

**AGENDA**  
**Charter Township of Shelby**  
**Board of Trustees Regular Meeting**  
**Shelby Township Municipal Building**  
**52700 Van Dyke, Shelby Township, Michigan**  
**Tuesday, March 20, 2012 - 7:00 P.M.**

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**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**AWARDS & PRESENTATIONS**

**ROLL CALL**

**PUBLIC HEARING**

1. **C & D Building, LLC – Application for Industrial Development District; 51810 Danview Technology Ct.**
2. **MFC Netform Inc. – Application for Industrial Facilities Exemption Certificate; 51810 Danview Technology Ct.**

**APPROVAL OF CONSENT AGENDA (Subject to Amendment)**

- A. **Minutes:      March 6, 2012 – Regular Meeting**  

**March 7, 2012 – Work Session – Fire Department Computer-Aided Dispatch System – VISIONAIR Demonstration**
- B. **VFW Old Settlers Post No. 4659 requests permission to solicit funds for annual Buddy Poppy Days on May 10, 11 and 12, 2012.**
- C. **Human Resource Director requests approval:**
  1. **of Job Description for Administrative Program Assistant.**
  2. **of Revised Job Descriptions for Account Processor I and Account Processor II.**
- D. **PRM Director requests a Resolution of Support of the Concept of a submittal for a State Grant for completion of the Stony Creek to Metro Beach Trail.**
- E. **Bill Run in the amount of \$1,393,167.00.**

**APPROVAL OF AGENDA (Subject to Amendment)**

**CORRESPONDENCE**

3. **C & D BUILDING LLC** requests adoption of the **Resolution Establishing the Industrial Development District; 51810 Danview Technology Ct.**
4. **MFC NETFORM INC.** requests adoption of the **Resolution approving the Application for an Industrial Facilities Exemption Certificate** at 51810 Danview Technology Ct.

**PLANNING COMMISSION**

**DEPARTMENTAL & COMMITTEE**

5. **HUMAN RESOURCE DIRECTOR** requests approval:
  - a. **to recruit for and establish an eligibility list for position of Administrative Program Assistant.**
  - b. **to hire a Meter Reader in DPW.**
  - c. **to accept the counter-offer of Roland Woelkers and appoint him as Police Chief.**
  - d. **to adopt the Freedom of Information Act Policy.**
6. **CABLE TV COORDINATOR** requests approval to **purchase a camera and record deck equipment.**

**APPOINTMENTS TO COMMITTEES & COMMISSIONS**

7. **HISTORICAL COMMITTEE** requests **one appointment.**

**TOWNSHIP ANNOUNCEMENTS**

**BUSINESS FROM THE FLOOR** – 5 minute time limit per individual

**CLOSED SESSION**

8. **Discussion of litigation entitled Charter Township of Shelby v. Indiana Metals LLC with Township Attorney.**

**MOTION TO ADJOURN**

A group spokesperson is encouraged on agenda items.  
Individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Shelby Township Clerk's Office at 586-731-5102, TDD 586-726-2731, 7 days prior to the meeting.

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

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that a Public Hearing will be held before the Township Board of the Charter Township of Shelby, Macomb County, Michigan, on Tuesday, March 20, 2012 at 7:00 p.m. in the Board Room of the Township Municipal Building located at 52700 Van Dyke Avenue, Shelby Township, Michigan 48316, upon the petition of **C & D Building LLC** for the establishment of an Industrial Development District pursuant to the provisions of Act 198, Public Acts of 1974, as amended. The exact legal description of said proposed district is as follows:

Land situated in the Township of Shelby, County of Macomb and State of Michigan, being more particularly described as follows:

Part of the Southeast  $\frac{1}{4}$  Section 14, Shelby Township, and Macomb County, Michigan described as: The North 27.43 ft of Lot 8, and all of Lots 9 and 10, of the Danview Technology Park Industrial Subdivision, Recorded April 18, 2000 in Liber 144 of Plats on Pages 34, 35, 36, and 37 at the Macomb County Register of Deeds.

Common Description: 51810 Danview Technology Ct.  
Tax Identification Number's: 23-07-14-416-005  
23-07-14-416-006

The owners of said land and any other residents or taxpayers of the Charter Township of Shelby shall have the right to appear at said Public Hearing and be heard by the Township Board.

Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Shelby Township Clerk's Office at 586-731-5102, or TDD 586-726-2731.

Stanley T. Grot  
Township Clerk

Published: The Source  
March 11, 2012

# C & D Building, LLC

12955 23 MILE RD, SHELBY TOWNSHIP, MICHIGAN 48315  
PH: 586.254.4367 | FAX: 586.254.1631 | DEIPROPERTIES.COM

ORIGINAL

January 30, 2012

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

Dear Mr. Stathakis and Board of Trustees:

C & D Building, LLC ("the company") hereby informs Shelby Township, Michigan ("the city"), of its intention to file an application for the establishment of an Industrial Development District/Plant Rehabilitation District, under the provisions of 198 PA 1974, at 51810 Danview Technology Ct and the adjacent parcel (parcel numbers are 07-14-416-006, existing building, and 07-14-419-005, new building). The IDD will contain the North 27.43 ft of LOT 8, all of LOT 9 and all of LOT 10. This IDD/PRD will be created for the benefit of MFC Netform in its desire to secure from Shelby Township the approval of an Industrial Facilities Exemption Tax and subsequently, from the State of Michigan, the issuance of an Industrial Facilities Exemption Certificate.

The company is an established supplier of cold formed components used in many different applications and provides full service capability for design and manufacturing of high quality cold formed products. The company is 50 years old and serves various industries including automotive, industrial and agricultural sectors. The company currently employs 16 people at its Shelby Township location and more than 100 at its Maumee, Ohio headquarters. It is the intention of the company to invest over \$1,839,000 in real property improvements and over \$6,099,000 in personal property that will substantially increase productivity. This investment will result in the retention of 16 jobs and the creation of approximately 20 jobs over the next two years.

Following submission of the IDD/PRD application, the company looks forward to addressing, at public hearing, any questions that you and the residents of Shelby Township may have regarding this project. If you have questions or concerns in the interim, please contact me at 586-254-2040.

Thank you for your consideration,

  
Brett Baker  
President

cc: Kurt Geisheimer, CFO, MFC Netform  
James Ahee – Macomb County Department of Planning & Economic Development

**CHARTER TOWNSHIP OF SHELBY  
APPLICATION FOR ESTABLISHMENT OF AN  
INDUSTRIAL DEVELOPMENT DISTRICT  
P.A. 198 of 1974 as Amended**

(Please file original and 3 copies with the township clerk)

1. Applicant (Company Name): C & D Building, LLC  
2. Address of Proposed Project: 51810 Danview Technology Ct.  
(Parcel # 07-14-416-006 & # 07-14-416-005  
Shelby Township, MI 48315

Present Location: 12955 23 Mile Road.  
Shelby Township, MI 48315

3. Legal Descriptions:

**07-14-416-006** — Existing parcel 51810 Danview Technology Ct.  
DANVIEW TECHNOLOGY PARK; (L144,P34-36) NORTH 27.43 FT OF LOT 8 & SOUTH 107.57 FT OF  
LOT 9

**07-14-416-005** — Adjacent new parcel.  
DANVIEW TECHNOLOGY PARK; (L144,P34-36) NORTH 42.43 FT OF LOT 9 & ALL LOT 10

**NOTE: IDD will contain North 27.43 ft of LOT 8, all of LOT 9 and all of LOT 10**

4. Do you own the property? YES XX NO \_\_\_\_\_  
Please supply a copy of applicable documents: (Deed, Land Contract, Purchase Agreement, Option,  
other.)

COPY OF LEASE ATTACHED

5. Description of Proposed Project including product to be manufactured, size and general  
description of the project (attach separate sheet if necessary):

MFC Netform desires to expand it Shelby Township manufacturing facility during 2012. The existing manufacturing facility is 18,436 sq ft. The company is proposing to expand the building to a total of 56,638 sq ft In addition it will invest over \$6.0 MM in new metal flow-forming and CNC machining equipment. The expansion is required to handle new business form Chrysler Corporation to produce all the parts for its new 9-speed transmission. Plus, this expansion and investment will allow the company to remain competitive and help it secure new business for new automotive vehicle platforms that will be introduced.

6. Time schedule for start and completion of construction and equipment installation:

Building:	Equipment Installation:
Start Date <u>2/1/2012</u>	Start Date <u>2/1/2012</u>
Completion Date <u>8/15/2012</u>	Completion Date <u>2/1/2014</u>

7. Will this project cause a relocation of facilities from another Michigan government unit to  
this community?

YES \_\_\_\_\_ NO XX

NAME OF COMPANY OFFICER: Brett Baker

SIGNATURE: 

TITLE: President DATE: 1/30/12

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

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that a Public Hearing will be held before the Township Board of the Charter Township of Shelby, Macomb County, Michigan, on Tuesday, March 20, 2012 at 7:00 p.m. in the Board Room of the Township Municipal Building located at 52700 Van Dyke Avenue, Shelby Township, Michigan 48316, upon the application for an **Industrial Facilities Exemption Certificate (Tax Abatement)** submitted by **MFC Netform Inc., 51810 Danview Technology Ct., Shelby Township, Michigan 48315**. A copy of said application has been submitted to the Township Assessor and to the legislative body of each taxing unit which levies ad valorem property taxes in the Charter Township of Shelby and which may be affected by said application. A copy of said application is on file at the Township offices and may be obtained during regular business hours.

The applicant, Township Assessor, a representative of each of the affected taxing units, and any resident or taxpayer of the Charter Township of Shelby shall have the right to appear at said Public Hearing and be heard by the Township Board.

Individuals with disabilities requiring auxiliary aids or service at the meeting should contact the Shelby Township Clerk's Office at 586-731-5102, or TDD 586-726-2731.

Stanley T. Grot  
Township Clerk

Publish: The Source  
March 11, 2012

### Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of P.A. 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form or would like to request an informational packet, call (517) 373-3272.p

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▶ Date received by Local Unit
STC Use Only	
▶ Application number	▶ Date received by STC

**APPLICANT INFORMATION**

All boxes must be completed.

▶ 1a. Company Name (Applicant must be occupant/operator of the facility) <b>MFC Netform Inc.</b>		▶ 1b. Standard Industrial Classification (SIC) Code -- Sec. 2(10) (4 or 6 Digit Code) <b>3714</b>	
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>51810 Danview Tech. Ct., Shelby Twp., Mi 48315</b>		▶ 1d. City/Township/Village (indicate which) <b>Shelby Township</b>	▶ 1e. County <b>Macomb</b>
▶ 2. Type of Approval Requested <input checked="" type="checkbox"/> New <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec.2(9)) <input type="checkbox"/> Transfer (1 copy only) <input type="checkbox"/> Rehabilitation (Sec. 3(1))		▶ 3a. School District where facility is located <b>Utica</b>	▶ 3b. School Code <b>50210</b>
		▶ 4. Amount of years requested for exemption (1 -12 years) <b>12 years</b>	

5. Thoroughly describe the project for which exemption is sought: Real Property (Type of Improvements to Land, Building, Size of Addition); Personal Property (Explain New, Used, Transferred from Out-of-State, etc.) and Proposed Use of Facility. (Please attach additional page(s) if more room is needed).  
**MFC Netform desires to expand it Shelby Township manufacturing facility during 2012. The existing manufacturing facility is 18,436 square feet. The company is proposing to expand the building to a total of 56,638 square feet. In addition it will invest over \$6.0 MM in new metal flow-forming and CNC machining equipment. This expansion and investment will allow the company to remain competitive and help it secure new business for new automotive vehicle platforms that will be introduced.**

6a. Cost of land and building improvements (excluding cost of land)..... * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>\$1,839,375.00</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixture..... * Attach itemized listing with month, day and year of beginning of installation plus total costs	▶ <u>\$6,099,000.00</u> Personal Property Costs
6c. Total Project Costs ..... * Round Costs to Nearest Dollar	▶ <u>\$7,938,375.00</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements	<u>2/1/2012</u>	<u>8/15/2012</u>	▶ <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased
Personal Property Improvements	<u>2/1/2012</u>	<u>2/1/2014</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.  Yes  No

▶ 9. No. of existing jobs at this facility that will be retained as a result of this project. <b>16 Jobs Retained</b>	▶ 10. No. of new jobs at this facility expected to create within 2 years of completion. <b>20 Jobs Created</b>
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11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of valuation for the entire plant rehabilitation district and obsolescence statement for property. The SEV data below must be as of December 31 of the year prior to the rehabilitation.

a. SEV of Real Property (excluding land)..... \_\_\_\_\_

b. SEV of Personal Property (excluding inventory)..... \_\_\_\_\_

c. Total SEV..... \_\_\_\_\_

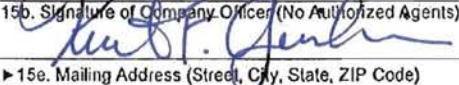
▶ 12a. Check the type of District the facility is located in:  
 Industrial Development District  Plant Rehabilitation District

▶ 12b. Date district was established by local government unit (contact local unit) <b>TBD</b>	▶ 12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Kurt Geisheimer</b>	13b. Telephone Number <b>419-893-8748</b>	13c. Fax Number <b>419-350-3595</b>	13d. E-mail Address <a href="mailto:Kurt.geisheimer@mfccorp.com">Kurt.geisheimer@mfccorp.com</a>
14a. Name of Contact Person <b>Kurt Geisheimer</b>	14b. Telephone Number <b>419-893-8748</b>	14c. Fax Number <b>419-350-3595</b>	14d. E-mail Address <a href="mailto:Kurt.geisheimer@mfccorp.com">Kurt.geisheimer@mfccorp.com</a>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Kurt Geisheimer</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>419-350-3595</b>	15d. Date <b>1/30/2012</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>518910 Danview Tech. Ct., Shelby Twp., Mi 48315</b>		15f. Telephone Number <b>419-893-8748</b>	14g. E-mail Address <a href="mailto:Kurt.geisheimer@mfccorp.com">Kurt.geisheimer@mfccorp.com</a>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Years (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	18b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original and one copy of the application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

State Tax Commission  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal



**APPLICATION  
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE  
ATTACHMENT — SECTION 6**

**ATTACHMENT TO 6A — COST OF BUILDING:  
BUILDER'S ESTIAMTE**

**MFC NETFORM, INC.  
51810 DANVIEW TECHNOLOGY COURT  
SHELBY TOWNSHIP, MI 48315**

<u>Item</u>	<u>Cost</u>
Design & build one 38,202 SQ. FT addition to existing Structure on new parcel .....	\$ 126,559.00
Move Fire riser .....	5,500.00
Install foundations and interior pads .....	26,037.00
Install one truckwell .....	33,000.00
Structural steel .....	367,694.00
Brick/block install and clean .....	84,783.00
Steel siding Installed .....	66,209.00
Roof Installation .....	126,067.00
Concrete floor .....	136,572.00
Paint/ Painting .....	55,286.00
Plumbing .....	71,500.00
Electrical .....	36,300.00
Fire protection .....	63,033.00
Glazing .....	24,658.00
Overhead doors and metal doors .....	16,170.00
Office and restroom build out .....	52,800.00
New transformer and reposition existing transformer .....	90,200.00
<u>HVAC .....</u>	<u>300,000.00</u>
<b>BUILDER'S ESTIMATE — TOTAL COST</b>	<b>\$1,682,368.00</b>

**APPLICATION  
INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE  
ATTACHMENT — SECTION 6**

**MFC NETFORM, INC.  
51810 DANVIEW TECHNOLOGY COURT  
SHELBY TOWNSHIP, MI 48315**

Section 6a

<u>Cost of land Improvements</u> (excluding cost of land)	<u>Estimated</u>	
	<u>Installation</u>	<u>Cost</u>
Grading .....	February 2012	\$ 11,795.00
Pavement removal .....	February 2012	5,500.00
Reposition water main, add loop..... 30" storm sewer, 12" storm sewer And catch basins.....	February 2012	53,763.00
Paving.....	February 2012	15,070.00
Landscaping, sod, sprinklers .....	February 2012	59,329.00
Dumpster with gates .....	February 2012	4,950.00
.....		6,600.00
<u>Total.....</u>		<u>\$ 157,007.00</u>

**Cost of Building**

Builder Estimate.....	December 2008	\$1,682,368.00
<u>Total.....</u>		<u>\$1,839,375.00</u>

**GRAND TOTAL (real property) — \$ 1,839,375.00**



IFEC APPLICATION — ATTACHMENT (Sec. 6B)

APPLICANT COMPANY: MFC NETFORM INC.

FURNITURE & FIXTURES Page 2 of 2

COLUMN I ORIGINAL ESTIMATED COST	COLUMN II EXPECTED INSTALLATION DATE M/D/Y	COLUMN III ORIGINAL LIST DESCRIPTION	COLUMN IV ACTUAL PURCHASE DATE M/D/Y	COLUMN V ACTUAL INSTALLATION DATE M/D/Y	COLUMN VI ACTUAL DESCRIPTION ON DEPRECIATION SCHEDULE	COLUMN VII ACTUAL COST
\$35,000	8/1/2012	Lockers & Benches				
\$25,000	8/1/2012	Tables/Chairs & Kitchen Equip.				
\$90,000	8/1/2012	Production Control Center Tables & Equip				
<b>\$150,000</b>	PAGE TOTALS					<b>\$0</b>

COMBINED PAGE TOTAL: \$150,000

**GRAND TOTAL (Personal Property): \$ 6,099,000.00**

**AFFIDAVIT OF FEES — ACT 198**

I hereby attest that no payment of any kind in excess of the fee allowed by Act 198, as amended, has been made or promised in exchange for favorable consideration of an exemption certificate application.

  
Signature

~~Terri Kowal, Clerk~~ Stanley T. Grot, Clerk

Kurt Geisheimer  
Print Name

Witnesses:

  
Print Name

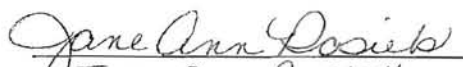
Print Name

Print Name

Print Name

STATE OF MICHIGAN }  
COUNTY OF MACOMB } ss.

Subscribed and sworn to before me this 2<sup>nd</sup> day of February, 2012, by Terri Kowal, Township Clerk, on behalf of the Charter Township of Shelby.

  
Jane Ann Rosiek  
Notary Public  
Macomb County, Michigan  
My Commission Expires: 6-22-2014

JANE ANN ROSIEK  
Notary Public, State of Michigan  
County of Macomb  
My Commission Expires 06-22-2014  
Acting in the county of Macomb

**MFC NETFORM INC.**

Statement Attached To And Made Part Of  
Form 1012  
Application For Industrial Facilities Exemption Certificate

**-AFFIDAVIT-  
DATE OF PROJECT COMMENCEMENT**

I, Kurt Geisheimer, Chief Financial Officer of MFC Netform Inc., do hereby certify that the commencement of the installation of the personal property and the real property improvements described in this application will occur after February 2012.

  
SIGNATURE 1/30/12  
DATE

Chief Financial Officer  
TITLE

**MFC NETFORM INC.**

**-AFFIDAVIT-  
PERSONAL PROPERTY OWNERSHIP**

Statement Attached To and Made Part Of  
Form 1012  
Application for Industrial Facilities Exemption Certificate

I, Kurt Geisheimer, Chief Financial Officer, do hereby certify that of **MFC Netform INC.** has purchased (will purchase) and own(s) all of the personal property (machinery, equipment, furniture and fixtures) contained in the building at 51810 Danview Technology Ct. MFC Netform pays (will pay) the personal property taxes on this machinery and equipment directly to Shelby Township and not to the building's landlord.

  
SIGNATURE 1/30/12  
DATE

Chief Financial Officer  
TITLE

IFEC AGREEMENT  
BETWEEN  
THE CHARTER TOWNSHIP OF SHELBY  
AND  
**MFC NETFORM**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between the Charter Township of Shelby (the "Township") and **MFC NETFORM** (The "Company").

**WHEREAS**, the Company has submitted the attached Application to the Township requesting approval of an Industrial Facilities Exemption Certificate, pursuant to Michigan Public Act 198 of 1974, as amended, for property located at **51810 DANVIEW TECHNOLOGY CT.** (the "Project Site"). A copy of the Application is attached as Exhibit A;

**WHEREAS**, pursuant to Section 22 of Act 334 of Public Acts of 1993, it is necessary for the Township and the Company to enter into a written agreement prior to approval and issuance of an Industrial Facilities Exemption Certificate (IFEC); and

**WHEREAS**, this agreement must formally accompany any application made by the Company for an IFEC to the State of Michigan, setting forth conditions and regulations to be upheld during an abatement period.

**NOW THEREFORE**, the parties agree to the following:

1. **Definitions**. The parties agree that the term "Approval Date" means the effective date of certification of the IFEC, as promulgated by the Michigan State Tax commission.
2. **General**. (Check applicable boxes consistent with the Application):
  - a. The Company will make the improvements set forth in the application within two (2) years of the Approval Date of the IFEC but not later than \_\_\_\_\_.
  - b. The Company will purchase and install the equipment and machinery set forth in the application within two (2) years of the Approval Date but not later than \_\_\_\_\_.



- c. If the Company vacates the Project Site for which the IFEC has been approved and issued prior to the end of the term of this Agreement, the Company agrees to make reasonable provisions satisfactory to the Township and in compliance with all applicable laws, codes and ordinances to maximize the likelihood of re-occupancy or re-use of the unoccupied building for productive use within a reasonable time period after the existing premises is vacated. These provisions shall include, but not be limited to demolition of the obsolete industrial property, clean-up of any environmental contamination, and maintenance of landscaping, parking lots, retention ponds and upkeep of the building and any structures located upon the Project Site in a clean, attractive and safe condition until the Project Site and any buildings located thereon may be reused or reoccupied.
3. **Commitment.** The Company further agrees to continue to operate its existing business at the Project Site for the period of the IFEC in order to retain the benefits of the IFEC, unless the Township consents to the Company's relocation. The Company further understands that if it chooses to leave the Township without obtaining the Township's permission to relocate prior to the end of the term of the IFEC, the township shall have the right to recapture from the Company an amount up to and including the total amount of taxes abated by the IFEC.
4. **Compliance with Laws.** The company agrees that it will operate the Project Site in accordance with all applicable Federal, State and Local laws or regulations, including but not limited to those laws relating to zoning, outside storage, industrial waste disposal, air and water quality, noise control, and other environmental regulations.
5. **Unforeseen Events.** By execution of this Agreement, it is understood that the Company's investment in the Project Site and the Township's investment in granting of the IFEC is to encourage economic growth within the Township. The Township acknowledges that in some instances, economic conditions may prevent the Company from complying fully with this Agreement and the terms of the Application. The Township will give the Company an opportunity to explain the reasons for any variations from the representations contained in the Application and will evaluate the Company's situation prior to taking any action authorized by paragraphs 3 and 7 of this agreement.
6. **Recording.** Upon approval and issuance of the IFEC, this Agreement shall be recorded with the Macomb County Register of Deeds at the Company's expense.

7. **Remedies for Default.** The Company understands that the Township, may by resolution, request the Company to reduce the term of the IFEC, revoke the IFEC and/or recover from the Company the amount of taxes which were abated to the extent that the following requirements have not been made or retained,
- a. the construction or expansion of the Project Site has not been timely completed,
  - b. expenditures have not been made for the property at the Project Site,
  - c. personal property expenditures have not been made or retained at the Project Site,
  - d. employment has not been reached or retained as represented by the Company in the Application,
  - e. that the tax abatement approved by the Township in accordance with the guidelines of the Industrial Tax Facilities Abatement Program is reduced by the action of the Commission's receipt of a copy of the Board of Trustees resolution authorizing such reduction in the term, revocation of the IFEC, or recovery of the abated taxes, or
  - f. the Company is operating at the Project Site in violation of applicable local ordinance, federal or state regulations including but not limited to those laws relating to zoning, outside storage, industrial waste disposal, air and water quality, noise control, and other environmental regulations.
8. **Entire Agreement.** This Agreement is the entire agreement of the parties relating to the matters covered by the Agreement, and no prior or subsequent promises, representations or assurances, whether oral or in writing or in any other form, shall be used to modify, vary or contradict any provision of this Agreement, except for any written amendment to this Agreement executed by the authorized representatives of the parties to this Agreement.

The individuals signing below acknowledge that they have read this Agreement and that they have the legal authority to execute it in the capacity shown below.

WITNESSES:

JAMES AHER  
 (Print Name)  
 \_\_\_\_\_  
 (Print Name)

Kurt F. Geisheimer  
 MFC NETFORM INC.  
 BY: KURT F. GEISHEIMER  
 (Print Name)  
 ITS: CFO

Parcel: 23-07-14-416-006

<b>Property Address</b> [collapse]
51810 DANVIEW TECHNOLOGY CT SHELBY TWP, MI 48315

<b>Owner Information</b> [collapse]	
C & D BUILDING 12955 23 MILE SHELBY TWP, MI 48315	<b>Unit:</b> 07

<b>Taxpayer Information</b> [collapse]
SEE OWNER INFORMATION

<b>General Information for Tax Year 2011</b> [collapse]			
<b>Property Class:</b>	301 - INDUSTRIAL	<b>Assessed Value:</b>	\$453,280
<b>School District:</b>	50210 - UTICA 50210	<b>Taxable Value:</b>	\$453,280
<b>State Equalized Value:</b>	\$453,280	<b>Map #</b>	50-07-202-009-10
<b>YR BUILT</b>	2004	<b>Date of Last Name Chg:</b>	08/04/2003
		<b>Date Filed:</b>	
		<b>Notes:</b>	N/A
<b>Principal Residence Exemption</b>	<b>May 1st</b>	<b>Final</b>	
<b>2012</b>	0.0000 %	-	
<b>2011</b>	0.0000 %	0.0000 %	
<b>Previous Year Info</b>	<b>MBOR Assessed</b>	<b>Final S.E.V.</b>	<b>Final Taxable</b>
<b>2010</b>	\$525,140	\$525,140	\$525,140
<b>2009</b>	\$85,980	\$85,980	\$85,980

<b>Land Information</b> [expand]
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<b>Legal Information for 23-07-14-416-006</b> [collapse]
FOR 2004 SPLIT & COMBINE 07-14-416-003 & 07-14-416-002 DANVIEW TECHNOLOGY PARK NORTH 27.43 FT LOT 8 & SOUTH 107.57 FT LOT 9. LIBER 144 PAGES 34-37

<b>Land Divison Act Information</b> [expand]
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**Sales Information**

0 sale record(s) found.							
<b>Sale Date</b>	<b>Sale Price</b>	<b>Adj Sale Price</b>	<b>Instrument</b>	<b>Grantor</b>	<b>Grantee</b>	<b>Terms Of Sale</b>	<b>Liber/Page</b>

Parcel: 23-07-14-416-005

<b>Property Address</b> [collapse]
DANVIEW TECHNOLOGY CT SHELBY TWP, MI 48315

<b>Owner Information</b> [collapse]	
C & D BUILDING 12955 23 MILE SHELBY TWP, MI 48315	<b>Unit:</b> 07

<b>Taxpayer Information</b> [collapse]
SEE OWNER INFORMATION

<b>General Information for Tax Year 2011</b> [collapse]			
<b>Property Class:</b>	301 - INDUSTRIAL	<b>Assessed Value:</b>	\$192,490
<b>School District:</b>	50210 - UTICA 50210	<b>Taxable Value:</b>	\$68,436
<b>State Equalized Value:</b>	\$192,490	<b>Map #</b>	50-07-202-010-10
<b>YR BUILT</b>	0	<b>Date of Last Name Chg:</b>	08/04/2003
		<b>Date Filed:</b>	
		<b>Notes:</b>	N/A
<b>Principal Residence Exemption</b>	<b>May 1st</b>	<b>Final</b>	
2012	0.0000 %	-	
2011	0.0000 %	0.0000 %	
<b>Previous Year Info</b>	<b>MBOR Assessed</b>	<b>Final S.E.V.</b>	<b>Final Taxable</b>
2010	\$216,030	\$216,030	\$67,293
2009	\$266,170	\$266,170	\$67,496

<b>Land Information</b> [expand]
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<b>Legal Information for 23-07-14-416-005</b> [collapse]
FOR 2004 SPLIT & COMBINE 07-14-416-001 & 07-14-416-002 DANVIEW TECHNOLOGY PARK LOT 10 & NORTH 42.43 FT LOT 9, LIBER 144 PAGES 34-37

<b>Land Divison Act Information</b> [expand]
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**Sales Information**

0 sale record(s) found.							
<b>Sale Date</b>	<b>Sale Price</b>	<b>Adj Sale Price</b>	<b>Instrument</b>	<b>Grantor</b>	<b>Grantee</b>	<b>Terms Of Sale</b>	<b>Liber/Page</b>

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[Privacy Policy](#)















MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, MARCH 6, 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.

The Pledge of Allegiance was led by Pastor Randy Rheaume of Stony Creek Church, 45835 Van Dyke, Shelby Township, Michigan followed by a brief invocation.

Mr. Stathakis made a brief announcement with regard to a letter he received from DTE Energy referencing SMART meters. The Board previously passed a resolution to insure that the possibility of potential hazards with the installation of these meters is addressed. Mr. Stathakis read portions of the letter to the audience. It is DTE's intent to install SMART meters in a number of communities in southeast Michigan. The meters incorporate technology that will allow them to read remotely and provide a wide range of benefits to both residential and business customers. The technology allows DTE Energy to do five things –

- Quickly locate or reduce the length of power outages and other problems
- Virtually eliminate estimated bills through automated meter reading
- Remotely connect and disconnect service during emergencies which means faster and less intrusive service
- Provide up-to-date information which will help utility customers track, manage, and control their energy usage
- Reduce operating costs and thereby hold down future rate increases

DTE will be filing information regarding an opt-out option with the Michigan Public Service Commission in March. The MPSC is the appropriate regulatory body to address this issue, and DTE expects some recommendation from them by this summer.

Mr. Stathakis addressed the FOIA Program currently in place. FOIA's were originally handled by the Clerk's Office and moved to the HR Department within the past four months. He asked Mrs. Suida, HR Director, to provide a summary as to how the procedures and policies have changed to allow for better recordkeeping and consistency.

Prior to Mrs. Suida's presentation, Mr. Stathakis reviewed the four major categories in transparency established by this Board.

Mrs. Suida, HR Director, briefly explained the new FOIA procedures which are a means of obtaining access to local government records.

The new policies will be presented at the March 20 meeting for approval by the Board.

Mr. Grot informed the audience that we have 52,899 registered voters in Shelby Township. Of that amount, 11,644 voted in the Presidential Primary – 10,188 voted the republican ballot and 1,456 voted the democratic ballot. He thanked his staff lead by Cari Neubeck, all of the poll workers, absentee ballot counting board, students who worked the computers at the polls, the Parks & Recreation and DPW crew for delivering and picking up the equipment, Shelby Cable TV for reporting all of the totals by 9:45 p.m., and Nils Larson for his computer assistance on election day. He also thanked all of the voters who participated in this election.

