

**CHARTER TOWNSHIP OF CHESTERFIELD
REGULAR BOARD MEETING
TO BE HELD AT THE MUNICIPAL OFFICES, 47275 SUGARBUSH RD.
CHESTERFIELD, MI 48047
586-949-0400**

**March 16, 2015
7:00 P.M.**

ORIGINAL

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE: Anchor Bay High School Junior Air Force ROTC**
- 3. ROLL CALL**
- 4. CONSENT AGENDA:** All items under the Consent Agenda are considered routine by the Board and will be enacted in one motion. There is no separate discussion of these items. If discussion of any item(s) is required by a Board member, it will be removed from the Consent Agenda and considered separately. Public comments on the Consent Agenda items are permitted.
 - A)** Approval of the Agenda (with Addendum if necessary).
 - B)** Approval of the Minutes of the Regular Board Meeting of March 2, 2015.
 - C)** Approval of the Payment of Bills as submitted by the Finance Department.
- 5. REGULAR AGENDA:**
 - A)** Approve Planning Commission recommendation to rezone property located on the southeast corner of 23 Mile Road & Gratiot from C-2 (Planned Shopping Center) to C-3 (General Commercial).
 - B)** Department of Parks and Recreation requests approval to post and hire seasonal employees for the 2015 park season at Brandenburg Park.
 - C)** Department of Parks and Recreation requests approval to charge a daily rate of \$10.00 per bus for entry fee to Brandenburg Park beginning with the 2015 season.
 - D)** Adopt Resolution No. 2015-08 authorizing the submission of a Recreation Passport Grant Program Application.
 - E)** Approve Police Department's request to purchase two new patrol vehicles from Signature Ford for \$80,000.

- F) Approve Police Department's request to enter into a three year maintenance agreement for the Galaxy 3500 UPS battery back-up system.
- G) Approve Police Department's request to hold an Open House on Saturday, May 16, 2015.
- H) Approve a Letter of Understanding between the Charter Township of Chesterfield and the Michigan Association of Public Employees (MAPE) Union creating a new wage scale for three employees within the Assessor's Department.
- I) Approve a professional service agreement contract with Plante Moran for annual auditing services.
- J) Approve updated Department Head Meeting policy.
- K) Adopt and authorize final publication of Ordinance 145 authorizing the Township Supervisor to declare a snow emergency and expedite the removal of cars parked/stalled on a public street during heavy snowfall.

6. ADDENDUM (If Necessary)

7. PUBLIC COMMENTS (Five-Minute Time Limits)

8. BOARD COMMENTS

9. ADJOURNMENT

NEXT REGULAR BOARD MEETING IS MONDAY, APRIL 6, 2015 AT 7 P.M. THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS NOON WEDNESDAY APRIL 1, 2015. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 949-0400 EXT. 5.

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL 41.72a(2) and (3), and the American with Disabilities Act.

The Charter Township of Chesterfield fully embraces the spirit and letter of the law as it pertains to the American with Disabilities Act. In accordance with the law, any individual who needs accommodation is asked to contact the Clerk's Office during normal business hours at 586-949-0400 ext. 5. To provide appropriate accommodation the Clerk's Office needs two (2) business days notice prior to the meeting.

POSTED: March 12, 2015

**PROPOSED MINUTES OF THE REGULAR BOARD MEETING
OF
THE CHARTER TOWNSHIP OF CHESTERFIELD**

March 2, 2015

The meeting was called to order by Supervisor Lovelock at 7:00 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman
Trustees: Anderson, Bell, Joseph, DeMuynck

Also Present: Township Attorney Seibert . Deputy Clerk Wurmlinger

The Pledge of Allegiance was led by Anchor Bay High School Junior Air Force ROTC. **PLEDGE OF ALLEGIANCE**

Motion by Berry, supported by DeMuynck to: **4A)** Approve the Agenda as submitted with removal of item 6A **4B)** Approve the Minutes of the February 17, 2015 regular board meeting as corrected. **4C)** Approve the Payment of Bills as submitted by the Finance Department. **CONSENT AGENDA /APPROVED**

Roll Call Vote:

Ayes: Berry, DeMuynck, Anderson, Joseph, Bell, Hartman, Lovelock
Nays: None **MOTION CARRIED**

Motion by Berry supported by DeMuynck to approve a 30' x 40' tent at 47025 Gratiot Ave. for the sale of fireworks by USA Fireworks Inc. from June 25, 2015 through July 5, 2015 from 9:00am-9:00pm daily. **MOTION TO APPROVE TENT FOR USA FIREWORKS/ APPROVED**

Roll Call Vote:

Ayes: Berry, DeMuynck, Joseph, Bell, Hartman, Lovelock
Nays: Anderson **MOTION CARRIED**

Motion by Lovelock, supported by Anderson to adopt Resolution No. 2015-05, to allow Robert S. Swanson to purchase two years additional credit service as provided by the Michigan Employees' Retirement System and in accordance with the employee's contract. **MOTION TO ADOPT RES. NO. 2015-05, ALLOWING SWANSON TO PURCHASE MERS CREDIT SERVICE /APPROVED.**

Roll Call Vote:

Ayes: Lovelock, Anderson, DeMuynck, Joseph, Bell, Hartman. Berry
Nays: None **MOTION CARRIED**

Motion by Lovelock, supported by Berry to approve the Building Department's request to increase the wage for substitute inspectors to the minimum wage established by the MAPE contract for entry level Building Inspectors. **MOTION TO APPROVE WAGE INCREASE FOR SUBSTITUTE BUILDING**

Roll Call Vote:

Ayes: Lovelock, Berry, Joseph, DeMuynck, Anderson, Bell, Hartman
Nays: None

MOTION CARRIED

**INSPECTORS
/APPROVED.**

Motion by Joseph, supported by Berry to adopt Resolution #2015-04 for a Charitable Gaming License to be issued to Bravo Programs of America.

Roll Call Vote:

Ayes: Joseph, Berry, Anderson, DeMuynck Bell, Hartman, Lovelock
Nays: None

MOTION CARRIED

**MOTION TO ADOPT
RES. NO. 2015-04,
CHARITABLE GAMING
LICENSE FOR BRAVO
PROGRAMS OF
AMERICA
/APPROVED.**

Motion by Joseph, supported by Hartman to approve Trustee Joseph's request for the Charter Township of Chesterfield to renew its membership in the Southeast Michigan Council of Governments (SEMCOG) at a total cost of \$5,080.00.

Roll Call Vote:

Ayes: Joseph, Hartman, Anderson, DeMuynck, Lovelock, Berry
Nays: Bell

MOTION CARRIED

**MOTION TO APPROVE
SEMCOG
MEMBERSHIP FOR
2015/
APPROVED**

Motion by Lovelock, supported by DeMuynck, to approve the revised Consent Judgment for the Cottonwood Commons Condominiums.

Roll Call Vote:

Ayes: Lovelock, DeMuynck, Anderson, Joseph, Bell, Hartman, Berry
Nays: None

MOTION CARRIED

**MOTION TO APPROVE
CONSENT JUDGMENT
FOR COTTONWOOD
COMMONS CONDOS
/APPROVED**

Motion by DeMuynck, supported by Bell to approve the introduction of Ordinance 145 to authorize the Township Supervisor to declare a snow emergency and expedite the removal of cars parked/stalled on a public street during heavy snowfall and allow for the first publication.

Roll Call Vote:

Ayes: DeMuynck, Bell, Anderson, Joseph, Hartman, Lovelock, Berry
Nays: None

MOTION CARRIED

**MOTION TO APPROVE
INTRODUCTION AND
FIRST PUBLICATION
OF ORD. NO. 145
DECLARING SNOW
EMERGENCIES/
APPROVED**

Motion by Berry, supported by Anderson to adopt Resolution #2015-06 approving the collection of a processing fee for certifying a Notarial Act by a Notary Public.

Roll Call Vote:

Ayes: Berry, Anderson, Joseph, DeMuynck Bell, Hartman, Lovelock
Nays: None

MOTION CARRIED

**MOTION TO ADOPT
RES. NO. 2015-06
APPROVING
COLLECTION OF
NOTARY PUBLIC
FEES FOR A
NOTARIAL ACT/
APPROVED**

Motion by Berry, supported by Joseph to adopt Resolution 2015-07 approving the elimination of late fees for Business Registrations.

Roll Call Vote:

Ayes: Berry, Joseph, Anderson, DeMuynck, Bell, Hartman, Lovelock

Nays: None

MOTION CARRIED

**MOTION TO ADOPT
RES. NO. 2015-07
ELIMINATING LATE
FEES FOR BUSINESS
REGISTRATIONS/
APPROVED**

Motion by DeMuynck, supported by Joseph to approve the Department of Public Works request to solicit sealed quotes for the removal of trees at the Chesterfield Tr./25 Mile Rd. water main construction site to be forwarded to the Clerk's office and authorize the board to award the bid to the lowest qualified contractor at the next board meeting.

Roll Call Vote:

Ayes: DeMuynck, Joseph, Anderson, Bell, Hartman, Lovelock, Berry

Nays: None

MOTION CARRIED

**MOTION TO APPROVE
DPW REQUEST TO
SOLICIT SEALED
QUOTES FOR
REMOVAL OF TREES
AT CHESTERFIELD
RD/ 25 MILE RD
WATER MAIN SITE/
APPROVED**

Paul Lafata, Keith Myers, Thomas Dunn, Lynne Hoover and Al Baxter addressed the board.

PUBLIC COMMENTS

Motion by Lovelock, supported by Berry to adjourn the meeting at 8:35 pm.

Roll Call Vote:

Ayes: All

Nays: None

ADJOURNMENT

Cindy Berry, Clerk

Michael Lovelock, Supervisor



Agenda Item # 5A

March 11, 2015

*Charter Township of Chesterfield Board
47275 Sugarbush Road
Chesterfield, Michigan 48047*

Re: Proposed Rezoning Petition #330

Dear Honorable Board Members:

The Charter Township of Chesterfield Planning Commission reviewed the rezoning request from Michael A. Boggio, Association Architects at their regularly scheduled meeting held on March 10, 2015. The request was to rezone property which is located on the southeast corner of 23 Mile Road & Gratiot from C-2, (Planned Shopping Center) to C-3, (General Commercial).

The Planning Commission would like to recommend approval of Rezoning Petition #330 based on the following attachments:

Sincerely,

*Paul Miller,
Planning Commission Chairman*

**NOTICE OF
PUBLIC HEARING
CHARTER OF CHESTERFIELD
MACOMB COUNTY, MICHIGAN**

THE CHARTER TOWNSHIP OF CHESTERFIELD PLANNING COMMISSION WILL HOLD A PUBLIC HEARING ON THE MATTER OF REZONING PROPERTY LOCATED ON THE SOUTH EAST CORNER OF 23 MILE ROAD AND GRATIOT, FROM C-2 (PLANNER SHOPPING CENTER) TO C-3 (GENERAL COMMERCIAL).

LEGAL DESCRIPTION

T3N,R14E SEC 20 COMM AT N 1/4 POST SEC 20; TH N87*16'30"W 943.82 FT; TH S02*43'30"W 53.85 FT TO PT OF BEG; TH S03*41'W 26.84 FT; TH S60*50'30"W 917.38 FT; TH NELY 400.75 FT ALG CURVE CONCAVE TO SE WITH RADIUS 15,566.15 FT AND LONG CHORD BEARING N29*27'48"E 400.74 FT; TH N60*07'30"E 295.77 FT; TH S86*19'E 350 FT TO PT OF BEG 3.042A



LOCATION MAP

PLEASE TAKE NOTICE THAT THE PROPOSAL WILL BE EXPLAINED AT THE HEARING. YOU ARE INVITED TO EXPRESS YOUR VIEWS EITHER BY ATTENDING IN PERSON OR BY WRITING TO THE CHESTERFIELD TOWNSHIP PLANNING COMMISSION. THE ZONING ORDINANCE, MAP AND OTHER RELEVANT DOCUMENTS ARE AVAILABLE FOR INSPECTION AT THE TOWNSHIP OFFICES, 47275 SUGARBUSH, CHESTERFIELD, MICHIGAN, 48047 BETWEEN 8:00 A.M. AND 4:30 P.M., MONDAY THRU FRIDAY.

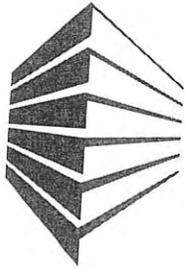
REZONING #330

**TIME AND PLACE OF HEARING
CHESTERFIELD TOWNSHIP HALL
47275 SUGARBUSH
CHESTERFIELD, MI 48047
MARCH 10, 2015 @ 7:00 P.M.**

**RICK LABELLE
PLANNING COMMISSION SECRETARY**

**CINDY BERRY
CHESTERFIELD TOWNSHIP CLERK**

PUBLISH: FEBRUARY 18, 2015



Community Planning & Management, P.C.
Planning Communities Since 1973

March 6, 2015

Charter Township of Chesterfield Planning Commission
47275 Sugarbush Road
Chesterfield, MI 48047

**Re: Michael Boggio Association Architects
5090 Gratiot Ave
Rezoning #330
C-2 Planned Shopping Center to C-3 General Commercial**

Dear Commission Members:

The property is 3.14 acres in size.

