

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

**June 15, 2015  
7:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 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 June 1, 2015 and the June 8, 2015 Special Board Meeting.
  - C)** Approval of the Payment of Bills as submitted by the Finance Department.
- 5. REGULAR AGENDA:**
  - A)** Adopt Resolution 2015-16 establishing a policy and procedures for reimbursement to employees, appointees and elected officials for travel, meals, parking and mileage. (***Postponed from the regular Board meeting of June 1, 2015.***)
  - B)** Approve Ordinance No. 148 amending the Charter Township of Chesterfield Offenses Against Public Peace.
  - C)** Approve the new Freedom of Information Act (FOIA) Guidelines pursuant to Public Act 442 as amended and effective July 1, 2015.
  - D)** Approve the new Freedom of Information Act (FOIA) Fee Schedule pursuant to Public Act 442 as amended and effective July 1, 2015.

- E) Approve a request to waive the pavilion rental fee at Brandenburg Park on Friday July 24 for JOAK American Homes company picnic.
- F) Approve a request from the Police Department to increase the quoted cost of the server project by \$11,498.88.
- G) Approve a request from the Police Department to make a contingent offer of employment to an applicant for the Dispatch Division.
- H) Approve a request from the Police Department to renew the Net-Motion maintenance contract for three years, June 23, 2015 to June 22, 2018 at a total cost of \$5,016.87.
- I) Approve a request from the Police Department to purchase nine body armor vests from On Duty Gear at a total cost of \$5,760.00.
- J) Approve a request from the Building Department to seek Circuit Court Action to have the house and garage at 27470 21 Mile Rd. demolished.
- K) Approve Supervisor Lovelock's recommendation to re-appoint Vikki Gray, Tracy Antrikin and Alan Christ to the Parks and Recreation Commission with their terms expiring June, 2018.
- L) Approve a request from David Giglio of ABC Warehouse for a variance to an outdoor merchandising permit to erect a 20'x 40' tent in their parking lot.
- M) Approve a request from Alisa Zetterland of Dick's Sporting Goods for a variance to an outdoor merchandising permit to erect a 20'x 60' tent in their parking lot.
- N) Approve a request from Arteeza Enterprises Inc. to sell fireworks from June 23-July 4, 2015, 9:00am-10:00pm from a 20' x 40' tent located at 52050 Gratiot Rd.

**6. ADDENDUM (If Necessary)**

**7. PUBLIC COMMENTS (Five-Minute Time Limits)**

**8. BOARD COMMENTS**

**9. ADJOURNMENT**

**NEXT REGULAR BOARD MEETING IS MONDAY, JULY 6, 2015 AT 7 P.M.  
THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS**

**NOON WEDNESDAY JULY 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: June 11, 2015**

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

**June 1, 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, DeMuyneck  
Also Present: Township Attorney Seibert

The Pledge of Allegiance was led by Fire Chief Doug Charbonneau, Police Chief Brad Kersten and Firefighter Jake Prialux. **PLEDGE OF ALLEGIANCE**

Mark Hurst of Plante and Moran gave an overview of the 2014 Financial Audit **FINANCIAL AUDIT PRESENTATION**

Motion by Berry, supported by Anderson to: **4A)** Approve the Agenda as submitted. **4B)** Approve the Minutes of the May 18, 2015 regular board meeting. **4C)** Approve the Payment of Bills as submitted by the Finance Department. **CONSENT AGENDA /APPROVED**

Roll Call Vote:  
Ayes: Berry, Anderson, Joseph, Bell, DeMuyneck, Hartman, Lovelock  
Nays: None **MOTION CARRIED**

Motion by DeMuyneck, supported by Lovelock to adopt Resolution 2015-14 authorizing an official statement and continuing disclosure certificate for the North Gratiot Interceptor Drainage District for the Drain Bonds, phase 1. **MOTION TO ADOPT RESOLUTION 2015-14 REGARDING THE NORTH GRATIOT DRAINAGE DISTRICT BONDS/ADOPTED**

Roll Call Vote:  
Ayes: DeMuyneck, Lovelock, Anderson, Joseph, Bell, Hartman, Berry  
Nays: None **MOTION CARRIED**

Motion by Lovelock, supported by Joseph to adopt Resolution 2015-15 authorizing the publishing of a Notice of Intent to issue 2015 Capital Improvement Bonds. **MOTION TO ADOPT RESOLUTION 2015-15 REGARDING THE PUBLISHING OF INTENT TO ISSUE CAPITAL IMPROVEMENT BONDS/ADOPTED**

Roll Call Vote:  
Ayes: Lovelock, Joseph, Anderson, Bell DeMuyneck, Hartman, Berry  
Nays: None **MOTION CARRIED**

Motion by DeMuyneck, supported by Bell to approve introduction and first publication of Ordinance No. 148 amending the Charter Township of Chesterfield Offenses Against Public Peace.

Roll Call Vote:

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

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
THE INTRODUCTION  
AND PUBLISHING OF  
ORD. 148/APPROVED**

Motion by Berry, supported by Hartman, to approve payment of annual (July 1, 2015-June 30, 2016) dues to the Michigan Township Association (MTA) in the amount of \$6,201.63.

Roll Call Vote:

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

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
THE PAYMENT OF  
THE ANNUAL  
MICHIGAN TOWNSHIP  
ASSOC.  
DUES/APPROVED**

Motion by Lovelock, supported by Anderson to postpone to the June 15, 2015 regular board meeting the adoption of Resolution 2015-16 establishing a policy and procedures for reimbursement to employees, appointees and elected officials for travel, meals, parking and mileage.

Roll Call Vote:

Ayes: Lovelock, Anderson, Bell, DeMuyneck, Joseph, Berry

Nays: Hartman

**MOTION CARRIED**

**MOTION TO  
POSTPONE  
ADOPTION OF  
RESOLUTION 2015-16  
TO THE JUNE 15, 2015  
MEETING/APPROVED**

Clerk Berry administrated of the Oath of Office to Jake Priaulx, who was promoted to Fire Department Sergeant.

**OATH OF OFFICE TO  
JAKE PRIAULX**

Motion by DeMuyneck, supported by Anderson to approve the recommendation from AEW to award the 2015 Sanitary Sewer Cleaning and CCTV Investigation contract to Doetsch Environmental Services Inc. for a total cost of \$1,016,823.30.

Roll Call Vote:

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

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
THE CONTRACT  
AWARD FOR SEWER  
CLEANING  
/APPROVED**

Motion by Lovelock, supported by Berry to approve the recommendation from AEW to award the 2015 Sanitary Sewer Rehabilitation Lining contract to Pipeline Management Co. for a total cost of \$153,369.00.

