

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

April 20, 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 April 6, 2015.
 - C) Approval of the Payment of Bills as submitted by the Finance Department.
5. **REGULAR AGENDA:**
 - A) Adopt Ordinance No. 146 amending the Charter Township of Chesterfield Code of Ordinances, Chapter 76, Article IX and Article IV.
 - B) Adopt Ordinance No. 147 amending the Charter Township of Chesterfield Massage Business Licensing Ordinance No. 86.
 - C) Approve Resolution No. 2015-09 adopting a final project plan for wastewater system improvements and designating an authorized project representative.
 - D) Approve a request from TNT Fireworks to sell fireworks from June 24-July 5, 2015 from a 30' x 45' tent located at 27255 23 Mile Road. (**Postponed from the April 6, 2015 board meeting**)

- E) Approve a new Class C liquor license for Chesterfield Township Burgers, Inc., D/B/A Bagger Dave's Burger Tavern located at 50570 Gratiot, Chesterfield Twp. MI 48051.
- F) Approve a Police Department request for permission to begin background and psychological testing of four officer candidates.
- G) Approve a Police Department request to change the language in the Chesterfield Police Department policy manual Sect. 4.604, Subtitle B, Item #8.
- H) Receive and file information provided by A/Chief Kersten regarding the promotional process for Sergeants within the Chesterfield Township Police Department.
- I) Approve a recommendation from Supervisor Lovelock to award a contract for the purchase and installation of LED Retrofit kits for lighting in the Township Municipal Building from the lowest bidder, Hunter Electric for \$36,500.
- J) Approve an extension of the current full mechanical service agreement with R.W. Mead & Sons from June 1, 2015- May 1, 2017 for \$30,996 per year.

6. ADDENDUM: (If Necessary)

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

8. BOARD COMMENTS

9. ADJOURNMENT

NEXT REGULAR BOARD MEETING IS MONDAY, MAY 4, 2015 AT 7 P.M. THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS NOON WEDNESDAY, APRIL 29, 2015. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 949-0400 EXT. 5.

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: April 15, 2015

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

April 6, 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 Dloski

The Pledge of Allegiance was led by Chesterfield Township Fire Chief Doug Charbonneau. **PLEDGE OF ALLEGIANCE**

Supervisor Lovelock read a letter from Turning Point, Inc. regarding National Sexual Assault Awareness Month. **LETTER FROM TURNING POINT, INC.**

Motion by DeMuynck, supported by Berry to: **4A)** Approve the Agenda as submitted **4B)** Approve the Minutes of the March 16, 2015 regular board meeting as corrected. **4C)** Approve the Payment of Bills as submitted by the Finance Department. **CONSENT AGENDA /APPROVED**

Roll Call Vote:

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

Clerk Berry read a proclamation recognizing April 12 through April 18, 2015 as National Volunteer Week and a proclamation recognizing April 24, 2015 as Arbor Day. **PROCLAMATIONS FOR NATIONAL VOLUNTEER WEEK AND ARBOR DAY**

Motion by Lovelock, supported by Berry to approve the introduction of Ordinance No. 147 amending the Charter Township of Chesterfield Massage Business Licensing Ordinance No. 86 and approve for first publication. **MOTION TO APPROVE INTRODUCTION AND FIRST PUBLICATION OF MASSAGE BUSINESS LICENSING ORD. NO. 147/ APPROVED**

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

Motion by Lovelock, supported by Anderson to approve Resolution No. 2015-10 allowing Michelle A. Ogden to purchase 1 year and 8 months additional credit service as provided by the Michigan Employees' Retirement System and in accordance with the employee's contract. **MOTION TO APPROVE RES. NO. 2015-10 ALLOWING MICHELLE A. OGDEN TO**

Roll Call Vote:

Proposed Minutes of the Regular Meeting of April 6, 2015

2

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

MOTION CARRIED

**PURCHASE CREDIT
SERVICE FROM
MERS/
APPROVED**

Motion by Lovelock, supported by Joseph to approve a request from Art Van Furniture to conduct a tent sale May 7-18, 2015 and July 30-August 17, 2015 from a 40' x 60' tent located at 50400 Gratiot.

Roll Call Vote:

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

MOTION CARRIED

**MOTION TO APPROVE
A TENT SALE AT ART
VAN FURNITURE
/APPROVED**

Motion by Lovelock, supported by DeMuynck to postpone a request from TNT Fireworks to sell fireworks from June 24-July 5, 2015 from a 30' x 45' tent located at 27255 23 Mile Road until April 20, 2015.

Roll Call Vote:

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

MOTION CARRIED

**MOTION TO
POSTPONE A
REQUEST BY TNT
FIREWORKS UNTIL
APRIL 20, 2015/
APPROVED**

Motion by Lovelock, supported by Anderson to approve a DPW request to purchase a 2015 GMC ¾ ton truck from Red Holman GMC for \$34,970.

Roll Call Vote:

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

MOTION CARRIED

**MOTION TO APPROVE
THE PURCHASE OF A
¾ TON TRUCK FROM
RED HOLMAN GMC/
APPROVED**

Motion by Lovelock, supported by Joseph to approve a request by SMART and North East Senior Adult Coordinators to waive only pavilion rental fees at Brandenburg Park for a joint meeting on June 16, 2015.

Roll Call Vote:

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

MOTION CARRIED

**MOTION TO WAIVE
PAVILLION RENTAL
FEES AT
BRANDENBURG
PARK
/APPROVED**

Motion by Lovelock, supported by Joseph to approve a Parks and Recreation Department request to print and mail the 2015 spring and summer program brochure for \$4,794.40.

Roll Call Vote:

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

MOTION CARRIED

**MOTION TO APPROVE
PRINTING AND
MAILING PARKS &
REC SPRING 2015
BROCHURE/
APPROVED**

Motion by Lovelock, supported by DeMuynck to approve a request from A/Chief Kersten for permission to form a Chesterfield Police Department Honor Guard.

Roll Call Vote:

**MOTION TO APPROVE
A CHESTERFIELD
POLICE DEPT.**

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

**HONOR GUARD/
APPROVED**

Motion by Anderson, supported by Lovelock to approve a Police Department request to continue with the process for hiring four entry level police officers and initiate the promotional process of one officer to rank of Sergeant pursuant to current CBA policy guidelines.

Roll Call Vote:

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

**MOTION TO APPROVE
CONTINUING THE
HIRING PROCESS OF
FOUR POLICE
OFFICERS AND
PROMOTIONAL
PROCESS OF ONE
OFFICER TO
SERGEANT/
APPROVED**

Motion by Berry, supported by Anderson to approve a Police Department request to purchase replacement computer servers for \$127,107.02.

Roll Call Vote:

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

**MOTION TO APPROVE
THE PURCHASE OF
POLICE DEPT.
COMPUTER SERVERS
/APPROVED**

Motion by DeMuynck, supported by Anderson to approve a Fire Department request to purchase a new Rescue 3 vehicle from Halt Fire/Pierce Manufacturing, Inc. for \$255,142 with funds allocated in Equipment Fund 216-336-986.000.

Roll Call Vote:

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

**MOTION TO APPROVE
PURCHASE OF A FIRE
DEPT. RESCUE 3
VEHICLE/
APPROVED**

Motion by Berry, supported by DeMuynck to approve a Fire Department request to purchase three gas monitors from Argus-Hazco for \$8,171.00

Roll Call Vote:

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

**MOTION TO APPROVE
PURCHASE OF GAS
MONITORS/
APPROVED**

Motion by Lovelock, supported by Joseph to approve a Fire Department request to purchase one new Inspection & Investigation vehicle from Signature Ford of Owosso for \$39,893.75 with funds allocated in Equipment Fund 216-336-986.000

Roll Call Vote:

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

**MOTION TO APPROVE
PURCHASE OF A FIRE
INSPECTION VEHICLE
FROM SIGNATURE
FORD OF OWASSO/
APPROVED**

Motion by DeMuynck, supported by Berry to approve a Clerk's Office request to renew Used Car and Junkyard Licenses for the following businesses: Car Country located at 49210 Gratiot; Conigliaro Motors at 46728 Gratiot; Milestone Motors, LLC at 48470 Gratiot; Ludeman's North Eastern Auto Auction & Storage located at 29600 26 Mile Rd; Trubiano Motors at 50190 Gratiot; Victory Motors at 29169 23 Mile, Chesterfield Recycling at 27971 24 Mile; G&T Surplus, Resale & Auto Parts at 48475 Gratiot and 54525 Gratiot.

**MOTION TO APPROVE
USED CAR AND
JUNKYARD LICENSE
RENEWALS/
APPROVED**

Roll Call Vote:

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

Nays: None

MOTION CARRIED

Motion by Lovelock supported by Joseph to move Item 9 Closed Session after Item 11 Board Comments.

**MOTION TO MOVE
CLOSED SESSION
AFTER BOARD
COMMENTS/
APPROVED**

Roll Call Vote:

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

Nays: None

MOTION CARRIED

Bob Adair and Paul Lafata addressed the board.

PUBLIC COMMENTS

Motion by Berry, supported by Lovelock to enter into closed session at 8:55pm to consult with the Township attorney regarding John's Family Ltd v Chesterfield Township pursuant to Sect 8 of the Open Meetings Act.

**MOTION TO ENTER
INTO CLOSED
SESSION/
APPROVED**

Roll Call Vote:

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

Nays: None

MOTION CARRIED

Motion by DeMuynck, supported by Lovelock to return to open session at 9:00pm.

**MOTION TO RETURN
TO OPEN SESSION/
APPROVED**

Roll Call Vote:

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

Nays: None

MOTION CARRIED

Motion by Lovelock, supported by Joseph to adjourn the meeting at 9:03 pm.

ADJOURNMENT

Ayes: All

Nays: None

Cindy Berry, Clerk

Michael Lovelock, Supervisor

CHARTERTOWNSHIP OF CHESTERFIELD

MACOMB COUNTY, MICHIGAN

AMENDMENT OF CHARTER TOWNSHIP OF CHESTERFIELD

CODE OF ORDINANCES - ZONING

ORDINANCE 146

AN ORDINANCE amending the Charter Township of Chesterfield Code of Ordinances, by amending Chapter 76 (Zoning), Article IX (Agricultural and Residential Districts) and Article IV (General Exceptions) to reduce the required setback for detached accessory buildings and prohibit the location of accessory buildings in recorded easements, and repealing any and all ordinances and/or resolutions in conflict therewith.

**THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF
CHESTERFIELD, MACOMB COUNTY, MICHIGAN, ORDAINS:**

SECTION 1. AMENDMENTS

Chapter 76 (Zoning), Article IX (Agricultural and Residential Districts) and Article IV (General Exceptions) of the Charter Township of Chesterfield Code of Ordinances are hereby amended as follows:

A. Subsection (9) of Section 76-331 is hereby repealed in its entirety and replaced with the following provision:

76-331(9)

No detached accessory building shall be located closer than six (6) feet from any main building, unless permitted by any other appropriate code. In a platted subdivision or on residential parcels under one acre, no accessory building shall be located closer than seven feet to any rear lot line or three feet to any side lot line.

In those instances where the rear lot line is coterminous with an alley right-of-way, the accessory building shall not be closer than one foot to such rear lot line. Accessory buildings on non-platted residential parcels over one acre shall not be located closer than 20 feet to any property line. No accessory building shall be constructed over or located within any recorded easement.

With respect to this section, accessory buildings for those premises abutting Anchor Bay and the Salt River south of Callen's Road shall not be located in the front yard (waterfront).

B. Subsections (d)(4) and (6) of Section 76-135 are hereby repealed in their entirety and replaced with the following provisions:

76.135(d)

- (4) The patio or deck is located not less than six (6) feet from any detached accessory building. a c c e s s o r y
- (6) Any additional structures attached to the patio or deck, such as gazebo or pool, shall be located at least six (6) feet from any structure.

SECTION 2. REPEAL OF CONFLICTING PROVISIONS

All resolutions, ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

SECTION 3. SEVERABILITY

If any section, paragraph, clause or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 4. PUBLICATION

This Ordinance shall be filed with the Charter Township of Chesterfield Clerk and a notice of ordinance adoption shall be published in a newspaper of general circulation in the Chesterfield Township within fifteen (15) days after its adoption. A copy of this Amendment may be purchased or inspected at the Chesterfield Township Clerk's Office during regular Township business hours.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect seven (7) days after the date of publication of a true copy or summary thereof in a newspaper circulating within the Charter Township of Chesterfield, as provided by Section 4.