Basic Site Information

Existing Zoning Designation: C-2 Planned Shopping Center

Proposed Zoning: C-3 General Commercial

General Master Plan Designation: General commercial

Surrounding Zoning Designations:

North: C-3 General Commercial
East: C-3 General Commercial
South: C-3 General Commercial
West: C-3 General Commercial

Surrounding Land Uses:

North: Commercial
East: Commercial
South: Commercial
West: Commercial

A comprehensive review and recommendation will be provided after the public hearing has been held and all information has been collected and analyzed. The following is a list of some of the issues that must be addressed during the public hearing/review phase of a rezoning petition. The Planning Commission should be reminded that this list is not all inclusive and each petition must be reviewed objectively based on its own facts. Further, it should be noted that this list is thorough, but certainly not complete, and should be used only as a guide in your process of "fact-finding".

1. Can the property in question be reasonably developed as currently zoned?
2. Is the proposed rezoning consistent with or contrary to the Master Plan?
3. Is the current zoning designation consistent with or contrary to the Master Plan?
4. Are the current and proposed zoning designations consistent and compatible with the surrounding zoning designations?
5. What are the land use patterns and characteristics of the surrounding area?
6. Is there sufficient land set aside within the Township zoned for M-2 uses?
7. What is the current availability and adequacy of existing utilities?
8. What will be the impact on the surrounding infrastructure if the land is developed under the requested zoning designation? Under the current designation?
9. The Planning Commission must consider every permitted use under the requested rezoning designation as well as their potential impact on the surrounding property and community.
10. Does the current zoning reasonably advance a legitimate governmental interest, that being the protection of the health, safety and welfare of the general public?
11. Is there an identifiable public economic need for this rezoning?

Planner's Recommendation: We hope the above comments will assist you in reviewing this rezoning request. If you have any questions, please feel free to contact us.

Respectfully,

COMMUNITY PLANNING & MANAGEMENT, P.C.

Patrick S. Meagher / spm

Patrick S. Meagher, AICP
Planning Consultant

**CHARTER TOWNSHIP OF CHESTERFIELD
PLANNING COMMISSION**

March 10, 2015

A regular meeting of the Charter Township of Chesterfield Planning Commission was held on Tuesday, March 10, 2015 at 7:00 P.M. at the Township Hall located at 47275 Sugarbush, Chesterfield MI 48047.

1. CALL TO ORDER:

Mr. Miller called the meeting to order at 7:00 P.M.

2. ROLL CALL:

Present: Paul Miller
Rick LaBelle
Joe Stabile
Carl Leonard
Brian Scott DeMuyndck
Frank Eckenrode
James Moran

Absent : Jerry Alexie, *excused*
Ray Saelens, *excused*

Others: Patrick Meagher, Community Planning & Management
John Palin, Community Planning & Management

3. APPROVAL OF THE AGENDA

Motion by Mr. Miller to approve the agenda

Supported by Mr. LaBelle

Ayes: All

Nays: None

Motion Carried

4. SUB COMMITTEE REPORT (Committee will report on items under Review)

5. **PUBLIC HEARINGS:**

- A. **REZONING PETITION #330:** Michael A. Boggio Association Architects, 30100 Telegraph Road, Suite #216 Bingham Farms, MI 48025. Requesting to rezone property located on the south east corner of 23 Mile Road & Gratiot from C-2, Planned Shopping Center to C-3 General Commercial. Public Hearing was set on January 27, 2015.

Motion by Mr. Miller to open the Public Hearing

Supported by Mr. DeMuyneck

Ayes: All

Nays: None

Motion Carried

Mr. DeMuyneck stated that he was totally in favor of this new development and it would be a great asset for the Township. He mentioned that he received something from the Police Department about the Chesterfield Motor Inn and according to their records just from January 13th through last week the Chesterfield Police Department was there 51 times. Furthermore, the Macomb County Narcotics team was there on a raid within the last two years. So this is evidence that the place needs to be gone. He stated that these gentlemen are coming in with plans for a great development for Chesterfield.

Mr. Stabile asked if the developer could give them a brief statement of his plans?

Michael A. Boggio Association Architects, 30100 Telegraph Road, Suite #216 Bingham Farms, MI 48025 addressed the Commission.

Applicant stated that they planned to put in a high class shopping center development that will be 27,000 to 30,000 square feet. The center will be constructed of brick, stone and glass. He mentioned while showing the plans to the Commissioners that there would be plenty of green belt around the complex and they would comply with all the rights of way, setbacks and so forth. He stated that there will be some drive thru areas and of course they will have some additional discussions with Mr. Meagher before the actual planning of the center. He added that this center will be a great addition to the area. He stated that currently the property is zoned C-2 motel and the whole site is non-conforming and therefore the C-3 zoning will not only improve the area greatly, but also bring the property in conformance with the zoning ordinance. So this change will be a real plus all around on this site.

Mr. LaBelle stated that it might be premature, but he asked if the applicant had approached the other development behind for access into the parking lot.

3-10-15

Mr. LaBelle stated that it might be premature, but he asked if the applicant had approached the other development behind for access into the parking lot.

Applicant replied that there have been some conversations with the developer and there have not been any decisions made as of yet but they are trying to work some type of cross access.

Mr. LaBelle stated that they can discuss it when they come in for site plan approval and it may be premature at this time.

Mr. Eckenrode asked if because the place will be so visible to the shopping center at the rear if there was any idea of possibly putting a dual face with something in the back with some stores in the rear?

Applicant replied that it would not be dual faced, but there would be glass in back and there would be a finished look all around the entire building. The development will look very good from all sides.

There were no Public Comments.

Motion by Mr. Miller to close the Public Hearing

Supported by Mr. Leonard

Ayes: All

Nays: None

Motion Carried

Mr. Miller stated that the normal wait period on this would be to wait to the next scheduled meeting. However, he decided to poll the Commissioners and asked if they would like to make a decision on this tonight.

Recording Secretary polled the Commissioners:

Mr. Miller stated that he would like to vote on the matter tonight.

Mr. Labelle stated tonight

Mr. Stabile replied tonight

Mr. Moran stated tonight

Mr. Leonard stated tonight

Mr. Eckenrode stated tonight

Mr. DeMuynck replied definitely tonight.

Motion by Mr. DeMuynck to approve Rezoning Petition # 330 to rezone the property from C-2 to C-3 General Commercial.

Supported by Mr. Miller

Ayes: All

Nays: None

Motion Carried

Applicant verified that the next step would get approval from the Township Board.

Mr. Meagher replied yes.

Applicant asked when that would be?

Mr. Meagher replied that it would probably be at the next meeting.

Mr. DeMuynck stated that there is a meeting next Monday, but they will probably not make it on the agenda.

Mr. Meagher stated that the meetings are every two weeks.

6. **REVIEWS:**

- A. **SITE PLAN REVIEW #2015-02:** Carleton Equipment, 48132 Gratiot, Chesterfield, MI 48051. Proposed outdoor storage area at their industrial building, located at the address. Tabled on 2-24-15.

Motion by Mr. LaBelle to approve Site Plan #2015-02 subject to the engineer approving to the absence of concrete being installed. He stated as they have discussed in the past because of the heavy equipment being stored and moved around the facility, track vehicles would destroy the concrete where a gravel base or some type of gravel component would be better suited to the site.

Supported by Mr. Miller

Ayes: All

Nays: None

Motion Carried



47275 Sugarbush • Chesterfield Twp., MI 48047

Parks and Recreation
Department
586-949-0400 ext. 4

Agenda Item # 5B

TO: Township Board

FROM: Chris Galatis, Assistant Parks and Recreation Director

DATE: March 11, 2015

RE: Agenda Request – March 16, 2015
Approval to post and hire part time staff for Brandenburg and Pollard Park 2015

The Parks and Recreation Department is seeking approval from the Township Board to post and hire employees to work at both Brandenburg Park and Pollard Park beginning in April through mid-September. The Department will hire nine (9) employees to work the concession stands and booth at the parks as well as three (3) Park Supervisors who will oversee the daily activities at each facility. The Department of Public Works will also hire 3 park maintenance workers and 1 laborer which will work under the direction of Department of Public Works. It is my recommendation to begin staff at \$8.50 per hour for concession and booth, and \$10.00 per hour for the Park Supervisors. The Department of Public Works employees will be paid \$9.00 per hour. Also included is a job description for each Parks and Recreation position we are hiring.

Should you have any questions regarding this please feel free to contact me at extension 1195 or via email at cgalatis@chesterfieldtwp.org

Thank you.

RECEIVED
MAR 11 2015
BY: *[Signature]*

Phone: (586) 949-0400 Fax: (586) 949-4108
Michael Lovelock - Supervisor • Cindy Berry - Clerk • Linda Hartman - Treasurer
Trustees: Hank Anderson • Christine Bell • Brian Scott DeMuyneck • David Joseph

**Booth Worker
Job Description**

This position is responsible for the operation for the entry booth at Brandenburg Park. Duties include but are not limited to selling of daily and seasonal park passes, handling money with the ability to make change, keep a log of daily and seasonal passes sold, and reconciliation of money at the end of shift. This position is also responsible for knowing all park rules and park schedule of events. This position may also work as a concession stand worker. Employee is required to attend all pre-season trainings as needed. Other duties may be assigned. Starting Wage: \$8.15 per hour.

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtwp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are seasonal (not permanent) positions. Applicants must be at least 16 years of age and be willing to work evenings, weekends, and holidays. Applicants under the age of 18 are subjected to some restrictions based on state and federal regulations. Applicants must have a valid Michigan Driver's License and have dependable transportation. Applicants must pass background and physical exam.

Employees must be physically able to standing for long periods of time, handle exposure to all types of weather, have the physical ability to lift various weights in excess of 50 pounds and communicate clearly and effectively with the public.

Concession Stand Job Description

This position is responsible for the operation for the concession stand at our park locations (Brandenburg Park or Pollard Park). Duties include but are not limited to food preparation, selling food and drinks, collecting money and making change, operation of cash register, responsible for picking up supplies and food for the concession stand as directed, responsible for concession inventory, cleaning of concession area and areas surrounding concession building, reconciliation of money at the end of shift. This position may also be required to work in the Park Booth. Employee is required to attend all pre-season trainings as needed. Other duties maybe assigned. Starting Wage: \$8.15 per hour.

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtwp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are seasonal (not permanent) positions. Applicants must be at least 16 years of age and be willing to work evenings, weekends, and holidays. Applicants under the age of 18 are subjected to some restrictions based on state and federal regulations. Applicants must have a valid Michigan Driver's License and have dependable transportation. Applicants must pass background and physical exam.

Employees must be physically able to standing for long periods of time, handle exposure to all types of weather, have the physical ability to lift various weights in excess of 50 pounds and communicate clearly and effectively with the public.

Park Supervisor (Park Security)
Job Description

This position is in charge of the daily operations of Brandenburg Park (May-September). This seasonal part-time position is charged with overseeing the Brandenburg Park Booth Attendants, Concession Stand workers, welcoming the citizens to the park and the overall park security. The Park Supervisor will perform professional, supervisory and administrative work in planning and managing park activities. The Park Supervisor will oversee all aspects of safety regulations, compliance and training as they pertain to the park and staff. Monitor facility use procedures and make recommendations for change as needed. Additional responsibilities include (but not limited to), maintaining a cordial relationship with the public and set example in general conduct for staff. The Park Supervisor will also be required to reconcile park booth fees and concession fees and follow procedures for proper cash handling. Park Supervisor will also be in charge of handling all pavilion rentals as they enter the park and ensure rentals are following park rules. Position will also monitor the park's boat launches and enforce park hours. Starting Wage: \$10.00 per hour

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are seasonal (not permanent) positions. Applicants must be at least 18 years of age and be willing to work evenings, weekends, and holidays and be willing to work up to 40 hours per week. Applicants must have a High School Diploma, valid Michigan Driver's License and have dependable transportation. Applicants must pass background and physical exam.

This position reports directly to the Assistant Director of Parks and Recreation.



Agenda Item # 5C

**Parks and Recreation
Department
586-949-0400 ext. 4**

TO: Township Board

FROM: Chris Galatis, Assistant Parks and Recreation Director *AW*

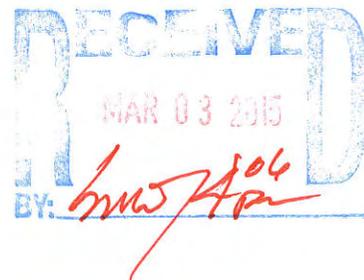
DATE: March 3, 2015

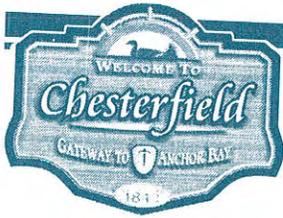
RE: Agenda Request – March 16, 2015
Approval to add daily rate for buses entering Brandenburg Park

The Parks and Recreation Department is seeking approval from the Township Board add a daily rate of \$10.00 per bus that enters Brandenburg Park beginning with the 2015 season. With the addition of the Splash Park we noticed many more summer camp groups, day cares, and other entities entering via bus to utilize the park. Last year, without having an established fee for buses we allowed them to enter the park for the daily fee of \$5.00 that a car/motorcycle was charged. Our department feels that an additional bus fee should be added to capture additional revenues from these groups utilizing our park.