Roll Call Vote:

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

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
THE CONTRACT  
AWARD FOR SEWER  
LINING/APPROVED**

Motion by Lovelock, supported by DeMuyneck to approve the Engagement Letter and Professional Services Agreement with Plante & Moran PLLC.

Roll Call Vote:

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

Nays: None

**MOTION CARRIED**

**MOTION TO APPROVE  
A PROFESSIONAL  
SERVICES  
AGREEMENT WITH  
PLANTE &  
MORAN/APPROVED**

Chief Kersten gave an informational overview of two potential grants regarding supplemental funding for new officers, (COPS Grant) and a grant regarding the implementation of body cameras (Department of Justice).

**INFORMATIONAL  
OVERVIEW OF TWO  
POLICE  
DEPARTMENT  
GRANTS**

Joe Miller addressed the Board.

**PUBLIC COMMENTS**

Motion by Lovelock, supported by DeMuyneck to adjourn the meeting at 8:25pm.

Ayes: All

Nays: None

**ADJOURNMENT**

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Cindy Berry, Clerk

Michael Lovelock, Supervisor

**Proposed MINUTES OF THE SPECIAL BOARD MEETING  
OF  
THE CHARTER TOWNSHIP OF CHESTERFIELD**

**June 8, 2015**

The meeting was called to order by Supervisor Lovelock at 6:03 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Treasurer Hartman  
Trustees: Anderson, Bell, DeMuyne, Joseph (6:05pm)  
Excused: Clerk Berry  
Also Present: Deputy Clerk Eric Wurmlinger, DPW Superintendent Don Coddington,  
DPW Assistant Superintendent Kevin Johnson, Finance Director Vicki  
Bauer, Deputy Treasurer Ellen Clark, AEW Executive Vice President  
Gordon Wilson, AEW Engineer Kyle Siedel

Supervisor Lovelock introduced the item to be discussed and stated that the establishment of water and sewer rates to the residents for 2016 would be very difficult. Communities are waiting for final word from the newly created Regional Water Authority.

Kyle Siedel started his presentation by pointing out that before a commodities cost is determined there are fixed costs for both water and sewer that are charged to each municipality in the system. The Detroit Water and Sewer Department (DWSD) assigns these rates, 60% for water and 100% for sewer, as a percentage of the total usage. Chesterfield Township also attaches a percentage. Currently AEW is offering 3 options for the board to consider when establishing our rates:

- Maintain current fixed fee percentage (11% for water and 7% for sewer).
- Progressive Increase (26% for water and 42% for sewer)
- 2 year recovery increase (16% for water and 19% for sewer)

The board discussed these options and also discussed using the DPW's projected fund balance.

The biggest dilemmas are how the rates are determined by the DWSD and the high percentage associated with their fixed cost.

Motion by Lovelock, supported by DeMuyne to adjourn at 8:10 pm.

Ayes: All

Nays: None

**ADJOURNMENT**

**MOTION CARRIED**

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Cindy Berry, Clerk

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Michael Lovelock, Supervisor

# Agenda Item # C

## CHARTER TOWNSHIP OF CHESTERFIELD

### FOIA PROCEDURES AND GUIDELINES

#### **Preamble: Statement of Principles**

It is the policy of Chesterfield Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Chesterfield Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

#### **Section 1: General Policies**

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: [www.chesterfieldtwp.org](http://www.chesterfieldtwp.org), so a link to those documents may be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Chesterfield Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

### **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

#### ***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

#### ***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Clerk or seek judicial review in the Macomb County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.

- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

**Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if you ask the Township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Township's website if you ask the Township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

Property Owner(s) will not be charged for one (1) record card if the record card is for property owned by that individual. One (1) record card per visit will be provided free of charge.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

#### **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

#### **Section 7: Discounted Fees**

##### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

**Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Clerk.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Macomb County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Clerk.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or

- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Macomb County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court challenging an excessive fee unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

**Section 11: Appendix of Chesterfield Township FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

\*Rented in 2014  
\*Rental  
\*Fees waived in 2014

# Agenda Item # E

RCVID  
5/28/15

## Chesterfield Township Parks WAIVER OF FEES FOR NON-PROFIT RENTALS

Group Name: JOAK American Homes Inc. Non-Profit # 38-320982  
Contact Person: Sandy Pelini Contact Number: 586-729-792-11054  
Address: 44899 Centre Ct City: Clinton Twp Zip: 48038  
Rental Date: 7/24/15 Day: Friday Time: 12-4  
Pavilion: X Tent: \_\_\_\_\_ Building: \_\_\_\_\_

Please explain briefly what your organization represents, and what you will be doing in the park.

Our company helps individuals with mental and developmental disabilities receive support services to function as independently as possible in the world. We will be using the park to host a company picnic.

Signature: Sandy Pelini

**Fax form to 586-949-4780**

The above group has requested and received approval to use Brandenburg Park, or Pollard Park and or one of its dwellings at no cost to their organization.

[Signature]  
TOWNSHIP SUPERVISOR

[Signature]  
TOWNSHIP CLERK

\_\_\_\_\_  
TOWNSHIP TREASURER

RECEIVED  
JUN 01 2015  
BY: [Signature]



## Our People

### JOAK Counseling and Behavioral Center

*It's all about the people - the difference is the commitment!*

44899 Centre Court, Ste. 101 Clinton Twp., MI 48038

Phone: 586-690-8331 | Fax: 586-690-8401

Offering a variety of mental health services to meet the needs of children, adolescents and adults in the community we serve.

- Individual Therapy
- Couples Therapy
- Family Therapy
- Group Therapy
- Home & Center Based Behavioral Therapy
- Diagnostic & Cognitive Evaluation Services

Drawing from the best practices in the field, the staff of JOAK Counseling & Behavioral Center tailors services to the needs of every client.



Andrea  
Belanger

Cutise Boswell



Bart Burger

Jay Hall

# Chesterfield Township Police Department



## TOWNSHIP BOARD MEETING AGENDA 2015

**FROM:** Chief Bradley A. Kersten

**SUBJECT:** Updated quote from Dell for server project

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

MEETING DATE
June 15, 2015

<b>COST</b>	\$11,498.88
<b>BUDGET CODE</b>	207-301-934
Presenting for approval of the updated quote from Dell for the server project.	