CERTIFICATE OF TOWNSHIP CLERK

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the Charter Township Board of Chesterfield, Macomb County, Michigan, at a meeting held on the April 20 the day of 2015.

I hereby further certify that the following Township Board members were present at the meeting:

and the following Township Board Members were absent:

I further certify that Member _____ moved for the Adoption of the Ordinance, and that motion was supported by Member _____

I further certify that the following Chesterfield Township Board Members voted for the adoption of the Ordinance:

and that the following Chesterfield Township Board members voted against adoption of the Ordinance:

Cindy Berry,
Chesterfield Township Clerk

CERTIFICATE OF PUBLICATION

I, the undersigned Township Clerk of the Charter Township of Chesterfield, do hereby certify that on, April 29, 2015, the foregoing Ordinance was duly published in a newspaper having general circulation within said Township.

Cindy Berry,
Chesterfield Township Clerk

CHARTER TOWNSHIP OF CHESTERFIELD
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 147

AMENDMENT OF CHARTER TOWNSHIP OF CHESTERFIELD
MESSAGE BUSINESS LICENSING ORDINANCE

TITLE

AN ORDINANCE amending the Charter Township of Chesterfield Massage Business Licensing Ordinance, Ord. No. 86 as amended, repealing all provisions regarding Township licensing requirements for massage therapists, revising regulations regarding massage establishments and repealing any and all ordinances and/or resolutions in conflict therewith.

THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF CHESTERFIELD, MACOMB COUNTY, MICHIGAN, ORDAINS:

SECTION 1. AMENDMENTS

Subsection 1.1 Sec. 1 (Short Title) shall be repealed and the following substituted therefor:

Sec. 1 Short Title.

This Ordinance may be known and cited as the "Chesterfield Township Massage Business Ordinance."

Subsection 1.2 Sec. 6 (Licenses and certificates required) shall be repealed.

Subsection 1.3 Sec. 7 (Licenses displayed) shall be repealed and the following substituted therefor:

Sec. 7 Licenses displayed.

It shall be unlawful for any massager or student to work in, on or about any establishment unless there shall be displayed in an open and conspicuous place in the lobby of the establishment a massager's or student's license issued to the

massager or student by the State of Michigan in accordance with MCL 333.17967, *et seq.*

Subsection 1.4 Sec. 17 (List of employees, employee information) Subparagraph (b) shall be repealed.

Subsection 1.5 Sec. 18 (Keeping of records; records are proprietary in nature) shall be repealed.

Subsection 1.6 Sec. 19 (Clothing of massagers) shall be repealed and the following substituted therefor:

Sec. 19 Clothing of massagers.

Massagers or students shall wear clothing that shall at least cover the massager's or student's pubic area, perineum, buttocks, naval cleft and entire chest to four inches below the collarbone and legs not exposed more than two inches above the knees. Sleeves shall not reach below the elbow. The clothing must be kept clean at all times, and soiled clothing shall not be worn during the treatment of a patron. The clothing shall be opaque. No massager or student shall massage a patron whose genitals are exposed during the treatment, and no patron of a massage establishment shall knowingly expose his genitals during a massage to a massager or student.

Subsection 1.7 Sec. 21 (Facilities necessary) (Subsection 7) shall be repealed and the following substituted therefor:

(7) Restroom facilities shall be provided for patrons.

Subsection 1.8 The following Sections shall be repealed in their entirety:

Sec. 23 (Massage establishment as a school of massage);

Sec. 24 (Schools of massage; application for school of massage; student and instructor's license);

Sec. 25 (Location of massage establishment or school of massage);

Sec. 26 (Duty of township clerk).

Sec. 32 (Application for establishment license);

Sec. 33 (Application for massager's or student's license);

Sec. 34 (Investigation of applicant by police chief);

Sec. 35 (Issuance of massage parlor license);

Sec. 36 (Issuance of massager's or student license);

Sec. 37 (Fees);

Sec. 38 (Return of fee);

Sec. 39 (Transfer prohibited);

Sec. 40 (License valid for one year);

Sec. 41 (Renewal of licenses);

Sec. 42 (Obtaining license by fraud);

Sec. 43 (Fraudulent use of license);

Sec. 44 (Counterfeiting, changing, defacing license);

Sec. 45 (Suspension);

Sec. 46 (Revocation);

Sec. 47 (Health certificate card);

Sec. 48 (Signatures; form);

Sec. 49 (Health certificate card valid for one year)

Sec. 50 (Obtaining health certificate card by fraud);

Sec. 51 (Fraudulent use of health certificate card);

Sec. 52 (Unlawful issuance);

Sec. 53 (Counterfeiting, changing, defacing health certificate card);

Sec. 54 (Obtaining new health certificate card upon request of employer);

Sec. 55 (Patronage of massage business by minors);

Sec. 56 (Unlawful activities);

Sec. 57 (Advertising);

Sec. 58 (Sale or transfer);

Sec. 60 (Name of business);

Sec. 68 (Procedures) ;

SECTION 2. REPEAL OF CONFLICTING PROVISIONS

All resolutions, ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

SECTION 3. SEVERABILITY

If any section, paragraph, clause or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 4. PUBLICATION

A true copy or summary of this Ordinance shall be published twice; once in a newspaper of general circulation in the Charter Township of Chesterfield within thirty (30) days after its adoption.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect immediately upon the date of the second publication as provided by Section 4.

CERTIFICATE OF TOWNSHIP CLERK

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the Charter Township Board of Chesterfield, Macomb County, Michigan, at a meeting held on April 20, 2015.

I hereby further certify that the following Township Board members were present at the meeting:

and the following Township Board Members were absent:

I further certify that Member _____ moved for the adoption of the Ordinance, and that motion was supported by Member _____

I further certify that the following Chesterfield Township Board Members voted for the adoption of the Ordinance:

and that the following Chesterfield Township Board members voted against adoption of the Ordinance:

Cindy Berry, Chesterfield Township Clerk

CERTIFICATE OF PUBLICATION

I, the undersigned Township Clerk of the Charter Township of Chesterfield, do hereby certify that on April 15, 2015, the foregoing Ordinance was duly published in a newspaper having general circulation within said Township.

Cindy Berry,
Chesterfield Township Clerk

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN
FOR WASTEWATER SYSTEM IMPROVEMENTS AND
DESIGNATING AN AUTHORIZED PROJECT
REPRESENTATIVE
RESOLUTION
2015-09**

WHEREAS, the Charter Township of Chesterfield recognizes the need to make improvements to its existing wastewater treatment and collection system; and

WHEREAS, the Charter Township of Chesterfield authorized Anderson, Eckstein and Westrick, Inc to prepare a Project Plan, which recommends the construction of Existing Sanitary Sewer System Rehabilitation methods by considering damaged or deteriorated sewer pipes ; and

WHEREAS, said Project Plan was presented at a Public Hearing on April 02, 2015 and neither public attended the hearing nor were public comments received;

NOW THEREFORE BE IT RESOLVED, that the Charter Township of Chesterfield formally adopts said Project Plan and agrees to implement the selected alternative 2A.

BE IT FURTHER RESOLVED that the Chesterfield Township Supervisor, a position currently held by Michael E. Lovelock is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan.

Yeas:

Nays:

Present

Absent:

I certify that the above Resolution was adopted by the Township of Trustees for the Charter Township of Chesterfield at a regular Board meeting held on April 20, 2015.

BY: CINDY BERRY, CHESTERFIELD TOWNSHIP CLERK

Signature

Date

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Local Government Approval
RESOLUTION
2015-11

At a Regular meeting of the Chesterfield Township Board of Trustees council/board
(Regular or special) (Township, city, village)
called to order by _____ on April 20, 2015 at 7:00PM

the following resolution was offered: for **Approval**

Moved by _____ and supported by _____

that the application from Chesterfield Township Burgers Inc.
(Bagger Dave's Burger Tavern)
(NAME OF APPLICANT)

for the following license(s): NEW CLASS C LICENSE, SDM, SUNDAY SALES (am and pm) ENTERTAINMENT, OUTDOOR SERVICE PERMIT

(e.g. Class C, Tavern, B-Hotel, Micro Brewer)

and the following permits, if applied for: Dance Permit Entertainment Permit Topless Activity Permit

111 Extended Hours Dance Permit Hours Required: _____

111 Extended Hours Entertainment Permit Hours Required: _____

to be located at 50570 Gratiot Chesterfield, MI 48051

be considered for APPROVAL
(Approval or disapproval)

<u>Approval</u>	<u>Disapproval</u>
Yeas: ____	Yeas: ____
Nays: ____	Nays: ____
Absent: ____	absent: ____

It is the consensus of this body that it recommends this application be considered for
(Recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the CHESTERFIELD TOWNSHIP BOARD OF TRUSTEES

at a REGULAR meeting held on April 20, 2015 AT 7:00 PM

Name and title of authorized officer (please print): _____
Signature and date of authorized clerk: _____
Phone number and e-mail of authorized officer: _____

Agenda Item # 5E

CHESTERFIELD TOWNSHIP POLICE DEPARTMENT

46525 Continental Drive • Chesterfield • MI • 48047

Phone: 586-949-2112 • Fax: 586-948-1622

www.chesterfieldpolice.org



March 31, 2015

Michael E. Lovelock, Supervisor
Charter Township of Chesterfield
47275 Sugarbush Rd.
Chesterfield Township, Michigan 48047

RE: Chesterfield Township Burgers, Inc.
(dba) Bagger Dave's Burger Tavern
50570 Gratiot Avenue
Chesterfield Twp., MI 48051

The Michigan Liquor Control Commission (MLCC) newly issued Class C License Application for a business to be known as Bagger Dave's Burger Tavern has been investigated (CHTP Case #2015-03721) and is being forwarded with a positive recommendation for consideration by the Township Board. The prospective owners consist of a group of investors who own and operate approximately 40 such restaurants/licensed liquor establishments in Michigan under Bagger Dave's and Buffalo Wild Wings, one of which is located in Chesterfield. The parent company is AMC Burgers, Inc., of 27680 Franklin Rd., Southfield, MI 48034, which is owned by Diversified Restaurant Holdings, Inc., a publically traded company (NASDAQ). There is no doubt that the owners are experienced and successful restaurateurs.

The site of this new venture has been selected to be at the northeast corner of Gratiot and W. Vergote Dr., in the parking lot of the former K-Mart store. The area is entirely commercial and has no conflicting business, school or church that could be disturbed by the proposed operation. The start of construction for the building is awaiting approval of this license. If it is ultimately approved and becomes operational, the police department will conduct pertinent checks to insure that it is in compliance with MLCC regulations and Township ordinances.

I remain available to respond to your questions or concerns.

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

Bradley A. Kersten
A/Chief of Police



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Police Investigation Recommendation
 [Authorized by MCL 436.1217 and R 436.1105; MAC]

Instructions for Applicants:

- Provide a copy of your Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or form LCC-3015 for Manufacturers and Wholesalers) to the local law enforcement agency.
- Sign consent below.
- Administrative rule R 436.1115 provides that an applicant for a license shall submit fingerprints and undergo investigation by the Commission. Fingerprints are not required for an applicant previously fingerprinted for a license with the Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to you right away.
- **Send your completed application, the police recommendation and local approval to the address listed at the top of this form. Do not mail separately as it may delay the processing of your application.**

Instructions for Law Enforcement Agency:

- Under the Michigan Liquor Control Code, local police agency approval is required only for permanent or temporary dance permits, entertainment permits, or topless activity permits; local police approval is also required for extended hours of dance permits and entertainment permits. However, administrative rule R 436.1105 requires the Commission to consider an opinion of the local police agency in regard to an application for a license or a permit if the opinion is submitted in writing.
- If applicant states they have never held a license, please attach the fingerprint card and \$30.00 fee payable (for each card) to the State of Michigan and return them to the Lansing office of the Michigan Liquor Control Commission. If your local police agency does not have paper fingerprint cards, please contact the MLCC today at (866) 813-0011 and we will send them to you right away.
- Fingerprint all individuals who hold 10% or more of the total stock or interest issued as stated in Part 8 of the Application for New Licenses, Permits, or Transfer of Ownership or Interest in License (form LCC-3011 for Retail or Part 9 in form LCC-3015 for Manufacturers and Wholesalers).
- Applicant will be required to advise you if they have been previously fingerprinted by the Commission for a license.

