

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
FEBRUARY 7, 2017 BOARD MEETING
TENTATIVE AGENDA**

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Supervisor McNamara _____
Clerk Wright _____
Treasurer Budd _____
Trustee Frazier _____
Trustee Martin _____

Trustee Miller _____
Trustee White _____
Engineer Nummer _____
Attorney McCauley _____
Secretary Montgomery _____

APPROVAL OF AGENDA:

CONSENT AGENDA:

1. Work Study Session minutes of January 9, 2017.
2. Board Meeting minutes of January 10, 2017.
3. Prepaid List of January 13, 2017.
4. Prepaid List of January 20, 2017.
5. Voucher List of January 24, 2017.
6. RESA Levy Refund List of January 26, 2017.
7. Prepaid List of February 2, 2017.
8. Voucher List of February 7, 2017.
9. Approval of the Intergovernmental Agreement between Van Buren Charter Township and the Romulus Animal Shelter.

PUBLIC HEARING:

1. To received public comment on the use of program year 2017 Community Development Block Grant (CDBG) funds.

CORRESPONDENCE:

PUBLIC COMMENT:

UNFINISHED BUSINESS:

NEW BUSINESS:

1. To consider approval of Resolution 2017-06 a Proclamation Recognizing Black History Month.
2. To consider approval of the reappointments of Charles Coleman, Tammy Wall, Daniel Belanger, Todd O'Neill and Denise Willoughby to the Recreation Committee with terms to expire 2-01-2018.
3. To consider approval of the appointment of Jeffrey Jahr Jr. to the Environmental Commission with a term to expire on 10-01-2018.
4. To consider approval of the appointment of Steve Partridge to the Water & Sewer Commission with a term to expire on 6-01-2017
5. To consider approval of Resolution 2017-05 formation of the Van Buren Township Fire Department Fire Fighter Cadet Program.
6. To consider approval of the formation of a Qualifications Based Selection Committee for the selection of a new General Engineering Services firm.
7. To consider approval of the formation of a Qualifications Based Selection Committee for the selection of a new General Planning Services firm.

REPORTS: November 2016 Budgetary Report.

ANNOUNCEMENTS:

NON-AGENDA ITEMS:

ADJOURNMENT:

CHARTER TOWNSHIP OF VAN BUREN
WORK STUDY MEETING MINUTES
January 9, 2017

Supervisor McNamara called the meeting to order at 4:02 p.m. in the Sheldon Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee White, Trustee Frazier, Trustee Miller and Trustee Martin. Others in attendance: Secretary Montgomery, Developmental Services Director Akers, Executive Assistant Selman, DDA Director Ireland, DPS Director Taylor, Engineer Nummer, Assessing Coordinator Stevenson, and an audience of four (4).

UNFINISHED BUSINESS: None

NEW BUSINESS:

Discussion on Resolution 2017-02 the Stormwater Maintenance Agreement with Constellium.

Discussion on Resolution 2017-03 the Stormwater Maintenance Agreement with Belleville Petroleum.

Discussion on Resolution 2017-04 the Stormwater Maintenance Agreement with Aldi Inc.

Stormwater maintenance agreements in conjunction with property owners, Wayne County and the municipalities of Wayne County have been in effect for over a decade. Board members expressed concern over agreement language that requires the Township to assume responsibility over storm water maintenance in the event a property owner became insolvent. In addition, that agreements of this nature are not required in other counties throughout Michigan. However, Board members felt strongly that until such time agreements were modified to relinquish the Townships responsibilities it was necessary to enter into agreements to move forward with development of the community.

PUBLIC COMMENT: Public comments included: questions concerning the methane gas rights of Ameresco as it pertains to the Woodland Meadows landfill, waste disposal at the EQ landfill and deed restrictions of the Waste Management Host Community Agreement.

ADJOURNMENT: Motion by Frazier, seconded by Miller to adjourn the Work Study Session at 4:54 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.

**CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING MINUTES
JANUARY 10, 2017**

Supervisor McNamara called the meeting to order at 7:00 p.m. in the Board Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in attendance: Secretary Montgomery, Executive Assistant Selman, Public Services Director Taylor, Assessing Coordinator Stevenson, Planning and Economic Development Director Akers and Deputy Director Best, and an audience of four (4).

APPROVAL OF AGENDA: Frazier moved, Miller seconded to approve the agenda as presented. Motion Carried.

Frazier moved, Miller seconded to amend the consent agenda moving Consent Agenda item #7 [Approval of Resolution 2017-01 the Board of Review Poverty Exemption Guidelines] to New Business item #4. Motion Carried.

APPROVAL OF CONSENT AGENDA: Martin moved, Miller seconded to approve the Consent Agenda as amended. [Work Study Session minutes of December 19, 2016, Board Meeting minutes of December 20, 2016, Prepaid List of December 22, 2016, Prepaid List of January 5, 2017, Voucher List of January 10, 2017 and approval of the extension of collection for the 2016 Winter Property Taxes without penalty through Tuesday February 28, 2017]. Motion Carried.

PUBLIC HEARING: None.

CORRESPONDENCE: None.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: White moved, Miller seconded to approve Resolution 2017-02 and the long term storm water maintenance agreement with Constellium. Motion Carried.

Wright moved, Budd seconded to approve Resolution 2017-03 Resolution 2017-03 and the long term storm water maintenance agreement with Belleville Petroleum. Motion Carried.

White moved, Miller seconded to approve Resolution 2017-04 and the long term storm water maintenance agreement with Aldi Inc. Motion Carried.

Stormwater maintenance agreements in conjunction with property owners, Wayne County and the municipalities of Wayne County have been in effect for over a decade. Board members expressed concern over agreement language that requires the Township to assume responsibility over storm water maintenance in the event a property owner became insolvent. In addition, that agreements of this nature are not required in other counties throughout Michigan. However, Board members agreed that until such time agreements were modified to relinquish the Townships responsibilities it was necessary to enter into agreements to move forward with development of the community.

Budd moved, Wright seconded to approve Resolution 2017-01 the Board of Review Poverty Exemption Guidelines. Motion Carried. Income guidelines are set at 150% of the Federal guidelines which are less restrictive than the recommended federal poverty standards.

REPORTS: None.

ANNOUNCEMENTS: Announcements included: the Township Administrative offices will be closed Monday January 16, 2017 in observance of Martin Luther King Jr.; the next regularly scheduled Board of Trustee meetings will be the Work Study Session on February 6, 2017 and the Board of Trustees meeting on February 7, 2017; Canton Township is participating in the "Smart City" concept that may also be beneficial to the Township and Public Safety Deputy Director (Fire) Besson has accepted a position in Leland Township. His last day will be February 24, 2017. Board members thanked him for his service to the community and will begin the search process to fill the position.

NON-AGENDA: None.

ADJOURNMENT: Miller moved, Frazier seconded to adjourn at 7:28 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP

POST DATES 12/30/2016 - 12/30/2016

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2016 EXPENSES

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
33499-33528 77388	AmeraPlan Reimbursable EMPLOYEE HRA 101-253-719-000 101-301-719-000 101-336-719-000 592-536-719-000	01/03/2017 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	01/13/2017	1,867.63 260.21 649.74 541.03 416.65	1,867.63	Open	N 12/30/2016
33529-33559 77389	AmeraPlan Reimbursable EMPLOYEE HRA 101-171-719-000 101-228-719-000 101-265-719-000 101-301-719-000 101-325-719-000 101-336-719-000 101-691-719-000 592-536-719-000	01/10/2017 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	01/13/2017	2,184.82 20.00 20.00 80.00 615.06 1,053.36 86.40 55.00 255.00	2,184.82	Open	N 12/30/2016
10295-10305 77390	AmeraPlan Reimbursable EMPLOYEE HRA 101-228-719-000 101-253-719-000 101-301-719-000 101-336-719-000 101-370-719-000 592-536-719-000	01/03/2017 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	01/13/2017	964.32 40.00 40.00 605.99 15.03 20.00 243.30	964.32	Open	N 12/30/2016
154934885 77404	AT&T 12.2-1.1 ARCHIVE INTERNET SERVICE 250-000-850-000	01/01/2017 CTowles 12.2-1.1 ARCHIVE INTERNET SERVICE	01/13/2017	80.00 80.00	80.00	Open	N 12/30/2016
5980 77391	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	21.75 15.44 6.31	21.75	Open	N 12/30/2016
5981 77392	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	16.96 12.04 4.92	16.96	Open	N 12/30/2016
5982 77393	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000	01/04/2017 CTowles DEC LEGAL SVS	01/13/2017	3,712.85 2,636.12	3,712.85	Open	N 12/30/2016

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5983	592-536-801-002	DEC LEGAL SVS		1,076.73			
77394	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	4,043.33 2,870.76 1,172.57	4,043.33	Open	N 12/30/2016
5851	592-536-801-002	DEC LEGAL SVS		1,172.57			
77395	Gasiorek, Morgan, Greco & McCauley, OCT LEGAL SVS 101-210-801-000 592-536-801-002	11/03/2016 CTowles OCT LEGAL SVS OCT LEGAL SVS	01/13/2017	3,139.34 2,228.93 910.41	3,139.34	Open	N 12/30/2016
5985	592-536-801-002	OCT LEGAL SVS		910.41			
77396	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	1,501.30 1,065.92 435.38	1,501.30	Open	N 12/30/2016
5986	592-536-801-002	DEC LEGAL SVS		435.38			
77397	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	28.00 19.88 8.12	28.00	Open	N 12/30/2016
5987	592-536-801-002	DEC LEGAL SVS		8.12			
77398	Gasiorek, Morgan, Greco & McCauley, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles DEC LEGAL SVS DEC LEGAL SVS	01/13/2017	1,253.15 889.74 363.41	1,253.15	Open	N 12/30/2016
5988	592-536-801-002	DEC LEGAL SVS		363.41			
77399	Gasiorek, Morgan, Greco & McCauley, SEPT-NOV LEGAL SVS 101-210-801-000 592-536-801-002	01/04/2017 CTowles SEPT-NOV LEGAL SVS SEPT-NOV LEGAL SVS	01/13/2017	1,324.99 940.74 384.25	1,324.99	Open	N 12/30/2016
BUDD	592-536-801-002	SEPT-NOV LEGAL SVS		384.25			
77409	Chase Card Services 101-101-956-000	12/13/2016 CTowles MILLER 12/13 MTA CONF LODGING	01/13/2017	109.89 109.89	109.89	Open	N 12/30/2016
JORDAN	77410	Chase Card Services 101-692-860-000 101-692-956-000	12/16/2016 CTowles SNOW BRUSHES/SHOVEL VOLUNTEER CHRISTMAS PARTY PIZZA	70.97 20.97 50.00	70.97	Open	N 12/30/2016
BESSON	77411	Chase Card Services 101-336-740-000	12/15/2016 CTowles INFRARED CABLE	181.00 131.00	181.00	Open	N 12/30/2016

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	101-336-956-000	BESSON 12/15 WWC MUTUAL AID MTG		25.00			
	101-336-956-000	MCINALLY 12/15 WWC MUTUAL AID MTG		25.00			
L WRIGHT 77412	Chase Card Services	12/20/2016 CTowles	01/13/2017	1,610.10	1,610.10	Open	N 12/30/2016
	101-215-831-000	COATS FOR SCHOOL KIDS		1,610.10			
LAURAIN 77413	Chase Card Services	12/15/2016 CTowles	01/13/2017	121.10	121.10	Open	N 12/30/2016
	101-301-741-000	HONOR GUARD UNIFORM EQUIPMENT		121.10			
DALLOS 77414	Chase Card Services	12/31/2016 CTowles	01/13/2017	3.00	3.00	Open	N 12/30/2016
	250-000-956-000	FACEBOOK		3.00			
6032202020220100 77387	Walmart	01/03/2017 CTowles	01/13/2017	315.99	315.99	Open	N 12/30/2016
	DEC STMT						
	101-715-740-000	BATTERIES/CABLES		274.97			
	101-692-742-000	EVENT SUPPLIES		41.02			
# of Invoices:	20	# Due:	20	Totals:	22,550.49	22,550.49	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				22,550.49	22,550.49		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - General Fund			17,190.44	17,190.44		
	250 - Museum Fund			83.00	83.00		
	592 - Water/Sewer Fund			5,277.05	5,277.05		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			83.00	83.00		
	101 - Township Board			109.89	109.89		
	171 - Supervisor Department			20.00	20.00		
	210 - Attorney Fees			10,679.57	10,679.57		
	215 - Clerk Department			1,610.10	1,610.10		
	228 - IT Department			60.00	60.00		
	253 - Treasurer Department			300.21	300.21		
	265 - Building & Grounds			80.00	80.00		
	301 - Police Department			1,991.89	1,991.89		
	325 - Dispatch			1,053.36	1,053.36		
	336 - Fire Department			823.46	823.46		
	370 - Building/Planning Dept.			20.00	20.00		
	536 - Water Department			5,277.05	5,277.05		
	691 - Recreation Dept			55.00	55.00		
	692 - Seniors Dept			111.99	111.99		
	715 - Cable Dept			274.97	274.97		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
BOND							
77379	14-B District Court BOND KEVON TYREE BRANTLEY 760-000-299-000	01/06/2017 CTowles BOND KEVON TYREE BRANTLEY	01/13/2017	660.00 660.00	660.00	Open	N 01/13/2017
7343987943 77401	AT&T 1.1-1.31 398-7943 592-536-920-000	01/01/2017 CTowles 1.1-1.31 398-7943	01/13/2017	147.63 147.63	147.63	Open	N 01/13/2017
734R016776 77402	AT&T 1.1-1.31 R01-6776 101-265-850-000	01/01/2017 CTowles 1.1-1.31 R01-6776	01/13/2017	313.04 313.04	313.04	Open	N 01/13/2017
906R110537 77403	AT&T 1.1-1.31 R11-0537 101-265-850-000	01/01/2017 CTowles 1.1-1.31 R11-0537	01/13/2017	559.43 559.43	559.43	Open	N 01/13/2017
TAXES							
77381	Belleville Area District Library DIST WINTER TAXES 703-000-247-000	01/05/2017 CTowles DIST WINTER TAXES	01/13/2017	111,041.83 111,041.83	111,041.83	Open	N 01/13/2017
0064356 77377	COMCAST WABASH INTERNET & PHONE 592-536-920-000 592-536-920-000	01/01/2017 CTowles 12.14-1.13 WABASH INTERNET & PHONE 1.14-2.13 WABASH INTERNET & PHONE	01/13/2017	266.63 128.59 138.04	266.63	Open	N 01/13/2017
0010623 77378	COMCAST 1.19-2.18 CABLE BOX/DVR SVS 101-171-956-000 101-215-956-000 101-253-956-000 101-301-956-000 101-715-740-000	01/06/2017 CTowles 1.19-2.18 CABLE BOX 1.19-2.18 CABLE BOX 1.19-2.18 CABLE BOX 1.19-2.18 CABLE BOX 1.19-2.18 DVR SVS	01/13/2017	78.22 6.42 6.42 6.42 38.52 20.44	78.22	Open	N 01/13/2017
REFUND							
77405	ALLEN EDWIN HOME BUILDERS LLC REFUND OVERPD BLDG PERMIT 101-000-477-000	01/10/2017 CTowles REFUND OVERPD BLDG PERMIT	01/13/2017	109.68 109.68	109.68	Open	N 01/13/2017
TAXES							
77382	Van Buren Public School DIST DELINQ PP TAXES 701-000-499-000	12/31/2016 CTowles DIST DELINQ PP TAXES	01/13/2017	63.30 63.30	63.30	Open	N 01/13/2017
L WRIGHT 77406	Chase Card Services	01/05/2017 CTowles	01/13/2017	808.00	808.00	Open	N 01/13/2017

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	101-101-956-000	L WRIGHT	4/11-13 MTA CONFERENCE REGISTE	334.00			
	101-101-956-000	K MARTIN	4/11-13 MTA CONFERENCE REGISTE	474.00			
<hr/>							
LAURAIN 77407	Chase Card Services	01/06/2017 CTowles	01/13/2017	660.00	660.00	Open	N 01/13/2017
	101-301-861-000	LAURAIN	2/7-10 MACP CONFERENCE REGISTER	280.00			
	101-301-861-000	J WRIGHT	2/7-10 MACP CONFERENCE REGISTE	280.00			
	101-301-810-000	PACC	WARRANT MANUAL	100.00			
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MCNAMARA 77408	Chase Card Services	01/06/2017 CTowles	01/13/2017	346.65	346.65	Open	N 01/13/2017
	101-101-956-000	TWP BOARD	RETREAT CATERING	346.65			
<hr/>							
TAXES1 77383*	Wayne County Treasurer DECEMBER 2016 MONTHLY SETTLEMENT	01/07/2017 CTowles	01/13/2017	4,581.44	4,581.44	Open	N 01/13/2017
	101-000-403-000	DECEMBER 2016 MONTHLY SETTLEMENT		852.72			
	101-000-428-000	DECEMBER 2016 MONTHLY SETTLEMENT		3,730.12			
	101-000-631-000	DECEMBER 2016 MONTHLY SETTLEMENT		(26.43)			
	101-000-672-000	DECEMBER 2016 MONTHLY SETTLEMENT		(26.67)			
	101-000-608-000	DECEMBER 2016 MONTHLY SETTLEMENT		345.09			
	101-000-445-000	DECEMBER 2016 MONTHLY SETTLEMENT		25.59			
	592-536-694-000	DECEMBER 2016 MONTHLY SETTLEMENT		(25.76)			
	592-538-445-000	DECEMBER 2016 MONTHLY SETTLEMENT		(4.38)			
	247-000-403-000	DECEMBER 2016 MONTHLY SETTLEMENT		(85.35)			
	101-370-956-000	DECEMBER 2016 MONTHLY SETTLEMENT		(203.49)			
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TAXES2 77384	Wayne County Treasurer DIST 4TH QTR MOBILE HOME TAXES	12/31/2016 CTowles	01/13/2017	7,280.00	7,280.00	Open	N 01/13/2017
	701-000-499-000	DIST 4TH QTR MOBILE HOME TAXES		7,280.00			
<hr/>							
TAXES3 77385	Wayne County Treasurer DIST DELINQ PP TAXES	12/31/2016 CTowles	01/13/2017	131.75	131.75	Open	N 01/13/2017
	701-000-499-000	DIST DELINQ PP TAXES		131.75			
<hr/>							
TAXES4 77386	Wayne County Treasurer DIST WINTER TAXES	01/04/2017 CTowles	01/13/2017	1,294,889.31	1,294,889.31	Open	N 01/13/2017
	703-000-244-000	DIST WINTER TAXES		37,060.53			
	703-000-222-000	DIST WINTER TAXES		156,999.99			
	703-000-240-000	DIST WINTER TAXES		148,813.80			
	703-000-242-000	DIST WINTER TAXES		34,035.30			
	703-000-243-000	DIST WINTER TAXES		514,122.87			
	703-000-241-000	DIST WINTER TAXES		39,000.72			
	703-000-248-000	DIST WINTER TAXES		31,719.96			
	703-000-237-004	DIST WINTER TAXES		317,280.52			
	703-000-245-000	DIST WINTER TAXES		15,855.62			

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TAXES							
77380	Washtenaw County Treasurer DIST 4TH QTR MOBILE HOME TAXES 701-000-499-000	12/31/2016 CTowles DIST 4TH QTR MOBILE HOME TAXES	01/13/2017	6,400.00 6,400.00	6,400.00	Open	N 01/13/2017
TRAVEL							
77400	Leon Wright 1.11-1.25 MILEAGE 101-215-860-000 101-101-956-000	01/25/2017 CTowles 1.11-18 MILEAGE 1.25 MILEAGE	01/13/2017	133.22 114.49 18.73	133.22	Open	N 01/13/2017
# of Invoices:	18	# Due:	18	Totals:	1,428,470.13	1,428,470.13	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,428,470.13	1,428,470.13		
* 1 Net Invoices have Credits Totalling:				(372.08)			
--- TOTALS BY FUND ---							
	101 - General Fund			7,705.17	7,705.17		
	247 - DDA Fund			(85.35)	(85.35)		
	592 - Water/Sewer Fund			384.12	384.12		
	701 - Delinquent Tax Fund			13,875.05	13,875.05		
	703 - Current Tax Fund			1,405,931.14	1,405,931.14		
	760 - Court Fund			660.00	660.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			1,425,390.94	1,425,390.94		
	101 - Township Board			1,173.38	1,173.38		
	171 - Supervisor Department			6.42	6.42		
	215 - Clerk Department			120.91	120.91		
	253 - Treasurer Department			6.42	6.42		
	265 - Building & Grounds			872.47	872.47		
	301 - Police Department			698.52	698.52		
	370 - Building/Planning Dept.			(203.49)	(203.49)		
	536 - Water Department			388.50	388.50		
	538 - W/S Tax Levy			(4.38)	(4.38)		
	715 - Cable Dept			20.44	20.44		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
466787400012							
77601	DTE ENERGY 11.22-12.27 46425 TYLER 101-265-920-000	12/27/2016 CTowles 11.22-12.27 46425 TYLER	01/20/2017	2,253.70 2,253.70	2,253.70	Open	N 12/30/2016
DTE 77602	DTE ENERGY 11.29-12.29 50335 EDISON 101-718-920-000	12/29/2016 CTowles 11.29-12.29 50335 EDISON	01/20/2017	38.35 38.35	38.35	Open	N 12/30/2016
295163000322							
77603	DTE ENERGY 10.13-12.13 17395 HAGGERTY 592-536-920-000	12/13/2016 CTowles 10.13-12.13 17395 HAGGERTY	01/20/2017	125.27 125.27	125.27	Open	N 12/30/2016
# of Invoices:	3	# Due: 3	Totals:	2,417.32	2,417.32		
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				2,417.32	2,417.32		
--- TOTALS BY FUND ---							
	101 - General Fund			2,292.05	2,292.05		
	592 - Water/Sewer Fund			125.27	125.27		
--- TOTALS BY DEPT/ACTIVITY ---							
	265 - Building & Grounds			2,253.70	2,253.70		
	536 - Water Department			125.27	125.27		
	718 - Park & Lake Dept			38.35	38.35		

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BOND							
77626	18th District Court	01/12/2017	01/20/2017	500.00	500.00	Open	N
	BOND JEANNA VANTRESE FLOWERS	CTowles					01/20/2017
	760-000-299-000	BOND JEANNA VANTRESE FLOWERS		500.00			
33560-33578							
77620	AmeraPlan Reimbursable	01/17/2017	01/20/2017	763.50	763.50	Open	N
	EMPLOYEE HRA	CTowles					01/20/2017
	101-171-719-000	EMPLOYEE HRA		20.00			
	101-215-719-000	EMPLOYEE HRA		20.00			
	101-253-719-000	EMPLOYEE HRA		20.00			
	101-265-719-000	EMPLOYEE HRA		20.00			
	101-301-719-000	EMPLOYEE HRA		545.64			
	101-325-719-000	EMPLOYEE HRA		25.00			
	101-336-719-000	EMPLOYEE HRA		72.86			
	592-536-719-000	EMPLOYEE HRA		20.00			
	101-691-719-000	EMPLOYEE HRA		20.00			
59145							
77621	Amera Plan	01/18/2017	01/20/2017	1,207.40	1,207.40	Open	N
	FEB ADMIN FEES	CTowles					01/20/2017
	101-101-719-000	FEB ADMIN FEES		14.95			
	101-171-719-000	FEB ADMIN FEES		11.95			
	101-215-719-000	FEB ADMIN FEES		26.90			
	101-228-719-000	FEB ADMIN FEES		41.85			
	101-247-719-000	FEB ADMIN FEES		14.95			
	101-253-719-000	FEB ADMIN FEES		50.80			
	101-265-719-000	FEB ADMIN FEES		86.65			
	101-301-719-000	FEB ADMIN FEES		451.25			
	101-325-719-000	FEB ADMIN FEES		104.60			
	101-329-719-000	FEB ADMIN FEES		26.90			
	101-336-719-000	FEB ADMIN FEES		26.90			
	101-370-719-000	FEB ADMIN FEES		68.75			
	101-691-719-000	FEB ADMIN FEES		47.80			
	101-692-719-000	FEB ADMIN FEES		26.90			
	247-000-719-000	FEB ADMIN FEES		29.90			
	250-000-719-000	FEB ADMIN FEES		14.95			
	592-536-719-000	FEB ADMIN FEES		161.40			
7343262982							
77617	AT&T	01/07/2017	01/20/2017	156.43	156.43	Open	N
	1.7-2.6 326-2982	CTowles					01/20/2017
	101-265-850-000	1.7-2.6 326-2982		156.43			
1717997112001							
77618	AT&T	01/05/2017	01/20/2017	1,400.19	1,400.19	Open	N
	JAN 171-799-7112	CTowles					01/20/2017
	101-265-850-000	JAN 171-799-7112		1,400.19			

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287272396924 77619	AT&T MOBILITY 12.3-1.2 TABLET BROADBAND ACCESS 250-000-850-000	01/02/2017 CTowles 12.3-1.2 TABLET BROADBAND ACCESS	01/20/2017	58.52 58.52	58.52	Open	N 01/20/2017
TAXES 77628	Belleville Area District Library DIST WINTER TAXES 703-000-247-000	01/18/2017 CTowles DIST WINTER TAXES	01/20/2017	19,776.96 19,776.96	19,776.96	Open	N 01/20/2017
295163000132 77604	DTE ENERGY 12.2-1.5 7981 BELLEVILLE 101-336-920-000	01/05/2017 CTowles 12.2-1.5 7981 BELLEVILLE	01/20/2017	4,471.54 4,471.54	4,471.54	Open	N 01/20/2017
295163000348 77605	DTE ENERGY 12.5-1.5 10151 BELLEVILLE 247-000-920-000	01/20/2017 CTowles 12.5-1.5 10151 BELLEVILLE	01/20/2017	198.56 198.56	198.56	Open	N 01/20/2017
466787400087 77606	DTE ENERGY 12.8-1.11 48791 DENTON 592-536-920-000	01/20/2017 CTowles 12.8-1.11 48791 DENTON	01/20/2017	30.99 30.99	30.99	Open	N 01/20/2017
334232800022 77607	DTE ENERGY 12.8-1.11 48791 DENTON 592-536-920-000	01/20/2017 CTowles 12.8-1.11 48791 DENTON	01/20/2017	183.83 183.83	183.83	Open	N 01/20/2017
322186500029 77608	DTE ENERGY 12.7-1.10 45581 ECORSE 101-265-920-000	01/20/2017 CTowles 12.7-1.10 45581 ECORSE	01/20/2017	648.06 648.06	648.06	Open	N 01/20/2017
334232800147 77609	DTE ENERGY 12.7-1.10 45581 ECORSE 101-265-920-000	01/20/2017 CTowles 12.7-1.10 45581 ECORSE	01/20/2017	131.78 131.78	131.78	Open	N 01/20/2017
295163000165 77610	DTE ENERGY 12.9-1.12 7563 HAGGERTY 592-536-920-000	01/20/2017 CTowles 12.9-1.12 7563 HAGGERTY	01/20/2017	577.41 577.41	577.41	Open	N 01/20/2017
295163000314 77611	DTE ENERGY 12.2-1.5 9260 HAGGERTY 592-536-920-000	01/20/2017 CTowles 12.2-1.5 9260 HAGGERTY	01/20/2017	522.59 522.59	522.59	Open	N 01/20/2017
295163000322 77612	DTE ENERGY 12.13-1.12 17395 HAGGERTY	01/20/2017 CTowles	01/20/2017	162.25	162.25	Open	N 01/20/2017

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	592-536-920-000	12.13-1.12 17395 HAGGERTY		162.25			
295163000264 77613	DTE ENERGY 12.6-1.9 11940 HANNAN 592-536-920-000	01/20/2017 CTowles 12.6-1.9 11940 HANNAN	01/20/2017	248.52 248.52	248.52	Open	N 01/20/2017
295163000058 77614	DTE ENERGY 12.2-1.5 39600 TYLER 101-265-920-000	01/20/2017 CTowles 12.2-1.5 39600 TYLER	01/20/2017	373.26 373.26	373.26	Open	N 01/20/2017
334232800048 77615	DTE ENERGY 12.2-1.5 39600 TYLER 101-265-920-000	01/20/2017 CTowles 12.2-1.5 39600 TYLER	01/20/2017	201.63 201.63	201.63	Open	N 01/20/2017
334232800287 77616	DTE ENERGY 11.30-1.3 13085 VENTURA 592-536-920-000	01/20/2017 CTowles 11.30-1.3 13085 VENTURA	01/20/2017	186.49 186.49	186.49	Open	N 01/20/2017
BOND 77627	Frank Murphy Hall of Justice BOND ANTHONY SMITH 760-000-299-000	01/13/2017 CTowles BOND ANTHONY SMITH	01/20/2017	100.00 100.00	100.00	Open	N 01/20/2017
TAXES 77629	Lincoln Consolidated Schools DIST SUMMER TAXES 703-000-233-000 703-000-233-001 703-000-236-000 703-000-236-001 703-000-246-000 703-000-246-001	01/18/2017 CTowles DIST SUMMER TAXES DIST SUMMER TAXES DIST SUMMER TAXES DIST SUMMER TAXES DIST SUMMER TAXES DIST SUMMER TAXES	01/20/2017	91.50 62.23 2.49 25.41 1.02 0.34 0.01	91.50	Open	N 01/20/2017
REFUND 77625	AMBER LOVELY REFUND OVERPD WATER ACCT 592-000-284-000	01/18/2017 CTowles REFUND OVERPD WATER ACCT	01/20/2017	615.97 615.97	615.97	Open	N 01/20/2017
594957-0012 77623	UNUM Life Ins Co of America FEB S&A/LIFE INS 101-101-719-000 101-171-719-000 101-215-719-000 101-228-719-000 101-247-719-000 101-253-719-000 101-265-719-000 101-301-719-000	01/16/2017 CTowles FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS FEB S&A/LIFE INS	01/20/2017	11,093.05 28.80 479.93 540.38 327.19 243.59 391.01 702.78 4,473.14	11,093.05	Open	N 01/20/2017

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	GL Distribution						
	101-325-719-000	FEB S&A/LIFE INS		763.22			
	101-329-719-000	FEB S&A/LIFE INS		172.12			
	101-336-719-000	FEB S&A/LIFE INS		308.88			
	101-370-719-000	FEB S&A/LIFE INS		502.85			
	101-691-719-000	FEB S&A/LIFE INS		380.26			
	101-692-719-000	FEB S&A/LIFE INS		168.81			
	101-715-719-000	FEB S&A/LIFE INS		89.15			
	101-900-719-000	FEB S&A/LIFE INS		14.40			
	247-000-719-000	FEB S&A/LIFE INS		215.03			
	250-000-719-000	FEB S&A/LIFE INS		76.32			
	592-536-719-000	FEB S&A/LIFE INS		1,215.19			
<hr/>							
TAXES							
77631	Van Buren Public School	01/18/2017	01/20/2017	25,041.15	25,041.15	Open	N
	DIST SUMMER TAXES	CTowles					01/20/2017
	703-000-231-000	DIST SUMMER TAXES		14,349.29			
	703-000-231-001	DIST SUMMER TAXES		468.27			
	703-000-234-000	DIST SUMMER TAXES		1,421.93			
	703-000-234-001	DIST SUMMER TAXES		39.72			
	703-000-235-000	DIST SUMMER TAXES		8,523.99			
	703-000-235-001	DIST SUMMER TAXES		237.95			
<hr/>							
127004050001							
77622	Vision Service Plan	01/17/2017	01/20/2017	2,397.20	2,397.20	Open	N
	FEB VISION INS	CTowles					01/20/2017
	101-101-719-000	FEB VISION INS		59.36			
	101-171-719-000	FEB VISION INS		62.32			
	101-215-719-000	FEB VISION INS		102.08			
	101-228-719-000	FEB VISION INS		48.08			
	101-247-719-000	FEB VISION INS		76.56			
	101-253-719-000	FEB VISION INS		87.84			
	101-265-719-000	FEB VISION INS		135.92			
	101-301-719-000	FEB VISION INS		935.36			
	101-325-719-000	FEB VISION INS		184.00			
	101-329-719-000	FEB VISION INS		51.04			
	101-336-719-000	FEB VISION INS		51.04			
	101-370-719-000	FEB VISION INS		113.36			
	101-691-719-000	FEB VISION INS		102.08			
	101-692-719-000	FEB VISION INS		36.80			
	101-715-719-000	FEB VISION INS		25.52			
	247-000-719-000	FEB VISION INS		36.80			
	250-000-719-000	FEB VISION INS		11.28			
	592-536-719-000	FEB VISION INS		277.76			
<hr/>							
TAXES1							
77632	Wayne County Treasurer	01/18/2017	01/20/2017	233,207.90	233,207.90	Open	N
	DIST WINTER TAXES	CTowles					01/20/2017
	703-000-244-000	DIST WINTER TAXES		9,184.55			
	703-000-222-000	DIST WINTER TAXES		27,962.05			
	703-000-240-000	DIST WINTER TAXES		26,504.11			

