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

May 18, 2015
7:00 P.M.

AGENDA

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE: Anchor Bay High School Junior Air Force ROTC**

3. **ROLL CALL**

4. **PRESENTATION:**

   Overview of 2015 North Gratiot Cruise.

5. **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 May 4, 2015.
   C) Approval of the Payment of Bills as submitted by the Finance Department.

6. **PUBLIC HEARING:**

   To hear comments on an application for an Industrial Facilities Exemption Certificate (IFEC) for real and personal property submitted by RockTech Systems, LLC located at 50250 E. Russell Schmidt Blvd., Chesterfield Twp., MI 48051.

7. **REGULAR AGENDA:**

   A) Adopt an Industrial Facilities Exemption Certificate (IFEC) for real and personal property submitted by RockTech Systems, LLC located at 50250 E. Russell Schmidt Blvd., Chesterfield Twp., MI 48051.

B) Introduction and administration of the Oath of Office to new Police Officers Michael Connell, Darin Johnson, Craig Suppon and Marco Koki

C) Introduction of Ken Franks, promoted to the rank of Police Lieutenant.

D) Approve the Supervisor's request to appoint Brad Kersten as Police Chief.

E) Approve a variance for an Outdoor Merchandising Application from Kroger at 35000 23 Mile Rd. from May17 through June 14, 2015.

F) Approve a request from JD & SY Inc. to sell fireworks from June 24, 2015 through July 5, 2015, 9:00am to 9:00pm from a 20' x 40' tent located at 29230 23 Mile Road and the same at 54800 Gratiot.

G) Approve Supervisor Lovelock's recommendation to re-appoint Rick LaBelle, Carl Leonard and Joe Stabile to the Planning Commission with their terms expiring June, 2018 and Jerry Alexie, Frank Eckenrode and James Moran with their terms expiring June, 2019.

H) Approve a request from Treasurer Hartman to update the current Purchasing Policy.

8. ADDENDUM (If Necessary)

9. PUBLIC COMMENTS (Five-Minute Time Limits)

10. BOARD COMMENTS

11. ADJOURNMENT

NEXT REGULAR BOARD MEETING IS MONDAY, JUNE 1, 2015 AT 7 P.M. THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS NOON WEDNESDAY MAY 27, 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: May 14, 2015

Wurmlinger, Eric M.

From: Berry, Cindy
Sent: Wednesday, May 13, 2015 9:04 AM
To: Wurmlinger, Eric M.
Subject: Fwd: Chesterfield Township Agenda, Monday 5/18

Sent from my iPhone

Begin forwarded message:

From: <johnhjohnson1114@gmail.com>
Date: May 12, 2015 at 1:41:48 PM EDT
To: <cberry@chesterfieldtwp.org>, Cindy Berry <cberry8873@yahoo.com>
Subject: Chesterfield Township Agenda, Monday 5/18

Clerk Berry,

I am requesting that the North Gratiot Cruise Foundation be placed on the Board Agenda, Monday 5/18. The purpose of which is to provide information and a general overview of this years upcoming Cruise scheduled for saturday September 26th. Also to honor and thank Jan Uglis for her service, now that she has stepped down as Chair.

Thanks, John Johnson, Vice Chair NGCF

Sent from my BlackBerry 10 smartphone on the Sprint network.

RECEIVED
MAY 13 2015
BY: EWW 10:21 AM

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

May 4, 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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Anchor Bay Junior ROTC

PRESENTATION OF CERTIFICATES TO ANCOR BAY JROTC CADETS

Supervisor Lovelock presented the Anchor Bay Junior ROTC cadets with certificates of appreciation for participation in the Pledge of Allegiance at Chesterfield Township board meetings during the 2014-2015 school year and a photograph was taken with the board.

PRESENTATION BY TOM YACHEN FROM BEAUTIFICATION COMMISSION

Beautification Commission chair, Tom Yaschen made a presentation to the board regarding the Beautification Commission's annual activities.

CONSENT AGENDA /APPROVED

Motion by Berry, supported by DeMuynck to: **4A)** Approve the Agenda as submitted 4B**)** Approve the Minutes of the April 20, 2015 regular board meeting as corrected. **4C)** Approve the Payment of Bills as submitted by the Finance Department.
Roll Call Vote:
Ayes: Berry, DeMuynck, Anderson, Joseph, Bell, Hartman, Lovelock
Nays: None **MOTION CARRIED**

MOTION TO APPROVE CHANGES IN BEAUTIFICATION COMMISSION BY-LAWS/ APPROVED

Motion by Lovelock, supported by Joseph to approve a Parks & Recreation Department request to enact changes in the Beautification Commission by-laws as unanimously approved at their meeting on March 31, 2015.
Roll Call Vote:
Ayes: Lovelock, Joseph, Anderson, DeMuynck, Bell, Hartman, Berry
Nays: None **MOTION CARRIED**

Motion by DeMuynck, supported by Berry to approve a request from Supervisor Lovelock to participate in the Brine Program for county roads in Chesterfield Township and authorize the Supervisor to order additional applications if needed without coming back to the board.
Roll Call Vote:
Ayes: DeMuynck, Berry, Anderson, Joseph, Bell, Hartman, Lovelock
Nays: None **MOTION CARRIED**

