

AGENDA
Charter Township of Shelby
Board of Trustees Regular Meeting
Shelby Township Municipal Building
52700 Van Dyke, Shelby Township, Michigan
Tuesday, February 21, 2012 - 7:00 P.M.

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

AWARDS & PRESENTATIONS

Macomb County Executive Mark Hackel

ROLL CALL

PUBLIC HEARING

APPROVAL OF CONSENT AGENDA (Subject to Amendment)

- A. Minutes: February 7, 2012 – Regular Meeting
- B. HUMAN RESOURCE DIRECTOR requests approval of job description for position of Librarian I, Children’s Services.
- C. DPW DIRECTOR requests authorization for payment for Water Main Easement Compensation.
- D. Bill Run in the amount of \$567,145.80.

APPROVAL OF AGENDA (Subject to Amendment)

CORRESPONDENCE

- 1. PRM DIRECTOR and PLANNER request adoption of the 2012 Shelby Township Recreation Plan.
- 2. PLANNER requests allocation of the FY 2012 Community Development Block Grant Funds (CDBG).

PLANNING COMMISSION

DEPARTMENTAL & COMMITTEE

DEPARTMENTAL & COMMITTEE

3. **HUMAN RESOURCE DIRECTOR** requests approval to:
 - a. **promote employee to Librarian I, Children's Services.**
 - b. **recruit for and establish an eligibility list for Librarian I, Children's Services.**
4. **ACTING CHIEF OF POLICE** requests approval of purchase of radios.
5. **DPW DIRECTOR** requests approval:
 - a. **of authorization to retire the various Revenue Bonds, and contract for professional services to assist in process.**
 - b. **to purchase necessary software licenses from ESRI, Inc. and a labor support block of 110 hours from GISi.**
6. **CLERK** requests approval of **Legal Newspaper Contract for 2012-2013.**

APPOINTMENTS TO COMMITTEES & COMMISSIONS

TOWNSHIP ANNOUNCEMENTS

BUSINESS FROM THE FLOOR – 5 minute time limit per individual

CLOSED SESSION

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 REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, FEBRUARY 7, 2012 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 Denny Irish of New Hope Church, 53245 Van Dyke, Shelby Township, followed by the Pledge of Allegiance.

Mr. Stathakis stressed the importance of maintaining order in the Board Room. "Rules of Decorum" were adopted by the Board on January 27, 2012 to achieve professionalism during our meetings.

Mr. Huth summarized the "Rules of Decorum" which are in place to provide guidelines of acceptable behavior and action that will be taken if order is not maintained.

Mr. Stathakis briefly addressed the agenda item regarding the appointment of a Township Clerk. He explained the ordinance that was adopted by a prior Board to eliminate the reoccurrence of actions that took place during the "Musical Chairs Board". According to that ordinance, a unanimous vote of the Board was required for the appointment of a Board member. This ordinance was unique to Shelby Township.

At the January 27 Board meeting, an amendment to that ordinance had been adopted changing a "unanimous" vote of the Board to "majority". The amendment was adopted since a decision could not be reached by its members to fill the vacancy of Clerk, and the 45-day deadline was approaching. The Board attempted to appoint a Clerk on four separate occasions, and on each of those occasions the Board voted 5-1 on two people, Raquel Moore and Stan Grot. This amendment was adopted to avoid the possibility of having to conduct a special election in May to elect a Clerk, which would cost the residents approximately \$30,000. Having another election takes much time and effort by an office without a Clerk.

Mr. Stathakis said this would not be a vote of the people. If we had such an election this would be a vote of the party where a small group of Republicans would get together and nominate whomever they felt their candidate should be. The Democrats would follow the same process. Also, Shelby Township would like to be consistent with the other 1,800 townships and all of the other cities in Michigan.

Mr. Phil Randazzo, the Veteran Events Coordinator, updated the audience on a recent occurrence at one of the Biggby Coffee locations. A robbery took place at which time the canister holding donations for the "Heart of America" monument to be erected in front of the County Administration Building in Mt. Clemens was stolen. Because of the quick professionalism of the Shelby Township Police Department, the robber had been apprehended in less than an hour and the money returned.

MOTION by Flynn, supported by Viar, to appoint Paula Filar as Clerk for tonight's meeting.

Motion carried.

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

Also Present: Robert Huth, Township Attorney

PUBLIC HEARING

1. FY 2012 Community Development Block Grant (CDBG)

Motion by Flynn, supported by Manzella, to open the public hearing to receive public input for the 2012 Community Block Grant Funds.

Motion carried.

The public hearing was declared open at 7:20 p.m.

Mr. Stathakis advised that the purpose of the public hearing is to obtain the views of citizens concerning community development and housing needs.

Planning Director Glenn Wynn stated that this year Shelby Township will be receiving \$149,000 in Community Development Block Grant Funds from the U.S. Department of Housing and Urban Development which the Township will receive through Macomb County Planning and Economic Development. This is an increase of \$5,000 from the last two years. This federal funding can only be used for projects that benefit low or moderate income households, prevent slums and blight or address other urgent community development needs. There are essentially two categories of projects that would qualify: those which are physical improvements or brick and mortar projects and public services. The public service allocation is limited to 15% of our grant which is \$23,350. The County automatically deducts a portion of that representing the Township's portion of the Chore Program which is administered by the Macomb County Community Services Agency. That leaves the Township with \$19,650 to allocate for public service. We have 17 different agencies that have requested funding totaling approximately \$40,000. We cannot meet everyone's needs.

In terms of brick and mortar projects, the Board approved the Section 30 Drain Project. \$100,000 is being allocated this year to this multi-year project. At the next meeting, they will also propose a portion of the remaining allocation for another multi-year project which is our share of the Auburn Road Reconstruction.

The allocation of the funding will occur at the February 21 Board meeting. No decision will be made this evening.

The following organizations made presentations to the Board highlighting the services they provide to the residents of Shelby Township:

**Samaritan House
Hope Center Macomb
A Beautiful Me
Care
Shelby Lions Club
Macomb Literacy Partners**

The following individuals expressed their comments with regard to ongoing block grant projects:

John Holeton, 2392 Barclay Avenue
Section 30 Drainage Project

Dub Hearon, 50655 Parsons
Improvements to Auburn Road between Ryan and Dequindre

MOTION by Flynn, supported by Manzella, to close the public hearing regarding Community Development Block Grant Funds.
Motion carried.

The public hearing was declared closed at 7:40 p.m.

2. Shelby Township 2012 Recreation Plan

MOTION by Flynn, supported Manzella, to open the public hearing to receive input regarding the Shelby Township 2012 Recreation Plan.
Motion carried.

The public hearing was declared open at 7:41 p.m.

Mr. Wynn was in attendance on behalf of Parks & Recreation Director Joe Youngblood. He advised that the Township is required to prepare and adopt a new Recreation Plan with five-year intervals to qualify for grant funds available through the Michigan Department of Natural Resources. The format of the plan is regulated by the DNR and there are guidelines that need to be followed. The plan contains the following chapters: Community Description, Administrative Structure, Recreation Inventory, Planning Process, Goals and Objectives, and Action Plan.

There are no significant changes proposed. Many of the recommendations are being carried forward from the last plan. It involves continued expansion and upgrade of existing parks and facilities. Public input is very important. Copies of the Recreation Plan are available for public review at the Parks, Recreation & Maintenance Office, the Township Clerk's Office, the Planning and Zoning Department, and the Library.

No action will be required tonight. Approval of any ideas within the plan will go through the normal budget process.

Mr. Wynn briefly addressed the recreation building proposed in the plans. It will be a modest version of what had originally been planned.

The following individuals provided input with regard to the Recreation Plan:

Dub Hearon, 50655 Parsons
(addressed trails and overnight campsites)

John Holeton, 2392 Barclay Avenue
(cost of improvements contained in plan)

As the Parks & Recreation Committee liaison, Mr. Flynn provided his input. This is a non-binding document. It is simply a guideline to help us develop plans both for the Parks & Recreation Committee and at the Township level. It has nothing to do with budgeting. It helps us plan our future here in the Township. This public hearing provides an opportunity for residents to submit ideas.

Mr. Stathakis explained if this was a ten-step process, this would be step 1. Mr. Hearon had ideas that were sent to Mr. Youngblood. Input from any residents would be noted and the plan will be improved as we move along. This is a visionary plan.

Mrs. Filar added that the preparation and adoption of a new Recreation Plan is done every five years. It is required to qualify for grant programs available from the State of Michigan. This has to be in place in order to be eligible for grants. Parks & Recreation has already received participation from the residents. This is also a formal step to gather information. The adoption of this plan only means that we approve a concept and not any one item. This plan hasn't changed much from the last five years. We are simply conforming to the state requirements so we can be eligible for grants as they come along.

Mr. Wynn indicated that Mr. Hearon was kind enough to share his comments with us ahead of time. When the plan was proofread, his suggestions were already incorporated into the proposal in the appropriate section.

As part of budget concerns, Mr. Wynn advised that revisions to this plan are being done in-house rather than hiring an outside consulting firm as had been done in the past.

MOTION by Filar, supported by Manzella, to close the public hearing for input regarding the Recreation Plan.

Motion carried.

The public hearing was declared closed at 7:52 p.m.

APPROVAL OF CONSENT AGENDA

A. Minutes: January 17, 2012 – Regular Meeting

January 27, 2012 – Special Meeting – Adoption of Rules of Decorum and Adoption of Ordinance No. 261

January 27, 2012 – Work Session – Towing Contractor Interviews

Approve the minutes as presented.

B. Solid Waste and Recycling Committee requests approval of RFP for Trash Services.

Approve the 2012 Request for Proposal for Curbside Trash, Yard Waste and Recycling, Transporting and Processing Services, as presented, and post on Shelby Township website and Michigan Intergovernmental Trade Network.

C. Bill Run in the amount of \$1,457,428.62.

Approve the Bill Run in the amount of \$1,457,428.62, as presented.

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

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

Motion carried.

APPROVAL OF AGENDA

MOTION by Filar, supported by Manzella, to approve the agenda, with the deletion of Item #5b – Approval of Legal Newspaper Contract.

Motion carried.

CORRESPONDENCE**3. SHELBY TOWNSHIP TOWING CONTRACT AWARD**

Mr. Stathakis advised the Township sought proposals for a new Township towing provider. Our consultant on this matter, Mr. Russ Weipert, assisted in the drafting of an RFP. We have received responses from six companies. These companies have been interviewed by Mr. Weipert and the Township Board as well. Tonight Mr. Weipert will make his recommendation to the Township Board regarding this contract.

MOTION by Filar, supported by Viar, to award the Shelby Township Towing Contract to Ruehle's Towing, pursuant to the terms set forth in the Request for Proposals "RFP" to provide towing services for the Township effective February 8, 2012 at 12:01 a.m. in accordance with the terms of the RFP and the Agreement for Towing Services, which is to be formally executed within ten days.

Mr. Weipert provided a summary of the activities which occurred resulting in the award of the Township's contract for towing services.

On January 6, 2012 the Request for Proposal (RFP) was issued on MITN for towing services for Shelby Township.

On January 12, 2012 Mr. Weipert met with the prospective bidders addressing questions they had with regard to the language in the RFP and our new requirements. Discussion took place concerning their vehicle storage facilities and their equipment to confirm that they have met the minimum standards of the RFP. He also spoke with each of their references as listed in the RFP document.

On January 25, 2012 the RFP as well as pricing sheets for each candidate were opened publicly in the Township Board Room by members of the Township Clerk's Office. A record of each of these submittals was sent to the Board members.

On January 27, 2012 each candidate was invited to an interview session with the Township Board members and himself. Each candidate was asked the same questions and the Board was then given the opportunity to ask any questions they had of the candidates.

He presented a report to the Board outlining his findings with regard to the bidders' proposals and how he reached his recommendation provided to the Board.

In conclusion, after a thorough review of the information submitted, he provided a list of the top three candidates in alphabetical order –

Byers Wrecker Service
Joe Ballor Towing – Utica Van Dyke Service
Ruehle's Towing

Mr. Weipert indicated these candidates' proposals were very close in what they each had to offer, with the final determining factor going to the best overall pricing. He recommended that the contract for towing services be awarded to Ruehle's of Mount Clemens.

The following individuals expressed their comments with regard to this issue:

John Nightingale, Nightingale Towing
Steve Lindsey, 4045 Clear Spring Court
Michael Ward, 56132 Parkview
Chuck Baffo, 11696 Ridge Drive
Feleiteau Epley, 8176 Crawford
Dub Hearon, 50655 Parsons
Brent Freeman, 5792 Harlowe
Gary Kopp, 53800 Applewood Drive
Rick Bottcher, 55334 Belle Rose
Clarence Cook, 50067 Chelmsford Court
Nick Nightingale, 5967 Windemere
Ron Churchill, 52811 Mound
Dan Boris, 6177 Cavandish
John HOLETON, 2392 Barclay
Thomas Turner, 4524 Maeder
Ken Underwood, 7340 22 Mile Road
Matthew Karrandja, 49126 Brooklyn
Ron Sharp, 51435 Forsythia
Jean Rozell, 7758 Smiley
Greg Smith, 4260 Sandy Creek
Marty Clauw, Bruce Twp, Shelby Business Owner
Jason Bailey, 7629 W. Pearson

Mrs. Manzella clarified totals presented in the bid package. She provided a comparison of the figures presented for a standard tow for each individual bidder. These are costs for towing services when dealing with the Police Department in the event of an accident. If your vehicle breaks down in your driveway, you can call any towing company you choose.

In the past, selection of a towing company was made by the Police Department because they worked with them on a daily basis. Before this Board was seated, we decided to go out for bids. That was a good thing to make sure we are getting a fair price. At that time, the Nightingale's were the second lowest bidder. This time they are the lowest bidder by a substantial amount of money. They have done approximately 1,800 tows for the Township in the past year and a half. This is a three-

year contract, and they have been relieved of their responsibilities under this contract on December 20.

Claiming to be a conservative Board, she doesn't see how they can ignore the lowest bid. She explained the alleged claims of overcharging under the last contract. These were for the clean up of oil. They had to put material on the ground to clean up the oil. There is debris clean up included in some of these bids. However, debris as was previously discussed included bumpers, grills, lights, etc. that may have remained in the roadway. Oil spillage was separate. This issue needs to be clearly addressed in the contract.

Mrs. Manzella said it bothers her that the Board has established a DDA which is moving in a wonderful direction and then they chose to exclude a company that has worked in Shelby Township for nearly 60 years, because they are the lowest bidder. It is the heart of the DDA and the Township. They have made an effort to run more efficiently to lower their bids probably not taking very much of a profit to continue doing work in the Township. They are located in the center of the Township. They don't have to drive from any place else. In the original discussion regarding towing, some residents and Board members were concerned that if Nightingales was towing cars to their facility, they would get a benefit of all of the work. The towing isn't really where the money is. It is in the collision repairs. Nightingale does not do collision repairs. They do auto repairs. To move this to a company who is renting their lot from a collision shop completely contradicts the conversation we had in the past regarding the issue of towing.

Mrs. Manzella addressed Mr. Weipert's qualifications. Typically the Board would select a company to be our consultant by going out for bids. She was not involved in any type of process to choose this consultant. She has never received a resume from Mr. Weipert listing his qualifications.

She believes this is something that should have been left up to the Police Department to keep the politics out of it. This is what happens when you take it out of the hands of people who know what they are doing.

Mr. Flynn stated that he had four basic criteria upon which he based his decision this evening –

- Professionalism
- Meeting Specifications
- Location and Condition of Towing Yard in the Township
- Pricing

Mr. Flynn said his research indicated that approximately \$100 is the going market rate for towing. We had three companies in that \$85 to \$100 range.

The tie-breaker for him was based on two things. One was community investment. In the case of Joe Ballor Towing and Utica Van Dyke Towing, they actually own their yard. They have invested a significant amount of money for a yard located within the Township in the vicinity of 22 Mile Road. It is immaculately landscaped.

Another issue was Township roots – are they based in the Township and do they live in the Township. Joe Ballor and Utica Van Dyke are the principals of both of those companies and are long-time Township residents. That gave them an advantage. Both of those companies would have been his first choice. However, Ruehle's was slightly less expensive and met his four primary criteria.

Mrs. Filar felt Mr. Weipert's report was very beneficial and interesting. What she was looking for him to provide were the details of making sure the references were checked and were good references. She wanted to make sure the company had the amount of trucks that were required, the vehicles were safe and secure, there was proper lighting and the people had a good environment to go to. Mr. Weipert performed all of the legwork for the Board members. He made the recommendation for Ruehle's;

however, she had come to that decision on her own based on several factors. The biggest factor was the price. She did not feel Nightingale's Towing took their price seriously because they had just charged us \$75 for towing when they bid the contract 3 years ago. A 50% decrease in that amount of time just made her feel they weren't serious at all. She also believes they didn't take the contract seriously because there were four violations. Two of them were important to her. They said that cleanup of oil was already included in the price. Of the overcharges, only one-third of those overcharges included oil cleanup. Three years ago there were issues of what Mr. Nightingale was willing to do to his site, which is a non-conforming use. It is in the middle of our DDA and it is her personal opinion that someone who has been in business for 40 years should probably hide the yard totally with something that is aesthetically pleasing to the Township or maybe get a yard someplace that is in more of an industrial area and not in a commercial district. In forty years, Mr. Nightingale decided he didn't want to do that and that is certainly his choice. He agreed to do something with the fencing around the site within a year and a half. That was a contract violation. It seems to her that he didn't take the contract with Shelby Township seriously. She was concerned when she saw the price of \$42 a tow. It is the practice of this Board when we get a low-ball bid that is so out of industry standards, we toss those bids out. When they said they were going to take a 50% discount, she was really concerned how they would ever replace any trucks or make any improvements. She questioned what prices they would have to charge in order to make up for that kind of loss or perhaps they were really overcharging us for all of those years and they could have certainly done something a lot more productive with that money.

Mr. Weipert explained the major factors that separated the top three companies from the bottom three companies. He feels his decision was based on the best value. This would be someone who has all of their own equipment, provides a very nice yard that is secure, and is very professional in their demeanor and how they handle themselves.

Mrs. Manzella questioned if all of the companies have adequate insurance. Mr. Weipert said they meet all of the minimum standards of the RFP.

Mrs. Filar stated that she did not see the second tow on the price sheet. She was told the second tow was included in the current contract and is the same as the regular tow.

Mr. Stathakis said this Board has made many changes and changes are painful. We never had a towing contract in Shelby Township until this Board took office. This contract was easier the second time around since we hired a consultant, just as was done with the Fire Department, Parks & Recreation and many other departments. We have received 20, 30 and 40 times the return on the dollars that we actually invested. He doesn't know much about towing and this is why we have a third party, neutral person to help with the process and come back with a recommendation.

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

Motion carried.

PLANNING COMMISSION

4. PLANNER requests approval of Planning and Zoning Department Annual Report and Work Program.

Mr. Stathakis advised that the Michigan Planning Enabling Act requires the Planning Commission to make an annual report to the Township Board concerning the operation and status of planning activities in the Township. Mr. Wynn has provided that report. Mr. Stathakis said we have received 282 site plan applications in 2011 which is an improvement over the last couple of years.

Mr. Wynn stated the Michigan Planning Enabling Act requires the Planning Commission report to the Board every year regarding activities that were undertaken during the past year.

One of the aspects of the report is how much development activity we had in the last year. The Planning and Zoning Department processed 282 applications which include site plans, signs, Zoning Board of Appeals, rezonings and tree permits. Over the past three years we had a similar number of applications which is down substantially from 2005 where we had nearly 500 applications. He enumerated other projects which involved quite a bit of time. Included in the list are the demolition of the Visteon building, management of the block grant program, assisting Parks & Recreation with the Recreation Plan, assisting the Sidewalk Committee, and involvement in economic development. Their work program for 2012 identifies the following seven major department functions:

- Long range planning
- Current planning
- Development regulations
- Information management
- Citizen participation
- Administration
- Economic development

He highlighted some initiatives that will be undertaken during 2012.

MOTION by Viar, supported by Manzella, to accept the Planning and Zoning Department Annual Report for 2011 and the proposed Work Program for 2012.
Motion carried.

DEPARTMENTAL & COMMITTEE

5. SUPERVISOR requests:
a. appointment of the Township Clerk.

Mr. Stathakis advised the audience that the Board is seeking an alternative to having a costly election to elect a new Township Clerk. If the Board is unable to agree on a Clerk appointment, then the election will be held in May. The Clerk would only serve until November at which time a new Clerk will be elected in the General Election. Our ordinance has been unique in the State of Michigan. It required unanimous Board approval to fill a vacancy. The Township Board has amended that ordinance. Now our ordinance is consistent with the other 1,800 Township communities in Michigan and it simply requires a majority of the Board members to choose a replacement when a vacancy has occurred.

MOTION by Flynn, supported by Viar, to appoint Stanley Grot to serve as Township Clerk, effective February 8, 2012 through November 20, 2012, after which time the Clerk position will be dependent upon the election results of November 6, 2012.

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

- Norm Dziadzio, 55212 Woods Lane
- Thomas Turner, 4524 Maeder
- Roland Frascchetti, Board of Commissioners, St. Clair Shores
- Anna Paprocki, 14188 Bournemuth
- Martin (last name unclear) Shelby Township
- Mike Mync, 2912 Benedict Lane
- Herb Kuhn (didn't provide address)
- Clarence Cook, 50067 Chelmsford Court
- John Holeton, 2392 Barclay Avenue
- Gustav Pikula, 52541 Charring Way
- Dub Hearon, 50655 Parsons
- Feleiteau Epley, 8176 Crawford

Ron Churchill, 52811 Mound
Ann Brown, 13651 Knight Court
Brian Fairbrother, 3237 Nickelby
Daniel Petckoff, Ray Township
Randy Beane, 46166 Rockford Drive
Gaylene Hunter, Washington Township
Salinski (SP?) (address unclear)
Richard Bottcher, 55334 Belle Rose
Robert Little (did not provide address)
Al Block, 54841 Chippewa Court
Rick Vess, 54712 Woodcreek Blvd.

Mr. Flynn nominated Mr. Grot because he feels he has met both of the qualifications that he feels are important – can he do the job and will he be a strong conservative that will look out for the taxpayer's interests.

Mrs. Manzella said she has received many phone calls regarding Stanley Grot. The only problem she had was none of the supporters were from Shelby Township. This concerned her. She wished supporters would have come out a month ago before we changed an ordinance. It is good to see all of this support for Mr. Grot. She spoke to him and had no problem. She thanked those in the audience that came out to give their support.

Mr. Stathakis feels that Mr. Grot has some wonderful organizational skills and inspires others to follow. It is important to him that anyone sitting on the Board has business sector skills and Mr. Grot is from the private sector.

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

Motion carried.

Mr. Stathakis congratulated Mr. Grot.

Mr. Grot said it is his honor and privilege to be appointed Shelby Township Clerk. He thanked everyone attending who supported his appointment. As Clerk his goal will be to apply his talents and use his experience to make Shelby Township a better place to live, raise our families, provide good services and maintain low tax rates so more people will be moving to Shelby Township. He is well prepared to meet that challenge.

Mr. Grot briefly explained the process that took place that led to his appointment and the events that would have occurred if the Board was unable to select a candidate to fill the Clerk's position.

b. approval of Legal Newspaper Contract for 2012-2013.

This item has been deleted and will be addressed at the next Board meeting.

6. FIRE CHIEF requests approval of:

a. plumbing modifications to Water Meter at Station #2.

MOTION by Viar, supported by Flynn, to concur with the recommendation of Fire Chief Gene Shepherd and approve the plumbing modifications to the water meter at Station #2, by C & R Plumbing & Heating in Shelby Township, for a cost not to exceed \$3,156.28. Funds are available for this work in Line Item 206.340-975.000 – Capital Outlay Building.

Motion carried.

b. plumbing modifications to Water Meter at Station #3.

MOTION by Flynn, supported by Manzella, to concur with the recommendation of Fire Chief Gene Shepherd and approve the plumbing modifications to the water meter at Station #3, by C & R Plumbing & Heating in Shelby Township, for a cost not to exceed \$3,156.28. Funds are available for this work in Line Item 206.340-975.000 – Capital Outlay Building.
Motion carried.

c. plumbing modifications to Water Meter at Station #4.

MOTION by Filar, supported by Manzella, to concur with the recommendation of Fire Chief Gene Shepherd and approve the plumbing modifications to the water meter at Station #4, by C & R Plumbing & Heating in Shelby Township, for a cost not to exceed \$2,366.56. Funds are available for this work in Line Item 206.340-975.000 – Capital Outlay Building.
Motion carried.

d. purchase of Laptops for Ambulances and Software License.

MOTION by Flynn, supported by Manzella, to concur with the recommendation of Fire Chief Gene Shepherd and approve the purchase of four (4) Panasonic Toughbook TB-31 from CDW Government, Inc., at a price of \$14,355.33. Funds are available for this budgeted item in Line Item 206.340-981.500 – Capital Outlay-Equipment.
Motion carried.

MOTION by Flynn, supported by Manzella, to approve the purchase of one (1) additional software license from AccuMed for a total cost of \$2800.00, of which \$2,000.00 is to be paid in one lump sum and the balance of \$800.00 to be amortized over a period of 32 months. Funds are available for this budgeted item in Line Item 206.340-981.500 – Capital Outlay-Equipment.
Motion carried.

7. IT DEPARTMENT requests approval to purchase a Large Format Scanner.

MOTION by Filar, supported by Manzella, to approve the purchase of a large format scanner at a cost not to exceed \$5,830 from account #692-211-985-000 - Imaging.
Motion carried.

APPOINTMENTS TO COMMITTEES & COMMISSIONS

8. SIDEWALK COMMITTEE – One appointment.

MOTION by Flynn, supported by Filar, to appoint Stuart Jason to serve as a Member of the Sidewalk Committee effective February 7, 2012 through September 6, 2013.
Motion carried.

TOWNSHIP ANNOUNCEMENTS

Mr. Flynn made the following recreational announcements:

Registration for Little League for residents will continue throughout February as long as openings are available.

There are limited openings available for the Shelby Renegades Lacrosse Program. This is open to children in grades 5 through 8. The program starts mid-March and is \$150 for residents. Registration is required.

The Easter Bunny Lunch will be held on Saturday, March 31 at 11:00 p.m. at the Shelby Community Center. Kids will enjoy a pizza lunch as well as a visit from the Easter Bunny. The cost is \$7 per resident. Registration is required.

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

Mr. Flynn congratulated Mr. Grot.

Mr. Stathakis advised that the Assessing Department will be sending out the 2012 Notice of Assessment on February 24. Call the Assessing Department at 586-731-5910 if you have questions regarding your 2012 Assessment.

Mrs. Filar advised that Electronics Recycling is going well. The January 28 collection was the highest collection ever.

Mrs. Manzella announced that the Shelby Township Police Department is currently accepting applications for the Spring 2012 Citizens Police Academy. Applications are available at the front desk of the Police Department or online at the Police Department website on their Citizens Police Academy link. This is a six-week program that will be held on Monday nights. It will begin on March 12. It is open to Shelby Township residents and business owners. For more information, call Sgt. Cazabon at 731-2121 x 423.

The Kick Off for the 6th Annual Shelby Township Relay for Life will be held on February 29 at 6:30 p.m. at Eisenhower High School. The event is scheduled for May 19 and May 20 in River Bends Park. For further information, contact Margie at 586-731-1354.

The Utica-Shelby Kiwanis Club is sponsoring their 22nd Annual Charity Auction that supports the needs of children in our area. It will be held on Friday, February 10 at the Palazzo Grande. Donation is \$65 per person or tables of 10 for \$550. Call 731-7450 or 855-0135 for further information.

The "Red Hot Night" sponsored by the Shelby Township Firefighters will be held on February 18 at Cherry Creek Banquet Center. The cost is \$125 per couple. The proceeds go to the firefighters' charities.

Mr. Wozniak announced that the Knights of Columbus St. Kieran's Council is sponsoring a charity poker tournament beginning February 28 at The River located at 22 Mile Road and Van Dyke. It will be held for four consecutive nights.

The Shelby Area Business Association is having a network meeting on February 21 at the Hamlin Pub at 25 Mile Road and Van Dyke starting at 6:00 p.m.

Mr. Wozniak congratulated Mr. Grot.

BUSINESS FROM THE FLOOR

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

Norm Dziadzio, 55212 Woods Lane
Bob Vavro, 54640 Carrington
Mike Rowlen, Central Park Condos
Larry Cybulski, 50126 Lexington E.
Marty Clauw, Bruce Township, Shelby Township business owner
Charles Filar, 7121 Chatsworth Drive
Ron Churchill, 52811 Mound
Gary Golasa, 4815 Kings Row
Steve Lindsey, 4045 Clear Spring Court
Thomas Turner, 4524 Maeder
Clarence Cook, 50067 Chelmsford Court
John Holeton, 2392 Barclay
Derrick (last name unclear) (no address given)
Chuck Baffo, 11696 Ridge Drive
Dave Danyko, 53472 Aurora Park
Ken Underwood, 7340 22 Mile Road
Ginny Filar, Chatsworth
John Nightingale, Nightingale Standard Service

CLOSED SESSION

9. **Discuss litigation entitled “Charter Township of Shelby vs. Indiana Metals” with Township Attorney.**
10. **Discuss litigation entitled “University Builders, Inc. vs. Charter Township of Shelby” with Township attorney.**

MOTION by Filar, supported by Flynn, to recess to Closed Session to discuss litigation entitled “Charter Township of Shelby vs. Indiana Metals” and “University Builders, Inc. vs. Charter Township of Shelby” with the Township Attorney.

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

Nays: none

Motion carried.

The meeting recessed at 12:30 a.m.

The meeting reconvened at 1:10 a.m.

Members Present: Richard Stathakis, Paul Viar,
Paula Filar, Michael Flynn, Douglas Wozniak

Member Absent: Lisa Manzella

MOTION by Flynn, supported by Viar, to go into open session.

Motion carried.

MOTION by Filar, supported by Wozniak, to proceed as discussed in Closed Session with regard to litigation entitled “Charter Township of Shelby vs. Indiana Metals”.

Motion carried.

MOTION by Filar, supported by Wozniak, to proceed as discussed in Closed Session with regard to litigation entitled “University Builders, Inc. vs. Charter Township of Shelby”.

Motion carried.

MOTION by Viar, supported by Flynn, to adjourn.

Motion carried.

The meeting adjourned at 1:15 a.m.

AS PREPARED BY THE TOWNSHIP CLERK

TOWNSHIP SUPERVISOR

ds

Memo

To: The Charter Township of Shelby Board of Trustees

From: Lisa Suida, Human Resources Director

Re: Agenda Item – Job Description: Librarian I, Children's Services (Part-time)

CC: Richard Stathakis, Township Supervisor
General Employee Service Commission Members

Date: February 7, 2012

Honorable Body,

Attached for your review is the newly created job description for the position of Librarian I, Children's Services (Part-time) as approved by the General Employee's Civil Service Commission at the regular meeting of January 31, 2012. It is anticipated that this part-time Librarian I, Children's Services position will become vacant as the current employee moves into the full-time equivalent opening. The Civil Service Commission in conjunction with the Human Resource Department reviewed and created this job description in anticipation of the need to fill an opening as the replacement of this position is required to maintain our State of Michigan certification as a Public Library.

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

Respectfully,

Lisa Suida
Human Resources Director

LMS

Garret Township of Shelby
Job Description

LIBRARIAN I, CHILDREN'S SERVICES
(Part-time)

SUMMARY

Conduct library services and programs for children & young adults. Develop basic library services geared toward young adults. Supervise acquisition of children's and young adult materials. Assist, when needed, with adult reference.

SUPERVISION RECEIVED

Work is performed under the general direction of the Library Director and/or full-time librarian.

SUPERVISION EXERCISED

In the absence of the Library Director and full-time Librarian, supervision is exercised over Library Technical Assistants, Circulation Clerks, Circulation Clerk Trainees, Circulation Pages, Shelving Pages and library volunteers in all matters relating to library operations.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

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

1. Coordinate children's services for the library.
2. Provide reference services in-house and by telephone.
3. Prepare and present programs for children according to appropriate age levels.
4. Assist in preparation of budgetary needs for the children and young adult department. Participate in the material acquisition process.
5. Maintain records of attendance at library sponsored programs.
6. Catalog and classify all materials for the children's and young adult department.
7. Conduct tours of library and explain services to groups.
8. Evaluate, weed and update juvenile collection.
9. Perform related work as required.

Charter Township of Shelby
Job Description

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

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

Thorough knowledge of the philosophy, resources and techniques of public library service for adults, young adults and children.

Thorough knowledge of classic and modern literature for young adults and of the interest levels and abilities of children and young adults.

Thorough knowledge of modern technology (hardware and software) related to library services including, but not limited to Computers, photocopiers, fax machines, printers, Integrated Library systems (ILS), MS office applications, Internet Browsers, webmail sites, and eContent applications and devices.

Demonstrated Ability to work successfully with children and young adults.

Ability to evaluate electronic resources for children and young adults.

Ability to initiate, execute and evaluate library programs and services.

Ability to make decisions, interpret policies and supervise staff.

Ability to communicate effectively both verbally and in writing.

Ability to speak publicly in front of groups.

Ability to create and maintain effective relationships with other employees and the general public.

Skill in online searching.

Ability to lift, stoop and reach to perform duties.

Acceptable training and experience includes a Master's degree in Library Science from an American Library Association accredited university. Previous professional library experience preferred.

