are a little high. The figures quoted are retained earnings over several years. Mr. Stathakis said the accumulated incremental is \$190,000 per year.

Mrs. Filar said the numbers need to change as to the start of the study. These figures are not accurate.

Discussion followed among the Board and DPW personnel.

A new activity based reporting system should be designed and implemented. This ties in with the first issued discussed from the Nottley Report.

Mr. Schoenherr said it is part of the data base for the first item discussed. They have been working on this since 2010, shortly after the report was released. The new report according to the study is much more detailed. It should be done in the first quarter of 2012.

Mrs. Filar said if this system reports the activities of the employees, why can't it be done now. It isn't taking historical information and putting it into one data base.

Mrs. Suida explained they went back and took all of their log sheets and entered that data so they can run a report, i.e. Elm Street. Mr. Miller said they are using it in a different format.

Mrs. Filar asked when will it be used in the new format. Mr. Schoenherr replied the first quarter of 2012.

Mr. Schoenherr explained their daily log reports, work orders and what they do is presently on an Excel data base. We have been doing that since 2006. They want to take that information and consolidate it with the current data base. It is a matter of getting that information all in one location.

Mr. Stathakis said the objective is not to get the upgrades down. The objective is to formulate a cost accounting program to measure their productivity and better manage the department. In doing that you need a system. His concern is that this system is not done. Therefore they are not measuring what they need to be more productive. The Board wants to see how well or not the DPW is performing. He doesn't see any measures of the department. The Board has been patient but they feel it is taking too long.

Mr. Schoenherr said they want to end up with something that is useful. They don't want to do it for the sake of doing it because it was recommended in the report.

Mrs. Filar asked who is working on this. Mr. Schoenherr said they are using their own staff to build this program. Mr. Miller said they looked at three other canned software programs. Mrs. Filar asked if there is some sort of cost accounting software. Mr. Miller responded they need a means of adding information.

Mr. Stathakis said the Board will give DPW until mid-February to come back with some measures, 9, 10 or 11, that are derived from the program to determine the health of DPW. They will expect this tool to be the primary driver to get those numbers. The Board needs to see results.

Mr. Schoenherr addressed the work order system and GIS that aren't necessarily going to be money savers but will bring large efficiencies to the department. They will rely on Fazal Khan's expertise to assist them in the development of this process.

Mr. Miller asked to be able to give the Board information on the GIS system.

Mrs. Filar said she doesn't understand DPW's business nor does she want to. She doesn't want to hear the details. She just wants it done.

Mr. Stathakis said the Board needs to see something. DPW needs to deliver the results. It's not all about communication, it's also about costs. The Board needs to communicate to the residents. They want to know what is going on. If we as a Board can't explain what is going on in DPW, then they are not doing their job.

Mr. Schoenherr addressed succession planning. One management position should be eliminated in the future. They do not have a specific date. They are

working with Mrs. Suida in the HR department to prepare for those days. We will lose people with extensive knowledge.

Strategy for preventive maintenance was discussed. Mr. Stathakis wants a summary on one sheet of paper. This is an extensive activity. He wants one result measure and not more than two or three process measures.

Mr. Schoenherr will follow the process used for Shelby Manor.

An equipment replacement report was presented and explained in detail by Mr. Miller. Mr. Schoenherr addressed the savings being experienced.

Purchase of materials necessary for conversion to a new bill printing technology was addressed. Mr. Schoenherr submitted a report that outlines the savings. He stated it really didn't change the format of the bill all that much – the customer really didn't see any difference. The equipment and ability to seal the bills is what created the savings.

Cross connection training should be performed in-house. Mr. Schoenherr advised they talked to other communities with regard to what they are doing. Currently, this is status quo based on the training and the people on staff.

Mr. Stathakis requested that Mr. Schoenherr bring results to the February meeting with regard to what he presented.

DPW should consider the hire of part-time workers and a greater number of seasonal employees. They have been using seasonal employees for a long time, and they hire people during the summer. DPW looked into part-time help, and it didn't seem to fit in. Mrs. Suida said we have union arbitration regarding sub contracting out some of the work. We have a grievance on file for using seasonal employees to flush hydrants. Seasonal people can't do maintenance work.

Mr. Stathakis said we would like to see a dashboard for all of the categories discussed.

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

The work session adjourned at 12:45 p.m.

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MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, OCTOBER 18, 2011 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.

An invocation was led by Pastor Philip Krist of Lakeside Assembly of God, 46155 Schoenherr, followed by the Pledge of Allegiance.

AWARDS & PRESENTATIONS

Mr. Stathakis stressed how important openness and transparency are in local government. He believes that the more information residents have about their Township the better they will understand exactly how the local government is working for them. This Board adopted an operating strategy based upon true fiscal responsibility in government. They pledged no new taxes, no reduction in essential services and a balanced budget with a minimal use of reserves.

For the third straight year, our residents are invited to a meeting where Township priorities are set for the next calendar year's budget. At this time, the residents will have the opportunity to let the Board members know exactly how they want their tax dollars spent. This meeting will be held on Wednesday, October 26 at 7:00 p.m. at Cherry Creek Golf and Banquet Center. Visit the Township's website for more details.

Mr. Stathakis addressed the reassigning of responsibilities for the Freedom of Information Act requests. This task has been transferred from the Clerk's Office to the Human Resource Department. FOIA is a process whereby an individual can request and obtain almost any information that they want dealing with our local government.

All such requests will now be handled through our HR Director.

Mr. Stathakis said he ended the prior Board of Trustee's practice of voting in work sessions. Beginning in January of 2010 all voting has been and will continue to be done in this room at a regular Board meeting with the exception of emergency situations.

To be even more transparent, as recommended by Mrs. Paula Filar, we ended a prior Board of Trustee's practice of having pre-meetings just before the televised Board meetings to discuss agenda items ahead of time so they would not have to be discussed in detail on television.

This evening, Mr. Stathakis was pleased to announce another step to provide openness in local government. Together with the Township's Finance and IT Departments, the Township has created a Performance Dashboard on our Township website to detail the overall strength and quality of life measures here in Shelby Township.

Mr. Stathakis made a brief presentation demonstrating to the audience how information can be retrieved from our website on the Performance Dashboard. This information includes fiscal stability, economic strength, quality of life, public safety, and township priorities. Another link on our website is a system called Munetrix dealing with Shelby Township finances. It contains information on Shelby Township offering a comparison with other neighboring communities.

Mr. Stathakis stated that two questions were asked at our last meeting. One resident questioned why the Township is paying for psychological evaluations. According to our HR Director, pre-employment physicals and background checks including psychological evaluations are standard practice when our firemen and patrolmen or anyone in the Police Department are hired. There are also special circumstances regarding worker's comp and leave of absences that warrant psychological evaluations.

Another question asked was how much does the Township pay for legal fees. Mr. Huth responded his firm's fees last year to the Township were \$371,269. They don't go directly to him. The fees go to his firm where ten attorneys are employed. The hourly rate to the Township is 10% less than what the Township contractually agreed to pay them. They understand the financial situation, he lives in the community and understands what is going on. The Township contracts legal services to them and they prosecute criminal cases and violations and they also collect on civil matters that are due to the Township. The Township paid his firm \$371,000 and in turn, they collected \$2,393,000 from their activities and returned that back to the Township's General Fund. They consider themselves a partner with this Board.

Fire Chief Gene Shepherd stated a couple of months ago the Fire Department came to the Township Board and asked that they sign cost sharing agreements with three other communities – Warren, Sterling Heights, and Clinton Township. One agreement is for trench rescue and the other is for Hazmat. By signing these agreements, they each joined a cost-sharing measure so that if any community in Macomb County needs those resources, we can partake and recoup our funds for services rendered. The signing of these agreements took place this week. This now gives them the opportunity to go out and serve the public better.

Members Present: Richard Stathakis, Terri Kowal, Paul Viar,
Paula Filar, Michael Flynn, Lisa Manzella

Member Absent: Douglas Wozniak

Also Present: Robert Huth, Township Attorney
Carol Thurber, Township Engineer

PUBLIC HEARING

1. Application for Industrial Facilities Exemption Certificate – Elite Plastic Products, Inc. – 51354 Filomena Drive

MOTION by Viar, supported by Kowal, to open the public hearing to discuss the application for an Industrial Facilities Exemption Certificate for Elite Plastic Products. Motion carried.

The public hearing was declared open at 7:28 p.m.

No one from the audience wished to speak.

MOTION by Flynn, supported by Manzella, to close the public hearing to discuss the application for an Industrial Facilities Exemption Certificate for Elite Plastic Products. Motion carried.

The public hearing was declared closed at 7:29 p.m.

APPROVAL OF CONSENT AGENDA

A. Minutes: October 4, 2011 – Regular Meeting

October 5, 2011 – Work Session – Police Department Review (including the Auction Process), VOIP Phone System Discussion, Police Command Contract Discussion with Township Labor Attorney (in Closed Session)

Approve the minutes as presented.

B. Clerk requests approval of No Soliciting List dated October 7, 2011.

Approve the No Soliciting List dated October 7, 2011, as presented.

C. Bill Run in the amount of \$1,758,770.47.

Approve the Bill Run in the amount of \$1,758,770.47, as presented.

MOTION by Kowal, supported by Manzella, to approve the Consent Agenda, as presented.

Roll Call Vote: Ayes: Kowal, Manzella, Stathakis, Viar,
Filar, Flynn

Nays: none

Motion carried.

APPROVAL OF AGENDA

MOTION by Kowal, supported by Manzella, to approve the agenda, with the deletion of Item No. 5 - Planning Director and Acting Deputy Assessor request approval to enter into a contract for real estate market information, per the request of the petitioners. This item will be replaced with Item No. 5 – Reconsideration of the FOIA Responsibilities.

Motion carried.

CORRESPONDENCE**2. ELITE PLASTIC PRODUCTS, INC. requests approval of an Industrial Facilities Exemption Certificate; 51354 Filomena Drive**

MOTION by Flynn, supported by Filar, to adopt the Resolution approving the Application for an Industrial Facilities Exemption Certificate for Elite Plastic Products Incorporated at 51354 Filomena Drive, as presented, for a period of 5 years.

Mr. Justin Robinson, Senior Economic Development Specialist, Macomb County Planning and Economic Development, spoke on behalf of Elite Plastic Products, Inc. Elite Plastic Products is requesting an Industrial Facilities Exemption Certificate which is an abatement on new investments brought into the community and not an abatement on any of the existing taxes that the business already pays. During this difficult time, Elite Plastic Products has been able to successfully maintain its existing automotive business and also diversify into some consumer products in other industries. In order to facilitate that work as well as gain new business, the company is investing approximately \$2.5 million into new machinery and equipment that will add to the tax base in Shelby Township. Elite Plastic Products has moved into a larger building that is adjacent to their current location. They will be relocating into that building to allow for this new growth in Shelby Township. The company will be maintaining their existing work force of approximately 30 people and over the next two years plans to hire approximately 20 new staff people from within this region.

Mr. Tom Monchak advised there will be no reduction in the current real property or personal property taxes. This request is entirely for new equipment at the new location. The exemption is for ½ of the millage rate for the new investment.

Motion carried.

CHARTER TOWNSHIP OF SHELBY
MACOMB COUNTY, MICHIGAN
RESOLUTION TO ESTABLISH
AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

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 on the **18th** day of **October, 2011** at 7:00 p.m.

PRESENT: Members Richard H. Stathakis, Terri Kowal, Paul Viar, Paula Filar,
Michael Flynn, Lisa Manzella

ABSENT: Members Douglas Wozniak

The following preamble and resolution was offered by Member Flynn and supported by Member Filar.

WHEREAS, Elite Plastic Products, Inc., has requested the Township Board of the Charter Township of Shelby approve its Application for an Industrial Facilities Exemption Certificate pursuant to the provisions of Act 198, Public Acts of 1974, as amended;

WHEREAS, the Charter Township of Shelby is a local governmental unit empowered to establish Industrial Development Districts pursuant to Act 198, Public Acts of 1974, as amended;

WHEREAS, the Township Board on **July 15, 1997,** by Resolution established an Industrial Development District (**13-IDD-97**), pursuant to the petition of the titleholder, **Anthony Dzieszowski.**

WHEREAS, Elite Plastic Products, Inc., as a lessee/owner, will continue to occupy the facility situated within the aforesaid duly established Industrial Development District and has the obligation to pay all ad valorem real and personal property taxes levied thereon;

WHEREAS, said Application relates to New Personal Property that when purchased and installed constitutes a new facility within the meaning of the aforesaid Act which shall be situated within the aforesaid duly established Industrial Development District;

WHEREAS, completion of the proposed facility is calculated to, and will at the time of issuance of the proposed Certificate have a reasonable likelihood of creating employment within the Charter Township of Shelby;

WHEREAS, completion of the proposed facility does not constitute merely the addition of machinery and equipment for the purpose of increasing productive capacity, but rather is a new facility with acquisition of new machinery, equipment, furniture and fixtures;

WHEREAS, the Township Board established **October 18, 2011** at 7:00 p.m. as the date and time and the Shelby Township Offices located at 52700 Van Dyke Avenue, Shelby Township, Michigan 48316, as the place for the holding of a public hearing on the question of whether the aforesaid Application should be approved.

WHEREAS, the Township Clerk of the Charter Township of Shelby has given written notice of said public hearing to the assessor of the Charter Township of Shelby and to the legislative body of each taxing unit which levies ad valorem property taxes in the Charter Township of Shelby, and has published a notice of said public hearing in a newspaper of general circulation with the Charter Township of Shelby.

WHEREAS, the Township Board has afforded the applicant, the assessor, representatives of the affected taxing units, all residents and taxpayers of the Charter Township of Shelby an opportunity to be heard in person or by written communication as to whether the aforesaid Application should be approved; and,

WHEREAS, the Township Board has been informed that the taxable value of the property proposed to be exempt pursuant to the aforesaid Application when considered together with the aggregate taxable value of property exempt under certificates previously granted and currently in force, does not exceed five (5%) percent of the taxable value of the Charter Township of Shelby.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF SHELBY, MACOMB COUNTY, MICHIGAN;

1. That the Township Board finds and determines that the granting of an Industrial Facilities Exemption Certificate to **Elite Plastic Products, Inc.**, when considered together with the aggregate amount of Industrial Facility Exemption Certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the Charter Township of Shelby, or impairing the financial soundness of a taxing unit which levies an ad valorem property tax in the Charter Township of Shelby.

2. That the Township Board hereby approves the Application for Industrial Facilities Exemption Certificate filed by **Elite Plastic Products, Inc.**, as a lessee of a new facility for a period of **five (5) years**, effective **December 31, 2011**.

3. That in the event the aforesaid Application for Industrial Facilities Exemption Certificate, when considered together with the aggregate taxable value of property exempt under certificates previously granted and currently in force exceeds five (5%) percent of the taxable value of the Charter Township of Shelby, the Township Board urges the State Tax Commission, with the approval of the State Treasurer, to make a finding and include a statement in the order approving said Industrial Facilities Exemption Certificate, that the same, if granted, shall not have the effect of substantially impeding the operation of the Charter Township of Shelby or impairing the financial soundness of any affected taxing units.

4. That in accordance with Section 22 of Act 198, Public Acts of 1974, as amended, that a written agreement between the Applicant and the Charter Township of Shelby, shall be filed with the Department of Treasury in the form as executed and attached to this Resolution.

AYES: Members Flynn, Filar, Kowal, Manzella, Stathakis, Viar
NAYS: Members None

RESOLUTION DECLARED ADOPTED.

3. Discussion of AUDIT RENEWAL AND GASB 54 COMPLIANCE.

Mrs. Kowal stated that Plante & Moran has been our auditors for the past several years. This service was bid out a few years ago, and we received very few responses. Not too many firms are providing audit services for small government operations. The preparation of the audit is coming up again, and we do need to become compliant with the GASB 54 statement by the end of the year. We can either have Plante & Moran provide this service at the same cost that they charged the past several years or go out for bid.

MOTION by Kowal, supported by Manzella, to retain Plante Moran for the 2011 Shelby Twp. audit, with the GASB Statement 54 work at the cost of \$54,100.00 as presented in their letter dated October 6, 2011.
 Motion carried.

PLANNING COMMISSION

4. JOHN DAMRATH requests Special Land Use approval for Kroger Fueling Station, located at southeast corner of 25 Mile and Dequindre Roads; #11-19 (SLU-10).

Mr. Wynn said this proposal as submitted by Kroger is to add a fueling station at the shopping center at the southeast corner of 25 Mile Road and Dequindre. Fueling stations may be allowed in this zoning district which is C-2, Shopping Center Retail. The special land use process gives the Planning Commission and the Board an

opportunity to consider the impact that this use will have on the surrounding area. The Planning Commission conducted a public hearing on this application on September 26 of this year. The commission unanimously recommended that the Board deny this special land use application for the reasons offered in the motion that was presented to the Board.

MOTION by Viar, supported by Flynn, to concur with the recommendation of the Planning Commission and deny special land use application #11-19 (SLU-10) proposing a fueling station at the Kroger retail site at 2058 25 Mile Road for the following reasons:

1. The placement of the fueling station at this site does not meet all required setback requirements applicable to this zoning district.
2. The fueling station lacks appropriate landscaping and building design elements that are compatible with residential neighborhoods proximate to this site.
3. The introduction of a fueling station at this site has the potential to create additional traffic congestion.
4. This proposed use has the potential to create nuisances for the nearby residential uses.
5. The amount of traffic generated by a fueling station at this site creates safety issues for bicyclists and residents.
6. The proposed use does not comply with special land use standards 1, 2, 4, 5, and 8 as reflected in Section 13.01 of the Zoning Ordinance.
7. The introduction of a fueling station at this site is not consistent with the surrounding development pattern and does not promote public health, safety and welfare.

The following individuals spoke in opposition to this special land use request:

Ron Churchill, 52811 Mound
Owner of Mobil Station at 24 Mile Road and Shelby Road
Tracy Zukowski, Rochester resident
Ed Ferrara, 55410 Parkview

Mrs. Kowal agrees with the residents. She has shopped at that Kroger's many, many times. Parking is traditionally a problem at that location. To take away more parking spaces is a concern of hers, and she is opposed to a gas station at this site.

Mr. Flynn is considering the safety issues and the overall feel of our community brought up by the Planning Commission members and our residents. He will, therefore, not be supporting this special land use.

Mrs. Filar is concerned with the congestion inside of the parking area as well, and she doesn't feel it is in keeping with the surrounding pattern of development in the area. A gas station will look out-of-place in that area.

Mrs. Manzella appreciates all of the residents that came out. All of the comments made at the Planning Commission meeting are reflected in the minutes, and the Board members do have a copy of those minutes. Mrs. Manzella feels that most of the Board members are in favor of denying this request.

Mr. Stathakis agrees with the Board members who spoke in opposition to this special land use. The Planning Commission has offered seven reasons why this gas station doesn't fit into our community. He can't find one reason to support this special land use.

Mr. Viar stated the motion he read encapsulates his views on the situation concerning this gas station, and he will not support this special land use.

Motion carried.

DEPARTMENTAL & COMMITTEE

5. PLANNING DIRECTOR and ACTING DEPUTY ASSESSOR request approval to enter into contract for real estate market information.

This item was deleted from the agenda.

5. Request from Trustee Manzella - Reconsideration of the FOIA Coordinator vote from a previous meeting

Mrs. Manzella said at the last meeting she voted in favor of turning over the FOIA responsibilities to the HR Department. The Board didn't have time to look into this request and she would like the issue to be reconsidered. The only time we can bring this item up for reconsideration would be at this meeting and she didn't want to let that opportunity slide by.

MOTION by Manzella, supported by Kowal, to reconsider the FOIA responsibilities that we approved at the October 4, 2011 Board meeting.

Mr. Flynn asked what would be the result of a yes vote on this motion.

Mr. Huth responded that a motion for reconsideration has to be addressed at the next legislative session. However, a motion can always be made to appoint a FOIA coordinator. If the Board votes in favor of tonight's motion, they would be voting to change the FOIA coordinator. If the Board votes no, things will remain the way they are.

Mrs. Manzella stated this item was not part of the agenda packet. The Board was handed the information at the meeting to change the FOIA responsibilities. It is a cumbersome task and she can understand why the Clerk's Office would be willing to transfer that responsibility if someone was willing to accept. After careful investigation and consideration, she believes the responsibilities should remain with the Clerk's Office as they have been for years without any significant complaints, policy failures, or other problems. The currently understaffed HR Department should not be saddled with the responsibility of FOIA requests. That is not why we hired an HR Director and that is not her area of expertise. The Clerk and her staff are well trained and versed in the complexity of the FOIA requests. They performed well in delivering public records on demand no matter how large or how small the request. We get one complaint from a resident who is a habitual complainer and who has thrown unsubstantiated accusations at many of our departments in a desperate attempt of certain elected officials to control information and we change our practice.

The following individuals expressed their comments/concerns regarding this issue:

Dub Hearon, 50655 Parsons
Thomas Turner, 4524 Maeder
Clarence Cook, 50067 Chelmsford Court
Gary Golasa, 4815 Kings Row
Ron Churchill, 52811 Mound

A question was asked how FOIA's are handled in other communities. Mrs. Kowal responded that the City of Troy has an in-house attorney who handles their FOIA requests. Other than that, she is not aware of any municipality that has anyone outside of the Clerk handle FOIA's.

Mr. Viar feels the law is clear that the people who handle the FOIA's are decided by a vote of the Board.

Mrs. Filar doesn't believe that FOIA's are handled by the Clerk's Office in most other municipalities. She feels it is all over the board.

Mrs. Manzella checked with four communities in Macomb County that she heard back from and several in St. Clair County and they were all handled by the Clerk's Office.

There was no question as to the Clerk's Office handling FOIA's because they are the keeper of all of the records and the minutes.

Mr. Stathakis advised that our government is not getting any bigger as a result of the move that has been made. One department will be getting a little bigger and another department will be getting smaller. He was asked if Mrs. Kowal's department will have fewer employees. Mr. Stathakis responded that we have expenditures for each department. When expenditures in one department go up, expenditures in another department must go down. He said no one is talking about employees, we are talking about expenditures. All of the details will be flushed out in a matter of weeks.

As a result of comments made by a resident who spoke, Mrs. Kowal addressed the situation that occurred when a particular FOIA request was filed by Mr. Ward. The Board members provided their interpretation of the incident.

Mrs. Manzella stated that we definitely needed an HR Director for a long time. Mrs. Suida's department is understaffed – there is really no department, she is the only one. There are many HR responsibilities that she is not able to take care of because she is understaffed. Her training and degrees are in HR and that is what we hired her for. Mrs. Suida's job description is to be an HR Director and not a FOIA coordinator. She can probably do a good job at it but that's not the point. We need a full-time HR Director and not a part-time FOIA Coordinator. We set up job descriptions to fit every single role in this Township, and she is sure that FOIA Coordinator wasn't one of the duties on the job description. This is the same for the people who are going to fill the positions for her support staff. They need to be HR support staff and not FOIA Coordinator support staff. In her recollection, there hasn't been a major problem with the manner in which FOIA's have been handled over the past 15 years. With one unfounded complaint, it is ridiculous to change the makeup of our system.

Mrs. Filar can't think of a better area other than the HR Department to put confidential information. HR also deals with legalities. The most complex thing about acting as the FOIA Clerk is the confidentiality that is key. The second thing is to be able to understand the legalities. There is nothing that says the Clerk has any statutory responsibilities to handle FOIA's. The Act says that the Board appoints the FOIA Coordinator.

Mrs. Kowal said she did say in the past that she would love to give up FOIA. However, she thought for sure that it would have gone with some training. She sat down with Mrs. Suida for approximately 45 minutes total on the entire FOIA issue and amazingly enough she has no questions whatsoever. She must be a very quick learner.

Mr. Stathakis said he has to give credit where credit is due. Mr. Huth has done a fine job in assisting Mrs. Suida. Mrs. Kowal questioned "for free?", and Mr. Stathakis said "yes".

Mr. Flynn referred to the politically charged debate that took place and he thinks this is the very reason that the Board took FOIA's out of the hands of the politicians and put it in the hands of a neutral party.

Roll Call Vote: Ayes: Manzella, Kowal
 Nays: Viar, Stathakis, Flynn, Filar

Motion failed.

Mrs. Kowal left the meeting.

6. PRM DIRECTOR requests approval to award the contract for the campus asphalt project.

MOTION by Filar, supported by Flynn, to concur with the recommendation of Joe Youngblood, Director of Parks, Recreation, & Maintenance and award the contract for the campus asphalt project (FKA Project # ST11083) to Florence Cement Company at the cost of \$36,730.00. There are funds designated for this project in general ledger # 436-435-989-700, Campus Infrastructure.

Motion carried.

Mr. Viar voted "nay".

7. LIBRARY DIRECTOR requests approval of Shelby Township Library Tutor Policy.

Mr. Stathakis stated our Library Director is requesting approval of the Shelby Township Library Tutor Policy. This matter has been reviewed and approved by the Township Library Advisory Commission. Dave Conklin has balanced the demands of those seeking tutoring services with those who are using the Library for other reasons and count on it as a quiet place to read.

MOTION by Flynn, supported by Manzella, to grant the request of Shelby Township Library Advisory Commission and Library Director David Conklin, and approve the Shelby Township Library Tutor Policy as submitted, effective immediately.

Thomas Turner, 4524 Maeder, expressed his comments/concerns regarding this issue.

Motion carried.

Mrs. Kowal returned.

8. HUMAN RESOURCE DIRECTOR requests approval to:
a. recruit for and establish an eligibility list for Human Resource Department Administrative Assistant.

Mr. Stathakis advised that Mrs. Suida is seeking Township Board concurrence to begin recruiting for the position of an Administrative Assistant. This Board previously approved a Clerk Typist, Grade 10, for the Human Resource Department during a budget session held this past August. Mrs. Suida has indicated that with the addition of responsibilities in the Human Resource Department, the grade should increase for the person we are seeking to replace in that department. Mrs. Suida stated that individual will be selected in full compliance with the General Employees Civil Service Rules and Regulations and eligibility list yet to be established.

MOTION by Filar, supported by Viar, to grant the request of the Human Resources Director, and authorize the Civil Service Commission in conjunction with the Human Resource Department to recruit for and establish an eligibility list for the position of Administrative Assistant in the Human Resource Department at grade 21, General.

Mrs. Suida, Human Resource Director, was in attendance. She briefly explained the organizational chart on display for the audience's viewing.

She approached the Board at the budget work session in August and asked for an additional person in her department in the role of Clerk Typist to assist so that she can accomplish all the goals that have been established for her department. Upon the assignment of the FOIA responsibilities to her department, she is asking for an upgrade to that position due to the discretion that needs to be exercised under the Freedom of Information Act and also the level of judgment and additional responsibilities that are being taken on by her department now. This includes some changes in the meeting minutes that are currently being typed by another source and also performance evaluations that have recently begun.

Mrs. Kowal said the typing of the minutes will come back to the Clerk's Office. The Clerk is responsible by ordinance for doing the minutes.

Mrs. Suida said in addition they are getting some upgrades to their computer software system. Currently much of the data that they maintain is in either Access or Excel programs. With the upgrade, all information will be maintained in the New World System.

Mrs. Suida explained in the past, the former HR Director had an Assistant Personnel Director, a Personnel Analyst, an Assistant to the HR Director and a co-op. There were four people under his supervision. In May of 2010 there were two assistants to the HR Director and currently the department consists of herself and a co-op student. She is asking for two Assistants to the HR Director. She has already come to the Board to fill one of those positions.

The following individuals expressed their comments/concerns regarding this issue:

Dub Hearon, 50655 Parsons
Bob Vavro, 50655 Carrington
Ed Ferrara, 55410 Parkview
Gary Golasa, 4815 Kings Row
Ron Churchill, 52811 Mound Road
Thomas Turner, 4524 Maeder

Mrs. Manzella appreciates the fact that Mrs. Suida is reducing the amount of employees. She asked what the difference is between a Grade 10 and a Grade 21. Mrs. Suida responded a Grade 21, is \$44,000 - \$56,000 and a Grade 10 is \$30,000 - \$40,000. Mrs. Manzella understands that HR is very under-staffed as far as what they need to get done with just HR responsibilities. She understands there are higher responsibilities and she sees the need for a higher grade when you are doing the FOIA administration. If by chance the Board would reverse that in the future, she is concerned we would have an employee there who will be over-qualified for the job that needs to be done. Mrs. Manzella asked are we over hiring if that responsibility is ever taken from the HR Department. When we bill for FOIA's, we can only bill at the lowest rate of pay so we are paying someone a higher dollar amount but we can only bill at the low rate of pay.

Mrs. Suida responded that the person in the Clerk's Office that processed FOIA's was a higher grade than a Grade 21. With regard to the person being overqualified, they never had a Grade 10 in that department. It has always been a Grade 19, Grade 21, Grade 23, and Grade 25. This person will still have much more work and responsibility to warrant that grade if the FOIA portion is removed.

Mrs. Kowal stated that Mr. Stathakis mentioned two or three times that as one department gets larger the other department will get smaller. She is not sure what he is talking about when he mentioned her department getting smaller. She asked if it is staff and he said no. She doesn't know what his intention is. When he is talking about her department getting smaller, that is something entirely different than switching the FOIA responsibility. She would like to be part of those conversations and she would like to know what he is talking about. Mr. Stathakis said she will. They are still in the early phases and everyone on this Board will be part of that discussion. If there is an extra expense somewhere, we need to find a way to be more efficient in another place. He can't give her any more information than that but we need to stick to that policy. As far as the particulars, there will be a time that we sit down and look at the numbers and Mrs. Kowal will be a part of those discussions when we get to that point. Business as usual is not an option in Shelby Township. Everyone wants progress but nobody wants change. Change comes with progress. He will keep pushing that. He knows it isn't popular. He believes the majority of the Board believes in that as well.

Mrs. Manzella pointed out that the HR Department is not the only department that is understaffed.

Motion carried.

b. recruit for and establish an eligibility list for DPW Meter Reader.

MOTION by Flynn, supported by Manzella, to grant the request of the Director of Public Works, and authorize the Civil Service Commission in conjunction with the Human Resource Department to recruit for and establish an eligibility list for the position of Meter Reader, pay grade 12, General.
Motion carried.

9. DPW DIRECTOR requests approval to award contract for repairs to the Chestnut Lake Dam.

Mr. Stathakis advised that our DPW Director is requesting approval to award the contract to maintain the Chestnut Lake Dam to Shelby Underground in the amount of \$45,050. He placed a request with the Macomb County Public Works Department for a grant of \$25,000 to be applied toward the project. We have not yet had a response to this request. Our Township Engineer has reviewed the responses to the bids and recommended the low bidder, Shelby Underground. Mr. Stathakis pointed out that a Shelby Township business was the low bidder on this project.

MOTION by Viar, supported by Filar, to concur with the recommendation of Ted Schoenherr, Director of Public Works and Fazal Khan and Associates, Township Engineers, to award the contract for the Chestnut Lake Dam Repair to Shelby Underground, 12304 24 Mile Road, Shelby Township, MI 48315, in the amount of \$45,050. Monies for this project are available in fund No. 592.296-955.000.

Mr. Schoenherr provided history regarding the Chestnut Lake Dam and the steps required for ongoing maintenance.

The following individuals expressed their comments/concerns regarding this issue:

Bob Vavro, 54640 Carrington
Ron Churchill, 52811 Mound
Dub Hearon, 50655 Parsons

Motion carried.

APPOINTMENTS TO COMMITTEES & COMMISSIONS

TOWNSHIP ANNOUNCEMENTS

Mr. Flynn made the following recreational announcements:

Registration is continuing for the 2011-2012 Shelby Parks & Recreation Basketball season for boys in grades 1-12. Call for further information.

The Haunted Nature Center event will be held both on Friday, October 21 and Saturday, October 22 with groups leaving every 10 minutes starting at 7:00 p.m. Cost is \$3 per person for ages 4 and up.

The 3rd Annual Trunk or Treat event will be held on Saturday, October 29 from noon until 2:00 p.m. at Cherry Creek. Please let us know if you are attending by calling 586-731-0300 or e-mailing the Parks & Recreation Office at shelbyprm@shelbytwp.org.

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

Mr. Wozniak asked that we announce that the Lions Club will sponsor a Wine Tasting Charity Event at Cherry Creek on Friday, October 21 at 6:45 p.m. . The cost is \$35 per person or a reserved table of 10 for \$300. Contact Mr. Wozniak at 781-9190, any Shelby Township Lions member or Ted Ross of Vince and Joe's or Cherry Creek.

Mr. Viar read the addition which was included in the minutes of October 4 regarding the DARE Program.

Mrs. Kowal reminded the audience that there will be an election on November 8. There are two millage questions – one for the Romeo School District, which is a separate ballot for part of precinct 14 and part of precinct 17. There is also a Macomb Intermediate School District ballot proposal. In the Romeo School District there are also school board elections. There are three open seats and only one person running so you need to check out the write-ins because she feels that election is going to be settled by write-in candidates.

Mrs. Manzella announced that one of the committees for the Shelby Township 2012 Relay for Life is raising funds. There will be a “Girls Night Out” this Thursday, October 20 at the VFW Hall on Van Dyke. Registration will begin at 5:00 p.m., dinner at 6:00 p.m.. and Bunco at 7:00 p.m. Tickets are sold in advance only. To purchase tickets, call Ann at 586-703-0428 or Diana at 586-781-8452.

Mr. Stathakis stated that the Police Department sponsored a Township Shred Day on October 15. It was a huge success, and they recycled 30,100 pounds of paper.

The Biggby Coffee 2nd Annual Jingle Bell Charity Run will be held on December 18 to benefit the Shelby Township Lions Club Christmas Food Basket Program. For further information, call 586-484-5523.

The 3rd Annual Town Hall Meeting will be held on October 26 at 7:00 p.m. at the Cherry Creek Golf Club to help set the 2012 Township Priorities.

Mr. Viar announced that the sidewalk just west of the freeway on 21 Mile Road has been completed.

BUSINESS FROM THE FLOOR

The following individuals expressed their comments/concerns regarding various issues:

Nick Nightingale, 5967 Windemere Lane
Bob Vavro, 54640 Carrington
Clarence Cook, 50067 Chelmsford Court
Thomas Turner, 4524 Maeder
Josephine Vicari, 54661 Bellingham
Gary Golasa, 4815 Kings Row
Ron Churchill, 52811 Mound

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

The meeting adjourned at 10:04 p.m.

ds

Memo

To: The Charter Township of Shelby Board of Trustees

From: Lisa Suida, Human Resources Director

Re: Agenda Item – Assistant to the Department Head

CC: Richard Stathakis, Township Supervisor

Date: October 26, 2011

Honorable Body,

Attached you will find an existing job description as approved by the General Employee Civil Service Commission and the Board of Trustees for the position of Assistant to the Department Head Grade 18 General.

At the October 25 regular meeting of the Civil Service Commission, it was suggested that this existing position could be substituted for the job description developed for the position of Administrative Assistant Grade 21 General without extensive differences in the responsibilities and the role of the employee. As a result, I am requesting that the Board allow for the Human Resources Director to assign this existing job description in place of the Administrative Assistant position, Grade 21 General, as authorized by the Board of Trustees at the October 18, 2011 Regular meeting. If approved, the position of Assistant to the Department Head will immediately be posted internally for applications.

Respectfully,

Lisa Suida
Human Resources Director

LMS

ASSISTANT TO THE DEPARTMENT HEAD

SUMMARY

Perform highly responsible secretarial work, process administrative and clerical requests, and handle more complex administrative tasks independently. Prepare correspondence, records and reports relative to Department functions, and represent the Department Head at various meetings, or with the public, as requested.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Department Head or his/her designee.

SUPERVISION EXERCISED

Supervise Department personnel at the direction 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 duties for the Department head at his/her request.
2. Assist the Department Head by screening office and telephone inquiries and providing relevant information or providing direction to the proper agency or department.
3. Supervise subordinate personnel as directed, and act for the Department Head in his/her absence as authorized.
4. Maintain records and prepare reports related to the activities of the particular department.
5. Supervise departmental accounting, bookkeeping, and personnel record keeping duties.
6. Maintain confidential files, records, and reports.
7. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KNOWLEDGE, SKILLS,
AND ABILITIES FOR EMPLOYMENT**

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

Thorough knowledge of modern office practices and procedures.

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

Considerable knowledge of business English, commercial subjects, and report writing.

Ability to understand and follow written and oral instructions.

Ability to work effectively with other employees and members of the general public.

Ability to solve more difficult mathematical and/or policy related problems.

Required training and experience includes graduation from high school or equivalent; an Associate Degree in accounting, management, business administration, or a related field is preferred. Three years of progressively responsible experience in the particular department.