**RECEIVED**  
JUN 04 2015  
BY: *[Signature]*

# Chesterfield Township Police Department

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## Memorandum

To: Supervisor Michael E. Lovelock and Township Board Members  
CC:  
From: Chief Bradley A. Kersten  
Date: June 4, 2015  
Re: Updated cost for server project

---

Please see the attached email from Dell. There was an error in the quote that was presented. The necessary materials for the server project is now going to be an extra \$11,498.88 than what was quoted.

Respectfully Submitted,

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

Bradley A. Kersten / Chief of Police

## Kersten, Brad

---

**From:** Jeremy Giannosa <jgiannosa@xfxstudio.com>  
**Sent:** Monday, June 01, 2015 11:00 AM  
**To:** Kersten, Brad  
**Subject:** Fwd: Dell VMware order issue c# 23159637

Jeremy Giannosa  
[jgiannosa@xfxstudio.com](mailto:jgiannosa@xfxstudio.com)  
586.709.3977

Begin forwarded message:

**From:** <[Aaron\\_J\\_Nichols@Dell.com](mailto:Aaron_J_Nichols@Dell.com)>  
**Date:** May 21, 2015 at 10:43:08 AM EDT  
**To:** <[jgiannosa@xfxstudio.com](mailto:jgiannosa@xfxstudio.com)>  
**Cc:** <[Luciana\\_Riojas@Dell.com](mailto:Luciana_Riojas@Dell.com)>  
**Subject:** Dell VMware order issue c# 23159637

Hi Jeremy,

Regarding the root cause of this, I cannot say exactly what the cause was because it looks like the SW rep that originally quoted this in March is no longer with Dell.

My guess was that the SW rep was fairly new, and unfamiliar with VMware licenses having a license sku AND a support sku.

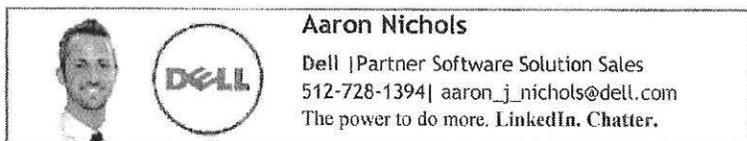
When they saw the request (ex. (6) VMware vSphere 5 - Standard Edition, Processor License, 3 Yr. SNS) I am assuming they thought it was only a request for VMware support.

The original VMware quote amount was \$9682.12, the actual quoted price should have been \$24,089.32.

To make up for this mistake, Dell is discounting the correct quote an additional \$2,908.32 (below cost) for a total price of \$21,181.00.

Please let me know if there is anything else you need from me.

Thanks,  
Aaron



# Chesterfield Township Police Department



## TOWNSHIP BOARD MEETING AGENDA 2015

**FROM:** Chief Bradley A. Kersten

**SUBJECT:** Approval to hire a new dispatcher, Mary Damm

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

MEETING DATE
June 15, 2015

<b>COST</b>	N/A
<b>BUDGET CODE</b>	Hiring: 207-301-803
Presenting for approval of the hiring of a new dispatcher, Mary Damm	

RECEIVED  
 JUN 04 2015  
 BY: *[Signature]* 2:39 PM

# Chesterfield Township Police Department

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## Memorandum

To: Supervisor Michael E. Lovelock and Township Board Members  
CC:  
From: Chief Bradley A. Kersten  
Date: June 4, 2015  
Re: Begin the hiring process for a new dispatcher, Mary Damm

---

We would like to begin the hiring process of a new dispatcher, Mary Damm. She would replace a previous candidate, which resigned. The process would include the physiological and physical exam. As the background investigation was completed in house and has no added cost. Once these steps are completed, with the board's permission, I would like to offer a contingent offer of employment with The Chesterfield Township Police Department. The tentative start date of this employee would be July 9<sup>th</sup>, 2015.

Respectfully Submitted,

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

Bradley A. Kersten / Chief of Police

# Agenda Item #H

## Chesterfield Township Police Department



### TOWNSHIP BOARD MEETING AGENDA 2015

**FROM:** Chief Bradley A. Kersten

**SUBJECT:** Contract renewal with Net Motion

<b>CHESTERFIELD TOWNSHIP BOARD OFFICIALS</b>
Michael Lovelock Cindy Berry Linda Hartman Henry Anderson Christine Bell Brian DeMuyneck David Joseph

<b>MEETING DATE</b>
June 15, 2015

<b>COST</b>	\$5,016.87
<b>BUDGET CODE</b>	207-301-863
Presenting for approval, the contract renewal with Net Motion	

**RECEIVED**  
JUN 04 2015  
BY: *EMJ* 2:45 PM

# Chesterfield Township Police Department

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## Memorandum

To: Supervisor Michael E. Lovelock and Township Board Members  
CC:  
From: Chief Bradley A. Kersten  
Date: June 4, 2015  
Re: Renew contract with Net Motion for three years

---

Our maintenance contract with Net Motion is set to expire on June 22, 2015. Attached is a quote for the next three years, priced at \$5,016.87. This has a savings of \$1,654.68. One year of service is quoted at \$2,223.85. Net Motion provides mobile VPN software which enables the department to provide reliable wireless connectivity in our patrol vehicles that is secure and has been very reliable.

Respectfully Submitted,

  
Bradley A. Kersten / Chief of Police

# Chesterfield Township Police Department



## Memorandum

To: Lt. Franks  
CC:  
From: Sgt. O'Connor  
Re: Net Motion Contract

*JOm*

Our maintenance contract with Net Motion will expire on 06/22/15. Net Motion provides mobile VPN software which enables the department to provide reliable wireless connectivity in our patrol vehicles that is secure and has been very reliable. I would suggest that we renew our service contract with Net Motion for a three year period, which will cost \$5,016.87. I have attached the quote provided by CDW which is providing the service agreement at governmental pricing. The attachment shows a one, two, and three year quote, in which the three year is substantially cheaper to purchase.