A special thanks was given to Richard Stathakis, our Township Supervisor, for filling in as Clerk during the time the previous Clerk left and he was appointed.

Capt. Woelkers announced that because they are moving to the new police station sometime in April, they are going to close the Records Department on Fridays. If someone needs a special record or there is a special circumstance, contact him or Capt. Stanbury and they will retrieve the record. They have thousands of records to move to the new station. To save some overtime on weekends, they are going to

make the move on Fridays. They should be up and running probably a week after they move into the new building.

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

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

**AWARDS & PRESENTATIONS**

**PUBLIC HEARING**

**APPROVAL OF CONSENT AGENDA**

A. Minutes: February 15, 2012 – Work Session re: Command Officers Contract Negotiations (Closed Session), Police Chief Interviews, Joint Session with Beautification Committee re: Welcome to Shelby signs

February 16, 2012 - Work Session re: Discussion of Township and Fire Department VoIP System and Fire Dispatch Program (VisionAire), 41-A District Court Discussion, Assessor Candidate Interviews

February 21, 2012 – Regular Meeting

Approve the minutes as presented.

B. Shelby Lions Football Club requests adoption of a Local Governing Body Resolution for Charitable Gaming License.

Adopt the Local Governing Body Resolution for Charitable Gaming License for Shelby Lions Football Club, as presented.

**LOCAL GOVERNING BODY RESOLUTION  
FOR CHARITABLE GAMING LICENSES  
(Required by MCL.432.103(9))**

At a regular meeting of the Charter Township of Shelby Board of Trustees, called to order by Richard H. Stathakis, Supervisor, on Tuesday, March 6, 2012 at 7:00 p.m., the following resolution was offered:

Moved by Grot, supported by Manzella, that the request from Shelby Lions Football Club of Shelby Township, County of Macomb, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses, be considered for approval.

**APPROVAL**

**DISAPPROVAL**

Yeas: Grot, Manzella, Stathakis, Viar, Wozniak, Filar, Flynn

Yeas: \_\_\_\_\_

Nays: None

Nays: \_\_\_\_\_

Absent: None

Absent: \_\_\_\_\_

**Resolution declared adopted.**

**C. Human Resource Director requests approval to recruit for and establish an eligibility list for position of Clerk Typist.**

This item was moved to the regular agenda at the request of a resident.

**D. Bill Run in the amount of \$1,289,761.97.**

Approve the Bill Run in the amount of \$1,289,761.97, as presented.

MOTION by Grout, supported by Manzella, to approve the Consent Agenda, with Item No. C being moved to the beginning of the regular agenda at the request of a resident.

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

Nays: none

Motion carried.

**APPROVAL OF AGENDA**

MOTION by Grout, supported by Manzella, to approve the agenda, with the addition of Item No. C which was moved from the Consent Agenda at the request of a resident.

Motion carried.

**CORRESPONDENCE**

**C. Human Resource Director requests approval to recruit for and establish an eligibility list for position of Clerk Typist.**

MOTION by Flynn, supported by Manzella, to grant the request of the Human Resource Director, and authorize the Civil Service Commission in conjunction with the Human Resource Department to recruit for and establish an eligibility list for the position of Clerk Typist at grade 10 of the general wage schedule.

Mrs. Suida advised during budget sessions held in late summer, the Board approved her request to recruit for a Grade 10 Clerk Typist in her department for this year. During the October and November timeframe, she approached the Board and requested to change that position from a Grade 10, Clerk Typist to a Grade 18, Assistant to the Department Head and they agreed. She followed the appropriate procedures and established an eligibility list for that position. At this time, after discussion with the Supervisor's Office, she was asked to look at other options that would cut costs. She is now putting the Clerk Typist position on the agenda as a cost savings to her department.

Mrs. Suida provided the pay scales for a Grade 10 and a Grade 18 as a comparison.

Grade 10 – Internal candidate \$34,000 to \$39,000

Grade 10 – External candidate \$31,000 to \$35,000

Grade 18 – Internal candidate \$44,000 to \$51,000

Grade 18 – External candidate \$40,000 to \$46,000

This reflects a savings of between \$9,000 and \$11,000.

The following individuals expressed their comments regarding this issue:

Clarence Cook, 50067 Chelmsford Court  
Ron Churchill, 52811 Mound

Mrs. Suida explained her staff is currently comprised of one full-time employee, herself, and a temporary person who is working in an open position. She requested a Clerk Typist Grade 10 at budget sessions. When FOIA's were transferred to her department, she came back to the Board and asked for someone with a broader skill set, some

college background and a little more years of experience under their belt. This is the reason for that change.

Mr. Viar clarified if the Board decides to hire a Grade 10 employee that does not increase the HR staff from what it was in years past. Mrs. Suida responded it does not change her staffing number at all. She added that the starting salary that she quoted for a Grade 10 has been reduced by 10%.

Mrs. Filar advised in years past, the department was comprised of a Human Resource Director, an Assistant Personnel Director at a Grade 25, a Personnel Analyst at a Grade 23, clerical support staff at a Grade 19, and a co-op student as needed. She stated that since Mrs. Suida has been here she has become involved in the employee evaluation process and is now undertaking the FOIA responsibilities. Mrs. Filar believes Mrs. Suida is doing a great job with a greatly reduced staff.

Motion carried.

### **PLANNING COMMISSION**

1. **LUCA UJKIC** requests **Special Land Use approval for vehicle storage yard**, located at intersection of **Auburn Road and West Utica Road (6075 Auburn Road)**; #11-25 (SLU-12).

Mr. Glenn Wynn advised that the applicant is proposing the use of this site for outdoor storage, specifically vehicle storage for a towing operation. That type of activity is allowed in light manufacturing under a special land use. This site has been used for similar purposes for a number of years. The application was considered by the Planning Commission last October and most recently on February 13, when they recommended approval recognizing that the site was very well suited for outdoor storage.

MOTION by Filar, supported by Wozniak, to concur with the recommendation of the Planning Commission and approve special land use application #11-25 (SLU-12) to permit the use of property at 6075 Auburn Road for the storage of vehicles based on the following findings:

1. This site has been used for outdoor storage for a considerable period of time.
2. The continued use of the site for outdoor storage is compatible with the current development pattern in the vicinity of this site.
3. This use will not likely generate nuisances for surrounding development which is predominantly non-residential in character.
4. Adequate access is provided to the site from Auburn Road.
5. The applicant must make improvements to the surface of the site as required by the township engineer.
6. The owner must comply with conditions established by the Zoning Board of Appeals concerning access improvements to the site.
7. Any existing building code or zoning ordinance violations must be corrected as a condition of approval.

The following individuals expressed their comments regarding this issue:

Tom Iacobelli, 2415 Collins  
Dub Hearon, 50655 Parsons

Mr. Viar questioned Item #7 in the motion. He asked if those conditions have been met. Mr. Wynn responded not yet. Any outstanding issues will be resolved prior to issuing an occupancy permit.

Mr. Grot asked if there are any requirements for licensing of this site. Mr. Wynn said not from our standpoint. The biggest Planning Commission issue was access to the site. In some ways, this is a non-conforming site. Our goal is to bring it to reasonable

compliance with the current standards. The owner of the property has been very cooperative in rectifying any outstanding issues.

Mr. Stathakis feels this is a good use of the property. He had several questions of the applicant.

Mr. Luca Ujkic, Auburn Road, was prepared to answer any questions of the Board.

Mr. Stathakis stated at the October 24 Planning Commission meeting, he was asked if the cars and boats parked at the site belonged to him. Mr. Ujkic responded they were his cars, and they were removed the next day.

Mr. Stathakis read a letter from Mr. Tim Wood, Building Director, to Mr. Glenn Wynn, Planning Director, concerning the applicant's request for a special land use. It states that the applicant has begun unlawfully using the subject property without a certificate of zoning compliance and site plan approval. Our Code Enforcement Official documented such use. A copy of this violation notice was forwarded to the Township Attorney.

Mr. Stathakis understands how the mistake was made the first time. However, why would he come back and do the same thing again – store cars and a dumpster – when he didn't have a permit and was standing before the Planning Commission asking for a special land use.

Mr. Luca Ujkic stated it was one car that belonged to his son. He had it removed immediately.

Mr. Wynn is comfortable that we will not issue a permit to occupy the site until the applicant is in full compliance.

Mr. Stathakis said since this is a unique situation, would it be possible to obtain all approvals prior to the Board voting on this matter.

Mr. Tony Cavaliere, 47508 Angeline, the owner of the site, is trying to proceed in the right direction. They don't want to do anything until they know this project is moving forward. He took responsibility for issues that were sited at the beginning of this process because he didn't think it was a problem since they had storage in the past. Mr. Ujkic is in a desperate situation because he has to move from the location where he has been for some time. Mr. Cavaliere was in attendance to give the Board assurance that he is trying to comply with the issues brought forward by the Planning Commission. He will make the improvements that are necessary; however, he would like a little more guidance. Before they start spending money, they want assurance that approval will be granted once the improvements are made.

Motion carried.

2. **STEPHANIE PARENTI** requests **Special Land Use approval for massage therapy**, located in the **Hall Road Crossing Shopping Center** (13851 Hall Road); #12-02 (SLU-1).

Mr. Wynn stated the applicant is requesting special land use approval to occupy 3,000 square feet of the Hall Road Crossing shopping center for a massage therapy business.

Mr. Wynn provided history on the regulations for massage therapy.

He stated we currently allow massage therapy establishments in any commercial zoning district with special land use approval. The special land use approval process allows us to conduct a public hearing to receive input. The Planning Commission did consider this at a public hearing on February 22 and recommended approval.

Ms. Stephanie Parenti of La Vida Massage, 6787 Oakhurst Ridge, Clarkston, was in attendance to address any questions of the Board.

Mr. Huth reminded the Board that the petitioner has been before them on previous occasions. Since we were in a transitional stage regarding how to handle these types of establishments, the petitioner was requested to work with his office and Mr. Wynn to develop a process to handle this type of business.

Ms. Parenti advised she is currently the franchise owner of La Vida Massage located in Lake Orion. It is a national company originating in Brighton, Michigan. She employs approximately 20 employees and about 15 massage therapists. The therapists have met the required schooling and insurance standards. They continue to grow and have been named the Best Massage in Lake Orion two years in a row, which is pretty outstanding since they have been in business for two years.

Mr. Stathakis asked what type of clientele she services. Ms. Parenti responded their clientele are in their mid 40's, with about 60% being female. La Vida is a therapeutic center and can handle car accident victims. Many of their clients are people who come in on a regular basis for a massage. They also provide facials and skin care.

Mr. Stathakis asked if she is currently involved in any law enforcement issues. Ms. Parenti responded none.

Mr. Grot asked if this establishment requires any type of licensing. Ms. Parenti advised that Michigan is not a licensing state. The license that they require for all of their therapists is that they have to graduate from an accredited school with a minimum of 500 hours and they are also required to have professional insurance. Mr. Grot asked who are they regulated by. Ms. Parenti said from a government standpoint, it is usually the city or township.

Mr. Grot asked if they sell any products at this establishment. He was told they sell Michigan based products promoting organic and all natural products such as lotions, bath soaps, and skin care products.

Mr. Grot asked what type of regulations does the Township have in place to make sure this business is up and running properly.

Mr. Huth said his office has been working with the various massage establishments asking them to forward the certifications showing that their employees have met 500 hours of training and received the appropriate documentation that they are qualified to perform massages. This information is provided to the Clerk's Office who licenses these establishments.

Mr. Huth further explained that the establishments are asked to come in yearly to update their information. The regulations here in the Township were enacted because of things going on in the early 90's. The industry has changed quite a bit since then. We are hoping that our process here in the Clerk's Department will insure that we have legitimate establishments practicing in our Township.

Mr. Grot asked what is located next door to this establishment. Mr. Wynn advised there are only a few lease spaces available in this shopping center. Other tenants include TJ Maxx, Michaels, Dress Barn, and Sally's. The realtor felt this a key location because of the synergy of the different uses at this center. Women shoppers may want to take advantage of the multiple activities.

Mr. Grot questioned if Ms. Parenti had any complaints or tickets at her other establishment. She responded absolutely not. They have handled approximately 400 to 500 clients and she had to tell two gentlemen that they were no longer allowed.

Mr. Wozniak asked Mr. Wynn how many other establishments in Shelby Township perform massages. Mr. Wynn said there are no other free-standing establishments at this time. They have approved certificates of zoning compliance for massage use that are associated with other activities. This doesn't open up massage establishments to everyone but only opens up a process.



Mr. Wynn stated that we amended the ordinance to allow this activity. However, under the special land use process we consider eight standards individually for each applicant. Approving this particular establishment does not open it up for anyone else. Each special land use has to stand on its own relative to the standards in the ordinance and the particular issue at hand.

MOTION by Manzella, supported by Wozniak, to concur with the recommendation of the Planning Commission and approve special land use application #12-02 (SLU-1) to permit the establishment of a massage therapy business at the Hall Road Crossing Shopping Center based on the following findings:

1. The business will occupy vacant units in an existing shopping center.
2. Adequate access is available to this site from Hall Road and Schoenherr Road
3. The activities will be completely enclosed in the building
4. There is an approved site plan and no additional site improvements are necessary to support this site.
5. The proposed use is compatible with the other businesses located in this shopping center.
6. The proposed use will not adversely impact existing or surrounding development.

Mrs. Filar said in the past we had some questionable things happen in the Township and as a result the Township is very restrictive.

She welcomes La Vida into the Township and feels the service they will bring to us is something that is needed.

Motion carried.

- 3. DAMIANO DI MERCURIO requests modification of Consent Judgment of multiple family development, located on the north side of 23 Mile Road between Schoenherr Road and Hayes Road; #11-24.**

Mr. Wynn advised that the petitioner is requesting modification of the Consent Judgment for a 34-acre parcel located on the north side of 23 Mile Road between Schoenherr and Hayes.

Mr. Stathakis wanted to make it clear that the Board will not be voting on anything this evening. Mr. Wynn responded there is no action required. He wanted to present the concept.

Mr. Wynn provided history on this development. This site was zoned light manufacturing for many years. There was a request for rezoning of this site in 2002 to multiple family R-7. The Township denied that application, and there was some litigation brought before us. A subsequent court settlement permitted the development of the site for 239 senior housing units in conformity with the R-7 development standards. The approved plans included a three-story apartment building and several ranch style condominium units. This is the basis for the Consent Judgment.

The original owner of that property lost the property to the Bank. A new owner acquired the property and proposed some changes to the original plan. Those changes include a different type of rental unit no longer restricted to seniors. This item went to the Planning Commission to review some of the details of the site plan. The most recent meeting was in January and the Planning Commission concluded that the plan had some merit. There are still some site plan issues that need to be resolved. The original plan submitted last year proposed 418 units, and the most recent plan reflecting several changes by the Planning Commission reduces the number of units to 344. Because of some site plan issues, they couldn't fit everything on the site. With the requirement regarding the parking standards and how it was laid out, they had to reduce the density to make everything fit. Before the applicant spends any more time and effort on the vision they have for the site, they want to see if there is any concern that the Board may have since this issue has to come back to the Board for final approval of the Consent Judgment.

Mr. Stathakis said the new design provides seven acres of open space which includes three internal parks. Mr. Wynn said they actually have more open space than required by ordinance. However, the density is significantly higher.

Mr. Viar questioned when Mr. Wynn stated the Board denied the project in 2002, was it turned down in an upward economy and we envisioned 23 Mile Road to be an industrial corridor. Mr. Wynn responded that is a fair conclusion. Mr. Wynn said the same conditions do not exist today.

Mr. Flynn said he will make a motion. However, he will delete the number of units from the motion. He would like the Planning Commission to weigh in a little more definitively on that and bring it back to the Board for consideration.

MOTION by Flynn, supported by Wozniak, to concur with the recommendation of the Planning Commission and support the conceptual development plan for site plan application number 11-24 proposing development of multiple family apartments on property located on the north side of 23 Mile Road between Schoenherr Road and Hayes Road. The applicant will be required to return to the Planning Commission for final site plan approval and to the Township Board for approval of the revised Consent Judgment.

Mr. Stathakis said this is basically a vote in concept only. It will go back to the Planning Commission and will be back before the Board for an up or down vote.

Mr. Wynn said we want to give some direction to the applicant.

Mr. Wozniak said when this issue was addressed by the Planning Commission, there were two issues with the Consent Judgment in place. One was that the plan was originally relegated to senior housing. The second issue was 239 units. Now the conceptual plan is changing the units from senior housing to at least looking at apartments.

The following individuals expressed their comments regarding this issue:

Dub Hearon, 50655 Parsons  
Clarence Cook, 50067 Chelmsford Court  
Brent Freeman, 5792 Harlowe

Mr. Grot addressed the Consent Judgment. He believes that it goes with the property and not the owner. If someone else purchases the property, they still have to abide by the rules put in place.

Mrs. Filar clarified that the Board is making no changes today. We are providing input on whether we would consider making any changes to the Consent Judgment. If we are willing to make changes, we are providing some ideas as to what we would like to see.

Mrs. Filar said there are many pieces of property in the Township where the Board has given approval and nothing has been built. We can't deny approval and put a time line on the development and state when it has to be built. No one knows what direction the economy will go. You can't force people to build when they can't afford to build.

Mrs. Filar said when this is sent back to the Planning Commission, she would like to see lower density and consideration given to at least a portion of this property dedicated to seniors.

Mr. Wozniak said with regard to the Planning Commission, it is a process of over-notice, transparency and redundancy. We don't want any resident coming before us and saying they didn't hear about the project and weren't given the opportunity to speak.

Mr. Flynn wanted it clear that he had no comment on the density.

Motion carried.

#### **DEPARTMENTAL & COMMITTEE**

#### **4. HUMAN RESOURCE DIRECTOR requests approval to offer contract to Police Chief.**

The Board is being asked to consider a promotion to the position of Police Chief. They have been provided with a draft employment agreement to be considered in this matter. The Board has taken an active role in the interview process, and they are very familiar with each candidate. The position for Police Chief was posted and an eligibility list was established by the Police and Fire Civil Service Commission.

MOTION by Wozniak, supported by Grot, to offer a contract to Roland Woelkers to serve as Shelby Township Police Chief for a period of two years pursuant to the terms and conditions presented in the proposed contract.

Mrs. Suida briefly explained the process that was followed to fill the position of Police Chief.

A proposed contract was presented to the Board for their review. Mrs. Suida highlighted pertinent sections of the contract. The term of the contract is two years running from March, 2012 until March, 2014. The probationary period is six months, which is standard. The compensation during the first six months is \$92,500 which will be increased to \$95,000 after completion of the probationary period. The health insurance is a standard family benefit package. The chief will be entitled to five weeks vacation.

The following individuals expressed their comments regarding this issue:

Ron Churchill, 52811 Mound  
Clarence Cook, 50067 Chelmsford Court  
Dave Erickson, 52700 Mound

Mrs. Filar explained the previous and current interview process for the position of police chief.

Jim Hering (member of Police & Fire Civil Service Commission  
(provided input on the interview process)

Norm Dziadzio, 55212 Woods Lane  
Thomas Turner, 4524 Maeder  
Dub Hearon, 50655 Parsons  
Dave Curtis, 8531 Southfield Drive

Mr. Flynn had several questions of Mrs. Suida. This contract is different from the Fire Chief contract in several ways. This is a two-year contract but the difference is the Fire Chief contract did not have a probationary period. He asked Mrs. Suida to explain the concept of double dipping and if it applies in this case.

Mrs. Suida stated the current command officer bargaining unit has a defined benefit pension program which means that money is contributed each pay from the Township toward the program that allows them to collect a monthly stipend after they retire or after 25 years of service. In the defined contribution plan, the Township contributes 10% of the employee's salary each payroll. At the end of their employment, that is the end of their relationship with the Township and the pension program and that money becomes theirs.

The current program that is in this contract is a defined contribution program. The program that the two candidates are covered under is the defined benefit program.

There would be a potential under this contract for the candidate to retire from the defined benefit program and collect a monthly pension while still working for the Township.

Mr. Flynn said this is a concern of his that he discussed with Mrs. Suida today. He asked the motion maker and seconder to insert language in the motion to go to a defined benefit program so that we can prevent double dipping.

Mrs. Suida said this would eliminate the possibility of collecting a pension from the Township at the same time as collecting a salary.

The motion maker and seconder agreed.

**AMENDMENT TO MOTION** by Wozniak, supported by Grot to add the following language to the original motion - subject to one substituted term so that the pension plan will be a defined benefit plan pursuant to Act 345 of Public Acts of 1937.

Mr. Flynn referred to the interview process. He felt both Capt. Woelkers' and Capt. Stanbury's records are exemplary. They both scored very well on the test. The interview process is what helped him make his decision. There are many serious issues facing the Township over the next few years, and the biggest one is financial issues, particularly pension and legacy costs. He felt that Capt. Woelkers did an excellent job of explaining his position to the Board regarding the way he would manage the department and what he would be willing to do in terms of working with the unions and the Board to make tough decisions that have to be made sooner rather than later.

Mr. Grot stated both candidates before us are honorable and well-qualified individuals. We would probably do quite well with either of them; however, Capt. Woelkers has a little more seniority and Mr. Grot feels he is doing a fine job as interim Acting Chief and this was an easy decision for him to make. This takes nothing away from the other candidate who is a great individual. Capt. Stanbury has a great future and he wishes him nothing but the best. He is sure that Capt. Stanbury will continue to carry on his job honorably for the residents of Shelby Township.

Mr. Stathakis appreciated the fact that Capt. Woelkers stepped up to the plate when the 90 days expired. He thanked him for that. He also appreciates Capt. Woelkers' great communication and leadership skills.

The Board agreed that Capt. Woelkers will have 72 hours to make a decision as to whether or not to accept the offer of Police Chief.

Motion carried.

**5. SUPERVISOR** requests approval of:

**a. 2012 Major and Local Road Improvement Project Cost.**

Mr. Stathakis said our Board has been able to maintain a budget surplus in these very challenging times. He is asking the Board to consider an allocation of \$414,000 for road preservation programs. The cost will be shared equally by the Macomb County Department of Roads. During these difficult times, many communities are not able to take advantage of the matching program of Macomb County Department of Roads. This is a very beneficial program for our Township to receive these funds and also to maintain our roads.

**MOTION** by Flynn, supported by Viar, to approve the MCDR Road Improvement Project as proposed for 25 Mile Road between Shelby and Mound Road at a cost to the Township of \$49,996.64, with funds available in Line Item 101 442 967 200, Local Road Paving, as amended.

AND

To approve the MCDR Concrete Road Improvement Project(s) as proposed at a cost to the Township of \$121,992.00, with funds available in Line Item 101 442 967 200, Local Road Paving, as amended.

AND

To approve the MCDR Asphalt Road Improvement Project(s) as proposed at a cost to the Township of \$241,668.00, with funds available in Line Item 101 442 967 200, Local Road Paving, as amended.

AND

To approve the allocation of Emergency Road Repair funds in the amount of \$50,000 to be detailed in the 2012 Budget for Local Road Paving, as amended.

Mrs. Carol Thurber, Township Engineer, explained that these items before the Board are part of the 2012 pavement preservation program, which is a program set up through the Macomb County Department of Roads. Annually they allocate a certain amount per Township, and Shelby Township has always participated. It represents quite a cost savings to the Township as far as a contribution from the Department of Roads along with the County completing all of the engineering, inspections, traffic control, etc. These are items we would be responsible for if we did the projects on our own.

Brent Freeman, 5792 Harlowe, expressed his comments regarding this issue.

Mr. Wozniak asked for the purpose of the emergency road repair fund. Mrs. Thurber said it is in place for emergency road repairs that may come up or in a situation when this contract as bid comes in higher than the engineer's estimate.

Motion carried.

**b. Revised Cost Share Agreement with Macomb County Department of Roads for Year 2012 Auburn Road Reconstruction Project.**

Mr. Stathakis advised at the July 8, 2011 meeting, the Board approved a cost share agreement authorizing the Macomb County Department of Roads to proceed with the Auburn Road Reconstruction Project. That improvement runs from Dequindre to Ryan. The cost increased over the estimated amount. Our Township Engineer has stayed in touch with this project and confirmed the Township's share would be due prior to awarding the bid sometime in August. The new portion of the Township's share is \$553,000. The total cost of the project is \$1,106,000.

Mrs. Thurber explained the cost overrun. What we allocated back in July was to get the preliminary engineering done. That was \$220,000. The cost estimate for this project always has been about \$2.2 million. A large portion of that is being taken care of with transportation improvement project funds which are federal funds with the remainder to be split between the Township and the Department of Roads. Of the \$553,000 that the Township is hopefully approving this evening, \$230,000 of that has been allocated to Community Development Block Grant Funds, which will be taken care of over the next four years.

MOTION by Viar, supported by Manzella, to approve the Revised Cost Share Agreement with the Macomb County Department of Roads for the Year 2012 Auburn Road Reconstruction Project from Dequindre to Ryan Road, with a Township estimated Cost Share amount of \$553,000, thereby amending Line Item 101 442 967 200 accordingly.

Motion carried.

**c. Revised Cost Share Agreement with Macomb County Department of Roads for Year 2013 Van Dyke Widening Project from 25 Mile to 26 Mile Road.**

Mr. Stathakis said it was estimated that the Township's share for this project would be approximately \$450,000. The estimates have come in lower and now we are asked to continue our support at a revised contribution of \$382,500. The total cost of this project is \$765,000 and that does not include federal funding. This gives the Township an opportunity to participate in matching funds with the Macomb County Department of Roads.

MOTION by Filar, supported by Grot, to approve the Revised Cost Share Agreement with the Macomb County Department of Roads for the Year 2013 Van Dyke Widening Project from 25 Mile to 26 Mile Road with a Township estimated Cost Share amount of \$382,500, thereby amending Line Item 101 442 967 200, accordingly.

Greg Smith, 4260 Sandy Creek, expressed his comments regarding this issue.

Motion carried.

**6. CLERK requests approval of Legal Newspaper Contract for 2012-2013.**

MOTION by Viar, supported by Grot, to award a contract for a one-year period to the C&G Newspaper for Shelby Township legal publications at a cost of \$8.75 per inch effective April 1, 2012 through April 1, 2013.

The following individuals expressed their comments regarding this issue:

Clarence Cook, 50067 Chelmsford Court  
Dub Hearon, 50655 Parsons  
Ron Churchill, 52811 Mound

Mr. Grot enumerated the reasons why he supported this motion. The distribution of the Source Newspaper in Shelby Township and Utica is 21,147. The figure may be 19,500 if you subtract Utica's circulation. C&G's distribution is 30,079. We will be reaching nearly 10,000 more residents with the C&G Newspaper. When you break down the number of distributions per cost per column inch, there is very little difference. C&G is being mailed to the homes. The Source is delivered in plastic bags at the curb which are blown throughout the neighborhood on windy days. Both of them are great papers; however, there are several advantages to subscribing with C&G. We are awarding a one-year contract. If there are any problems, we can go with another paper. Mr. Grot feels the cost is the same but the benefits are huge.

Mr. Viar and Mr. Flynn met with the individuals who submit notices for publication and also the representatives of the newspaper to make sure there is no timing issue. Everyone agreed there is no problem with the timing.

Mrs. Manzella said in the past she always supported the C&G News. She believes C&G's deadline is Friday, and the publication date is the following Thursday. We have to be concerned with publication dates and not just deadlines. The Source's deadline is Thursday and the paper goes out that following weekend. She is happy that we are going to give this a try for a year. She said it is nice getting C&G in the mail rather than having the paper thrown by the curb. However, the Source has improved their delivery during the past couple of years. She is willing to grant a one-year contract to see how it goes.

She brought up the fact that we amended an ordinance within the last month, and we had to postpone this decision because the timing wouldn't have been right as far publication notices.

Mr. Grot said this item was postponed because the manager of the Source could not attend that meeting. Since that time, we have received an e-mail stating that she has nothing more to add to what was previously submitted.

Mr. Stathakis has a problem with the publication dates and our meeting dates. He feels there is some overlap. He is not convinced that there won't be any problems. He

spoke with the Source and they told him if there are any problems on their end, they would guarantee next day print in the Macomb Daily at no extra charge. That makes him feel more secure. They are both great papers; however, he will vote for the Source because of the deadlines and publication dates.

Motion carried.

Mr. Stathakis voted "nay".

## **APPOINTMENTS TO COMMITTEES & COMMISSIONS**

### **TOWNSHIP ANNOUNCEMENTS**

Mr. Flynn made the following recreational announcements:

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

Gardening with Native Plants will be held on March 7, and Gardening for Butterflies and Pollinators will be held on March 21. The cost is \$5 per class/per resident and registration is required.

A Maple Syrup Program will be held on Saturday, March 24 at the Nature Center. The cost is \$3 per person. Call for times and details.

The Easter Bunny Lunch will be held on Saturday, March 31 at 11:00 a.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 and registration is required.

The Easter Egg Scramble is a free event that will be held at River Bends Park on Saturday, March 31 at 1:00 p.m. for ages 3-5 and 2:00 p.m. for ages 6-10.

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](http://www.shelbyparksandrecreation.org).

Mr. Viar thanked the general public for their patience and cooperation at the counter when they came in to pay their taxes over the last few days.

Mr. Viar enumerated the accomplishments of his department over the years and the responsibility involved in collecting taxes and other payments for the Township.

He addressed negative comments made by Mrs. Manzella with regard to spending issues.

Mr. Grot stated at the last meeting he announced four initiatives that he would like to have in place in our Township to increase citizen participation.

We are ready to proceed with the first initiative relating to the Sounding Board – Citizens Advisory Committee. This would give our residents the opportunity to express their ideas and suggest real solutions to real problems. The agenda would be simple – problem + ideas = solutions.

We have many residents who would like to be involved that have great ideas but are not looking to be in the spotlight on television in front of the microphone. Once a month, everyone will be invited to participate in a round-table setting to discuss many important issues facing our Township.

Mr. Grot has received many phone calls from residents who are interested in this initiative. He encouraged homeowner's association presidents and officials from every part of Shelby Township to participate in this Advisory Committee. A date will be announced shortly.

The Romeo Tea Party meeting will take place on March 21 at 7:00 p.m. at Palazzo Grande. The subject will be Agenda 21.

Mrs. Manzella referred to comments made by Mr. Viar. She stated that Mr. Viar misunderstood her comment regarding corrupt spending. It had nothing to do with the efficiency of the staff in the Treasurer's Office or him signing checks. What she found and is concerned about is the ability some department heads have to spend without approval of the Board. In some cases, it is going out to bid for any items over a certain dollar figure. She found in some cases, that multiple bills can add up to nearly \$9,000. It was not approved by the Board because each one of the 3 checks was under the \$3,000 limit. It may be okay legally but it is not transparent. This has nothing to do with the efficiency of the investments in the Treasurer's Office or the efficiency in the manner the department is run. She highly respects everyone who works there.