MOTION TO APPROVE PARTICIPATION IN MACOMB COUNTY BRINE PROGRAM/ APPROVED

Motion by Berry, supported by Anderson to set a Public Hearing for May 18, 2015 at 7 p.m. on an application for an Industrial Facilities Exemption Certificate (IFEC) for real and personal property submitted by RockTech Systems, LLC located at 50250 E. Russell Schmidt Blvd., Chesterfield Twp., MI 48051.
Roll Call Vote:
Ayes: Berry, Anderson, Joseph, DeMuynck, Bell, Hartman, Lovelock
Nays: None **MOTION CARRIED**

MOTION TO SET A PUBLIC HEARING FOR IFEC FOR ROCK TECH SYSTEMS, LLC. /APPROVED

Motion by Berry, supported by Hartman to approve a request from Freebies Fireworks to sell fireworks from June 24-July 6, 2015, 9:00am-9:00pm from a 20' x 60' tent located at 33157-95 23 Mile Road.
Tom Tracy addressed the board.
Roll Call Vote:
Ayes: Berry, Hartman, Joseph, Bell, Lovelock
Nays: Anderson, DeMuynck **MOTION CARRIED**

MOTION TO APPROVE A TENT FOR FREEBIES FIREWORKS / APPROVED

Motion by Hartman, supported by Bell to deny a request by Anchor Bay Summer SAC to waive pavilion rental fees at Brandenburg Park on June 12, 2015.
Roll Call Vote:
Ayes: Hartman, Bell, DeMuynck, Lovelock, Berry
Nays: Anderson, Joseph **MOTION CARRIED**

MOTION TO DENY WAIVER OF FEES AT BRANDENBURG PARK FOR ANCHOR BAY SAC/ APPROVED

Motion by Joseph, supported by Lovelock to waive pavilion rental fees at Brandenburg Park for Bravo Company 3-238th on July 19, 2015.
Roll Call Vote:
Ayes: Joseph, Lovelock, Anderson, DeMuynck, Bell, Hartman, Berry
Nays: None **MOTION CARRIED**

MOTION TO WAIVE FEES AT BRANDENBURG PARK FOR BRAVO COMPANY 3-238TH/ APPROVED

MOTION TO FILE LAWSUIT FOR BLIGHT AT 48823 SALT RIVER/ APPROVED

Motion by Lovelock, supported by DeMuynck to approve a request from Code Enforcement Officer John St. Germaine and Building Administrator Gary DeMaster to file a lawsuit for permanent injunction for blight and property maintenance at 48823 Salt River, Chesterfield Twp. MI 48047.
Tom Yaschen addressed the board.
Roll Call Vote:
Ayes: Lovelock, DeMuynck, Anderson, Joseph, Bell, Hartman, Berry
Nays: None **MOTION CARRIED**

PUBLIC COMMENTS

Joe Miller and Chuck Morgan addressed the Board.

MOTION TO ENTER CLOSED SESSION/ APPROVED

Motion by Berry, supported by Lovelock to enter into closed session to consult with the Township Attorney regarding trial or settlement strategy in conjunction with litigation between the Charter Township of Chesterfield and Fox LLC dba Rosie O'Grady's, Macomb County Circuit Court Docket No. 2011-2208-CH, pursuant to Section 8(e) of the Open Meetings Act at 7:55pm.
Roll Call Vote:
Ayes: Berry, Lovelock, Anderson, Joseph, DeMuynck, Bell, Hartman
Nays: None **MOTION CARRIED**

MOTION TO RETURN TO OPEN SESSION/ APPROVED

Motion by Lovelock, supported by DeMuynck to return to open session at 8:05pm.
Roll Call Vote:
Ayes: Berry, Lovelock, Anderson, Joseph, Bell, DeMuynck, Hartman
Nays: None **MOTION CARRIED**

ADJOURNMENT

Motion by Lovelock, supported by Berry to adjourn the meeting at 8:07pm.
Ayes: All
Nays: None

Cindy Berry, Clerk Michael Lovelock, Supervisor

Chesterfield Township Police Department

Memorandum

To: Supervisor Lovelock and Township Board

CC:

From: A/Chief Kersten

Date: 5-12-15

Ref: Promotion of SGT. Franks to rank of Lieutenant

Agenda Item # C

I am seeking the promotion of SGT, Kenneth Franks to the rank of Lieutenant effective June 3, 2015. Sgt. Franks is the next eligible candidate on the list established during the testing process, conducted last year and in accordance with the collective bargaining agreement. This promotion would fill the vacancy left open when I assumed the role of interim Chief of Police.

As you are aware, I have been the sole administrator of the police department since January of this year and approving this promotion would assist me with the management and oversight of the police department. I have attached SGT. Frank's professional resume to this memo for your review and I believe you will see he is highly qualified to fill this role.

If you have any questions in regards to this matter please contact me at anytime.