*I believe we should pursue three year contract at a savings of \$1,654.68.*

*Kent Franks*

*\*\* This is a HISTORICAL PURCHASE AND a REQUIRED operating system*



CDWG.com | 800.594.4239

OE400SPS

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GFLM040	8908099	5/27/2015

**BILL TO:**  
 CHESTERFIELD POLICE  
 DEPARTMENT  
 46525 CONTINENTAL DR

**SHIP TO:**  
 CHESTERFIELD POLICE DEPARTMENT  
 46525 CONTINENTAL DR

Accounts Payable  
 CHESTERFIELD , MI 48047-5207

CHESTERFIELD , MI 48047-5207  
 Contact: JIM O'CONNOR 586.651.1741

Customer Phone #586.949.2112

Customer P.O. # NETMOTION RENEWAL  
 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
SEAN BERGQUIST 877.325.3701		ELECTRONIC DISTRIBUTION	Request Terms	GOVT-EXEMPT
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1		NETMOTION PREM MNT 1Y  Contract: MARKET 6/23/2015 to 6/22/2016 Electronic distribution - NO MEDIA	2,223.85	2,223.85
1		NETMOTION PREM MNT 2Y  Contract: MARKET 6/23/2015 to 6/22/2017 Electronic distribution - NO MEDIA	3,685.94	3,685.94
1		NETMOTION NM PREM 3Y MNT  Contract: MARKET 6/23/2015 to 6/22/2018 Electronic distribution - NO MEDIA	5,016.87	5,016.87
SUBTOTAL				10,926.66
FREIGHT				0.00
TAX				0.00
				US Currency
<b>TOTAL</b>				<b>10,926.66</b>

CDW Government  
 230 North Milwaukee Ave.  
 Vernon Hills, IL 60061

Fax: 312.705.8283

**Please remit payment to:**  
 CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager.

# Chesterfield Township Police Department



## TOWNSHIP BOARD MEETING AGENDA 2015

**FROM:** Chief Bradley A. Kersten

**SUBJECT:** Purchasing New Body Armor

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

<b>MEETING DATE</b>
June 15, 2015

<b>COST</b>	\$5,760.00
<b>BUDGET CODE</b>	207-301-741
Presenting for approval, the purchasing of new body armor	

RECEIVED  
JUN 09 2015  
BY: *[Signature]*

# Chesterfield Township Police Department

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## Memorandum

To: Supervisor Michael E. Lovelock and Township Board Members  
CC:  
From: Chief Bradley A. Kersten  
Date: June 9, 2015  
Re: Purchasing New Body Armor

---



We would like to replace expiring body armor for nine officers. An application was submitted to Bulletproof Vest Partnership (BNP) to be reimbursed for 50% of the total cost. We are still waiting on approval. We received three vendor quotes and On Duty Gear had the lowest price at \$640 per unit. The total for nine body armor units is \$5760.00, with approval BVP will pay \$2880.00. The payment can be expected no later than September 30, 2015 per BVP.

The body armor is manufactured by Armor Express. The vest is the Razor model with a threat level 2. It utilizes a Revolution carrier and a 5x8 flexible shock plate. This model meets the National Institute of Justice Standards for police officer protection.

Respectfully Submitted,

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

Bradley A. Kersten / Chief of Police

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# Chesterfield Township Police Department



## Memorandum

To: Lt Franks  
CC:  
From: Sgt Anderson  
Re: Body Armor

We have 9 officers with expired or expiring body armor in 2015. I would like to purchase 9 new body armor units from On Duty Gear ODG. I have applied for 50% reimbursement for the purchase of body armor in 2015 through the Bulletproof Vest Partnership BVP. The application was submitted on 05-05-2015 and I am waiting for approval.

The purchase cost of the 9 body armor units is \$5760.00. This cost is based on our most recent, 09-30-2014, body armor purchase from ODG of \$640 per unit. This was the lowest price obtained from a 3 vendor bid process the fall of 2014. If the purchase cost of reimbursement is approved, BVP will pay 50% or \$2880.00. The payment can be expected no later than September 30<sup>th</sup> 2015 per BVP.

The body armor is manufactured by Armor Express. The vest is the Razor model with a threat level 2. It utilizes a Revolution carrier and a 5x8 flexible shock plate. This model meets the National Institute of Justice standards for police officer protection.

### Expired/Expiring

Chief Kersten  
Sgt Gray #05  
Sgt Riske #23  
Ofc Ogden #46  
Ofc Krul #44  
Ofc Otal #48  
Ofc Stevenson #06  
Ofc Unger #31  
Det Chadwick #22

When this request is approved, I will contact ODG to arrange vest fitting date(s) to best accommodate the officers.

*(Signature)*  
6-5-15



# Agenda Item #

*J OK to put on agenda*

06/02/2015

MR. MIKE LOVELOCK, SUPERVISOR  
Chesterfield Township Board of Trustees

RE: REQUEST FOR CIRCUIT COURT ACTION TO DEMOLISH VACANT  
HOUSE AND GARAGE AT 27470 21 MILE RD

Mr. Lovelock,

I am requesting Circuit Court Action to have the vacant house and garage at 27470 21 Mile Rd. demolished. This home has sat vacant for a number of years. In September of 2014 an inspection was done by our inspectors for prospective renters. The house did not pass inspection, as inspectors found numerous and serious building, electrical, plumbing and mechanical violations. This house sits at the corner of 21 Mile Rd. and Continental Dr. We have cut the weeds at this house a number of times since 2011. Today I observed the front door standing open and investigated and found that scrapers had been in there and stripped out all the copper wiring damaging all the interior walls. I secured the house the best I could and notified Sgt. Ken Anderson from the Police Department. The owner of this house lives in North Dakota and has not answered any of the letters we have sent to her. This house is an attractive nuisance for vagrants, scavengers and children. This house needs to be demolished as soon as possible and is an extreme detriment to the Township.

I have attached pictures and inspection reports.

  
John St. Germaine  
Code Enforcement Officer

  
Gary DeMaster  
Building Administrator

RECEIVED  
JUN 03 2015  
BY: *Smw/10:37*

# Charter Township of Chesterfield

47275 Sugarbush - Chesterfield, MI 48047

(586) 949-0400 ext. 2

Inspection Line ext. 1104

Type of Inspection:

Foreclosure

Job Address:

27470 21 Mile Rd

Date of Inspection:

9.30-14

INSPECTOR:

D.C.