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|---|-------------|--|--------|-------------|--------------|------------|------------|---------------|--|------------------------|--------------------|
| Fund 101 - General Fund | | | | | | | | | | | |
| Account 299.904 - General Engineering-Pass Thru FK | | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1851 | Kroger Fuel Station Hayes Road | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 250.00 | |
| | | | | | | | | | Account 299.904 - General Engineering-Pass Thru FK Totals | Invoice Transactions 1 | <u>\$250.00</u> |
| Account 675.771 - Trips - SC | | | | | | | | | | | |
| 5351 - ALBERT BLANDINO | 22370414 | Refund, Sr Ctr. Little River Casino Trip, Albert & Dorothy | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 204.00 | |
| | | | | | | | | | Account 675.771 - Trips - SC Totals | Invoice Transactions 1 | <u>\$204.00</u> |
| Account 675.803 - Sr Ctr Newsletter - SC | | | | | | | | | | | |
| 5328 - SHELBY NURSING CENTER | 10061106 | Refund of Newsletter Advertising | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 116.60 | |
| | | | | | | | | | Account 675.803 - Sr Ctr Newsletter - SC Totals | Invoice Transactions 1 | <u>\$116.60</u> |
| Department 101 - Legislative | | | | | | | | | | | |
| Account 807.000 - Engineering Consulting Fees | | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1903 | General Engineering | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 210.00 | |
| | | | | | | | | | Account 807.000 - Engineering Consulting Fees Totals | Invoice Transactions 1 | <u>\$210.00</u> |
| | | | | | | | | | Department 101 - Legislative Totals | Invoice Transactions 1 | <u>\$210.00</u> |
| Department 171 - Supervisor | | | | | | | | | | | |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 156.49 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$156.49</u> |
| | | | | | | | | | Department 171 - Supervisor Totals | Invoice Transactions 1 | <u>\$156.49</u> |
| Department 191 - Elections | | | | | | | | | | | |
| Account 726.000 - Operating Supplies | | | | | | | | | | | |
| 12448 - PRINTING SYSTEMS INC | 70932 | PRECINCT KITS- 11/8/11 SCHOOL ELECTION | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 805.24 | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 64.70 | |
| | | | | | | | | | Account 726.000 - Operating Supplies Totals | Invoice Transactions 2 | <u>\$869.94</u> |
| | | | | | | | | | Department 191 - Elections Totals | Invoice Transactions 2 | <u>\$869.94</u> |
| Department 201 - Finance | | | | | | | | | | | |
| Account 717.000 - Temporary Labor | | | | | | | | | | | |
| 5281 - ACCOUNTEMPMS | 34091088 | Temp Labor 14 hrs week end 9/30/11 | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 350.00 | |
| | | | | | | | | | Account 717.000 - Temporary Labor Totals | Invoice Transactions 1 | <u>\$350.00</u> |
| Account 804.600 - Network Support | | | | | | | | | | | |
| 3070 - NETARX LLC | 1043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 14,376.42 | |
| | | | | | | | | | Account 804.600 - Network Support Totals | Invoice Transactions 1 | <u>\$14,376.42</u> |
| | | | | | | | | | Department 201 - Finance Totals | Invoice Transactions 2 | <u>\$14,726.42</u> |



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Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|---|-------------|---|--|-------------|--------------|------------|------------|---------------|--|-------------------------|-------------------|
| Fund 101 - General Fund | | | | | | | | | | | |
| Department 208 - Nature Center | | | | | | | | | | | |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 423.45 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>423.45</u> |
| Account 807.208 - Program/Speakers | | | | | | | | | | | |
| 17748 - PETTY CASH - NATURE CENTER | pc110202 | Night the Animals Talked Supplies, Meijer & Kmart, JB | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 80.69 | |
| | | | | | | | | | Account 807.208 - Program/Speakers Totals | Invoice Transactions 1 | <u>80.69</u> |
| Account 808.208 - Cust/Maint Cont Svc Nature Ctr | | | | | | | | | | | |
| 15228 - HOME DEPOT CREDIT SERVICES | 7121485 | electrical supplies | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 28.96 | |
| 6555 - GRAINGER INC | 9647280578 | pipe plugs mechanical | Edit | | 09/28/2011 | 11/02/2011 | 11/02/2011 | | | 50.96 | |
| 6555 - GRAINGER INC | 9650693782 | credit | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | (18.52) | |
| 11476 - J&J ACE HARDWARE | 1 | 15509 | NC mineral spirits for stained brushes | Edit | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 12.82 | |
| 24947 - PETS AND THINGS LLC | 750194 | NC critter food | Edit | | 09/21/2011 | 11/02/2011 | 11/02/2011 | | | 134.50 | |
| 1082 - KEE'S AQUARIUM & PETS | 3885 | NC goldfish & plant | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 15.46 | |
| 17748 - PETTY CASH - NATURE CENTER | pc110203 | Critter Food, Walmart & Northern Farm Mkt, DF | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 51.12 | |
| 7857 - STONE'S ACE HARDWARE | 43370 | NC rubber feet for tables/chairs | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 11.37 | |
| 7857 - STONE'S ACE HARDWARE | 43391 | Boo Bash striping paint; NC leg protectors for chairs | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 7.58 | |
| 1082 - KEE'S AQUARIUM & PETS | 3898 | 100-goldfish | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 6.00 | |
| 6555 - GRAINGER INC | 9656916427 | SMART garage bus heater electric; NC sidewalk lights | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 128.63 | |
| | | | | | | | | | Account 808.208 - Cust/Maint Cont Svc Nature Ctr Totals | Invoice Transactions 11 | <u>428.88</u> |
| Account 840.280 - Fall Festival | | | | | | | | | | | |
| 7857 - STONE'S ACE HARDWARE | 43440 | NC Fall programs rope | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 43.96 | |
| 7857 - STONE'S ACE HARDWARE | 43489 | NC haunted program supplies | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 67.52 | |
| 11476 - J&J ACE HARDWARE | 1 | 15601 | NC haunted program hardware | Edit | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 2.97 | |
| | | | | | | | | | Account 840.280 - Fall Festival Totals | Invoice Transactions 3 | <u>114.45</u> |
| | | | | | | | | | Department 208 - Nature Center Totals | Invoice Transactions 16 | <u>\$1,047.47</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 209 - Assessing | | | | | | | | | | | |
| Account 726.000 - Operating Supplies | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 348.99 | |
| | | | | | | | | | Account 726.000 - Operating Supplies Totals | Invoice Transactions 1 | <u>348.99</u> |
| Account 726.600 - Uniform Exp | | | | | | | | | | | |
| 21430 - UTICA SHOE | 303113 | Uniform Boot Order Ee # 10618 | Edit | | 08/24/2011 | 11/02/2011 | 11/02/2011 | | | 79.50 | |
| 21430 - UTICA SHOE | 303119 | Uniform Boot Order Ee# 70138 | Edit | | 08/25/2011 | 11/02/2011 | 11/02/2011 | | | 79.50 | |
| 21430 - UTICA SHOE | 303114 | Uniform Boot Order Ee# 11516 | Edit | | 08/30/2011 | 11/02/2011 | 11/02/2011 | | | 79.50 | |
| | | | | | | | | | Account 726.600 - Uniform Exp Totals | Invoice Transactions 3 | <u>238.50</u> |
| | | | | | | | | | Department 209 - Assessing Totals | Invoice Transactions 4 | <u>587.49</u> |
| Department 210 - Legal | | | | | | | | | | | |
| Account 806.000 - Legal Contractual Retainer | | | | | | | | | | | |
| 5076 - KIRK, HUTH & LANGE PLC | 64319 | Monthly Retainer - Nov. 2011 | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 15,833.33 | |
| | | | | | | | | | Account 806.000 - Legal Contractual Retainer Totals | Invoice Transactions 1 | <u>15,833.33</u> |
| Account 811.000 - Legal Fees | | | | | | | | | | | |
| 5076 - KIRK, HUTH & LANGE PLC | 64326 | Vorpagel | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64325 | Visteon Demo | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 2,475.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64324 | University Bldrs | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 575.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64323 | Towing | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 300.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64321 | Supervisor | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 1,825.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64317 | Planning | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 225.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64313 | 41A District Court | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64327 | Professional Services | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 3,750.00 | |
| | | | | | | | | | Account 811.000 - Legal Fees Totals | Invoice Transactions 8 | <u>\$9,350.00</u> |
| Account 955.000 - Other Expenses | | | | | | | | | | | |
| 5076 - KIRK, HUTH & LANGE PLC | 64322 | Swiderski | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 363.15 | |
| | | | | | | | | | Account 955.000 - Other Expenses Totals | Invoice Transactions 1 | <u>\$363.15</u> |
| | | | | | | | | | Department 210 - Legal Totals | Invoice Transactions 10 | <u>\$25,546.48</u> |
| Department 215 - Clerk | | | | | | | | | | | |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 26031 - CDW GOVERNMENT INC | ZRX5208 | 6 Mice & Tripp UPS | Edit | | 09/20/2011 | 11/02/2011 | 11/02/2011 | | | 90.07 | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 92.80 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 2 | <u>\$182.87</u> |
| Account 728.000 - Membership Dues & Conference | | | | | | | | | | | |
| 18245 - MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS | MAMCDUES2012 | 2012 MEMBERSHIP DUES-TK | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 60.00 | |



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| 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 215 - Clerk | | | | | | | | | | | |
| Account 728.000 - Membership Dues & Conference | | | | | | | | | | | |
| 546 - INTERN INST OF MUNICIPAL CLERKS | IIMC2012 | 2012 MEMBERSHIP DUES-TK | Edit | | 11/02/2011 | 11/02/2011 | 11/02/2011 | | | 175.00 | |
| | | | | | | | | | Account 728.000 - Membership Dues & Conference Totals | Invoice Transactions 2 | <u>\$235.00</u> |
| | | | | | | | | | Department 215 - Clerk Totals | Invoice Transactions 4 | <u>\$417.87</u> |
| Department 226 - Human Resource | | | | | | | | | | | |
| Account 718.000 - Meeting Fees, All categories | | | | | | | | | | | |
| 5347 - LISA MURRAY | 10172011 | Asst to HR Director Oral Panel Member | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| 5349 - ORLETTA CROSS | 10172011 | Asst to HR Director Oral Panel | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| | | | | | | | | | Account 718.000 - Meeting Fees, All categories Totals | Invoice Transactions 2 | <u>\$100.00</u> |
| | | | | | | | | | Department 226 - Human Resource Totals | Invoice Transactions 2 | <u>\$100.00</u> |
| Department 253 - Treasurer | | | | | | | | | | | |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 47.34 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$47.34</u> |
| | | | | | | | | | Department 253 - Treasurer Totals | Invoice Transactions 1 | <u>\$47.34</u> |
| Department 371 - Protective Inspection | | | | | | | | | | | |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 58.88 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$58.88</u> |
| Account 728.000 - Membership Dues & Conference | | | | | | | | | | | |
| 5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC | MMIA102011M TGRG | MMIA 10-20-11 MEETING - RG | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 25.00 | |
| | | | | | | | | | Account 728.000 - Membership Dues & Conference Totals | Invoice Transactions 1 | <u>\$25.00</u> |
| Account 760.000 - Inspection Exp & Supply | | | | | | | | | | | |
| 7857 - STONE'S ACE HARDWARE | 43285 | PADLOCK -ENF | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 12.99 | |
| | | | | | | | | | Account 760.000 - Inspection Exp & Supply Totals | Invoice Transactions 1 | <u>\$12.99</u> |
| Account 805.296 - Lot Checks | | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1839 | ENGINEERING FEES - 4328 FORSTER | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 80.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1837 | ENGINEERING FEE - 55951 ASHBROOKE W | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 240.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1836 | ENGINEERING FEES - 56684 HARTLEY W | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 160.00 | |



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| 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 | 2011 1835 | ENGINEERING FEE - EASEMENT/CENTRAL PARK | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 80.00 | |
| | | | | | | | | | Account 805.296 - Lot Checks Totals | Invoice Transactions 4 | <u>\$560.00</u> |
| Account 860.200 - Auto Repair - Maint Exp | | | | | | | | | | | |
| 5020 - MOBIL 1 LUBE EXPRESS | 85339 | AUTOMOBILE MAINTENANCE - B-4 | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 21.02 | |
| | | | | | | | | | Account 860.200 - Auto Repair - Maint Exp Totals | Invoice Transactions 1 | <u>\$21.02</u> |
| | | | | | | | | | Department 371 - Protective Inspection Totals | Invoice Transactions 8 | <u>\$677.89</u> |
| Department 442 - Highway Streets Bridges | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 13,176.06 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$13,176.06</u> |
| Account 967.150 - Street Maint Exp | | | | | | | | | | | |
| 684 - MACOMB COUNTY DEPARTMENT OF ROADS | 25376 | TRAFFIC SIGNAL MAINTENANCE | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 517.12 | |
| | | | | | | | | | Account 967.150 - Street Maint Exp Totals | Invoice Transactions 1 | <u>\$517.12</u> |
| Account 967.200 - Local Rd. Paving | | | | | | | | | | | |
| 684 - MACOMB COUNTY DEPARTMENT OF ROADS | 912727 | Concrete road repairs | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 12,713.91 | |
| 684 - MACOMB COUNTY DEPARTMENT OF ROADS | 912698 | Road resurface Auburn & Shelby Rd | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 128.72 | |
| | | | | | | | | | Account 967.200 - Local Rd. Paving Totals | Invoice Transactions 2 | <u>\$12,842.63</u> |
| Account 967.500 - Sidewalks | | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1895 | 11320 21 MILE SIDEWALK GAP | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 720.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1898 | SIDEWALK GAPS | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 6,675.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1899 | 5700 24 MILE SIDEWALK GAP | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 140.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1842 | Sidewalk Gap 22 to Mound | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 105.00 | |
| | | | | | | | | | Account 967.500 - Sidewalks Totals | Invoice Transactions 4 | <u>\$7,640.00</u> |
| | | | | | | | | | Department 442 - Highway Streets Bridges Totals | Invoice Transactions 8 | <u>\$34,175.81</u> |



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| 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 510 - Hope Chapel | | | | | | | | | | | |
| Account 741.510 - Cleaning & Maint Exp | | | | | | | | | | | |
| 7857 - STONE'S ACE HARDWARE | 43281 | chapel 18 oz cups and plumbing bushings | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 4.97 | |
| | | | | | | | | | Account 741.510 - Cleaning & Maint Exp Totals | Invoice Transactions 1 | <u>\$4.97</u> |
| | | | | | | | | | Department 510 - Hope Chapel Totals | Invoice Transactions 1 | <u>\$4.97</u> |
| Department 738 - Library | | | | | | | | | | | |
| Account 726.500 - Departmental Supplies | | | | | | | | | | | |
| 165 - BRODART CO | B1995438 | Books (adult) | Edit | | 10/01/2011 | 11/02/2011 | 11/02/2011 | | | 52.24 | |
| 165 - BRODART CO | B1995444 | Books (adult) | Edit | | 10/01/2011 | 11/02/2011 | 11/02/2011 | | | 1,052.79 | |
| 165 - BRODART CO | B1995447 | Books (adult) | Edit | | 10/01/2011 | 11/02/2011 | 11/02/2011 | | | 812.89 | |
| 3063 - RECORDED BOOKS LLC | 74398611 | Books on Tape (Adult) | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 663.20 | |
| 3063 - RECORDED BOOKS LLC | 74407442 | Books on Tape (Adult) | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 6.95 | |
| 17457 - SUBURBAN LIBRARY COOPERATIVE | 200445 | Adult Database(s) | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 800.00 | |
| 4279 - BAKER & TAYLOR INC | 2026331165 | Books (adult) | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 47.41 | |
| 13279 - GALE | 17349890 | Books (adult) | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 358.00 | |
| 6566 - THOMSON WEST | 823724803 | Books (adult) | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 576.00 | |
| 17885 - MERRY JANE BENNER | SEPT2011 | Reading Club Materials | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 106.39 | |
| 4279 - BAKER & TAYLOR INC | 2026299573 | Books (child) | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 11.07 | |
| 4279 - BAKER & TAYLOR INC | 2026335430 | Books (child) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 34.62 | |
| | | | | | | | | | Account 726.500 - Departmental Supplies Totals | Invoice Transactions 12 | <u>\$4,521.56</u> |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 699.56 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$699.56</u> |
| Account 804.738 - Collection SVC Exp | | | | | | | | | | | |
| 16243 - UNIQUE MANAGEMENT SERVICES INC | 215076 | collection services | Edit | | 10/01/2011 | 11/02/2011 | 11/02/2011 | | | 344.06 | |
| | | | | | | | | | Account 804.738 - Collection SVC Exp Totals | Invoice Transactions 1 | <u>\$344.06</u> |
| Account 809.500 - Automated Sys Svc | | | | | | | | | | | |
| 17457 - SUBURBAN LIBRARY COOPERATIVE | 200434 | Automated System Services | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 9,912.00 | |
| | | | | | | | | | Account 809.500 - Automated Sys Svc Totals | Invoice Transactions 1 | <u>\$9,912.00</u> |
| Account 850.000 - Communications | | | | | | | | | | | |
| 25415 - A T & T LONG DISTANCE | 8541262020911 | Telephone | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 9.65 | |
| | | | | | | | | | Account 850.000 - Communications Totals | Invoice Transactions 1 | <u>\$9.65</u> |
| | | | | | | | | | Department 738 - Library Totals | Invoice Transactions 16 | <u>\$15,486.83</u> |



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| 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 709.000 - Education & Training | | | | | | | | | | | |
| 26237 - NORTHEAST SENIOR ADULT COORDINATOR | 102011 | NESAC Membership - 2012 | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 20.00 | |
| | | | | | | | | | Account 709.000 - Education & Training Totals | Invoice Transactions 1 | <u>20.00</u> |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 177.98 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>177.98</u> |
| Account 790.770 - Art Classes - SC | | | | | | | | | | | |
| 25725 - PETE SNODGRASS | 102011 | Watercolor Class Commission Sept 2011 | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 319.20 | |
| | | | | | | | | | Account 790.770 - Art Classes - SC Totals | Invoice Transactions 1 | <u>319.20</u> |
| Account 790.771 - Trips - SC | | | | | | | | | | | |
| 3066 - PETTY CASH - SENIOR CENTER | 110111srctrpc01 | Northville Community Foundation - extra park admis | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 8.00 | |
| 4182 - BIANCO TOURS INC | 121836 | Soaring Eagle 8-1-11 | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 216.00 | |
| 4182 - BIANCO TOURS INC | 124064 | Caesars Windsor - 8-10-11 | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 60.00 | |
| 178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC | 100811 | Firekeepers Casino 10-26-11 | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 56.00 | |
| 5327 - MARK LUEDTKE | 100611 | Ent for Halloween Party 10-31-11 | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 175.00 | |
| | | | | | | | | | Account 790.771 - Trips - SC Totals | Invoice Transactions 5 | <u>\$515.00</u> |
| Account 790.772 - Manicures - SC | | | | | | | | | | | |
| 2947 - RHONDA M LAKIP-OCHOA | 102011 | Therapeutic Massage Weeks 41 & 42 | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 320.00 | |
| | | | | | | | | | Account 790.772 - Manicures - SC Totals | Invoice Transactions 1 | <u>\$320.00</u> |
| Account 790.775 - Parties / Dance-Seniors | | | | | | | | | | | |
| 5017 - A MOVABLE FEAST INC | 15208 | Catering for Spelling Bee on 10-14-11 | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 855.50 | |
| 15293 - GORDON FOOD SERVICE INC | 852082986 | Coffee Decanters | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 10.58 | |
| 3066 - PETTY CASH - SENIOR CENTER | 110111srctrpc02 | Debby's Dollar - Halloween Hustle Dinner Dance | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 8.00 | |
| 3066 - PETTY CASH - SENIOR CENTER | 110111srctrpc03 | Meijer - Spelling Bee | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 26.54 | |
| 3066 - PETTY CASH - SENIOR CENTER | 110111srctrpc04 | Subway-Walmart Movie Popcorn | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 5.97 | |
| 6543 - LINDEN CUSTOM SPORTSWEAR | 1509 | Sr Ctr Spelling Bee Shirts | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 43.50 | |
| | | | | | | | | | Account 790.775 - Parties / Dance-Seniors Totals | Invoice Transactions 6 | <u>\$950.09</u> |



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|---|-------------|---|--------|-------------|--------------|------------|------------|--|-------------------------|-------------------|
| Fund 101 - General Fund | | | | | | | | | | |
| Department 774 - Senior Citizen Operations | | | | | | | | | | |
| Account 860.200 - Auto Repair - Maint Exp | | | | | | | | | | |
| 15642 - SMART | 13374 | Rpr vehicles 29146,25283,29148,22 138,25134 | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 652.18 |
| 6555 - GRAINGER INC | 9656916427 | SMART garage bus heater electric; NC sidewalk lights | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 113.40 |
| | | | | | | | | Account 860.200 - Auto Repair - Maint Exp Totals | Invoice Transactions 2 | <u>\$765.58</u> |
| | | | | | | | | Department 774 - Senior Citizen Operations Totals | Invoice Transactions 17 | <u>\$3,067.85</u> |
| Department 788 - Rec Programs - | | | | | | | | | | |
| Account 630.000 - Parks & Recreation Program | | | | | | | | | | |
| 2722 - JILL L. GAFNER | 4882 | Refund, Cafeteria Rental | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 |
| | | | | | | | | Account 630.000 - Parks & Recreation Program Totals | Invoice Transactions 1 | <u>\$50.00</u> |
| Account 840.000 - Parks & Rec Programs | | | | | | | | | | |
| 7857 - STONE'S ACE HARDWARE | 43349 | 4-brooms for Halloween Boo Bash | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 21.96 |
| 7857 - STONE'S ACE HARDWARE | 43391 | Boo Bash striping paint; NC leg protectors for chairs | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 29.96 |
| | | | | | | | | Account 840.000 - Parks & Rec Programs Totals | Invoice Transactions 2 | <u>\$51.92</u> |
| Account 840.005 - Computer Crash Courses | | | | | | | | | | |
| 8762 - TERRY CHAUDHURI | 5fall311 | commission | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 81.25 |
| | | | | | | | | Account 840.005 - Computer Crash Courses Totals | Invoice Transactions 1 | <u>\$81.25</u> |
| Account 840.014 - Adult Softball | | | | | | | | | | |
| 6543 - LINDEN CUSTOM SPORTSWEAR | 1508 | Adlt Sfbl 84-champion shirts | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 477.00 |
| | | | | | | | | Account 840.014 - Adult Softball Totals | Invoice Transactions 1 | <u>\$477.00</u> |
| Account 840.103 - Special Recreation | | | | | | | | | | |
| 8802 - PETTY CASH - PARKS-REC-MAINT | pc110201 | Spec Recreation Movie Trip | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 15.00 |
| | | | | | | | | Account 840.103 - Special Recreation Totals | Invoice Transactions 1 | <u>\$15.00</u> |
| Account 840.133 - Master Ks Karate | | | | | | | | | | |
| 13974 - SMART LLC | 133fall211 | commission | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 214.50 |
| | | | | | | | | Account 840.133 - Master Ks Karate Totals | Invoice Transactions 1 | <u>\$214.50</u> |
| Account 840.192 - Joe Dumars Fieldhouse | | | | | | | | | | |
| 14174 - JOE DUMARS FIELDHOUSE | 192fall211 | commission | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 64.35 |
| | | | | | | | | Account 840.192 - Joe Dumars Fieldhouse Totals | Invoice Transactions 1 | <u>\$64.35</u> |
| Account 840.270 - Young Rembrandts | | | | | | | | | | |
| 2277 - YOUNG REMBRANDTS | 270fall111 | commission | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 323.05 |
| | | | | | | | | Account 840.270 - Young Rembrandts Totals | Invoice Transactions 1 | <u>\$323.05</u> |



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|---|-------------|--|--------|-------------|--------------|------------|------------|---------------|--|-------------------------|-------------------|
| Fund 101 - General Fund | | | | | | | | | | | |
| Department 788 - Rec Programs - | | | | | | | | | | | |
| Account 840.701 - SBSC -Basketball Expense | | | | | | | | | | | |
| 24261 - BURKE'S SPORT HAVEN INC | 74114 | 220-Boys basketball shirts; 50-sponsor ltrng | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 1,525.00 | |
| | | | | | | | | | Account 840.701 - SBSC -Basketball Expense Totals | Invoice Transactions 1 | <u>\$1,525.00</u> |
| Account 840.702 - SBSC baseball expense | | | | | | | | | | | |
| 5055 - MACOMB TOWNSHIP LITTLE LEAGUE | 10122011 | LL Boys Sr Tournament game #3 fee | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| | | | | | | | | | Account 840.702 - SBSC baseball expense Totals | Invoice Transactions 1 | <u>\$50.00</u> |
| | | | | | | | | | Department 788 - Rec Programs - Totals | Invoice Transactions 11 | <u>\$2,852.07</u> |
| Department 789 - Parks Recreation Maintenance | | | | | | | | | | | |
| Account 709.000 - Education & Training | | | | | | | | | | | |
| 19449 - CONTRACTORS CLOTHING CO | 7239565 | Uniform Purchase Ee# 10700 | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 121.47 | |
| | | | | | | | | | Account 709.000 - Education & Training Totals | Invoice Transactions 1 | <u>\$121.47</u> |
| Account 726.600 - Uniform Exp | | | | | | | | | | | |
| 21430 - UTICA SHOE | 303204 | Uniform Boot Order # 11208 | Edit | | 09/14/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 19449 - CONTRACTORS CLOTHING CO | 7239013 | Uniform Purchase Ee# 10539 | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 533.84 | |
| 19449 - CONTRACTORS CLOTHING CO | 7239007 | Uniform Purchase Ee# 60853 | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 196.30 | |
| 336 - GERALD DESTROOPER | 82568 | Uniform Boot Order Ee# 10600 | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 76.49 | |
| 19449 - CONTRACTORS CLOTHING CO | 7239014 | Uniform Purchase Ee# 10700 | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 444.83 | |
| | | | | | | | | | Account 726.600 - Uniform Exp Totals | Invoice Transactions 5 | <u>\$1,351.46</u> |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 502.82 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$502.82</u> |
| Account 733.000 - Custodial Supplies | | | | | | | | | | | |
| 16150 - MACOMB WHOLESALE SUPPLY CORP | 60549 | Sr Ctr cafeteria C-towels | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 25.00 | |
| | | | | | | | | | Account 733.000 - Custodial Supplies Totals | Invoice Transactions 1 | <u>\$25.00</u> |
| Account 741.000 - Mun Bldg Maintenance | | | | | | | | | | | |
| 15228 - HOME DEPOT CREDIT SERVICES | 7121485 | electrical supplies | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 28.60 | |
| 2238 - STATE OF MICHIGAN | BLR318796 | Mun Bd 3-boiler Inspections & Cert Fee | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 370.00 | |
| 5126 - GREEN GIANT LAWN ENHANCEMENT, LLC | 17774 | Police station pest control | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 125.00 | |



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| 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 741.000 - Mun Bldg Maintenance | | | | | | | | | | | |
| 15228 - HOME DEPOT CREDIT SERVICES | 4042643 | Mun Bd handrail hardware | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.48 | |
| 25049 - HD SUPPLY WATERWORKS LTD | 3849711 | Mun Bd cleanout | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 26.38 | |
| 4093 - JOHN'S LUMBER | 365740 | Mun Bd Replacement hand rails | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 1,057.00 | |
| | | | | | | | | | Account 741.000 - Mun Bldg Maintenance Totals | Invoice Transactions 6 | <u>\$1,641.46</u> |
| Account 742.000 - Park Pav Maint | | | | | | | | | | | |
| 12665 - LIGHTING SUPPLY COMPANY | 765307 00 | RBP Hickory Grove light fixture | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 365.00 | |
| | | | | | | | | | Account 742.000 - Park Pav Maint Totals | Invoice Transactions 1 | <u>\$365.00</u> |
| Account 747.000 - Bldg Maint - Maint Bldg | | | | | | | | | | | |
| 15228 - HOME DEPOT CREDIT SERVICES | 7121485 | electrical supplies | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 17.47 | |
| | | | | | | | | | Account 747.000 - Bldg Maint - Maint Bldg Totals | Invoice Transactions 1 | <u>\$17.47</u> |
| Account 748.000 - Comm Center Maint - Disco | | | | | | | | | | | |
| 2238 - STATE OF MICHIGAN | BLR318795 | Cmty Ctr 3-boiler Inspections & Cert Fee | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 370.00 | |
| 4879 - LAFORCE INC | 668132RI | Cmty Ctr entrance door rpr | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 847.87 | |
| | | | | | | | | | Account 748.000 - Comm Center Maint - Disco Totals | Invoice Transactions 2 | <u>\$1,217.87</u> |
| Account 750.000 - Equip Maint Cost | | | | | | | | | | | |
| 326 - DECKER AUTO PARTS INC | 481256 | oil& filters for equipment | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 96.88 | |
| 326 - DECKER AUTO PARTS INC | 481648 | 12-air filters; 2 lighting for PRM 44 | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 369.66 | |
| | | | | | | | | | Account 750.000 - Equip Maint Cost Totals | Invoice Transactions 2 | <u>\$466.54</u> |
| Account 751.000 - Grounds Maint | | | | | | | | | | | |
| 1148 - SHELBY PAINT & DECORATING | 100476755 | Skate Park Graffiti removal supplies | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 76.21 | |
| 495 - HELLEBUYCKS POWER EQUIPMENT CENTER | 453043 | 18HP Truck Loader | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 2,516.00 | |
| 495 - HELLEBUYCKS POWER EQUIPMENT CENTER | 453045 | Leaf blower Swing Away T. Loader | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 750.00 | |
| | | | | | | | | | Account 751.000 - Grounds Maint Totals | Invoice Transactions 3 | <u>\$3,342.21</u> |
| Account 863.000 - Gasoline | | | | | | | | | | | |
| 1204 - SPENCER OIL COMPANY | 377683 | diesel 806 gal | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 2,530.56 | |
| 1204 - SPENCER OIL COMPANY | 377985 | diesel 550 gal | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 1,732.31 | |
| | | | | | | | | | Account 863.000 - Gasoline Totals | Invoice Transactions 2 | <u>\$4,262.87</u> |
| | | | | | | | | | Department 789 - Parks Recreation Maintenance Totals | Invoice Transactions 25 | <u>\$13,314.17</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 726.000 - Operating Supplies | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 825.66 | |
| | | | | | | | | | Account 726.000 - Operating Supplies Totals | Invoice Transactions 1 | <u>825.66</u> |
| Account 805.000 - Planning Consultant fees | | | | | | | | | | | |
| 14882 - BIRCHLER ARROYO ASSOCIATES INC | 2011 270 | Meijer Gas Station | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 171.00 | |
| 14882 - BIRCHLER ARROYO ASSOCIATES INC | 2011 242 | Panera Bread Revised Traffic Sit Plan | Edit | | 09/01/2011 | 11/02/2011 | 11/02/2011 | | | 606.00 | |
| 14882 - BIRCHLER ARROYO ASSOCIATES INC | 2011 268 | Rod Arroyo's Attendance at Planning Commission Meeting | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 625.00 | |
| 14882 - BIRCHLER ARROYO ASSOCIATES INC | 2011 269 | Panera Bread Parking Plan Review | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 337.50 | |
| | | | | | | | | | Account 805.000 - Planning Consultant fees Totals | Invoice Transactions 4 | <u>\$1,739.50</u> |
| Account 807.000 - Engineering Consulting Fees | | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1848 | Courtesy Driving School | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 250.00 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1849 | American Import Auto Parts | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 262.50 | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1850 | U S Farathane | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 325.00 | |
| | | | | | | | | | Account 807.000 - Engineering Consulting Fees Totals | Invoice Transactions 3 | <u>\$837.50</u> |
| | | | | | | | | | Department 800 - Planning Totals | Invoice Transactions 8 | <u>\$3,402.66</u> |
| Department 900 - Other Functions | | | | | | | | | | | |
| Account 723.700 - WC Claims | | | | | | | | | | | |
| 5057 - CITIZENS MANAGEMENT INC | SWC423 | Sept Medical & Other | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 746.97 | |
| | | | | | | | | | Account 723.700 - WC Claims Totals | Invoice Transactions 1 | <u>\$746.97</u> |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 1,845.24 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>\$1,845.24</u> |
| Account 730.000 - Equipment Svc & Maint | | | | | | | | | | | |
| 26031 - CDW GOVERNMENT INC | ZWW9522 | Seagate Momentus Sat | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 44.88 | |
| | | | | | | | | | Account 730.000 - Equipment Svc & Maint Totals | Invoice Transactions 1 | <u>\$44.88</u> |
| Account 810.101 - Web Page | | | | | | | | | | | |
| 3070 - NETARX LLC | I043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 200.00 | |
| | | | | | | | | | Account 810.101 - Web Page Totals | Invoice Transactions 1 | <u>\$200.00</u> |
| Account 830.002 - Beautification Committee | | | | | | | | | | | |
| 10605 - PETTY CASH - BEAUTIFICATION COMMITTEE | PETTYCASH102011 | Reimburse for BCSEM mtg registration (4) & mileage to Southfield | Edit | | 09/22/2011 | 11/02/2011 | 11/02/2011 | | | 84.25 | |



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| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|--|-------------|--|--------|-------------|--------------|------------|------------|---------------|--|------------------------|-------------------|
| Fund 101 - General Fund | | | | | | | | | | | |
| Department 900 - Other Functions | | | | | | | | | | | |
| Account 830.002 - Beautification Committee | | | | | | | | | | | |
| 3999 - MARINO'S LAWN & LANDSCAPE | 22055 | Schoenherr Blvd. September cuts (2) | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 78.00 | |
| 4241 - QUALITY LANDSCAPE & FERTILIZING INC | 4908 | Schoenherr Blvd. fertilizing/weed killer applications-3rd app | Edit | | 08/31/2011 | 11/02/2011 | 11/02/2011 | | | 305.00 | |
| 2754 - MPC AWARDS | 9931 | 2011 Beautification Award plaques/engraving | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 73.64 | |
| | | | | | | | | | Account 830.002 - Beautification Committee Totals | Invoice Transactions 4 | <u>\$540.89</u> |
| Account 830.003 - Historical Committee | | | | | | | | | | | |
| 19284 - DANIEL LEHMAN | 10132011 | reimbursement-website expenses: address fwd., domain renewal | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 87.00 | |
| | | | | | | | | | Account 830.003 - Historical Committee Totals | Invoice Transactions 1 | <u>\$87.00</u> |
| Account 865.000 - Insurance & Bonds | | | | | | | | | | | |
| 3012 - NICKEL & SAPH INC | 13377 | Fiduciary Liability | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | <u>2,761.93</u> | |
| | | | | | | | | | Account 865.000 - Insurance & Bonds Totals | Invoice Transactions 1 | <u>\$2,761.93</u> |
| Account 969.000 - Weed Ord Exp (Reimbursable) | | | | | | | | | | | |
| 2787 - JEWELL LAWN CARE | 18 | WEEDS - 47571 ROLAND | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17A | WEEDS - 53867 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17B | WEEDS - 53793 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17C | WEEDS - 8316 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17D | WEEDS - 8396 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17E | WEEDS - 8411 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17F | WEEDS - 8337 PINECREEK | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 17G | WEEDS - 53776 VAN DYKE | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 240.00 | |
| 2787 - JEWELL LAWN CARE | 17H | WEEDS - 56511 KEN CHARLES | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 16A | WEEDS - 55657 IRVIN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 16B | WEEDS - 55617 IRVIN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 85.00 | |
| 2787 - JEWELL LAWN CARE | 16C | WEEDS - 55557 IRVIN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 16D | WEEDS - 55527 IRVIN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |
| 2787 - JEWELL LAWN CARE | 16E | WEEDS - 55550 IRVIN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 | |



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Invoice Due Date Range 11/02/11 - 11/02/11

| 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 969.000 - Weed Ord Exp (Reimbursable) | | | | | | | | | | |
| 2787 - JEWELL LAWCARE | 16F | WEEDS - 49253 ST. NICHOLAS | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 40.00 |
| | | | | | | | Account 969.000 - Weed Ord Exp (Reimbursable) Totals | | Invoice Transactions 15 | <u>\$845.00</u> |
| | | | | | | | Department 900 - Other Functions Totals | | Invoice Transactions 25 | <u>\$7,071.91</u> |
| | | | | | | | Fund 101 - General Fund Totals | | Invoice Transactions 165 | <u>\$124,334.26</u> |
| Fund 206 - Fire Fund | | | | | | | | | | |
| Department 340 - Fire Department | | | | | | | | | | |
| Account 709.000 - Education & Training | | | | | | | | | | |
| 13215 - STEVEN L HENION | 101111SH | REGISTRATION FEE FOR MCFPA MEETING OCT 2011 | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 8.00 |
| 7986 - JAMES SWINKOWSKI | 100911 | MEAL REIMBURSEMENT SMEMSIC CONFERENCE OCT 6-9, 2011 | Edit | | 10/09/2011 | 11/02/2011 | 11/02/2011 | | | 58.20 |
| 5410 - CHARLES E SHEPHERD | 100811 | MEAL REIMBURSEMENT SMEMSIC CONFERENCE OCT 6-8, 2011 | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 55.22 |
| 2608 - MACOMB COMMUNITY COLLEGE | 3136504 | NIMS INCIDENT COMMAND OCT 9-10, 2011 (MM) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 80.00 |
| 2608 - MACOMB COMMUNITY COLLEGE | 3136512 | INCIDENT SAFETY OFFICER OCT 17-18, 2011 (MM) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 80.00 |
| 2608 - MACOMB COMMUNITY COLLEGE | 3136518 | PICO MANAGING COMPANY OCT 24-25, 2011 (MM) (DS) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 80.00 |
| 13215 - STEVEN L HENION | 101811 | REGISTRATION FEE FOR OCFPS MEETING OCT 2011 | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 5.00 |
| | | | | | | | Account 709.000 - Education & Training Totals | | Invoice Transactions 7 | <u>\$366.42</u> |
| Account 723.700 - WC Claims | | | | | | | | | | |
| 5057 - CITIZENS MANAGEMENT INC | SWC423 | Sept Medical & Other | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 399.37 |
| | | | | | | | Account 723.700 - WC Claims Totals | | Invoice Transactions 1 | <u>\$399.37</u> |
| Account 726.000 - Operating Supplies | | | | | | | | | | |
| 3423 - BLUE WATER INDUSTRIAL PRODUCTS INC | 478172 | OXYGEN | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 142.50 |