Part 1 - Consent for Investigation:

I hereby consent to an investigation by the local law enforcement.

_____ Date _____ Print name of applicant _____ Signature of applicant

Business Phone: _____ Cell Phone: _____ E-mail address: _____

Part 2 - Applicant Investigation:

The application from THOMAS MICHAEL ANSLEY
 (name of applicant)

for the following license(s): CLASS C, SDM & AM/PM SUNDAY
 (e.g. Class C, Tavern, B-Hotel, Micro Brewer)

to be located at 50570 GRATIOT AVE, CHESTERFIELD, MI 48051

with the following permits, if applied for: ~~Dance Permit~~ ~~Entertainment Permit~~ ~~Topless Activity Permit~~

Extended Hours Dance Permit Hours Required: _____

Extended Hours Entertainment Permit Hours Required: _____

Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: Requesting background/psychological testing with candidates

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

MEETING DATE
April 20, 2015

COST	N/A
BUDGET CODE	Hiring 207-301-803
Request permission to begin the background and psychological testing with four (4) officer candidates Please see attached memorandum from A/Chief Kersten...	

Agenda Item # 5F

Chesterfield Township Police Department



Memorandum

To: Supervisor Lovelock, Clerk Berry, Treasurer Hartman, Trustee Bell,
Trustee DeMuyndck, Trustee Anderson, Trustee Joseph

CC:

From: A/ Chief Kersten

Date: 4-13-15

Re: Entry Level Police Officer Candidate list

As you are aware the Police Department has been creating a list of qualified candidates to fill the vacant Police Officer positions within the department. Last week the police department reviewed and conducted oral interviews with 18 candidates that met or exceeded the police department's hiring standards. The interviews were conducted with the assistance of Trustee Anderson, and a panel of Chesterfield Township Police Officers. Each candidate was questioned and received a score and ranking based on their answers. As a result of this process, the top five (5) candidates were identified. I am now asking for board permission to continue with the hiring process with four (4) of the candidates and conduct an extensive background investigation of each candidate along with the psychological testing necessary to qualify the candidates for a contingent offer of employment with The Chesterfield Township Police Department. Once this process has been completed and the candidates have successfully passed the additional testing, it is my intent to present the successful candidate(s) to the full Township Board on the May 18th meeting date to finalize the hiring process. Should one of the identified four candidates fail to complete this phase I will then precede to the next (fifth) candidate on our list. I would also like to inform the board that should any of the candidates be excluded, provisions are in place to continue the process until viable candidates are identified.

I would like to thank Supervisor Lovelock and Trustee Anderson for their assistance during this process and as always I am available to anyone if you have any questions.


Bradley A. Kersten

A/ Chief of Police

Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: Requesting to Revise Dept Policy 4.604

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

MEETING DATE
April 20, 2015

COST	N/A
BUDGET CODE	N/A
Request permission to change the wording in Dept Policy 4.604 (traffic crash investigation) Subtitle B, Item #8. Please see attached memorandum from A/Chief Kersten...	

Agenda Item # 56

Chesterfield Township Police Department



Memorandum

To: Supervisor Michael E. Lovelock and Township Board Members
CC:
From: Chief Bradley A. Kersten
Date: April 13, 2015
Re: Revising Dept Policy 4.604

I am seeking permission to change the wording in Dept Policy 4.604 relating to traffic crash investigation. This policy was amended previously to its current wording removing the officers discretion as to issuing a traffic citation.

I am requesting the policy be returned to its original state, allowing the officer to have total discretion in these matters.

After lengthy conversations with both Supervisor Lovelock and Police Liaison Hank Anderson, it is our belief this return to the original policy would better represent the police departments public image.

Respectfully Submitted,

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

Bradley A. Kersten / Chief of Police

SUBJECT: TRAFFIC CRASH INVESTIGATION

S.O.P.: 4.604

PURPOSE: To establish guidelines for the department's traffic crash reporting and investigation process.

SCOPE: This policy applies to all sworn Chesterfield Township Police personnel.

POLICY: The police department carries out its crash management responsibility consistent with the nature and severity of the crash with the most efficient use of personnel and resources and the statutory reporting requirements of the State of Michigan.

DEFINITIONS:

Traffic crash reporting - Traffic crash reporting is defined as the basic collection of information to identify and classify a traffic crash, the time, location, persons and vehicles involved. This includes planned movements and any contributing factors such as traffic law violations.

Traffic crash investigation - Traffic crash investigation is defined as the collection of information describing and identifying participants and injuries, vehicle damage, roadway condition, marks, residue and final positions of vehicles/bodies. Interpreting these factors along with the contributing factors involved and an attempt to satisfy the particular elements required to produce that type of crash.

Serious traffic crash - A serious traffic crash is defined as a crash where an incapacitating injury or death has occurred.

PROCEDURE:

I. TRAFFIC CRASH REPORTING AND INVESTIGATION

A. Officers of this department will respond to the scene and meet the reporting and investigative responsibilities of any traffic crash that involves:

1. Death or injury.
2. Leaving the scene of a crash.
3. Impairment of a driver due to alcohol and/or drugs.
4. Hazardous materials.
5. Damage to public vehicles or property.
6. Disturbances between the parties involved.
7. Major traffic congestion as a result of the crash.
8. Damage to vehicle(s) if towing is required.

- B. Officers responsible for investigating a traffic crash will perform the following minimum activities:
1. Upon arrival, park the police vehicle in such a way as to provide maximum protection to the scene but without endangering the public or officer.
 2. Assess the scene to determine the need for other emergency services.
 3. Request medical aid when necessary.
 4. Note special conditions or factors that may have contributed to the crash (such as natural hazards, visibility obstruction, inoperative traffic control device, etc.)
 5. Record short lived evidence and protect the scene for evidence when the need for further investigation appears evident.
 6. Locate and interview witnesses.
 7. Notify the shift supervisor when supervisory direction appears to be warranted.
 8. Issue appropriate traffic citations at the officer's discretion when applicable.
 9. Expedite the removal from the roadway of vehicles, persons and debris.
 10. Complete all required forms for routine traffic crashes before their tour of duty ends unless otherwise directed by the on duty supervisor.
- C. Officers will respond to crashes occurring on private property and investigate and report their findings when the traffic crash involves:
1. Death or injury.
 2. Non drivable vehicles or when a condition indicates an officer's response to be at the scene.
 3. Impairment of an operator due to alcohol and/or drugs or reckless operation of an operator.
 4. Hazardous materials.
 5. Damage to public vehicles or property.
 6. Disturbances between the parties involved.
- ~~D. Officers are expected to take positive enforcement action whenever the crash investigation leads them to believe that a violation has occurred. Elements not personally witnessed by the officer must be established~~

through the investigation. When evidence exists to satisfy all elements of a particular violation, enforcement action should be taken. Enforcement actions will be consistent with the department's procedures and policies concerning traffic law enforcement.

II. CRASH SCENE STABILIZATION

- A.** An important responsibility of officers responding to any crash scene is to keep the situation from becoming worse. This responsibility takes on added complexity when traffic is blocked or hazardous materials are present. Officers may be called upon to perform certain special activities and to coordinate their activities with those of personnel from various other agencies.
- B.** The first officer to arrive at the scene shall be responsible for the following:
 - 1. Position his vehicle to protect the scene and any persons that may be involved.
 - 2. Request medical aid when necessary.
 - 3. Preserve evidence.
 - 4. Traffic direction and control at the crash scene. When necessary, use flares, barricades and traffic cones for the temporary detour of traffic.
 - 5. Request additional assistance if necessary.
 - 6. Locate witnesses and expedite the clearing of the roadway.
- C.** Officers responding to the scene of a crash are generally responsible for the handling of the following hazards until properly relieved by fire and/or medical personnel.
 - 1. Injuries - Officers shall summon emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible.
 - 2. Handling Fire Hazards - If fire is a potential hazard, officers will take appropriate action to stabilize the conditions to the best of their abilities and summon the fire department when necessary. Officers will attempt to eliminate the possibility of ignition fire to the maximum extent possible. Officers should evacuate and isolate the area as is necessary and carefully control movement within the vicinity of the hazard detouring traffic if necessary.
 - 3. Handling Hazardous Materials - Upon arrival at the scene of a traffic crash involving hazardous materials, officers should attempt to identify the cargo on the basis of placards from a safe distance. If hazardous materials are identified, immediately notify the fire department according to department procedure.

III. TRAFFIC DIRECTION AT CRASH SCENES

- A. Officers who must perform traffic direction and control activities at crash scenes will allow for the safe ingress and egress of emergency vehicles and provide for a system of alternate routes for other vehicles as necessary. The following will be used by officers to aid in protecting themselves and the scene.
 - 1. Flares as dictated.
 - 2. Traffic cones or barricades.
 - 3. Marked police vehicle with emergency lights activated.
 - 4. Reflective traffic safety vests.
- B. In cases that involve only property damage and the vehicles are drivable, drivers should be directed by the investigating officer to remove their vehicles from the traffic lanes as soon as possible unless there are extenuating circumstances.

IV. COLLECTING OF INFORMATION AT SCENE

- A. Information to be collected at the scene of the crash by the investigating officer should include the following.
 - 1. When interviewing the drivers and witnesses, officers should question drivers and witnesses separately/individually. In the case of a minor crash, this questioning is usually done at the scene. When crashes of a more serious nature are investigated, the officer should obtain a brief account at the scene and follow up at a more stable location preferably the police department. When questioning drivers, officers should be alert for any physical or emotional impairment that may have affected the person's driving ability.
 - 2. Examining and recording vehicle damage officers should check vehicle equipment, controls and systems for defects that may have contributed to the crash. If there is serious injury or death, officers may place an investigative hold on vehicles for closer examination and evaluation of the damaged area that may coincide with other evidence and statements as to how the crash occurred.
 - 3. Examining and recording effects of the crash on the roadway officers should note all conditions of the road during the investigation at the scene. Officers should check such factors as foreign substances on the road surface, the condition of the surface, the lane markings, grade, width, alignment and condition of the shoulder. Officers should also note any obstructions that existed at the time of the collision. Weather conditions should also be noted.
 - 4. Taking photographs, as appropriate -- Photographs should be taken when necessary.

5. Field Sketches - Sketches should be prepared as may be necessary and appropriate for investigative purposes and attached to the original report.
 6. Collecting and preserving evidence - Collection and preservation of evidence is required at the crash scene.
- B. When officers come into possession of property belonging to crash victims, they will ensure it is protected from theft and remove it to a place of safekeeping until it can be returned to the owner. If the item cannot be returned to the owner at the scene, it will be inventoried.

V. SPECIALIZED CRASH INVESTIGATION AND FOLLOW-UP

- A. In the event the initial investigating officer needs assistance in completing a traffic crash investigation, he will contact his immediate supervisor who will determine the appropriate action to be taken to ensure prompt and proper completion of the crash investigation.
- B. Special training has been provided to department personnel in the area of an on scene crash investigation. A crash investigator will be assigned or called out to investigate any traffic crash involving the following.
1. All fatal crashes.
 2. All serious personal injury crashes involving injuries likely to result in death, permanent disability, (i.e., loss of limb, eye, severe burns).
 3. Any other crash situation where special circumstances are present such as potential liability to the township and the on duty supervisor determines if the services of a crash investigator are required.
- C. The dispatch area has a listing of personnel qualified to assist in crash investigations. The on-duty supervisor must authorize the assignment of crash investigators.
- D. Officers requesting assistance will make every effort to preserve the crash scene for the crash investigator. The patrol officer assigned the initial call is responsible for completion of the required crash report. The crash investigator will be responsible for any supplemental or investigative reports and diagrams.
- E. Follow up reports are the responsibility of the crash investigator. Enforcement action will be coordinated between the reporting officer and assigned crash investigator.
- F. The department recognizes that follow up crash investigations may require special skills and technical assistance beyond that availability from its personnel. When necessary and appropriate, the on duty supervisor will approve the use of outside expert and technical assistance, i.e., mechanics, physicians, safety inspectors, and re-constructionists.

