

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

**August 15, 2016
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 August 1, 2016.
 - C)** Approval of the Payment of Bills as submitted by the Finance Department.
- 5. PRESENTATION:**

Report from the Water and Sewer Rates Advisory Board.
- 6. REGULAR AGENDA:**
 - A)** Approve introduction and first publication of Ordinance No. 162 amending the Code of Ordinances, Chapter 64, Article IV, Wastewater Pretreatment.
 - B)** Adopt Resolution 2016-10 establishing nonresidential sewer rates.
 - C)** Approve the Supervisor's request to extend a conditional offer of employment to Megan Thomas as the township's Benefits Coordinator.
 - D)** Approve the Parks and Recreation Department's request to print and mail the 2016 Fall Program Brochure to all Chesterfield mailing addresses at a cost not to exceed \$4,300.00. The printer is Litho Printing Service.

- E) Approve the Website Selection Committee's recommendation to award the website redesign and development request for proposal to Civicplus for a total cost of \$15,997.00 for redesign, development and training and \$4,000.00 per year for hosting and maintenance.
- F) Adopt Resolution No. 2016-11 establishing a method for publishing township ordinances.
- G) Approve the Police Department's request to extend conditional offers of employment for two police officers and one dispatcher.
- H) Approve the Police Department's request to renew their membership to the Macomb Community College's Criminal Justice Training Center for a total cost of \$4,370.00.
- I) Set a Public Hearing for Tuesday September 6, 2016 to hear comments regarding the sale of township property.

7. ADDENDUM: (If Necessary)

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

9. BOARD COMMENTS

10. ADJOURNMENT

NEXT REGULAR BOARD MEETING IS TUESDAY, SEPTEMBER 6, 2016 AT 7 P.M. THE DEADLINE FOR THE SUBMITTAL OF ITEMS FOR THE AGENDA IS NOON WEDNESDAY, AUGUST 31, 2016. 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: August 11, 2016

Consent Agenda Item # **B**

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

August 1, 2016

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

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman
Trustees: Anderson, Bell, Joseph, DeMuyneck
Also Present: Deputy Clerk Wurminger, Township Attorney Seibert

The Pledge of Allegiance was led by the Trustee Anderson.

**PLEDGE OF
ALLEGIANCE**

Motion by DeMuyneck, supported by Berry to: **4A)** Approve the Agenda as submitted. **4B)** Approve the Minutes of the Regular Board Meeting of July 18, 2016 and the Special Board Meeting of July 25, 2016. **4C)** Approve the Payment of Bills as submitted by the Finance Department.
Roll Call Vote:

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

**CONSENT AGENDA
/APPROVED**

MOTION CARRIED

Motion by Lovelock, supported by Berry to adopt Ordinance No. 161, a one year extension to the Code of Ordinances, Chapter 52, regarding signs and authorize final publication.

Roll Call Vote:

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

**MOTION TO ADOPT
ORD. NO. 161 AND
APPROVE FINAL
PUBLICATION
/APPROVED**

MOTION CARRIED

Motion by Lovelock, supported by Hartman to authorize the Township Clerk to seek bids for the property purchased from the Macomb County Treasurer with minimum bids starting at \$38,250.00 for the property on Cotton Road and \$25,000.00 for the property on Jamaica.
Roll Call Vote:

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

**MOTION TO
AUTHORIZE THE
CLERK TO SEEK BIDS
FOR THE SALE OF
TOWNSHIP
PROPERTY
/APPROVED**

MOTION CARRIED

Kevin Johnson and Joe Miller addressed the board.

PUBLIC COMMENTS

Motion by Lovelock, supported by DeMuynck to adjourn the meeting at **ADJOURNMENT**
7:21pm.

Roll Call:

Ayes: All

Nays: None

Cindy Berry, Clerk

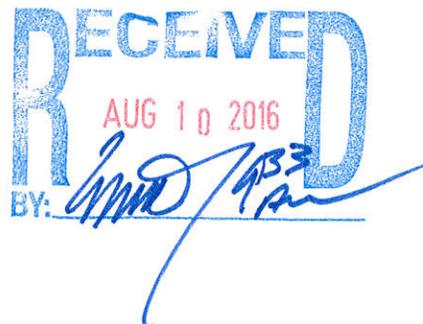
Michael Lovelock, Supervisor

CHARTER TOWNSHIP OF CHESTERFIELD
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. 162