The Relay for Life in Shelby Township is May 19. There is still time to sign up for a team. There are 2 teams who are already having fundraisers. One is a bowling fundraiser to be held on March 11 at Shelby Lanes and the other is a fundraiser at Steiny's Tavern, 55161 Shelby Road on March 12. They will be open for lunch and dinner. 10% of the proceeds of anything you order off the menu will go to Shelby Township Relay for Life.

Radio Station 105.1 had personalities from the radio station at some of the Relay for Life events last year. This year they are letting everyone vote for the Relays that they would like 105.1 to attend this year. The official voting will open up March 9 at 9:00 a.m. Their website is [www.softrock105.1.com](http://www.softrock105.1.com).

Mrs. Manzella spoke briefly regarding an unpaid \$35,000 water bill for Shelby Woods North Development that hasn't been paid since we gave them the opportunity to move from condos to apartments. Mr. Viar said he has all of the delinquent water bills on his desk for review.

Mr. Wozniak advised there are two new businesses in Shelby Township – Ray McKinley and his wife are dentists and their business is located on Village Boulevard – phone number 685-0880. Another new business in Shelby is Dave Davis, Jr. with Farm Bureau Insurance located on Mound – phone number 726-4843. He welcomed both of these businesses to Shelby Township.

The Lion's Club is sponsoring Comedy Night on March 10. The Kiwanis Club will have a Charity Poker Tournament that starts March 7 and continues through the weekend at The River at 22 Mile Road and Van Dyke. He congratulated the Knights of Columbus at St. Kieran's for their very successful poker tournament also held at The River.

On March 20, the Shelby Area Business Association will hold their meeting at Steiny's.

Mr. Huth advised that we have two underground pipelines that run through our community into Macomb Township to the east and through Rochester to the west. They carry gasoline and crude products. Those pipelines are owned by Sunoco Oil Company and that company has been doing easement maintenance on their pipelines in Oakland County and they are now bringing that program to Macomb County. We have been through this before with respect to issues with ITC and others maintaining their easement rights. He wants this to serve as notice that this is what we should expect along the lines of activity on the easements. The township has not given any special permission to the oil company to do this and we will monitor this as we have done with other companies. If the Township Board feels that action is necessary, then we will decide how to handle the situation.

### **BUSINESS FROM THE FLOOR**

The following individuals expressed their comments regarding various issues:





MINUTES OF THE WORK SESSION OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON WEDNESDAY, MARCH 7, 2012 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

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

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

Also Present: James Swinkowski, Chief of Training  
Fire Chief Gene Shepherd (via conference call)

**1. Demonstration of Computer-Aided Dispatch System (VISIONAIR)**

Mr. Swinkowski advised that the Fire Department is investigating a computer-aided dispatch program for the fire portion of dispatch.

Mr. Swinkowski explained the current process. The dispatcher takes a pen and paper, looks at a map, determines if it is an EMS or fire call, and then decides which trucks have to be sent. They wait for information and it has to be decided then and there as to which trucks are sent, in what area and which station is going to be sent to the scene of the emergency.

Mr. Swinkowski explained the benefits of computer-aided software. He showed the Board what is faxed over at the beginning of each shift. The schedule shows how many people are on duty and where they are located. If people are on sick leave, their manpower drops. There is an area on the form that says special considerations/special notes which may say Station 1 will assist Station 2 or Station 3 on medical runs. All of this information needs to be documented. If someone goes home sick, a new roster has to be faxed so the dispatchers are aware of their resources for that day. They do a great job; however, when there are three or four runs, they can only do so much. This is how they function.

Chief Shepherd provided his input. He and Mr. Swinkowski went to Sterling Heights and Clinton Township, who uses the VISIONAIR Program, to see how they are handling dispatch. They were able to get first hand information as to the benefits of this new system. Mr. Swinkowski said besides seeing a demonstration, they were able to sit in different departments and observe the functions of the computer-aided software. Mr. Swinkowski added besides Clinton Township, Eastpointe, Roseville and St. Clair Shores also use the VISIONAIR product, and this is just in Macomb County. Other municipalities use this software for both police and fire. If the Board approved this software for the Fire Department, it is compatible with CLEMIS, currently used by the Police Department and also NEW WORLD.

Mr. Swinkowski feels the VISIONAIR software meets their needs at a lower cost than the other companies.

Representatives from VISIONAIR provided a lengthy demonstration of their software and explained how it can serve the Township's needs.

Mr. Swinkowski said as far as the budgetary figures, the cost for complete implementation in all of their vehicles is \$176,000, which includes two dispatch work stations and 10 mobile and AVL's for the vehicles.

Mr. Grot questioned the maintenance fee. Mr. Swinkowski responded that the maintenance fee is based on our final package. It hasn't been narrowed down at this time. The Fire Department is not certain how many mobile licenses they will require. They started at ten for budgetary figures knowing at the time they

had ten laptops. Based on their mobile package, they are looking to finalize exactly how many dispatch stations we need. Initially they estimated two stations. A final package has still not been put together. It will be between \$8,000 and \$10,000 per year.

Costs of the system were discussed at length.

Mr. Stathakis referred to the bidding process. He asked if there are other agencies that can compete or is this it. He is impressed with what he has seen; however, the bid process is important to this Board. CLEMIS and NEW WORLD were the two companies mentioned. However, the product is not always the same. It may not be a good comparison. There may be other functions and other issues.

The representative from VISIONAIR said there is another option if the Board chooses. They do have GSA. They are having many agencies save money by going through the bid process because they are getting it straight from the government contract and that is the absolute best price you can get.

Mrs. Filar said functionality is very important. Mr. Stathakis added that this is why the Fire Department is in charge. The last thing we want to do is take the lowest bid and not have all of the elements that are needed.

The advantages of having police and fire using the same system were discussed.

Mr. Swinkowski said there are still questions that need to be answered. They have a lot of work ahead of them. They have to look at the different equipment to determine exactly what they need. The system has to work fluently and make everyone happy.

The work session adjourned at 11:55 a.m.

ds

# VFW



VETERANS OF FOREIGN WARS OF THE U.S.  
OLD SETTLERS POST NO. 4659  
8311 Wilson Drive  
Shelby Township, Michigan 48316

February 22, 2012

Shelby Township, Board of Trustees

The Veterans of Foreign Wars "Buddy Poppy" days are the 10,11,12 May 2012. For some of our hospitalized veterans the assembly of Buddy Poppies is their only income. It allows them to purchase some of the small items not provided by the hospitals.

All proceeds derived from the distribution of Buddy Poppies may only be used for the benefit of the military veteran and his or her dependents.

The township, its residents, business people and neighbors have been exceedingly generous in the past years helping us to achieve our goals.

Therefore Old Settlers Post 4659 respectfully requests permission to solicit the public in Shelby Township on the above dates for donations to this cause. We only solicit in the front of businesses that give us prior permission. All of our members will be readily identifiable, fully insured, and carry proper credentials.

Thank You,

Joseph Wrobel  
Commander

William P. Tudrick  
Poppy Chairman

Larry Pretzer  
Assistant Poppy Chairman

V.F.W. Post 4659  
Shelby Township

# Memo

To: The Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Re: Agenda Item – Job Description: Administrative Program Assistant  
CC: Joseph Youngblood, Director, PRM  
Date: March 8, 2012

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Honorable Body,

Attached for your review is the revised job description for the position of Administrative Program Assistant as approved by the General Employee's Civil Service Commission at the regular meeting of February 28, 2012. In anticipation of a need to establish an eligibility list for this administrative position in our Senior Center, the Director of Parks and Recreation in conjunction with the Human Resource Department updated the attached document to accurately reflect the responsibilities and the knowledge required to perform this job.

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

Respectfully,

Lisa Suida  
Human Resource Director

LMS

*Garter Township of Shelby*  
Job Description  
**ADMINISTRATIVE PROGRAM ASSISTANT**

**SUMMARY**

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

**SUPERVISION RECEIVED**

Work is performed under the direct supervision of the Senior Coordinator and the PRM Director or his/her designee.

**SUPERVISION EXERCISED**

No supervision is exercised, however individuals in this classification may lead part-time or volunteer workers they are assigned to assist.

**RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS**

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

1. Provide information and guided tours to prospective new members, and make appropriate referrals of services offered by other agencies, government offices, etc.
2. Develops, organizes implements and evaluates the programs and services which are offered at the senior center; determines program needs through target group assessment; plans and coordinates special events, parties, and trips to enhance the quality of life for senior participants.
3. Register and collect fees associated with the operations of the Senior Center.
4. Manage and keep current with all software programs related to senior transportation, senior activities/programs, and other related data record keeping.
5. Compose, type and proof daily correspondence, financial records and other reports as required.
6. Assist in the daily senior transportation operations (i.e. - Selling bus tickets, scheduling appointments, preparing daily schedules, maintaining two way radio communications with drivers, etc.)
7. Inventory supplies and materials for senior citizen programs and services; and assist in the ordering of supplies as necessary.
8. Assist the public and other employees both over the phone and at front desk. .
9. Act as intermediary between superior and subordinate personnel; transmit messages, and act as superior in his/her absence as authorized.
10. Assist in the preparation and distribution of the Senior Newsletter.
11. Perform work as required.

# *Garret Township of Shelby*

## Job Description

### **ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS AND ABILITIES (KSA) FOR EMPLOYMENT**

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

**Considerable knowledge** of operations, services, and activities of a senior center.

**Considerable knowledge** of secretarial and clerical processes and procedures.

**Thorough knowledge** of municipal government operations, Township organizations, and regulations and procedures as they relate to senior citizens services.

**Knowledge of** senior citizen programming-philosophies, principles and practices.

**Knowledge of** First Aid and CPR techniques

**Ability to** assume a position of leadership; the willingness and capacity to understand and act on the problems of the elderly; and have patience; tact; initiative; resourcefulness.

**Ability to** work flexible hours, including some evenings.

**Ability to** effectively use office equipment, including computer applications software.

**Ability to** communicate and express ideas effectively, both orally and in writing.

**Ability to** respond quickly and effectively in an emergency situation.

**Required education and training** include graduation from an accredited high school or GED equivalent and two years clerical experience.

# Memo

To: The Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Re: Agenda Item – Job Description: Account Processor I and II  
CC: Richard Stathakis, Township Supervisor  
Date: March 9, 2012

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Honorable Body,

Attached for your review are revised job descriptions for the positions of Account Processor I and Account Processor II as approved by the General Employee's Civil Service Commission at the regular meeting of February 28, 2012.

The Human Resource Department is in the process of establishing an eligibility list as approved at the August 2, 2011 Regular meeting of the Board of Trustees. In conjunction with the Department of Public Works, Financial Management, and the Treasurer's office the job descriptions were reviewed and updated to accurately reflect the responsibilities and the knowledge required to perform this job.

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

Respectfully,

Lisa Suida  
Human Resource Director

LMS



# *Garret Township of Shelby*

## Job Description

### ACCOUNT PROCESSOR I

#### SUMMARY

Process a variety of accounts receivables for the Township. Resolve customer complaints, provide front counter service, and assist with file maintenance. Perform other duties as required.

#### SUPERVISION RECEIVED

Supervised by Department Head and/or an employee of higher classification.

#### RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to assist with or perform 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. Receive and process a variety of account receivables for the Township (i.e water, taxes, special assessments and other fees.).
  - a. Process checks as needed.
  - b. Record receipts and balances with payments received on a daily basis.
  - c. Post tax receipts to tax rolls.
  - d. Post payments to and balance the special assessment ledger.
  - e. Maintain account receivable records.
  - f. Distribution, collection and balancing of personal property taxes.
  - g. Respond to telephone and counter inquiries, provide information, and refer calls to proper departments.
  - h. Communicate to customer's the necessary actions and strategies for debt repayment.
  - i. Input, analyze and update account information.
  - j. Prepare payments due to the Township.
  - k. Process merchandise purchases.
  - l. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
  - m. Process, balance, and post all credit card payments on taxes from payments.
  - n. Process, balance, and post all payments as needed.
2. Prepare service orders and process permits for customers and assist with other departmental duties.
3. Represents and communicates departmental services to the customers and acts as liaison between customers, staff, and other Township departments.
4. May be responsible assisting with clerical duties.
5. May be responsible for payroll data entry.
6. May be responsible for accounts payable.
7. Perform related work as required.

# *Garter Township of Shelby*

## Job Description

### **ESSENTIAL FUNCTIONS, QUALIFICATIONS, & KNOWLEDGE, SKILLS AND ABILITIES (KSA) FOR EMPLOYMENT**

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

**Knowledge** of basic accounting/ bookkeeping practices to process and account for payments accurately.

**Knowledge** of office terminology, procedures and equipment.

**Knowledge** of principles and processes for providing customer service,

**Knowledge** of basic computer software programs.

**Ability** to reason and process numbers effectively

**Ability** to type and input data..

**Ability** to organize and prioritize work assignments.

**Ability** to communicate with the public and respond to inquiries.

**Required training** includes graduation from an accredited high school or GED equivalent and the successful completion of additional course work in accounting at an accredited college.

**Required experience** of at least one year of related work.

# *Charter Township of Shelby*

## Job Description

### ACCOUNT PROCESSOR II

#### SUMMARY

Perform a variety of multifaceted bookkeeping and accounting for the Township, provide front counter customer service, and assist with file maintenance. Perform other duties as required.

#### SUPERVISION RECEIVED

Supervised by Department Head and/or an employee of higher classification.

#### 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. Prepare billings and assist in the collection and balancing to the general ledger.
2. Maintain accurate accounts.
3. Communicate with banks, the general public, and other Township departments.
4. Collect fees and taxes. Generate related reports.
5. Process collections and non-sufficient funds collections.
6. Arrange for debt repayment and establish repayment schedules.
7. Maintain records of payments and deposits in appropriate Township software including but not limited to Microsoft Office, New World System, BS&A, and APEX.
8. Process payroll transfers and checks.
9. Prepare manual payable checks.
10. Correct, update and post daily cash receipts to General Ledger.
11. Reconcile bank statements to check register; account balances to supporting detail.
12. Communicates Departmental services and acts as liaison between customers and staff.
13. Responsible for routine typing and data entry.
14. Perform clerical duties.
15. Perform related work as required.

*Garret Township of Shelby*  
Job Description

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

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

**Knowledge** of basic accounting/ bookkeeping practices to process and account for payments accurately.

**Knowledge** of office terminology, procedures and equipment.

**Knowledge** of principles and processes for providing customer and personal services.

**Ability** to reason and process numbers effectively.

**Ability** to type and input data.

**Ability** to organize and prioritize work assignments.

**Ability** to communicate with public and respond to inquiries.

**Required education and training** includes an Associate Degree in accounting or related field and a minimum of three years of related work experience.

# Charter Township of Shelby

**Joseph J. Youngblood, Director**

Parks, Recreation, & Maintenance Department

**52700 Van Dyke Avenue  
Shelby Township, MI 48316-3572**

**Phone: 586 731-0300  
Fax: 586 726-7228  
Website: [www.shelbytwp.org](http://www.shelbytwp.org)  
Email: [shelbyprm@shelbytwp.org](mailto:shelbyprm@shelbytwp.org)**

March 9, 2012

Dear Honorable Board

Macomb County Department of Roads has secured a Federal Grant HPP (high priority project funding) for the Stony to Metro Trail. At this time they need Board support to approve the concept of a submittal for a State grant with the local funds coming from the Federal grant the County received.

By applying for the grant it doesn't commit the Township to any matching funds at this time. A resolution of support for the trail is a requirement of the grant application. The costs that would be incurred through the grant process would include engineering fees from Fazal Khan & Associates. The approval for local matching funds for the remainder of the Federal Grant would come back to the Township Board for approval.

We are also looking for support from the Board in regards to the new route of the trail going through River Bends Park, North on Ryan Road, West through Holland Ponds, down the Yates Cider Mill trail, through Soccer City, and North on Dequindre Road.

Sincerely,



Joe Youngblood, Director

Parks, Recreation, Maintenance | Senior Center | Nature Center



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Account <b>299.903 - Planning&amp;Zoning Consult-PassThru</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 139	2nd Site Plan Review - Panera Bread	Edit		02/27/2012	03/21/2012	03/21/2012			250.00	
									Account <b>299.903 - Planning&amp;Zoning Consult-PassThru</b> Totals	Invoice Transactions 1	<u>\$250.00</u>
Account <b>451.001 - Building Permits</b>											
5627 - SUNRISE BUILDING	PB11 0523	48190 FURGOT - BLDG PERMIT TERMINATION	Edit		02/07/2012	03/21/2012	03/21/2012			182.00	
									Account <b>451.001 - Building Permits</b> Totals	Invoice Transactions 1	<u>\$182.00</u>
Account <b>675.771 - Trips - SC</b>											
5709 - KATHLEEN JASMAN	22370403	Refund, Sr Ctr Cherry Festival Trip, Kathleen & Gary Byrd	Edit		03/08/2012	03/21/2012	03/21/2012			49.00	
5710 - ROSEMARY LAWRENCE	12377011	Refund, Sr Ctr Washington DC & Cherry Festival Trips	Edit		03/08/2012	03/21/2012	03/21/2012			36.00	
									Account <b>675.771 - Trips - SC</b> Totals	Invoice Transactions 2	<u>\$85.00</u>
Department <b>101 - Legislative</b>											
Account <b>900.000 - Printing &amp; Publishing</b>											
1130 - INDEPENDENT NEWSPAPERS	4021454	Notice of Adoption Ordinance 261	Edit		02/26/2012	03/21/2012	03/21/2012			60.50	
1130 - INDEPENDENT NEWSPAPERS	4024873	01-27-12 Work Session Synopsis	Edit		02/26/2012	03/21/2012	03/21/2012			16.50	
1130 - INDEPENDENT NEWSPAPERS	4024875	01-17-12 BOT Minutes	Edit		02/26/2012	03/21/2012	03/21/2012			110.00	
1130 - INDEPENDENT NEWSPAPERS	4024876	01-27-12 BOT Special Meeting Synopsis	Edit		02/26/2012	03/21/2012	03/21/2012			77.00	
1130 - INDEPENDENT NEWSPAPERS	4028840	02-07-12 BOT Minutes	Edit		02/26/2012	03/21/2012	03/21/2012			145.75	
16541 - IRON MOUNTAIN	EXX7126	Monthly records storage March 2012	Edit		02/29/2012	03/21/2012	03/21/2012			1,253.43	
16214 - OFFICE EXPRESS	313641	Clerk's letterhead, business cards	Edit		02/27/2012	03/21/2012	03/21/2012			78.00	
									Account <b>900.000 - Printing &amp; Publishing</b> Totals	Invoice Transactions 7	<u>\$1,741.18</u>
									Department <b>101 - Legislative</b> Totals	Invoice Transactions 7	<u>\$1,741.18</u>
Department <b>191 - Elections</b>											
Account <b>726.000 - Operating Supplies</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			947.37	
14373 - ELECTION SYSTEMS & SOFTWARE INC	798522	Coding for 2/28/12 Presidential Primary Election	Edit		02/28/2012	03/21/2012	03/21/2012			2,637.80	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 193	Voter Precinct Maps w/Street index	Edit		03/06/2012	03/21/2012	03/21/2012			405.00	
12448 - PRINTING SYSTEMS INC	72917	AV BALLOT RETURN ENVELOPES	Edit		02/24/2012	03/21/2012	03/21/2012			68.20	



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<b>Fund 101 - General Fund</b>											
Department <b>191 - Elections</b>											
Account <b>726.000 - Operating Supplies</b>											
12448 - PRINTING SYSTEMS INC	72916	AV BALLOT RETURN ENVELOPES-OUTER	Edit		02/24/2012	03/21/2012	03/21/2012			68.20	
12448 - PRINTING SYSTEMS INC	72918	Precinct Delegate Forms	Edit		02/24/2012	03/21/2012	03/21/2012			78.77	
12448 - PRINTING SYSTEMS INC	72919	Voter Change of Address Forms	Edit		02/24/2012	03/21/2012	03/21/2012			78.37	
12448 - PRINTING SYSTEMS INC	72920	Notices of Cancellation	Edit		02/24/2012	03/21/2012	03/21/2012			78.37	
Account <b>726.000 - Operating Supplies</b> Totals										Invoice Transactions 8	\$4,362.08
Account <b>950.500 - Equip Rental</b>											
1158 - SHELBY TWP DPW	5280	Election Equipment Expense	Edit		03/02/2012	03/21/2012	03/21/2012			738.41	
Account <b>950.500 - Equip Rental</b> Totals										Invoice Transactions 1	\$738.41
Department <b>191 - Elections</b> Totals										Invoice Transactions 9	\$5,100.49
Department <b>208 - Nature Center</b>											
Account <b>726.000 - Operating Supplies</b>											
3783 - J & J ACE HARDWARE	16779	NC glue and hardware for displays	Edit		02/29/2012	03/21/2012	03/21/2012			5.02	
11476 - J&J ACE HARDWARE	1	16737 NC drill bit and display supplies	Edit		02/23/2012	03/21/2012	03/21/2012			16.94	
1082 - KEE'S AQUARIUM & PETS	3082	Nature Ctr	Edit		02/25/2012	03/21/2012	03/21/2012			3.50	
17748 - PETTY CASH - NATURE CENTER	pc032101	critter food & supplies, Kroger, Radio Shack, Hollywood Mkt, DF	Edit		02/26/2012	03/21/2012	03/21/2012			23.02	
Account <b>726.000 - Operating Supplies</b> Totals										Invoice Transactions 4	\$48.48
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			238.70	
Account <b>727.000 - Office Supply &amp; Printing</b> Totals										Invoice Transactions 1	\$238.70
Account <b>808.208 - Cust/Maint Cont Svc Nature Ctr</b>											
17748 - PETTY CASH - NATURE CENTER	pc032101	critter food & supplies, Kroger, Radio Shack, Hollywood Mkt, DF	Edit		02/26/2012	03/21/2012	03/21/2012			9.99	
Account <b>808.208 - Cust/Maint Cont Svc Nature Ctr</b> Totals										Invoice Transactions 1	\$9.99
Account <b>920.000 - Utilities</b>											
24351 - A T & T	810 R017685 0312	NC T1 Line	Edit		03/01/2012	03/21/2012	03/21/2012			221.36	
25415 - A T & T LONG DISTANCE	854126149 0212	PRM & Nature Center	Edit		02/26/2012	03/21/2012	03/21/2012			1.67	
278 - CONSUMERS ENERGY	205807724417	Nature Center	Edit		03/06/2012	03/21/2012	03/21/2012			451.10	
Account <b>920.000 - Utilities</b> Totals										Invoice Transactions 3	\$674.13
Department <b>208 - Nature Center</b> Totals										Invoice Transactions 9	\$971.30



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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	
<b>Fund 101 - General Fund</b>											
Department <b>209 - Assessing</b>											
Account <b>726.000 - Operating Supplies</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			23.55	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 1	<u>\$23.55</u>
Account <b>810.600 - IT Licensing &amp; Maint</b>											
5201 - COSTAR REALTY INFORMATION INC	101830746	Software Licensing & Maintenance	Edit		03/02/2012	03/21/2012	03/21/2012			528.50	
									Account <b>810.600 - IT Licensing &amp; Maint</b> Totals	Invoice Transactions 1	<u>\$528.50</u>
Account <b>900.000 - Printing &amp; Publishing</b>											
25918 - INDEPENDENT NEWSPAPERS INC	4024510	March BOR Legal Ad	Edit		02/26/2012	03/21/2012	03/21/2012			30.25	
25918 - INDEPENDENT NEWSPAPERS INC	4024511	March BOR Legal Ad	Edit		02/26/2012	03/21/2012	03/21/2012			30.25	
25918 - INDEPENDENT NEWSPAPERS INC	4024512	March BOR Legal Ad	Edit		02/26/2012	03/21/2012	03/21/2012			30.25	
22951 - LASERTEC INC	IVC0032595	Printing Assessment Notices	Edit		02/28/2012	03/21/2012	03/21/2012			2,158.41	
									Account <b>900.000 - Printing &amp; Publishing</b> Totals	Invoice Transactions 4	<u>\$2,249.16</u>
									Department <b>209 - Assessing</b> Totals	Invoice Transactions 6	<u>\$2,801.21</u>
Department <b>210 - Legal</b>											
Account <b>811.000 - Legal Fees</b>											
25540 - GIARMARCO MULLINS & HORTON PC	83233000B93	TAX TRIBUNAL MATTERS	Edit		02/27/2012	03/21/2012	03/21/2012			48.00	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65317	Professional Services	Edit		02/23/2012	03/21/2012	03/21/2012			2,600.00	
									Account <b>811.000 - Legal Fees</b> Totals	Invoice Transactions 2	<u>\$2,648.00</u>
Account <b>813.000 - Labor Matters, Grievances, etc</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65365	General Labor	Edit		03/01/2012	03/21/2012	03/21/2012			82.95	
									Account <b>813.000 - Labor Matters, Grievances, etc</b> Totals	Invoice Transactions 1	<u>\$82.95</u>
Account <b>955.000 - Other Expenses</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65317	Professional Services	Edit		02/23/2012	03/21/2012	03/21/2012			113.00	
									Account <b>955.000 - Other Expenses</b> Totals	Invoice Transactions 1	<u>\$113.00</u>
									Department <b>210 - Legal</b> Totals	Invoice Transactions 4	<u>\$2,843.95</u>
Department <b>215 - Clerk</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			274.55	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$274.55</u>
									Department <b>215 - Clerk</b> Totals	Invoice Transactions 1	<u>\$274.55</u>





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Department <b>253 - Treasurer</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			2.84	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$2.84</u>
Account <b>728.000 - Membership Dues &amp; Conference</b>											
21855 - APT US & C	7110	Membership dues for quarter 7/1/12 - 9/30/12	Edit		03/06/2012	03/21/2012	03/21/2012			56.75	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 1	<u>\$56.75</u>
									Department <b>253 - Treasurer</b> Totals	Invoice Transactions 2	<u>\$59.59</u>
Department <b>371 - Protective Inspection</b>											
Account <b>728.000 - Membership Dues &amp; Conference</b>											
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	MMIA032212JK	MMIA MEETING 3-22-12 JK	Edit		03/06/2012	03/21/2012	03/21/2012			25.00	
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	MMIA032212BG	MMIA MEETING 3-22-12 BG	Edit		03/06/2012	03/21/2012	03/21/2012			25.00	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 2	<u>\$50.00</u>
Account <b>760.000 - Inspection Exp &amp; Supply</b>											
5503 - CONTRACTORS CONNECTION INC	7053350	MARKING PAINT - ENFORCEMENT	Edit		03/01/2012	03/21/2012	03/21/2012			17.70	
7857 - STONE'S ACE HARDWARE	45996	MARKING PAINT - ENFORCEMENT	Edit		02/28/2012	03/21/2012	03/21/2012			8.09	
									Account <b>760.000 - Inspection Exp &amp; Supply</b> Totals	Invoice Transactions 2	<u>\$25.79</u>
									Department <b>371 - Protective Inspection</b> Totals	Invoice Transactions 4	<u>\$75.79</u>
Department <b>442 - Highway Streets Bridges</b>											
Account <b>967.200 - Local Rd. Paving</b>											
5127 - ROAD COMMISSION FOR OAKLAND COUNTY	73503	50681 Dequindre-South Blvd & Auburn Cost Participation	Edit		02/03/2012	03/21/2012	03/21/2012			8,862.87	
5127 - ROAD COMMISSION FOR OAKLAND COUNTY	73521	Initial Tri-Party Contribution Dequindre, Long Lake to Auburn	Edit		02/06/2012	03/21/2012	03/21/2012			10,000.00	
									Account <b>967.200 - Local Rd. Paving</b> Totals	Invoice Transactions 2	<u>\$18,862.87</u>
Account <b>967.500 - Sidewalks</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 182	2011 SIDEWALK GAPS	Edit		03/06/2012	03/21/2012	03/21/2012			105.00	
									Account <b>967.500 - Sidewalks</b> Totals	Invoice Transactions 1	<u>\$105.00</u>
									Department <b>442 - Highway Streets Bridges</b> Totals	Invoice Transactions 3	<u>\$18,967.87</u>



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<b>Fund 101 - General Fund</b>										
Department <b>509 - Heritage Gardens</b>										
Account <b>726.000 - Operating Supplies</b>										
5434 - NATIONWIDE CONSTRUCTION GROUP	2021177	Hickory Garden fence rpr	Edit		03/02/2012	03/21/2012	03/21/2012			677.64
							Account <b>726.000 - Operating Supplies</b> Totals		Invoice Transactions 1	<u>\$677.64</u>
							Department <b>509 - Heritage Gardens</b> Totals		Invoice Transactions 1	<u>\$677.64</u>
Department <b>738 - Library</b>										
Account <b>726.500 - Departmental Supplies</b>										
165 - BRODART CO	B2267693	Books (child)	Edit		02/25/2012	03/21/2012	03/21/2012			58.77
165 - BRODART CO	B2267697	Books (child)	Edit		02/25/2012	03/21/2012	03/21/2012			19.78
165 - BRODART CO	B2267700	Books (child)	Edit		02/25/2012	03/21/2012	03/21/2012			65.88
165 - BRODART CO	B2267702	Books (child)	Edit		02/25/2012	03/21/2012	03/21/2012			27.24
165 - BRODART CO	B2267701	Books (child)	Edit		02/25/2012	03/21/2012	03/21/2012			25.65
165 - BRODART CO	B2267689	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			30.65
165 - BRODART CO	B2267690	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			99.83
165 - BRODART CO	B2267691	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			96.71
165 - BRODART CO	B2267692	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			139.30
165 - BRODART CO	B2267694	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			141.73
165 - BRODART CO	B2267695	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			136.53
165 - BRODART CO	B2267696	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			277.77
165 - BRODART CO	B2267698	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			32.18
165 - BRODART CO	B2267699	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			55.53
165 - BRODART CO	B2267703	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			89.37
165 - BRODART CO	B2267704	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			1,573.63
165 - BRODART CO	B2267705	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			16.07
165 - BRODART CO	B2267706	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			240.36
165 - BRODART CO	B2267707	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			61.65
165 - BRODART CO	B2267708	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			75.50
165 - BRODART CO	B2267709	Books (adult)	Edit		02/25/2012	03/21/2012	03/21/2012			20.90
5695 - CASINOS OF MICHIGAN	9780615435404	Books (adult)	Edit		02/22/2012	03/21/2012	03/21/2012			17.95
12070 - HISTORICAL SOCIETY OF MICHIGAN	345	Books (adult)	Edit		02/22/2012	03/21/2012	03/21/2012			22.95
14025 - HORIZON BOOKS INC	20121	Books (adult)	Edit		02/23/2012	03/21/2012	03/21/2012			17.25
6685 - INGRAM LIBRARY SERVICES	3602351	Books (adult)	Edit		02/23/2012	03/21/2012	03/21/2012			18.57
13728 - MICHIGAN EDUCATION DIRECTORY INC	2012178	Books (adult)	Edit		02/27/2012	03/21/2012	03/21/2012			28.75
5694 - THE HENRY FORD	4059	Books (adult)	Edit		02/28/2012	03/21/2012	03/21/2012			42.95
							Account <b>726.500 - Departmental Supplies</b> Totals		Invoice Transactions 27	<u>\$3,433.45</u>
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			450.46