Charter Township of Shelby

Theodore P. Schoenherr, Director

Department of Public Works, Water and Sewer

**6333 23 Mile Road
Shelby Township, MI 48316-4405**

**Phone: 586 726-7272
Fax: 586 726-7221
Website: shelbytwp.org
Email: dpw@shelbytwp.org**

February 6, 2012

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

Honorable Board Members:

RE: Authorization for Payment—Water Main Easement
Capital Improvement Project—Schoenherr Road Water Main

Honorable Board Members:

As part of its Capital Improvement Program, the Department of Public Works will be constructing approximately 1350 linear feet of 16-inch water main along the west side of Schoenherr Road between 22 and 23 Mile Roads. This project will fill a gap, which will create another valuable loop in the water distribution system, and is consistent with the Municipal Water System Master Plan.

In order to construct this water main, an easement is required. Attached is a copy of a signed easement document for property No. 23-07-23-276-001. Also attached is the valuation statement and good faith offer for the easement for your review.

Please consider this letter to be my request for your authorization for payment in the amount of \$8,864.48, as compensation for this easement. If you have any questions regarding this matter, please do not hesitate to contact me.

Very truly yours,

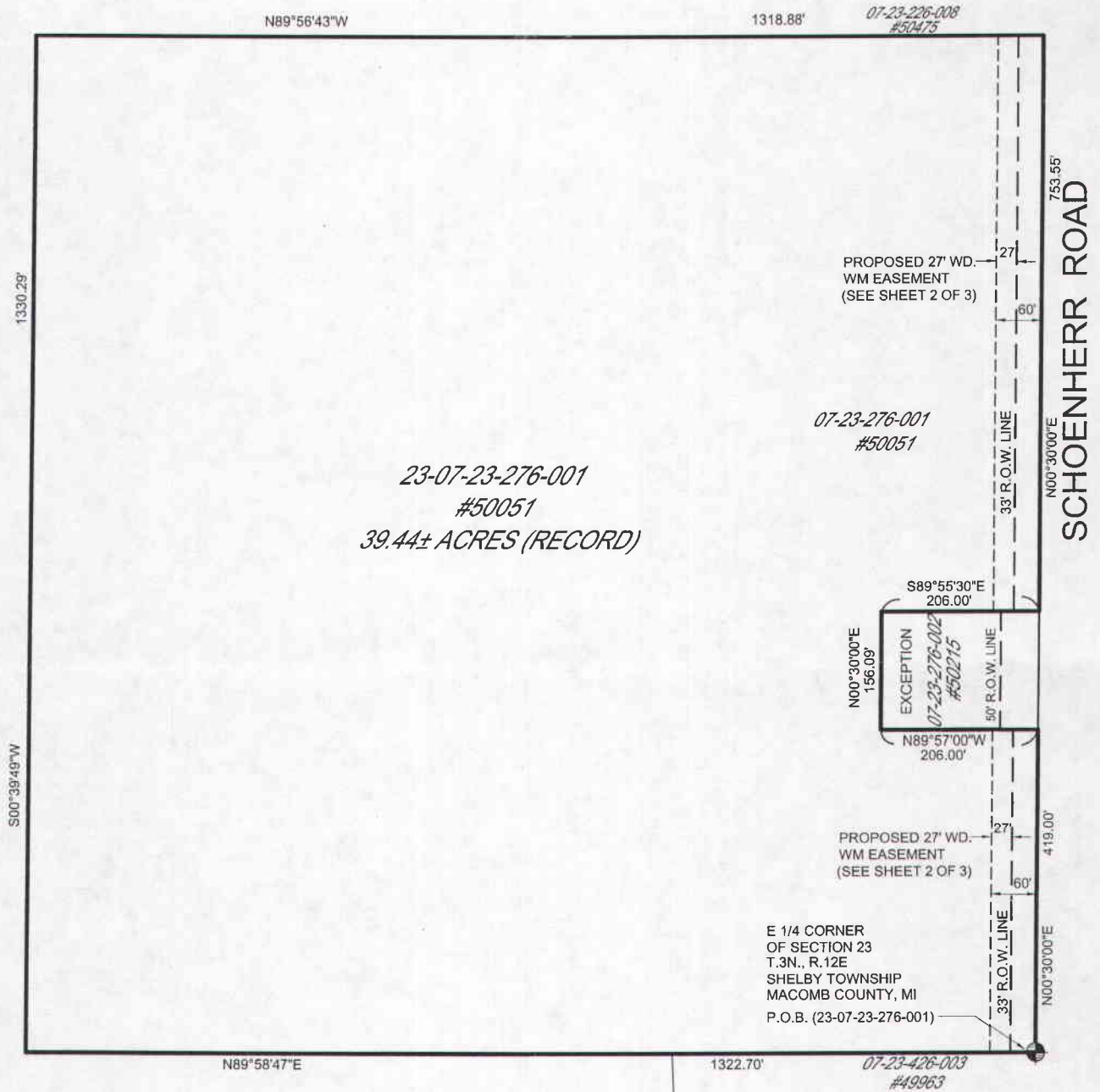
CHARTER TOWNSHIP OF SHELBY



Theodore P. Schoenherr
Director of Public Works

TPS/pac

EXHIBIT A SKETCH OF EASEMENT



0051.dwg, WM EASE, 10/26/2011 8:56:56 AM, Manilou

07-23-226-008
#50475

EXHIBIT A SKETCH OF EASEMENT



07-23-276-001
#50051

753.55'
N00°30'00"E
SCHOENHERR ROAD

PROPOSED 27' WD.
WM EASEMENT
(SEE SHEET 2 OF 3)

27'

60'

33' R.O.W. LINE

N00°30'00"E
156.09'

S89°55'30"E
206.00'

EXCEPTION
07-23-276-002
#50215

50' R.O.W. LINE

N89°57'00"W
206.00'

PROPOSED 27' WD.
WM EASEMENT
(SEE SHEET 2 OF 3)

27'

60'

419.00'

R.O.W. LINE

N00°30'00"E

E 1/4 CORNER
OF SECTION 23
T.3N., R.12E
SHELBY TOWNSHIP
MACOMB COUNTY, MI

EXHIBIT A DESCRIPTION OF EASEMENT

LEGAL DESCRIPTION (BY OTHERS) 07-23-276-001

LAND IN THE TOWNSHIP OF SHELBY, MACOMB COUNTY, MICHIGAN, DESCRIBED AS:

A PARCEL OF LAND LOCATED IN AND BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23. TOWN 3 NORTH, RANGE 12 EAST, SHELBY TOWNSHIP, MACOMB COUNTY, MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 23; THENCE NORTH 0 DEGREES 30 MINUTES EAST 419.00 FEET ALONG THE EAST LINE OF SAID SECTION 23; THENCE NORTH 89 DEGREES 57 MINUTES WEST 206.00 FEET; THENCE NORTH 0 DEGREES 30 MINUTES EAST 156.09 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 30 SECONDS EAST 206.00 FEET TO SAID LINE OF SECTION 23; THENCE NORTH 0 DEGREES 30 MINUTES EAST 753.55 FEET ALONG SAID EAST LINE OF SECTION 23; THENCE NORTH 89 DEGREES 56 MINUTES 43 SECONDS WEST 1318.88 FEET; THENCE SOUTH 0 DEGREES 39 MINUTES 49 SECONDS WEST 1330.29 FEET; THENCE NORTH 89 DEGREES 58 MINUTES 47 SECONDS EAST 1322.70 FEET TO THE POINT OF BEGINNING, CONTAINING 39.570 ACRES OF LAND, MORE OR LESS. SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN THE EASTERLY 33 FEET THEREOF TAKEN, USED OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES.

LEGAL DESCRIPTION OF WATERMAIN EASEMENT

AN EASEMENT FOR WATERMAIN PURPOSES BEING DESCRIBED AS THE WEST 27 FEET OF THE EAST 60 FEET OF THE FOLLOWING DESCRIBED PARCEL.

LAND IN THE TOWNSHIP OF SHELBY, MACOMB COUNTY, MICHIGAN, DESCRIBED AS:

A PARCEL OF LAND LOCATED IN AND BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 23. TOWN 3 NORTH, RANGE 12 EAST, SHELBY TOWNSHIP, MACOMB COUNTY, MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 23; THENCE NORTH 0 DEGREES 30 MINUTES EAST 419.00 FEET ALONG THE EAST LINE OF SAID SECTION 23; THENCE NORTH 89 DEGREES 57 MINUTES WEST 206.00 FEET; THENCE NORTH 0 DEGREES 30 MINUTES EAST 156.09 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 30 SECONDS EAST 206.00 FEET TO SAID LINE OF SECTION 23; THENCE NORTH 0 DEGREES 30 MINUTES EAST 753.55 FEET ALONG SAID EAST LINE OF SECTION 23; THENCE NORTH 89 DEGREES 56 MINUTES 43 SECONDS WEST 1318.88 FEET; THENCE SOUTH 0 DEGREES 39 MINUTES 49 SECONDS WEST 1330.29 FEET; THENCE NORTH 89 DEGREES 58 MINUTES 47 SECONDS EAST 1322.70 FEET TO THE POINT OF BEGINNING, CONTAINING 39.570 ACRES OF LAND, MORE OR LESS. SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN THE EASTERLY 33 FEET THEREOF TAKEN, USED OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES.

VALUATION STATEMENT
SCHOENHERR ROAD WATER MAIN
(CAPITAL IMPROVEMENT PROJECT)
SUSAN J. SULLIVAN TRUST
M.A.: 14653 14 MILE ROAD, STERLING HEIGHTS, MI 48312
PROPERTY ADDRESS: 50051 SCHOENHERR ROAD
PROPERTY NO. 23-07-23-276-001

Land area 39.44 Acres = 1,718,006.40 sq. ft.

Land value \$2,405,100 divided by 1,718,006.4 sq. ft. = \$1.40/sq. ft.

Permanent Easement 1172.55 ft. x 27 ft. = 31,658.85 sq. ft.

31,658.85 sq. ft. x \$1.40/sq. ft. = \$44,322.39

\$44,322.39 x 20% = \$8,864.48

GOOD FAITH OFFER TO PURCHASE EASEMENT ON PROPERTY

Susan J. Sullivan
14653 14 Mile Road
Sterling Heights, MI 48312

RE: Shelby Township Water Main Gap Project—Schoenherr Road, ½ Mile North of 22 Mile to Shelby Medical Mall

Dear Ms Sullivan:

The Charter Township of Shelby is in the process of acquiring easements for the above-referenced project. This Good Faith Offer is being made to you by the Charter Township of Shelby in the amount of \$8,864.48 (Eight thousand, Eight Hundred Sixty-Four and 48/100 dollars. This amount represents \$8,864.48 for the easement of the property described on Exhibit A.

This is a unitary offer for the full compensation to all persons having an interest in the following described property (Attachment A). If more than one person has an interest in the property, they may agree how to divide the compensation among themselves, or they can request that a court decide how to divide any payment among them.

Shelby Township's utility easement is attached along with the Valuation Statement. If you agree with our offer, please sign, date and return the enclosed documents in the stamped, addressed envelope provided. Please make sure your signature(s) are notarized by a notary public since the easement will be recorded.

The Charter Township of Shelby, Department of Public Works, reserves its rights to bring federal or state recovery actions against the present owners, or any other potentially responsible parties arising out of a release or threat of release of hazardous substances on the property.

If you have any questions, please do not hesitate to contact me at 586-726-7272. If we are unable to reach an agreement for the purchase of your property, it may be necessary to file a condemnation lawsuit.

Very truly yours,

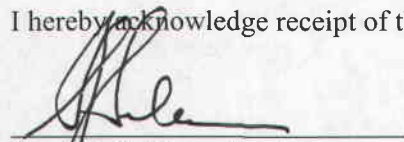
CHARTER TOWNSHIP OF SHELBY



Theodore P. Schoenherr
Director of Public Works

ACKNOWLEDGMENT

I hereby acknowledge receipt of the good faith written offer.



Susan J. Sullivan, Trustee
Susan J. Sullivan Trust dated June 4, 1991, as amended
And Successors in Trust

Date: 12/30/2011



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 451.003 - Mechanical Code Revenues											
5619 - C AND O PLUMBING	PM07 0489	49300 VILLAGE	Edit		05/15/2007	02/22/2012	02/22/2012			5.00	
		POINTE - BLDG MECH									
5619 - C AND O PLUMBING	PM07 0492	49260 VILLAGE	Edit		05/15/2007	02/22/2012	02/22/2012			5.00	
		POINTE - BLDG MECH									
Account 451.003 - Mechanical Code Revenues Totals										Invoice Transactions 2	\$10.00
Account 451.004 - Plumbing Permits											
5619 - C AND O PLUMBING	PP07 0239	49300 VILLAGE	Edit		05/15/2007	02/22/2012	02/22/2012			35.00	
		POINTE - BLDG PLBG									
5619 - C AND O PLUMBING	PP07 0237	49260 VILLAGE	Edit		05/15/2007	02/22/2012	02/22/2012			35.00	
		POINTE - BLDG PLBG									
5619 - C AND O PLUMBING	PP05 1313	49230 VILLAGE	Edit		11/08/2005	02/22/2012	02/22/2012			37.50	
		POINTE - BLDG PLBG									
Account 451.004 - Plumbing Permits Totals										Invoice Transactions 3	\$107.50
Account 671.371 - Unclaimed Performance Bonds											
1157 - SHELBY TWP TREASURER	02 38584	FORFEITURE/BLDG.	Edit		08/30/2002	02/22/2012	02/22/2012			25.00	
		BOND - 5974									
		YARMOUTH									
Account 671.371 - Unclaimed Performance Bonds Totals										Invoice Transactions 1	\$25.00
Account 671.600 - Misc Revenue -Flu Shots											
9092 - CRITTENTON HOSPITAL	97502 10 2012	21 Employee paid Flu	Edit		02/10/2012	02/22/2012	02/22/2012			420.00	
		Shots									
Account 671.600 - Misc Revenue -Flu Shots Totals										Invoice Transactions 1	\$420.00
Account 675.770 - Art Classes - SC											
5614 - LIDIA MARIONA	12380101	Refund, Sr Ctr	Edit		02/06/2012	02/22/2012	02/22/2012			64.00	
		Watercolor Class									
Account 675.770 - Art Classes - SC Totals										Invoice Transactions 1	\$64.00
Department 101 - Legislative											
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 90	Engineering General	Edit		02/07/2012	02/22/2012	02/22/2012			735.00	
Account 807.000 - Engineering Consulting Fees Totals										Invoice Transactions 1	\$735.00
Account 900.000 - Printing & Publishing											
1130 - INDEPENDENT NEWSPAPERS	4017398	Introduction-Ordinance	Edit		01/29/2012	02/22/2012	02/22/2012			49.50	
		261									
1130 - INDEPENDENT NEWSPAPERS	4017403	1-5-12 Work Session	Edit		01/29/2012	02/22/2012	02/22/2012			16.50	
1130 - INDEPENDENT NEWSPAPERS	4017399	12-14-11 Work Session	Edit		01/29/2012	02/22/2012	02/22/2012			22.00	
1130 - INDEPENDENT NEWSPAPERS	4017406	12-20-11 BOT Minutes	Edit		01/29/2012	02/22/2012	02/22/2012			101.75	
Account 900.000 - Printing & Publishing Totals										Invoice Transactions 4	\$189.75
Department 101 - Legislative Totals										Invoice Transactions 5	\$924.75



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 171 - Supervisor											
Account 727.000 - Office Supply & Printing											
25218 - SPECIALTY UNDERWRITERS LLC	TS3091 12D	Maintenance Agreement	Edit		01/20/2012	02/22/2012	02/22/2012			46.16	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$46.16</u>
									Department 171 - Supervisor Totals	Invoice Transactions 1	<u>\$46.16</u>
Department 191 - Elections											
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			138.33	
22042 - BAYTECH LABEL	46888	Election supplies	Edit		01/31/2012	02/22/2012	02/22/2012			245.19	
14373 - ELECTION SYSTEMS & SOFTWARE INC	795159	Election Equipment - Maintenance & supplies	Edit		01/27/2012	02/22/2012	02/22/2012			238.62	
1979 - MC&E/ELECTION SOURCE	2550	Election supplies	Edit		02/03/2012	02/22/2012	02/22/2012			116.11	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 4	<u>\$738.25</u>
Account 801.000 - Contract Labor											
5641 - JOE ROZELL	2012 001	Election Consultation & Training	Edit		01/30/2012	02/22/2012	02/22/2012			1,750.00	
									Account 801.000 - Contract Labor Totals	Invoice Transactions 1	<u>\$1,750.00</u>
Account 900.000 - Printing & Publishing											
1130 - INDEPENDENT NEWSPAPERS	4018081	2-23-12 Public Accuracy Notice	Edit		01/29/2012	02/22/2012	02/22/2012			13.75	
1130 - INDEPENDENT NEWSPAPERS	4018082	Notice of 2-28-12 Presidential Primary	Edit		01/29/2012	02/22/2012	02/22/2012			66.00	
1130 - INDEPENDENT NEWSPAPERS	4014747	Notice of Last Day to Register	Edit		01/29/2012	02/22/2012	02/22/2012			24.75	
									Account 900.000 - Printing & Publishing Totals	Invoice Transactions 3	<u>\$104.50</u>
									Department 191 - Elections Totals	Invoice Transactions 8	<u>\$2,592.75</u>
Department 201 - Finance											
Account 727.000 - Office Supply & Printing											
26031 - CDW GOVERNMENT INC	F150434	Dell Battery	Edit		01/30/2012	02/22/2012	02/22/2012			103.19	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$103.19</u>
									Department 201 - Finance Totals	Invoice Transactions 1	<u>\$103.19</u>
Department 208 - Nature Center											
Account 726.000 - Operating Supplies											
11476 - J&J ACE HARDWARE	1 16478	NC display supplies; NC critter care	Edit		01/26/2012	02/22/2012	02/22/2012			17.03	
11476 - J&J ACE HARDWARE	1 16481	NC display corner brace	Edit		01/26/2012	02/22/2012	02/22/2012			7.75	
1082 - KEE'S AQUARIUM & PETS	3944	NC plants, carbon & food for critters	Edit		01/27/2012	02/22/2012	02/22/2012			104.54	
1082 - KEE'S AQUARIUM & PETS	3002	NC critter food: Roseys/Goldfish	Edit		02/03/2012	02/22/2012	02/22/2012			7.20	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 726.000 - Operating Supplies											
24947 - PETS AND THINGS LLC	534201	NC food, dome lights and bulbs for critters	Edit		01/20/2012	02/22/2012	02/22/2012			175.25	
17748 - PETTY CASH - NATURE CENTER	pc022202	critter food, Hollywood Mkt & Kroger, DF	Edit		02/03/2012	02/22/2012	02/22/2012			32.84	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 6	<u>\$344.61</u>
Account 808.208 - Cust/Maint Cont Svc Nature Ctr											
15916 - INTERSTATE SECURITY INC	8619713	NC 2/1-4/30/12 monitoring charges	Edit		01/18/2012	02/22/2012	02/22/2012			48.00	
									Account 808.208 - Cust/Maint Cont Svc Nature Ctr Totals	Invoice Transactions 1	<u>\$48.00</u>
Account 920.000 - Utilities											
278 - CONSUMERS ENERGY	206252653368	Nature Center	Edit		02/07/2012	02/22/2012	02/22/2012			501.20	
25415 - A T & T LONG DISTANCE	8541261490112	NC & PRM long distance	Edit		01/26/2012	02/22/2012	02/22/2012			.55	
									Account 920.000 - Utilities Totals	Invoice Transactions 2	<u>\$501.75</u>
									Department 208 - Nature Center Totals	Invoice Transactions 9	<u>\$894.36</u>
Department 209 - Assessing											
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			11.28	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 1	<u>\$11.28</u>
Account 810.600 - IT Licensing & Maint											
12783 - B S & A SOFTWARE	79835	Annual service/support 2-1-12 to 2-1-13	Edit		02/01/2012	02/22/2012	02/22/2012			3,685.00	
5201 - COSTAR REALTY INFORMATION INC	101818394	CoStar Suite Contract #73685	Edit		02/03/2012	02/22/2012	02/22/2012			528.50	
									Account 810.600 - IT Licensing & Maint Totals	Invoice Transactions 2	<u>\$4,213.50</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			322.57	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$322.57</u>
									Department 209 - Assessing Totals	Invoice Transactions 4	<u>\$4,547.35</u>
Department 210 - Legal											
Account 811.000 - Legal Fees											
25540 - GIARMARCO MULLINS & HORTON PC	83233 031B24	Milwaukee Investment Co	Edit		01/23/2012	02/22/2012	12/31/2011			48.00	
25540 - GIARMARCO MULLINS & HORTON PC	88233 058B32	ESS PRISA LLC	Edit		01/23/2012	02/22/2012	02/22/2012			176.00	
25540 - GIARMARCO MULLINS & HORTON PC	83233 039B39	Shelby Oaks Macomb Apartments	Edit		01/23/2012	02/22/2012	12/31/2011			64.00	
									Account 811.000 - Legal Fees Totals	Invoice Transactions 3	<u>\$288.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 210 - Legal											
Account 813.000 - Labor Matters, Grievances, etc											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65278	General Labor	Edit		02/01/2012	02/22/2012	02/22/2012			3,588.17	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65275	Labor Litigation	Edit		02/01/2012	02/22/2012	02/22/2012			980.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65143	District Court Labor	Edit		02/01/2012	02/22/2012	02/22/2012			178.13	
									Account 813.000 - Labor Matters, Grievances, etc Totals	Invoice Transactions 3	<u>\$4,746.30</u>
Account 955.000 - Other Expenses											
25540 - GIARMARCO MULLINS & HORTON PC	83233 031B24	Milwaukee Investment Co	Edit		01/23/2012	02/22/2012	12/31/2011			13.40	
25540 - GIARMARCO MULLINS & HORTON PC	88233 058B32	ESS PRISA LLC	Edit		01/23/2012	02/22/2012	02/22/2012			2.80	
									Account 955.000 - Other Expenses Totals	Invoice Transactions 2	<u>\$16.20</u>
									Department 210 - Legal Totals	Invoice Transactions 8	<u>\$5,050.50</u>
Department 215 - Clerk											
Account 709.000 - Education & Training											
5620 - OAKLAND COUNTY CLERK'S ASSOCIATION	ELECTRN SG	Registration for 2012 Presidential Election Training-SG	Edit		02/10/2012	02/22/2012	02/22/2012			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	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			220.12	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$220.12</u>
									Department 215 - Clerk Totals	Invoice Transactions 2	<u>\$240.12</u>
Department 226 - Human Resource											
Account 719.000 - Employment Exam											
5593 - HENRY FORD MACOMB	16122574C 2011	New Hire DS / Physicals	Edit		02/10/2012	02/22/2012	12/31/2011			292.00	
									Account 719.000 - Employment Exam Totals	Invoice Transactions 1	<u>\$292.00</u>
Account 727.000 - Office Supply & Printing											
16214 - OFFICE EXPRESS	311185	HR Business Cards - DB	Edit		02/02/2012	02/22/2012	02/22/2012			22.00	
16214 - OFFICE EXPRESS	310394	HR Envelopes	Edit		01/26/2012	02/22/2012	02/22/2012			55.00	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 2	<u>\$77.00</u>
									Department 226 - Human Resource Totals	Invoice Transactions 3	<u>\$369.00</u>
Department 253 - Treasurer											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			182.84	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$182.84</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 253 - Treasurer										
Account 803.000 - Computer Svc Fees										
12783 - B S & A SOFTWARE	79835	Annual service/support 2-1-12 to 2-1-13	Edit		02/01/2012	02/22/2012	02/22/2012			3,685.00
12783 - B S & A SOFTWARE	79574	SAD Annual service/support fee, 2/1/12 - 2/1/13	Edit		02/01/2012	02/22/2012	02/22/2012			1,095.00
12783 - B S & A SOFTWARE	80065	Tax System, annual service/support fee 2/1/12 - 2/1/13	Edit		02/01/2012	02/22/2012	02/22/2012			2,440.00
							Account 803.000 - Computer Svc Fees Totals	Invoice Transactions 3		<u>\$7,220.00</u>
							Department 253 - Treasurer Totals	Invoice Transactions 4		<u>\$7,402.84</u>
Department 371 - Protective Inspection										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			132.26
							Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1		<u>\$132.26</u>
Account 728.000 - Membership Dues & Conference										
10508 - TRI COUNTY PLUMBING INSPECTORS ASSOCIATION	TRICTYMTG214 12JK	2-14-12 TRI CTY MEETING JK	Edit		02/09/2012	02/22/2012	02/22/2012			25.00
							Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 1		<u>\$25.00</u>
Account 805.296 - Lot Checks										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 91	ENGINEERING FEE - 11495 LANGSLEY	Edit		02/07/2012	02/22/2012	02/22/2012			40.00
							Account 805.296 - Lot Checks Totals	Invoice Transactions 1		<u>\$40.00</u>
Account 810.600 - IT Licensing & Maint										
12783 - B S & A SOFTWARE	79835	Annual service/support 2-1-12 to 2-1-13	Edit		02/01/2012	02/22/2012	02/22/2012			1,910.00
12783 - B S & A SOFTWARE	79938	ANNUAL SERVICE/SUPPORT FEE 2/1/12-2/1/2013	Edit		02/01/2012	02/22/2012	02/22/2012			1,960.00
							Account 810.600 - IT Licensing & Maint Totals	Invoice Transactions 2		<u>\$3,870.00</u>
Account 860.000 - Auto Insurance Expense										
3012 - NICKEL & SAPH INC	13641	2nd Installment- Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			1,128.26
							Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1		<u>\$1,128.26</u>
Account 860.200 - Auto Repair - Maint Exp										
935 - NORTH AMERICAN RADIATOR INC	1 19852	VEHICLE REPAIR - B-1	Edit		01/27/2012	02/22/2012	02/22/2012			1,570.87
							Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 1		<u>\$1,570.87</u>
							Department 371 - Protective Inspection Totals	Invoice Transactions 7		<u>\$6,766.39</u>
Department 738 - Library										
Account 726.500 - Departmental Supplies										
4279 - BAKER & TAYLOR INC	2026643064	Books (adult)	Edit		01/18/2012	02/22/2012	02/22/2012			17.99



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 738 - Library											
Account 726.500 - Departmental Supplies											
4279 - BAKER & TAYLOR INC	2026676632	Books (adult)	Edit		01/27/2012	02/22/2012	02/22/2012			22.99	
4279 - BAKER & TAYLOR INC	2026683011	Books (adult)	Edit		01/30/2012	02/22/2012	02/22/2012			50.00	
165 - BRODART CO	B2193672	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			16.09	
165 - BRODART CO	B2193673	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			332.78	
165 - BRODART CO	B2193675	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			1,310.49	
165 - BRODART CO	B2193677	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			262.35	
165 - BRODART CO	B2193678	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			133.95	
165 - BRODART CO	B2193681	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			17.38	
165 - BRODART CO	B2193682	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			11.70	
165 - BRODART CO	B2193685	Books (adult)	Edit		01/28/2012	02/22/2012	02/22/2012			67.25	
165 - BRODART CO	B2193674	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			67.71	
165 - BRODART CO	B2193676	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			71.17	
165 - BRODART CO	B2193679	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			47.79	
165 - BRODART CO	B2193680	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			28.13	
165 - BRODART CO	B2193683	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			7.03	
165 - BRODART CO	B2193684	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			11.78	
165 - BRODART CO	B2193686	Books (child)	Edit		01/28/2012	02/22/2012	02/22/2012			1,710.03	
398 - FACTS ON FILE INC	1607552	Books (adult)	Edit		01/21/2012	02/22/2012	02/22/2012			570.00	
13279 - GALE	17456786	Books (adult)	Edit		02/01/2012	02/22/2012	02/22/2012			224.96	
13279 - GALE	17457151	Books (adult)	Edit		02/01/2012	02/22/2012	02/22/2012			101.23	
13279 - GALE	17463132	Books (adult)	Edit		02/03/2012	02/22/2012	02/22/2012			119.98	
6685 - INGRAM LIBRARY SERVICES	3093605	Books (adult)	Edit		01/23/2012	02/22/2012	02/22/2012			213.39	
6685 - INGRAM LIBRARY SERVICES	3278843	Books (adult)	Edit		02/02/2012	02/22/2012	02/22/2012			17.98	
6685 - INGRAM LIBRARY SERVICES	3292271	Books (adult)	Edit		02/02/2012	02/22/2012	02/22/2012			35.28	
3063 - RECORDED BOOKS LLC	74477659	Audiobook	Edit		01/27/2012	02/22/2012	02/22/2012			173.60	
21572 - SIERRA	412293092012	Subscription	Edit		02/06/2012	02/22/2012	02/22/2012			12.00	
Account 726.500 - Departmental Supplies Totals										Invoice Transactions 27	\$5,655.03
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			1,336.40	
Account 727.000 - Office Supply & Printing Totals										Invoice Transactions 1	\$1,336.40
Account 750.000 - Equip Maint Cost											
3447 - PRIORITY OFFICE SOLUTIONS	4709	Equipment Repair & Maintenance	Edit		02/08/2012	02/22/2012	02/22/2012			92.19	
Account 750.000 - Equip Maint Cost Totals										Invoice Transactions 1	\$92.19
Account 804.738 - Collection SVC Exp											
16243 - UNIQUE MANAGEMENT SERVICES INC	218797	collection services	Edit		02/01/2012	02/22/2012	02/22/2012			171.58	
Account 804.738 - Collection SVC Exp Totals										Invoice Transactions 1	\$171.58