Sincerely,

Bradley A. Kersten

A/ Chief of Police

RECEIVED
MAY 13 2015
BY: 2:49 pm

Kenneth J. Franks

SUMMARY OF PROFESSIONAL QUALIFICATIONS

- Experienced supervisor with expertise in human relations and project management
- Extensive knowledge of New World Systems RMS/CAD and Microsoft Word, Excel, PowerPoint
- Strong background in staff training and development
- Superb written and oral communication skills
- Knowledgeable in organizational and strategic planning
- Successful in management, coaching, directing, and leading
- Vast experience in contract negotiation and compliance
- Knowledgeable of Federal and State Employment Law
- Experienced in budgeting and planning

PROFESSIONAL EXPERIENCE

Patrol Supervisor
Chesterfield Township Police, 2004-2006, 2008-current

- Supervise teams of police officers who responded to 911 emergency calls
- Manage public safety emergencies, direct operations, crime scenes, and major accident scenes
- Develop and implement strategies to respond to emerging crime trends
- Prepare, review, and approve officer reports, memos, training, and lesson plans
- Mentor and train new supervisors and employees
- Manage daily patrolling and security operations
- Maintain officer schedules and discipline
- Diffuse situations that are volatile or potentially volatile in nature
- Conduct shift change roll calls
- Supervised special police programs and units including canine, FTO, and department's use of force training

Administrative Sergeant
Chesterfield Township Police, 2007-2008

- Supervised civilian employees, including dispatch and records
- Provided training to enhance workplace performance at all levels of staffing
- Oversaw the maintenance and purchase of the department's vehicle fleet
- Managed the hiring process of new police officers
- Responsible for the building maintenance and infrastructure
- Acquired and implemented new systems for recording video for the police department and recording all phone conversations and radio traffic
- Served as liaison between department information and technology contractors and department personnel

Use Of Force Instructor
Macomb Police Academy, 2001-current

- Train entry level police cadets in the proper use of force
- Instruct active police officers in the appropriate use of force
- Instruct active and entry level police officers in multiple techniques and tactics
- Instruct new Use of Force Instructors, and recertify existing Use of Force Instructors
- Wrote the manual for the Macomb Police Academy in subject control for basic and advanced police training

Patrol Officer
Chesterfield Township Police, 2000-2004

Patrol Officer
City of Allen Park, 1997-2000

Legal Assistant
Detroit Police Officers' Association, 1995-1997

- Assisted with grievances
- Aided officers in completing written statements under Garrity
- Conducted legal research as directed by the union president or his designee.

Asset Protection
Aco Hardware, 1994-1995

- Surveilled retail stores for internal and external theft
- Ensured hazards were addressed by management

Marine
United States Marine Corps, 1990-1994

- Maintained and managed over ½ million dollars of military equipment
- Trained a specialized operation unit for combat and search and rescue missions
- Created training plans and carried out the training for a Marine special operations unit
- Tasked with the planning and supplying of necessary equipment and ranges for training
- Aided in writing a Standardized Operating Procedure for a special operations team
- Responsible for training, coaching, exercising, disciplining, counseling, and motivating the Marines in my command
- Performed additional duties as assigned by the Battalion Commander

EDUCATION

- Macomb Community College, Associates in Criminal Justice, 1996
- Baker College, Bachelor of Science in Public Administration, 2010
- Instructor Certifications in Use Of Force, Firearms, and Instructor Development
- Several leadership certificates earned from courses in the Marine Corps and while employed as an Officer with Chesterfield Police Department

*Extension OF DAYS"

May 6th, 2015

Chesterfield Township Board Members,

Agenda Item # E

Your local Kroger store would like to be considered to extend its outdoor selling period.

We would like to continue to sell outside from May 17th to June 14th.

The highlighted area on the attached diagram is where we currently are merchandising from.

We have done this in the past thru June and would like to be considered to continue that tradition in the wonderful Charter Township of Chesterfield.

Thank You for your consideration.