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<b>Fund 101 - General Fund</b>											
Department <b>738 - Library</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
17457 - SUBURBAN LIBRARY COOPERATIVE	108378	Office Supplies	Edit		02/14/2012	03/21/2012	03/21/2012			955.33	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 2	<u>\$1,405.79</u>
Account <b>809.500 - Automated Sys Svc</b>											
17457 - SUBURBAN LIBRARY COOPERATIVE	200509	Automated System Services	Edit		12/01/2011	03/21/2012	03/21/2012			9,882.00	
									Account <b>809.500 - Automated Sys Svc</b> Totals	Invoice Transactions 1	<u>\$9,882.00</u>
Account <b>850.000 - Communications</b>											
24351 - A T & T	586 R410091 0312	Telephone use 2/2 - 3/1/12	Edit		03/01/2012	03/21/2012	03/21/2012			36.31	
24351 - A T & T	586 R011560 0312	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			17.03	
24351 - A T & T	586 R011561 0312	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03	
25415 - A T & T LONG DISTANCE	854126164 0312	PRI Long Distance Jan - Feb	Edit		02/26/2012	03/21/2012	03/21/2012			2.48	
25415 - A T & T LONG DISTANCE	854126202 022012	Telephone	Edit		02/26/2012	03/21/2012	03/21/2012			2.36	
									Account <b>850.000 - Communications</b> Totals	Invoice Transactions 5	<u>\$75.21</u>
									Department <b>738 - Library</b> Totals	Invoice Transactions 35	<u>\$14,796.45</u>
Department <b>774 - Senior Citizen Operations</b>											
Account <b>709.000 - Education &amp; Training</b>											
6806 - CLARE ABT	licensereimb2012	reimbursement for renwal of drivers license	Edit		02/22/2012	03/21/2012	03/21/2012			35.00	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 1	<u>\$35.00</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			119.42	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$119.42</u>
Account <b>790.771 - Trips - SC</b>											
178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC	3022012	Mt Pleasant 3-12 and 3 -13 2012	Edit		02/28/2012	03/21/2012	03/21/2012			464.00	
178 - BIG DADDY ENTERTAINMENT & TRAVEL LLC	3072012	Sr Trip, 3/6/12, Firekeepers Casino	Edit		03/05/2012	03/21/2012	03/21/2012			250.00	
5677 - ST ANNE'S CATHOLIC CHURCH	3022012	Tour - Jan 2012	Edit		03/02/2012	03/21/2012	03/21/2012			50.00	
5675 - ST PETER AND PAUL CHURCH	3022012	Tour - Jan 2012	Edit		03/02/2012	03/21/2012	03/21/2012			50.00	
									Account <b>790.771 - Trips - SC</b> Totals	Invoice Transactions 4	<u>\$814.00</u>
Account <b>790.772 - Manicures - SC</b>											
5596 - MEGAN MILLER	3062012	Commission - week 9	Edit		03/06/2012	03/21/2012	03/21/2012			40.00	



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Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Department <b>774 - Senior Citizen Operations</b>											
Account <b>790.772 - Manicures - SC</b>											
5597 - NANCY SMERECKI	3022012	Commission-Week 9	Edit		03/02/2012	03/21/2012	03/21/2012			100.00	
									Account <b>790.772 - Manicures - SC</b> Totals	Invoice Transactions 2	\$140.00
Account <b>790.773 - Line Dancing - SC</b>											
25587 - CONNIE FRENDT	3022012	Commission through 3-02-2012	Edit		03/02/2012	03/21/2012	03/21/2012			21.00	
									Account <b>790.773 - Line Dancing - SC</b> Totals	Invoice Transactions 1	\$21.00
Account <b>790.775 - Parties / Dance-Seniors</b>											
1341 - HEART OF THE HILLS PLAYERS	3022012	Pymt for Seniors on Center Stage 2012	Edit		03/02/2012	03/21/2012	03/21/2012			915.20	
5177 - DAVID W NOFS	3072012	Sr Easter Party Entertainment, 4/5/12	Edit		03/07/2012	03/21/2012	03/21/2012			150.00	
1317 - GERALD R ROBOTKA	3022012	Easter Dinner Dance Entertainment 4/20/12	Edit		03/02/2012	03/21/2012	03/21/2012			295.00	
									Account <b>790.775 - Parties / Dance-Seniors</b> Totals	Invoice Transactions 3	\$1,360.20
Account <b>860.200 - Auto Repair - Maint Exp</b>											
326 - DECKER AUTO PARTS INC	2093	SMARTdiesel fluid/funnel	Edit		03/07/2012	03/21/2012	03/21/2012			37.65	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 1	\$37.65
Account <b>920.000 - Utilities</b>											
24351 - A T & T	586 R410091 0312	Telephone use 2/2 - 3/1/12	Edit		03/01/2012	03/21/2012	03/21/2012			72.65	
24351 - A T & T	586 R011560 0312	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			17.03	
24351 - A T & T	586 R011561 0312	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03	
25415 - A T & T LONG DISTANCE	854126164 0312	PRI Long Distance Jan - Feb	Edit		02/26/2012	03/21/2012	03/21/2012			4.97	
									Account <b>920.000 - Utilities</b> Totals	Invoice Transactions 4	\$111.68
									Department <b>774 - Senior Citizen Operations</b> Totals	Invoice Transactions 17	\$2,638.95
Department <b>788 - Rec Programs -</b>											
Account <b>630.702 - SBSC revenue</b>											
5708 - JENNIFER ANGELELLI	211909A1	LL Refund, Cooper Co-Ed Rookie M & W	Edit		03/07/2012	03/21/2012	03/21/2012			78.00	
									Account <b>630.702 - SBSC revenue</b> Totals	Invoice Transactions 1	\$78.00
Account <b>840.008 - Art Fair</b>											
15538 - S & S WORLDWIDE INC	7240481	Art Fair	Edit		02/28/2012	03/21/2012	03/21/2012			265.72	
									Account <b>840.008 - Art Fair</b> Totals	Invoice Transactions 1	\$265.72
Account <b>840.015 - Belly Dancing</b>											
5344 - LORI BRAINARD	15win212	commission	Edit		03/06/2012	03/21/2012	03/21/2012			187.20	
									Account <b>840.015 - Belly Dancing</b> Totals	Invoice Transactions 1	\$187.20



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<b>Fund 101 - General Fund</b>											
Department <b>788 - Rec Programs -</b>											
Account <b>840.025 - Easter Scramble/Brunch</b>											
15293 - GORDON FOOD SERVICE INC	852087950	Easter Scramble	Edit		03/06/2012	03/21/2012	03/21/2012			345.32	
584 - K-MART	30612 002	Easter Scramble	Edit		03/06/2012	03/21/2012	03/21/2012			51.82	
	19964										
8802 - PETTY CASH - PARKS-REC-MAINT	pc032102	Easter Supplies, Debby's Dollar, PR	Edit		03/07/2012	03/21/2012	03/21/2012			5.00	
8802 - PETTY CASH - PARKS-REC-MAINT	pc032103	Easter Event Supplies, Meijer, PR	Edit		03/08/2012	03/21/2012	03/21/2012			78.64	
21549 - THOMAS M PLUNKARD	1035	Easter Lunch	Edit		12/20/2011	03/21/2012	03/21/2012			225.00	
									Account <b>840.025 - Easter Scramble/Brunch</b> Totals	Invoice Transactions 5	<u>705.78</u>
Account <b>840.103 - Special Recreation</b>											
1459 - BEAN BROS TROPHY & AWARD CO	22808 12	Special Rec 52-bowling trophies	Edit		02/29/2012	03/21/2012	03/21/2012			312.00	
2139 - DIGITAL CREATIVE GROUP	3092012	Special Recreation	Edit		03/05/2012	03/21/2012	03/21/2012			250.00	
									Account <b>840.103 - Special Recreation</b> Totals	Invoice Transactions 2	<u>562.00</u>
Account <b>840.108 - Fitness for Kids</b>											
17813 - MARIA MARINO	108win 212	commission	Edit		03/06/2012	03/21/2012	03/21/2012			477.75	
									Account <b>840.108 - Fitness for Kids</b> Totals	Invoice Transactions 1	<u>477.75</u>
Account <b>840.702 - SBSC baseball expense</b>											
15228 - HOME DEPOT CREDIT SERVICES	9097835	paint for bases	Edit		03/01/2012	03/21/2012	03/21/2012			35.84	
9565 - MESSINA TRUCKING INC	31427	RBP athletic meal	Edit		02/28/2012	03/21/2012	03/21/2012			802.88	
									Account <b>840.702 - SBSC baseball expense</b> Totals	Invoice Transactions 2	<u>838.72</u>
									Department <b>788 - Rec Programs -</b> Totals	Invoice Transactions 13	<u>\$3,115.17</u>
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>709.000 - Education &amp; Training</b>											
4736 - ALTERNATIVE SAFETY & TESTING SOLUTIONS	1185	Random CDL Drug Test Ee # 10539	Edit		02/28/2012	03/21/2012	03/21/2012			55.00	
20292 - PREMIER AERIAL & FLEET INSPECTIONS	18454	operator training per MIOSHA for 7 employees	Edit		02/28/2012	03/21/2012	03/21/2012			525.00	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 2	<u>580.00</u>
Account <b>726.000 - Operating Supplies</b>											
9663 - LAB SAFETY SUPPLY	1018583340	Poison Ivy clnser; oil sign	Edit		02/28/2012	03/21/2012	03/21/2012			37.55	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 1	<u>37.55</u>
Account <b>726.600 - Uniform Exp</b>											
19449 - CONTRACTORS CLOTHING CO	7247244	Uniform Order Ee # 10476	Edit		02/29/2012	03/21/2012	03/21/2012			199.33	
									Account <b>726.600 - Uniform Exp</b> Totals	Invoice Transactions 1	<u>199.33</u>



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<b>Fund 101 - General Fund</b>											
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			105.50	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$105.50</u>
Account <b>733.000 - Custodial Supplies</b>											
16150 - MACOMB WHOLESALE SUPPLY CORP	64361	cleaning supplies	Edit		02/27/2012	03/21/2012	03/21/2012			311.64	
									Account <b>733.000 - Custodial Supplies</b> Totals	Invoice Transactions 1	<u>\$311.64</u>
Account <b>735.500 - Signs</b>											
9663 - LAB SAFETY SUPPLY	1018583340	Poison Ivy clnstr; oil sign	Edit		02/28/2012	03/21/2012	03/21/2012			35.81	
									Account <b>735.500 - Signs</b> Totals	Invoice Transactions 1	<u>\$35.81</u>
Account <b>741.000 - Mun Bldg Maintenance</b>											
23368 - ALLIED WASTE SERVICES #253	253012927033	recycling	Edit		02/25/2012	03/21/2012	03/21/2012			15.76	
16386 - AMERICAN CLEANING COMPANY LLC	1002MunPRMSr Ctr	cleaning Feb	Edit		02/29/2012	03/21/2012	03/21/2012			999.99	
5698 - OAK ELECTRIC SERVICE INC	4567 2	Mun Bd exhaust pipe removal	Edit		03/01/2012	03/21/2012	03/21/2012			565.00	
									Account <b>741.000 - Mun Bldg Maintenance</b> Totals	Invoice Transactions 3	<u>\$1,580.75</u>
Account <b>747.000 - Bldg Maint - Maint Bldg</b>											
16386 - AMERICAN CLEANING COMPANY LLC	1002MunPRMSr Ctr	cleaning Feb	Edit		02/29/2012	03/21/2012	03/21/2012			310.02	
15228 - HOME DEPOT CREDIT SERVICES	8114221	wood window blind for PRM office	Edit		03/02/2012	03/21/2012	03/21/2012			79.38	
									Account <b>747.000 - Bldg Maint - Maint Bldg</b> Totals	Invoice Transactions 2	<u>\$389.40</u>
Account <b>748.000 - Comm Center Maint - Disco</b>											
23368 - ALLIED WASTE SERVICES #253	253012927033	recycling	Edit		02/25/2012	03/21/2012	03/21/2012			15.76	
16386 - AMERICAN CLEANING COMPANY LLC	1002MunPRMSr Ctr	cleaning Feb	Edit		02/29/2012	03/21/2012	03/21/2012			1,157.99	
21513 - CGL CORPORATION	2209263	SR Ctr A/C #3 damper wheel	Edit		02/23/2012	03/21/2012	03/21/2012			36.00	
7857 - STONE'S ACE HARDWARE	46021	court drain rpr	Edit		03/01/2012	03/21/2012	03/21/2012			32.46	
7857 - STONE'S ACE HARDWARE	46028	court drain rpr	Edit		03/01/2012	03/21/2012	03/21/2012			10.91	
7857 - STONE'S ACE HARDWARE	46029	credit - court drain rpr	Edit		03/01/2012	03/21/2012	03/21/2012			(10.49)	
									Account <b>748.000 - Comm Center Maint - Disco</b> Totals	Invoice Transactions 6	<u>\$1,242.63</u>
Account <b>750.000 - Equip Maint Cost</b>											
326 - DECKER AUTO PARTS INC	50446	oil for brush hog	Edit		02/17/2012	03/21/2012	03/21/2012			35.88	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	125391	chainsaw screw, plugs & wire for rpr	Edit		02/28/2012	03/21/2012	03/21/2012			16.62	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	125426	chainsaw filler cap	Edit		02/29/2012	03/21/2012	03/21/2012			7.55	



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<b>Fund 101 - General Fund</b>											
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>750.000 - Equip Maint Cost</b>											
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	125623	chainsaw oil	Edit		03/05/2012	03/21/2012	03/21/2012			29.98	
14605 - MUNN TRACTOR SALES INC	67605	tractor PRO switch	Edit		03/01/2012	03/21/2012	03/21/2012			37.00	
									Account <b>750.000 - Equip Maint Cost</b> Totals	Invoice Transactions 5	<u>\$127.03</u>
Account <b>751.000 - Grounds Maint</b>											
15228 - HOME DEPOT CREDIT SERVICES	5412475	picnic table paint & supplies	Edit		02/24/2012	03/21/2012	03/21/2012			129.66	
15228 - HOME DEPOT CREDIT SERVICES	5242819	Memorial bench wood rplcmnt for Heritage Garden	Edit		03/05/2012	03/21/2012	03/21/2012			11.52	
15228 - HOME DEPOT CREDIT SERVICES	7130173	picnic table paint	Edit		03/03/2012	03/21/2012	03/21/2012			178.00	
15228 - HOME DEPOT CREDIT SERVICES	9097875	picnic table paint	Edit		03/01/2012	03/21/2012	03/21/2012			87.88	
7857 - STONE'S ACE HARDWARE	46103	Memorial Bench screws rplc for Heritage Garden	Edit		03/05/2012	03/21/2012	03/21/2012			13.44	
18223 - VOSS LIGHTING	20103816	Mun Bd & Cmty Ctr outside lights	Edit		02/28/2012	03/21/2012	03/21/2012			368.88	
1383 - WASHINGTON ELEVATOR CO INC	691508	49-50# Ice Byter	Edit		02/24/2012	03/21/2012	03/21/2012			294.00	
									Account <b>751.000 - Grounds Maint</b> Totals	Invoice Transactions 7	<u>\$1,083.38</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
4612 - KELLER'S AUTOMOTIVE	19245	PRM 50 new lock cylinder and new key	Edit		02/23/2012	03/21/2012	03/21/2012			222.70	
4612 - KELLER'S AUTOMOTIVE	19203A	Balance of inv 19203 for transmount	Edit		03/02/2012	03/21/2012	03/21/2012			40.00	
20292 - PREMIER AERIAL & FLEET INSPECTIONS	18489	Annual Boom Truck Inspection	Edit		03/06/2012	03/21/2012	03/21/2012			398.06	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 3	<u>\$660.76</u>
Account <b>922.000 - School House Utilities</b>											
1158 - SHELBY TWP DPW	2151473000010 112	Chapel/Sch	Edit		01/25/2012	03/21/2012	03/21/2012			12.15	
									Account <b>922.000 - School House Utilities</b> Totals	Invoice Transactions 1	<u>\$12.15</u>
Account <b>924.000 - Main Bldg Utilities</b>											
25415 - A T & T LONG DISTANCE	854126149 0212	PRM & Nature Center	Edit		02/26/2012	03/21/2012	03/21/2012			7.87	
1158 - SHELBY TWP DPW	2151477000010 112	PRM	Edit		01/25/2012	03/21/2012	03/21/2012			116.44	
									Account <b>924.000 - Main Bldg Utilities</b> Totals	Invoice Transactions 2	<u>\$124.31</u>
Account <b>924.100 - Comm Center Util</b>											
1158 - SHELBY TWP DPW	215143700 0212	Cmty Ctr pavilion revised bill 8-5-11 to 2-14-12 per DPW	Edit		02/24/2012	03/21/2012	12/31/2011			3,515.49	
									Account <b>924.100 - Comm Center Util</b> Totals	Invoice Transactions 1	<u>\$3,515.49</u>



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<b>Fund 101 - General Fund</b>											
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>926.000 - Park Pav Utilities</b>											
1158 - SHELBY TWP DPW	2151340000010	MSP	Edit		01/12/2012	03/21/2012	03/21/2012			8.59	
	112										
1158 - SHELBY TWP DPW	2151348000010	MSP garage	Edit		02/07/2012	03/21/2012	03/21/2012			2.50	
	212										
									Account <b>926.000 - Park Pav Utilities</b> Totals	Invoice Transactions 2	<u>\$11.09</u>
Account <b>929.000 - River Bends Utilities</b>											
278 - CONSUMERS ENERGY	205807724421	River Bends Park (Shop)	Edit		03/06/2012	03/21/2012	03/21/2012			105.97	
24351 - A T & T	586 2543615	RBP 1/26-2/25/12	Edit		02/25/2012	03/21/2012	03/21/2012			40.44	
	0212										
24351 - A T & T	586 2548625	RBP phone	Edit		02/25/2012	03/21/2012	03/21/2012			78.01	
	0212										
1158 - SHELBY TWP DPW	2209792000010	RBP pit	Edit		02/14/2012	03/21/2012	03/21/2012			5.16	
	212										
									Account <b>929.000 - River Bends Utilities</b> Totals	Invoice Transactions 4	<u>\$229.58</u>
Account <b>929.100 - Lombardo Park Utilities</b>											
1158 - SHELBY TWP DPW	2230109000010	Lombardo	Edit		02/09/2012	03/21/2012	03/21/2012			5.16	
	212										
1158 - SHELBY TWP DPW	2230111000010	Lombardo Common Area	Edit		02/09/2012	03/21/2012	03/21/2012			5.16	
	212										
1158 - SHELBY TWP DPW	223010700	Lombardo Cft St	Edit		02/27/2012	03/21/2012	12/31/2011			195.36	
	0212	Revised bill 8/9/11-2/9/12 per DPW									
									Account <b>929.100 - Lombardo Park Utilities</b> Totals	Invoice Transactions 3	<u>\$205.68</u>
Account <b>929.200 - Lion Soccer Park Utilities</b>											
1158 - SHELBY TWP DPW	2151444000010	Shelby Lions	Edit		02/14/2012	03/21/2012	03/21/2012			5.16	
	212										
									Account <b>929.200 - Lion Soccer Park Utilities</b> Totals	Invoice Transactions 1	<u>\$5.16</u>
Account <b>929.600 - Ford Field/Center Pk Utility</b>											
1158 - SHELBY TWP DPW	2211366000010	Ford Central Prk	Edit		02/14/2012	03/21/2012	03/21/2012			64.02	
	212										
									Account <b>929.600 - Ford Field/Center Pk Utility</b> Totals	Invoice Transactions 1	<u>\$64.02</u>
									Department <b>789 - Parks Recreation Maintenance</b> Totals	Invoice Transactions 48	<u>\$10,521.26</u>
Department <b>800 - Planning</b>											
Account <b>726.000 - Operating Supplies</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			993.74	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 1	<u>\$993.74</u>





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<b>Fund 101 - General Fund</b>										
Department <b>800 - Planning</b>										
Account <b>805.000 - Planning Consultant fees</b>										
5201 - COSTAR REALTY INFORMATION INC	101830746	Software Licensing & Maintenance	Edit		03/02/2012	03/21/2012	03/21/2012			528.50
Account <b>805.000 - Planning Consultant fees</b> Totals										Invoice Transactions 1 \$528.50
Account <b>900.000 - Printing &amp; Publishing</b>										
1130 - INDEPENDENT NEWSPAPERS	4022200	Public Hearing - LaVida Massage	Edit		02/26/2012	03/21/2012	03/21/2012			38.50
1130 - INDEPENDENT NEWSPAPERS	4024770	ZBA Agenda 3/1/12	Edit		02/26/2012	03/21/2012	03/21/2012			55.00
Account <b>900.000 - Printing &amp; Publishing</b> Totals										Invoice Transactions 2 \$93.50
Department <b>800 - Planning</b> Totals										Invoice Transactions 4 \$1,615.74
Department <b>900 - Other Functions</b>										
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			185.24
Account <b>727.000 - Office Supply &amp; Printing</b> Totals										Invoice Transactions 1 \$185.24
Account <b>830.002 - Beautification Committee</b>										
16544 - DIGITAL PRINTING & GRAPHICS	CUDBROCHURE S2012	150 Clean Up Day brochures	Edit		02/22/2012	03/21/2012	03/21/2012			50.00
Account <b>830.002 - Beautification Committee</b> Totals										Invoice Transactions 1 \$50.00
Account <b>850.000 - Communications</b>										
24351 - A T & T	586 R011560 0312	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			119.18
24351 - A T & T	586 R011561 0312	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			119.18
25415 - A T & T LONG DISTANCE	854126177 0212	Mun Bldg PRI LD Jan - Feb	Edit		02/26/2012	03/21/2012	03/21/2012			94.79
24351 - A T & T	586 R410098 0312	Municipal Bldg PRI- Local-Feb 2012	Edit		03/01/2012	03/21/2012	03/21/2012			775.66
Account <b>850.000 - Communications</b> Totals										Invoice Transactions 4 \$1,108.81
Account <b>850.215 - Postage</b>										
22951 - LASERTEC INC	20122902	Postage Assessment Notices	Edit		02/29/2012	03/21/2012	03/21/2012			30.55
Account <b>850.215 - Postage</b> Totals										Invoice Transactions 1 \$30.55
Account <b>863.000 - Gasoline</b>										
1204 - SPENCER OIL COMPANY	384023	diesel 297.9 gal	Edit		02/23/2012	03/21/2012	03/21/2012			972.13
1204 - SPENCER OIL COMPANY	384309	diesel 801.3 gal	Edit		02/29/2012	03/21/2012	03/21/2012			2,669.00
Account <b>863.000 - Gasoline</b> Totals										Invoice Transactions 2 \$3,641.13



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<b>Fund 101 - General Fund</b>										
Department <b>900 - Other Functions</b>										
Account <b>921.000 - Mun bldg - Utilities</b>										
1158 - SHELBY TWP DPW	2151479000010	Mun Bd	Edit		01/25/2012	03/21/2012	03/21/2012			499.03
	112									
								Account <b>921.000 - Mun bldg - Utilities</b> Totals	Invoice Transactions 1	<u>499.03</u>
Account <b>924.500 - Comm Center Utilities - other Funds</b>										
1158 - SHELBY TWP DPW	2151443000010	Cmty Ctr	Edit		01/31/2012	03/21/2012	03/21/2012			1,299.36
	112									
								Account <b>924.500 - Comm Center Utilities - other Funds</b> Totals	Invoice Transactions 1	<u>\$1,299.36</u>
Account <b>950.500 - Equip Rental</b>										
1007 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	1501529MR12	mailing machine lease	Edit		03/13/2012	03/21/2012	03/21/2012			685.98
		3/30/12-6/30/12								
								Account <b>950.500 - Equip Rental</b> Totals	Invoice Transactions 1	<u>\$685.98</u>
Account <b>955.000 - Other Expenses</b>										
2754 - MPC AWARDS	WO46928	Namplates/engraving-	Edit		02/21/2012	03/21/2012	03/21/2012			21.74
		Stanley T. Grot, Clerk								
25195 - STANLEY SECURITY SOLUTIONS INC	901871296	Parts for new door lock	Edit		02/24/2012	03/21/2012	03/21/2012			69.43
		for Clerk's Office								
								Account <b>955.000 - Other Expenses</b> Totals	Invoice Transactions 2	<u>\$91.17</u>
								Department <b>900 - Other Functions</b> Totals	Invoice Transactions 14	<u>\$7,591.27</u>
								Fund <b>101 - General Fund</b> Totals	Invoice Transactions 181	<u>\$74,309.41</u>
<b>Fund 206 - Fire Fund</b>										
Department <b>340 - Fire Department</b>										
Account <b>709.000 - Education &amp; Training</b>										
13831 - STEVEN R BUCKLEY	30312	GAS REIMBURSEMENT	Edit		03/03/2012	03/21/2012	03/21/2012			19.33
		SMEMSIC								
		CONFERENCE MAR 1-3,								
		2012								
13831 - STEVEN R BUCKLEY	30412	MEAL	Edit		03/04/2012	03/21/2012	03/21/2012			65.00
		REIMBURSEMENT FOR								
		SMEMSIC								
		CONFERENCE MAR 1-4,								
		2012								
21952 - MEDSTAR INC	2394	HEARTSAVER CPR AED	Edit		02/07/2012	03/21/2012	03/21/2012			208.10
		PACKETS AND CARDS								
7986 - JAMES SWINKOWSKI	30212	GAS REIMBURSEMENT	Edit		03/02/2012	03/21/2012	03/21/2012			45.66
		FOR SMEMSIC								
		CONFERENCE MAR 1-4,								
		2012								



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<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>709.000 - Education &amp; Training</b>											
7986 - JAMES SWINKOWSKI	30412	MEAL REIMBURSEMENT SMEMSIC CONFERENCE MAR 1-4, 2012	Edit		03/04/2012	03/21/2012	03/21/2012			76.24	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 5	\$414.33
Account <b>719.000 - Employment Exam</b>											
25918 - INDEPENDENT NEWSPAPERS INC	ICCM170396	Firefighter Medic Advertisement	Edit		02/19/2012	03/21/2012	03/21/2012			1,226.48	
									Account <b>719.000 - Employment Exam</b> Totals	Invoice Transactions 1	\$1,226.48
Account <b>724.100 - Supplemental Retire Plan</b>											
169 - DENNIS BUCHOLTZ	32112	CBA PENSION ADJUSTMENT - APRIL 2012	Edit		03/01/2012	03/21/2012	03/21/2012			358.67	
									Account <b>724.100 - Supplemental Retire Plan</b> Totals	Invoice Transactions 1	\$358.67
Account <b>726.000 - Operating Supplies</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			157.20	
25019 - ACO HARDWARE	2253	STATION 3 SUPPLIES	Edit		02/22/2012	03/21/2012	03/21/2012			19.99	
25019 - ACO HARDWARE	86674	STATION SUPPLIES	Edit		03/05/2012	03/21/2012	03/21/2012			11.98	
20057 - BATTERY WAREHOUSE CO	50990	BATTERIES	Edit		03/01/2012	03/21/2012	03/21/2012			144.00	
23849 - FABRITEC CLEANERS INC	24972	DRY CLEANING	Edit		03/01/2012	03/21/2012	03/21/2012			6.05	
23849 - FABRITEC CLEANERS INC	24759	DRY CLEANING	Edit		02/09/2012	03/21/2012	03/21/2012			2.00	
19772 - FIRE SERVICE MANAGEMENT INC	11490	REPAIR AND CLEANING OF GEAR	Edit		02/17/2012	03/21/2012	03/21/2012			885.39	
21245 - JCR SUPPLY CO	55494	STATION SUPPLIES	Edit		02/27/2012	03/21/2012	03/21/2012			492.75	
21245 - JCR SUPPLY CO	55495	STATION SUPPLIES	Edit		02/27/2012	03/21/2012	03/21/2012			463.75	
21245 - JCR SUPPLY CO	55496	STATION SUPPLIES	Edit		02/27/2012	03/21/2012	03/21/2012			348.75	
584 - K-MART	021812 026 07874	MISCELLANEOUS EXPENSES	Edit		02/18/2012	03/21/2012	03/21/2012			13.98	
584 - K-MART	022612 004 90679	MISCELLANEOUS EXPENSES	Edit		02/26/2012	03/21/2012	03/21/2012			16.99	
25218 - SPECIALTY UNDERWRITERS LLC	TS309114B	MAINTENANCE SERVICE AGREEMENT APRIL 2012	Edit		02/20/2012	03/21/2012	03/21/2012			388.58	
23864 - STANLEY STEEMER	1009371	STATION 1 - 40 HOUR SIDE CARPET CLEANING	Edit		02/09/2012	03/21/2012	03/21/2012			976.51	
23864 - STANLEY STEEMER	1009368	STATION 4 TILE CLEANING	Edit		02/07/2012	03/21/2012	03/21/2012			160.38	