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| 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 | | | | | | | | | | |
| 3423 - BLUE WATER INDUSTRIAL PRODUCTS INC | 478260 | OXYGEN - STATION 4 | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 103.50 |
| 22612 - VALLEY CITY LINEN | 27040910 | STATION 1 LINENS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 39.91 |
| 22612 - VALLEY CITY LINEN | 27040911 | 40 HOUR LINENS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 4.60 |
| 5410 - CHARLES E SHEPHERD | 101111 | REIMBURSEMENT FOR FISH TANK SUPPLIES | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 11.85 |
| 10124 - LORI'S HELPING HANDS | 2900 | OFFICE CLEANING STATION 1 - OCT 2011 | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 269.23 |
| 22612 - VALLEY CITY LINEN | 27040909 | STATION 4 LINENS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 23.26 |
| 22612 - VALLEY CITY LINEN | 27040916 | STATION 2 LINENS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 18.80 |
| 22612 - VALLEY CITY LINEN | 27040912 | STATION 3 LINENS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 34.70 |
| 23305 - WAL-MART PAYMENT CENTER | 7224 | SUPPLIES FOR OPEN HOUSE (OCT 15) AND WEIGHT ROOM | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 32.54 |
| 3447 - PRIORITY OFFICE SOLUTIONS | 4442 | COPIER MAINTENANCE AGREEMENT 9/13-10/13/11 | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 32.06 |
| 326 - DECKER AUTO PARTS INC | 480821 | BATTERY TEST | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 49.95 |
| 22612 - VALLEY CITY LINEN | 27045358 | 40 HOUR LINENS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 14.65 |
| 22612 - VALLEY CITY LINEN | 27045357 | STATION 1 LINENS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 43.60 |
| 22612 - VALLEY CITY LINEN | 27045356 | STATION 4 LINENS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 29.61 |
| 684 - MACOMB COUNTY DEPARTMENT OF ROADS | 25383 | TRAFFIC SIGNAL MAINTENANCE - AUGUST 2011 | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 40.49 |
| 22612 - VALLEY CITY LINEN | 27045359 | STATION 3 LINENS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 24.95 |
| 22612 - VALLEY CITY LINEN | 27045363 | STATION 2 LINENS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 20.25 |
| 699 - MACOMB RESTAURANT SUPPLY INC | 8347 | STATION 1 SUPPLIES | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 10.20 |
| 12238 - AMERICAN SPEEDY PRINTING | 11421 | BUSINESS CARDS (SH) | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 52.80 |
| 21245 - JCR SUPPLY CO | 52064 | STATION SUPPLIES | Edit | | 09/27/2011 | 11/02/2011 | 11/02/2011 | | | 294.45 |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 309.84 |
| | | | | | | | Account 726.000 - Operating Supplies Totals | | Invoice Transactions 22 | \$1,603.74 |
| Account 726.550 - Medical Supplies | | | | | | | | | | |
| 24749 - PHILIPS HEALTH CARE | 923238662 | MEDICAL SUPPLIES | Edit | | 09/28/2011 | 11/02/2011 | 11/02/2011 | | | 937.60 |
| | | | | | | | Account 726.550 - Medical Supplies Totals | | Invoice Transactions 1 | \$937.60 |
| Account 726.560 - Misc Gear | | | | | | | | | | |
| 5749 - ARGUS HAZCO SUPPLY COMPANY | 4040057 | SENSORS FOR E-1 4GAS MONITOR | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 490.00 |
| | | | | | | | Account 726.560 - Misc Gear Totals | | Invoice Transactions 1 | \$490.00 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 728.000 - Membership Dues & Conference | | | | | | | | | | | |
| 8113 - MICHIGAN CHAPTER IAAI | 101911 | MEMBERSHIP RENEWAL FOR 3 YEARS (EV) | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| | | | | | | | | | Account 728.000 - Membership Dues & Conference Totals | Invoice Transactions 1 | <u>50.00</u> |
| Account 770.000 - Emergency Preparedness Exp | | | | | | | | | | | |
| 4043 - WEST SHORE SERVICES INC | 17039 | REPAIRS DURING RELOCATION OF SIREN #6 (JOB #6111354) | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 325.00 | |
| 23305 - WAL-MART PAYMENT CENTER | 7224 | SUPPLIES FOR OPEN HOUSE (OCT 15) AND WEIGHT ROOM | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 42.36 | |
| 2431 - SHELBY WHOLESALE INC | 560033 | CANDY - FIRE PREVENTION WEEK | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 106.81 | |
| | | | | | | | | | Account 770.000 - Emergency Preparedness Exp Totals | Invoice Transactions 3 | <u>\$474.17</u> |
| Account 804.600 - Network Support | | | | | | | | | | | |
| 3070 - NETARX LLC | 1043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 762.17 | |
| | | | | | | | | | Account 804.600 - Network Support Totals | Invoice Transactions 1 | <u>\$762.17</u> |
| Account 860.200 - Auto Repair - Maint Exp | | | | | | | | | | | |
| 17757 - BELLE TIRE DISTRIBUTORS | 20015846 | 4 TIRES & LIFETIME BALANCE/ROTATION/F LAT REPAIRS U-1 (TRUCK #32) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 747.96 | |
| 26150 - LAKESIDE COLLISION II INC | 8d5c1e51 | PAINT WORK ON E-3 (TRUCK #34) | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 8,441.95 | |
| 19450 - FRONT LINE MEDICAL | 9796 | AMBULANCE COT MAINTENANCE | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 1,301.13 | |
| 3046 - O'REILLY AUTO PARTS | 3365250722 | LENS FOR U-4 REAR LIGHT (VEHICLE #35) | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 9.99 | |
| 10950 - APOLLO FIRE APPARATUS REPAIR INC | 34057 | STARTER ROCKER SWITCH FOR E-2 (TRUCK #30) | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 134.00 | |
| 10950 - APOLLO FIRE APPARATUS REPAIR INC | 34058 | REPAIR TO CAFS ON E-4 (TRUCK #38) | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 615.70 | |
| 3404 - MISTRAS SERVICES DIVISION | CD10314038 | ANNUAL INSPECTION OF ENGINE LADDERS | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 1,594.00 | |
| 24766 - BERGER & SON'S | 5676 | BRAKE REPAIR - A-1 (TRUCK #37) | Edit | | 08/09/2011 | 11/02/2011 | 11/02/2011 | | | 1,204.78 | |
| 24766 - BERGER & SON'S | 5908 | REPAIR ABS LIGHT ON - A-1 (TRUCK #37) | Edit | | 08/09/2011 | 11/02/2011 | 11/02/2011 | | | 533.34 | |
| | | | | | | | | | Account 860.200 - Auto Repair - Maint Exp Totals | Invoice Transactions 9 | <u>\$14,582.85</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|---|-------------|---|--------|-------------|--------------|------------|------------|--|-------------------------|--------------------|
| Fund 206 - Fire Fund | | | | | | | | | | |
| Department 340 - Fire Department | | | | | | | | | | |
| Account 930.100 - Building Maintenance | | | | | | | | | | |
| 15228 - HOME DEPOT CREDIT SERVICES | 5105825 | GAS LINE REPAIR TO GARAGE - STATION 1 | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 8.25 |
| 15228 - HOME DEPOT CREDIT SERVICES | 5105628 | GAS LINE REPAIR TO BARBEQUE - STATION 4 | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 117.76 |
| 15228 - HOME DEPOT CREDIT SERVICES | 2048853 | ELECTRICAL JOB FOR FIRE SUPPRESSION HORN / STROBE - STA 2 & 3 | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 9.06 |
| 7857 - STONE'S ACE HARDWARE | 43434 | GAS PIPING JOB FOR GRILL AT STATION 4 | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 2.88 |
| | | | | | | | | Account 930.100 - Building Maintenance Totals | Invoice Transactions 4 | <u>\$137.95</u> |
| | | | | | | | | Department 340 - Fire Department Totals | Invoice Transactions 50 | <u>\$19,804.27</u> |
| | | | | | | | | Fund 206 - Fire Fund Totals | Invoice Transactions 50 | <u>\$19,804.27</u> |
| Fund 207 - Police Fund | | | | | | | | | | |
| Department 305 - Police Department | | | | | | | | | | |
| Account 726.000 - Operating Supplies | | | | | | | | | | |
| 20057 - BATTERY WAREHOUSE CO | 48324 | BATTERIES | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 156.18 |
| 20057 - BATTERY WAREHOUSE CO | 48411 | BATTERIES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 80.99 |
| 20057 - BATTERY WAREHOUSE CO | 48454 | BATTERIES | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 76.99 |
| 584 - K-MART | 2 1841 1026 | CITIZENS ACADEMY SUPPLIES | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 30.75 |
| 26159 - PURIFIED WATER TO GO | 8209 | WATER | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 29.70 |
| 26159 - PURIFIED WATER TO GO | 8255 | WATER | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 24.75 |
| 26159 - PURIFIED WATER TO GO | 8292 | WATER | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 24.75 |
| 6689 - SIRCHIE FINGER PRINT LABORATORIES | 52238IN | ET SUPPLIES | Edit | | 09/20/2011 | 11/02/2011 | 11/02/2011 | | | 87.94 |
| 20872 - LOGIX INCORPORATED | 66400 | PHOTO PRINTER RIBBON | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 986.00 |
| | | | | | | | | Account 726.000 - Operating Supplies Totals | Invoice Transactions 9 | <u>\$1,498.05</u> |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | |
| 16214 - OFFICE EXPRESS | 299824 | PAPER | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 70.00 |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 843.51 |
| | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 2 | <u>\$913.51</u> |
| Account 728.000 - Membership Dues & Conference | | | | | | | | | | |
| 3410 - JEFFERY DANIEL | 101211JD | MEMBERSHIP DUES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 15.00 |
| 24348 - LOU FRANCIS | 101211LF | MEMBERSHIP DUES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 15.00 |
| 26047 - JAMES MALCZEWSKI | 101211JM | MEMBERSHIP DUES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 15.00 |
| | | | | | | | | Account 728.000 - Membership Dues & Conference Totals | Invoice Transactions 3 | <u>\$45.00</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 | | | | | | | | | | | |
| 19217 - DELL MARKETING LP | XFJFNRK5 | LICENSE FEES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 1,259.35 | |
| 19217 - DELL MARKETING LP | XFJFK91F9 | LICENSE FEES | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 718.86 | |
| 14972 - SERVISOURCE | 17150 | REPAIR FAX | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 57.00 | |
| | | | | | | | | | Account 730.100 - Repairs & Maint Totals | Invoice Transactions 3 | <u>\$2,035.21</u> |
| Account 732.200 - Uniform & Cleaning Allow | | | | | | | | | | | |
| 14934 - TEAM PLAYERS SPORTS APPAREL LLC | 102011TP | SHIRTS | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| | | | | | | | | | Account 732.200 - Uniform & Cleaning Allow Totals | Invoice Transactions 1 | <u>\$50.00</u> |
| Account 804.600 - Network Support | | | | | | | | | | | |
| 14424 - APERION INFORMATION TECHNOLOGIES INC | 37345 | TECH SUPPORT | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 218.00 | |
| 14424 - APERION INFORMATION TECHNOLOGIES INC | 37391 | TECH SUPPORT | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 54.50 | |
| 3070 - NETARX LLC | I043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 3,700.00 | |
| | | | | | | | | | Account 804.600 - Network Support Totals | Invoice Transactions 3 | <u>\$3,972.50</u> |
| Account 811.000 - Legal Fees | | | | | | | | | | | |
| 5076 - KIRK, HUTH & LANGE PLC | 64318 | PROFESSIONAL SERVICES | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 525.00 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64310 | PROFESSIONAL SERVICES | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 1,431.78 | |
| | | | | | | | | | Account 811.000 - Legal Fees Totals | Invoice Transactions 2 | <u>\$1,956.78</u> |
| Account 850.500 - Postage & Handling | | | | | | | | | | | |
| 22327 - UPS | 3894WX411 | SHIPPING | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 39.48 | |
| 22327 - UPS | 3894WX421 | SHIPPING | Edit | | 10/15/2011 | 11/02/2011 | 11/02/2011 | | | 36.46 | |
| | | | | | | | | | Account 850.500 - Postage & Handling Totals | Invoice Transactions 2 | <u>\$75.94</u> |
| Account 860.200 - Auto Repair - Maint Exp | | | | | | | | | | | |
| 22524 - CYNERGY WIRELESS PRODUCTS INC | 12981 | VEH 12 - EQUIP & EQUIPMENT REPAIRS | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 1,828.54 | |
| 22524 - CYNERGY WIRELESS PRODUCTS INC | 12993 | RADAR TRAILER EQUIP REPAIRS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 265.00 | |
| 20836 - K & W CYCLE INC | 95874 | VEH 22 - MAINTENANCE | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 151.39 | |
| 8313 - LIBERTY AUTO WASH INC | 20111008LAW | VEHICLE WASHES - JUL - SEP 2011 | Edit | | 10/08/2011 | 11/02/2011 | 11/02/2011 | | | 263.00 | |
| 4819 - PARKWAY CHRYSLER-JEEP INC | C88209 | VEH #51 - REPAIRS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 104.50 | |
| 2945 - RENAISSANCE AUTO WASH | 20111018 | VEHICLE WASHES - SEPTEMBER 2011 | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 119.00 | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29741 | VEH 31 - MAINTENANCE WORK | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 204.65 | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29745 | VEH 2 - MAINTENANCE WORK | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 86.05 | |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|---|-------------|---------------------------|--------|-------------|--------------|------------|------------|---------------|--|-------------------------|--------------------|
| Fund 207 - Police Fund | | | | | | | | | | | |
| Department 305 - Police Department | | | | | | | | | | | |
| Account 860.200 - Auto Repair - Maint Exp | | | | | | | | | | | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29756 | VEH 61 - MAINTENANCE WORK | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 300.89 | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29802 | VEH 5 - MAINTENANCE | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 80.99 | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29794 | VEH 14 - MAINTENANCE WORK | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 185.87 | |
| 18462 - SHELBY TIRE & AUTO SERVICE | 29824 | VEH 24 - REPAIRS | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 47.89 | |
| 7857 - STONE'S ACE HARDWARE | 43562 | MISC FLEET SUPPLIES | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 36.60 | |
| | | | | | | | | | Account 860.200 - Auto Repair - Maint Exp Totals | Invoice Transactions 13 | <u>3,674.37</u> |
| Account 863.000 - Gasoline | | | | | | | | | | | |
| 1204 - SPENCER OIL COMPANY | 377672 | GASOLINE | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 6,052.10 | |
| 1204 - SPENCER OIL COMPANY | 377979 | GASOLINE | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 7,571.56 | |
| | | | | | | | | | Account 863.000 - Gasoline Totals | Invoice Transactions 2 | <u>13,623.66</u> |
| Account 865.500 - Deductible expense | | | | | | | | | | | |
| 20142 - MIDWEST CLAIMS SERVICE | 142430B | Hyseni Deductible | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 1,137.50 | |
| 5076 - KIRK, HUTH & LANGE PLC | 64315 | Ins Deductible | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 5,000.00 | |
| | | | | | | | | | Account 865.500 - Deductible expense Totals | Invoice Transactions 2 | <u>\$6,137.50</u> |
| Account 880.207 - Crossing Guard Expense to UCS | | | | | | | | | | | |
| 7664 - SCHOOL-TECH INC | 506344 | CROSSING GUARD SUPPLIES | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 274.85 | |
| | | | | | | | | | Account 880.207 - Crossing Guard Expense to UCS Totals | Invoice Transactions 1 | <u>\$274.85</u> |
| Account 880.600 - Sex Offender Reg Fee to State | | | | | | | | | | | |
| 1230 - STATE OF MICHIGAN | 551362800 | SOR REGISTRATION | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 30.00 | |
| | | | | | | | | | Account 880.600 - Sex Offender Reg Fee to State Totals | Invoice Transactions 1 | <u>\$30.00</u> |
| Account 981.000 - Equip / Veh | | | | | | | | | | | |
| 1856 - XDC MOTORSPORTS | 1025 | VEH 10 & 13 NEW GRAPHICS | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 650.00 | |
| | | | | | | | | | Account 981.000 - Equip / Veh Totals | Invoice Transactions 1 | <u>\$650.00</u> |
| | | | | | | | | | Department 305 - Police Department Totals | Invoice Transactions 45 | <u>\$34,937.37</u> |
| | | | | | | | | | Fund 207 - Police Fund Totals | Invoice Transactions 45 | <u>\$34,937.37</u> |
| Fund 230 - Michigan Justice Training Fund | | | | | | | | | | | |
| Department 230 - Michigan Justice Training Grant | | | | | | | | | | | |
| Account 709.000 - Education & Training | | | | | | | | | | | |
| 25057 - KEVIN TREWORGY | 20111017KT | TRAVEL REIMBURSEMENTS | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 125.00 | |
| | | | | | | | | | Account 709.000 - Education & Training Totals | Invoice Transactions 1 | <u>\$125.00</u> |
| | | | | | | | | | Department 230 - Michigan Justice Training Grant Totals | Invoice Transactions 1 | <u>\$125.00</u> |
| | | | | | | | | | Fund 230 - Michigan Justice Training Fund Totals | Invoice Transactions 1 | <u>\$125.00</u> |



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| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|--|-------------|-----------------------------|--------|-------------|--------------|------------|------------|---|------------------------|--------------------|
| Fund 260 - Community Block Grant Fund | | | | | | | | | | |
| Department 403 - Large Print Talking Books | | | | | | | | | | |
| Account 974.988 - Large Print/Talking Books | | | | | | | | | | |
| 13279 - GALE | 17338387 | Large Print Books | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 122.98 |
| 13279 - GALE | 17338885 | Large Print Books | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 209.21 |
| 13279 - GALE | 17340039 | Large Print Books | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 119.98 |
| | | | | | | | | Account 974.988 - Large Print/Talking Books Totals | Invoice Transactions 3 | <u>\$452.17</u> |
| | | | | | | | | Department 403 - Large Print Talking Books Totals | Invoice Transactions 3 | <u>\$452.17</u> |
| | | | | | | | | Fund 260 - Community Block Grant Fund Totals | Invoice Transactions 3 | <u>\$452.17</u> |
| Fund 267 - 911 / Emergency Response | | | | | | | | | | |
| Department 306 - 911 Funds | | | | | | | | | | |
| Account 857.000 - 911 Comm-Equip/Personnel | | | | | | | | | | |
| 20740 - OAKLAND COUNTY | CLM0003721 | CLEMIS FEES | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 13,934.09 |
| | | | | | | | | Account 857.000 - 911 Comm-Equip/Personnel Totals | Invoice Transactions 1 | <u>\$13,934.09</u> |
| Account 857.207 - 911 Comm-Training | | | | | | | | | | |
| 22525 - PUBLIC SAFETY GROUP | 1070 | ADVANCED COMM-TECH TRAINING | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 169.00 |
| | | | | | | | | Account 857.207 - 911 Comm-Training Totals | Invoice Transactions 1 | <u>\$169.00</u> |
| | | | | | | | | Department 306 - 911 Funds Totals | Invoice Transactions 2 | <u>\$14,103.09</u> |
| | | | | | | | | Fund 267 - 911 / Emergency Response Totals | Invoice Transactions 2 | <u>\$14,103.09</u> |
| Fund 290 - 41 A District Court | | | | | | | | | | |
| Department 136 - 41 A District Court | | | | | | | | | | |
| Account 725.500 - JURY FEES | | | | | | | | | | |
| 5352 - JOSEPH P ALLEN | 027 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.90 |
| 5354 - JOANNE AMALIO | 029 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.10 |
| 5355 - MARY A BARTELL | 011 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.50 |
| 5356 - SUSAN M BROTHERS | 025 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 33.70 |
| 5357 - CATERINA DESTASI | 023 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.90 |
| 5358 - JEFFREY R FLATTERY | 013 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 35.30 |
| 5359 - RAYMOND C GIERACH | 010 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.50 |
| 5360 - MICHELE A GUILBAULT | 004 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.50 |
| 5361 - STACIE A KUCHARAK | 026 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 36.50 |
| 5362 - DANIEL T LEGATO | 030 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 36.90 |
| 5363 - SHARON S MATEYAK | 022 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 33.70 |
| 5364 - KATHLEEN A MISSIG | 017 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 33.70 |
| 5365 - ROSA V PARSELL | 012 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 36.50 |
| 5366 - DINESHBHAI PATEL | 007 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.50 |
| 5367 - ANITA R PENCE | 003 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 36.50 |
| 5368 - TARA M REINKING | 020 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 35.30 |
| 5369 - PHILIPPE J RIO | 014 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 35.70 |
| 5370 - DAVID V SCHAUER | 001 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 33.30 |
| 5371 - GREGORY L THOMAS | 032 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.90 |



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| 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 | | | | | | | | | | | |
| 5372 - EDWARD J VERMEERSCH | 015 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 34.90 | |
| 5373 - THOMAS A ZAKRZEWSKI | 006 | Jury Fees | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 36.10 | |
| | | | | | | | | | Account 725.500 - JURY FEES Totals | Invoice Transactions 21 | <u>\$734.90</u> |
| Account 725.502 - Atty Fees | | | | | | | | | | | |
| 2995 - JOHN L KANARAS | 90611 | Public Defender | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 375.00 | |
| 4033 - BRIAN J SCHAF | 101111 | Public Defender | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 350.00 | |
| 4033 - BRIAN J SCHAF | 9142011 | Public Defender (11-1521-OT) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| | | | | | | | | | Account 725.502 - Atty Fees Totals | Invoice Transactions 3 | <u>\$825.00</u> |
| Account 728.000 - Membership Dues & Conference | | | | | | | | | | | |
| 3671 - N C R A | 29030 2012 | NCRA Membership Dues | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 250.00 | |
| | | | | | | | | | Account 728.000 - Membership Dues & Conference Totals | Invoice Transactions 1 | <u>\$250.00</u> |
| Account 730.000 - Equipment Svc & Maint | | | | | | | | | | | |
| 20497 - BSB COMMUNICATIONS INC | 94995 | Equipment Service & Maint | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 71.44 | |
| 20505 - WRIGHT WAY ENVIRONMENTAL TECHNOLOGIES INC | STWW0406 411 CT | Equipment Service & Maint(4th Qtr: Oct-Dec) | Edit | | 10/01/2011 | 11/02/2011 | 11/02/2011 | | | 59.85 | |
| 16541 - IRON MOUNTAIN | EEB8587 | File Storage | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 410.30 | |
| 15916 - INTERSTATE SECURITY INC | 8617890 | Equipment Serv & Maint | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 97.50 | |
| 20324 - DIGITAL OFFICE SYSTEMS | 198004IN | Equipment Service & Maint | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 121.91 | |
| 11689 - DSS CORPORATION | 33248 | Equipment Serv & Maint (Recording Cassettes) | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 363.00 | |
| | | | | | | | | | Account 730.000 - Equipment Svc & Maint Totals | Invoice Transactions 6 | <u>\$1,124.00</u> |
| Account 801.136 - Recording Services | | | | | | | | | | | |
| 22308 - JULIE L SANTINI | 1108 | Court Recording | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 280.00 | |
| | | | | | | | | | Account 801.136 - Recording Services Totals | Invoice Transactions 1 | <u>\$280.00</u> |
| Account 801.290 - Interpreter Fee | | | | | | | | | | | |
| 5194 - GLOBAL LANGUAGE LINKS, LLC | 8337 | Interpreter Fees (11-2059-OT) | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 130.52 | |
| | | | | | | | | | Account 801.290 - Interpreter Fee Totals | Invoice Transactions 1 | <u>\$130.52</u> |
| Account 804.000 - Computer Prog/Maint/Support | | | | | | | | | | | |
| 3070 - NETARX LLC | I043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 821.57 | |
| | | | | | | | | | Account 804.000 - Computer Prog/Maint/Support Totals | Invoice Transactions 1 | <u>\$821.57</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 950.500 - Equip Rental | | | | | | | | | | |
| 3518 - KONICA MINOLTA PREMIER FINANCE | 188352066 | Equipment Rental-Lease | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 424.84 |
| 25140 - MAILFINANCE | N2849704 | Equipment Rental-Lease | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 161.00 |
| | | | | | | | | Account 950.500 - Equip Rental Totals | Invoice Transactions 2 | <u>\$585.84</u> |
| | | | | | | | | Department 136 - 41 A District Court Totals | Invoice Transactions 36 | <u>\$4,751.83</u> |
| Department 762 - State of Michigan | | | | | | | | | | |
| Account 965.010 - FAC / FCJ | | | | | | | | | | |
| 782 - STATE OF MICHIGAN | 662697 | FAC/FCJ September 2011 | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 1,755.00 |
| | | | | | | | | Account 965.010 - FAC / FCJ Totals | Invoice Transactions 1 | <u>\$1,755.00</u> |
| | | | | | | | | Department 762 - State of Michigan Totals | Invoice Transactions 1 | <u>\$1,755.00</u> |
| | | | | | | | | Fund 290 - 41 A District Court Totals | Invoice Transactions 37 | <u>\$6,506.83</u> |
| Fund 497 - Shelby Soccer City | | | | | | | | | | |
| Department 497 - Soccer City | | | | | | | | | | |
| Account 807.000 - Engineering Consulting Fees | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1904 | Soccer City | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 160.00 |
| | | | | | | | | Account 807.000 - Engineering Consulting Fees Totals | Invoice Transactions 1 | <u>\$160.00</u> |
| Account 811.000 - Legal Fees | | | | | | | | | | |
| 5076 - KIRK, HUTH & LANGE PLC | 64320 | Soccer City | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 2,414.30 |
| | | | | | | | | Account 811.000 - Legal Fees Totals | Invoice Transactions 1 | <u>\$2,414.30</u> |
| | | | | | | | | Department 497 - Soccer City Totals | Invoice Transactions 2 | <u>\$2,574.30</u> |
| | | | | | | | | Fund 497 - Shelby Soccer City Totals | Invoice Transactions 2 | <u>\$2,574.30</u> |
| Fund 592 - Water and Sewer Fund | | | | | | | | | | |
| Account 255.592 - Engineering Costs from Developer | | | | | | | | | | |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1905 | 7 STAR PARTY STORE | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 221.56 |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1897 | COSTCO FUEL STATION EXPANSION | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 740.08 |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1896 | BURGER KING | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 436.31 |
| 3245 - FAZAL KHAN & ASSOCIATES INC | 2011 1894 | SHELBY VETERINARY CLINIC | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 157.50 |
| | | | | | | | | Account 255.592 - Engineering Costs from Developer Totals | Invoice Transactions 4 | <u>\$1,555.45</u> |
| Account 277.000 - Payable for Customer Overpmts | | | | | | | | | | |
| 6152 - D'AGOSTINI LAND CO | 2134416 1011 | REFUND - OVERPAYMENT | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 200.97 |
| 4237 - SHELBY WEST MHP | 2238748 1011 | REFUND - OVERPAYMENT | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 53.64 |
| 4237 - SHELBY WEST MHP | 2234011 1011 | REFUND - OVERPAYMENT | Edit | | 10/19/2011 | 11/02/2011 | 11/02/2011 | | | 96.38 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|--|--------------|------------------------------------|--------|-------------|--------------|------------|------------|---------------|---|------------------------|-------------------|
| Fund 592 - Water and Sewer Fund | | | | | | | | | | | |
| Account 277.000 - Payable for Customer Overpmts | | | | | | | | | | | |
| 5396 - KIMBERLY DUTILLY | 1042405 1011 | REFUND - OVERPAYMENT | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 89.32 | |
| | | | | | | | | | Account 277.000 - Payable for Customer Overpmts Totals | Invoice Transactions 4 | <u>\$440.31</u> |
| Department 296 - Subsurface Drain | | | | | | | | | | | |
| Account 967.000 - Master Storm Drain | | | | | | | | | | | |
| 11832 - HOME DEPOT | 7039400 | FLEX COUPLINGS, PVC - STORM REPAIR | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 24.04 | |
| | | | | | | | | | Account 967.000 - Master Storm Drain Totals | Invoice Transactions 1 | <u>\$24.04</u> |
| | | | | | | | | | Department 296 - Subsurface Drain Totals | Invoice Transactions 1 | <u>\$24.04</u> |
| Department 591 - Supply and Transmission | | | | | | | | | | | |
| Account 709.000 - Education & Training | | | | | | | | | | | |
| 7713 - DANIELLE ALLEN | 61011 DA | TUITION REIMBURSEMENT | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 976.50 | |
| 1988 - MRWA | T11 0110 | MATHEMATICS FOR WATER PERSONNEL | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 175.00 | |
| | | | | | | | | | Account 709.000 - Education & Training Totals | Invoice Transactions 2 | <u>\$1,151.50</u> |
| Account 723.700 - WC Claims | | | | | | | | | | | |
| 5057 - CITIZENS MANAGEMENT INC | SWC423 | Sept Medical & Other | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 94.27 | |
| | | | | | | | | | Account 723.700 - WC Claims Totals | Invoice Transactions 1 | <u>\$94.27</u> |
| Account 726.600 - Uniform Exp | | | | | | | | | | | |
| 21430 - UTICA SHOE | 303168 | Uniform Boor Order Ee# 11046 | Edit | | 09/07/2011 | 11/02/2011 | 11/02/2011 | | | 73.77 | |
| 21430 - UTICA SHOE | 303203 | Uniform Boot Order Ee# 70139 | Edit | | 09/12/2011 | 11/02/2011 | 11/02/2011 | | | 74.25 | |
| | | | | | | | | | Account 726.600 - Uniform Exp Totals | Invoice Transactions 2 | <u>\$148.02</u> |
| Account 730.200 - Repair & Maint - Water | | | | | | | | | | | |
| 9662 - SHELBY UNDERGROUND INC | 2011 140 | WATER MAIN REPAIR - 24 MILE | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 606.00 | |
| 4818 - POLAR ICE LLC | 64305 | DRY ICE - REPAIR | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 20.00 | |
| | | | | | | | | | Account 730.200 - Repair & Maint - Water Totals | Invoice Transactions 2 | <u>\$626.00</u> |
| Account 731.000 - Supply & Exp Cut Install | | | | | | | | | | | |
| 25049 - HD SUPPLY WATERWORKS LTD | 3812983 | COPPER TUBING - WATER TAPS | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 148.00 | |
| 25049 - HD SUPPLY WATERWORKS LTD | 3822217 | CORP - WATER TAPS | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 175.80 | |
| 25049 - HD SUPPLY WATERWORKS LTD | 3786264 | COPPER TUBING - WATER TAPS | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 1,792.80 | |
| 2729 - MICHIGAN METER INC | 85346 | TAP SUPPLIES | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 3,206.78 | |
| 25049 - HD SUPPLY WATERWORKS LTD | 3647421 CR | CREDIT MEMO | Edit | | 09/14/2011 | 11/02/2011 | 11/02/2011 | | | (212.25) | |
| | | | | | | | | | Account 731.000 - Supply & Exp Cut Install Totals | Invoice Transactions 5 | <u>\$5,111.13</u> |
| Account 734.000 - Repairs & Maint Hydrants | | | | | | | | | | | |
| 2879 - SHERWIN-WILLIAMS | 4565 2 | PAINT FOR HYDRANTS | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 109.98 | |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 734.000 - Repairs & Maint Hydrants | | | | | | | | | | | |
| 2879 - SHERWIN-WILLIAMS | 4222 0 | PAINT FOR HYDRANTS | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 40.50 | |
| | | | | | | | | | Account 734.000 - Repairs & Maint Hydrants Totals | Invoice Transactions 2 | \$150.48 |
| Account 736.000 - Maint Material & Supplies | | | | | | | | | | | |
| 7857 - STONE'S ACE HARDWARE | 43497 | HEX BUSHINGS | Edit | | 10/18/2011 | 11/02/2011 | 11/02/2011 | | | 4.49 | |
| 1415 - FASTENAL COMPANY | MICLN43175 | CABLE TIES | Edit | | 10/03/2011 | 11/02/2011 | 11/02/2011 | | | 22.61 | |
| | | | | | | | | | Account 736.000 - Maint Material & Supplies Totals | Invoice Transactions 2 | \$27.10 |
| Account 828.000 - Sewage Processing Fee | | | | | | | | | | | |
| 1517 - MACOMB COUNTY TREASURER-SEWER | 4407 2011 | IWC CHARGES SEPTEMBER 2011 | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 23,561.06 | |
| | | | | | | | | | Account 828.000 - Sewage Processing Fee Totals | Invoice Transactions 1 | \$23,561.06 |
| Account 935.500 - Water Main Repair | | | | | | | | | | | |
| 9662 - SHELBY UNDERGROUND INC | 2011 141 | ROAD REPAIR FROM VAN DYKE WM BREAK | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 3,500.00 | |
| | | | | | | | | | Account 935.500 - Water Main Repair Totals | Invoice Transactions 1 | \$3,500.00 |
| Account 935.700 - Booster Station Maint | | | | | | | | | | | |
| 11832 - HOME DEPOT | 1039970 | 1" CAP - PUMP STATION | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 2.44 | |
| | | | | | | | | | Account 935.700 - Booster Station Maint Totals | Invoice Transactions 1 | \$2.44 |
| | | | | | | | | | Department 591 - Supply and Transmission Totals | Invoice Transactions 19 | \$34,372.00 |
| Department 595 - Cap Exp, bond prin-cash budget | | | | | | | | | | | |
| Account 980.000 - Equipment | | | | | | | | | | | |
| 26031 - CDW GOVERNMENT INC | ZZN8593 | HP SB 4525S P650 500GB | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 560.59 | |
| | | | | | | | | | Account 980.000 - Equipment Totals | Invoice Transactions 1 | \$560.59 |
| | | | | | | | | | Department 595 - Cap Exp, bond prin-cash budget Totals | Invoice Transactions 1 | \$560.59 |
| Department 596 - Administrative and General | | | | | | | | | | | |
| Account 726.700 - Safety Medical Supplies | | | | | | | | | | | |
| 5503 - CONTRACTORS CONNECTION INC | 7050563 | NITRILE GLOVES | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 8.45 | |
| | | | | | | | | | Account 726.700 - Safety Medical Supplies Totals | Invoice Transactions 1 | \$8.45 |
| Account 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 345.12 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | \$345.12 |
| Account 729.000 - Janitorial SVC & Supplies | | | | | | | | | | | |
| 2824 - G & K SERVICES | 1244212354 | floor mats | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 130.91 | |
| 3569 - ORKIN PEST CONTROL | 69096375 | PEST CONTROL OCTOBER 2011 DPW | Edit | | 10/21/2011 | 11/02/2011 | 11/02/2011 | | | 41.80 | |
| | | | | | | | | | Account 729.000 - Janitorial SVC & Supplies Totals | Invoice Transactions 2 | \$172.71 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 730.592 - Property Maint | | | | | | | | | | | |
| 11832 - HOME DEPOT | 8107268 | PARTS FOR FAUCET | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 7.83 | |
| 11832 - HOME DEPOT | 8118772 | FAUCETS | Edit | | 10/14/2011 | 11/02/2011 | 11/02/2011 | | | 49.72 | |
| 11832 - HOME DEPOT | 2100111 | FRIDGE FILTERS | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 59.76 | |
| | | | | | | | | | Account 730.592 - Property Maint Totals | Invoice Transactions 3 | <u>\$117.31</u> |
| Account 810.592 - IT Support & Svc | | | | | | | | | | | |
| 3070 - NETARX LLC | I043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 4,723.70 | |
| | | | | | | | | | Account 810.592 - IT Support & Svc Totals | Invoice Transactions 1 | <u>\$4,723.70</u> |
| Account 851.000 - Communications Radio | | | | | | | | | | | |
| 25346 - SPRINT | 700128176 1011 | RADIO CHARGE | Edit | | 10/15/2011 | 11/02/2011 | 11/02/2011 | | | 35.60 | |
| 23852 - AMERICAN MESSAGING | Z1417718LJ | PAGER SERVICE | Edit | | 10/15/2011 | 11/02/2011 | 11/02/2011 | | | 79.54 | |
| | | | | | | | | | Account 851.000 - Communications Radio Totals | Invoice Transactions 2 | <u>\$115.14</u> |
| Account 920.000 - Utilities | | | | | | | | | | | |
| 25415 - A T & T LONG DISTANCE | 854126176 1011 | LONG DISTANCE DPW | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 11.61 | |
| 25658 - WOW! INTERNET-CABLE-PHONE | 53926 1111 | CABLE DPW | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 1.99 | |
| | | | | | | | | | Account 920.000 - Utilities Totals | Invoice Transactions 2 | <u>\$13.60</u> |
| Account 955.000 - Other Expenses | | | | | | | | | | | |
| 25218 - SPECIALTY UNDERWRITERS LLC | TS3091 8A | SCANNER | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 91.00 | |
| | | | | | | | | | Account 955.000 - Other Expenses Totals | Invoice Transactions 1 | <u>\$91.00</u> |
| | | | | | | | | | Department 596 - Administrative and General Totals | Invoice Transactions 13 | <u>\$5,587.03</u> |
| Department 661 - Motor Pool | | | | | | | | | | | |
| Account 726.000 - Operating Supplies | | | | | | | | | | | |
| 20071 - AIRGAS GREAT LAKES | 9900430860 | CYLINDER RENTAL | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 42.78 | |
| | | | | | | | | | Account 726.000 - Operating Supplies Totals | Invoice Transactions 1 | <u>\$42.78</u> |
| Account 781.000 - Parts | | | | | | | | | | | |
| 326 - DECKER AUTO PARTS INC | 480081 | CONTROLLER, LITE MATE ASSEMBLY (D5) | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 115.88 | |
| 326 - DECKER AUTO PARTS INC | 481201 | CREDIT - CORE RETURN | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | (15.00) | |
| 326 - DECKER AUTO PARTS INC | 479872 | INTERIOR DOOR HANDLE (W24) | Edit | | 10/04/2011 | 11/02/2011 | 11/02/2011 | | | 19.95 | |
| 326 - DECKER AUTO PARTS INC | 477752 | INTERIOR DOOR HANDLE (W13) | Edit | | 09/21/2011 | 11/02/2011 | 11/02/2011 | | | 19.95 | |
| 326 - DECKER AUTO PARTS INC | 480295 | WIRE - TRAILER | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 4.49 | |
| 326 - DECKER AUTO PARTS INC | 480494 | PARTS FOR TRAILER | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 13.95 | |
| | | | | | | | | | Account 781.000 - Parts Totals | Invoice Transactions 6 | <u>\$159.22</u> |
| | | | | | | | | | Department 661 - Motor Pool Totals | Invoice Transactions 7 | <u>\$202.00</u> |
| | | | | | | | | | Fund 592 - Water and Sewer Fund Totals | Invoice Transactions 49 | <u>\$42,741.42</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 727.000 - Office Supply & Printing | | | | | | | | | | | |
| 11227 - OFFICE DEPOT INC | 2096008 | September Office Supplies | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 260.03 | |
| | | | | | | | | | Account 727.000 - Office Supply & Printing Totals | Invoice Transactions 1 | <u>260.03</u> |
| Account 730.000 - Equipment Svc & Maint | | | | | | | | | | | |
| 24590 - VIDEO SYSTEMS SERVICE | 35081 | Equipment service and main | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 820.50 | |
| | | | | | | | | | Account 730.000 - Equipment Svc & Maint Totals | Invoice Transactions 1 | <u>820.50</u> |
| Account 785.500 - Govt AC Op Exp & Sup | | | | | | | | | | | |
| 3246 - EVS HD SALES & RENTALS | 199507 | Tripod Plate x two | Edit | | 10/10/2011 | 11/02/2011 | 11/02/2011 | | | 174.02 | |
| 21532 - DATA MEDIA PRODUCTS INC | G3572 | DVDs and cases | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 61.88 | |
| | | | | | | | | | Account 785.500 - Govt AC Op Exp & Sup Totals | Invoice Transactions 2 | <u>235.90</u> |
| Account 801.000 - Contract Labor | | | | | | | | | | | |
| 3589 - MEGAN O'BRIEN | 10201101B | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 240.00 | |
| 4263 - FRANCINA JUNCAJ | 10131101 | Contract Labor | Edit | | 10/13/2011 | 11/02/2011 | 11/02/2011 | | | 285.00 | |
| 5195 - QUACKERS VIDEO PRODUCTIONS | 111021 | Contract Labor | Edit | | 10/21/2011 | 11/02/2011 | 11/02/2011 | | | 82.50 | |
| 4384 - JAMES EARL MAY | M112 | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 562.00 | |
| 5318 - JAMES T RISKO | 31541b | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 135.00 | |
| 3202 - MICHAEL S VENTIMIGLIO | 10201102 | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 180.00 | |
| 4661 - KYLE HOFFMAN | 3031116 | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 585.00 | |
| 4588 - JAYME ARTER | 10201103 | Contract Labor | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 495.00 | |
| | | | | | | | | | Account 801.000 - Contract Labor Totals | Invoice Transactions 8 | <u>\$2,564.50</u> |
| Account 810.592 - IT Support & Svc | | | | | | | | | | | |
| 3070 - NETARX LLC | I043128 | October IT Support & Virtual Server | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 616.14 | |
| 2997 - XO COMMUNICATIONS | 246378632 | October Streaming | Edit | | 10/05/2011 | 11/02/2011 | 11/02/2011 | | | 740.94 | |
| | | | | | | | | | Account 810.592 - IT Support & Svc Totals | Invoice Transactions 2 | <u>\$1,357.08</u> |
| Account 930.100 - Building Maintenance | | | | | | | | | | | |
| 25801 - COMCAST | 346175019 1011 | Cable TV Service | Edit | | 10/06/2011 | 11/02/2011 | 11/02/2011 | | | 306.37 | |
| | | | | | | | | | Account 930.100 - Building Maintenance Totals | Invoice Transactions 1 | <u>306.37</u> |
| Account 980.600 - Govt Acc Equip & Const. | | | | | | | | | | | |
| 26031 - CDW GOVERNMENT INC | ZTT2412 | HP SB 4530S I5-2410M COMPUTER OFFICE MEMORY | Edit | | 09/27/2011 | 11/02/2011 | 11/02/2011 | | | 1,003.17 | |
| | | | | | | | | | Account 980.600 - Govt Acc Equip & Const. Totals | Invoice Transactions 1 | <u>\$1,003.17</u> |
| | | | | | | | | | Department 598 - Cable TV Totals | Invoice Transactions 16 | <u>\$6,547.55</u> |
| | | | | | | | | | Fund 598 - Cable TV Totals | Invoice Transactions 16 | <u>\$6,547.55</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 | | | | | | | | | | |
| 23110 - TESTING ENGINEERS & CONSULTANTS INC | 121698 | ENGINEERING FEES - POLICE BLDG. | Edit | | 09/26/2011 | 11/02/2011 | 11/02/2011 | | | 2,402.50 |
| 15270 - IMAGE MART INC | 24883 | ENLARGEMENTS - POLICE BLDG | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 13.20 |
| 2878 - DTE ENERGY | 5278769000200911 | ELECTRIC BILL - POLICE BLDG | Edit | | 10/17/2011 | 11/02/2011 | 11/02/2011 | | | 427.08 |
| | | | | | | | | Account 975.207 - Capital Project - PD Building Totals | Invoice Transactions 3 | <u>\$2,842.78</u> |
| | | | | | | | | Department 305 - Police Department Totals | Invoice Transactions 3 | <u>\$2,842.78</u> |
| Department 998 - FMIS Project | | | | | | | | | | |
| Account 985.600 - FMIS Project | | | | | | | | | | |
| 25162 - NEW WORLD SYSTEMS | 14748 | E Suites Install 9-30-11 | Edit | | 09/30/2011 | 11/02/2011 | 11/02/2011 | | | 540.00 |
| | | | | | | | | Account 985.600 - FMIS Project Totals | Invoice Transactions 1 | <u>\$540.00</u> |
| | | | | | | | | Department 998 - FMIS Project Totals | Invoice Transactions 1 | <u>\$540.00</u> |
| | | | | | | | | Fund 692 - Equipment Replacement Fund Totals | Invoice Transactions 4 | <u>\$3,382.78</u> |
| Fund 701 - Trust & Agency | | | | | | | | | | |
| Account 255.371 - Bldg Performance Bonds | | | | | | | | | | |
| 24326 - INFINITY BUILDING CO INC | 11 26470 | BUILDING BOND REFUND - 56125 ASHBROOKE | Edit | | 03/21/2011 | 11/02/2011 | 11/02/2011 | | | 980.00 |
| 3996 - PAUL ANTHONY HOMES INC | 11 41820 | BUILDING BOND RETURN - 56043 ASHBROOKE W | Edit | | 05/12/2011 | 11/02/2011 | 11/02/2011 | | | 1,052.50 |
| 21021 - GUY CON BUILDING CORP | 11 45339 | BUILDING BOND RETURN - 13777 JACK PINE | Edit | | 05/24/2011 | 11/02/2011 | 11/02/2011 | | | 850.00 |
| 3107 - LOMBARDO HOMES OF SE MICHIGAN | 11 36283 | BUILDING BOND RETURN - 55324 FRANCIS | Edit | | 04/21/2011 | 11/02/2011 | 11/02/2011 | | | 3,342.50 |
| 3107 - LOMBARDO HOMES OF SE MICHIGAN | 10 109940 | BUILDING BOND RETURN - 55324 FRANCIS | Edit | | 12/10/2010 | 11/02/2011 | 11/02/2011 | | | 757.50 |
| 13532 - OLIVER HOMES INC | 10 51250 | BUILDING BOND RETURN - 54037 BIRCHFIELD | Edit | | 06/04/2010 | 11/02/2011 | 11/02/2011 | | | 940.00 |
| 18304 - GRAND VIEW CONSTRUCTION INC | 12411 | BUILDING BOND RETURN - 8296 PINE CREEK | Edit | | 07/05/2005 | 11/02/2011 | 11/02/2011 | | | 375.00 |
| 3334 - ADELA & VITOR KASNECI | 10 31338 | BUILDING BOND RETURN - 52733 IHLA | Edit | | 03/31/2010 | 11/02/2011 | 11/02/2011 | | | 832.50 |
| 3107 - LOMBARDO HOMES OF SE MICHIGAN | 10 68463 | BUILDING BOND RETURN - 8585 ANGELA | Edit | | 08/04/2010 | 11/02/2011 | 11/02/2011 | | | 725.00 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 | | | | | | | | | | | |
| 3107 - LOMBARDO HOMES OF SE MICHIGAN | 10 109405 | BUILDING BOND RETURN - 8585 ANGELA | Edit | | 12/07/2010 | 11/02/2011 | 11/02/2011 | | | 2,750.00 | |
| 17998 - GEMINI HOMES INC | 11 27705 | BUILDING BOND RETURN - 6499 NORTHWICK | Edit | | 03/24/2011 | 11/02/2011 | 11/02/2011 | | | 1,025.00 | |
| 20226 - RENAISSANCE BUILDING CO INC | 11 46557 | BUILDING BOND RETURN - 52381 FOREST GROVE | Edit | | 05/26/2011 | 11/02/2011 | 11/02/2011 | | | 1,097.50 | |
| 4599 - DE ROSA HAIR STUDIO INC | 11 2548 | BUILDING BOND RETURN - 14163 LAKESIDE | Edit | | 01/10/2011 | 11/02/2011 | 11/02/2011 | | | 250.00 | |
| 18499 - BENINATI INGROUND POOLS | 11 45823 | 14179 OAKWOOD - BLDG BOND | Edit | | 05/25/2011 | 11/02/2011 | 11/02/2011 | | | 217.50 | |
| 2232 - BASEMENT CRACKS & LEAKS METRO INC | 11 59334 | 48888 OAK ARBOR - BLDG BOND | Edit | | 07/12/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 5215 - LINDA CIRENSE | 11 72952 | 15057 FRIAR - BLDG BOND | Edit | | 08/22/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 5210 - MELANIE & JOSEPH KOPIETZ | 11 68448 | 47140 CONDOR - BLDG BOND | Edit | | 08/09/2011 | 11/02/2011 | 11/02/2011 | | | 100.00 | |
| 13807 - SUMMER FUN POOLS INC | 11 70435 | 3121 BLOOMCREST - BLDG BOND | Edit | | 08/16/2011 | 11/02/2011 | 11/02/2011 | | | 200.00 | |
| 13532 - OLIVER HOMES INC | 11 65769 | 54037 BIRCHFILED - BLDG BOND | Edit | | 08/03/2011 | 11/02/2011 | 11/02/2011 | | | 200.00 | |
| 18578 - PARKS FENCE & SUPPLY INC | 10 60817 | 52700 SHELBY - BLDG BOND | Edit | | 07/14/2010 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| 5158 - HENDERSON GLASS | 11 61892 | BUILDING BOND RETURN - 50646 VAN DYKE | Edit | | 07/25/2011 | 11/02/2011 | 11/02/2011 | | | 200.00 | |
| 20557 - VI TAL BUILDING CORPORATION | 11 24448 | BUILDING BOND RETURN - 54341 SASSAFRAS | Edit | | 03/10/2011 | 11/02/2011 | 11/02/2011 | | | 1,202.50 | |
| 4719 - KATE & MARC DILIDDO | 11 17015 | BUILDING BOND RETURN - 54981 SHELBY | Edit | | 02/23/2011 | 11/02/2011 | 11/02/2011 | | | 50.00 | |
| 25696 - J B HOMES | 11 28540 | BUILDING BOND RETURN - 5705 FRANCESCA | Edit | | 03/28/2011 | 11/02/2011 | 11/02/2011 | | | 895.00 | |
| | | | | | | | | | Account 255.371 - Bldg Performance Bonds Totals | Invoice Transactions 24 | \$18,292.50 |
| Account 270.238 - Funds Held for Base/Softball | | | | | | | | | | | |
| 1148 - SHELBY PAINT & DECORATING | 100476421 | Lombardo dugout paint | Edit | | 10/07/2011 | 11/02/2011 | 11/02/2011 | | | 77.78 | |
| | | | | | | | | | Account 270.238 - Funds Held for Base/Softball Totals | Invoice Transactions 1 | \$77.78 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| 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 280.803 - Memorial Donations-Trees/Benches | | | | | | | | | | | |
| 18105 - DALE'S LANDSCAPING SUPPLY INC | 38862 | Memorial Bench 3/4 yard ucart | Edit | | 10/11/2011 | 11/02/2011 | 11/02/2011 | | | 111.00 | |
| 23788 - BARCO PRODUCTS COMPANY | 91100878 | memorial bench | Edit | | 10/12/2011 | 11/02/2011 | 11/02/2011 | | | 890.11 | |
| | | | | | | | | | Account 280.803 - Memorial Donations-Trees/Benches Totals | Invoice Transactions 2 | \$1,001.11 |
| | | | | | | | | | Fund 701 - Trust & Agency Totals | Invoice Transactions 27 | \$19,371.39 |
| Fund 899801 - Street Lighting 1 | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 147.08 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$147.08 |
| | | | | | | | | | Fund 899801 - Street Lighting 1 Totals | Invoice Transactions 1 | \$147.08 |
| Fund 899802 - Street Lighting 2 | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 21.70 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$21.70 |
| | | | | | | | | | Fund 899802 - Street Lighting 2 Totals | Invoice Transactions 1 | \$21.70 |
| Fund 899804 - Street Lighting 4 | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 118.74 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$118.74 |
| | | | | | | | | | Fund 899804 - Street Lighting 4 Totals | Invoice Transactions 1 | \$118.74 |
| Fund 899805 - Street Lighting 5 | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 152.67 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$152.67 |
| | | | | | | | | | Fund 899805 - Street Lighting 5 Totals | Invoice Transactions 1 | \$152.67 |
| Fund 899807 - Heatherwood Street Lighting | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 329.97 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$329.97 |
| | | | | | | | | | Fund 899807 - Heatherwood Street Lighting Totals | Invoice Transactions 1 | \$329.97 |
| Fund 899810 - Sherwood Forest Street Lighting | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 370.99 | |
| | | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | \$370.99 |
| | | | | | | | | | Fund 899810 - Sherwood Forest Street Lighting Totals | Invoice Transactions 1 | \$370.99 |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|---|-------------|--------------------------------|--------|-------------|--------------|------------|--|------------------------|--------------|----------------|
| Fund 899813 - Lake in the Woods Str Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 726.21 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>726.21</u> |
| | | | | | | | Fund 899813 - Lake in the Woods Str Lighting Totals | Invoice Transactions 1 | | <u>726.21</u> |
| Fund 899814 - Wellington Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 493.35 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>493.35</u> |
| | | | | | | | Fund 899814 - Wellington Street Lighting Totals | Invoice Transactions 1 | | <u>493.35</u> |
| Fund 899815 - View of the Park Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 281.00 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>281.00</u> |
| | | | | | | | Fund 899815 - View of the Park Street Lighting Totals | Invoice Transactions 1 | | <u>281.00</u> |
| Fund 899816 - Street Lighting 816 | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 96.27 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>96.27</u> |
| | | | | | | | Fund 899816 - Street Lighting 816 Totals | Invoice Transactions 1 | | <u>96.27</u> |
| Fund 899817 - Street Lighting 817 | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 149.99 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>149.99</u> |
| | | | | | | | Fund 899817 - Street Lighting 817 Totals | Invoice Transactions 1 | | <u>149.99</u> |
| Fund 899818 - Seven Oaks Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 506.74 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>506.74</u> |
| | | | | | | | Fund 899818 - Seven Oaks Street Lighting Totals | Invoice Transactions 1 | | <u>506.74</u> |
| Fund 899819 - Wayford Manor Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 445.91 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>445.91</u> |
| | | | | | | | Fund 899819 - Wayford Manor Street Lighting Totals | Invoice Transactions 1 | | <u>445.91</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|---|-------------|--------------------------------|--------|-------------|--------------|------------|------------|--|------------------------|-------------------|
| Fund 899820 - Street Lighting 820 | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 1,326.16 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$1,326.16</u> |
| | | | | | | | | Fund 899820 - Street Lighting 820 Totals | Invoice Transactions 1 | <u>\$1,326.16</u> |
| Fund 899822 - Carrington Mnr 1,2,3 Str Ltg | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 919.59 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$919.59</u> |
| | | | | | | | | Fund 899822 - Carrington Mnr 1,2,3 Str Ltg Totals | Invoice Transactions 1 | <u>\$919.59</u> |
| Fund 899823 - Carrington Manor 4 St. Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 400.99 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$400.99</u> |
| | | | | | | | | Fund 899823 - Carrington Manor 4 St. Lighting Totals | Invoice Transactions 1 | <u>\$400.99</u> |
| Fund 899824 - Wildwood Point Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 463.35 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$463.35</u> |
| | | | | | | | | Fund 899824 - Wildwood Point Street Lighting Totals | Invoice Transactions 1 | <u>\$463.35</u> |
| Fund 899825 - Shelby Orchards Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 914.01 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$914.01</u> |
| | | | | | | | | Fund 899825 - Shelby Orchards Street Lighting Totals | Invoice Transactions 1 | <u>\$914.01</u> |
| Fund 899826 - Pinewood Estates Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 1,282.63 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$1,282.63</u> |
| | | | | | | | | Fund 899826 - Pinewood Estates Street Lighting Totals | Invoice Transactions 1 | <u>\$1,282.63</u> |
| Fund 899827 - Diegel Farms Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 1,277.88 |
| | | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | <u>\$1,277.88</u> |
| | | | | | | | | Fund 899827 - Diegel Farms Street Lighting Totals | Invoice Transactions 1 | <u>\$1,277.88</u> |