AMENDMENT OF CHARTER TOWNSHIP OF CHESTERFIELD
CODE OF ORDINANCES - WASTEWATER DISCHARGE CONTROL

TITLE

AN ORDINANCE amending the Charter Township of Chesterfield Code of Ordinances, by amending Chapter 64, Article IV (Wastewater Pretreatment) to incorporate amendments to the Code of Federal Regulations regarding the discharge of wastewater and wastewater collection and treatment systems, to streamline necessary procedures for compliance with the amendments to the Code of Federal Regulations and for improvement of the efficiency, operation and implementation of the City of Detroit Water and Sewerage Department's Industrial Pretreatment Program, to establish new regulatory requirements for Centralized Waste Treatment Facility dischargers and for groundwater dischargers, to place new responsibility upon industrial users for conducting self-monitoring and waste minimization activities, and to modify the appeal and reconsideration process available to industrial users for redress of administrative actions by the City of Detroit Water and Sewerage Department and the Township, and to repeal any and all ordinances and/or resolutions in conflict therewith.



Agenda Item # B

RESOLUTION 2016-10 APPROVING NONRESIDENTIAL SEWER RATES

Minutes of a regular meeting of the Township Board of the Charter Township of Chesterfield, County of Macomb, Michigan held in the Township municipal offices in said Township on AUGUST 15, 2016 at 7:00 P.M., Eastern Standard Time.

PRESENT: Members _____

ABSENT: Members _____

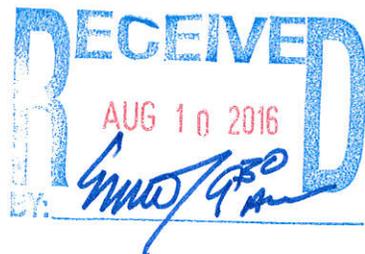
The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, Chapter 64, Article III, Division 4 (Wastewater Rates, Charges and Fees) of the Chesterfield Township Code of Ordinances provides for the imposition of charges and rates for nonresidential users of the Township's sewer system; and

WHEREAS, the rates charged by Chesterfield Township for sewer service to nonresidential users of the system are directly related to the rates charged to Chesterfield Township by other governmental agencies; and

WHEREAS, it is necessary to modify the nonresidential sewer charges/rates to reflect costs incurred by Chesterfield Township in the operation and maintenance of its sanitary sewer system as the result of rates charged to the Township by other governmental agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF CHESTERFIELD, MACOMB COUNTY, MICHIGAN:



1. The monthly sewer use rates charged pursuant to Chapter 64, Article III, Division 4, Section 64-212(b), of the Code of Ordinances shall be as follows:

<u>Meter Size</u>	<u>Per Month</u>
5/8"	\$5.65
3/4"	\$8.48
1"	\$14.13
1-1/2"	\$31.08
2"	\$45.20
3"	\$81.93
4"	\$113.00
6"	\$169.50
8"	\$282.50
10"	\$395.50
12"	\$452.00
14"	\$565.00
16"	\$678.00
18"	\$791.00
20"	\$904.00
24"	\$1,017.00
30"	\$1,130.00
36"	\$1,243.00
48"	\$1,356.00

2. The monthly industrial waste pollutant surcharge rates charged pursuant to Chapter 64, Article III, Division 4, Section 64-216, of the Code of Ordinances shall be as follows:

1. Biochemical Oxygen Demand (BOD) in excess of 275 mg/liter	\$0.491
2. Total Suspended Solids TSS in excess of 350 mg/liter	\$0.498
3. Phosphorus (P) in excess of 12 mg/liter	\$7.346
4. Fats, Oils, Grease FOG in excess of 100 mg/liter	\$0.473

3. All of the rates established by this Resolution shall be effective _____, 2016.

4. All charges/rates set forth in Chapter 64 of the Chesterfield Code of Ordinances that are not modified by this Resolution shall remain in full force and effect.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Michael E. Lovelock
Chesterfield Township, Supervisor

Cindy Berry,
Chesterfield Township Clerk



Agenda Item

August 5, 2016

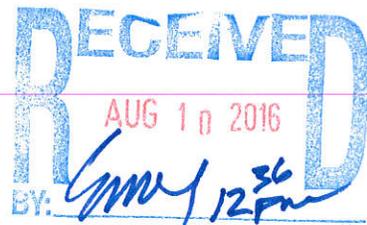
Dear Honorable Board Members,

I am recommending to the Township Board the approval of a conditional offer of employment to Ms. Megan Thomas as the new Benefits Coordinator. She is knowledgeable in employee orientation and training, insurance claims, benefits and employment. Ms. Thomas would start this job on August 29, 2016.