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 738 - Library											
Account 820.000 - Custodial SVC											
16386 - AMERICAN CLEANING COMPANY LLC	1001LIBRARY2012	Janitorial & Cleaning Service	Edit		01/31/2012	02/22/2012	02/22/2012			1,157.99	
									Account 820.000 - Custodial SVC Totals	Invoice Transactions 1	<u>\$1,157.99</u>
Account 850.000 - Communications											
25415 - A T & T LONG DISTANCE	8541262020112	Telephone	Edit		01/26/2012	02/22/2012	02/22/2012			1.99	
									Account 850.000 - Communications Totals	Invoice Transactions 1	<u>\$1.99</u>
									Department 738 - Library Totals	Invoice Transactions 32	<u>\$8,415.18</u>
Department 774 - Senior Citizen Operations											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			33.96	
16214 - OFFICE EXPRESS	311312	Sr Ctr ltrhd & envelopes	Edit		02/03/2012	02/22/2012	02/22/2012			40.00	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 2	<u>\$73.96</u>
Account 790.770 - Art Classes - SC											
25725 - PETE SNODGRASS	2812	Watercolor Commission Jan 2012 Class	Edit		02/08/2012	02/22/2012	02/22/2012			386.40	
									Account 790.770 - Art Classes - SC Totals	Invoice Transactions 1	<u>\$386.40</u>
Account 790.771 - Trips - SC											
4182 - BIANCO TOURS INC	2D57421 1	Bingomania 2/6/12	Edit		02/03/2012	02/22/2012	02/22/2012			300.00	
									Account 790.771 - Trips - SC Totals	Invoice Transactions 1	<u>\$300.00</u>
Account 790.772 - Manicures - SC											
2947 - RHONDA M LAKIP-OCHOA	1412	Therapeutic Massage weeks 51 and 52	Open		01/04/2012	01/18/2012	12/31/2011			416.00	
5599 - STEPHANIE NETTKE	1252012	Therapeutic Massage - 1/3/12 to 1/20/12	Open		01/25/2012	02/08/2012	02/08/2012			72.00	
5596 - MEGAN MILLER	2812	Therapeutic Massage 1/21/12 to 2/3/12	Edit		02/08/2012	02/22/2012	02/22/2012			60.00	
5597 - NANCY SMERECKI	2812	Therapeutic Massage - 1/21/12 to 2/3/12	Edit		02/08/2012	02/22/2012	02/22/2012			240.00	
									Account 790.772 - Manicures - SC Totals	Invoice Transactions 4	<u>\$788.00</u>
Account 790.773 - Line Dancing - SC											
25587 - CONNIE FRENDT	282012	Line Dance Commission 1/27/12 to 2/8/12	Edit		02/08/2012	02/22/2012	02/22/2012			39.00	
									Account 790.773 - Line Dancing - SC Totals	Invoice Transactions 1	<u>\$39.00</u>
Account 790.774 - Seniors Op Exp											
15293 - GORDON FOOD SERVICE INC	852086976	Sr Center Supplies	Edit		02/03/2012	02/22/2012	02/22/2012			41.50	
1723 - SUPPLY DEN INC	179106	Senior Center Supplies	Edit		02/06/2012	02/22/2012	02/22/2012			253.29	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 790.774 - Seniors Op Exp											
1723 - SUPPLY DEN INC	175393	Senior Center Supplies	Edit		12/06/2011	02/22/2012	02/22/2012			193.83	
									Account 790.774 - Seniors Op Exp Totals	Invoice Transactions 3	\$488.62
Account 790.775 - Parties / Dance-Seniors											
5017 - A MOVABLE FEAST INC	15461	Pymt for January Party	Edit		01/16/2012	02/22/2012	02/22/2012			536.00	
3066 - PETTY CASH - SENIOR CENTER	22212srctrpc01	Meijer - Valentine Dance	Edit		02/07/2012	02/22/2012	02/22/2012			9.90	
3066 - PETTY CASH - SENIOR CENTER	22212srctrpc02	Walmart - Subway - Movie Popcorn	Edit		02/07/2012	02/22/2012	02/22/2012			5.97	
									Account 790.775 - Parties / Dance-Seniors Totals	Invoice Transactions 3	\$551.87
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			564.86	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	\$564.86
Account 860.200 - Auto Repair - Maint Exp											
326 - DECKER AUTO PARTS INC	497645	SMART lighting, fuse, blade	Edit		01/30/2012	02/22/2012	02/22/2012			19.36	
326 - DECKER AUTO PARTS INC	497979	SMART buses solvent, wipes, filter wrench	Edit		02/01/2012	02/22/2012	02/22/2012			41.22	
9159 - MIKE'S PUMP SERVICE INC	68716	SMART bus 5 gal EZ Clean	Edit		01/26/2012	02/22/2012	02/22/2012			48.00	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 3	\$108.58
									Department 774 - Senior Citizen Operations Totals	Invoice Transactions 19	\$3,301.29
Department 788 - Rec Programs -											
Account 840.000 - Parks & Rec Programs											
16012 - ORIENTAL TRADING COMPANY INC	648936787 01	Princess Party	Edit		01/12/2012	02/22/2012	02/22/2012			99.73	
									Account 840.000 - Parks & Rec Programs Totals	Invoice Transactions 1	\$99.73
Account 840.135 - Body Images											
16931 - BODY IMAGES INC	135win112	commission	Edit		01/19/2012	02/22/2012	02/22/2012			132.60	
									Account 840.135 - Body Images Totals	Invoice Transactions 1	\$132.60
Account 840.701 - SBSC -Basketball Expense											
14052 - BAY AREA OFFICIALS ASSOCIATION	2042012	Referee fee 1/5-3/6/12: 66 games w/2refs ea	Edit		02/04/2012	02/22/2012	02/22/2012			3,762.00	
1459 - BEAN BROS TROPHY & AWARD CO	12602 12	292-Basketbl trophies for youth & instructional	Edit		01/26/2012	02/22/2012	02/22/2012			2,044.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 101 - General Fund											
Department 788 - Rec Programs -											
Account 840.701 - SBSC -Basketball Expense											
17538 - WILLIAM BRADLEY LUCKSTED	fall2011	referee 12 basketball games	Edit		01/25/2012	02/22/2012	12/31/2011			360.00	
									Account 840.701 - SBSC -Basketball Expense Totals	Invoice Transactions 3	<u>\$6,166.00</u>
									Department 788 - Rec Programs - Totals	Invoice Transactions 5	<u>\$6,398.33</u>
Department 789 - Parks Recreation Maintenance											
Account 709.000 - Education & Training											
5593 - HENRY FORD MACOMB	16122574A 2011	PRM CDL Screen	Edit		02/10/2012	02/22/2012	12/31/2011			170.00	
									Account 709.000 - Education & Training Totals	Invoice Transactions 1	<u>\$170.00</u>
Account 726.000 - Operating Supplies											
15228 - HOME DEPOT CREDIT SERVICES	8032944	bucket, rags, squeege, nut driver set	Edit		02/01/2012	02/22/2012	02/22/2012			50.38	
9663 - LAB SAFETY SUPPLY	1018434068	safety equipment	Edit		01/24/2012	02/22/2012	02/22/2012			416.96	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 2	<u>\$467.34</u>
Account 726.600 - Uniform Exp											
19449 - CONTRACTORS CLOTHING CO	7245929	Uniform Order Ee # 11208	Edit		01/26/2012	02/22/2012	02/22/2012			378.64	
									Account 726.600 - Uniform Exp Totals	Invoice Transactions 1	<u>\$378.64</u>
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			300.30	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$300.30</u>
Account 728.000 - Membership Dues & Conference											
14995 - STATE OF MICHIGAN	MIDEAL 716	Extended Purchasing Prog MiDEAL-716 for 2012	Edit		02/02/2012	02/22/2012	02/22/2012			270.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 1	<u>\$270.00</u>
Account 733.000 - Custodial Supplies											
8802 - PETTY CASH - PARKS-REC-MAINT	pc022201	Kmart, floor cleaner, BP	Edit		01/29/2012	02/22/2012	02/22/2012			5.98	
									Account 733.000 - Custodial Supplies Totals	Invoice Transactions 1	<u>\$5.98</u>
Account 741.000 - Mun Bldg Maintenance											
17700 - MIDWEST AIR FILTER INC	D0513836	Air Filters	Edit		01/24/2012	02/22/2012	02/22/2012			210.64	
16386 - AMERICAN CLEANING COMPANY LLC	22012MunPRMS rCtr	cleaning	Edit		01/31/2012	02/22/2012	02/22/2012			999.99	
15228 - HOME DEPOT CREDIT SERVICES	1034002	batteries	Edit		02/08/2012	02/22/2012	02/22/2012			25.95	
7857 - STONE'S ACE HARDWARE	45344	Mun Bd Boiler rpr; PRM soap	Edit		01/26/2012	02/22/2012	02/22/2012			14.77	
									Account 741.000 - Mun Bldg Maintenance Totals	Invoice Transactions 4	<u>\$1,251.35</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 747.000 - Bldg Maint - Maint Bldg											
17700 - MIDWEST AIR FILTER INC	D0513836	Air Filters	Edit		01/24/2012	02/22/2012	02/22/2012			204.04	
16386 - AMERICAN CLEANING COMPANY LLC	22012MunPRMS rCtr	cleaning	Edit		01/31/2012	02/22/2012	02/22/2012			310.02	
15228 - HOME DEPOT CREDIT SERVICES	5042924	PRM hardware for shelf boxes	Edit		01/25/2012	02/22/2012	02/22/2012			16.29	
1148 - SHELBY PAINT & DECORATING	100479956	paint	Edit		02/02/2012	02/22/2012	02/22/2012			83.85	
7857 - STONE'S ACE HARDWARE	45344	Mun Bd Boiler rpr; PRM soap	Edit		01/26/2012	02/22/2012	02/22/2012			2.49	
7857 - STONE'S ACE HARDWARE	45457	spacklitime for painting PRM	Edit		02/01/2012	02/22/2012	02/22/2012			4.99	
									Account 747.000 - Bldg Maint - Maint Bldg Totals	Invoice Transactions 6	<u>\$621.68</u>
Account 748.000 - Comm Center Maint - Disco											
16386 - AMERICAN CLEANING COMPANY LLC	22012MunPRMS rCtr	cleaning	Edit		01/31/2012	02/22/2012	02/22/2012			1,157.99	
1148 - SHELBY PAINT & DECORATING	100479956	paint	Edit		02/02/2012	02/22/2012	02/22/2012			16.55	
									Account 748.000 - Comm Center Maint - Disco Totals	Invoice Transactions 2	<u>\$1,174.54</u>
Account 749.756 - River Bends Parks Maint											
7857 - STONE'S ACE HARDWARE	45446	skate park screwsetter	Edit		02/01/2012	02/22/2012	02/22/2012			17.98	
									Account 749.756 - River Bends Parks Maint Totals	Invoice Transactions 1	<u>\$17.98</u>
Account 750.000 - Equip Maint Cost											
326 - DECKER AUTO PARTS INC	497411	Chipper oil	Edit		01/27/2012	02/22/2012	02/22/2012			49.95	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	458945	drive shaft	Edit		01/16/2012	02/22/2012	02/22/2012			65.09	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	70862	drive shaft	Edit		01/16/2012	02/22/2012	02/22/2012			65.09	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	70864	drive shaft	Edit		01/16/2012	02/22/2012	02/22/2012			(65.09)	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	122922	Snow Blwr bar nut & handle chute	Edit		01/26/2012	02/22/2012	02/22/2012			10.39	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	123432	chainsaw rpr parts	Edit		02/01/2012	02/22/2012	02/22/2012			127.38	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	123451	chainsaw annular buffer part	Edit		02/01/2012	02/22/2012	02/22/2012			9.49	
22145 - MORBARK INC	622799	chipper pump, rod end	Edit		01/30/2012	02/22/2012	02/22/2012			483.44	
1397 - WEINGARTZ SUPPLY CO INC	1646749	John Deere 935 ignition	Edit		01/27/2012	02/22/2012	02/22/2012			17.99	
									Account 750.000 - Equip Maint Cost Totals	Invoice Transactions 9	<u>\$763.73</u>
Account 751.000 - Grounds Maint											
15228 - HOME DEPOT CREDIT SERVICES	4032157	stain for picnic tables	Edit		01/26/2012	02/22/2012	02/22/2012			255.75	
4093 - JOHN'S LUMBER	371936	MSP ice rink stud	Edit		01/27/2012	02/22/2012	02/22/2012			9.56	
1383 - WASHINGTON ELEVATOR CO INC	689987	salt	Edit		01/28/2012	02/22/2012	02/22/2012			130.99	
									Account 751.000 - Grounds Maint Totals	Invoice Transactions 3	<u>\$396.30</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment- Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			1,693.12	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$1,693.12</u>
Account 860.200 - Auto Repair - Maint Exp											
4612 - KELLER'S AUTOMOTIVE	19114	PRM 55 OLF, waterpump, etc	Edit		01/26/2012	02/22/2012	02/22/2012			636.44	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 1	<u>\$636.44</u>
Account 924.000 - Main Bldg Utilities											
25415 - A T & T LONG DISTANCE	854126149 0112	NC & PRM long distance	Edit		01/26/2012	02/22/2012	02/22/2012			4.06	
									Account 924.000 - Main Bldg Utilities Totals	Invoice Transactions 1	<u>\$4.06</u>
Account 929.000 - River Bends Utilities											
278 - CONSUMERS ENERGY	206341559037	River Bends Office	Edit		02/07/2012	02/22/2012	02/22/2012			323.08	
									Account 929.000 - River Bends Utilities Totals	Invoice Transactions 1	<u>\$323.08</u>
									Department 789 - Parks Recreation Maintenance Totals	Invoice Transactions 36	<u>\$8,474.54</u>
Department 800 - Planning											
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			471.33	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 1	<u>\$471.33</u>
Account 805.000 - Planning Consultant fees											
5201 - COSTAR REALTY INFORMATION INC	101818394	CoStar Suite Contract #73685	Edit		02/03/2012	02/22/2012	02/22/2012			528.50	
									Account 805.000 - Planning Consultant fees Totals	Invoice Transactions 1	<u>\$528.50</u>
									Department 800 - Planning Totals	Invoice Transactions 2	<u>\$999.83</u>
Department 900 - Other Functions											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			1,419.47	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$1,419.47</u>
Account 730.000 - Equipment Svc & Maint											
25218 - SPECIALTY UNDERWRITERS LLC	TS3091 12E	Treasurer's installment #10 of 12	Edit		01/20/2012	02/22/2012	02/22/2012			200.73	
									Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 1	<u>\$200.73</u>
Account 780.000 - Microfilm Supplies & SVC											
16541 - IRON MOUNTAIN	EUN3886	Monthly Records Storage Feb. 2012	Edit		01/31/2012	02/22/2012	02/22/2012			1,403.74	
									Account 780.000 - Microfilm Supplies & SVC Totals	Invoice Transactions 1	<u>\$1,403.74</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 850.000 - Communications											
20497 - BSB COMMUNICATIONS INC	96983	Feb 2012 Maintenance Contract Charges-Telephone	Edit		02/06/2012	02/22/2012	02/22/2012			461.67	
									Account 850.000 - Communications Totals	Invoice Transactions 1	<u>\$461.67</u>
Account 863.000 - Gasoline											
1204 - SPENCER OIL COMPANY	382932	diesel 810 gal	Edit		01/26/2012	02/22/2012	02/22/2012			2,544.42	
1204 - SPENCER OIL COMPANY	383281	diesel 700.1 gal	Edit		02/02/2012	02/22/2012	02/22/2012			2,247.85	
									Account 863.000 - Gasoline Totals	Invoice Transactions 2	<u>\$4,792.27</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			13,669.49	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$13,669.49</u>
Account 950.500 - Equip Rental											
2440 - DTE ENERGY COMPANY	90126120	10 Poles-Quarterly Rental Fees	Edit		01/31/2012	02/22/2012	02/22/2012			339.30	
									Account 950.500 - Equip Rental Totals	Invoice Transactions 1	<u>\$339.30</u>
Account 955.226 - first aid supplies-TWP Hall											
3179 - CINTAS FIRST AID & SAFETY	325578841	First Aid Supplies	Edit		02/10/2012	02/22/2012	02/22/2012			78.06	
									Account 955.226 - first aid supplies-TWP Hall Totals	Invoice Transactions 1	<u>\$78.06</u>
									Department 900 - Other Functions Totals	Invoice Transactions 9	<u>\$22,364.73</u>
									Fund 101 - General Fund Totals	Invoice Transactions 163	<u>\$79,517.81</u>
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 709.000 - Education & Training											
697 - GRAND TRAVERSE RESORT & SPA	GJWBF	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (WH)	Edit		01/18/2012	02/22/2012	02/22/2012			303.90	
697 - GRAND TRAVERSE RESORT & SPA	LXY4F	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (SB)	Edit		01/18/2012	02/22/2012	02/22/2012			303.90	
697 - GRAND TRAVERSE RESORT & SPA	RWY4F	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (RM)	Edit		01/18/2012	02/22/2012	02/22/2012			303.90	
697 - GRAND TRAVERSE RESORT & SPA	YVY4F	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (DB)	Edit		01/18/2012	02/22/2012	02/22/2012			303.90	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 709.000 - Education & Training											
697 - GRAND TRAVERSE RESORT & SPA	PYWBF	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (JS)	Edit		01/18/2012	02/22/2012	02/22/2012			303.90	
697 - GRAND TRAVERSE RESORT & SPA	GXY4F	ROOM RESERVATION FOR SMEMSIC CONFERENCE MAR 1-4, 2012 (RS)	Edit		01/18/2012	02/22/2012	02/22/2012			405.20	
									Account 709.000 - Education & Training Totals	Invoice Transactions 6	<u>\$1,924.70</u>
Account 723.700 - WC Claims											
5057 - CITIZENS MANAGEMENT INC	SWC0000423 1211	WC Claims July-Dec 2011	Edit		12/31/2011	02/22/2012	02/22/2012			(1,805.60)	
									Account 723.700 - WC Claims Totals	Invoice Transactions 1	<u>(\$1,805.60)</u>
Account 724.100 - Supplemental Retire Plan											
169 - DENNIS BUCHOLTZ	22212	CBA PENSION ADJUSTMENT - MARCH 2012	Edit		02/03/2012	02/22/2012	02/22/2012			358.67	
									Account 724.100 - Supplemental Retire Plan Totals	Invoice Transactions 1	<u>\$358.67</u>
Account 726.000 - Operating Supplies											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			284.14	
25019 - ACO HARDWARE	6209	STATION 3 SUPPLIES	Edit		01/28/2012	02/22/2012	02/22/2012			8.17	
19216 - ALL PRO EXERCISE INC	63579	KETTLEBELLS	Edit		01/25/2012	02/22/2012	02/22/2012			1,092.00	
20057 - BATTERY WAREHOUSE CO	50462	CORDLESS PHONE BATTERIES	Edit		01/27/2012	02/22/2012	02/22/2012			25.98	
3423 - BLUE WATER INDUSTRIAL PRODUCTS INC	488010	OXYGEN	Edit		01/31/2012	02/22/2012	02/22/2012			115.50	
23849 - FABRITEC CLEANERS INC	24572	DRY CLEANING	Edit		01/24/2012	02/22/2012	02/22/2012			8.00	
11476 - J&J ACE HARDWARE	1 16573	FAN	Edit		02/07/2012	02/22/2012	02/22/2012			23.74	
584 - K-MART	02 8746 0172	MISCELLANEOUS EXPENSES	Edit		02/04/2012	02/22/2012	02/22/2012			131.84	
19767 - METCOM INC	81182	RUN CARDS	Edit		02/03/2012	02/22/2012	02/22/2012			344.83	
25218 - SPECIALTY UNDERWRITERS LLC	TS309112B	MAINTENANCE SERVICE AGREEMENT - MARCH 2012	Edit		01/20/2012	02/22/2012	02/22/2012			388.58	
23864 - STANLEY STEEMER	1009367	STATION 4 - CARPET, FURNITURE, TILE & GROUT CLEANING	Edit		02/07/2012	02/22/2012	02/22/2012			802.84	
23864 - STANLEY STEEMER	1009370	STATION 2 CARPET, FURNITURE, TILE & GROUT CLEANING	Edit		02/07/2012	02/22/2012	02/22/2012			766.97	
7857 - STONE'S ACE HARDWARE	45370	STATION 1 SUPPLIES	Edit		01/27/2012	02/22/2012	02/22/2012			17.96	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 206 - Fire Fund											
Department 340 - Fire Department											
Account 726.000 - Operating Supplies											
22612 - VALLEY CITY LINEN	27108549	STATION 3 LINENS	Edit		01/23/2012	02/22/2012	02/22/2012			20.55	
22612 - VALLEY CITY LINEN	27112793	40 HOUR LINENS	Edit		01/30/2012	02/22/2012	02/22/2012			8.80	
22612 - VALLEY CITY LINEN	27112799	STATION 2 LINENS	Edit		01/30/2012	02/22/2012	02/22/2012			22.43	
22612 - VALLEY CITY LINEN	27112792	STATION 1 LINENS	Edit		01/30/2012	02/22/2012	02/22/2012			39.15	
22612 - VALLEY CITY LINEN	27112795	STATION 3 LINENS	Edit		01/30/2012	02/22/2012	02/22/2012			11.91	
22612 - VALLEY CITY LINEN	27112791	STATION 4 LINENS	Edit		01/30/2012	02/22/2012	02/22/2012			34.23	
22612 - VALLEY CITY LINEN	27117877	40 HOUR LINENS	Edit		02/06/2012	02/22/2012	02/22/2012			8.80	
22612 - VALLEY CITY LINEN	27117883	STATION 2 LINENS	Edit		02/06/2012	02/22/2012	02/22/2012			16.95	
22612 - VALLEY CITY LINEN	27117876	STATION 1 LINENS	Edit		02/06/2012	02/22/2012	02/22/2012			54.13	
22612 - VALLEY CITY LINEN	27117875	STATION 4 LINENS	Edit		02/06/2012	02/22/2012	02/22/2012			48.13	
									Account 726.000 - Operating Supplies Totals	Invoice Transactions 23	\$4,275.63
Account 726.550 - Medical Supplies											
19884 - BOUND TREE MEDICAL LLC	87332111	MEDICAL SUPPLIES	Edit		01/31/2012	02/22/2012	02/22/2012			959.76	
5607 - D B S PRINT AND MARKETING	132312	MCMCA PROTOCOL BOOKLETS	Edit		01/31/2012	02/22/2012	02/22/2012			451.75	
1569 - SUNSHINE MEDICAL SUPPLY INC	103544	MEDICAL SUPPLIES	Edit		01/30/2012	02/22/2012	02/22/2012			693.00	
22612 - VALLEY CITY LINEN	27112794	BLANKETS	Edit		01/30/2012	02/22/2012	02/22/2012			5.00	
4604 - VIDACARE	31035	MEDICAL SUPPLIES	Edit		01/30/2012	02/22/2012	02/22/2012			582.01	
									Account 726.550 - Medical Supplies Totals	Invoice Transactions 5	\$2,691.52
Account 726.560 - Misc Gear											
5749 - ARGUS HAZCO SUPPLY COMPANY	4044133	REPLACED H2S SENSOR, BATTERIES AND FILTER	Edit		01/31/2012	02/22/2012	02/22/2012			323.00	
									Account 726.560 - Misc Gear Totals	Invoice Transactions 1	\$323.00
Account 730.300 - Equip Maint & Supplies											
72 - APOLLO FIRE EQUIPMENT CO	80452	REPLACE 7 CUTTERS & SHARPEN CHAIN	Edit		01/24/2012	02/22/2012	02/22/2012			56.13	
									Account 730.300 - Equip Maint & Supplies Totals	Invoice Transactions 1	\$56.13
Account 770.000 - Emergency Preparedness Exp											
21616 - INTERNATIONAL CODE COUNCIL INC	INV0086292	2012 IFC BOOKS	Edit		01/26/2012	02/22/2012	02/22/2012			163.75	
									Account 770.000 - Emergency Preparedness Exp Totals	Invoice Transactions 1	\$163.75
Account 804.206 - Accumed 8%											
15970 - ACCUMED BILLING INC	ACCUMED 0112	EMS Delinquent Billing Fees, January 2012	Edit		02/01/2012	02/22/2012	02/22/2012			6,461.27	
									Account 804.206 - Accumed 8% Totals	Invoice Transactions 1	\$6,461.27
Account 813.000 - Labor Matters, Grievances, etc											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65277	Fire Labor	Edit		02/01/2012	02/22/2012	02/22/2012			71.26	
									Account 813.000 - Labor Matters, Grievances, etc Totals	Invoice Transactions 1	\$71.26



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 852.000 - Communications Phone											
16852 - VERIZON WIRELESS	2694358470	Cell Phones/EKG Transmissions	Edit		02/01/2012	02/22/2012	02/22/2012			272.70	
									Account 852.000 - Communications Phone Totals	Invoice Transactions 1	<u>\$272.70</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			3,059.29	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$3,059.29</u>
Account 860.200 - Auto Repair - Maint Exp											
10950 - APOLLO FIRE APPARATUS REPAIR INC	34816	MAINTENANCE & INSPECTION - E-1 (#43)	Edit		01/25/2012	02/22/2012	02/22/2012			635.24	
10950 - APOLLO FIRE APPARATUS REPAIR INC	34809	REPAIR REAR COMPARTMENT DOOR LATCH - E-2 (TRUCK #30)	Edit		01/25/2012	02/22/2012	02/22/2012			211.77	
10950 - APOLLO FIRE APPARATUS REPAIR INC	34842	REMOVED REMAINDER OF STEP ASSEMBLY FROM UNDER COACH - A-1 (#37)	Edit		01/31/2012	02/22/2012	02/22/2012			68.00	
1025 - DON'S TIRE SERVICE INC	64547	TIRE REPAIR - A-3 (TRUCK #39)	Edit		02/01/2012	02/22/2012	02/22/2012			40.00	
19450 - FRONT LINE MEDICAL	9891	AMBULANCE COT REPAIR	Edit		02/03/2012	02/22/2012	02/22/2012			349.97	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 5	<u>\$1,304.98</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			5,102.91	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$5,102.91</u>
Account 920.000 - Utilities											
278 - CONSUMERS ENERGY	206964521048	Station 2	Edit		02/07/2012	02/22/2012	02/22/2012			515.24	
									Account 920.000 - Utilities Totals	Invoice Transactions 1	<u>\$515.24</u>
Account 930.100 - Building Maintenance											
17700 - MIDWEST AIR FILTER INC	D0513836	Air Filters	Edit		01/24/2012	02/22/2012	02/22/2012			153.88	
13217 - A & B ALARM SYSTEMS INC	61651	FIRE ALARM REPAIR - STATION 1	Edit		01/26/2012	02/22/2012	02/22/2012			56.25	
7256 - EDWARD R VOJTUSH	16938	REIMBURSE FOR REPLACEMENT FIRE ALARM MODULE	Edit		01/31/2012	02/22/2012	02/22/2012			42.52	
									Account 930.100 - Building Maintenance Totals	Invoice Transactions 3	<u>\$252.65</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 206 - Fire Fund										
Department 340 - Fire Department										
Account 981.500 - Capital Outlay -Equip (Fire)										
3320 - ACCUMEDWEB LLC	1268	MONTHLY SERVICE & SUPPORT	Edit		02/01/2012	02/22/2012	02/22/2012			423.00
72 - APOLLO FIRE EQUIPMENT CO	80473	HOOD AND LINER (GEAR)	Edit		01/26/2012	02/22/2012	02/22/2012			60.00
5749 - ARGUS HAZCO SUPPLY COMPANY	M04043513	REPLACEMENT SCBA'S (3)	Edit		01/17/2012	02/22/2012	02/22/2012			1,875.00
							Account 981.500 - Capital Outlay -Equip (Fire) Totals		Invoice Transactions 3	<u>\$2,358.00</u>
							Department 340 - Fire Department Totals		Invoice Transactions 56	<u>\$27,386.10</u>
							Fund 206 - Fire Fund Totals		Invoice Transactions 56	<u>\$27,386.10</u>
Fund 207 - Police Fund										
Department 305 - Police Department										
Account 709.050 - Per Diem, Lodging, Parking										
2477 - DEREK STANSBURY	20120207DS	PER DIEM	Edit		02/07/2012	02/22/2012	02/22/2012			15.25
							Account 709.050 - Per Diem, Lodging, Parking Totals		Invoice Transactions 1	<u>\$15.25</u>
Account 722.000 - Blue Cross & HAP medical insuran										
5078 - MCALPINE & ASSOCIATES PC	32102012	Police Legal Degrace Lawsuit	Edit		02/10/2012	02/22/2012	02/22/2012			274.00
							Account 722.000 - Blue Cross & HAP medical insuran Totals		Invoice Transactions 1	<u>\$274.00</u>
Account 723.700 - WC Claims										
5057 - CITIZENS MANAGEMENT INC	SWC0000423 1211	WC Claims July-Dec 2011	Edit		12/31/2011	02/22/2012	02/22/2012			165.00
							Account 723.700 - WC Claims Totals		Invoice Transactions 1	<u>\$165.00</u>
Account 726.000 - Operating Supplies										
5638 - UNITROL/STINGER SPIKE SYSTEMS	97019717	Stinger Spikes	Edit		01/24/2012	02/22/2012	02/22/2012			75.23
6346 - ACCURATE TIME CLOCK	10386	TIME CLOCK RIBBON	Edit		02/06/2012	02/22/2012	02/22/2012			52.00
26031 - CDW GOVERNMENT INC	B588634	SOFTWARE	Edit		11/23/2011	02/22/2012	12/31/2011			338.00
20296 - MCDONALD'S	1312012MC	PRISONER MEALS	Edit		01/31/2012	02/22/2012	02/22/2012			157.00
3046 - O'REILLY AUTO PARTS	3365268845	JUMPER BOX -FATAL ACCIDENTS	Edit		02/08/2012	02/22/2012	02/22/2012			59.99
26159 - PURIFIED WATER TO GO	8867	WATER	Edit		02/02/2012	02/22/2012	02/22/2012			34.65
26159 - PURIFIED WATER TO GO	8913	WATER	Edit		02/09/2012	02/22/2012	02/22/2012			50.64
7857 - STONE'S ACE HARDWARE	45621	PADLOCK	Edit		02/08/2012	02/22/2012	02/22/2012			29.97
7857 - STONE'S ACE HARDWARE	45654	KEYS FOR IMPOUND	Edit		02/09/2012	02/22/2012	02/22/2012			119.40
1569 - SUNSHINE MEDICAL SUPPLY INC	103643	GLOVES	Edit		02/03/2012	02/22/2012	02/22/2012			366.00
							Account 726.000 - Operating Supplies Totals		Invoice Transactions 10	<u>\$1,282.88</u>
Account 726.100 - Range Supplies										
23145 - JOSEPH C MCROBERTS	20120128JMR	RIFLE PARTS	Edit		01/28/2012	02/22/2012	02/22/2012			90.00
							Account 726.100 - Range Supplies Totals		Invoice Transactions 1	<u>\$90.00</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			753.03	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>753.03</u>
Account 728.000 - Membership Dues & Conference											
3410 - JEFFERY DANIEL	2082012JD2	MEMBERSHIP DUES	Edit		02/08/2012	02/22/2012	02/22/2012			15.00	
22923 - LEXIS NEXIS	1201189019	MEMBERSHIP DUES- JAN	Edit		01/31/2012	02/22/2012	02/22/2012			382.00	
									Account 728.000 - Membership Dues & Conference Totals	Invoice Transactions 2	<u>397.00</u>
Account 729.000 - Janitorial SVC & Supplies											
16386 - AMERICAN CLEANING COMPANY LLC	1001 PD 0112	JANITORIAL SERVICE	Edit		01/31/2012	02/22/2012	02/22/2012			1,099.99	
									Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 1	<u>1,099.99</u>
Account 730.100 - Repairs & Maint											
14972 - SERVISOURCE	17325	TYPEWRITER SERVICE	Open		01/09/2012	02/08/2012	02/08/2012			50.00	
20497 - BSB COMMUNICATIONS INC	96882	Maintenance Agreement	Edit		01/30/2012	02/22/2012	02/22/2012			2,858.00	
									Account 730.100 - Repairs & Maint Totals	Invoice Transactions 2	<u>\$2,908.00</u>
Account 732.200 - Uniform & Cleaning Allow											
3410 - JEFFERY DANIEL	2082012JD	REIMBURSEMENT	Edit		02/08/2012	02/22/2012	02/22/2012			212.00	
									Account 732.200 - Uniform & Cleaning Allow Totals	Invoice Transactions 1	<u>212.00</u>
Account 795.000 - Video Arraignments											
677 - COUNTY OF MACOMB MICHIGAN	AR120090	VIDEO ARRAIGNMENT CHARGES	Edit		02/09/2012	02/22/2012	02/22/2012			20.00	
677 - COUNTY OF MACOMB MICHIGAN	AR120083	VIDEO ARRAIGNMENTS	Edit		02/06/2012	02/22/2012	02/22/2012			40.00	
									Account 795.000 - Video Arraignments Totals	Invoice Transactions 2	<u>\$60.00</u>
Account 812.000 - Negotiations											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65276	Police Labor	Edit		02/01/2012	02/22/2012	02/22/2012			5,105.37	
									Account 812.000 - Negotiations Totals	Invoice Transactions 1	<u>\$5,105.37</u>
Account 850.207 - EM Response Recovery Ex											
22031 - RANCILIO AND ASSOCIATES	9853	COST RECOVERY PROCESS SERVER	Open		01/18/2012	02/08/2012	02/08/2012			42.00	
									Account 850.207 - EM Response Recovery Ex Totals	Invoice Transactions 1	<u>42.00</u>
Account 850.500 - Postage & Handling											
6346 - ACCURATE TIME CLOCK	10386	TIME CLOCK RIBBON	Edit		02/06/2012	02/22/2012	02/22/2012			6.50	
22327 - UPS	3894WX052	SHIPPING	Edit		02/04/2012	02/22/2012	02/22/2012			13.13	
22327 - UPS	3894WX042	SHIPPING	Edit		01/28/2012	02/22/2012	02/22/2012			12.41	
									Account 850.500 - Postage & Handling Totals	Invoice Transactions 3	<u>\$32.04</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 852.000 - Communications Phone											
3760 - CLEAR RATE COMMUNICATIONS INC	1916026	Phones 1/11 - 2/10/12	Edit		02/10/2012	02/22/2012	02/22/2012			1,169.50	
16852 - VERIZON WIRELESS	2696156976	Cell Phones 1/5 - 2/4/12	Edit		02/04/2012	02/22/2012	02/22/2012			1,037.03	
									Account 852.000 - Communications Phone Totals	Invoice Transactions 2	<u>\$2,206.53</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment- Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			5,406.31	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$5,406.31</u>
Account 860.200 - Auto Repair - Maint Exp											
19212 - GOODYEAR WHOLESALE TIRE CENTERS	190019	TIRES	Edit		02/02/2012	02/22/2012	02/22/2012			179.32	
19212 - GOODYEAR WHOLESALE TIRE CENTERS	190140	TIRES	Edit		02/07/2012	02/22/2012	02/22/2012			202.44	
5467 - MGN WASHES LLC	102	VEHICLES - JAN 2012	Edit		02/06/2012	02/22/2012	02/22/2012			90.00	
18462 - SHELBY TIRE & AUTO SERVICE	30912	VEH 1 - MAINTENANCE WORK	Edit		02/01/2012	02/22/2012	02/22/2012			452.54	
18462 - SHELBY TIRE & AUTO SERVICE	30923	VEH 38 - MAINTENANCE	Edit		02/03/2012	02/22/2012	02/22/2012			150.06	
18462 - SHELBY TIRE & AUTO SERVICE	30947	VEH 54 - MAINTENANCE WORK	Edit		02/06/2012	02/22/2012	02/22/2012			17.00	
18462 - SHELBY TIRE & AUTO SERVICE	30958	VEH 31 - MAINTENANCE WORK	Edit		02/06/2012	02/22/2012	02/22/2012			59.15	
18462 - SHELBY TIRE & AUTO SERVICE	30968	VEH 43 - MAINTENANCE WORK	Edit		02/07/2012	02/22/2012	02/22/2012			60.00	
18462 - SHELBY TIRE & AUTO SERVICE	30974	VEH 8 - MAINTENANCE AND REPAIR WORK	Edit		02/08/2012	02/22/2012	02/22/2012			1,051.71	
18462 - SHELBY TIRE & AUTO SERVICE	30980	VEH 15 - MAINTENANCE	Edit		02/08/2012	02/22/2012	02/22/2012			100.68	
18462 - SHELBY TIRE & AUTO SERVICE	30981	VEH 24 - REPAIRS	Edit		02/08/2012	02/22/2012	02/22/2012			594.62	
18462 - SHELBY TIRE & AUTO SERVICE	30989	VEH 42 - VEHICLE REPAIRS	Edit		02/09/2012	02/22/2012	02/22/2012			95.77	
18462 - SHELBY TIRE & AUTO SERVICE	30992	VEH S1 - MAINTENANCE WORK	Edit		02/09/2012	02/22/2012	02/22/2012			150.19	
1259 - SUBURBAN AUTOMATIC TRANSMISSION COMPANY	11365	VEH 8 - MAINTENANCE WORK	Edit		02/08/2012	02/22/2012	02/22/2012			140.30	
									Account 860.200 - Auto Repair - Maint Exp Totals	Invoice Transactions 14	<u>\$3,343.78</u>
Account 863.000 - Gasoline											
1204 - SPENCER OIL COMPANY	382924	GASOLINE	Edit		01/26/2012	02/22/2012	02/22/2012			4,816.40	
1204 - SPENCER OIL COMPANY	383271	GASOLINE	Edit		02/02/2012	02/22/2012	02/22/2012			7,271.51	
									Account 863.000 - Gasoline Totals	Invoice Transactions 2	<u>\$12,087.91</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment- Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			7,804.45	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$7,804.45</u>
Account 865.500 - Deductible expense											
20142 - MIDWEST CLAIMS SERVICE	131221	INSURANCE DEDUCTIBLE	Edit		02/06/2012	02/22/2012	12/31/2011			10,000.00	
									Account 865.500 - Deductible expense Totals	Invoice Transactions 1	<u>\$10,000.00</u>
									Department 305 - Police Department Totals	Invoice Transactions 49	<u>\$53,285.54</u>
									Fund 207 - Police Fund Totals	Invoice Transactions 49	<u>\$53,285.54</u>
Fund 230 - Michigan Justice Training Fund											
Department 230 - Michigan Justice Training Grant											
Account 709.000 - Education & Training											
2067 - SCHOOLCRAFT COLLEGE	94041	ADVANCED POLICE TRAINING	Edit		01/31/2012	02/22/2012	12/31/2011			1,420.00	
2477 - DEREK STANSBURY	20120207DS	PER DIEM	Edit		02/07/2012	02/22/2012	02/22/2012			61.31	
									Account 709.000 - Education & Training Totals	Invoice Transactions 2	<u>\$1,481.31</u>
									Department 230 - Michigan Justice Training Grant Totals	Invoice Transactions 2	<u>\$1,481.31</u>
									Fund 230 - Michigan Justice Training Fund Totals	Invoice Transactions 2	<u>\$1,481.31</u>
Fund 265 - Drug Forfeiture Fund											
Department 266 - Drug Forfeiture											
Account 799.207 - Operating Expense											
868 - MOTOROLA SOLUTIONS INC	13879680	PREP BATTERIES	Edit		01/25/2012	02/22/2012	02/22/2012			252.00	
									Account 799.207 - Operating Expense Totals	Invoice Transactions 1	<u>\$252.00</u>
									Department 266 - Drug Forfeiture Totals	Invoice Transactions 1	<u>\$252.00</u>
									Fund 265 - Drug Forfeiture Fund Totals	Invoice Transactions 1	<u>\$252.00</u>
Fund 275 - Senior Housing Operation											
Department 275 - Shelby Manor											
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment- Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			1,436.53	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$1,436.53</u>
Account 930.600 - Maintenance Supplies											
17700 - MIDWEST AIR FILTER INC	D0513836	Air Filters	Edit		01/24/2012	02/22/2012	02/22/2012			95.80	
									Account 930.600 - Maintenance Supplies Totals	Invoice Transactions 1	<u>\$95.80</u>
									Department 275 - Shelby Manor Totals	Invoice Transactions 2	<u>\$1,532.33</u>
									Fund 275 - Senior Housing Operation Totals	Invoice Transactions 2	<u>\$1,532.33</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 723.700 - WC Claims											
5057 - CITIZENS MANAGEMENT INC	SWC0000423 1211	WC Claims July-Dec 2011	Edit		12/31/2011	02/22/2012	02/22/2012			768.33	
									Account 723.700 - WC Claims Totals	Invoice Transactions 1	<u>768.33</u>
Account 725.000 - Judicial Services											
10319 - HERMAN C CAMPBELL	2022012	Judicial Services	Edit		02/02/2012	02/22/2012	02/22/2012			346.65	
									Account 725.000 - Judicial Services Totals	Invoice Transactions 1	<u>346.65</u>
Account 725.502 - Atty Fees											
4663 - MOORE PENNA & ASSOCIATES PLLC	122311	Public Defender (11- 1715-SM)	Open		12/23/2011	01/18/2012	12/31/2011			100.00	
4663 - MOORE PENNA & ASSOCIATES PLLC	112211	Public Defender	Open		12/20/2011	01/18/2012	12/31/2011			400.00	
5137 - ROY M. GRUENBURG	10312	Public Defender	Open		01/16/2012	02/08/2012	02/08/2012			150.00	
5561 - CHRISTINA M LEJKOWSKI	10912	Public Defender	Open		01/10/2012	02/08/2012	02/08/2012			150.00	
4621 - LAURA I MARJI	10912	Public Defender	Open		01/10/2012	02/08/2012	02/08/2012			350.00	
2439 - JAMES P CONRAD	12612	Public Defender (11- 2281-OT)	Edit		01/26/2012	02/22/2012	02/22/2012			100.00	
4777 - CRUM & CRUM PLLC	20612	Public Defender	Edit		02/06/2012	02/22/2012	02/22/2012			150.00	
4777 - CRUM & CRUM PLLC	13012	Public Defender	Edit		01/30/2012	02/22/2012	02/22/2012			150.00	
3929 - BRIAN M LONGMAN	13012	Public Defender	Edit		02/06/2012	02/22/2012	02/22/2012			350.00	
									Account 725.502 - Atty Fees Totals	Invoice Transactions 9	<u>\$1,900.00</u>
Account 727.000 - Office Supply & Printing											
12238 - AMERICAN SPEEDY PRINTING	12038	Stamp	Edit		02/08/2012	02/22/2012	02/22/2012			34.00	
5400 - BOB BROOKS COMPUTER SALES INC	162255	Office Supplies (Toner)	Edit		01/27/2012	02/22/2012	02/22/2012			150.00	
22871 - STAPLES ADVANTAGE	8020868868	Office Supplies	Edit		01/28/2012	02/22/2012	02/22/2012			427.53	
22871 - STAPLES ADVANTAGE	8020805348	Office Supplies	Edit		01/21/2012	02/22/2012	02/22/2012			681.12	
25412 - THE EBCO COMPANY LLC	12025	File Folders	Edit		01/27/2012	02/22/2012	02/22/2012			126.25	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 5	<u>\$1,418.90</u>
Account 729.000 - Janitorial SVC & Supplies											
16386 - AMERICAN CLEANING COMPANY LLC	1001 0112 Court	Janitorial Service January 2012	Edit		02/07/2012	02/22/2012	02/22/2012			1,175.00	
									Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 1	<u>\$1,175.00</u>
Account 730.000 - Equipment Svc & Maint											
6346 - ACCURATE TIME CLOCK	20812	Time Stamp Repair	Edit		02/08/2012	02/22/2012	02/22/2012			104.00	
20057 - BATTERY WAREHOUSE CO	50393	Defibulator Battery	Edit		01/24/2012	02/22/2012	02/22/2012			24.95	
16541 - IRON MOUNTAIN	EUP7768	File Storage	Edit		01/31/2012	02/22/2012	02/22/2012			1,547.42	
25218 - SPECIALTY UNDERWRITERS LLC	TS3091 12A	Service Agreement (6/1/11-5/31/12)	Edit		01/20/2012	02/22/2012	02/22/2012			98.97	
25801 - COMCAST	310320012 0312	Cable	Edit		02/07/2012	02/22/2012	02/22/2012			21.37	
									Account 730.000 - Equipment Svc & Maint Totals	Invoice Transactions 5	<u>\$1,796.71</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 801.290 - Interpreter Fee										
22072 - MARIA GIALDI	3862	Interpreter Fees (12-48 -OT)	Edit		02/03/2012	02/22/2012	02/22/2012			100.00
							Account 801.290 - Interpreter Fee Totals		Invoice Transactions 1	<u>\$100.00</u>
Account 804.000 - Computer Prog/Maint/Support										
22613 - DMC TECHNOLOGY GROUP INC	2793	Computer Program Maint & Support	Edit		01/31/2012	02/22/2012	02/22/2012			32.50
							Account 804.000 - Computer Prog/Maint/Support Totals		Invoice Transactions 1	<u>\$32.50</u>
Account 850.000 - Communications										
25415 - A T & T LONG DISTANCE	8541261910112	Communications	Edit		01/26/2012	02/22/2012	02/22/2012			2.29
							Account 850.000 - Communications Totals		Invoice Transactions 1	<u>\$2.29</u>
Account 865.000 - Insurance & Bonds										
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			1,472.27
							Account 865.000 - Insurance & Bonds Totals		Invoice Transactions 1	<u>\$1,472.27</u>
							Department 136 - 41 A District Court Totals		Invoice Transactions 26	<u>\$9,012.65</u>
Department 760 - Shelby TWP										
Account 965.001 - Shelby Fines & Fees										
1157 - SHELBY TWP TREASURER	13112	Shelby Twp Fines & Fees	Edit		01/31/2012	02/22/2012	02/22/2012			177,358.79
							Account 965.001 - Shelby Fines & Fees Totals		Invoice Transactions 1	<u>\$177,358.79</u>
Account 965.290 - Building Fund										
1157 - SHELBY TWP TREASURER	13112	Shelby Twp Fines & Fees	Edit		01/31/2012	02/22/2012	02/22/2012			12,488.00
							Account 965.290 - Building Fund Totals		Invoice Transactions 1	<u>\$12,488.00</u>
							Department 760 - Shelby TWP Totals		Invoice Transactions 2	<u>\$189,846.79</u>
Department 761 - Macomb Cnty										
Account 965.012 - Macomb County Fines & Fees										
687 - MACOMB COUNTY TREASURER 2	13112	Macomb County Fines & Fees	Edit		01/31/2012	02/22/2012	02/22/2012			4,931.00
							Account 965.012 - Macomb County Fines & Fees Totals		Invoice Transactions 1	<u>\$4,931.00</u>
							Department 761 - Macomb Cnty Totals		Invoice Transactions 1	<u>\$4,931.00</u>
Department 762 - State of Michigan										
Account 965.010 - State of Michigan Fees										
16926 - STATE OF MICHIGAN	13112	State of MI Fees	Edit		01/31/2012	02/22/2012	02/22/2012			85,758.10
							Account 965.010 - State of Michigan Fees Totals		Invoice Transactions 1	<u>\$85,758.10</u>
							Department 762 - State of Michigan Totals		Invoice Transactions 1	<u>\$85,758.10</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 763 - City of Utica										
Account 965.021 - Utica Fines & Fees										
254 - CITY OF UTICA	13112	Utica Fines & Fees	Edit		01/31/2012	02/22/2012	02/22/2012			9,628.74
										Account 965.021 - Utica Fines & Fees Totals
										Invoice Transactions 1
										Department 763 - City of Utica Totals
										Invoice Transactions 1
										\$9,628.74
Department 765 - Macomb TWP										
Account 965.027 - Macomb TWP Fines & Fees										
14061 - MACOMB TWP TREASURER	13112	Macomb Twp Fines & Fees	Edit		01/31/2012	02/22/2012	02/22/2012			11,430.37
										Account 965.027 - Macomb TWP Fines & Fees Totals
										Invoice Transactions 1
										Department 765 - Macomb TWP Totals
										Invoice Transactions 1
										Fund 290 - 41 A District Court Totals
										Invoice Transactions 32
										\$310,607.65
Fund 450 - NPDES - CAP Proj Waterways										
Department 450 - NPDES Cap Proj Waterways										
Account 985.850 - Waterways Clean Up										
12762 - STATE OF MICHIGAN	744585	STORMWATER DISCHARGE PERMIT	Edit		02/01/2012	02/22/2012	02/22/2012			500.00
										Account 985.850 - Waterways Clean Up Totals
										Invoice Transactions 1
										Department 450 - NPDES Cap Proj Waterways Totals
										Invoice Transactions 1
										Fund 450 - NPDES - CAP Proj Waterways Totals
										Invoice Transactions 1
										\$500.00
Fund 497 - Shelby Soccer City										
Department 497 - Soccer City										
Account 807.000 - Engineering Consulting Fees										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 95	Soccer City	Edit		02/07/2012	02/22/2012	02/22/2012			787.50
										Account 807.000 - Engineering Consulting Fees Totals
										Invoice Transactions 1
										Department 497 - Soccer City Totals
										Invoice Transactions 1
										Fund 497 - Shelby Soccer City Totals
										Invoice Transactions 1
										\$787.50
Fund 592 - Water and Sewer Fund										
Account 124.126 - SAD 33S Van Dyke Sanitary-DDA										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 93	VAN DYKE SANITARY	Edit		02/07/2012	02/22/2012	02/22/2012			8,705.00
3245 - FAZAL KHAN & ASSOCIATES INC	2012 94	VAN DYKE SANITARY	Edit		02/07/2012	02/22/2012	02/22/2012			945.00
										Account 124.126 - SAD 33S Van Dyke Sanitary-DDA Totals
										Invoice Transactions 2
										\$9,650.00
Account 158.245 - Legacy Village San Sewer										
20895 - SEIBERT & DLOSKI PLLC	26949	SERVICES RE. LEGACY VILLAGE SANITARY	Edit		02/01/2012	02/22/2012	02/22/2012			3,370.20
										Account 158.245 - Legacy Village San Sewer Totals
										Invoice Transactions 1
										\$3,370.20
Account 255.592 - Engineering Costs from Developer										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 104	PANERA BREAD	Edit		02/07/2012	02/22/2012	02/22/2012			762.87
										Account 255.592 - Engineering Costs from Developer Totals
										Invoice Transactions 1
										\$762.87
Account 277.000 - Payable for Customer Overpmts										
5617 - THOMAS BECK	2222415 212	REFUND - OVERPAYMENT	Edit		02/06/2012	02/22/2012	02/22/2012			159.69