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Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|---|-------------|--------------------------------|--------|-------------|--------------|------------|---|------------------------|--------------|-----------------|
| Fund 899829 - Villa Dioro Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 708.77 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>708.77</u> |
| | | | | | | | Fund 899829 - Villa Dioro Street Lighting Totals | Invoice Transactions 1 | | <u>708.77</u> |
| Fund 899830 - Wildwood Pointe Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 774.35 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>774.35</u> |
| | | | | | | | Fund 899830 - Wildwood Pointe Street Lighting Totals | Invoice Transactions 1 | | <u>774.35</u> |
| Fund 899832 - Spring Arbor Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 928.94 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>928.94</u> |
| | | | | | | | Fund 899832 - Spring Arbor Street Lighting Totals | Invoice Transactions 1 | | <u>928.94</u> |
| Fund 899833 - Woodside Village Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 817.74 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>817.74</u> |
| | | | | | | | Fund 899833 - Woodside Village Street Lighting Totals | Invoice Transactions 1 | | <u>817.74</u> |
| Fund 899835 - CreeksideVillage Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 794.86 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>794.86</u> |
| | | | | | | | Fund 899835 - CreeksideVillage Street Lighting Totals | Invoice Transactions 1 | | <u>794.86</u> |
| Fund 899836 - Forest Park Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 608.60 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>608.60</u> |
| | | | | | | | Fund 899836 - Forest Park Street Lighting Totals | Invoice Transactions 1 | | <u>608.60</u> |
| Fund 899837 - Shelby Hills Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 1,170.59 |
| | | | | | | | Account 925.000 - Street Lighting Totals | Invoice Transactions 1 | | <u>1,170.59</u> |
| | | | | | | | Fund 899837 - Shelby Hills Street Lighting Totals | Invoice Transactions 1 | | <u>1,170.59</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount |
|--|-------------|--------------------------------|--------|-------------|--------------|------------|------------|---------------|--------------|-----------------|
| Fund 899838 - Preston Pines Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 1,245.51 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>1,245.51</u> |
| Fund 899838 - Preston Pines Street Lighting Totals | | | | | | | | | | <u>1,245.51</u> |
| Fund 899839 - Pinewood Est #2 Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 230.49 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>230.49</u> |
| Fund 899839 - Pinewood Est #2 Street Lighting Totals | | | | | | | | | | <u>230.49</u> |
| Fund 899840 - Birchfield Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 791.65 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>791.65</u> |
| Fund 899840 - Birchfield Street Lighting Totals | | | | | | | | | | <u>791.65</u> |
| Fund 899841 - Pinewood Est #3 Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 85.25 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>85.25</u> |
| Fund 899841 - Pinewood Est #3 Street Lighting Totals | | | | | | | | | | <u>85.25</u> |
| Fund 899842 - Creekside Village #3 St Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 273.88 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>273.88</u> |
| Fund 899842 - Creekside Village #3 St Lighting Totals | | | | | | | | | | <u>273.88</u> |
| Fund 899843 - Royal Forest Street Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 705.57 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>705.57</u> |
| Fund 899843 - Royal Forest Street Lighting Totals | | | | | | | | | | <u>705.57</u> |
| Fund 899844 - Creekside Village #4 St Lighting | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 571.48 |
| Account 925.000 - Street Lighting Totals | | | | | | | | | | <u>571.48</u> |
| Fund 899844 - Creekside Village #4 St Lighting Totals | | | | | | | | | | <u>571.48</u> |



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 11/02/11 - 11/02/11

| Vendor | Invoice No. | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Amount | |
|---|-------------|--------------------------------|--------|-------------|--------------|------------|------------|--|--------------|--------------------------|---------------------|
| Fund 899845 - Whispering Hills Street Lighting | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 205.24 | |
| | | | | | | | | Account 925.000 - Street Lighting Totals | | Invoice Transactions 1 | <u>\$205.24</u> |
| | | | | | | | | Fund 899845 - Whispering Hills Street Lighting Totals | | Invoice Transactions 1 | <u>\$205.24</u> |
| Fund 899846 - Westminster Est. Street Lighting | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 193.38 | |
| | | | | | | | | Account 925.000 - Street Lighting Totals | | Invoice Transactions 1 | <u>\$193.38</u> |
| | | | | | | | | Fund 899846 - Westminster Est. Street Lighting Totals | | Invoice Transactions 1 | <u>\$193.38</u> |
| Fund 899847 - Glen Oaks Street Lighting | | | | | | | | | | | |
| Account 925.000 - Street Lighting | | | | | | | | | | | |
| 21443 - DTE ENERGY-STREET LIGHTING | 7666 1 0911 | September Street Lighting Bill | Edit | | 10/20/2011 | 11/02/2011 | 11/02/2011 | | | 566.74 | |
| | | | | | | | | Account 925.000 - Street Lighting Totals | | Invoice Transactions 1 | <u>\$566.74</u> |
| | | | | | | | | Fund 899847 - Glen Oaks Street Lighting Totals | | Invoice Transactions 1 | <u>\$566.74</u> |
| | | | | | | | | Grand Totals | | Invoice Transactions 438 | <u>\$295,978.70</u> |

* = Prior Fiscal Year Activity

Planning & Zoning Department Memo

TO: Township Board of Trustees

FROM: Glenn Wynn, AICP, Planning Director
Tom Monchak, Assessor

DATE: October 21, 2011

SUBJECT: Proposed Contract with CoStar for Real Estate Information Services

The Assessing Department and Planning and Zoning Department are requesting authorization from the Board to enter into a contact with CoStar Group to obtain real estate information services. CoStar is a real estate market research company that collects a diverse range of information for communities across the country. This information is valuable for assessing, planning and economic development purposes. A summary of the type of information that is available and common uses of the data is offered below.

- **Property and market information.**

- View a complete inventory of local spaces for lease, locally fully-leased properties and national properties for sale.
- Use analytic tools to create reports that compare, forecast and benchmark properties, portfolios, and submarkets.
- Select from over 125 presentation quality reports.
- Add information overlays on aerial maps to show retailers, parcel boundaries and more.

- **Market Analytics**

- Use analytic tools to gain better insight and understanding of the forces that drive supply and demand in local sales and leasing markets.
- Track supply and demand from the market to the property level.
- Get the big picture of local market conditions and drill down to the transaction or property level to assess the forces that drive those trends.
- Access dozens of charts and graphs including breakouts on absorption, cap rate, occupancy, leasing activity and sales transactions.
- Use CoStar historical information to project future delivery and absorption trends up to five years out based on predetermined assumptions.

- **Sales Comparables**

- Establish a sound listing price and evaluate sales comparables with access to research-verified sales records across all property types.
- Use analytic tools to view property and market performance trends.
- View market activity with maps or aerials displaying properties as sold, for sale or pending.
- Access sales comps as fast as the day of sale.
- Learn the contact information of the true buyer and sellers behind LLC's and partnerships.

- **Commercial Tenant Information**

- Target prospective tenants with expiring leases by the time parameters you set.
- Search for tenants likely to expand.
- Multiply opportunities by researching neighboring tenants according to industry type, employee size or other criteria.
- Identify and monitor which tenants are growing rapidly or downsizing.

Both of our departments have multiple uses for this information. Assessing will use the information to help prepare for tax tribunal cases. The CoStar data base will lessen the need for costly and time consuming appraisals. The Planning and Zoning Department will use the information for assessing market conditions that influence land use and zoning patterns for retail and industrial land uses. This information also has value for economic development purposes.

The cost of this service is \$1,057 per month to be divided evenly between both of our departments. Funding has been allocated for this service during the budgeting hearings earlier this year.

H:\Board\CoStar Memo.doc

CoStar License Agreement Subscription Form

| | |
|---|--------------|
| FOR INTERNAL ONLY: (Ref ID) 144281 | |
| AE: | Jeremy Crane |
| Routing Code: | |
| Business Code: | Government |



| | |
|--------------------------------------|---|
| BILL TO: | |
| Licensee: Charter Township of Shelby | Location ID: 484531 |
| Address: 52700 Van Dyke Ave | City/State/Zip: Shelby Township, MI 48316 |
| Fax: | Telephone: |
| Bill-To Contact: Tom Monchak | Email for Bill-to-Contact: tmonchak@shelbytwp.org |

| | | |
|---|---|---|
| USE | BILLING CYCLE | PAYMENT METHOD |
| Total No. Sites: 1 | <input checked="" type="checkbox"/> Monthly | <input checked="" type="checkbox"/> Check |
| Total No. Authorized Users (All Sites): 3 | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Automatic Withdrawal |
| | <input type="checkbox"/> Yearly | |
| TERM | COMPS HISTORICAL DATA | KEY TOKENS |
| One Year Initial Term | From (MM/YY): 6/1999 (COMPS Subscribers) | Total Number of Key Tokens: |

| SCHEDULE OF SERVICES | | | |
|---|---------|--|-----------------------------------|
| Site | Market | Product Description | Monthly License Fees (Before Tax) |
| 484531 | Detroit | CoStar Go Mobile Application -- All Data | \$0.00 |
| 484531 | Detroit | CoStar Suite w/o Connect | \$1,057.00 |
| Total Monthly Fees From Additional Schedule of Services | | | |
| Total Monthly License Fees: | | | \$1,057.00 |
| One Time Implementation Fee: | | | |
| One Time Key Token Fee: | | | |

Notes: This Agreement supercedes the license agreement between Licensee and CoStar dated August 12, 2011 relating to the provision of CoStarComps, except for those terms that survive termination and any outstanding license fees. CoStar Suite includes CoStar Property, Tenant, COMPS, National For Sale Data for the Detroit market.

This Subscription Form, including the Terms and Conditions, the Terms of Use, any addenda and any exhibits attached hereto (collectively, the "Agreement"), between the above-named Licensee and CoStar Realty Information, Inc. ("CoStar"), establishes the terms and conditions under which CoStar will license the products set forth in this Agreement. Attached to this Agreement are the Terms and Conditions that are an integral part of the Agreement being formed hereby. Terms used on this Subscription Form and not otherwise defined shall have the meanings set forth on the Terms and Conditions. In addition, this Agreement incorporates the Terms of Use (the "Terms of Use") available online at www.costar.com. By using the Licensed Product, Licensee agrees to comply with the Terms of Use and to regularly review such terms for updates and changes. To the extent a conflict exists, the Subscription Form and the Terms and Conditions shall govern over the Terms of Use.

In the event that Licensee does not execute this Agreement by the following date 10/31/2011, the terms of this Agreement shall become null and void, provided, that if Licensee executes this Agreement after such date and CoStar countersigns this Agreement, then this Agreement shall be valid and binding on the parties. The person executing this Agreement on behalf of Licensee represents and warrants that he or she has been authorized to do so and that all necessary actions required for the execution have been taken. CoStar hereby provides notice that only an authorized officer of CoStar can execute this Agreement on behalf of CoStar. The parties hereby acknowledge that this Agreement may be executed and delivered by facsimile and such facsimile shall constitute a legal and binding agreement on the parties.

CoStar Realty Information, Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____
 Address: 1331 L St NW
 Address: Washington, DC 20005-4101

Licensee

Signature: _____
 Print Name: _____
 Title: _____ Date: _____
 Address: 52700 Van Dyke Ave
 Address: Shelby Township, MI 48316
 Fax #: _____

CoStar License Agreement



AUTHORIZED SITE & USERS LIST

| | |
|---|---|
| Licensee: Charter Township of Shelby | Location ID: 484531 |
| Address: 52700 Van Dyke Ave | City/State/Zip: Shelby Township, MI 48316 |
| Total Number of Authorized Users at Site 3 | |

USERS AT ABOVE LISTED SITE

| | |
|-------------------------------------|---|
| Primary Contact: Tom Monchak | Title: Appraiser Supervisor |
| Phone: (586) 731-5910 | Fax: |
| Email: tmonchak@shelbytwp.org | Key Token Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Contact Name: Jaime Barra | Title: |
| Phone: (586) 731-5910 | Fax: |
| Email: jbarra@shelbytwp.org | Key Token Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Contact Name: Glenn Wynn | Title: Planning Director |
| Phone: (586) 726-7243 | Fax: |
| Email: wynng@shelbytwp.org | Key Token Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

CoStar Terms and Conditions



1. License. (a) This Agreement between CoStar and Licensee concerns one or more electronic databases developed and maintained by CoStar each consisting of (1) a proprietary database (the "Database") of commercial real estate information, including but not limited to, the information, text, photographic and other images and data contained therein (collectively, the "Information") and the proprietary organization and structures for categorizing, sorting and displaying such Information, and (2) related software (the "Software"). Those portions of the Software and Database that are licensed hereunder, including any updates or modifications provided thereto, and any information derived from the use of the Database, including as a result of the verification of any portion of the Information by Licensee, are collectively referred to herein as the "Licensed Product." (b) During the term of this Agreement, CoStar hereby grants to Licensee a nonexclusive, nontransferable license to use only those portions of the Licensed Product that are expressly identified on the Schedule of Services on the Subscription Form, subject to and in accordance with the terms and conditions of this Agreement. (c) The Licensed Product may be used by no more than the number of users set forth on the Subscription Form and, except as set forth below, only at the site(s) specifically identified herein. All of such users (the "Authorized Users") must be individuals (1) employed by Licensee or an Independent Contractor of Licensee at a site identified on the Subscription Form and (2) included on CoStar's list of Authorized Sites & Users for the Licensed Product. Licensee understands that each brokerage, research, appraiser, sales or other similar personnel at each licensed site must be an Authorized User and agrees to notify CoStar if the number of such individuals at a site exceeds the number of Authorized Users set forth in this Agreement. An "Independent Contractor" is defined as an individual person working solely for Licensee and not for another company with real estate information needs and performing substantially the same services for Licensee as an employee of Licensee. (d) Licensee will ensure that access to and use of the Licensed Product, and the user names, passwords and any Key Tokens (collectively, the "Passcodes") used to access the Licensed Product are available only to Authorized Users, and will not allow anyone other than an Authorized User access to the Licensed Product or Passcodes for any reason.
2. Use. (a) Subject to the prohibitions set forth below, during the term of this Agreement, Licensee may use the Licensed Product for the following purposes in the ordinary course of its business: (1) Licensee's internal research purposes; (2) providing information regarding particular properties and market trends to its clients and prospective clients; (3) to market properties; (4) supporting its valuation, appraisal or counseling regarding a specific property; and (5) creating periodic general market research reports for in-house use or for clients' or prospective clients' use, provided that such reports do not contain building-specific or tenant-specific Information and are not commercially or generally distributed. Subject to the provisions set forth below, Licensee may print Information or copy Information into word processing, spreadsheet and presentation programs (or other software programs with the express written consent of CoStar), so long as the level of Information being printed or copied is reasonably tailored for Licensee's purposes, insubstantial and used in compliance with this Section. (b) Except as set forth in Section 2(a), Licensee shall not distribute, disclose, copy, reproduce, display, publish, transmit, assign, sublicense, transfer, provide access to, use or sell, directly or indirectly (including in electronic form), any portion of the Licensed Product, or modify or create derivative works of the Licensed Product. (c) Notwithstanding any other provision herein, Licensee shall not: (1) upload, post or otherwise transmit any portion of the Licensed Product on, or provide access to any portion of the Licensed Product through, the Internet, any bulletin board system, any electronic network, any listing service or any other data sharing arrangement not restricted exclusively to Licensee and the Authorized Users, except that (i) Licensee may e-mail a report containing Information that complies with this Section 2 to a limited number of its clients and prospective clients, (ii) Licensee may display solely on its own web site photographs from the Licensed Product that depict properties that Licensee owns, controls, represents or holds exclusives, provided that under no circumstances shall such photographs be posted on any website that may compete with the Licensed Product, and (iii) if Licensee is a subscriber in good standing to CoStar Property Professional® and CoStar Connect®, Licensee may post insubstantial portions of the Information from CoStar Property to the client extranet component on Licensee's designated CoStar Connect web site for accessing by clients or prospective clients of Licensee in compliance with this Section 2; (2) use any portion of the Licensed Product to create, directly or indirectly, any database or product; (3) access or use the Licensed Product if you are a direct or indirect competitor of CoStar or provide any portion of the Licensed Product to any direct or indirect competitor of CoStar; (4) store, copy or export any portion of the Licensed Product into any database or other software program, except as set forth in Section 2(a); (5) modify, merge, disassemble or reverse engineer any portion of the Licensed Product; (6) use, reproduce, publish or compile any Information for the purpose of selling or licensing such information or making such information publicly available; (7) use or distribute Information that has been verified or confirmed by Licensee for the purpose of developing or contributing to the development of any database, product or service; or (8) use any portion of the Licensed Product in a manner that would violate any U.S., international, state or local law, regulation, rule or ordinance, including real estate practice, spam and privacy laws.
3. Ownership. Licensee acknowledges that CoStar and its licensors have and shall retain exclusive ownership of all proprietary rights to the Licensed Product, including all U.S. and international intellectual property and other rights such as patents, trademarks, copyrights and trade secrets. This is a license agreement and not an agreement for sale. Licensee shall have no right or interest in any portion of the Licensed Product except the right to use the Licensed Product as set forth herein. Licensee acknowledges that the Software, Database, Information and Licensed Product constitute the valuable property and confidential copyrighted information of CoStar and its licensors (collectively, the "Proprietary Information"). Licensee agrees to (a) comply with all copyright, trademark, trade secret, patent, contract and other laws necessary to protect all rights in the Proprietary Information, (b) not challenge CoStar's and its licensor's ownership of (or the validity or enforceability of their rights in and to) the Proprietary Information, and (c) not remove, conceal, obliterate or circumvent any copyright or other notice or license, use or copying technological measure included in the Licensed Product. Licensee shall be liable for any violation of the provisions of this Agreement by any Authorized User and by Licensee's employees, Independent Contractors, affiliates and agents and for any unauthorized use of the Licensed Product by such persons. Without CoStar's consent, Licensee may not use or reproduce any trademark, service mark or trade name of CoStar. The Software, Database, Information and Licensed Product have been developed at private expense, are protected as a trade secret of CoStar and constitutes a commercial item as defined in FAR 2.101. In accordance with FAR 12.211, 12.212 and 27.405(b)(2) as well as other applicable supplemental agency regulations, use, reproduction, disclosure and dissemination of the Software, Database, Information and Licensed Product are governed strictly in accordance with this Agreement as well as the Terms of Use. To the extent that Licensee prints, copies, distributes or posts Information, only as permitted in strict accordance with Section 2 above, such Information as printed, copied, distributed or posted shall continue to be governed by this Agreement and shall not be deemed to be provided by CoStar with unlimited, limited, restricted or government purpose rights as defined in FAR 52.227-14, DFARS 252.227-7013 or DFARS 252.227-7014.
4. Term. The term of this Agreement shall begin on the date of signature by CoStar, shall continue for the initial term specified on the Subscription Form (the "Initial Term"), and shall expire at the end of such Initial Term on the last day of the calendar month in which the Start Date occurred, unless earlier terminated pursuant to the terms hereof. This Agreement shall continue thereafter for successive periods of one (1) year (each such successive period being a "Renewal Term") commencing on the last day of the Initial Term or any Renewal Term, unless sixty (60) days prior to the last day of the Initial Term or any Renewal Term, either party has provided the other written notice of an intent not to renew. The "Start Date" shall be the date of dissemination by CoStar of a Passcode for such Licensed Product to Licensee; provided, that for existing customers with Passcodes, the "Start Date" shall be the date of signature of this Agreement by CoStar.
5. License Fees. Licensee agrees to pay the License Fees and all other fees set forth in this Agreement, which are priced in U.S. dollars and shall be paid in U.S. dollars. Licensee's obligation to pay such fees shall begin on the Start Date. In addition to anything set forth herein, CoStar may: (a) on each anniversary of the last day of the calendar month in which the Start Date occurred, increase the License Fees by a percentage equal to the percentage increase in the Consumer Price Index for All Urban Consumers, Seasonally Adjusted, US City Average, All Items for the previous twelve months; and (b) at any time for any Renewal Term increase the License Fees or charge other fees for any portion of the Licensed Product or service provided by CoStar, provided, that if Licensee does not agree to the increase or charge, then Licensee may give CoStar written notice of termination within sixty (60) days of CoStar's notice of such increase or charge, in which case Licensee shall continue to pay the License Fees in place before the proposed increase or charge until the last day of the calendar month in which Licensee's notice of termination is delivered, and this Agreement shall terminate with respect to such portion of the Licensed Product on such date. All fees shall be billed in advance in accordance with the billing cycle identified herein and are due net fifteen days. All payments received after the due date will incur a late payment charge from such due date until paid at a rate equal to the lesser of 1.5% per month or the maximum rate permitted under applicable law. In all cases, the amount of License Fees shall be paid by Licensee to CoStar in full without any right of set-off or deduction. CoStar may accept any payment without prejudice to its rights to recover the balance due or to pursue any other right or remedy. No endorsement or statement on any check, payment, letter accompanying any payment, or elsewhere will be construed as an accord or satisfaction. The License Fees do not include sales, use, excise or any other taxes or fees now or hereafter imposed by any governmental authority with respect to the Licensed Products. At CoStar's option, Licensee shall pay such taxes or fees directly or pay to CoStar any such taxes or fees immediately upon invoicing by CoStar.
6. Termination. (a) Either party may terminate any portion of this Agreement in the event of: (1) any breach of a material term of this Agreement by the other party which is not remedied within thirty (30) days after written notice to the breaching party; or (2) the other party's making an assignment for the benefit of its creditors, or the filing by or against such party of a petition under any bankruptcy or insolvency law, which is not discharged within 30 days of such filing. (b) CoStar may terminate any portion of this Agreement immediately without further obligation to Licensee: (1) upon CoStar's reasonable suspicion of any violation by Licensee of any provision of Section 1, 2, 3, 5, 12 or 13 hereunder, or any material provision of any other agreement between the parties; or (2) upon five (5) days written notice at any time in CoStar's sole discretion in which case CoStar shall refund any fees paid by Licensee to license the terminated portion of the Licensed Product after the effective date of such termination, and Licensee shall be released of its obligation to pay the associated License Fees due after the date of such termination. (c) CoStar may interrupt the provision of any portion of the Licensed Product to Licensee upon CoStar's reasonable suspicion of any violation by Licensee of any provision of Section 1, 2, 3, 5, 12 or 13 hereunder, or any material provision of any other agreement between the parties, and Licensee shall continue to be responsible for all License Fees, provided that Licensee shall not be responsible for license fees for an interrupted period if there was not an actual violation. CoStar will restore the provision of the Licensed Product only if all amounts due hereunder are paid and if, in CoStar's reasonable opinion, CoStar has received satisfactory assurances as to the cessation of the violation. (d) Upon Licensee's breach of any term of this Agreement, all License Fees and all other fees payable hereunder shall become immediately due and payable in full, and in addition to the foregoing, CoStar's remedies shall include any damages and relief available at law or in equity. If CoStar retains any third party to obtain any remedy to which it is entitled under this Agreement, CoStar shall be entitled to recover all costs, including attorney's fees and collection agency commissions, CoStar incurs.

7. Post-Termination. At termination or nonrenewal of this Agreement, Licensee may no longer use any portion of the Licensed Product in any manner. Within ten (10) days after the effective date of termination or nonrenewal, Licensee will permanently delete or destroy all elements of the Licensed Product under its control and upon request from CoStar, affirm the completion of this process by execution and delivery to CoStar of an affidavit to that effect reasonably satisfactory to CoStar. In addition, CoStar may at its sole expense audit Licensee's compliance with this provision and the terms of the Agreement, provided, that such audit will occur under Licensee's reasonable supervision and Licensee shall cooperate in the conduct of the audit.

8. Licensed Product. Subject to Section 15, during the term of this Agreement, CoStar will provide updated Information to Licensee, which updates may be provided through the Internet or in such other manner as determined by CoStar. Licensee is responsible for providing all hardware, software and equipment necessary to obtain and use the Licensed Product, including any updates or other modifications thereto. The Licensed Product currently requires a Windows 98, NT, 2000 or XP based computer, a high-speed internet connection or modem with a baud rate not less than 56K and Internet Explorer 6.0. Licensee is responsible for all charges necessary to access the Licensed Product. CoStar reserves the right to modify any part of the Licensed Product or the way the Licensed Product is accessed at any time, so long as such modifications do not significantly degrade the depth of Information provided to Licensee hereunder.

9. Information. Licensee shall use reasonable efforts to keep CoStar informed about commercial and investment space available for lease and/or sale and transaction information with respect to properties that Licensee owns, controls, represents or holds exclusives. Licensee hereby grants to CoStar an irrevocable, non-exclusive license with respect to CoStar's and its affiliates' databases to use, modify, reproduce and sublicense with respect to commercial real estate information available on Licensee's web site. CoStar acknowledges that if Licensee provides CoStar with any information or images, then Licensee retains its ownership rights with respect to such information and images, even following termination of this Agreement.