Your consideration in this matter is appreciated.

Yours truly,

Michael E. Lovelock
Chesterfield Township Supervisor





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

Agenda Item # **D**

TO: Eric M. Wurmlinger

FROM: Parks and Recreation Department ^{MC}

DATE: August 2, 2016

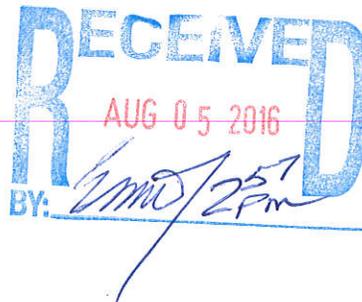
RE: Agenda Item – August 15, 2016
Parks and Recreation Department's Program Brochure (Printing & Mailing)

The Parks & Recreation Department would like to request approval to print and mail the fall 2016 program brochure. This brochure will be 16-pages in book format and include activities from September-December. The printing of this document will be done by Litho Printing Service in an amount not to exceed \$2330 for 22,150 copies. As in the past, price includes full color on all necessary pages, print design, bundling in postal routes and delivery to the post office for mailing. The printing cost would be expended from account number 101-752-900.000, the township sponsored printing & publications line item.

The Parks and Recreation department is also requesting permission to use the Township's Bulk Mail Non-Profit Permit #84 for mailing the brochure. Although we do not need to secure a new permit, we still need to pay postage on any mailings. Therefore we are requesting approval to mail the brochure to all 21,996 residential mailboxes in the 48047 & 48051 zip codes at a cost not to exceed \$1970. This amount will be expended from account number 101-752-900.000 our township sponsored printing and publications line item.

In summary, the Parks and Recreation Department is requesting to spend a maximum of \$4300.00 to cover the printing and mailing costs associated with distributing the 2016 fall program brochure.

Thank you for your consideration.



COST PROPOSAL

CHESTERFIELD
TOWNSHIP, MICHIGAN

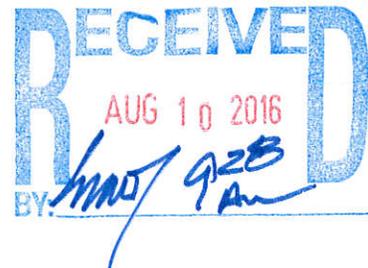
Website Redesign RFP #CB-2016-03

Derek Gleason
Regional Sales Manager



CivicPlus

302 South 4th Street, Suite 500
Manhattan, Kansas 66502
888-228-2233



Project Cost

Year 1

As detailed in the included Scope of Work, Chesterfield Township's project development includes:

✓ Website Design, Development & Deployment

- CivicEngage Content Management System (including upgrades, hosting, maintenance and support)
- Migration of all requested pages of existing content
- Included Security Package

✓ Professional Consulting Services & Training

- Three (3) Days On-site Implementation Training for up to 12 Staff Members

✓ Projects Enhancements & Functionality

- CivicSend
- CivicMobile App
- CivicMedia (Live Streaming and 10 GB additional storage)
- Design Essentials
- Predictive Search
- Virtual Webmaster (no charge Year 1)

Total Investment – Year 1

\$15,997



Cost Proposal

Year 2 and Beyond

✓ Annual Hosting/Maintenance Service

(Beginning year 2)

Receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual services fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond.

Annual Hosting
& Maintenance
(Beginning year 2)

\$4,000

✓ CivicPlus Redesign Guarantee

At the end of your third year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!



Alternate Payment Plan

The CivicPlus Advantage (CPA) provides zero interest, level payments that divides the Total Investment - Year One expense of your project over the first three (3) years of your contract. Each payment also includes your Annual Hosting/Maintenance Services. Our CivicPlus Advantage payment plan lowers your initial "out of pocket" expenses dramatically.

1st Year CPA Payment	\$7,999
2nd Year CPA Payment	\$7,999
3rd Year CPA Payment	\$7,999
4th Year Annual + 5% Technology Fee .	\$4,200

**RESOLUTION ESTABLISHING METHOD
OF PUBLICATION OF TOWNSHIP ORDINANCES**

**Resolution
2016-11**

Minutes of a regular meeting of the Township Board of the Charter Township of Chesterfield, County of Macomb, Michigan held in the Township municipal offices in said Township on August 15, 2016 at 7:00 P.M., Eastern Standard Time.