VI HIT AND RUIN CRASH INVESTIGATIONS

- A. Every reasonable effort will be made to locate and identify the driver of the vehicle that has left the scene of a crash.
- B. A crash report will be completed on any hit and run crash.
- C. The investigating officer will attempt to recover and inventory any useful evidence that will help identify the driver and vehicle involved.
- D. The investigating officer will attempt to locate and interview any witnesses that may have seen or have knowledge of the crash.
- E. When a hit and run crash occurs and there is no information on the vehicle that left the scene or the driver, the crash report is to be completed with a detailed narrative report then forwarded by the officer.
- F. In the case of a hit and run crash in which information such as a license number of the vehicle or the identity of the driver is known, the officer will make an attempt to contact the driver/owner and complete the investigation and a supplement report if the incident requires.
- G. If for reasons of time, manpower shortage, jurisdictional boundaries or the investigating officer is unable to make contact with the driver/owner, the investigation with all completed reports including supplements will be turned over to the criminal investigations unit for follow up.
- H. The detective assigned to a hit and run crash is responsible for all supplemental reports documenting his investigation.

VII. EQUIPMENT

- A. Officers are expected to remain familiar with the emergency medical supplies and to verify that the patrol vehicle contains necessary equipment before beginning their tour of duty. Missing or inoperable equipment should be reported through proper department channels.

VIII. REPORTING

- A. The officer assigned to the crash will be in charge of the investigation (unless the crash is assigned to a crash investigator) and responsible for the completion of the initial report.
- B. The department will use the Traffic Crash Report form provided by the state for a crash occurring on public roadways or otherwise mandated. Supplemental reports will be used when required.
- C. Each officer shall be issued, when published, a copy of Traffic Crash Report instruction manual for law enforcement agencies to assist them in the correct manner to complete this form.
- D. Police department supplemental report forms shall be used for any follow-up investigations or when the narrative portion of the Traffic Crash Report is insufficient to complete the narrative.

- E. Those crashes where a formal report is not required may be documented. The following information should be documented.
1. Name, address and phone number of both drivers and any passengers or witnesses.
 2. License numbers of vehicles involved.
 3. Driver's license for each driver.
 4. Location of where crash occurred and brief description of what occurred.
 5. Date and time.
 6. Describe damage, if any.
- F. Supervisors will ensure that reports are complete before officer completes his tour of duty unless otherwise authorized.

IX. REPORTING DAMAGE TO STATE OR TOWNSHIP PROPERTY

- A. Officers investigating traffic crashes that result in damage to state or township owned property will ensure the incident is documented on a State Traffic Crash Report form. Included in the report should be the extent of the damage and the driver's insurance information.
- B. Damage to public owned property will be photographed when necessary. The dispatcher will notify the proper utility company or the appropriate Township department if their services are required.

Chesterfield Township Police Department



TOWNSHIP BOARD MEETING AGENDA 2015

FROM: A/Chief Bradley A. Kersten

SUBJECT: Posting of Sergeant promotional exam

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

MEETING DATE
April 20, 2015

COST	N/A
BUDGET CODE	N/A
Informing the board of the Sergeants promotional process consistent with the current CBA. Please see attached memorandum from A/Chief Kersten...	

Agenda Item # 511

Chesterfield Township Police Department



Memorandum

To: Supervisor Lovelock, Clerk Berry, Treasure Hartman, Trustee Bell,
Trustee DeMuyndk, Trustee Anderson, Trustee Joseph

CC:

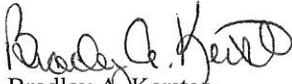
From: A/ Chief Kersten

Date: 4-13-15

Re: Posting of Promotional Exam (Sergeant)

As I had requested at the April 6th Board meeting I am simply informing you of the promotional process that has been undertaken and consistent with the current CBA with the POLC labor union. The written test will be provided by EMPCO testing services and the oral board will be established and staffed by Law enforcement professionals within the field. I have attached the posting notice along with the requirements and the necessary information relevant to the process for your review. Again, this process is consistent with the current CBA.

If you have any questions please feel free to contact me at any time.


Bradley A. Kersten

A/ Chief of Police.

PATROL SERGEANT POSITION AVAILABLE

(POSTED 4-16-15)

POSTION: Patrol Sergeant.

NUMBER OF POSTIONS: 1 (Establish a candidate list for 1 year from date of promotion).

MINIMUM QUALIFICATIONS:

1. Have a minimum of (5) years of contiguous police experience as an M.C.O.L.E.S. certified police officer with the Chesterfield Township Police Department at the date of posting for the position of Sergeant
2. Have the ability and desire to complete courses necessary that may be associated to the position.
3. Have the ability and desire to meet any special necessary requirements for the position.
4. Currently possess the rank of Detective or Patrol Officer.

DUTIES:

1. Reports directly to the Administrative/Operations Lieutenant.
2. Sergeant will be responsible for the daily patrol shifts and any additional duties that are assigned by the Chief of police or his/her designee.
3. For additional information please see the attached job description.

NECESSARY SKILLS:

1. Must possess organizational, writing, and communication skills.
2. Must be knowledgeable in all areas of police department operations and department computer programs.

PROCEDURE:

1. All Candidates must submit a letter of interest and resume to the Chief's Office no later than **4:00pm on Thursday 4/30/15**. (*Testing process will be consistent with the current CBA agreement with the exception of Psychological testing which has been waived for all candidates for this posting*).
2. Written examination
3. Oral Board interview
4. Seniority Points award
5. Selection of Candidate

Cc:

POLICE SERGEANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; serves as watch commander on an assigned shift; oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; supervise non-sworn staff in dispatch, records, and property and evidence room as assigned.
- Serve as first level supervisor/Shift Commander for an assigned shift; prepare and administer briefings; assign patrol areas; supervise and direct sworn and non-sworn staff and activities on assigned shift; conduct personnel, equipment, and building inspections.
- Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports; complete payroll for assigned personnel for submission to Finance.
- Review incident reports, case reports, required forms, citations, records, and related documents prepared by subordinates to ensure accuracy and timely completion; correct or instruct officers to make corrections.
- Coordinate police activities with other units in the department, and/or other Township departments or divisions; coordinate functions of the unit with other law enforcement agencies.
- Conduct a continuing review of assigned activities to identify problems and develop recommendations for improving services.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
- Interpret, convey, and ensure implementation of agency policies, procedures, and methods; ensure that personnel have clear guidelines of authority and responsibility.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, and counseling to assigned personnel; promote career development of subordinates.
- Respond to major crimes, accident scenes, and emergencies; assume initial command; establish field command posts and implement the Incident Command System; may act as incident commander until such time as a higher-ranking person assumes command.
- Assume responsibility for assigned collateral functions including special programs, projects, or department-wide functions or activities; supervise specialized teams and services.
- Provide a full range of administrative support to management staff; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to [programs, policies, and procedures as appropriate](#); [prepare departmental policies and procedures](#); prepare and present staff reports and other necessary correspondence.

- Participate in budget development and administration; prepare and plan budget requests for assigned operations and special details; participate in the development of grant applications and the administration of grants.
- Conduct internal affairs investigations and investigation of citizen complaints as necessary.
- Participate in shift activities as necessary including enforcing local and state laws; issue citations and make arrests.
- Speak before groups and represent the department and Township at meetings and conferences.
- Supervise and participate in the preparation of reports for various cases including cases going to trial; prepare supplemental reports as required; appear in court to present evidence and testimony as required.
- When assigned to investigations, supervise and personally conduct complete and detailed investigations of a general and specialized nature; review all patrol generated reports and evaluate, prioritize, and assign them to detectives for follow-up investigations; manage day-to-day activities and coordinate investigations including those involving several officers, units and divisions; oversee and participate in undercover and surveillance operations; review all investigation reports and make recommendations and suggestions to officers; supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects; oversee the Department's Concealed Weapon Permit program.
- When assigned to traffic, supervise and participate in traffic control activities and accident investigations; respond to call outs on major injury or death accident investigations; respond to questions from citizens concerning traffic related issues; manage the school crossing guards and bus traffic complaints.
- When assigned as Administrative Sergeant, oversee, manage, and supervise the department's vehicle fleet, building maintenance and staff, clerical unit, dispatch services and related support equipment and tools. Supervise a variety of special services, programs, projects, and units; coordinate special events; handle miscellaneous complaints and projects for the Chief's office.
- Notifies superior of major crimes or disturbances within the area and takes necessary action until arrival of superior.
- Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Functions and objectives of the police department and other local, state and federal agencies.
- Principles of supervision, training, and performance evaluation.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and minor offenses.
- Rules of evidence pertaining to search, seizure, and preservation.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.

- Use of firearms and other modern police equipment.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles of business letter writing and basic report preparation.
- Standard broadcasting procedures of a police radio system.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- English usage, spelling, grammar, and punctuation.
- Basic principles and practices of budget preparation and control.
- Geography of the local area.

Ability to:

- Manage difficult or emotional citizen situations; respond promptly to citizen needs; solicits citizen feedback to improve service; respond to requests for service and assistance; meets commitments.
- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Provide recognition for results.
- Works within the approved budget; develops and implements cost saving measures; conserves department resources.
- Demonstrates knowledge of Township harassment policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment free environment.
- Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Supervise, organize, and review the work of lower level staff.
- Supervise, train, and evaluate staff.
- Perform a wide range of law enforcement assignments.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain Township policies and procedures.
- Think clearly and act quickly in a variety of situations.
- Understand, interpret, apply, and follow existing collective bargaining unit contracts.
- Judge situations/people accurately.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Analyze crime and service patterns and to develop effective, tactical responses.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain the departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Undertake and satisfactorily complete required and assigned in-service training programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Other Qualifications:

- Have the ability and desire to complete those courses necessary to become proficient in the field of modern criminal investigations.

Experience:

- Five years of full-time experience as a designated police officer, as defined in the by MCOLES.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site. The employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside Township boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



Tips for Studying for Empco Written Promotional Exams

About the Test

- All promotional exams consist of questions written from the books and documents listed on the bibliography published by Empco. The test will indicate what book or document upon which each question is based.
 - Exams generally consist of 100 multiple-choice questions. (Some departments request tests that have more or less than 100 questions.) Each question has four answer options, one correct answer and three distractors.
 - Answers must be filled in on a bubble answer sheet. Answers not filled in on the bubble sheet will be scored as incorrect.
 - All questions are written by experts in the field of public safety.
-

How to Prepare

- Read the books and documents listed on the bibliography. Candidates who do not read the material generally do not do well on the tests.
 - Do NOT rely on the study guides. Empco does not take questions from the study guides or the review questions at the end of a book chapter.
 - Empco does NOT write questions from: glossaries, appendices, picture captions or dates.
 - Think about what is relevant to the rank you are testing for, NOT the rank you currently hold. The test is designed to measure knowledge needed by those in the rank for which you are testing.
 - Look for material that lends itself to questions: key terms, lists, rules, absolutes, compare and contrast statements, and steps.
-

Taking the Test

- Feel free to mark on your test booklet.
- Answer the questions you know and go back to the ones you don't.
- Use process of elimination. Narrow down your answer options.
- It is better to guess and fill in an answer than to leave a question blank.
- Be sure to mark all of your answers on your answer sheet.



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PHONE: 248.528.8060 ■ TOLL FREE: 866.367.2600 ■ FAX: 248.526.7274 ■ WWW.EMPCO.NET

2015 BIBLIOGRAPHY POLICE SERGEANT EXAMINATION – v5202-15

Reference Materials

100 questions will be developed from the sources cited below.

Supervision of Police Personnel, 8th edition, Nathan F. Iannone, Marvin P. Iannone & Jeff Bernstein, Prentice-Hall, Inc. ISBN# 978-0-13-297382-3

Police Field Operations, 8th edition, Thomas Adams, Prentice-Hall, Inc. ISBN# 978-0-13-505049-1

Multicultural Law Enforcement, Strategies for Peacekeeping in a Diverse Society, 6th edition, Robert M. Shusta, Deena R. Levine, Philip R. Harris, and Herbert Z. Wong, Aaron T. Olson, Prentice-Hall, Inc., ISBN# 978-0-13-3483307

Criminal Law and Procedure, A Manual for Michigan Police Officers, 2014, 3rd edition, Kendall Hunt Publishing Company, ISBN# 978-1-4652-1374-7

Ordering Information

Most of the textbooks listed above can be found in reputable bookstores or from online distributors. To help make your purchasing easier, Empco recommends using the following resources to purchase the materials (use of the ISBN numbers will assist in the ordering process):

Prentice-Hall, Inc.

www.empco.net **
(800) 282-0693 or (800) 947-7700

Kendall Hunt Publishing Company

www.kendallhunt.com
(800) 228-0810

** Candidates can purchase Prentice Hall Publications through Empco, Inc.'s website and receive a discount. This discount is only available through this website.