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<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>726.000 - Operating Supplies</b>											
22924 - THE UPS STORE	SFD01	SHIPPING CHARGES - 2/15/12	Edit		03/03/2012	03/21/2012	03/21/2012			11.76	
22612 - VALLEY CITY LINEN	27131543	STATION 1 LINENS	Edit		02/27/2012	03/21/2012	03/21/2012			49.53	
22612 - VALLEY CITY LINEN	27131542	STATION 4 LINENS	Edit		02/27/2012	03/21/2012	03/21/2012			45.13	
22612 - VALLEY CITY LINEN	27131546	STATION 3 LINENS	Edit		02/27/2012	03/21/2012	03/21/2012			15.55	
22612 - VALLEY CITY LINEN	27131550	STATION 2 LINENS	Edit		02/27/2012	03/21/2012	03/21/2012			12.95	
22612 - VALLEY CITY LINEN	27131544	40 HOUR LINENS	Edit		02/27/2012	03/21/2012	03/21/2012			5.90	
22612 - VALLEY CITY LINEN	27135709	40 HOUR LINENS	Edit		03/05/2012	03/21/2012	03/21/2012			17.20	
22612 - VALLEY CITY LINEN	27135715	STATION 2 LINENS	Edit		03/05/2012	03/21/2012	03/21/2012			22.35	
22612 - VALLEY CITY LINEN	27135708	STATION 1 LINENS	Edit		03/05/2012	03/21/2012	03/21/2012			36.75	
Account <b>726.000 - Operating Supplies</b> Totals										Invoice Transactions 24	\$4,305.42
Account <b>726.550 - Medical Supplies</b>											
1569 - SUNSHINE MEDICAL SUPPLY INC	104128	MEDICAL SUPPLIES	Edit		02/28/2012	03/21/2012	03/21/2012			1,155.00	
22612 - VALLEY CITY LINEN	27131545	BLANKETS	Edit		02/27/2012	03/21/2012	03/21/2012			23.00	
22612 - VALLEY CITY LINEN	27135710	BLANKETS	Edit		03/05/2012	03/21/2012	03/21/2012			28.55	
Account <b>726.550 - Medical Supplies</b> Totals										Invoice Transactions 3	\$1,206.55
Account <b>726.560 - Misc Gear</b>											
10950 - APOLLO FIRE APPARATUS REPAIR INC	34979	REPAIRED HAZMAT AIR PACK ASSY	Edit		02/27/2012	03/21/2012	03/21/2012			75.00	
5749 - ARGUS HAZCO SUPPLY COMPANY	4045044	MASKS FOR FIRE INSPECTORS	Edit		02/24/2012	03/21/2012	03/21/2012			134.72	
20501 - BRUNO'S DIVE SHOP & PRESSURE VESSEL TESTING	4940	HYDRO TESTING SCBA	Edit		02/29/2012	03/21/2012	03/21/2012			140.00	
17166 - GREAT LAKES DIVECENTER INC	52532	DIVE EQUIPMENT REPAIR & DIVE GLOVES	Edit		03/02/2012	03/21/2012	03/21/2012			102.00	
Account <b>726.560 - Misc Gear</b> Totals										Invoice Transactions 4	\$451.72
Account <b>730.300 - Equip Maint &amp; Supplies</b>											
17166 - GREAT LAKES DIVECENTER INC	52532	DIVE EQUIPMENT REPAIR & DIVE GLOVES	Edit		03/02/2012	03/21/2012	03/21/2012			161.99	
Account <b>730.300 - Equip Maint &amp; Supplies</b> Totals										Invoice Transactions 1	\$161.99
Account <b>770.000 - Emergency Preparedness Exp</b>											
5689 - BECK FIRE PROTECTION INC	4907	FLOW SWITCH FOR FIRE ALARM SYSTEM AT STATION 1	Edit		02/29/2012	03/21/2012	03/21/2012			150.00	
Account <b>770.000 - Emergency Preparedness Exp</b> Totals										Invoice Transactions 1	\$150.00
Account <b>804.206 - Accumed 8%</b>											
15970 - ACCUMED BILLING INC	ACCUMED 0212	EMS Delinquent Billing Fees, February 2012	Edit		03/01/2012	03/21/2012	03/21/2012			11,738.11	
Account <b>804.206 - Accumed 8%</b> Totals										Invoice Transactions 1	\$11,738.11



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<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>804.227 - Ann Arbor Svc &amp; Crt exp</b>											
16633 - ANN ARBOR CREDIT BUREAU INC	ANNARBOR 0212	EMS Delinquent Billing Fees	Edit		03/02/2012	03/21/2012	03/21/2012			501.80	
									Account <b>804.227 - Ann Arbor Svc &amp; Crt exp</b> Totals	Invoice Transactions 1	<u>501.80</u>
Account <b>811.000 - Legal Fees</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65302	FIRE DEPARTMENT MATTERS	Edit		02/23/2012	03/21/2012	03/21/2012			550.00	
									Account <b>811.000 - Legal Fees</b> Totals	Invoice Transactions 1	<u>550.00</u>
Account <b>813.000 - Labor Matters, Grievances, etc</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65364	Fire Labor	Edit		03/01/2012	03/21/2012	03/21/2012			757.51	
									Account <b>813.000 - Labor Matters, Grievances, etc</b> Totals	Invoice Transactions 1	<u>757.51</u>
Account <b>852.000 - Communications Phone</b>											
24351 - A T & T	586 R410091 0312	Telephone use 2/2 - 3/1/12	Edit		03/01/2012	03/21/2012	03/21/2012			217.94	
24351 - A T & T	586 R011560 0312	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			17.03	
24351 - A T & T	586 R011561 0312	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03	
25415 - A T & T LONG DISTANCE	854126164 0312	PRI Long Distance Jan - Feb	Edit		02/26/2012	03/21/2012	03/21/2012			14.90	
16852 - VERIZON WIRELESS	2708573638	Cell Phones/EKG Transmissions	Edit		03/01/2012	03/21/2012	03/21/2012			271.15	
									Account <b>852.000 - Communications Phone</b> Totals	Invoice Transactions 5	<u>538.05</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
10950 - APOLLO FIRE APPARATUS REPAIR INC	34977	REPAIRED HEADLIGHT ON A-2 (TRUCK 36)	Edit		02/24/2012	03/21/2012	03/21/2012			481.63	
17757 - BELLE TIRE DISTRIBUTORS	20630690	LOF, TIRE ROTATION, FLAT REPAIR F-37	Edit		02/28/2012	03/21/2012	03/21/2012			78.29	
3046 - O'REILLY AUTO PARTS	3365270574	POWER STEERING FLUID - STATION 4	Edit		02/22/2012	03/21/2012	03/21/2012			29.98	
19222 - TUFFY AUTO SERVICE CENTER	25522	FLEX PIPE (EXHAUST) ON U-4 (VEHICLE 35)	Edit		02/18/2012	03/21/2012	03/21/2012			767.28	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 4	<u>\$1,357.18</u>
Account <b>920.000 - Utilities</b>											
278 - CONSUMERS ENERGY	202603779130	Station 2	Edit		03/06/2012	03/21/2012	03/21/2012			472.81	
									Account <b>920.000 - Utilities</b> Totals	Invoice Transactions 1	<u>\$472.81</u>
Account <b>930.100 - Building Maintenance</b>											
12691 - HASTINGS AIR-ENERGY CONTROL INC	I41701	REPAIR TO PLYMOVENT - STATION 1	Edit		02/29/2012	03/21/2012	03/21/2012			148.82	
									Account <b>930.100 - Building Maintenance</b> Totals	Invoice Transactions 1	<u>\$148.82</u>



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<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>975.000 - Capital Outlay-Bldg</b>											
22623 - C & R PLUMBING & HEATING INC	36810	PLUMBING MODIFICATION TO WATER METER AT STATION 2, 3 AND 4	Edit		02/28/2012	03/21/2012	03/21/2012			8,679.12	
1158 - SHELBY TWP DPW	5251	AREA MAINTENANCE METER FOR STATION 4	Edit		02/24/2012	03/21/2012	03/21/2012			1,350.00	
									Account <b>975.000 - Capital Outlay-Bldg</b> Totals	Invoice Transactions 2	<u>\$10,029.12</u>
Account <b>981.500 - Capital Outlay -Equip (Fire)</b>											
72 - APOLLO FIRE EQUIPMENT CO	80271	TITAN SHORT CUFF GLOVES (MC)	Edit		01/05/2012	03/21/2012	03/21/2012			62.25	
72 - APOLLO FIRE EQUIPMENT CO	80775	SUSPENDERS (CP)	Edit		02/29/2012	03/21/2012	03/21/2012			30.00	
72 - APOLLO FIRE EQUIPMENT CO	80628	BUNKER BOOTS (MC)	Edit		02/14/2012	03/21/2012	03/21/2012			307.91	
72 - APOLLO FIRE EQUIPMENT CO	80694	TITAN SHORT CUFF GLOVES	Edit		02/22/2012	03/21/2012	03/21/2012			380.22	
5749 - ARGUS HAZCO SUPPLY COMPANY	M040435131	REPLACEMENT SCBA CYLINDERS	Edit		02/17/2012	03/21/2012	03/21/2012			1,875.00	
26031 - CDW GOVERNMENT INC	F565617	4 PANASONIC TOUGHBOOK LAPTOPS FOR ALPHAS	Edit		02/08/2012	03/21/2012	03/21/2012			14,340.00	
26031 - CDW GOVERNMENT INC	F955257	2 HP PRINTERS FOR ALPHAS	Edit		02/16/2012	03/21/2012	03/21/2012			565.87	
									Account <b>981.500 - Capital Outlay -Equip (Fire)</b> Totals	Invoice Transactions 7	<u>\$17,561.25</u>
									Department <b>340 - Fire Department</b> Totals	Invoice Transactions 64	<u>\$51,929.81</u>
									Fund <b>206 - Fire Fund</b> Totals	Invoice Transactions 64	<u>\$51,929.81</u>
<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>726.000 - Operating Supplies</b>											
20057 - BATTERY WAREHOUSE CO	50967	BATTERIES	Edit		02/29/2012	03/21/2012	03/21/2012			11.88	
20296 - MCDONALD'S	20112MCD	PRISONER MEALS	Edit		02/29/2012	03/21/2012	03/21/2012			137.00	
26159 - PURIFIED WATER TO GO	9005	WATER & COOLER RENTAL	Edit		02/27/2012	03/21/2012	03/21/2012			56.55	
26159 - PURIFIED WATER TO GO	9056	WATER	Edit		03/05/2012	03/21/2012	03/21/2012			50.64	
5705 - THE BATTERY STATION LLC	10451	TOTAL STATION PRISM	Edit		02/22/2012	03/21/2012	03/21/2012			66.95	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 5	<u>\$323.02</u>
Account <b>726.100 - Range Supplies</b>											
2608 - MACOMB COMMUNITY COLLEGE	3337887	RANGE RENTAL JANUARY 2012	Edit		02/29/2012	03/21/2012	03/21/2012			1,260.00	
									Account <b>726.100 - Range Supplies</b> Totals	Invoice Transactions 1	<u>\$1,260.00</u>



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<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	2434017	February Office Supplies	Edit		02/29/2012	03/21/2012	03/21/2012			1,326.80	
16544 - DIGITAL PRINTING & GRAPHICS	2421	ABAN & ALARM STICKERS	Edit		02/14/2012	03/21/2012	03/21/2012			187.90	
20872 - LOGIX INCORPORATED	68250	PRINTER PAPER	Edit		02/27/2012	03/21/2012	03/21/2012			258.00	
7599 - OFFICEMAX CONTRACT INC	119591	CERTIFICATE COVERS	Edit		02/23/2012	03/21/2012	03/21/2012			12.97	
24669 - PETER MANGONE INC	30452	PROPERTY TAGS	Edit		02/23/2012	03/21/2012	03/21/2012			50.68	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 5	<u>1,836.35</u>
Account <b>728.000 - Membership Dues &amp; Conference</b>											
22923 - LEXIS NEXIS	1202188407	MEMERSHIP DUES-FEB	Edit		02/29/2012	03/21/2012	03/21/2012			382.00	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 1	<u>382.00</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>											
16386 - AMERICAN CLEANING COMPANY LLC	1002 PD 0212	JANITORIAL SERVICE	Edit		02/29/2012	03/21/2012	03/21/2012			1,099.99	
									Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 1	<u>1,099.99</u>
Account <b>730.100 - Repairs &amp; Maint</b>											
590 - KENMAR CAMERA AND PROJ	209541	CAMERA REPAIR	Edit		01/26/2012	03/21/2012	03/21/2012			150.00	
590 - KENMAR CAMERA AND PROJ	209539	CAMERA REPAIR	Edit		01/26/2012	03/21/2012	03/21/2012			75.00	
590 - KENMAR CAMERA AND PROJ	209540	CAMERA REPAIR	Edit		01/26/2012	03/21/2012	03/21/2012			75.00	
									Account <b>730.100 - Repairs &amp; Maint</b> Totals	Invoice Transactions 3	<u>300.00</u>
Account <b>812.000 - Negotiations</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65367	Police Labor & Negotiations	Edit		03/01/2012	03/21/2012	03/21/2012			106.88	
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65366	Labor Litigation COAM	Edit		03/01/2012	03/21/2012	03/21/2012			562.50	
									Account <b>812.000 - Negotiations</b> Totals	Invoice Transactions 2	<u>669.38</u>
Account <b>813.000 - Labor Matters, Grievances, etc</b>											
5539 - KIRK HUTH LANGE & BADALAMENTI PLC	65367	Police Labor & Negotiations	Edit		03/01/2012	03/21/2012	03/21/2012			1,770.80	
									Account <b>813.000 - Labor Matters, Grievances, etc</b> Totals	Invoice Transactions 1	<u>1,770.80</u>
Account <b>850.207 - EM Response Recovery Ex</b>											
12454 - 41 A DISTRICT COURT	22912A	SMALL CLAIMS FILING FEE	Edit		02/29/2012	03/21/2012	03/21/2012			180.00	
12454 - 41 A DISTRICT COURT	22912B	SMALL CLAIMS FILING FEE	Edit		02/29/2012	03/21/2012	03/21/2012			280.00	
									Account <b>850.207 - EM Response Recovery Ex</b> Totals	Invoice Transactions 2	<u>460.00</u>
Account <b>850.500 - Postage &amp; Handling</b>											
20872 - LOGIX INCORPORATED	68251	PRINTER-ET	Edit		02/27/2012	03/21/2012	03/21/2012			40.13	
22327 - UPS	3894WX082	SHIPPING	Edit		02/25/2012	03/21/2012	03/21/2012			13.09	
									Account <b>850.500 - Postage &amp; Handling</b> Totals	Invoice Transactions 2	<u>53.22</u>



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Fund <b>207 - Police Fund</b>										
Department <b>305 - Police Department</b>										
Account <b>852.000 - Communications Phone</b>										
24351 - A T & T	586 R011560	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			17.03
24351 - A T & T	586 R011561	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03
24351 - A T & T	906 R022013	PHONE CIRCUITS FEB 2 - MAR 1, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			275.70
25801 - COMCAST	234829017 212	CABLE PD - FEB	Edit		02/28/2012	03/21/2012	03/21/2012			16.45
Account <b>852.000 - Communications Phone</b> Totals										\$326.21
Account <b>860.200 - Auto Repair - Maint Exp</b>										
22524 - CYNERGY WIRELESS PRODUCTS INC	13446	VEH 31 - EQUIP REPAIRS	Edit		02/28/2012	03/21/2012	03/21/2012			238.60
19212 - GOODYEAR WHOLESALE TIRE CENTERS	190859	TIRES FOR FLEET	Edit		03/05/2012	03/21/2012	03/21/2012			1,281.84
3046 - O'REILLY AUTO PARTS	3365272119	MISC FLEET SUPPLIES	Edit		03/05/2012	03/21/2012	03/21/2012			160.76
2945 - RENAISSANCE AUTO WASH	20120306RAW	VEHICLE WASHES - FEBRUARY 2012	Edit		03/06/2012	03/21/2012	03/21/2012			126.00
18462 - SHELBY TIRE & AUTO SERVICE	31118	VEH 49 - VEHICLE REPAIR	Edit		03/08/2012	03/21/2012	03/21/2012			120.11
18462 - SHELBY TIRE & AUTO SERVICE	31132	VEH 26 - MAINTENANCE	Edit		02/24/2012	03/21/2012	03/21/2012			28.73
18462 - SHELBY TIRE & AUTO SERVICE	31153	VEH 1 - MAINTENANCE WORK	Edit		02/24/2012	03/21/2012	03/21/2012			43.92
18462 - SHELBY TIRE & AUTO SERVICE	31154	VEH 3 - MAINTENANCE WORK	Edit		02/24/2012	03/21/2012	03/21/2012			15.00
18462 - SHELBY TIRE & AUTO SERVICE	31165	VEH 2 - MAINTENANCE WORK	Edit		02/27/2012	03/21/2012	03/21/2012			128.64
18462 - SHELBY TIRE & AUTO SERVICE	31186	VEH 32 - MAINTENANCE WORK	Edit		02/29/2012	03/21/2012	03/21/2012			29.15
18462 - SHELBY TIRE & AUTO SERVICE	31187	VEH 25 - MAINTENANCE WORK	Edit		03/29/2012	03/21/2012	03/21/2012			29.15
18462 - SHELBY TIRE & AUTO SERVICE	31202	VEH 12 - MAINTENANCE WORK	Edit		03/01/2012	03/21/2012	03/21/2012			128.64
18462 - SHELBY TIRE & AUTO SERVICE	31203	VEH 52 - MAINTENANCE WORK	Edit		03/02/2012	03/21/2012	03/21/2012			43.24
18462 - SHELBY TIRE & AUTO SERVICE	31209	VEH S2 - MAINTENANCE	Edit		03/02/2012	03/21/2012	03/21/2012			29.15
18462 - SHELBY TIRE & AUTO SERVICE	31230	VEH 7 - MAINTENANCE	Edit		03/05/2012	03/21/2012	03/21/2012			45.00
18462 - SHELBY TIRE & AUTO SERVICE	31242	VEH 32 - MAINTENANCE WORK	Edit		03/06/2012	03/21/2012	03/21/2012			45.00
18462 - SHELBY TIRE & AUTO SERVICE	31249	VEH 2 - MAINTENANCE WORK	Edit		03/06/2012	03/21/2012	03/21/2012			30.00
18462 - SHELBY TIRE & AUTO SERVICE	31259	VEH 7 - MAINTENANCE	Edit		03/08/2012	03/21/2012	03/21/2012			15.00





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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	
<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>860.200 - Auto Repair - Maint Exp</b>											
5069 - STATE OF MICHIGAN	20120307	LICENSE PLATE RENEWALS	Edit		03/07/2012	03/21/2012	03/21/2012			169.00	
7857 - STONE'S ACE HARDWARE	46095	MISC FLEET SUPPLIES	Edit		03/05/2012	03/21/2012	03/21/2012			3.41	
1259 - SUBURBAN AUTOMATIC TRANSMISSION COMPANY	11388	VEH 2 - MAINTENANCE WORK	Edit		02/27/2012	03/21/2012	03/21/2012			139.48	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 21	<u>\$2,849.82</u>
Account <b>863.000 - Gasoline</b>											
1204 - SPENCER OIL COMPANY	384018	GASOLINE	Edit		02/23/2012	03/21/2012	03/21/2012			6,973.30	
1204 - SPENCER OIL COMPANY	384304	GASOLINE	Edit		02/29/2012	03/21/2012	03/21/2012			6,227.15	
									Account <b>863.000 - Gasoline</b> Totals	Invoice Transactions 2	<u>\$13,200.45</u>
									Department <b>305 - Police Department</b> Totals	Invoice Transactions 50	<u>\$24,531.24</u>
Department <b>307 - Grants - PD</b>											
Account <b>980.850 - Cops Tech Grant YR 2010 Exp-Fed</b>											
15916 - INTERSTATE SECURITY INC	8620290	CCTV - NEW BUILDING	Edit		02/27/2012	03/21/2012	03/21/2012			11,800.00	
15916 - INTERSTATE SECURITY INC	8620291	CARD ACCESS SYSTEM -NEW BUILDING	Edit		02/27/2012	03/21/2012	03/21/2012			11,000.00	
									Account <b>980.850 - Cops Tech Grant YR 2010 Exp-Fed</b> Totals	Invoice Transactions 2	<u>\$22,800.00</u>
Account <b>981.950 - UASI #9 Federal Grant # 11-0666-01</b>											
868 - MOTOROLA SOLUTIONS INC	13885352	NEW MOBILE RADIOS	Edit		03/01/2012	03/21/2012	03/21/2012			99,312.00	
868 - MOTOROLA SOLUTIONS INC	13885351	NEW PORTABLE RADIOS	Edit		03/01/2012	03/21/2012	03/21/2012			80,417.00	
									Account <b>981.950 - UASI #9 Federal Grant # 11-0666-01</b> Totals	Invoice Transactions 2	<u>\$179,729.00</u>
									Department <b>307 - Grants - PD</b> Totals	Invoice Transactions 4	<u>\$202,529.00</u>
									Fund <b>207 - Police Fund</b> Totals	Invoice Transactions 54	<u>\$227,060.24</u>
<b>Fund 230 - Michigan Justice Training Fund</b>											
Department <b>230 - Michigan Justice Training Grant</b>											
Account <b>709.000 - Education &amp; Training</b>											
25882 - VAN METER & ASSOCIATES	15388	ADVANCED POLICE TRAINING	Edit		02/28/2012	03/21/2012	03/21/2012			125.00	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 1	<u>\$125.00</u>
									Department <b>230 - Michigan Justice Training Grant</b> Totals	Invoice Transactions 1	<u>\$125.00</u>
									Fund <b>230 - Michigan Justice Training Fund</b> Totals	Invoice Transactions 1	<u>\$125.00</u>
<b>Fund 265 - Drug Forfeiture Fund</b>											
Department <b>266 - Drug Forfeiture</b>											
Account <b>799.207 - Operating Expense</b>											
26031 - CDW GOVERNMENT INC	F448992	LAPTOP-ET	Edit		02/06/2012	03/21/2012	03/21/2012			528.75	
20872 - LOGIX INCORPORATED	68251	PRINTER-ET	Edit		02/27/2012	03/21/2012	03/21/2012			1,999.00	
									Account <b>799.207 - Operating Expense</b> Totals	Invoice Transactions 2	<u>\$2,527.75</u>
									Department <b>266 - Drug Forfeiture</b> Totals	Invoice Transactions 2	<u>\$2,527.75</u>
									Fund <b>265 - Drug Forfeiture Fund</b> Totals	Invoice Transactions 2	<u>\$2,527.75</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>290 - 41 A District Court</b>										
Department <b>136 - 41 A District Court</b>										
Account <b>725.000 - Judicial Services</b>										
10319 - HERMAN C CAMPBELL	2242012	Judicial Services	Edit		02/24/2012	03/21/2012	03/21/2012			525.81
								Account <b>725.000 - Judicial Services</b> Totals	Invoice Transactions 1	<u>\$525.81</u>
Account <b>725.502 - Atty Fees</b>										
3634 - ANDARY, ANDARY, DAVIS & ANDARY PC	22112	Public Defender	Edit		02/21/2012	03/21/2012	03/21/2012			150.00
24628 - CANU, TORRICE & ZALEWSKI PLLC	30512	Public Defender	Edit		03/05/2012	03/21/2012	03/21/2012			350.00
4931 - JOHN ELKHOURY	22712	Public Defender	Edit		02/27/2012	03/21/2012	03/21/2012			150.00
5693 - GRILLO LAW PLLC	12312	Public Defender	Edit		02/29/2012	03/21/2012	03/21/2012			250.00
24073 - JOSEPH R KOSMALA PC	21512	Public Defender (11-1607-SM)	Edit		02/21/2012	03/21/2012	03/21/2012			200.00
3929 - BRIAN M LONGMAN	22712	Public Defender (11-2779-ST/11-2579-SM/11-1600-SM)	Edit		02/28/2012	03/21/2012	03/21/2012			350.00
4658 - MALKIEWICZ & ASSOCIATES	222112	Public Defender (11-2842-SM/11-2859-SM)	Edit		02/28/2012	03/21/2012	03/21/2012			200.00
1181 - MIHELICH & KAVANAUGH PLC	21512	Public Defender	Edit		02/16/2012	03/21/2012	03/21/2012			350.00
2624 - LORI K SMITH	22712	Public Defender	Edit		02/29/2012	03/21/2012	03/21/2012			350.00
								Account <b>725.502 - Atty Fees</b> Totals	Invoice Transactions 9	<u>\$2,350.00</u>
Account <b>727.000 - Office Supply &amp; Printing</b>										
12238 - AMERICAN SPEEDY PRINTING	12234	Office Supplies & Printing	Edit		02/29/2012	03/21/2012	03/21/2012			96.31
22871 - STAPLES ADVANTAGE	8021076529	Office Supplies	Edit		02/18/2012	03/21/2012	03/21/2012			399.91
22871 - STAPLES ADVANTAGE	8021135912	Office Supplies	Edit		02/25/2012	03/21/2012	03/21/2012			119.99
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 3	<u>\$616.21</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>										
16386 - AMERICAN CLEANING COMPANY LLC	1002 0212 Court	Janitorial	Edit		02/29/2012	03/21/2012	03/21/2012			1,175.00
								Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 1	<u>\$1,175.00</u>
Account <b>730.000 - Equipment Svc &amp; Maint</b>										
16541 - IRON MOUNTAIN	EXZ2223	File Storage	Edit		02/29/2012	03/21/2012	03/21/2012			477.41
25218 - SPECIALTY UNDERWRITERS LLC	TS309114A	Equipment Serv & Maint. (6/1/11-5/31/12)	Edit		02/20/2012	03/21/2012	03/21/2012			98.97
25801 - COMCAST	310320012 0412	Cable	Edit		03/07/2012	03/21/2012	03/21/2012			21.37
								Account <b>730.000 - Equipment Svc &amp; Maint</b> Totals	Invoice Transactions 3	<u>\$597.75</u>
Account <b>801.290 - Interpreter Fee</b>										
22072 - MARIA GIALDI	3886	Interpreter Fees (12-286-OT/11-2720-SM)	Edit		02/28/2012	03/21/2012	03/21/2012			100.00



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Fund <b>290 - 41 A District Court</b>											
Department <b>136 - 41 A District Court</b>											
Account <b>801.290 - Interpreter Fee</b>											
5194 - GLOBAL LANGUAGE LINKS LLC	8556	Interpreter Fees (11ST06746A)	Edit		02/29/2012	03/21/2012	03/21/2012			105.55	
									Account <b>801.290 - Interpreter Fee</b> Totals	Invoice Transactions 2	<u>\$205.55</u>
Account <b>804.000 - Computer Prog/Maint/Support</b>											
7954 - STATE OF MICHIGAN	153007 0312	Comp. Prog. Maint. Support	Edit		01/31/2012	03/21/2012	03/21/2012			9,302.89	
									Account <b>804.000 - Computer Prog/Maint/Support</b> Totals	Invoice Transactions 1	<u>\$9,302.89</u>
Account <b>850.000 - Communications</b>											
24351 - A T & T	586 R410091 0312	Telephone use 2/2 - 3/1/12	Edit		03/01/2012	03/21/2012	03/21/2012			290.58	
24351 - A T & T	586 R011560 0312	T1 Line- February, 2012	Edit		03/01/2012	03/21/2012	03/21/2012			17.03	
24351 - A T & T	586 R011561 0312	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03	
25415 - A T & T LONG DISTANCE	854126191 0212	Long Distance	Edit		02/26/2012	03/21/2012	03/21/2012			2.46	
25415 - A T & T LONG DISTANCE	854126164 0312	PRI Long Distance Jan - Feb	Edit		02/26/2012	03/21/2012	03/21/2012			19.86	
									Account <b>850.000 - Communications</b> Totals	Invoice Transactions 5	<u>\$346.96</u>
Account <b>911.000 - Books &amp; Publications</b>											
6566 - THOMSON WEST	6077920851	Books & Publications	Edit		02/27/2012	03/21/2012	03/21/2012			556.80	
									Account <b>911.000 - Books &amp; Publications</b> Totals	Invoice Transactions 1	<u>\$556.80</u>
Account <b>950.500 - Equip Rental</b>											
5054 - KONICA MINOLTA BUSINESS SOLUTIONS USA INC	9000335203	Quarterly Invoice (2/24/12-5/23/12)	Edit		02/28/2012	03/21/2012	03/21/2012			239.07	
									Account <b>950.500 - Equip Rental</b> Totals	Invoice Transactions 1	<u>\$239.07</u>
									Department <b>136 - 41 A District Court</b> Totals	Invoice Transactions 27	<u>\$15,916.04</u>
Department <b>760 - Shelby TWP</b>											
Account <b>965.001 - Shelby Fines &amp; Fees</b>											
1157 - SHELBY TWP TREASURER	22912	Shelby Twp Fines & Fees	Edit		02/29/2012	03/21/2012	03/21/2012			173,669.38	
									Account <b>965.001 - Shelby Fines &amp; Fees</b> Totals	Invoice Transactions 1	<u>\$173,669.38</u>
Account <b>965.290 - Building Fund</b>											
1157 - SHELBY TWP TREASURER	22912	Shelby Twp Fines & Fees	Edit		02/29/2012	03/21/2012	03/21/2012			12,753.00	
									Account <b>965.290 - Building Fund</b> Totals	Invoice Transactions 1	<u>\$12,753.00</u>
									Department <b>760 - Shelby TWP</b> Totals	Invoice Transactions 2	<u>\$186,422.38</u>



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<b>Fund 290 - 41 A District Court</b>										
Department <b>761 - Macomb Cnty</b>										
Account <b>965.012 - Macomb County Fines &amp; Fees</b>										
687 - MACOMB COUNTY TREASURER 2	22912	Macomb Cty Fines & Fees	Edit		02/29/2012	03/21/2012	03/21/2012			999.50
										999.50
Account <b>965.012 - Macomb County Fines &amp; Fees</b> Totals										\$999.50
Department <b>761 - Macomb Cnty</b> Totals										\$999.50
Department <b>762 - State of Michigan</b>										
Account <b>965.010 - State of Michigan Fees</b>										
16926 - STATE OF MICHIGAN	22912	MI Dept of Treasury- State Fees	Edit		02/29/2012	03/21/2012	03/21/2012			82,963.60
										82,963.60
Account <b>965.010 - State of Michigan Fees</b> Totals										\$82,963.60
Department <b>762 - State of Michigan</b> Totals										\$82,963.60
Department <b>763 - City of Utica</b>										
Account <b>965.021 - Utica Fines &amp; Fees</b>										
254 - CITY OF UTICA	22912	Utica Fines & Fees	Edit		02/29/2012	03/21/2012	03/21/2012			8,666.46
										8,666.46
Account <b>965.021 - Utica Fines &amp; Fees</b> Totals										\$8,666.46
Department <b>763 - City of Utica</b> Totals										\$8,666.46
Department <b>765 - Macomb TWP</b>										
Account <b>965.027 - Macomb TWP Fines &amp; Fees</b>										
14061 - MACOMB TWP TREASURER	22912	Macomb Twp Fines & Fees	Edit		02/29/2012	03/21/2012	03/21/2012			9,112.57
										9,112.57
Account <b>965.027 - Macomb TWP Fines &amp; Fees</b> Totals										\$9,112.57
Department <b>765 - Macomb TWP</b> Totals										\$9,112.57
Fund <b>290 - 41 A District Court</b> Totals										\$304,080.55
<b>Fund 494 - Downtown Development Fund</b>										
Department <b>904 - Downtown Dev Authority</b>										
Account <b>972.494 - SAD-Van Dyke Sewer preliminary</b>										
1158 - SHELBY TWP DPW	2151481000010 212	DDA Ground Irrigation 11/8/11 to 2/14/12	Edit		02/14/2012	03/21/2012	03/21/2012			3.48
										3.48
Account <b>972.494 - SAD-Van Dyke Sewer preliminary</b> Totals										\$3.48
Department <b>904 - Downtown Dev Authority</b> Totals										\$3.48
Fund <b>494 - Downtown Development Fund</b> Totals										\$3.48
<b>Fund 592 - Water and Sewer Fund</b>										
Account <b>124.126 - SAD 33S Van Dyke Sanitary-DDA</b>										
4730 - CHIPPEWA CONSULTING	1 312	CONSTRUCTION DRAWINGS - VAN DYKE SANITARY	Edit		03/07/2012	03/21/2012	03/21/2012			34,300.00
										34,300.00
Account <b>124.126 - SAD 33S Van Dyke Sanitary-DDA</b> Totals										\$34,300.00
Account <b>255.592 - Engineering Costs from Developer</b>										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 187	DANVIEW TECH LOTS 8,9 &10	Edit		03/06/2012	03/21/2012	03/21/2012			371.91