Pre-Fab: \_\_\_\_\_

Gas pipe: \_\_\_\_\_

Grade Cert: \_\_\_\_\_

Zoning: \_\_\_\_\_

Building: \_\_\_\_\_

11:00

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Heating: \_\_\_\_\_

Lot No.: \_\_\_\_\_

## THE FOLLOWING ITEMS WERE FOUND INCORRECT:

- 1) REMOVE ILLEGAL WOOD FRONT PORCH
- 2) GUARDRAIL REQ'D. ON FRONT PORCH
- 3) SEAL HOSE BIBB THRU WALL
- 4) REPAIR SHINGLES
- 5) REPAIR BROKEN GAR. WINDOW
- 6) REPAIR TRIM AROUND BACK DOOR
- 7) STEP REQ'D. AT BSMT. LANDING
- 8) INSTALL BOND INSULATION
- 9) FINISH DRYWALL REPAIRS
- 10) RE-INSTALL DOOR AT KIT. TO BSMT.
- 11) ADDRESS REQ'D. ON HOUSE
- 12) INSTALL HANDRAIL ON STAIRS
- 13) FOUNDATION WALLS SEVERLY BOWED & CRACKED  
SUBMIT REPORT FROM STRUCTURAL ENGINEER
- 14) SMOKE DETECTORS REQ'D. IN BEDROOMS

RECALL

# Charter Township of Chesterfield

47275 Sugarbush - Chesterfield, MI 48047

(586) 949-0400 ext. 2

Inspection Line ext. 1104

Type of Inspection: Foreclosure

Job Address: 27470 21 Muir Rd

Date of Inspection: 9-30-14

Pre-Fab: \_\_\_\_\_ Gas pipe: \_\_\_\_\_

Grade Cert: \_\_\_\_\_ Zoning: \_\_\_\_\_

Building: \_\_\_\_\_ Electrical: \_\_\_\_\_

Plumbing: 11:00 Heating: \_\_\_\_\_

Lot No.: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

## THE FOLLOWING ITEMS WERE FOUND INCORRECT:

- 1) PERMITS REQUIRED ON NEW WATER DISTRIBUTION.
- 2) FUNCTIONING LAUNDRY TUB REQUIRED
- 3) SUMP REQUIRES A CHECK VALVE AND COVER.
- 4) INSTALL COVER ON FLOOR DRAIN.

# Charter Township of Chesterfield

47275 Sugarbush - Chesterfield, MI 48047

(586) 949-0400 ext. 2

Inspection Line ext. 1104

Type of Inspection:

Foreclosure

Job Address:

27470 21 Mile Rd

Date of Inspection:

9.30.14

INSPECTOR:

Pre-Fab:

Gas pipe:

Grade Cert:

Zoning:

Building:

Electrical:

Plumbing:

Heating:

11:00

Lot No.:

## THE FOLLOWING ITEMS WERE FOUND INCORRECT:

- 1) PERMITS REQUIRED ON FURNACE AND WATER HEATER INSTALLATIONS (ALSO GAS LINES MAIN + 4 OUTLETS)
- 2) FURNACE MUST BE CERTIFIED TO PASS INSPECTION
- 3) REPAIR RETURN AIR SHEETING AT REAR OF HOUSE AND BY FURNACE.

# Charter Township of Chesterfield

47275 Sugarbush - Chesterfield, MI 48047

(586) 949-0400 ext. 2

Inspection Line ext. 1104

Type of Inspection:

Foreclosure

Job Address:

27470 21 Mile Rd

Date of Inspection:

9-30-14

INSPECTOR:

Pre-Fab:

Gas pipe:

Grade Cert:

Zoning:

Building:

Electrical:

11:00

Plumbing:

Heating:

Lot No.:

## THE FOLLOWING ITEMS WERE FOUND INCORRECT:

Replace wires to service

Bond water meter to panel / Replace wires to meter

SUPPORT All Hanging ~~RM~~ NM CABLE in Floor Joist

Change Recepticals to 2 prong or ADD Grounds

ADD CKT FOR Furnace & J/Box old Feeds OR Remove

Replace Keyless Lights in closets w/sealed Fixtures

GFCI Protect All Recepticals in BASEMENT

Remove NM CABLE From Duct work.

ADD CKT FOR Sump

Remove Exposed wiring in garage

Install Covers everywhere

Remove & or Repair Fixture on Front Porch

Install smoke Detectors Per Code

- Electrical Permit Required For Repairs -

ADD Bonding For meter and GAS when installed

ADD Ground Rods per Code

Install inuse Covers on all outside Recepticals w/GFCI

Protection

- Check -

Req. Contractor to ~~Panel~~ Panel & Junction Box must be wired per Code - To much to list will meet Contractor.

# Charter Township of Chesterfield

47275 Sugarbush - Chesterfield, MI 48047

(586) 949-0400 ext. 2

Inspection Line ext. 1104

Type of Inspection:

FORECLOSURE

Job Address:

27470 21 Mile Rd

Date of Inspection:

9-30-14

INSPECTOR:

*J. R. ...*

Lot No.:

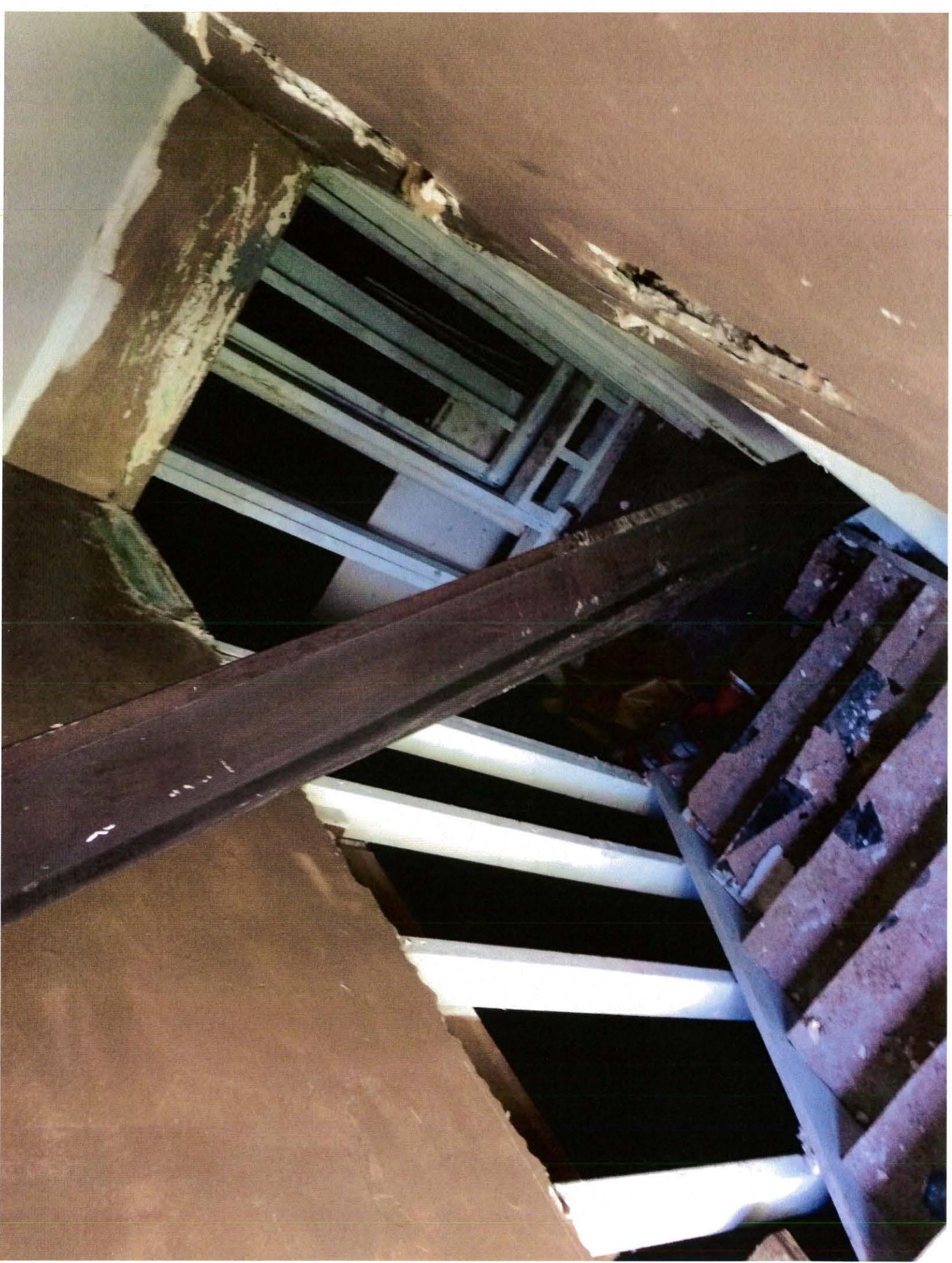
11:00

## THE FOLLOWING ITEMS WERE FOUND INCORRECT:

CLEAN UP OUTSIDE YARD

BRUSH, DEBRIS

TAKE DOWN OLD FENCE







## Agenda Item # *K*

June 9, 2015

Dear Honorable Board Members,

I am recommending to the Township Board the re-appointments of Vikki Gray, Tracy Antrikin and Alan Christ to the Parks and Recreation Commission. Their letters of intent are attached.

All have done an excellent job on the Parks and Recreation Commission. Their terms will expire in June 2018.

Your support would be appreciated.

Yours truly,

Michael E. Lovelock, Supervisor  
Chesterfield Township



## Alexie, Stephanie

---

**From:** Galatis, Chris  
**Sent:** Tuesday, June 09, 2015 9:04 AM  
**To:** Alexie, Stephanie  
**Subject:** FW: Parks & Recreation Commission Term Renewal Request

Chris Galatis  
Chesterfield Township  
Director of Parks & Recreation  
P: 586-949-0400 ext. 1195  
F: 586-949-4780  
<http://parks.chesterfieldtwp.org>  
<http://www.facebook.com/ChesterfieldTwpPR>  
<https://twitter.com/ChesterfieldPR>

**From:** [vikkigray@comcast.net](mailto:vikkigray@comcast.net) [mailto:[vikkigray@comcast.net](mailto:vikkigray@comcast.net)]  
**Sent:** Sunday, May 31, 2015 11:59 AM  
**To:** Lovelock, Michael  
**Cc:** Galatis, Chris  
**Subject:** Parks & Recreation Commission Term Renewal Request

May 31, 2015

Dear Supervisor Lovelock;

My name is Vikki Gray and I am nearing the end (June 15, 2015) of my term on the Parks & Recreation commission. I am writing you today to request a renewal of this term/position.

I look forward to continuing to serve the township and being a part of this great team as we plan and implement fun and exciting activities and events for all of our residents.

Regards;

Vikki Gray

Tracy Antrikin  
26834 Miela  
Chesterfield, MI 48051

---

May 28, 2015

Supervisor Lovelock,

My commission on the Parks and Recreation Commission expires June 15, 2015. I have enjoyed my time on the commission and we are currently working on the Chesterfield Art & Music Festival. We have a good team that is making a difference for our community. I would like to continue to serve Chesterfield as a commissioner on the Parks and Recreation Commission.

Thank you,

Tracy Antrikin

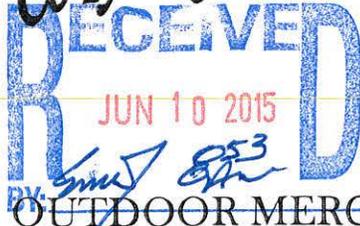
Dear Supervisor Lovelock,

Since I am nearing the end of my term, I would like to let you know that I would like to continue on as a member of the Parks and Recreation Commission.

Thank you for your consideration,  
Alan Christ

586-206-3923

# CHARTER TOWNSHIP OF CHESTERFIELD



Agenda Item # L

## OUTDOOR MERCHANDISING APPLICATION (ZONING ORD. 72-112 SEC. 225) NOT TO EXCEED 28 DAYS PER CALENDAR YEAR

DATE: 5/22/15 NAME OF APPLICANT/ORGANIZATION: ABC Warehouse

PERSON CONDUCTING SALE: David Giglio

DRIVER LICENSE # \_\_\_\_\_

BUSINESS ADDRESS: 51600 GRATIOT CHESTERFIELD MI 48051  
ADDRESS CITY STATE ZIP

HOME ADDRESS: \_\_\_\_\_  
ADDRESS CITY STATE ZIP

VENDING MATERIAL PROPOSED: GENERAL Merchandising From inside store

NAMES OF PERSONS PARTICIPATING: ABC Warehouse

GENERAL LOCATION (DRAWING REQUIRED): Parking lot

TIME PERIOD FOR WHICH SALE IS REQUESTED: 6/21/15 - 6/28/15

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

NAME: David Giglio PHONE # 586 948 2759

ADDRESS: 51600 GRATIOT CHESTERFIELD MI 48051  
ADDRESS CITY STATE ZIP

OWNER APPLICANT: David Giglio APPLICANT: (mgr.)

**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: 8 day / out of 28

RECOMMENDATION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ BY: \_\_\_\_\_

REASONS FOR DENIAL: SEE AH'D

*Agenda 6/15/15*

5/26/15

Chesterfield Twp. Board,

We are planning a tent sale for 6/21 – 6/28 and would like permission to put a 20 x 40 tent in our parking lot. Store hours will be 10:00 am – 9:00 pm just like we have had in the past years. Please approve this variance.