Links to publishers can be found in three easy steps:

1. *On our website home page, click on the "Candidates and Applicants" tab.*
2. *Select "Promotional Candidates" from the drop down menu.*
3. *Then select "Law Enforcement and Fire Candidates."*



Agenda Item # 5. I

April 13, 2015

Dear Honorable Board Members,

I am requesting approval to install LED Retrofit kits for the Township Municipal Building, with complete LED lighting for the office areas and meeting room. This will provide the Township with energy efficient and adequate lighting.

Bids were opened on April 10, 2015. The following bids were submitted:

Gemini Electric Company	\$47,500
Spectron Electric	\$42,900
LaBelle Electrical	\$45,123
Hunter Electric	\$36,500

The lowest bidder was Hunter Electric and I am recommending that we contract with them to do the retrofit.

Yours truly,


Michael E. Lovelock
Chesterfield Township Supervisor

REQUEST FOR PROPOSAL – TO SUPPLY AND INSTALL LED RETROFIT KITS FOR INTERIOR WALL WASH FIXTURES FOR MEETING ROOM AND LARGE GENERAL OFFICE AREA, AT THE CHESTERFIELD TOWNSHIP MUNICIPAL BUILDING

Purpose: To provide the Township Municipal Building with complete LED lighting for the areas requested and to support energy efficiently while providing proper and adequate lighting.

General Conditions:

Bids shall be submitted with attached detailed specifications for LED retrofit, which are to be considered. Bidders must submit for the LED lighting and installation. Installation and specifications shall be clearly explained by the bidder. Bidder shall submit specifications/cut sheets detailing bid items. Installation procedures will be in detail.

Quote Procedures:

Bids shall be submitted to the Township and addressed to the Township Clerk. Date of bid opening to be determined after walk thru with contractor. Bids shall be in sealed envelopes clearly labeled “Retrofit Lights”. Faxed or e-mailed bids will not be accepted. All bids must be submitted with proof of insurance with Chesterfield Township named as required.

Scope of Work:

Contractor to seek and apply for available rebate incentives, etcetera.

Contractor to complete onsite evaluation of project to determine scope and need for proper submission of bid to township. On site evaluation to be done during normal work hours, by appointment only.

Contractor to provide all necessary equipment, hardware, adapters, and any other materials necessary for a quality installation. Ensure installation quality, compliance with project schedule and proper disposal and return all removed equipment to the township. All excess property for this job shall be coordinated with the township for either disposal or salvaging.

Contractor shall warrant all labor and replace defective LED luminaires and parts thereof for a period of one year from the date of project completion. The warranty for the luminaires shall be no less than ten (10) years.

Contractor to manage deliveries and staging of material to site including any secured storage

considerations.

Contractor to prepare and manage appropriate waste disposal facility and facilitate proper disposal of waste material including old luminaires. All excess property for this job shall be coordinated with the township for either disposal or salvaging.

Contractor to inspect final work and correct any "punch list" items.

The Contractor shall test and commission all LED lights outlined in the plans to ensure that they work as per the performance specifications.

Train township personnel in all aspects of routine operation, maintenance, and safety of the LED lighting luminaires installed.

Delivery and Installation:

The LED retrofit kits shall be made available for delivery as per acceptance of the proposal. Installation and successful operation of new lighting shall be completed as per acceptance of the proposal.

Service and Parts:

The dealer/installer must be able to supply Chesterfield Township with good quality service within 30 days of request. The dealer shall have adequate parts supply and availability. All costs are to be included in the bid.. Chesterfield Township will pay no additional costs. Any items removed or cut from the package during the installation are the property of Chesterfield Township.

Qualifications:

Open to licensed, insured and bonded electrical contractors only, and in good standing with the State of Michigan Electrical Division.

Evaluation Criteria:

All proposals become the property of Chesterfield Township upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the proposer. Revisions to the Request for Proposals will be mailed to all those who received the original document. Chesterfield Township reserves the right to modify any technical and submission requirements associated with this Request for Proposals. Chesterfield Township also reserves the right to reject any or all proposals or to award contracts in whole or part, if this is held to be in Chesterfield Township's best interest.

Unbalanced or Altered Proposals:

Proposals in which the prices are obviously unbalanced, and those which are incomplete or show any alteration of form, or contain any additions or conditional or alternate proposals that are not

called for or otherwise permitted, may be rejected. A proposal on which the signature of the Respondent has been omitted may be rejected.

Questions:

If you have any questions regarding the quote procedures, or project information, or questions regarding the LED installation, please contact the Building Administrator, Gary DeMaster at (586) 949-0400 ext. 1161.

Payment:

As per contractual agreement between service provider and Chesterfield Township.

Hunter

E L E C T R I C

6375 GENAW
ALGONAC, MI 48001
PHONE: (810) 794-2825
FAX: (810) 794-7027

PROPOSAL

FEBRUARY 11, 2015

CHESTERFIELD TOWNSHIP

LIGHTING EXCHANGE

*****PROPOSAL*****

2099

HUNTER ELECTRIC, INC.

6375 GENAW

ALGONAC, MI 48001

OFFICE 810-794-2825

FAX 810-794-7027

DATE: FEBRUARY 11, 2015

PROPOSAL SUBMITTED TO: CHESTERFIELD TOWNSHIP
47275 SUGARBUSH RD.
CHESTERFIELD, MI 48047
ATTN: GARY DEMASTER

PHONE: 586-949-0400

FAX: 586-949-4108

THE REMOVAL OF:

70 – 400 WATT METAL HALIDE LAMPS

58 – 250 WATT METAL HALIDE LAMPS

– ALL 400 WATT & 250 WATT BALLASTS (WHERE ACCESS PERMITS). ALL BALLASTS WILL BE DE-ENERGIZED WHETHER THERE IS ACCESS OR NOT.

NEW LED RETRO FITS & REWIRING – THE INSTALLATION OF:

33 – 60 WATT & 31 – 115 WATT LED RETRO FIT ASSEMBLIES WITH DRIVERS LOCATED ADJACENT TO THE FIXTURE LOCATIONS. MANUFACTURERE IS LUMCON.

– USE EXISTING BRANCH CIRCUIT WIRING & RACEWAYS TO CONNECT NEW LED RETRO FITS

- * A TEN YEAR LED WARRANTY IS INCLUDED
- * A ONE YEAR LABOR WARRANTY IS INCLUDED

NOTES:

- LIFT FEES INCLUDED
- CHESTERFIELD TWP. TO PROVIDE ACCESS TO ALL FIXTURE LOCATIONS
- ALL WORK TO BE PERFORMED DURING NORMAL BUSINESS HOURS OR ADDITIONAL LABOR RATES WILL APPLY
- PERMIT FEE ADDIITONAL (IF REQUIRED)

WE PROPOSE HEREBY TO FURNISH MATERIAL & LABOR, COMPLETE & IN ACCORDANCE WITH THE SPECIFICATIONS ON PAGE 1, FOR THE SUM OF: \$ 36,500.00 *****

R.O.I. BREAKDOWN

COST OF PROJECT	\$ 36,500.00
D.T.E. REBATE	<u>-11,839.00*</u>
CUSTOMER COST	\$ 24,661.00
ANNUAL ENERGY SAVINGS (SEE RELIGHT SHEET)	<u>÷ 16,903.00</u>

1.5 YEAR R.O.I

* REBATE AVAILABLE THROUGH THE END OF AUGUST 2015

PAYMENT TO BE MADE AS FOLLOWS: NEGOTIABLE UPON ACCEPTANCE

RESPECTFULLY SUBMITTED Andy Boyes HUNTER ELECTRIC, INC.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 10 DAYS.

DATE OF ACCEPTANCE: _____ SIGNATURE _____

Date: Friday, February 13, 2015

Client Name:	CHESTERFIELD MUNICIPAL OFFICES
Building Name:	
Street Address:	
City:	
State/Province:	
Postal Code:	
Country:	
Project Name:	D.T.E. REBATE \$9,866.22
Additional Description:	ANNUAL ENERGY SAVINGS \$16,903 BASED ON .12 KWHR @ 65 HOURS/WEEK
Description of Proposed System:	
Description of Base or Existing System (if any):	
Prepared By:	BILL GOUGH

Disclaimer

Field Audit

Project Parameters

Cost of Money: 10.00%

Federal Tax Rate: 34.00%

Peak Rate Cost of Electricity (\$/kWh): \$0.1200

Non Peak Rate: \$0.1200

Escalation Rate for Electricity: 0.00%

Escalated

\$0.120

\$0.120

↓

Type of Project: Renovation

Method of Depreciation: 39 Year Straight Life

For more information on EPAct 2005 tax incentives: www.lithonia.com/taxdeduction

For a summary of EPAct lighting provisions: [EPAct-Lighting](#)

To fill out and print Certificate of Compliance: [Certificate](#)

NEXT

This spreadsheet is meant to provide a generic estimation of the interim tax provisions of the Energy Policy Act 2005.

Please contact your tax advisor to determine the specific tax treatment appropriate for your company.

© Acuity Brands Lighting, Inc., 2009

Space ID	Space Type (1xx=Space-by-Space, 2xx=Whole Building) The LPD requirement for common space types in specific building types may vary from the value shown here, click link at bottom for full listing.	Description of Luminaire Type(s) / Source Type(s) (Include description of proposed controls, etc.)	For EPAct 90.1 - 2001 (w/req ft) [*]	For GA Tax Credit LPD per 90.1 - 2004 (w/req ft) [*]	Area (sq ft)	Go To Multi-Type Calculator as needed	# Fixtures	Input Watts Per Fixture	Projected Illum.	Annual Burning Hours at Peak Rate	Annual Burning Hours at Non Peak	Capitalized Cost Per Luminaire	Extended Costs	LPD Achieved (w/req ft)	% Below 90.1-2001 #VALUE!	% Below 90.1-2004 #VALUE!	Estimated EPAct Deduction Per Interim Rules #VALUE!	Net Estimated GA Tax Credit per GA HR 570 2008 \$0
109 - Industrial/Manufacturing (General High Bay)		115 WATT LED RETROFIT	3	1.7		GO	31	115		3380		\$0.00	\$0					\$0
207 - Dormitory		60 WATT LED RETROFIT	1.5	1		GO	33	60		3380		\$0.00	\$0					\$0
201 - Automotive Facility			1.5	0.9		GO												
201 - Automotive Facility			1.5	0.9		GO												
201 - Automotive Facility			1.5	0.9		GO												
201 - Automotive Facility			1.5	0.9		GO												
121 - Select Space Type			0	0		GO												
Fill in your own																		
TOTALS:																		
0 18742 kWh 5.5 KW 64 \$0 #VALUE! \$0																		

Space ID	Space Type (1xx=Space-by-Space, 2xx=Whole Building) The LPD requirement for common space types in specific building types may vary from the value shown here, click link at bottom for full listing.	Description of Luminaire Type(s) / Source Type(s) (Include description of existing controls, etc.)	For EPAct 90.1 - 2001 (w/req ft) [*]	For GA Tax Credit LPD per 90.1 - 2004 (w/req ft) [*]	Area (sq ft)	Go To Multi-Type Calculator as needed	# Fixtures	Input Watts Per Fixture	Existing Illum.	Annual Burning Hours at Peak Rate	Annual Burning Hours at Non Peak	Capitalized Cost Per Luminaire	Extended Costs	LPD Achieved (w/req ft)	% Below 90.1-2001 #VALUE!	% Below 90.1-2004 #VALUE!	Estimated EPAct Deduction Per Interim Rules #VALUE!	Net Estimated GA Tax Credit per GA HR 570 2008 \$0
109 - Industrial/Manufacturing (General High Bay)		400 WATT HID	3	1.7		GO	70	455		3380		\$0	\$0					\$0
201 - Automotive Facility		250 WATT HID	1.5	0.9		GO	58	265		3380								\$0
201 - Automotive Facility			1.5	0.9		GO												
201 - Automotive Facility			1.5	0.9		GO												
201 - Automotive Facility			1.5	0.9		GO												
121 - Select Space Type			0	0		GO												
Fill in your own																		
TOTALS:																		
0 159604 kWh 47.2 KW 128 \$0 #VALUE! \$0																		

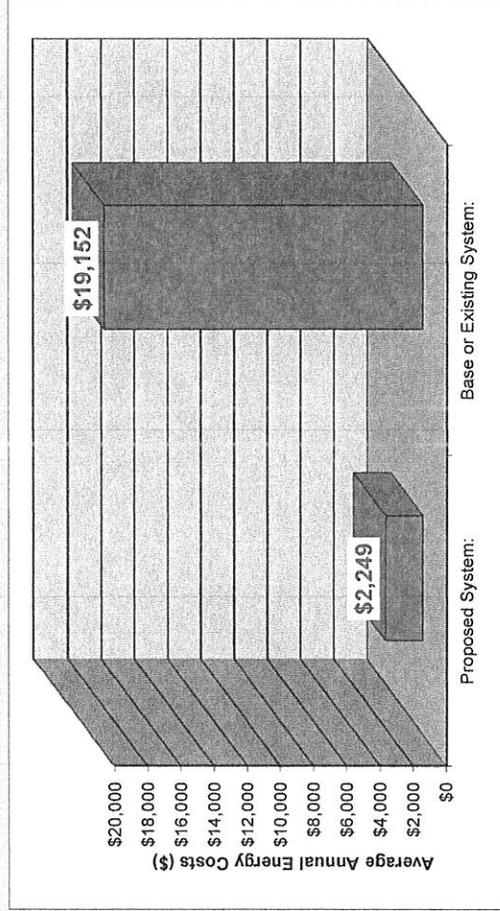
This spreadsheet is meant to provide a generic estimation of the interim tax provisions of the Energy Policy Act of 2005. Please contact your tax advisor to determine the specific tax treatment appropriate for your company.