10. LIMITATION ON LIABILITY. (a) LICENSEE ACKNOWLEDGES THAT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, COSTAR AND ITS AFFILIATES AND THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND THIRD PARTY SUPPLIERS (COLLECTIVELY, THE "COSTAR PARTIES") WILL NOT BE HELD LIABLE FOR ANY LOSS, COST OR DAMAGE SUFFERED OR INCURRED BY LICENSEE OR ANY THIRD PARTY ARISING OUT OF OR RELATED TO ANY FAULTS, INTERRUPTIONS OR DELAYS IN THE LICENSED PRODUCT, OUT OF ANY INACCURACIES, ERRORS OR OMISSIONS IN THE INFORMATION CONTAINED IN THE LICENSED PRODUCT, REGARDLESS OF HOW SUCH FAULTS, INTERRUPTIONS, DELAYS, INACCURACIES, ERRORS OR OMISSIONS ARISE, OR FOR ANY UNAUTHORIZED USE OF THE LICENSED PRODUCT. (b) THE COSTAR PARTIES' AGGREGATE, CUMULATIVE LIABILITY RELATING TO THIS AGREEMENT AND USE OF THE LICENSED PRODUCT SHALL BE LIMITED TO LICENSEE'S ACTUAL, RECOVERABLE DIRECT DAMAGES, IF ANY, WHICH IN NO EVENT SHALL EXCEED THE TOTAL AMOUNT OF LICENSE FEES ACTUALLY PAID TO COSTAR UNDER THIS AGREEMENT DURING THE TWELVE MONTH PERIOD IMMEDIATELY PRECEDING THE DATE SUCH CLAIM AROSE. RECOVERY OF THIS AMOUNT SHALL BE LICENSEE'S SOLE AND EXCLUSIVE REMEDY. (c) UNDER NO CIRCUMSTANCES WILL ANY OF THE COSTAR PARTIES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS, ARISING OUT OF, BASED ON, RESULTING FROM OR IN CONNECTION WITH THIS AGREEMENT OR ANY USE OF THE LICENSED PRODUCT, EVEN IF COSTAR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE EXCLUSION OF DAMAGES IN THIS SECTION 10(c) IS INDEPENDENT OF LICENSEE'S EXCLUSIVE REMEDY AND SURVIVES IN THE EVENT SUCH REMEDY FAILS. (d) NO ACTION ARISING OUT OF OR PERTAINING TO THIS AGREEMENT MAY BE BROUGHT BY LICENSEE MORE THAN ONE (1) YEAR AFTER THE CAUSE OF ACTION HAS ARISEN. (e) THE PROVISIONS OF THIS SECTION APPLY WITHOUT REGARD TO THE CAUSE OR FORM OF ACTION, WHETHER THE DAMAGES ARE GROUNDED IN CONTRACT, TORT OR ANY OTHER CAUSE OF ACTION.

11. NO WARRANTIES. ALTHOUGH COSTAR MAKES EFFORTS TO PROVIDE AN ACCURATE PRODUCT, THE LICENSED PRODUCT AND ALL PARTS THEREOF ARE PROVIDED 'AS IS', 'WITH ALL FAULTS', AND 'AS AVAILABLE'. THE COSTAR PARTIES MAKE NO WARRANTIES. THE COSTAR PARTIES DISCLAIM ANY AND ALL REPRESENTATIONS, WARRANTIES OR GUARANTEES OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION (1) MERCHANTABILITY, FITNESS FOR ORDINARY PURPOSES AND FITNESS FOR A PARTICULAR PURPOSE, WORKMANLIKE EFFORT, QUIET ENJOYMENT AND NO ENCUMBRANCES OR LIENS, (2) THE QUALITY, ACCURACY, TIMELINESS OR COMPLETENESS OF THE LICENSED PRODUCT, (3) THOSE ARISING THROUGH COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE, (4) THE LICENSED PRODUCT CONFORMING TO ANY FUNCTION, DEMONSTRATION OR PROMISE BY ANY COSTAR PARTY, AND (5) THAT ACCESS TO OR USE OF THE LICENSED PRODUCT WILL BE UNINTERRUPTED, ERROR-FREE OR COMPLETELY SECURE.

12. Assignment. The parties' obligations hereunder are binding on their successors, legal representatives and assigns. Licensee may not assign or transfer (by operation of law or otherwise) this Agreement nor the license granted hereunder, in whole or in part, without the prior written consent of CoStar.

13. Passcodes; Key Tokens. (a) Licensee will designate a person authorized to determine and change the level of each Authorized User's access to the Licensed Product and designated to ensure that Licensee complies with this Agreement. No Authorized User may access the Licensed Product using any Passcode other than the Passcodes assigned to such Authorized User. No Authorized User may share his assigned Passcodes with any other person nor allow any other person to use or have access to his Passcodes. During the term of this Agreement, Licensee will promptly notify CoStar of any Authorized User's change of employment or contractor status with Licensee, including termination of an Authorized User's employment or contractual service with Licensee, and upon such termination Licensee shall destroy the Passcodes for such Authorized User. No Authorized User who ceases to be an employee or Independent Contractor of Licensee may use any Passcodes in any manner. (b) Each Authorized User's access to the Licensed Product may be limited to a designated computer; provided, that an Authorized User may email CoStar Customer Support at support@costar.com to receive an electronic apparatus (a "Key Token") designed to enable such Authorized User to access the Licensed Product from multiple computers for \$149 per Key Token (before tax). All Key Tokens licensed by Licensee shall constitute part of the Licensed Product. If a Key Token has been lost, stolen or damaged, upon Licensee's email request to CoStar Customer Service for a replacement Key Token, CoStar shall deliver Licensee a replacement Key Token and Licensee shall pay CoStar \$149 (before tax) for each such replacement Key Token; provided, that CoStar will replace a Key Token if it malfunctions through normal usage (due to no fault of the Licensee) free of charge during the Initial Term.

14. Notices. All notices given hereunder will be in writing, delivered personally or mailed by registered or certified mail, return receipt requested, or delivered by a well-recognized overnight U.S. or international carrier. If such notice is being delivered to Licensee, such notice shall be delivered to Licensee's address specified on the Subscription Form or to such other address as Licensee may specify, and if being delivered to CoStar, delivered to the address set forth on the Subscription Form, Attention: Director of Sales Administration, or to such other address as CoStar may specify. All notices will be deemed given if delivered personally, on the day of delivery, if mailed by registered or certified mail, three days after the date of mailing, if delivered by overnight U.S. mail, one day after mailing, and if delivered by overnight international mail, four days after mailing. Licensee agrees that CoStar may include notices on invoices sent to Licensee by regular mail.

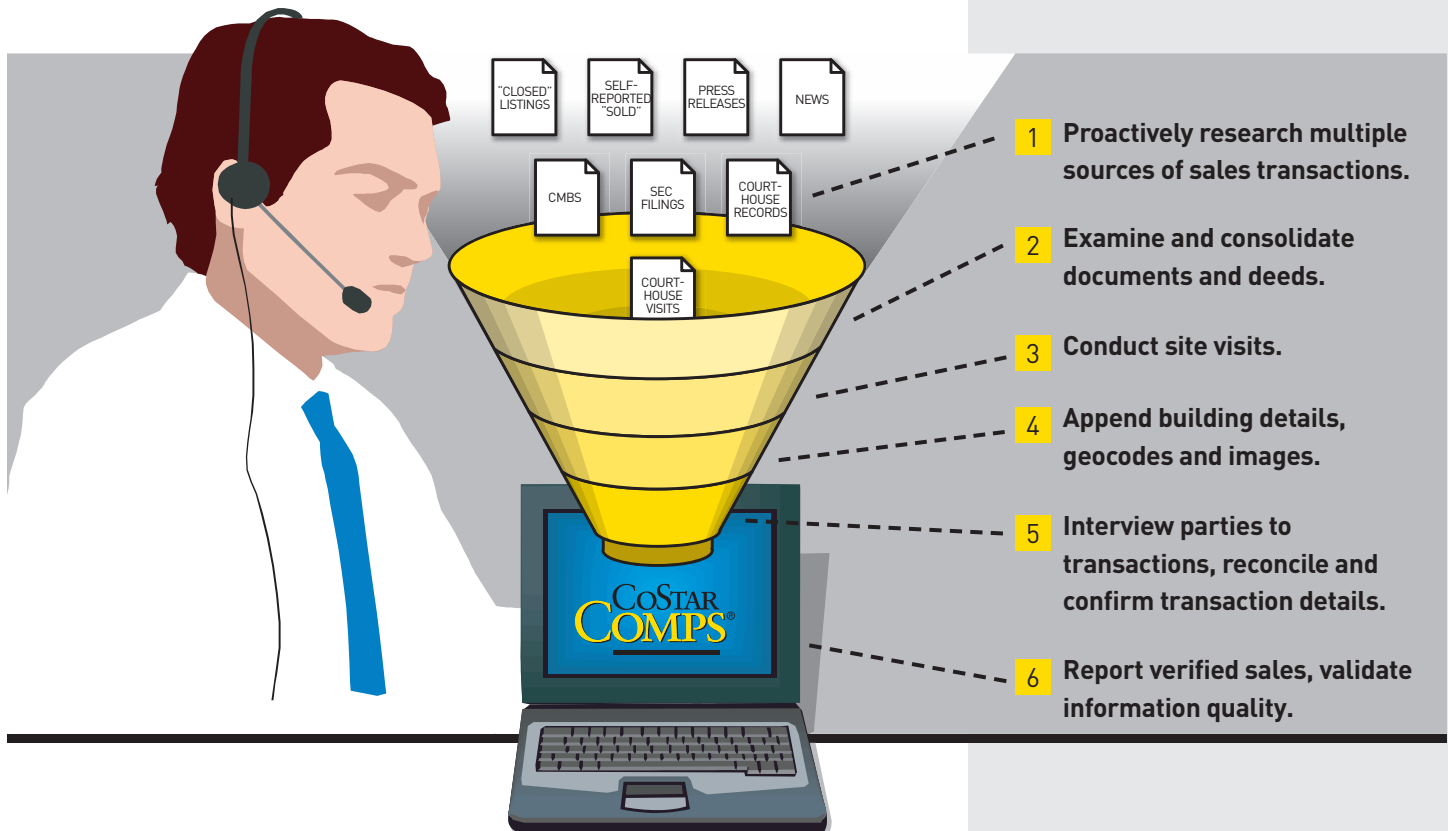
15. Force Majeure. None of the CoStar Parties shall have any liability for any damages resulting from any failure to perform any obligation hereunder or from any delay in the performance thereof due to causes beyond CoStar's control, including industrial disputes, acts of God or government, public enemy, war, fire, other casualty, failure of any link or connection whether by computer or otherwise, or failure of technology or telecommunications or other method or medium of storing or transmitting the Licensed Product.

16. User Information. Licensee acknowledges that if it creates any settings, surveys, fields or functions in the Licensed Product or inputs, adds or exports any data into or from the Licensed Product (collectively, the "User Data"), none of the CoStar Parties shall have any liability or responsibility for any of such User Data, including the loss, destruction or use by third parties of such User Data. Documents posted by Licensee to the client extranet component of Licensee's designated CoStar Connect web site shall constitute Licensee Content (as defined in the CoStar Connect agreement) and User Data. Licensee acknowledges that it is Licensee's responsibility to make back-up copies of such User Data. For each licensed site, Licensee is allotted an aggregate amount of 100 megabytes of storage space in any CoStar Property Professional Licensed Product per Authorized User located at that site.

17. Choice of Law; Jurisdiction; International Arbitration. This Agreement shall be construed under the laws of the State of Maryland of the U.S. without regard to choice of law principles. The federal and state courts located in the State of Maryland shall be the exclusive jurisdiction for any action brought against CoStar in connection with this Agreement or use of the Licensed Product. Licensee irrevocably consents to the jurisdiction of the federal and state courts located in the State of Maryland, or in any State where Licensee's Authorized Users are located, for any action brought against Licensee in connection with this Agreement or use of the Licensed Product. All disputes arising outside of the U.S. shall be settled by arbitration held in London, England and in accordance with the Rules of Arbitration and Conciliation of the International Chamber of Commerce. All arbitrators shall be fluent in English and all documents submitted in connection with the arbitration shall be in English. Judgment upon an arbitration award may be entered in any court having jurisdiction, or application may be made to such court for a judicial acceptance of the award and an order of enforcement.

18. Miscellaneous. This Agreement contains the entire understanding of the parties with respect to the Licensed Product and supersedes any prior oral or written statements and documents with respect to such subject matter; provided, that this Agreement does not supersede any other written license agreement between the parties unless expressly provided herein. Licensee agrees to keep the terms of this Agreement strictly confidential. This Agreement may not be amended, modified or superseded, nor may any of its terms or conditions be waived, unless expressly agreed to in writing by all parties. If any provision of this Agreement not being of a fundamental nature is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remainder of the Agreement will not be affected. If a provision is held to be invalid, illegal or otherwise unenforceable, it shall be deemed to be replaced with an enforceable provision that retains the intent and benefits of the original provision. Licensee acknowledges that in the event of a breach of any of these terms by Licensee, CoStar may suffer irreparable harm and shall be entitled to injunctive relief (without the necessity of posting a bond) as well as all other monetary remedies available at law or in equity. The failure of any party at any time to require full performance of any provision hereof will in no manner affect the right of such party at a later time to enforce the same. Headings are for reference only. The provisions of Sections 2(b), 2(c), 3, 5, 6(d), 7, and 10 through 18 hereof will survive nonrenewal or termination of this Agreement.

CoStar COMPS Professional 6-Point Research & Verification Process



1 Proactively research multiple sources of sales transactions.

Capture the majority of sold properties.

2 Examine and consolidate documents and deeds.

Inspect deeds, mortgage documents and trusts to determine whether or not this is an actual sale.

3 Conduct site visits.

Obtain property images and details on amenities and property characteristics.

4 Append building details, geocodes and images.

Review and corroborate evidence in order to confirm accuracy of information.

5 Interview parties to transactions, reconcile and confirm transaction details.

Investigate and provide actual buyer/seller contact information, financing information, type of sale, special conditions and numerous other details.

6 Report verified sales, validate information quality.

Consolidate a reliable and accurate comparable including a transaction summary to use in understanding markets and valuing properties. An independent Quality Assurance team samples report cross sections to validate accuracy, completeness and timeliness.

KNOW YOUR MARKET

CoStar Product Comparison

| | CoStar Property | | CoStar COMPS | | CoStar Tenant | CoStar Commercial MLS |
|--|-----------------|---------|--------------|---------|---------------|-----------------------|
| | Professional | Express | Professional | Express | | |
| What are you trying to find? | | | | | | |
| Space for Lease | ✓ | ✓ | | | | |
| Lease Transactions | ✓ | | | | | |
| Properties for Sale | ✓ | ✓ | ✓ | | | ✓ |
| Prospective Buyers | ✓ | | ✓ | ✓ | | |
| Sale Comparables | | | ✓ | ✓ | | |
| Tenants and Lease Expirations | | | | | ✓ | |
| Property Assessments | ✓ | | | | | |
| Full Market Coverage, Not just Listings | ✓ | ✓ | | | | |
| Market Conditions and Analysis | ✓ | | ✓ | | | |
| Directory of Industry Professionals | ✓ | | | | | |
| What are you trying to do? | | | | | | |
| Market your Listings | ✓ | ✓ | | | | ✓ Sale Listings |
| Share Files & Presentations with Customers | ✓ | | | | | |
| Rank Owners & Brokers | ✓ | | | | | |
| Analyze Current and Historical Market Conditions | ✓ | | ✓ | | | |
| Track Competitive Properties | ✓ | | | | | |
| Forecast Future Market Conditions | ✓ | | | | | |
| See Leasing Activity | ✓ | | | | | |
| Review [3rd Party] Quarterly Market Reports | ✓ | | | | | |
| Get Market Alerts | ✓ | | ✓ | | ✓ | ✓ |
| Report & Present Information (# of reports) | 127 | 10 | 59 | 1 | 22 | 7 |
| Save Searches | ✓ | | ✓ | | ✓ | ✓ |

KNOW YOUR MARKET



Take The Inside Track On Your Market's Best Tenants

Which commercial tenants are “in play” in your market? Who is likely to move? Expand? Relocate?

CoStar Tenant helps you anticipate opportunity ... not react to it. Today the CoStar Tenant database offers landlord and tenant reps, property managers, owners, vendors, REITs, investors, retailers, and others continuously updated information on more than 3.5 million commercial tenants nationwide.

Tenant Representative

- Identify tenant move or expansion needs ahead of your competition
- Pinpoint prospects by business type, size, location, etc.
- Generate customized, presentation-quality reports with speed and convenience

Owner

- Monitor tenant rollover at competing properties
- Identify prospective tenants that meet your vacancies by type, size, lease expiration, etc
- Target prospects to make your marketing campaigns more effective

Landlord Representative

- Prospect to keep your building full by identifying tenants ready to move, expand or relocate
- Monitor tenant moves and market activity
- Generate mailing or call lists of owners
- Identify rapidly growing tenants in fully-leased buildings

Vendor

- Optimize sales with targeted prospect call lists and mapped locations
- Generate prospect profiles to better tailor sales presentations and proposals
- Research prospects in buildings where you have customers

“We use CoStar for prospecting for new tenants and new landlords that may not be using brokers at that time. I can find opportunities that might not be advertised.”

Dave Wills
Vice President
NAI Michael Companies, Inc.

KNOW YOUR MARKET

Multiply Income, Increase Appraisal Speed & Accuracy

With Commercial Real Estate Information You Can't Get Anywhere Else

CoStar Property Professional is a "must have" valuation tool that provides independent, unbiased micro- and macro-market understanding. Appraisers depend on this acclaimed online resource to provide essential market trend analysis on absorption, vacancies, rental rates, deliveries, new construction, under renovation and other factors of critical interest to lenders, owners, investors, portfolio managers and others.

GROW YOUR BUSINESS WITH THE MARKET ANALYSIS GOLD STANDARD

- Detailed, continuously-updated information on over 2.7 million commercial properties across all property types and classes in all major U.S. markets.
- Over 1 million researched for-sale and for-lease listings... the industry's largest listings database.
- Property detail continuously updated.
- Approximately 130 high-tech research vehicles support field researchers who continuously canvass properties, identify under construction projects, photograph, interview principals and verify property details.
- Over 7.8 million digital images including building photos, aerials, plat maps and floor plans.
- Market analysis based on painstaking suite-by-suite, building-by-building research — not statistical sampling.

GENERATE MORE APPRAISAL REPORTS IN LESS TIME

- Uniform, standards-based property insight makes comparisons between properties, submarkets and markets transparent, fast and easy.
- Track submarket trends in absorption, vacancies, rental rates and more with powerful, easy to command analytic tools.
- Generate colorful, smart-looking charts and graphs to support market analysis.
- Quickly determine the number of submarket commercial properties by class, type, age, size, remodel/renovation, amenities and more.
- Acquire buyer, seller and advisor contact information that speeds and simplifies verification.
- Instant access to building, submarket and market analytics from your desktop or laptop PC.

POSITION YOURSELF AS THE MARKET'S GO-TO APPRAISER

- Present third-party market analysis that is respected for its research independence, quality and detail.
- Provide unrivaled trend analysis with up to 20 years of historical information.
- Demonstrate you're a serious player committed to best practice market analysis.
- Rely on the same information that lenders, brokers, investors and others use to cross-check and support property valuation.

Have a property for sale or for lease?

It's FREE to market your listings before the country's most active, motivated commercial property dealmakers. Just call 1.877.664.5478

U.S. figures as of Q2 2009

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Maximize Your Deals and Income

With Commercial Property Information You Can't Get Anywhere Else

CoStar Property Professional is the de facto information standard for any commercial real estate broker seeking to close more deals in less time. Brokers depend on this acclaimed online service and the database behind it to position their properties, identify available space and properties for sale, evaluate leasing and sale opportunities, value assets, network with industry peers, analyze market conditions, forecast future trends, among many other essential tasks.

MORE BREAKTHROUGH OPPORTUNITIES FOR YOU

- **More Local Market Information.** Over 2.7 million commercial properties.
- **More Local Market Deal-Making Opportunity.** Over 1 million researched for-sale and for-lease listings.
- **More Local, Regional and National Retail Opportunity.** Breakthrough retail real estate insight on over 1.7 million tenant locations with details on over 1 million shopping centers, main street retail, stand-alone properties and retail-zoned land.
- **More Local Market Opportunity Across All Property Types.**
 - Office
 - Industrial/Flex
 - Retail & Shopping Center
 - Hospitality
 - Multi-Family
 - Land
- **More Ways to Visualize Local Market Opportunity.** Over 7.8 million high quality images including photos, aerials, site plans and more.

MORE TIME FOR DEALS AND HIGH-VALUE ACTIVITIES

- **Over 800 CoStar research professionals** make the calls, drive the streets, photograph and verify for accuracy.
- **Customized reports** allow you to create and personalize on-the-fly presentations with over 200 fields of information.
- **Independent, unbiased research process** and uniform, standards-based methodology ensures consistent, authoritative insight across all markets and properties.

HIGHER TEAM PRODUCTIVITY, MORE EFFICIENT MARKET OUTREACH

- **Eliminate waits, frustrations and overhead** associated with in-house research.
- **Easily, confidently expand your outreach** to new submarkets, markets, cities, counties or states.
- **Cost-efficiently provide clients with the same information quality and analytic insight** as the nation's top advisors.

U.S. figures as of Q2 2009

KNOW YOUR MARKET



FOR MORE INFORMATION INCLUDING A FREE DEMO: **877-326-7827** | **COSTAR.COM**

Close More Deals. In Less Time.

DON'T MISS A BUILDING OR AN OPPORTUNITY.

It's easier being a broker with the help of CoStar property information. Verified. Trusted. Transparent.

- **Confidence.** Identify verified local properties for lease and national properties for sale that fit your requirements.
- **Savings.** Cut in-house research time and expense.
- **Convenience.** Quickly generate presentation-quality reports.
- **Knowledge.** Position yourself as the local market expert.
- **Insight.** Monitor and forecast property and market trends with powerful analytic tools.
- **Value.** Establish realistic sales prices based on the latest verified sales comps.

CoStar has property and market information you can't get anywhere else. Whether you need local property information and analytics or national coverage, CoStar has what you need to succeed in a difficult economy.

You prospect more effectively. Present more confidently. Negotiate more persuasively. **You win more because you know more.**

Have a property for sale or for lease?

It's FREE to market your listings before the country's most active, motivated commercial property dealmakers. Just call 1.877.664.5478

“CoStar does something very, very important for us. It helps us focus so that we're able to use our time most effectively. And at the end of the day, we're doing more deals. We're making more money.”

Richard J. McBride, Jr.
President
McBride Real Estate Services, Inc.

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Top 10 Reasons to Choose CoStar

1. More Researched Listings



Forget the stale, duplicate listings you find on many online bulletin board services. CoStar proactively tracks fresh listings.

2. Sale Comparables

CoStar provides the only national, comprehensive database of researched sale comparables. CoStar research professionals proactively verify the done-deal sale price along with the sales date, financing terms, cap rates, income and expense, true buyer and seller contact information — information you need to confidently, accurately advise clients.

3. Verified Information

CoStar provides unbiased, independently-researched, continuously updated commercial property information. Timely, accurate information saves you time, frustration and embarrassment without being at the mercy of what another broker only wants you to know. CoStar is a trusted information source.

4. A Full-Market Approach

We strive to track ALL the commercial properties in the markets we cover, not just those buildings with active listings. That means you command unmatched historical property information and analytics along with the insider

understanding to pursue lucrative off-the-market deals (over 25% of all transactions).

5. Unrivaled Property Insight

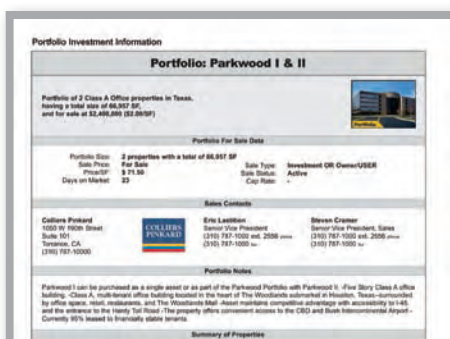
CoStar provides more researched information per property — over 200 data fields, from cap rate, absorption and rent rolls to space availability and lease expirations. Plus, you'll find over 8 million digital images, including the expected building shots along with aerials, 360° views, plat maps, site plans and more.

6. Service, Service & More Service

Real CoStar professionals photograph your property, update your listings, provide training and answer questions. No automated replies or e-mail dead-ends. We're at your service in-person, by phone or online to support your success.

7. Winning Presentations

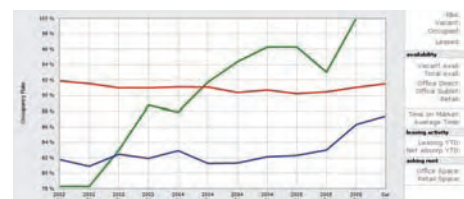
CoStar empowers you with customized property reports that help represent you as the market's go-to professional. What's more, it takes just a few minutes to generate stylish, "wow factor" sales tools that blow your competitors away.



8. Powerful Software

From a quick building lookup and a complex map-based search to a "what if" market trend report, CoStar software makes it easy to take advantage of CoStar's vast information clearing house. CoStar employs more software programmers than most of our competitors have employees—a continuing investment in your success.

9. Analytics



Maximize ROI. Minimize risk. CoStar helps you achieve both with independently-researched information that gives you valuable analytic insights. Research vacancy, absorption, rental rates and more with the micro and macro precision you need for confident decision-making.

10. CoStar Tenant®

CoStar Tenant offers a comprehensive database of detailed tenant information including lease expirations and moving probabilities. It's a gold mine for prospecting... a proven way to keep your pipeline full with tenant clients on the move.

KNOW YOUR MARKET



Benefits of Verified Research

CoStar Verified is the seal of quality and trust for commercial real estate information. Property information bearing this seal has been proactively researched, independently verified, continuously updated and quality-checked by the industry's largest research organization.

For you, CoStar Verified means:

Time

We do the essential, time-consuming research. Canvass properties. Find and verify listings. Photograph. Measure. Interview. Map. Confirm. Double-check.

Result: More time to do deals.

Opportunity

CoStar strives to uncover every listing and sales record.

Result: Fewer surprises. More insight for you and your clients.

Value

CoStar provides proven research capabilities for a fraction of the expense of in-house research.

Result: More value for your research investment.

Trust

Impartial, verified research means fewer duplicate or dead end listings.

Result: More confident research.

Convenience

Uniform, standards-based research process ensures a true comparison of competing properties, portfolios or submarkets.

Result: More reliable peer group analysis.

Transparency

CoStar has no stake in the outcome of any property transaction.

Result: Objective, unbiased insight that clients can trust.

Have a property for sale or for lease?

It's FREE to market your listings before the country's most active, motivated commercial property dealmakers. Just call 1.877.664.LIST [5478]



“With Costar, we spend more time with the client and less time doing research.”

Pat Duffy

President, Colliers Arnold
Clearwater, FL

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Planning & Zoning Department

TOWNSHIP BOARD AGENDA

November 1, 2011

Special land use approval for David Semrau (Courtesy Driving School) located on the west side of Mound Road south of 25 Mile Road (54855 Mound Road) #11-21 (SLU-11)

Project Description

This special land use application proposes the conversion of an existing single family home to a driving school. It is a companion site to the property to the north which is occupied by a building that is used for the driving school. Expanding to the abutting property will relieve some of the congestion and provide an increased number of parking spaces. The Planning Commission approved a 1,200 square foot addition to the existing building in 2010. This addition, however, was never completed. The acquisition of this adjoining property eliminates the need for the previously approved expansion.

Special Land Use Standards

This site is zoned R-1-B, One Family Residential. Private schools may be allowed as a special land use in this zoning district subject to conformance with the standards of Section 13.13. The site plan proposed for this use complies with the standards.

Section 13.01 requires the Planning Commission to find affirmatively to eight general review standards, which are applicable to all special land uses. These standards assure that all special land use applications will be reviewed consistently on the basis of the same criteria. They further provide the Commission with an opportunity to consider the suitability of the site for its intended use, taking into consideration the physical characteristics of the property, the relationship to surrounding development patterns, the potential for nuisances and the adequacy of access to the site.

This change of use represents a logical and appropriate extension of the existing driving school site to the north. It is also generally compatible with the development pattern in the area, in particular the office development to the north and the retail uses on the opposite side of Mound Road. The existing single family home to the south of the site may be impacted by this use. This impact is minimized by the proposed landscaping along the south property line. Hours of operation have been established to protect the abutting single family home from nuisances or a loss of privacy. This use will have a positive impact on vehicular circulation by increasing the number or parking spaces available for the business and eliminating one additional driveway to Mound Road.

Recommendation

The Planning Commission held a public hearing on this application on October 10, 2011 and recommended approval. There were no neighborhood objections to the proposed expansion of this use. The abutting occupant of the single family home to the south of this site attended the meeting and supported the application.

H:\Board\Courtesy Driving School SLU.doc

MINUTES OF THE CHARTER TOWNSHIP OF SHELBY PLANNING COMMISSION PUBLIC HEARING HELD OCTOBER 10, 2011, IN THE SHELBY MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

Planning Commission Acting Chairman Casali called the meeting to order at 7:21 p.m.

PC Members Present: Planning Commission Acting Chairman Lisa Casali, Vincent Bernardi, Diane Wessels, Janet Breen, Mike Ho, Raquel Moore, Doug Wozniak, Jim Randlett

Members Absent: Jerome Moffitt

Also Present: Glenn Wynn, Township Planner
Bob Kirk, Township Attorney
5 People in the Audience

PURPOSE OF THE PUBLIC HEARING: TO ACT ON SITE PLAN #11-21 (SLU-11) DAVID SEMRAU – COURTESY DRIVING SCHOOL; 54855 MOUND ROAD, WEST SIDE OF MOUND, SOUTH OF 25 MILE ROAD.

Secretary Breen read the notice of public hearing as published in The Source Newspaper the week of September 25, 2011.

Acting Chairman Casali stated that thirty four property owners and two applicants were notified of this meeting by First Class Mail on September 23, 2011.

Attorney Kirk indicated that the publication meets the legal requirements of the state statute and local ordinances.

Attorney Kirk stated that the present zoning is R-1-B (One Family Residential) and under the special land use ordinances this is a permitted request.

Wynn explained that this special land use application proposes the conversion of an existing single family home to a driving school. It is a companion site to the property to the north which is occupied by a building that is used for the driving school. Expanding to the abutting property will relieve some of the congestion and provide an increased number of parking spaces. The Planning Commission approved a 1,200 square foot addition to the existing building in 2010. This addition, however, was never completed. The acquisition of this adjoining property eliminates the need for the previously approved expansion.

Wynn's comments are as follows:

1. Additional landscaping improvements may be required. These include:
 - a) A screen hedge between the parking lot and the sidewalk.
 - b) Parking lot trees.
 - c) Increased number of evergreens along the south property line where the parking lot abuts an existing single family home.
2. Any additional building or parking lot lighting improvements should be noted.
3. Show the location of any proposed trash receptacle and screening.
4. Provide a floor plan for the conversion of the existing single family home to an office.
5. The conversion of this single family home to classroom space constitutes a change in use and will be required to comply with all applicable building code requirements. **(Building Department)**
6. No additional water supply is required unless requested by the owner for the proposed use. No sanitary sewer is available to this site. Plans must be submitted for review of the proposed paving and grading. Applicable fees must be paid. No construction may begin prior to engineering approval. **(Dept. of Public Works)**

The engineer comments are as follows:

1. The right of way for Mound Road is indicated as 204 feet. The applicant must indicate the existing and proposed right of way at the parcel for the parking lot addition.
2. The information on the Site Criteria has not been completed.
3. Indicate the dimension from the Building at 54855 Mound Road to the north and south property lines, as well as the dimension between the two buildings.
4. The existing drives on the east side of Mound Road must be indicated.

5. Indicate whether the six foot arborvitae on the west side of the existing parcel are proposed or existing.
6. A note regarding the trash removal for the site shall be added to the site Plan.
7. Indicate the finish material (i.e. seed/sod) for the existing gravel drive to be removed.
8. Indicate the dimension from the proposed parking area to the south line of Parcel Number 23-07-08-227-014.

Wynn stated that he received a comment late today from a neighbor to the north and west of this site in a single family home and he indicated he had no objections as long as there were no improvements to the back of the building. Wynn suggested specifying the hours of operation.

Bob Lind, 8800 23 Mile Road, Shelby Township, and David Semrau, 3452 Mocer Court, Rochester, stated that they had no additional comments.

Breen stated that she was pleased that there would be more parking provided for this business. Mr. Semrau stated that he has kept all the surrounding neighbors informed of his intentions and he feels the neighbors are happy.

Wynn asked Mr. Semrau to explain the hours of operation. Mr. Semrau stated that the hours of operation will be from 9:00 a.m. to 8:30 p.m. Monday through Friday, and 9:00 a.m. to 3:00 p.m. on Saturday.

Acting Chairman Casali explained the format for the Public Hearing.

Acting Chairman Casali opened the meeting to the public.

Donald Henderson, 54817 Mound Road, Shelby Township, stated that he is an adjoining property owner and has no problem with Mr. Semrau and his business.

Motion by Randlett, supported by Moore, to close the public hearing. Motion carried.

Acting Chairman Casali stated that the Planning Commission's decision must be based on the following standards:

1. Compatibility with adjacent land uses.
2. Consistent with and promote the intent and purpose of the special land use.
3. Compatibility with the natural environment
4. Consistent with the capacities of public services and facilities affected by the proposed use.
5. Protect the public health, safety, and welfare.
6. The adequacy of public access to this site.

The Planning Commission may approve, disapprove, or table the same to evaluate the information received this evening.

Motion by Breen, supported by Bernardi, to recommend approval of Special Land Use Application Site Plan #11-21 (SLU-11) David Semrau, to permit an expansion of Courtesy Driving School; 54855 Mound Road, West Side of Mound, South of 25 Mile Road, based on the following findings:

1. The proposed use is generally compatible with the existing development pattern near the intersection of 25 Mile Road and Mound Road which includes a mixture of office and retail uses.
2. The proposed development plan represents a logical and appropriate expansion of the existing business to the north.
3. The impact of this use on the abutting single family home to the south will be mitigated by increased landscaping.
4. The hours of operation shall be from 9:00 a.m. to 8:30 p.m. Monday through Friday, and 9:00 a.m. to 3:00 p.m. on Saturday.
5. The proposed site improvements will improve vehicle circulation and access by consolidating access from a single driveway and increasing the number of parking spaces.

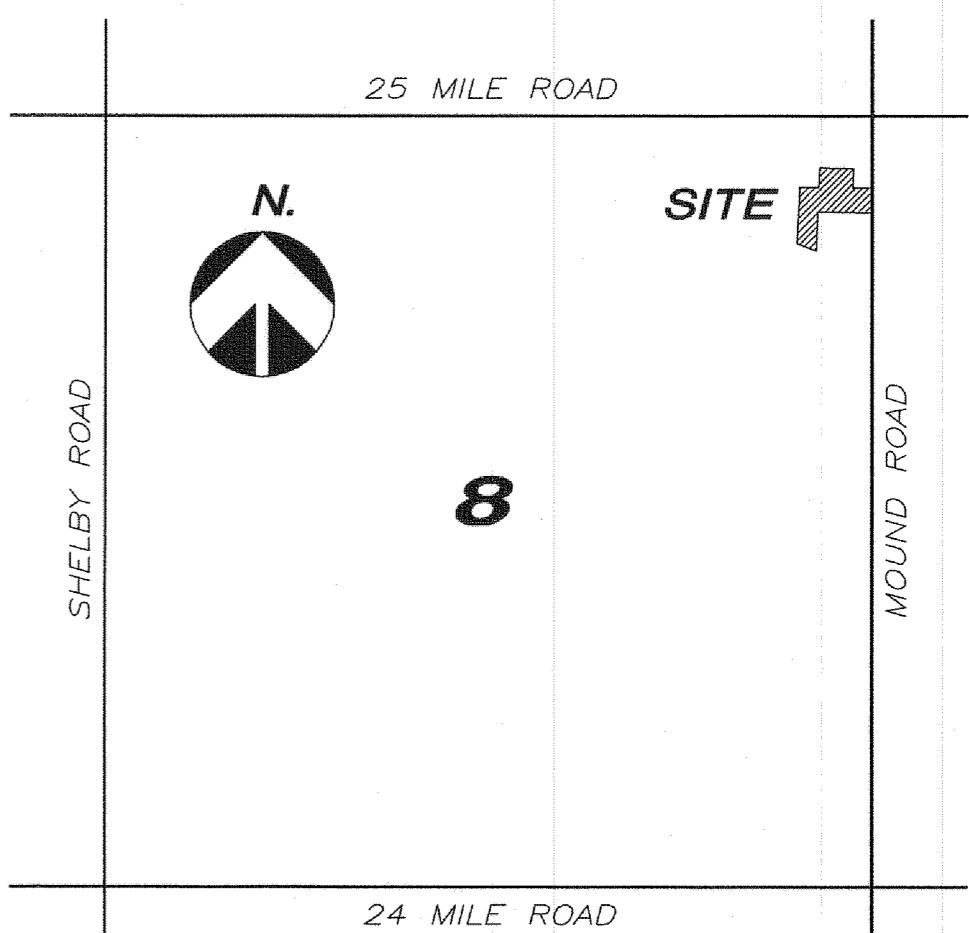
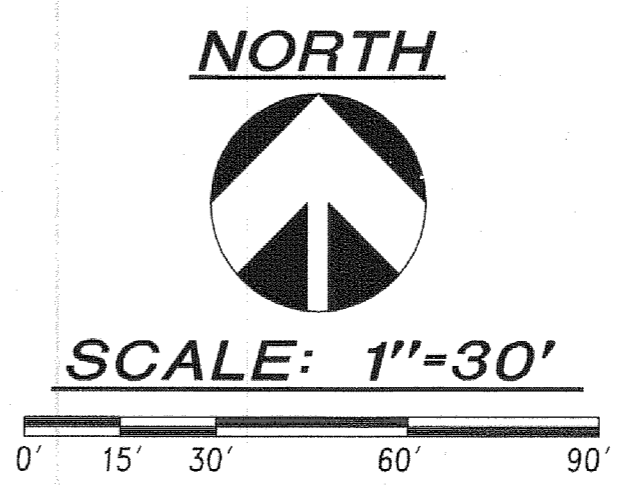
PROPERTY DESCRIPTION

EXISTING SITE
 Property Description: (#23-07-08-227-013)
 A parcel of Land in NE 1/4 of Section 8, T.3N., R.12E., Shelby Twp., Macomb County, Michigan described as: Commencing at the NE corner of Section 8; thence S.02°05'30"W., 235.00 feet along the east line of Section 8 and the centerline of Mound Road; thence N.89°27'24"W. (N.89°27'00"W. record), 102.00 feet to the Point of Beginning; thence S.02°05'30"W., 100.00 feet; thence N.89°27'24"W. (N.89°27'00"W. record), 178.00 feet; thence N.02°05'30"E., 100.00 feet; thence S.87°27'24"E. (S.87°27'00"E. record), 178.00 feet to the Point of Beginning and containing 0.409 acres.
 Subject to the rights of the public for highway purposes along Mound Road and to all other easements of record.

SITE ADDITION
 Property Description: (#23-07-08-227-014)
 A parcel of Land in NE 1/4 of Section 8, T.3N., R.12E., Shelby Twp., Macomb County, Michigan described as: Commencing at the NE corner of Section 8; thence S.02°05'30"W., 335.00 feet along the east line of Section 8 and the centerline of Mound Road to the Point of Beginning; thence continuing S.02°05'30"W., 125.00 feet along said line; thence N.89°27'24"W. (N.89°27'00"W. record), 280.00 feet; thence S.02°05'30"W., 202.62 feet; thence N.69°01'38"W. (N.69°00'36"W. record), 105.65 feet; thence N.02°05'30"E., 290.73 feet; thence S.87°27'24"E. (S.87°27'00"E. record), 380.00 feet to the Point of Beginning and containing 1.513 acres.
 Subject to the rights of the public for highway purposes along Mound Road and to all other easements of record.