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	703-000-242-000	DIST WINTER TAXES		6,061.81			
	703-000-243-000	DIST WINTER TAXES		91,567.09			
	703-000-241-000	DIST WINTER TAXES		6,945.98			
	703-000-248-000	DIST WINTER TAXES		5,649.50			
	703-000-237-004	DIST WINTER TAXES		56,508.77			
	703-000-245-000	DIST WINTER TAXES		2,824.04			
<hr/>							
TAXES2							
77633	Wayne County Treasurer	01/18/2017	01/20/2017	44,476.61	44,476.61	Open	N
	DIST SUMMER TAXES	CTowles					01/20/2017
	703-000-222-000	DIST SUMMER TAXES		16,176.06			
	703-000-222-001	DIST SUMMER TAXES		451.79			
	703-000-230-000	DIST SUMMER TAXES		17,183.41			
	703-000-230-001	DIST SUMMER TAXES		479.85			
	703-000-237-000	DIST SUMMER TAXES		9,633.22			
	703-000-237-001	DIST SUMMER TAXES		268.86			
	703-000-237-002	DIST SUMMER TAXES		275.73			
	703-000-237-003	DIST SUMMER TAXES		7.69			
<hr/>							
TAXES							
77630	Washtenaw Intermediate Schools	01/17/2017	01/20/2017	19.59	19.59	Open	N
	DIST SUMMER TAXES	CTowles					01/20/2017
	703-000-239-000	DIST SUMMER TAXES		18.84			
	703-000-239-001	DIST SUMMER TAXES		0.75			
<hr/>							
RENEWAL							
77624	WAYNE CTY ASSC OF ASSES OFFICE	01/17/2017	01/20/2017	15.00	15.00	Open	N
	BELLINGTON MEMBERSHIP DUES	CTowles					01/20/2017
	101-253-810-000	BELLINGTON MEMBERSHIP DUES		15.00			
# of Invoices:	30	# Due:	30	Totals:	348,857.88	348,857.88	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				348,857.88	348,857.88		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - General Fund			20,800.41	20,800.41		
	247 - DDA Fund			480.29	480.29		
	250 - Museum Fund			161.07	161.07		
	592 - Water/Sewer Fund			4,202.40	4,202.40		
	703 - Current Tax Fund			322,613.71	322,613.71		
	760 - Court Fund			600.00	600.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			324,471.04	324,471.04		
	101 - Township Board			103.11	103.11		
	171 - Supervisor Department			574.20	574.20		
	215 - Clerk Department			689.36	689.36		
	228 - IT Department			417.12	417.12		
	247 - Assessing Department			335.10	335.10		
	253 - Treasurer Department			564.65	564.65		
	265 - Building & Grounds			3,856.70	3,856.70		
	301 - Police Department			6,405.39	6,405.39		
	325 - Dispatch			1,076.82	1,076.82		
	329 - Ordinance Enforcement			250.06	250.06		
	336 - Fire Department			4,931.22	4,931.22		
	370 - Building/Planning Dept.			684.96	684.96		
	536 - Water Department			3,586.43	3,586.43		
	691 - Recreation Dept			550.14	550.14		
	692 - Seniors Dept			232.51	232.51		
	715 - Cable Dept			114.67	114.67		
	900 - Insurance			14.40	14.40		

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63351 77417	Allie Brothers KEELE 1 CARGO PANT 101-336-741-000	12/06/2016 CTowles KEELE 1 CARGO PANT	01/24/2017	69.99 69.99	69.99	Open	N 12/31/2016
63538 77418	Allie Brothers BESSON 4 SHIRTS 101-336-741-000	12/19/2016 CTowles BESSON 4 SHIRTS	01/24/2017	195.96 195.96	195.96	Open	N 12/31/2016
63539 77419	Allie Brothers LAURAIN 2 SHIRTS/2 PANTS 101-301-741-000	12/19/2016 CTowles LAURAIN 2 SHIRTS/2 PANTS	01/24/2017	233.92 233.92	233.92	Open	N 12/31/2016
63695 77420	Allie Brothers COX 2 PANT/1 SHIRT 101-336-741-000	12/28/2016 CTowles COX 2 PANT/1 SHIRT	01/24/2017	249.97 249.97	249.97	Open	N 12/31/2016
63494 77421	Allie Brothers 1 COMPLETE HONOR GUARD UNIFORM 101-301-970-000	12/15/2016 CTowles 1 COMPLETE HONOR GUARD UNIFORM	01/24/2017	3,688.98 3,688.98	3,688.98	Open	N 12/31/2016
63842 77510	Allie Brothers BARRY 2 PANTS/2 SHIRTS 101-301-741-000	01/06/2017 CTowles BARRY 2 PANTS/2 SHIRTS	01/24/2017	212.76 212.76	212.76	Open	N 12/31/2016
64053 77511	Allie Brothers 60 BASEBALL CAPS 101-336-741-000	01/17/2017 CTowles 60 BASEBALL CAPS	01/24/2017	1,320.00 1,320.00	1,320.00	Open	N 12/31/2016
63881 77512	Allie Brothers KEELE DRESS SHOES 101-301-741-000	01/09/2017 CTowles KEELE DRESS SHOES	01/24/2017	95.00 95.00	95.00	Open	N 12/31/2016
63869 77513	Allie Brothers SMITH 2 PANTS/2 SHIRTS 101-301-741-000	01/09/2017 CTowles SMITH 2 PANTS/2 SHIRTS	01/24/2017	205.96 205.96	205.96	Open	N 12/31/2016
63445 77514	Allie Brothers CHAMPAGNE 1 SHIRT/1 PANT 101-301-741-000	12/09/2016 CTowles CHAMPAGNE 1 SHIRT/1 PANT	01/24/2017	96.98 96.98	96.98	Open	N 12/31/2016
64054 77530	Allie Brothers DEWITT 2 CARGO PANTS	01/17/2017 CTowles	01/24/2017	139.98	139.98	Open	N 12/31/2016

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	101-336-741-000	DEWITT 2 CARGO PANTS		139.98			
526407 77415	Ann Arbor Welding Supply MEDICAL OXYGEN 101-336-740-000	12/23/2016 CTowles MEDICAL OXYGEN	01/24/2017	105.15 105.15	105.15	Open	N 12/31/2016
526750 77416	Ann Arbor Welding Supply MEDICAL OXYGEN 101-336-740-000	12/30/2016 CTowles MEDICAL OXYGEN	01/24/2017	105.15 105.15	105.15	Open	N 12/31/2016
1332265 77422	AT&T Long Distance LD TX CALL 101-718-850-000	01/06/2017 CTowles LD TX CALL	01/24/2017	0.49 0.49	0.49	Open	N 12/31/2016
REIMBURSE 77423	Charles Bazzy COURT LUNCHES/PKING 101-301-956-000	01/05/2017 CTowles COURT LUNCHES/PKING	01/24/2017	46.41 46.41	46.41	Open	N 12/31/2016
44897 77424	Belleville Area Independent PC PH CONSIDER AMENDING TEXT 101-370-900-000	12/28/2016 CTowles PC PH CONSIDER AMENDING TEXT	01/24/2017	120.00 120.00	120.00	Open	N 12/31/2016
44898 77425	Belleville Area Independent PC PH CONSIDER AMENDING ZONING MAP 101-370-900-000	12/28/2016 CTowles PC PH CONSIDER AMENDING ZONING MAP	01/24/2017	116.25 116.25	116.25	Open	N 12/31/2016
44901 77426	Belleville Area Independent 12/20 BRD MTG MIN 101-248-900-000	12/28/2016 CTowles 12/20 BRD MTG MIN	01/24/2017	120.00 120.00	120.00	Open	N 12/31/2016
DEC STMT 77496	NAPA AUTO PARTS OF BELLEVILLE WIRE CONNECTOR 101-336-860-000	12/31/2016 CTowles WIRE/CONNECTOR	01/24/2017	10.81 10.81	10.81	Open	N 12/31/2016
3503 77427	Bio-Care, Inc FIRE DEPT TB/PFT TESTING 101-336-956-000	12/23/2016 CTowles FIRE DEPT TB/PFT TESTING	01/24/2017	2,172.00 2,172.00	2,172.00	Open	N 12/31/2016
GGR7186 77432	CDW Government 2 VIDEO CARDS 101-336-740-000	12/13/2016 CTowles 2 VIDEO CARDS	01/24/2017	149.62 149.62	149.62	Open	N 12/31/2016

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GGT0743 77433	CDW Government PRINT CARTS/USB 101-336-740-000	12/13/2016 CTowles PRINT CARTS/USB	01/24/2017	136.80 136.80	136.80	Open	N 12/31/2016
GFX2124 77434	CDW Government 12 HEADSETS FOR DISPATCH 261-000-970-000	12/08/2016 CTowles 12 HEADSETS FOR DISPATCH	01/24/2017	820.80 820.80	820.80	Open	N 12/31/2016
GCJ6195 77435	CDW Government HP MAINT KIT 101-325-740-000	11/28/2016 CTowles HP MAINT KIT	01/24/2017	177.19 177.19	177.19	Open	N 12/31/2016
GGT9762 77436	CDW Government APPLE CLOUD 101-715-740-000	12/13/2016 CTowles APPLE CLOUD APP/CLOUD PHOTOSHOP	01/24/2017	1,213.09 1,213.09	1,213.09	Open	N 12/31/2016
GJG6241 77437	CDW Government ADAPTER/DOME CAM 101-301-958-000	12/20/2016 CTowles ADAPTER/DOME CAM	01/24/2017	664.38 664.38	664.38	Open	N 12/31/2016
GJN1758 77438	CDW Government HARD DR/SD CARDS/ACROBAT PRO 101-301-958-000	12/21/2016 CTowles HARD DR/SD CARDS/ACROBAT PRO	01/24/2017	623.45 623.45	623.45	Open	N 12/31/2016
GJZ8132 77439	CDW Government APPLE SD CARD READER 101-301-958-000	12/23/2016 CTowles APPLE SD CARD READER	01/24/2017	24.84 24.84	24.84	Open	N 12/31/2016
GKN6514 77440	CDW Government APPLE SD CARD READER 101-301-958-000	12/29/2016 CTowles APPLE SD CARD READER	01/24/2017	24.84 24.84	24.84	Open	N 12/31/2016
GHX9494 77441	CDW Government PH PRINTER/INK/USB/HARD DRIVES 101-301-958-000	12/19/2016 CTowles PH PRINTER/INK/USB/HARD DRIVES	01/24/2017	1,953.72 1,953.72	1,953.72	Open	N 12/31/2016
117417 77428	Chapp & Bushey Oil Co. FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000 101-692-860-000	12/20/2016 CTowles FUEL FUEL FUEL FUEL FUEL	01/24/2017	2,139.72 1,412.22 102.71 331.66 81.31 141.22	2,139.72	Open	N 12/31/2016

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	101-718-860-000 FUEL			70.60			
59316 77429	Communication Associates, Inc. DEC DDA MARKETING SVS 247-000-822-000	12/27/2016 CTowles DEC DDA MARKETING SVS	01/24/2017	2,500.00 2,500.00	2,500.00	Open	N 12/31/2016
48307 77430	COMMONWEALTH ASSOCIATES RIGHTS OF WAY ACQUISITION PROJECT 247-000-977-002	01/04/2017 CTowles RIGHTS OF WAY ACQUISITION PROJECT	01/24/2017	38,236.47 38,236.47	38,236.47	Open	N 12/31/2016
2153501 77431	CRITICAL TECHNOLOGY SOLUTIONS UPGRADE PHONE LINES FOR METER READ 592-536-819-000	12/22/2016 CTowles UPGRADE PHONE LINES FOR METER READS	01/24/2017	14,391.80 14,391.80	14,391.80	Open	N 12/31/2016
1608 77443	DIGITAL COMBUSTION INC FIRE TRAINING MATERIALS 101-336-861-000	01/02/2017 CTowles FIRE TRAINING MATERIALS	01/24/2017	1,375.00 1,375.00	1,375.00	Open	N 12/31/2016
17-1604 77442	Dixon Engineering WATER TOWER TANK INSPECTION 592-536-931-001	01/09/2017 CTowles WATER TOWER TANK INSPECTION	01/24/2017	2,400.00 2,400.00	2,400.00	Open	N 12/31/2016
INSPECTOR 77444	John Douglass, Jr MECHANICAL INSPECTOR 101-370-819-000	01/05/2017 CTowles MECHANICAL INSPECTOR	01/24/2017	2,805.00 2,805.00	2,805.00	Open	N 12/31/2016
21090 77445	Express Tire 110 OIL CHNG 101-301-860-000	10/10/2016 CTowles 110 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21172 77446	Express Tire 133 FT BRAKES/INST TIRES 101-301-860-000	10/15/2016 CTowles 133 FT BRAKES/INST TIRES	01/24/2017	444.50 444.50	444.50	Open	N 12/31/2016
21175 77447	Express Tire 132 INST TIRE/BATTERY 101-301-860-000	10/15/2016 CTowles 132 INST TIRE/BATTERY	01/24/2017	181.44 181.44	181.44	Open	N 12/31/2016
21183 77448	Express Tire 404 FUEL PUMP/INSTRUMENT CLUSTER 101-336-860-000	10/17/2016 CTowles 404 FUEL PUMP/INSTRUMENT CLUSTER	01/24/2017	760.67 760.67	760.67	Open	N 12/31/2016

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21226 77449	Express Tire 142 OIL CHNG 101-301-860-000	10/20/2016 CTowles 142 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21242 77450	Express Tire 50 SPEED SENSOR/SOLENOID/TIRE SENS 101-301-860-000	10/21/2016 CTowles 50 SPEED SENSOR/SOLENOID/TIRE SENSORS	01/24/2017	477.58 477.58	477.58	Open	N 12/31/2016
21248 77451	Express Tire 133 ALIGNMENT/SWAY BAR/CONTROL ARM 101-301-860-000	10/21/2016 CTowles 133 ALIGNMENT/SWAY BAR/CONTROL ARM	01/24/2017	486.03 486.03	486.03	Open	N 12/31/2016
21294 77452	Express Tire 101 TIRE PATCH 101-301-860-000	10/25/2016 CTowles 101 TIRE PATCH	01/24/2017	16.82 16.82	16.82	Open	N 12/31/2016
21302 77453	Express Tire 161 TIRE PATCH 101-301-860-000	10/26/2016 CTowles 161 TIRE PATCH	01/24/2017	16.82 16.82	16.82	Open	N 12/31/2016
21323 77454	Express Tire 301 TRANSMISSION CABLE 101-301-860-000	10/27/2016 CTowles 301 TRANSMISSION CABLE	01/24/2017	289.09 289.09	289.09	Open	N 12/31/2016
21365 77455	Express Tire 712 OIL CHNG/SERP BELT/DIP STICK 101-265-860-000	10/31/2016 CTowles 712 OIL CHNG/SERP BELT/DIP STICK	01/24/2017	274.50 274.50	274.50	Open	N 12/31/2016
21374 77456	Express Tire 143 INST TIRES 101-301-860-000	11/01/2016 CTowles 143 INST TIRES	01/24/2017	26.00 26.00	26.00	Open	N 12/31/2016
21512 77457	Express Tire 163 OIL CHNG 101-301-860-000	11/10/2016 CTowles 163 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21513 77458	Express Tire 144 OIL CHNG 101-301-860-000	11/10/2016 CTowles 144 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21515 77459	Express Tire 134 OIL CHNG/INST TIRE	11/10/2016 CTowles	01/24/2017	48.53	48.53	Open	N 12/31/2016

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	101-301-860-000	134 OIL CHNG/INST TIRE		48.53			
21606 77460	Express Tire 635 SERP BELT/ALTERNATOR 101-370-860-000	11/18/2016 CTowles 635 SERP BELT/ALTERNATOR	01/24/2017	523.13 523.13	523.13	Open	N 12/31/2016
21621 77461	Express Tire 70 OIL CHNG 101-301-860-000	11/19/2016 CTowles 70 OIL CHNG	01/24/2017	38.46 38.46	38.46	Open	N 12/31/2016
21632 77462	Express Tire 143 OIL CHNG 101-301-860-000	11/21/2016 CTowles 143 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21651 77463	Express Tire 161 OIL CHNG 101-301-860-000	11/22/2016 CTowles 161 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21708 77464	Express Tire 161 RPR TIRE 101-301-860-000	11/26/2016 CTowles 161 RPR TIRE	01/24/2017	13.82 13.82	13.82	Open	N 12/31/2016
21762 77465	Express Tire 106 SPARK PLUG/WIRES/LIFT-SUPPORT 101-301-860-000	11/30/2016 CTowles 106 SPARK PLUG/WIRES/LIFT-SUPPORT	01/24/2017	430.26 430.26	430.26	Open	N 12/31/2016
21842 77466	Express Tire 100 OIL CHNG 101-301-860-000	12/07/2016 CTowles 100 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
21874 77467	Express Tire 431 TIRE PLUG 101-336-860-000	12/09/2016 CTowles 431 TIRE PLUG	01/24/2017	16.82 16.82	16.82	Open	N 12/31/2016
21927 77468	Express Tire 144 TIRE REPAIR 101-301-860-000	12/13/2016 CTowles 144 TIRE REPAIR	01/24/2017	13.82 13.82	13.82	Open	N 12/31/2016
21944 77469	Express Tire 151 OIL CHNG/TIRE PATCH 101-301-860-000	12/14/2016 CTowles 151 OIL CHNG/TIRE PATCH	01/24/2017	52.35 52.35	52.35	Open	N 12/31/2016

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22024 77470	Express Tire 76 OIL CHNG/AIR FILTER 101-301-860-000	12/19/2016 CTowles 76 OIL CHNG/AIR FILTER	01/24/2017	55.41 55.41	55.41	Open	N 12/31/2016
22028 77471	Express Tire 161 INST TIRES 101-301-860-000	12/19/2016 CTowles 161 INST TIRES	01/24/2017	26.00 26.00	26.00	Open	N 12/31/2016
22034 77472	Express Tire DIVE TRLR 4 TIRES 101-301-933-000	12/19/2016 CTowles DIVE TRLR 4 TIRES	01/24/2017	351.80 351.80	351.80	Open	N 12/31/2016
22059 77473	Express Tire S62 TIRE PATCH 101-692-860-000	12/20/2016 CTowles S62 TIRE PATCH	01/24/2017	16.82 16.82	16.82	Open	N 12/31/2016
22101 77474	Express Tire 166 OIL CHNG 101-301-860-000	12/22/2016 CTowles 166 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
22108 77475	Express Tire 164 OIL CHNG 101-301-860-000	12/23/2016 CTowles 164 OIL CHNG	01/24/2017	35.53 35.53	35.53	Open	N 12/31/2016
REVIEWER 77476	Matthew Forster DEC PLAN REVIEWS 101-370-819-000	01/05/2017 CTowles DEC PLAN REVIEWS	01/24/2017	1,548.69 1,548.69	1,548.69	Open	N 12/31/2016
9386 77478	GARDEN FANTASY ON MAIN CHRISTMAS PARTY DECORATIONS 101-692-742-000	12/07/2016 CTowles CHRISTMAS PARTY DECORATIONS	01/24/2017	103.00 103.00	103.00	Open	N 12/31/2016
2357 77477	GARDEN FANTASY EVERGREEN ROPING/WREATHS 101-265-740-000	11/29/2016 CTowles EVERGREEN ROPING/WREATHS	01/24/2017	338.00 338.00	338.00	Open	N 12/31/2016
91818 77480	Gen Power Products HARMONY REPL COIL KIT 592-537-930-000	12/21/2016 CTowles HARMONY REPL COIL KIT	01/24/2017	866.30 866.30	866.30	Open	N 12/31/2016
4083 77481	Gonczy's Property Maintenance MOW STREETScape GRASS	12/30/2016 CTowles	01/24/2017	365.00	365.00	Open	N 12/31/2016

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	247-000-979-001	MOW STREETScape GRASS		365.00			
4079							
77482	Gonczy's Property Maintenance SHOVEL DDA SIDEWALKS/ICE MELT 247-000-979-001	12/27/2016 CTowles SHOVEL DDA SIDEWALKS/ICE MELT	01/24/2017	940.00 940.00	940.00	Open	N 12/31/2016
4084							
77483	Gonczy's Property Maintenance MOW LIFT STATION GRASS 592-536-819-000	12/30/2016 CTowles MOW LIFT STATION GRASS	01/24/2017	840.00 840.00	840.00	Open	N 12/31/2016
9302178091							
77479	GRAINGER CORDLESS DRILL/BATTERY/KNIFE/GLASS 101-265-740-000	12/09/2016 CTowles CORDLESS DRILL/BATTERY/KNIFE/GLASSES	01/24/2017	423.50 423.50	423.50	Open	N 12/31/2016
INSPECTOR							
77485	GERALD HARDER, JR. BUILDING INSPECTOR 101-370-819-000	01/06/2017 CTowles BUILDING INSPECTOR	01/24/2017	2,090.00 2,090.00	2,090.00	Open	N 12/31/2016
41400							
77484	HydroCorp, Inc 33 OF 36 CROSS CONNECT CONTROL PRO 592-536-819-000	12/29/2016 CTowles 33 OF 36 CROSS CONNECT CONTROL PROGRAM	01/24/2017	1,065.00 1,065.00	1,065.00	Open	N 12/31/2016
TRAVEL							
77487	Susan Ireland 11.10-12.9 MILEAGE 247-000-860-000	12/31/2016 CTowles 11.10-12.9 MILEAGE	01/24/2017	39.86 39.86	39.86	Open	N 12/31/2016
91303							
77486	Johnston Lithograph, Inc. 500 COURT DOCKET FORMS 101-301-862-000	12/19/2016 CTowles 500 COURT DOCKET FORMS	01/24/2017	191.00 191.00	191.00	Open	N 12/31/2016
574029							
77488	Kennedy Industries Inc. SCHOONER INSTALL/TEST OVERLOADS 592-537-930-000	12/16/2016 CTowles SCHOONER INSTALL/TEST OVERLOADS	01/24/2017	1,200.00 1,200.00	1,200.00	Open	N 12/31/2016
12.23.16							
77522	LIBRARY COMPUTER TUTOR COMPUTER CLASS BOOKS 101-692-810-000	12/23/2016 CTowles COMPUTER CLASS BOOKS	01/24/2017	75.00 75.00	75.00	Open	N 12/31/2016
REIMBURSE							
77584	Michael Long FALL/WINTER COLLEGE TUITION CLASSE 101-301-861-000	04/13/2017 CTowles FALL/WINTER COLLEGE TUITION CLASSES	12/31/2016	1,154.35 1,154.35	1,154.35	Open	N 12/31/2016

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TRAVEL							
77489	Lisa Lothringer 11.3-12.21 MILEAGE 247-000-860-000	12/31/2016 CTowles 11.3-12.21 MILEAGE	01/24/2017	52.11 52.11	52.11	Open	N 12/31/2016
117LP16352 77490	LP POLICE DEC BACKGROUND PROGRAM USE 101-301-819-000	12/31/2016 CTowles DEC BACKGROUND PROGRAM USE	01/24/2017	104.95 104.95	104.95	Open	N 12/31/2016
81631 77492	RW Mercer Co. RPR GAS LOW FUEL ALARM 101-265-933-000	12/20/2016 CTowles RPR GAS LOW FUEL ALARM	01/24/2017	150.00 150.00	150.00	Open	N 12/31/2016
16-745 77495	MICHIGAN ADVENTURE DIVING SCUBA MAINTENANCE 101-301-865-000	12/21/2016 CTowles SCUBA MAINTENANCE	01/24/2017	1,108.50 1,108.50	1,108.50	Open	N 12/31/2016
4056 77491	FERGUSON WATERWORKS SEAL PIN/WSHR/GSKT 592-536-740-000	12/27/2016 CTowles SEAL PIN/WSHR/GSKT	01/24/2017	153.80 153.80	153.80	Open	N 12/31/2016
3755.1 77515	FERGUSON WATERWORKS 3" COMPOUND METER 592-536-970-003	01/09/2017 CTowles 3" COMPOUND METER	01/24/2017	2,313.00 2,313.00	2,313.00	Open	N 12/31/2016
7922204 77494	MICHIGAN MUNICIPAL WORKERS PREMIUM INCREASE/AUDIT FEE 101-900-720-000 592-536-720-000	12/12/2016 CTowles PREMIUM INCREASE/AUDIT FEE PREMIUM INCREASE/AUDIT FEE	01/24/2017	16,572.00 9,943.20 6,628.80	16,572.00	Open	N 12/31/2016
INV01035 77493	MICHIGAN TOWNSHIP ASSOCIATION MILLER-TRUSTEE GUIDE 101-101-956-000	12/21/2016 CTowles MILLER-TRUSTEE GUIDE	01/24/2017	31.50 31.50	31.50	Open	N 12/31/2016
6873814Y 77497	NFPA FIRE CODE ONLINE SUBSCRIPTION 101-336-819-000	12/15/2016 CTowles FIRE CODE ONLINE SUBSCRIPTION	01/24/2017	1,450.00 1,450.00	1,450.00	Open	N 12/31/2016
70023376 77500	PRIORITY ONE EMERGENCY BIDWELL 1 PANT 101-301-741-000	11/08/2016 CTowles BIDWELL 1 PANT	01/24/2017	85.58 85.58	85.58	Open	N 12/31/2016

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70025047 77501	PRIORITY ONE EMERGENCY LANDSTROM R&R PATCH 101-336-741-000	12/28/2016 CTowles	01/24/2017	33.00 33.00	33.00	Open	N 12/31/2016
2848445 77498	Quill Corporation CASH RECEIPT BOOKS 101-248-727-000	12/21/2016 CTowles	01/24/2017	346.75 346.75	346.75	Open	N 12/31/2016
2654395-CR 77499	Quill Corporation WALL FRAME PRICE CREDIT 101-101-956-000	12/14/2016 CTowles	01/24/2017	(16.38) (16.38)	(16.38)	Open	N 12/31/2016
020185 77502	CITY OF ROMULUS WS 9.6-12.6 39605 WABASH 592-536-920-000	12/06/2016 CTowles	01/24/2017	116.37 116.37	116.37	Open	N 12/31/2016
92016 77503	SHORESIDE DOCK & HOIST RPR BOAT HOIST 101-301-865-000	09/20/2016 CTowles	01/24/2017	550.00 550.00	550.00	Open	N 12/31/2016
Z07245410113 77505	SHINDIGZ COCOA & CUPCAKES EVENT SUPPLIES 101-691-742-000	12/16/2016 CTowles	01/24/2017	770.61 770.61	770.61	Open	N 12/31/2016
9025 77506	STS HydroPower, Ltd 2016 FLD EMBANKMENT MAINT 101-719-819-000	12/30/2016 CTowles	01/24/2017	1,435.47 1,435.47	1,435.47	Open	N 12/31/2016
DEC STMT 77507	SUMPTER ACE HARDWARE 592-537-931-001 592-536-740-000 592-536-740-000 592-536-740-000 101-692-742-000 101-265-740-000 101-265-740-000 101-265-740-000 101-265-740-000 101-265-740-000 101-265-740-000 101-265-740-000 592-536-740-000 101-265-740-000 592-536-740-000 101-265-740-000	12/31/2016 CTowles POWER WASHER W/ATTACHMENTS BASE MOUNT BLACKTOP PATCH BLEACH/GLOVE GLASS SHOVEL SNOW SHOVEL/BITS/GLOVES RATCHET/SOCKETS SCOOP ACE METALLIC BRT GLD/FASTENERS SHOVEL/POCKET KNIFE WRENCH SET RIVET 2X4 TREATED	01/24/2017	1,049.87 639.83 5.38 12.99 25.65 7.73 109.75 56.29 58.48 11.68 15.38 54.97 39.57 3.59 8.58	1,049.87	Open	N 12/31/2016

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12.20,27 77504	SURE-FIT LAUNDRY CLEAN PRISONER BLANKETS 101-301-862-000	12/27/2016 CTowles CLEAN PRISONER BLANKETS	01/24/2017	107.25 107.25	107.25	Open	N 12/31/2016
835376685 77509	Thomson Reuters - West DEC BACKGROUND PROGRAM USE 101-301-819-000	01/01/2017 CTowles DEC BACKGROUND PROGRAM USE	01/24/2017	405.73 405.73	405.73	Open	N 12/31/2016
867 77508	TRENDSET COMMUNICATIONS GROUP INSTALL MODEM UPGRADES TO METER RE 592-536-970-003	12/27/2016 CTowles INSTALL MODEM UPGRADES TO METER READ TO	01/24/2017	4,475.10 4,475.10	4,475.10	Open	N 12/31/2016
530349952 77516	UIS SCADA PARKWOOD INST MOTOR STARTER 592-537-930-000	12/30/2016 CTowles PARKWOOD INST MOTOR STARTER	01/24/2017	2,675.53 2,675.53	2,675.53	Open	N 12/31/2016
DEC STMT 77526	UniFirst Corp 101-265-740-000 101-265-740-000 592-536-741-000	12/31/2016 CTowles DEC UNIFORM SVS DEC RUG SVS DEC UNIFORM SVS	01/24/2017	743.46 144.67 223.90 374.89	743.46	Open	N 12/31/2016
008167.000 77518	Van Buren Township WS 10.11-11.1 BECK BALL FIELD 101-691-920-000	01/09/2017 CTowles WS 10.11-11.1 BECK BALL FIELD	01/24/2017	107.38 107.38	107.38	Open	N 12/31/2016
013005.000 77519	Van Buren Township WS 10.24-1.4 GUN RANGE 101-301-744-000	01/09/2017 CTowles WS 10.24-1.4 GUN RANGE	01/24/2017	46.00 46.00	46.00	Open	N 12/31/2016
9777576883 77520*	Verizon Wireless 11.24-12.23 CELL PHONE SVS 101-101-956-000 101-171-956-000 101-215-956-000 101-228-956-000 101-265-850-000 101-329-740-000 101-336-850-000 101-370-740-000 101-691-740-000 101-692-740-000 101-715-740-000 247-000-740-000	12/23/2016 CTowles 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS 11.24-12.23 CELL PHONE SVS	01/24/2017	2,108.97 165.53 104.34 52.17 110.51 303.45 104.90 179.96 156.51 105.46 91.62 52.17 114.34	2,108.97	Open	N 12/31/2016

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	GL Distribution						
	592-536-740-000	11.24-12.23 CELL PHONE SVS		609.03			
	101-101-956-000	FRAZIER GALAXY S-7 PHONE		105.99			
	101-692-740-000	JORDAN GALAXY S-7 PHONE		52.99			
	101-101-956-000	BILL INCENTIVE CREDIT		(200.00)			
9777060042							
77521	Verizon Wireless	12/15/2016	01/24/2017	1,212.77	1,212.77	Open	N
	11.16-12.15 TABLETS	CTowles					12/31/2016
	101-101-956-000	11.16-12.15 TABLETS		120.18			
	101-228-956-000	11.16-12.15 TABLETS		10.02			
	592-536-740-000	11.16-12.15 TABLETS		220.14			
	592-536-740-000	2 -PAD AIR TABLETS		659.98			
	592-536-740-000	3 CAR CHGRS/2 OTTERBOXES		202.45			
15526							
77517	VICTORY LANE QUICK OIL CHANGE	12/05/2016	01/24/2017	37.48	37.48	Open	N
	514 OIL CHANGE	CTowles					12/31/2016
	592-536-932-000	514 OIL CHANGE		37.48			
CAR WASHES							
77525	Water Works Auto Wash	12/31/2016	01/24/2017	808.50	808.50	Open	N
	11.1-12.31 CAR WASHES	CTowles					12/31/2016
	592-536-932-000	11.1-12.31 CAR WASHES		72.50			
	101-265-860-000	11.1-12.31 CAR WASHES		4.50			
	101-370-860-000	11.1-12.31 CAR WASHES		9.00			
	101-336-860-004	11.1-12.31 CAR WASHES		28.00			
	101-692-860-000	11.1-12.31 CAR WASHES		21.00			
	101-329-860-000	11.1-12.31 CAR WASHES		13.50			
	101-301-860-004	11.1-12.31 CAR WASHES		660.00			
E1535647							
77523	Witmer Public Safety Group	12/20/2016	01/24/2017	2,034.25	2,034.25	Open	N
	RESCUE MANIKINS	CTowles					12/31/2016
	101-336-861-000	2 RESCUE MANIKINS		2,034.25			
E1535647.001							
77524	Witmer Public Safety Group	12/21/2016	01/24/2017	175.00	175.00	Open	N
	SHIPPING CHGS	CTowles					12/31/2016
	101-336-741-000	SHIPPING CHGS		175.00			
# of Invoices:	113	# Due:	113	Totals:	136,323.55	136,323.55	
# of Credit Memos:	1	# Due:	1	Totals:	(16.38)	(16.38)	
Net of Invoices and Credit Memos:				136,307.17	136,307.17		
* 1 Net Invoices have Credits Totalling:				(200.00)			

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Inv Ref#	Description	Entered By					Post Date
--- TOTALS BY FUND ---							
	101 - General Fund			52,862.35	52,862.35		
	247 - DDA Fund			42,247.78	42,247.78		
	261 - 911 Fund			820.80	820.80		
	592 - Water/Sewer Fund			40,376.24	40,376.24		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			43,068.58	43,068.58		
	101 - Township Board			206.82	206.82		
	171 - Supervisor Department			104.34	104.34		
	215 - Clerk Department			52.17	52.17		
	228 - IT Department			120.53	120.53		
	248 - General Office			466.75	466.75		
	265 - Building & Grounds			2,243.56	2,243.56		
	301 - Police Department			16,985.32	16,985.32		
	325 - Dispatch			177.19	177.19		
	329 - Ordinance Enforcement			118.40	118.40		
	336 - Fire Department			10,810.84	10,810.84		
	370 - Building/Planning Dept.			7,368.58	7,368.58		
	536 - Water Department			34,994.58	34,994.58		
	537 - Sewer Department			5,381.66	5,381.66		
	691 - Recreation Dept			983.45	983.45		
	692 - Seniors Dept			509.38	509.38		
	715 - Cable Dept			1,265.26	1,265.26		
	718 - Park & Lake Dept			71.09	71.09		
	719 - French Landing Dam			1,435.47	1,435.47		
	900 - Insurance			9,943.20	9,943.20		