* = See Tables 9.3.1.1 for Whole Building and Table 9.3.1.2 for Space-by-Space in ASHRAE/IESNA 90.1-2001 for space types not included here.

Other Possible Considerations for EPAct Tax Deduction
Space Controls Not Required?
Bi-level Switching Installed?
IESNA Light Levels met?

Proposed System:	Energy Costs*
Base or Existing System:	\$2,249
Annual Energy Savings (Year 1):	\$16,903
Cost 1 st Year Month of Waiting to Act:	\$1,408.62
Annual Energy Savings (%):	88.3%
Reduced kWh:	140,862

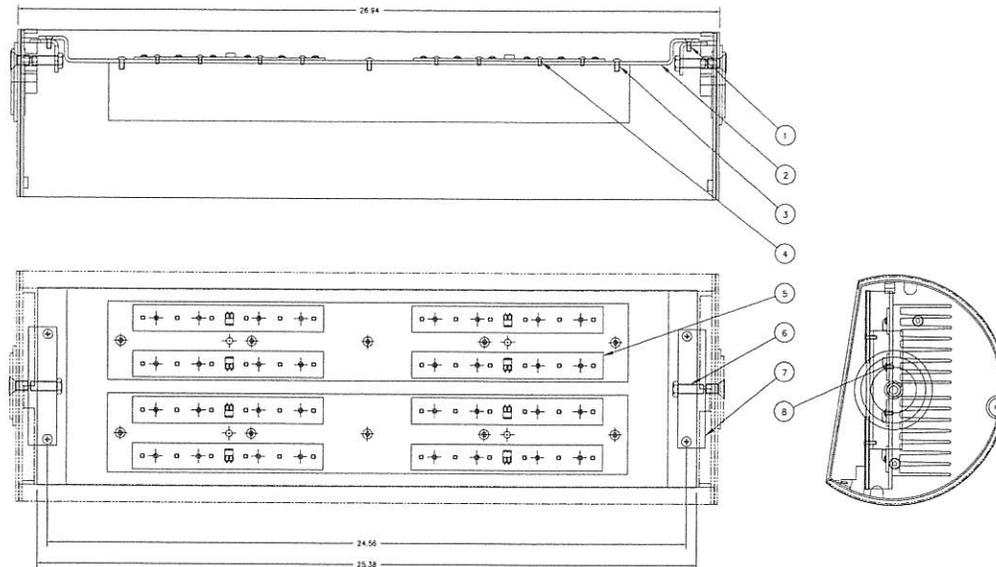
Energy Costs* = See table to the far right for year-by-year energy costs.



This spreadsheet is meant to provide a generic estimation of the interim tax provisions of the Energy Policy Act 2005. Please contact your tax advisor to determine the specific tax treatment appropriate for your company.

Year	Energy Costs by Year	
	Proposed	Existing
1	\$2,249	\$19,152
2	\$2,249	\$19,152
3	\$2,249	\$19,152
4	\$2,249	\$19,152
5	\$2,249	\$19,152
6	\$2,249	\$19,152
7	\$2,249	\$19,152
8	\$2,249	\$19,152
9	\$2,249	\$19,152
10	\$2,249	\$19,152
11	\$2,249	\$19,152
12	\$2,249	\$19,152
13	\$2,249	\$19,152
14	\$2,249	\$19,152
15	\$2,249	\$19,152
16	\$2,249	\$19,152
17	\$2,249	\$19,152
18	\$2,249	\$19,152
19	\$2,249	\$19,152
20	\$2,249	\$19,152
21	\$2,249	\$19,152
22	\$2,249	\$19,152
23	\$2,249	\$19,152
24	\$2,249	\$19,152
25	\$2,249	\$19,152
26	\$2,249	\$19,152
27	\$2,249	\$19,152
28	\$2,249	\$19,152
29	\$2,249	\$19,152
30	\$2,249	\$19,152
31	\$2,249	\$19,152
32	\$2,249	\$19,152
33	\$2,249	\$19,152
34	\$2,249	\$19,152
35	\$2,249	\$19,152
36	\$2,249	\$19,152
37	\$2,249	\$19,152
38	\$2,249	\$19,152
39	\$2,249	\$19,152

D1102: LED retrofit kit for interior wall wash fixtures



D1102L:
 60 watts
 5600 lumens
 80 lumens per watt

D1102H:
 115 watts
 9200 lumens
 80 lumens per watt

CONSTRUCTION

1. Light Engine

Each D1102L LED light engine consists of 4 circuit boards of (6) Cree XT-E LEDs or equivalent, with a color temperature of 4700K \pm 250K. Each D1102H LED light engine consists of 8 circuit boards of (6) Cree XT-E LEDs or equivalent, with a color temperature of 4700K \pm 250K. The LED boards are mounted to a 0.125 aluminum panel that fits the opening of the existing housing.

2. Power Supply

A single wide range (120V to 277V) 100 Watt, regulated DC power supply is included. The power supply is compliant with UL 1012 or 1310.

The power supply performance meets the following electrical characteristics:

THD:	Less than 20%
PF:	Greater than 0.90 @ 120v
Max Power:	150 Watts or less (total including power supply losses)

3. Kit Dimensions

The kit is to fit an interior indirect wall washer fixture. The kit is to consist of a 25.38" x 7.5" panel with integrated LED circuit boards, heat sinks, and LED driver.

WARRANTY - LIGHT ENGINE and POWER SUPPLY

Lumecon provides a 10-year warranty for the proposed LED retrofit kit. The LED array(s) will maintain a minimum of 70% of original light output for the warranty period from date of manufacture, and it will be free of defects in materials and workmanship. The power supply is included in the warranty.



CERTIFICATE OF LIABILITY INSURANCE

HUNTE-1

OP ID: DA

DATE (MM/DD/YYYY)

02/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Baxter Agency Inc. 717 St Clair River Drive Algonac, MI 48001 John Vandenbossche	CONTACT NAME: John Vandenbossche PHONE (A/C, No, Ext): 810-794-4907 E-MAIL ADDRESS:	FAX (A/C, No): 810-794-0033
	INSURER(S) AFFORDING COVERAGE	
INSURED Hunter Electric, Inc. 6375 Genaw Rd. Clay, MI 48001-3312	INSURER A: Michigan Insurance Company NAIC # 10857	
	INSURER B: Frankenmuth Mutual Insurance 13986	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

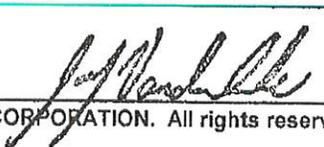
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY, <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			CPJ0023269	07/31/2014	07/31/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CCJ0015036	07/31/2014	07/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000			CXJ0004887	07/31/2014	07/31/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 6232120	07/31/2014	07/31/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

All operations in the State of Michigan subject to terms and conditions of policy issued by the carrier.

CERTIFICATE HOLDER Ches002 Chesterfield Township 47275 Sugarbush Rd Chesterfield, MI 48047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE John Vandenbossche 
---	---



24546 21 Mile Road , Macomb , MI-48042

Date: March 30, 2015
Customer: Chesterfield Township
Address: 47275 Sugarbush Road
Chesterfield, MI 48047
Subject: Office LED Lighting
Attention: City Clerk

DESCRIPTION OF WORK:

MEETING ROOM

Remove (14) - 400 watt HID lamps from existing light fixtures in meeting room
Remove (10) - 250 watt HID lamps from existing light fixtures in meeting room
Install LED light bar engines in (12) existing light fixtures
Bypass (24) HID ballasts
Install (12) LED drivers

LARGE OPEN OFFICE AREA

Remove (14) - 400 watt HID lamps from existing light fixtures in large open office area
Remove (48) - 250 watt HID lamps from existing light fixtures in large open office area
Install LED light bar engines in (52) existing light fixtures
Bypass (104) HID ballasts
Install (52) LED drivers

INCLUDES:

64- LED light bar kits
64- LED Drivers
Labor
Proper Disposal of ballasts and lamps
1-Year warranty on labor and installation
10-warranty on Luminaires

EXCLUDES:

Note's :

It is our opinion that installing led retro kits in the existing light fixture housings and reusing the existing wiring , is the least expensive solution , the other solution would be to remove all existing fixtures and wiring , then reinstall with new fixtures and wiring , this solution would add a considerable amount of material and labor to the project

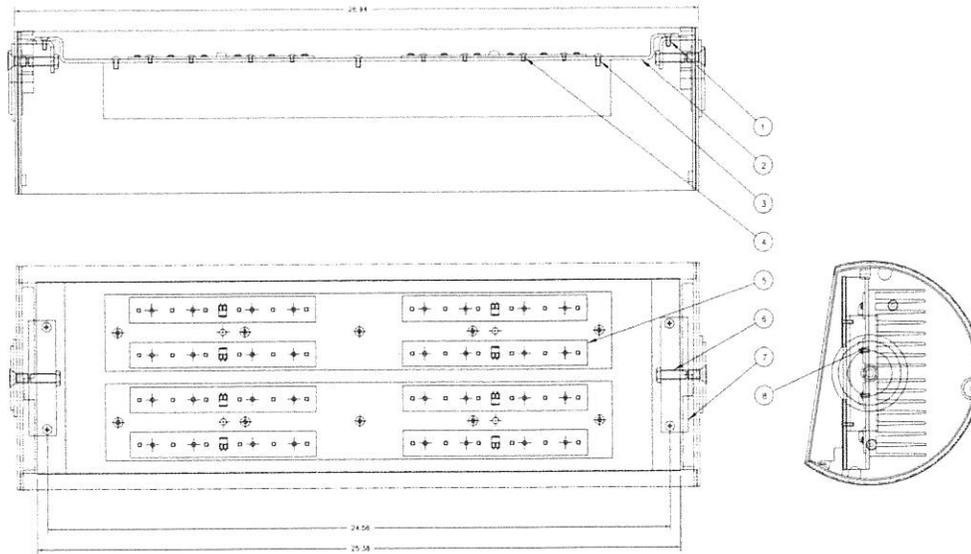
BID TOTAL

\$45,123

Authorized Signature
Dean Chrisman

Acceptance of Proposal

D1102: LED retrofit kit for interior wall wash fixtures



D1102L:
60 watts
5600 lumens
80 lumens per watt

D1102H:
115 watts
9200 lumens
80 lumens per watt

CONSTRUCTION

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The kit is to fit an interior indirect wall washer fixture. The kit is to consist of a 25.38" x 7.5" panel with integrated LED circuit boards, heat sinks, and LED driver.