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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											
5618 - GEORGE LINI	2239752 212	REFUND - OVERPAYMENT	Edit		02/09/2012	02/22/2012	02/22/2012			108.47	
Account 277.000 - Payable for Customer Overpmts Totals										Invoice Transactions 2	<u>\$268.16</u>
Department 591 - Supply and Transmission											
Account 709.000 - Education & Training											
4736 - ALTERNATIVE SAFETY & TESTING SOLUTIONS	45127	CDL Drug Screen Ee# 70139	Edit		02/02/2012	02/22/2012	02/22/2012			55.00	
5593 - HENRY FORD MACOMB	16122574B 2011	DPW CDL Screen	Edit		02/10/2012	02/22/2012	12/31/2011			116.00	
Account 709.000 - Education & Training Totals										Invoice Transactions 2	<u>\$171.00</u>
Account 723.700 - WC Claims											
5057 - CITIZENS MANAGEMENT INC	SWC0000423 1211	WC Claims July-Dec 2011	Edit		12/31/2011	02/22/2012	02/22/2012			1,825.73	
Account 723.700 - WC Claims Totals										Invoice Transactions 1	<u>\$1,825.73</u>
Account 726.600 - Uniform Exp											
19449 - CONTRACTORS CLOTHING CO	7245932	Uniform Order Ee # 11041	Edit		02/03/2012	02/22/2012	02/22/2012			171.10	
19449 - CONTRACTORS CLOTHING CO	7246683	Uniform Order Ee# 60220	Edit		02/01/2012	02/22/2012	02/22/2012			37.50	
19449 - CONTRACTORS CLOTHING CO	7245673	Uniform Order Ee # 11209	Edit		01/25/2012	02/22/2012	02/22/2012			428.35	
19449 - CONTRACTORS CLOTHING CO	7246660	Uniform Order Ee # 11209	Edit		02/01/2012	02/22/2012	02/22/2012			(26.99)	
21430 - UTICA SHOE	1043	Uniform Boot Order Ee# 11041	Edit		02/04/2012	02/22/2012	02/22/2012			100.00	
Account 726.600 - Uniform Exp Totals										Invoice Transactions 5	<u>\$709.96</u>
Account 730.100 - Repairs & Maint											
25049 - HD SUPPLY WATERWORKS LTD	4334041	CARL GRADE RING, SPACER KIT	Edit		01/27/2012	02/22/2012	02/22/2012			94.24	
11832 - HOME DEPOT	2093491	SQUARE SOCKETS, COUPLINGS - SANITARY	Edit		02/07/2012	02/22/2012	02/22/2012			8.64	
Account 730.100 - Repairs & Maint Totals										Invoice Transactions 2	<u>\$102.88</u>
Account 730.200 - Repair & Maint - Water											
11832 - HOME DEPOT	3033480	PARTS FOR SPRINKLER REPAIR	Edit		01/27/2012	02/22/2012	02/22/2012			21.00	
Account 730.200 - Repair & Maint - Water Totals										Invoice Transactions 1	<u>\$21.00</u>
Account 731.000 - Supply & Exp Cut Install											
25049 - HD SUPPLY WATERWORKS LTD	4321015	CURB BOX BSH	Edit		01/25/2012	02/22/2012	02/22/2012			1,425.00	
9662 - SHELBY UNDERGROUND INC	2012 103	WATER TAPS - VARIOUS	Edit		01/26/2012	02/22/2012	02/22/2012			11,160.00	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 731.000 - Supply & Exp Cut Install											
1179 - SLC METER SERVICE INC	241716	CURB STOPS, COUPLINGS - TAPS	Edit		02/03/2012	02/22/2012	02/22/2012			3,498.65	
									Account 731.000 - Supply & Exp Cut Install Totals	Invoice Transactions 3	<u>\$16,083.65</u>
Account 736.000 - Maint Material & Supplies											
11832 - HOME DEPOT	3045472	BATTERIES	Edit		02/06/2012	02/22/2012	02/22/2012			23.96	
11832 - HOME DEPOT	1100284	AXE HANDLE	Edit		02/08/2012	02/22/2012	02/22/2012			13.97	
11476 - J&J ACE HARDWARE	1	16472	RECIPROCATING BLADE	Edit	01/26/2012	02/22/2012	02/22/2012			12.34	
19767 - METCOM INC	81235	PLASTIC DOORKNOB BAGS	Edit		01/23/2012	02/22/2012	02/22/2012			142.05	
									Account 736.000 - Maint Material & Supplies Totals	Invoice Transactions 4	<u>\$192.32</u>
Account 935.500 - Water Main Repair											
9662 - SHELBY UNDERGROUND INC	2012 105	WATERMAIN BREAK HAYES & 23 MILE	Edit		02/01/2012	02/22/2012	02/22/2012			2,050.00	
									Account 935.500 - Water Main Repair Totals	Invoice Transactions 1	<u>\$2,050.00</u>
Account 935.700 - Booster Station Maint											
12977 - GRAINGER	9735065485	MINI WALL PACK 100 W, 120 V	Edit		01/20/2012	02/22/2012	02/22/2012			245.03	
12580 - WARREN PIPE AND SUPPLY CO	12699577	UNION - 26 MILE PUMP STATION	Edit		01/26/2012	02/22/2012	02/22/2012			7.64	
12580 - WARREN PIPE AND SUPPLY CO	12695356	PARTS FOR 26 MILE PUMP STATION	Edit		01/13/2012	02/22/2012	02/22/2012			120.15	
									Account 935.700 - Booster Station Maint Totals	Invoice Transactions 3	<u>\$372.82</u>
									Department 591 - Supply and Transmission Totals	Invoice Transactions 22	<u>\$21,529.36</u>
Department 595 - Cap Exp, bond prin-cash budget											
Account 991.200 - OMID Principal Payment											
1517 - MACOMB COUNTY TREASURER- SEWER	OMI SHT 030112	OAKLAND MACOMB INTERCEPTOR BONDS	Edit		02/01/2012	02/22/2012	02/22/2012			10,719.23	
									Account 991.200 - OMID Principal Payment Totals	Invoice Transactions 1	<u>\$10,719.23</u>
									Department 595 - Cap Exp, bond prin-cash budget Totals	Invoice Transactions 1	<u>\$10,719.23</u>
Department 596 - Administrative and General											
Account 727.000 - Office Supply & Printing											
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			349.55	
									Account 727.000 - Office Supply & Printing Totals	Invoice Transactions 1	<u>\$349.55</u>
Account 729.000 - Janitorial SVC & Supplies											
2824 - G & K SERVICES	1244220378	floor mats	Edit		02/01/2012	02/22/2012	02/22/2012			130.91	
									Account 729.000 - Janitorial SVC & Supplies Totals	Invoice Transactions 1	<u>\$130.91</u>
Account 730.592 - Property Maint											
17700 - MIDWEST AIR FILTER INC	D0513836	Air Filters	Edit		01/24/2012	02/22/2012	02/22/2012			120.04	



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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											
1472 - WILLIAMS DISTRIBUTING COMPANY	SB00139570001	INGNITOR FOR HOT WATER TANK	Edit		01/25/2012	02/22/2012	02/22/2012			91.20	
									Account 730.592 - Property Maint Totals	Invoice Transactions 2	<u>\$211.24</u>
Account 807.000 - Engineering Consulting Fees											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 100	MOUND ROAD SANITARY LEAD	Edit		02/07/2012	02/22/2012	02/22/2012			847.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 99	RYAN WATERMAIN	Edit		02/07/2012	02/22/2012	02/22/2012			1,280.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 98	SCHOENHERR WATERMAIN	Edit		02/07/2012	02/22/2012	02/22/2012			3,217.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 97	SE QUADRANT SANITARY	Edit		02/07/2012	02/22/2012	02/22/2012			2,100.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 96	NW QUADRANT SANITARY	Edit		02/07/2012	02/22/2012	02/22/2012			1,050.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 92	DPW GENERAL SERVICES	Edit		02/07/2012	02/22/2012	02/22/2012			105.00	
									Account 807.000 - Engineering Consulting Fees Totals	Invoice Transactions 6	<u>\$8,600.00</u>
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			2,095.96	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	<u>\$2,095.96</u>
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			3,644.94	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	<u>\$3,644.94</u>
Account 920.000 - Utilities											
25415 - A T & T LONG DISTANCE	854126176 212	LONG DISTANCE DPW 212	Edit		01/26/2012	02/22/2012	02/22/2012			10.58	
									Account 920.000 - Utilities Totals	Invoice Transactions 1	<u>\$10.58</u>
Account 955.000 - Other Expenses											
1434 - FRANK NASTASY	21212 FN	CDL REBURSEMENT	Edit		02/01/2012	02/22/2012	02/22/2012			53.00	
25218 - SPECIALTY UNDERWRITERS LLC	TS3091 12C	MAINTENANCE SERVICES DPW (10 OF 12)	Edit		01/20/2012	02/22/2012	02/22/2012			727.09	
									Account 955.000 - Other Expenses Totals	Invoice Transactions 2	<u>\$780.09</u>
									Department 596 - Administrative and General Totals	Invoice Transactions 15	<u>\$15,823.27</u>



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 597 - Non-Operating										
Account 995.144 - Int Exp OMID										
1517 - MACOMB COUNTY TREASURER-SEWER	OMI SHT 030112	OAKLAND MACOMB INTERCEPTOR BONDS	Edit		02/01/2012	02/22/2012	02/22/2012			4,191.87
							Account 995.144 - Int Exp OMID Totals		Invoice Transactions 1	<u>\$4,191.87</u>
							Department 597 - Non-Operating Totals		Invoice Transactions 1	<u>\$4,191.87</u>
Department 661 - Motor Pool										
Account 726.000 - Operating Supplies										
20071 - AIRGAS USA LLC	9003982619	CYLINDER RENTAL	Edit		01/31/2012	02/22/2012	02/22/2012			34.27
326 - DECKER AUTO PARTS INC	498003	RED TOWELS, FLOOR DRY	Edit		02/01/2012	02/22/2012	02/22/2012			28.90
							Account 726.000 - Operating Supplies Totals		Invoice Transactions 2	<u>\$63.17</u>
Account 781.000 - Parts										
127 - BEEBE OIL CO	725212	CITGO A/W HYD OIL 32 PAIL	Edit		02/03/2012	02/22/2012	02/22/2012			306.75
326 - DECKER AUTO PARTS INC	498178	WIPER BLADES	Edit		02/02/2012	02/22/2012	02/22/2012			39.90
326 - DECKER AUTO PARTS INC	498005	HOSE TEE FLUSH KIT (BACKHOE)	Edit		02/01/2012	02/22/2012	02/22/2012			7.99
326 - DECKER AUTO PARTS INC	496602	CREDIT - BRAKE SHOES	Edit		01/23/2012	02/22/2012	02/22/2012			(67.85)
26043 - INTERSTATE BILLING SERVICES INC	413249 02	ELEMENTS, GASKET, SUCTION STRAINER	Edit		02/01/2012	02/22/2012	02/22/2012			230.04
							Account 781.000 - Parts Totals		Invoice Transactions 5	<u>\$516.83</u>
							Department 661 - Motor Pool Totals		Invoice Transactions 7	<u>\$580.00</u>
							Fund 592 - Water and Sewer Fund Totals		Invoice Transactions 52	<u>\$66,894.96</u>
Fund 598 - Cable TV										
Department 598 - Cable TV										
Account 727.000 - Office Supply & Printing										
11227 - OFFICE DEPOT INC	2369343	January, 2012 Office Supplies	Edit		01/31/2012	02/22/2012	02/22/2012			290.67
							Account 727.000 - Office Supply & Printing Totals		Invoice Transactions 1	<u>\$290.67</u>
Account 785.500 - Govt AC Op Exp & Sup										
21532 - DATA MEDIA PRODUCTS INC	H1304	DVDs	Edit		02/08/2012	02/22/2012	02/22/2012			77.55
21693 - VSA INC	122239	Dvds	Edit		01/30/2012	02/22/2012	02/22/2012			47.28
							Account 785.500 - Govt AC Op Exp & Sup Totals		Invoice Transactions 2	<u>\$124.83</u>
Account 801.000 - Contract Labor										
4588 - JAYME ARTER	110312234	Contract Labor	Edit		02/09/2012	02/22/2012	02/22/2012			757.50
5452 - EVAN CLOYD	377110123	Contract Labor	Edit		02/09/2012	02/22/2012	02/22/2012			1,110.00
4661 - KYLE HOFFMAN	3031123	Contract Labor	Edit		02/09/2012	02/22/2012	02/22/2012			705.00
3589 - MEGAN O'BRIEN	1051201B2	Contract Labor	Edit		02/09/2012	02/22/2012	02/22/2012			345.00
5318 - JAMES T RISKO	31542	Contract Labor	Edit		02/09/2012	02/22/2012	02/22/2012			90.00



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 801.000 - Contract Labor											
3202 - MICHAEL S VENTIMIGLIO	1261201	Contract Labor	Edit		01/26/2012	02/22/2012	02/22/2012			75.00	
									Account 801.000 - Contract Labor Totals	Invoice Transactions 6	\$3,082.50
Account 810.592 - IT Support & Svc											
2997 - XO COMMUNICATIONS	248965672	February Streaming	Edit		02/05/2012	02/22/2012	02/22/2012			744.86	
									Account 810.592 - IT Support & Svc Totals	Invoice Transactions 1	\$744.86
Account 811.000 - Legal Fees											
24798 - NEIL J LEHTO	2651 A	Comcast Shelby Manor	Edit		12/30/2011	02/22/2012	12/31/2011			22.50	
24798 - NEIL J LEHTO	2651 B	Comcast Shelby Manor	Edit		02/01/2012	02/22/2012	02/22/2012			438.75	
									Account 811.000 - Legal Fees Totals	Invoice Transactions 2	\$461.25
Account 850.000 - Communications											
24351 - A T & T	586 2541186 112	Phone Bill	Edit		01/25/2012	02/22/2012	02/22/2012			69.37	
1598 - FULL STEAM SPORTS	512	Shelbytv.org One year domain	Edit		01/27/2012	02/22/2012	02/22/2012			60.69	
									Account 850.000 - Communications Totals	Invoice Transactions 2	\$130.06
Account 860.000 - Auto Insurance Expense											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			296.11	
									Account 860.000 - Auto Insurance Expense Totals	Invoice Transactions 1	\$296.11
Account 865.000 - Insurance & Bonds											
3012 - NICKEL & SAPH INC	13641	2nd Installment-Liability Insurance	Edit		02/01/2012	02/22/2012	02/22/2012			2,622.93	
									Account 865.000 - Insurance & Bonds Totals	Invoice Transactions 1	\$2,622.93
Account 930.100 - Building Maintenance											
16386 - AMERICAN CLEANING COMPANY LLC	1001 cable0212	Building Main	Edit		01/01/2012	02/22/2012	02/22/2012			284.01	
21513 - CGL CORPORATION	220904800	Weather Element Filter for Rooftop	Edit		02/01/2012	02/22/2012	02/22/2012			72.00	
									Account 930.100 - Building Maintenance Totals	Invoice Transactions 2	\$356.01
									Department 598 - Cable TV Totals	Invoice Transactions 18	\$8,109.22
									Fund 598 - Cable TV Totals	Invoice Transactions 18	\$8,109.22
Fund 692 - Equipment Replacement Fund											
Department 371 - Protective Inspection											
Account 985.000 - Equipment Replacement											
26031 - CDW GOVERNMENT INC	F204144	HP LJ P2035N 30PPM	Edit		01/31/2012	02/22/2012	02/22/2012			299.00	
									Account 985.000 - Equipment Replacement Totals	Invoice Transactions 1	\$299.00
									Department 371 - Protective Inspection Totals	Invoice Transactions 1	\$299.00



Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 02/22/12

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 774 - Senior Citizen Operations											
Account 985.000 - Equipment Replacement											
13966 - IKON OFFICE SOLUTIONS	5022096141	Sr Ctr 1/26-4/25/12	Edit		01/24/2012	02/22/2012	02/22/2012			407.03	
								Account 985.000 - Equipment Replacement Totals		Invoice Transactions 1	\$407.03
Account 985.160 - Flea Market expense											
584 - K-MART	12612 004	Senior Center	Edit		01/26/2012	02/22/2012	02/22/2012			51.96	
	52241	Operational Supplies									
584 - K-MART	20212 006	Senior Center	Edit		02/02/2012	02/22/2012	02/22/2012			113.92	
	83172	Operational Supplies									
								Account 985.160 - Flea Market expense Totals		Invoice Transactions 2	\$165.88
								Department 774 - Senior Citizen Operations Totals		Invoice Transactions 3	\$572.91
Department 789 - Parks Recreation Maintenance											
Account 985.000 - Equipment Replacement											
26031 - CDW GOVERNMENT INC	F245570	Computer monitor, hardware & software	Edit		01/31/2012	02/22/2012	02/22/2012			462.59	
								Account 985.000 - Equipment Replacement Totals		Invoice Transactions 1	\$462.59
								Department 789 - Parks Recreation Maintenance Totals		Invoice Transactions 1	\$462.59
								Fund 692 - Equipment Replacement Fund Totals		Invoice Transactions 5	\$1,334.50
Fund 701 - Trust & Agency											
Account 255.371 - Bldg Performance Bonds											
22329 - 1ST CHOICE SIGN INC	09 5413	13885 HALL - BLDG BOND	Edit		03/09/2009	02/22/2012	02/22/2012			50.00	
24571 - ALLANTE BUILDING	11 37961	BUILDING BOND RETURN - 5581	Edit		04/29/2011	02/22/2012	02/22/2012			965.00	
		FIELDBROOK									
16285 - ALLIED SIGNS INC	10 112029	13664 23 MILE - BLDG BOND	Edit		12/20/2010	02/22/2012	02/22/2012			100.00	
4499 - ASHFORD APARTMENTS LLC	11 63084	2045 PARTRIDGE - BLDG BOND	Edit		07/26/2011	02/22/2012	02/22/2012			4,355.00	
19882 - AVER SIGN COMPANY	10 59686	51341 HAYES - BLDG BOND	Edit		07/07/2010	02/22/2012	02/22/2012			100.00	
5541 - CURB APPEAL CONCEPTS INC	11 110227	50787 VAN DYKE - BLDG BOND	Edit		12/15/2011	02/22/2012	02/22/2012			200.00	
21763 - DIAMOND CREEK HOMES INC	11 112652	55753 APPLE - BLDG BOND	Edit		12/21/2011	02/22/2012	02/22/2012			50.00	
22109 - DISTINCTIVE BUILDING INC	12 5657	49311 HIDDEN WOODS - BLDG BOND	Edit		01/20/2012	02/22/2012	02/22/2012			50.00	
5496 - ELEAN MINETOS OR IONEL CIUCANU	11 97763	52700 SHELBY - BLDG BOND	Edit		11/04/2011	02/22/2012	02/22/2012			200.00	
5394 - GLEN F SONS JR	11 90182	51425 MERRY - BLDG BOND	Edit		10/12/2011	02/22/2012	02/22/2012			200.00	
1792 - HOMES BY HANNAH INC	11 11962	BUILDING BOND RETURN - 56668	Edit		02/08/2011	02/22/2012	02/22/2012			1,102.50	
		HARTLEY E									



Accounts Payable by G/L Distribution Report

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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 701 - Trust & Agency										
Account 255.371 - Bldg Performance Bonds										
15920 - HURON SIGN CO	10 100068	52925 HAYES - BLDG BOND	Edit		11/04/2010	02/22/2012	02/22/2012			50.00
5585 - IMARK DEVELOPMENT INC	12 4999	BUILDING BOND RETURN - 14626 23 MILE	Edit		01/18/2012	02/22/2012	02/22/2012			50.00
18255 - INTERCITY NEON SIGNS	10 51694	14121 HALL - BLDG BOND	Edit		06/08/2010	02/22/2012	02/22/2012			50.00
3107 - LOMBARDO HOMES OF SE MICHIGAN	11 4149	BUILDING BOND RETURN - 55508 FRANCIS	Edit		01/12/2011	02/22/2012	02/22/2012			3,942.50
14911 - MILLER GARAGE BUILDING CO	11 90847	5209 ST RICHARD - BLDG BOND	Edit		10/18/2011	02/22/2012	02/22/2012			200.00
19251 - NU-ART SIGN COMPANY	08 1714	51204 DANVIEW - BLDG BOND	Edit		02/04/2008	02/22/2012	02/22/2012			50.00
24761 - PERFECTION BUILDING LLC	11 107693	48834 TILFORD - BLDG BOND	Edit		12/08/2011	02/22/2012	02/22/2012			50.00
22764 - PHILLIPS SIGN & LIGHTING INC	11 36793	49800 DEQUINDRE - BLDG BOND	Edit		04/21/2011	02/22/2012	02/22/2012			200.00
2272 - PLUM CRAZY INC	11 83654	11911 CONSERVATION - BLDG BOND	Edit		09/21/2011	02/22/2012	02/22/2012			50.00
5111 - PREMIER CONSTRUCTION COMPANIES	11 57259	BUILDING BOND RETURN - 45952 SCHOENHERR	Edit		07/05/2011	02/22/2012	02/22/2012			260.00
5558 - PRO SOURCE RENOVATION	12 2076	49966 GRAND OAK - BLDG BOND	Edit		01/09/2012	02/22/2012	02/22/2012			50.00
5558 - PRO SOURCE RENOVATION	12 2077	49770 ELK TRAIL - BLDG BOND	Edit		01/09/2012	02/22/2012	02/22/2012			50.00
23032 - S & A TRI COUNTY SIGN	08 5599	45660 MOUND - BLDG BOND	Edit		03/06/2008	02/22/2012	02/22/2012			100.00
20815 - STERLING FENCE	12 2187	49483 W CENTRAL - BLDG BOND	Edit		01/10/2012	02/22/2012	02/22/2012			50.00
17155 - T J TWYDELL SIGN PROFESSIONALS INC	11 41817	50771 DESIGN - BLDG BOND	Edit		05/12/2011	02/22/2012	02/22/2012			25.00
23870 - WOODLAKE OF HIDDEN WOODS LLC	11 37724	49311-49341 HIDDEN WOODS - BLDG BOND	Edit		04/27/2011	02/22/2012	02/22/2012			1,100.00
5134 - WOODS CONSTRUCTION INC	12 420	BUILDING BOND RETURN - 8200 26 MILE	Edit		01/04/2012	02/22/2012	02/22/2012			200.00
							Account 255.371 - Bldg Performance Bonds Totals		Invoice Transactions 28	\$13,850.00
Account 270.238 - Funds Held for Base/Softball										
22371 - GRAPHIC COMMUNICATIONS INC	33339	LL St Champion '11 banner	Edit		01/27/2012	02/22/2012	02/22/2012			100.00
							Account 270.238 - Funds Held for Base/Softball Totals		Invoice Transactions 1	\$100.00



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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 701 - Trust & Agency										
Account 270.739 - Library Donations - Programs										
3699 - ABSOLUTELY BAFFLING MAGIC	8012012	Deposit	Edit		01/31/2012	02/22/2012	02/22/2012			95.00
5559 - JAMES G DAVID	2022012	Library Materials/Programs Expense	Edit		02/02/2012	02/22/2012	02/22/2012			500.00
							Account 270.739 - Library Donations - Programs Totals	Invoice Transactions 2		<u>\$595.00</u>
							Fund 701 - Trust & Agency Totals	Invoice Transactions 31		<u>\$14,545.00</u>
Fund 892526 - SAD 26-Sewer										
Account 154.000 - Sewer Lines										
21101 - DEQUINDRE INVESTMENTS INC	13012	REIMBURSEMENT 56841 MOUND	Edit		02/10/2012	02/22/2012	02/22/2012			911.88
							Account 154.000 - Sewer Lines Totals	Invoice Transactions 1		<u>\$911.88</u>
							Fund 892526 - SAD 26-Sewer Totals	Invoice Transactions 1		<u>\$911.88</u>
							Grand Totals	Invoice Transactions 414		<u>\$567,145.80</u>

* = Prior Fiscal Year Activity

Planning & Zoning Department

TOWNSHIP BOARD AGENDA

FEBRUARY 21, 2012

Recreation Plan 2012 Adoption

A new Recreation Plan is required every five years to qualify for grant programs available from the state of Michigan. The format of the plan is specified by the Michigan Department of Natural Resources.