Should you have any questions regarding this please feel free to contact me at extension 1195 or via email at cgalatis@chesterfieldtwp.org.

Thank you.





Agenda Item #5D

**Parks and Recreation
Department
586-949-0400 ext. 4**

TO: Township Board

FROM: Chris Galatis, Assistant Parks and Recreation Director

DATE: March 10, 2015

RE: Agenda Request – March 16, 2015
Resolution of Authorization for submission of MDNR Recreation Passport Grant

The Parks and Recreation Department is seeking a Resolution of Support from the Board of Trustees for the submission of the Michigan Department of Natural Resources Recreation Passport Grant. The Recreation Passport Grant is focused on renovating and improving existing parks or the development of new parks. The maximum grant request under this program is \$45,000. It is my recommendation to seek the full \$45,000 to begin developing the of the old Farm Marina site that was donated to the Township. The Passport Grant requires us to match at least 25% of the total project costs or \$15,000. Acceptable forms of match could include the following; cash outlay (general fund allocation), credit for locally assumed costs directly related to the construction of the proposed project, or the value of the land repurposed for public recreation use at twice the SEV of the land.

If we are awarded the grant this scope of the plan will be to create an ADA compliant parking lot, with access to the shoreline. The shoreline will allow for paddle/kayak access as well as an ADA compliant non-motorized boat launch. Other amenities will include but not limited to; park benches, picnic tables, and signage.

Should you have any questions regarding this please feel free to contact me at extension 1195 or via email at cgalatis@chesterfieldtwp.org

Thank you.

RECEIVED
MAR 11 2015
BY: *C. Berry*

8:45 AM

CHARTER TOWNSHIP OF CHESTERFIELD
COUNTY OF MACOMB, MICHIGAN
RECREATION PASSPORT GRANT PROGRAM
RESOLUTION
2015-08

Minutes of a Regular meeting of the Township Board of the Charter Township of Chesterfield, County of Macomb, Michigan, held in the Township Hall in said Township on March 16, 2015, at 7:00 o'clock P.M., Eastern Daylight Saving Time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

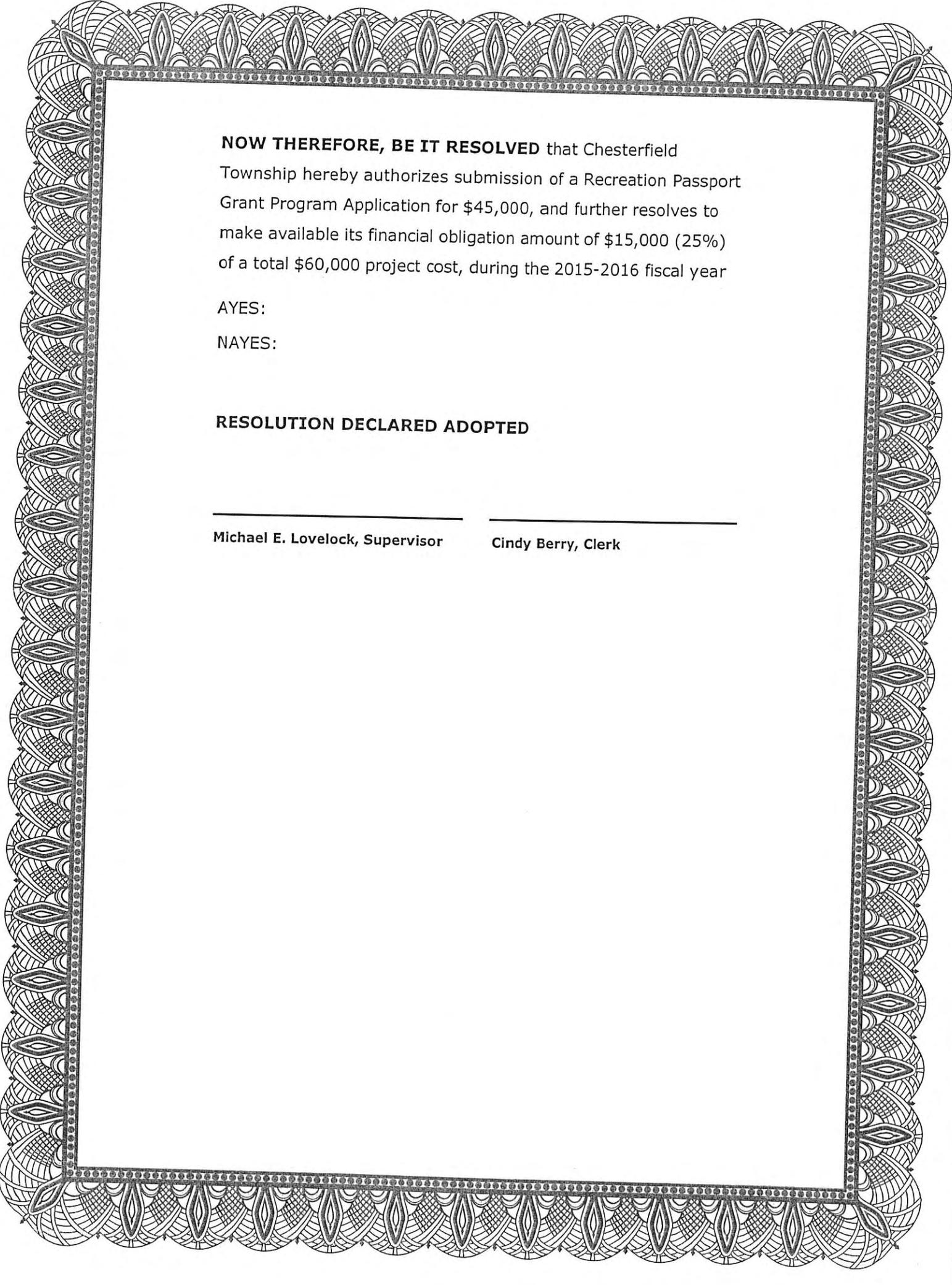
WHEREAS, Chesterfield Township Board of Trustees, supports the submission of an application titled, Wayne & Joan Webber Paddling Park to the Recreation Passport Grant Program for the development of the Wayne & Joan Webber Paddling Park at 49239 Jefferson; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Chesterfield Township has made a financial commitment to the project in the amount of \$15,000 matching funds in cash, land repurposing and/or force account,

RECEIVED
MAR 10 2015
BY: *C. Dwyer*

Agenda Item #5D



NOW THEREFORE, BE IT RESOLVED that Chesterfield Township hereby authorizes submission of a Recreation Passport Grant Program Application for \$45,000, and further resolves to make available its financial obligation amount of \$15,000 (25%) of a total \$60,000 project cost, during the 2015-2016 fiscal year

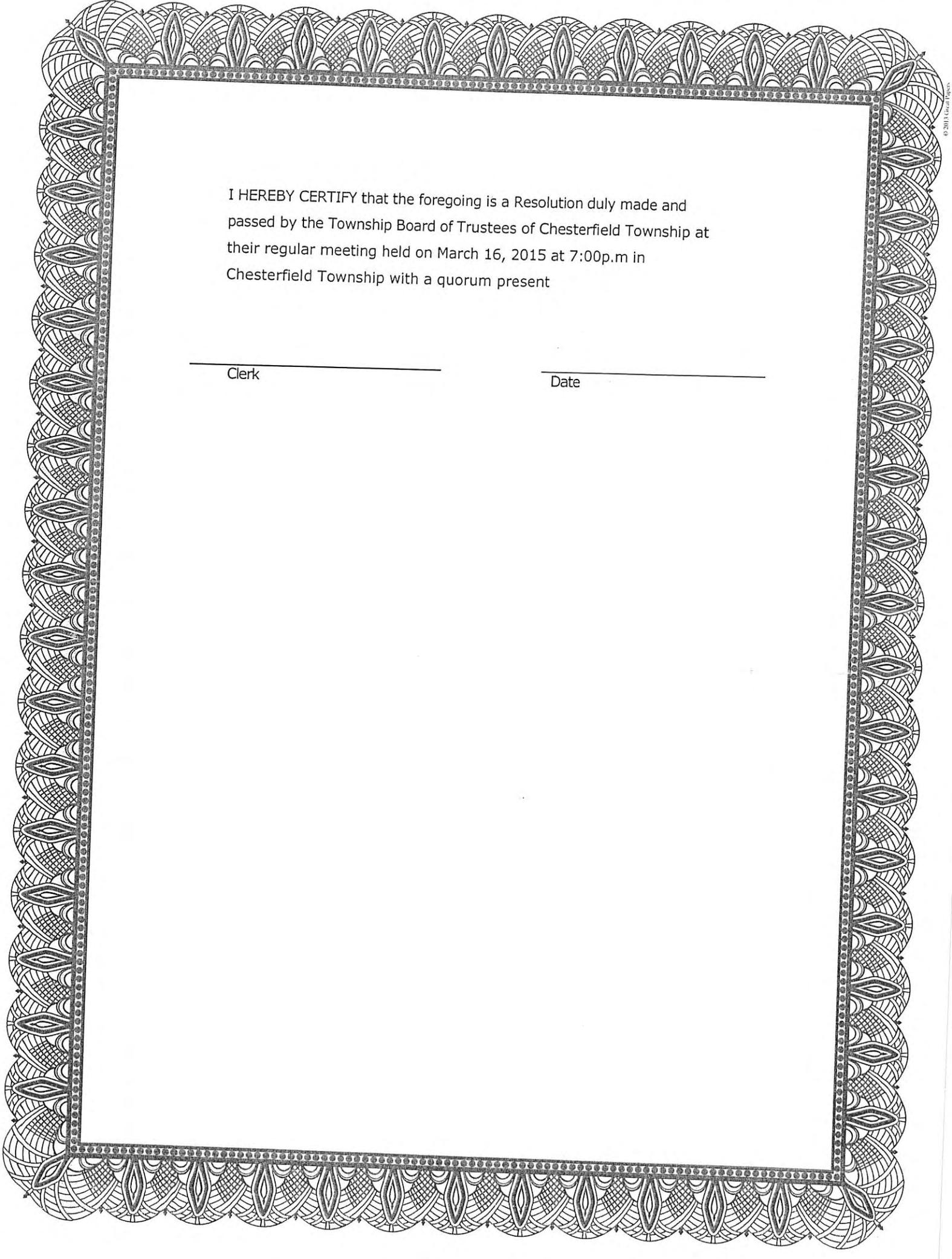
AYES:

NAYES:

RESOLUTION DECLARED ADOPTED

Michael E. Lovelock, Supervisor

Cindy Berry, Clerk



I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Township Board of Trustees of Chesterfield Township at their regular meeting held on March 16, 2015 at 7:00p.m in Chesterfield Township with a quorum present

Clerk

Date

WHEREAS, Chesterfield Township Board of Trustees, supports the submission of an application titled, Wayne & Joan Webber Paddling Park to the Recreation Passport Grant Program for the development of the Wayne & Joan Webber Paddling Park at 49239 Jefferson; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, Chesterfield Township has made a financial commitment to the project in the amount of \$15,000 matching funds in cash, land repurposing and/or force account,

NOW THEREFORE, BE IT RESOLVED that Chesterfield Township hereby authorizes submission of a Recreation Passport Grant Program Application for \$45,000, and further resolves to make available its financial obligation amount of \$15,000 (25%) of a total \$60,000 project cost, during the 2015-2016 fiscal year

AYES:

NAYES

ABSENT:

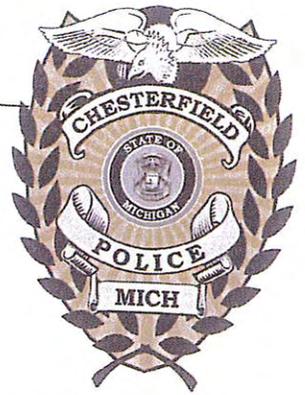
MOTION APPROVED

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the Township Board of Trustees of Chesterfield Township at their regular meeting held on March 16, 2015 at 7:00p.m in Chesterfield Township with a quorum present.

Clerk

Date

Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: 2015 Patrol Vehicle Purchase

Agenda Item #5E

CHESTERFIELD TOWNSHIP BOARD OFFICIALS
Michael Lovelock Cindy Berry Linda Hartman Henry Anderson Christine Bell Brian DeMuynck David Joseph

MEETING DATE
March 16, 2015

COST	\$80,000.00
BUDGET CODE	207-301-986 Vehicles
Request to purchase two (2) new patrol vehicles from the Macomb County Bid Price Package, which was awarded to Signature Ford. These vehicles would replace older patrol vehicles with over 100,000 miles – Car 27 (110,493 miles) and Car 29 (117,850 miles). This request does include the outfitting of both vehicles – equipment and labor.	