WARRANTY - LIGHT ENGINE and POWER SUPPLY

CI Engineering manufacture of LED Boards and Power Supply provides a 10-year warranty for the proposed LED retrofit kit . The LED array(s) will maintain a minimum of 70% of original light output for the warranty period from date of manufacture, and it will be free of defects in materials and workmanship. The power supply is included in the warranty.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/27/2015

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

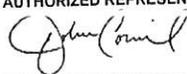
PRODUCER Gompers, Cornish & Barr 22955 21 Mile Road Macomb MI 48042	CONTACT NAME: Jill Allison	FAX (A/C. No.): 586-949-2775	
	PHONE (A/C. No., Ext.): 586-949-2300	E-MAIL ADDRESS: jallison@gcbinsurance.com	
INSURED LABEL-1 LaBelle Electric Services Inc. 24546 21 Mile Road Macomb Township MI 48042	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: The Cincinnati Ins. Companies		10677
	INSURER B: Accident Fund National Ins Co		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** 118004480 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP 1056522	3/1/2015	3/1/2016	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPA 1056522	3/1/2015	3/1/2016	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			CPP 1056522	3/1/2015	3/1/2016	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WCV6109103	3/1/2015	3/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
A	Rented/Leased Equipment Contractors E&O Liability			CPP 1056522	3/1/2015	3/1/2016	Rented/Leased Equip. Contractors E&O Liab	65,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Charter Twp of Chesterfield 47275 Sugarbush Chesterfield Twp MI 48047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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SPECTRON ELECTRIC

P. O. BOX 510, 31400 KENDALL, SUITE A
FRASER, MICHIGAN 48026
(586) 293-0003 (586) 293-5210 FAX
E-mail: rdidia@spectronelectric.com

PROPOSAL

Page 1 of 1

Submitted to: Chesterfield Township	Phone: (586) 949-0400	Cell: (586) 949-4108	Date: 03/02/2015
Address: 47275 Sugarbush Rd	Job Name: Chesterfield Meeting Room and Open Area		
City, State, Zip: Chesterfield, MI 48047	Job Location: 47275 Sugarbush Rd. , Chesterfield Twp., MI		
Attention: Gary DeMaster	E-mail:	Proposal Number: 2015 - 116	

Chesterfield Township Meeting Room:

- Remove (14) – 400W HID Lamps from existing Light Fixtures in Meeting Room
 - Remove (10) – 250W HID Lamps from existing Light Fixtures in Meeting Room
 - Install LED Bar Engines in (12) existing Light Fixtures
 - Bypass (24) HID Ballasts
 - Install (12) LED Drivers for the (12) LED Bar Engines
- Permits additional if required
➤ Work to be done Monday thru Friday, Dayshift, Non-Holiday

Labor: \$1800.00
Materials: \$5925.00
Labor and Materials: \$7725.00

Chesterfield Township Open Office Area:

- Remove (14) – 400W HID lamps from existing Light Fixtures in large Open Office Area
 - Remove (48) – 250W HID lamps from existing Light Fixtures in large Open Office Area
 - Install LED Light Bar Engines in (52) existing Light Fixtures
 - Bypass (104) HID Ballasts
 - Install (52) LED Drivers for the (52) LED Light Bar Engines
- Permits Additional if required
➤ Work to be done in the Evenings and /or on Weekends

Labor: \$ 9500.00
Materials: \$ 25,675.00
Labor and Materials: \$ 35,175.00

Grand Total Project: \$42,900.00

*** Spectron Electric to assist with DTE Lighting Incentive Application

- Application Information needed: - DTE Electricity Account #, Name on Bill, Contact Person, Phone #, Fax #, email and Mailing and Installation addresses, W9 Tax form

- ❖ Includes (64) LED Light Bar Kits
- ❖ Includes (64) LED Drivers
- ❖ Warranty for the Luminaires shall be no less than (10) year Manufacturer's Warranty

Terms: Signed Proposal and Purchase Order to Schedule

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
See Above

Payment to be made as follows: **See Above** State License No. 6109370

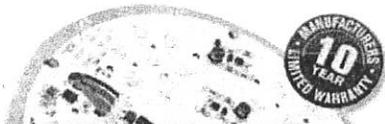
This proposal may be withdrawn by us if not accepted within 30 days and/or project has not started within 90 days. *Authorized Signature:*

All material is guaranteed to be as specified or as approved. All work to be completed in a workmanlike manner according to standard practices. Any instructions involving alteration or deviation from the above specifications may result in extra costs and are requested to be given in writing, as any extra work and the charges thereof will become an extra charge over and above the proposal. All agreements are contingent upon strikes, pickets, accidents or delays beyond our control. Owner to carry theft, fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Our firm operates open shop. We have figured this job at our usual rates for electricians and mechanics and will perform it with our own labor force. In all cases we will indemnify and hold harmless owners, contractors, agents, etc. only to the extent that we are at fault. We will not have duty to defend.

THIS CONTRACT BECOMES A PART OF ALL CONTRACTS SIGNED FOR THE ABOVE WORK.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I (we) agree to pay late fees of 1.5% per month on all past due accounts.

Date of Acceptance: *Authorized Signature:*



3908 Tamiami Trl E, Naples, FL 34112 | 1(877)748-5533

**GLOBAL
TECHLED**

SIMPLY UNIVERSAL

GTSOL5498-SOLY

Global Tech Yoke Bracket LED Lights

Application

Global Tech LED's Solstice units are designed to retrofit into almost any HID fixture using custom fabricated brackets and plates for easy plug and play installation. We can articulate our units and offer a wide array of innovative optics to deliver the light precisely where it's needed. Dark Sky Compliant. Four way switchable power options on board. This unit also comes with an Energy Saver program that is accessed via a switch on the board.

Some of our KEY features:

- Multiple temperature control values. Over temperature protection, shut down at critical temperature and resume operation temperature.
- Undervoltage lockout for power off or brownout
- Soft start
- 0 - 10 V Dimming compatible
- Undervoltage lockout for power off or brownout.
- 0-10v Input Port.
- Occupancy sensing Current accuracy over the LED operating temperature range +/- 3%.

4 wattage selections by switch:

GTSOL5498 - 75W, 85W, 95W, 135W

Driver

50/60Hz driver. Input: 120/277v Output: 24V to Solstice Unit.
347/480V driver also available. *24V operation without driver.

Input Voltages:

120-277v / 480vAC, 24vDC

For Solar Powered Application - No Driver is required

MagLev® Fan Technology

By using magnetic levitation force, these fans feature zero friction with no contact between shaft and bearing. 100,000 hours rated operating life, providing an exceptionally cool running LED unit -42° Celsius at ambient temperatures.

Operating Temperature Range

-40 to +85 degrees Celsius

Lensing

Multiple lensing options available for maximum light distribution, if needed.

Distribution Pattern

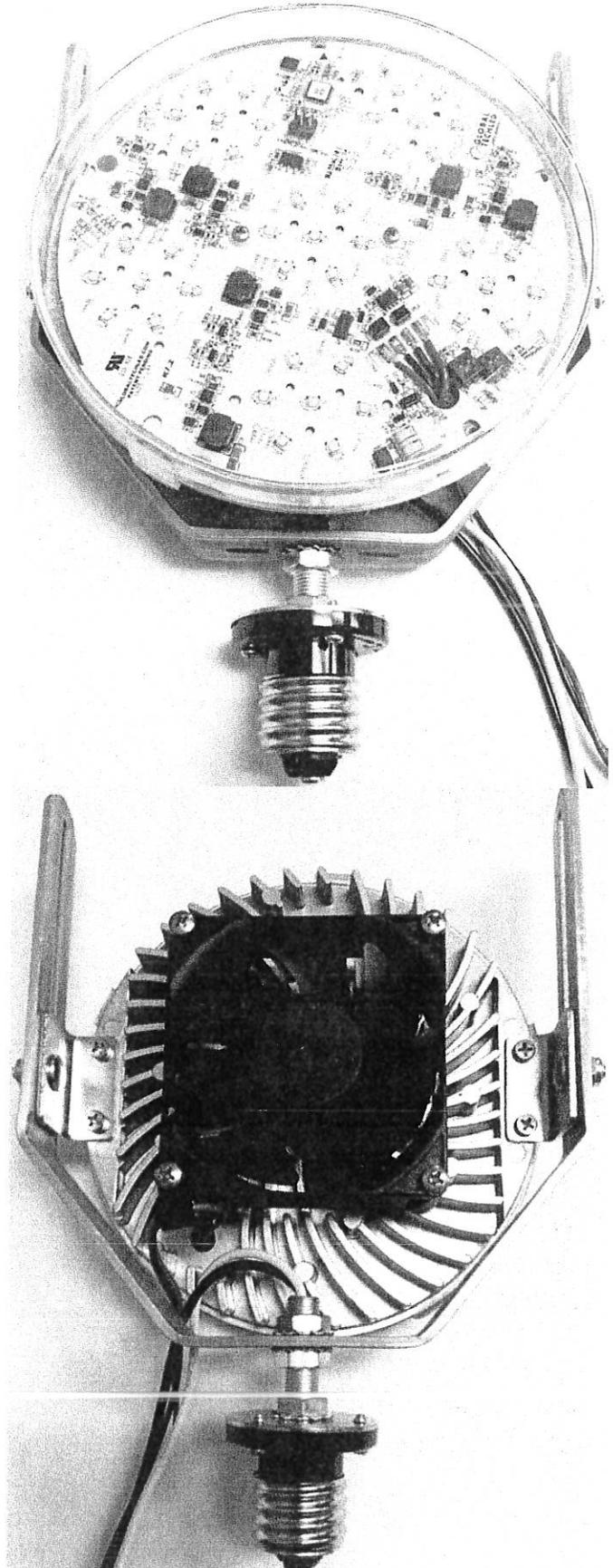
Multiple mounting positions for a broad range of narrow to spread symmetrical lighting distribution choices.

Warranty

Limited 10 year warranty.

Photometrics

Visit our web site at www.globaltechled.com for detailed photometrics





CERTIFICATE OF LIABILITY INSURANCE

SPECT-1

OP ID: DS

DATE (MM/DD/YYYY)

10/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dudek Insurance Agency Group
36120 Green Street
New Baltimore, MI 48047
Dave Dudek

CONTACT NAME: Dave Dudek

PHONE (A/C, No, Ext): 586-725-0030

FAX (A/C, No): 586-725-4676

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED Spectron Electric Inc
PO Box 510
Fraser, MI 48026

INSURER A: Hastings Mutual Insurance

14176

INSURER B: Auto-Owners Insurance Company

18988

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP9476764	11/21/2014	11/21/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			ACV9476765	12/02/2014	12/02/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ULC9476767	11/21/2014	11/21/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 9476766	11/21/2014	11/21/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERISA/CRIME			04204791	07/15/2012	07/15/2015	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FILECOP

-----FILE COPY-----

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

GEMINI ELECTRIC CO. INC.
CEWINI EΓECLBIC CO' INC'

48605 Structural • Chesterfield, MI 48051
(586) 954-1998
Fax (586) 954-9489

PROPOSAL

Chesterfield Township
47275 Sugarbush Rd.
Chesterfield Township, Michigan 48047

Job Name: Same as above
Job Address: Same as above

Bid Date: March 19, 2015

We propose to furnish the necessary materials, labor, and equipment to complete the electrical portion of the above job, based upon the following scope of work: Description of work based on information provided by the Township. Please see attached sheet. Please note all LED parts and brackets must be fabricated by a 3rd party.

BASE BID:

Meeting room:

- Remove (14) 400w metal halide lamps from existing fixtures.
- Remove (10) 250w metal halide lamps from existing fixtures.
- Furnish and install (12) LED light bars in existing fixtures.
- Bypass (24) metal halide ballasts.
- Furnish and install (12) LED drivers.

Large open office:

- Remove (14) 400w metal halide lamps from existing fixtures.
- Remove (48) 250w metal halide lamps from existing fixtures.
- Furnish and install (52) LED light bars in existing fixtures.
- Bypass (104) metal halide ballasts.
- Furnish and install (52) LED drivers.

Cost: \$47,500.00

**All work to be completed during normal business hours
Monday-Friday 7:00am – 4:30pm**

EXCLUSIONS:

- Existing code violations.
- Prevailing wage and overtime charges.
- Patch & repair of surfaces due to demo/install items.
- Stamped drawings.
- Low volt wiring.
- Saw cut, patch, remove or repairs.
- Repairs to existing fixtures.
- Unforeseen wiring in ceiling space
- Saturday/Sunday work.