Sincerely,

Leo Loria

Kroger Store 724

35000 23 Mile Road

586-725-5660

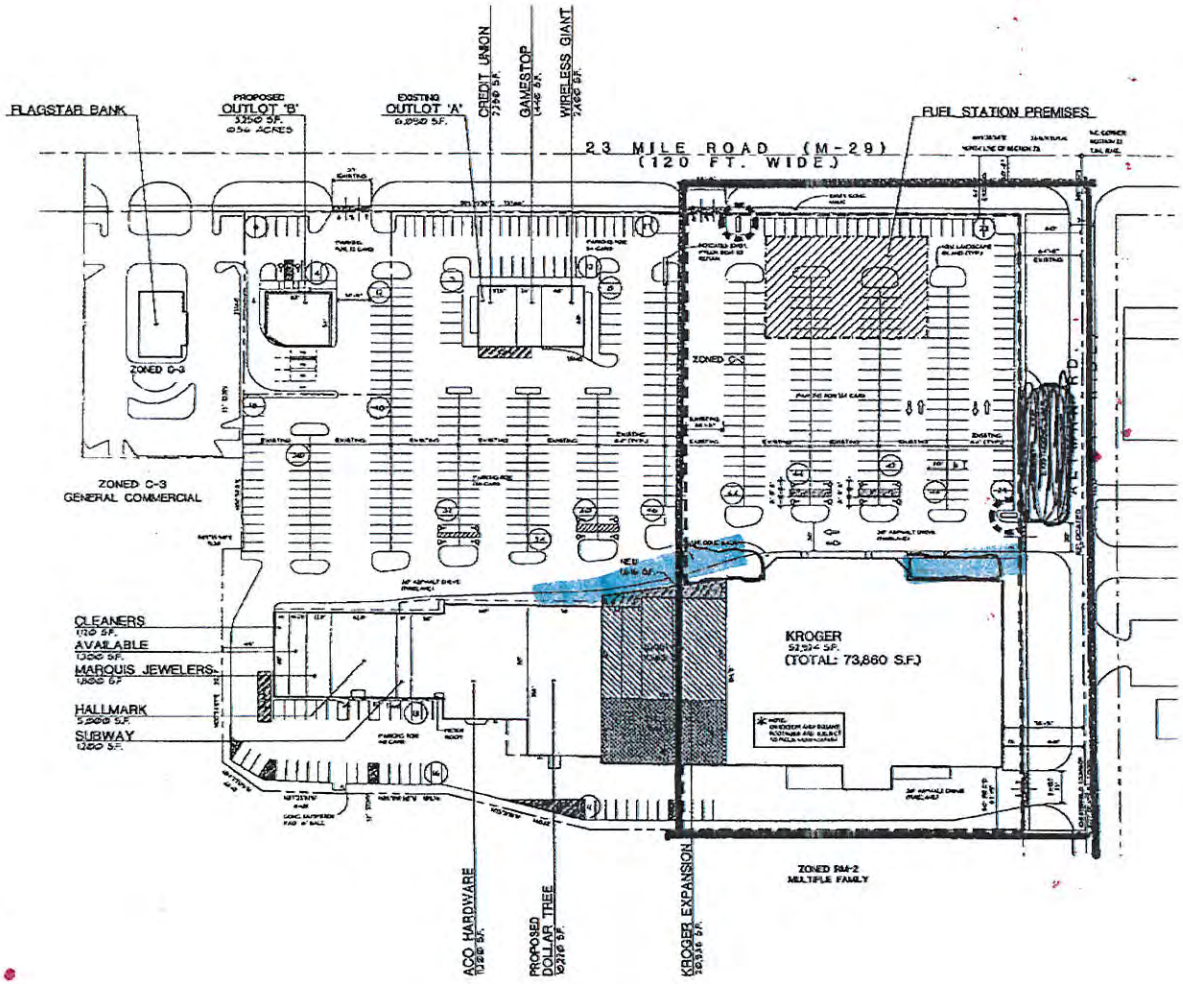
RECEIVED
MAY 08 2015
BY: Emily 9:17am

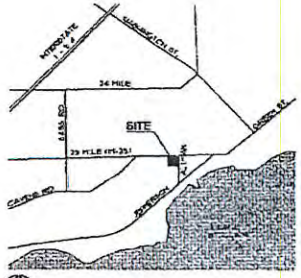
FYI:

*NOTE: HAS 28 days
Currently From: 4/20/15 - 5/17/15

MN133a

highlighted area
Merchandising area.





LEGAL DESCRIPTION - EXISTING CENTER

Part of the NE 1/4 of Section 23, T3N, R14E, Chesterfield Township, Macomb County, Michigan, being more particularly described as beginning at a point on the South line of 23 Mile Road (120.00 feet wide) distant S 00° 00' 10" E, 60.00 feet and N 89° 35' 50" W, 60.00 feet from the NE corner of said Section 23; thence S 00° 00' 10" E, 640.82 feet along the East line of said Section 23; thence N 89° 30' 59" E, 16.34 feet; thence N 10° 31' 01" W, 140.32 feet; thence N 87° 00' 50" W, 103.19 feet; thence N 87° 33' 31" W, 8.43 feet; thence N 32° 21' 05" W, 46.42 feet; thence N 00° 34' 05" E, 19.23 feet; thence S 87° 35' 56" E, 8.36 feet; thence N 00° 18' 31" E, 318.60 feet to a point on the South line of 23 Mile Road; thence S 89° 35' 50" E, 131.46 feet to the point of beginning. Containing 44,140 square feet or 1.0140 acres. Subject to easements and restrictions of record.

LEGEND

- KROGER PARKING AREA
- FUEL STATION PREMISES
- PROPOSED TENANT FUELING SIGN
- 2010 EXISTING EXPANSION PREMISES
- 2010 NORTH EXPANSION PREMISES
- 2010 SOUTH EXPANSION PREMISES

LAND • BUILDING • PARKING • DATA

LAND AREA : 1.023 ACRES
CURRENT ZONING : C-3 GENERAL COMMERCIAL DISTRICT

BUILDING AREA :

EXISTING RETAIL 'A' :	31,640 S.F.
EXISTING KROGER :	52,524 S.F.
KROGER EXPANSION :	20,336 S.F.
EXISTING OUTLOT 'A' :	6,050 S.F.
PROPOSED OUTLOT 'B' :	3,250 S.F.
TOTAL BUILDING AREA :	113,040 S.F.

PARKING REQUIRED :

EXISTING RETAIL:
1 SPACE / 200 S.F. G.F.A.

TOTAL PARKING REQUIRED 576 SPACES

PARKING PROVIDED : 576 SPACES

PARKING RATIO: 5.09 SPACES / 1000 S.F.