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451325 77533	American Society on Aging JORDAN MEMBERSHIP DUES 101-692-810-000	11/16/2016 CTowles	01/24/2017	255.00 255.00	255.00	Open	N 01/24/2017
500623170 77532	ASCAP 2017 MUSIC LICENSE AGREEMENT 101-101-956-000	12/20/2016 CTowles	01/24/2017	341.00 341.00	341.00	Open	N 01/24/2017
393 77528	Atchinson Ford Sales, Inc 91 FULL DETAILING 101-301-860-000	01/11/2017 CTowles	01/24/2017	149.00 149.00	149.00	Open	N 01/24/2017
321 77529	Atchinson Ford Sales, Inc 101 FULL DETAILING 101-301-860-000	01/11/2017 CTowles	01/24/2017	169.00 169.00	169.00	Open	N 01/24/2017
179175 77553	Atchinson Ford Sales, Inc 133 CONVERTOR/PARTS/LABOR 101-301-860-000	01/04/2017 CTowles	01/24/2017	604.02 252.52	604.02	Open	N 01/24/2017
	101-301-860-000	CONVERTOR AND PARTS LABOR	(VEHICLE #133)	351.50			
MI687169 77527	AT&T 12.31-1.30 TELEPHONE SYSTEM MAINT 101-265-933-000	01/03/2017 CTowles	01/24/2017	866.24 866.24	866.24	Open	N 01/24/2017
12791 77531	Azteca Systems ADDITIONAL LOGINS/INFRASTRUCTURE C 592-536-819-000	01/11/2017 CTowles	01/24/2017	8,700.00 7,200.00	8,700.00	Open	N 01/24/2017
	592-536-819-000	ADDITIONAL LOGINS INFRASTRUCTURE CHARGE		1,500.00			
UTILITY 77534	City Of Belleville WS 12.11-1.10 405 MAIN 250-000-920-000	01/10/2017 CTowles	01/24/2017	16.42 16.42	16.42	Open	N 01/24/2017
29216045 77536	BMI 2017 MUSIC LICENSE AGREEMENT 101-101-956-000	01/02/2017 CTowles	01/24/2017	342.00 342.00	342.00	Open	N 01/24/2017
7816 77535	BUSINESS MICRO RESOURCE CORP FIRE TOOLS SOFTWARE UPDATES/SUPPOR 101-336-819-000	01/02/2017 CTowles	01/24/2017	400.00 400.00	400.00	Open	N 01/24/2017
		FIRE TOOLS SOFTWARE UPDATES/SUPPORT					

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46600 77537	CALIBRE PRESS KING 3/1 BULLETPROOF TRNG CLASS 101-301-861-000	01/16/2017 CTowles	01/24/2017	229.00 229.00	229.00	Open	N 01/24/2017
69534 77538	Certified Alarm Inc MUSEUM 2017 ALARM MONITORING FEE 101-265-819-000	12/31/2016 CTowles	01/24/2017	360.00 360.00	360.00	Open	N 01/24/2017
159281 77541	Chapp & Bushey Oil Co. FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000 101-692-860-000 101-718-860-000	01/04/2017 CTowles	01/24/2017	4,060.31 3,106.14 207.08 491.30 105.57 77.14 73.08	4,060.31	Open	N 01/24/2017
139698 77542	Chapp & Bushey Oil Co. DIESEL FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000	01/04/2017 CTowles	01/24/2017	800.34 44.02 609.06 137.66 9.60	800.34	Open	N 01/24/2017
59352 77539	Communication Associates, Inc. ARCHIVE 2016/ESTABLISH 2017 WEB CA 101-228-817-000	01/11/2017 CTowles	01/24/2017	770.00 770.00	770.00	Open	N 01/24/2017
RENEWAL 77540	Crains Detroit Business IRELAND 2 YEAR SUBSCRIPTION 247-000-810-000	01/04/2017 CTowles	01/24/2017	89.00 89.00	89.00	Open	N 01/24/2017
2153500 77543	CRITICAL TECHNOLOGY SOLUTIONS 2017 METER READING HIGH SPEED DATA 592-536-970-003	12/22/2016 CTowles	01/24/2017	4,608.00 4,608.00	4,608.00	Open	N 01/24/2017
2038857553 77544	Deluxe Business Checks 4000 AP CHECKS 101-248-727-000 101-248-727-000	12/22/2016 CTowles	01/24/2017	783.06 743.08 39.98	783.06	Open	N 01/24/2017
DJ 77545	E3 Detroit DADDY DAUGHTER DANCE DJ	01/04/2017 CTowles	01/24/2017	400.00	400.00	Open	N 01/24/2017

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	101-691-742-000	DADDY DAUGHTER DANCE DJ		400.00			
FIRE276 77546	EASTERN MICHIGAN UNIVERSITY J MARTIN FIRE STAFF & COMMAND CLAS 101-336-861-000	12/15/2016 CTowles J MARTIN FIRE STAFF & COMMAND CLASSES	01/24/2017	3,000.00 3,000.00	3,000.00	Open	N 01/24/2017
ASSISTANT 77548	Ryan Eberhart ARCHIVAL ASSISTANT 250-000-821-000	01/12/2017 CTowles ARCHIVAL ASSISTANT	01/24/2017	480.00 480.00	480.00	Open	N 01/24/2017
REGISTRATION 77547	EDUCATION & TRAINING SERVICES FONDAW 5/15-17 LEADERSHIP TRNG 101-265-861-000	01/12/2017 CTowles FONDAW 5/15-17 LEADERSHIP TRNG	01/24/2017	499.00 499.00	499.00	Open	N 01/24/2017
1094644865 77549	Ferrellgas VB PK PROPANE TANK FILLED 101-718-920-000	01/03/2017 CTowles VB PK PROPANE TANK FILLED	01/24/2017	942.34 942.34	942.34	Open	N 01/24/2017
40936 77550	Gulf Auto Lube 413 OIL CHNG 101-336-860-000	01/09/2017 CTowles 413 OIL CHNG	01/24/2017	42.94 42.94	42.94	Open	N 01/24/2017
41002 77551	Gulf Auto Lube 101 OIL CHNG/FLUSH TRANS 101-301-860-000	01/11/2017 CTowles 101 OIL CHNG/TRANS FLUSH	01/24/2017	120.94 120.94	120.94	Open	N 01/24/2017
MUSIC 77552	MICHAEL HOBEN JAN-MARCH MUSIC ENTERTAINMENT 101-692-742-000	01/04/2017 CTowles JAN-MARCH MUSIC ENTERTAINMENT	01/24/2017	600.00 600.00	600.00	Open	N 01/24/2017
1960473 77555	Intl Assoc Chiefs Of Police LAURAIN MEMBERSHIP DUES 101-301-810-000	12/27/2016 CTowles LAURAIN MEMBERSHIP DUES	01/24/2017	150.00 150.00	150.00	Open	N 01/24/2017
1960930 77556	Intl Assoc Chiefs Of Police J WRIGHT MEMBERSHIP DUES 101-301-810-000	12/27/2016 CTowles J WRIGHT MEMBERSHIP DUES	01/24/2017	150.00 150.00	150.00	Open	N 01/24/2017
437945 77554	ITRON FEB SOFTWARE MAINT 592-536-819-000	01/12/2017 CTowles FEB SOFTWARE MAINT	01/24/2017	2,125.16 2,125.16	2,125.16	Open	N 01/24/2017

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424011 77557	J & T Towing 151 CHANGE TIRE 101-301-860-000	01/03/2017 CTowles 151 CHANGE TIRE	01/24/2017	45.00 45.00	45.00	Open	N 01/24/2017
574509 77558	Kennedy Industries Inc. HARMONY INST CENT PUMP 592-537-930-000	01/12/2017 CTowles HARMONY INST CENT PUMP	01/24/2017	9,500.00 9,500.00	9,500.00	Open	N 01/24/2017
574510 77559	Kennedy Industries Inc. HARMONY INST CHECK VALVES 592-537-930-000	01/12/2017 CTowles HARMONY INST CHECK VALVES	01/24/2017	6,448.22 6,448.22	6,448.22	Open	N 01/24/2017
REIMBURSE 77562	MARTIN LADD OT WORKERS MEALS 592-536-740-000	01/06/2017 CTowles OT WORKERS MEALS	01/24/2017	57.55 57.55	57.55	Open	N 01/24/2017
406327-1 77560	LOWER HURON SUPPLY VAC BAGS/CLNR 101-265-740-000	01/11/2017 CTowles VAC BAGS/CLNR	01/24/2017	99.62 99.62	99.62	Open	N 01/24/2017
407415 77561	LOWER HURON SUPPLY RTU/WAVE SCREEN 101-265-740-000	01/11/2017 CTowles RTU/WAVE SCREEN	01/24/2017	105.67 105.67	105.67	Open	N 01/24/2017
15596 77563	MAJIK GRAPHICS 3 NEW TRUCK GRAPHICS 592-536-932-000	01/11/2017 CTowles 3 NEW TRUCK GRAPHICS	01/24/2017	430.00 430.00	430.00	Open	N 01/24/2017
02-556 77567	MDFIS MCINALLY MEMBERSHIP DUES 101-336-810-000	01/04/2017 CTowles MCINALLY MEMBERSHIP DUES	01/24/2017	20.00 20.00	20.00	Open	N 01/24/2017
09-0098 77568	MDFIS BELL MEMBERSHIP DUES 101-336-810-000	01/04/2017 CTowles BELL MEMBERSHIP DUES	01/24/2017	20.00 20.00	20.00	Open	N 01/24/2017
REGISTRATION 77566	MI ASSOCIATION OF MUNICIPAL CLERKS MONTGOMERY 3/2-4 REGION V MTG 101-215-861-000	01/12/2017 CTowles MONTGOMERY 3/2-4 REGION V MTG	01/24/2017	200.00 200.00	200.00	Open	N 01/24/2017
7508 77569	MI RECREATION & PARK ASSOC. MEMBERSHIP DUES	11/01/2016 CTowles	01/24/2017	715.00	715.00	Open	N 01/24/2017

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	101-691-810-000	J WRIGHT MEMBERSHIP DUES		308.50			
	101-691-810-000	ZAENGLEIN MEMBERSHIP DUES		308.50			
	101-692-810-000	JORDAN MEMBERSHIP DUES		98.00			
REFUND 77564	MICHIGAN GREEN INDUSTRY ASSN REFUND HYDRANT DEPOSIT 592-000-284-000	01/04/2017 CTowles REFUND HYDRANT DEPOSIT	01/24/2017	2,394.41 2,394.41	2,394.41	Open	N 01/24/2017
REFUND 77565	KATHY MICHALAK REFUND FINAL WATER ACCT 592-000-284-000	01/05/2017 CTowles REFUND FINAL WATER ACCT	01/24/2017	307.05 307.05	307.05	Open	N 01/24/2017
REFUND 77582	ESTATE OF RICHARD ROHN REFUND OVERPD WATER ACCT 592-000-284-000	01/05/2017 CTowles REFUND OVERPD WATER ACCT	01/24/2017	262.77 262.77	262.77	Open	N 01/24/2017
REFUND 77598	EDWARD & LORRAINE WILKERSON REFUND OVERPD FINAL WATER 592-000-284-000	01/06/2017 CTowles REFUND OVERPD FINAL WATER	01/24/2017	141.83 141.83	141.83	Open	N 01/24/2017
1700002291 77570	Northville Charter Township SPECIAL OPERATIONS TEAM DUES 101-301-745-000	01/13/2017 CTowles SPECIAL OPERATIONS TEAM DUES	01/24/2017	7,000.00 7,000.00	7,000.00	Open	N 01/24/2017
47496350 77571	Office Team MCGUIRE W/E 1/6 32 HRS 101-370-705-000	01/10/2017 CTowles MCGUIRE W/E 1/6 32 HRS	01/24/2017	740.48 740.48	740.48	Open	N 01/24/2017
152247768 77572	Orkin JAN PEST SVS-FIRE STA 1 101-265-931-000	01/13/2017 CTowles JAN PEST SVS-FIRE STA 1	01/24/2017	64.59 64.59	64.59	Open	N 01/24/2017
152248692 77573	Orkin JAN PEST SVS - TWP HALL 101-265-931-000	01/11/2017 CTowles JAN PEST SVS - TWP HALL	01/24/2017	207.44 207.44	207.44	Open	N 01/24/2017
152249293 77574	Orkin JAN PEST SVS - FIRE STA 2 101-265-931-000	01/11/2017 CTowles JAN PEST SVS - FIRE STA 2	01/24/2017	88.90 88.90	88.90	Open	N 01/24/2017
A103218 77578	Parkway Services 12.28-1.28 PORTA POTTY @ RANGE 101-301-744-000	12/28/2016 CTowles 12.28-1.28 PORTA POTTY @ RANGE	01/24/2017	80.00 80.00	80.00	Open	N 01/24/2017

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1016 77577	PINNACLE SALES 1/6 TWP BOARD TEAM BUILDING WORKSH 101-101-956-000	12/20/2016 CTowles 1/6 TWP BOARD TEAM BUILDING WORKSHOP	01/24/2017	2,500.00 2,500.00	2,500.00	Open	N 01/24/2017
70025179 77575	PRIORITY ONE EMERGENCY BAKER 2 POLOS 101-325-741-000	01/04/2017 CTowles BAKER 2 POLOS	01/24/2017	89.98 89.98	89.98	Open	N 01/24/2017
70025480 77576	PRIORITY ONE EMERGENCY LONG JACKET 101-301-741-000	01/13/2017 CTowles LONG JACKET	01/24/2017	139.99 139.99	139.99	Open	N 01/24/2017
3330434 77579	Quill Corporation OFFICE SUPPLIES 101-171-956-000 101-171-956-000 101-171-956-000 101-171-956-000 101-171-956-000	12/28/2016 CTowles HP 950 XL/951 XL HP 950XL 1" BINDERS EPSON 200 XL BLACK & COLOR FRAMES 81/2X11	01/24/2017	371.79 163.99 33.99 53.88 68.81 51.12	371.79	Open	N 01/24/2017
3374248 77580	Quill Corporation OFFICE SUPPLIES 101-171-956-000	12/28/2016 CTowles HOW TO WRITE BETTER BUSINESS LETTERS	01/24/2017	12.70 12.70	12.70	Open	N 01/24/2017
9985 77581	Red Hat Society QUEEN MUM RED HAT MEMBERSHIP 101-692-742-000	01/05/2017 CTowles QUEEN MUM RED HAT MEMBERSHIP	01/24/2017	39.00 39.00	39.00	Open	N 01/24/2017
1067203861 77583	Ricoh USA, Inc. RICOH MPC3504 592-536-740-000 101-370-970-000 247-000-956-000	12/19/2016 CTowles RICOH MPC3504 RICOH MPC3504 RICOH MPC3504	01/24/2017	5,882.00 1,960.00 1,961.00 1,961.00	5,882.00	Open	N 01/24/2017
285600 77585	SESAC 2017 MUSIC LICENSE AGREEMENT 101-101-956-000	12/14/2016 CTowles 2017 MUSIC LICENSE AGREEMENT	01/24/2017	397.00 397.00	397.00	Open	N 01/24/2017
3141 77586	South Huron Valley Utility Ath JAN SHV SEWAGE 592-537-924-000	01/04/2017 CTowles JAN SHV SEWAGE	01/24/2017	89,862.00 89,862.00	89,862.00	Open	N 01/24/2017

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
DUES1 77590	SOUTHEASTERN MI ASSOC CHIEFS LAURAIN MEMBERSHIP DUES 101-301-810-000	01/10/2017 CTowles LAURAIN MEMBERSHIP DUES	01/24/2017	40.00 40.00	40.00	Open	N 01/24/2017
DUES2 77591	SOUTHEASTERN MI ASSOC CHIEFS J WRIGHT MEMBERSHIP DUES 101-301-810-000	01/10/2017 CTowles J WRIGHT MEMBERSHIP DUES	01/24/2017	40.00 40.00	40.00	Open	N 01/24/2017
010817 77589	START Rescue 1/6 FF BAILOUT TRNG 101-336-861-000	01/09/2017 CTowles 1/6 FF BAILOUT TRNG	01/24/2017	2,000.00 2,000.00	2,000.00	Open	N 01/24/2017
REIMBURSE 77587	Fred Sweet GARRISON BELT 101-301-741-000	01/13/2017 CTowles GARRISON BELT	01/24/2017	52.99 52.99	52.99	Open	N 01/24/2017
BADGES 77588	Symbol Arts 7 BADGES FOR TWP BAORD MEMBERS 101-101-956-000	01/04/2017 CTowles 7 BADGES FOR TWP BAORD MEMBERS	01/24/2017	1,127.00 1,127.00	1,127.00	Open	N 01/24/2017
TAXES 77592	Van Buren Township DRAIN TAXES-15080 ELWELL RD 101-101-956-000	01/01/2017 CTowles DRAIN TAXES-15080 ELWELL RD	01/24/2017	7.94 7.94	7.94	Open	N 01/24/2017
3261 77593	VanAssche Construction LLC CURBSIDE DEBRIS HAULED AWAY 101-329-819-000	01/13/2017 CTowles CURBSIDE DEBRIS HAULED AWAY	01/24/2017	375.00 375.00	375.00	Open	N 01/24/2017
DUES1 77599	WAYNE CTY ASSOC CHIEF OF POLIC LAURAIN MEMBERSHIP DUES 101-301-810-000	01/01/2017 CTowles LAURAIN MEMBERSHIP DUES	01/24/2017	40.00 40.00	40.00	Open	N 01/24/2017
DUES2 77600	WAYNE CTY ASSOC CHIEF OF POLIC J WRIGHT MEMBERSHIP DUES 101-301-810-000	01/01/2017 CTowles J WRIGHT MEMBERSHIP DUES	01/24/2017	40.00 40.00	40.00	Open	N 01/24/2017
20170097 77594	WINDER POLICE EQUIPMENT 134 RED LED 101-301-860-000	01/11/2017 CTowles 134 RED LED	01/24/2017	133.99 133.99	133.99	Open	N 01/24/2017
20170121 77595	WINDER POLICE EQUIPMENT 134 GHOST LIGHTS	01/12/2017 CTowles	01/24/2017	124.28	124.28	Open	N 01/24/2017

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-301-860-000	134 GHOST LIGHTS		124.28			
82901							
77596	Wyandotte Alarm Company	01/01/2017	01/24/2017	602.22	602.22	Open	N
	1ST QTR ALARM BOAT HOUSE	CTowles					01/24/2017
	101-301-819-000	1ST QTR ALARM BOAT HOUSE		602.22			
83483							
77597	Wyandotte Alarm Company	01/01/2017	01/24/2017	634.20	634.20	Open	N
	2017 ANNUAL ALARM MONITORING-STA 3	CTowles					01/24/2017
	101-265-819-000	2017 ANNUAL ALARM MONITORING-STA 3		634.20			
# of Invoices:	72	# Due:	72	Totals:	165,493.38	165,493.38	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				165,493.38	165,493.38		

--- TOTALS BY FUND ---

101 - General Fund	35,521.01	35,521.01
247 - DDA Fund	2,050.00	2,050.00
250 - Museum Fund	496.42	496.42
592 - Water/Sewer Fund	127,425.95	127,425.95

--- TOTALS BY DEPT/ACTIVITY ---

000 -	5,652.48	5,652.48
101 - Township Board	4,714.94	4,714.94
171 - Supervisor Department	384.49	384.49
215 - Clerk Department	200.00	200.00
228 - IT Department	770.00	770.00
248 - General Office	783.06	783.06
265 - Building & Grounds	3,040.83	3,040.83
301 - Police Department	13,060.59	13,060.59
325 - Dispatch	89.98	89.98
329 - Ordinance Enforcement	375.00	375.00
336 - Fire Department	6,299.08	6,299.08
370 - Building/Planning Dept.	2,701.48	2,701.48
536 - Water Department	18,509.67	18,509.67
537 - Sewer Department	105,810.22	105,810.22
691 - Recreation Dept	1,017.00	1,017.00
692 - Seniors Dept	1,069.14	1,069.14
718 - Park & Lake Dept	1,015.42	1,015.42

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Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due	Status	Jrnalized Post Date
83118990033701 77657	PRESIDENTIAL ESTATES 6300 W ADAMS BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	1,749.41 CTowles	1,749.41	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		1,749.41			
83118990033703 77658	PRESIDENTIAL ESTATES 6300 W ADAMS BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	92.07 CTowles	92.07	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		92.07			
83119990001702 77659	PRESIDENTIAL ESTATES 6300 W ADAMS BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	3,221.84 CTowles	3,221.84	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		3,221.84			
83119990002000 77660	BANOTAI GREENHOUSES, INC CECELIA BANOTAI BRANDMIER 16838 LOCHMOOR CIR W NORTHVILLE, MI 48168 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	77.36 CTowles	77.36	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		77.36			
83119990003000 77661	BANOTAI, JOSEPH AGNES' 15, LLC 6981 RAWSONVILLE RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	469.00 CTowles	469.00	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		469.00			
83119990004006 77662	BANOTAI, JOSEPH AGNES' 15, LLC 6981 RAWSONVILLE RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	39.48 CTowles	39.48	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		39.48			
83119990004708 77663	FREY, JAMIE & PARENT, PAUL 50679 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	311.45 CTowles	311.45	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		311.45			
83119990004711 77664	BUTTIGIEG, JOSEPH AND AMY 3709 CYPRESS MILL RD CHESAPEAKE, VA 23322 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	70.90 CTowles	70.90	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		70.90			
83119990004712 77665	BUTTIGIEG, JOSEPH AND AMY 3709 CYPRESS MILL RD CHESAPEAKE, VA 23322 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	15.75 CTowles	15.75	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		15.75			
83119990004713 77666	BUTTIGIEG, JOSEPH AND AMY 3709 CYPRESS MILL RD CHESAPEAKE, VA 23322 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	86.26 CTowles	86.26	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		86.26			

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83120990001707 77667	PHIFER, DALE K & ANNA H 50345 BOG ROAD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	151.57 CTowles	151.57	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		151.57			
83120990002000 77668	SPENCER, SAMMY-SHIRLEY 50211 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	110.74 CTowles	110.74	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		110.74			
83120990003000 77669	LAFOREST, PAUL 50163 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	133.00 CTowles	133.00	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		133.00			
83120990005702 77670	WINDMILL INVESTMENT, LLC 31333 W 13 MILE RD, STE 200 FARMINGTON HILLS, MI 48334-2227 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	22.22 CTowles	22.22	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		22.22			
83120990006701 77671	ROGALSKI, CHRISTOPHER 49833 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	68.18 CTowles	68.18	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		68.18			
83120990007000 77672	GARDNER, ALLEN D 49787 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	163.64 CTowles	163.64	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		163.64			
83120990008000 77673	MAUNEY, ALFREDA 49741 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	130.29 CTowles	130.29	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		130.29			
83120990011000 77674	DILSIZIAN, GERALD A 49635 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	61.54 CTowles	61.54	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		61.54			
83120990012001 77675	WITTEN, CARL-SANDRA 49575 BOG RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	176.40 CTowles	176.40	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		176.40			
83120990015000 77676	BAC HOME LOAN SERVICING LP 1757 TAPO CANYON RD SIMI VALLEY, CA 93063-3391 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	126.59 CTowles	126.59	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		126.59			
83120990018000 77677	MULLINS, RAYMOND 14560 HOEFT RD BELLEVILLE, MI 48111	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	97.57 CTowles	97.57	Open	N 01/26/2017

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	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		97.57			
83120990019001 77678	SANCHO, SHERRIL L 14580 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	147.17 CTowles	147.17	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		147.17			
83120990019002 77679	VASHER, SAMUEL O 14620 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	177.97 CTowles	177.97	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		177.97			
83120990019003 77680	ELY, KENNETH 14660 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	155.80 CTowles	155.80	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		155.80			
83120990019004 77681	BROOKSHIER, KENYON 14700 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	122.13 CTowles	122.13	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		122.13			
83120990020000 77682	LEONARD, LARRY-JANET 14752 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	102.74 CTowles	102.74	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		102.74			
83120990021000 77683	BERRYMAN, WALTER DENIS 14794 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	110.00 CTowles	110.00	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		110.00			
83120990023000 77684	MULLINS, WILLIAM SCOTT 47790 HULL BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	85.95 CTowles	85.95	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		85.95			
83121010001003 77685	BRACKEN, ROBIN M PO BOX 624 BELLEVILLE, MI 48112 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	92.63 CTowles	92.63	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		92.63			
83121010001004 77686	HELTON, WALTER & KAREN 16300 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	106.41 CTowles	106.41	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		106.41			
83121010002002 77687	BETTS, DARRIN 49466 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	113.41 CTowles	113.41	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		113.41			

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83121010005000 77688	HILL, CHESTER 49556 MARTZ BOX 951 BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	107.44 CTowles 107.44	107.44	Open	N 01/26/2017
83121010006000 77689	MCCOMB, TERRY 49576 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	100.04 CTowles 100.04	100.04	Open	N 01/26/2017
83121010007000 77690	JACKSON, BARBARA 49616 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	80.48 CTowles 80.48	80.48	Open	N 01/26/2017
83121010008000 77691	OSOSKIE, TROY & COLLETTE 49630 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	142.63 CTowles 142.63	142.63	Open	N 01/26/2017
83121010010000 77692	CLOUTIER, RICHARD 49700 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	111.15 CTowles 111.15	111.15	Open	N 01/26/2017
83121990003000 77693	STENCEL, GEORGE 49720 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	107.86 CTowles 107.86	107.86	Open	N 01/26/2017
83121990004001 77694	CAVILL, JOHN L & DIANE J 16100 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	152.11 CTowles 152.11	152.11	Open	N 01/26/2017
83121990004002 77695	CURABA, THOMAS & GAIL 16130 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	190.28 CTowles 190.28	190.28	Open	N 01/26/2017
83121990005000 77696	DECKER, THOMAS-NANCY 16200 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	211.81 CTowles 211.81	211.81	Open	N 01/26/2017
83122990001000 77697	BANOTAI, AGNES CECELIA BANOTAI BRANDMIER 16838 LOCHMOOR CIR W NORTHVILLE, MI 48168 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR WX16 RESA ENHANCE LEVY ERROR	01/26/2017	64.13 CTowles 64.13	64.13	Open	N 01/26/2017

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83122990004000 77698	BROADBENT, TIMOTHY 50880 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	85.63 CTowles	85.63	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		85.63			
83122990005000 77699	BANOTAI GREENHOUSES, INC CECELIA BANOTAI BRANDMIER 16838 LOCHMOOR CIR W NORTHVILLE, MI 48168 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	115.75 CTowles	115.75	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		115.75			
83122990006001 77700	BANOTAI GREENHOUSES, INC CECELIA BANOTAI BRANDMIER 16838 LOCHMOOR CIR W NORTHVILLE, MI 48168 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	26.83 CTowles	26.83	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		26.83			
83122990006002 77701	CHARFOOS & CHRISTENSEN 5510 WOODWARD AVE DETROIT, MI 48202 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	94.68 CTowles	94.68	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		94.68			
83122990006003 77702	CHRISTENSEN, DAVID M 3195 AYRSHIRE BLOOMFIELD HILLS, MI 48302 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	820.12 CTowles	820.12	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		820.12			
83122990007002 77703	SALISBURY, JASON & KATIE 10485 MOUNTAINVIEW DR DEXTER, MI 48130-8549 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	196.54 CTowles	196.54	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		196.54			
83122990008002 77704	SALISBURY, JASON D 10485 MOUNTAINVIEW DR DEXTER, MI 48130-8549 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	203.01 CTowles	203.01	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		203.01			
83122990008704 77705	FARMER, LEROY 50966 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	89.17 CTowles	89.17	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		89.17			
83122990008705 77706	FARMER, LEROY 50966 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	14.53 CTowles	14.53	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		14.53			
83122990009706 77707	ENRICO ROMANINI 9100 WILLOW RD WILLIS, MI 48191 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	114.66 CTowles	114.66	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		114.66			

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Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due	Status	Jrnalized Post Date
83122990011000 77708	WOOLERY, LOUIS-SUSAN 51330 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	155.61 CTowles	155.61	Open	N 01/26/2017
83122990012000 77709	MURNINGHAN ASSOC 968 TROMBLEY RD GROSSE POINTE, MI 48230-1860 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	13.24 CTowles	13.24	Open	N 01/26/2017
83122990015000 77710	MELLON, MALLIE ET AL 51180 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	105.39 CTowles	105.39	Open	N 01/26/2017
83122990016000 77711	RANGLER, SHARON 51244 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	89.95 CTowles	89.95	Open	N 01/26/2017
83123990001002 77712	KASSAB, AKRAM AL & NADIA KASSAB 2899 PLEASANT RING DR ROCHESTER, MI 48309 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	86.79 CTowles	86.79	Open	N 01/26/2017
83123990001003 77713	KASSAB, AKRAM D AL & NADIA KASSAB 2899 PLEASANT RING DR ROCHESTER, MI 48309 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	565.06 CTowles	565.06	Open	N 01/26/2017
83123990003702 77714	DTE ELECTRIC COMPANY PROPERTY TAX DEPARTMENT PO BOX 33017 DETROIT, MI 48232 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	293.65 CTowles	293.65	Open	N 01/26/2017
83124990003701 77715	BECKER, SCOTT & LISA 50030 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	139.35 CTowles	139.35	Open	N 01/26/2017
83124990004701 77716	WORLEY, KIMBERLEY A 49765 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	236.24 CTowles	236.24	Open	N 01/26/2017
83124990004702 77717	MIZELL, CRAIG & JACQUELYN 49849 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	198.44 CTowles	198.44	Open	N 01/26/2017

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83124990004703 77718	BENAVIDES, SAMUEL 49903 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	186.85 CTowles	186.85	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		186.85			
83124990005702 77719	HENRY, ALBERT & AMY 49612 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	248.86 CTowles	248.86	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		248.86			
83124990005706 77720	CROCKETT, BEVERLY 49430 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	290.03 CTowles	290.03	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		290.03			
83124990005707 77721	DRAKE, DANIEL E & LINDA D 49474 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	204.82 CTowles	204.82	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		204.82			
83124990005709 77722	NAGAITIS, TODD & TINA 49706 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	244.12 CTowles	244.12	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		244.12			
83124990005710 77723	FLUCKS, DONALD-SHELLY 49842 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	197.81 CTowles	197.81	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		197.81			
83124990005711 77724	KATZ, JASON 49656 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	220.25 CTowles	220.25	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		220.25			
83124990005714 77725	TACKETT, GARY L 49910 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	191.78 CTowles	191.78	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		191.78			
83124990005716 77726	LAMBRIGHT, DONALD 49854 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	192.47 CTowles	192.47	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		192.47			
83125990014000 77727	CRADDICK, ROBERT L 48060 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	121.92 CTowles	121.92	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		121.92			
83125990015701 77728	BREWER, MATTHEW 48196 MARTZ RD BELLEVILLE, MI 48111	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	217.17 CTowles	217.17	Open	N 01/26/2017

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Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due	Status	Jrnalized Post Date
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		217.17			
83125990015702 77729	MOYE, JAMES & CYNTHIA 48150 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	216.75 CTowles	216.75	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		216.75			
83125990016000 77730	COMPTON, SHELLY 48240 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	90.35 CTowles	90.35	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		90.35			
83125990017701 77731	PARKER, KRISTI 48270 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	118.15 CTowles	118.15	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		118.15			
83126990001000 77732	SMITH, KARI, ET AL 48560 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	125.15 CTowles	125.15	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		125.15			
83126990003000 77733	GREENSTONE FARM CREDIT SERVICES 5285 W US 223 ADRIAN, MI 49221 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	22.83 CTowles	22.83	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		22.83			
83126990004000 77734	ALLEE, CHAD & DENISE 48620 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	138.03 CTowles	138.03	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		138.03			
83126990005702 77735	WALKER, DANIEL & HILARY 48750 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	123.39 CTowles	123.39	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		123.39			
83126990005703 77736	WALKER, DANIEL & HILARY 48750 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	41.82 CTowles	41.82	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		41.82			
83126990007000 77737	KEELAN, JACKSON 48825 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	30.99 CTowles	30.99	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		30.99			
83126990008000 77738	KEELAN, JACKSON 48825 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	225.53 CTowles	225.53	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		225.53			

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83126990009002 77739	NOWLING, SHANE 49265 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	148.91 CTowles	148.91	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		148.91			
83126990009703 77740	NITCHIE, EDWARD & DARLENE 48901 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	154.34 CTowles	154.34	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		154.34			
83126990009704 77741	DOYLE, JAMES 48973 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	172.95 CTowles	172.95	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		172.95			
83126990009705 77742	MERRILL, KENNETH & BYLER, RENEE 49055 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	213.74 CTowles	213.74	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		213.74			
83126990009706 77743	MCELREATH, JOHN 49125 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	178.60 CTowles	178.60	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		178.60			
83126990010002 77744	WARD, LARRY 49371 HULL RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	223.76 CTowles	223.76	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		223.76			
83126990011000 77745	SAFOUTIN, MICHAEL J 15645 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	157.36 CTowles	157.36	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		157.36			
83126990013000 77746	ASHER, RUSSELL-KATHLEEN 15963 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	250.07 CTowles	250.07	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		250.07			
83126990014002 77747	STOTTS, DENNIS 16111 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	143.29 CTowles	143.29	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		143.29			
83126990014004 77748	BREZZELL, JOHN-ROBERTA 16185 HOEFT RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	155.39 CTowles	155.39	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		155.39			
83127990002000 77749	KNOFSKI, MICHAEL 49344 BEMIS RD BELLEVILLE, MI 48111	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	127.58 CTowles	127.58	Open	N 01/26/2017