Thank you,

Dave Giglio – Store Manager  
Jacob Abu-Joudeh – Store Manager

51600 Gratiot Ave.  
Chesterfield, MI 48051  
P- 586-948-2759  
F- 586-948-2766

*Building, Police, Fire all approved  
6/4/15 6/5/15 6/5/15*

GRATIOT

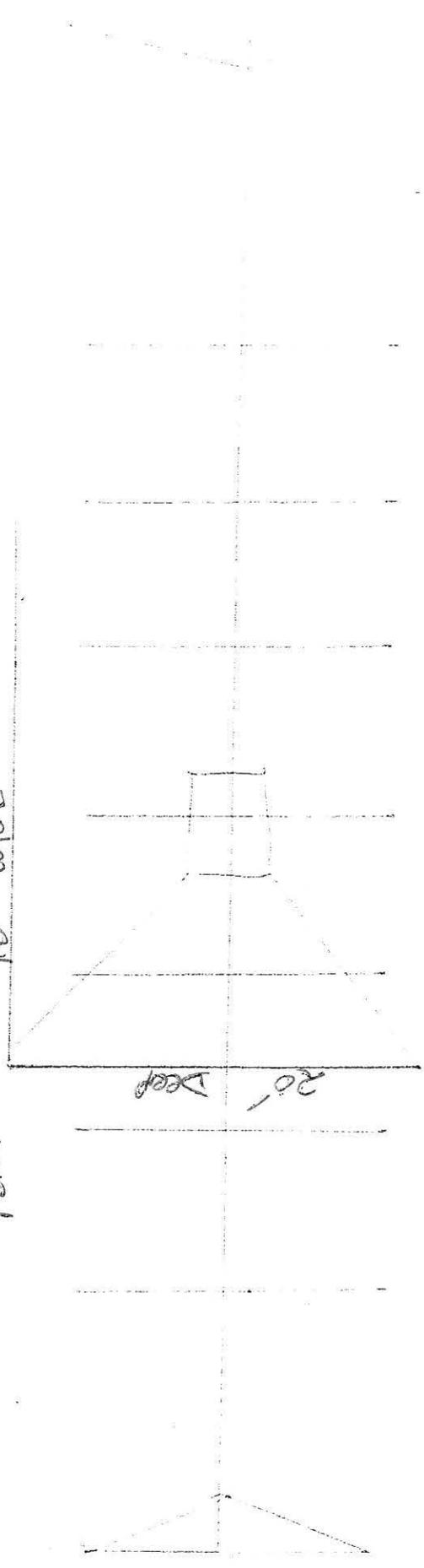
SIDEWALK



TENT

40' wide

20' Deep



SIDEWALK ABC Building  
ABC Warehouse 51000 Gratiot Ave.

RECEIVED  
JUN 10 2015  
BY: [Signature]

Agenda Item # M

# CHARTER TOWNSHIP OF CHESTERFIELD



RECEIVED  
MAY 29 2015  
By: [Signature]

## OUTDOOR MERCHANDISING APPLICATION (ZONING ORD. 72-112 SEC. 225) NOT TO EXCEED 28 DAYS PER CALENDAR YEAR

DATE: 5/29/15 NAME OF APPLICANT/ORGANIZATION: Dicks Sporting Goods

PERSON CONDUCTING SALE: Alisa Zetterlund

DRIVER LICENSE # \_\_\_\_\_  
BUSINESS ADDRESS: 50580 Waterside Dr Chesterfield MI 48051  
ADDRESS CITY STATE ZIP

HOME ADDRESS: \_\_\_\_\_  
ADDRESS CITY STATE ZIP

VENDING MATERIAL PROPOSED: 20'x60' Tent

NAMES OF PERSONS PARTICIPATING: Management: Steve Mackey, Andrew Jesion, Kathy Rabine, Alisa Zetterlund + All Dicks Sporting Goods

GENERAL LOCATION (DRAWING REQUIRED): Parking Lot (Drawing Attached)

TIME PERIOD FOR WHICH SALE IS REQUESTED: 6/25/15 - 7/13/15

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

NAME: Alisa Zetterlund PHONE # (248) 396-2151

ADDRESS: \_\_\_\_\_  
ADDRESS CITY STATE ZIP

OWNER APPLICANT: Alisa Zetterlund APPLICANT: Good

**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: \_\_\_\_\_

**SEE ATT'D.**

Note: 19 out of 28 days

RECEIVED  
JUN 10 2015  
BY: [Signature]