RECEIVED
MAR 11 2015
BY: *[Signature]*

8:57 AM

Chesterfield Township Police Department



Memorandum

To: Chief Bradley A. Kersten
From: Sgt. James O'Connor III
Date: March 6, 2015
Re: 2015 Patrol Vehicle Purchase

I would like to order the following vehicles to replace fleet vehicles that have over 100,000 miles. The pricing provided is based upon using the emergency equipment that will transfer from the Crown Victoria and replacing what will not. I have provided in the request a \$3,000.00 contingency that should cover any unforeseen expenses that may occur during the build, such as a failure of a light bar, modem, wiring, or antennas. The new vehicles will replace the following vehicles in our fleet:

- Car# 27 - 2011 Ford Crown Victoria - Mileage 110,493
- Car# 29 - 2011 Ford Crown Victoria - Mileage 117,850

New Vehicle Details:

2015 FORD POLICE INTERCEPTOR UTILITIES		
2015 Ford Utility Police Interceptor	\$27,078	\$54,156
Removal of emergency equipment from old and installation in new	\$2,550	\$5,100
NEW EQUIPMENT FOR FORD POLICE INTERCEPTOR UTILITIES		
Price per unit Utility	\$5,327	\$10,654
LexisNexis ecitation	\$2,838	\$5,676
New Graphics for Ford Interceptor	\$505	\$1,010
Graphics removal on old vehicles	\$150	\$300
Total per unit Utility	\$38,448	\$76,896
Contingency	-	\$3,000
Grand Total to purchase and equip 2 Ford Interceptor Utility	-	\$79,896

The grand total being requested, in order to purchase and equip 2 - 2015 Ford Police Interceptor Utility Vehicles is \$79,900.00.

Thank you,

James O'Connor, III

Administrative Sergeant

APPROVED

Bradley A. Kersten



March 6, 2015

Chesterfield Township Police Department
Attn: Sgt. James O'Connor
46525 Continental Dr
Chesterfield Township, MI 48047

Dear Sgt. James O'Connor:

Price on 2015 Vehicle Macomb County Contract Bid:

<u>(2) 2015 Ford Police Interceptor Utility AWD in White</u>	\$27,078.00 ea
Total Delivered Price	\$54,156.00

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867
888-92-FLEET or 888-923-5338, Fax 517-625-5832

Macomb County Bid Price
(Bid #12-07, MY2013) in the
State of Michigan
2015 Utility Police Interceptor
Major Standard Equipment

MECHANICAL

- Alternator – 220-Amp
- Axle Ratio – 3.65 (AWD), 3.39 (FWD)
- Battery – H.D. maintenance-free 78A/750-CCA
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.7L V6 Ti-VCT
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 18.6 gallons
- Suspension – independent front & rear
- Transmission – 6-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (Black)
- Door Handles – Black (MIC)
- Exhaust True Dual
- Front Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd and 3rd Row Privacy Glass
- Grille – Black
- Headlamps – Halogen Projector (Bi-Functional)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tail lamps – LED
- Tailgate Handle – Painted Black
- Tires – 245/55R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Single-Zone Manual
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- Lighting
 - Overhead Console with sunglass holder
 - 1st row task lights (driver and passenger)
 - Dome Lamp – 1st row (red/white)
 - 2nd/3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter

INTERIOR / COMFORT (continued)

- Power-Adjustable Pedals (Driver Dead Pedal)
- Powerpoints – (2) First Row
- Scuff Plates – Front & Rear
- Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets
 - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 60/40 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated
- Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels) with Speed Controls and Redundant Audio Controls
- Sun visors, color-keyed, non illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Down Driver-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™) w/Hydraulic Brake Assist
- Airbags, 2nd generation driver & front-passenger, side seat, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Belt-Minder® (Front Driver / Passenger)
- Child Safety Locks (capped)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)

FUNCTIONAL

- Easy Fuel® Capless Fuel-Filler
- Front door tether straps (driver/passenger)
- MyFord®
 - AM/FM / CD / MP3 Capable / Clock / 6 speakers
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - 5-way Steering Wheel Switches, Redundant Controls
- Power pigtail harness
- Recovery Hooks, Rear Only
- Simple Fleet Key (w/o microchip, easy to replace)
- Two-way radio pre-wire
- Windows – Rear Defroster
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.7L V6 FFV, 305 HP, 131 MPH) K8A/500A	\$25,283.00
<input type="checkbox"/>	Utility All Wheel Drive (3.5L V6 GTDI EcoBoost, 365 HP, 148 MPH, 99T/44C) K8A/500A	\$28,214.00

Payment Terms: Net 10 days
 VEHICLE BRAND AND MODEL: Ford Utility Police Interceptor

BID PRICE EXPIRES: TBD.

Subject to change without notice by Ford Motor Company

VEHICLE COLOR: Order Code	Interior Trim Color	Charcoal Black
	- 9W -	
Arizona Beige Clearcoat Metallic	[E3]	[]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Clearcoat Metallic	[JL]	[]
Dark Blue	[LK]	[]
Norsea Blue Clearcoat Metallic	[KR]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Ultra Blue Clearcoat Metallic	[MM]	[]
Smokestone Clearcoat Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Ingot Silver Clearcoat Metallic	[UX]	[]
Black Clearcoat	[G1]	[]
Oxford White Clearcoat	[YZ]	[x]
Kodiak Brown Metallic	[J1]	[]
Deep Impact Blue	[J4]	[]
Sterling Grey Metallic	[UJ]	[]
Medium Titanium Clearcoat Metallic	[YG]	[]
Fire Engine Bright Red (Extra Cost Paint \$950)	[12R13]	[]

INTERCEPTOR OPTIONAL FEATURES:

Flooring/Seats

- 1st and 2nd row carpet floor covering
- 2nd Row Cloth Seats
- Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)
- Interior Upgrade Package**
 - 1st and 2nd Row Carpet Floor Covering
 - Cloth Seats - Rear
 - Center Floor Console less shifter w/unique Police console finish plate – Includes Console Top Plate – Finish 3 (incl. 2 cup holders)
 - Floor Mats, front and rear (Carpeted)

Code	\$Cost
16C	125.00
FW/ 88F	60.00
85R	35.00
65U	350.00

Lamps

- Dark Car Feature – Courtesy lamp disable when any door is opened** 43D 20.00
- Daytime Running Lamps 942 45.00
- Side Marker Lights in Skull Caps 63B 225.00
- Rear Quarter Glass Side Marker Lights 63L 415.00
- Dome Lamp – Red/White in Cargo Area 17T 50.00
- Pre-wiring for grille lamp, siren, and speaker** 60A 50.00
- Spot Lamp – Driver Only (Incandescent Bulbs) 51Y 215.00
- Spot Lamp – Driver Only (LED Bulbs) 51R 395.00
- Spot Lamp – Dual (driver and passenger) (Incandescent Bulbs) 51Z 350.00
- Spot Lamp – Dual (driver and passenger) (LED Bulbs)** 51S 620.00

Body

- Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass) 92G 120.00GES
- Roof Rack Side Rails – Black 68Z 100.00
- Deflector Plate 76D 300.00

Wheels

- Wheel Covers (18" Full Face Wheel Cover)
- 18" Painted Aluminum Wheel 65L 60.00
- 64E 435.00

Misc

- Engine Block Heater 41H 35.00
- License Plate Bracket – Front 153 N/C
- Badge Delete (Police Interceptor Badge Only) 16D N/C
- 100 Watt Siren/Speaker (includes bracket and pigtail) 18X 275.00

Misc Con't.		
[] Aux Air Conditioning		
[x] Noise Suppression Bonds (Ground Straps)	17A	548.00
[] My Speed Fleet Management	60R	100.00
	43S	60.00
Audio/Video		
[x] Rear View Camera (Req. Electrochromic Rearview Mirror – Video is Displayed in rear view mirror)	21B/53M	500.00
[] SYNC® Basic (Voice Activated Communication System)	53M	275.00
[] Remappable (4) switches on steering wheel (less Voice, not avail. w/SYNC)	61R	139.00
[] Remappable (4) switches on steering wheel (with Voice, requires SYNC)	61S	155.00
Doors/Windows		
[] Hidden Door Lock Plunger		
[] Hidden Door Lock Plunger and Rear Door Handle Inoperable	52H	140.00
[] Rear Door Handles Inoperable/Locks Operable	52P	160.00
[x] Rear Door Handles Inoperable/Locks Inoperable	68L	35.00
[x] Windows-Rear window power delete, operable from front driver side switches	18W	25.00
[x] Lock system; Single Key/All Vehicles Keyed Alike	59J	50.00
Keyed Alike 1284x= 59B	Keyed Alike 1294x= 59C	Keyed Alike 0135x= 59D
Keyed Alike 1435x= 59E	Keyed Alike 0576x= 59F	Keyed Alike 0151x= 59G
Keyed Alike 1111x= 59J		
Safety & Security		
[] Ballistic Door Panels – Driver Front Door Only	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors	90E	3170.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert (Inc. 21B&53M)	55B/21B/53M	906.00
[] Mirrors– Heated, Non BLIS	549	60.00
[] Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/595	353.00
[] Glass – Solar Tint 2nd Row Only (Deletes Privacy Glass)	92R	85.00
[] Remote Keyless Entry w/2 Key Fobs (w/o Keypad) (N/A w/Keyed Alike)	595	251.00
[] Extra Key \$3.00x___ =	Parts	3.00 ea
[] Extra Remote Key Fob \$50.00x___ =	Parts	50.00 ea
[] Remote Starter	Parts	550.00
[] Reverse Sensing	76R	264.00
[x] Trailer Hitch and Wiring	OHP	395.00
[] Gun Vault (Not Available with (17A) .Aux Air Conditioning)	63V	230.00
[] Front Headlamp/Police Interceptor Housing Only	86P	125.00
– Pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies)		
– Pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights)		
Note: Not available with options: 66A and 67H		
[] Front Headlamp Lighting Solution	66A	817.00
– Includes base projector beam headlamp plus two (2) multi-function Park/Turn/Warn (PTW) bulbs for Wig-wag simulation and two (2) white hemispheric lighthouse LED side warning lights.		
– Includes pre-wire for grille LED lights, siren and speaker (60A)		
– Wiring, LED lights included. Controller "not" included		
Note: Not available with option: 67H		
[] Police Wire Harness Connector Kit – Front	47C	105.00
• For connectivity to Ford PI Package solutions includes:		
• (2) Male 4-pin connectors for siren		
• (5) Female 4-pin connectors for lighting/siren/speaker		
• (1) 4-pin IP connector for speakers		
• (1) 4-pin IP connector for siren controller connectivity		
• (1) 8-pin sealed connector		
• (1) 14-pin IP connector		
Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com		
[] Tail Lamp Lighting Solution	66B	402.00
– Includes base LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps		
– LED lights only. Wiring, controller "not" included		
Note: Not available with option: 67H		

[] Police Wire Harness Connector Kit – Rear	21P	130.00
<ul style="list-style-type: none"> • For connectivity to Ford PI Package solutions includes: • (1) 2-pin connector for rear lighting and (1) 2-pin connector • (6) Female 4-pin connectors and (6) Male 4 pin connectors • (1) 10-pin connector 		
<p>Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com</p>		
[] Rear Lighting Solution	66C	427.00
<ul style="list-style-type: none"> - Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) mounted to inside liftgate glass) - Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) - LED lights only. Wiring, controller "not" included 		
<p>Note: Not available with option: 67H</p>		
[] Ultimate Wiring Package	67U	502.00
<ul style="list-style-type: none"> - Rear console mounting plate (85R) – contours through 2nd row; channel for wiring - Pre-wiring for grille LED lights, siren and speaker (60A) - Wiring harness I/P to rear (overlay) <ul style="list-style-type: none"> o Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) o Two (2) 50-amp battery and ground circuits in RH rear-quarter o One (1) 10-amp siren/speaker circuit engine cargo area - Rear hatch/cargo area wiring – supports up to six (6) rear LED lights <ul style="list-style-type: none"> o Recommend Police Wire Harness Connector Kits 47C and 21P 		
<p>Note: Not available with options: 65U, 67G, 67H</p>		
[] Police Interceptor 24 – Cargo Wiring Upfit Package	67G	1189.00
<ul style="list-style-type: none"> - Rear console plate (85R) – contours through 2nd row; channel for wiring - Wiring overlay harness with lighting and siren interface connections - Vehicle Engine Harness: <ul style="list-style-type: none"> o Two (2) light connectors – supports up to six (6) LED lights (engine compartment) o Two (2) grille light connectors o Two (2) 50 amp battery ground circuits in right hand rear-quarter power distribution junction block o One (1) 10-amp siren/speaker circuit (engine to cargo area) - Whelen Lighting PCC8R Control Head - Whelen PCC8R Light Relay Center (mounted behind 2nd row seat) - Light Controller / Relay Center Wiring (jumper harness) - Whelen Specific Cable (console to cargo area) Connects PCC8R to Control Head - Pre-wiring for grille LED lights, siren and speaker (60A) - Does "not" include LED lights <ul style="list-style-type: none"> o Recommend Police Wire Harness Connector Kits 47C and 21P 		
<p>Note: Not available with options: 65U, 67H and 67U</p>		
[] Ready for the Road Package All-in Complete Package	67H	3002.00
<p>Includes Police Interceptor Packages 66A, 66B, 66C plus:</p> <ul style="list-style-type: none"> - Whelen Cencom Light Controller Head with dimmable backlight - Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor (mounted behind 2nd row seat) - Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails - High current pigtail - Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head - Pre-wiring for grille LED lights, siren and speaker (60A) - Rear console plate (85R) – contours through 2nd row; channel for wiring - Grille linear LED Lights (Red / Blue) - 100-Watt Siren / Speaker - Hidden Door-Lock Plunger / Rear-Door Handles Inoperable (52P) - Wiring Harness: <ul style="list-style-type: none"> o Two (2) 50 amp battery and ground circuits in RH rear-quarter 		
<p>Note: Not available with options: 66A; 66B; 66C; 67G, 67U</p>		