Surveyor's Certificate
 I hereby certify that I have surveyed and mapped the land above plotted and/or described on January 18, 2010 and that the ratio of closure on the unadjusted field observations of such survey was 1/250,000.

HOURS OF OPERATION
 MON.-FRI. 9:00 AM TO 8:30 PM
 SATURDAY 9:00 AM TO 3:00 PM
 CLOSED SUNDAY



LOCATION MAP
 SCALE: 4" = 1 MILE

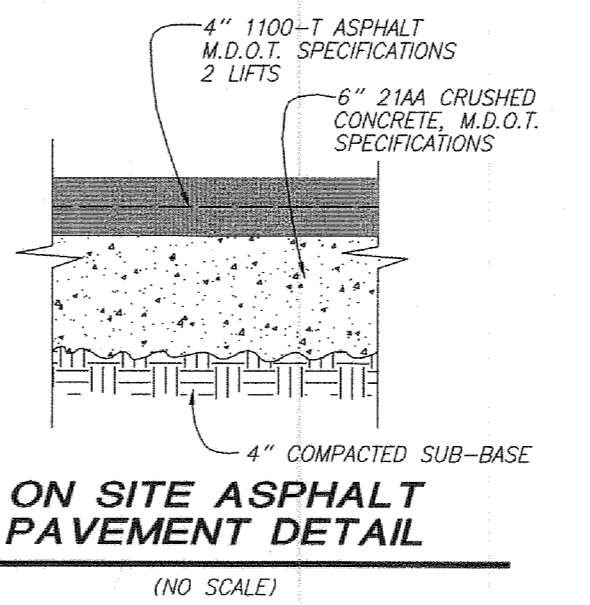
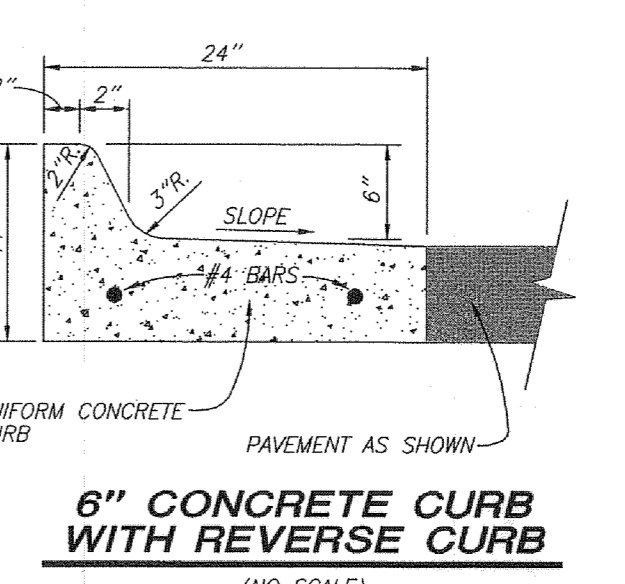
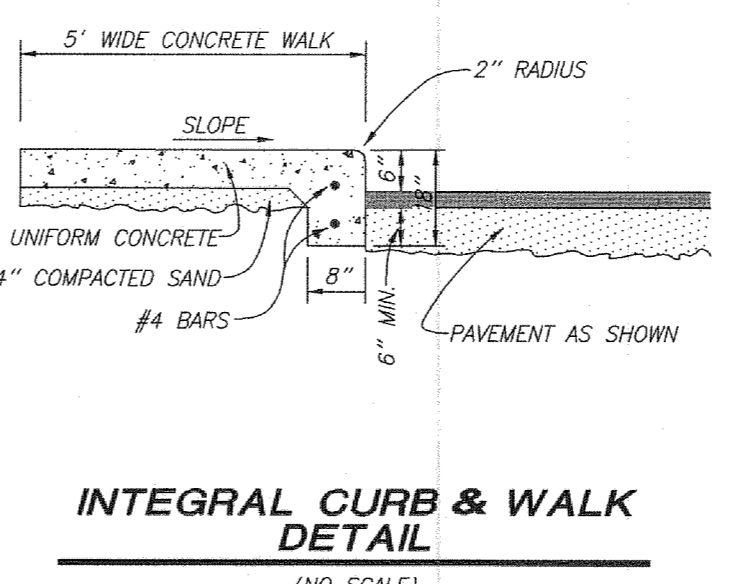
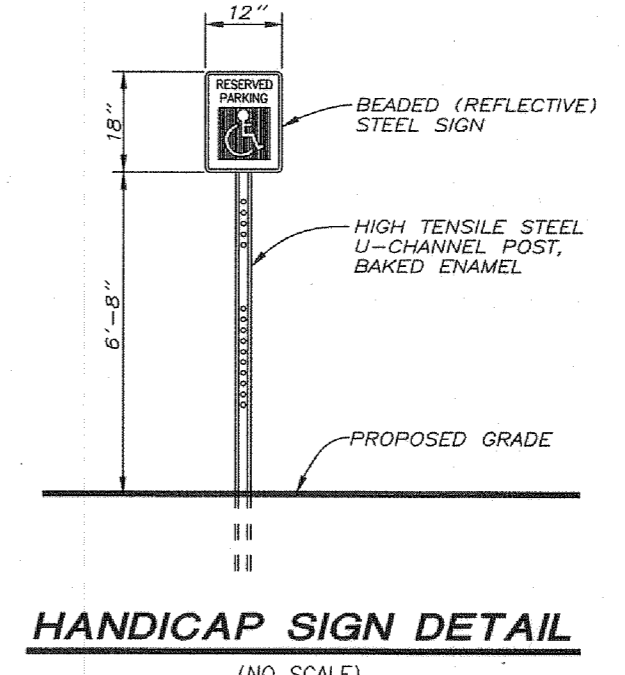
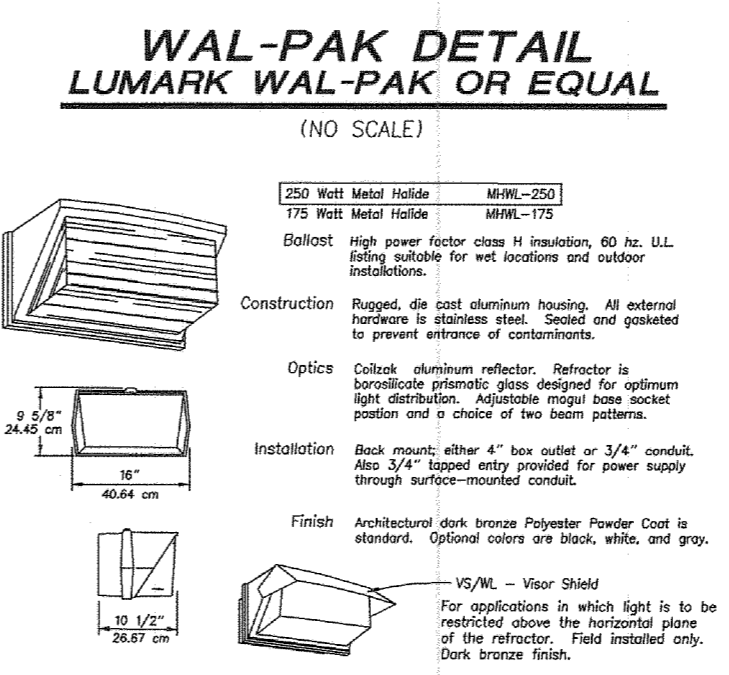
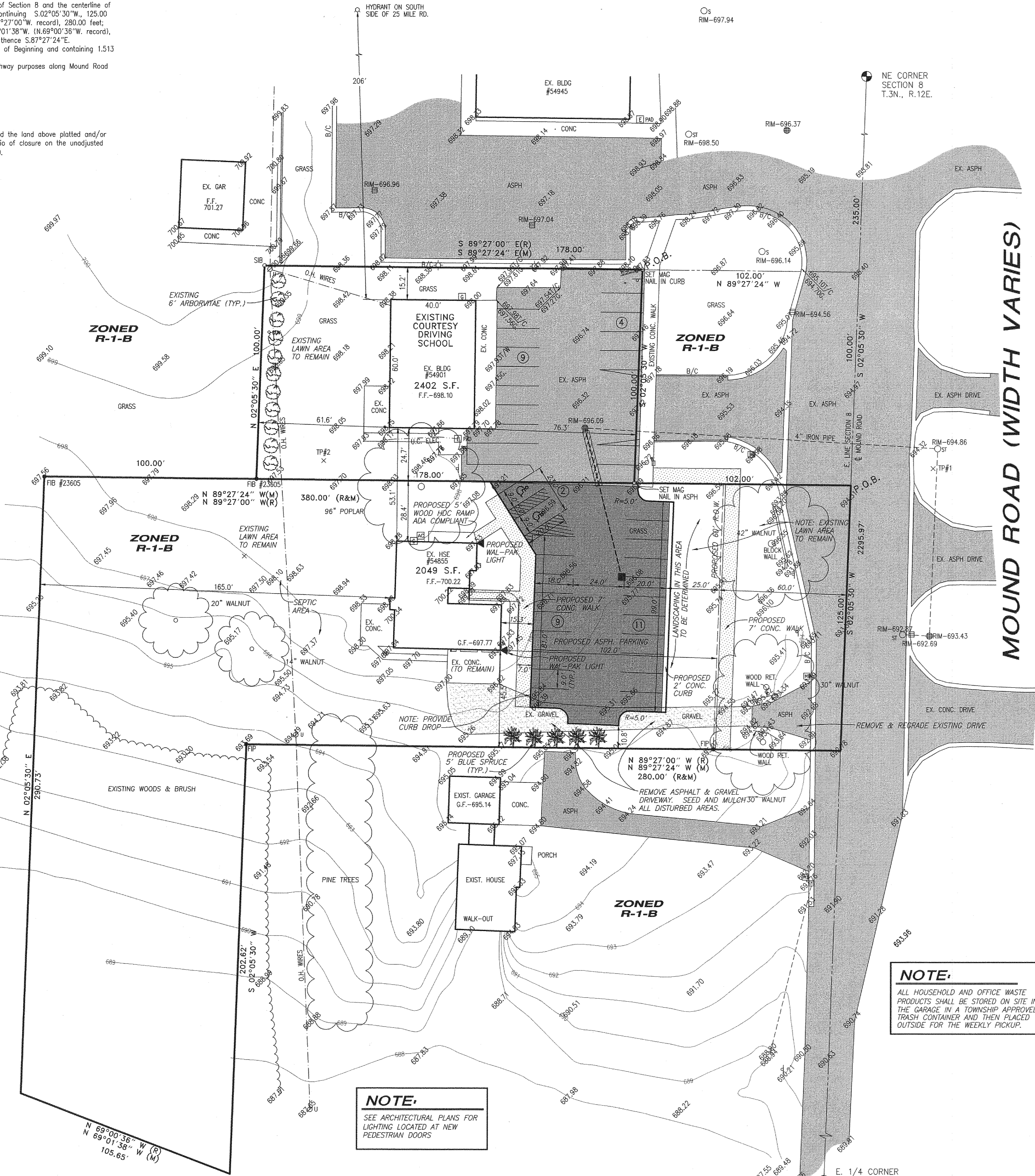
- LEGEND**
- PROPOSED ASPHALT PAVEMENT
 - PROPOSED CONCRETE
 - EXISTING OFFSITE PAVEMENT
 - EXISTING GRADE
 - HANDICAPPED PARKING SPACE
 - 5' HIGH BLUE SPRUCE
 - DRAINAGE ARROW
 - WALPAK

BENCHMARKS
 B.M. #1 ELEV.=693.96(NAVD 88)
 TOP OF HYDRANT ON E. SIDE OF MOUND RD.
 AT STONEY CREEK PLAZA.

- LEGEND**
- WATER MAIN
 - STORM SEWER
 - SANITARY SEWER
 - EASEMENT
 - EX. U.G. ELEC.
 - EX. U.G. WIRES
 - EX. U.G. TELE.
 - EX. U.G. GAS

- LEGEND**
- ELECTRICAL RISER
 - TELEPHONE RISER
 - CABLE TV RISER
 - MAIL BOX
 - GATE VALVE
 - HYDRANT
 - GATE WELL
 - VALVE
 - LIGHT POLE
 - GROUND LIGHT
 - SPRINKLER
 - UTILITY POLE
 - SIGN
 - STORM MANHOLE
 - ROUND CATCH BASIN
 - SQUARE CATCH BASIN
 - SANITARY MANHOLE
 - UTILITY MANHOLE
 - CONCRETE
 - 610.91FF FINISHED FLOOR
 - SET IRON BAR
 - FOUND IRON BAR

MOUND ROAD (WIDTH VARIES)



NOTE:
 ALL HOUSEHOLD AND OFFICE WASTE PRODUCTS SHALL BE STORED ON SITE IN THE GARAGE IN A TOWNSHIP APPROVED TRASH CONTAINER AND THEN PLACED OUTSIDE FOR THE WEEKLY PICKUP.

NOTE:
 SEE ARCHITECTURAL PLANS FOR LIGHTING LOCATED AT NEW PEDESTRIAN DOORS

- Existing - 14 Parking Spaces and 1 Handicap Space.
- No title work has been provided by the owner, therefore no guarantee is given that any or all easements of record have been shown. Descriptions are taken from county records.
- The location of utilities shown on this survey, both above ground and below ground, are shown from information of record supplied to the surveyor and a visual inspection of the premises; no guarantee is given as to the completeness and accuracy thereof. Exact location should be verified in the field with the utility company prior to any construction which may affect the utility.

3 WORKING DAYS BEFORE YOU DIG
 CALL MISS DIG
 1-800-482-7171
 (TOLL FREE) for the location of underground utilities

Contractor Note:
 The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing work. He agrees to be fully responsible for any and all damages which might be occasioned by his failure to exactly locate and preserve any and all underground utilities.

TOPOGRAPHY AND PROPOSED PARKING LOT ADDITION
 PART OF THE N.E. 1/4 OF SECTION 8
 T.3N., R.12E., SHELBY TOWNSHIP,
 MACOMB COUNTY, MICHIGAN

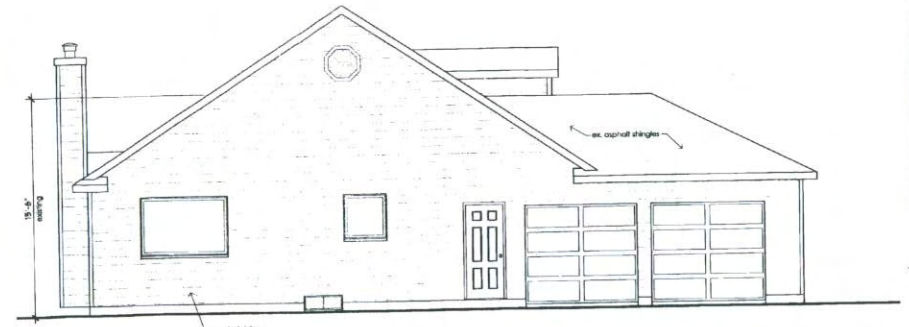
BY: _____ TP: _____
 ADDITIONS AND/OR REVISIONS _____
 DATE _____
 100104-4036
 Job No. _____
 Date 9-16-11
 Scale 1"=30'
 Drawn T.M.P.
 Check R.A.W.
 Sheet 1 of 2
 10/19/11
 9/2/11
 REVISIONS: REF. FKA REVIEW LETTER
 ADDED PAVING DETAIL

COURTESY DRIVING INC.
 FOR: DAVID SEMRAU
 54901 MOUND ROAD
 SHELBY TWP., MI 48316

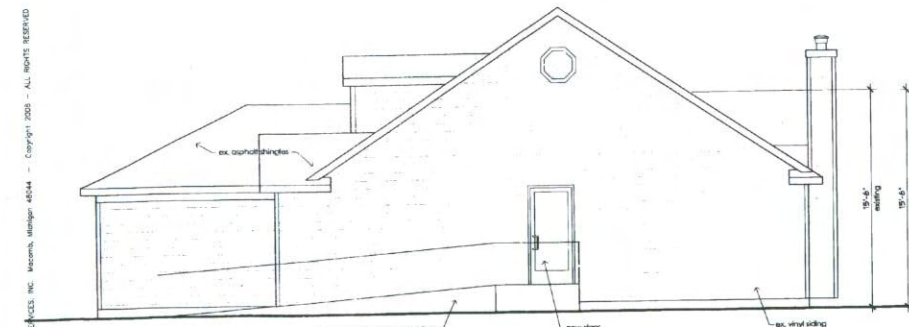
URBAN LAND CONSULTANTS
 CIVIL ENGINEERS
 GPS CONSULTANTS
 PLANNERS
 LAND SURVEYORS
 SHELBY TWP., MI 48316-4516
 8800 23 MILE ROAD
 PHONE 586 731-8030
 FAX 586 731-2605



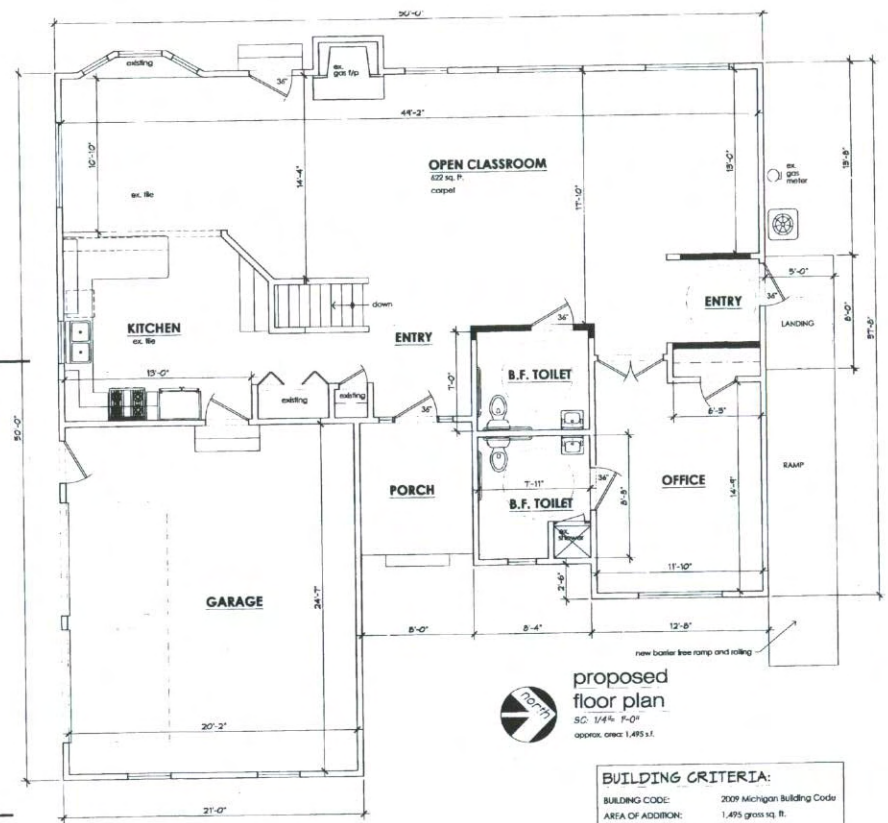
rear (west) elevation
SC: 1/4" = 1'-0"



left side (south) elevation
SC: 1/4" = 1'-0"



right side (north) elevation
SC: 1/4" = 1'-0"



proposed
floor plan
SC: 1/4" = 1'-0"
approx. area: 1,495 s.f.

BUILDING CRITERIA:

| | |
|---------------------|-----------------------------|
| BUILDING CODE: | 2009 Michigan Building Code |
| AREA OF ADDITION: | 1,495 gross sq. ft. |
| USE GROUP: | B - Business |
| OCCUPANCY: | 32 |
| CONSTRUCTION TYPE: | V8 |
| BUILDING SPRINKLED: | NO |
| NO. OF EXITS: | 4 |

project:
proposed
interior alterations for:
courtesy driving inc.
54901 mound road
shelby twp. michigan

client:
mr. david semrau
54901 mound road
shelby twp. michigan

586.612.0855

Note:
While every attempt is made to achieve accuracy in the preparation of these plans, we cannot eliminate human error. Therefore, no guarantee or warranty is made unless FULL SUPERVISION by the designer is retained during construction.

All contractors shall verify and coordinate all dimensions on drawings, as well as review and coordinate plans with exterior building elevations, sections and details before commencing with the work. If dimensional errors or conflicts occur between plans, building elevations, sections and details, it shall be brought to the attention of the architect before proceeding with the work. Contractors who fail to verify, review and coordinate the work and contractors who scale drawings to determine placement of part(s) of the work shall take full responsibility should that portion of the work be improperly located or constructed.

DO NOT SCALE - USE FIGURED DIMENSIONS
lot no.

- preliminary
 - planning review
 - construction
 - record
- date: issue:
oct 7 2011 planning review



front (east) elevation
SC: 1/4" = 1'-0"

project no. 111101
sheet no. 1 of 1

Memo

To: Clerk Terri Kowal-w/attachments

From: Richard H. Stathakis, Supervisor

Date: October 24, 2011

Re: Agenda Item – Board of Trustees Meeting – November 1, 2011
Renewal of Township Insurance – Nickel & Saph, Inc. (Mt. Clemens MI)
Property and Casualty Insurance (Excluding Workers Compensation)

The Township's Property and Casualty Insurance is due for renewal. As the Board is aware, the Township's Agent of Record since June 2009 has been Nickel & Saph, Inc.

It is my recommendation that the Board of Trustees renew the Township's insurance policy with Nickel & Saph, Inc.

RHS/amp

P:AgendaNov1 NickelSaph2011-12 Renew

Memo

To: The Charter Township of Shelby Board of Trustees

From: Lisa Suida, Human Resources Director

Re: Agenda Item – Board Meeting November 1, 2011
Human Resource Director Requests Hire in Assistant to the HR Director Vacancy

CC: Richard Stathakis, Township Supervisor

Date: October 24, 2011

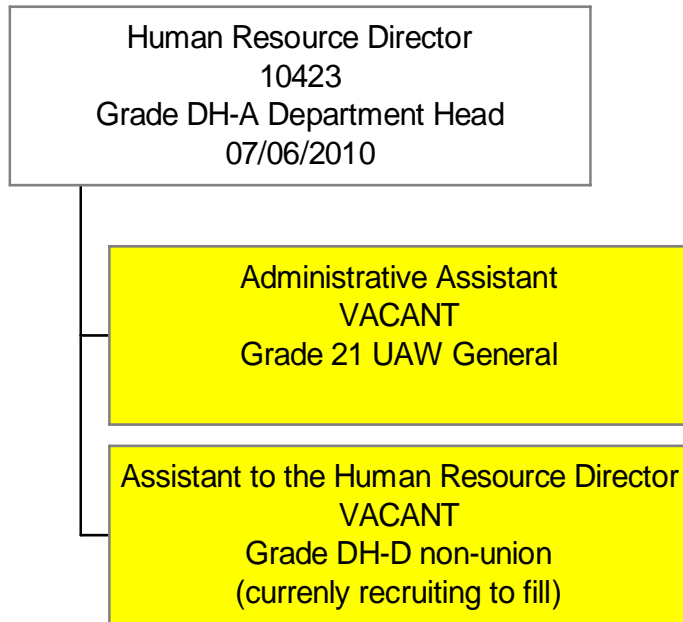
At the June 7, 2011 Regular Meeting of the Shelby Township Board of Trustees, a motion was passed to approve the establishment of an eligibility list to fill the position of Assistant to the Human Resource Director. The Civil Service Commission has certified that eligibility list and interviews of the top ranked candidates were conducted. As a result, I am recommending for hire Danielle Bruha for the position of Assistant to the Human Resource Director to fill the vacancy.

The selection of Ms. Bruha was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing the current Assistant to the Human Resource Director Eligibility list. Ms. Bruha will be hired as an Assistant to the Human Resource Director Grade DH-D, Step 1, Department Head Compensation Resolution, \$44,495 - \$51,143.

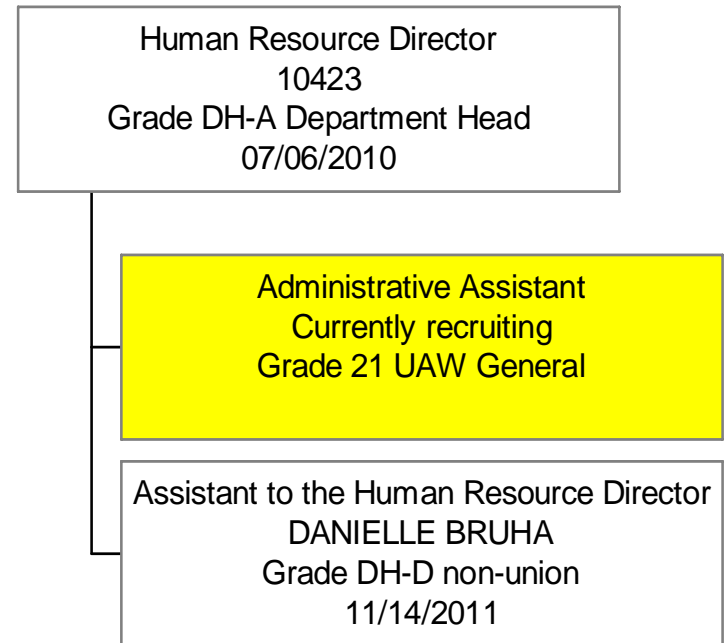
LMS

Human Resource Department Administrative Assistant Position

Previously Approved Org Chart



Proposed Org Chart



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

Charter Township of Shelby
Police Department

52700 VAN DYKE – SHELBY TWP., MICHIGAN 48316-3572 – 586-731-2121 – FAX 586-726-7218

October 11, 2011

TO: Shelby Township Board of Trustees
FROM: Captain Roland Woelkers, Acting Chief of Police
RE: Glock Firearms Replacement/Purchase

I am requesting the Shelby Township Board of Trustees, at the regularly scheduled meeting on Tuesday, November 1, 2011, approve the purchase of 69 Generation Four Glock 22 pistols to replace the current generation 3 models. Glock has been the police department's assigned firearm since the late 1980's. Our current firearms have been rebuilt twice since 2001 and are due for a parts upgrade and a rebuild. Many of our pistols have worn out night sights which cost an additional \$81.00 per gun.

The decision to stay with the Glock handgun is based on the history of successful performance by our department and the familiarity of the firearm by our personnel. Switching to another firearm manufacturer would result in exorbitant costs, which require the purchase of new firearm holsters, replacement parts, and new compatible tools for the armory. Further cost would be incurred through the retraining of our armorers, firearms instructors, and all sworn personnel. The total cost of 69 Generation Four Glock 22 pistols would be \$10,971.00 (see attached quote). This cost would include CMP buying back the departments 69 handguns at a cost of \$250 each totaling \$17,250.00.

The cost of the Glock handguns will be paid from the following line items:

- Line item 207.307.980.796 - 2010 JAG GRANT \$10,518.00
- Line item 207.305.980.000 - Equipment Replacement \$453.00

Respectfully submitted,

Captain Roland Woelkers
Acting Chief of Police



C.M.P. Distributors, Inc.

16753 Industrial Parkway
Lansing, MI 48906

Toll Free: 866-721-0970

Phone: 517-721-0970
Fax: 517-721-0974

Phone: 313-274-2673
Fax: 313-274-0037

QUOTE

Date: 2/16/2011
QUOTE # 3256
Expiration Date: 11/18/2011

TO

SHELBY TOWNSHIP POLICE DEPT
52700 VAN DYKE
SHELBY TWP, MI 48316
(586) 731-2121

| Salesperson | Job | Delivery Date | Payment Terms |
|--------------------|-----|---------------|---------------|
| Catherine M. Parks | | | Net 30 |

| Description | Qty. | Unit Price | Discount | Line Total |
|---|------|------------|------------|-----------------|
| Glock G22, 40S&W, Gen 4 Pistol w/Glock Night Sights | 69 | \$409.00 | | \$28,221.00 T |
| *The Items Listed Below are for Trade In Credit To CMP Distributors | | | | |
| Used Glock 22, 40S&W with Night Sights and 3 Magazines | -69 | \$250.00 | | (\$17,250.00) T |
| Total Discount: | | | \$0.00 | |
| | | | Subtotal: | \$10,971.00 |
| | | | Sales Tax: | \$0.00 |
| | | | Total: | \$10,971.00 |

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

Thank you for your business!

CMP Distributors, Inc.

CMP Distributors
16753 Industrial Parkway
Lansing, MI 48906

Phone: (517)721-0970 Fax: (517)721-0974

Charter Township of Shelby
Police Department

52700 VAN DYKE – SHELBY TWP., MICHIGAN 48316-3572 – 586-731-2121 – FAX 586-726-7218

October 11, 2011

TO: Shelby Township Board of Trustees
FROM: Captain Roland Woelkers, Acting Chief of Police
RE: Purchase of IP Video Surveillance

I am requesting the Shelby Township Board of Trustees, at the regularly scheduled meeting on Tuesday, November 1, 2011, approve the purchase of the IP Video Surveillance System for the new police building. Request for proposals were obtained and we selected Interstate Security Inc., the lowest bidder. The cost of the total project will be \$52,744.00, which includes a five-year warranty. The total cost of this equipment will be paid for with COPS Technology Grant money, line item 207.307.980.850.

Respectfully submitted,

Captain Roland Woelkers
Acting Chief of Police

Interstate Security Inc
Bill of Materials
Bid Proposal

Project Location Charter Township of Shelby New Police Building & Renovation - I.P. Video Surveillance

Voluntary Alternate Bid - ExacqVision VMS, Exacq Z-Series Server, & Axis Cameras (5 Year Warranty)
Description

| Quantity | Manufacturer | Catalog Number | Description |
|---|-----------------|--------------------|---|
| <i>Project Location</i> POLICE DEPARTMENT | | | |
| 2 | Axis | P3304-V | Fixed Vandal Dome Network Camera 1MP w/audio - Indoor |
| 6 | Axis | M3204-V | Discreet Fixed Vandal Dome Network Camera 1MP - Indoor |
| 18 | Axis | M3204 | Discreet Fixed Dome Network Camera 1MP - Indoor |
| 7 | Axis | M3114-R | Compact Rugged Network Camera 1MP - Indoor (Holding Areas) |
| 8 | Axis | P3344-VE | Fixed Dome Network Camera - Outdoor |
| 3 | Axis | 5502321 | Pendant adapter for above |
| 3 | Axis | T91A67 | Pole mount adapter for above |
| 1 | Axis | Q6034-E | Environmental Pendant Dome Network PTZ Camera 1.3MP - Outdoor |
| 1 | Axis | T95A64 | Corner Mount Adapter for PTZ |
| 1 | Axis | Q7401 | Analog to IP Encoder for Covert Camera |
| 1 | Speco | VL572PIR | Covert Analog High Resolution Color Camera - Interview Room |
| 1 | Louroe | Ask-4 KIT #300 | Microphone interfaced to Q7401 Encoder for Audio Pick-up |
| 35 | EXACQ | EVIP-05 | Per channel IP License - 5 year (8 free w/Exacq Server) |
| 1 | EXACQ | EVES-05 | Enterprise Server Software |
| 1 | EXACQ | EHM-05 | Health Monitor Software |
| 2 | CH Products | IP Desktop | USB desktop controller |
| 1 | Panduit | NK5EPPGY48Y | 48 port patch panel |
| 43 | Hubbell | PCX5P03 | CAT 5e patchcord 3 foot, blue for new cameras |
| 34 | Interstate | Misc. | Cable drop (indoor) including cable & labor |
| 9 | Interstate | Misc. | Cable drop (Outdoor) including cable & labor |
| 1 | EXACQ | IPZ08-16TB-R2-RAID | Z-Series 4U Rackmountable IP Camera Server - 5 years |
| 2 | Trendnet | TPE-224WS | 24 port POE switch |
| 1 | ? | ? | UPS |
| 1 | Generic | Varies | 20" LCD Monitor |
| 2 | Middle Atlantic | U2 | Rack shelf for monitor/keyboard/mouse |
| 3 | Interstate | Labor | Labor to relocate monitors from old to new station |
| 3 | Misc. | Varies | 25 foot VGA cable for monitors to customer's PC |
| All | Varies | many | All necessary wire, fittings, fasteners, etc. required to complete system |
| | | | SUB-TOTAL COST \$62,744.00 |
| | | | PROJECT DISCOUNT FOR CABLING W/CARD ACCESS [\$10,000.00] |
| | | | SHELBY TWP. POLICE DEPARTMENT TOTAL INSTALLED COST \$52,744.00 |

BID OPENING
POLICE DEPARTMENT
I.P. VIDEO SURVEILLANCE

August 5, 2011 – 10:05 a.m.

Present: Police Captain Steve Stanbury; Terri Kowal, Clerk; and Diane Seliwoniuk, Recording Secretary

Clerk Terri Kowal opened and read the bids submitted by the following companies:

| | | |
|--|---------------------------|--|
| A&B ALARM 52245 Van Dyke Shelby Twp, MI 48316 | | \$106,000.00 |
| CAMTRONICS COMMUNICATION COMPANY 18655 W. 8 Mile Road Detroit, MI 48219 | <i>Deduct for Taxes -</i> | \$117,307.73 - \$ 5,871.38 |
| DIA CENTRAL, INC. 13155 Cloverdale Oak Park, MI 48237 | <i>Deduct for Taxes -</i> | \$ 79,461.75 - \$ 3,127.75 |
| EO INTEGRATED SYSTEMS, INC. 12700 – 31 Mile Road Washington, MI 48095 | <i>Deduct for Taxes -</i> | \$ 95,400.00 - \$ 3,000.00 |
| INTERSTATE SECURITY, INC. 51233 Oro Drive Shelby Twp, MI 48315 | <i>Deduct for Taxes -</i> | \$ 48,271.00 - \$ 1,873.00 |
| MCFI (MECHANICAL CONTROLS & MAINTENANCE, INC.) 6540 Diplomat Drive Sterling Heights, MI 48314 | <i>Deduct for Taxes -</i> | \$ 89,990.00 - \$ 2,900.00 |
| ROK SYSTEMS, INC. 6350 Jupiter NE, Suite 100 Belmont, MI 49306 | | \$ 72,485.81 |
| TELECOM TECHNICIANS, INC. 34000 Mound Road Sterling Heights, MI 48310-6609 | <i>Deduct for Taxes -</i> | \$155,890.94 - \$ 7,735.23 |
| VIDCOM SOLUTIONS, INC. 47448 Pontiac Trail, Suite 411 Wixom, MI 48393 | <i>Deduct for Taxes -</i> | \$ 76,402.78 - \$ 3,404.87 |

11 AUG -5 AM 10: 02

**Charter Township of Shelby
New Police Building and Renovation
REQUEST FOR PROPOSAL
For I.P. Video Surveillance**

The Charter Township of Shelby is seeking qualified licensed and insured vendors to submit proposals for an I.P. Video Surveillance System at the new Police Building and Renovation.

MANDATORY MEETING: Bidders are required to attend a mandatory proposal meeting at the Shelby Township boardroom on Tuesday, July 19, 2011, at 10:00 a.m. in the Township board room for the purpose of gathering information about this Request for Proposal.

REQUIREMENTS: Request for Proposal must be submitted in a sealed envelope clearly marked "**RFP – Shelby Police Building**" to the Shelby Township Clerk (52700 Van Dyke, Shelby Township, Michigan 48316) by the deadline date of Friday, August 5, 2011, at 10:00 a.m.

The Charter Township of Shelby reserves the right to accept any proposal, reject any and all proposals or waive irregularities in any proposal that are in the best interest of the Township.

The Township prefers that contractors have a business located in the state of Michigan within Macomb, Oakland or Wayne County.

Awarded bidder must provide Charter Township of Shelby, and named as additionally insured, a current certificate of liability insurance with a minimum of \$1,000,000 in commercial general liability coverage and automobile liability coverage upon contract award. The certificate will also identify the workers compensation and employer's liability coverage.

For further information, please contact Chief Robert Leman at 586-731-2121 x318 or e-mail Patti Koenig at koenigp@shelbytwppd.org.

PART 1.1 - GENERAL

- A. The security contractor is responsible for the surveillance data cabling portion of the project. Data cabling must be installed per industry standards. Contractor must also supply Category 5e compliant patch panels for all cables installed as part of this project. The security contractor cannot assume that PoE switch ports will be available for the cameras.
- B. The intent of this project is to install a new surveillance system for the new Shelby Township Police Department building per the drawings and specifications. The general requirements include:
1. High quality images enabling the Police Dept. to clearly identify individuals.
 2. Ability to store a minimum of 60 days of coverage on all cameras.
 3. Servers shall be located in the Technology Room. (152)
 4. Ability to access the system over the Internet and internal network from any computer while maintaining limited access for both viewing as well as deleting stored material.
 5. Cameras should capture color images in normal light and black & white images in low light.
 6. Enclosures need to secure the cameras from vandalism in public areas. Include a system diagram with the proposed solution. Including a listing and description of all components within the proposed solution. (Bill-of Material)
 7. All software components shall be thoroughly tested and proven in reference installations.
 8. Each dealer/integrator/installer and end user shall have access to a password-protected e-support website for Web-based technical assistance on a 24-hour basis. This site will provide software update and manual downloads, review frequently asked questions, and enable service ticket generation with 24-hr maximum response times.
 9. The contractor shall offer a variety of service and support plans for continued maintenance of the system.

2.1 Video Management Software (VMS) ARCHITECTURE

1. The VMS shall have a flexible, open video, over IP architecture built on accepted industry standards that facilitate integration with IT infrastructures.
2. The VMS shall have a flexible, open architecture built on accepted industry standards that support a workgroup Microsoft Windows Environment.
3. The VMS shall have a flexible, open architecture built on accepted industry standards that supports an Active Directory Domain Environment.
4. The VMS shall have a flexible, open architecture built on accepted industry standards that supports Bi-directional Support for Microsoft Windows authentication.
5. The VMS shall have a flexible, open architecture built on accepted industry standards that facilitates DNS/DHCP support for servers.
6. The VMS shall have a flexible, open architecture that supports unified workstation logon, based on Microsoft Windows authentication.
7. The server/recorder shall use standard Commercial off the Shelf (COTS) server technology and storage attachments. H, P, or Dell Servers only.
8. The VMS shall have a flexible, open configuration architecture that facilitates Firewalls Traversing for the Review and Client connections.
9. The VMS shall have a flexible configuration architecture that facilitates video resolution transcoding, in order to stream video in a low bandwidth environment. VMS shall support streaming video with bandwidth connections as low as 56 kbps.
10. The database shall be redundant, using one server, and shall be initially and continuously synchronized with a master server database.
11. The contractor will provide storage using RAID-5, or RAID-10 or RAID-50, redundancy whichever is Applicable.
12. The VMS shall possess an internal watchdog to detect and recover from the unlikely occurrence of a system lockup.
13. The VMS shall be able to support native video motion detection. Enabling motion detection shall be performed either:
 - a. On a continuous basis

- b. As scheduled for particular times, dates, days, months, etc.
 - c. For defined areas of interest, defined using an easy-to-use user interface and simple editing tools
 - d. At a defined sensitivity level.
14. The VMS Server component shall support software designed for the Microsoft® Windows® 2003 R2, SP1 or SP2, 2008 SP2, 2011, or R2 server.
15. The VMS Client component shall support Microsoft® Windows XP Vista, and Windows 7 operating systems for workstations.
16. The VMS must be capable of providing security watermarking with time and date Stamp to each individual camera image which will be admissible in a Court of Law.
- A. The VMS must be able to support all connected cameras at their maximum frame rate and the maximum resolution while maintaining less than 50% load on the Server.