The Township Board conducted a public hearing on the draft plan was conducted on February 7, 2012. Comments offered during the public hearing were incorporated into the plan. The Planning Commission passed a motion supporting the plan last month. The Recreation Committee recommended approval of the draft plan on February 13, 2012.

H:\Recreation Plan (2011)\Board Adoption Memo (Feb. 21, 2012).doc

2012 - 2016

Charter Township of Shelby Recreation Plan



Adoption Draft

Charter Township of Shelby

2/21/2012

COMMUNITY DESCRIPTION

The Recreation Plan considers the recreation needs of Shelby Township which is located in the west-central portion of Macomb County. The township land area encompasses approximately 22,260 acres of land or 34.8 square miles.

The growth of the township's park system and recreation programs have been heavily influenced by significant population growth that has occurred in the community over the past five decades as well as some unique opportunities that have been presented to the township due to its geographic setting. These factors are described below.

- **Population Growth.** Shelby Township experienced a population increase of 60,000 residents since 1960 averaging nearly 12,000 residents every decade. This population growth creates a corresponding demand for park and recreation services for these new residents. Much slower population is anticipated over the next 25 years (11,373 new residents expected). This anticipated growth is less than what the township experienced during a one decade period during the past 50 years.
- **River Bends Park.** In the mid-1990's Shelby Township acquired ownership of the former Rochester Utica Recreation Area in the southwest quadrant of the community. The township has taken advantage of this unique site during the past twenty years by significantly expanding the scope of recreation opportunities. In addition to maintaining the facilities formerly operated by the state of Michigan, Shelby Township has added improvements that improve this site's ability to address both community and neighborhood level recreation needs.
- **The Future.** While significant population growth is not projected for the five year time frame of this plan and beyond, the need to address unmet recreation needs remains a priority for the township. This is especially important considering the reduction in the quantity of land that remains available for recreation. Increased residential, retail and industrial development reduces the quantity of land available for park acquisition and expansion. Responding to future recreation challenges is also influenced by reductions in municipal budgets. Less money is available for land acquisition, facility expansion, programming and maintenance.

With these influences in mind, each chapter of the Recreation Plan explores ways to accomplish the broad objective of maintaining the existing level of services and facilities and expanding as opportunities present themselves. The format of the plan follows the guidelines established by the Michigan Department of Natural Resources. The content of each chapter of the plan is summarized in the following narrative.

- **Administrative Structure.** This chapter examines the organizational structure of the Parks, Recreation and Maintenance Department and its relationship to the Township Board, Recreation Committee and other local park and recreation providers. The chapter will also examine department budget allocations and recommendations contained in the recently completed evaluation of the department by an outside management consultant.
- **Recreation Inventory.** This chapter examines the scope of recreation sites and facilities that are currently available in the township. In the hierarchy of recreation planning, individual communities rarely provide all levels of recreation facilities or programming. Common recreation providers include regional agencies, counties, local school districts and the private sector. The purpose of this inventory is to carefully evaluate what is already available or missing to local residents.
- **The Planning Process.** A valid and meaningful plan must reflect the needs and aspirations of residents that live in the community. The planning process used to prepare the Recreation Plan explores multiple ways to obtain public input and include all appropriate stakeholders in this process. Another component of the planning process is the comparison of existing recreation facilities with commonly accepted recreation planning standards. These standards provide objective benchmarks and a reasonable basis for assessing whether or not local recreation needs have been met.
- **Goals and Objectives.** A local recreation plan is more than a list of future park needs and a five year capital improvement program to meet these needs. At a broader sense, a Recreation Plan is a policy document to help define future needs and provide a framework for meeting these needs. This chapter of the Recreation Plan includes broad statements of policy as well as measurable objectives for addressing anticipated needs.
- **Action Plan.** The concluding chapter of the Recreation Plan identifies specific improvements to be accomplished over the five year time frame of the plan. The five year plan considers land acquisition, park development, programming and other administrative improvements. These improvements are incorporated into a five year capital improvement program.

ADMINISTRATIVE STRUCTURE

The Parks, Recreation & Maintenance Department is responsible for twelve township parks which range in size from 14 acres to 960 acres. The department is also responsible for the maintenance of other township buildings and grounds including the Municipal Building, Burgess-Shadbush Nature Center, four fire stations and two public cemeteries.

Final responsibility for park and recreation funding and staffing rests with the seven member township board of trustees. Daily responsibility for administering these services is the responsibility of the Parks, Recreation & Maintenance Department Director who supervises a department that consists of 23 full time employees and more than 100 part-time seasonal employees. Staff responsibilities are shown on the organizational chart on the following page.

The Parks and Recreation Committee consists of a group of volunteers that serves in an advisory function on issues related to recreation policy, park development projects, rules and guidelines for youth sports and event programming among other duties.

The department also relies on other volunteers to assist on many special events and programs. Frequently these volunteers are from local high schools and church groups who are satisfying community service requirements. Both the Nature Center and the Senior Center use volunteers on a regular basis.

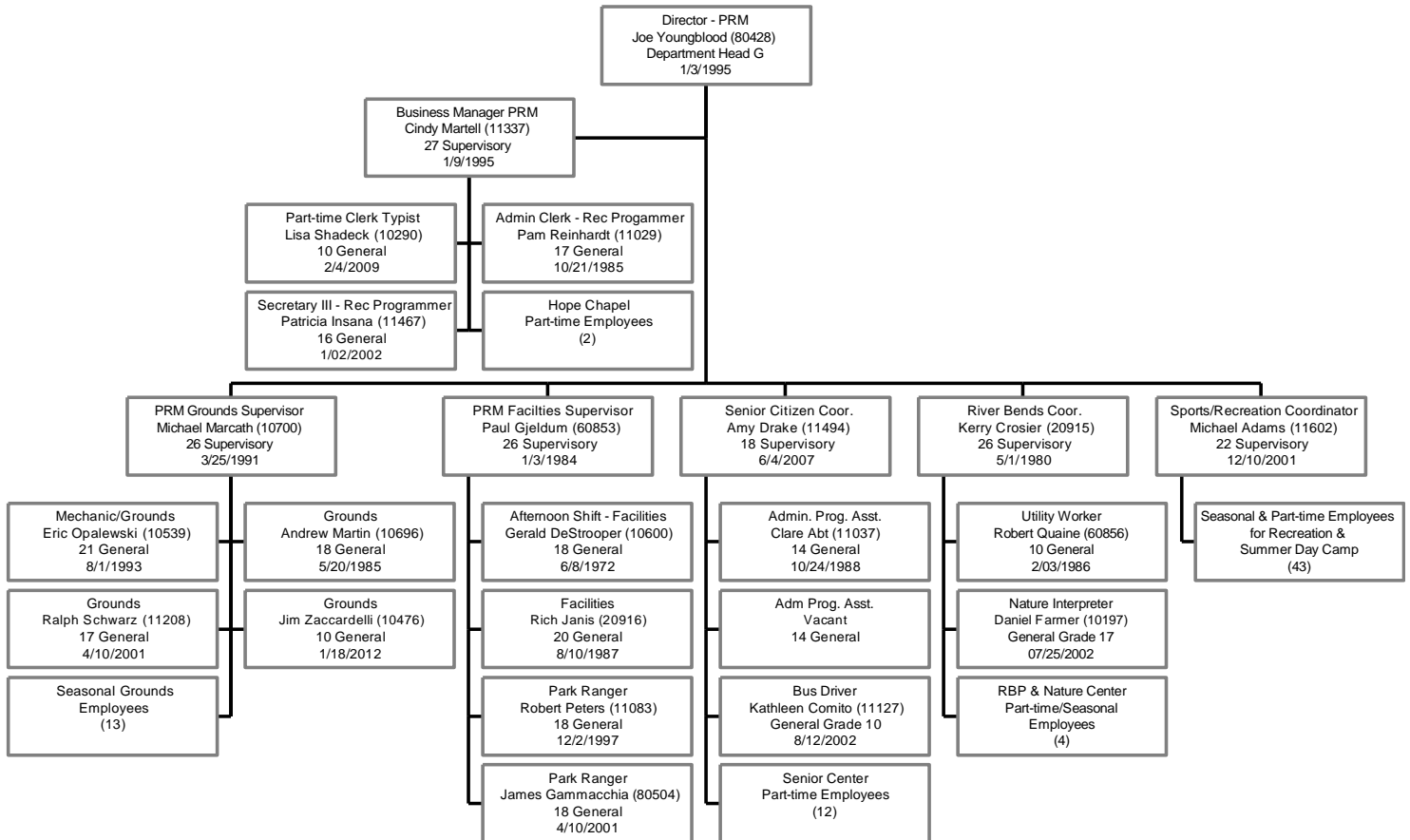
The Parks, Recreation and Maintenance Department adds a diverse range of programs and activities for residents of different ages. These include athletic programs (flag football, soccer, basketball and little league baseball). Other programs offered by the Township include Summer Recreation Day Camp, the Art Fair, Fishing Derby, and Senior Citizens programs among others.

Partnerships with other groups help the department expand the scope and reach of recreation opportunities. These partnerships include arrangements with other municipal recreation departments, the Utica Community School District and the Macomb County Public Works Program. Recreation programs offered by Shelby Township are available to City of Utica residents as well.

The township's general fund is the principal source of funding for park and recreation services. The department has multiple revenue sources from sponsorships, donations, program and event

fees, facility rental fees, newsletter advertisement sales, cell tower leases, Cherry Creek Golf Course lease payments and concession sales. Budget allocations for different department functions are shown in the following table.

Department Function	Year -2011 Overall Budget (\$)	Year – 2012 Overall Budget (\$)
Parks and Maintenance	2,300,361	1,985,134
Programs and Events	317,128	317,128
Nature Center	127,303	119,332
Senior Center	509,261	509,827
Heritage Garden	3,255	3,255
Hope Chapel	6,673	6,647



RECREATION INVENTORY

The preparation of a recreation inventory is an important part of the recreation planning process. Before a community can successfully anticipate and address future recreation needs, it is necessary to have a thorough understanding of what is already available in the community from both public and private sources. Without this information, a community runs the risk of allocating increasingly scarce resources for facilities and programs that may already be available from one or more recreation providers.

Shelby Township residents have access to a wide range of recreation facilities that are provided from multiple sources in the public and private sector. Most of these sites are either owned or operated by either the township or the Utica School District. Other recreation providers include the Huron-Clinton Metropark Authority and many private businesses.

This chapter provides a detailed summary of existing facilities from all of these sources. It also includes an analysis of the accessibility needs of each park and a summary of park sites that have benefited from grants received from the Michigan Department of Environmental Quality. The inventory of Township recreation sites was prepared by the Parks, Recreation and Maintenance Department staff based on their knowledge of existing parks. The inventory reflects a current update of existing facilities available at each site.

Township Facilities

Shelby Township owns and operates eleven park sites with a combined area of 1124 acres. These parks range in size from six acres to 626 acres. Most of these sites are classified as community parks with a service area extending beyond the abutting residential neighborhood. These parks provide facilities serving wider recreation needs as well as preserving unique landscapes and open spaces.

Five of the township's existing parks are located in the former Rochester Utica State Recreation area that extends along the Clinton River Valley for a distance of approximately three miles from Dequindre Road on the township's western boundary to the city of Utica municipal boundaries on the south. The township acquired this site from the state in 1992 and has invested significant resources to improve this site for local recreation purposes. The four parks that encompass this area (Holland Ponds, Woodall Park, Burgess Shadbush Nature Center and River Bends Park) collectively comprise 85 percent of the township's parkland. These parks contain a diverse range of active recreation facilities as well as passive recreation and nature interpretation activities.

The township also operates three more traditional community parks (Lombardo, Mae Stecker and Whispering Woods). These parks range in size from 14 acres to 50 acres and are anchored by athletic fields (baseball and soccer). They also include other related facilities including picnic shelters, restrooms, playground equipment and pedestrian walking paths.

Two of the township's remaining parks (Heritage Gardens and the Community Center) are classified as special purpose sites. Both parks serve more narrow functions and/or service areas.

Heritage Gardens, for example, is located on the municipal campus and is largely used as a site for outdoor weddings and similar ceremonies. The site is widely used for photographic opportunities as well (weddings, proms, and senior pictures). Heritage Gardens abuts Mae Stecker Park which is accessible from the walking path connecting both parks. The municipal grounds also contain the Hope Chapel, Andrews School House, historic train, and band shell.

The Community Center is the home of the senior center. This building occupies 35,657 square feet of floor area. Outside, the site is the home of the Lions Club Soccer Park with two soccer fields, a football field, picnic shelter and other equipment.

Ford Field is the township's remaining park. This site is located on the south side of 23 Mile Road, west of Van Dyke and is primarily developed with baseball diamonds. It also includes a concession building with restrooms.

Shelby Township also has an interest in the Cherry Creek Golf Course which occupies 163 acres of township property near the municipal campus. This facility features an 18 hole golf course, restaurant and banquet facility.

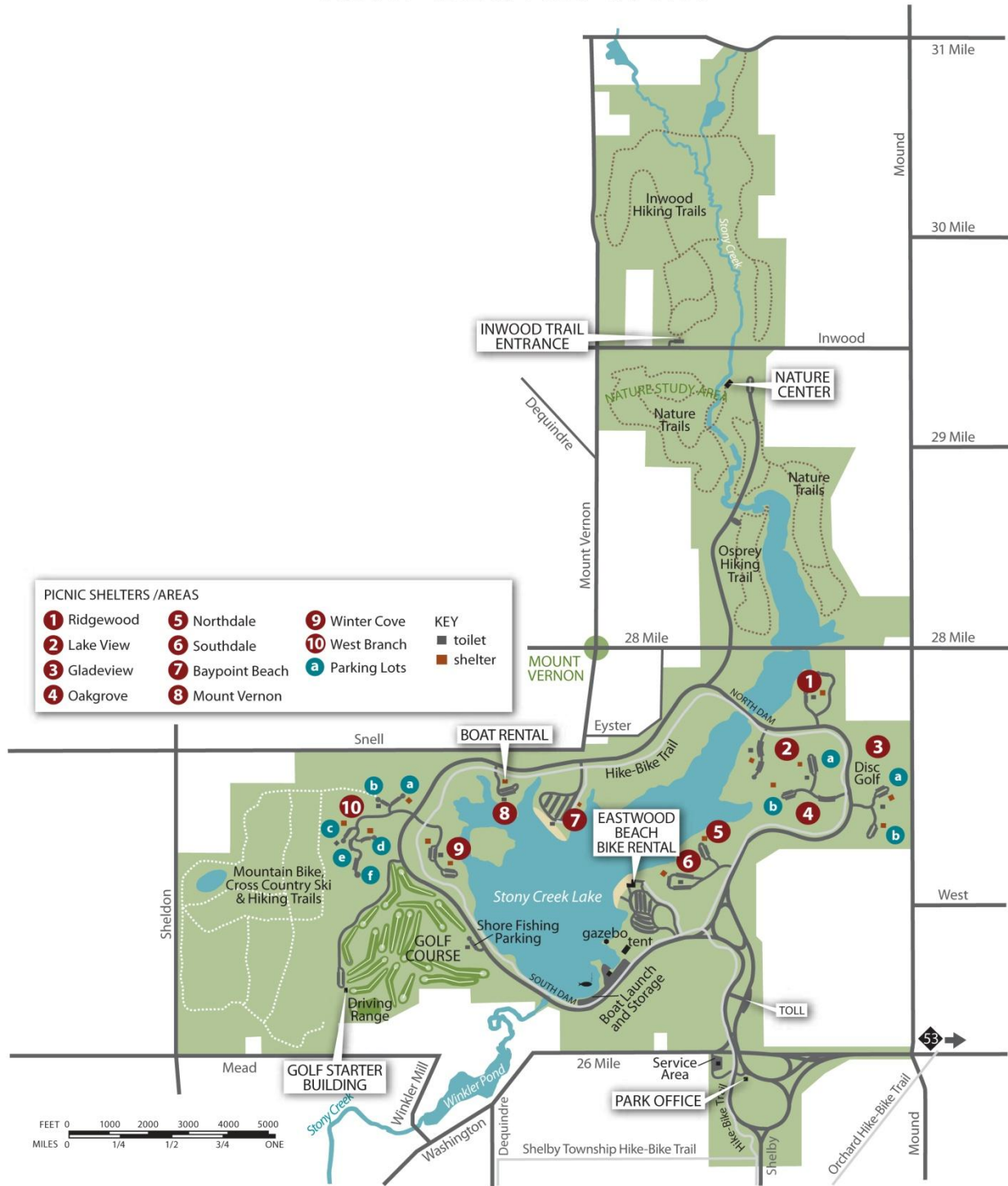
Huron Clinton Metropark Authority (HCMA)

HCMA is a regional park system created in 1940 to provide recreation opportunities throughout the five-county southeast Michigan region. They operate 13 park sites with a combined land area of 25,000 acres and serve nine million visitors annually. The metroparks are generally located along the Huron and Clinton Rivers providing a greenbelt around metropolitan Detroit. The minimum size of each park is 1,000 acres, although two parks (Stony Creek and Kensington) occupy approximately 4,400 acres.

Stony Creek Metropark is located at the township's northern boundary along 26 Mile Road. The entrance to the park is located in Shelby Township near the intersection of Shelby Road and 26 Mile Road. This metropark site offers a wide range of recreation opportunities including swimming, boating, extensive trails, an 18-hole golf course, baseball diamonds, soccer fields, and volleyball, basketball and picnic facilities. This park site is easily accessible to township residents particularly those in the northwest portion of the community.

STONY CREEK METROPARK

4300 Main Park Road, Shelby Township, MI 48316
586-781-4242 or 1-800-477-7756



Macomb Orchard Trail

This hike and bike path is a 24-mile linear park that starts at 24 Mile Road and Dequindre in Shelby Township and travels northeast to the City of Richmond. This trail provides a link to 180 miles of trails in southeast Michigan. The trail crosses the northwest corner of the township from Dequindre Road south of 24 Mile Road to the intersection of 26 Mile Road and Mound Road. Shelby Township has an expanding trail system in River Bends Park that connects with the portions of a larger regional path system.



Trail Rules

-  Trail open one hour before sunrise until one hour after sunset
-  No motorized vehicles
-  Children under 12 must be accompanied by an adult
-  Walkers have the right of way; bikes, skates, and skateboards yield to pedestrians
-  Always pass to the left; no excessive speeding
-  Do not block the trail
-  All pets must be kept on a leash and under control
-  Owners must clean up after pets
-  No littering
-  No alcoholic beverages allowed
-  Users must stop at all crossings
-  Climbing on bridges and railings is prohibited
-  Respect the privacy of adjacent home owners
-  Camping and fires prohibited
-  Firearms and hunting are prohibited



MOT Commission

Kathy Bosheers
Don Brown
Troy Jeschke
Jim Kropp
Jill Smith
Joseph Youngblood

Contact Us

Please contact Rachael Lisecki, Macomb County Planning & Economic Development Department at 586-493-5737 to report maintenance and trail aesthetic issues.

Advertise Business Here

If you or your company is interested in renting a portion of the map located in the displays on the MOT please go to MacombOrchardTrail.org and look for the "Advertise Your Business Here" link. There you'll find information about prices, size & time frames. You can also call Rachael Lisecki @ 586-493-5737.

Donations

Help support YOUR trail! Donations help us keep the trail looking beautiful and install needed amenities. Send your tax-deductible contribution to:

Macomb Orchard Trail Commission
1 South Main, 7th Floor
Mount Clemens, MI 48043

If you have questions about making a gift, please contact Rachael Lisecki at 586-493-5737

Macomb Orchard Trail Commission
www.MacombOrchardTrail.org

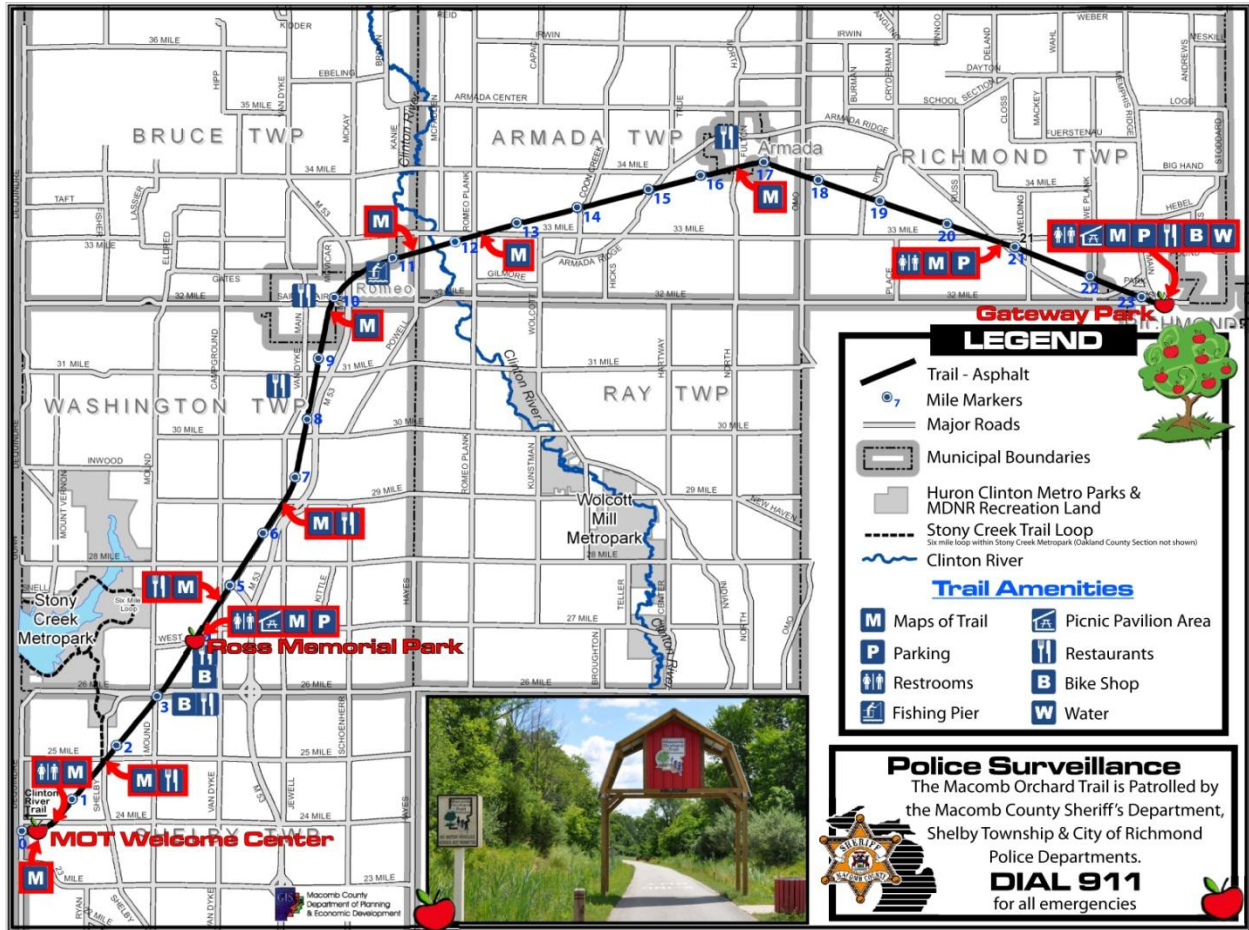

Friends of the M.O.T.
www.OrchardTrail.org

Map updated 6-16-11



Macomb Orchard Trail Guide





Private Recreation

The township park and school sites are supplemented by several private recreation facilities that serve more specialized needs. These sites include a roller skating rink, a field house offering roller hockey and basketball, a bowling alley and driving range.

Barrier Free Accessibility Standards

State law requires that all public facilities, including improved areas used for recreation, comply with barrier free design guidelines included in the state construction code. These standards are intended to assure that residents with disabilities have equal opportunity to enjoy the facilities and programs available at township parks.

The following ranking system was used to evaluate the accessibility of each park site:

- 1 = none of the parks and/or facilities meet accessibility guidelines.
- 2 = some of the parks and/or facilities meet accessibility guidelines.
- 3 = most of the parks and/or facilities meet accessibility guidelines.
- 4 = the entire park and/or facilities meet accessibility guidelines.
- 5 = the entire park was developed/renovated using the principles of universal design.

Most of the township’s parks and related facilities had accessibility ratings of 2 and 3. A complete summary of each park’s accessibility rating is provided in the recreation inventory table.

SHELBY TOWNSHIP PARK INVENTORY				
Park Name	Classification	Acres	Accessibility	Description of Facilities
Lombardo Park	Community	34	2 (some)	4 baseball fields, playscape, restrooms, pavilion, concession stand
Mae Stecker	Community	14	3 (most)	2 tot lots and playscapes, 2 adult softball diamonds (lighted), 3 tennis courts, 2 basketball courts, 2 sand volleyball courts, 1.5 mile walking path, restrooms, 2 pavilions and picnic tables, shelter, pickle ball court
Whispering Woods	Community	50	3 (most)	9 soccer fields, tot lot and barrier free playscape, 2 basketball courts, 2 sand volleyball courts, baseball diamond, 1.3 mile paved walking path (outside loop), restroom, pavilion and picnic tables
Heritage Gardens	Special Purpose	15	3 (most)	1-acre formal garden with gazebo, 3-acre lake, pavilion, paved pathway,
Community Center	Special Purpose	10	4 (all)	Community Center Building, 2 soccer fields, picnic shelter and picnic tables, 2 bocci courts, 2 horseshoe pits, 2 shuffleboard courts, football field, 2 practice fields, restroom, pavilion
Holland Ponds	Natural Resource Area	200	1 (none)	Ponds, nature paths, shelter, porta john restroom, heron rookery
Ford Field	Athletic Fields	39	2 (some)	5 baseball fields (2 with lights), 2 soccer fields in the Fall, restroom, concession stand
Woodall Park	Community	60	3 (most)	tot lot and playscape, basketball court, ice rink, skate park, 8 baseball fields, 1.4 mile paved pathway (outside loop), restrooms, shelter and picnic tables
Burgess Shadbush Nature Center	Natural Resource Area	6	3 (most)	4,000-square foot nature center building, pavilion, log cabin
Shadbush Nature Area	Natural Resource Area	70	1 (none)	1.5 mile rustic nature walk to the River Bends Park day camp
River Bends Park	Community	626	2 (some)	3 pavilions, restrooms, 2 playscapes, 3 sand volleyball courts, horseshoe pits, 24 hole disc golf course, 6.7 miles of mountain bike trails, paved pathway, trap and archery range, remote contraol racetrack, sledding hill, soccer field, bridge across Clinton River, fishing site with barrier free platform
Total		1124		

UTICA SCHOOL SITES IN SHELBY TOWNSHIP

School Name	Acres	Description of Facilities
Crissman Elementary	10	Soccer and baseball fields playground equipment
Morgan Elementary	19	Soccer and baseball fields playground equipment
Ducan Elementary	16	Soccer field and playground equipment
Beacon Tree Elementary	28	Playground equipment
Monfort Elementary	10	Playground equipment
Switzer Elementary	10	Soccer and baseball fields Playground equipment
Ewell Elementary (closed)	7	Soccer and baseball fields Playground equipment
Roberts Elementary	14	Soccer and baseball fields playground equipment
Wiley Elementary	10	Baseball field and playground equipment
West Utica Elementary	20	Soccer and baseball fields playground equipment
Shelby Junior High	25	Soccer, football and baseball fields outdoor track
Malow Junior High	75	Soccer, football and baseball fields
Eisenhower High School		Tennis courts and track
Utica High School	37	Baseball, soccer and football fields tennis courts and track
Total Area	281	

Recreation Grant Summary

Shelby Township has been the recipient of multiple grants in the past that have assisted the community in the development of recreation facilities. These grants have been important in the township's ability to expand the scope of recreation opportunities. A summary of these grants is provided in the following table.

Project No: 26-01060 S1	Project Year: 1978
Project Title: Municipal Complex Land Acquisition	Grant Amount: \$59,360.57
Project Description: Acquisition of four parcels adjacent to the township municipal complex for public outdoor recreation purposes	
Project Status: Closed	

Project No: 26-01234	Project Year: 1981
Project Title: RURU Acquisition #3	Grant Amount: \$156,069
Project Description: Acquisition of 92.35 acres for outdoor recreation	
Project Status: Final Request	

Project No: BF93-039	Project Year: 1993
Project Title: Mae Stecker Park Plan	Grant Amount: \$219,000
Project Description: Renovate three baseball/softball diamonds available at this park to accommodate increased demand for league play and to provide other supporting recreation equipment (tot lot, pedestrian paths and parking).	
Project Status: Closed	

Project No: TF98-243	Project Year: 1998
Project Title: River Bends Park Nature Center Building	Grant Amount: \$302,680
Project Description: Construction of a 2,800 square foot nature center building on the Clinton River. Additional construction includes entrance drives, parking, pedestrian walkways and utilities	
Project Status: Final Request	

In addition to the grants referenced above, Shelby Township obtained ownership of the former Rochester Utica State Recreation Area from the State of Michigan in 1993. During the township's ownership of this site, key elements of the original site have been left intact and new facilities added which significantly expand the scope of recreation opportunities available to township residents.

Shelby Township also received a tree canopy grant through a cooperative program administered by the Michigan Department of Natural Resources and the U.S. Department of Agriculture Forest Service. This program allowed the MDNR to conduct an urban tree canopy mapping program four several pilot communities. Shelby Township was one of the chosen communities.

Upon completion of the tree canopy mapping and analysis, the township was awarded a non-matching grant of \$7,500 from the DTE Energy Foundation and a \$20,000 matching grant from the Urban and Community Forestry Program. With these grants, the township was able to purchase more than 300 trees which were planted in existing parks, along road right-of-ways and near the banks of the Clinton River. The planting areas included Whispering Woods Park, Lombardo Park, Woodall Community Park, River Bends Park, Ford Field Park and the Mound Road Boulevard.

Schools

Utica Community Schools owns 13 school sites in Shelby Township. Collectively, these sites encompass nearly 300 acres of land area. All of these sites offer some level of recreation opportunities. Many of the elementary school sites serve a neighborhood park function for the surrounding residential area.

GOALS AND OBJECTIVES

Goals and objectives provide the basis for recreation planning purposes and form the framework for public and private decision making regarding recreation facilities and programs. The purpose of the Recreation Plan is to pursue long-range recreation goals through specific short-term strategies.

Goals represent broad descriptions of desired policy outcomes based on the community's desires and aspirations for the future. Goals are long-term ends toward which future programs and activities are directed. Objectives are specific and measurable intermediate ends that are achievable within a specific time frame.