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Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due	Status	Jrnalized Post Date
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		127.58			
83127990003000 77750	KNOFSKI, MICHAEL 49344 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	25.94 CTowles	25.94	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		25.94			
83127990004000 77751	NIEMAN, ELROY 49230 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	177.85 CTowles	177.85	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		177.85			
83127990006000 77752	LEPPER, DONALD & LORIE 49384 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	133.63 CTowles	133.63	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		133.63			
83127990008001 77753	MAIMSTEN, JASON & AMBER 49170 BEMIS RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	150.37 CTowles	150.37	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		150.37			
83127990008002 77754	RAE, RICHARD 17360 LOHR RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	133.00 CTowles	133.00	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		133.00			
83127990008003 77755	MAJER, JOHANN 17274 LOHR RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	161.24 CTowles	161.24	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		161.24			
83127990008004 77756	LESAGE, WILLIAM & TINA 17216 LOHR RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	127.36 CTowles	127.36	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		127.36			
83127990009002 77757	TERRITO, PATRICK 48875 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	96.10 CTowles	96.10	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		96.10			
83127990009704 77758	PETERS, RONALD & SUSAN 48649 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	167.30 CTowles	167.30	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		167.30			
83127990009707 77759	MILLINGTON, MATTHEW T 16969 LOHR RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	226.84 CTowles	226.84	Open	N 01/26/2017
	703-000-226-000	WX16 RESA ENHANCE LEVY ERROR		226.84			

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83127990009708 77760	HARSCH, SCOTT-LANAE 48539 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	83.63 CTowles	83.63	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		83.63			
83127990009709 77761	HARSCH, SCOTT-LANAE 48539 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	262.45 CTowles	262.45	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		262.45			
83999000878016 77762	CENTURY FUEL PRODUCTS 51225 MARTZ RD BELLEVILLE, MI 48111 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	176.35 CTowles	176.35	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		176.35			
83999000880000 77763	DETROIT ELECTRIC COMPANY PROPERTY TAX DEPARTMENT PO BOX 33017 DETROIT, MI 48232 703-000-226-000	01/26/2017 WX16 RESA ENHANCE LEVY ERROR	01/26/2017	3,754.37 CTowles	3,754.37	Open	N 01/26/2017
		WX16 RESA ENHANCE LEVY ERROR		3,754.37			
# of Invoices:	107	# Due:	107	Totals:	24,553.53	24,553.53	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				24,553.53	24,553.53		
--- TOTALS BY FUND ---							
703 - Current Tax Fund				24,553.53	24,553.53		
--- TOTALS BY DEPT/ACTIVITY ---							
000 -				24,553.53	24,553.53		

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BOND							
77902	36th District Court	01/24/2017	02/02/2017	500.00	500.00	Open	N
	BOND BRANDON JOHNSON-ORATARUS	CTowles					02/02/2017
	760-000-299-000	BOND BRANDON JOHNSON-ORATARUS		500.00			
33604-33627							
77899	AmeraPlan Reimbursable	01/30/2017	02/02/2017	684.81	684.81	Open	N
	EMPLOYEE HRA	CTowles					02/02/2017
	101-215-719-000	EMPLOYEE HRA		20.00			
	101-265-719-000	EMPLOYEE HRA		20.00			
	101-301-719-000	EMPLOYEE HRA		330.00			
	101-325-719-000	EMPLOYEE HRA		45.00			
	101-691-719-000	EMPLOYEE HRA		30.56			
	592-536-719-000	EMPLOYEE HRA		239.25			
7344859079							
77900	AT&T	01/22/2017	02/02/2017	52.61	52.61	Open	N
	1.22-2.21 485-9079	CTowles					02/02/2017
	101-718-850-000	1.22-2.21 485-9079		52.61			
8310006514363							
77901	AT&T	01/19/2017	02/02/2017	710.48	710.48	Open	N
	12.19-1.18 831-000-6514	CTowles					02/02/2017
	101-265-850-000	12.19-1.18 831-000-6514		710.48			
TAXES							
77912	Belleville Area District Library	02/01/2017	02/02/2017	83,549.63	83,549.63	Open	N
	DIST WINTER TAXES	CTowles					02/02/2017
	703-000-247-000	DIST WINTER TAXES		83,549.63			
466787400046							
77913	DTE ENERGY	02/02/2017	02/02/2017	598.73	598.73	Open	N
	12.29-1.31 46270 AYRES	CTowles					02/02/2017
	101-718-920-000	12.29-1.31 46270 AYRES		598.73			
334232800220							
77914	DTE ENERGY	02/02/2017	02/02/2017	30.45	30.45	Open	N
	12.22-1.26 10200 BECK	CTowles					02/02/2017
	101-691-920-000	12.22-1.26 10200 BECK		30.45			
334232800105							
77915	DTE ENERGY	02/02/2017	02/02/2017	328.00	328.00	Open	N
	12.22-1.26 11972 BECKLEY	CTowles					02/02/2017
	592-536-920-000	12.22-1.26 11972 BECKLEY		328.00			
334232800295							
77916	DTE ENERGY	02/02/2017	02/02/2017	161.31	161.31	Open	N
	12.15-1.17 15992 BROOKSIDE	CTowles					02/02/2017
	592-536-920-000	12.15-1.17 15992 BROOKSIDE		161.31			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
322186500045							
77917	DTE ENERGY	02/02/2017	02/02/2017	572.46	572.46	Open	N
	12.29-1.31 49475 EDISON	CTowles					02/02/2017
	101-718-920-000	12.29-1.31 49475 EDISON		572.46			
322186500011							
77918	DTE ENERGY	02/02/2017	02/02/2017	32.81	32.81	Open	N
	10.28-1.31 49585 EDISON	CTowles					02/02/2017
	101-718-920-000	10.28-1.31 49585 EDISON		32.81			
334232800162							
77919	DTE ENERGY	02/02/2017	02/02/2017	21.87	21.87	Open	N
	11.29-1.31 50075 EDISON	CTowles					02/02/2017
	101-718-920-000	11.29-1.31 50075 EDISON		21.87			
295163000082							
77920	DTE ENERGY	02/02/2017	02/02/2017	21.64	21.64	Open	N
	10.28-1.31 50655 EDISON	CTowles					02/02/2017
	101-718-920-000	10.28-1.31 50655 EDISON		21.64			
334232800238							
77921	DTE ENERGY	02/02/2017	02/02/2017	25.60	25.60	Open	N
	11.29-1.31 50745 EDISON	CTowles					02/02/2017
	101-718-920-000	11.29-1.31 50745 EDISON		25.60			
295163000157							
77922	DTE ENERGY	02/02/2017	02/02/2017	55.27	55.27	Open	N
	12.28-1.30 39895 EXPWAY	CTowles					02/02/2017
	592-536-920-000	12.28-1.30 39895 EXPWAY		55.27			
295163000090							
77923	DTE ENERGY	02/02/2017	02/02/2017	242.47	242.47	Open	N
	12.29-1.31 50901 EXPWAY	CTowles					02/02/2017
	101-718-920-000	12.29-1.31 50901 EXPWAY		242.47			
295163000041							
77924	DTE ENERGY	02/02/2017	02/02/2017	320.90	320.90	Open	N
	12.20-1.24 128 4TH	CTowles					02/02/2017
	101-265-920-000	12.20-1.24 128 4TH		320.90			
334232800170							
77925	DTE ENERGY	02/02/2017	02/02/2017	127.21	127.21	Open	N
	12.20-1.24 130 4TH	CTowles					02/02/2017
	101-265-920-000	12.20-1.24 130 4TH		127.21			
334232800014							
77926	DTE ENERGY	02/02/2017	02/02/2017	165.69	165.69	Open	N
	12.28-1.30 14200 HAGGERTY	CTowles					02/02/2017
	592-536-920-000	12.28-1.30 14200 HAGGERTY		165.69			

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466787400061 77927	DTE ENERGY 12.22-1.26 45400 HARMONY 592-536-920-000	02/02/2017 CTowles 12.22-1.26 45400 HARMONY	02/02/2017	35.67 35.67	35.67	Open	N 02/02/2017
334232800113 77928	DTE ENERGY 12.22-1.26 45400 HARMONY 592-536-920-000	02/02/2017 CTowles 12.22-1.26 45400 HARMONY	02/02/2017	289.24 289.24	289.24	Open	N 02/02/2017
322186500037 77929	DTE ENERGY 12.27-1.26 45400 HULL 101-336-920-000	02/02/2017 CTowles 12.27-1.26 45400 HULL	02/02/2017	2,081.23 2,081.23	2,081.23	Open	N 02/02/2017
334233300030 77930	DTE ENERGY 12.14-1.18 8145 JEREMY 592-536-920-000	02/02/2017 CTowles 12.14-1.18 8145 JEREMY	02/02/2017	74.22 74.22	74.22	Open	N 02/02/2017
295163000066 77931	DTE ENERGY 12.20-1.24 405 MAIN 250-000-920-000	02/02/2017 CTowles 12.20-1.24 405 MAIN	02/02/2017	369.55 369.55	369.55	Open	N 02/02/2017
334232800196 77932	DTE ENERGY 12.20-1.24 405 MAIN 250-000-920-000	02/02/2017 CTowles 12.20-1.24 405 MAIN	02/02/2017	86.84 86.84	86.84	Open	N 02/02/2017
466787400079 77933	DTE ENERGY 12.22-1.26 47555 N SHORE 592-536-920-000	02/02/2017 CTowles 12.22-1.26 47555 N SHORE	02/02/2017	34.99 34.99	34.99	Open	N 02/02/2017
334232800030 77934	DTE ENERGY 12.22-1.26 47555 N SHORE 592-536-920-000	02/02/2017 CTowles 12.22-1.26 47555 N SHORE	02/02/2017	92.73 92.73	92.73	Open	N 02/02/2017
295163000249 77935	DTE ENERGY 12.22-1.26 51372 OLD RAWSONVILLE 592-536-920-000	02/02/2017 CTowles 12.22-1.26 51372 OLD RAWSONVILLE	02/02/2017	75.96 75.96	75.96	Open	N 02/02/2017
466787400095 77936	DTE ENERGY 12.14-1.18 9297 PARKWOOD 592-536-920-000	02/02/2017 CTowles 12.14-1.18 9297 PARKWOOD	02/02/2017	181.14 181.14	181.14	Open	N 02/02/2017

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466787400020 77937	DTE ENERGY 12.22-1.26 12095 QUIRK 247-000-920-000	02/02/2017 CTowles 12.22-1.26 12095 QUIRK	02/02/2017	27.07 27.07	27.07	Open	N 02/02/2017
334232800089 77938	DTE ENERGY 12.29-1.31 2457 RAWSONVILLE 592-536-920-000	02/02/2017 CTowles 12.29-1.31 2457 RAWSONVILLE	02/02/2017	241.52 241.52	241.52	Open	N 02/02/2017
334232800154 77939	DTE ENERGY 12.22-1.26 12302 RYZNAR 592-536-920-000	02/02/2017 CTowles 12.22-1.26 12302 RYZNAR	02/02/2017	117.36 117.36	117.36	Open	N 02/02/2017
295163000330 77940	DTE ENERGY 11.20-1.26 46293 TYLER 592-536-920-000	02/02/2017 CTowles 11.20-1.26 46293 TYLER	02/02/2017	61.30 61.30	61.30	Open	N 02/02/2017
295163000017 77941	DTE ENERGY 12.22-1.26 46421 TYLER 101-691-920-000	02/02/2017 CTowles 12.22-1.26 46421 TYLER	02/02/2017	46.95 46.95	46.95	Open	N 02/02/2017
466787400012 77942	DTE ENERGY 12.27-1.31 46425 TYLER 101-265-920-000	02/02/2017 CTowles 12.27-1.31 46425 TYLER	02/02/2017	2,413.60 2,413.60	2,413.60	Open	N 02/02/2017
466787400012 77943	DTE ENERGY 12.29-1.31 50335 EDISON 101-718-920-000	02/02/2017 CTowles 12.29-1.31 50335 EDISON	02/02/2017	489.83 489.83	489.83	Open	N 02/02/2017
334233300022 77944	DTE ENERGY 12.22-1.24 46425 TYLER 592-536-920-000	02/02/2017 CTowles 12.22-1.24 46425 TYLER	02/02/2017	747.63 747.63	747.63	Open	N 02/02/2017
334233300014 77945	DTE ENERGY 12.22-1.26 46425 TYLER 592-536-920-000	02/02/2017 CTowles 12.22-1.26 46425 TYLER	02/02/2017	651.74 651.74	651.74	Open	N 02/02/2017
295163000074 77946	DTE ENERGY 12.22-1.26 46805 TYLER 592-536-920-000	02/02/2017 CTowles 12.22-1.26 46805 TYLER	02/02/2017	268.90 268.90	268.90	Open	N 02/02/2017

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295163000181 77947	DTE ENERGY 12.22-1.26 46805 TYLER 592-536-920-000	02/02/2017 CTowles 12.22-1.26 46805 TYLER	02/02/2017	1,581.80 1,581.80	1,581.80	Open	N 02/02/2017
295163000173 77948	DTE ENERGY 12.28-1.30 39605 WABASH 592-536-920-000	02/02/2017 CTowles 12.28-1.30 39605 WABASH	02/02/2017	1,695.93 1,695.93	1,695.93	Open	N 02/02/2017
334233300048 77949	DTE ENERGY 12.21-1.25 EMERGENCY SIRENS 101-265-920-000	02/02/2017 CTowles 12.21-1.25 EMERGENCY SIRENS	02/02/2017	320.45 320.45	320.45	Open	N 02/02/2017
REFUND 77903	CONTRACTORS STEEL CO BOR TAX REFUND 703-000-226-000	01/30/2017 CTowles BOR TAX REFUND	02/02/2017	4,514.03 4,514.03	4,514.03	Open	N 02/02/2017
REFUND 77904	EXXON MOBIL CORP REFUND RESA MILLAGE 703-000-226-000	01/25/2017 CTowles REFUND RESA MILLAGE	02/02/2017	86.26 86.26	86.26	Open	N 02/02/2017
REFUND 77905	JARVIS ASSOC REFUND RESA MILLAGE 703-000-226-000	01/25/2017 CTowles REFUND RESA MILLAGE	02/02/2017	230.77 230.77	230.77	Open	N 02/02/2017
REFUND 77906	JEANETTE KRAMER REFUND RESA MILLAGE 703-000-226-000	01/25/2017 CTowles REFUND RESA MILLAGE	02/02/2017	53.53 53.53	53.53	Open	N 02/02/2017
REFUND 77907	RUPINDERJIT NARWAL REFUND RESA MILLAGE 703-000-226-000	01/25/2017 CTowles REFUND RESA MILLAGE	02/02/2017	186.89 186.89	186.89	Open	N 02/02/2017
REFUND 77908	NATIONSTAR MORTGATE REFUND OVERPD TAXES 703-000-226-000	01/31/2017 CTowles REFUND OVERPD TAXES	02/02/2017	839.36 839.36	839.36	Open	N 02/02/2017
REFUND 77909	PRIMARY TITLE AGENCY, LLC REFUND OVERPD TAXES 703-000-226-000	01/30/2017 CTowles REFUND OVERPD TAXES	02/02/2017	3.46 3.46	3.46	Open	N 02/02/2017

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
REFUND							
77910	ROBERT ROELANT	01/25/2017	02/02/2017	241.45	241.45	Open	N
	REFUND RESA MILLAGE	CTowles					02/02/2017
	703-000-226-000	REFUND RESA MILLAGE		241.45			
TAXES							
77911	Wayne County Treasurer	02/01/2017	02/02/2017	935,548.67	935,548.67	Open	N
	DIST WINTER TAXES	CTowles					02/02/2017
	703-000-244-000	DIST WINTER TAXES		14,551.18			
	703-000-222-000	DIST WINTER TAXES		118,127.19			
	703-000-240-000	DIST WINTER TAXES		111,968.34			
	703-000-242-000	DIST WINTER TAXES		25,612.26			
	703-000-243-000	DIST WINTER TAXES		386,815.81			
	703-000-241-000	DIST WINTER TAXES		29,348.23			
	703-000-248-000	DIST WINTER TAXES		23,870.19			
	703-000-237-004	DIST WINTER TAXES		213,321.06			
	703-000-245-000	DIST WINTER TAXES		11,934.41			
# of Invoices:	51	# Due:	51	Totals:	1,041,892.01	1,041,892.01	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,041,892.01	1,041,892.01		
--- TOTALS BY FUND ---							
	101 - General Fund			8,554.85	8,554.85		
	247 - DDA Fund			27.07	27.07		
	250 - Museum Fund			456.39	456.39		
	592 - Water/Sewer Fund			7,099.65	7,099.65		
	703 - Current Tax Fund			1,025,254.05	1,025,254.05		
	760 - Court Fund			500.00	500.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			1,026,237.51	1,026,237.51		
	215 - Clerk Department			20.00	20.00		
	265 - Building & Grounds			3,912.64	3,912.64		
	301 - Police Department			330.00	330.00		
	325 - Dispatch			45.00	45.00		
	336 - Fire Department			2,081.23	2,081.23		
	536 - Water Department			7,099.65	7,099.65		
	691 - Recreation Dept			107.96	107.96		
	718 - Park & Lake Dept			2,058.02	2,058.02		

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63982 77769	Allie Brothers ROSE 2 CARGO PANT/1 BELT 101-336-741-000	01/12/2017 CTowles ROSE 2 CARGO PANT/1 BELT	02/07/2017	174.93 174.93	174.93	Open	N 12/31/2016
ENV 77765	DAVID BROWNLEE 12.21 ENV MTG 101-370-818-000	12/21/2016 CTowles 12.21 ENV MTG	02/07/2017	30.00 30.00	30.00	Open	N 12/31/2016
689289 77770	CLARK HILL PLC DEC LDFA LEGAL SVS 251-000-802-000	01/06/2017 CTowles DEC LDFA LEGAL SVS	02/07/2017	207.00 207.00	207.00	Open	N 12/31/2016
ENV 77766	Norman Debuck 12.21 ENV MTG 101-370-818-000	12/21/2016 CTowles 12.21 ENV MTG	02/07/2017	25.00 25.00	25.00	Open	N 12/31/2016
7706-5 77779	DTE Energy Company DEC STREETLIGHTING 101-450-926-000 247-000-920-000	01/12/2017 CTowles DEC STREET LIGHTING DEC STREETSCAPE LIGHTING	02/07/2017	24,802.36 20,326.98 4,475.38	24,802.36	Open	N 12/31/2016
SI046344 77771	Electronic Security Systems RPR PD BACK DOOR 101-265-819-000	01/20/2017 CTowles RPR PD BACK DOOR	02/07/2017	462.00 462.00	462.00	Open	N 12/31/2016
INSTRUCTOR 77772	Therese Ann Foote NOV-DEC YOGA INSTRUCTOR 101-692-742-000	01/23/2017 CTowles NOV-DEC YOGA INSTRUCTOR	02/07/2017	320.00 320.00	320.00	Open	N 12/31/2016
5984 77774	Gasiorek, Morgan, Greco & McCauley, NOV-DEC DDA LEGAL SVS 247-000-803-000	01/04/2017 CTowles NOV-DEC DDA LEGAL SVS	02/07/2017	816.80 816.80	816.80	Open	N 12/31/2016
ENV 77768	Anthony Gibson 12.21 ENV MTG 101-370-818-000	12/21/2016 CTowles 12.21 ENV MTG	02/07/2017	25.00 25.00	25.00	Open	N 12/31/2016
16-695 77775	Glendale Parade Store LLC 20 PR HONOR GUARD GLOVES 101-301-741-000	12/21/2016 CTowles 20 PR HONOR GUARD GLOVES	02/07/2017	109.50 109.50	109.50	Open	N 12/31/2016

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100-1511-W 77773	GREAT LAKES WATER AUTHORITY NOV WATER PURCHASES 592-536-927-000	12/22/2016 CTowles	02/07/2017	200,769.64 200,769.64	200,769.64	Open	N 12/31/2016
INSPECTOR 77776	GERALD HARDER, JR. BUILDING INSPECTOR 101-370-819-000	01/20/2017 CTowles	02/07/2017	4,895.00 4,895.00	4,895.00	Open	N 12/31/2016
1068263 77777	Johnson, Rosati, Schultz & Joppich, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/12/2017 CTowles	02/07/2017	1,635.00 1,160.85 474.15	1,635.00	Open	N 12/31/2016
1068265 77778	Johnson, Rosati, Schultz & Joppich, DEC LEGAL SVS 101-210-801-000 592-536-801-002	01/12/2017 CTowles	02/07/2017	525.00 372.75 152.25	525.00	Open	N 12/31/2016
405187 77780	Kitch Drutchas Wagner Valitutti & S DEC LEGAL SVS 101-210-801-000	01/21/2017 CTowles	02/07/2017	210.00 210.00	210.00	Open	N 12/31/2016
98020-12.16 77782	McKenna Associates DEC PLANNING SVS 101-000-286-000	01/09/2017 CTowles	02/07/2017	1,512.19 1,512.19	1,512.19	Open	N 12/31/2016
21511-12.16 77783	McKenna Associates DEC INTERIM PLNG SVS 101-370-819-000	01/06/2017 CTowles	02/07/2017	3,192.18 3,192.18	3,192.18	Open	N 12/31/2016
21429-12.16 77784	McKenna Associates DEC ZONING ORDINANCE UPDATES 101-370-823-000	01/09/2017 CTowles	02/07/2017	260.03 260.03	260.03	Open	N 12/31/2016
21466-12.16 77785	McKenna Associates DEC CDBG ADMIN SVS 101-370-821-000	01/17/2017 CTowles	02/07/2017	1,196.12 1,196.12	1,196.12	Open	N 12/31/2016
ENV 77767	Ronald Merritt II 12.21 ENV MTG	12/21/2016 CTowles	02/07/2017	25.00	25.00	Open	N 12/31/2016

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	GL Distribution						
	101-370-818-000	12.21 ENV MTG		25.00			
D16121005							
77781	MI Municipal Risk Management Author	01/16/2017	02/07/2017	3,371.91	3,371.91	Open	N
	ELE DEC 46425 TYLER	CTowles					12/31/2016
	101-265-920-000	ELE DEC 46425 TYLER		3,371.91			
CLM0008111							
77786	Oakland County Treasurers	12/31/2016	02/07/2017	12,151.71	12,151.71	Open	N
	4TH QTR CLEMIS FEES	CTowles					12/31/2016
	101-301-819-000	4TH QTR CLEMIS FEES		12,151.71			
FRM0001505							
77891	Oakland County Treasurers	12/31/2016	02/07/2017	1,938.54	1,938.54	Open	N
	4TH QTR CLEMIS FEES	CTowles					12/31/2016
	101-336-819-000	4TH QTR CLEMIS FEES		1,938.54			
2751							
77787	CITY OF ROMULUS	12/31/2016	02/07/2017	650.00	650.00	Open	N
	DEC ANIMAL HANDLING	CTowles					12/31/2016
	101-329-819-000	DEC ANIMAL HANDLING		650.00			
50567							
77788	R & R Fire Truck	01/23/2017	02/07/2017	188.65	188.65	Open	N
	412 RPL U-JOINT	CTowles					12/31/2016
	101-336-860-000	412 RPL U-JOINT		188.65			
50534							
77789	R & R Fire Truck	01/23/2017	02/07/2017	1,278.39	1,278.39	Open	N
	411 RPL HEATER BLOWER MOTOR	CTowles					12/31/2016
	101-336-860-000	411 RPL HEATER BLOWER MOTOR		1,278.39			
2007242							
77790	WADE-TRIM ASSOCIATES	01/12/2017	02/07/2017	321.16	321.16	Open	N
	TAX MAP BOOKS	CTowles					12/31/2016
	101-247-818-001	TAX MAP BOOKS		321.16			
2007157							
77791	WADE-TRIM ASSOCIATES	12/15/2016	02/07/2017	1,112.92	1,112.92	Open	N
	WALDEN WOODS INSPECTOR DAYS	CTowles					12/31/2016
	260-000-970-002	WALDEN WOODS INSPECTOR DAYS		1,112.92			
2007233							
77792	WADE-TRIM ASSOCIATES	01/12/2017	02/07/2017	6,527.03	6,527.03	Open	N
	GENERAL PLANNING SVS	CTowles					12/31/2016
	101-370-820-000	GENERAL PLANNING SVS		6,527.03			
2007235							
77793	WADE-TRIM ASSOCIATES	01/12/2017	02/07/2017	175.00	175.00	Open	N
	LOMA APPLICATIONS	CTowles					12/31/2016
	101-370-820-000	LOMA APPLICATIONS		175.00			

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20070401 77794	WADE-TRIM ASSOCIATES BECK BALL FIELDS PAVILLION 279-370-970-000	12/08/2016 CTowles	02/07/2017	235.67 235.67	235.67	Open	N 12/31/2016
2007239 77892	WADE-TRIM ASSOCIATES ALDI FOOD MARKET #63 592-000-286-000	01/12/2017 CTowles	02/07/2017	4,602.50 4,602.50	4,602.50	Open	N 12/31/2016
2007236 77893	WADE-TRIM ASSOCIATES CONSTELLIUM FACILITY EXPANSION 592-000-286-000	01/12/2017 CTowles	02/07/2017	510.00 510.00	510.00	Open	N 12/31/2016
2007237 77894	WADE-TRIM ASSOCIATES CONTRACTORS STEEL WAREHOUSE BAY 6 592-000-286-000	01/12/2017 CTowles	02/07/2017	360.00 360.00	360.00	Open	N 12/31/2016
2007241 77895	WADE-TRIM ASSOCIATES DENSKI WAREHOUSE 592-000-286-000	01/12/2017 CTowles	02/07/2017	821.25 821.25	821.25	Open	N 12/31/2016
2007240 77896	WADE-TRIM ASSOCIATES MULTI-TENANT RETAIL BUILDING 592-000-286-000	01/12/2017 CTowles	02/07/2017	128.00 128.00	128.00	Open	N 12/31/2016
2007234 77897	WADE-TRIM ASSOCIATES GENERAL SERVICES-DPS 592-536-820-000	01/12/2017 CTowles	02/07/2017	640.00 640.00	640.00	Open	N 12/31/2016
2007238 77898	WADE-TRIM ASSOCIATES HARBOR CLUB PUMP STA CONSTRUCT 592-537-970-004	01/12/2017 CTowles	02/07/2017	1,200.00 1,200.00	1,200.00	Open	N 12/31/2016
550040000501 77890	Ypsilanti Community Util Autho DEC YCUA SEWAGE 592-537-924-000	12/31/2016 CTowles	02/07/2017	1,923.21 1,923.21	1,923.21	Open	N 12/31/2016

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	39	# Due:	39	Totals:	279,328.69	279,328.69
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>279,328.69</u>	<u>279,328.69</u>

--- TOTALS BY FUND ---

101 - General Fund	60,899.92	60,899.92
247 - DDA Fund	5,292.18	5,292.18
251 - LDFA Fund	207.00	207.00
260 - Landfill Fund	1,112.92	1,112.92
279 - CDBG Fund	235.67	235.67
592 - Water/Sewer Fund	211,581.00	211,581.00

--- TOTALS BY DEPT/ACTIVITY ---

000 -	14,546.04	14,546.04
210 - Attorney Fees	1,743.60	1,743.60
247 - Assessing Department	321.16	321.16
265 - Building & Grounds	3,833.91	3,833.91
301 - Police Department	12,261.21	12,261.21
329 - Ordinance Enforcement	650.00	650.00
336 - Fire Department	3,580.51	3,580.51
370 - Building/Planning Dept.	16,586.03	16,586.03
450 - Public Services	20,326.98	20,326.98
536 - Water Department	202,036.04	202,036.04
537 - Sewer Department	3,123.21	3,123.21
692 - Seniors Dept	320.00	320.00

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
369 77798	Absolute Heating & Cooling RESET RTU CONTROLS-SNR DINING RM 101-265-931-000	01/20/2017 CTowles RESET RTU CONTROLS-SNR DINING RM	02/07/2017	90.00 90.00	90.00	Open	N 02/07/2017
370 77799	Absolute Heating & Cooling 90,000 BTU FURNACE AT WATER TOWER 592-536-931-001	01/20/2017 CTowles 90,000 BTU FURNACE, STERLING	02/07/2017	3,000.00 3,000.00	3,000.00	Open	N 02/07/2017
28446 77803	The Accessory Shop TRUCK BED STEPS, FRONT/BACK NEW TR 101-265-970-000 101-265-970-000 101-265-970-000 101-265-970-000	01/19/2017 CTowles 75-313 BED STEP REAR 75-413 BED STEP SIDE PASS/DRIV 13301 FLOOR LINER FRONT, BLACK 19361 FLOOR LINER REAR, BLACK	02/07/2017	2,837.00 897.00 1,445.00 297.00 198.00	2,837.00	Open	N 02/07/2017
63901 77800	Allie Brothers GRIGGS 2 SHIRTS 101-301-741-000	01/11/2017 CTowles GRIGGS 2 SHIRTS	02/07/2017	93.98 93.98	93.98	Open	N 02/07/2017
17-008 77883	ANN ARBOR TOWNSHIP FIRE DEPT FIRE HOSE (GRANT AWARD) 101-336-741-000	01/30/2017 CTowles FIRE HOSE (GRANT AWARD)	02/07/2017	732.00 732.00	732.00	Open	N 02/07/2017
91579 77797	Ann Arbor Welding Supply MEDICAL OXYGEN 101-336-740-000	01/23/2017 CTowles MEDICAL OXYGEN	02/07/2017	5.83 5.83	5.83	Open	N 02/07/2017
180136 77801	Atchinson Ford Sales, Inc 135 SWAY BAR LINKS/BUSHINGS 101-301-860-000	01/24/2017 CTowles 135 SWAY BAR LINKS/BUSHINGS	02/07/2017	422.66 422.66	422.66	Open	N 02/07/2017
179955 77802	Atchinson Ford Sales, Inc 532 FT BRAKES 592-536-932-000	01/19/2017 CTowles 532 FT BRAKES	02/07/2017	693.97 693.97	693.97	Open	N 02/07/2017
MI687247 77796	AT&T 1.31-2.28 TELEPHONE SYSTEM MAINT 101-265-933-000	01/17/2017 CTowles 1.31-2.28 TELEPHONE SYSTEM MAINT	02/07/2017	866.24 866.24	866.24	Open	N 02/07/2017

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
44947 77804	Belleville Area Independent ELECTIONS ACCT CLERK JOB POSTING 101-191-956-000	01/04/2017 CTowles ELECTIONS ACCT CLERK JOB POSTING	02/07/2017	300.00 300.00	300.00	Open	N 02/07/2017
45006 77805	Belleville Area Independent 1/10 BRD MTG MIN 101-248-900-000	01/18/2017 CTowles 1/10 BRD MTG MIN	02/07/2017	70.00 70.00	70.00	Open	N 02/07/2017
45038 77806	Belleville Area Independent PH USE OF CDBG FUNDS 279-822-950-000	01/25/2017 CTowles PH USE OF CDBG FUNDS	02/07/2017	120.00 120.00	120.00	Open	N 02/07/2017
45041 77807	Belleville Area Independent PC PH MENARDS 101-370-900-000	01/25/2017 CTowles PC PH MENARDS	02/07/2017	87.50 87.50	87.50	Open	N 02/07/2017
45042 77808	Belleville Area Independent BZA PH MENARDS 101-370-900-000	01/25/2017 CTowles BZA PH MENARDS	02/07/2017	80.00 80.00	80.00	Open	N 02/07/2017
REIMBURSE 77809	SHAWN BELL 1/17 INSPECTOR TRNG 101-336-861-000	01/23/2017 CTowles 1/17 INSPECTOR TRNG	02/07/2017	30.00 30.00	30.00	Open	N 02/07/2017
29163830 77810	Belle Tire 532 4 TIRES W/MOUNT 592-536-932-000	01/20/2017 CTowles 532 4 TIRES W/MOUNT	02/07/2017	874.00 874.00	874.00	Open	N 02/07/2017
INSTRUCTOR 77884	Virginia Belinski JAN AFEP INSTRUCTOR 101-692-742-000	01/30/2017 CTowles JAN AFEP INSTRUCTOR	02/07/2017	140.00 140.00	140.00	Open	N 02/07/2017
INSTRUCTOR2 77885	Virginia Belinski JAN BALANCE/EXERCISE CLASS 101-692-742-000	01/30/2017 CTowles JAN BALANCE/EXERCISE CLASS	02/07/2017	80.00 80.00	80.00	Open	N 02/07/2017
1D74833 77811	Bianco Tours 1/17 FIREKEEPERS TRIP 101-692-743-000	01/20/2017 CTowles 1/17 FIREKEEPERS TRIP	02/07/2017	180.00 180.00	180.00	Open	N 02/07/2017

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5884 77812	Burhop's Collision 132 REPAIRS FROM DEER COLLISION 101-301-860-000	01/18/2017 CTowles 132 REPAIRS FROM DEER COLLISION	02/07/2017	3,635.38 3,635.38	3,635.38	Open	N 02/07/2017
159425 77815	Chapp & Bushey Oil Co. FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000 101-692-860-000 101-370-860-000 101-718-860-000	01/24/2017 CTowles FUEL FUEL FUEL FUEL FUEL FUEL	02/07/2017	4,986.64 3,251.29 269.28 628.32 314.16 319.14 99.73 104.72	4,986.64	Open	N 02/07/2017
159424 77816	Chapp & Bushey Oil Co. DIESEL FUEL 101-301-860-001 101-336-860-001 592-536-751-000	01/24/2017 CTowles DIESEL FUEL DIESEL FUEL DIESEL FUEL	02/07/2017	1,104.54 12.15 833.93 258.46	1,104.54	Open	N 02/07/2017
0065387 77813	COMCAST 2.2-3.1 VIDEO ARRAIGNMENT LINE 101-301-850-000	01/19/2017 CTowles 2.2-3.1 VIDEO ARRAIGNMENT LINE	02/07/2017	144.85 144.85	144.85	Open	N 02/07/2017
0245565 77814	COMCAST 2.7-3.6 CABLE BOX/TV FEE 101-336-920-000 101-265-920-000	01/24/2017 CTowles 2.7-3.6 CABLE BOX 2.7-3.6 TV FEE	02/07/2017	111.53 17.73 93.80	111.53	Open	N 02/07/2017
REGISTRATION 77817	EDUCATION & TRAINING SERVICES J TAYLOR 4/3-5 MGMT LEADERSHIP TRN 592-536-861-000	01/19/2017 CTowles J TAYLOR 4/3-5 MGMT LEADERSHIP TRNG	02/07/2017	499.00 499.00	499.00	Open	N 02/07/2017
110170004845 77818	EJ USA, Inc. HYDRANT PARTS 592-536-740-000	01/24/2017 CTowles HYDRANT PARTS	02/07/2017	175.00 175.00	175.00	Open	N 02/07/2017
S102083604.001 77819	ETNA SUPPLY COMPANY WATER MAIN REPAIR SAVAGE RD 1/16/1 592-536-740-000	01/24/2017 CTowles 20' 12" PVC WATER MAIN C900	02/07/2017	628.00 628.00	628.00	Open	N 02/07/2017