EXHIBIT B-3

Chesterfield Commons Expansion - Chesterfield Township, Michigan

SCALE: 1"=50'-0"

© COPYRIGHT 2007 ROGVOY ARCHITECTS P.C.

issued for:

project:

Proposed Expansion
Chesterfield Commons
Chesterfield Township, Michigan

ROGVOY ARCHITECTS
32600 TELEGRAPH ROAD
SUITE 250
BIRMINGHAM, MICHIGAN
48025-2401
PH 248.645.7700 FX 248.645.0270
ARCHITECTS@ROGVOY.COM

drawing:
Exhibit
B-3

DO NOT SCALE DRAWING

issue date:	28 OCT '10
drawn:	J.S.G.
checked:	M.D.
approved:	M.D.

file number: 97179

sheet:
SP-1

"Extension of Dollar"

★ Extention OF DAYS ★

CHARTER TOWNSHIP OF CHESTERFIELD

WELCOME TO Chesterfield GATEWAY TO ANCHOR BAY 1842

RECEIVED MAY 06 2015 BY

VARIANCE

OUTDOOR MERCHANDISING APPLICATION (ZONING ORD. 72-112 SEC. 225)

NOT TO EXCEED 28 DAYS PER CALENDAR YEAR

DATE: 5/6/15 NAME OF APPLICANT/ORGANIZATION: Kroger

PERSON CONDUCTING SALE: Darian Hatchett

DRIVER LICENSE #_____

BUSINESS ADDRESS: 35000 23 Mile Road, Chesterfield MI 48044
ADDRESS CITY STATE ZIP

HOME ADDRESS
ADDRESS CITY STATE ZIP

VENDING MATERIAL PROPOSED: Risers / A-Frame

NAMES OF PERSONS PARTICIPATING: Sidewalk area to left + right of store

GENERAL LOCATION **(DRAWING REQUIRED):** included

TIME PERIOD FOR WHICH SALE IS REQUESTED: Extension May 17th - Jan. 14th

WHO SHOULD WE CONTACT IF THERE ARE ANY QUESTIONS REGARDING YOUR APPLICATION?

NAME: Leo Loria / Debra Nickelson PHONE # 586-725-5660

ADDRESS: 3500 Chesterfield MI 48047
ADDRESS CITY STATE ZIP

OWNER APPLICANT:_____ **APPLICANT:** Debra Nickelson

FOR OFFICE USE ONLY:

DEPARTMENT APPROVAL-ZONING DEPARTMENT:

ZONING DISTRICT:_____ FRONTAGE ON ROAD:_____ FT.

VACANT_____ STRUCTURE_____

RECOMMENDATION: APPROVED:_____ DENIED:_____ BY:_____

REASON FOR DENIAL:_____

CLERK'S DEPARTMENT:

RECOMMENDATION: APPROVED:_____ DENIED:_____ BY:_____

For: 29230 23 Mile Rd.

CHESTERFIELD TOWNSHIP CLERK'S OFFICE

CHECKLIST FOR FIREWORK VENDOR APPLICATION PACKAGE

APPLICANT: Yousif, Safa / Dado / JD & Sy, Inc

DATE RECEIVED: 4/30/15

Agenda Item # F

- Y COMPLETED APPLICATION
- Y SIGNED ROADSIDE VENDORS STATEMENT
- Y MI DEPARTMENT OF LICENSING & REGULATORY AFFAIRS CERTIFICATE
- Y COPY OF MI SALES TAX LICENSE
- Y CERT. OF INSURANCE WITH TOWNSHIP NAMED AS "ADDITIONAL INSURED"
- Y COPY OF APPLICANT'S DRIVER'S LICENSE
- Y LETTER OF PERMISSION FROM PROPERTY OWNER
- Y MAP OF VENDING LOCATION
- Y COPY OF TRANSIENT MERCHANT LICENSE (IF APPLICABLE)
- N/A ELECTRICAL PERMIT (IF APPLICABLE)
- applied TENT PERMIT (IF APPLICABLE)
- applied SIGN PERMIT (IF APPLICABLE)
- Y VARIANCE REQUEST LETTER (IF APPLICABLE)

MISC. /COMMENTS Requesting 20 x 40 Tent

DEPARTMENT APPROVALS:

FIRE 5/10/15 POLICE 5-11-15 BUILDING 5-12-15

For Clerk office use only:

Approved: _____ **Denied**: _____ By: _____

REASON FOR DENIAL: _____

Vending Permit Fee: $ _____ Vending Bond Fee: $ _____
Bond refund: **Yes / No** Bond refund amount $ _____
Reason Forfeited: _____

Date bond refund submitted: _____

Date submitted for Agenda: 5/12/15 **Agenda Date:** 5/18/15

Board: APPROVED: _____ **DENIED:** _____ **DATE:** _____

RECEIVED MAY 12 2015 BY: 12:20

Rev. 04/2014

CHARTER TOWNSHIP OF CHESTERFIELD

VENDING LICENSE APPLICATION

"Fireworks"

DATE: 4/9/15 ***LICENSE #:*** _____

Name of Applicant or Organization: JD & SY Inc

Name of Person Responsible: Jonathan Dado & Javen Dado

Driver's License #: _____

Business Address: 21708 VanDyke Warren, MI Telephone # 248-227-2331

Home Address: _____ 48085

City State Zip

Names of Persons Participating: Safa Yousf

General Location of Vending: 29230 23 Mile Road (Front Parking lot)

Parcel Number or Address: P/N - 015-39-21-101-018

Product(s) Description: Fireworks

Sales Tax License #: 46-4814399

Dates of Vending: 6/24/15 — 7/5/15 w/1 Day Set up

Note: Allowed a maximum of four (4) permits per year, per applicant, or location, for a maximum of three (3) days each).