3.1 VMS INTERFACES

1. The VMS shall support the interface of standard NTSC or PAL cameras with video encoding.
2. The VMS shall support third-party IP cameras. The VMS shall support a variety of video matrix switcher devices and PTZ cameras from different manufacturers.
3. The VMS shall support H.264, MPEG-4, and MJPEG compressions.
4. The VMS shall support H.264, MPEG-4, and MJPEG de-compression on the Workstations.
5. The VMS shall support an asynchronous serial port for the RS-422 or RS-485 signal levels that can be programmed for data rates of up to 230 kbps.
 - a. The RS-485 mode shall support the 2-wire and 4-wire interfaces.
6. The VMS shall support a limited number of RS-232 asynchronous serial ports that can be programmed for data rates of up to 230 kbps.
7. The Recorders shall use standard Ethernet connection for video input via TCP/UDP/IP.
8. The VMS shall operate over a Local Area Network (LAN) / Wide Area Network (WAN), using a standard Ethernet 100/1000 Base-T connection.

9. The VMS shall support either or both unicast or multicast over the enabled network.
10. The VMS shall transmit video using the UDP/IP or TCP/IP communication protocol.
11. The VMS shall transmit all command and control messages using the TCP/IP protocol.
12. The VMS shall generate alerts on disabled camera inputs.
13. The VMS shall support third-party keyboards and the VMS shall support the following frame rates:
 - a. NTSC: 30, 15, 10, 7.5, 6, 5, 3.75, 3, 2, 1
 - b. PAL: 25, 12.5, 8.33, 6.25, 5, 4.16, 3.125, 2.08, 1
14. The VMS shall support the following video resolutions:
 - a. QCIF
 - b. CIF
 - c. 2CIF
 - d. VGA
 - e. 4CIF
 - f. HD720, depending on type of megapixel camera
 - g. SXGA, depending on type of megapixel camera
 - h. UXGA, depending on type of megapixel camera
 - i. WUXGA, depending on type of megapixel camera
 - j. WQXGA, depending on type of megapixel camera
15. The VMS shall support additional PTZ keyboard camera commands such as:
 - a. Call up patterns
 - b. Camera menu commands
 - c. Auxiliaries/advanced PTZ commands
 - d. Home position
 - e. Flip camera 180 degrees
16. The VMS shall support the following third-party PTZ cameras:
 - a. American Dynamics SpeedDome, Ultra VII, SpeedDome Optima
 - b. Speed Dome Ultra IV and up, Optima LT
 - c. AD1641M, AD1686B, AD1684
 - d. Bosch (Phillips) Auto Dome, Basic Dome, EnviroDome
 - e. Checkpoint Clarity
 - f. Covi EVQ-1000

- g. Honeywell KD6i
 - h. GE (Kalatel) CyberDome, CyberScout, Legend
 - i. Panasonic CS600, CD650, WV-CS574, WV-CS574, WV-CS954, WV-CS964, WV-CS974
 - j. Pelco Spectra, DF and DD series, all cameras supporting Pelco P and Pelco D protocol
 - k. Vicon Surveyor 2000
17. The VMS shall integrate with the following third party CCTV Keyboards:
- a. American Dynamics AD2078, AD 2078A, AD2079, AD2088
 - b. AD2089, ADCC0200 (RS-232 Mode ONLY), ADCC0300 (RS-232 Mode ONLY), ADCC1100 Control Center, ADTTE Touch Tracker
 - c. Bosch LTC-5136
 - d. Honeywell KEGS5300, RD-530
 - e. Pelco KBD300A, 9760
 - f. Vicon V1411J-DVC , V1300x-DVC

4.1 VMS SERVER COMPONENTS

1. The VMS Master Server shall maintain cohesive operations of all of the components in the video management system, including the VMS database.
2. The VMS Master Server shall support up to 60 cameras on a single Server.
3. A single Master Server shall support up to 10 Review application workstations.
4. The Master Server shall be hosted on a COTS computer server, with processors such as Intel® or AMD.
5. The VMS Server shall have the ability to run Recording and Review applications simultaneously.
6. The VMS Server shall run autonomously, and continue to record once configuration is received.
7. The VMS Server shall offer a fail-over solution, either to another recorder or group of recorders, dynamically, and without any user intervention.
8. The VMS Server shall have the ability to simultaneously record 60 cameras, at 2CIF @ 30 FPS, with an H.264 resolution.
9. The VMS Server shall store video on COTS equipment with processors such as Intel® or AMD, using hard drives as the storage

medium. The recorders shall be capable of supporting the attachment of external storage devices.

10. The VMS Server shall allow for the support of long-term video storage, using hard drives as the storage medium. It shall support virtually any central disk storage device, including disk arrays with iSCSI connectivity and Storage Area Network (SAN) devices.
11. The Server shall be capable of offering long-term video storage using COTS equipment with processors such as Intel® or AMD.
12. The VMS shall provide a Control Center client application, designed for system administrators to configure cameras, recorders, schedules, users, and system functions.
13. The VMS shall provide a Review Client Application, designed for operators to operate PTZ and view live/recorded video.

5.1 Video Recording

1. The VMS Server shall be capable of performing multiple tasks simultaneously, and within practical limits, no task shall interfere with any other task.
2. The VMS shall be able to perform the following tasks simultaneously:
 - i. Digitizing and compressing video, and calculating digital signatures for video authentication
 - ii. Writing video to files on local hard disks, and maintaining an accurate index of the stored video files
 - iii. Deleting older video files as needed, freeing up space to record newer video files
 - iv. Selectively transferring recorded video to long-term storage media

6.1 Health Check

The VMS shall provide a Health Check application for live monitoring and detailed system performance metrics on system components, including all server-side software applications and IP cameras.

The VMS shall offer a user interface designed to enable the management of the following:

- i. System logs
- ii. System alerts
- iii. Audit trail
- iv. Performance
- v. Recorder sanity, through a dashboard Redirection to various outputs, such as Windows event logs and e-mail

7.1 Managing Long-Term Storage and Archiving

1. The VMS shall support automatic long term storage.
2. Long-term storage shall be implemented using separate storage attachments.
3. The VMS shall support multiple long-term storage devices.
4. The VMS shall be capable of independent operations between storage servers.
5. The VMS shall be capable of immediate transfer to long term storage.
6. The VMS shall support the ability to "catch up" after storage server downtime. If a storage server must be taken out of service temporarily for maintenance, the VMS shall retain video designated for long-term storage online. When the storage server is placed back in service, it shall transfer video data to long-term storage faster than the rate at which new video is being recorded.
7. The VMS shall be capable of variable retention times, i.e., it shall support the segmentation of cameras into groups based on the video retention requirements, so that video is retained for some cameras longer than for others.

8.1 Archived and Bookmarked Video

1. The VMS shall allow disks to be reserved for video archiving.
2. The VMS shall support copying bookmarked video to the appropriate archive storage media, and ensure that the video will not be overwritten or deleted for the specified number of days.
3. The VMS shall allow any video clip attached to an investigation to be automatically archived. The video retention time shall be 180 days.
4. The VMS shall allow database queries to find reports, view reports, and export an HTML page with the ability to attach video clips and still images to a report.

9.1 Audio

The VMS shall support up to 3 audio inputs and including audio in the video. The VMS shall support unidirectional synchronized audio support for live and playback video, and allows for the following functions:

1. Exporting audio together with the video

10.1 SUBMITTALS

- A. **Product Data:** For each type of product indicated, provide a product data sheet in both hard-copy and electronic (PDF) formats. Data sheets indicating multiple products must have the applicable product highlighted or marked.
- B. **Shop Drawings:** Detail assemblies of standard components that are custom assembled for specific application on this Project.
 - 1. **Functional Block Diagram:** Show single-line interconnections between components for signal transmission and control. Show cable types and sizes.
 - 2. **Dimensioned plan and elevations of equipment racks, control panels, and consoles.** Show access and workspace requirements.
 - 3. **Wiring Diagrams:** Power, signal, and control wiring, and grounding.
- C. **Equipment List:** Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation.

11.1 QUALITY ASSURANCE

- A. The Contractor and their Sub-Contractors shall be state licensed with ten (10) years of experience in the installation of systems of similar features, size, and complexity. Contractor shall have direct recent experience working with Law Enforcement Facilities. Contractor must provide a copy of their "Security Alarm System Contractors License" furnished by the State of Michigan's Department of Labor & Economic Growth. The standards and requirements needed to achieve this license will be the benchmark for a "qualified contractor" on this project. Including but not limited to employee bonding and background exams by the State Police.
 - 1. Upon request, Contractor shall furnish for both the Contractor and all Sub-Contractors information on the corporation, project manager, and installers indicating recently completed projects, technical experience, and completed training.
 - 2. The Contractor shall maintain consisting staffing for Project Management and lead installers throughout the project, with the exception of illness or loss of personnel. The Township/police department or representative reserves the right to require staffing

substitutions if deemed beneficial to satisfactory completion of the project.

- B. The Contractor shall install in accordance with all applicable Building codes and standards, including federal, state, and local codes and authorities. It is the sole responsibility of the contractor to obtain permits if required.
- C. The security system solution shall be built upon non-proprietary components and shall include written confirmation from the manufacturer that the contractor is an authorized factory agent or distributor for the submitted products.
- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- E. Comply with NECA 1.
- F. Comply with NFPA 70.
- G. Electronic data exchange between video surveillance systems with an access control system shall comply with SIA TVAC.

12.1 PROJECT CONDITIONS

- A. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 - 1. Control Station: Rated for continuous operation in ambient temperatures of 60 to 95 F and a relative humidity of 20 to 80 percent, non-condensing.
 - 2. Exterior Environment: System components installed in locations exposed to weather shall be rated for continuous operation in ambient temperatures of minus 30 to plus 122 F dry bulb and 20 to 90 percent relative humidity, condensing. Rate for continuous operation when exposed to rain as specified in NEMA 250, winds up to 100 mph and snow cover up to 24 inches thick.

13.1 COORDINATION

- A. Coordinate layout and installation of the work of this section with the Charter Township of Shelby staff or representative's equipment, furniture, electrical, mechanical, architectural, and other technology trades.
- B. Coordinate layout and installation of television equipment and suspension system components with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression-system components, and partition assemblies.
- C. Coordinate installation of roof curbs, equipment supports, and roof penetrations along with any camera locations double gang boxes walls with electrical contractor.
- D. Coordinate requirements and installation with the Townships police department's technical staff regarding firewall, proxy server, and network address translation (NAT), IP addressing, etc.

PART 2 - PRODUCTS

14.1 MANUFACTURERS

- A. The following are acceptable camera manufacturers for general equipment within this section, unless noted otherwise for any product.
 - 1. Axis
 - 2. Bosch
 - 3. Panasonic Communications.
 - 4. Pelco
 - 5. Sony
 - 6. Samsung

14.2 SYSTEM REQUIREMENTS

- A. Provide the most current release of software and patches at the time of implementation.
- B. Only true IP cameras are allowed on this project.

15.1 VIDEO RECORDER / SERVER / STORAGE

Administration and Viewing:

1. System shall be capable of web based viewing with multiple levels of password protected security access. Users shall have full camera control including pan, tilt, and zoom features.
2. System shall allow a minimum of five (5) concurrent users viewing either live or stored video.
3. System shall allow video searching by time, event, or motion.
4. System shall be able to capture still clips in MPEG and JPEG formats with watermarking.
5. Unit shall be capable of complete remote administration from Charter Township of Shelby Staff or Representative's furnished computer workstations.
Provided a minimum of ten (10) licenses of administration software.

16.1 General Requirements:

1. Recording speed in NTSC format.
2. Individual cameras selectable up to 30 ips.
3. Resolution: Cameras are to be a Minimum of 1280X720 NTSC.
4. Compression shall include H.264
5. Each unit shall be connected via 10/100BaseT Ethernet to the data network for image access from remote stations.
6. All equipment shall be located in telecommunication rooms, unless noted otherwise. Units shall utilize standard 19 inch EIA compliant relay rack mounting.
7. Each unit shall have a hard drive calculated to record sixty (60) days of video from each new and existing camera. Recording calculations should be based on:
 - A. No less than 8 fps at native resolution
 - B. Assume 50% motion on all fixed cameras (in a 24 hour period)
 - C. Assume 100% motion on all PTZ cameras (in a 24 hour period)
8. Unit shall have continuous recording option, and time lapse operating modes.
9. System shall have a time and date generator to record time (hr: min: sec) and date legend of each frame.
10. Unit shall be capable of recording on motion only.

11. If multiple units are used, they shall be connected together via hardware to permit a single monitor to provide full resolution images of the various cameras on the system. Provide a rack-mountable dedicated monitor and keyboard for control of the components on the system. KVM switch or other method of connecting the system shall be fully documented within the bid. Monitor to be a minimum of 20 inches.
12. All necessary cables/components, including joystick or trackball controller, shall be provided and installed.
13. Unit shall be provided with a recordable DVD, USB, or CD drive for backup.
14. Provide Cabling and installation of four (4) Customer Supplied Remote Monitors to the system.
15. Provide UPS (minimum 1 hour) protection for all servers in the system.

17.1 INTERIOR/EXTERIOR CAMERAS

General Camera Requirements: IP Dome camera assembled and tested as a manufacturer unit, containing dome assembly, camera, adjustable varifocal lens 2.8mm to 8mm, vandal proof, weather resistant (interior), weather proof (exterior), and receiver/driver.

- a. Comply with UL 639.
- b. Minimum Horizontal Resolution: 1280 lines
- c. Compression: H.264
- d. With AGC, manually selectable on or off.
- e. Cameras shall produce usable images in low-light conditions to <1 lux.
- f. Cameras should capture color images in normal light and black & white images in low light.
- g. Manually selectable modes for backlight compensation or normal lighting.
- h. Camera bases to be cast aluminum with polycarbonate housings.
- i. Interior and exterior fixed cameras are to be PoE.
- j. Special Camera Installation Requirements: Cameras in public areas shall all be vandal proof. Mounting of cameras shall be to a

structural wall or other structural component. Camera bases to be cast aluminum, with security screws and polycarbonate dome housings.

- k. Camera to have built in auto iris.
- l. All cameras should be equipped with a varifocal lens 2.8mm to 8mm.

18.1 Hidden Camera with Microphone (Interview Room) (117)

- a. Comply with UL 639.
- b. Minimum Horizontal Resolution: 1280 lines
- c. Compression: H.264
- d. With AGC.
- e. Cameras shall produce usable images in low-light conditions to <1 lux.
- f. Cameras should capture color images in normal light and black & white images in low light.
- g. Camera and microphone shall be incorporated and hidden into a clock or agency approved housing with a 2.8mm wide angle lens.
- h. Microphone shall have clear, clean undistorted sound.

19.1 EXTERIOR PTZ Color Camera Requirements:

- 1. Pan and Tilt: Direct-drive motor, 360-degree rotation angle, and 180-degree tilt angle with adjustable stops. Pan and tilt speed shall be variable controlled by operator. Movement between preset positions shall not be less than 300 degrees per second. Zoom capabilities of 18X.
- 2. Preset positioning: Eight (8) user-definable scenes, each allowing 16-character titles. Controls shall include the following:
 - a. In "sequence mode," camera shall continuously sequence through preset positions, with dwell time and sequencing under operator control.

- b. Motion detection shall be available at each camera position.
 - c. Up to four preset positions may be selected to be activated by an alarm. Each of the alarm positions may be programmed to output a response signal.
 3. Dome shall support multiplexed control communications using cable recommended by manufacturer.
 4. Exterior PTZ cameras provide and install adequate power supplies and cabling for camera, housing w/heater/blower.
 5. Camera must be controllable and programmable through software.

20.1 General Lens Requirements:

Optical-quality coated optics, designed specifically for video surveillance applications, and matched to specified camera. Provide color-corrected lenses with color cameras if necessary.

1. Auto-Iris Lens: Electrically controlled iris with circuit set to maintain a constant video level in varying lighting conditions.
2. Varifocal Lenses: With calibrated focus ring.
3. Zoom Lenses: Motorized, remote controlled units, rated as "quiet operating." Features include the following:
 - a. Electrical Leads: Filtered to minimize video signal interference.
 - b. Motor Speed: Variable.
 - c. Lens shall be available with preset positioning capability to recall the position of specific scenes.

21.1 CAMERA-SUPPORTING EQUIPMENT

General Requirements:

1. Alignment Provisions: Camera mounting allows for easy camera aiming and permits removal and reinstallation of camera lens unit without disturbing camera alignment.
2. Rated for load in excess of the total weight supported times a minimum safety factor of two.
3. Outdoor Units: Rated for a wind load of 100 mph (160km/h).

4. Camera Viewing Window: Polycarbonate lens aligned with camera lens.
5. Duplex Receptacle: Internally mounted, where applicable.
6. Encode existing cameras into system.

22.1 Mounting Brackets for Fixed Cameras:

Type matched to the items supported and mounting conditions. Include manual pan and tilt adjustment.

23.1 Protective Housings for Fixed and Movable Exterior Cameras:

1. Steel or vandal resistant polycarbonate dome, dustproof exterior enclosures with internal camera mounting and connection provisions that are matched to camera and lens combination and mounting and installation arrangement of camera to be housed.
2. Include built-in thermostat activated heater and blower units. Units shall be automatically controlled so the environmental limits of the camera equipment are not exceeded.
3. Housing and mounting bracket shall be factory finished using manufacturer's standard finishing process suitable for the installed environment.

24.1 SIGNAL TRANSMISSION COMPONENTS

All cables and cable accessories must be plenum rated. All Penetrations must be fire caulked per local codes.

PART 3 – 25.1 EXECUTION

- A. It is the Contractor's responsibility to review the site work, architectural, structural, mechanical, and electrical drawings, specifications, and field conditions, for any details that may impact the installation or provisioning of the system.
- B. Prior to installation, a site survey must be performed to determine equipment placement. Any issues with the systems, design, or installation must be brought to the attention of the Charter Township of Shelby Staff or Representative's before the bid is submitted.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

26.1 INSTALLATION

- A. The Contractor shall meet and work with the Charter Township of Shelby Staff or Representative's to coordinate the system operation, camera locations, camera focal areas, and integration.
- B. The Contractor shall install and configure the system according to the manufacturer's sequence and guidelines as well as generally accepted standard practices.
- C. The Contractor shall provide all miscellaneous items and accessories required to make the system operational whether or not such items are specifically mentioned in the plans and specifications.
- D. The Contractor shall provide a minimum of 10' of additional cable coiled above the ceiling at each camera for future moves/modifications (service loop).
- E. The Contractor shall protect equipment and components during installation until final acceptance of the project, and clean all equipment before Charter Township of Shelby Staff or Representative's acceptance using methods and materials recommended by the manufacturer.
- F. Equalizing Video Signals: Where system performance may be degraded in certain operating modes, revise component connections and install video distribution amplifiers and attenuators as required to provide a balanced signal across the system.
- G. Grounding: Provide independent signal circuit grounding recommended by manufacturer.
- H. All equipment will be install with the utmost professionalism.

27.1 CCTV SYSTEM INSTALLATION

- A. Temporarily support each camera at the indicated location and connect to monitor. Adjust camera location and mounting and substitute fixed lenses to provide required performance at monitor.
- B. Install cameras at final locations reviewed with Charter Township of Shelby Staff or Representative's. Install cameras with 84 inch minimum

clear space below cameras and their mountings. Change type of mounting to achieve required clearance.

- C. Set pan unit and pan and tilt unit stops to suit final camera position and to obtain the field of view required for camera.
- D. Install power supplies and other auxiliary components at control stations. Do not install such items near the devices they serve, unless otherwise indicated.

28.1 FIELD QUALITY CONTROL

Pretesting: Align and adjust system and pretest components, wiring, and functions to verify that they comply with specified requirements. Conduct tests at varying lighting levels, including day and night scenes as applicable. Prepare video surveillance equipment for acceptance and operational testing as follows:

1. Verify operation of auto-iris lenses.
2. Set back-focus of fixed focal length lenses. At focus set to infinity, simulate night time lighting conditions by using a dark glass filter of a density that produces a clear image. Adjust until image is in focus with and without the filter.
3. Set back-focus of zoom lenses. At focus set to infinity, simulate night time lighting conditions by using a dark glass filter of a density that produces a clear image. Additionally, set zoom to full wide angle and aim camera at an object 50 to 75 feet away. Adjust until image is in focus from full wide angle to full telephoto, with the filter in place.
4. Work with Charter Township of Shelby Staff or Representative's to set all varifocal lenses.
5. Set and name all preset positions; consult with Charter Township of Shelby Staff or Representative's personnel.
6. Set sensitivity of motion detection.
7. Connect and verify responses to alarms.
8. Verify operation of control-station equipment.

29.1 DEMONSTRATION

Demonstrate methods of determining optimum alignment and adjustment of components and settings for system controls.

Develop site specific training modules and materials for the following:

1. Use of the viewing software.
2. Viewing via web access.
3. Administering passwords.
4. Administering user privileges.
5. Archiving video to network or optical writer (CD-RW or DVD-R)
6. Backup and restore procedures.
7. Modifying camera names
8. Modifying programmed PTZ settings.
9. Modifying network settings (IP address, etc.).

The Contractor's trainer will supply system documentation and training aids customized to this installation. Documentation shall be tailored for system administrators and typical users.

30.1 SYSTEM ADJUSTMENTS

After initial setup, contractor may be required to make two additional site visits within the first year of operation (as set forth from date of substantial completion) to make any of the following system adjustments:

1. Re-adjust camera views
2. Re-adjust varifocal lenses
3. Re-adjust camera names
4. Lens cleaning
5. Server configuration modifications
6. Matrix configuration modifications

31.1 DOCUMENTATION

As-Built Documentation should include letter or tabloid sized composite floor plan drawing of building indicating server and camera locations, type, and descriptive title.

32.1 WARRANTY

The warranty shall be for a one year period and include the entire system, also provide cost for extending warranty for 1 year, 3 year, 5 years.

33.1 EXHIBITS

There are Four Exhibits enclosed (1-Camera Count/Monitor Locations) (2-Site Drawing) (3-Camera Locations/Monitors/PTZ Controllers)(Ceiling Specs)

34.1 ADD ON EQUIPMENT

Include estimates for installation of additional equipment.

- i. Interior Dome Camera
- ii. Exterior Dome Camera
- iii. Exterior PTZ Camera
- iv. Customer Supplied Monitors
- v. PTZ Controller

PART 4 STATEMENT OF COMPLIANCE

Provide a statement of compliance response. Acknowledge all specification clauses as follows:

Where a clause only imparts information and does not state an equipment requirement or contractual condition, acknowledge the clause by using the words 'Read and understood';

Where a clause specifies an equipment or services requirement, acknowledge the clause by using one of the following terms:

'Complies' - where the tendered equipment or services complies with the stated requirement. If the equipment or services have to be modified to comply, state what modifications are required?

'Does Not Comply' - where the tendered equipment or services do not comply with the stated requirement; and

'Part Complies' - where the Tenderer states the equipment or services are in part compliance, give full details of non-compliance. If the Tenderer has an alternative to the stated requirement, describe the alternatives.

The Contractor is advised that if this statement of compliance is not complete, Bidder will be deemed non-compliant.

| Shelby Twp. Police Department Request for Supply of a Digital Video Management System Compliance Statement | | |
|--|------------|-------|
| Clause | Compliance | Notes |
| Part 1.1 General | | |
| 1.1.A Security Contractor | | |
| 1.1.B Intent | | |
| 1.1.1 Images | | |
| 1.1.2 Storage | | |
| 1.1.3 Servers | | |
| 1.1.4 Access | | |
| 1.1.5 Color Images | | |
| 1.1.6 Enclosures | | |
| 1.1.7 Software | | |
| 1.1.8 Access Passwords | | |
| 1.1.9 Support | | |
| 2.1.1 IT Infrastructures | | |
| 2.1.2 Microsoft Windows | | |
| 2.1.3 Active Domain | | |
| 2.1.4 Windows Authentication | | |
| 2.1.5 DNS/DHCP | | |
| 2.1.6 Workstation Logon | | |
| 2.1.7 H.P. Dell | | |
| 2.1.8 Firewalls | | |
| 2.1.9 Streaming Video | | |
| 2.1.10 Server Database | | |
| 2.1.11 Storage | | |
| 2.1.12 Watch Dog | | |
| 2.1.13 Motion Detection | | |

| | | |
|--|--|--|
| 2.1.13 a Continuous | | |
| 2.1.13 b Scheduled | | |
| 2.1.13 c Editing Tools | | |
| 2.1.13 d Sensitivity | | |
| 2.1.14 Server Support | | |
| 2.1.15 Client Support | | |
| 2.1.16 Watermarking | | |
| 2.1.16 A Server Load | | |
| 3.1 VMS Interfaces | | |
| 3.1.1 NTSC/PAL | | |
| 3.1.2 PTZ Support | | |
| 3.1.3 Compressions | | |
| 3.1.4 De-Compression | | |
| 3.1.5 Serial Support | | |
| 3.1.5a 2 wire/4 wire | | |
| 3.1.6 Asynchronous Serial | | |
| 3.1.7 TCP/UDP/IP | | |
| 3.1.8 LAN/WAN | | |
| 3.1.9 Multicast | | |
| 3.1.10 Transmit UDP/IP | | |
| 3.1.11 Control Messages | | |
| 3.1.12 Alerts | | |
| 3.1.13 Frame Rates | | |
| 3.1.14 Video Resolutions | | |
| 3.1.15 PTZ Keyboards | | |
| 3.1.16 PTZ Cameras | | |
| 3.1.17 CCTV Keyboards | | |
| 4.1.1 Server Operations | | |
| 4.1.2 Support up to 60 Cameras | | |
| 4.1.3 10 Workstation support | | |
| 4.1.4 Server Processors | | |
| 4.1.5 A Applications simultaneously | | |

| | | | |
|-----------|-----------------------------|--|--|
| 4.1.6 | Autonomously | | |
| 4.1.7 | Fail Over | | |
| 4.1.8 | Simultaneously Record | | |
| 4.1.9 | External Storage | | |
| 4.1.10 | Long Term Storage | | |
| 4.1.11 | Processors | | |
| 4.1.12 | Control Center | | |
| 4.1.13 | Review Client | | |
| 5.1 | Video Recording | | |
| 5.1.1 | Multiple Tasks | | |
| 5.1.2 | Simultaneously Tasks | | |
| 5.1.2.i | Compressing Video | | |
| 5.1.2.ii | Indexing Video | | |
| 5.1.2.iii | Freeing up space | | |
| 5.1.2.iv | Long Term Storage | | |
| 6.1 | Health Check | | |
| 6.1.i | System Logs | | |
| 6.1.ii | System Alerts | | |
| 6.1.iii | Audit Trail | | |
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Exhibit 1

| Camera Count | | | | | | |
|--------------|--|-------|-----|------------------------|--|----------------|
| 1 | | Lobby | 1 | | North West Wall | |
| 2 | | Lobby | 2 | | South West Wall | |
| 3 | | Room | 117 | Interview | NW Corner | |
| 4 | | Room | 117 | Interview | Hidden Camera | Requires Audio |
| 5 | | Room | 103 | Front Desk | East Wall Facing West | |
| 6 | | Room | 171 | Juv Holding | South East Corner | |
| 7 | | Room | 170 | Property Room | Above entrance | |
| 8 | | Room | 170 | Property Room | East Wall Facing West | |
| 9 | | Room | 178 | VA Interview | South West Corner | |
| 10 | | Room | 179 | Male Holding | Over Door South West Wall | |
| 11 | | Room | 180 | Booking Rm | North West Corner | |
| 12 | | Room | 180 | Booking Rm | South East Corner | |
| 13 | | Room | 181 | Holding Passageway | East Wall Facing West | |
| 14 | | Room | 182 | Holding Passageway | North Wall Facing South | |
| 15 | | Room | 184 | Female Hold | North East Corner | |
| 16 | | Room | 185 | Female Detox | South East Corner | |
| 17 | | Room | 186 | Male Detox | North Wall Facing South | |
| 18 | | Room | 187 | Male Holding | South West Corner Facing North East | |
| 19 | | Room | 189 | Vest | South East Corner | |
| 20 | | Room | 190 | Sally Port Entrance | Over Door West Wall Facing East | |
| 21 | | Room | 190 | Sally Port | South East Corner | |
| 22 | | Room | 190 | Sally Port | North East Corner | |

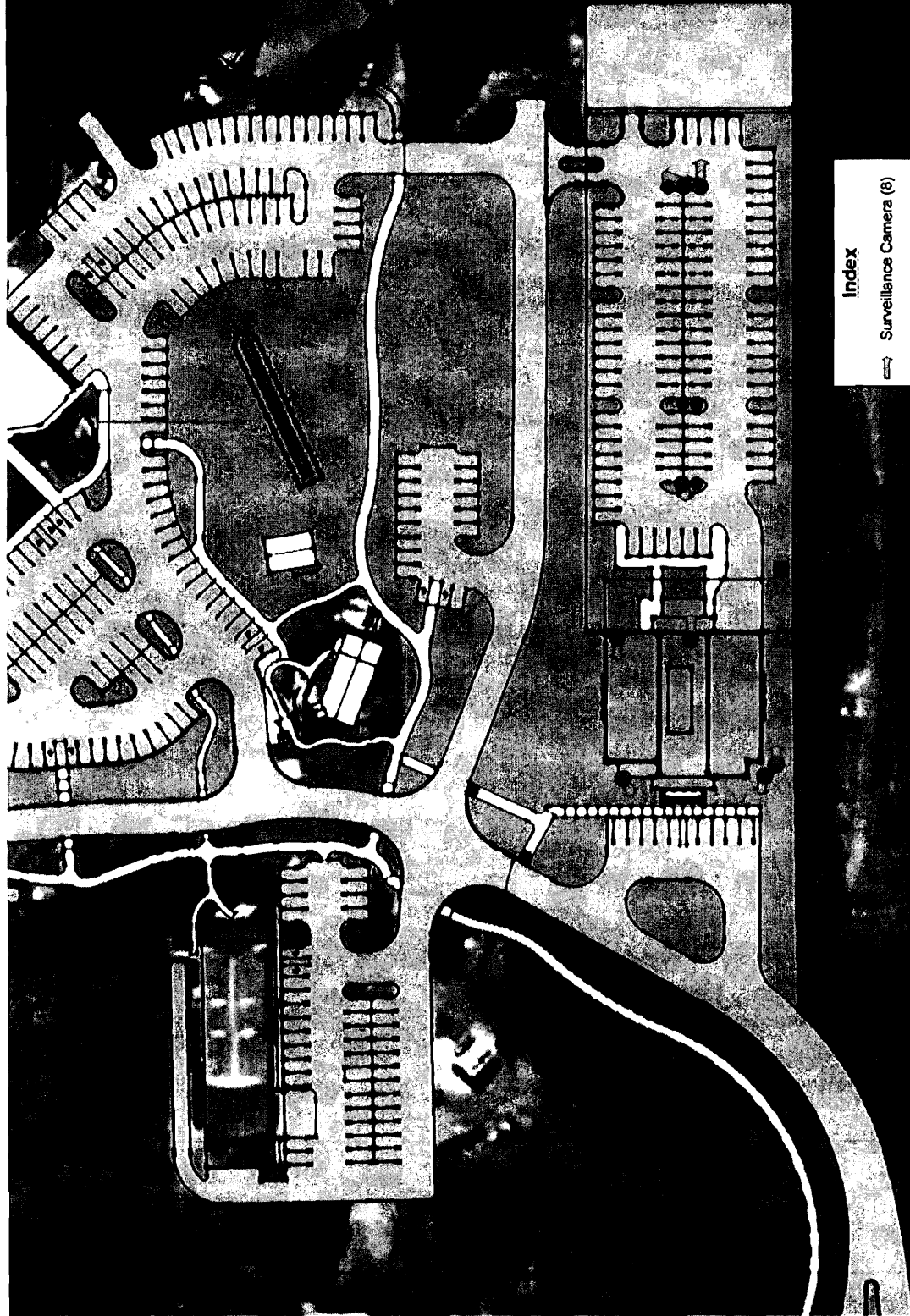
| | | | | | | |
|--|--|----------|-----|-----------------------|--------------------------------|--|
| 23 | | Room | 160 | Squad Room | South East Corner | |
| 24 | | Room | 160 | Squad Room | North East Corner | |
| 25 | | Corridor | 108 | | Mid Hall Facing North | |
| 26 | | Corridor | 107 | | Mid Hall Facing West | |
| 27 | | Corridor | 107 | | Mid Hall Facing East | |
| 28 | | Corridor | 107 | | End Hall Facing East | |
| 29 | | Corridor | 107 | | End Hall Facing West | |
| 30 | | Corridor | 109 | | Mid Hall Facing West | |
| 31 | | Corridor | 109 | | Mid Hall Facing East | |
| 32 | | Corridor | 109 | | End Hall Facing East | |
| 33 | | Corridor | 109 | | End Hall Facing West | |
| 34 | | Corridor | 110 | | North End of Hall Facing South | |
| 35 | | Outside | 1 | North West Corner | | |
| 36 | | Outside | 2 | PTZ North West Corner | | |
| 37 | | Outside | 3 | North East Corner | | |
| 38 | | Outside | 4 | East Center | | |
| 39 | | Outside | 5 | South West Corner | | |
| 40 | | Outside | 6 | South West Corner | | |
| 41 | | Outside | 7 | Parking Lot West | | |
| 42 | | Outside | 8 | Parking Lot North | | |
| 43 | | Outside | 9 | Parking Lot East | | |
| Monitor Locations | | | | | | |
| 1 | | Room | 169 | Dispatch | Customer Supplied | |
| 2 | | Room | 169 | Dispatch | Customer Supplied | |
| 3 | | Room | 172 | Shift Commander | Customer Supplied | |
| PTZ Controlers | | | | | | |
| 1 | | Room | 169 | Dispatch | Contractor will supply | |
| 2 | | Room | 172 | Shift Commander | Contractor will supply | |
| Red Indicates location Change from Print as of 6/27/2011 | | | | | | |

Notes: The new and old Stations will not be connected in any way for video, New PTZ Controlers shall be provided by contractor per Patti Koenig email 7/5/2011 11:23 am (E.M.)

END OF DOCUMENT

Added on 7/5/2011 4:24:00 Monitor locations (E.M.)

Added on 7/5/2011 4:26:00 PTZ Information (E.M.)



Index

- ↖ Surveillance Camera (6)
- Door Access Reader (2)
- Network Drop

Charter Township of Shelby
Police Department

52700 VAN DYKE – SHELBY TWP., MICHIGAN 48316-3572 – 586-731-2121 – FAX 586-726-7218

October 11, 2011

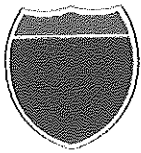
TO: Shelby Township Board of Trustees
FROM: Captain Roland Woelkers, Acting Chief of Police
RE: Purchase of Access Control System for New Building

I am requesting the Shelby Township Board of Trustees, at the regularly scheduled meeting on Tuesday, November 1, 2011, approve the purchase of an extension of the DSX Access Control System for the new police building and a new panic button annunciation system at a total cost of \$41,125 (see attached quote). The panic button system will replace the current buttons in the township board room and treasurer's office with new buttons to be placed in the new police building at the front desk and record's counter. The total cost of this equipment will be paid for with COPS Technology Grant money, line item 207.307.980.850.

The system will be purchased from Interstate Security Inc., they have previously installed our other card readers throughout the Township, (Police, Fire, Court Building, etc.) so the existing credentials may be used for the new system without duplicating the data and for consistency.

Respectfully submitted,

Captain Roland Woelkers
Acting Chief of Police



Interstate Security Inc.

SERVING METROPOLITAN DETROIT SINCE 1963

October 14, 2011

*** 3rd Revised Proposal ***

Attn: Patti Koenig

Shelby Township
52700 Van Dyke
Shelby Twp., MI. 48316

Thank you for the time and courtesy extended in discussing the **extension of the DSX Access Control System to your new building**. Per the conversation and the information provided we are pleased to quote the following:

"Steve" with French Associates provided the following information about the items "provided by others":

- * All electric hardware for door releases is provided by others.
- * Special lock power supplies for retraction devices are provided by others.
- * Installation of special lock power supplies and primary power will be part of the electrical division.
- * Automatic gate arm system is to be provided by others
- * Pedestal for card reader at "IN" gate is provided by others
- * Conduit (with functional pull string) from building to gate system for our low voltage cabling is to be provided by others.
- * Conduit (with functional pull string) between "IN" gate operator and card reader pedestal will be provided by others.
- * Pedestal at South side of parking for card reader and 2 separate buttons (one for each sally port door) is provided by others.
- * Conduit (with functional pull string) from pedestal above to sally port provided by others.