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S102090052.001							
77820	ETNA SUPPLY COMPANY	01/24/2017	02/07/2017	352.00	352.00	Open	N
	POLY WRAP FOR WATER MAIN 8"/12"	CTowles					02/07/2017
	592-536-740-000	POLY WRAP 8"		154.00			
	592-536-740-000	POLY WRAP 12"		198.00			
11472							
77822	FERGUSON WATERWORKS	01/09/2017	02/07/2017	95.00	95.00	Open	N
	P TAIL/SEAL PINS	CTowles					02/07/2017
	592-536-970-003	P TAIL/SEAL PINS		95.00			
CAKES							
77886	Pamela Fleming	01/30/2017	02/07/2017	120.00	120.00	Open	N
	JAN-MARCH BIRTHDAY CAKES	CTowles					02/07/2017
	101-692-742-000	JAN-MARCH BIRTHDAY CAKES		120.00			
ASSESSOR							
77821	Frischman Appraisal & Consulting	01/20/2017	02/07/2017	3,333.00	3,333.00	Open	N
	INDEPENDENT CONTRACTOR-ASSESSING	CTowles					02/07/2017
	101-247-819-000	INDEPENDENT CONTRACTOR-ASSESSING		3,333.00			
1069535							
77824	Governor Business Solutions	01/24/2017	02/07/2017	330.57	330.57	Open	N
	PLOTTER MAINTENANCE	CTowles					02/07/2017
	101-370-956-000	HP 800 REPLACE BELT		330.57			
1069694							
77887	Governor Business Solutions	01/26/2017	02/07/2017	396.19	396.19	Open	N
	PLOTTER MAINTENANCE	CTowles					02/07/2017
	101-691-933-000	HP 500 REPLACED SERVICE STATION ASSY.		396.19			
9331965385							
77825	GRAINGER	01/17/2017	02/07/2017	193.25	193.25	Open	N
	CHEST WADERS	CTowles					02/07/2017
	592-536-740-000	CHEST WADERS		193.25			
9331965377							
77826	GRAINGER	01/17/2017	02/07/2017	193.25	193.25	Open	N
	CHEST WADERS	CTowles					02/07/2017
	592-536-740-000	CHEST WADERS		193.25			
9335831823							
77827	GRAINGER	01/20/2017	02/07/2017	348.75	348.75	Open	N
	STEPLADDER	CTowles					02/07/2017
	101-265-740-000	STEPLADDER		348.75			
9335831831							
77828	GRAINGER	01/20/2017	02/07/2017	31.80	31.80	Open	N
	RECIPROCATING SAW BLADE	CTowles					02/07/2017
	101-265-740-000	RECIPROCATING SAW BLADE		31.80			

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41448 77823	Gulf Auto Lube 08-1 OIL CHNG 101-336-860-000	01/26/2017 CTowles	02/07/2017	29.98 29.98	29.98	Open	N 02/07/2017
G635806 77831	HD Supply Waterworks SAVAGE RD MAIN BREAK MATERIALS 592-536-740-000	01/17/2017 CTowles	02/07/2017	573.00 573.00	573.00	Open	N 02/07/2017
G681074 77832	HD Supply Waterworks RATCHET WRENCH SET 592-536-740-000	01/20/2017 CTowles	02/07/2017	72.50 72.50	72.50	Open	N 02/07/2017
GUIDE 77830	Historical Society Of Michigan HISTORIC MI TRAVEL GUIDE 250-000-900-000	01/24/2017 CTowles	02/07/2017	9.30 9.30	9.30	Open	N 02/07/2017
24298 77833	Int'l Inst of Municipal Clerks L WRIGHT MEMBERSHIP DUES 101-215-810-000	01/23/2017 CTowles	02/07/2017	200.00 200.00	200.00	Open	N 02/07/2017
VBT-2017-1 77834	J&T AGGREGATE, LLC LIMESTONE FOR SAVAGE RD MAIN BK 592-536-740-000	01/25/2017 CTowles	02/07/2017	175.50 175.50	175.50	Open	N 02/07/2017
91443 77835	Johnston Lithograph, Inc. 2017 CALENDARS 250-000-900-000	01/13/2017 CTowles	02/07/2017	1,833.00 1,833.00	1,833.00	Open	N 02/07/2017
PA-Q186025 77888	KENT COMMUNICATIONS POSTAGE ADVANCE-2017 ASSESSMENT NO 101-248-728-000	01/23/2017 CTowles	02/07/2017	3,767.94 3,767.94	3,767.94	Open	N 02/07/2017
574686 77836	Kennedy Industries Inc. SEMI-ANNUAL PREVENT MAINT 592-537-930-000	01/21/2017 CTowles	02/07/2017	737.50 737.50	737.50	Open	N 02/07/2017
81843 77838	THE LUBE STOP S68 OIL CHNG 101-692-860-000	01/18/2017 CTowles	02/07/2017	44.20 44.20	44.20	Open	N 02/07/2017

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TRAVEL							
77837	Gretchen Lucas 1/17 CAD TRNG MEALS 101-325-861-000	01/17/2017 CTowles 1/17 CAD TRNG MEALS	02/07/2017	18.82 18.82	18.82	Open	N 02/07/2017
7727, 7753							
77842	Marquis Food Service PRISONER MEALS 101-301-862-000	01/27/2017 CTowles PRISONER MEALS	02/07/2017	329.00 329.00	329.00	Open	N 02/07/2017
STIPEND							
77840	JAPHET MANUSCHEWSKI JAN GERMAN VOLUNTEER 101-692-956-000	01/30/2017 CTowles JAN GERMAN VOLUNTEER	02/07/2017	272.73 272.73	272.73	Open	N 02/07/2017
REIMBURSE							
77839	David McInally 1/17 INSPECTOR TRNG 101-336-861-000	01/23/2017 CTowles 1/17 INSPECTOR TRNG	02/07/2017	30.00 30.00	30.00	Open	N 02/07/2017
REPLACE BOND							
77841	MICHIGAN NOTARY SERVICE L WRIGHT REPLACE BOND 101-215-956-000	01/30/2017 CTowles L WRIGHT REPLACE BOND	02/07/2017	25.00 25.00	25.00	Open	N 02/07/2017
REFUND							
77829	HOLLY HALL REFUND CANCEL CLASS #88694 101-000-691-000	01/19/2017 CTowles REFUND CANCEL CLASS #88694	02/07/2017	10.00 10.00	10.00	Open	N 02/07/2017
REFUND							
77848	EILEEN PARENT REFUND CANCELL CLASS #88633 101-000-691-000	01/20/2017 CTowles REFUND CANCELL CLASS #88633	02/07/2017	35.00 35.00	35.00	Open	N 02/07/2017
REFUND							
77873	DIANA TOOLE REFUND CANCEL CLASS #86326 101-000-691-000	01/19/2017 CTowles REFUND CANCEL CLASS #86326	02/07/2017	15.00 15.00	15.00	Open	N 02/07/2017
12077							
77889	MWEA ESCH MEMBERSHIP DUES 101-265-861-000	01/20/2017 CTowles ESCH MEMBERSHIP DUES	02/07/2017	70.00 70.00	70.00	Open	N 02/07/2017
372996-Z6S6J9							
77844	New Horizons M WORD 1 AND MS EXCEL 1 FOR CINDY 101-171-861-000	01/19/2017 CTowles MS WORD 1 AND MS EXEL 1 FOR CINDY AND D	02/07/2017	1,180.00 1,180.00	1,180.00	Open	N 02/07/2017

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
REIMBURSE							
77843	JOHN NIX WATER PURIFYING FILTERS 592-536-740-000	01/23/2017 CTowles WATER PURIFYING FILTERS	02/07/2017	101.79 101.79	101.79	Open	N 02/07/2017
CLM0008185							
77845	Oakland County Treasurers CLEMIS LEADS ON LINE FEE 101-301-819-000	12/31/2016 CTowles CLEMIS LEADS ON LINE FEE	02/07/2017	2,136.00 2,136.00	2,136.00	Open	N 02/07/2017
47553156							
77846	Office Team MCGUIRE W/E 1/13 40 HRS 101-370-705-000	01/18/2017 CTowles MCGUIRE W/E 1/13 40 HRS	02/07/2017	925.60 925.60	925.60	Open	N 02/07/2017
47589831							
77847	Office Team MCGUIRE W/E 1/20 26.75 HRS 101-370-705-000	01/24/2017 CTowles MCGUIRE W/E 1/20 26.75 HRS	02/07/2017	619.00 619.00	619.00	Open	N 02/07/2017
78347							
77853	Paper Express Inc 40 CTNS COPY PAPER 101-248-727-000	01/17/2017 CTowles 40 CARTONS OF COPY PAPER	02/07/2017	1,238.00 1,238.00	1,238.00	Open	N 02/07/2017
1395562							
77849	Plante & Moran, PLLC ANALYSIS OF DEFINED CONTRIBUTION P 101-101-956-000	01/16/2017 CTowles ANALYSIS OF DEFINED CONTRIBUTION PLANS	02/07/2017	15,000.00 15,000.00	15,000.00	Open	N 02/07/2017
10133-2723							
77852	Praetorian Digital POLICE ONE ACADEMY.COM SUPSCRIPTIO 101-301-861-000 101-325-861-000	01/17/2017 CTowles POLICE ONE ACADEMY.COM SUPSCRIPTION POLICE ONE ACADEMY.COM SUPSCRIPTION	02/07/2017	2,940.00 2,340.00 600.00	2,940.00	Open	N 02/07/2017
70025887							
77850	PRIORITY ONE EMERGENCY BAKER EMBROIDER 2 POLOS 101-325-741-000	01/26/2017 CTowles BAKER EMBROIDER 2 POLOS	02/07/2017	14.00 14.00	14.00	Open	N 02/07/2017
70427340							
77851	ProQuest LLC ANCESTRY.COM ANNUAL SUBSCRIPTION 250-000-727-000	01/01/2017 CTowles ANCESTRY.COM ANNUAL SUBSCRIPTION	02/07/2017	612.00 612.00	612.00	Open	N 02/07/2017
3427654							
77764	Quill Corporation 1099 FORMS 101-248-727-000	01/12/2017 CTowles 1099 MISC FORMS	02/07/2017	15.41 15.41	15.41	Open	N 02/07/2017

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
3725120							
77854	Quill Corporation	01/20/2017	02/07/2017	10.08	10.08	Open	N
	OFFICE SUPPLIES	CTowles					02/07/2017
	101-248-727-000	DRY ERASE WIPES		10.08			
99510452							
77855	Quill Corporation	01/20/2017	02/07/2017	271.82	271.82	Open	N
	OFFICE SUPPLIES	CTowles					02/07/2017
	101-191-727-000	STORAGE DRAWER BANKER BOXES		271.82			
3693739							
77856	Quill Corporation	01/20/2017	02/07/2017	170.38	170.38	Open	N
	OFFICE SUPPLIES	CTowles					02/07/2017
	101-248-727-000	ZIPPER PAD FOLIO		51.32			
	101-248-727-000	BANKER BOXES		55.98			
	101-248-727-000	MEDIUM BINDER CLIPS		24.50			
	101-248-727-000	SMALL BINDER CLIPS		10.60			
	101-248-727-000	POP UP STICKY NOTES		27.98			
3694005							
77857	Quill Corporation	01/20/2017	02/07/2017	557.20	557.20	Open	N
	OFFICE SUPPLIES	CTowles					02/07/2017
	592-536-727-000	2017 AT A GLANCE CALENDAR- JEFF F REQ		77.22			
	592-536-727-000	REAM OF BLUE PAPER-FRONT OFFICE		13.52			
	592-536-727-000	CORRECTION RIBBION IBM TYPEWRITER- FRON		6.31			
	592-536-727-000	RIBBION FOR IBM TYPEWRITER- FRONT OFFIC		7.62			
	592-536-727-000	1 BOX YELLOW HIGHLIGHTERS- GARAGE		3.81			
	592-536-727-000	1 BOX GREEN HIGHLIGHTERS- GARAGE		7.29			
	592-536-727-000	BLUE FILE FOLDER POCKETS LEGAL SIZE- F.		38.28			
	592-536-727-000	HP96 & HP 97INK CARTRIDGE (GARAGE)		80.74			
	592-536-727-000	HP 96 BLACK INK - GARAGE		39.94			
	592-536-727-000	X STAMPER RECEIVED + DATE 8 YRS GARAGE		30.33			
	592-536-727-000	QUILL BRAND WITE OUT - FRONT OFFICE		19.17			
	592-536-727-000	RETRACTABLE SHARPIES - GARAGE		24.02			
	592-536-727-000	HP940 TRI COLOR INK- FRONT OFFICE		57.79			
	592-536-727-000	HP 940 CYAN INK (SINGLE) - FRONT OFFICE		20.39			
	592-536-727-000	HP940XL BLACK INK - FRONT OFFICE		36.54			
	592-536-727-000	2.0 16 GB FLASH DRIVE- DPS MGMT		19.96			
	592-536-727-000	POP UP POST IT NOTES 12 - FRONT OFFICE		17.21			
	101-370-740-000	TAPE DISPENSER		2.55			
	101-370-740-000	BOX HEAVY DUTY EXPAND FOLDERS		29.51			
	101-265-740-000	WEEKLY/MONTHLY PLANNER - JEFF F		25.00			
3732577							
77858	Quill Corporation	01/23/2017	02/07/2017	83.16	83.16	Open	N
	OFFICE SUPPLIES	CTowles					02/07/2017
	101-248-727-000	TAB DIVIDER INSERTS		29.28			

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 User: CTowles
 DB: Van Buren Twp

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 POST DATES 02/07/2017 - 02/07/2017
 UNJOURNALIZED
 OPEN
 2/7/2017 VOUCHER
 2017 EXPENSES

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-248-727-000	1 INCH VIEW BINDERS-WHITE		53.88			
3598727 77859	Quill Corporation CALENDARS/PENS 592-536-727-000 592-536-727-000	01/18/2017 CTowles 901-QCM301MW17 WALL CALENDAR 901-31256Q GEL PENS	02/07/2017	42.51 26.22 16.29	42.51	Open	N 02/07/2017
3638550 77860	Quill Corporation BUSINESS CARDS-GINA DORAZIO 101-247-727-000	01/19/2017 CTowles BUSINESS CARDS-1 BOX	02/07/2017	31.20 31.20	31.20	Open	N 02/07/2017
CW35384 77862	Red Level Networks BLOCK OF NETWORK SUPPORT HOURS 101-228-817-000	01/12/2017 CTowles BLOCK OF NETWORK SUPPORT HOURS	02/07/2017	4,250.00 4,250.00	4,250.00	Open	N 02/07/2017
14370 77861	Richard's Plumbing & Heating FIRE STA 2 SNAKED SINK 101-265-931-000	01/12/2017 CTowles FIRE STA 2 SNAKED SINK	02/07/2017	150.00 150.00	150.00	Open	N 02/07/2017
2752 77863	CITY OF ROMULUS JAN ANIMAL CONTROL SVS 101-329-819-000	01/13/2017 CTowles JAN ANIMAL CONTROL SVS	02/07/2017	650.00 650.00	650.00	Open	N 02/07/2017
50579 77864	R & R Fire Truck E3 RPR AIR HORN/Q SIREN/SIDE FLASH 101-336-860-000	01/26/2017 CTowles E3 RPR AIR HORN/Q SIREN/SIDE FLASHERS	02/07/2017	807.55 807.55	807.55	Open	N 02/07/2017
673 77868	S&L Electrical Services LLC ELECT MAINT-PD 101-265-931-000	01/13/2017 CTowles ELECT MAINT-PD	02/07/2017	475.00 475.00	475.00	Open	N 02/07/2017
10117 77871	SEMCOG TOWNSHIP ANNUAL MEMBERSHIP DUES 247-000-810-000	01/01/2017 CTowles TOWNSHIP ANNUAL MEMBERSHIP DUES	02/07/2017	3,207.00 3,207.00	3,207.00	Open	N 02/07/2017
710517-00 77869	SERVICE ELECTRIC SUPPLY CO FLUORSCENT BULBS 101-265-740-000	01/19/2017 CTowles FLUORSCENT BULBS	02/07/2017	191.70 191.70	191.70	Open	N 02/07/2017
5733-2 77870	Sherwin Williams DOOR PAINT	01/13/2017 CTowles	02/07/2017	227.36	227.36	Open	N 02/07/2017

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 POST DATES 02/07/2017 - 02/07/2017
 UNJOURNALIZED
 OPEN
 2/7/2017 VOUCHER
 2017 EXPENSES

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-265-740-000	K46W151 PRE CATALYZED DOOR PAINT		227.36			
3148 77866	South Huron Valley Utility Ath FEB SHV SEWAGE 592-537-924-000	01/23/2017 CTowles	02/07/2017	89,862.00	89,862.00	Open	N 02/07/2017
		FEB SHV SEWAGE		89,862.00			
TRAVEL 77865	Whitney Smolinski 1.17 CAD TRNG MEALS 101-325-861-000	01/17/2017 CTowles	02/07/2017	15.08	15.08	Open	N 02/07/2017
		1.17 CAD TRNG MEALS		15.08			
152650 77872	Spears Fire Safety Services REFILL/CHECK FIRE EXTINGUISHERS IN 101-301-933-000	01/17/2017 CTowles	02/07/2017	152.60	152.60	Open	N 02/07/2017
		REFILL/CHECK FIRE EXTINGUISHERS IN PD		152.60			
1.2, 1.24, 1.31 77867	SURE-FIT LAUNDRY CLEAN PRISONER BLANKETS 101-301-862-000	01/31/2017 CTowles	02/07/2017	162.00	162.00	Open	N 02/07/2017
		CLEAN PRISONER BLANKETS		162.00			
170115 77874	TELNET WORLDWIDE, INC. 12.16-1.15 PNONE CIRCUITS & LD CAL 101-265-850-000	01/15/2017 CTowles	02/07/2017	1,083.74	1,083.74	Open	N 02/07/2017
		12.16-1.15 PNONE CIRCUITS & LD CALLS		1,083.74			
530350138 77875	UIS SCADA ANNUAL CRUISE & CELLULAR FEES 592-537-930-000	01/20/2017 CTowles	02/07/2017	4,909.00	4,909.00	Open	N 02/07/2017
		ANNUAL CRUISE & CELLULAR FEES		4,909.00			
530350125 77876	UIS SCADA INST PRESSURE TRANSMITTER-WATER TW 592-536-931-001	01/20/2017 CTowles	02/07/2017	2,331.58	2,331.58	Open	N 02/07/2017
		INST PRESSURE TRANSMITTER-WATER TWR		2,331.58			
9778413182 77878	Verizon Wireless 12.11-1.10 CELL PHONE SVS 101-336-850-000 101-301-850-000 101-301-850-000	01/10/2017 CTowles	02/07/2017	1,135.05	1,135.05	Open	N 02/07/2017
		12.11-1.10 CELL PHONE SVS		123.88			
		12.11-1.10 CELL PHONE SVS		711.18			
		KEELE I-PHONE		299.99			
9778761511 77879	Verizon Wireless 12.16-1.15 BROADBAND ACCESS 101-101-956-000 101-228-956-000 592-536-740-000	01/15/2017 CTowles	02/07/2017	308.96	308.96	Open	N 02/07/2017
		12.16-1.15 BROADBAND ACCESS		120.18			
		12.16-1.15 BROADBAND ACCESS		10.02			
		12.16-1.15 BROADBAND ACCESS		178.76			

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INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP

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2017 EXPENSES

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
546587 77877	VIGILANTE SECURITY 2.1-.4.30 ALARM MONITORING 101-265-819-000	01/19/2017 CTowles	02/07/2017	495.00 495.00	495.00	Open	N 02/07/2017
TRAVEL 77880	VICKI WEISBECKER 1.17 CAD TRNG MEAL 101-325-861-000	01/17/2017 CTowles	02/07/2017	9.00 9.00	9.00	Open	N 02/07/2017
580739 77881	Whitlock Business Systems, Inc PRINT 2017 PERSONAL PROPERTY STATE 101-247-819-000	12/30/2016 CTowles	02/07/2017	257.04 257.04	257.04	Open	N 02/07/2017
580740 77882	Whitlock Business Systems, Inc 2017 PERSONAL PROPERTY STMT POSTAG 101-248-728-000	12/30/2016 CTowles	02/07/2017	21.65 21.65	21.65	Open	N 02/07/2017
# of Invoices:	95	# Due:	95	Totals:	172,279.86	172,279.86	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				172,279.86	172,279.86		

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INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP

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POST DATES 02/07/2017 - 02/07/2017

UNJOURNALIZED

OPEN

2/7/2017 VOUCHER

2017 EXPENSES

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - General Fund			59,424.03	59,424.03		
	247 - DDA Fund			3,207.00	3,207.00		
	250 - Museum Fund			2,454.30	2,454.30		
	279 - CDBG Fund			120.00	120.00		
	592 - Water/Sewer Fund			107,074.53	107,074.53		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			5,721.30	5,721.30		
	101 - Township Board			15,120.18	15,120.18		
	171 - Supervisor Department			1,180.00	1,180.00		
	191 - Election Department			571.82	571.82		
	215 - Clerk Department			225.00	225.00		
	228 - IT Department			4,260.02	4,260.02		
	247 - Assessing Department			3,621.24	3,621.24		
	248 - General Office			5,376.62	5,376.62		
	265 - Building & Grounds			7,299.55	7,299.55		
	301 - Police Department			13,691.08	13,691.08		
	325 - Dispatch			656.90	656.90		
	329 - Ordinance Enforcement			650.00	650.00		
	336 - Fire Department			2,880.18	2,880.18		
	370 - Building/Planning Dept.			2,174.46	2,174.46		
	536 - Water Department			11,566.03	11,566.03		
	537 - Sewer Department			95,508.50	95,508.50		
	691 - Recreation Dept			396.19	396.19		
	692 - Seniors Dept			1,156.07	1,156.07		
	718 - Park & Lake Dept			104.72	104.72		
	822 - Rehab			120.00	120.00		

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING

DATE: 2017-02-06

BOARD MEETING

DATE: 2017-02-07

Consent Agenda ☒

New Business ☐

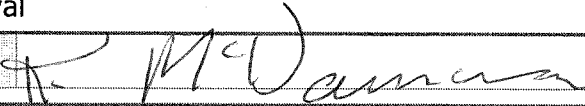
Unfinished Business ☐

Public Hearing ☐

ITEM (SUBJECT)	Consider request of renewing Inter-Governmental Agreement for services with Romulus Animal Shelter.
DEPARTMENT	Public Safety/ Animal Shelter
PRESENTER	Director Laurain
PHONE NUMBER	734-699-8924
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve the renewing of Inter-Governmental Agreement for services with Romulus Animal Shelter	
BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Prior to utilizing the services of the Romulus Animal Shelter, VB Animal Control utilized the services of the Michigan Humane Society in Westland, MI. Due the high cost of shelter fees and the extended distance from the boarder of VB Twp. an agreement was entered into with the Romulus Animal Shelter because of location and lower monthly fees.</p> <p>The past three years utilizing the services of the Romulus Animal Shelter has been convenient for our ACO Officer during business hours and for Patrol Officers after hours in dropping off stray dogs from VB Twp., and for cost saving overall. They have been very responsive when we have called upon their services in making pick-up of dogs within the Twp. as needed and covering for our ACO Officer when unavailable.</p> <p>With the increasing costs of operating the Animal Shelter, Romulus finds it necessary to add the following changes to current agreement:</p> <ul style="list-style-type: none">• \$20.00 fee for dogs being euthanized• \$5.00 per/day, per/dog that are held more than four days.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	NA

City of Romulus

LeRoy D. Burcroff

Mayor

ADMINISTRATIVE and LEGISLATIVE OFFICES
11111 Wayne Road • Romulus, Michigan 48174-1485
Telephone (734) 942-7571 • FAX (734) 941-2122

ELLEN L. CRAIG-BRAGG

Clerk

(734) 942-7540 FAX (734) 942-7592

STACY A. PAIGE

Treasurer

(734) 942-7580 FAX (734) 941-5541

December 1, 2016

Van Buren Township Michigan
46425 Tyler Road
Van Buren Twp. MI 48111

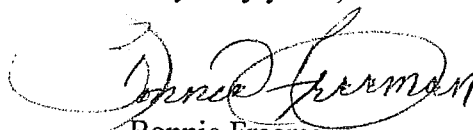
**RE: Inter-Governmental Agreement By and Between the City of Romulus and
Van Buren Township Michigan for Services at the Romulus Animal Shelter**

Dear Supervisor Kevin McNamara:

Enclosed you will find a proposed amendment to the Inter-Governmental Agreement between the City of Romulus and Van Buren Township for animal shelter services. The costs of operating the shelter are increasing and have necessitated this increase for animals that are kept for more than four (4) days and for the cost of euthanization.

If you have any questions, please let me know. Otherwise, please have the Agreement signed by the appropriate public official and return it to my office within thirty (30) days.

Very truly yours,



Bonnie Freeman

Director of Ordinance

City of Romulus

734-942-6851

BF

Enclosure

LINDA R. CHOATE
Councilwoman

JOHN BARDEN
Mayor Pro Tem

WILLIAM WADSWORTH
Councilman

CELESTE ROSCOE
Councilwoman

HARRY CROUT
Councilman

KATHY ABDO
Councilwoman

SYLVIA J. MAKOWSKI
Councilwoman

**INTER-GOVERNMENTAL AGREEMENT BY AND BETWEEN
THE CITY OF ROMULUS AND THE CHARTER TOWNSHIP OF VAN BUREN
FOR SERVICES AT THE ROMULUS ANIMAL SHELTER**

This Inter-Governmental Agreement for Services at the Romulus Animal Shelter (the "Agreement") is hereby entered into on this ____ day of _____, 2017, by and between the City of Romulus (hereinafter, "Romulus") and the Charter Township of Van Buren (hereinafter, "Van Buren") (collectively, "the Parties") pursuant to the following terms:

RECITALS

Whereas

Romulus owns the Romulus Animal Shelter (the "Shelter"), which is operated by the Romulus Ordinance Department (under the auspices of the Romulus Police Department), which Shelter offers temporary housing, food, sanitation, adoption, and other related services for stray, abandoned, donated, and "owner-impounded" dogs within the City of Romulus.

Whereas

Van Buren does not presently have the resources to enable it to effectively deal with stray, abandoned, donated or "owner-impounded" dogs ("dogs" or the "Animals") within Van Buren.

Whereas

Both Van Buren and Romulus desire to afford their respective citizens the Animal-related services offered by the Shelter and to do so in a cost-effective manner.

Whereas

In keeping with the above, the Parties desire to allow Van Buren to utilize the Shelter, pursuant to the terms and conditions set forth herein.

The above Recitals are contractual in nature and deemed a substantive part of this Agreement.

The Parties agree to the above-listed terms, subject additionally to the following Terms and Conditions:

TERMS AND CONDITIONS

1. **Definitions:** Unless otherwise set forth herein, the following terms are defined as follows:

- a. *Owner* shall mean every person having the right of property of an animal and who provides any and all proof/acknowledgment of ownership of such animal which may be required by Romulus.
- b. *Owner-impounded animal* shall mean any animal whose owner has brought it to the Shelter for purposes of relinquishing the animal to the Shelter for purposes of adoption and/or euthanasia. Owners impounding any Animal at the Shelter shall be required to provide any and all proof/acknowledgment of ownership which may be required by Romulus.

2. **Term and Termination:** This Agreement shall be in effect for a period of one (1) year, beginning on the date of the last signature hereto. This Agreement shall automatically renew each year. Either party, upon thirty (30) days' written notice to the other party, may terminate this Agreement.

3. **Acceptance of the Animals at the Shelter and Services Provided:**

- a. Subject to the other terms and conditions of this Agreement, Romulus agrees to accept dogs brought in by Van Buren to the Shelter and to provide housing, food, sanitation, adoption, and attendant administrative services for such Animals (the Services). Van Buren shall bring no animals to the Shelter other than dogs.
- b. Romulus agrees to assist Van Buren in transporting the Animals to the Shelter upon request by Van Buren, subject to Romulus' availability, and provided that the Parties also contemplate that officers of the Van Buren Police Department may additionally provide such transportation, as set forth in this Agreement.
- c. The Parties agree that Romulus is entitled to ensure that Animals coming from Romulus are given first priority with respect to available space at the Shelter before Romulus assumes any obligation to accept dogs coming from Van Buren. In no instance shall Romulus be obligated to accept more than twenty (20) total dogs per month from Van Buren, unless expressly agreed otherwise by Romulus.
- d. Romulus agrees to offer dogs at the Shelter for adoption, subject to the provisions regarding euthanasia herein. In the event that a resident of Van Buren shall seek to adopt any dog at the Shelter, such resident shall obtain a license/permit issued by the Van Buren Township Treasurer and provide a receipt or other proof of the same to the Shelter. Romulus shall receive any and all applicable impound and adoption fees.

- e. Stray or abandoned dogs housed at the Shelter for four (4) days or more may be offered for adoption or euthanized by Romulus and/or any of its agents so authorized.

Donated or "owner-impounded" dogs may be offered for adoption or euthanized by Romulus and/or any of its agents so authorized the same day they are brought to the Shelter.

- f. Romulus shall be solely responsible for fulfilling any and all documentation and reporting requirements to local, state, and/or federal agencies with respect to the dogs coming to the Shelter from Van Buren including, without limitation, reporting requirements regarding the number of dogs picked up, adopted, euthanized, and all other applicable reporting requirements.
- g. All dogs housed at the Shelter, and their attendant handling, care, and disposition, shall be subject to the applicable rules, regulations, practices, procedures, and ordinances promulgated and adopted by the City of Romulus and State laws.
- h. Access to the Shelter by Van Buren shall be governed by the following protocol:
 - (1) Only officers of the Van Buren Police Department shall have access to the Shelter;
 - (2) Van Buren shall be issued one key to the Shelter's outer garage door and to the interior small kennel area, which would temporarily house dogs. Van Buren shall not be permitted to access any other area of the Shelter;
 - (3) Prior to entry of the Shelter, Van Buren shall contact the Romulus Police Department to inform it of its entry;
 - (4) Upon entry and exit of the Shelter, Van Buren shall record all access to the Shelter by completing a "sign-in/sign-out" form, as provided by the Shelter; and
 - (5) Upon exit of the Shelter, Van Buren shall lock the interior and exterior doors and shall assume full responsibility and liability and to the extent allowed by applicable law, shall indemnify and hold Romulus harmless with respect to the same.

4. **Price:**

- a. Dogs: With respect to dogs only, as consideration for Romulus' provision of the Services, the adequacy of which is hereby acknowledged, Van Buren shall pay to Romulus an amount of Six Hundred Fifty Dollars (\$650) per month. In addition, any dogs that are required to be kept beyond four (4) days, Van Buren shall pay an additional cost of Five Dollars (\$5.00) per day and a euthanization cost of

Twenty Dollars (\$20.00) per dog. Van Buren Shall pay such price on a monthly basis, regardless of whether any dogs actually come in to the Shelter from Van Buren in any given month. Such price is subject to change, depending upon potential changes in price paid by Romulus to its food, and /or other animal care products supplier(s) over the term of this Agreement Romulus shall provide advance written notice to Van Buren of any pricing changes.

- b. Additional Dogs in Excess of the 20-Animal Maximum: In the event that Van Buren requests that Romulus exceed the 20-Animal monthly limit and to the extent Romulus, in its sole discretion, is able to accept from Van Buren additional dogs, Van Buren shall pay to Romulus an amount of Fourteen Dollars (\$14) per dog, in addition to the amounts paid under subsection (a).
- c. Transportation: In the event that Van Buren requests that Romulus transport the Animals, and provided Romulus, in its sole discretion, is able to accommodate such request, Van Buren shall additionally pay Romulus: Forty-Five Dollars (\$45) per hour to cover straight time pay for all Romulus personnel and equipment utilized, Fifty Dollars (\$50) per hour to cover overtime pay for all Romulus personnel with a two hour minimum for personal, and Ten Dollars (\$10) per hour for equipment with no minimum.

5. Indemnification and Limitation of Liability:

- a. The Parties acknowledge that Romulus and its associated municipal departments, including, without limitation, it's Department of Public Works, Ordinance Department, and Police Department, is a governmental entity and that the ownership and operation of the Shelter and the services provided attendant thereto, as encompassed in this Agreement and otherwise, are government functions.
- b. Under the provisions of this Agreement, Romulus, as a government agency engaged in a government function, in no way waives any immunity from liability under the Government Tort Liability Act, or MCL 691.1401, et seq, and in particular, MCL 691.1407(1). No exception to government tort liability immunity, including, but not limited to, the "highway exception" (MCL 691.1402) and the "public building exception" (MCL 691.1406) shall apply in cases of injury to any Van Buren employee or its agents or any other person, in the discharge of activities within the provisions of this Agreement.
- c. To the extent allowed by applicable law, Van Buren shall indemnify and hold harmless Romulus, its agents, and employees, for any claim, including costs and reasonable attorney fees, arising out Van Buren's acts and omissions with respect to the subject matter of this Agreement.
- d. Romulus in no way makes any representations or warranties as to the quality of the Services (provided, however, that Romulus shall comply with Michigan law,

as well as the rules, regulations, practices, procedures, and ordinances promulgated and adopted by the City of Romulus), the condition or safety of the Shelter or of the continued availability of space at the Shelter; and

- e. There are no third-party beneficiaries to this Agreement.