Special seasonal commercial vending permits may be used for the sale of seasonal trees, wreaths and blankets. (USE THE BOX ON THE BACK OF THIS SHEET TO SHOW THE LOT SIZE, PARKING LOCATIONS & THE REQUIRED PERMIT NUMBERS). Permits shall be valid from Thanksgiving Day to December 31.

In the event of questions, the following person is to be contacted and is responsible for the site and vending:

Name: Jonathan Dado Address: _____

Phone #: 248-227-2331

The undersigned has read, understands and agrees to comply with Chapter 18, Article III of the Charter Township of Chesterfield municipal code. Violation of any township code or ordinance may result in licenses or permits being suspended or revoked.

APPLICANT SIGNATURE: _____

OWNER SIGNATURE: _____

*****NO VEHICLES, MERCHANDISE OR SIGNS ARE ALLOWED IN THE RIGHT OF WAYS*****

Return completed application and all other required documentation to: Chesterfield Township Clerk
47275 Sugarbush Rd., Chesterfield Twp. MI 48047 Phone: 586-949-0400 Fax: 586-949-4018

Rev.4/2014

For: 54800 Gratiot

CHESTERFIELD TOWNSHIP CLERK'S OFFICE

CHECKLIST FOR FIREWORK VENDOR APPLICATION PACKAGE

APPLICANT: Safa Yousif / Dado / JJ & Sy, Inc

DATE RECEIVED: 4/30/15

- ✓ COMPLETED APPLICATION
- ✓ SIGNED ROADSIDE VENDORS STATEMENT
- ✓ MI DEPARTMENT OF LICENSING & REGULATORY AFFAIRS CERTIFICATE
- ✓ COPY OF MI SALES TAX LICENSE
- ✓ CERT. OF INSURANCE WITH TOWNSHIP NAMED AS "ADDITIONAL INSURED"
- ✓ COPY OF APPLICANT'S DRIVER'S LICENSE
- ✓ LETTER OF PERMISSION FROM PROPERTY OWNER
- ✓ MAP OF VENDING LOCATION
- ___ COPY OF TRANSIENT MERCHANT LICENSE (IF APPLICABLE) faxing
- N/A ELECTRICAL PERMIT (IF APPLICABLE)
- applied TENT PERMIT (IF APPLICABLE)
- applied SIGN PERMIT (IF APPLICABLE)
- ✓ VARIANCE REQUEST LETTER (IF APPLICABLE)

MISC. /COMMENTS Requesting 20 x 40 tent /

DEPARTMENT APPROVALS:

FIRE 5-10-15 POLICE 5-11-15 BUILDING 5-11-15

For Clerk office use only:

Approved: _____ **Denied:** _____ By: _____

REASON FOR DENIAL: _____

Vending Permit Fee: $ _____ Vending Bond Fee: $ _____
Bond refund: **Yes / No** Bond refund amount $ _____
Reason Forfeited: _____

Date bond refund submitted: _____

Date submitted for Agenda: 5/12/15 **Agenda Date:** 5/18/15

Board: APPROVED: _____ **DENIED:** _____ **DATE:** _____

Rev. 04/2014

RECEIVED
MAY 12 2015
BY: 12:30

CHARTER TOWNSHIP OF CHESTERFIELD

VENDING LICENSE APPLICATION

"Fireworks"

DATE: 4/9/15 ***LICENSE #:***

Name of Applicant or Organization: JD & S Inc

Name of Person Responsible: Jonathan Dado and Jason Dado

Driver's License #:

Business Address: 21708 Van Dyke Warren MI 48089 Telephone # 248-227-2331

Home Address:
City State Zip

Names of Persons Participating: Simon Ibrahim and Bar Ibrahim

General Location of Vending: 54200 Gratiot

Parcel Number or Address: P/N 0909127009

Product(s) Description: Fireworks

Sales Tax License #: 46-4814399

Dates of Vending: 6/24/15 TO 7/5/15 w/1 day setup.

Note: Allowed a maximum of four (4) permits per year, per applicant, or location, for a maximum of three (3) days each).

Special seasonal commercial vending permits may be used for the sale of seasonal trees, wreaths and blankets. (USE THE BOX ON THE BACK OF THIS SHEET TO SHOW THE LOT SIZE, PARKING LOCATIONS & THE REQUIRED PERMIT NUMBERS). Permits shall be valid from Thanksgiving Day to December 31.

In the event of questions, the following person is to be contacted and is responsible for the site and vending:
Name: Jonathan Dado Address:
Phone #: 248-227-2331

The undersigned has read, understands and agrees to comply with Chapter 18, Article III of the Charter Township of Chesterfield municipal code. Violation of any township code or ordinance may result in licenses or permits being suspended or revoked.

APPLICANT SIGNATURE:

OWNER SIGNATURE:

*****NO VEHICLES, MERCHANDISE OR SIGNS ARE ALLOWED IN THE RIGHT OF WAYS*****

Return completed application and all other required documentation to: Chesterfield Township Clerk
47275 Sugarbush Rd., Chesterfield Twp. MI 48047 Phone: 586-949-0400 Fax: 586-949-4018

Rev.4/2014

47275 Sugarbush • Chesterfield Twp., MI 48047

Agenda Item # G

May 12, 2015

Dear Honorable Board Members,

I am recommending to the Township Board the re-appointments of Jerry Alexie, Frank Eckenrode, Rick LaBelle, Carl Leonard, James Moran and Joe Stabile to the Planning Commission. Their letters of intent are attached.