PRESENT: Members _____

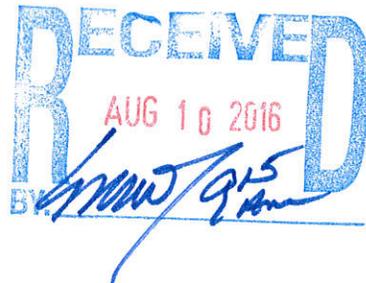
ABSENT: Members _____

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

WHEREAS, Chesterfield Township is a charter township created pursuant to and in accordance with the Charter Township Act ("Act"), being Public Act 359 of 1947, as amended; and,

WHEREAS, Section 8(2) of the Act provides that the Township Board shall determine the method of publication of all notices, ordinances, and proceedings for which the method of publication is not prescribed by law; and

WHEREAS, Section 8(3) of the Act permits the Township Board to require publication by either publication in a newspaper published and circulated within the Township and/or publication by posting in the office of the Clerk and in five (5) other public places in the Township or by posting in the office of the Clerk and on the Township's website; and



WHEREAS, the Township Board is desirous of establishing the method of publication for all notices, ordinances, and proceedings for which the method of publication is not prescribed by law as permitted by Section 8 of the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF CHESTERFIELD, MACOMB COUNTY, MICHIGAN, THAT:

1. The method of publication for all notices, ordinances and proceedings of the Township for which the method of publication is not prescribed by law shall be by posting in the office of the Township Clerk and on the Township's website.

2. In addition to posting in the office of the Township Clerk and on the Township's website, a notice of the posting describing the purpose or nature of the notice, ordinance or proceeding posted and the location of the places posted shall be published at least once in a newspaper within seven (7) days of the posting in accordance with Section 8(4) of the Act.

AYES: Members _____

NAYS: Members _____

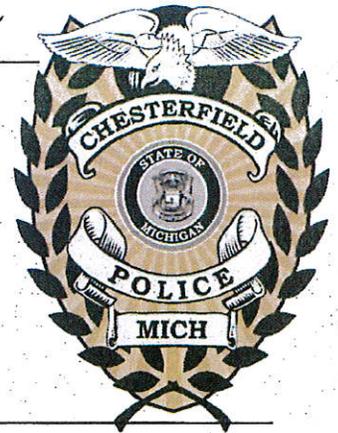
RESOLUTION DECLARED ADOPTED.

Cindy Berry,
Chesterfield Township Clerk

Chesterfield Township Police Department

Memorandum

Agenda Item # *G*



To: Supervisor Lovelock and Township Board Members
CC:
From: Chief Bradley A. Kersten
Date: August 8, 2016
Re: New Officer Hires / Update

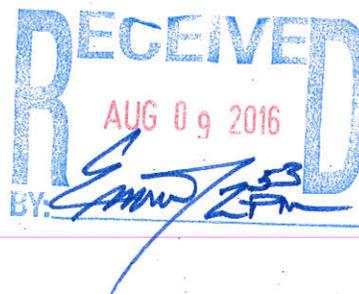
I am seeking permission to make conditional offers of employment to three applicants, for employment within the Police Department. The offers will be based on the successful completion of medical and psychological testing and the candidates will be presented to the board at the September 6th meeting.

The positions to be filled are two entry level Police Officers and a 911 dispatcher. The Dispatcher position has been vacant for the past few months due to a resignation. The two Police Officer candidates will be filling a current vacancy within the patrol staff, along with preparing for the pending departure of a current employee. These employee candidates were identified from our application process which included an oral board interview and an extensive background evaluation. The final step will be the completion of the above mentioned testing.

It is my intention to present all three of these candidates to the board for final confirmation at the September 6, 2016, board meeting at which time I will provide to each of you a complete biography and qualifications of each candidate.