6. No Employment Relationship and No Joint Venture: Nothing in this Agreement shall be deemed to create an employment relationship between either party's respective employees and the other party. Nothing in this Agreement shall be construed to create a joint venture between Romulus and Van Buren.

7. Applicable Law and Dispute Resolution:

- a. Applicable Law: This Agreement shall be governed by the laws of the State of Michigan.
- b. Dispute Resolution: Any dispute arising out of this Agreement shall be subject to binding arbitration located in Wayne County, Michigan; provided, however, that prior to arbitration, the parties shall first attempt to resolve any dispute with a meeting between representatives from each party. Such shall be subject to the following additional terms:
 - (1) Arbitration must be requested by a party in writing;
 - (2) The Parties shall agree upon one (1) neutral arbitrator;
 - (3) The costs of the arbitrator shall be shared equally between the Parties;
 - (4) If, upon written request for arbitration, an arbitrator is not selected within thirty (30) days, either party may petition the Wayne County Circuit Court for appointment of a neutral arbitrator selected by the Court.
 - (5) The rules of evidence will not be applied.

8. Miscellaneous:

- a. In the event of any storm, fire, insurrection or other force majeure or act of God, including any event resulting in catastrophic damage to Facility, Romulus shall be excused from performance under this Agreement.
- b. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder shall remain valid and enforceable.
- c. The headings of the various sections of this Agreement are provided for purposes of reference and convenience and shall not be construed to limit or conflict with any provision contained in the corresponding section or otherwise in this Agreement.
- d. This Agreement shall be considered to have been drafted by both parties.

- e. Notice to either party shall be provided to each party's respective Department of Public Works Director and the Van Buren Director of Public Safety.
- f. This Agreement may not be modified except by mutual written agreement, signed by authorized representatives of both Parties.
- g. This Agreement may not be assigned by either party without the written authorization of the other party.
- h. This Agreement contains the entirety of the Parties' understanding as to the subject matter contained herein. Any prior understandings as to the subject matter of this Agreement are merged and integrated into this Agreement.
- i. The Parties represent that the representative signatories below have been fully authorized by their respective legislative bodies to bind their respective municipalities hereto.

Agreed this _____ day of _____, 201

FOR THE CITY OF ROMULUS:

FOR THE CHARTER TOWNSHIP OF
VAN BUREN:

By: LeRoy Burcroff
Its: Mayor

By:
Its:

Date

Date

By: Ellen Craig-Bragg
Its: Clerk

By:
Its:

Date

Date

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 2/6/17

BOARD MTG. DATES: 2/7/17 & 2/21/17

Consent Agenda _____


New Business X

Unfinished Business _____

Public Hearing X

ITEM (SUBJECT)	Use of Program Year 2017 Community Development Block Grant Funds
DEPARTMENT	Developmental Services
PRESENTER	Patrick Sloan, McKenna Associates
PHONE NUMBER	(248) 596-0920
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Hold two (2) Public Hearings Regarding the Use of Program Year 2017 CDBG Funds.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>As part of the required citizen participation process for Wayne County Community Development Block Grant (CDBG) funding, we must hold 2 public hearings regarding the proposed activities and proposed funding levels for activities for Program Year 2017 (i.e., July 1, 2017 – June 30, 2018). Attached please find the Public Hearing Notice that describes proposed uses of 2017 - 2018 CDBG funds along with the Charter Township of Van Buren's estimated allocation and the Proposed Project Statement of CDBG funding (PY 2017), which describes projects in greater detail.</p> <p>Once the public hearings have been held and the Township Board of Trustees approves the 2017 CDBG application, we will submit to the County the application, meeting minutes, and a description of any public comments. We are also required to post a Final Statement Notice, which will describe the final CDBG projects proposed for 2017 – 2018.</p>	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Hold public hearings for February 7, 2017 and February 21, 2017 on the proposed projects and funding amounts for the CDBG program.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Items Included: <ul style="list-style-type: none">• Proposed Project Statement• Public Hearings Notice
APPROVAL OF SUPERVISOR	

CHARTER TOWNSHIP OF VAN BUREN
--draft--NOTICE OF PUBLIC HEARING
USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Notice is hereby given that the Charter Township of Van Buren Board of Trustees will hold a public hearing in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, and County of Wayne, Michigan, 48111 on **Tuesday, February 7, 2017 at 7:00 p.m.** and **Tuesday, February 21, 2017 at 7:00 p.m.** regarding the proposed use of U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) funds. The following projects are being proposed for the use of these federal funds for the period beginning July 1, 2017 and ending June 30, 2018:

OBJECTIVES:

- A) To provide the benefits of using CDBG funding directly to persons of low- to moderate-income and/or areas where 51% of the residents are of low- to moderate-income.
- B) To reduce negative environmental impacts.
- C) To maintain a high level of performance in the management of CDBG non-federally funded programs.
- D) To improve the quality of life for low- to moderate-income persons.
- E) To create affordable housing for low-income households.

ESTIMATED FUNDING	PROPOSED PROJECTS
\$76,581	Public Facilities
\$30,000	Demolition
\$21,315	Senior Services
\$ 7,105	Planning
\$ 7,105	Administration
<i>(Combined total of Planning and Administration cannot exceed 10% of total allocation)</i>	

The following items are contingent upon the availability of funds and may vary depending upon:

- *The repayment of prior Housing Rehabilitation loans and Demolitions through lien pay-offs.*

\$ 5,000Program Income (Housing Rehabilitation)

\$147,106	Total Proposed Allocation (estimate)
------------------	---

Written comments will be accepted at the Department of Developmental Services until 4:00 p.m., the hearing dates.

In compliance with the Americans with Disabilities Act, individuals with a disability should contact the Planning and Economic Development Department at least seventy-two (72) hours in advance of the meeting to request accommodations.

Posted: January 19, 2017
Published: January 26, 2017

Charter Township of Van Buren
--draft--Proposed Project Statement
Community Development Block Grant (CDBG) Program
Program Year 2017 (July 1, 2017 – June 30, 2018)



Pursuant to federal guidelines, the Charter Township of Van Buren proposes the following projects for funding by the Charter County of Wayne's Community Development Block Grant (CDBG) program:

OBJECTIVES:

- A) To provide the benefits of using CDBG funding directly to persons of low- to moderate-income and/or areas where 51% of the residents are of low- to moderate-income.
- B) To reduce negative environmental impacts.
- C) To maintain a high level of performance in the management of CDBG and non-federally funded programs.
- D) To improve the quality of life for low- to moderate-income persons.
- E) To create affordable housing for low-income households.

ESTIMATED ALLOCATION / PROPOSED PROJECTS

- **\$76,581, Public Facilities & Improvements** – a project to make improvements to Van Buren Park, including improvements to existing facilities and construction of new facilities.
- **\$30,000, Demolition** – a project to demolish and remove condemned buildings and structures (including single-family homes) that are uninhabitable.
- **\$21,315, Senior Services** – a project to offset the salary of the Senior Center Director and Deputy Director and provision of senior services.
- **\$7,105, Planning** – a project to fund planning projects in 2017-2018, which may include an update to the Master Plan.
- **\$7,105, Administration** – a project to fund program administration costs including staff and program management, coordination, monitoring, reporting and evaluation.

The following items are contingent upon the availability of funds and may vary depending upon the repayment of prior Housing Rehabilitation loans and Demolition liens through lien pay-offs.

- **\$5,000, Program Income (Housing Rehabilitation)** – an estimate of funds that may be repaid in Program Year 2017 from the Housing Rehabilitation loan and Demolition program, which is set up as a revolving loan fund; any funds received are dedicated toward future Housing Rehabilitation activities.

\$147,106

Total Proposed Allocation (estimate)

Charter Township of Van Buren

Agenda Item: 01

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 2017-02-06

BOARD MEETING

DATE: 2017-02-07

Consent Agenda

New Business X

Unfinished Business

Public Hearing

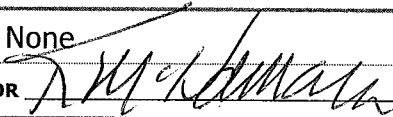
ITEM (SUBJECT)	Proclamation Approval
DEPARTMENT	Supervisor's Office
PRESENTER	Kevin McNamara
PHONE NUMBER	734.699.8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Consider approval of Proclamation No. 2017-06, Black History Month.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachment.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

CHARTER TOWNSHIP OF VAN BUREN

PROCLAMATION

WHEREAS, much of Van Buren Township's honor, strength and distinction can be attributed to the diversity of cultures and traditions that are celebrated by the residents of this great region; and

WHEREAS, African Americans have played a significant role in the history of our nation and our communities economic, cultural, spiritual and political development; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History; and

WHEREAS, Black History Month is a time for us to remember the stories and lessons of those who helped build our nation, realizing that Black History is American History, and that it is intertwined with the founding of America. Black History is full of individuals who took a stance against prejudice, advanced the cause of civil rights, strengthened families, communities and our nation; and

WHEREAS, many distinguished African Americans have made contributions to our local community including; Beverly Jenkins, accomplished author of over thirty novels and nominated in 2013 for NAACP image award; Albert Harris, the go-to person for cement work in the area and proprietor of Grandpa's Toys known for fine craftsman-style wooden toys; Charles Covington, local businessman whom served on the LDFA, Planning Commission, Water & Sewer Commission and contributor to many local causes; Leon Wright, entrepreneur and Van Buren Township's first African American Board member and Clerk; Brenda McClanahan, Van Buren Township's first African American Trustee;

WHEREAS, the Old Indian Trail which ran along the I-94 corridor through the Van Buren area as a stop on the Underground Railroad, most notably William and James' Belle House on Edison Street; the primarily African American Willow Run Village which contributed to the B-24 Bomber Plant;

WHEREAS, the Van Buren Township Board of Trustees encourages all residents to honor the many contributions made by African Americans throughout the region and to participate in the many educational events honoring the contributions of African Americans; and recognize the daily struggles of African Americans past and present;

NOW, THEREFORE, I Kevin McNamara, Supervisor of Van Buren Township, on behalf of the Van Buren Township Board of Trustees, do hereby proclaim in the Township of Van Buren the month of February 2017 as **Black History Month**.

Kevin McNamara, Supervisor

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY: FEBRUARY 6, 2017
BOARD DATE: FEBRUARY 7, 2017

New Business

Unfinished Business

Public Hearing

Consent Agenda **X**

ITEM (SUBJECT) Recreation Committee Reappointments

DEPARTMENT Parks & Recreation

PRESENTER Jennifer Wright

PHONE NUMBER

**INDIVIDUALS IN
ATTENDANCE (OTHER
THAN PRESENTER)** N/A

Agenda topic

ACTION REQUESTED

Reappointments of Charles Coleman, Kimberly Nofz, Tammy Wall, Daniel Belanger, Todd O'Neill, and Denise Willoughby to the Charter Township of Van Buren Recreation Committee, terms to expire 2-1-2018.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Consider the reappointments of Charles Coleman, Kimberly Nofz, Tammy Wall, Daniel Belanger, Todd O'Neill, and Denise Willoughby to the Recreation Committee. These members have all expressed interest in being reappointed for another term. The Committee works well as a team and offers ideas as well as recommendations that have been essential to the Parks and Recreation Department.

BUDGET IMPLICATION N/A

**IMPLEMENTATION
NEXT STEP**

DEPARTMENT RECOMMENDATION

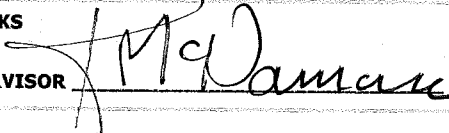
COMMITTEE/COMMISSION RECOMMENDATION N/A

ATTORNEY RECOMMENDATION N/A

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR



Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING

DATE: 2017-02-06

BOARD MEETING

DATE: 2017-02-07

Consent Agenda _____

New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Environmental Commission Appointment
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor Kevin McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Jeffery Jahr Jr.

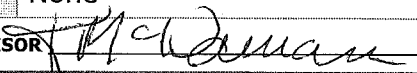
Agenda topic

ACTION REQUESTED	
To consider the appointment of Jeffrey Jahr Jr. to the Environmental Commission effective immediately, with a term expiring on 10-01-2018.	
BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachment.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval

DEPARTMENT RECOMMENDATION	Approval BY Township Board
COMMITTEE/COMMISSION RECOMMENDATION	NA

ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item _____

WORK STUDY MEETING DATE:
2017-02-06

BOARD MEETING DATE:
2016-02-07

Consent Agenda _____

New Business X

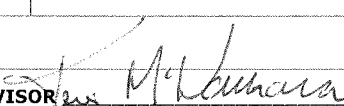
Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Water & Sewer Commission appointment
DEPARTMENT	Office of the Supervisor
PRESENTER	Supervisor Kevin McNamara
PHONE NUMBER	734-699-8947 8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Director James T. Taylor

Agenda topic

ACTION REQUESTED	
Board approval to appoint Steve Partridge to the Water & Sewer Commission effective immediately.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachment.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Board approval
DEPARTMENT RECOMMENDATION	Board approval
COMMITTEE/COMMISSION RECOMMENDATION	NA
ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING

DATE: FEBRUARY 6, 2017

BOARD MEETING DATE:

FEBRUARY 7, 2017

Consent Agenda _____

New Business x

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Firefighter Cadet Program
DEPARTMENT	Public Safety, Fire Department
PRESENTER	Fire Chief Dan Besson <i>DB</i>
PHONE NUMBER	734-699-8916
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approval; Adoption of Resolution 2017-05.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Van Buren Department of Public Safety – Fire Division formally requests approval of a resolution to begin a firefighter cadet program which is required to be approved by the state's Office of Firefighter Training.</p> <p>The cadet program is designed to allow high school students, ages 16-18, which have an interest in the field of firefighting to work closely with the members of a fire department and learn about the career. The program will also allow our department to begin having a pool of potential recruits, already trained in our department's operations and with our equipment, which we could add to our "paid-on-call" ranks.</p> <p>The state-recognized cadet program will also allow Van Buren Township to participate in a Dual Enrollment Firefighter Cadet Program through Schoolcraft College (or other similar institutions), in conjunction with Belleville High School, where successful cadets will be fully certified as a Michigan Firefighter and will have earned nearly 1/3 of their Associate's Degree.</p> <p>I have been working with the representatives of Schoolcraft College for about a year to be one of their first fire departments to offer this type of "dual enrollment" opportunity to the community's youth. I'm very excited to have the fire department be involved in such a program.</p>	

BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Approval; Adoption of Resolution 2017-05
DEPARTMENT RECOMMENDATION	Yes
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
ADDITIONAL REMARKS	Please see attached documentation for additional information.
APPROVAL OF SUPERVISOR	<i>Jeri McDaniel</i>

RESOLUTION

2017- 05

Charter Township of Van Buren, Michigan Van Buren Fire Department Cadet Program

WHEREAS, the Charter Township of Van Buren, recognizes the importance of a properly staffed fire department, for the well-being of residents and visitors to our community, and

WHEREAS, it is further recognized, that a Cadet Program will help to assure the availability of competent, well-trained individuals to consider for future fire department vacancies, and

WHEREAS, it is further recognized, that Schoolcraft College or similar institutions can train and educate these Cadets at minimal costs and effort to the fire department through its Dual Enrollment Program thus providing State Firefighter Certification, college credit hours and vocational training, now

THEREFORE, be it resolved, that the Charter Township of Van Buren, hereby authorizes the fire chief to establish and maintain a Cadet Program within the fire department, comprised of individuals from 16 through 17 years of age.

Adopted this _____ day of _____, 2017 by the Charter Township of Van Buren.

Return adopted resolution to:
BFS/Fire Fighter Training Division
PO Box 30700
Lansing MI 48909

Besson, Dan

From: Liam Carroll <lcarroll@schoolcraft.edu>
Sent: Monday, January 23, 2017 2:47 PM
To: Erin Radtka (dradtka@vanburenschools.net); Peter Fashho (PFashho@vanburenschools.net)
Cc: Julie Button; Besson, Dan
Subject: NEW Fire Fighter Dual-Enrollment Program at Schoolcraft College

Good Day High School Counselor/ Representative;

I am pleased to announce that Schoolcraft College is starting an all-new Dual Enrollment program.

We are beginning a **Dual Enrollment in our Fire Fighter Program**.
Schoolcraft has been a leading Fire Service Training Center for decades.

High School students who successfully complete our two semester program will:

- be fully Certified Fire Fighters and employable in the State of Michigan.
- have nearly 1/3 (20 college credit hours) of their Associates degree done.

Our program schedule is setup much like a high school sports team schedule.

Each week students will meet:

- Tuesday and Thursday evenings (only Wednesday evening in second semester)
- Saturday

Instead of playing LaCrosse, they can begin their vocations as Fire Fighters and get a jump on a degree as they finish high school.

The State of Michigan Fire Marshal's Office requires that a high school age student be a member of a Cadet Program through a local fire department.

I have already discussed this program with your local fire department representative (Chief Besson – Van Buren Twp. Fire Dept.) and they are on-board, supportive and willing to help your students (their "community's kids") to get a head start over others to enter into the prestigious world of Fire Fighting.

In order to enroll students for *Fall 2017*, we need to get this program into the hands of counselors before the end of this school year. *Time is of the essence*.

If your school and community are interested, as your fire department is, I would like to have a small meeting with you (or the appropriate representative from your school) and the local fire department representative to discuss the many benefits and a couple minor details specific to each High School / Fire Department / College relationship.

I would like to meet in early February to further discuss this great opportunity for your students and families.

Can you provide a couple dates /times between **February 1-10** for the local Fire Department representative and Schoolcraft personnel to check availability?

Would you prefer to meet at **your location or ours** (Livonia)?

Thank you for your time investment in the future of YOUR students.

Sincerely,

"Making employable high school graduates."

Liam A. Carroll, M.S., P.E.M.

Fire Technology Program Coordinator

(734) 462-4400 x4314

LCarroll@schoolcraft.edu

www.Schoolcraft.edu

Academy Training Center

Suite 504

31777 Industrial Rd

Livonia, MI 48150

Cadet Firefighter Program

New Member Booklet

New Member,

As the Chief of the Van Buren Fire Department, I would like to take this opportunity to welcome you as a Cadet member of the Van Buren Fire Department! For many, this program will be the first step in the career to the fire service, whether volunteer or paid. I honestly believe that you as an active participant in this program are the future of this fire department, and a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local fire department. They expect us to fix their emergency, or to at least make things better for them. Therefore, the firefighter has traditionally performed many tasks other than just fighting actual fires, and is held in high esteem by many people. As a member of the Cadet Program, people will look to you as a representative of this department. Therefore it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing your uniform.

As a new member of the Cadet Program, you will be required to participate in trainings, meetings, drills, fundraising events and station projects. There are also many other activities and opportunities available to you, that I hope you will take advantage of.

As a member of this department I take a great deal of pride in it and the community that surrounds it. You will be expected to do the same. As a member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote department pride by example; and most of all have fun and be safe. Again from myself and the entire department we welcome you.

Sincerely,

(Name of Fire Chief or Designee)

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Code of Conduct	6
Cadet Program Bylaws	7
Standard Operating Guidelines	10
Uniforms and Protective Equipment	12

Mission and Values

The Van Buren *Fire Department* and its *Cadet Firefighter Program* work in cooperation to **Educate, Protect and Serve** the youth of Van Buren Township and surrounding communities.

The following statements are upheld by the Van Buren Fire Department:

MISSION STATEMENT

To maintain a safe environment for youth to gather within the community in order to learn about the many aspects of the fire service and to provide avenues for positive social interaction for youth within the program, and for youth within the community.

VISION

We will be a model for fire departments with Cadet Firefighter youth programs to introduce the young community to the fire service and to provide a safe environment for social activities for youth within our community.

CORE VALUES

Recognizing the dedication and skill and value of all members, we will create and maintain an environment of individual safety, well-being and trust. We are guided by: ***Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism and Respect.***

COMMITMENT TO THE COMMUNITY

The members of the Van Buren Fire Department Cadet Firefighter Program demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a member of the Van Buren Fire Department Cadet Firefighter program, you are expected and required to:

- Abide by all of the Standard Operating Guidelines and all other rules and regulations of the Active Department, as well as those of the Cadet Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend
- Refrain from cussing, cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform when coming to the station and any department functions that you help with.
- Not wear your uniform or any other department issued gear for general use outside of the station or department functions.
- Always bring required gear to trainings.
- Notify an advisor or parent in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Officer or parent in charge (if assigned).

Van Buren Fire Department Cadet Program Bylaws

Article I

The name of this organization shall be called the Van Buren Fire Department Cadet Program

Article II Purpose

The purpose of this organization is to promote an interest in the Fire Department among the youth; to provide training in the use and care of equipment; the development of safety habits and the prevention of fires; to provide recreation for the youth; and to encourage the youth to take an interest in their community

Article III Membership

For reason to be eligible for membership to the Cadet Program they must be of the ages 16-18 and carry an interest in this field of work. A new cadet firefighter member must be approved by the township/city board. The Cadet will not be allowed to engage in active fire fighter duties. To remain a member, a cadet firefighter must maintain "C" grade average and be of good character. If a cadet misses two consecutive meetings without good reason, they will be notified by an advisor. If he/she misses three consecutive meetings, he/she will be asked to resign by the advisors.

Article IV Attendance Policy

Cadets are required to attend all meetings and training sessions.

If cadets are unable to attend they must notify an advisor so he/she can be excused from the meeting or training session

Three or more unexcused absences are grounds for dismissal from the cadet program.

Article V Governing Body

The governing body of the Cadet Program will be the Fire Chief, Battalion Chief or Fire Marshal, and a Membership Committee of the Fire Department.

Article VI Meetings and Trainings

The training program for the Cadet Firefighters is structured to introduce Cadet members to the fire service. Cadet members that join the regular department are at an advantage since the Cadet Program introduces them to the tools and skills that are used in firefighting. During training, you will learn about firefighting, the use of tools, and related skills. You will also learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

Article VII Training

All training sessions are necessary and all Cadet firefighters will be expected to attend, unless a legitimate excuse is given to one of the Advisors. Training will be given by a Senior firefighter, a Advisor, or in special cases, by a person from outside the department. New fire Cadets will take extensive introductory training in the operation of the apparatus (trucks), radios, and other aspects of general fire service.

Article VIII Turn Out Gear & Equipment

All Cadet firefighters will be required to wear proper clothing at training sessions and on fire grounds. All turnout gear that has been issued will be kept at the station. All equipment issued must be returned when the Cadet's membership ceases for any reason. Cadets are responsible for the replacement of any equipment lost or stolen while in his/her possession.

Article IX Amendments

Section 1 Staying overnight

No Cadet firefighters will be allowed to stay overnight at the fire station.

Section 2 Cadet firefighters are not allowed at the station before 3:30 pm on school days. Cadet firefighters are not allowed at the fire station without direct supervision of an Advisor or Fire Fighter.

Section 3 Per State Law, no Cadets under the age of 18 will be allowed to use tobacco products while on the Fire Department property.

Section 4 Use of a Fire Department radio frequency is not permitted. Use of the telephone is limited.

Section 5 Any Cadet firefighter that is suspected of misuse or destruction of Fire Department property may be dismissed as a Cadet firefighter.

Article X Articles, Amendments, and SOPs may be added or changed as the governing body sees fit.

Article XII General Rules and Regulations

Section 1 Off Fire Scene

Cadet firefighters must maintain, at all times, a respectable appearance, as defined by Advisors, since the Cadets represent the Fire Department in the community. They must obey Senior firefighter's orders when they do not conflict with the Cadet Program Guidelines. They must participate actively in all phases of the Cadet Program activities. They must respect the property and their peers at all times.

Section 2 Enroute to the Fire Station

All Cadets will be required to respond to a fire station when the department notifies them. Cadet firefighters that are licensed drivers will be permitted to drive their personal cars, provided that ALL State and County laws are obeyed. The Cadet firefighter, Parent, or Guardian will not be permitted to use four way flashers, horn blowing, headlight blinking, siren or red lights. They must yield the right of way to all emergency vehicles.

Responding to a fire scene in any manner not prescribed previously will be considered a violation of these by-laws. Any violation will be taken before the advisors of the Cadet Program and dismissal from the Cadet Program is likely.

Section 3 Fire Scene

Cadet firefighters will retain a responsible attitude and good behavior on fire scenes at all times. They must obey the orders of fire officers and follow all cadet guidelines at all times. Cadet firefighters **MUST NEVER** enter a burning building.

Article XII Violations

The officers and/or Advisors of the Cadet program will act upon violations of Cadet rules and regulations. All driving violations will be taken before the Advisors.

Standard Operating Guidelines

Responding to a Call

Cadets are not allowed to respond to car fires, traffic accidents, or hazardous materials incidents.

Cadets are not allowed at the station without a supervising firefighter present.

Cadets are not allowed at the station before 3:30 pm or after 10:00 pm on school nights.

Cadets are not allowed to respond to a fire call unless requested by command.

Cadets responding to a fire call MUST obey all state and county laws.

On the Scene

All Calls

All Cadets are required to wear protective equipment on the fire ground.

Cadets will not respond direct to a scene unless he/she is a witness (car accident).

Cadets will not respond to the station unless they are requested by Command.

Cadets will not leave the station to respond to the scene unless requested by command.

Once requested the first Cadet on the fire scene will report to command to receive orders for the group.

Cadets will comply with any given order by a senior firefighter or cadet unless the order conflicts with the Cadet bylaws or guidelines.

Structure Fires

Cadet in command will report to the IC (Incident Command) for orders for their group

A cadet will NEVER enter a burning building.

Cadets will stay clear of the structure involved at all times. Cadets are not permitted to enter the Hot Zone UNDER ANY CIRCUMSTANCES.

Wildland Fires

Cadets may use any equipment that have been trained on for these fires (excluding fire department apparatus) under the command of a senior firefighter.

Public Service Calls, Downed Trees and Electrical Lines

A Cadets main purpose on the scene of a public service call, downed tree or downed electrical line is to secure the area and to help the senior firefighters when asked. If

electrical lines are involved, cadets are not allowed to approach the area under any circumstances.

When Assignment is Complete

Cadets may be asked to leave the scene of an incident at any time by a Senior officer or a cadet advisor and they will comply immediately.

Cadets will return to the station when assignment is completed to help with clean up and putting vehicles back into service.

Cadets will check in with the officer in charge before leaving the scene or before leaving the fire station after a call or event.

Cadet Pagers

Cadets will NOT carry pagers to or during school.

When receiving a page, cadets will respond as directed by the Incident Commander.

Cadet advisors may at any time confiscate pagers if the cadet is abusing or not following rules and regulation from this policy.

Cadet Activation

The Incident Commander will request Cadet activation.

Uniforms & Protective Equipment

Uniforms and Protective Equipment are issued to Cadet Members. All issued items remain the property of the Van Buren Fire Department, and must be surrendered upon termination of the membership.

You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any departmental function or activity where you will have contact with members of the public. The uniform is not provided for your daily wear. **It is not to be worn while off duty except to travel to and from the station.**

Personal Protective Equipment will also be provided, depending on availability, for you. The Personal Protective Equipment consists of the following:

- Protective Gloves
- Fire Helmet
- Turn-Out Pants
- Turn-Out Coat
- Boots

You are responsible for the care and upkeep of your safety equipment. All equipment **MUST** be brought to training events.

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 02/06/17

Board Meeting: 02/07/17

Consent Agenda _____

New Business X _____

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Authorize the formation of a Qualifications Based Selection Committee for the selection of a new General Engineering Services Firm.
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	James Taylor, Director of Public Services Ron Akers, Director of Planning and Economic Development

Agenda topic

ACTION REQUESTED	
To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The QBS process has been followed in previous selections of firms to provide general engineering services for the Township	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Formation of the committee and begin the QBS process.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	_____



Memo

TO: Board of Trustees

**FROM: Matthew R. Best, M.S.
Deputy Director of Planning and Economic Development**

RE: Qualification Based Selection for General Engineering Services

DATE: January 18, 2017

The firm that currently provides general engineering services to the Township has done so since 2001. Best management practices suggest seeking to refresh service providers at least once every 3 years. It is recommended that the Township refresh its general engineering service provider. Developmental Services recommends that the Township employ a qualifications based selection (QBS) process to obtain the services of the best qualified firm to meet the Township's growing needs for general engineering services.

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

Although the Qualification Based Selection Process appears to be designed for selecting professional services for a specific project, this process is one that lends itself to the selection of general professional services as well.

It is recommended that the process be modified slightly to have a Selection Committee comprised of the Township Supervisor, Clerk, Treasurer, Water & Sewer Director and the Deputy Director of Planning and Economic Development to select a firm to recommend for Board Approval.

Attached is the proposed schedule of activities to be conducted for the selection process and the proposed request for Statement of Qualifications to be published in the Detroit Newspapers and the

Ann Arbor News. In addition, the Selection Committee will be developing a list of engineering firms to which invitations to submit a Statement of Qualification will be mailed.

Attached is a copy of a fairly comprehensive publication regarding QBS. Please note that because this selection is not for services related to a specific project, the section about negotiating the scope and cost of the project will not be applicable. Because this is for general engineering services, we will be including a requirement that the recommended firm provide a fee schedule in addition to any other materials they may provide at their interviews and that fees may be a recommended criterion to be weighted in the final selection rating. Also, the scope of services to be provided will be included in the negotiated contract, rather than being a separate task.

Consider:

To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Deputy Director of Planning And Economic Development Best and Public Services Director Taylor to a Qualifications Based Selection Committee to recommend a consulting engineering firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.

SCHEDULE OF ACTIVITIES

The following schedule for the selection of a firm to provide general Township engineering services has been established by the Charter Township of Van Buren, Michigan:

Dates	Step 1: Establish Evaluation Criteria
02/01/17	A preliminary scope of services in general terms is developed.
02/06/17	Township Board considers approval of Qualifications Based Selection process and appointment of the Selection Committee members.
02/09/17	Committee identifies firms to receive Request for Statement of Qualifications.
02/09/17	Mail Request for Statement of Qualifications (RFQ) and publish ads in Detroit Newspapers (combined Detroit Free Press/Detroit News) and The Ann Arbor News.
02/21/17	Board to consider Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions and Score Sheet for use in determining the three firms to be interviewed for final selection by the Board. Also to be submitted for Board consideration will be the recommended interview questions and weighting to be used by the Board in its scoring for determining the highest rated firm.
03/03/17	Statement of Qualifications due by 3:00 p.m. None will be accepted after this date.
03/13/17	Develop a short list of up to five firms to be interviewed by the Committee. Selection will be based on qualifications, references and experience compatible with Township needs.
03/17/17	Complete reference checks of firms to be interviewed by the Committee.
03/20/17	Call and email/mail memo to the shortlisted firms advising them of the date for interview by the Committee.
03/22/16	Memo emailed/mailed to all firms not shortlisted, informing them of the firms selected for an interview and expressing appreciation for their interest.
04/05/17	Committee to conduct interviews with shortlisted firms, ranking of firms and selection of the recommended firm.
04/10/17	Mail memo to firms not selected, informing them of the results of the interviews and expressing appreciation for their involvement.
04/18/17	Township Board Meeting to select Engineering Firm
Step 2: Negotiate Contract Terms	
Step 3: Township Board considers approval of contract. Execute Contract	

REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Engineering Services

To: _____

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general engineering services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, design review, construction inspection, master planning for utilities, design and construction of utilities, watershed and storm water management, and general engineering services.

The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk
Charter Township of Van Buren
46425 Tyler Road
Van Buren, MI 48111

QBS QUALIFICATIONS-BASED SELECTION



WHY VALUE OUTWEIGHS COST IN THE SELECTION OF ENGINEERING SERVICES

DETAILED WORKBOOK *for* QUALIFICATIONS-BASED SELECTION CONTAINING:

- » Step-by-Step Procedures
- » Examples
- » History

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1.0 INTRODUCTION AND BACKGROUND

WHAT IS QBS?

Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, surveying, and other related professional design services on public projects. It assists an owner in the selection process if the owner does not already have a professional design consultant. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past practical experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to audit. QBS has received national and state attention in the public sector through legislation for many years. In October, 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. This bill has since been known as the Brooks Selection Bill, as it was introduced by U.S. Representative Jack Brooks of Texas. The QBS Coalition was formed in 1984. In 1987, it undertook the charge by the Michigan Legislature in House Concurrent Resolution #206 to provide a documented understanding of the process. The QBS Coalition for Michigan is supported by the following associations:

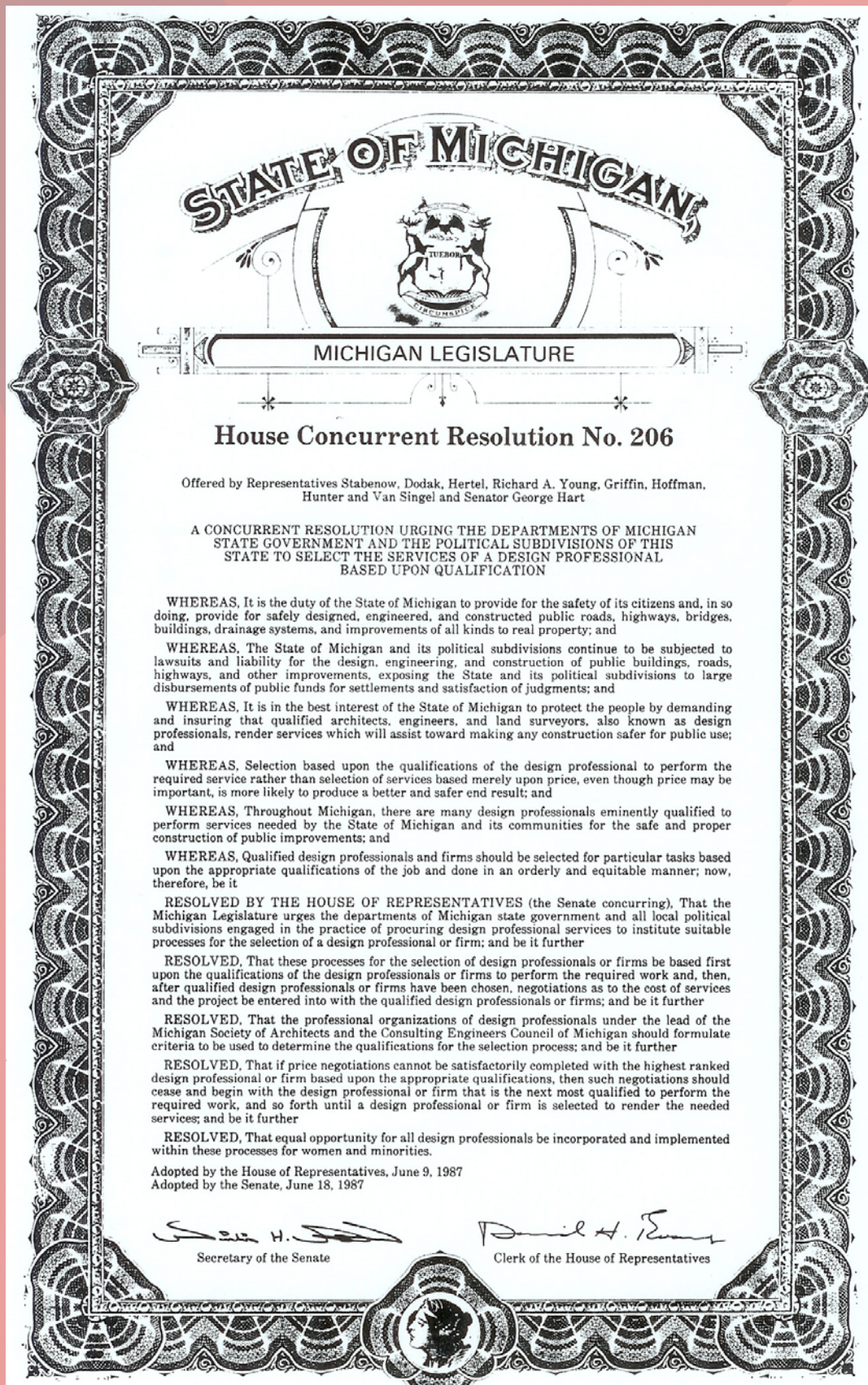
- » ACEC OF MICHIGAN
- » AGC OF MICHIGAN
- » AIA OF MICHIGAN
- » APWA OF MICHIGAN
- » ASCE MICHIGAN CHAPTER
- » ASLA OF MICHIGAN
- » ESD
- » MSPE
- » MSPS
- » MWEA

The term “design professional” is used in this document to represent any of the design professionals, or combination thereof, including architecture, engineering, surveying, and support services.

“Owner” is used in this document to represent the public user of design professional services.

The Michigan QBS document has been prepared for use by public purchasers of professional design services, and derives from experience gained by the Architectural and Engineering Societies in Wisconsin and other states with similar programs. In addition, the report and workbook by the American Institute of Architects, “Qualifications Based Selection: A Process for the Selection of Architects by Public Owners”, was used. The QBS Coalition of Michigan has modified these documents to make them applicable in Michigan.





3.0 HOW DOES QUALIFICATIONS-BASED SELECTION (QBS) WORK?

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held.
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

This step-by-step procedure and its variations are detailed in the following sections.

3.1 DEVELOPING THE GENERAL SCOPE OF WORK

To begin the selection process, the owner must briefly identify the general scope and the particular needs of the project. Just as the owner needs information about the qualifications and competence of the design professional firms, the firms need to know the project requirements and goals. When the scope of work is properly described and communicated, it saves time, money, and effort for both the owner and the design professional. A well-defined scope of work allows the design firms to tailor their statements of qualifications directly to the project requirements, and provides the owner with a uniform basis for evaluating the responses.

The following are the basic elements that normally will be included in a statement of the scope of work for a project:

- » Owner's name
- » Description of function and short history of the owner organization or agency, including the goals or events that prompted the project.
- » Project name or identification.
- » Project location.
- » Contact person. (This person should be identified clearly as the only person to contact for information on the project.)
- » Identification and explanation of involvement of selection panel or client groups, e.g. boards, foundations, committees, citizens groups.

- » Descriptions of other construction in process or planned for the same site but not part of the scope of work.
- » Descriptions of completed studies, surveys, and/or preliminary feasibility work that are relevant to the project and available to the firms that will be short listed and interviewed.
- » Requirements for further feasibility planning prior to design and construction.
- » Project outline, including (to the extent known) the intended size, function, and occupancy; and other general anticipated requirements, e.g. renovation, demolition, additions, new construction; and energy, land use, and site selection considerations.
- » Anticipated schedule including completion of design work, beginning of construction, and planned project completion date.
- » Description of design professional selection process, including involvement of groups mentioned above.
- » Additional or unique requirements or considerations such as referenda, anticipated funding strategy, and budgeting.

Additional items may be added to this list as appropriate to provide guidance to the competing firms and to meet the needs of the owner. All services to be provided by the design professional including feasibility studies, design, construction coordination, budget development, and funding strategy should be specifically identified.

Forms for guidance in preparing a Preliminary Scope of the Work, and examples, are included in the Appendix.

3.2 ESTABLISHING A SELECTION TIME FRAME

To keep the process of selecting a design professional proceeding smoothly, owners should establish a time frame for completion of the selection process. Establishing the time frame prevents misunderstanding and last-minute “surprises” that might delay or sidetrack the process.

The time frame for each project will differ, depending upon the nature of the project, the concerns of the owner, and other factors. In some instances, the tour of existing facilities may be provided to firms before short listing. Sometimes, the complexity of a project calls for second or third interviews, although multiple interviews generally should be discouraged. In any case, the time frame should be modified to ensure that all these variables are taken into account, and that the established schedule is appropriate.

A sample form is included for guidance in developing a time frame.

3.3 COMPILING A LIST OF DESIGN PROFESSIONALS

How does the owner identify professional design firms from which to request statements of qualifications? Some of the factors that should be considered are:

- » The type of firm needed, e.g. architectural, engineering, surveying, or related design professionals.
- » The reasonable number of firms that the owner can evaluate.
- » The geographic locations and distribution of the firms.

ADVERTISEMENTS FOR PUBLIC PROJECTS

Placing public notices of projects in newspapers and trade or professional publications is often required by state and local laws or regulations. Such announcements will reach many in the design community, and will result in a large number of responses. If this approach is used, the advertisement should specify information to be submitted, and the owner must be prepared to spend time evaluating the expressions of interest to narrow responses down to a workable number of firms.

DIRECTORIES

Most professional organizations publish directories or make mailing lists of member firms available. These often can help owners identify firms with interest and/or experience in specific types of projects. The AIA/Michigan, ACEC/Michigan, ASLA/Michigan, the Michigan Society of Professional Engineers, the Michigan Society of Professional Surveyors, and many other organizations maintain directories to help owners locate firms. Directories usually can be found in the reference section of the local library. Local telephone yellow pages and other kinds of community business directories also can be used to identify professional design firms.



REFERRALS

To identify firms more selectively, an owner may wish to contact other owners who have recently used design professional services on similar projects.

How many firms should be included on the list? There is no exact formula. The owner should determine the number appropriate for the specific project and circumstances.

3.4 REQUESTING QUALIFICATION DOCUMENTS

A Request for Qualifications (RFQ) can be used to obtain the names and credentials of interested professional firms. Public owners also may be required to advertise for interested professional design firms. When the list of firms to be considered is compiled, the owner should prepare the following materials to send to the firms:

1. A memo to all firms that are invited to submit statements of qualifications. The memo should list all firms in alphabetical order. (If the list is limited, it is customary for the owner to let firms know the names of other competing firms.)
2. A list of information that should be included with the firms' statements of qualifications.
3. A schedule of planned activities.
4. A scope-of-work statement.
5. The requirements for equal-opportunity employment, minority business, small business, and women owned business participation.

It is essential that all firms receive the same materials so that all the firms' responses will be based on the same project specifications and constraints and, therefore, can be compared fairly.

The exchange of information between the owner and the professional design firms is an important initial phase in the selection process. The owner's representative, listed on the memo requesting letters of qualifications, should be prepared to handle telephone calls and also should be authorized to respond to questions. If a question from one firm reveals important information is missing from the materials sent to the firms, all of the firms should be supplied with that information in writing.

Sample forms for this step in the QBS process are included. (The federal government standard forms 254/255 often are requested by public owners as firms' statements of qualifications. The forms are easy to use and are familiar to most firms.)



3.5 EVALUATING QUALIFICATION SUBMITTALS

The selection committee assigned to develop a short list of firms should evaluate qualifications submitted by the firms. (It is up to the owner to ensure that the screening committee is composed of competent individuals who will be able to make an intelligent selection decision.) It is recommended that the owner establish a policy that qualification submittals received after the deadline will not be considered.

The number of firms to be included on the shortlist and then interviewed may vary depending on the size and scope of the project. Generally, three to five firms are sufficient.

A sample evaluation form is provided to assist with reviewing and short-listing firms based on their qualifications submittals. This form should be tailored to meet specific project needs.

A form also is included for checking references of firms the owner is particularly interested in. References should be checked between the time qualifications submittals are received and the time the selection committee meets to develop a shortlist.

All evaluations should provide equal-opportunity considerations.

3.6 ESTABLISHING A SHORTLIST OF FIRMS TO BE INTERVIEWED

Based on evaluation of qualification submittals and reference checks discussed in the preceding section, the owner can establish a shortlist of three to five firms to be interviewed. Because all firms that submitted qualifications committed time and expense to pursue the project, the owner should contact the firms not selected for the shortlist as well as those to be interviewed. The memo sent to firm that did not make the shortlist can express thanks and identify the firms that will be invited to interview.

A sample memo is included.

3.7 BRIEFING HELD WITH SHORTLISTED FIRMS

Firms selected for interviews should immediately be sent information regarding interview requirements. What should be included in the memo to these firms?

The following elements should be considered:

1. A briefing date for the shortlisted firms should be established. This may include a tour of the site/facilities if considered appropriate. The tour provides the firms with an important first-hand look at the concerns that gave rise to the project. The briefing also provides a further opportunity for exchange of information about the project. If the project site is vacant, the owner may simply provide maps and directions to the site. If facilities exist, however, the firms probably will want to tour them with the owner.

Briefing tours can be handled individually (the owner's representative meets individually with representatives of competing firms) or in a group (all interested firms meet at a specific time and place for a group review of the site and/or facility).
2. A list of interview criteria and questions, and an explanation of the scoring and selection process, should be sent to the firms on the shortlist. Predetermining selection scoring criteria and specific areas of owner concern, and providing that information to the shortlisted firms, will provide the interviewing committee with the best possible basis for making an "apples to apples" comparison.
3. If the owner has feasibility studies, a project program, or other background information on the project, these materials should be submitted to the firms, or made available to them for purposes of review.
4. Other specifics about the interviews themselves, including the date, place, time, and the names and titles of the members of the group that will be conducting the interviews, also should be included.

A sample memo to shortlisted firms is included. The memo, and scoring and evaluation sheets, should be tailored to meet the owner's criteria, specific priorities, and concerns.

3.8 INTERVIEWING THE SHORTLISTED FIRMS

PURPOSE

Interviews with the shortlisted firms let the owner compare the firms' different approaches to the design process, as well as their interpretations and understanding of the specific project requirements. The owner should not expect sketches or other design work for the project at this time. The design requirements for even simple projects can be quite complex; and at this state, the design professional will not be sufficiently aware of the owner's needs and requirements to be able to produce a meaningful design solution.



The interviews allow for evaluation for the personal styles of each firm's management and key personnel, and their compatibility with the pre-identified criteria for the project. It is imperative that design personnel assigned to the project, as well as key representatives from the firm's consultants, be present at the interview. It is also essential for the project users to be involved in the interviews. Direct interaction between the owner/user and the design professional is essential for the development of a design that truly meets the owner's needs.

SET-UP

The physical set-up for the interview should be comfortable, with good acoustics and ample room. A separate waiting area should be provided for other firms to be interviewed. Equipment such as blackboards, flip charts, and audio-visual screens probably will be useful if available, although most firms will bring the equipment they need. Since equipment set-up time may cause some delays, two rooms should be used, if possible. While one firm is being interviewed in the first room, another firm can set up in the second room. This ensures that important interview time is not spent checking equipment.

Owners may elect to interview the shortlisted firms in the design professional's office. This can provide greater insight regarding the firm's work setting as well as methods, equipment and informational resources, and key team members proposed for the project. Interviews may be held in closed sessions unless applicable statutes or regulations require an open public meeting. In such cases, the firms should be notified of this in advance.

SOME INTERVIEWING GUIDELINES

The following are suggested guidelines for setting up and conducting the interviews.

- » Interview only the firms communicated with during the selection process, to ensure that all interviewed firms have had equal opportunity to prepare presentations.

- » Schedule at least 45 minutes for each presentation, and 15 minutes between interviews. It's important to allow ample time for the presentation and question-and-answer period, and also for the committee to discuss the presentation privately before beginning the next interview.
- » Schedule all interviews on the same day or on consecutive days. This permits the committee to compare all of the interviewed firms while information is freshly in mind, and ensures consistent interview scoring.
- » The evaluation criteria for the interview scoring system should be communicated to all firms in advance.
- » While it is appropriate to question firms about their approach to the design of a project, owners should not ask for an actual design solution during the interview. Appropriate and responsive designs require considerably more interaction between owner and design professional than is possible during the selection phase. Pre conceived design solutions brought to the table by either the design professional or owner rarely address the true needs of the owner's program. Considerable time and effort, however, may be expended trying to salvage preconceived ideas and make them fit the program. This actually impedes progress and prevents the exploration of more responsive solutions to identified design issues.
- » Owners may want to ask how the firms plan to develop an appropriate level of compensation for their professional services. However, compensation amounts are best resolved through detailed discussions with the firm finally selected, and only after there is a comprehensive and mutual understanding of the actual scope of services.
- » Let all firms know when the selection decision will be made. It is recommended that, if possible, the decision be made on the same date as the interviews after the committee has had ample time to evaluate all firms.
- » Use of Technical Proposals. Technical proposals should be required only when the project is well defined, and if the significance of the project justifies the expense and time to the shortlisted firms and the owner.

The process will add several weeks, and commensurate cost, the preparation time for the shortlisted firms. The owner also will require technically-experienced staff, as well as several additional weeks to review the technical proposals.

The technical proposal may be requested from shortlisted firms. This technical proposal can be used as a forerunner to the interviews, or as a substitute for the interview. The technical proposal should be requested of each of the shortlisted firms. The request should include the areas to be addressed in the technical proposal. A sample request letter for the interview process is included in the Appendix.

The technical proposal technique, without interviews, should be used when the owner is familiar with the firms and with the staff of the shortlisted firms. When the owner is not familiar with the firms and wishes to request technical proposals, the proposals should be in conjunction with and prior to interviews.

3.9 RANKING THE FIRMS IN CONTENTION FOR SELECTION

An evaluation form that includes a weight and a score for each criteria/question is useful for evaluating, ranking and finally, selecting the most qualified firm. Each firm should be evaluated separately by each interviewer during the presentation and interview. When all the interviews have been concluded, the head of the selection committee should compile the individual score sheets. This system provides a documented record of the selection process as support for the committee's actions. It is recommended that committee members take the time to achieve a consensus rather than just ranking and selecting by majority vote.

A sample evaluation/ranking system is included.

If technical proposals are included in the process, the results of the review should be incorporated in the evaluation process. If technical proposals are requested in place of interviews, the head of the selection committee should compile the individual score sheets when the review of the technical proposals is complete.



3.10 NEGOTIATING A DETAILED SCOPE OF WORK WITH THE SELECTED FIRM

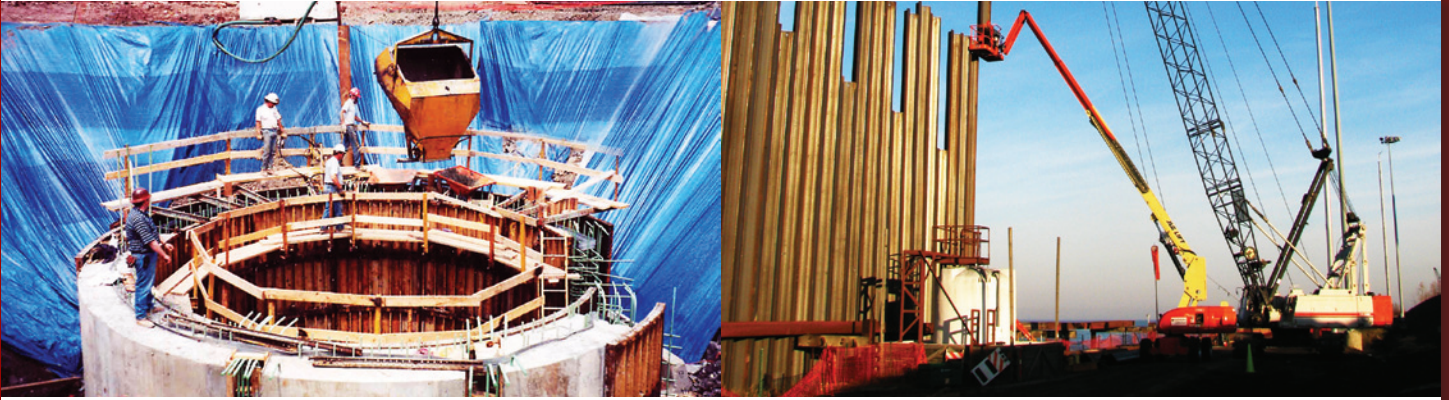
As soon as possible after selection, the owner should begin negotiations to develop a detailed scope of work with the firm deemed most qualified. Normally, it is not difficult to reach an agreement, since the QBS process facilitates an early understanding of the project scope and requirements. If agreement on the scope of services cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.

This detailed and comprehensive scope-of-services should be developed jointly by the owner and the top ranked firm. This is often accomplished through one or more meetings of the design professional and the owner, after which the design professional submits a project and work plan. The work plan should list consultants and the roles and responsibilities of all members of the design team, as well as the responsibilities of the owner.

3.11 NEGOTIATING A CONTRACT WITH THE SELECTED FIRM

- » Once there is agreement on the work plan, the design firm should submit its proposal for compensation, to initiate fee negotiations.
- » A written contract should be used. The parties may wish to use the standard form of agreement of the American Institute of Architects, or the Engineers' Joint Contract Documents standard form. These contracts are widely used, time-tested, and designed to coordinate the needs of the owners, contractors, and design professionals.
- » The agreement between the owner and design professional should ensure that both parties have the same expectations and understanding of the project requirements.

When project responsibilities of both the owner and design professional are understood and compensation is determined, an agreement to enter into a contract has been reached. The owner, through the normal written procedure or process, authorizes commencement of design services and thus completes the selection process. Again, if agreement on the compensation cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.



3.12 POST-SELECTION COMMUNICATIONS

After interviews and/or technical proposal reviews and ranking are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process. The memo should list all firms in alphabetical order, and state by name in what order the committee ranked the firms. (It is customary for owners to provide this information as a courtesy to the firms.) A sample post-selection memo is included in the Appendix.

After a contract is awarded, a debriefing for each shortlisted firm should be provided upon request. The debriefing will include information on ranking and scoring of that firm's proposal.

The process should also be evaluated by the governmental unit, for use in future programs.

3.13 ADDITIONAL DISCUSSION

Nothing in this workbook is intended or should be read to prohibit any member of the QBS Coalition Associations from submitting price quotations at any time during the design professional selection process or to suggest that to do so is unethical, unprofessional, or contrary to policy. Nor should this workbook be read as in any way prohibiting any building or project owner from requesting such submissions.

The QBS Coalition does, however, advocate that public owners voluntarily adopt the qualifications-based approach to design professional selection described in this workbook. This workbook is not written for private, nongovernmental owners.

3.14 LISTS OF DESIGN PROFESSIONAL FIRMS ARE AVAILABLE FROM THE FOLLOWING ASSOCIATIONS:

ACEC OF MICHIGAN

American Council of Engineering
Companies (Michigan)
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AIA OF MICHIGAN

American Institute of Architects
of Michigan
553 E. Jefferson
Detroit, MI 48226
(313) 965-4100

ASCE

American Society of Civil
Engineers, Michigan Chapter
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AWWA

American Water Works
Association of Michigan
P.O. Box 609
Grand Ledge, MI 48837
Telephone:
(517) 627-0913

MSPE

Michigan Society of Professional
Engineers
215 N. Walnut
PO Box 15276
Lansing, MI 48901
(517) 487-0635

MWEA

Michigan Water Environmental
Association
PO Box 397
Bath, MI 48808

AGC OF MICHIGAN

Associated General Contractors (Michigan)
2323 N. Larch St.
Lansing, MI 48906
(517) 371-1550

APWA

American Public Works Association
of Michigan
Van Buren County
PO Box 156
Lawrence, MI 49064
(269) 674-8011

ASLA OF MICHIGAN

American Society of Landscape Architects
of Michigan
1026 N. Washington Ave.
Lansing, MI 48906
(517) 485-4115

ESD

Engineering Society of Detroit
20700 Civic Center Dr., Ste. 450
Southfield, MI 48076
(248) 356-0736

MSPS

Michigan Society of Professional Surveyors
220 Museum Dr.
Lansing, MI 48933
(517) 484-2413

(517) 641-7377

4.0 INFORMATION AND EXAMPLE MATERIALS

The forms and materials included are designed to provide basic formats that can be adjusted to meet specific project needs. The Michigan Qualifications-Based Selection Coalition will help the owner develop a set of materials to get the selection process started.

Memos and materials to be mailed to the firms involved

1. Request for letters of qualifications and enclosures:
 - » Requirements for letters of qualifications.
 - » Schedule of activities for the selection time frame.
 - » A preliminary scope of the work.
2. Memo to firms that submitted letter of qualifications but were not selected for an interview.
3. Memo to shortlisted firms for information on interview and site visitations, with enclosures:
 - » Interview questions and score sheets for ranking firms.
 - » Group interview evaluation forms.
4. Memo to shortlisted firms when technical proposal is requested, with enclosures:
 - » Review questions and score sheets for ranking firms.
5. Memo to all firms that were interviewed.

FORMS AND INFORMATION FOR USE BY THE OWNER DURING THE SCREENING AND INTERVIEW PROCESS

6. Alternative interview score sheet for ranking shortlisted firms.
7. Ranking form for evaluation of the letters of qualification received.
8. Form for checking the references of firms under consideration.

4.1 REQUEST FOR LETTERS OF QUALIFICATION SAMPLE MEMO

TO: _____
List name of firm

FROM: _____
Owner

Individual

Title

RE: REQUEST FOR STATEMENTS OF QUALIFICATION

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

Owner

This project's _____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

ATTACHED TO THIS MEMO ARE:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged.
(This sentence is optional)

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on _____
Day and time

TO: _____
Name Title

Address

*Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate

4.2 REQUIREMENTS FOR LETTERS OF QUALIFICATION

Owner

Project

Your Letters of Qualification should include the following information:

1. Name, address, and brief history of firm.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last two years. (On complex and unique projects, may be extended beyond 2 years.)

For Example:

- a. Include projects where professional design services related to design work were performed.
- b. Include examples of other projects that are similar in scope to this one.
- c. Include examples of project budgeting, cost estimating and results.

Include the name of the project, a contact person, and dollar amount for each example.

4. You are invited to include a maximum of one page (may allow more) of information not included above if you feel it may be useful and applicable to this project.

4.3 SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

- _____ 1. Identification of needs finalized by the owner. A scope of work in general terms developed.
Date
- _____ 2. Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification.
Date
- _____ 3. Memo requesting Letters and Statements of Qualification mailed to interested and invited firms.
Date
- _____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for firms to submit materials) Note: Before the next action date, references should be reviewed.
Date
- _____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owner's project.
Date
- _____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
Date
- _____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest.
Date
- _____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at least 20 days before interviews, to allow for preparation.)
Date
- _____ 9. Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications.
Date
- _____ 10. Contract with selected firm negotiated and implemented.
Date
- _____ 11. Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement.
Date
- _____ 12. Post-selection requirements. (Public hearings, etc.)
Date

4.4 PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

Owner _____

Project Name _____

Project Location _____

Contact Person _____

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

ANTICIPATED TIME FRAME:

Projected Start: _____ Planned Finish: _____

Approval process/involvement of groups.

OTHER REQUIREMENTS:

Referendums, public hearings, etc.

4.5 MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: *(List firms in alphabetical order.) (All firms not asked to interview or tour facilities.)*

FROM: _____
Owner

Individual

Title

Address

RE: STATUS OF SELECTION PROCESS

Project

The _____
Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____
Committee board or staff unit

decided to interview the following firms:

(List firms in alphabetical order)

- 1.
- 2.
- 3.
- 4.
- 5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

4.6 MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. (Specify study, design, other)

ATTACHED TO THIS MEMO ARE THE FOLLOWING:

1. An Interview Score Sheet, which will be used by the _____
during the interview session. Interviewing group or individual
 2. Evaluation form, which the person in charge will use to compile evaluation scores.
 3. Copies of _____
Name of studies or report
- compiled by _____, for your information and review.
Name of group

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

Address

FORM CONTINUED ON NEXT PAGE

FORM CONTINUED....

The order and time of interviews is:

Firm A _____Time

Firm B _____Time

Firm C _____Time

Firm D _____Time

Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.

4.7 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING	WEIGHT	TOTAL
1. Related project experience	_____	X _____	= _____
2. Firm's ability and capacity to perform the work			
» Key personnel assigned to this project	_____	X _____	= _____
3. Grasp of the project requirements			
» Studies			
» Design			
» Other	_____	X _____	= _____
4. Method to be used to fulfill the required services, including design phase	_____	X _____	= _____
5. Management approach for technical requirements. Examples:			
» Cost Controls			
» Design and construction phase involvement	_____	X _____	= _____
6. Use of consultants that may work on the project			
» Discuss in-house resources			
» Outside sources	_____	X _____	= _____
7. Time schedule planned for this project			
» Availability	_____	X _____	= _____
8. Firm's experience and methods used for:			
» Budgeting and financial controls			
» Determining fee and compensation	_____	X _____	= _____
GRAND TOTAL			= _____

INSTRUCTION FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiplying the rating by the pre-determined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

4.8 GROUP INTERVIEW PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

4.9 MEMO TO SHORTLISTED FIRMS WHEN TECHNICAL PROPOSAL IS REQUESTED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: TECHNICAL PROPOSAL REQUEST

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

ATTACHED ARE:

1. A Technical Proposal Score Sheet, which will be used by the _____
Review group or individual

2. Evaluation form, for use of the person in charge, to compile the evaluation scores.

3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____
Date

Please have your firm's representative make arrangements to be present.

Owner _____ Project _____

4.10 TECHNICAL PROPOSALS SHOULD ADDRESS THE FOLLOWING ISSUES.

CATEGORIES	RATING	WEIGHT	TOTAL
1. Related project experience	_____	x _____	= _____
2. Firm's ability and capacity to perform the work			
» Key personnel assigned to this project			
» Responsible officer	_____	x _____	= _____
3. Issues of special concern	_____	x _____	= _____
4. Technical approach to work	_____	x _____	= _____
5. Management approach for technical requirements.			
Examples:			
» Cost Controls			
» Design and construction phase involvement	_____	x _____	= _____
6. Use of consultants that may work on the project			
» In-house resources			
» Outside sources	_____	x _____	= _____
7. Time schedule planned for this project			
» Availability	_____	x _____	= _____
8. Firm's experience and methods used for:			
» Budgeting and financial controls			
» Determining fee and compensation	_____	x _____	= _____
GRAND TOTAL			= _____

INSTRUCTIONS FOR THE REVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighed at 10 and the firm received the maximum 5 rating on each category.

4.11 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E
INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

Divide group totals by 400 for a composite score to determine the most qualified firm. *(Based on eight categories.)*

4.12 MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual Title

(Address)

RE: STATUS OF SELECTION PROCESS

Project Name

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____.
Firm #1

The _____ express their appreciation for your time,
Interviewers
effort and interest on our behalf.

4.13 THE REFERENCE CHECK

Owner _____ Project Description _____

Professional Design Firm _____ on which the reference check is being conducted.

REFERENCE INFORMATION:

Owner _____ Project Referenced _____

Address _____ Person Contacted _____

Phone _____

(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)

	5	4	3	2	1
SAMPLE QUESTIONS ASKED	EXE.	GOOD	AVG.	FAIR	POOR
1. What is you project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify) _____					
5. Who was the staff person assigned to work with you on this project? _____ Were you satisfied with his/her work? _____					
6. Was the project started at schedule?					
7. Was the project completed as planned?					
8. Were the budget, cost control, and financial administration within the planned controls and limitations?					
9. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/ boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL _____

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation Form as a line item on that firm's evaluation sheet.

4.14 LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

QUALIFICATIONS EVALUATION

Owner _____
 Contact Person _____
 Project Description _____
 Professional Design Firm _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Contact Person _____

	RATING	WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	X	_____	= _____
2) Evaluation of assigned personnel	_____	X	_____	= _____
3) Related experience (as appropriate)	_____	X	_____	= _____
» Design Services				
» Construction Coordination				
» Demolition				
» Studies				
» Other _____	_____	X	_____	= _____
4) Budget, cost controls experience, and results	_____	X	_____	= _____
5) Familiarity with local area—geography and facilities	_____	X	_____	= _____
6) Ability to relate project requirements	_____	X	_____	= _____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	X	_____	= _____
8) Reference check (evaluation transfer from reference check form)	_____	X	_____	= _____
GRAND TOTAL _____				

FORM CONTINUED...

Name of Reviewer _____

QUALIFICATIONS EVALUATION SUMMARY

(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm's qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)

FIRMS	1	2	3	4	5	6	7	8	9	10
REVIEWER 1										
REVIEWER 2										
REVIEWER 3										
REVIEWER ____										
REVIEWER ____										
REVIEWER ____										

Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.

4.15 OPTIONAL FORM

To: _____
Interviewing Group

Owner: _____

INTERVIEW SCORE SHEET

ISSUE	POSSIBLE POINTS	POINTS AWARDED
1. Similar project experience		10
2. Discussion of the firm's capacity to perform the work		10
3. A discussion of the firm's understanding of the project needs		20
4. Discussion of the methods the firm proposes to use in providing the required services.		10
5. A discussion of consultants that may be working with the firm on the project.		10
6. Discussion of how the firm will handle the planning, design and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implantation phases of the work.		30
7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project.		10
Notes:		100

4.16 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner Hickory Valley Township Project Landfill Monitoring Wells

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING X WEIGHT = TOTAL		
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
GRAND TOTAL			237

INSTRUCTIONS FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton

Firm: A

4.17 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1	237	314	390		
INTERVIEWER 2	340	275	370		
INTERVIEWER 3	310	290	370		
INTERVIEWER 4	257	330	302		
INTERVIEWER 5	290	300	340		

GRAND TOTALS	1434	1509	1772		

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District – Elementary School Addition

Firm C = 4.38

Firm B = 3.77

Firm A = 3.58

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Work Study Date: 02/06/17

Board Meeting: 02/07/17

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Authorize the formation of a Qualifications Based Selection Committee for the selection of a new General Planning Services Firm.
DEPARTMENT	Planning
PRESENTER	Matthew R. Best, Deputy Director of Planning and Economic Development
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Ron Akers, Director of Planning and Economic Development

Agenda topic

ACTION REQUESTED	
To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Director of Planning And Economic Development Akers and Planning Commission Chair Thompson to a Qualifications Based Selection Committee to recommend a consulting planning firm for Board approval, to approve the Schedule of Activities for the selection of a consulting engineering firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The QBS process has been followed in previous selections of firms to provide general engineering services for the Township	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Formation of the committee and begin the QBS process.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	The document was reviewed by the Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	_____



Memo

TO: Supervisor McNamara

FROM: Matthew R. Best, M.S.
Deputy Director of Planning and Economic Development

RE: Qualification Based Selection for General Planning Services

DATE: December 8, 2016

The firm that currently provides general Planning services to the Township has done so for a very long time. Best management practices suggest seeking to refresh service providers at least once every 3 years. It is recommended that the Township refresh its general planning service provider. Developmental Services recommends that the Township employ a qualifications based selection (QBS) process to obtain the services of the best qualified firm to meet the Township's growing needs for general planning services.

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

Although the Qualification Based Selection Process appears to be designed for selecting professional services for a specific project, this process is one that lends itself to the selection of general professional services as well.

It is recommended that the process be modified slightly to have a Selection Committee comprised of the Township Supervisor, Clerk, Treasurer, Water & Sewer Director and the Director of Planning and Economic Development develop a short list of three (3) firms to make presentations to the Board for the final selection of a planning firm, rather than having a Selection Committee make a single recommendation to the Board.

Attached is the proposed schedule of activities to be conducted for the selection process and the proposed request for Statement of Qualifications to be published in the Detroit Newspapers and the Ann Arbor News. In addition, the Selection Committee will be developing a list of planning firms to which invitations to submit a Statement of Qualification will be mailed.

Also attached is a sample Statement of Qualifications Evaluation form, a sample Reference Check form, and a sample Interview Questions and Score Sheet. The Committee will submit to the Board for approval its recommended criteria for each item for use in its evaluation of firms to create a shortlist of the three firms to be considered for final selection by the Board. Also to be submitted for Board consideration will be the actual text to be used for reference checks of the shortlisted firms as well as the recommended interview questions to be used by the Board in its scoring for determining the highest rated firm.