All have done an excellent job on the Planning Commission. Joe Stabile, Carl Leonard and Rick LaBelle's terms will expire in 2018 and Jerry Alexie, Frank Eckenrode and James Moran's terms will expire in 2019.

Your support would be appreciated.

Yours truly,

Michael E. Lovelock, Supervisor
Chesterfield Township

RECEIVED
MAY 13 2015
BY: 9:38 AM

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

April 17, 2015

Michael E. Lovelock
Chesterfield Township Supervisor

Dear Mr. Supervisor,

I would like to continue for another term as a Planning Commissioner on the Chesterfield Township Planning Commission. I feel I am qualified and hopefully have made a difference in the community. I have attached my Certificate of Completion from Michigan State University for the classes I attended to become a Michigan Citizen Planner completed in 2014.

Thank You for your consideration,

Jerry Alexie

Received
4-17-15 AL

Michigan State University Extension

Certificate of Completion

Jerry Alexie

Successfully completed the Michigan Citizen Planner
Fundamentals of Planning and Zoning
2014

Brad Neumann

Brad Neumann, AICP
MSU Extension Educator

MICHIGAN STATE UNIVERSITY | Extension

Frank Eckenrode
45572 Jefferson Ave
Chesterfield, MI 48047
586-855-7950
April 23, 2015

Supervisor Lovelock
Chesterfield Township

Dear Supervisor Lovelock:

It has been my pleasure to serve on the Chesterfield Township Planning Commission and I would like to continue serving my community for another term. It would be greatly appreciated if you would recommend me for another term.

Sincerely,

Frank Eckenrode

Received
4-24-15

Alexie, Stephanie

From: Gisler, Sherri
Sent: Monday, May 04, 2015 8:18 AM
To: Alexie, Stephanie
Subject: FW: Planning

Rick LaBelle

Sherri Gisler
Chesterfield Township
Planning & Zoning Department
47275 Sugarbush Road
Chesterfield, MI 48047
Telephone (586) 949.0400 #1167
Email: sgisler@chesterfieldtwp.org

From: Rick LaBelle [mailto:RLABELLE@labelleelectric.com]
Sent: Monday, May 04, 2015 7:26 AM
To: Lovelock, Michael
Cc: Paul Miller; Gisler, Sherri
Subject: Planning

Good Morning Mike, I'm interested in continuing my position on the planning commission. Please consider my request and I look forward to serving the residents of Chesterfield Township.

received
5-4-15

Alexie, Stephanie

From: Carl Leonard <Carl@p-ghomes.com>
Sent: Monday, April 27, 2015 12:29 PM
To: Alexie, Stephanie
Subject: PC re-appointment

To Supervisor Mike Lovelock and the Chesterfield Twp Board,

I would like to be re-appointed to the Planning Commission for another term.

Thank you for your consideration,

Carl A. Leonard

VP Marketing and Sales

THE HANDS-ON HOUSE Build Your Own Home the smart way!

(586) 405-1572 Cell and Text

(586) 727-2050 Office

www.TheHandsOnHouse.com

carl@p-ghomes.com

received
4-27-15
SA

Alexie, Stephanie

From: Lovelock, Michael
Sent: Tuesday, April 14, 2015 7:50 PM
To: Alexie, Stephanie
Subject: Fwd: Requesting renewal of term for Mr. James Moran exp 2015

Please put back on

Sent from my iPhone

Begin forwarded message:

> **From:** "James C. Moran" <jcmoran18@gmail.com>
> **Date:** April 14, 2015 at 7:35:14 PM EDT
> **To:** "mlovelock@chesterfieldtwp.org" <mlovelock@chesterfieldtwp.org>
> **Subject: Requesting renewal of term for Mr. James Moran exp 2015**
>
> Mr. lovelock:
>
> I am requesting as a continuing member of the Planning Commissioner. Please keep me posted if anything is needed.
>
> Respectfully,
>
> Mr. James Moran
> 49212 Monte Rd.
> Chesterfield Twp.
>
> Sent from my iPhone

received
4-14-15
SA

48136 Mallard Dr.
Chesterfield MI 48047

April 28, 2015

Michael E Lovelock, Supervisor
47275 Sugarbush
Chesterfield, MI 48047

Dear Mike,

This letter is to request that you submit my name to the township board for reappointment to the planning commission.

I think my 39 years as a Chesterfield Twp. resident, and my business background in the community has been, and can continue to be an asset to the planning commission. I have enjoyed the 15 years I have served on the planning commission and would very much like to continue. Thank you for your consideration.

Sincerely,

Joe Stabile

received
5-12-15

RECEIVED
MAY 13 2013
BY: 2:59 pm

Chesterfield Township

PURCHASING POLICY/BID POLICY

A township official or department head may authorize a purchase made on behalf of the Township not to exceed ~~Two Thousand Five Hundred Dollars ($2,500)~~ three thousand dollars ($3,000.00). The Township Board must authorize all purchase requests (prior to purchase) that exceed ~~$2,500~~ three thousand dollars ($3,000.00). Prior board authorization shall not apply to any of the following:

1. Transaction between governmental units
2. Professional services, including but not limited to, legal, architectural, engineering, auditing, or accounting services.
3. Required specialized goods or services available from only one source (ie Election supplies)
4. Health, liability, and pension insurance.
5. Vehicle repairs, postage, utilities,
6. Assessing, tax and water bill forms
7. Other contractual obligations (i.e. bond payment)
8. Program supplies from the Parks and Recreation Fund and Senior Center account.
9. Senior transportation that is reimbursed
10. Prior board approved special bill run list

*Splitting up purchases to more than one invoice to avoid having to obtain board approval or the bidding process is prohibited.