GEMINI ELECTRIC CO. INC.
CEWINI ETECBIC CO' INC'

48605 Structural • Chesterfield, MI 48051
(586) 954-1998
Fax (586) 954-9489

PROPOSAL

Chesterfield Township
47275 Sugarbush Rd.
Chesterfield Township, Michigan 48047

Job Name: Same as above
Job Address: Same as above

Bid Date: March 19, 2015

Payment: Draws 30 days

Respectfully Submitted,

Marc Combs

Marc Combs

Acceptance of Proposal
The above terms are hereby
accepted. You are authorized
to do the work.

X _____

RW
MEAD
& Sons

Contractors - Engineers
Troubleshooters - Maintenance
of Mechanical Systems

CORPORATE OFFICE
33795 RIVIERA
FRASER, MI 48026
(586) 296-3650
(586) 294-0410 FAX

ANN ARBOR OFFICE
1900 WEST STADIUM
SUITE C3
ANN ARBOR, MI 48103
(734) 662-6675

A Michigan Corporation

*Please Put
on this agenda.
MK 4-15-15*

April 13, 2015

Agenda Item # 5J



Municipal Building
Charter Township of Chesterfield
47275 Sugarbush
Chesterfield Twp., MI 48075
Attn: Michael Lovelock, Supervisor

Re: Full Mechanical Service Agreement Extension

Dear Mr. Lovelock,

R.W. Mead & Sons has agreed to extend the current full mechanical service agreement with the Charter Township of Chesterfield two (2) years to May 31, 2017. R.W. Mead & Sons has also agreed to add six (6) doorway wall heaters to the contract. A dedicated service technician has been assigned to this contract along with a back-up technician and we will strive for same day emergency on-site service.

It has been a pleasure working with the personnel of the Charter Township of Chesterfield these last 4 years and appreciate the confidence granted to R.W. Mead & Sons for this extension. If you have any questions regarding this matter, please call me at 586-296-3650.

Respectfully,
R.W. Mead & Sons, Inc.

James Cumming
Treasurer

AGREED: _____



- OUR MISSION -

To provide the highest standard of quality and value with a work force motivated by pride and the confidence in their ability to surpass the expectations of our customers



33795 RIVIERA FRASER, MI 48026 PHONE: 586-296-3650
FAX: 586-294-0410 ENG/SVC FAX: 586-294-0554



Fax

To: STEPHANIE

From: Mike Gibson

SERVICE DISPATCHER

Fax: 586-949-5580

Pages: INCLUDING COVER SHEET

Phone:

Date: 04/15/15

Re: CHESTERFIELD TWP.

CC:

Urgent For Review Please Comment Please Reply Please Recycle

● Comments:

PER YOUR REQUEST, HERE IS THE PLANNED SERVICE AGREEMENT RENEWAL FOR CHESTERFIELD TW.

THE PRICE FOR THE ANNUAL CONTRACT IS \$30,996.00 A YEAR (Thirty Thousand Nine Hundred Ninety Six Dollars); PAYABLE AS FOLLOWS: \$2,583.00 PER MONTH (ONE THOUSAND EIGHT HUNDRED EIGHT DOLLARS AND FIFTY CENTS)

PLEASE CALL ME SHOULD YOU HAVE ANY QUESTIONS. THANK YOU!!

April 2, 2015
TYPE: FULL MAINTENANCE

PLANNED SERVICE
MAINTENANCE
AGREEMENT

PROPOSED FOR:

Municipal Building
Charter Township of Chesterfield
47275 Sugarbush
Chesterfield Township, MI 48047

We propose to furnish a PLANNED SERVICE MAINTENANCE PROGRAM, on the equipment specified in Schedule "A", located at: **47275 Sugarbush
Chesterfield Township, MI 48047**

We propose to furnish a **Full Maintenance** Agreement.

WE PROPOSE TO:

1. Provide the maintenance service necessary to keep the equipment, as noted in Schedule "A", in good operating order and said maintenance to be provided on the following schedule:
(Per Maintenance Schedule)
2. Provide emergency service whenever needed during normal working hours: 24/7
3. Give purchaser preferential service over non-contract customers.
4. Use only qualified personnel directly employed or supervised by the seller.
5. Furnish purchaser with a complete copy of the service engineer's report.
6. Take all reasonable precautions to avoid damage to property or injury to persons.
7. Instruct purchaser in the basic operation of system to provide the best operating efficiency of condition.

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE "A":

COMPRESSOR(S) REPAIR OR REPLACEMENT: Material Only Labor Only Labor & Material

OVER-TIME LABOR: Included at Contract Price Add Per Hour

OTHERS: (Specify) Supply Motor Labor & Material

BELTS: Material Only Labor Only Labor & Material

REFRIGERANT: Material Only Labor Only Labor & Material

REFRIGERANT OIL: Material Only Labor Only Labor & Material

LUBRICANTS: Material Only Labor Only Labor & Material

FILTERS: 2 Changes per year Labor & Material

**VAV Box Filters changed by Owner

POWERWASHING OF CONDENSER COILS: Labor & Material once a year

EMERGENCY RESPONSE TIME: 2 hours

CSD-1 BOILER INSPECTION: Once a year

****ATTACHED INTERVIEW QUESTIONS AND ANSWERS****

MAINTENANCE SCHEUDULE

Rooftop Units

1. Provide inspections for seasonal start-up, winter and summer.
2. Provide mid-seasonal inspection for cooling.
3. Provide starter inspections.
4. Provide motor and blower inspections; including belt replacements and lubrication.
5. Inspect cooling coils and condensers and provide cleaning. Provide Freon replacement as required.
6. Inspect phase switches, including testing at installation.
7. Inspect electrical components, including wiring circuit breakers and fuses.
8. Provide / maintain weather cabinet protective covering for heaters.

Boiler Rooms

1. Provide inspections for seasonal start-up.
2. Provide actual start-up.
3. Verify / coordinate yearly boiler inspection required by State of Michigan.
4. Provide boiler efficiency report inspection.
5. Verify/ inspect operational temperature and/or censors replacement.
6. Provide carbon monoxide testing.
7. Inspect/ verify relief valve.
8. Inspect/ verify make-up valve.
9. Inspect/ verify circulating pumps.
10. Inspect/ verify boiler tank.
11. Inspect/ verify boiler burner.
12. Inspect/ verify backflow, test annually, and provide test report.
13. Inspect/ verify exhaust and chimney flue.
14. Inspect hot water tank.

Building Areas

1. Provide seasonal checks of systems.
2. Provide seasonal start-ups.
3. Inspect/ verify VAV boxes. Check operation aspects of fans, motors and computer monitoring of units.
4. Inspect/ verify operator of solenoid flow control valves. Replace leaking or non-operational equipment.
5. Inspect/ verify operation of dampers, adjust linkages and lubricate.
6. Test/ trouble shoot computer monitoring systems. Inspect/ verify air-flow monitoring systems.
7. Inspect/ verify operation of thermostats.
8. Inspect/ verify operation of 4 electric heaters.

YOU AGREE :

1. To provide free access to all equipment during normal working hours and use of your common building maintenance tools.
2. That all equipment and components are in good working order upon conception of this agreement. Any repairs required to put the system(s) back into reasonable operating condition will be the responsibility of the buyer. Memo of equipment inspection and equipment repairs by R.W. Mead & Sons will satisfy this clause.
3. To accept judgement of the seller as to the best means and methods to be employed for any corrective or repair work necessary and to have repairs made promptly, and that failure to do so may release and terminate all obligations of the seller. Owner reserves right to get second opinion on billable items
4. That any alterations, additions, adjustments or repairs made by others, unless authorized by seller, may release and terminate all obligations of the seller.
5. That the seller's responsibility will not include:
Cabinets, ductwork insulation, recording instruments, water, drain, steam and electrical lines beyond the equipment itself. Repairs made to non-moving parts or non-maintainable parts. Repairs due to freezing or from contaminated atmosphere. Water chiller tubes, condenser tubes, boiler tubes, vessels, boiler sections, refractory or burner heads, smoke stacks, breaching or governmental codes or regulations or insurance requirements. Refrigerant and refrigerant oil recovery, recycle, reclamation or disposal will be invoiced at prevailing rates.
6. That the purchaser will assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, brown out, blown main fuses, low water pressure, or other work excluded from this contract.
7. That the seller shall not be required to remove or replace or alter any part of the building structure in the performance of the agreement.
8. That the seller shall not be required for replacement of non maintainable obsolete parts, or original design changes are necessary.
9. That the seller shall not be responsible for operating noise levels above current baseline noise levels.
10. That the seller shall not be liable for any damage due to labor unrest, (except for RW Meads labor unrest) vandalism, floods, fire, storm and acts of God, or for commercial delays, spoilage, and loss of business. It is expressly agreed that the seller assumes no liability (except for liability to the extent it is determined to be the sellers fault) for negligence, misuse or failure whatsoever other than seller's failure to perform the service herein set forth. Fault to be determined by both parties

GENERAL:

The purchaser will be billed at \$96.00 per hour for all repairs or emergency services provided during regular business hours that are not included in this agreement. (Annual adjustment only limited to CPI capped at maximum of 3%, the lower of the two.

SCHEDULE "A" - EQUIPMENT LIST:

Maintenance will be provided on the following systems and/or individual components in accordance with the terms and conditions set forth by this complete agreement.

<u>Qty</u>	<u>Mfg</u>	<u>Description</u>	<u>Model #</u>	<u>Serial #</u>
1	Trane	HVAC Unit	SLHCC30	J92D70791
1	Trane	HVAC Unit	SLHCC40	J92D70792
1	Trane	HVAC Unit	SLHCC40	J92D70793
1	Trane	HVAC Unit	SLHFC30	C02K08981
1	Patterson Kelly	Boiler	N-1500	CE29511829
1	Patterson Kelly	Boiler	N-1500	CE02911438
1	B & G	Circ Pump	2BC7000BFE	1763392
1	B & G	Circ Pump	2BC7000BFE	1763393
1	B & G	Circ Pump	2.5x75.250	1726543
1	B & G	Circ Pump	2.5x75.250	1726544
1	Trane	Programmable Control Module	4950-0356	E91J40856
1	Trane	Building Control Unit	EMTF000AAB001	E92F00975
1	Trane	Varitrane Command Unit	49500307	E92F83784
1	Trane	VAV Command Unitodule	49500380	E03A08522
1	Trane	Thermostat Control Module	49500372	E92G33904
1	Trane	Thermostat Control Module	49500372	E92F33613
10	Various	Exhaust Fans		
ALL		VAV Boxes & Reheat Valves		

TERMS AND CONDITIONS:

The price for the annual contract is **\$30,996.00 a year (Thirty Thousand Nine Hundred Ninety Six Dollars)**; payable as follows: \$2,583.00 per month

This Agreement shall remain in full force and effect for the Term of Agreement as specified in this Agreement, but R.W. Mead & Sons, Inc. shall have the option of terminating this Agreement if:

1. The customer fails for more than forty-five (45) days to make a required payment; or,
2. The customer voluntarily wishes to cancel the Agreement and provides the R.W. Mead & Sons, Inc. with thirty (30) days notice of his intent to cancel; or,
3. The property is sold, transferred, deemed insolvent or if property management changes.

Service shall be furnished at the aforementioned prices from **June 1, 2015 through May 31, 2017**. In the event that neither party terminates this agreement in writing with a minimum of sixty (60) days notice, prior to the anniversary date, this contract will automatically renew on the anniversary date. Pricing for the renewal will reflect current years pricing. Annual contract prices can only be adjusted at the anniversary date unless equipment is added to, or subtracted from the original contract.

This Agreement may be terminated by either signatory party upon sixty (60) days written notice. However, if the effective termination date is any date other than the anniversary date, R.W. Mead & Sons, Inc. shall have the right, but not the obligation, to invoice to and receive payment from the customer all direct costs incurred under the existing agreement period, plus administration fees and 5% profit. Any payments received under the existing agreement period will be applied to the above calculated charge.

Respectfully submitted,
R.W. MEAD & SONS

John Mora
Contract/Project Manager

JM/kb

ACCEPTED BY:

APPROVED BY:

Company

Company

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Date

Date

* Please return to our office upon acceptance. A copy will be forwarded to you upon approval.
Contract contingent on repair of pre-existing mechanical deficiencies