VINYL WRAP OPTIONS

<input type="checkbox"/> Two-Tone Vinyl Package #1	91A	750.00
• Roof Vin		
• RH/LH Front Doors Vinyl		
• RH/LH Rear Doors Vinyl		
<input type="checkbox"/> Two-Tone Vinyl Package #2	91B	750.00
• Roof Vinyl		
• Hood Vinyl		
<input type="checkbox"/> Two-Tone Vinyl Package #3	91C	645.00
• Roof Vinyl		
• RH/LH Front Doors Only Vinyl		
<input type="checkbox"/> Two-Tone Vinyl Package #8	91H	440.00
• Roof Vinyl (Vinyl Wrap in Police White (YZ) Only)		
<input type="checkbox"/> Two-Tone Vinyl Package #9	91J	275.00
• RH/LH Front Doors Only Vinyl (Vinyl Wrap in Police White (YZ) Only)		
<input type="checkbox"/> Vinyl Word Wrap	91D	715.00
- "POLICE" located on LH/RH sides of vehicle ("White" lettering)		
<input type="checkbox"/> Reflective Vinyl Word Wrap	91E	715.00
- "POLICE" located on LH/RH sides of vehicle ("Black" lettering)		
<input type="checkbox"/> Reflective Vinyl Word Wrap	91F	715.00
- "POLICE" located on LH/RH sides of vehicle ("White" lettering)		
<input type="checkbox"/> Vinyl Word Wrap	91G	715.00
- "SHERIFF" located on LH/RH sides of vehicle ("White" lettering)		

Extended Warranty Options for Police Interceptor Utility

Extended Warranty Option's (\$100.00 Deductible) 100,000 Mile Coverage

<input type="checkbox"/> 5-Year Premium Care Warranty (500 Plus Components Coverage)	2150.00
<input type="checkbox"/> 4-Year Premium Care Warranty (500 Plus Components Coverage)	2110.00
<input type="checkbox"/> 3-Year Premium Care Warranty (500 Plus Components Coverage)	2080.00
<input type="checkbox"/> 5-Year Extra Care Warranty (113 Essential Components Coverage)	1955.00
<input type="checkbox"/> 4-Year Extra Care Warranty (113 Essential Components Coverage)	1925.00
<input type="checkbox"/> 3-Year Extra Care Warranty (113 Essential Components Coverage)	1905.00
<input type="checkbox"/> 5-Year Base Care Warranty (84 Major Components Coverage)	1860.00
<input type="checkbox"/> 4-Year Base Care Warranty (84 Major Components Coverage)	1840.00
<input type="checkbox"/> 3-Year Base Care Warranty (84 Major Components Coverage)	1820.00

Total Price \$27,078.00 ea



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

Quotation

Quote Number:
1855

Quote Date:
Mar 5, 2015

Quoted to:

Chesterfield Police Department
 46525 Continental Drive
 Chesterfield, MI 48047
 ph 586-949-2322

Page:
1

Customer ID	Good Thru	Payment Terms	Sales Rep
Chesterfield P.D.	4/4/15	Net 15 Days	CHSI

Quantity	Item	Description	Unit Price	Extension
		Please accept the following quote to provide equipment and installation services for the police departments (2) new Ford Interceptor Utilities. Services will include the removal of emergency equipment from 2 Ford Crown Vic's that are being removed from service. Equipment that will transfer will be utilized in the new vehicle equipment that will not transfer will be replaced. The new vehicles will be setup like Vehicle#28 that we did last year to keep fleet consistency. Both vehicles will be equipment with the 1/2 partition Pro-Cell system		
2.00	36-6005W2	Top Channel-Whelen- 2 Lights ION - Push Bumper	37.00	74.00
2.00	36-2005	Ford Interceptor Utility Push Bumper	299.00	598.00
2.00	SAK9	Siren Speaker Bracket	35.00	70.00
2.00	HKB-FPIU13	Interceptor Utility Light Bar Hook Kit	57.00	114.00
2.00	P1000UINT13A	Pro-Cell System Ford Interceptor Utility 1/2 Partition. Complete System.	2,032.00	4,064.00
2.00	C-DMM-123	Swing Out Dash Mount Utility Interceptor	629.00	1,258.00
2.00	C-MM-211	Panasonic PDRC Monitor - Included		
2.00	C-MM-301	Adapter Bracket #1 Universal Monitor Base - Included		
4.00	90942	Larsen Low Loss Antenna Mount - 17 ft. Cable	17.00	68.00
2.00	420639	Maxrad BMLPV700 Low Profile Antenna	47.95	95.90
2.00	38332	Mini UHF Male Crimp connector	4.95	9.90
4.00	047-2832-03	Vehicle Video Camera Windshield Plate	28.00	112.00
		Subtotal		Continued
		Sales Tax		Continued
		Total		Continued



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

Quotation

Quote Number:
1855

Quote Date:
Mar 5, 2015

Quoted to:

Chesterfield Police Department
 46525 Continental Drive
 Chesterfield, MI 48047
 ph 586-949-2322

Page:
2

Customer ID	Good Thru	Payment Terms	Sales Rep
Chesterfield P.D.	4/4/15	Net 15 Days	CHSI

Quantity	Item	Description	Unit Price	Extension
		w/adhesive		
2.00	39010	Terminal Block	25.00	50.00
8.00	RECT-14LS-RB	RECT 14 LED Red/Blue Split - Rear Hatch & Push Bumper	82.00	656.00
2.00	ETFBSSN-P	Taillight Flasher	83.80	167.60
4.00	RECT-14BKT-90X2	90 Degree Bracket Double	29.00	116.00
2.00	Shop Supplies	Miscellaneous shop & installation supplies	150.00	300.00
8.00	VTX609C	Vertex Super LED White	114.00	912.00
4.00	IONJ	Red/Blue Split ION Series Super LED - Push Bumper	154.00	616.00
2.00	Install	Installation - Build New Custom Ford Interceptor Utility to the Customers Specifications	2,000.00	4,000.00
2.00	Removal	Equipment Removal - Ford Crown Vic Removed From Service	550.00	1,100.00
2.00	C-EB45-L3F-1P	L3 Mobile Vision Monitor Face Plate - Overhead Monitor Mount	34.50	69.00
2.00	Misc	Custom Panasonic Lap Top Partition Mount	125.00	250.00
2.00	RMR-CONF I-SF4	RAM Front Enclosure for Framed Console - Ford UV	45.00	90.00
2.00	ATO-FB8CF	ATO Fuse/Circuit Breaker	25.00	50.00
2.00	SC-7009	Gun Lock Timer Adjustable	29.00	58.00
2.00	CH-24213	Solenoid - 250 Amp Dual Battery	103.82	207.64
2.00	Misc	Black ABS Panel for Prisoner Partition & Rear Battery	96.00	192.00
2.00	D3805	Pro-Gard Trunk Organizer	227.64	455.28
			Subtotal	15,753.32
			Sales Tax	
			Total	15,753.32



A Quotation for	
Name:	Jeremy Giannosa
Email:	jgiannosa@xfxstudio.com
Phone #:	(586)709-3977
Fax #:	
A Quotation by	
Name:	Christopher Hood
Email:	Christopher.Hood@lexisnexis.com
Phone #:	(954) 578-1533
Fax #:	
Date Quoted:	2/26/2015

Agency Name:	Chesterfield Township Police Dept 46525 Continental Drive
Quote Number:	2015-02260CTPDCH
Int. Number:	

Line Item	Part Number	Description	Quantity	Unit Price	Extended Price
1		LexisNexis eCitation - Integrated Citation System (includes UD8 Citation form, CMV Citation Form, Voice Response, and Distribution of Citation Numbers)	4	\$795.00	\$3,180.00
2		Printers Brother 4030- Printing Speed: 5 IPS IP54 certification: 6 Ft. Drop Protection (Water, Dust, or Drop-Free) Easy to Load Media,- Communication Interface: Serial, USB, and Bluetooth Documentation Set Included	4	\$581.00	\$1,924.00
3		1-year maintenance for iyeCitation includes critical patches/upgrades	1	\$143.10	\$572.00
4		Online training session with supported documentation for officers and administration staff	1	\$0.00	\$0.00
				Total:	\$5,676.00

Thank you for this opportunity to submit our quotation for your review. Please provide a copy of this quote with your purchase order.

Pricing is guaranteed 15 days from date of proposal.

To accept this proposal, sign here and return : _____

O'Connor, James

From: Marci at Majik Graphics [majikmarci@yahoo.com]
Sent: Thursday, February 26, 2015 10:08 AM
To: O'Connor, James
Subject: Re: Vehicle graphics

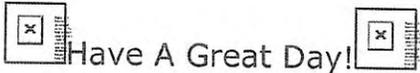
Hi Jim, nice to hear from you. Glad you are getting new cars. The price will be the same as last year, with a bit of a discount if we can do all 4 at the same time at your facility. The price will be \$505 per car if we can do them all at the same time - one trip. If we split them the price will be \$515 per car. Let me know if you have any questions or if you need anything else from me. Thanks and talk to you soon!

Marci Hurst

Majik Graphics, Inc.
19751 15 Mile Rd.
Clinton Township, MI 48035
586.792.8055
fax: 586.792.8057
majikmarci@yahoo.com

SPOKE TO MARCI
3-6-15 VIATX. INDICATED \$505 PER VEH.
STILL AVAILABLE WITH 2 VEHICLES INSTEAD
OF 4.

find us on [facebook](#)



Have A Great Day!

From: "O'Connor, James" <joconnor@chesterfieldpolice.org>
To: "Marci (majikmarci@yahoo.com)" <majikmarci@yahoo.com>
Sent: Wednesday, February 25, 2015 11:27 AM
Subject: Vehicle graphics

Marci,

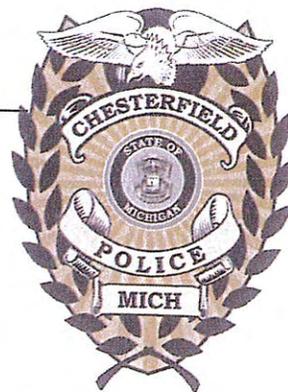
Can you provide me with a quote for graphics and installation on 4 Ford Explorer Utility Vehicles. This would be the same as what was done on our last explorer.

Thanks,

Jim

James O'Connor III
Administrative Sergeant
Chesterfield Township Police Dept
46525 Continental Drive
Chesterfield Twp., MI 48051
(586) 949-3149, Fax (586) 948-1622
joconnor@chesterfieldpolice.org

Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: Maintenance Agreement for Battery Back-Up System

Agenda Item #5F

CHESTERFIELD TOWNSHIP BOARD OFFICIALS
Michael Lovelock Cindy Berry Linda Hartman Henry Anderson Christine Bell Brian DeMuynck David Joseph

MEETING DATE
March 16, 2015

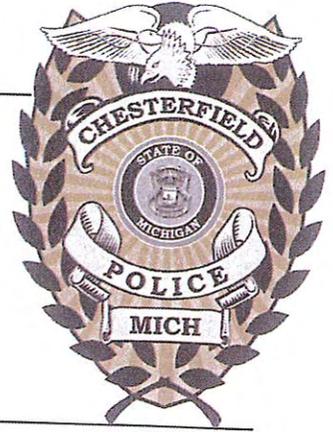
COST	\$10,226.00
BUDGET CODE	207-301-801 Contractual Services
Request to enter into a three (3) year maintenance agreement with Power Techniques. This agreement would cover the Galaxy 3500 UPS battery back-up system, which will soon be out of warranty. Quote and detailed information included.	

RECEIVED
MAR 11 2015

BY: *C. Berry*

8:51 AM

Chesterfield Township Police Department



Memorandum

To: Supervisor Mike Lovelock
CC: Treasurer Hartman, Clerk Berry, Trustee(s) Anderson, Bell, DeMuyneck and Joseph
From: A/Chief Bradley A. Kersten
Date: March 5, 2015
Re: Maintenance Agreement for Battery Back-Up System

The warranty for our Galaxy 3500 UPS battery back-up system is expiring soon. I would like to recommend that the police department enter into a three (3) year maintenance agreement with Power Techniques, which would cover all service and repairs for the battery back-up system on a priority basis.