To provide for continuity between recreation plans, the township adapted the goal and objective statements contained in the previous plan to reflect current conditions. These policy statements also include goals from the township's adopted master plan.

A. Enhance the quality of life for township residents by providing significant recreation opportunities throughout the community and which are suited to current and anticipated population characteristics.

Strategies:

1. Provide a full range of indoor and outdoor recreation programs to meet the needs of all age groups.
2. Ensure that indoor and outdoor recreation facilities are conveniently located to serve all existing and future neighborhoods.
3. Monitor and adjust programs to reflect changing recreation preferences and demographic characteristics.

B. Preserve the township's important natural features (woodlands, wetlands, floodplains, unique topography and wildlife habitat).

Strategies:

1. Incorporate properties with unique natural features when evaluating future park site acquisitions.
2. Encourage the adoption of planning and development tools that provide incentives for the preservation of natural features.

C. Ensure that all neighborhoods are adequately served by park facilities that are easily accessible to all neighborhood residents.

Strategies:

1. Evaluate future park land purchases based on the need to better serve the undeveloped northeast quadrant of the township.
2. Work with developers to secure neighborhood park sites as part of the development review process whenever possible.

D. Expand and update existing community parks to better serve neighborhoods in the northern half of the township.

Strategies:

1. Prepare a long-range development plan for the civic center site that incorporates additional community wide recreation opportunities.
2. Continue to expand the facilities and programs offered at River Bends Park concentrating on its unique environmental setting.
3. Consider the need for cutting edge recreation opportunities such as in-line skating and dog parks that address emerging recreation demands.
4. Continue to explore opportunities for providing a permanent indoor recreation facility in the township.

E. Enhance access to recreation facilities by expanding the scope of non-motorized trails.

Strategies:

1. Continue the expansion of the trail system along the Clinton River through River Bends Park.
2. Provide a network of non-motorized paths that connect to planned regional pathways and existing sidewalks.
3. Work with the Sidewalk Committee to coordinate annual capital improvement expenditures for sidewalks that improve access to existing parks.
4. Implement the suggested trails off Ryan Road near the Clinton River as recommended in the Forest Stewardship Plan of June 2010.

RECREATION NEEDS ANALYSIS¹

Contemporary park and open space planning focuses on creating systems that respond to local values, needs and circumstances. In each system, parks and open spaces are defined under various classifications that function individually and collectively to create a cohesive and balanced system. Successful parks and open space systems are often planned around distinguishing landscape features or local themes that exhibit the unique qualities of a community.

Historically acreage standards (i.e., optimal number of acres of parkland per 1,000 population) were used, in part, to determine the overall land area necessary to meet community park and open space needs. This methodology is no longer favored because it can be too arbitrary and not reflective enough of the nuances of park and open space opportunities and needs associated with individual communities.

This conclusion is particularly applicable to Shelby Township. The Township has 1,124 acres of park land under its control. The last recreation plan concluded that the township has an adequate quantity of park land. To be relevant, however, this analysis should take into account the geographic distribution of parkland in relation to established neighborhoods and the range of facilities that are available at each site.

The current standard is for each community to develop a park and open space system based on an assessment of its own unique needs and opportunities. This needs analysis considers the range of different park classifications (neighborhood, community, regional, etc). These classifications offer a context for considering the needs of a community's recreation needs. The following narrative identifies the common park descriptions, the general characteristics of these sites and the availability and adequacy of these facilities in Shelby Township.

The needs analysis evaluates Shelby Township's parks in comparison to accepted recreation planning standards referenced in the American Planning Association publication: Planning and Urban Design Standards.

Neighborhood Parks

Neighborhood parks are the basic unit of the park system and serve a recreational and social purpose. Development focuses on informal recreation. Programmed activities are typically limited to youth sports practices and occasional games. The typical neighborhood park is five acres in size with a service radius of one-half mile. Neighborhood parks should be located within a reasonable walking distance from the residential areas that they are intended to serve with convenient pedestrian access provided. Common neighborhood park features include:

- Open play area for informal activities.

¹ American Planning Association; Planning and Urban Design Standards; 2006; John Wiley & Sons, Inc. page 366-371.

- Internal pedestrian trail system.
- Basketball, volleyball or tennis courts.
- General site amenities such as benches, picnic tables, and playground equipment.
- Picnic shelters and tables

Shelby Township lacks any neighborhood parks. The absence of neighborhood parks reflects the residential development characteristics of existing neighborhoods and the widespread availability of elementary school sites. Many of the township's residential lots are large enough to support recreational activities commonly found in neighborhood parks such as basketball, playground equipment and even swimming pools. The ten elementary school sites available in the township are generally available to most established residential neighborhoods.

Community Parks

Community parks serve a broader purpose than neighborhood parks with a focus on meeting more diverse recreation needs as well as preserving unique landscapes and open spaces. The typical community park size may range from 20 to 40 acres with a service area that may encompass several neighborhoods or the community as a whole. These parks may also include a variety of landscapes with natural open space and active recreation areas. Good road access to these parks is important as many of the visitors arrive by car. Common community park features include:

- Amenities common to a neighborhood park, albeit at a larger scale.
- Group picnic facilities.
- Extensive looped trail systems.
- Larger open spaces for passive and active use.
- Athletic facilities for organized play (baseball, softball and soccer).
- Open maintained green space.
- Adequate parking.

Most of Shelby Township's parks fall into this category and include Mae Stecker Park, Whispering Woods Park and Woodall Park. These facilities are intended to be multipurpose parks serving a wide range of recreation needs. The township's recreation strategy for many years involved focusing attention on expanding the range of recreation opportunities available at these three parks.

Youth and Community Athletic Complexes

Youth and community athletic complexes consolidate facilities at desired locations to take advantage of efficiencies and economies of scale. Consolidating athletic facilities also allows for a closer association between players, parents and coaches at scheduled events. Larger and fewer sites also provide greater conveniences, such as parking, restrooms and concessions. These facilities may provide opportunity for both youth and adult athletic programs. In most cases,

athletic complexes are heavily programmed with facilities to maximize land uses and operational efficiency.

The size of an athletic complex may vary by community; a commonly recognized standard is 20 acres. Typical sites should be relatively flat with adequate storm water drainage. Good highway access and adequate parking are necessities. Adequate buffering from residential neighborhoods is appropriate to minimize nuisances associated with noise, lighting and traffic.

The facilities provided at athletic complexes are entirely driven by demand. In Shelby Township these sites typically provide baseball and soccer fields. While the three community parks described above provide youth and adult athletic fields, two parks, Ford Field and Lombardo Park have their primary emphasis of providing facilities for organized league sports.

Greenways

Greenways are lands set aside for the preservation of natural resources, remnant landscapes, open spaces and visual aesthetics or buffering. Greenways also provide passive-use opportunities, most often in the form of trails and occasionally, nature centers. The key focus is on protecting ecological resources and providing wildlife corridors.

Greenways can take various forms. In the broadest sense, they form a network of interconnected natural areas throughout the community. The baseline characteristic for defining greenways is to preserve the highest quality and most unique landscapes of the community. Development within greenways is typically limited to trails, sitting areas, and observation areas. Greenway parks may also included a combination of hard-surfaced paths.

The River Bends Park complex in the southwest quadrant of the township is a clear example of a greenway park. This park extends along the Clinton River and preserves this natural landscape and resource area. Most of the improvements within River Bends Park support this function. This park complex also includes a trail system that connects to a broader county wide greenway network. The Macomb Orchard Trail that crosses the northwest corner of the township is part of this broader network. Expansion of this trail network is an important component of the township's long range recreation action plan.

Special Use Parks

The special use classification covers a broad range of parks and recreation facilities oriented toward single purpose or specialized use and may include:

- Nature and cultural/performing arts centers.
- Historic sites: downtowns, plazas, cemeteries, historic landscapes, churches and monuments.
- Aquatic centers, campgrounds, ice arenas, fitness centers, community centers, skateboard parks and stadiums.

- Public gathering areas such as amphitheaters, community commons, town centers and urban squares.

Shelby Township has several of these facilities including a band shell, outdoor wedding area, historic school and church all of which are located on the municipal campus site. These facilities support many public and private events and activities. The township also operates a community center for seniors and a nature center.

Park-School Complex

The park-school classification system pertains to school sites used in concert with, or in lieu of other classes of parks to meet neighborhood recreation needs. In most cases, these sites are best suited for youth athletic facilities for both school districts and community-based recreation programs. Park-school sites frequently provide the majority of indoor recreational facilities within a community.

To a lesser degree, school sites can be used to service neighborhood park needs. The limiting factor is that most of these sites are already heavily programmed for school-sponsored activities. This often leaves little space or time to accommodate community recreation programming.

The minimum size for these combined facilities is 20 acres with a service area ranging from several abutting neighborhoods to the community as a whole. These parks require good road access and pedestrian connections to the neighborhood. The facilities provided at these sites typically include youth athletic fields and playground equipment. Well defined joint use agreements between the school district and municipal government are required to make this type of recreation partnership work.

Utica Community Schools operates multiple school sites in the township that provide a diverse range of recreational opportunities for students and the residents of abutting neighborhoods. Elementary schools sites in particular often function as park sites for surrounding neighborhoods. Opportunities may exist in the future to expand the partnership with the school district to further enhance the facilities and programming opportunities available at these sites.

Private Recreation

Local units of government can never fully provide the full range of recreation opportunities required by the residents of a community. Private facilities such as golf courses, fitness clubs, and hockey arenas are often provided by non-municipal sources. Shelby Township has many such facilities that significantly expand the range of recreation opportunities. The most significant of these businesses include a golf course, multiple fitness clubs and two skating/hockey facilities among others.

Regional Parks

Regional parks are recreation facilities that have a broad service area that cross political boundaries and are managed by a regional authority. An important objective of these facilities is that they commonly focus on preserving natural resources. Passive recreation activities such as hiking, canoeing and nature interpretation are common activities found in regional parks.

The Huron-Clinton Metropolitan Authority is the regional park system serving southeast Michigan. One of the HCMA parks (Stony Creek) is located at the township's northern boundary and accessible from its main entrance in Shelby Township. The wide range of recreational facilities available in the park combined with its accessibility to Shelby Township make a significant contribution to the township's recreation inventory.

Summary

The preceding analysis provides a meaningful comparison of major park classifications and the degree to which the township provides facilities that address the recreation needs that are required by residents. In most cases, the range and location of existing facilities is consistent with available recreation resources. Unmet needs fall are at the neighborhood level which may require some upgrading. There is also a need to add parkland in the northeast quadrant of the township which is underserved. The emphasis of this recreation plan is the continued expansion and enhancement of recreation opportunities. The range of these improvements planned for the next five years is described in the following chapter.

ACTION PROGRAM

The last chapter of the Recreation Plan describes specific projects needed in the community to address recreation needs referenced elsewhere in the plan. These projects cover the five year time frame encompassed by the plan starting in 2012 and ending in 2016. The following narrative briefly describes each project and references the specific goals and objectives that the project is intended to address.

2012 Action Program

1. Stony/Metro path

The last segment of the regional trail system extends through River Bends Park crosses Ryan Road into Holland Ponds and then north on Dequindre. The path will connect with the Macomb Orchard Trail just south of 24 mile and end into Stony Creek Metro Park. (Goal E, Strategies 1 and 2).

2. New Recreation Facility

This project involves the construction of a field house containing two basketball courts and could be used for multiple Township events and programs from toddlers to seniors. (Goal A, Strategies 1 and 2; Goal D, Strategy 4).

3. Overnight Campground

Macomb County doesn't have any overnight campgrounds and with the resurgence of the Clinton River having this campground in River Bends Park, near the river, would be a perfect fit to the recreational needs of Shelby Township. (Goal D, Strategy 2 and 3).

4. Dog Park

Dog Parks have become very popular in many communities and with the new leash ordinances put in place having a place for dogs to run freely is a benefit to our residents. (Goal D, Strategies 2 and 3).

5. Soccer City Renovations

This site was previously occupied by an inflatable soccer dome. The site features a paved parking lot with lights, concession stand, office and landscaping. The soccer dome has been removed from the site, but the infrastructure exists to support the reuse of the site for a park. The plan for this site includes construction of a pavilion, tot lot, ball fields and asphalt pathways connecting to over 600 acres of Township park land. The park would also connect to the Stony to Metro trail and the Macomb Orchard Trail. A connection to the Cider Mill Trail is also proposed. (Goal A, Strategy 2; Goal B, Strategy 1; Goal E, Strategy 1).

6. Mae Stecker Gardens

This parcel was formerly known as the Onyx property. We envision a pathway connecting to the Mae Stecker Park asphalt path. The path through Mae Stecker Park Gardens would consist of slag material leading to the north end of the property where the Gardens would be located. This would be a joint effort in cooperation with the Shelby Township Beautification Committee to make plots of land on the property available to plant, maintain and harvest individual gardens. (Goals A and B, Strategies 1 and 3)

7. Cider Mill Trail

Complete the Cider Mill Trail to include signage and more steps. (Goal E, Strategy 1)

2013 Action Program

1. Whispering Woods Park Tot Lot Improvement

Some of the tot lot equipment at this site was out dated and removed. The equipment needs to be replaced to meet the needs of park users. (Goal A, Strategies 1 and 3).

2. Community Center Improvement

If the district court is relocated the vacated space could be used for expansion of the senior center which is also located in this building. (Goal A, Strategies 1 and 2; Goal D, Strategy 4).

3. Ford Field Central Park Tot Lot Improvements

Ford Field presently has five baseball fields, three soccer fields, restrooms and concession stands. With the amount of families using the park we have found a need for a tot lot in this park. (Goal A, Strategy 1).

4. New Park Identification System

We have started this project on our Parks and Twp owned property of having signage in place to easily identify Township owned and operated facilities. We plan to add new identification signs at all the parks sites. (Goal A, Strategy 2).

5. Additional Trails

Add trails off Dequindre Road as recommended in the Forest Stewardship Plan. (Goal E, Strategies 1, 2 and 4)

2014 Action Program

1. Nature Center Addition

With increased programming, birthday party rentals and expanding special events we are preparing for an addition to the 4,000 square foot Nature Center. (Goal A, Strategies 1 and 3).

2. G & H Landfill/Park ideas/Improvements

This area of land at the south west corner of 23 mile and Ryan Road is the former dump that is a Superfund Site. With Brownfield grants we are exploring the options of using the land for future recreational opportunities. (Goal B, Strategy 4).

3. River Bends Park Land Acquisition (4 Acres)

This property located in River Bends Park would be a perfect fit for a Dog Park since it is already fenced in. If it isn't used for a dog park we could use it for a soccer field. (Goal B, Strategy 4).

2015 Action Program

1. Mapleview Pavilion Restroom Update

Presently we use a porta john for this pavilion and we charge less money for rentals. We are looking into a new cement restroom structure that will increase rentals and make for a better recreational experience. (Goal D, Strategy 1).

2016 Action Program

1. Northeast Land Purchase

The northeast quadrant of Shelby Township lacks any Parks. As the household growth increase this area will require a community park. Once the land is purchased we would develop the park with new amenities over time. (Goal A, Strategy 1; Goal C, Strategies 1 and 2).

PUBLIC PARTICIPATION PROCESS

The Parks, Recreation and Maintenance Department utilized multiple opportunities to obtain citizen input into the preparation of this recreation plan. Each of these opportunities is described below.

1. October 26, 2011. The first of these opportunities occurred in October when the department participated with the Township Board on an annual goal setting and visioning exercise with the public. During this process, the public identified three recreation needs that should be pursued. These included the following:
 - Continue development of the regional path system.
 - Develop a dog park.
 - Expand recreation partnerships with other communities.

2. November 21, 2011. This Recreation Committee meeting included participation by the public. Multiple recreation priorities were considered. These activities and their relative priority are identified in the following table.

Project Description	Votes
New indoor recreation building	19
Overnight campground	14
Dog park	12
Whispering Woods Kiwanis Park tot lot improvement	9
Community Center building improvements	8
Ford Field Central Park tot lot improvement	8
Park identification signs	8
Nature Center addition	7
G & H Landfill park ideas and improvements	5
River Bends Park land acquisition (4 acres)	5
Mapleview pavilion restroom update	3
Northeast land purchase (30 acres)	1

3. December 21, 2011. The recreation survey was added to the Township web site. The survey was available for public participation through January 11, 2012. The results of the web survey are included in the Appendix.

4. January 9, 2012. Recreation Committee public hearing notice posted at the Municipal Building and the Parks, Recreation and Maintenance Department Building offering residents an opportunity to comment on the Recreation Plan at the January 16, 2012 Recreation Committee meeting.

5. January 16, 2012. Recreation Committee considers the completed draft Recreation Plan.
6. January 17, 2012. An announcement is made at the Township Board meeting that the draft plan is available for public review and comment.
7. January 18, 2012. A copy of the public hearing notice is posted at the Municipal Building, Parks, Recreation & Maintenance Building and the Shelby Township Library. Copies of the draft Recreation Plan are also made available at each of these locations.
8. January 19, 2012. The draft Recreation Plan is posted on the township web site.
9. January 22, 2012. The Recreation Plan public hearing notice is published in The Source newspaper 16 days prior to the public hearing.
10. January 23, 2012. The Recreation Plan is reviewed by the Planning Commission.
11. February 7, 2012. The Township Board considers the plan at a public hearing.
12. February 13, 2012. The Recreation Committee recommends approval of the Recreation Plan.
13. February 21, 2012. The Township Board adopts the Recreation Plan.

APPENDIX

- Park Aerial Photos
- Recreation Committee
- Public Hearing Notice – Township Board
- Resolution of Adoption by Parks and Recreation Committee
- Resolution of Adoption by Township Board
- Township Board Meeting Minutes
- Transmittal Letter to Macomb County Department of Planning and Economic Development
- Transmittal Letter to Southeast Michigan Council of Governments
- Recreation Survey Results.



River Bends Park – Ryan Road Site



River Bends Park – 22 Mile Road Site



Lombard Park



Mae Stecker Park



Burgess-Shadbush Nature Center



Woodall Community Park



Whispering Woods Park



Ford Field-Central Park

**NOTICE OF PUBLIC HEARING
RECREATION PLAN
RESIDENTS OF THE CHARTER TOWNSHIP OF SHELBY**

A Public Hearing has been scheduled for Tuesday, February 7, 2012 at 7:00 P.M. in the Shelby Township Municipal Building, 52700 Van Dyke, Shelby Township, Michigan 48316.

The purpose of the public hearing is to accept comments on an updated Recreation Plan for Shelby Township

The preparation and adoption of a new Recreation Plan every five years is required to qualify for grant programs available from the state of Michigan. The plan contains the following chapters:

- Community Description
- Administrative Structure
- Recreation Inventory
- Planning Process
- Goals and Objectives
- Action Plan

Copies of the Recreation Plan are available for public review at the Parks, Recreation & Maintenance office, the Township Clerk, the Planning and Zoning Department and the Library. A copy of the Recreation Plan is also available on the township web site at www.shelbytwp.org.

If you cannot attend this meeting and would like your views known, please contact the Clerk's Office, 52700 Van Dyke, Shelby Township, Michigan, 48316; (586) 731-5102; TDD (586) 726-2731 or Joe Youngblood in the Parks, Recreation & Maintenance Department at (586) 731-0300.

Publish: January 22, 2012 in The Source newspaper

Posted: January 17, 2012 (10:00 a.m.)

Planning & Zoning Department

TOWNSHIP BOARD AGENDA

February 21, 2012

FY 2012 Community Development Block Grant Allocations

The Township Board conducted a public hearing on February 7, 2012 to obtain comments on the use of FY 2012 Community Development Block Grant (CDBG) funding. Completed applications are due that the county by no later than March 1, 2012.

Public Service Allocation

Public service expenditures may not exceed fifteen (15) percent of the Township's annual CDBG allocation. Based on the anticipated allocation of \$149,000, the public service spending cap for this year is \$22,350. The County Board of Commissioners requires all CDBG recipient communities to allocate a portion of their public service allocation for the CHORE program. Shelby Township's share of this program is \$2,700. A suggested allocation of public service funding for 2012 is shown in the following table.

Service Provider	2012 (\$)		Approved Allocations		
	Allocation	Request	2011	2010	2009
Shelby Senior Center	4,000	4,000	4,000	4,000	4,000
Shelby Library	3,000	3,000	3,000	3,000	3,000
CHORE Program	2,700	2,700	3,000	3,250	2,500
MCREST	2,500	3,000	2,500	2,500	2,500
Turning Point	1,500	3,000	1,500	1,500	1,500
Care House	2,500	2,500	2,500	2,500	2,500
Samaritan House	2,100	5,000	2,100	1,850	2,500
Shelby Lions Club	3,000	3,000	3,000	3,000	3,000
Homeless Coalition	0	(1)	0	0	
CARE	0	600	0	0	
Comm. Housing Network	0	(1)	0	0	
A Beautiful Me	0	2,150	0	0	
Solid Ground	0	3,000	0	0	
Family Youth Interventions	0	226	0	0	
Macomb Literacy Partners	0	3,000	0	0	
Skyline Camp	0	1,990	0	0	
Hope Center	0	2,500	0	0	
Total Allocation	21,300	39,666	21,600	21,600	21,600

(1) Amount not specified; see attached agency summary

The recommended public service allocation for FY 2012 reflects the past pattern with no major changes proposed to the core agencies that the Township has traditionally funded in recent years. All of these agencies have documented service to township residents. The allocation noted above is short of the maximum public service allocation of 15 percent by \$1,050. If the Board would like to increase the allocations noted above or consider funding another agency this year it is possible to do so. Otherwise, this additional funding will be allocated to the Section 30 Drain project or the reconstruction of Auburn Road.

The county has also requested that we prioritize the public service allocations in the event that the county-wide totals exceed the 15 percent maximum. Our first priority should be to maintaining the funding levels for the two township projects (Senior Center and Library). It may also be appropriate to designate the Lion's Club funding as a priority since they do not receive CDBG funding from any other participating communities.

Funding for New Projects

The estimated CDBG allocation for FY 2012 is \$149,000. The following table provides a summary of available funding for new projects this year.

Dollars Available	Funding Description
149,000.00	FY 2012 Allocation
21,300.00	15% Public Service Allocation
127,700.00	Available for New Projects

The Township currently has one on-going public works project, the Section 30 Drain improvement. The approved cost of this project is \$485,625 which exceeds the available funding from any single program year. This project requires the allocation of CDBG funds over several years. The estimated funding schedule is illustrated in the following table and was approved by the Board last year.

Auburn Road is the next public works project ready for CDBG funding. The Macomb County Department of Roads has this project programmed for 2012. CDBG funding can be used to offset a portion of the Township's match.

Section 30 Drainage Project		Auburn Road Reconstruction	
Year	Amount (\$)	Year	Amount
FY 2010	186,629.31	FY 2010	--
FY 2011	122,400.00	FY 2011	--
FY 2012	100,000.00	FY 2012	27,700.00
FY 2013	76,596.00	FY 2013	45,804.00
FY 2014	--	FY 2014	122,400.00
FY 2015	--	FY 2015	34,096.00
Total	485,625.31		230,000.00

Memo

To: The Charter Township of Shelby Board of Trustees

From: Lisa Suida, Human Resources Director

Re: Agenda Item – Board Meeting February 21, 2012
Human Resource Director Requests fill Librarian I, Children's Services

CC: Richard Stathakis, Township Supervisor

Date: February 10, 2012

Attached please find a request from the Library Director to hire an individual, Catherine Schmidt, in the position of Librarian I, Children's Services. A vacancy was created in January by the resignation of Children's Librarian I, employee # 11196. The selection of this individual was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing a current eligibility list.

This individual will be promoted from part-time Librarian I, Children's Services to the full-time position of Librarian I, Children's Services at Grade 22, Step 7, General \$51,308 - \$58,974. This promotion does not result in an increase in wages for this individual.

LMS

Memo

To: Lisa Suida, HR Director
From: David Conklin, Library Director
Date: February 7, 2012
Re: Personnel Replacement Appointment & Replacement Hire Initiation.

On January 14, 2012, employee #11196 (The Shelby Township Library FT Children's Librarian) retired. The subsequent In-house posting resulted in one applicant who has been working in a very similar position albeit part-time. I have been very impressed with her work for the past three years as PT Children's Librarian, and have received only positive feedback from the public and her coworkers,

The Civil Service Commission to approved her application and established a certified list.

Working from the established list both Diane Burgeson (Asst. Lib. Director) and I met with the applicant and agreed that she was very well suited for the job. As such, it is my wish to hire Catherine Schmidt, employee #10642 to fill the vacancy created by this retirement.

Please place this request on the agenda of the Shelby Township Board's regular meeting scheduled for Tuesday, February 21, 2012.

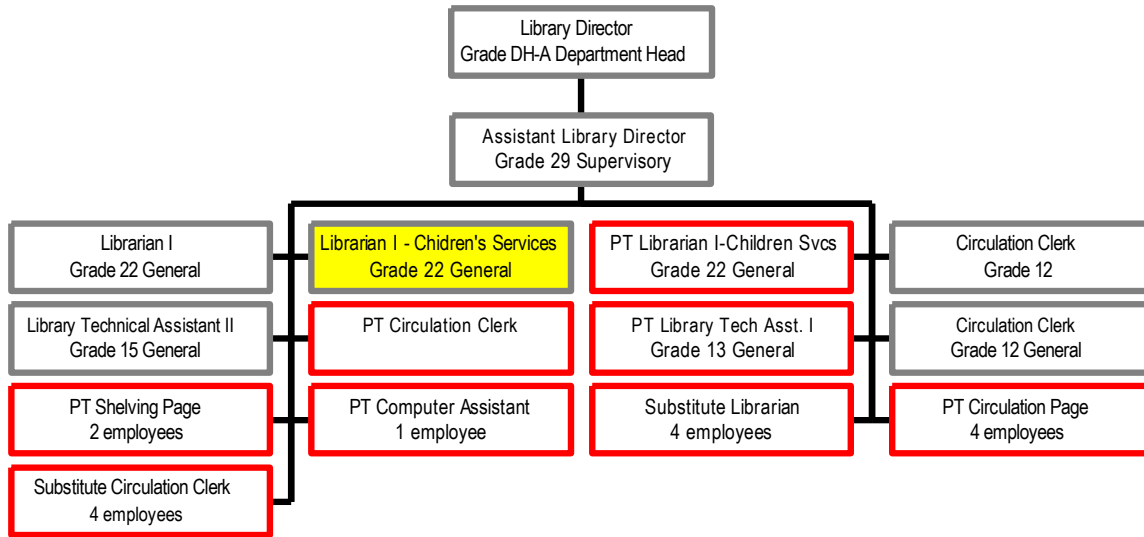
This replacement hire performs vital duties within the Library including but not limited to; preparing, and conducting children's programming, performing public reference work, evaluating and updating juvenile collections, in addition to cataloging and classification of materials for the children's department. Filling this professional position is required in order for the Library to meet Michigan's State Certification.

Upon approval, the aforementioned action will create a PT Children's Librarian vacancy. This position is also required in order for the Library to meet State Certification. Therefore, I'm also requesting permission to conduct the process by which a replacement will be found.

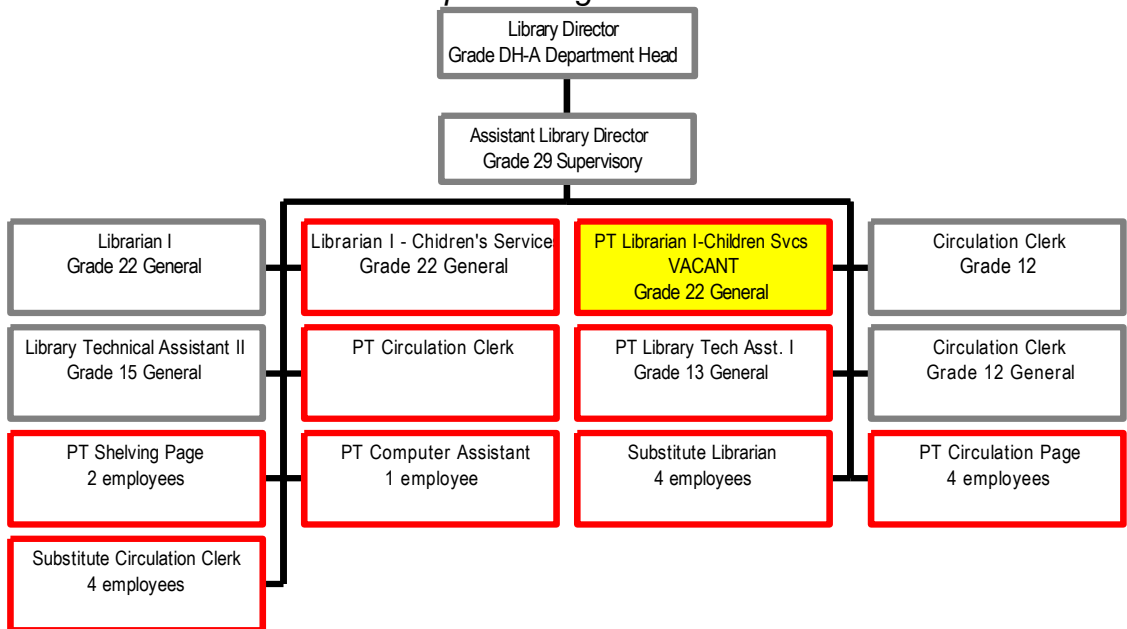
Library

Librarian I, Children's Services 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

Memo

To: The Charter Township of Shelby Board of Trustees
From: Lisa Suida, Human Resources Director
Date: February 13, 2012
Re: Request to fill vacancy: Part-time Librarian I, Children's Services

The Human Resources Director, in concurrence with the Library Director, respectfully requests approval to begin recruiting for and establish an eligibility list for a replacement in the position of *part-time Librarian I, Children's Services (grade 22, general)* working at the Library. This request is in anticipation of a vacancy, as employee # 10642 is being considered by the Board for promotion effective February 22, 2012. The replacement of this part-time position is required to maintain our State of Michigan certification as a Public Library. Please see the attached organizational chart reflecting no increase in staffing levels will result from this request.

The selection of this individual will be made in full compliance with the General Employee Civil Service Rules and Regulations from an eligibility list yet to be established. This individual will be hired as a part-time Librarian I, Children's Services at pay grade 22, general (\$23.68 -27.12/hour).

Respectfully,

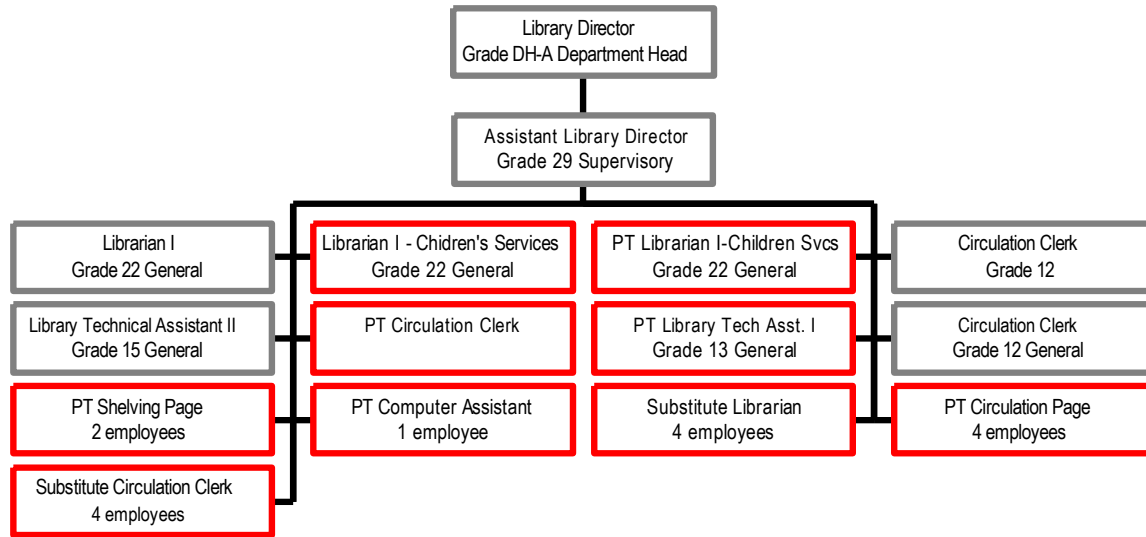
Lisa Suida
Human Resources Director

CC: Rick Stathakis, Township Supervisor

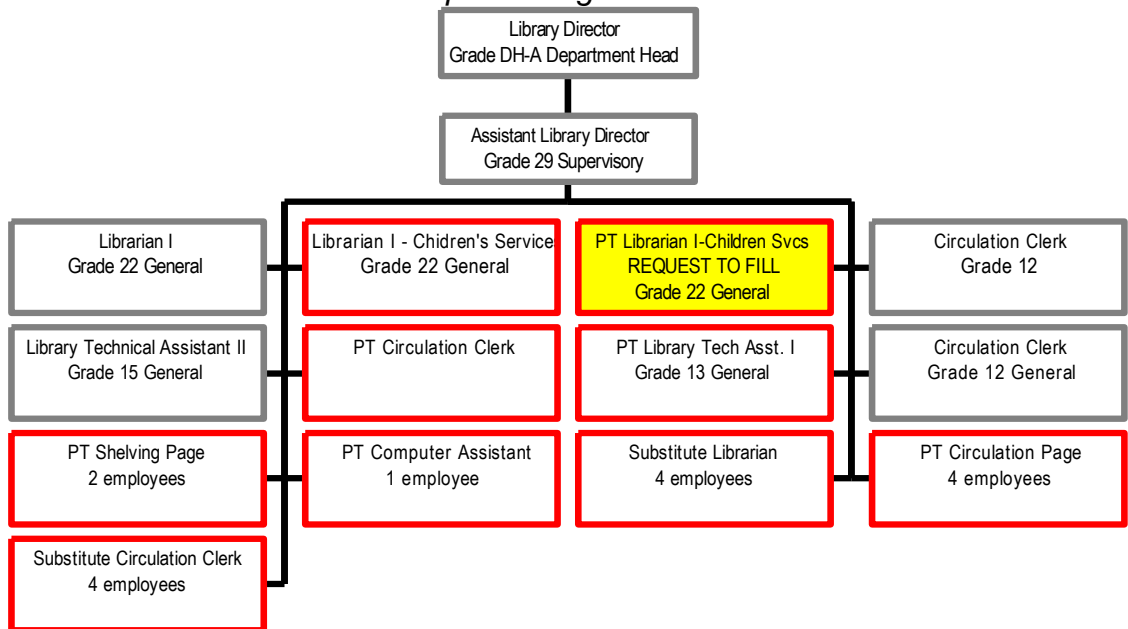
Library

Part-time Librarian I, Children's Services 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

February 9, 2012

TO: Shelby Township Board of Trustees
FROM: Roland Woelkers, Acting Chief of Police
RE: Purchase of Mobile Radios

I am requesting the Township Board, at the regularly scheduled meeting on Tuesday, February 21, 2012; approve the purchase of thirty-two (32) Motorola mobile radios and twenty-nine (29) portable radios from Comsource, Inc. at a total cost of \$198,029 (see attached quote). The installation of the radios will be done through Cynergy Products at a total cost of \$11,984. This project will be purchased through funds from a UASI (Urban Areas Security Initiative) grant obtained by Macomb County, line item 207-307-981-950, UASI Federal Grant. I have attached the Motorola quotes, which total \$198,029.