Bradley A. Kersten

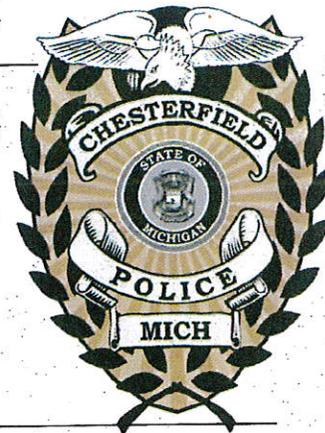
Chief of Police

Chesterfield Township Police Department

Memorandum

Agenda Item # *H*



To: Supervisor Michael E. Lovelock and Township Board Members
CC: Chief Bradley A. Kersten
From:
Date: August 9, 2016
Re: Renewal of membership to the Criminal Justice Training Center

Seeking approval to renew the Chesterfield Township Police Department's membership to the Macomb Community College's Criminal Justice Training Center. The center offers various training opportunities and is a great resource for the department. The Criminal Justice Training Center regularly sends out their training schedule and the types of training that is being offered. Our officers continually try to expand their knowledge and being a member of the center would prove to be cost effective to the department. Renewing our membership allows us to enjoy varying discounts per course, per officer.

In order to renew the department's membership, the cost is \$115 per sworn officer. The department currently has 38 officers that would need to have their membership renewed. The total cost is \$4,370.00.

This is a historical renewal request. We have been members of the training center since prior to 2000.

Respectfully Submitted,


Bradley A. Kersten

Chief of Police



MACOMB COMMUNITY COLLEGE CRIMINAL
JUSTICE TRAINING CENTER

2016/2017 MEMBERSHIP SURVEY (In County)

The Criminal Justice Training Center's membership year begins July 1, 2016 and runs through June 30, 2017. The annual membership fee is \$115 per officer. If you have part time or reserve officers, the fee would be \$57.50 per person.

Billing for membership will be done by Macomb's Financial Services Department, based on information we are requesting from you in this letter. To assist in this billing process, please complete the bottom portion of this letter and return by June 30, 2016 to:

Macomb Community College
Macomb Criminal Justice Training Center
Attention: Jim Mietling
21901 Dunham Rd.
Clinton Township, MI 48036
Or Email it to: mietlingj@macomb.edu

Please enroll our department as members in the Criminal Justice Training Center

YES \$4370.00 NO

How many officers do you employ? Full Time 38

Part Time/Reserve —

Agency Chesterfield Township Police Department

Agency Head Bradley A. Kersten

Address 46525 Continental Dr.

City Chesterfield State MI Zip 48047

Phone 586-949-2322 Fax 586-949-4316

Department E-mail address Bkersten@chesterfieldpolice.org

NOTICE OF SALE OF TOWNSHIP PROPERTY

NOTICE IS HEREBY GIVEN that the Charter Township of Chesterfield, Macomb County, Michigan will accept sealed bids for the purchase of four (4) Township-owned parcels of property more fully identified as:

PARCEL A - LEGAL DESCRIPTION

SUPERVISORS PLAT NO 13 LOT 10

Parcel I.D. No. 015-09-27-256-006

PARCEL NO. B – LEGAL DESCRIPTION

SUPERVISORS PLAT NO 12 SELY 260 FT OF NWLY 1020 FT OF LOT 24 BEING SELY 260 FT OF PARC 16 OF KRANTZ EST

Parcel I.D. No. 015-09-28-326-006

PARCEL NO. C – LEGAL DESCRIPTION

SUPERVISORS PLAT NO 12 LOT 24 EXC NW 1020 FT, BEING PART OF PARC 15 OF KRANTZ EST

Parcel I.D. No. 015-09-28-326-007

PARCEL NO. D – LEGAL DESCRIPTION

SUPERVISOR'S PLAT NO 2 PART OF LOT 92 DESC AS BEG AT A PT 906.63 FT N40*04' W OF SE COR LOT 92; TH N40*04' W 318.91 FT; TH S50*07' W 547.55 FT; TH S40*00' E 323.87 FT; TH N49*47' E 547.72 FT TO PT OF BEG, BEING PART OF PARC 15 OF KRANTZ EST.

Parcel I.D. No. 015-09-28-326-008

Bids will be accepted for the purchase of Parcel A as a single parcel and for the purchase of Parcels B, C and D as a single package.



Bid packages may be obtained from the Chesterfield Township Clerk at the Township Offices located at 47275 Sugarbush Road, Chesterfield, Michigan 48047. Completed bid packages must be received by the Township Clerk no later than 4:00 p.m. on September 13, 2016. Bids received after 4:00 p.m. EST, on September 13, 2016 will not be considered.

Cindy Berry,
Chesterfield Township Clerk