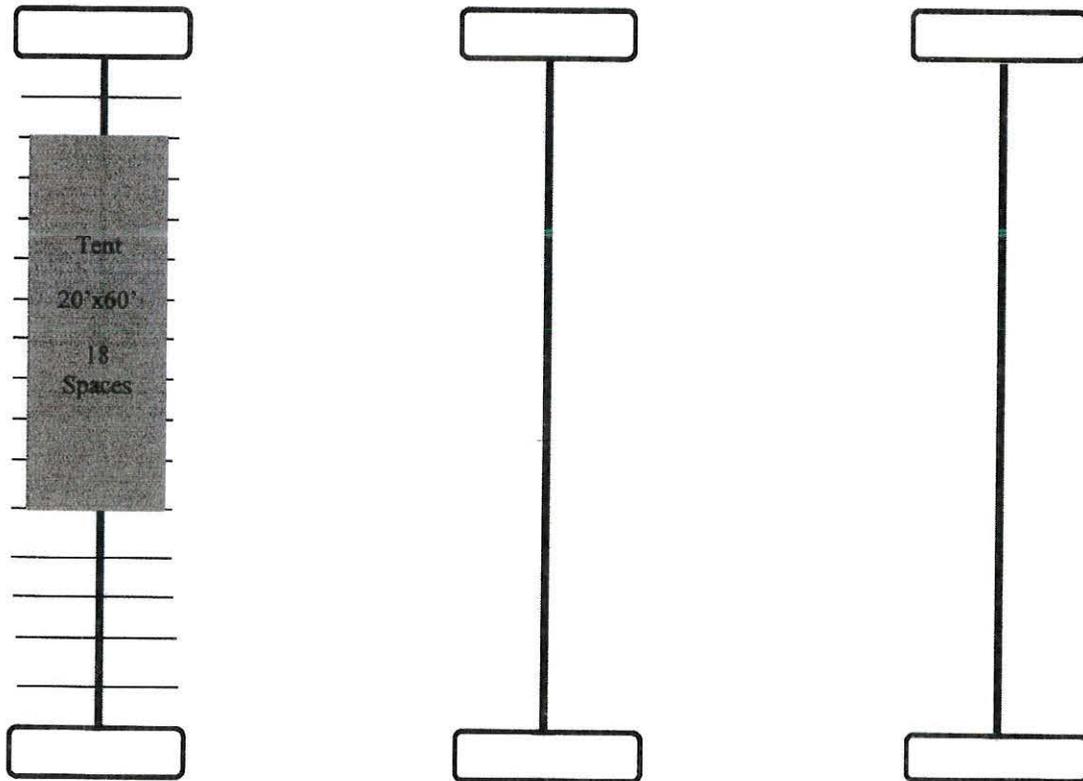
To Whom It May Concern,

My name is Alisa Zetterlund, and I am the Operations Manager at the Chesterfield Dick's Sporting Goods. I am writing you this letter in hopes of attaining a permit for a Tent Sale we are having in June. The tent will house our clearance apparel and footwear product that will be an additional percent off for the duration of the event. This Tent Sale is planned to run from June 26<sup>th</sup> until July 12<sup>th</sup> 2015. We would need to one day before and after to have the vendor put up and tear down the tent. In total, the tent would be up for 19 days from 6/25-7/13. The tent is set to go in the parking lot (same location as last year); it will measure 20' x 60' and will take up approximately 18 parking spaces. I have attached a picture of where the tent will be located in the parking lot in relation to our building. The Tent Sale will operate within our normal business hours, which are 9:00am-9:30pm Monday through Saturday and 10:00am-7:00pm on Sunday.

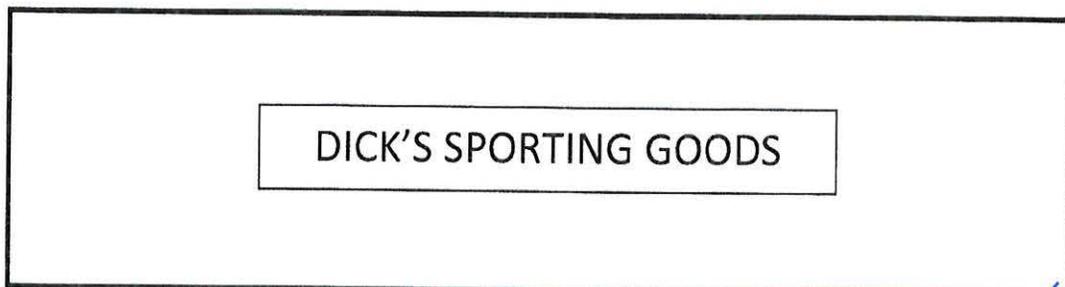
*- no electrical -*

Alisa Zetterlund  
Operations Manager  
Dick's Sporting Goods - Chesterfield, MI  
(586)949-0760

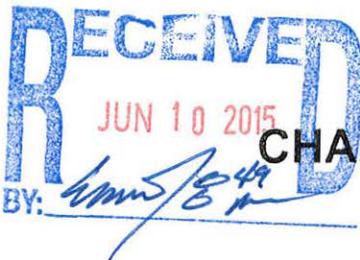
I-94



N  
↓



*Building Appro 6/4/15  
Fire Appro 6/5/15  
Police Appro 6/5/15*



# Agenda Item # N

## CHARTER TOWNSHIP OF CHESTERFIELD

### VENDING LICENSE APPLICATION "Fireworks"

DATE: June 01, 2015 LICENSE #: 2015 CT-04854

Name of Applicant or Organization: Rudy N Jarbo, DBA Arteeza Enterprises llc

Name of Person Responsible: Rudy N. Jarbo

Driver's License #: \_\_\_\_\_

Business Address: Arteeza Enterprises 16527 Shaftesbury Lane Macomb, MI 48044  
52050 N Gratiot Chesterfield, MI 48051 Telephone # 586-604-5309

Home Address: \_\_\_\_\_

Names of Persons Participating: Rudy Jarbo, Denny Hirmaz, Benee Hirmaz

General Location of Vending: N Gratiot + Carriage way

Parcel Number or Address: 52050 N Gratiot Chesterfield, MI 48051

Product(s) Description: Firework sales in a temporary tent structure

Sales Tax License #: B45-4800771

Dates of Vending: June 23, 2015 - July 04, 2015

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: Rudy Jarbo Address: \_\_\_\_\_  
Phone #: 586-604-5309

**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\*\*\***

**CHESTERFIELD TOWNSHIP CLERK'S OFFICE**

**CHECKLIST FOR FIREWORK VENDOR APPLICATION PACKAGE**

APPLICANT: Rudy N. Jarbo, DBA Arteeza Enterprises Inc.

DATE RECEIVED: 6/2/15

- COMPLETED APPLICATION
- SIGNED ROADSIDE VENDORS STATEMENT
- MI DEPARTMENT OF LICENSING & REGULATORY AFFAIRS CERTIFICATE *need copy of actual Bef. Lic. is issued.*
- COPY OF MI SALES TAX LICENSE
- CERT. OF INSURANCE WITH TOWNSHIP NAMED AS "ADDITIONAL INSURED" *add clause*
- COPY OF APPLICANT'S DRIVER'S LICENSE
- LETTER OF PERMISSION FROM PROPERTY OWNER
- MAP OF VENDING LOCATION
- COPY OF TRANSIENT MERCHANT LICENSE (IF APPLICABLE)
- ELECTRICAL PERMIT (IF APPLICABLE)
- TENT PERMIT (IF APPLICABLE)
- SIGN PERMIT (IF APPLICABLE)
- VARIANCE REQUEST LETTER (IF APPLICABLE)

MISC. /COMMENTS: Site + Floor plans of a 20ft x 40ft (800sqft) included.

DEPARTMENT APPROVALS: E- Mailed by m. Kemp 6/2/15 + m. Nizza 6/4/15

FIRE 6/5/15 POLICE 6/5/15 BUILDING 6/3/15

*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: \_\_\_\_\_ Agenda Date: \_\_\_\_\_

Board: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

June 02, 2015

To Whom it may concern,

I, Rudy Jarbo, DBA Arteeza Enterprises Inc. am requesting a board meeting for the sale of fireworks in a temporary tent structure in Chesterfield.

The requested location is:  
Chesterfield Market  
Sami & Jeannette Hirmaz,  
52050 N Gratiot Chesterfield, MI 48051.

20' x 40'

1' Tent 11  
Variance

For the dates June 23 - July 4, 2015. > 12 days

Enclosed are copies of the Chesterfield application, Merchant Permit License, Sales Tax License, State Certification & License, Site & Floor Plans, Owner Authorization for the sale of fireworks on their premises, and Insurance for both Chesterfield & Chesterfield Market, Sami & Jeannette Hirmaz..

Should you need any additional information, please contact me at any time.

Rudy Jarbo  
DBA Arteeza Enterprises Inc.  
16527 Shaftesbury Lane  
Macomb, MI 48044  
586-604-5309

Cert. # 2015-CT04854

### Site Plan