Respectfully,

Roland Woelkers
Acting Chief of Police

Equipment Details and Pricing

All XTS5000 Portable Radios
include:

Enhanced Smartnet Operation

Trunked ID Display

Belt Clip

Dipole Antenna

Multi-Zone Operation

ASTRO Project 25 CAI

ASTRO IV&D Capability

Portable Subscriber Software Feature License

Administrative Charges

Shipping charges

QTY	MODEL	DESCRIPTION	UNIT \$	EXT. \$
29	H18UCF9PW6N	XTS5000 Portable Radio - Model II	\$3,073.00	\$89,117.00
EQUIPMENT TOTAL				\$ 89,117.00

Equipment Details and Pricing

All XTL2500 and XTL5000 Mobile Radios Include:

Enhanced Smartnet Operation

Trunked ID Display

3 dB gain antenna

Multi-Zone Operation

ASTRO Project 25 CAI

Mobile Subscriber Software Feature License

ASTRO IV&D Capable

Administrative Charges

Shipping charges

QTY	MODEL	DESCRIPTION	UNIT \$	EXT. \$
24	M21URM9PW1N/G67	XTL2500 - Remote Mount	\$3,212.00	\$77,088.00
8	M20URS9PW1N/G72	XTL5000- 03 Control Head	\$3,978.00	\$31,824.00
		EQUIPMENT TOTAL		\$108,912.00



1463 Combermere Drive - Troy, Michigan 48083
 Voice: (248) 298-3855 - Toll Free: (800) 491-9350
 Fax: (248) 298-3859

Quotation

Quote Number:
1295

Quote Date:
Jan 4, 2012

Page:
1

Quoted to:

City of Shelby Township Police Dept.
 52700 Van Dyke Road
 Shelby Township, MI 48316
 586-731-2121

Customer ID	Good Thru	Payment Terms	Sales Rep
Shelby Twp.	2/3/12	Net 30 Days	KE

Quantity	Item	Description	Unit Price	Extension
32.00	Removal	Removal of old Two-Way Radio from Patrol Vehicle or DB vehicle	75.00	2,400.00
32.00	Install	Installation of new Two-Way Radio into Patrol Vehicle or DB vehicle	280.00	8,960.00
24.00		Havis Faceplate needed for Patrol Cars	26.00	624.00
			Subtotal	11,984.00
			Sales Tax	
			Total	11,984.00

Charter Township of Shelby

Theodore P. Schoenherr, Director

Department of Public Works, Water and Sewer

**6333 23 Mile Road
Shelby Township, MI 48316-4405**

**Phone: 586 726-7272
Fax: 586 726-7221
Website: shelbytwp.org
Email: dpw@shelbytwp.org**

February 8, 2012

To: Charter Township of Shelby
Board of Trustees

Re: Retirement of Bond Debt:
Water Supply and Sewage Disposal System Revenue Refunding Bonds, Series 1999
Water and Sewage Disposal System Revenue Bonds. Series 2002
Water Supply and Sewage Disposal System Revenue Bonds, Series 2003

Honorable Board Members:

At the request of the Township Supervisor and two trustees, and consistent with the Water and Sewer Rate Ordinance, we have reviewed and updated the components for the Water and Sewer Department cash reserve and the appropriate level or balance for each component. (See attached water and sewer reserve calculation worksheet.)

As part of this analysis, a plan was developed for the effective use of a portion of the reserve funds considered surplus. As a result, we are recommending the retirement of the above-referenced bond issues resulting in a total cash outlay of \$9,125,000. This action will retire those bond issues and eliminate all related payments interest payments from 2013 through 2022, resulting in a total interest savings of \$1,955,052.50. The outcome of this action is both short and long term, and would result in a savings to both the Township water and sewer customers, as well as the Water and Sewer Department. The retirement of these debts would also lower the reserve requirement by eliminating the needed \$2.8 million for bond covenants.

In addition, we will be using \$2,849,194 of the cash reserve to pay off the Oakland Macomb Interceptor District (OMID) and the Macomb Interceptor Drain District (MIDD) debt principal payments and approximately \$3,367,750 in equipment and new water main capital expenditures in the next five years. These actions would conceivably draw the water and sanitary sewer reserve down to \$29,086,121, which is still an acceptable amount of reserves to fund such things as the anticipated GIS program, as well as subsidize sanitary sewer rates to keep the annual rate increase below 10% until 2017, when it is expected that the annual rate increase will be below 10%, using the true cost of service rate methodology. (See attached Sewer Rate Projection graph.)

Board of Trustees—Retirement of Bond Debt

Page 2

February 8, 2012

We have discussed this scenario with John Kaczor of Municipal Analytics, and he concurs with this plan. We have also discussed this with Peter Ecklund of Axe & Ecklund, Municipal Financial Consultants, Inc., who recommends that if we wish to retire these bonds at the first opportunity, we do so July 1, 2012. (If we delay, our next opportunity to retire these bonds early will be January 1, 2013.) This would require that we move forward by mid-March as signed and certified resolutions for the redemption of the bonds and all other Township action must be completed at least 45 days prior to July 1, 2012, in order to comply with the notice requirements for registered bond holders.

Therefore, we are requesting the Board's authorization to move forward with the retirement of the above-referenced bond issues and enlist the services of Peter Ecklund of Axe & Ecklund, Municipal Financial Consultants, Inc. to assist us in this process.

Thank you for your consideration of this request. If you have any questions, please do not hesitate to contact me.

Very truly yours,

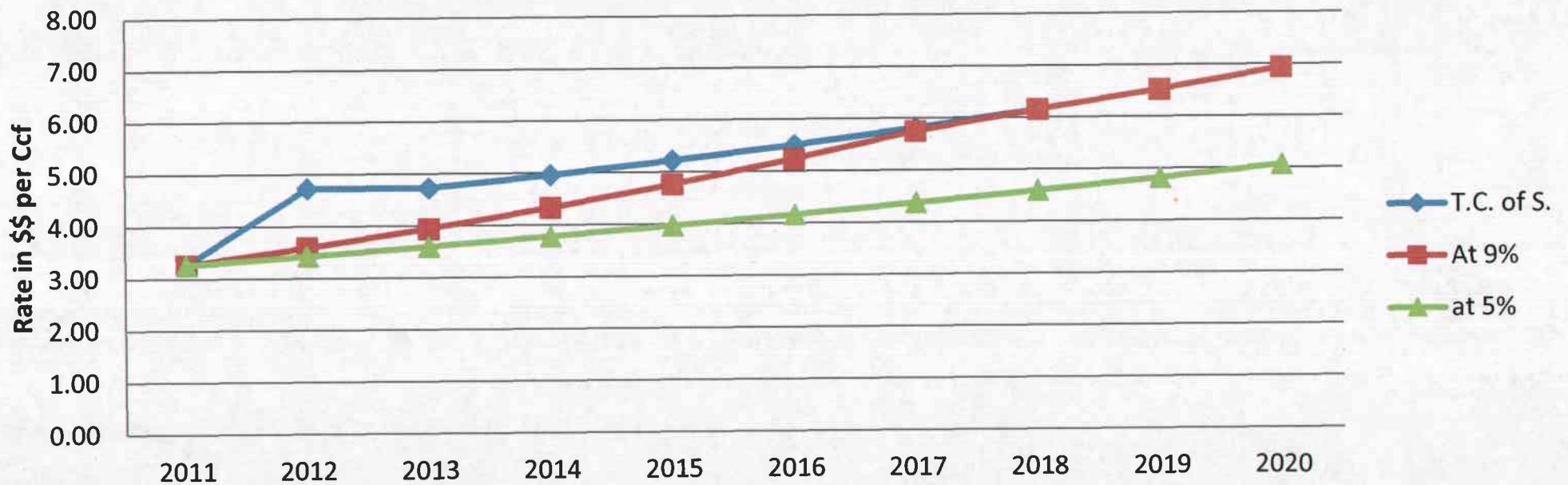
Theodore P. Schoenherr
Director of Public Works

TPS/pac

Water and Sewer Reserve Calculation Worksheet

	2009	2012	2012 Mod
Sanitary Sewer Repairs (per S2 Study)	2,500,000	2,500,000	
Asset Replacement (less than 20 years life left)			
Water Main	6,250,000	8,400,000	8,400,000
Sewer Main	1,000,000	2,150,000	2,150,000
Water Meter	4,500,000	4,700,000	4,700,000
Vehicles and Equipment	750,000	770,000	770,000
Bond Covenant Reserve	2,900,000	2,800,000	
Capital Construction Reserve	2,500,000	2,500,000	1,000,000
Legal / Environmental Claim Reserve	500,000	500,000	250,000
Operating Capital Reserve (25% of ann. Oper Rev)	4,250,000	4,925,000	4,925,000
Post Employment Retirement Obligations	667,000	1,650,000	1,650,000
Repair Contingencies (1 year ann. Depreciation)	3,200,000	3,100,000	3,100,000
SAD Debt Service	559,915	-	-
Total Required Reserve	29,576,915	33,995,000	26,945,000
Cash and Equivalancy (W & S)	41,247,000	41,872,423	41,872,423
Cash and Equivalancy (SAD)		2,555,642	2,555,642
Total	41,247,000	44,428,065	44,428,065
Surplus Reserve	11,670,085	10,433,065	17,483,065
Obligatory Expenditures	2009	2012	2012 - 2016 Modified
Bond Payments Partial / Full		5,380,000	9,125,000
OMID Debt Principal Payments (5 year)		2,849,194	2,849,194
Equipment and New Water Mains (5 Year)		3,367,750	3,367,750
Potential OMID Segment 3 Bond Prepayment			2,000,000
Total Expenditures		11,596,944.00	17,341,944.00
Balance		(1,163,879.00)	141,121.00

Sewer Rate Projection (w/o Long Term Debt)



Charter Township of Shelby

Theodore P. Schoenherr, Director

Department of Public Works, Water and Sewer

6333 23 Mile Road
Shelby Township, MI 48316-4405

Phone: 586 726-7272
Fax: 586 726-7221
Website: shelbytwp.org
Email: dpw@shelbytwp.org

February 10, 2012

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

Re: GIS (Geographic Information System)

Honorable Board Members:

On November 15, 2011, the Township Board authorized Geographical Information Services, Inc. (GISi) to perform a GIS "Health Check". GISi conducted on-site interviews with a number of Department Heads, staff, and Trustee Flynn during the week of December 5, 2011. They subsequently compiled all of their information and presented it to a number of us in mid January. Their "Health Check" presentation included an evaluation of the current technical abilities (including software), current utilization, and current data; and made recommendations for moving forward with the Township's Geographical Information System.

Recommendations ("prescriptions") were made based on short-term, mid-term and long term accomplishments.

Two items were outlined in the short-term prescription. Our goal is to complete the short-term goals all within the 2012 calendar year. At the close of completing the short-term prescription, we are confident that the Township will have a Geographical Information System that is an integral part of many staff members daily work. Further efficiencies will be recognized, and information will be tracked in a traceable manner.

It is extremely important for all to realize that a GIS is not a mapping system – mapping is merely a product of a GIS. The key is that GIS is a Data Management system, which ties data to a physical viewing. For instance, if the Fire Department wishes to query how many hydrants were serviced and flow tested in the month of October, 2011 the information is readily mapped, and can be exported in a spreadsheet within seconds. The current procedure would be to pull up the files from October, 2011, compare with hydrant maps, and create a spreadsheet. Another example is that the DPW can track all sanitary sewer repairs or service calls in the system. They can query the data to determine necessary capital improvements by targeting problem areas, again in a matter of minutes, rather than going through paper work, and creating additional documents.

Upgrading and expanding the Township's GIS system will not only make a single data management system for all departments to utilize, a component will also be published on the website for the public to use. These technological advances are consistent with the Township's Priorities #10 (Expand Existing Technology) and #11 (Increase Technology Training). The implementation of this system is conducive with the recommendation of Municipal Consulting Services and can serve as the foundation for other data management systems such as Asset Management, Work Order, Inspection and

Preventative Maintenance programs. Through the utilization of this technology and the data that is stored on the GIS, information can be retrieved, analyzed and acted on at a quicker rate.

GISi recommends utilizing the existing data and expanding upon it. The Township has a very good base GIS, which is largely related only to mapping. Integrating the necessary data to make it a full informational system is the next step.

GISi's short-term prescription has two facets. The first is to procure the necessary software and hardware. The recently purchased servers will meet much of the initial hardware needs. The software and licenses will be purchased from ESRI (our current GIS provider). The Township will purchase ArcGIS Server Workgroup standard licenses, and one ArcGIS ArcEditor license.

The second facet of the short-term implementation involves additional software setup, utilization of the County's daily updated parcel data, additional application setups, building additional mapping services, and publishing the data on the website.

GISi will be providing consulting services to implement the short-term goals. They accomplish their consulting services based on Support Blocks. They anticipate that they can complete all of the Short-Term prescription items within a 110 hour Support block (GISi's proposal is attached for your reference).

Concurrently with GISi's consulting Support, a number of items will be accomplished specifically for the Department of Public Works in house and through Fazal Khan & Associates. The remaining water main information beyond that which was input during the Township's 2007 Water Reliability Study will be input into the existing GIS. Going forward, information will be input to the GIS as part of the as-built drawing / survey fee, which is a pass-through expense to the Township. We will also begin the process of field locating with handheld GPS all of the sanitary sewer manholes in order to accurately place the sanitary sewer system in the GIS.

Following the implementation of the Short-Term prescription from GISi, Shelby Township will have a fully-functioning, user friendly GIS for all employees and residents. The strong foundation will be built to expand our data and tie in additional information. Going forward, the next step is to expand the data in the system, and to provide training to users of the system.

Therefore, it is my recommendation that we proceed with the short term "prescriptions" as described in the GISi "Health Check" by purchasing the necessary software licenses from ESRI, inc. in the amount of \$15,300.00 and retain the service of GISi to implement the initial phase of the GIS system by purchasing a 110 hour labor support block in the amount of \$15,000.00 for a total cost of \$30,300.00. The necessary funds for this purchase would come from the Water and Sewer Reserve and will have no effect on the water or sewer rate structure.

If you have any questions, or require additional information, please do not hesitate to call.

Very truly yours,

**David Miller
Assistant Director of Public Works**

**Enclosure: GISi Short Term Prescription Proposal
GISi Support Block Quote
Esri, inc. License Quote**

(Copy from email dated 1/17/12)

Hi Ted,

I wanted to thank you for the opportunity in working with you and Shelby Township on the GIS HealthCheck.

Per our conversation yesterday, I had an action item to get you a quote from Esri and an estimate to execute the short-term recommendation. I've attached the following quotes:

- Shelby 20398860 schoenherr.pdf – Is an Esri quote that is recommended in the first bullet point of the GIS HealthCheck Short-Term Prescription **(\$15,300)**.
- Shelby Township, MI GIS Support Block.pdf – I suggest we go with a GIS Support block. I estimate the level of effort to execute the short term prescription will be just under 110 hours (<**\$15,000**). GIS support block provides a vehicle for accessing GIS support on-demand. Once a GIS support block is put in place, GISi will provide professional services to assist Shelby Township with the implementation of the short-term prescription (listed below).

Short-Term Prescription – Build the GIS Foundation (plus quick win)

- Procure Esri Software (Optimally enter into an Esri Enterprise License Agreement (ELA)) or at minimum:
 - Esri ArcGIS Server Workgroup Standard 10 (4-Core License)
 - Esri ArcGIS ArcEditor 10 (1 Concurrent License)
- Setup New VM Server
 - 64-bit
 - 7 GB Ram
 - 200 GB storage
 - Install IIS
- Setup ArcGIS Desktop License Manager
 - Install ArcGIS Desktop License Manager on new VM Server
 - Point existing ArcGIS ArcView installs to the new VM server
- Setup ArcGIS Server Standard 10
 - Install ArcGIS Standard 10 plus new service packs
 - Setup sample Flex web app for testing
- Setup ArcGIS Server Workgroup 10
 - Install SQL Server Express on new VM server
 - Install ArcGIS Server Workgroup 10 on Express on the new VM Server
- Setup Desktop Software
 - Install ArcGIS ArcEditor on desktops and point to new license manager
 - Install new Esri service pack
 - Setup Server connection to publish map web services
- Setup the web server
 - Install IIS if not already installed
 - Setup a simple map service using Shelby Township parcel data and County imagery
 - Download the Flex template and setup on the web server
 - Test firewall and publish a simple test app
- Setup the Esri Information model (geodatabase)
 - Migrate existing data into the new geodatabase

- Build the map services (cartographic design, optimization, caching strategy)
- ❑ Setup Maps and Apps
 - Setup Esri ArcGIS Online Account
 - Download and configure “Local Government Maps and Apps Gallery” Dashboard
 - Download and setup the following apps and link to the Gallery (*Tax Parcel Viewer Template for ArcGIS 10, GISi General Map Template for ArcGIS 10, Land Use Public Notification Template for ArcGIS 10, and sample flex viewer*)
- ❑ Publish
 - Publish the data and new web site

Again, thank you very much for the opportunity to have worked with you. We truly appreciate your business!

Please contact me if you have any questions or concerns, my door is always open.
Michael

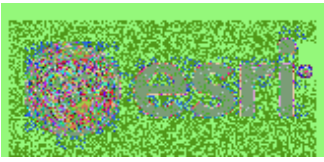
Michael Healander | State & Local Government General Manager

Geographic Information Services, Inc.

205.941.0442 x150 | Mobile: 734.717.7964

Email: mhealander@gisinc.com

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Quotation # 20398860

Date: January 17, 2012

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
880 Blue Gentian Rd, Ste 200
St. Paul, MN 55121-1596
Phone: (651) 454-0600 Fax: (651) 454-0705
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Customer # 441167 Contract # 2011MPA7115

CHARTER TOWNSHIP OF SHELBY
PUBLIC WORKS DEPT
6333 23 MILE RD
SHELBY TOWNSHIP, MI 48316

ATTENTION: Theodore Schoenherr
PHONE: (586) 731-5990
FAX:

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109897	1	ArcGIS Server Standard Workgroup Up to Two Cores License	4,500.00	4,500.00
109044	2	ArcGIS Server Standard Workgroup One Core Additional License	2,250.00	4,500.00
			Item Total:	15,300.00
			Subtotal:	15,300.00
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			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$15,300.00

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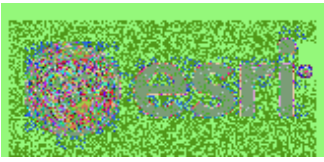
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**EXHIBIT 1
SCOPE OF USE
(E300 09/29/2011)**

Esri, 380 New York St., Redlands, CA 92373-8100 USA • TEL 909-793-2853 • FAX 909-793-5953

The scope of use for the Software, Data, and Web Services identified below is described in the applicable footnotes identified in parentheses.

Software

- ArcExplorer—Java and Windows Editions (20 and 25)
- ArcGIS API for iOS, Windows Phone, or Android (1, 16, 25, and 33)
- ArcGIS Desktop
 - ArcInfo (either 1 or 2 and 25, 26, 33, 44, and 45)
 - ArcEditor (either 1 or 2 and 25, 26, 33, 44, and 45)
 - ArcView (either 1 or 2 and 25, 33, 44, and 45)
- ArcGIS Desktop Extensions (7)
- ArcGIS Engine Developer Kit and Extensions (1, 14, 15, 22, 25, 26, and 43)
- ArcGIS Engine Runtime and Extensions (either 1 or 2 and 15, 22, 25, 26, and 33)
- ArcGIS Explorer (20, 25, and 33)
- ArcGIS for AutoCAD (1, 20, and 25)
- ArcGIS for iOS (1, 25, and 33)
- ArcGIS Mobile Deployments (1, 15, 16, 25, 33, and 54)
- ArcGIS Runtime (1, 15, 18, 33, 35, and 59)
- ArcGIS Runtime SDK (1, 15, 18, 33, 35, and 60)
- ArcGIS Server
 - Workgroup (either 3 or 5 and 8, 9, 25, 28, 29, 30, 32, 33, 38, 39, 40, and 45; if licensed as a Term License, 6 will also apply)
 - Enterprise (either 3, 4, or 5 and 8, 9, 25, 27, 31, 33, 38, 39, 40, and 45; if licensed as a Term License, 6 will also apply)
 - > Cloud Bundle (6 and 33)
- ArcGIS Server Extensions
 - ArcGIS for INSPIRE (7, 8, 33, and 35)
 - ArcGIS Server Geoportals Extension (either 3, 4, or 5 and 7 and 52)
 - ArcGIS Server Image Extension (7, 8, and 42)
 - ArcGIS Server Image Extension Service Editor (1)
 - Other Extensions (7)
- ArcGIS Web Mapping (including SharePoint, JavaScript, Adobe Flex, Microsoft Silverlight/WPF, SOAP, and REST) (6, 33, and 35)
- ArcIMS
 - ArcIMS and Extensions (either 3, 4, or 5 and 8, 10, 31, and 45)
- ArcLogistics
 - Desktop (1 and 25)
 - Using ArcGIS Online (6, 20, 25, 34, 35, and 46)
 - Using ArcGIS Server (6, 20, 25, 34, 35, and 46)
 - Navigator (1 and 46)
- ArcPad (1, 12, 13, 25, and 33)
- ArcReader (20, 25, 33, and 45)
- ArcView 3.x and Extensions (1, 7, and 17)
- Esri Aeronautical Solution (either 1 or 2)
- Esri Business Analyst (Canadian Edition) (either 1 or 2 and 6, 25, 33, 36, 45, and 48)
- Esri Business Analyst (either 1 or 2 and 25, 33, 45, and 48)
- Esri Business Analyst Online API for Adobe Flex, Microsoft Silverlight, SOAP, and REST (6, 16, 25, 33, 35, 55, and 56)

- Esri Business Analyst Server
 - Workgroup (either 3, 4, or 5 and 8, 9, 21, 25, 28, 29, 31, 33, 39, 40, 45, and 48)
 - Enterprise (either 3, 4, or 5 and 8, 9, 21, 25, 27, 31, 33, 39, 40, 45, and 48)
- Esri Business Analyst Server (Canadian Edition) (either 3, 4, or 5 and 8, 9, 21, 25, 27, 31, 33, 36, 39, 40, 45, and 48)
- Esri Business Analyst Server Developer (3, 6, 25, 33, 35, and 51)
- Esri Business Analyst Server Developer (Canadian Edition) (3, 6, 25, 33, 35, 36, and 51)
- Esri CityEngine (either 1 or 2 and 44)
- Esri Defense Mapping (either 1 or 2)
- Esri Developer Network (EDN) Software, Web Services, and Data (6, 7, 24, 25, 26, 33, 34, and 35)
- Esri File Geodatabase API (47)
- Esri Nautical Solution (either 1 or 2)
- Esri Production Mapping (either 1 or 2)
- Geoportals Clients for ArcGIS (7, 20, and 52)
- MapIt (11, 25, 31, 33, 35, 49, and 50)
- MapObjects—Java Edition (1, 5, 8, 15, 18, and 19)
- MapObjects LT (1, 14, and 16)
- MapObjects—Windows Edition (1, 14, 15, 16, and 18)
- MOLE (1)
- NetEngine Internet (5)
- Portal for ArcGIS (5, 6, 31, 33, 61, 62, and 63)
- Tracking Server (either 4 or 5 and 31)

Web Services

- ArcGIS Online Services (6, 25, 33, 34, and 35)
- Esri Business Analyst Online (6, 25, 33, 48, 56, 57, and 58)
- Esri Business Analyst Online Mobile (1, 6, 25, 33, 48, 56, 57, and 58)
- Esri Community Analyst (6, 25, 33, 48, 56, 57, and 58)
- Esri MapStudio (6, 25, 33, 34, 35, and 56)
- Esri Redistricting Online (6, 25, 33, 34, and 35)

Data

- Data with ArcGIS Data Appliance (6, 23, 25, and 41)
- Esri Address Coder (either 1, 2, or 5 and 21, 22, 25, and 48)
- Esri Business Analyst (Canadian Edition) Data (either 1 or 2 and 6, 21, 25, 33, 36, 45, and 48)
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- Esri Business Analyst Server Data (either 3, 4, or 5 and 21, 25, 33, 45, and 48)
- Esri Data & Maps (either 1, 2, 3, 4, or 5 and 23 and 37)
- Esri Data (either 1, 2, or 5 and 25 and 48)
 - Demographic, Consumer Spending, Market Potential, Retail MarketPlace, Business, Traffic, Shopping Center, Cable Boundaries, Banking, and Crime
- Sourcebook•America (1 and 21)
- StreetMap Premium (either 1, 2, 4, or 5 and 6 and 25)
- Tapestry Segmentation (either 1, 2, or 5 and 21 and 48)

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January 17, 2012

Theodore P. Schoenherr
Department of Public Works
Shelby Township, MI
6333 Twenty Three Mile Road
Shelby Township, MI 48316-4405

Dear Theodore,

Thank you for your interest in our GIS Support Block. Included in the following pages are GISi's support block details and prices.

GIS Support Blocks will provide a vehicle for accessing GIS support on-demand Shelby Township, MI. I hope you find this information helpful. If I can provide further assistance, please do not hesitate to contact me.

Thank you again for your interest. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael C. Healander".

Michael C. Healander
State & Local Government General Manager
Geographic Information Services, Inc.
38345 West Ten Mile Road, Suite 160
Farmington Hills, MI 48335
Phone: 205.941.0442 x 150
Email: mhealander@gisinc.com



I. GIS Support Blocks

GIS support blocks provide a vehicle for accessing GIS support on-demand. Once a GIS support block is put in place, GISi will provide professional services to assist Shelby Township, MI with GIS support. All services provided as part of the GIS support blocks will be conducted by the most effective and cost-efficient method, including: virtually through remote network access, telephone conference calls, Internet (WebEx) demonstrations, or on-site consultants.

How do GIS support blocks work?

Once the GIS support block vehicle is in place, GISi will provide Shelby Township, MI with a single point of contact. GISi will identify the support tasks and establish a communication plan for coordinating the activities of the task as well as status reporting. We will match the support task with the correct GISi resource.

If a support task becomes large, GISi may require using a management team. This function includes people, processes, and technology that are designed to make sure that Shelby Township, MI receives outstanding value. Milestones and completion dates will be established for the Planning and Analysis, Client review, Design, Client review, Development, Testing, Installation/ Implementation phases of a large task or project. There are many tasks and risks that have the potential to derail a project. To manage this effort, larger tasks or projects that we execute are assigned a Project Coordinator or Technical Architect from GISi.



II. Pricing

Prepaid blocks of hours can be purchased at the prices listed in table 1 and volume discounts are included at each block level. Support block hours expire after 12 months from the date of signature. GISi will invoice Shelby Township, MI upon receiving the signed form.

You may indicate your acceptance of the above proposal with a signature from authorized personnel at Shelby Township, MI. Any expenses or travel incurred by GISi while performing GIS support block services to Shelby Township, MI will be billed separately at actual costs.

Shelby Township, MI

Support Block Amount: \$ _____

Signature: _____

Name: _____

Title: _____

Date: _____

Price	Block of Hours
\$2,500	16
\$5,000	35
\$10,000	71
\$15,000	110
\$20,000	152
\$25,000	192
\$30,000	234
\$50,000	400
\$100,000	820

Table 1

Quotation Terms and Conditions

This confidential quotation is valid for thirty (30) days unless otherwise stated and does not include shipping or tax unless otherwise stated. This quotation information is proprietary and may not be copied or released other than for the express purpose of system and service selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Geographic Information Services, Inc. (GISi).

Memo

To: Board of Trustees
From: Stanley T. Grot, Clerk
Date: February 13, 2012
Re: Legal Newspaper Contract for 2012 and 2013

As you recall, the Board originally tabled this item at its December 20, 2011 to allow Board members an opportunity to have additional questions answered. Therefore, this item is being brought back before the Board for a decision tonight.

BID OPENING
CLERK'S OFFICE
LEGAL NEWSPAPER

December 9, 2011 - 4:08 p.m.

Present: Terri Kowal, Clerk; Diane Seliwoniuk, Recording Secretary

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

<i>ADVISOR & SOURCE NEWSPAPERS</i> 48075 Van Dyke Shelby Twp, MI 48317	\$ 5.25 per column inch
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<i>C & G NEWSPAPERS</i> 13650 11 Mile Road Warren, MI 48089	\$ 8.75 per column inch
--	--------------------------------

<i>DETROIT NEWS</i> <i>AND DETROIT FREE PRESS</i> 6200 Metropolitan Parkway Sterling Heights, MI 48312	\$16.35 per column inch
---	--------------------------------

CHARTER TOWNSHIP OF SHELBY
LEGAL NEWSPAPER BID FORM

The Charter Township of Shelby is taking bids for legal newspaper services.

Please complete the attached information, as well as the Qualification Statement, and return it in a **SEALED ENVELOPE**, clearly marked "**Legal Newspaper Bid**," to the Clerk's Office, 52700 Van Dyke, Shelby Township, Michigan 48316 no later than **December 9 at 4:00 p.m.** Bids will be opened immediately after this deadline

If you need additional information, please contact Karyn Schaffner, Clerk's Office, (586) 803-2032.

This proposal will be part of a *contractual agreement* between the selected bidder and the Charter Township of Shelby for a period of **two (2) years** (commencing January 1, 2012).

The proposal needs to be signed by an Officer or authorized representative of the bidder's company who can promise the validity of all pricing and statements in the proposal. Please use these pages, or equivalent, to respond.

All proposals shall become the property of the Charter Township of Shelby and the Township reserves the right to accept any bid, to reject any or all bids and to waive irregularities in any bid in the best interest of the Township.

REMINDER: BIDS MUST BE DELIVERED TO THE SHELBY TOWNSHIP CLERK'S OFFICE NO LATER THAN DECEMBER 9, 2011 AT 4:00 P.M. IN A SEALED ENVELOPE LABELED "NEWSPAPER BID".

1. We require that you are able to receive electronic submissions of our legal notices. Can your company comply: Yes ✓ No _____

In the event of an e-mail problem, would we submit notices by fax, your pick-up, etc.

yes

2. Deadline for publication submission:

Thursday at noon. We will give a week's advance notice if deadlines change due to holidays.

3. Method of paper distribution:

X Subscriptions

X Newsstands

_____ Mailed to homes - If mailed, the number of homes _____

X Other. Please explain.

Carrier delivered weekly.

If more than one method is checked for Question #3, please explain:

We distribute primarily by carrier but, also have newspaper racks throughout the township. We also have a list of mail subscribers.

4. Describe the method your paper uses for proofing legal notices to ensure accuracy and timely publication.

We carefully read over the submitted copy and use the electronic version that is sent to ensure accuracy. If we need to build or make a correction, the legal expert, proofs the ad. We can always provide a proof as well.

5. If you omit a publication, please describe how you would resolve the problem.

We would run the ad the following week at no charge. Or in The Macomb Daily at no charge if it is time sensitive.

6. Can we submit a legal notice with multiple publication dates?

Yes X No _____

If yes, describe how you will keep track of the subsequent publication dates so we can be assured that the multiple dates will be published.

All ads are ordered at time of receipt. A verbal verification of ads scheduled is done weekly as well.

Cost per column inch \$5.25.

REFERENCES:

If you are currently, or have been in the past, a legal newspaper for any municipalities, please list their names, addresses and a contact person.

Cathy McGrail Utica 586-739-1000
Jim Belios, Mac Township 586-992-0710
Mark Canufel Sterling Heights 586-446-2743

The Source Newspaper

Newspaper's Name

Christine Troszak

Typed or Printed Name

General Manager

Title

Christine Troszak

Signature

11/21/11

Date

QUALIFICATION STATEMENT

1. Do you maintain a bonafide list of paying subscribers?
Yes X No _____ Explanation _____

2. Newspaper is published: Daily _____ Weekly X
3. Number of years your newspaper has been published 39
4. Number of years your newspaper has been circulated within Shelby Township, without interruption 33
5. Percentage of your newspaper dedicated to:
Editorial 35 % Advertising 65 %

I, Christine Troszak, hereby certify that the foregoing information is accurate and true.