The battery back-up system is responsible for ensuring a constant power supply to essential emergency equipment, which includes - but is not limited to - police radios, dispatch/911 phones and computers and servers. This constant power supply is especially critical when the regular power is lost and the generator is in the process of engaging in order to handle the supply of power. Not only is this a safety issue for our officers, but also to our residents, if power is in-fact lost.

Power Techniques has provided three (3) maintenance contract options:

<u>CONTRACT</u>	<u>COST</u>
One (1) year service contract	\$3,812
Two (2) year service contract	\$7,208
Three (3) year service contract	\$10,226

I am requesting authorization to enter into a three (3) year agreement with Power Techniques for maintenance on our battery back-up system. The department is very satisfied with the support and maintenance that has been received from Power Techniques and the three (3) year agreement is economical. If approved, the contract dates would be 06/04/2015 through 06/03/2018, which does not overlap the warranty coverage.

Please contact me at your convenience with any questions or concerns.

Thank you,

A handwritten signature in blue ink that reads "Bradley A. Kersten".

Bradley A. Kersten
A/Chief of Police

Chesterfield Township Police Department

Memorandum

To: Chief Kersten
CC:
From: Sgt. O'Connor
Date:
Re: Proposed Service Contract for UPS



I would like to recommend that we enter into a maintenance agreement with Power Techniques Inc., which is a sole source provider for our Galaxy 3500 UPS battery backup system, which will soon be out of warranty. The Galaxy 3500 provides a constant power supply while transitioning from utility to generator power during inclement weather or a manmade disaster. This constant power is mission critical, because loss of radio contact or loss of computer information during a power failure and time to reboot equipment can be life threatening not only to officers, but citizens alike. Maintaining this crucial piece of equipment also allows sensitive pieces of electrical equipment, i.e. servers, dispatch computers, and patrol radios, to meet their life expectancies. Power Techniques Inc. provided quotes for 1 year, 2 year, and 3 year service plans. I would recommend that we enter into a three year service plan that would lock the pricing in for the three years. I have attached the quotes from Power Techniques Inc. to this request for your review.

This Service and Order Summary Form, together with Power Techniques, Inc. terms and conditions will constitute the entire agreement between the parties. Customer acknowledges and accepts that by referencing the aforementioned terms and conditions that Power Techniques, Inc. has officially fulfilled its obligation under any applicable law to inform 'Customer' of the Power Techniques, Inc. terms. All references to substitution or addition of any other terms and conditions on this or any other document are hereby specifically and unequivocally rejected. The pricing above does not include taxes. Proposal is valid for ninety (90) days. By signing below, Customer acknowledges that Customer has read, understands, and agrees to be bound by Power Techniques Terms. Customer hereby authorizes Power Techniques c/o APC|MGE to commence performance under this contract and approves payment to Power Techniques, Inc. by the method listed above. If any legal action is initiated to collect past due amount Power Techniques, Inc. shall be entitled to recover, in addition to all said past due amounts, any damages, legal interest, collection costs and a reasonable attorney's fee.

CUSTOMER ACCEPTANCE

Authorized Signature: _____
Printed Name: _____
Title: _____
Date: _____
Purchase Order#: _____

Please make purchase order payable to:

Power Techniques, Inc.
3210 Coolidge Hwy.
Berkley, MI 48072
Phone: (248) 291-6213 | Fax: (248) 291-6178

Attention: Chris Shuter
ChrisShuter@PowerTechniquesInc.com

Payment Terms:

- Net 30 – If other than Net 30, AR Approval Required
- Applicable Taxes not included
- Tax Exempt , attach Certificate
- Freight Prepay and Included, f.o.b. Shipping Point
- Credit Card – contact Diana@PowerTechniquesInc.com or at 248-291-6213





3210 Coolidge Hwy | Berkley, MI 48072

Phone: 248.291.6213

Fax: 248.291.6178

www.PowerTechniquesInc.com

SERVICE AND OR SUMMARY FORM

Date: February 6, 2015
To: Chesterfield Township Police
Attention: Jeremy Giannosa
OPP ID #: 1-2Z4IL7X
PTI Quote ID#: 15-2045-10S
Prepared by: Dan McKernan
Email: DMcKernan@PowerTechniquesInc.com

PLEASE COMPLETE SECTIONS BELOW

INVOICE TO

EQUIPMENT LOCATION

Company: _____
 Address 1: _____
 City: _____
 State: _____ Zip: _____
 Contact: _____
 Office Phone: _____
 Cell: _____
 E-Mail: _____

Company: Chesterfield Township Police Department
 Address 1: 46525 Continental Drive
 City: New Baltimore
 State: MI Zip: 48047
 Contact: Jeremy Giannosa
 Office Phone: (586) 473-6527
 Cell: _____
 E-Mail: igiannosa@xfxstudio.com

Contract Dates: 06-04-2015 to 06-03-2017

Line Item	QTY	S/N#	Description of Services	Unit Price	Extended Price
A	1	PS1211330381	(1)Year Advantage Ultra Service Plan for (1) Galaxy 3500 UPS		\$7,208.00
B	1	PS1211330381	4 Hour Emergency Response Upgrade to Existing Service Contract		Included
			Applicable Taxes Not Included Freight PP & Included	PO TOTAL	\$7,208.00

Notes: 2 Year Service Contract

This Service and Order Summary Form, together with Power Techniques, Inc. terms and conditions will constitute the entire agreement between the parties. Customer acknowledges and accepts that by referencing the aforementioned terms and conditions that Power Techniques, Inc. has officially fulfilled its obligation under any applicable law to inform 'Customer' of the Power Techniques, Inc. terms. All references to substitution or addition of any other terms and conditions on this or any other document are hereby specifically and unequivocally rejected. The pricing above does not include taxes. Proposal is valid for ninety (90) days. By signing below, Customer acknowledges that Customer has read, understands, and agrees to be bound by Power Techniques Terms. Customer hereby authorizes Power Techniques c/o APC|MGE to commence performance under this contract and approves payment to Power Techniques, Inc. by the method listed above. If any legal action is initiated to collect past due amount Power Techniques, Inc. shall be entitled to recover, in addition to all said past due amounts, any damages, legal interest, collection costs and a reasonable attorney's fee.



3210 Coolidge Hwy | Berkley, MI 48072

Phone: 248.291.6213

Fax: 248.291.6178

www.PowerTechniquesInc.com

SERVICE AND OR SUMMARY FORM

Date: February 6, 2015
To: Chesterfield Township Police
Attention: Jeremy Giannosa
OPP ID #: 1-2Z4IL7X
PTI Quote ID#: 15-2045-10S
Prepared by: Dan McKernan
Email: DMckernan@PowerTechniquesInc.com

PLEASE COMPLETE SECTIONS BELOW

INVOICE TO

EQUIPMENT LOCATION

Company: _____
 Address 1: _____
 City: _____
 State: _____ Zip: _____
 Contact: _____
 Office Phone: _____
 Cell: _____
 E-Mail: _____

Company: Chesterfield Township Police Department
 Address 1: 46525 Continental Drive
 City: New Baltimore
 State: MI Zip: 48047
 Contact: Jeremy Giannosa
 Office Phone: (586) 473-6527
 Cell: _____
 E-Mail: jgiannosa@xfxstudio.com

Contract Dates: 06-04-2015 to 06-03-2016

Line Item	QTY	S/N#	Description of Services	Unit Price	Extended Price
A	1	PS1211330381	(1)Year Advantage Ultra Service Plan for (1) Galaxy 3500 UPS		\$3,212.00
			Option		
B	1	PS1211330381	4 Hour Emergency Response Upgrade to Existing Service Contract		\$600.00
			Applicable Taxes Not Included Freight PP & Included	PO TOTAL	\$3,812.00

Notes: 1-year contract

CUSTOMER ACCEPTANCE

Authorized Signature: _____
Printed Name: _____
Title: _____
Date: _____
Purchase Order#: _____

Please make purchase order payable to:

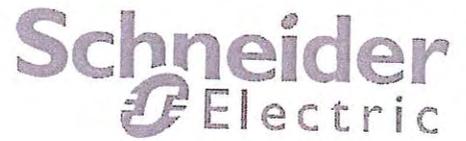
Power Techniques, Inc.
3210 Coolidge Hwy.
Berkley, MI 48072
Phone: (248) 291-6213 | Fax: (248) 291-6178

Attention: Chris Shuter
ChrisShuter@PowerTechniquesInc.com

Payment Terms:

- Net 30 – If other than Net 30, AR Approval Required
- Applicable Taxes not included
- Tax Exempt , attach Certificate
- Freight Prepay and Included, f.o.b. Shipping Point
- Credit Card – contact Diana@PowerTechniquesInc.com or at 248-291-6213





3210 Coolidge Hwy | Berkley, MI 48072

Phone: 248.291.6213

Fax: 248.291.6178

www.PowerTechniquesInc.com

SERVICE AND OR SUMMARY FORM

Date: February 6, 2015
To: Chesterfield Township Police
Attention: Jeremy Giannosa
OPP ID #: 1-2Z4IL7X
PTI Quote ID#: 15-2045-10S
Prepared by: Dan McKernan
Email: DMcKernan@PowerTechniquesInc.com

PLEASE COMPLETE SECTIONS BELOW

INVOICE TO

Company: _____
 Address 1: _____
 City: _____
 State: _____ Zip: _____
 Contact: _____
 Office Phone: _____
 Cell: _____
 E-Mail: _____

EQUIPMENT LOCATION

Company: Chesterfield Township Police Department
 Address 1: 46525 Continental Drive
 City: New Baltimore
 State: MI Zip: 48047
 Contact: Jeremy Giannosa
 Office Phone: (586) 473-6527
 Cell: _____
 E-Mail: jgiannosa@xfxstudio.com

Contract Dates: 06-04-2015 to 06-03-2018

Line Item	QTY	S/N#	Description of Services	Unit Price	Extended Price
A	1	PS1211330381	(1)Year Advantage Ultra Service Plan for (1) Galaxy 3500 UPS		\$10,226.00
B	1	PS1211330381	4 Hour Emergency Response Upgrade to Existing Service Contract		Included
Applicable Taxes Not Included Freight PP & Included				PO TOTAL	\$10,226.00

Notes: 3 Year Service Contract

This Service and Order Summary Form, together with Power Techniques, Inc. terms and conditions will constitute the entire agreement between the parties. Customer acknowledges and accepts that by referencing the aforementioned terms and conditions that Power Techniques, Inc. has officially fulfilled its obligation under any applicable law to inform 'Customer' of the Power Techniques, Inc. terms. All references to substitution or addition of any other terms and conditions on this or any other document are hereby specifically and unequivocally rejected. The pricing above does not include taxes. Proposal is valid for ninety (90) days. By signing below, Customer acknowledges that Customer has read, understands, and agrees to be bound by Power Techniques Terms. Customer hereby authorizes Power Techniques c/o APC|MGE to commence performance under this contract and approves payment to Power Techniques, Inc. by the method listed above. If any legal action is initiated to collect past due amount Power Techniques, Inc. shall be entitled to recover, in addition to all said past due amounts, any damages, legal interest, collection costs and a reasonable attorney's fee.

CUSTOMER ACCEPTANCE

Authorized Signature: _____
Printed Name: _____
Title: _____
Date: _____
Purchase Order#: _____

Please make purchase order payable to:

Power Techniques, Inc.
3210 Coolidge Hwy.
Berkley, MI 48072
Phone: (248) 291-6213 | Fax: (248) 291-6178

Attention: Chris Shuter
ChrisShuter@PowerTechniquesInc.com

Payment Terms:

- Net 30 – If other than Net 30, AR Approval Required
- Applicable Taxes not included
- Tax Exempt, attach Certificate
- Freight Prepay and Included, f.o.b. Shipping Point
- Credit Card – contact Diana@PowerTechniquesInc.com or at 248-291-6213



Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: Request for Police Department Open House

Agenda item # 56

CHESTERFIELD TOWNSHIP BOARD OFFICIALS
Michael Lovelock Cindy Berry Linda Hartman Henry Anderson Christine Bell Brian DeMuynck David Joseph

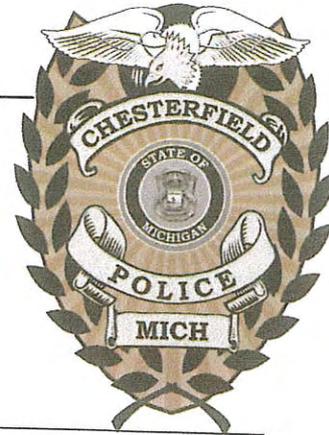
MEETING DATE
March 16, 2015

COST	TBD (minimal)
BUDGET CODE	TBD
Request to hold an Open House at the police station on Saturday, May 16, 2015. Attached is additional information on the requested event...	