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<b>Fund 592 - Water and Sewer Fund</b>											
Account <b>255.592 - Engineering Costs from Developer</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 186	OAKWOOD EAST CONDOMINIUMS	Edit		03/06/2012	03/21/2012	03/21/2012			157.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 183	VILLAS OF GRANDEUR	Edit		03/06/2012	03/21/2012	03/21/2012			262.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 181	MEIJER CONVENIENCE STORE	Edit		03/06/2012	03/21/2012	03/21/2012			1,237.55	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 175	COURTESY DRIVING SCHOOL	Edit		03/06/2012	03/21/2012	03/21/2012			600.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 174	PELTON GLOVER DENTAL	Edit		03/06/2012	03/21/2012	03/21/2012			1,206.36	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 173	TELLY'S GREENHOUSE	Edit		03/06/2012	03/21/2012	03/21/2012			315.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 185	MOUND ROAD SANITARY LEAD	Edit		03/06/2012	03/21/2012	03/21/2012			105.00	
									Account <b>255.592 - Engineering Costs from Developer</b> Totals	Invoice Transactions 8	<b>\$4,255.82</b>
Account <b>277.000 - Payable for Customer Overpmts</b>											
5700 - MICHALINA CHWIEJCZAK	3271823 212	REFUND - OVERPAYMENT	Edit		02/13/2012	03/21/2012	03/21/2012			31.30	
5699 - RICHARD DEMARA	3296616 312	REFUND - OVERPAYMENT	Edit		03/01/2012	03/21/2012	03/21/2012			5.93	
5704 - CARLA GASSEL	1087428 312	REFUND - OVERPAYMENT	Edit		03/08/2012	03/21/2012	03/21/2012			84.84	
5701 - MICHAEL KENNESON	1051408 312	REFUND - OVERPAYMENT	Edit		03/06/2012	03/21/2012	03/21/2012			34.82	
22898 - SHELBY FOREST MHP	2246200 312	REFUND - OVERPAYMENT	Edit		03/01/2012	03/21/2012	03/21/2012			22.63	
22898 - SHELBY FOREST MHP	2243421 312	REFUND - OVERPAYMENT	Edit		02/22/2012	03/21/2012	03/21/2012			1,523.57	
22898 - SHELBY FOREST MHP	2244730 312	REFUND - OVERPAYMENT	Edit		03/07/2012	03/21/2012	03/21/2012			10.94	
									Account <b>277.000 - Payable for Customer Overpmts</b> Totals	Invoice Transactions 7	<b>\$1,714.03</b>
Department <b>591 - Supply and Transmission</b>											
Account <b>730.100 - Repairs &amp; Maint</b>											
25049 - HD SUPPLY WATERWORKS LTD	4442321	CARL SPACER KIT, COUPLINGS, RING	Edit		02/24/2012	03/21/2012	03/21/2012			131.19	
25049 - HD SUPPLY WATERWORKS LTD	4431435	CARL SPACER KIT, COUPLINGS, RING	Edit		02/22/2012	03/21/2012	03/21/2012			57.82	
25049 - HD SUPPLY WATERWORKS LTD	4436102	CARL SPACER KIT, COUPLINGS, RING	Edit		02/23/2012	03/21/2012	03/21/2012			68.31	
11832 - HOME DEPOT	1097513	CLEANOUT PLUG - AURORA PARK SANITARY	Edit		02/28/2012	03/21/2012	03/21/2012			2.15	
11832 - HOME DEPOT	1201814	PLUG RETURNED	Edit		02/28/2012	03/21/2012	03/21/2012			(2.15)	
									Account <b>730.100 - Repairs &amp; Maint</b> Totals	Invoice Transactions 5	<b>\$257.32</b>



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<b>Fund 592 - Water and Sewer Fund</b>											
Department <b>591 - Supply and Transmission</b>											
Account <b>730.200 - Repair &amp; Maint - Water</b>											
9662 - SHELBY UNDERGROUND INC	2012 107	WATER MAIN REPAIR JUNIPER COURT	Edit		02/29/2012	03/21/2012	03/21/2012			739.00	
									Account <b>730.200 - Repair &amp; Maint - Water</b> Totals	Invoice Transactions 1	<u>739.00</u>
Account <b>730.900 - Equip Veh O&amp;M</b>											
5503 - CONTRACTORS CONNECTION INC	7053263	MECHANICS VISE (TRUCK 14)	Edit		02/24/2012	03/21/2012	03/21/2012			233.95	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	124644	MUFFLER FOR SAW	Edit		02/17/2012	03/21/2012	03/21/2012			51.30	
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	125451	PARTS FOR CUT OFF SAW 101	Edit		03/01/2012	03/21/2012	03/21/2012			219.74	
									Account <b>730.900 - Equip Veh O&amp;M</b> Totals	Invoice Transactions 3	<u>504.99</u>
Account <b>736.000 - Maint Material &amp; Supplies</b>											
1415 - FASTENAL COMPANY	MICLN46049	DRILL BIT FOR REPAIRS	Edit		02/23/2012	03/21/2012	03/21/2012			34.08	
11832 - HOME DEPOT	4581073	REPLACEMENT DRILL CHUCK/ADAPTER	Edit		03/06/2012	03/21/2012	03/21/2012			33.96	
									Account <b>736.000 - Maint Material &amp; Supplies</b> Totals	Invoice Transactions 2	<u>68.04</u>
Account <b>920.500 - Water Charges</b>											
149 - BOARD OF WATER COMMISSIONERS	1251 300 112	METERED WATER - JANUARY, 2012	Edit		02/24/2012	03/21/2012	03/21/2012			647,726.72	
									Account <b>920.500 - Water Charges</b> Totals	Invoice Transactions 1	<u>\$647,726.72</u>
Account <b>935.500 - Water Main Repair</b>											
9662 - SHELBY UNDERGROUND INC	2012 106	WATER MAIN REPAIR JUNIPER COURT	Edit		02/29/2012	03/21/2012	03/21/2012			1,975.00	
									Account <b>935.500 - Water Main Repair</b> Totals	Invoice Transactions 1	<u>\$1,975.00</u>
Account <b>935.600 - Sewer Main Repair</b>											
5706 - SUSAN J SULLIVAN	723276001	EASEMENT CONSIDERATION	Edit		03/08/2012	03/21/2012	03/21/2012			8,864.48	
									Account <b>935.600 - Sewer Main Repair</b> Totals	Invoice Transactions 1	<u>\$8,864.48</u>
Account <b>935.700 - Booster Station Maint</b>											
12580 - WARREN PIPE AND SUPPLY CO	12705958	PARTS FOR 26 MILE PUMP STATION	Edit		02/16/2012	03/21/2012	03/21/2012			23.69	
									Account <b>935.700 - Booster Station Maint</b> Totals	Invoice Transactions 1	<u>\$23.69</u>
Account <b>972.950 - Water Meter Expense</b>											
2729 - MICHIGAN METER TECHNOLOGY GRP INC	86213	3/4" METERS	Edit		03/05/2012	03/21/2012	03/21/2012			2,610.00	
									Account <b>972.950 - Water Meter Expense</b> Totals	Invoice Transactions 1	<u>\$2,610.00</u>
									Department <b>591 - Supply and Transmission</b> Totals	Invoice Transactions 16	<u>\$662,769.24</u>



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 592 - Water and Sewer Fund</b>											
Department <b>596 - Administrative and General</b>											
Account <b>726.700 - Safety Medical Supplies</b>											
10979 - MIDWEST GAS INSTRUMENT SERVICES INC	23938	CALIBRATE GAS DETECTOR	Edit		03/02/2012	03/21/2012	03/21/2012			75.00	
10979 - MIDWEST GAS INSTRUMENT SERVICES INC	23877	CALIBRATE GAS DETECTOR; BATTERIES	Edit		02/20/2012	03/21/2012	03/21/2012			75.00	
993 - PETTY CASH - WATER FUND	3912 PC	PETTY CASH - DPW	Edit		03/09/2012	03/21/2012	03/21/2012			28.08	
									Account <b>726.700 - Safety Medical Supplies</b> Totals	Invoice Transactions 3	<u>\$178.08</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>											
2824 - G & K SERVICES	1244222410	floor mats	Edit		02/29/2012	03/21/2012	03/21/2012			137.42	
11832 - HOME DEPOT	4590381	REPLACEMENT BROOM HANDLE	Edit		03/06/2012	03/21/2012	03/21/2012			6.98	
									Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 2	<u>\$144.40</u>
Account <b>730.592 - Property Maint</b>											
18921 - CHEM AQUA INC	637759	WATER TREATMENT - HVAC	Edit		02/16/2012	03/21/2012	03/21/2012			336.22	
63 - ROCHESTER INDUSTRIAL PRODUCTS	19310	PARTS FOR AIR HANDLERS DPW BLDG.	Edit		02/17/2012	03/21/2012	03/21/2012			209.28	
									Account <b>730.592 - Property Maint</b> Totals	Invoice Transactions 2	<u>\$545.50</u>
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2012 178	3600 24 MILE FENCE REPLACEMENT	Edit		03/06/2012	03/21/2012	03/21/2012			210.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2012 177	SCHOENHERR WATERMAIN	Edit		03/06/2012	03/21/2012	03/21/2012			1,742.50	
									Account <b>807.000 - Engineering Consulting Fees</b> Totals	Invoice Transactions 2	<u>\$1,952.50</u>
Account <b>851.000 - Communications Radio</b>											
20473 - VERIZON WIRELESS	529792	PHONE BELT CLIPS	Edit		02/27/2012	03/21/2012	03/21/2012			14.96	
									Account <b>851.000 - Communications Radio</b> Totals	Invoice Transactions 1	<u>\$14.96</u>
Account <b>920.000 - Utilities</b>											
1158 - SHELBY TWP DPW	216972500 312	WATER BILL DPW	Edit		03/02/2012	03/21/2012	03/21/2012			85.03	
									Account <b>920.000 - Utilities</b> Totals	Invoice Transactions 1	<u>\$85.03</u>
Account <b>955.000 - Other Expenses</b>											
5703 - MICONCONSULTANT LLC C/O RUSSELL W MATIKA	1052	SERVICES RE. WATER APPLICATIONS	Edit		03/01/2012	03/21/2012	03/21/2012			150.00	
5703 - MICONCONSULTANT LLC C/O RUSSELL W MATIKA	1051	SERVICES RE. ACCESS DATABASE	Edit		03/01/2012	03/21/2012	03/21/2012			1,125.00	
19985 - RENT-A-TRUCK INC	RT211126	TRUCK RENTAL - ELECTION	Edit		02/29/2012	03/21/2012	03/21/2012			89.99	
19985 - RENT-A-TRUCK INC	RT211145	TRUCK RENTAL - ELECTION	Edit		02/29/2012	03/21/2012	03/21/2012			137.93	



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 592 - Water and Sewer Fund</b>											
Department <b>596 - Administrative and General</b>											
Account <b>955.000 - Other Expenses</b>											
25218 - SPECIALTY UNDERWRITERS LLC	TS3091 14C	MAINTENANCE SERVICES DPW (11 OF 12)	Edit		02/20/2012	03/21/2012	03/21/2012			673.09	
								Account <b>955.000 - Other Expenses</b> Totals		Invoice Transactions 5	<u>\$2,176.01</u>
								Department <b>596 - Administrative and General</b> Totals		Invoice Transactions 16	<u>\$5,096.48</u>
Department <b>661 - Motor Pool</b>											
Account <b>781.000 - Parts</b>											
326 - DECKER AUTO PARTS INC	1315	PADS W18	Edit		03/02/2012	03/21/2012	03/21/2012			43.94	
326 - DECKER AUTO PARTS INC	1231	UNDERCOATING, BLACK AEROSOL W18	Edit		03/01/2012	03/21/2012	03/21/2012			17.44	
326 - DECKER AUTO PARTS INC	1355	OIL STABILIZER W17	Edit		03/02/2012	03/21/2012	03/21/2012			11.95	
326 - DECKER AUTO PARTS INC	2182	ENGINE TREATMENT W17	Edit		03/08/2012	03/21/2012	03/21/2012			5.95	
326 - DECKER AUTO PARTS INC	2234	OIL W17	Edit		03/08/2012	03/21/2012	03/21/2012			27.54	
8744 - MARV'S AUTO ELECTRIC INC	24271	BOSCH LIFT MOTOR W14	Edit		02/24/2012	03/21/2012	03/21/2012			65.00	
5707 - SHERMAN & ASSOCIATES	1844389	PARTS FOR W18	Edit		03/02/2012	03/21/2012	03/21/2012			65.78	
26044 - UTICA SHELBY AUTOMOTIVE INC	29128	TIRES (TRUCK #14)	Edit		02/24/2012	03/21/2012	03/21/2012			280.00	
								Account <b>781.000 - Parts</b> Totals		Invoice Transactions 8	<u>\$517.60</u>
								Department <b>661 - Motor Pool</b> Totals		Invoice Transactions 8	<u>\$517.60</u>
								Fund <b>592 - Water and Sewer Fund</b> Totals		Invoice Transactions 56	<u>\$708,653.17</u>
<b>Fund 598 - Cable TV</b>											
Department <b>598 - Cable TV</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
21693 - VSA INC	122506	Ink ribbon and cartridges	Edit		02/29/2012	03/21/2012	03/21/2012			184.28	
21693 - VSA INC	122585	Ink ribbon and cartridges	Edit		03/08/2012	03/21/2012	03/21/2012			103.19	
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals		Invoice Transactions 2	<u>\$287.47</u>
Account <b>785.500 - Govt AC Op Exp &amp; Sup</b>											
25307 - KILLER TRACKS	KB33063502	Network Music	Edit		03/01/2012	03/21/2012	03/21/2012			1,610.00	
								Account <b>785.500 - Govt AC Op Exp &amp; Sup</b> Totals		Invoice Transactions 1	<u>\$1,610.00</u>
Account <b>801.000 - Contract Labor</b>											
4588 - JAYME ARTER	110312351	Contract Labor	Edit		03/08/2012	03/21/2012	03/21/2012			600.00	
5452 - EVAN CLOYD	3081201	Contract Labor	Edit		03/08/2012	03/21/2012	03/21/2012			75.00	
4661 - KYLE HOFFMAN	3031125	Contract Labor	Edit		03/08/2012	03/21/2012	03/21/2012			750.00	
3589 - MEGAN O'BRIEN	10512016	Contract Labor	Edit		03/09/2012	03/21/2012	03/21/2012			750.00	
5318 - JAMES T RISKO	31543	Contract Labor	Edit		03/08/2012	03/21/2012	03/21/2012			60.00	
								Account <b>801.000 - Contract Labor</b> Totals		Invoice Transactions 5	<u>\$2,235.00</u>





# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 598 - Cable TV</b>										
Department <b>598 - Cable TV</b>										
Account <b>810.592 - IT Support &amp; Svc</b>										
2997 - XO COMMUNICATIONS	249603228	March Streaming	Edit		03/05/2012	03/21/2012	03/21/2012			750.86
								Account <b>810.592 - IT Support &amp; Svc</b> Totals	Invoice Transactions 1	<u>750.86</u>
Account <b>811.000 - Legal Fees</b>										
24798 - NEIL J LEHTO	2657	Legal Fees	Edit		03/01/2012	03/21/2012	03/21/2012			157.50
								Account <b>811.000 - Legal Fees</b> Totals	Invoice Transactions 1	<u>157.50</u>
Account <b>850.000 - Communications</b>										
24351 - A T & T	586 2541186	Phone Bill usage 1/26-	Edit		02/25/2012	03/21/2012	03/21/2012			54.23
	0212	2/25/12								
24351 - A T & T	586 R410091	Telephone use 2/2 -	Edit		03/01/2012	03/21/2012	03/21/2012			108.97
	0312	3/1/12								
24351 - A T & T	586 R011560	T1 Line- February,	Edit		03/01/2012	03/21/2012	03/21/2012			17.03
	0312	2012								
24351 - A T & T	586 R011561	T1 Line - Feb 2012	Edit		03/23/2012	03/21/2012	03/21/2012			17.03
	0312									
25415 - A T & T LONG DISTANCE	854126164	PRI Long Distance Jan	Edit		02/26/2012	03/21/2012	03/21/2012			7.45
	0312	- Feb								
								Account <b>850.000 - Communications</b> Totals	Invoice Transactions 5	<u>\$204.71</u>
Account <b>930.100 - Building Maintenance</b>										
16386 - AMERICAN CLEANING COMPANY LLC	1002 CABLE	February's 2012	Edit		02/29/2012	03/21/2012	03/21/2012			284.01
	0312	Janitorial Service								
								Account <b>930.100 - Building Maintenance</b> Totals	Invoice Transactions 1	<u>\$284.01</u>
								Department <b>598 - Cable TV</b> Totals	Invoice Transactions 16	<u>\$5,529.55</u>
								Fund <b>598 - Cable TV</b> Totals	Invoice Transactions 16	<u>\$5,529.55</u>
<b>Fund 692 - Equipment Replacement Fund</b>										
Department <b>265 - TWP Buildings</b>										
Account <b>985.214 - Community Center Parking Lot</b>										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 189	Cmty Ctr Prkg rpr	Edit		03/06/2012	03/21/2012	03/21/2012			822.50
		survey								
								Account <b>985.214 - Community Center Parking Lot</b> Totals	Invoice Transactions 1	<u>822.50</u>
								Department <b>265 - TWP Buildings</b> Totals	Invoice Transactions 1	<u>822.50</u>
Department <b>305 - Police Department</b>										
Account <b>975.207 - Capital Project - PD Building</b>										
3012 - NICKEL & SAPH INC	13677	BUILDERS RISK	Edit		02/20/2012	03/21/2012	03/21/2012			230.00
		EXTENSION - POLICE								
		BLDG								
1204 - SPENCER OIL COMPANY	384035	DIESEL FUEL - POLICE	Edit		02/23/2012	03/21/2012	03/21/2012			1,957.35
		BUILDING								



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 692 - Equipment Replacement Fund</b>										
Department <b>305 - Police Department</b>										
Account <b>975.207 - Capital Project - PD Building</b>										
25195 - STANLEY SECURITY SOLUTIONS INC	901854980	CORES & KEYS - POLICE BUILDING	Edit		02/16/2012	03/21/2012	03/21/2012			1,315.75
							Account <b>975.207 - Capital Project - PD Building</b> Totals	Invoice Transactions 3		<u>\$3,503.10</u>
							Department <b>305 - Police Department</b> Totals	Invoice Transactions 3		<u>\$3,503.10</u>
Department <b>756 - Riverbends Park</b>										
Account <b>985.756 - Nature Center &amp; Log Cabin</b>										
13966 - IKON OFFICE SOLUTIONS	5022333432	NC 2/29 - 5/28/12	Edit		02/25/2012	03/21/2012	03/21/2012			169.05
							Account <b>985.756 - Nature Center &amp; Log Cabin</b> Totals	Invoice Transactions 1		<u>\$169.05</u>
							Department <b>756 - Riverbends Park</b> Totals	Invoice Transactions 1		<u>\$169.05</u>
Department <b>758 - Parks - Other</b>										
Account <b>750.000 - Equip Maint Cost</b>										
3245 - FAZAL KHAN & ASSOCIATES INC	2012 137	MSP path extension survey	Edit		02/21/2012	03/21/2012	03/21/2012			1,992.50
3245 - FAZAL KHAN & ASSOCIATES INC	2012 195	Drafting concept plan for super fund site	Edit		03/06/2012	03/21/2012	03/21/2012			525.00
							Account <b>750.000 - Equip Maint Cost</b> Totals	Invoice Transactions 2		<u>\$2,517.50</u>
							Department <b>758 - Parks - Other</b> Totals	Invoice Transactions 2		<u>\$2,517.50</u>
							Fund <b>692 - Equipment Replacement Fund</b> Totals	Invoice Transactions 7		<u>\$7,012.15</u>
<b>Fund 701 - Trust &amp; Agency</b>										
Account <b>255.371 - Bldg Performance Bonds</b>										
5490 - SAL ALAGNA	11 100751	49105 SCHOENHERR - BLDG BOND	Edit		11/16/2011	03/21/2012	03/21/2012			50.00
24571 - ALLANTE BUILDING	11 37965	BUILDING BOND RETURN - 54637 SASSAFRAS	Edit		04/29/2011	03/21/2012	03/21/2012			1,142.50
16285 - ALLIED SIGNS INC	11 80275	13917 HALL - BLDG BOND	Edit		09/12/2011	03/21/2012	03/21/2012			200.00
5207 - APPLE INVESTMENT LLC	11 75761	4200 W UTICA INT #1 - BLDG BOND	Edit		08/30/2011	03/21/2012	03/21/2012			100.00
5696 - KAREN OR FERDINANDO BARTOLOTTA	07 57637	52021 VAN DYKE - BLDG BOND	Edit		04/04/2007	03/21/2012	03/21/2012			2,345.00
3132 - BLUE WATER COLLEGE OF COSMETOLOGY	09 11235	BUILDING BOND RETURN - 52045 VAN DYKE	Edit		08/06/2009	03/21/2012	03/21/2012			387.50
17795 - C & D BUILDING LLC	04 84296	BUILDING BOND RETURN - 51810 DANVIEW	Edit		06/22/2004	03/21/2012	03/21/2012			2,350.00
4957 - CALIBER HOMES INC	11 46674	54657 WHITE PINE - BLDG BOND	Edit		05/26/2011	03/21/2012	03/21/2012			1,130.00



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 12/22/11 - 03/21/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 701 - Trust &amp; Agency</b>										
Account <b>255.371 - Bldg Performance Bonds</b>										
20024 - CAPITAL BUILDING SYSTEMS	11 76717	6534 GLENBROOKE - BLDG BOND	Edit		08/31/2011	03/21/2012	03/21/2012			200.00
3568 - EAST LLC	10 57849	56194 KEN CHARLES - BLDG BOND	Edit		06/29/2010	03/21/2012	03/21/2012			1,002.50
3568 - EAST LLC	10 111793	56194 KEN CHARLES - BLDG BOND	Edit		12/17/2010	03/21/2012	03/21/2012			197.00
10179 - GIAMBANCO BUILDING CO INC	11 57462	BUILDING BOND RETURN - 56463 SUMMIT	Edit		07/06/2011	03/21/2012	03/21/2012			957.50
23968 - J L GEISLER CORP	12 5674	45660 SCHOENHERR - BLDG BOND	Edit		01/20/2012	03/21/2012	03/21/2012			50.00
5631 - MED MAR GROUP INC	12 9712	4200 W UTICA INT #3 - BLDG BOND	Edit		02/01/2012	03/21/2012	03/21/2012			100.00
5631 - MED MAR GROUP INC	11 91452	4200 W UTICA INT #2 - BLDG BOND	Edit		10/21/2011	03/21/2012	03/21/2012			100.00
2272 - PLUM CRAZY INC	11 83655	49975 SNOW BIRD - BLDG BOND	Edit		09/21/2011	03/21/2012	03/21/2012			50.00
2272 - PLUM CRAZY INC	11 83653	49966 GRAND OAK - BLDG BOND	Edit		09/21/2011	03/21/2012	03/21/2012			50.00
26248 - SHELBY CENTRAL PLAZA LLC	11 90661	BUILDING BOND RETURN - 52025 VAN DYKE	Edit		10/14/2011	03/21/2012	03/21/2012			200.00
22645 - SIGNS BY CRANNIE INC	09 10204	4200 W UTICA - BLDG BOND	Edit		07/20/2009	03/21/2012	03/21/2012			100.00
5627 - SUNRISE BUILDING	12 12619	48190 FURGOT - BLDG BOND	Edit		02/07/2012	03/21/2012	03/21/2012			200.00
4251 - ULTIMATE SIGNS INC	12 1424	49660 VAN DYKE - BLDG BOND	Edit		01/06/2012	03/21/2012	03/21/2012			50.00
20557 - VI TAL BUILDING CORPORATION	11 69936	12987 RED PINE - BLDG BOND	Edit		08/15/2011	03/21/2012	03/21/2012			962.50
							Account <b>255.371 - Bldg Performance Bonds</b> Totals		Invoice Transactions 22	<u>\$11,924.50</u>
Account <b>280.803 - Memorial Donations-Trees/Benches</b>										
2754 - MPC AWARDS	46983	Memorial sign 10089	Edit		02/23/2012	03/21/2012	03/21/2012			11.39
							Account <b>280.803 - Memorial Donations-Trees/Benches</b> Totals		Invoice Transactions 1	<u>\$11.39</u>
							Fund <b>701 - Trust &amp; Agency</b> Totals		Invoice Transactions 23	<u>\$11,935.89</u>
							Grand Totals		Invoice Transactions 438	<u>\$1,393,167.00</u>

\* = Prior Fiscal Year Activity

# MEMO

TO: Stanley T. Grot, Clerk

FROM: Thomas D. Monchak Acting Deputy Assessor and Jaime T. Barra, Appraiser III

DATE: March 9, 2012

CC: Richard Stathakis, Supervisor

RE: Applications by C & D Building, LLC. to establish an Industrial Development District, and MFC Netform Inc., for an Industrial Facilities Exemption Certificate for a new facility (addition to existing building) located at 51810 Danview Technology Ct.

Please note that the information supplied is consistent with the requirements of both the State Tax Commission, and the Township guidelines.

**Industrial Development District:**

**C & D Building LLC.** is the owner of the building located at 51810 Danview Technology Ct., as well as the adjacent lots, formally described as: The North 27.43 ft of Lot 8, and all of Lots 9 and 10, of the Danview Technology Park Industrial Subdivision.

In 2004, the site was improved with an 18, 436 Sq. Ft. industrial building that has been occupied by MFC Netform Inc. as the original tenant since 2005. It is the desire of the property owner to combine the adjoining properties, and to request the approval of the Board of Trustees of Shelby Township, to establish this property as an Industrial Development District.

**Application for a New Industrial Facilities Exemption for Real Property:**

**MFC Netform Inc.** is requesting an abatement on **New Real Property** taxes for a **38,202 Sq. Ft. addition** to the building located at 51810 Danview Technology Ct., in the amount of **\$1,839,375.00, for a period of 12 Years.** Note: the current lease term has been extended to 10 years from occupancy of the building addition.

MFC Netform Inc. is requesting an abatement on **New Personal Property** for furniture, fixtures, machinery, and equipment, in the amount of **\$6,099,000.00, for a period of 12 Years.**

MFC Netform Inc. **currently employs 16 people** at this facility, and anticipates that with the expansion of their building and new investment of personal property, they **will create 20 additional jobs within the next two years.**

Please note that the land, existing building, and existing personal property, are assessed as ad valorem real and personal property; therefore are not subject to an abatement of the millages. In other words, the existing real and personal property will continue to pay the full rate of taxation.

The Shelby Township guidelines require that the Industrial Development District and the Industrial Facilities Exemption Certificate be evaluated concurrently. Therefore, a Public Hearing will be held, and both the District and the Certificate's will be decided upon on that day. If the Township Board declines the approval of the Industrial Development District then the Township Board cannot act on the Industrial Facilities Exemption Certificate.

The township guidelines also require that an applicant be considered if they will be contributing a substantial investment to the community along with quality employment. The Township board may also consider additional goals and criteria as are consistent with the interests of the Township.

If you have any questions or comments, please feel free to contact Jaime Barra or Tom Monchak.

# MFC Netform Inc. - New Real & Personal Property IFEC Impact

Applicant New Investment (IFT)	<b>\$7,938,375.00</b>	(Land, Building, & Personal Property)
Applicant Previous Investment ( Ad Valorem )	<b>\$2,704,300.00</b>	(Land, Building, & Personal Property)

## Scenario #1 Based on 3 Years - Expiring on 12/30/2015

If the Board of Trustees Approve the request by MFC Netform Inc. for an IFEC for New Real & Personal Property, Based on New Investment of \$7,938,375, and Existing Real & Personal Property valued at \$2,704,300, for a period of 3 Years, the impact to the Township, and all taxing authorities would be as follows:

Tax Year	Real Property Taxable Value	Personal Property Taxable Value	Estimated Tax Impact - Township Only		Estimated Tax Impact - All Taxing Jurisdictions	
			Revenue Abated	Revenue Collected	Revenue Abated	Revenue Collected
2013	1,839,375	1,761,755	\$16,745	\$16,745	\$58,233	\$69,269
2013	437,580	2,093,449	\$0	\$23,538	\$0	\$58,675
2014	1,839,375	2,389,970	\$19,666	\$19,666	\$65,514	\$76,550
2014	437,580	1,946,907	\$0	\$22,175	\$0	\$55,278
2015	1,839,375	2,149,215	\$18,547	\$18,547	\$62,724	\$73,760
2015	437,580	1,810,624	\$0	\$20,908	\$0	\$52,118
<b>Total</b>			<b>\$54,958</b>	<b>\$121,580</b>	<b>\$186,470</b>	<b>\$385,650</b>

Assumptions: The Real and Personal Property Investment determined from Application. IFT Personal Property was depreciated using The Machinery & Equipment depreciation Table. Existing Equipment was depreciated at a rate of 7% per year based on the 2012 Taxable Values. Ad Valorem Real Property Taxes are not included in this scenario.

## Scenario #2 Based on 5 Years - Expiring on 12/30/2017

If the Board of Trustees Approve the request by MFC Netform Inc. for an IFEC for New Real & Personal Property, Based on New Investment of \$7,938,375, and Existing Real & Personal Property valued at \$2,704,300, for a period of 5 Years, the impact to the Township, and all taxing authorities would be as follows:

Tax Year	Real Property Taxable Value	Personal Property Taxable Value	Estimated Tax Impact - Township Only		Estimated Tax Impact - All Taxing Jurisdictions	
			Revenue Abated	Revenue Collected	Revenue Abated	Revenue Collected
2013	1,839,375	1,761,755	\$16,745	\$16,745	\$58,233	\$69,269
2013	437,580	2,093,449	\$0	\$23,538	\$0	\$58,675
2014	1,839,375	2,389,970	\$19,666	\$19,666	\$65,514	\$76,550
2014	437,580	1,946,907	\$0	\$22,175	\$0	\$55,278
2015	1,839,375	2,149,215	\$18,547	\$18,547	\$62,724	\$73,760
2015	437,580	1,810,624	\$0	\$20,908	\$0	\$52,118
2016	1,839,375	1,911,350	\$17,441	\$17,441	\$59,966	\$71,003
2016	437,580	1,683,880	\$0	\$19,729	\$0	\$49,180
2017	1,839,375	1,716,180	\$16,533	\$16,533	\$57,704	\$68,741
2017	437,580	1,566,008	\$0	\$18,633	\$0	\$46,448
<b>Total</b>			<b>\$88,932</b>	<b>\$193,916</b>	<b>\$304,141</b>	<b>\$621,021</b>

Assumptions: The Real and Personal Property Investment determined from Application. IFT Personal Property was depreciated using The Machinery & Equipment depreciation Table. Existing Equipment was depreciated at a rate of 7% per year based on the 2012 Taxable Values. Ad Valorem Real Property Taxes are not included in this scenario.