The Source Newspaper

Newspaper's Name

Christine Troszak General Manager

Typed or Printed Name

Christine Troszak

Signature

Title

11/21/11

Date



Newspaper Publisher's Statement

ADVISOR/SOURCE NEWSPAPERS

Sunday
SHELBY TOWNSHIP (MACOMB COUNTY) MICHIGAN

TOTAL AVERAGE CIRCULATION FOR THE SIX MONTH PERIOD ENDED MARCH 31, 2011

TYPE OF PUBLICATION: Community Newspapers
FREQUENCY: Weekly
LOCATION: Shelby Township, Michigan
PUBLISHED BY: Journal Register Company
ESTABLISHED: 1972
Email: chris.troszak@advisorsource.com
Web: www.sourcenewspapers.com

CONTACT INFORMATION:
48075 Van Dyke
Shelby Township, Michigan 48317
Tel: (586) 731-1000
Fax: (586) 731-8172
Jeff Parra, Publisher
Christine Troszak, General Manager
Kenneth White, Circulation Director

Circulation Data

		%
1. TOTAL AVERAGE DISTRIBUTION	116,590	99.1
A. Paid (>50% of basic price)		
1) Home Delivery	-	-
2) Mail Subscriptions	-	-
3) Single Copy Sales	91	0.1
4) Employee Copies	-	-
5) Newspaper in Education	-	-
6) Bulk	-	-
Paid Circulation	91	0.1
B. Other Paid (sold at less than 50%)		
1) Home Delivery	-	-
2) Single Copy Sales	-	-
3) Newspaper in Education	-	-
4) Event Sales	-	-
5) Bulk	-	-
Total Other Paid	-	-
Total Paid	91	0.1
C. Unpaid Distribution*		
1) Home Delivery	114,974	97.8
2) Mail	-	-
3) Residential Bulk	475	0.4
4) Non-Residential Bulk	1,050	0.9
5) Samples	-	-
Total Unpaid Distribution	116,499	99.1
D. Total Distribution (sum of A,B,C)	116,590	99.1
Returns	46	-
All Other Copies (Service, Files)	979	0.8
Net Press Run	117,615	100.0

*See paragraph 4 for distribution explanation

2A. Breakdown of average circulation and distribution (item 1) by publication

Publication	Total Paid	UnPaid					Total Unpaid	Total Dist.
		Home Del.	Mail	Res.	Non Res.	Sample		
Mt. Clemen-Macomb-Clinton-Harris Sunday	-	39,032	-	260	330	-	39,622	39,622
Fraser-Roseville-St Clair Shores Sunday	-	11,769	-	-	-	-	11,769	11,769
Romeo-Washington-Bruce Source Sunday	23	9,358	-	-	115	-	9,473	9,496
Sterling Heights Source Sunday	23	33,668	-	125	275	-	34,068	34,091
Shelby-Utica Source Sunday	45	21,147	-	90	330	-	21,567	21,612
	91	114,974	-	475	1,050	-	116,499	116,590

2B. Average circulation and distribution by quarter:

<u>Quarter Ended</u>	<u>Paid</u>	<u>Other Paid</u>	<u>Unpaid</u>	<u>Distribution</u>
12-31-2010	102	-	116,494	116,596
03-31-2011	79	-	116,504	116,583

3. Publisher's policy, subscription rates, other information concerning report

Policy is to publish weekly community newspapers printed in photo offset, circulating in Macomb and Oakland counties. See annual audit report for zip code details.

Subscription Rates: Mail - 1 year - \$80.00; Single Copy - 75 cents

4. Explanatory/additional data

Other Paid: Delivered as an insert in a paid publication (Item 1B1) -- These are home delivered copies inserted in the Macomb Daily Newspaper, which is audited by another firm.

Unpaid home delivery (Item 1C1) - A single copy which is normally rubber-banded or plastic wrapped and delivered at the entrance door, yard, or driveway of a single family dwelling; or a single copy placed at the entrance door of an individual unit in apartment and condominium buildings and row houses.

Unpaid residential bulk (Item 1C3) - Home delivery of five or more copies placed at convenient central locations on premises of apartment and condominium complexes, mobile home parks and retirement villages for pickup by residents. Number of copies is subject to weekly adjustment reflecting seasonal and other changes in demand.

Unpaid non-residential bulk (Item 1C4) - Carrier Delivery of five or more copies placed at transient locations, including stores, restaurants, motels, public buildings, shopping centers and copies placed in street boxes and display racks at high traffic locations. Number of copies is subject to weekly adjustment reflecting seasonal and other changes in demand.

5. Field verification of publisher's delivery system

As part of its auditing procedures, CAC conducted an independent field verification between the dates of June 17 and July 20, 2009, to determine the degree of household coverage of the publisher's delivery system. The field verification was conducted through telephone interviews with adult members of a random selection of households within the publisher's defined circulation area.

Findings indicate that the publisher's delivery system reaches 98.7% of its defined market.

The field verification has a margin of error of plus/minus 1.1% at a 95% confidence level.



Warren Weekly
Sterling Heights Sentry
Troy Times
St. Clair Shores Sentinel
Shelby-Utica News
Madison-Park News
Eastsider
Journal
Macomb Chronicle
Fraser-Clinton Chronicle
Grosse Pointe Times
Advertiser Times
Birmingham-Bloomfield Eagle
Royal Oak Review
Woodward Talk
West Bloomfield Beacon
Southfield Sun
Rochester Post
Eastside Shopper

December 8, 2011

Charter Township of Shelby
52700 Van Dyke
Shelby Township, MI 48316-3572

Terri Kowal, MMC Clerk,
Karyn Schaffner
and to Whom it may concern:

Thank you for offering us at C & G Newspapers' Shelby-Utica News, the opportunity to bid on the Legal Newspaper advertising for Shelby Township. As the local community newspaper for Shelby Township and surrounding areas, we pride ourselves in being able to deliver the highest quality, credible news so the citizens are kept well informed.

We hope we will be able to serve the Township of Shelby by publishing your legal notices etc., for the upcoming 2012, 2113 years. Please feel free to contact me if you have any questions concerning the enclosed bid information.

My best wishes to all of you for the upcoming holiday season.

Sincerely,

Elaine Myers
Sales & Marketing Manager
586.218.5012

1. We require that you are able to receive electronic submissions of our legal notices. Can your company comply: Yes No
In the event of an e-mail problem, would we submit notices by fax, your pick-up, etc.

FAX TO: ELAINE MYERS 586-498-9631

2. Deadline for publication submission:

FRIDAY, 10 AM prior to publication date.

3. Method of paper distribution:

Subscriptions

Newsstands

Mailed to homes - If mailed, the number of homes 30,079*

Other. Please explain.

* Audited by CAC Certified Audit of Circulations, Inc.

If more than one method is checked for Question #3, please explain:

N/A

4. Describe the method your paper uses for proofing legal notices to ensure accuracy and timely publication.

PROOF READER at CEG reviews along with emailing/
sending a copy (prior to printing) to
Township office.

5. If you omit a publication, please describe how you would resolve the problem.

We would discuss alternative plan of action agreeable
with sender.

6. Can we submit a legal notice with multiple publication dates?

Yes No

If yes, describe how you will keep track of the subsequent publication dates so we can be assured that the multiple dates will be published.

We would order all dates at same time.

Cost per column inch \$ 8.75.

REFERENCES:

If you are currently, or have been in the past, a legal newspaper for any municipalities, please list their names, addresses and a contact person.

City of Mount Clemens: MAYOR BARB DEMASEY 586-469-6811
ONE Crocker Blvd., Mt. Clemens, MI 48043

City of Royal Oak: 211 S. Williams Street, Royal Oak, MI 48067 - MARY ELLEN GRAVER 248-246-3050
CITY CLERK

City of Warren: 29500 VAN DYKE, WARREN, MI 48093, R. Furlong 586-574-4638

SHELBY-UTICA News, A C&G Newspaper

Newspaper's Name

ELAINE MYERS

Typed or Printed Name

SALES & MARKETING MANAGER

Title

Elaine Myers.

Signature

12-8-11

Date

QUALIFICATION STATEMENT

1. Do you maintain a bonafide list of paying subscribers?
Yes _____ No Explanation This is a FREE ^{COMMUNITY} Newspaper
delivered to homes by the U.S. POSTAL SERVICE.
2. Newspaper is published: Daily _____ Weekly
3. Number of years your newspaper has been published 30 PLUS YEARS.
4. Number of years your newspaper has been circulated within Shelby
Township, without interruption 20 PLUS YEARS
5. Percentage of your newspaper dedicated to:
Editorial 35 % Advertising 65 %

I, ELAINE MYERS, hereby certify that the
foregoing information is accurate and true.

C & G Newspaper's

The Shelby-Utica News

Newspaper's Name

ELAINE MYERS

SALES & MARKETING MANAGER

Typed or Printed Name

Title

Elaine Myers.

12-8-11

Signature

Date

CHARTER TOWNSHIP OF SHELBY
LEGAL NEWSPAPER BID FORM

The Charter Township of Shelby is taking bids for legal newspaper services.

Please complete the attached information, as well as the Qualification Statement, and return it in a **SEALED ENVELOPE**, clearly marked “**Legal Newspaper Bid**,” to the Clerk’s Office, 52700 Van Dyke, Shelby Township, Michigan 48316 no later than **December 9 at 4:00 p.m.** Bids will be opened immediately after this deadline

If you need additional information, please contact Karyn Schaffner, Clerk’s Office, (586) 803-2032.

This proposal will be part of a *contractual agreement* between the selected bidder and the Charter Township of Shelby for a period of **two (2) years** (commencing January 1, 2012).

The proposal needs to be signed by an Officer or authorized representative of the bidder’s company who can promise the validity of all pricing and statements in the proposal. Please use these pages, or equivalent, to respond.

All proposals shall become the property of the Charter Township of Shelby and the Township reserves the right to accept any bid, to reject any or all bids and to waive irregularities in any bid in the best interest of the Township.

REMINDER: BIDS MUST BE DELIVERED TO THE SHELBY TOWNSHIP CLERK’S OFFICE NO LATER THAN DECEMBER 9, 2011 AT 4:00 P.M. IN A SEALED ENVELOPE LABELED “NEWSPAPER BID”.

1. We require that you are able to receive electronic submissions of our legal notices. Can your company comply: Yes No

In the event of an e-mail problem, would we submit notices by fax, your pick-up, etc.

Fax 586-977-7510

2. Deadline for publication submission:
48 hrs. prior to publication

3. Method of paper distribution:

Subscriptions

Newsstands

Mailed to homes- If mailed, the number of homes

Other. Please explain.

If more than one method is checked for Question #3, please explain:

The Detroit News and Free Press are delivered to homes on Sunday, Thursday and Friday and sold in newsstands, racks and retail outlets. Monday, Tuesday, Wednesday and Saturday The Detroit News and Free Press are sold in newsstands, racks and retail outlets.

4. Describe the method your paper uses for proofing legal notices to ensure accuracy and timely publication.

Account representative visually proofs ad copy as well as using spell check.

5. If you omit a publication, please describe how you would resolve the problem.

If the error was on our part we would re-run or offer credit at the discretion Of the client.

6. Can we submit a legal notice with multiple publication dates?

Yes No

If yes, describe how you will keep track of the subsequent publication dates so we can be assured that the multiple dates will be published.

Via our front end order entry system.

Cost per column inch: See attached for line rates. Note: 14 lines = 1 column inch.

Annual Commitment Levels	On Line Self-Serve Rates	Call Center Rates
Open Rate	\$14.50	\$16.35
\$7500-\$9999	\$13.15	\$15.00
\$10,000-\$19,999	\$12.15	\$14.00
\$20,000-\$34,999	\$11.15	\$13.00
\$35,000-\$54,999	\$10.15	\$12.00
\$55,000-\$64,999	\$9.15	\$11.00
\$65,000-\$99,999	\$8.15	\$10.00
\$100,000-\$199,999	\$7.15	\$9.00
\$200,000	\$6.15	\$8.00
Note:	All rates are per line, per day 14 lines per column inch	
On Line Posting of Notice	\$20 additional for 7 days	
Affadavits of Publication	\$25 per notice	

QUALIFICATION STATEMENT

1. Do you maintain a bonafide list of paying subscribers?
Yes x No Explanation We are audited regularly by ABC
(Audit Bureau of Circulation)
2. Newspaper is published: Daily x Weekly
3. Number of years your newspaper has been published 175+
4. Number of years your newspaper has been circulated within Shelby
Township, without interruption Ongoing since Shelby Twp. Was established.
5. Percentage of your newspaper dedicated to:
Editorial 70 % Advertising 30 %

I, Lynn Curtis-Misner, hereby certify that the foregoing information is accurate and true.

Detroit News and Free Press

Newspaper's Name

Lynn Curtis-Misner

Director of Sales

Typed or Printed Name

Title



11/22/11

Signature

Date

INFORMATIONAL ITEMS – BOARD MEETING – 2/21/2012

1. **Minutes – Regular Meeting of the Charter Township of Shelby Historical Committee held on Thursday, January 12, 2012**

2. **Minutes – Regular Meeting of the Charter Township of Shelby Fire and Police Pension and Retirement Board held on Monday, January 23, 2012**

3. **Minutes – Regular Meeting of the Charter Township of Shelby Historical Committee held on Thursday, February 9, 2012**

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY HISTORICAL COMMITTEE HELD THURSDAY, JANUARY 12, 2012 IN THE ANDREWS SCHOOLHOUSE, ON SHELBY TOWNSHIP MUNICIPAL GROUNDS, 52650 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 6:34 p.m. by Chairperson Dick Mason.

Members Present: Dick Mason, Hilary Davis, Dan Lehman, Rita Hirsch, JoAnn Burgess

Members Absent: Robert Barrett (excused)

Guests: Rick Mayer, 49318 Sheridan Ct., Shelby Twp., MI
Victoria Hill, 54715 Shelby Road, Shelby Twp., MI

Chairman Mason noted that Rita Hirsch's absence from the December meeting was excused.

CORRESPONDENCE

Dick Mason stated that he had been in contact with Parks, Recreation and Maintenance regarding a large tree limb down in Curtis Cemetery. They have removed the limb. Mr. Mason also has provided a copy of the 1925 map to a resident who requested it. He also presented an e-mail message from Mr. Barrett to Mr. Lehman regarding proposed copy for the next *Shelby News Worth Knowing*.

MINUTES

Mr. Mason presented the draft of the December 7, 2012 minutes for approval.

MOTION by Hilary Davis, supported by Dan Lehman, to accept the minutes from the December 8th meeting.
Motion carried.

COMMITTEE REPORTS

Historic Resource Survey (Davis)

Hilary Davis reported that she received two new demolition requests this week. They are for a couple of small, derelict mid-twentieth century houses. Neither is of historic significance.

Publicity (Lehman)

Dan Lehman reported that an article for *Shelby News Worth Knowing* will be due the first week of February. He plans to review the article that Bob Barrett has drafted and assist in getting it submitted.

Cemeteries (Mason)

Dick Mason stated that there are a couple of stones knocked down at the Curtis Cemetery. He will ask PRM to correct them when the weather improves.

Packard Proving Grounds (Davis)

Hilary Davis stated that there was nothing new to report. Roofing repairs are ongoing and they are taking out an old sprinkler system, which is why the gates are open on occasion. This topic was briefly discussed.

Webmaster (Lehman)

Dan Lehman reported that there were 4,973 page views last month. The numbers are down a little due to the holidays.

Photo Archiving

Hilary Davis reported that she and Victoria Hill are scheduled to begin work on the archiving on Monday, January 16th. Mr. Mayer cautioned them to be sure the room temperature was up before they used the computer.

UNFINISHED BUSINESS

Dick Mason stated that he reviewed some of the past meetings' minutes, and wanted to clarify the disposition of some of the items.

Macomb Patch Program

It was agreed to table this item.

Brochure Updating

Hilary Davis reported that the project is coming along. Joe Youngblood, Director of Parks, Recreation and Maintenance, is reviewing the River Bends brochure. She stated that she went to Office Max and got some printing prices. Various samples and cost were reviewed and discussed at length. The committee budget was also discussed. It was agreed to table this item until the next meeting.

Discussion occurred regarding the origination of some of the photos that have been selected for the brochures.

Avon Website

It was agreed to table this item.

8mm Film of Train Wreck

Mr. Mason stated that he is still working on this project.

Spring Hill Farm

JoAnn Burgess reported that there is nothing new as far as the farm is concerned. The Pioneer Christmas event was held at the Nature Center in December, which made use of the cabin and told the Lerich story. Upcoming events include ice-cutting and the maple syrup program, both programs that highlight historic activities.

Andrews Schoolhouse

No report was submitted for the Andrews Schoolhouse. Dick Mason reported that Mrs. Frank has returned Ken Frank's keys for the schoolhouse.

Mr. Mason reported that the Clerk's Office has sent an autograph book and tax ledgers for their collection. This topic was briefly discussed.

Committee Member

Mr. Mason stated that no action has been taken on recommending an appointment to the committee.

NEW BUSINESS

Rick Mayer presented two books that he is donating to the committee.

BILLS

Dan Lehman presented a bill in the amount of \$45.59 for web hosting fees from June through December of 2011, printer ink and a book. It was agreed to reimburse these items through petty cash.

MOTION by Hilary Davis, supported by Dick Mason, to pay Dan \$45.59 for miscellaneous things.

Motion carried.

Mr. Mason reintroduced the motion from the December, 2011 meeting to reimburse Hilary Davis for books.

MOTION by Dan Lehman, supported by Rita Hirsch, to pay Hilary \$61.51 for Shelby Township history books.

Motion carried.

MOTION by Rita Hirsch, supported by Hilary Davis, to adjourn the meeting at 7:05.

Motion carried.

The meeting was adjourned at 7:05 p.m.

/ks



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 AND POLICE PENSION AND RETIREMENT BOARD HELD ON MONDAY, JANUARY 23, 2012 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:00 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
Steven Wolfe and Patricia Wolfe

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 December 19, 2011, as presented, and waive the reading.

Motion carried.

NEW BUSINESS

Mr. Semaan indicated that Mr. Wolfe, an employee of the Fire Department, sent him an e-mail in December requesting a medical disability pension. He is currently on social security disability and he is attempting to get a workmen's comp disability. This isn't moving forward as anticipated. For some reason, the Township, his attorney and the Court keep stalling. At this point, Mr. Wolfe would like to move forward with a medical disability pension. His doctor and the Court doctor have both agreed that he is disabled and shouldn't work. According to Act 345, we need a statement from his doctor and an impartial doctor to say he is not capable of ever working again.

Discussion followed among the members.

Mr. Semaan indicated that our ordinance requires that Mr. Wolfe's doctor and the Township's doctor agree. If his doctor and our doctor don't agree, he would require a third opinion.

The Pension Board will proceed according to Act 345. Mr. Semaan will provide Mr. Wolfe with the name of a doctor. He can then make an appointment. Once a report is submitted by the doctor with the results from his exam, the Pension Board will go from there. Hopefully this can be done prior to our next meeting.

PRESENTATION

Merrill Lynch – The Brice Group

Mr. Brice reviewed the Treasurer's Report for the month ending December 30, 2011. The beginning market value was \$52,374,609. Contributions and withdrawals on a net basis totaled -\$660,549. Several months of pension payments are included in this figure. The interest and dividend column shows a gain of \$126,644. Gains and losses total \$218,644 with an ending market value of \$52,059,347.

Mr. Brice provided a one-page update as of January 20, 2012. The total market value is reflected at \$54,433,495. Under the actual column, the sub-total on equities is shown as 66.4%, by target 65%. Fixed income and cash is reflected at 33.6% with a target of 35%. The lower portion of the page reflects the same figures broken down by investment manager. A figure of \$1,693,509 or 3.1% is reflected in total cash. There is about \$768,723 held at Comerica in money market cash outside of the managers' accounts. Equities in total amount to \$35,155,762 or 64.6%. The total fixed is reflected at \$17,584,225 or 32.3%.

Mr. Brice pointed out pertinent sections of the Market Focus for the Fourth Quarter of 2011. The report reflects a good 4th quarter. He briefly highlighted sections of the report with emphasis placed on an overview of global markets, and a focus on equity, fixed income and international investments.

Mr. Brice submitted a handout entitled Investment Performance Executive Summary as of December 30, 2011. He made a comparison between quarterly and one year figures for WAM Fixed Income Index Fund, WAM S&P 500 Fund, Eaton Vance, Marsico Capital, Earnest Partners, Invesco International Growth, and Invesco (Real Estate Investment Trusts (REITS) and their respective benchmarks.

Mr. Brice continued his presentation by providing an update on year-end figures as well as figures for the month of December for Horizon Asset Management by various strategies.

Mr. Brice informed the Pension Board that Marsico, the Pension Board's large cap growth manager, made a presentation at the last meeting. At that time, the Pension Board asked for a look at candidates. This evening he provided booklets dealing with Domestic Large Cap Growth Equity for Marsico and International Equity dealings with Alliance Bernstein. These reports contain current, up-to-date figures through the end of the year.

Another report was submitted to the members since there has been a recent development relating to Invesco under their REIT strategy. They have made it known that they will no longer manage or participate in the management of the REIT portfolio. It is not an issue with Merrill Lynch but an industry-wide issue where they have extracted themselves from any program that would have lowered the minimums that would have worked up a lower fee schedule. They want to take back that capacity and they want to also control all aspects of their trading of the various portfolios. This will put the Pension Board in a situation where automatically Merrill Lynch puts forth a replacement manager. They have included a spreadsheet in the handout that includes REIT managers that are available together with the performance of each of these managers, a summary of their strategies and Merrill Lynch's evaluation. Merrill Lynch has arranged for a firm by the name of Cohen & Steers to take over the management of that portfolio up until the time the Pension Board finds either that they are a suitable replacement or they want to do something else with their mandate altogether.

Questions of the Board were addressed by Mr. Brice.

Mr. Brice asked Invesco what would happen if Shelby Township wants to continue to use their strategy. How would they do that? Their response was they are not currently accepting any money in terms of going direct even if you had enough money. The Pension Board has about \$3,088,064. He received confirmation from them that at this time the strategy still remains closed even if the Pension Board were to try to hire them directly and even if they had the dollar amount that would be permitted. They also have a mutual fund strategy. It is closed but there is some question as to whether or not they would allow the Pension Board to be an investor there. What he had looked at from the onset is the fact that that mutual fund as you would expect operates in the lowest class share where you don't pay a sales charge. The internal expense ratio to the mutual fund is higher than the fee that the Pension Board pays today. The internal expense ratio is 1.18%. Currently the Pension Board is running at .9%. Mr. Moffitt thought it was .85%. Mr. Brice will look into this figure.

Mr. Brice said there may be another avenue offered if the Pension Board wants to stay with this strategy which is the collective trust. He will look further into this option. This isn't a common occurrence. He had one other instance where managers have pulled out and decided no longer to participate. The way it is approached is that the research and due diligence team will make a recommendation as far as a replacement manager and then he will start to work with the Pension Board relative to looking at other ways to make this investment. The change will occur this month. Cohen and Steers will manage this portfolio until the Pension Board decides what action they wish to follow. There are many choices to investigate.

Mr. Moffitt asked if World Asset Management has a REIT. Mr. Diegel believes they do. Mr. Moffitt suggested that the investments be transferred to this portfolio for the time being. Mr. Brice said the Pension Board would have to sell out the securities as of today to get cash so they can buy units in that particular strategy until we decide what to do.

Mr. Brice advised per the Board's direction they can liquidate the securities and send the cash over to World Asset Management assuming they have a REIT strategy.

Mr. Diegel feels we should see the numbers before we transfer the funds to World Asset Management. Mr. Moffitt responded this is just a holding vehicle until the Board makes a decision. It is a reasonable way to hold money.

Mr. Brice will contact the Board by e-mail to make sure that everyone is aware of what is going on and that the move is well documented.

Questions of the Board were addressed by Mr. Brice. Discussed followed.

Mr. Brice will contact World Asset Management and make sure that the information is shared with everyone stating the overall facts and that it is consistent with the Board's existing position.

MOTION by Diegel, supported by Semaan, to liquidate the Invesco Real Estate Trust and send the cash to World Asset Management assuming they have a REIT product that is similar in nature to what we have.
Motion carried.

Mr. Moffitt spoke briefly regarding the County's investment in the Michigan Real Estate Fund approximately 3 to 4 months ago. Representatives handling this fund for the County want to come in and talk to the Pension Board. They set a certain percentage that they pay. In the County's case it is about 8% annually. Once they dispose of the assets, they break it up – in the County's case it's 80%/20%, which is pretty favorable. It may be a way for the Pension Board to

be a little more aggressive in real estate to provide a better return. The millage is not going to cover what we need to do.

The Pension Fund deficit and millage were discussed among the members. Mr. Semaan stated when the Pension Fund was established he spoke to their attorney and learned the ½ mill that the people voted on to fund the Pension Fund is fine. However, according to Act 345 any time the Board needs to assess the millage they can continue the ½ mill that they originally said had to go before the vote of the people. They don't have to do that – all they need is the vote of the Board.

Mr. Moffitt said if the Board agrees, he would like to invite Mark Hammond and Jeff Langdon from the real estate investment company used by the County to make a presentation at the next meeting. They are based out of Michigan and look for opportunities in Michigan. The County invested \$5 million with this company. It is nice to get return out of Michigan.

The Board members agreed to include this presentation on the next Pension Board agenda.

Mr. Brice indicated a notice was included in the information that he presented to the Board regarding Alliance Bernstein. He explained that the Alliance Bernstein Global Value style is being terminated due to Investment Management and Guidance concerns about the manager's ability to produce positive investment results going forward.

Lazard Class Value will automatically become the replacement style manager unless the Pension Board takes further action. There are two Lazard strategies – one that will include emerging markets and one that will not. The one highlighted in the correspondence does include emerging markets.

Mr. Brice briefly addressed the investment strategy of Lazard and their performance over a specific period of time.

Discussion followed with regard to the information submitted.

The Board will make a decision at the next meeting.

Mr. Brice highlighted pertinent information provided regarding Marsico.

Mr. Brice concluded his presentation by stating he has the Board's direction regarding the REIT. He will make sure everyone present, as well as Mr. Viar, receives a follow-up e-mail from him so they are aware of what is taking place after tonight. There is an invitation for a manager presentation at the next meeting. He will provide an update on two of the spreadsheets presented tonight and hopefully we will be able to visit the international side.

It was suggested that a special meeting be scheduled for presentations by two or three investment managers. This can be done at the next meeting.

MOTION by Diegel, supported by Moffitt, to accept the Financial Reports, as presented.
Motion carried.

NEW BUSINESS

Mr. Semaan updated the members with regard to an EDRO received for Firefighter Morris who is in the process of a divorce. A company called Divorce Solutions submitted information to him that was forwarded to Mr. Thumm for review. Our Attorney stated there were problems with the submittal. Mr. Semaan asked that Mr. Thumm contacted Divorce Solutions directly to resolve any outstanding issues. This EDRO is on hold until both parties come to some agreement.

It was agreed that the next Pension Board meeting will be held on Monday, February 27 at 5:30 p.m.

APPROVAL OF BILLS

\$3,331.25 - Merrill Lynch – 4th quarter Consulting Service Fee for 2011
\$ 50.00 - MAPERS – Annual Membership fee

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

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

The meeting adjourned at 6:10 p.m.

Mark Semaan, Secretary

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MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY HISTORICAL COMMITTEE HELD THURSDAY, FEBRUARY 9, 2012 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 Chairperson Dick Mason.

Members Present: Dick Mason, Hilary Davis, Dan Lehman, Rita Hirsch, JoAnn Burgess, Robert Barrett

Members Absent: None

Guests: Victoria Hill, 54715 Shelby Road, Shelby Twp., MI

CORRESPONDENCE

Chairman Mason reported that he has received an e-mail request for a copy of the 1925 map that is displayed in the lobby case. Unfortunately, the applicant had intended to copy the map and sell it for profit. Mr. Mason discouraged her from doing this as it may be a copyright infringement; she was not provided a copy at this time.

Mr. Mason presented miscellaneous newsletters and notices for the committee's review.

MINUTES

Mr. Mason presented the draft of the January 12, 2012 minutes for approval.

MOTION by Hilary Davis, supported by Dan Lehman, to accept the minutes of the January 12th meeting.
Motion carried.

COMMITTEE REPORTS

Historic Resource Survey (Davis)

Hilary Davis reported that nothing is being torn down at this time.

Publicity (Lehman)

Dan Lehman reported that an article for *Shelby News Worth Knowing* has been submitted. The article relates to Black History Month and encourages residents to come in and see the new themed display in the township lobby display case. Discussion took place regarding how long the presentation should be left. It was agreed to keep it until mid-year as it is part of the township history as well as black history.

Cemeteries (Mason)

Dick Mason stated that he found two markers pushed over and one twisted in Curtis Cemetery. They are too heavy for one person to move, so he plans to contact PRM to reset the markers.

Packard Proving Grounds (Davis)

Hilary Davis commented that there is nothing going on at this time.

Webmaster (Lehman)

Dan Lehman stated that there were 5,281 page views last month.

Photo Archiving

Hilary Davis reported that the photo archiving is essentially complete. There are a few loose ends to tie up, but most of it is done. Victoria Hill stated that the photos are filed grouped by theme such as churches or schools, and then filed alphabetically. Discussion took place on the procedure for continuing the number system used in the search as items are added to the collection.

(return to) CORRESPONDENCE

Dan Lehman asked if Mr. Mason received an e-mail from the Clerk's Office regarding a request for information on Ewell Cemetery. It was agreed to investigate further and follow-up on the request. Mr. Lehman has also received a message from Lois Sprengnether. She needed information on various teachers who taught Liberetta in the 1850's in Utica. It was suggested to refer her to Pat Hallman.

UNFINISHED BUSINESS

Chairman Mason stated that he will initiate a request to appoint Victoria Hill to the committee.

8mm Film

Mr. Mason took the film to Shelby Cable. They ran it through a camera and photographed it, but the quality was not great. He will take the original reel and copies of the photos to the donator.

Brochure Updating

Discussion took place regarding which brochures and how many of each should be printed. The quote of \$324.00 that was discussed last month is for 300 each of three styles. Ms. Davis stated that she can't publish the Riverbends one yet; she is still waiting for Mr. Youngblood's review. Discussion took place regarding funds available in the committee's budget.

MOTION by Dan Lehman, supported by Bob Barrett, to pay \$350.00 to print brochures at Office Max.

Motion carried.

Ice Harvesting Presentation

Dick Mason stated that he joined Shadbrush Naturalist Dan Farmer last Saturday to present an ice carving demonstration. There were two sessions done; Mr. Mason enjoyed presenting and felt it went well.

Andrews Schoolhouse

Mr. Mason reported that a group of 12 Cub Scouts and supervising adults were welcomed to the Schoolhouse on Friday. The scouts held their regular meeting and then committee members spoke on the history of the schoolhouse and answered questions from the audience. Each of the participants was given Andrews Schoolhouse certificates.

Bus Tours

JoAnn Burgess asked whether the committee would once again help with bus tours on June 9 & 10. There is only one tour per day. There was some concern that it may interfere with the Cars are Stars event at the Packard Proving Grounds, which is scheduled for the 10th. Discussion took place regarding this topic.

NEW BUSINESS

Historic Outhouse

Hilary Davis reported that the Northville Historical Society is building a village similar to the one in Troy. They are looking for an antique outhouse; the committee has one that is not currently on display. It is estimated to be from the 1930's, and is just sitting in the DPW yard at Riverbends. She has sent photographs to her Northville contact, and he is interested. Discussion took place regarding what the original plan was for the outhouse. Discussion had taken place in the past regarding displaying it next to the schoolhouse, but it was felt that it would be an inappropriate background for weddings and other events being held in the Chapel. Ms. Davis commented that the best they may be able to do with it is photograph and document it for the future. There is a picture of a diorama of the Krieger farm that may help viewers to understand the relationship of the outhouse to the farmhouse. Discussion took place regarding this topic.

JoAnn Burgess stated that she thinks we should try to keep it here. Chairman Mason replied that he would follow-up to see if they would be allowed to display it near the Schoolhouse before they consider moving it elsewhere.

Park Posters

Dick Mason stated that he received a suggestion from Dan Farmer about creating a poster on Green Glen, Broadway and Swiss Valley Parks. Mr. Farmer has a contact for posters and he could do the framing. Hilary Davis stated that the biggest difficulty is getting photographs. Discussion took place regarding what is available. It was agreed to see what photos they can collect and go from there. JoAnn Burgess suggested mentioning that the committee is seeking photographs in the next issue of *Shelby News Worth Knowing*. Mr. Mason

Park Posters (continued)

commented that this may be a good resource, many residents may have photos from the parks in their personal collections. He recalls that former Governor G. Mennen Williams used to visit one of the parks regularly, so there may be some newspaper archives available too.

Chairman Mason recommended removing item 5 f from the agenda as the archiving is done.

MOTION by Hilary Davis, supported by Dan Lehman, that we remove item 5 f from the agenda from now on.

Motion carried.

BILLS

Hilary Davis stated that it is time to request reimbursement for petty cash.

MOTION by JoAnn Burgess, supported by Bob Barrett to reimburse Petty Cash in the amount of \$96.35.

Motion carried.

Dan Lehman stated that he has a bill in the amount of \$5.73 for copies of photographs for the lobby display. He will present it next month for petty cash reimbursement.

Mr. Mason stated that as committee members come across other photographs that need to be archived, add them to the basket next to the computer.

MOTION by Rita Hirsch, supported by Hilary Davis, to adjourn the meeting at 7:14.

Motion carried.

The meeting was adjourned at 7:14 p.m.

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