RECEIVED
MAR 11 2015
BY: C Berry

9:57 AM

Chesterfield Township Police Department



Memorandum

To: Supervisor Mike Lovelock
CC: Treasurer Hartman, Clerk Berry, Trustee(s) Anderson, Bell, DeMuyneck and Joseph
From: A/Chief Bradley A. Kersten
Date: March 10, 2015
Re: Police Department Open House

The Chesterfield Township Police Department is seeking permission to hold an Open House on Saturday, May 16, 2015. This would be the second time this type of event would be held and the first was a huge success. Also, timing would be ideal since that week in May is recognized as National Police Week, which is held from May 10 through May 16, 2015.

The agenda for this Open House would be very similar to the last. Some details of the day may include:

- * A variety of tours through different parts of the station
- * Various displays of police and fire equipment, which would be demonstrated by the appropriately trained staff
- * The hours would be from 12:00pm until 3:00pm
- * Games and entertainment for all ages
- * Refreshments will be served
- * Volunteers from the community to assist
- * Helicopter (possibly)

Once the outline of the day is finalized, it will be made available. If there are any questions or concerns, please contact me at your convenience.

Thank you,

A handwritten signature in black ink, appearing to read "Bradley A. Kersten".

Bradley A. Kersten
A/Chief of Police

Agenda Item # 5H

MEMORANDUM

TO: CHESTERFIELD TOWNSHIP BOARD OF TRUSTEES
FROM: TREASURER LINDA HARTMAN
RE: MAPE – LETTER OF UNDERSTANDING

Dear Board Members:

As you are aware, the Michigan Association of Public Employees (MAPE) and the Township agreed to the terms and conditions of a new Collective Bargaining Agreement. Subsequent to the Board's approval of the Agreement, the Union requested a meeting with the Township negotiating team to discuss the reclassification of Assessors within the bargaining unit. On March 4, 2015 a meeting was held with all representatives present to discuss the Union's proposal.

The Michigan State Tax Commission has reclassified assessors into three new categories: Michigan Certified Assessing Officer (MCAO), Michigan Advanced Assessing Officer (MAAO) and Michigan Master Assessing Officer (MMAO). As a result of the Commission's reclassification, the Union requested the Township's bargaining team to consider a new wage scale for the three employees within the Assessing Department that are part of the bargaining unit. At the conclusion of our meeting, we agreed to create a new wage scale for the three assessors within the Department.

The Township attorney drafted the attached Letter of Understanding which has been reviewed and approved by the Union. The Letter of Understanding only affects the three assessors within the Department. The new wage scale provides modest wage increases for those three employees for the duration of the Collective Bargaining Agreement.

The Letter of Understanding is subject to Board approval and will be placed on the agenda for the March 16, 2015 Board meeting.

Very truly yours,



Linda Hartman, Treasurer
Charter Township of Chesterfield

Enclosure(s)

RECEIVED
MAR 10 2015
BY: C. Perry @ 12:39 pm

**LETTER OF UNDERSTANDING BY AND BETWEEN
CHARTER TOWNSHIP OF CHESTERFIELD AND
MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES**

This Letter of Understanding executed this ____ day of March, 2015, by and between the Charter Township of Chesterfield ("Township") and Michigan Association of Public Employees ("Union") is intended to modify the terms and conditions of the Collective Bargaining Agreement ("Agreement") executed by and between Township and Union effective January 1, 2014.

WHEREAS, Township and Union executed an Agreement with respect to rates of pay for bargaining unit members. The Agreement will expire December 31, 2017; and

WHEREAS, subsequent to the parties' negotiation of the Agreement, Union has requested Township to establish a new classification for the position of Appraiser III and adopt a wage scale for the new classification; and

WHEREAS, Union's request is based on the State Tax Commission's reclassification of municipal assessors in Michigan. The new classifications include Michigan Certified Assessing Officer (MCAO), Michigan Advanced Assessing Officer (MAAO) and Michigan Master Assessing Officer (MMAO); and

WHEREAS, Township and Union have engaged in negotiations in an attempt to recognize the State Tax Commission's reclassification of municipal assessors.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Township and Union agree as follows:

1. All assessors currently employed by the Township shall be classified as Appraiser III for the duration of the Agreement.

2. The rate of pay for the new designation Appraiser III is included in the wage scale marked Appendix A, attached hereto and incorporated in this Letter of Understanding. All current Employees shall have their pay revised to reflect the 2015, one-year rate (\$29.14) set forth in Appendix A. The new wages will become effective upon Township Board approval of this Letter of Understanding.

3. To the extent any terms contained in the Agreement or prior Letters of Understanding executed by and between Township and Union are inconsistent with the terms contained in this Letter, the terms of this Letter of Understanding are deemed controlling.

4. All terms and conditions of the Agreement shall remain in full force and effect except as expressly modified by this Letter of Understanding.

5. This Letter of Understanding shall not be deemed precedent-setting for any other Employee within the bargaining unit and shall apply only to the classification of Appraisers.

IN WITNESS WHEREOF, Township and Union have executed this Letter of Understanding as of the date set forth below.

CHARTER TOWNSHIP OF CHESTERFIELD,
A Michigan Municipal Corporation

BY: _____
Michael Lovelock,
Its Supervisor

Dated: _____

Union:
MICHIGAN ASSOCIATION OF PUBLIC EMPLOYEES

BY: _____

Its _____

Dated: _____

Appendix A

General Labor

	<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>	
2014	16.46	17.18	17.91		0%
2015	16.62	17.35	18.09		1%
2016	16.95	17.70	18.45		2%
2017	17.29	18.05	18.82		2%

Utility Worker

2014	22.54	23.12	24.10	
2015	22.77	23.35	24.34	
2016	23.23	23.82	24.83	
2017	23.69	24.30	25.33	

Crew Leader

2014	25.51	25.96	27.91	
2015	25.77	26.22	28.19	
2016	26.29	26.74	28.75	
2017	26.82	27.27	29.33	

Code Enforcement

2014	24.14	24.90	25.66	26.39
2015	24.38	25.15	25.92	26.65
2016	24.87	25.65	26.44	27.18
2017	25.37	26.16	26.97	27.72

Appraiser I

2014	20.25	21.05	21.85	23.14
2015	20.45	21.26	22.07	23.37
2016	20.86	21.69	22.51	23.84
2017	21.28	22.12	22.96	24.32

Appraiser II

2014	24.73	25.52	27.12	27.62
2015	24.98	25.78	27.39	27.90
2016	25.48	26.30	27.94	28.46
2017	25.99	26.83	28.50	29.03

Increase of \$0.50

Building Inspector/Appraiser III

2014	27.27	28.85	30.39	31.97
2015	27.54	29.14	30.69	32.29
2016	28.09	29.72	31.30	32.94
2017	28.65	30.31	31.93	33.60

Water & Sewer Inspector

2014	22.19	23.07	24.01	24.96
2015	22.41	23.30	24.25	25.21
2016	22.86	23.77	24.74	25.71
2017	23.32	24.25	25.23	26.22

Fifty cent (.50) increase for utility workers, crew leaders, and w/s inspector who have and maintain an S-4 license will be added to their base rate.

Berry, Cindy

From: Bauer, Victoria
Sent: Tuesday, March 10, 2015 1:12 PM
To: Berry, Cindy
Subject: FW: Engagement Letter for audit services
Attachments: Chesterfield 1 year and 5 year options EL - 2014-2018.pdf

From: Pamela Hill [<mailto:Pamela.Hill@plantemoran.com>]
Sent: Thursday, March 05, 2015 9:21 AM
To: Lovelock, Michael
Cc: Bauer, Victoria
Subject: Engagement Letter for audit services

Hi Mike,

As we discussed, attached is our engagement letter for the 12/31/14 audit. We have also included an option for 5 years if that is something that the Board would like to consider. As you know, if the Board chooses the 5 year option, it only locks in the price, but still leaves the Board the option to reconsider at any time during the 5 years. Please call me with any questions. Thanks!

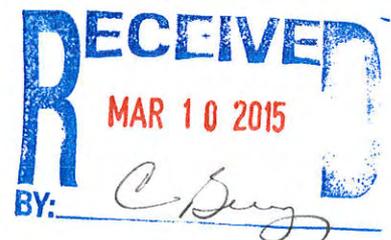
Pam

Pam Hill, CPA | Partner | Assurance
Plante Moran, PLLC, 4444 W. Bristol Road, Suite 360, Flint, MI 48507
Direct Dial: 810.766.6022 | Fax: 248.603.5704
[Plante & Moran](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

Celebrating our 90th anniversary and our 16th year as one of FORTUNE magazine's "100 Best Companies to Work For"

Please consider the environment before printing this email.

This email, including any attachments, may contain confidential information and is intended solely for use by the individual to whom it is addressed. If you received this email in error, please notify the sender, do not disclose its contents to others, and delete it from your system. Any other use of this email and/or attachments is prohibited. This message is not meant to constitute an electronic signature or intent to contract electronically.





Plante & Moran, PLLC
Suite 360
4444 W. Bristol Road
Flint, MI 48507-3153
Tel: 810.767.5350
Fax: 810.767.8150
plantemoran.com

February 25, 2015

Mr. Michael Lovelock
Township Supervisor
Charter Township of Chesterfield
47275 Sugarbush Road
Chesterfield Township, MI 48047

Dear Mr. Lovelock:

It has been our professional pleasure to serve as the Township's auditors over the past several years. Over that time, we have developed a valuable professional advisor relationship with the Township of Chesterfield and truly value the community as a client. We also have the unique ability to be able to say that we have extensive knowledge of the Township's processes, procedures and controls that we have obtained from working with the Township over many years.

We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to Charter Township of Chesterfield ("the Township").

Scope of Services

We will audit the Township's financial statements as of and for the year ended December 31, 2014 or years ended 2014 through 2018.

This contract is for professional services for the audit of the financial statements of the Township as described in the attached Professional Services Agreement – Audit Services. The initial audit engagement under this contract is for the fiscal year ended December 31, 2014. If the Board chooses the five year option, upon completion of the audit and delivery of the audit report for that fiscal year, the contract will renew each year to cover the following fiscal year unless terminated by either party. The renewals would apply for the audits for the years ending December 31, 2015, 2016, 2017 and 2018, if the Board selects the five year option. Notice of termination shall be in accordance with section 19 of the Professional Services Agreement.

In connection with our audit engagement, we will assist you in drafting your financial statements, supplementary information, and related notes. This assistance is considered a non-audit service; you agree to the contemporaneous provision of these audit and non-audit services. If you require any additional services, including accounting, consulting, or tax assistance, those services will be detailed in a separate engagement letter.



Timing of Services

We expect to begin fieldwork for this engagement at your offices on April 13, 2015. We anticipate that our on-site audit work will end on approximately April 24, 2015 and that our report will be issued by June 30, 2015.

Optional Contract Periods

In prior years, we have presented five year contract renewals to the Board. Studies have shown that audit failures happen most frequently in early years of audit contracts. Those studies and organizations such as the GAO and PCAOB suggest longer audit contracts, most commonly 5 year contracts. We are presenting both a 1 year option and a 5 year option to the Township for consideration.

A five year option provides Plante Moran greater confidence in our long term planning and hiring decisions, and therefore we are willing to provide greater incentives to our clients who consider a 5 year option. Those incentives result in a lower cost for the Township which can be locked in at the time of the contract extension. Also, with the implementation in fiscal year 2015 of one of the most impactful and complicated GASB's in the last ten years, we feel that continuity of auditors and our experience as both the MERS auditors and consultants on GASB 68 positions Plante Moran in a unique way in that our deep knowledge of the process will benefit the Township in ease of implementation at no additional costs as noted in the five year option below.

Our fee for the one year option is a modest inflationary increase over prior year's fee.

For the five year option, we were able to reduce the fee for fiscal year 2014 based on a long-term relationship and the various items mentioned above. We are then suggesting to freeze that fee for 2015 and then increase the fee from there based on a modest 2% inflationary amount which is actually slightly less than the average Headlee inflation factor has been over the past 10 years.

Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that Plante Moran staff expend at our current hourly rates.

1 year option – year ending December 31, 2014:

Our proposed fee for the engagement will be as follows:

Fiscal year ending December 31, 2014	\$55,120
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5 year option – years ending December 31, 2014 - 2018:

Our proposed fee for the engagement will be as follows:

Fiscal year ending December 31, 2014	\$52,300
Fiscal year ending December 31, 2015	\$52,300
Fiscal year ending December 31, 2016	\$53,350
Fiscal year ending December 31, 2017	\$54,420
Fiscal year ending December 31, 2018	\$55,510

February 25, 2015

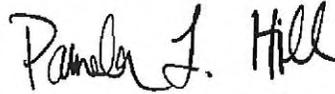
The incentives included in the 5 year option including reducing the 2014 fee and freezing the 2015 fee and a lower inflation rate actually results in a fee in 2018 that is only 1% higher than the fee for the one year option for 2014. We feel the longer term contract is a win for both the Township and Plante Moran. In either option, we will send the Board an annual letter of engagement in order to include the latest references to current auditing standards.