## Scenario #3 Based on 10 Years - Expiring on 12/30/2023

If the Board of Trustees Approve the request by MFC Netform Inc. for an IFEC for New Real & Personal Property, Based on New Investment of \$7,938,375, and Existing Real & Personal Property valued at \$2,704,300, for a period of 10 Years, the impact to the Township, and all taxing authorities would be as follows:

Tax Year	Real Property Taxable Value	Personal Property Taxable Value	Estimated Tax Impact - Township Only		Estimated Tax Impact - All Taxing Jurisdictions	
			Revenue Abated	Revenue Collected	Revenue Abated	Revenue Collected
2013	1,839,375	1,761,755	\$16,745	\$16,745	\$58,233	\$69,269
2013	437,580	2,093,449	\$0	\$23,538	\$0	\$58,675
2014	1,839,375	2,389,970	\$19,666	\$19,666	\$65,514	\$76,550
2014	437,580	1,946,907	\$0	\$22,175	\$0	\$55,278
2015	1,839,375	2,149,215	\$18,547	\$18,547	\$62,724	\$73,760
2015	437,580	1,810,624	\$0	\$20,908	\$0	\$52,118
2016	1,839,375	1,911,350	\$17,441	\$17,441	\$59,966	\$71,003
2016	437,580	1,683,880	\$0	\$19,729	\$0	\$49,180
2017	1,839,375	1,716,180	\$16,533	\$16,533	\$57,704	\$68,741
2017	437,580	1,566,008	\$0	\$18,633	\$0	\$46,448
2018	1,839,375	648,352	\$11,568	\$11,568	\$45,327	\$56,363
2018	437,580	1,552,255	\$0	\$18,505	\$0	\$46,129
2019	1,839,375	590,352	\$11,298	\$11,298	\$44,655	\$55,691
2019	437,580	1,418,825	\$0	\$17,264	\$0	\$43,036
2020	1,839,375	544,609	\$11,085	\$11,085	\$44,124	\$55,161
2020	437,580	1,315,890	\$0	\$16,307	\$0	\$40,649
2021	1,839,375	498,755	\$10,872	\$10,872	\$43,593	\$54,629
2021	437,580	1,203,860	\$0	\$15,265	\$0	\$38,052
2022	1,839,375	464,994	\$10,715	\$10,715	\$43,202	\$54,238
2022	437,580	1,122,220	\$0	\$14,506	\$0	\$36,160
<b>Total</b>			<b>\$144,471</b>	<b>\$331,303</b>	<b>\$525,042</b>	<b>\$1,101,128</b>

Assumptions: The Real and Personal Property Investment determined from Application. IFT Personal Property was depreciated using The Machinery & Equipment depreciation Table. Existing Equipment was depreciated at a rate of 7% per year based on the 2012 Taxable Values. Ad Valorem Real Property Taxes are not included in this scenario.

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

**RESOLUTION ESTABLISHING INDUSTRIAL DEVELOPMENT DISTRICT**

Memorandum of a Resolution adopted at a regular meeting of the Township Board of the Charter Township of Shelby, Macomb County, Michigan, held in the Township Municipal Building, 52700 Van Dyke Avenue, Shelby Township, Michigan 48316 on **March 20, 2012, at 7:00 p.m.**, Eastern Standard Time.

**PRESENT: Members** \_\_\_\_\_

**ABSENT: Members** \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by Member \_\_\_\_\_

**Whereas, C & D Building LLC., a Michigan limited liability company**, hereinafter referred to as "Petitioner", has requested the Township Board establish an Industrial Development District pursuant to the provisions of Act No. 198 of the Public Acts of 1974, as amended, hereafter referred to as "Act 198", within the Danview Technology Park Industrial subdivision, specifically the North 27.43 ft of Lot 8, and all of Lots 9 and 10 \_\_\_\_\_.

**Whereas**, the Charter Township of Shelby is a local governmental unit empowered to establish an Industrial Development District pursuant to Act 198;

**Whereas**, Petitioner is the owner of greater than seventy-five (75%) percent of the state equalized value of the industrial property located within the proposed Industrial Development District;

**Whereas**, the Township Board established **March 20, 2012**, at 7:00 p.m. as the date and time and the Township Municipal Building located at 52700 Van Dyke Avenue, Shelby Township, Macomb County, Michigan as the place for the holding of a public hearing on the question of whether an Industrial Development District should be established pursuant to the request of the Petitioner;

**Whereas**, the Township Board has given written notice of said hearing by certified mail to the owner of all real property within the proposed Industrial Development District and has caused notice of said hearing to be published on **March** \_\_\_\_\_, **2012** in the SOURCE, a newspaper of general circulation with the Charter Township of Shelby.

**Whereas**, the Township Board has heard the comments of the owner of said real property, residents and taxpayers of the Township and others with respect to the establishment of an Industrial Development District; and,

**Whereas**, the Township Board finds that the request for the establishment of the Industrial Development District was filed before commencement of construction, alteration or installation of, or of an acquisition related to, a proposed new facility.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of the Charter

Township of Shelby, Macomb County, Michigan:

1. That the Township Board hereby deems the establishment of an Industrial Development District to be beneficial to the residents of the Charter Township of Shelby.
2. That said District may result in increased employment and an eventual and substantial increase in the state equalized valuation of the Charter Township of Shelby.
3. That an Industrial Development District is hereby established pursuant to the provisions of Act No. 198 with the boundaries of said district being solely confined to the following described land situated in the Township of Shelby, County of Macomb, State of Michigan, to wit:

**The North 27.43 ft of Lot 8, and all of Lots 9 and 10, of the Danview Technology Park Industrial Subdivision, Recorded April 18, 2000 in Liber 144 of Plats on Pages 34, 35, 36, and 37 at the Macomb County Register of Deeds.**

Common Description: **51810 Danview Technology Ct.**

**AYES:** Members \_\_\_\_\_

**NAYS:** Members \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Richard Stathakis, Supervisor

### **CERTIFICATE OF CLERK**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Charter Township of Shelby, County of Macomb, Michigan, at a Regular Meeting held on **March 20, 2012**, and that public notice of said meeting was given as required by Act No. 267 of the Public Acts of Michigan of 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

\_\_\_\_\_  
STANLEY T.GROT, TOWNSHIP CLERK

**CHARTER TOWNSHIP OF SHELBY**

**MACOMB COUNTY, MICHIGAN**

**RESOLUTION TO ESTABLISH**

**AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE**

Resolution made and adopted at a regular meeting of the Board of Trustees of the Charter Township of Shelby, Macomb County, Michigan, held in the Municipal Building on the **20th** day of **March, 2012** at 7:00 p.m.

PRESENT: Members \_\_\_\_\_

ABSENT: Members \_\_\_\_\_

The following preamble and resolution was offered by Member \_\_\_\_ and supported by Member \_\_\_\_\_.

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

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

**WHEREAS**, the Township Board on **March 20, 2012**, by Resolution established an Industrial Development District pursuant to the petition of the titleholder, **C & D Building, LLC**. a Michigan Limited Liability Corporation.

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



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

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

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

**WHEREAS**, the Township Board established **March 20, 2012** at 7:00 p.m. as the date and time and the Shelby Township Offices located at 52700 Van Dyke Avenue, Shelby Township, Michigan 48316, as the place for the holding of a public hearing on the question of whether the aforesaid Application should be approved.

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

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

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

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

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

2. That the Township Board hereby approves the Application for Industrial Facilities Exemption Certificate filed by **MFC Netform, Inc.**, as a lessee of a new facility for a period of \_\_\_\_\_ years, effective **December 31, 2012**.

3. That in the event the aforesaid Application for Industrial Facilities Exemption Certificate, when considered together with the aggregate taxable value of property exempt under certificates previously granted and currently in force exceeds five (5%) percent of the taxable value of the Charter Township of Shelby, the Township Board urges the State Tax Commission, with the approval of the State Treasurer, to make a finding and include a statement in the order approving said Industrial Facilities

Exemption Certificate, that the same, if granted, shall not have the effect of substantially impeding the operation of the Charter Township of Shelby or impairing the financial soundness of any affected taxing units.

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

**AYES:** Members \_\_\_\_\_

**NAYS:** Members \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

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**Richard Stathakis, Township Supervisor**

**CERTIFICATE OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Shelby, County of Macomb, State of Michigan, at a regular meeting held on **July 19, 2011** and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

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**Stanley T. Grot, Township Clerk**

# Memo

To: The Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: March 12, 2012  
Re: Approval to recruit to fill vacancy; Administrative Program Assistant

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The Human Resources Director, in concurrence with the Director Parks, Recreation and Maintenance, respectfully request approval to fill a vacancy within the department. This vacancy, in the position of Administrative Program Assistant, was created upon the retirement of employee 11499, Administrative Program Assistant, Grade 14 in January 2012. We are requesting a replacement hire for this vacancy.

The Administrative Program Assistant's role is fundamental to the Senior Center. This employee participates in the supervision of volunteer and seasonal employees, conducts program registration, collects fees and coordinates the transportation of residents. Please see the attached organizational chart reflecting the vacancy and the requested replacement.

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 an Administrative Program Assistant, grade 14, General (\$39,048 - \$44,882 / \$35,143 - \$40,394).

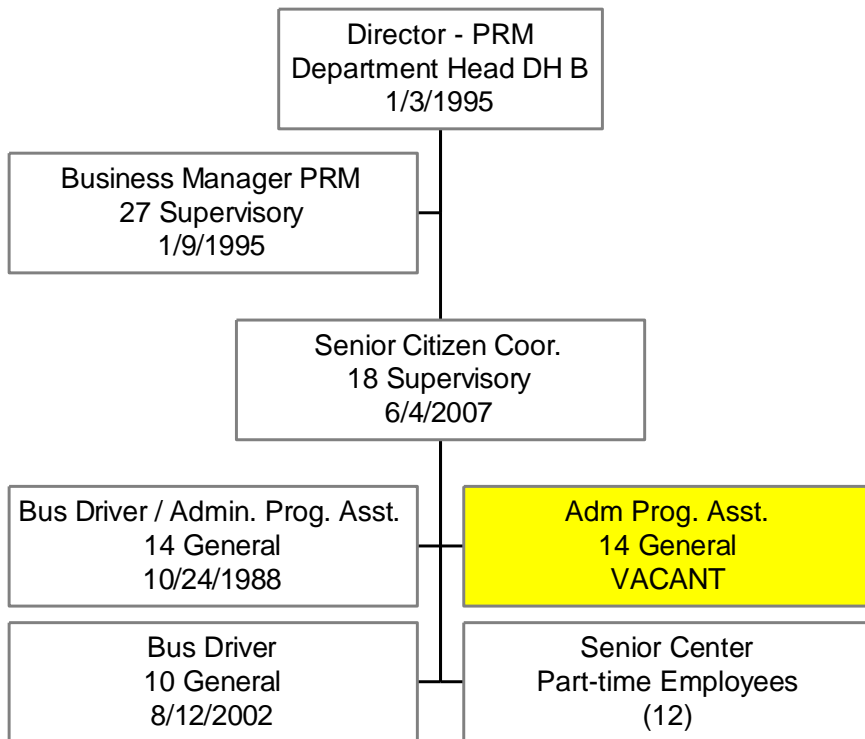
Respectfully,

Lisa Suida  
Human Resources Director

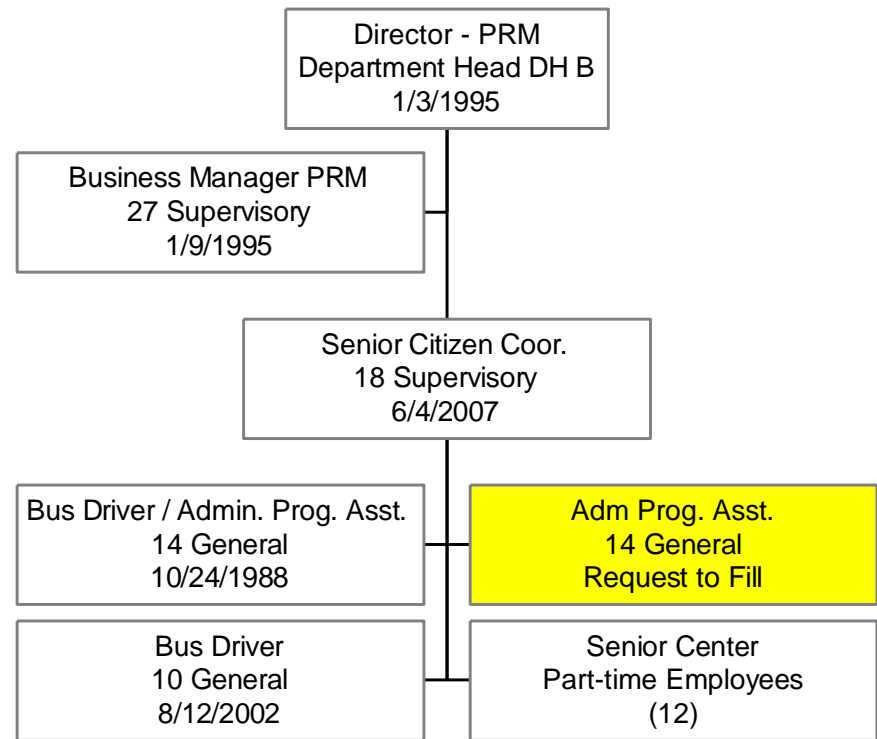
CC: Joseph Youngblood, Director Parks, Recreation and Maintenance

# Parks, Recreation, Maintenance (Senior Center) Department

## Current Organizational Chart



## Proposed Organizational 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

Re: Agenda Item – Board Meeting March 20, 2012 - Request to Fill DPW Vacancy

CC: David Miller, Assistant Director of Public Works

Date: March 9, 2012

---

Attached please find a request from the Assistant Director of Public Works to hire Bradley Schoenherr to fill a vacancy created upon the resignation of employee 10347, *Maintenance Person I, Grade 17* in August 2011. Our request to recruit for a replacement hire as a *Meter Reader, Grade 12* was approved by the Board at the Regular meeting on October 18, 2011. As you will recall, the DPW has needed to assign maintenance personnel to read water meters approximately three weeks of each month. This frequent staffing reallocation results in an increased cost to read meters and a reduction of maintenance hours. Filling the department vacancy with a meter reader will allow for the maintenance person to work full-time in their assigned position. Please see the attached organization chart reflecting the vacancy and the requested replacement.

The selection of Mr. Schoenherr was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing current Meter Reader eligibility list. Mr. Bradley Schoenherr will be hired as a Meter Reader Grade 11, Step 1, General Employee Bargaining Unit \$32,329. Upon obtaining his full CDL A, Mr. Schoenherr will advance to Meter Reader Grade 12, Step 1, General Employee Bargaining Unit \$33,311.

Respectfully,

Lisa Suida  
Human Resources Director

CC: Theodore Schoenherr, DPW Director

# 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](http://shelbytwp.org)  
Email: [dpw@shelbytwp.org](mailto:dpw@shelbytwp.org)**

March 9, 2012

TO: Lisa Suida, Human Resources Director

RE: Replacement Hire—Meter Reader

Dear Lisa:

Interviews were conducted on March 5, 2012 to fill a vacant position in the Department of Public Works created by the resignation of employee No. 10347, Maintenance Person I.

After interviewing the top applicants certified by the Shelby Township Civil Service Commission, it is my decision to recommend the hire of Bradley Schoenherr as a Meter Reader, Grade 11, Step 1, subject to his successful completion of a physical examination.

Mr. Schoenherr currently has a CDL permit, but not his CDL license. Upon obtaining his CDL license he will be eligible to be reclassified to Grade 12.

Thank you for your attention in this matter.

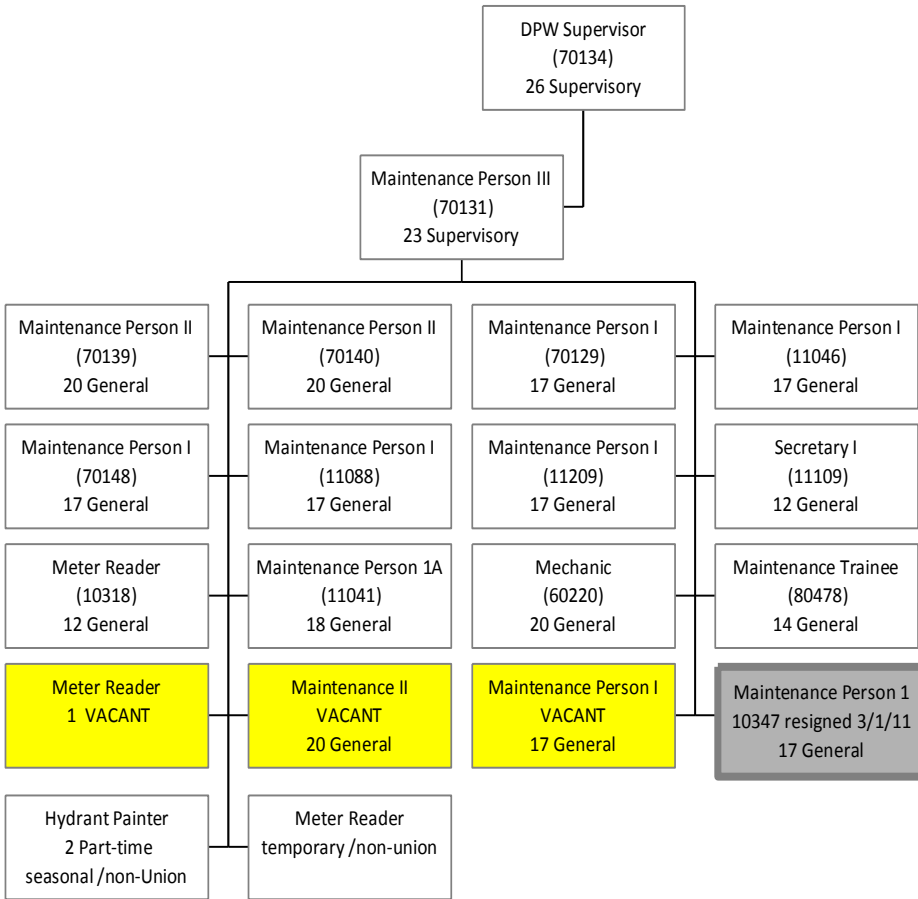
Very truly yours,



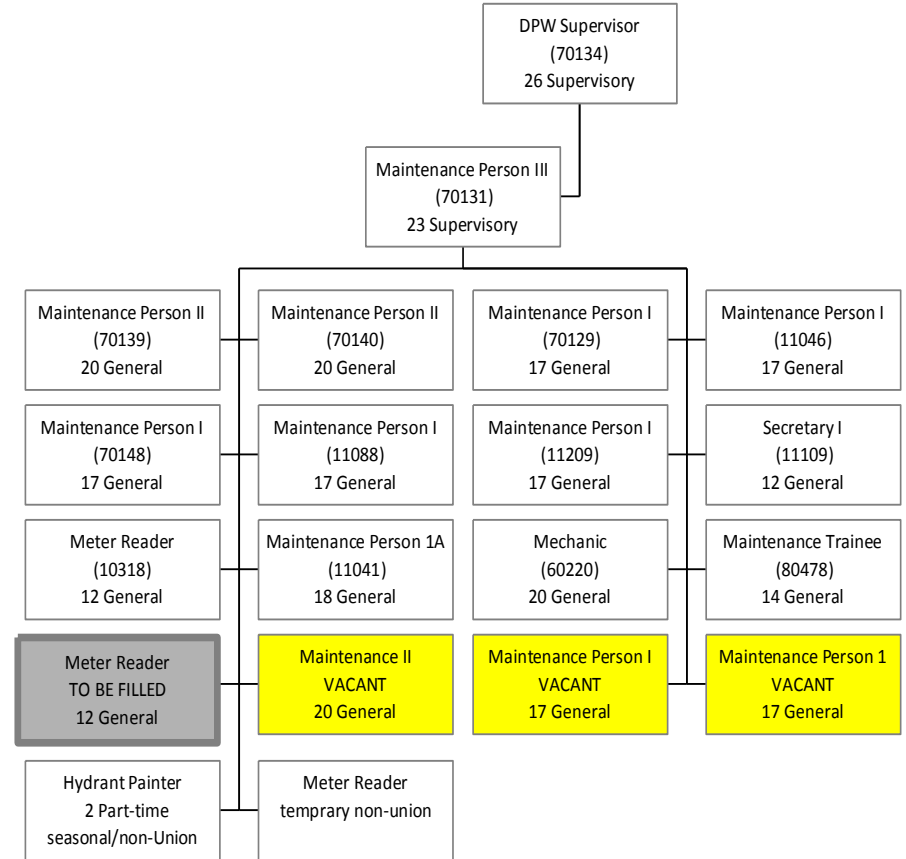
David G. Miller, II  
Assistant Director of Public Works

# Department Public Works Replacement Hire

## Previously Approved Organizational Chart



## Proposed Organizational 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 Resource Director  
Date: February 28, 2012  
Re: Discussion of promotion to the position to Police Chief

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Honorable Board Members,

You are presented with a counter-offer to the Police Chief Employment Contract as approved by the Board of trustees at the March 6, 2012 regular meeting and offered to Roland Woelkers. Attached is a draft of this counter-offer to be considered in the promotion of Roland Woelkers to the position of Police Chief for the Shelby Township Police Department.

*LMS*

**AGREEMENT BETWEEN THE  
CHARTER TOWNSHIP OF SHELBY  
AND  
ROLAND WOELKERS, POLICE CHIEF**

THIS AGREEMENT is made and entered into as of the 21<sup>st</sup> day of March, 2012, between the Board of Trustees of the Charter Township of Shelby, Michigan, a municipal corporation, hereinafter referred to as "Township" and Roland Woelkers, hereinafter referred to as "Police Chief".

WHEREAS, the Township desires to employ a department head for the Shelby Township Police Department, outside of the Collective Bargaining Unit;

WHEREAS, the Board of Trustees of the Township at a meeting held on the sixth of March, 2012, approved the employment of the Police Chief in accordance with the terms and conditions of this Agreement;

WHEREAS, the Police Chief desires to be employed by the Township in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, it is agreed between the parties as follows:

1. Term: This Agreement shall take effect on the seventh day of March, 2012, and shall continue until the thirtieth day of March 2014, subject to extension or termination as provided in this Agreement.
2. Duties: The Police Chief shall provide overall supervision, administration and operation of the Township Police Department subject to the supervision, direction and control of the Township Supervisor, and such other duties as the Township Supervisor and the Township Board of Trustees may lawfully assign to the Police Chief. The Police Chief agrees to perform the duties of Police Chief in a competent and professional manner in compliance with all

applicable laws, policies and regulations. The Police Chief shall devote his full time and attention to performing the functions, duties and responsibilities of the position of Police Chief.

3. Act 78 Position: The tenure of the Police Chief is governed by Act 78 of the Public Acts of 1935, as amended, MCL 38.501, et. seq.

4. Probationary Period: The promotion to the position of Chief of Police shall not be considered complete until the expiration of a period of probation. The period of probation for the Police Chief shall commence on March 7, 2012 and end September 7, 2012. If at the end of the probationary period, the Township Board of Trustees determines that the conduct or capacity of the Police Chief has not been satisfactory, it shall notify the Police Chief and the Act 78 Civil Service Commission in writing at which time the Police Chief shall be removed from his position and returned to the bargaining unit pursuant to the terms set forth in the labor contract between the Township and the Command Officers Association of Michigan. In such case, this contract shall be of no further force or effect.

5. Hours of Employment: The position of Police Chief is an exempt position under the Fair Labor Standards Act, 29 USC 201, et. seq., for which no overtime will be paid. The parties realize that the position of Police Chief requires the person holding such position to work weekends, evenings and other irregular hours at locations other than the Township's Police Department and during hours outside regular office hours. It is understood and agreed that the Police Chief shall work whatever hours may be necessary in order for him to fulfill the requirements of the position of Police Chief, as described herein and otherwise, but in any event, no less than forty (40) hours per week.

6. Compensation: The Township shall pay to the Police Chief an annual salary of \$92,500.00 during the probationary period of March 7, 2012 through September 7, 2012. Upon

successful completion of the probationary period, the Township shall pay to the Police Chief an annual salary of \$95,000.00. Effective, January 1, 2013 the Township shall pay to the Police Chief an annual salary of \$104,500.00. The salary shall be payable in installments as per the pay plan generally applicable to other Township Supervisory Employees.

7. Benefits:

- a. Health Insurance: The Police Chief and his eligible family members shall be provided the same coverage through the Township's health insurance carrier as provided to the members of the Shelby Township Supervisory Employees, or at the sole discretion of the Chief, he may elect to decline the aforementioned insurance coverage.
- b. Vacation: The Police Chief shall receive an annual vacation of four (4) weeks (20 working days) which may be taken at a time or times mutually agreed upon by the Police Chief and the Township Supervisor. Cash payment for unused vacation days shall not exceed forty (40) hours per contract year.
- c. Sick Leave: The Police Chief shall be credited with 96 hours of sick leave per contract year, with a maximum accumulation of 240 hours. No cash payment shall be made to the Police Chief for unused Sick Leave.
- d. Short Term/Long Term Disability: The Police Chief shall be provided the same short term and long term disability benefits as provided to the Township's Department Heads.

- e. Life Insurance: The Township shall provide the Police Chief a life insurance policy in the amount of One Hundred and Fifty Thousand (\$150,000.00) Dollars.
- f. Uniform: The Police Chief shall receive One Thousand (\$1000.00) Dollars annually for the purpose of maintaining and the purchasing of dress and work uniforms.
- g. Range Pay: The Police Chief shall qualify with a Department issued weapon once per calendar quarter. For qualifying, the Police Chief shall be paid fifty (\$50.00) Dollars per quarter that he qualifies. At no time will this payment exceed two Hundred (\$200.00) Dollars in one (1) year for range qualifications.

8. Retirement: The Police Chief shall be deemed a member of the retirement system provided by Act 345 of the Public Acts of 1937, as amended, MCL 38.551. The Township hereby agrees to provide retirement benefits pursuant to said Act as follows:

- a. Retirement after 25 years of service to the Township.
- b. Pension annuity of 2.5% for each year of service as Police Chief for the Township. Notwithstanding the foregoing, the Pension annuity factor shall be reduced to 1.0% per year for each additional year of service after the Police Chief has earned 25 years of service, in any capacity as a member of the Township's Act 345 retirement system. Years of service, if any, credited to the Police Chief based on prior Command Officer service with the Township will remain credited at the pension annuity factor

applicable to the bargaining unit on the date the candidate assumed the position of Chief of the Police Department.

- c. The retirement pension of the Police Chief shall be computed under Act 345 of the Public Acts of 1937, as amended, as follows: "Average Final Compensation" shall mean the average of the five (5) consecutive years of highest annual compensation received by a Member during his/her ten (10) years of service immediately preceding his/her retirement or leaving service. It is further agreed, that "ten (10) years immediately preceding his/her retirement or leaving service" shall mean the three thousand six hundred and fifty (3650) days immediately preceding the actual day of retirement. Further, it is agreed that the term "Average Final Compensation" shall include: Wages, overtime, longevity and holiday pay. Annual compensation for any year prior to the assumption of the position of Police shall be defined as set forth in the applicable collective bargaining agreement between the Township and STCOA.
- d. During his retirement, the Police Chief, his spouse at the time of his retirement and his dependent children shall be provided the same health, dental and vision insurance coverage upon retirement as provided to retirees under the terms of the Shelby Township Municipal Supervisory Employee's Unit collective bargaining agreement. Should the Police Chief predecease his spouse, coverage shall be continued for said spouse until the spouse remarries. Coverage shall also be continued for the Chief's

dependent children for as long as they are eligible for family continuation rider coverage under the Township's medical insurance plan.

8. Business Expenses: The Township shall reimburse the Police Chief for all reasonable employment-related expenses (such as mileage, travel expenses, and lodging), such to the Township's administration policies concerning such expenses, as currently exist, or as the same may be amended or modified during the term of this Agreement.

9. Extension of Agreement: This Agreement may be extended, at the option of the Township, for an additional one (1) year period at any time. The annual salary to be paid the Police Chief during any extension will be established as set forth in Section 6. All other terms and conditions of this Agreement shall remain unchanged unless agreed to in writing and signed by the Township and the Police Chief. The Township may decline to extend this Agreement beyond its terms or the term of any extension.

10. Termination: The Township and the Police Chief may mutually agree to terminate this Agreement at any time. Termination of this Agreement shall also be warranted in instances involving insubordination, theft, illegal or destructive acts on the job, incompetency, dishonesty, immoral conduct, neglect of duty or other substantial reasons constituting just cause as deemed appropriate by the Township Board of Trustees. In such event, the Police Chief shall be advised in writing, in advance, of the Board of Trustees' intention to consider effecting such a mid-term termination, which hearing may be open to the public or closed, at the Police Chief's option. Following the hearing, should the Board of Trustees determine to terminate this contract, for just cause, the Police Chief shall receive written notice of said decision, listing the basis for the Board's decision. Action by the Board of Trustees in such instance shall be reviewable by the Act 78 Civil Service Commission.

11. Insurance Coverage and Hold Harmless: The Police Chief shall be covered with insurance in the amount of One Million Dollars (\$1,000,000.00) for each occurrence, pursuant to the Township's Public Liability Insurance Policy. Copies of the policies shall be available to the Police Chief upon his request. Coverage provided to the Police Chief will be pursuant to the terms and conditions of this applicable Public Liability Insurance Policy. If the Police Chief is named as a Defendant or Co-Defendant in any lawsuit in connection with or arising from his employment, either while actively employed, retired or disabled, he shall be covered by the Township concerning any and all costs arising from such litigation. The Township shall indemnify and save the Police Chief harmless from any and all expenses, responsibility, and/or liability of any kind from such litigation, subject only to the conclusions from insurance coverage found in the applicable Public Liability Insurance Policy. If the Police Chief is subpoenaed to testify in any proceeding relating to his employment subsequent to his retirement, he shall be compensated based on his last hourly base rate of pay plus reasonable expenses.