The following will be provided by Interstate Security:

- 1 Connection to the electric release on the "Public Unisex 116"
- 1 Release button at Front Desk for above
- 2 Card readers at the hallway doors on either side of the Front Desk
- 2 Connections to the electric releases for the doors above
- 2 Release buttons at the Front Desk for the hallway doors on either side
- 1 Card reader at the door from the hallway to "Property Room 170"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Records 102"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Evidence Lab 125"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Narcotics 130"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Tech Room 152"
- 1 Connection to the electric release for the door above

- 1 Card reader at the door from Property Room to "Vault 173"
- 1 Connection to the electric release for the door above
- 2 Card readers at the door from the Hold Passage to "Court Officer 177B" (both sides)
- 1 Connection to the electric release for the door above
- 2 Card reader at the door from the hallway to "Court Officer 177" (both sides)
- 1 Connection to the electric release for the door above
- 1 Coordination relay and connection to latch position switch (provided with hardware by others) to create "man-trap" on two doors off "Court Officer 177"
- 1 Card reader at the door from "Court Officer 177" to "Interview 178"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Vest 189"
- 1 Connection to the electric release for the door above
- 2 Card reader at the door from "Vest 189" to "Book 180" (both sides)
- 1 Connection to the electric release for the door above
- 1 Coordination relay and connection to latch position switch (provided with hardware by others) to create "man-trap" on two doors off "Vest 189"
- 1 Card reader at the door from the hallway to "Sally Port 190"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from the hallway to "Tech Room 152"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from "Sally Port 190" to "Armory 188"
- 1 Connection to the electric release for the door above
- 2 Card readers (either side) at the door from "Sally Port 190" to "Hold Passage 181"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from outside to "Vest 112"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from outside to "Vest 111"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from "Squad Room" to "Squad Storage 161"
- 1 Connection to the electric release for the door above
- 1 Card reader at the door from "Work 150" to "Admin Assist 149"
- 1 Connection to the electric release for the door above
- 1 Card reader on Pedestal (provided by others) at "IN" gate
- 1 Connection to "IN" gate motor
- 1 Cable run from building to Gate in conduit provided by others
- 1 Card reader on Pedestal (provided by others) at South edge of parking
- 2 Dry Contacts (one for each overhead door in "Sally Port 190") for interface to door operator
- 2 Outdoor buttons on Pedestal (provided by others) at South edge of parking. One for each overhead door in "Sally Port 190"
- 1 Cable run from building to Pedestal (provided by others) at South edge of parking

Equipment required to support the readers noted above:

- 27 HID compatible Proximity Card Reader
- 22 Connection to door hardware (Actual hardware NOT INCLUDED)

- 4 Connection to latch position switch (provided with hardware by others) on "Man trap" doors
- 3 Front Desk release buttons
- 2 Weather-proof button for Sally Port overhead doors
- 1 DPDT relay at Sally Port overhead doors
- 2 Fiber back-plates for HID Prox-Pro readers at pedestals
- 4 DSX1048 PKG Intelligent 8 door package, with 1 1040E enclosure, 4 1042 controllers, 1 1040 CDM communication distribution module, and 1 1040 PDP power distributor panel
- 4 DSX-SWS150/28 Lock Power Supply
- 1 Relocation of existing DSX Server from current building to new building
- 1 DSX-LAN module for existing DSX to link to new server over LAN

Panic Button Annunciation System:

- 1 Napco P3200 control panel (Server room new building)
- 1 LCD Keypad in the new building (either at the panel or in dispatch)
- 1 RB3008 relay board (Server room new building)
- 1 EZM3008 eight zone expansion module (City Hall building at current panel)
- 4 Amseco Potter HUSK-20 latching panic buttons w/key reset to replace existing
- 4 Dry contacts provided to Motorola system

TOTAL INSTALLED COST \$ 42,125.00

Because this is an extension of the existing DSX system, no software or credentials (cards) is included in the number above.

We wish to thank you for this opportunity to quote and trust we may have the continued pleasure of serving you.

Sincerely,



Richard P. Mooney
Vice President/Sales

6. **Discussion of litigation entitled Michigan Department of Natural Resources and Environment v. Charter Township of Shelby with Township Attorney.**

There is no backup for this item.

INFORMATIONAL ITEMS – BOARD MEETING – 11/1/2011

1. Minutes – Regular Meeting of the Charter Township of Shelby Parks and Recreation Committee held on Monday, September 19, 2011
2. Minutes – Regular Meeting of the Charter Township of Shelby Beautification Committee held on Tuesday, October 11, 2011
3. Minutes – Regular Meeting of the Charter Township of Shelby Sidewalk Committee held on Tuesday, October 11, 2011
4. Minutes – Regular Meeting of the Charter Township of Shelby Solid Waste and Recycling Committee held on Thursday, October 13, 2011
5. Minutes – Regular Meeting of the Charter Township of Shelby Historical Committee held on Thursday, October 13, 2011
6. Minutes – Regular Meeting of the Charter Township of Shelby Fire and Police Pension and Retirement Board held on Monday, October 17, 2011

Charter Township of Shelby Parks and Recreation Committee

*Proposed minutes for the meeting held on Monday, September 19, 2011
At the Shelby Township Parks, Recreation and Maintenance Department
52700 Van Dyke Avenue, Shelby Township, Michigan*

Call to Order: The meeting was called to order by Mr. Zilli at 7:05 pm.

Members Present: Jo Ann Burgess, Stacy Cerget, Michael Flynn, Michael Thomas, Don Watchowski, Joe Youngblood, Brian Zilli

Members Absent: Blaise Klenow

Approval of the Agenda: Mr. Youngblood requested to add "Onyx Property Update" to the agenda. A MOTION to accept the agenda with the addition was made by Mr. Flynn, and supported by Mr. Watchowski. Motion carried.

Approval of the Minutes: A MOTION was made by Mrs. Cerget to accept the proposed minutes from the regular meeting of August 15, 2011 as written. Supported by Mr. Flynn. Motion carried.

Clinton River Update: Mr. Youngblood advised the group that Outdoor Escorts has been putting in canoes and kayaks at Yates Cider Mill and picking them up in Utica at a rate of about 180-200 people per weekend. The business owner has done a lot of clean-up, but plans to coordinate with the Fire and Police Departments for more. Mr. Youngblood noted that he was aware of two rescue attempts on the river in recent months and the EMS had a hard time locating those in trouble. The idea of placing signs along the river was brought up. Mr. Youngblood suggested that instead of just using markers for distance that maybe signs with information on historical significance, landmarks, etc. could be placed. He mentioned that he'd like to see the addition of a picnic area placed along the river in River Bends Park to allow canoeists to stop for a picnic on their way through. A brief discussion followed. Mr. Youngblood also suggested that the Parks & Recreation Committee members plan a clean-up day along the portion of the river that runs through the park.

ITC Update: Mr. Youngblood reported that ITC has completed the asphalt through to Richmond and they will be coming in the fall to spray herbicides.

Website: Mr. Youngblood announced that the Shelby Township website has incorporated the PRM website into it and has added some panoramic views of park pavilions, ball diamonds, and other park amenities. He explained that he worked with Shelby Cable on the project and they did a great job.

Onyx Property Update: Mr. Youngblood said that he met with the Beautification Committee and Arborist Rick McAvinchey about uses for the parcel. The committee plans to have 1 or 2 members adopt an area to maintain. He also noted that Mrs. Cerget spoke to Mr. McAvinchey about the trails.

Mrs. Cerget reported that the material that will be placed on the trails has not yet been decided on, but the plan is for the trails to link the property to Mae Stecker Park. There is also a possibility that an area of the property may be developed for use to take photos for weddings, proms, families, etc.

Committee Membership: There are two openings on the Committee and two members whose term is up on November 1, 2011. The two members, Mrs. Cerget and Mr. Zilli have agreed to serve another term and have completed the necessary paperwork. Mr. Youngblood showed the group two applications from persons that he feels are good candidates to fill the open positions. The group went over the applications and agreed with Mr. Youngblood's recommendation. The applicants will be contacted to attend the October meeting and the process will continue thereafter.

Business from the Floor: Mr. Watchowski asked if there has been any progress on the development of a dog park. Mr. Youngblood replied that if a local group wants to help fund it, the township may build it, but right now the money for such a project is not available.

Meeting Adjournment: A MOTION was made by Mr. Zilli to adjourn the meeting. It was supported by Mr. Watchowski. Motion passed and the meeting was adjourned at 7:32 pm.

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BEAUTIFICATION COMMITTEE HELD TUESDAY, OCTOBER 11, 2011, IN THE EMPLOYEE LOUNGE AT THE SHELBY TOWNSHIP MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN

Chairman Dub Hearon called the meeting to order at 6:55 p.m.

Members Present: Melanee Roelandt, Carol McLaughlin, W.C. "Dub" Hearon, Renate Radomski, Lynn Makinen

Members Absent: John Baas, Connie Kent, Erika Zoller, Duane Stafford (excused)

APPROVAL OF MINUTES

MOTION by Melanee Roelandt, supported by Lynn Makinen, that the minutes of the September 13, 2011 meeting be approved as submitted.

Motion carried.

CORRESPONDENCE & ANNOUNCEMENTS

Mr. Hearon reported that the BCSEM meeting will be held on December 15, 2011 in Harrison Township. He has no additional information, but expects that Mr. Baas will have more details to share.

Mr. Hearon stated that he will be meeting with the Board of Trustees on October 12, 2011 to discuss the committee's budget for 2012.

Mr. Hearon asked if the committee would like to continue meeting on the second Tuesday of each month at 6:30 p.m.

MOTION by Renate Radomski, supported by Melanee Roelandt, to continue the Beautification Committee's meetings on the second Tuesday of each month at 6:30 p.m. in the Employee Lounge.

Motion carried.

Mr. Hearon noted the newspaper coverage of the dedication ceremony of the tree planted in George Payne's memory at Burgess Shadbush Nature Center.

Mr. Hearon reported on the receipt of the annual Keep Michigan Beautiful conference in Grand Rapids at Meijer's Gardens on October 20 and 21, 2011. He asked if anyone was interested in attending, and no one is able to attend this year.

BILLS

Mr. Hearon asked that the Clerk's Office process the following invoices:

Reimburse Petty Cash in the amount of \$54.00 for four (4) members registration on September 22, 2011 to attend the Fall Quarterly Meeting and Luncheon of the BCSEM, and John Baas' mileage (54.5 miles) to the Shriners Silver Garden Event Center in Southfield and back in the amount of \$30.25, for a total reimbursement of \$84.25;

Invoice No. 9931 dated October 4, 2011 to MPC Awards in the amount of \$73.64 for two plaques for the winners, and for the engraving and plates for the plaques located in the township Municipal Building Lobby updated with the 2011 winners' names;

Invoice No. 22055 dated September 26, 2011 to Marino's Lawn & Landscape in the amount of \$78 for the Schoenherr Boulevard lawn maintenance in September (two cuts);

Invoice No. 4908 dated August 31, 2011 to Quality Landscape in the amount of \$305 for the Schoenherr Boulevard fertilizer application, tree and shrub spray application, and tree and shrub trimming on August 16 and 18, 2011.

TREASURER'S REPORT

Mr. Hearon asked for any questions or comments on the report which was e-mailed to the members by Mr. Baas, and there were none.

WELCOME TO SHELBY SIGNS

Mr. Hearon and Ms. Roelandt both noted that they have not seen any construction of the sign pillars underway at the Schoenherr Boulevard sign, and Mr. Hearon will be in touch with Mr. Thoms regarding his plans to begin the construction and planting at the site.

CLEAN UP DAY/ADOPT A ROAD SIGNS

Ms. McLaughlin reported that there is a new adopter for Ryan Road between Auburn and Hamlin. This section had previously been cleaned by AAA employees, but they have not participated for the last few years. She contacted the manager at the AAA office who gave his approval for the section of road to be given to another adopter. The new group is in memory of a loved one who had worked at Soulliere Landscaping which is in the general vicinity of the section of adopted roadway.

SHELBY COMMUNITY SERVICES ORGANIZATION

There is nothing new to report.

WEB SITE

There was nothing new to report.

DDA

Ms. McLaughlin reported that she left one of the committee's door hangers complimenting the business on their beautification efforts at each of the businesses that participated in the new landscaping project coordinated by the Downtown Development Authority along Van Dyke near the Municipal Building.

HANGING BASKETS

Mr. Hearon asked if we had already purchased the flower baskets for the new entrance from Van Dyke, and Ms. Radomski confirmed that we did. Mr. Hearon would like to meet with Mr. Marcath of PRM about installation of the new baskets for the new entrance, water and fertilizer issues.

Ms. Radomski reported that the Shelby Garden Club is again going to fill the baskets with winter greenery again this year. Discussion followed about giving the Club the discretion to determine how many baskets to fill each year, since there will be more to fill next year. They may wish to fill baskets on every other lamp post in order to cover all three entrances.

SCHOENHERR BLVD. MAINTENANCE

Ms. Roelandt reported that the replacement tree that we have contracted with Marino's Lawn & Landscape to plant has not yet been planted, and she has attempted to contact him, but so far has not heard from him. This is the tree that the township received \$600 from the driver's insurance company after their client had an accident there last winter.

Discussion followed about grinding down the trunks of the broken trees damaged by other drivers since they are so unsightly, and to make a decision on replacing any of the damaged trees there next spring. Some members feel it is unnecessary to replace them, and others feel some trees are needed in some areas to fill in large gaps.

Mr. Hearon reminded everyone that Mr. Baas is in the process of getting an estimate for a resin-type sign at this location. The quote by Thoms Brothers to paint the current sign is \$285. No action will be taken on this until we hear from Mr. Baas.

MOUND ROAD IMPROVEMENTS AND MAINTENANCE

Mr. Hearon reported that on the way back from the BCSEM meeting, the group had the opportunity to count the number of trees planted there, and he thought there were less than what he was told were planted there. He thinks a few trees have been lost. Mr. Hearon said he may offer the trees in his yard as replacements for those that were lost there since they are about the same size.

Ms. Roelandt asked if the trees planted there were planted by volunteers. Mr. Hearon said they were planted by PRM employees and the trees were received as a result of a grant. He said that the Thoms plan was not used. She thought that they are not planted straight, and feels that they need to be adjusted.

2011 BEAUTIFICATION AWARDS

All agreed that the 2011 awards presentation was very nice and Ms. Zoller did another fine job.

Mr. Hearon reminded everyone that we can expand the scope of the annual awards to include businesses if we decide to do so, and that we should discuss this in the next few months.

ONYX PROPERTY

Mr. Hearon said that Mr. Youngblood has suggested that this property be called Mae Stecker Gardens. He, Mr. Youngblood, and Mr. McAvinchey will be meeting tomorrow to go over the preliminaries of the forest stewardship plan that Mr. McAvinchey will be preparing. Mr. McAvinchey needs to know what the township's plans are for the use of the property, such as active, passive, pathways, natural vegetation, etc., in order for him to develop the stewardship plan. Mr. Hearon is hoping that the township engineer also attends the meeting, so the engineer understands what the intended use is to be. Mr. Hearon invited any of the committee members to attend as well if interested.

MOTION by Melanee Roelandt, supported by Lynn Makinen, to adjourn the meeting.

Motion carried.

The meeting was adjourned at 7:20 p.m.

/ca

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY
SIDEWALK COMMITTEE HELD ON TUESDAY, OCTOBER 11, 2011 IN THE BACK OF
THE BOARD ROOM, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:04 p.m. by Brent Freeman.

Members Present: Brent Freeman, Russ Matika, Craig Cowper, Ray
Breederland, Mary Lou Weitzel, Mary Beth Zinn, Paul Viar

Member Absent: None

Also Present: Tina Vaglica, Township Engineer
Richard Batchelder, 4290 24 Mile Road

APPROVAL OF MINUTES

Mr. Breederland had a few modifications which are as follows:

Pg. 2 – paragraph 2, fifth sentence should mention only one ditch

Pg. 2 – paragraph 6, 24 Mile Road parcel should read “5700 24 Mile Road”.

MOTION by Cowper, supported by Zinn, to approve the minutes of the September 13,
2011 meeting as amended.

Motion carried.

Matika abstained from voting being he is a new member and not present at the last
meeting.

BUSINESS FROM THE FLOOR/VISITOR

Mr. Batchelder mentioned Aurora Park is a subdivision which is just west of Van Dyke
running north off of 24 Mile between 24 Mile and 25 Mile. There was a connecting
sidewalk through there but is now covered by gravel from the Road Commission plowing
and grading. Two weeks ago the Road Commission cleaned up the bridge and the lot
next to it which left about a 10' area of sidewalk missing at the entrance to the
subdivision. He called the Building Department to inquire about it. Apparently the
development is in receivership and as part of the settlement we cannot enforce the
sidewalk ordinance on the entrance. The curb cuts are in and he would like to see the
committee complete the 10' section.

Mr. Breederland stated that he visited the site and the 10' area appears to be more like
40' to him where the taper would end. He further mentioned that once the sidewalk was
uncovered on the opposite side, there is about 100' that is crushed and needs replacing.

Ms. Vaglica mentioned that if it is crushed by the Road Commission they should replace
it. Mr. Batchelder questioned if it was the Road Commission or the construction of the
subdivision.

Mr. Viar will visit the site and see what exactly needs and can be done. The developer
has had some financial problems for some time. He mentioned he will try to contact the
developer and see what he might be able to do.

ENGINEER'S REPORT

Ms. Vaglica presented a report of where we currently stand on the Sidewalk Gap projects.

- **55100 Shelby Road** (east side of Shelby Road north of 25 Mile/Coney Island) has not started yet, however prepping has been done.
- **South side of West Utica Road east of Dequindre** the contractor has been contacted but the project has not been started, should be on site Wednesday, October 12th.
- **24 Mile Road (west of Mound)** has been poured, another section near Antoinette had not been poured and Ms. Vaglica will have it added.
- **6401 & 6433 25 Mile Road** – (Kingsview Apartments) two sections have been poured. One other section has not as it is awaiting some storm sewer work from the Department of Roads.
- **North side of 21 Mile Road west of Hayes Road** – (near Boys & Girls Club) this has been poured.
- **14911 24 Mile Road** (north side of 24 Mile Rd. west of Hayes) this has approximately 60% of prep work done but has not been poured.
- **11320 21 Mile Road** (Rathka property) has a new issue with a 32" maple tree which isn't in the way of the sidewalk but the root structure is. Mr. Schoenherr asked Mr. Rathka for a wider easement in order to try and save the tree and Mr. Rathka would rather the tree be taken down. Ms. Vaglica suggests bulldozing the root structure which is within the easement with hopes of trying to save the tree. The committee agreed.
- **3600 24 Mile Road** (Seven Oaks) has been poured, went with a 4' sidewalk across the drain, the fences are to be put in tomorrow
- **6201 25 Mile west of Kingsview** – has been poured
- **51680 Van Dyke** (Shelby Library) has not been started
- **5700 24 Mile Road** – has received Road Commission comments and has addressed them. She will send plans in tomorrow.
- **Shelby Road between 22 Mile and Mound** – is under negotiations right now. Ms. Vaglica has met with Mr. Khan and he will meet with the township and the owner to try and get the easement.

TOWNSHIP PLANNER'S REPORT

Mr. Wynn was absent from the meeting.

NEW BUSINESS

a.) Aurora Park clean up- small project – This was discussed under Business From the Floor.

b.) Shelby Road east side south of Lutheran Church (possible project) –

Mr. Breederland reminded the committee that he had suggested this project a few months back. This area covers 50444 Shelby Road, south on east side of the road to Wiley Street.

Mr. Freeman questioned Mr. Batchelder if he submitted this for next year's plan. Mr. Batchelder stated he had not.

Mr. Viar and Mrs. Vaglica will take a look at this site when they visit Aurora Park.

c.) Elect new chair –

Mr. Freeman mentioned that by the next meeting the committee should elect a new chairperson to run the meetings. He has already suggested to Mr. Cowper the possibility of him taking this position. He hopes that the committee can come together as a team by the next meeting to recommend, propose and elect that person.

OLD BUSINESS

Ms. Weitzel questioned what is happening with the nursing home facility that was proposed on 22 Mile Road between Shelby and Van Dyke. Ms. Vaglica stated the project is on hold and she hasn't heard any updates recently.

Mr. Breederland questioned if any committee member had visited the Mark Drive (24 Mile Road and Shelby Road) site which was discussed at last month's meeting.

Ms. Vaglica received quotes on the 3' split rail wood fencing rather than extending the culvert. She did not have the exact figures with her at this time. She will get final numbers by the next meeting.

Mr. Breederland would like to see the fencing near the sidewalk so Mr. Churchill would be able to sweep his cane which would alert him of the end of the sidewalk. Ms. Vaglica stated you are required to have a 2' clearance from the edge of the sidewalks because of bicycles, etc. It will have to be close to the edge because of the drop off.

CORRESPONDENCE

Mr. Freeman read a letter which was sent to the committee from Ms. JoAnn Burgess in objection to a sidewalk on her property located at 5700 24 Mile Road.

Ms. Vaglica commented on the letter. She mentioned that almost all of her trees would be saved by going around them. There are a total of two trees to be removed. One is a small tree toward the east end of the property and the other is a 5" maple tree to be removed. There are some bushes on the west end of the property near Antoinette that will be disrupted as well. As far as the necessity of the sidewalk, people are crossing where there is no traffic light.

Mr. Breederland questioned if this is on the existing road right-of-way would an easement be required. Ms. Vaglica stated no.

MOTION by Breederland, supported by Weitzel, to receive and file the letter from Ms. Burgess.

Motion carried.

Mr. Breederland questioned if this project is already underway. Ms. Vaglica stated it is not.

MOTION by Breederland, supported by Cowper, to postpone the 5700 24 Mile Road project until the next meeting for more time to review.

Motion carried.

Mr. Freeman will send a letter to Ms. Burgess asking Ms. Burgess to attend the next meeting to further discuss the issue.

Ms. Vaglica will also find out if the children walk to school from that area and report back at the next meeting.

Mr. Freeman commented that he had received a call from Ms. Rebecca Hughes who resides on the north side of 25 Mile Road between Mound and Shelby. Ms. Hughes would like sidewalks put in her area. He asked Ms. Hughes to write a letter to the committee explaining her situation. To date the committee hasn't received anything.

ADJOURNMENT

MOTION by Viar, supported by Cowper, to adjourn.

Motion carried.

The meeting adjourned at 5:45 p.m.

Brent Freeman, Member

cn



The regularly scheduled meeting of the Solid Waste and Recycling Committee was held on Thursday, October 13, 2011, at 7:30 pm, in the Employee Lounge of the Shelby Township Municipal Building, 52700 Van Dyke Avenue, Shelby Township, MI 48316.

ROLL CALL

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

DPW Liaison: Pat Czaiczynski Present Excused Absent

Also Present: Craig K. Cowper Resident

APPROVAL OF MINUTES

MOTION by Kent, supported by Matika to approve the minutes of the September 15, 2011 meeting.

Motion carried.

OLD BUSINESS

1. REVIEW OF TRASH TONNAGES/RESIDENTS COMMENTS

Pat gave the committee a copy of the updated report and noted that the recycling continues to increase. She also mentioned that they are expecting composting to be heavy this year and that if there is a late leaf fall we will be able to have a dumpster on the municipal grounds supplied by Republic.

2. FREE ELECTRONICS RECYCLING EVENT SEPTEMBER 24TH REVIEW

Gary reported that the volume of cars and amount of electronics was lower than prior months. He thinks part of it may be due to the fact that the last Saturday in September was the 24th (the earliest date in any month) and it caught people off guard. He had some people mention this to him. Marietta stated that maybe it's also a sign that we need to advertise the events a little more aggressively and that she will look into contacting newspapers about getting it mentioned. Russ suggested Marietta also contact Shelby TV about possibly having them create an ad spot for us.

3. FREE ELECTRONICS RECYCLING EVENT OCTOBER 29TH

Paula volunteered for the early shift and Marietta volunteered for the late shift. If Marietta cannot make it Craig Cowper offered to fill in if he's available.

Marietta wants to pass out the tri-fold brochures that the committee made at this event. It provides information on how to recycle medication, paint, CFL's, batteries and also mentions the household hazardous waste collection day.

4. ELECTRONICS RECYCLING EVENT SIGN FRAMES

Russ was able to get three sign frames donated from Lake Orion Lumber Company. He will write up a thank-you letter that Marietta and he will sign and send to the owner.

Marietta mentioned that we need to have the wording changed on two of the signs from "USE NORTH ENTRANCE" to "USE MAIN ENTRANCE". Empire Sign, the company that the sign frames were purchased from, has offered to make the wording change at no cost. Russ will take the signs to them prior to the next electronics recycling event.

Gary stated that six cars came in the wrong way at the last event and Marietta said we need to have signage to prevent this. Pat will talk with PRM about letting us use one of their traffic barricades and Russ will look at making/getting a sign that says "Wrong Way" or "Do Not Enter".

5. ELECTION OF OFFICERS

MOTION by Kent, supported by Livermore to re-elect Marietta Crabtree as Chair, Gary Kent as Vice-Chair, Marsha Livermore as Treasurer and Russ Matika as Secretary.

Motion carried.

6. TRASH CONTRACT

Since Paula was not present no action was taken.

NEW BUSINESS

1. ELECTRONICS RECYCLING EVENTS 2012

Pat stated that the Salvation Army at 23 Mile and Van Dyke may become a permanent electronics drop off site for Vintage Tech Recyclers. Discussion followed regarding our collection schedule for 2012 and since no motion was made to change the schedule we are leaving it the same as 2011 – the last Saturday of each month except December which will not have a collection date.

Gary brought up the fact that we should start announcing the 2012 event dates to allow people to plan for them. It was decided to change the handouts to accommodate this. Marietta would like information about the "Drug Takeback Program" to be printed on the

back-side of the handouts. She will draft wording and Russ will update the handouts and send copies to the committee for approval.

2. LEGISLATION/RECYCLING ARTICLES

Marsha had forwarded several articles via email to the committee members. One of the articles was about the MRC's Drug Disposal Workshop on November 29th. Marietta asked if anyone would like to attend and Marsha, Gary and Pat expressed interest. Marsha will check with the MRC regarding the cost and location for the workshop and then we'll determine who will attend.

3. OTHER BUSINESS

Pat mentioned that DPW has reached the limit of reduced price recycle bins that were to be provided by Republic for sale to residents. Republic has offered to extend the offer through the end of the current contract – June 30, 2012.

Pat said that she's received some complaints from residents that they cannot easily find the toll-free phone number for Republic on the SWARC's webpages. Russ will submit a change to have this added to the SWARC homepage.

Marietta stated that we should put information about the "Drug Takeback Program" on our webpages. Russ will submit a change for this as well.

OPENINGS ON COMMITTEE

None

ADJOURNMENT

The meeting adjourned at 8:52 pm.

NEXT MEETING DATE

January 12, 2012

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY HISTORICAL COMMITTEE HELD THURSDAY, OCTOBER 13, 2011 IN THE ANDREWS SCHOOLHOUSE, ON SHELBY TOWNSHIP MUNICIPAL GROUNDS, 52650 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 6:32 p.m. by Vice Chairperson Dan Lehman.

Members Present: Hilary Davis, Robert Barrett, Rita Hirsch, Dan Lehman

Members Absent: Dick Mason, JoAnn Burgess

Guests: Rick Mayer, 49318 Sheridan Ct., Shelby Twp., MI
Audrey (Oakland Community College Student)
Daniel Sheffer, 47747 Burton Dr., Shelby Twp., MI
Craig Cowper, 6435 25 Mile, Apt. 6, Shelby Twp., MI

CORRESPONDENCE

Dan Lehman reviewed miscellaneous correspondence. He reported that he has received a request for a 1925 map and is working on providing it. Diane Burgeson has contacted him requesting information or photographs for the Library's 40th Anniversary event scheduled to take place November 16th. He has also received an e-mail from Peter Nelson, a gentleman who is researching his family history. Mr. Nelson requested information regarding his grandfather Frank Newman or the newspaper Mr. Newman owned from 1884 – 1890, the *Shelby Independent*. This topic was briefly discussed.

Mr. Lehman reported that a donation of a Phonetic Reading Chart used in the Prestonville Schoolhouse has been received. It is currently in the Clerk's Office awaiting pick-up by Mr. Mason. Vice Chairman Lehman also presented committee applications from Daniel Sheffer and Shelley DeGripp for review. It was agreed to put Mr. Sheffer forward to the Board of Trustees for consideration of appointment to the committee.

MINUTES

Mr. Lehman presented the June 9, 2011 and September 8, 2011 minutes for approval.

MOTION by Rita Hirsch, supported by Hilary Davis, to approve the minutes of June 9, 2011 and September 8, 2011.

No vote was taken. Motion failed.

COMMITTEE REPORTS

Historic Resource Survey (Davis)

Hilary Davis reported that she received a few notifications for demolition permits. She stated that none of the buildings were of historical significance.

Publicity (Lehman)

Dan Lehman reported that he has submitted an article for *Shelby News Worth Knowing*.

Cemeteries (Mason)

There was no Cemeteries report.

Packard Proving Grounds (Davis)

Hilary Davis announced that the Packard Proving Grounds' Open House is scheduled for Sunday from 1:00 – 5:00. They need a few more people to act as docents in the Lodge. Several committee members volunteered to help. Discussion took place regarding specifics of the event.

Webmaster (Lehman)

Dan Lehman reported that there were 5,231 page visits last month. Mr. Cowper inquired how the tracking is done for page views. Discussion took place regarding this topic.

UNFINISHED BUSINESS

Springhill Farm

There was no report on Springhill Farm

Andrews Schoolhouse Museum

Rita Hirsch commented that there is still work to be done on the computer. Rick Mayer stated that Chairman Mason's list of pending tasks included finishing cataloging pictures, currently 80-90% complete, and cross-referencing the work that was done at the library.

Mr. Lehman commented that updating the brochures is also on the list. Rick Mayer reported that he has been working on the brochures. He distributed copies of the 14 that are currently in use. He stated that some of the information is outdated, and as they are about due for reprinting, this would be a good time to do some revisions. Mr. Mayer reported that as the original digital files for the brochures are no longer available, he scanned them in and used an ocular reader to convert them to text. He then sent the scanned files to Hilary Davis for review and editing.

Mr. Mayer suggested that some of the brochures could be combined as a cost saving measure; others such as the one on the Andrews Schoolhouse should remain as stand-alone publications. Hilary Davis presented an example of a revised version printed on glossy paper for committee members' review. Another suggestion for cost saving is to utilize other organizations' existing brochures such as the one produced by the Packard Motor Car Foundation. Discussion occurred.

It was agreed to investigate production costs and revisit this topic at the November 10th meeting.

(return to) CORRESPONDENCE

Mr. Lehman presented various newsletters, fliers and periodicals for committee members' review.

NEW BUSINESS

There was no new business discussed.

BILLS

Dan Lehman presented two bills for consideration. The first is in the amount of \$2.00 for books, the second is in the amount of \$87.00 for internet address forwarding and domain renewal. Mr. Lehman submitted the \$2.00 bill to Hilary Davis for petty cash reimbursement.

MOTION by Rita Hirsch, supported by Robert Barrett, to pay \$87.00 to Dan Lehman for website expenses.
Motion carried.

MOTION by Robert Barrett, supported by Hilary Davis to adjourn the meeting at 6:54 p.m.
Motion carried.

The meeting was adjourned at 6:53 p.m.

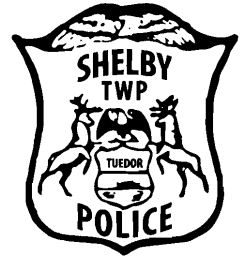
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Charter Township of Shelby

Fire & Police Pension & Retirement Board

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



Matt Stachowicz
President

Mark Semaan
Secretary

Members:
David Diegel
Jerome Moffitt
Paul Viar

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY FIRE & POLICE PENSION AND RETIREMENT BOARD HELD ON MONDAY, OCTOBER 17, 2011 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:09 p.m. by Chairman Matt Stachowicz.

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

Member Absent: Paul Viar

Also Present: Brian Brice, Merrill Lynch, The Brice Group
Stephen Saph, Jr. Nickel & Saph
Robert Webber, Nickel & Saph

APPROVAL OF MINUTES

MOTION by Semaan, supported by Diegel, to approve the minutes of the regular meeting of the Charter Township of Shelby Fire & Police Pension and Retirement Board held on Monday, September 12, 2011 as submitted, and waive the reading.

Motion carried.

PRESENTATIONS

Nickel & Saph

A lengthy presentation was made by Mr. Stephen Saph and Mr. Bob Webber regarding fiduciary liability insurance coverage for members of the Pension Board.

Mr. Saph distributed a proposal letter to the members identifying carriers that offer this type of coverage including the limits, deductibles and annual premiums.

Questions of the members were addressed by both Mr. Webber and Mr. Saph.

Discussion followed.

MOTION by Moffitt, supported by Diegel, to approve the contract with Hudson Insurance Company at 52.86% representing the Fire and Police Pension Board's share of the premium with an annual premium of \$3,097.07 subject to concurrence of the Township Board, effective October 17, 2011.

Motion carried.

Merrill Lynch

Mr. Brice reviewed the Treasurer's Report for the month ending September 30, 2011. The beginning market value was \$52,868,611. There was a total of \$664,107 withdrawn on a net basis during this time period. There was an additional \$118,138 in interest/dividends reflected for the month. We saw a decline in value of a little over \$3.1 million for an ending market value of approximately \$49.2 million. The lower half of the report reflects payments made during this time period together with the monthly payments made from January, 2011 to date.

Mr. Brice provided the members with a handout reflecting a market value of \$51,766,530 as of October 14, 2011. Even though October began on a negative basis, we have seen the market come back during the last week or so. During this time period, funds would have gone for pension payments and there was also a change in market value relative to appreciation in the market. In the actual percentage column, there is a sub-total on equities at 65% which is in line with the Pension Board's Investment Policy Statement target and 35% in total between cash and fixed income. In the lower portion of the report under cash there is about \$1.3 million or 2.7% across all accounts. In addition to that, equity is reflected at 63.8% and fixed income at 33.6%. The market is heading in a positive direction after a very, very difficult month of September.

Mr. Brice referred to the U.S. Performance Monitor contained in the agenda packets. The S&P 500 declined by 14.3 percentage points in the quarter. It made it the 7th worst third quarter on record. Those defensive sectors like utilities and consumer staples held up much better where anything that was a cyclical or exposed to the economy lagged. Materials did the worst in the quarter at a negative 25% followed by financials which were down 23.1% and industrials down 21.5%. So far on a year-to-date basis, through the end of September, 2011 utilities have actually been up 7.2%, consumer staples up 1% and financials have been the worst - down 25.9%.

"A+" ranked stocks outperformed "C"&"D" ranked stocks in September by 11.5 percentage points. In the third quarter, the spread grew to 23 percentage points and so far in 2011, "A+"s have outperformed "C&D"s by 32.2 percentage points.

Referring to the recovery in the market since 2008, it led primarily by small and mid-size companies and low quality companies across the board and we have a reversal in trend where larger, higher quality companies, have fared better.

The S&P 500 has outperformed the MSCI World ex-US index by 1.5 percentage points in the third quarter, and by 6.3 percentage points in 2011. The US has outperformed Emerging markets by 0.4 percentage points in September, 1.1 percentage points in the third quarter, and by 7.8 percentage points in 2011.

Mr. Brice pointed out pertinent sections in the Market Focus for the 3rd Quarter, A full Investment Performance Report will be available for the quarter ending September 30, 2011 at the November meeting.

MOTION by Moffitt, supported by Semaan, to receive and file the Treasurer's Report, as submitted.
Motion carried.

OLD BUSINESS

Discussion – Replacement of Alliance Bernstein

Mr. Brice stated since the last Pension Board meeting there were a couple of requests on the table which were followed up by an e-mail. He provided information on Merrill Lynch's Due Diligence Policy explaining what criteria goes into the research and due diligence approval process of various strategies.

The due diligence team is made up of experts who work in specialized teams determined by asset classes and investment styles, such as large-cap equity, small/mid-cap equity, international and fixed income.

There are key benefits of the company's rigorous and disciplined due diligence process. The resources, relationships and global reach provide access to a broad range of investment management firms and strategies that span multiple asset classes, investment styles and regions. They provide a regularly monitored roster of managers, evaluated using deep qualitative and quantitative analysis. The team is made up of a diverse selection of qualified investment managers, covering a wide range of asset classes, investment styles, sizes and regions. They provide ongoing updates on the performance of the managers and continuous risk analysis to ensure that the portfolio is in line with its objectives. They offer guidance on picking suitable funds based on different investment themes.

Mr. Diegel questioned if the Pension Board wanted to invest in an investment vehicle that was not part of Merrill Lynch's universe, could that happen? Mr. Brice responded to his inquiry. As a Board, they have the ability to invest in any way they see fit. Mr. Brice briefly expanded on his response. It will be

incorporated into their performance reports and it can be made part of the policy and the reporting.

Mr. Moffitt commented that Mr. Brice provided a nice overview of selected international managers. He asked for a little more detail on these managers and the process used to make this selection.

Mr. Brice advised different functions can be set if the Board is interested and would like to spend the time. There is also information that can be provided in writing that will help as well. Mr. Moffitt agreed to begin with a written response.

Mr. Brice said what can prove helpful is that next month simultaneously with having the Quarterly Investment Performance Report he can provide updated returns on all of the manager candidates through the end of September. September was one of the most horrendous months, if not quarters, and there might be something in there that the members may want to see relative to both our existing managers but also other managers.

Mr. Brice provided a spreadsheet of the returns through June 30, 2011 for the international managers including the manager, the benchmark, the international equity universe and the rankings, which was reviewed in detail. Questions of the Board were addressed by Mr. Brice.

Mr. Brice submitted a list of investment managers that have been through research due diligence in their approved strategies on the value side. Information will be provided at the next meeting through September.

Mr. Diegel brought up the rankings for the international managers on the report as of June 30, 2011 and the fact that they have not done well in the three and five year categories. Mr. Brice agreed. These managers are very style true and much more conservative in nature. What has worked in the marketplace are those who have been more aggressive or had larger stakes in emerging markets.

Mr. Brice said he will bring everything up-to-date through the end of September. He will be back with a full quarterly report and will send information by e-mail in advance.

Mr. Brice provided an update relative to the work that they are doing on Horizon Asset Management. The report included a summary of the approach, the portfolio construction, performance statistics, and top 10 holdings. The September report should be available soon.

Replacement of Alliance Bernstein will be tabled until further information is available.

Amendment to Custodial Account Agreement – Comerica Bank

Mr. Semaan advised that he will forward the available information to Mr. Thumm, the Pension Board Attorney, for his review. He will then ask Mr. Thumm to contact Mr. Berd from Comerica to review any points in question.

The Custodial Account Agreement will be reviewed by the Board at the next meeting.

MOTION by Moffitt, supported by Semaan, to table the Custodial Account Agreement until the November Pension Board Meeting.
Motion carried.

NEW BUSINESS

2012 Meeting Schedule

The Pension Board members agreed to continue holding their monthly meetings on Monday evenings at 5:00 p.m. for 2012.

MOTION by Diegel, supported by Semaan, to adopt the 2012 Meeting Schedule, as presented.
Motion carried.

2012 Investment Meeting Schedule

Mr. Brice distributed the 2012 Investment Meeting Schedule. After the quarterly investment report is reviewed, the Board may choose to invite particular investments managers depending on their performance.

APPROVAL OF BILLS

Mr. Semaan advised that we have a bill from Gabriel, Roeder, Smith & Company. Their fees have gone up for their fiscal year running from September 15, 2011 through 2012. Gabriel, Roeder, Smith's new fees for the regular annual actuarial evaluation is \$12,400 up from \$12,000. Their summary annual report that is mandated by regulation have increased from \$880 to \$900. Their grand total is \$13,300 per year. Our quarterly bill was \$3,225 which has been increased to \$3,325.

\$3,325.00 - Gabriel, Roeder, Smith – quarterly fee

\$6,662.50 - Merrill Lynch – consultant fee
\$3,331.25 - 4-1-2011 – 6-30-2011
\$3,331.25 - 7-1-2011 – 9-30-2011

- \$ 452.36 - Charter Township of Shelby
Michigan Tax Tribunal Refunds
- \$ 225.00 - MCPERS – Renewal of Annual Member Dues

Mr. Moffitt asked if this membership is worthwhile. Mr. Semaan responded that he receives much valuable information through MCPERS. He will e-mail the information he receives to the members for their review.

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

Mr. Moffitt suggested looking into other companies who provide actuarial services. He feels that Gabriel, Roeder does a good job; however, we should look into other options on a periodic basis.

It was agreed that the next monthly Pension Board Meeting will be held on November 21 at 5:00 p.m.

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

The meeting adjourned at 6:35 p.m.

Mark Semaan, Secretary

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