Our fee for the federal compliance audit, if necessary, will be based on the time required which is related to the number and nature of the grants tested. If a federal compliance audit is necessary, we will give the Township a fee estimate at that time.

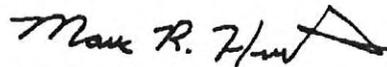
Thank you for the opportunity to serve you.

Sincerely yours,

PLANTE & MORAN, PLLC



Pamela Hill, CPA
Partner



Mark Hurst, CPA
Partner

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Charter Township of Chesterfield and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Option selected: 1 year option _____ 5 year option _____

Charter Township of Chesterfield

Mr. Michael Lovelock, Supervisor

Date



Professional Services Agreement – Audit Services Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for audit services dated February 25, 2015 between Plante & Moran, PLLC (referred to herein as "PM") and Charter Township of Chesterfield (referred to herein as "the Township").

1. **Financial Statements** – The financial statements of the Township being audited by PM are to be presented in accordance with accounting principles generally accepted in the United States of America (GAAP).
2. **Management Responsibilities** – The Township management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, including compliance with the requirements of accounting principles generally accepted in the United States of America and the completeness and accuracy of the information presented and disclosed therein. Management is also responsible for the capability and integrity of the Township personnel responsible for the Township's underlying accounting and financial records.

The Township personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and additional information that the auditor may request from management for the purpose of the audit. This includes providing assistance and information PM requests during the course of its audit, including retrieval of records and preparation of schedules, analyses of accounts, and confirmations. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM's audit. In addition, the Township will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. The Township will allow PM unrestricted access to personnel within the Township from whom PM determines it necessary to obtain audit evidence.

Management is responsible for making all management decisions and performing all management functions relating to the financial statements, supplementary financial information, and related notes and for accepting full responsibility for such decisions, even if PM provides advice as to the application of accounting principles or assists in drafting the financial statements, supplementary financial information, and related notes. The Township has designated Victoria Bauer to oversee financial statement related services PM provides. Management will be required to acknowledge in the management representation letter that it has reviewed and approved the financial statements, supplementary financial information, and related notes prior to their issuance and have accepted responsibility for the adequacy of the financial statements.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting the Township involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting the Township received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

3. **Objective of an Audit of Financial Statements** – The objective of PM's audit is the expression of an opinion on the Township financial statements specified in the accompanying engagement letter. PM offers no guarantee, express or implied, that its opinion will be unqualified or that it will be able to form an opinion about these financial statements in the event that the Township's internal controls or accounting and financial records prove to be unreliable or otherwise not auditable. If PM's opinion is to be other than unqualified, PM will discuss the reasons with the Township management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its audit or is unable to form an opinion on these financial statements, PM may terminate the engagement and decline to issue a report.
4. **Supplementary Information** – In any document that contains supplementary information to the basic financial statements that indicates that the auditor has reported on such supplementary information, management agrees to include the auditor's report on that supplementary information. In addition, management agrees to present the supplementary information with the audited financial statements or to make the audited financial statements readily available no later than the date of issuance by the Township of the supplementary information and the auditor's report thereon.
5. **Internal Controls** – The Township is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including controls established for the purpose of preventing or

Professional Services Agreement – Audit Services

detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations. PM, in making its risk assessments, will consider internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. PM's audit will not be designed to provide assurance on the design or operating effectiveness of the Township's internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the audit of the financial statements, instances of fraud, or misappropriation of assets that come to PM's attention.

6. **Audit Procedures and Limitations** – PM's audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and will include examination, on a test basis, of evidence supporting the amounts and disclosures in the Township financial statements specified in this engagement letter. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. An audit in accordance with GAAS involves judgment about the number of transactions to be tested and the overall approach to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that these financial statements are free from material misstatement. In addition, an audit in accordance with GAAS is not designed to detect errors or fraud that are immaterial to the financial statements. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected always exists, even in an audit properly planned and performed in accordance with GAAS. In recognition of these limitations, the Township acknowledges that PM's audit cannot guarantee that all instances of error or fraud will be identified.
7. **Auditor Communications** – PM is obligated to communicate certain matters related to the audit to those responsible for governance of the Township, including instances of error or fraud and significant deficiencies and material weaknesses in internal control that PM identifies during its audit. PM will communicate these matters to the members of the Township's governing board, and the Township acknowledges and agrees that communication in this manner is sufficient for the Township's purposes.
8. **Accounting and Financial Records** – The Township agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of GAAP, for providing schedules and analyses of accounts that PM requests, and for making all the Township financial records and related information available to PM for purposes of PM's audit. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on the Township providing PM with all such accounting and financial records, schedules, and analyses on the date PM's work commences. PM will assess the condition of the Township's accounting and financial records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, accurate, or in conformity with GAAP, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

In any circumstance where PM's work is rescheduled due to the Township's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.
9. **Audit Adjustments** – PM will recommend adjustments to the Township's accounting records that PM believes are appropriate. The Township management is responsible for adjusting the Township accounting records and financial statements to correct material misstatements and for affirming to PM in writing that the effects of any unrecorded adjustments identified during PM's audit are immaterial, both individually and in the aggregate, to the Township financial statements specified in this agreement.
10. **Management Representations** – The Township is responsible for the financial statements being audited and the implicit and explicit representations and assertions regarding the recognition, measurement, presentation, and disclosure of information therein. During the course of the audit, PM will request information and explanations from the Township officers, management and other personnel regarding accounting and financial matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

Professional Services Agreement – Audit Services

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error or fraud to go undetected by PM's procedures. Accordingly, the Township acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit of the financial statements will be considered a material breach of this agreement. In addition, as a condition of its audit engagement, the Township agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in the Township financial statements resulting in whole or in part from deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with generally accepted auditing standards and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

- 11. Use of Report** – PM's report on the financial statements must be associated only with the financial statements that were the subject of PM's audit engagement. The Township may make copies of the audit report, but only if the entire financial statements (including related footnotes and supplemental information, as appropriate) are reproduced and distributed with that report. The Township agrees not to reproduce or associate PM's audit report with any other financial statements, or portions thereof, that are not the subject of this engagement.

If PM's report on the financial statements being audited is to be published in any manner or if the Township intends to make reference to PM in a publication of any type, the Township agrees to submit proofs of the publication to PM for review prior to such publication and cooperate with PM in PM's performance of any additional audit procedures PM deems necessary in the circumstances, the nature and extent of which will be at PM's sole discretion. The Township acknowledges and agrees that additional fees for such work will be determined in accordance with the Fee Adjustments provision of this agreement. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the Township's Internet website, the Township understands that electronic sites are a means to distribute information and, therefore, PM is not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

- 12. Securities Offerings** – PM's audit does not contemplate, and does not include, any services in connection with any offering of securities, whether registered or exempt from registration. In the event the Township elects to incorporate or make reference to PM's report in connection with any offering of debt or equity securities and request PM's consent to such incorporation or reference, the Township understands that PM must perform additional procedures, the nature and extent of which will be at PM's sole discretion, and agrees that additional fees for such work will be determined based on the actual time that PM staff expend at current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and that payment for all such additional fees will be made in accordance with the payment terms provided in this agreement.
- 13. Tax Return Preparation** – This engagement does not include preparation of any tax returns or filings. If the Township requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.
- 14. Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of the Township, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to the Township, and PM will not use such information for any purpose other than its audit or disclose such information to any other person or entity without the prior written consent of the Township.

In some circumstances, PM may use third-party service providers to assist with PM's audit services. PM will inform the Township if it intends to use a third-party service provider. In order to enable these service providers to assist PM in this capacity, PM must disclose information to these service providers that is relevant to the services they provide. Disclosure of such information shall not constitute a breach of the provisions of this agreement.

In the interest of facilitating PM's services to the Township, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other method. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, the Township recognizes and accepts that PM has no control over the unauthorized interception of these

Professional Services Agreement – Audit Services

communications or transmissions once they have been sent, and consent to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both the Township and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform the Township in a timely manner of such request and to cooperate with the Township should it attempt, at the Township's cost, to limit such access. This provision will survive the termination of this agreement. PM's efforts in complying with such requests will be deemed billable to the Township as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

Both the Township and PM acknowledge that upon completion of the audit PM is required to send an electronic copy of the Township's financial report, PM's official letter of comments and recommendations, and auditing procedures report directly to the State of Michigan pursuant to Michigan Department of Treasury Regulations. The Township authorizes and directs PM to provide such information and disclosure of such information shall not constitute a breach of the provisions of this agreement.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon the Township's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. The Township acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

15. Fee Quotes – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on information provided by the Township regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. The Township acknowledges that the following circumstances will result in an increase in fees:

- Failure by the Township to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure by the Township to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by the Township causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances, or report disclosures that impact the current year engagement;
- An excessive number of audit adjustments.

PM will endeavor to advise the Township in the event these circumstances occur, however it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

16. Payment Terms – PM's invoices for audit services are due on the agreed-upon dates. Other invoices are due upon receipt. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or

Professional Services Agreement – Audit Services

terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's audit work or issuance of PM's audit report upon resumption of PM's work. The Township agrees that in the event PM stops work or terminates this Agreement as a result of the Township's failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

- 17. Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. The Township acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.
- 18. Subsequent Discovery of Facts** – After the date of PM's report on the financial statements, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited financial statements covered by PM's report, unless new information that may affect the report comes to PM's attention. If PM becomes aware of information that relates to these financial statements but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM's attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM's report. In this connection, PM will discuss the matter with the Township and request cooperation in whatever investigation and modification of the financial statements that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and the Township acknowledges and agrees that payment for all such additional fees will be made in accordance with the payment terms provided in this agreement.
- 19. Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. The Township will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.
- 20. Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

End of Professional Services Agreement – Audit Services

Department Head Meetings

Agenda Item # 5J

March 6, 2015

Dear Honorable Board Members:

Staff meetings provide the necessary information, tools and engagement that help employees to be proficient. Regular staff meetings make it possible for all to work with less confusion and accomplish objectives faster. It provides an acceptable platform for employees to ask questions and discuss concerns with each other and elected officials.

The primary purpose is communication if you are constantly postponing them, cancelling them at the last minute that shows a tremendous lack of respect for our employees.

I am asking for adoption of the following updated Policy to conduct Department Head Meetings

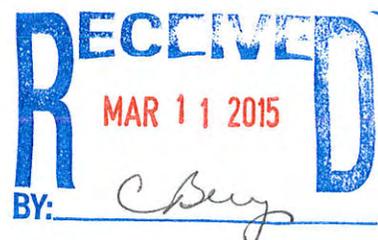
MANDATORY DEPARTMENT HEAD MEETINGS

The purpose of a staff meeting is to inform employees, exchange information and collaborate.

1. To keep Departments Heads informed as to the disposition of agenda items.
2. To allow Departments Heads to express their problems or concerns within their respective departments.
3. To advise the remaining Board Members as to discussions held at the meetings and to bring necessary issues to the Board for possible resolution.
4. To give Department Heads the opportunity to inform Board Members of other specific activities within their Departments.

Time and attendance:

1. Meetings will be held at the Township Offices at 10:00 a.m., on Tuesday following Regular Board Meetings or Wednesday if Regular Board Meetings fall on a Tuesday.
2. Meetings will be considered mandatory unless excused for all Department Heads
3. Meetings may be attended by the Assistant Department Head or designee if the Department Head is unavailable.
4. Meetings may be conducted by a board member or the Deputy Clerk.



The following policy was adopted 5/3/1999 and it is evident this policy needs to be updated

Dear Fellow Board Members:

In an attempt to minimize scheduling difficulties of the Supervisor, Clerk and Treasurer the Trustees are willing and able to permanently schedule Department Head Meetings. We are certain there is total agreement that the lines of communication between management and staff needs to be expanded upon. This is only one method of facilitating this need.

Therefore, the Trustees propose the following:

1. Meetings will be held at the Township Offices at 10:00 a.m., on Tuesday following Regular Board Meetings (Wednesday – if Regular Board Meetings fall on a Tuesday).
2. Meetings will be considered mandatory for all Department Heads.
3. Meetings may be attended by the Assistant Department Head if the Department Head is unavailable.
4. Meetings may also be attended by a staff member if there is no named Assistant.
5. Meetings will be conducted by Trustees Miller and Bowles with DeMuynck being the alternate.

The purpose for these meetings is as follows:

1. To keep Departments Heads informed as to the disposition of agenda items.
2. To allow Departments Heads to express their problems or concerns within their respective departments.
3. To advise the remaining Board Members as to discussions held at the meetings and to bring necessary issues to the Board for possible resolution.
4. To give Department Heads the opportunity to inform Board Members of other specific activities within their Departments. (i.e. new businesses moving in – possible updates on budgets or payroll changes – assessing updates – water/sewer updates- parks & recreation updates – building department updates, etc.)

At the MTA Conference in January, I attended a session which dealt with this issue. The speaker strongly suggested that just such meetings be held. They stressed the importance and the benefit derived from Department Head Meetings. This possible new communication open and to keep the Board of trustees advised of the activities within each department.

Thank you for your consideration.