12. Waiver of Breach: The waiver by the Township of a breach of any provision of this Agreement by the Police Chief shall not operate or be construed as a waiver of a subsequent breach by the Police Chief.

13. Assignment: The rights and obligation of the Township under this Agreement shall insure to the benefit of, and shall be binding upon, the successors and assignees of the Township. This Agreement shall not be assignable by the Police Chief.

14. Severability: The provisions of this Agreement are severable. If any section, paragraph, subparagraph, sentence or provision shall be found to be invalid or unenforceable by a court of competent jurisdiction, it shall not affect any of the remaining provisions of this Agreement, and all provisions shall be given full force and effect separately from the unenforceable section,



paragraph, subparagraph, sentence or provision as the case may be, except that any invalid or unenforceable provision which affects the Police Chief's wages and benefits set forth in Section 6 or 7 shall permit either part, in their discretion, to demand the renegotiation of the wage or benefit level set forth herein. Should the Police Chief be precluded by law or equity from the contractual performance of his duties herein by a court of competent jurisdiction, administrative agency or arbitrator, this Agreement shall be null and void and of no further force or effect.

15. Governing Law: This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan.

16. Entire Agreement: This Agreement contains the entire agreement of the parties. It may not be changed orally, but only by an agreement in writing signed by the party against whom enforcement of any waiver, change, modification, or extension is sought. This Agreement supersedes all prior agreements in conflict herewith.

IN WITNESS WHEREOF, the parties have duly executed this Agreement between the Charter Township of Shelby and Roland Woelkers, Police Chief, as of the day and year written in the opening paragraph.

WITNESSES

\_\_\_\_\_  
\_\_\_\_\_

CHARTER TOWNSHIP OF SHELBY

\_\_\_\_\_  
Richard Stathakis, Township Supervisor

WITNESS

\_\_\_\_\_  
\_\_\_\_\_

POLICE CHIEF

\_\_\_\_\_  
Roland Woelkers, Police Chief

# Memo

To: Township Clerk, Stanley Grot  
From: Lisa Suida, Human Resource Director  
Date: February 9, 2012  
Re: Agenda item – Board of Trustees – March 20, 2012  
Adoption of Freedom of Information Act Policy

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Attached with this memo is a draft of the Charter Township of Shelby *Freedom of Information Policy* which is being proposed at the request of the Board of Trustees and in response to the transfer of FOIA Coordinator responsibilities in October 2011. This proposed Policy conforms with Public Act 442 of 1976 in defining public records, denials and redaction practices and record retention. It further defines how to make a request and includes the fee schedule.

Modifications to note include the practice that the Township will no longer hold unclaimed requests for more than thirty (30) days after notification to the requestor and the Township is no longer charging labor fees for requests that take less than 15 minutes to gather. Copy fees will still apply.

Previously, the Township had a 1997 Board resolution, internal departmental procedures and a policy regarding *electronic access* to public records. These have all been reviewed and compiled into one policy as presented to the Board for consideration. The attached policy assures compliance with the Freedom of Information Act, Act 442, 1976 and outlines the processes for requesting, responding and fees.

Attachments (1)

LMS



## Charter Township of Shelby

### Freedom of Information Act (FOIA) Policy

#### 1 Purpose

Shelby Charter Township is committed to open government and access to public records. This policy describes the Township's procedures and guidelines related to providing public records, in full compliance of the Michigan Freedom of Information Act (MFOIA).

#### 2 Policy

##### 2.1 Designated FOIA Coordinator

The Human Resources Director is the designated FOIA Coordinator. The Coordinator is responsible for accepting and disseminating all written Freedom of information requests, as described in this policy and the MFOIA. In the event the Human Resources Director is not available, other Township staff may be designated to accept and disseminate FOIA requests.

##### 2.2 Form of Submission

All FOIA requests must be made in writing, using one of the following formats:

- Completion of the Township's FOIA request form
- An email, addressed to the FOIA Coordinator using [FOIA@ShelbyTwp.org](mailto:FOIA@ShelbyTwp.org)
- A letter, addressed to the FOIA Coordinator
- A facsimile, addressed to the FOIA Coordinator

Request forms, letters and other written requests can be submitted at Township Hall, via postal courier, by fax, electronically (email or online form). Please see *Appendix A* for the Request Form

Regardless of the format, all submitted requests must clearly include the terms "Freedom of Information Act" or "FOIA," in order to be subject to FOIA requirements. Additionally, requests must sufficiently describe the public record to enable the FOIA Coordinator or designee to identify the public record. The FOIA Coordinator or designee may request clarification of the document being requested. Such notice of a need for clarification shall not be interpreted as a denial of the request.

Any written requests received by other Township departments shall be immediately forwarded to the FOIA Coordinator for processing.

##### 2.3 Time Period for Response to Written Request

Shelby Township will respond to all requests in a timely manner per MCL 15.235(2). Specifically, requests will be completed within five (5) business days (six (6) business days if the request is made electronically). Should the Township be unable to complete the request within this time period, the FOIA Coordinator shall send a written notice to the requester that the response time is being extended ten (10) business days.

#### 2.4 Public Records

The Michigan Freedom of Information Act defines the types of documents that are considered “public records” for purposes of FOIA compliance. Should a request for information include records that contain non-public record information, the Township will redact those sections which are not subject to FOIA. Any uncertainty regarding the eligibility of specific information or documentation under the Act will be submitted to the Township’s attorney for review.

Should a public record be updated or revised, the Township will not automatically provide this information. A new request must be submitted each time information is requested.

#### 2.5 Inspection of Public Records

A FOIA request may indicate that the requester would like to inspect public record(s). The inspection may be subject to the payment of costs, as outlined below in section 3.1 Fees. In this instance, the FOIA Coordinator shall contact the requester to arrange a reasonable time for the requester to inspect the non-exempt public documents. The inspection and examination of public record(s) shall be conducted by the requesting person in the presence of a Shelby Township employee, under conditions established by the FOIA Coordinator or designee, required to protect the Township’s public records and prevent excessive and unreasonable interference with the discharge of municipal functions.

#### 2.6 Obtaining Copies of Public Records

If a FOIA request indicates that the requester desires to have copies of the public record(s) prepared and/or mailed, the FOIA Coordinator shall be responsible for providing copies of non-exempt public record(s), subject to the payment of costs, as outlined below.

Section 13 of the Freedom of Information Act permits a public body to withhold, or redact, from public disclosure certain categories of public records. Redacted information is defined in MCL 15.243 Sec. 13 and includes, but is not limited to personal information, information subject to attorney-client privilege, Personal Health

Information, pending public bids, test questions and answers, scoring keys, certain law enforcement information.

## 2.7 Denial of Request

Requests for exempt public records, and for non-existent records, shall be denied. In the event of denial of a properly submitted FOIA request, the FOIA Coordinator or designee shall issue a written notice to the requester denying the request. The notice shall include an explanation as to why the requested public record(s) are exempt from disclosure or an indication that the requested record(s) do not exist.

## 2.8 Limitations on Records Searches

Shelby Charter Township will put forth its best effort to respond to all requests made pursuant to the MFOIA. However, the Township will search only the most likely locations for responsive public record(s). A public body is not required under MFOIA to search each and every record it maintains in order to discover material that might pertain to a specific request.

## 2.9 Obligation of Township to Create a New Document

Under the MFOIA, a public body is not required to create a record, list, compilation or summary of information which does not already exist. This exemption includes analyzing, compiling, or summarizing existing information into a new format. In addition, the MFOIA does not impose greater retention of public record responsibilities than what is required under other provisions of the law and/or Township Charter.

## 2.10 Alternative Methods of Making Documents Available to the Public

In an effort to be responsive to public information needs, Shelby Township may elect to make some public records available on its website [www.shelbytwp.org](http://www.shelbytwp.org). Any records available in this format can be viewed online, or downloaded by the public with no need to prepare a FOIA request.

## 2.11 Retention of Copies

Shelby Township will retain FOIA-requested copies of public records for a period of thirty (30) days, following the notification of records availability to the requester. Any copies not collected after this period will be destroyed. Should the requester submit another request for copies of the records, additional fees and charges will be due and payable, as outlined below.

### 3 Cost Recovery

#### 3.1 Fees

Pursuant to MFOIA, Shelby Township may seek reimbursement for costs associated with fulfilling FOIA requests, if the request results in unusually high costs to the public body. The following costs shall be charged to fulfill a FOIA request with Shelby Charter Township:

- a) Material costs. For materials provided by Township staff on Township equipment, please see *appendix B* for the fee schedule. Requests requiring the use of a commercial reproduction service, the cost to the requester will be the actual cost of reproduction.
- b) Actual mailing costs
- c) Labor costs, charged at the rate of the lowest paid employee in the department capable of performing the necessary tasks to fulfill a request. Rates may vary by department, depending on the pay of staff in different departments. Labor costs include time required to search, examine, review, separate and delete exempt information, duplicate and mail public records. For purposes of this policy, the first 20 minutes of staff time per FOIA request is not charged. Staff time beyond this level will be billed per minute, at the rate described above.
- d) Mileage costs, billed at the current IRS rate for business travel, for any travel required by Township personnel to fulfill a FOIA request, including document retrieval, reproduction or other needs.
- e) Actual cost of duplication for photographs, video or recordings, maps, plans, microfilm and any other type of document or medium requested.

#### 3.2 Deposit Required

If the total estimated cost of fulfilling a FOIA request exceeds \$50.00, the requester will be required to make a deposit of 50% of the total estimated cost to complete the request.

#### 3.3 Ability to Pay

An individual may have the first \$20.00 of a FOIA charge waived, if the individual demonstrates economic hardship and submits an affidavit as outlined in MCL 15.234 sec.4 (1).

Appendix A

**Charter Township of Shelby**  
**Freedom of Information Act – Request Form** ID# \_\_\_\_\_

Requester – Last Name \_\_\_\_\_ First \_\_\_\_\_

Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

**PLEASE NOTE: The Freedom of Information Act ("FOIA") may require a public body to produce copies of documents to a requester. Therefore, please provide a detailed description below of the documents you are seeking so that we may determine if we have the documents and if the FOIA allows us to give those items to you.**

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**FOIA Requester Options – Please Indicate Below**

Copy Only     View Only     View prior to copying     Mail to above (U.S. Postal Rates Apply)  
 Fax to \_\_\_\_\_     Call Number Above to Pick-Up     Email to above

**Payment Information – Please Read & Select One**

I, the Requester, understand that the Public Body will charge me a fee for copying, materials, searching, reviewing, mailing, separating and deleting exempt material.

I, the Requester, attach an "Affidavit of Indigence" and ask the Public Body to furnish the material(s) without charge for the first \$20 of the required fees.

**FOIA Requests – Fee Schedule**

CD's \$ 0.12 each    CD Case \$ 0.16 each    CD Paper Sleeve \$ 0.05 each    DVD's \$ 0.32 each  
Copies 8 1/2 x 11 \$ 0.10 each    Photo Paper \$ 1.81 sheet    Photo Ribbons \$ 1.22 per photo    Labor \$ 17.64 per hour (pro-rated)

Aperture Cards may be viewed at the Building Department. Copies are available for the following fees – paid in advance:  
Cards (24" x 36" \$ 5.00 per card    \*Labor \$17.64 per request (time over 1 hour pro-rated billing)    Mileage \$ 6.63 round trip

Blueprint copies available for the following fees - paid in advance: Large (KIP) print \$ 2.00 per sheet - 8 1/2 x 11 \$ 0.10 each

**FOIA - OFFICE USE ONLY**

Date Received \_\_\_\_\_ Date Due \_\_\_\_\_ Extension Date \_\_\_\_\_

Received By \_\_\_\_\_ RE: (Twp Dept) \_\_\_\_\_

Ready Date \_\_\_\_\_ Notified Date \_\_\_\_\_ Finalized Date \_\_\_\_\_

Status Notes \_\_\_\_\_

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R    NR

# **SHELBY TV**

51690 Van Dyke  
Shelby Township, MI. 48316  
(586) 254-7130  
Fax: (586) 254-1186  
[shelbytv@shelbytp.org](mailto:shelbytv@shelbytp.org)

March 6, 2012

TO: SUPERVISOR, TREASURER, and CLERK & TRUSTEES  
FROM: JOHN MARTIN  
RE: PURCHASE OF PANASONIC P2 CAMERA AND P2 RECORD DECK

The camera and record deck that I recommend for purchase will replace tape based equipment that is over 10 years old. The camera will be used for on-location shooting. The record deck will be used in the studio control room. This equipment records and plays back on P2 cards rather than tape. This format saves money because the cards can be used over and over and we no longer have to purchase videotape. Additionally P2 equipment has few moving parts so maintenance is greatly reduced.

NOTE: If the camera and P2 card are purchased by March 31, 2012 we will receive a rebate of \$730.00 from Panasonic.

We received two closed competitive bids, however ProVideo mistakenly did not include the price for the P2 recording deck, and therefore the ProVideo bid is not valid. The bid from Midwest Media for the two items is \$9,900.00. Although I only have one good bid for the equipment I would ask the board to accept the bid from Midwest Media because the pricing on Panasonic equipment sold through dealers is very close. An internet price check of the camera and deck shows Midwest Media's prices were less than \$100.00 higher than the lowest prices offered by most on-line stores.

Thank you for your consideration in this matter.

Sincerely,

John Martin  
Shelby TV



# Memo

To: Clerk Stanley T. Grot-w/attachments

From: Richard H. Stathakis, Supervisor

CC: Clendon R. Mason, Chairman / Historical Committee

Date: March 14, 2012

Re: Agenda – Board of Trustees Meeting – March 20, 2012  
Appointment to Historical Committee

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Clendon R. Mason, Chairman of the Shelby Township Historical Committee, and current Members of the Committee (letter attached), have requested the appointment of Ms. Victoria Hill to serve as a Member of the Historical Committee.

RHS/amp

# Charter Township of Shelby

## HISTORICAL COMMITTEE

52700 Van Dyke  
Shelby Township, MI 48316-3572

Phone: (586) 731-5102  
Fax: (586) 726-7227  
Web Site: [shelbyhistory.com](http://shelbyhistory.com)  
E-mail: [shelbyhistory@yahoo.com](mailto:shelbyhistory@yahoo.com)

February 10, 2012

Richard Stathakis, Supervisor

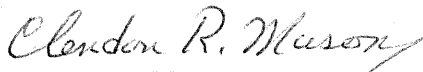
RE: Historical Committee Appointment Request

Dear Mr. Stathakis,

On behalf of the Historical Committee, I respectfully request consideration of Ms. Victoria Hill for appointment to the committee to fill a vacant position. Ms. Hill is a Shelby Township resident who has been attending our meetings and working as a volunteer cataloging and archiving our historic photos. She is a university student who is pursuing her Master of History degree and is interested in public history in particular.

I have enclosed a copy of her application to our committee for your review. Thank you for your consideration.

Sincerely,



Clendon R. Mason  
Chairman

/ks

enc.

**THERE IS NO BACKUP PROVIDED FOR THE**

**CLOSED SESSION ITEMS:**

- 7. Discussion of litigation entitled Charter Township of Shelby v. Indiana Metals LLC with Township Attorney.**

## **INFORMATIONAL ITEMS – BOARD MEETING – 3-20-2012**

1. Minutes – Regular Meeting of the Charter Township of Shelby Parks & Recreation Committee held on Monday, January 16, 2012
2. Minutes – Special Meeting of the Charter Township of Shelby Parks & Recreation Committee held on Monday, February 13, 2012
3. Minutes – Regular Meeting of the Charter Township of Shelby Fire and Police Pension and Retirement Board held on Monday, February 27, 2012

# Charter Township of Shelby Parks and Recreation Committee

*Proposed minutes for the meeting held on Monday, January 16, 2012  
At the Shelby Township Parks, Recreation and Maintenance Department  
52700 Van Dyke Avenue, Shelby Township, Michigan*

**Call to Order:** The meeting was called to order by Mr. Thomas at 7:00 pm.

**Members Present:** Jo Ann Burgess, Stacy Cerget, Michael Flynn, Blaise Klenow, Ryan Knost, Michael Thomas, Don Watchowski, Joe Youngblood

**Members Absent:** Brian Zilli

**Also Present:** Robert O'Brien, Glenn Wynn, Cynthia Martel

**Approval of the Agenda:** A MOTION to accept the agenda as submitted was made by Mrs. Cerget and supported by Mr. Flynn. Motion carried.

**Approval of the Minutes:** A MOTION was made by Miss Burgess to accept the proposed minutes from the regular meeting of November 21, 2011 as written and was supported by Mr. Watchowski. Motion carried.

**Recreation Plan Public Hearing:** The floor was given to Mr. Wynn who advised that the rough draft of the Recreation Master Plan is complete and he was present to go over it with the Parks & Recreation Committee members. He explained the procedure and the five year cycle, touching on the key points of each section. Mr. Wynn **advised that the most important section is "Recreation Needs and Action Plan"**, and inquired if there was anything that the Committee feels was missed.

As Mr. Wynn passed out copies of the draft and adoption schedule Mr. Youngblood told the group that **they "can take it home, digest it, and discuss it at the next meeting"**. Mr. Wynn went over the schedule and answered questions.

Mr. Youngblood asked when the deadline for public comments is and Mr. Wynn replied that it is the end of February, before it goes to the Board of Trustees. He also noted that the Committee meeting for February needs to be changed to February 13 to keep the process on track.

**Recreation Plan Survey Results:** The floor was given to Mrs. Martel who went over the survey results with the group and answered questions. In addition to the survey taken at the November meeting, an **on-line survey was sent via email to residents that are in the PRM Department's database**. It was advised that the results from the on-line survey will be emailed to the members for further review if they so chose. Discussion followed.

**Soccer City Update – Mike Flynn:** Mr. Flynn reported that issues with the former Soccer City property have been resolved and it is now available for development. He advised that he told Supervisor Stathakis that he would ask the Committee to brainstorm for ideas.

**Soccer City Update** (continued): Mr. Youngblood reminded the group that the land ties into Holland Ponds and River Bends Park. He suggested that maybe a shelter and tot lot or something for the community to use would be beneficial. He also mentioned the potential for building a fieldhouse onto the back of the existing building, and added that the Stony Creek to Metro Park trail would run through this property.

**Mr. O'Brien asked what a fieldhouse would contain.** Mr. Youngblood replied that ideally it would at least contain basketball and volleyball courts and a walking track. He added that the facility could be used for sports as well as for special events.

Mr. Thomas commented that he is in favor of a fieldhouse as it would be versatile and cost effective, and making it a multipurpose facility would be beneficial.

Mr. Wynn suggested that the Committee brainstorm, put together a basic design, and get the public involved as their input may also generate support.

Ms. Knost inquired if there are land limitations. Mr. Flynn stated that they have been worked out. He added that some of the property is designated as wetland and that Mrs. Cerget can explain where those areas are.

Mr. Thomas asked Mr. Flynn if there was an individual person that spearheaded the campaign against the dome. Mr. Flynn said he could find out from old meeting minutes and he would look into it.

Mr. Wynn suggested sending a letter out to all neighboring homes with an invitation to an upcoming meeting to give them an opportunity to give their input.

Mr. Flynn advised that he feels the Board of **Trustees won't go for it unless there is a way to produce revenue from it.**

**G & H Superfund:** Mr. Youngblood advised that the area just east of the former Soccer City is a nonoperational landfill and he is exploring options for developing it. He has contacted the Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA) and they both thought it was a great idea. However the EPA attorney advised that no recreational facility would be allowed. Mr. Youngblood stated that he is looking into other options that the EPA attorney may agree with, and that something may or may not come of it. He added that there is talk that the land may go to the township, but no development could be considered until that happens.

Mr. Klenow noted that "when Ewell Elementary opened back up there were parents that were upset about the children there going out on the playground because it is located a mile away from the **landfill, so be prepared for issues**".

**Shelby Township Triathlon:** Mrs. Cerget explained that her daughter put together a PowerPoint presentation with ideas for the event and copies of same were handed out. She went over the ideas for each of the parks and discussion followed. Issues that need to be worked out include who to contact for support, who would actually run the events, and who would coordinate sponsor funding and advertising.

**Shelby Township Triathlon** (continued): Mr. Youngblood suggested that they start with just one park for the first year and let the event grow.

Mrs. Cerget suggested that since Biggy Coffee did a winter 5K they be interested in getting involved with this event as well.

**Mrs. Martel noted that Hanson's Running Shop has a database and they would likely help to promote the event.**

Mr. Youngblood mentioned that he would like to include a "Park It" movie in the evening at this event.

Mr. Flynn inquired about including a kayak race as it had been discussed at a previous meeting. Mr. Youngblood replied that maybe they should start with just the 5K but advertise that kayaks could be rented.

Mr. Thomas expressed that he feels this event needs to be something that would set it apart from other events; something to make it special.

Mr. Flynn said that he would talk to Mrs. Filar about the DDA doing a hospitality tent.

Mr. Youngblood mentioned that the MMBA would probably be happy to organize the bike race.

More discussion on different facets of the event followed. Mrs. Cerget suggested that a sub-committee be formed to work on the project.

Mr. Thomas asked who would be interested in being part of a sub-committee and positive responses came from Mrs. Cerget, Mr. O'Brien, and Ms. Knost.

**Business from the Floor:** Mr. Watchowski asked Mr. Youngblood who is responsible for the debris along the fence line at Ford Central Park. Mr. Youngblood replied that Grand Sakwa owns the fence and the property on the other side of it. Mr. Watchowski advised that it needs cleaning up and asked if the Ordinance Enforcement Department should look into it. Mr. Youngblood said he will find out and address it.

**Meeting Adjournment:** MOTION by Mr. Watchowski to adjourn the meeting. Supported by Mrs. Cerget. Motion carried and the meeting adjourned at 8:02 pm.

# Charter Township of Shelby Parks and Recreation Committee

*Proposed minutes for the Special Meeting for the Adoption of the Master Recreation Plan on Monday, February 13, 2012  
At the Shelby Township Parks, Recreation and Maintenance Department  
52700 Van Dyke Avenue, Shelby Township, Michigan*

**Call to Order:** The meeting was called to order by Mr. Thomas at 7:04 pm.

**Members Present:** Stacy Cerget, Michael Flynn, Blaise Klenow, Ryan Knost, Michael Thomas, Joe Youngblood, Brian Zilli

**Members Absent:** Jo Ann Burgess, Robert O'Brien, Donald Watchowski

**Approval of the Agenda:** One item was on the agenda and that was for the Committee members to go over the final draft of the Master Recreation Plan and vote to approve the recommendation its adoption in the form of a Resolution of Support to the Board of Trustees.

**Discussion:** Mr. Thomas asked if everyone read over the Master Plan and the resolution.

Mr. Youngblood explained why the Plan is necessary. He stated that not everything that is listed in the Plan is **going to happen; it's a kind of wish list of things that the committee and the department would like to see done if funding becomes available.** The Plan is required for State and other grant programs, so having it would allow the township to apply for any grants it may be eligible for.

Further discussion included the survey, goals, and funding. Mrs. Cerget asked if stream stabilization was included in the Plan.

Mr. Youngblood replied that it is not, but it could be amended to include it later if needed and there would be no loss of points for it when applying for a grant.

A MOTION was made by Mr. Klenow to approve the Master Recreation Plan and the Resolution of Support to the Board of Trustees. Supported by Mr. Thomas. Motion passed.

**Meeting Adjournment:** MOTION by Mr. Klenow to adjourn the meeting. Supported by Mrs. Cerget. Motion carried and the meeting adjourned at 7:22 pm.





# 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, FEBRUARY 27, 2012 AT FIRE STATION #1, 6345 23 MILE ROAD, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 5:33 p.m. by Chairman Matt Stachowicz.

Members Present: Mark Semaan, Matt Stachowicz, Paul Viar,  
Jerome Moffitt

Member Absent: David Diegel

Also Present: Brian Brice, Merrill Lynch, The Brice Group  
Steve Faliski, Alidade Capital  
Geoff Langdon, Alidade Capital  
Mike Lucci, Alidade Capital  
Greg Jones, Cohen & Steers Capital Management,  
Inc.

### APPROVAL OF MINUTES

**MOTION** by Semaan, supported by Viar, to approve the minutes of the Regular Meeting of the Charter Township of Shelby Fire & Police Pension and Retirement Board held on Monday, January 23, 2012, as presented, and waive the reading. Motion carried.

### PRESENTATIONS

#### Alidade Capital

A presentation was made by representatives of Alidade Capital, a real estate group from Bloomfield Hills, Michigan. They focus on cash-flowing properties in the \$1 to \$10 million range, which include office, multi-family, retail and some industrial.

Mr. Langdon provided an introduction to Alidade Capital, the make-up of their investment management team, their investment thesis and objectives as well as an explanation and summary of the investments included in Fund I. He advised Alidade's current pipeline of assets is about \$35 million of assets.

Mr. Faliski continued the presentation by highlighting assets contained in Fund II which are comprised of cash flowing acquisitions, note purchases and short term secured lending. He briefly provided a summary of the terms of Fund II.

A question and answer period followed regarding longevity of the company, fees, and minimum commitment from the Pension Board.

Mr. Langdon explained the 2% fund management fee and the procedure for handling and allocating profits.

Mr. Stachowicz asked if Alidade can compile a list of the management companies they use. Mr. Langdon stated he will provide a list to the members.

Mr. Semaan questioned what is Alidade's total current portfolio under management. He was told in Fund I they have \$33 million invested, and in Fund II that have approximately \$75 million.

Discussion followed among the members.

### **Cohen & Steers**

Mr. Greg Jones of Cohen & Steers made a brief presentation to the Board. He provided an overview of his company. They were established in 1986 and specialize in global listed real estate securities, private real estate multi-manager strategies, and real assets. They have \$41.3 billion in assets under management with offices in New York, London, Brussels, Hong Kong, Tokyo and Seattle. They are a publicly traded company with 60% of the company owned by the employees.

Mr. Jones provided background on their U.S. Real Estate Securities Team and their investment strategy.

A question and answer period followed.

Mr. Jones ended his presentation by explaining a graph in his brochure relating to the last 37 years of the US REIT market.

Mr. Brice explained the last time the Pension Board met he informed them that Invesco REIT had permanently removed their investments. It was discovered that World Asset Management did not have an existing index fund. Cohen is the Pension Board's current replacement manager until such time they decide to

terminate their services and move their investments elsewhere. They took over Invesco's portfolio.

Mr. Moffitt asked who made this decision. Mr. Brice said this is what was discussed at the last meeting. Mr. Moffitt said "no" the decision was to put the funds into World Asset Management. Mr. Semaan said they don't have a REIT fund. Mr. Moffitt said yes they do.

Mr. Brice explained Cohen & Steers is taking over the portfolio for Invesco. This is a publicly traded REITS. Nothing has changed from an asset classification. Cohen was the replacement for anyone who did not make an election to do something with the money prior to that time. There was a communication to the Board and Mr. Brice also followed up by phone in terms of the events that took place. He is not one of the Trustees and is not directing where the investments should be managed. He asked if the Board would like to hear additional information as to how Cohen & Steers manages the money.

Mr. Jones said if there were holdings that were similar between Cohen and Invesco they are retained. With anything that is different they would be sold and they would buy into their portfolio. Mr. Moffitt asked for a copy of these transactions and was told that a complete list of the holdings would be available in the morning and sent to the members.

Mr. Jones expanded on Cohen & Steers strategy which is similar to Invesco and briefly reviewed the fee structure for these holdings.

Mr. Brice continued with the presentation. Cohen & Steers took over the management of the Invesco portfolio. He explained the situation to the Pension Board at the last meeting. He informed the members that Invesco was going to be terminated and that the replacement manager was Cohen & Steers. At that time the Board passed a motion that World Asset Management would be contacted to determine if they had an index fund that replicated Invesco. They took the findings from their contact with World Asset Management and sent an e-mail and made a phone call to the secretary of the Board. At that time, they were told by World Asset Management that they did not have a fund that replicated it; however, they did say that they had a separate portfolio that they management for \$24.5 million that replicated 50 of the 120 publicly traded REIT strategies. All of this information was put in an e-mail to all of the members.

Mr. Brice added that they said that they could manage that portfolio to replicate the 50 publicly traded REITS; however, they would have to employ a \$10,000 minimum fee. This was also included in the e-mail.

Mr. Moffitt believes they could have replicated the entire portfolio and not just the 50 REITS.

Mr. Brice said they came back to us afterwards and indicated that they could also replicate the entire market and the \$10,000 fee would also be applicable. He also has copies of that correspondence.

Mr. Brice asked if the members had not seen this e-mail.

Mr. Moffitt responded unless Merrill Lynch is directed to do something with the money, the portfolio should be cashed out, and the Pension Board will decide where to put the money. He feels Merrill Lynch made the decision as to what we would do with the money.

Discussion followed among the members and Mr. Brice regarding the activities that just took place regarding the portfolio held by Invesco.

Mr. Moffitt said the motion made at the last meeting was to have World Asset Management hold the money until the Board decided what to do with it.

Mr. Stachowicz referred to Page 4 of the previous minutes that stated the funds would be held by Cohen and Steers. Mr. Moffitt said this Board did not make a motion to move this money to Cohen & Steers.

Mr. Moffitt said Cohen & Steers is one of the largest companies, and he wouldn't necessarily have an objection to the money being transferred there; however, there is a process to be followed and he wants to be involved in the process.

Mr. Moffitt's position is that we need to be a little more aggressive. That is why he brought in a company where the County Board has recently invested \$5 million. We maintain a product similar to what they have. He spoke on their rate of return. Based on what they have done so far, he believes this is a worthy investment.

Mr. Moffitt said he was prepared to come in here and recommend that we split the money that we have in our retirement half with Alidade and half with Cohen & Steers.

MOTION by Moffitt, supported by Viar, that we invest \$1.5 million with Alidade Capital and the balance with Cohen and Steers Capital Management, Inc.

Mr. Stachowicz felt that we should wait for Mr. Diegel to be in attendance to make this decision.

Mr. Semaan and Mr. Stachowicz voted "nay".

Mr. Stachowicz explained he has no problem with the suggestion; however he would like Mr. Diegel to have input.

Mr. Moffitt withdrew the motion. This issue will be tabled until the next meeting.

**APPROVAL OF BILLS**

- \$5,784.00 - Comerica Institutional Trust - World Asset Management  
(Quarterly fee – 10-1-2011 – 12-31-2011)
- \$ 716.15 - Comerica Institutional Trust – Cash Account  
(Quarterly fee – 10-1-2011 – 12-31-2011)
- \$ 675.00 - Physical Medicine Consultants, P.C.  
(Disability Pension Physical Exam of Steve Wolf)

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

Mr. Moffitt and Mr. Viar abruptly left the meeting. Since there was no longer a quorum, the remaining agenda items could not be discussed at this time.

Meeting adjourned at 7:05 p.m.

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Mark Semaan, Secretary

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