The Township Supervisor or in the Supervisor's absence, the Treasurer, with concurrence of the Department Head of the emergency, can authorize the immediate purchase of ~~may purchase~~ items greater than the ~~$2,500~~ three thousand dollar ($3,000.00) threshold without prior Board approval in emergency situations only. Emergency purchases can be authorized only when life, property, or equipment are endangered through unexpected circumstances, or when normal operation of a department would be severely hampered by a long delay. A purchase requisition with a notation that such goods or services were purchased as an emergency action will be issued after the purchase. ~~The Supervisor must inform the Board of the emergency purchase at the next scheduled meeting prior to approving the bill run~~. A written report will be presented by the Supervisor or Treasurer; whoever declared the emergency and the coordinating Department Head of the emergency, explaining all purchases/services to the Board of Trustees at the next Board of Trustees Meeting subsequent to the emergency.

Purchase Authorizations

Purchase Authorizations are used to:

1. Document an order
2. Accurately describe the item(s) or service rendered
3. Request payment from accounting department

4. Give approval to pay - showing item(s) or services received/rendered and amount to pay is correct
5. To show what account number the Department Head anticipates the funds coming out of (Accounting Department reviews account number to insure accuracy and adjusts as necessary.)

Exactness and completeness in preparing the authorization is essential. Incomplete or improperly completed authorizations will be returned to the department or initiating individual for correction. The individual signing the purchase authorization is confirming that the invoice item description, item and quantities stated have been received and that the per-unit price and total cost are correct.

Invoices being submitted for payment must have a purchase authorization attached except for the following expenditures:

1. Utilities
2. Postage
3. Payroll
4. Insurance
5. Publications
6. Bond payments
7. Professional service authorized by the board

Invoices that do not require a Purchase Authorization must have an authorization signature. Except for rare exceptions, only the original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

Purchase Authorization Routing

Upon completion of the Purchase Authorization form, the preparing department will forward the invoice package to the Treasurer's office. The invoice package includes: the Invoice, Purchase Authorization, copy of the board minutes indicating approval (if applicable), and shipping/receiving documentation showing receipt of goods (if available). The Treasurer then must review and then sign the Purchase Authorization. In the event the Treasurer is unavailable the Deputy Treasurer may sign it in place of the Treasurer.

The required documentation must be turned into the accounting department in a timely manner (as soon as documentation is available) in order for it to be processed. The complete invoice package must be submitted by noon on Wednesday to the accounting department prior to the board meeting to be included in the bill run. Invoices not turned in on time will be placed on the following board meeting's bill run.

All checks will be processed through the Accounts Payable bank account. Manual Checks are processed separate from the Accounts Payable account and are more time consuming, costly, and do not have as many securities in place. Therefore, manual checks will be used for extraordinary circumstances only.

Written Quotes and Sealed bids

Purchases for goods or services that exceed a cost of $5,000 shall require the department head to obtain at least three written quotes (if available) prior to being put in front of the board.

Any purchase for goods or services exceeding an estimated contract cost of $20,000 shall require the solicitation of sealed bids (in accordance with P.A 167 and 168 of 1993). A township official or department head may request permission from the township board to waive the bidding requirements when there is a compelling reason. Sealed bids shall be opened at the office of the township clerk at a pre-announced date and time, and any interested party may be present for the bid opening. The clerk or deputy clerk, along with the department head, shall be present for the bid opening. Any board member or department head who has any ownership or other major interest in a company submitting a bid shall disclosure the conflict of interest to the board, and that individual shall not participate in awarding the bid. For board approved bids, cost overruns or change orders that are greater than ~~$2,500~~ three thousand ($3,000.00) must go again for board approval.

The requirements for sealed bids shall not apply to any of the following:

1. Transaction between governmental units
2. Professional services, including but not limited to, legal, architectural, engineering, financial advisory, auditing, or accounting services.
3. Specialized goods or services available from only one source
4. Health, liability, and pension insurance.
5. Other contractual obligations
6. Services for emergency repairs

Board approval, unless delegated by the Board, is necessary in awarding the purchase. ~~The bid shall be awarded to the lowest qualified bidder~~. The highest consideration of the lowest bid will be taken; the Township Board is not required to accept the lowest bid. In determining the most ~~lowest~~ qualified bidder the Township Board ~~may~~ will consider such additional factors including, but not limited to, workmanship and reliability of the bidders. Every effort will be made to award bids to local bidders.

The Charter Township of Chesterfield Board of Trustees has adopted this administrative policy to standardize and control purchasing, bid and proposal procedures. Standardization of these processes and cooperation by all employees, Departments, Committees and the Township Board ensures that the Township is receiving the best value for the money being expended. It is the policy of Chesterfield Township to competitively price goods and services prior to purchase