Attached is a copy of a fairly comprehensive publication regarding QBS. Please note that because this selection is not for services related to a specific project, the section about negotiating the scope and cost of the project will not be applicable. Because this is for general planning services, we will be including a requirement that the three shortlisted firms provide a fee schedule in addition to any other materials they may provide at their interviews and that fees may be a recommended criterion to be weighted in the final selection rating. Also, the scope of services to be provided will be included in the negotiated contract, rather than being a separate task.

Consider:

To appoint Supervisor McNamara, Clerk Wright; Treasurer Budd, Director of Planning And Economic Development Akers and Water & Sewer Director Taylor to a Qualifications Based Selection Committee to develop a short list of the three highest ranked consulting planning firms to be interviewed by the Board for final determination of the highest ranked firm, to approve the Schedule of Activities for the selection of a consulting planning firm, to authorize advertising the request for Letters of Qualifications in the Detroit Newspapers and the Ann Arbor News, and to authorize the Qualifications Based Selection Committee to mail requests for Letters of Qualifications to the firms it may determine to be likely to meet the Townships needs.

SCHEDULE OF ACTIVITIES

The following schedule for the selection of a firm to provide general Township planning services has been established by the Charter Township of Van Buren, Michigan:

Dates	Step 1: Establish Evaluation Criteria
02/01/17	A preliminary scope of services in general terms is developed.
02/06/17	Township Board considers approval of Qualifications Based Selection process and appointment of the Selection Committee members.
02/09/17	Committee identifies firms to receive Request for Statement of Qualifications.
02/09/17	Mail Request for Statement of Qualifications (RFQ) and publish ads in Detroit Newspapers (combined Detroit Free Press/Detroit News) and The Ann Arbor News.
02/21/17	Board to consider Committee's recommended Statement of Qualifications Evaluation form, Reference Check form, and Interview Questions and Score Sheet for use in determining the three firms to be interviewed for final selection by the Board. Also to be submitted for Board consideration will be the recommended interview questions and weighting to be used by the Board in its scoring for determining the highest rated firm.
03/03/17	Statement of Qualifications due by 3:00 p.m. None will be accepted after this date.
03/13/17	Develop a short list of up to five firms to be interviewed by the Committee. Selection will be based on qualifications, references and experience compatible with Township needs.
03/17/17	Complete reference checks of firms to be interviewed by the Committee.
03/20/17	Call and email/mail memo to the shortlisted firms advising them of the date for interview by the Committee.
03/22/16	Memo emailed/mailed to all firms not shortlisted, informing them of the firms selected for an interview and expressing appreciation for their interest.
04/05/17	Committee to conduct interviews with shortlisted firms, ranking of firms and selection of the three (3) highest ranked firms.
04/07/17	Call and mail memo to the three (3) highest ranked firms inviting them to make a twenty-minute presentation to the Board on April 18, 2017.
04/10/17	Mail memo to firms not selected, informing them of the results of the interviews and expressing appreciation for their involvement.
04/18/17	Township Board Meeting to select Planning Firm
Step 2: Negotiate Contract Terms	
Step 3: Township Board considers approval of contract. Execute Contract	

REQUEST FOR STATEMENT OF QUALIFICATIONS

From the Charter Township of Van Buren Township, Michigan

Project: General Township Planning Services

To: _____

Your firm is invited to submit your Statement of Qualifications to become eligible to be selected to provide general planning services to the Charter Township of Van Buren. The firms to be considered must have an office located within sixty (60) miles of the Township offices and must be willing to negotiate the terms of a contract, particularly regarding the scope of responsibility and accountability.

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project.
Include reference contact information
4. Description of other projects designed or performed by this firm and key personnel pertinent to this project.
5. Examples of knowledge, expertise and/or experience with other related work.

The firm selected will be involved in the following activities on behalf of the Township: Site plan review, board of zoning appeals reviews, master planning and general planning services.

The firm will also be required to participate in site plan review meetings, pre-construction meetings, various regional technical committee meetings, public hearings, and public information meetings.

Five (5) copies of your Statement of Qualifications should be forwarded to the following address and must be received no later than 3:00 p.m. on March 3, 2017.

To: Leon Wright, Township Clerk
Charter Township of Van Buren
46425 Tyler Road
Van Buren, MI 48111

QBS QUALIFICATIONS-BASED SELECTION



WHY VALUE OUTWEIGHS COST IN THE SELECTION OF ENGINEERING SERVICES

DETAILED WORKBOOK *for* QUALIFICATIONS-BASED SELECTION CONTAINING:

- » Step-by-Step Procedures
- » Examples
- » History

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1.0 INTRODUCTION AND BACKGROUND

WHAT IS QBS?

Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, surveying, and other related professional design services on public projects. It assists an owner in the selection process if the owner does not already have a professional design consultant. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past practical experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to audit. QBS has received national and state attention in the public sector through legislation for many years. In October, 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. This bill has since been known as the Brooks Selection Bill, as it was introduced by U.S. Representative Jack Brooks of Texas. The QBS Coalition was formed in 1984. In 1987, it undertook the charge by the Michigan Legislature in House Concurrent Resolution #206 to provide a documented understanding of the process. The QBS Coalition for Michigan is supported by the following associations:

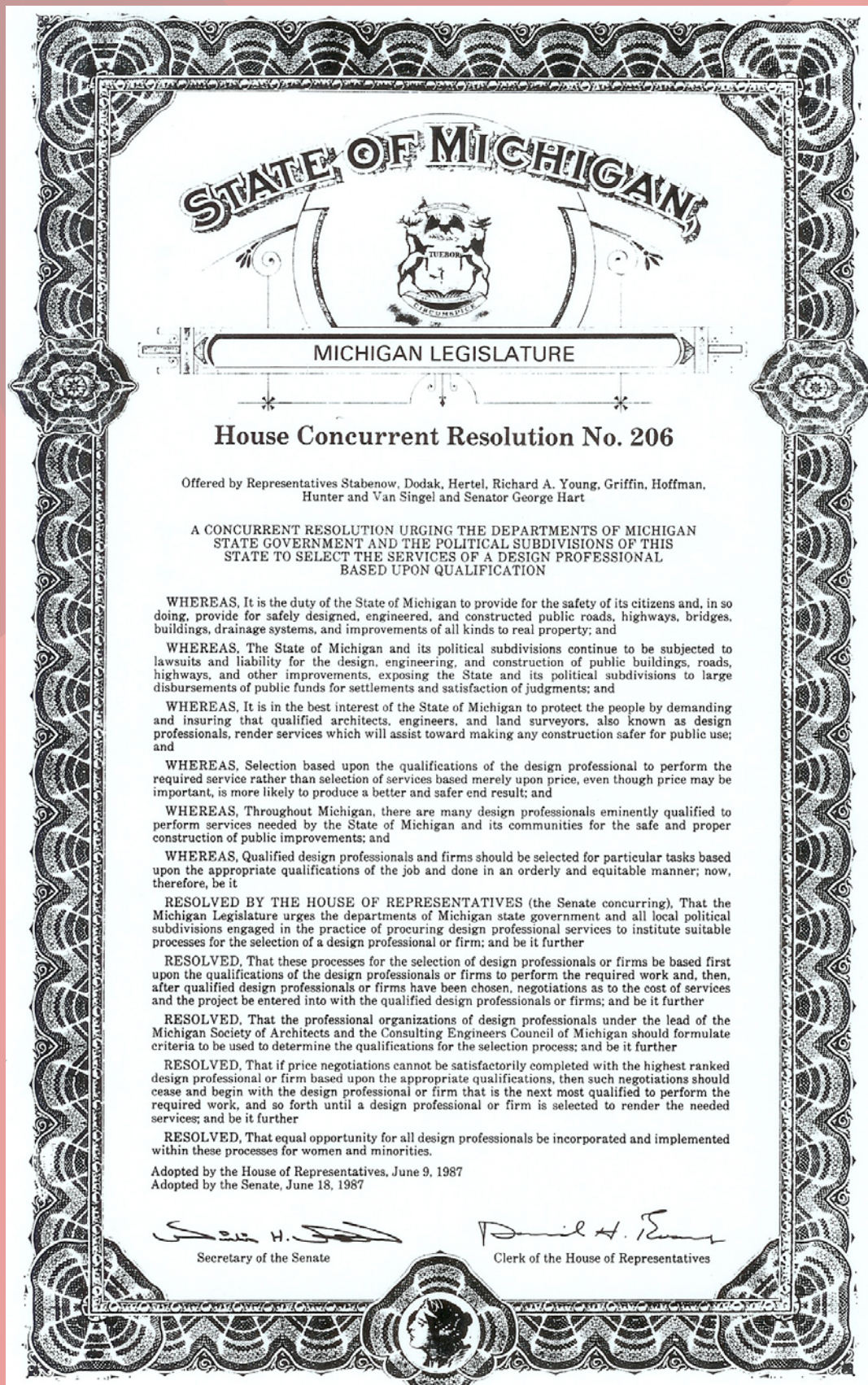
- » ACEC OF MICHIGAN
- » AGC OF MICHIGAN
- » AIA OF MICHIGAN
- » APWA OF MICHIGAN
- » ASCE MICHIGAN CHAPTER
- » ASLA OF MICHIGAN
- » ESD
- » MSPE
- » MSPS
- » MWEA

The term “design professional” is used in this document to represent any of the design professionals, or combination thereof, including architecture, engineering, surveying, and support services.

“Owner” is used in this document to represent the public user of design professional services.

The Michigan QBS document has been prepared for use by public purchasers of professional design services, and derives from experience gained by the Architectural and Engineering Societies in Wisconsin and other states with similar programs. In addition, the report and workbook by the American Institute of Architects, “Qualifications Based Selection: A Process for the Selection of Architects by Public Owners”, was used. The QBS Coalition of Michigan has modified these documents to make them applicable in Michigan.





3.0 HOW DOES QUALIFICATIONS-BASED SELECTION (QBS) WORK?

QBS is a fair and rational procedure that facilitates the selection of a design professional on the basis of qualifications and competence in relation to the scope and needs of a particular project. In most instances, the QBS process should include all or some of the following steps:

1. The owner identifies the general scope of work.
2. The selection schedule is established.
3. A list of design professional firms is compiled.
4. Qualification documents are requested.
5. Qualification documents are evaluated.
6. A shortlist of firms to be interviewed is composed.
7. A briefing is held.
8. Interviews are conducted.
9. Firms are ranked for selection.
10. Detailed scope of work negotiated with the top ranked firm.
11. A contract is negotiated with the top ranked firm. If an agreement cannot be reached, those negotiations are ended and negotiations are begun with the second-ranked firm, and so on down the line, until agreement is reached and a firm is selected.
12. All firms involved receive post-selection communications and the process is evaluated.

This step-by-step procedure and its variations are detailed in the following sections.

3.1 DEVELOPING THE GENERAL SCOPE OF WORK

To begin the selection process, the owner must briefly identify the general scope and the particular needs of the project. Just as the owner needs information about the qualifications and competence of the design professional firms, the firms need to know the project requirements and goals. When the scope of work is properly described and communicated, it saves time, money, and effort for both the owner and the design professional. A well-defined scope of work allows the design firms to tailor their statements of qualifications directly to the project requirements, and provides the owner with a uniform basis for evaluating the responses.

The following are the basic elements that normally will be included in a statement of the scope of work for a project:

- » Owner's name
- » Description of function and short history of the owner organization or agency, including the goals or events that prompted the project.
- » Project name or identification.
- » Project location.
- » Contact person. (This person should be identified clearly as the only person to contact for information on the project.)
- » Identification and explanation of involvement of selection panel or client groups, e.g. boards, foundations, committees, citizens groups.

- » Descriptions of other construction in process or planned for the same site but not part of the scope of work.
- » Descriptions of completed studies, surveys, and/or preliminary feasibility work that are relevant to the project and available to the firms that will be short listed and interviewed.
- » Requirements for further feasibility planning prior to design and construction.
- » Project outline, including (to the extent known) the intended size, function, and occupancy; and other general anticipated requirements, e.g. renovation, demolition, additions, new construction; and energy, land use, and site selection considerations.
- » Anticipated schedule including completion of design work, beginning of construction, and planned project completion date.
- » Description of design professional selection process, including involvement of groups mentioned above.
- » Additional or unique requirements or considerations such as referenda, anticipated funding strategy, and budgeting.

Additional items may be added to this list as appropriate to provide guidance to the competing firms and to meet the needs of the owner. All services to be provided by the design professional including feasibility studies, design, construction coordination, budget development, and funding strategy should be specifically identified.

Forms for guidance in preparing a Preliminary Scope of the Work, and examples, are included in the Appendix.

3.2 ESTABLISHING A SELECTION TIME FRAME

To keep the process of selecting a design professional proceeding smoothly, owners should establish a time frame for completion of the selection process. Establishing the time frame prevents misunderstanding and last-minute “surprises” that might delay or sidetrack the process.

The time frame for each project will differ, depending upon the nature of the project, the concerns of the owner, and other factors. In some instances, the tour of existing facilities may be provided to firms before short listing. Sometimes, the complexity of a project calls for second or third interviews, although multiple interviews generally should be discouraged. In any case, the time frame should be modified to ensure that all these variables are taken into account, and that the established schedule is appropriate.

A sample form is included for guidance in developing a time frame.

3.3 COMPILING A LIST OF DESIGN PROFESSIONALS

How does the owner identify professional design firms from which to request statements of qualifications? Some of the factors that should be considered are:

- » The type of firm needed, e.g. architectural, engineering, surveying, or related design professionals.
- » The reasonable number of firms that the owner can evaluate.
- » The geographic locations and distribution of the firms.

ADVERTISEMENTS FOR PUBLIC PROJECTS

Placing public notices of projects in newspapers and trade or professional publications is often required by state and local laws or regulations. Such announcements will reach many in the design community, and will result in a large number of responses. If this approach is used, the advertisement should specify information to be submitted, and the owner must be prepared to spend time evaluating the expressions of interest to narrow responses down to a workable number of firms.

DIRECTORIES

Most professional organizations publish directories or make mailing lists of member firms available. These often can help owners identify firms with interest and/or experience in specific types of projects. The AIA/Michigan, ACEC/Michigan, ASLA/Michigan, the Michigan Society of Professional Engineers, the Michigan Society of Professional Surveyors, and many other organizations maintain directories to help owners locate firms. Directories usually can be found in the reference section of the local library. Local telephone yellow pages and other kinds of community business directories also can be used to identify professional design firms.



REFERRALS

To identify firms more selectively, an owner may wish to contact other owners who have recently used design professional services on similar projects.

How many firms should be included on the list? There is no exact formula. The owner should determine the number appropriate for the specific project and circumstances.

3.4 REQUESTING QUALIFICATION DOCUMENTS

A Request for Qualifications (RFQ) can be used to obtain the names and credentials of interested professional firms. Public owners also may be required to advertise for interested professional design firms. When the list of firms to be considered is compiled, the owner should prepare the following materials to send to the firms:

1. A memo to all firms that are invited to submit statements of qualifications. The memo should list all firms in alphabetical order. (If the list is limited, it is customary for the owner to let firms know the names of other competing firms.)
2. A list of information that should be included with the firms' statements of qualifications.
3. A schedule of planned activities.
4. A scope-of-work statement.
5. The requirements for equal-opportunity employment, minority business, small business, and women owned business participation.

It is essential that all firms receive the same materials so that all the firms' responses will be based on the same project specifications and constraints and, therefore, can be compared fairly.

The exchange of information between the owner and the professional design firms is an important initial phase in the selection process. The owner's representative, listed on the memo requesting letters of qualifications, should be prepared to handle telephone calls and also should be authorized to respond to questions. If a question from one firm reveals important information is missing from the materials sent to the firms, all of the firms should be supplied with that information in writing.

Sample forms for this step in the QBS process are included. (The federal government standard forms 254/255 often are requested by public owners as firms' statements of qualifications. The forms are easy to use and are familiar to most firms.)



3.5 EVALUATING QUALIFICATION SUBMITTALS

The selection committee assigned to develop a short list of firms should evaluate qualifications submitted by the firms. (It is up to the owner to ensure that the screening committee is composed of competent individuals who will be able to make an intelligent selection decision.) It is recommended that the owner establish a policy that qualification submittals received after the deadline will not be considered.

The number of firms to be included on the shortlist and then interviewed may vary depending on the size and scope of the project. Generally, three to five firms are sufficient.

A sample evaluation form is provided to assist with reviewing and short-listing firms based on their qualifications submittals. This form should be tailored to meet specific project needs.

A form also is included for checking references of firms the owner is particularly interested in. References should be checked between the time qualifications submittals are received and the time the selection committee meets to develop a shortlist.

All evaluations should provide equal-opportunity considerations.

3.6 ESTABLISHING A SHORTLIST OF FIRMS TO BE INTERVIEWED

Based on evaluation of qualification submittals and reference checks discussed in the preceding section, the owner can establish a shortlist of three to five firms to be interviewed. Because all firms that submitted qualifications committed time and expense to pursue the project, the owner should contact the firms not selected for the shortlist as well as those to be interviewed. The memo sent to firm that did not make the shortlist can express thanks and identify the firms that will be invited to interview.

A sample memo is included.

3.7 BRIEFING HELD WITH SHORTLISTED FIRMS

Firms selected for interviews should immediately be sent information regarding interview requirements. What should be included in the memo to these firms?

The following elements should be considered:

1. A briefing date for the shortlisted firms should be established. This may include a tour of the site/facilities if considered appropriate. The tour provides the firms with an important first-hand look at the concerns that gave rise to the project. The briefing also provides a further opportunity for exchange of information about the project. If the project site is vacant, the owner may simply provide maps and directions to the site. If facilities exist, however, the firms probably will want to tour them with the owner.

Briefing tours can be handled individually (the owner's representative meets individually with representatives of competing firms) or in a group (all interested firms meet at a specific time and place for a group review of the site and/or facility).
2. A list of interview criteria and questions, and an explanation of the scoring and selection process, should be sent to the firms on the shortlist. Predetermining selection scoring criteria and specific areas of owner concern, and providing that information to the shortlisted firms, will provide the interviewing committee with the best possible basis for making an "apples to apples" comparison.
3. If the owner has feasibility studies, a project program, or other background information on the project, these materials should be submitted to the firms, or made available to them for purposes of review.
4. Other specifics about the interviews themselves, including the date, place, time, and the names and titles of the members of the group that will be conducting the interviews, also should be included.

A sample memo to shortlisted firms is included. The memo, and scoring and evaluation sheets, should be tailored to meet the owner's criteria, specific priorities, and concerns.

3.8 INTERVIEWING THE SHORTLISTED FIRMS

PURPOSE

Interviews with the shortlisted firms let the owner compare the firms' different approaches to the design process, as well as their interpretations and understanding of the specific project requirements. The owner should not expect sketches or other design work for the project at this time. The design requirements for even simple projects can be quite complex; and at this state, the design professional will not be sufficiently aware of the owner's needs and requirements to be able to produce a meaningful design solution.



The interviews allow for evaluation for the personal styles of each firm's management and key personnel, and their compatibility with the pre-identified criteria for the project. It is imperative that design personnel assigned to the project, as well as key representatives from the firm's consultants, be present at the interview. It is also essential for the project users to be involved in the interviews. Direct interaction between the owner/user and the design professional is essential for the development of a design that truly meets the owner's needs.

SET-UP

The physical set-up for the interview should be comfortable, with good acoustics and ample room. A separate waiting area should be provided for other firms to be interviewed. Equipment such as blackboards, flip charts, and audio-visual screens probably will be useful if available, although most firms will bring the equipment they need. Since equipment set-up time may cause some delays, two rooms should be used, if possible. While one firm is being interviewed in the first room, another firm can set up in the second room. This ensures that important interview time is not spent checking equipment.

Owners may elect to interview the shortlisted firms in the design professional's office. This can provide greater insight regarding the firm's work setting as well as methods, equipment and informational resources, and key team members proposed for the project. Interviews may be held in closed sessions unless applicable statutes or regulations require an open public meeting. In such cases, the firms should be notified of this in advance.

SOME INTERVIEWING GUIDELINES

The following are suggested guidelines for setting up and conducting the interviews.

- » Interview only the firms communicated with during the selection process, to ensure that all interviewed firms have had equal opportunity to prepare presentations.

- » Schedule at least 45 minutes for each presentation, and 15 minutes between interviews. It's important to allow ample time for the presentation and question-and-answer period, and also for the committee to discuss the presentation privately before beginning the next interview.
- » Schedule all interviews on the same day or on consecutive days. This permits the committee to compare all of the interviewed firms while information is freshly in mind, and ensures consistent interview scoring.
- » The evaluation criteria for the interview scoring system should be communicated to all firms in advance.
- » While it is appropriate to question firms about their approach to the design of a project, owners should not ask for an actual design solution during the interview. Appropriate and responsive designs require considerably more interaction between owner and design professional than is possible during the selection phase. Pre conceived design solutions brought to the table by either the design professional or owner rarely address the true needs of the owner's program. Considerable time and effort, however, may be expended trying to salvage preconceived ideas and make them fit the program. This actually impedes progress and prevents the exploration of more responsive solutions to identified design issues.
- » Owners may want to ask how the firms plan to develop an appropriate level of compensation for their professional services. However, compensation amounts are best resolved through detailed discussions with the firm finally selected, and only after there is a comprehensive and mutual understanding of the actual scope of services.
- » Let all firms know when the selection decision will be made. It is recommended that, if possible, the decision be made on the same date as the interviews after the committee has had ample time to evaluate all firms.
- » Use of Technical Proposals. Technical proposals should be required only when the project is well defined, and if the significance of the project justifies the expense and time to the shortlisted firms and the owner.

The process will add several weeks, and commensurate cost, the preparation time for the shortlisted firms. The owner also will require technically-experienced staff, as well as several additional weeks to review the technical proposals.

The technical proposal may be requested from shortlisted firms. This technical proposal can be used as a forerunner to the interviews, or as a substitute for the interview. The technical proposal should be requested of each of the shortlisted firms. The request should include the areas to be addressed in the technical proposal. A sample request letter for the interview process is included in the Appendix.

The technical proposal technique, without interviews, should be used when the owner is familiar with the firms and with the staff of the shortlisted firms. When the owner is not familiar with the firms and wishes to request technical proposals, the proposals should be in conjunction with and prior to interviews.

3.9 RANKING THE FIRMS IN CONTENTION FOR SELECTION

An evaluation form that includes a weight and a score for each criteria/question is useful for evaluating, ranking and finally, selecting the most qualified firm. Each firm should be evaluated separately by each interviewer during the presentation and interview. When all the interviews have been concluded, the head of the selection committee should compile the individual score sheets. This system provides a documented record of the selection process as support for the committee's actions. It is recommended that committee members take the time to achieve a consensus rather than just ranking and selecting by majority vote.

A sample evaluation/ranking system is included.

If technical proposals are included in the process, the results of the review should be incorporated in the evaluation process. If technical proposals are requested in place of interviews, the head of the selection committee should compile the individual score sheets when the review of the technical proposals is complete.



3.10 NEGOTIATING A DETAILED SCOPE OF WORK WITH THE SELECTED FIRM

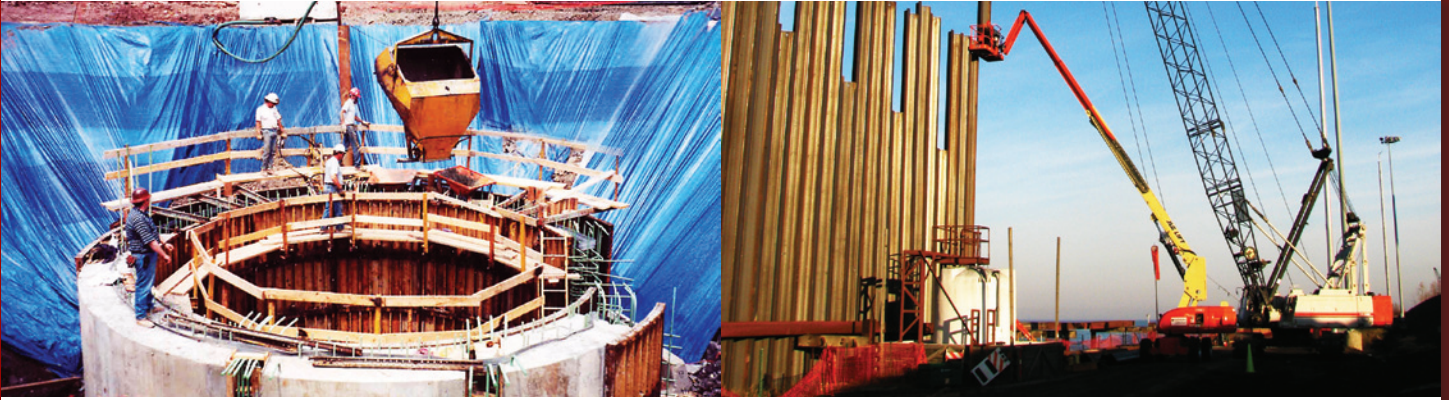
As soon as possible after selection, the owner should begin negotiations to develop a detailed scope of work with the firm deemed most qualified. Normally, it is not difficult to reach an agreement, since the QBS process facilitates an early understanding of the project scope and requirements. If agreement on the scope of services cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.

This detailed and comprehensive scope-of-services should be developed jointly by the owner and the top ranked firm. This is often accomplished through one or more meetings of the design professional and the owner, after which the design professional submits a project and work plan. The work plan should list consultants and the roles and responsibilities of all members of the design team, as well as the responsibilities of the owner.

3.11 NEGOTIATING A CONTRACT WITH THE SELECTED FIRM

- » Once there is agreement on the work plan, the design firm should submit its proposal for compensation, to initiate fee negotiations.
- » A written contract should be used. The parties may wish to use the standard form of agreement of the American Institute of Architects, or the Engineers' Joint Contract Documents standard form. These contracts are widely used, time-tested, and designed to coordinate the needs of the owners, contractors, and design professionals.
- » The agreement between the owner and design professional should ensure that both parties have the same expectations and understanding of the project requirements.

When project responsibilities of both the owner and design professional are understood and compensation is determined, an agreement to enter into a contract has been reached. The owner, through the normal written procedure or process, authorizes commencement of design services and thus completes the selection process. Again, if agreement on the compensation cannot be reached, negotiations with the first-ranked firm should be terminated and the owner should open negotiations with the second-ranked firm.



3.12 POST-SELECTION COMMUNICATIONS

After interviews and/or technical proposal reviews and ranking are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process. The memo should list all firms in alphabetical order, and state by name in what order the committee ranked the firms. (It is customary for owners to provide this information as a courtesy to the firms.) A sample post-selection memo is included in the Appendix.

After a contract is awarded, a debriefing for each shortlisted firm should be provided upon request. The debriefing will include information on ranking and scoring of that firm's proposal.

The process should also be evaluated by the governmental unit, for use in future programs.

3.13 ADDITIONAL DISCUSSION

Nothing in this workbook is intended or should be read to prohibit any member of the QBS Coalition Associations from submitting price quotations at any time during the design professional selection process or to suggest that to do so is unethical, unprofessional, or contrary to policy. Nor should this workbook be read as in any way prohibiting any building or project owner from requesting such submissions.

The QBS Coalition does, however, advocate that public owners voluntarily adopt the qualifications-based approach to design professional selection described in this workbook. This workbook is not written for private, nongovernmental owners.

3.14 LISTS OF DESIGN PROFESSIONAL FIRMS ARE AVAILABLE FROM THE FOLLOWING ASSOCIATIONS:

ACEC OF MICHIGAN

American Council of Engineering
Companies (Michigan)
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AIA OF MICHIGAN

American Institute of Architects
of Michigan
553 E. Jefferson
Detroit, MI 48226
(313) 965-4100

ASCE

American Society of Civil
Engineers, Michigan Chapter
215 N. Walnut
Lansing, MI 48933
(517) 332-2066

AWWA

American Water Works
Association of Michigan
P.O. Box 609
Grand Ledge, MI 48837
Telephone:
(517) 627-0913

MSPE

Michigan Society of Professional
Engineers
215 N. Walnut
PO Box 15276
Lansing, MI 48901
(517) 487-0635

MWEA

Michigan Water Environmental
Association
PO Box 397
Bath, MI 48808

AGC OF MICHIGAN

Associated General Contractors (Michigan)
2323 N. Larch St.
Lansing, MI 48906
(517) 371-1550

APWA

American Public Works Association
of Michigan
Van Buren County
PO Box 156
Lawrence, MI 49064
(269) 674-8011

ASLA OF MICHIGAN

American Society of Landscape Architects
of Michigan
1026 N. Washington Ave.
Lansing, MI 48906
(517) 485-4115

ESD

Engineering Society of Detroit
20700 Civic Center Dr., Ste. 450
Southfield, MI 48076
(248) 356-0736

MSPS

Michigan Society of Professional Surveyors
220 Museum Dr.
Lansing, MI 48933
(517) 484-2413

(517) 641-7377

4.0 INFORMATION AND EXAMPLE MATERIALS

The forms and materials included are designed to provide basic formats that can be adjusted to meet specific project needs. The Michigan Qualifications-Based Selection Coalition will help the owner develop a set of materials to get the selection process started.

Memos and materials to be mailed to the firms involved

1. Request for letters of qualifications and enclosures:
 - » Requirements for letters of qualifications.
 - » Schedule of activities for the selection time frame.
 - » A preliminary scope of the work.
2. Memo to firms that submitted letter of qualifications but were not selected for an interview.
3. Memo to shortlisted firms for information on interview and site visitations, with enclosures:
 - » Interview questions and score sheets for ranking firms.
 - » Group interview evaluation forms.
4. Memo to shortlisted firms when technical proposal is requested, with enclosures:
 - » Review questions and score sheets for ranking firms.
5. Memo to all firms that were interviewed.

FORMS AND INFORMATION FOR USE BY THE OWNER DURING THE SCREENING AND INTERVIEW PROCESS

6. Alternative interview score sheet for ranking shortlisted firms.
7. Ranking form for evaluation of the letters of qualification received.
8. Form for checking the references of firms under consideration.

4.1 REQUEST FOR LETTERS OF QUALIFICATION SAMPLE MEMO

TO: _____
List name of firm

FROM: _____
Owner

Individual

Title

RE: REQUEST FOR STATEMENTS OF QUALIFICATION

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

Owner

This project's _____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

ATTACHED TO THIS MEMO ARE:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged.
(This sentence is optional)

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on _____
Day and time

TO: _____
Name Title

Address

*Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate

4.2 REQUIREMENTS FOR LETTERS OF QUALIFICATION

Owner

Project

Your Letters of Qualification should include the following information:

1. Name, address, and brief history of firm.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last two years. (On complex and unique projects, may be extended beyond 2 years.)

For Example:

- a. Include projects where professional design services related to design work were performed.
- b. Include examples of other projects that are similar in scope to this one.
- c. Include examples of project budgeting, cost estimating and results.

Include the name of the project, a contact person, and dollar amount for each example.

4. You are invited to include a maximum of one page (may allow more) of information not included above if you feel it may be useful and applicable to this project.

4.3 SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

- _____ 1. Identification of needs finalized by the owner. A scope of work in general terms developed.
Date
- _____ 2. Identification by owner of interested and potential professional design firms to receive memo requesting Letters and Statements of Qualification.
Date
- _____ 3. Memo requesting Letters and Statements of Qualification mailed to interested and invited firms.
Date
- _____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for firms to submit materials) Note: Before the next action date, references should be reviewed.
Date
- _____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be based on qualifications, references, and compatibility with owner's project.
Date
- _____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
Date
- _____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms to be interviewed and expressing appreciation for their interest.
Date
- _____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at least 20 days before interviews, to allow for preparation.)
Date
- _____ 9. Scheduled interviews for shortlisted firms, at times and locations previously communicated. The best firm for the project to be selected, based on qualifications.
Date
- _____ 10. Contract with selected firm negotiated and implemented.
Date
- _____ 11. Memo mailed to all firms interviewed, indicating results of interviews and expressing appreciation for their involvement.
Date
- _____ 12. Post-selection requirements. (Public hearings, etc.)
Date

4.4 PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

Owner _____

Project Name _____

Project Location _____

Contact Person _____

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

ANTICIPATED TIME FRAME:

Projected Start: _____ Planned Finish: _____

Approval process/involvement of groups.

OTHER REQUIREMENTS:

Referendums, public hearings, etc.

4.5 MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: *(List firms in alphabetical order.) (All firms not asked to interview or tour facilities.)*

FROM: _____
Owner

Individual

Title

Address

RE: STATUS OF SELECTION PROCESS

Project

The _____
Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____
Committee board or staff unit

decided to interview the following firms:

(List firms in alphabetical order)

- 1.
- 2.
- 3.
- 4.
- 5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

4.6 MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. (Specify study, design, other)

ATTACHED TO THIS MEMO ARE THE FOLLOWING:

1. An Interview Score Sheet, which will be used by the _____
during the interview session. Interviewing group or individual
 2. Evaluation form, which the person in charge will use to compile evaluation scores.
 3. Copies of _____
Name of studies or report
- compiled by _____, for your information and review.
Name of group

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

Address

FORM CONTINUED ON NEXT PAGE

FORM CONTINUED....

The order and time of interviews is:

Firm A _____Time

Firm B _____Time

Firm C _____Time

Firm D _____Time

Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.

4.7 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING	WEIGHT	TOTAL
1. Related project experience	_____	X _____	= _____
2. Firm's ability and capacity to perform the work			
» Key personnel assigned to this project	_____	X _____	= _____
3. Grasp of the project requirements			
» Studies			
» Design			
» Other	_____	X _____	= _____
4. Method to be used to fulfill the required services, including design phase	_____	X _____	= _____
5. Management approach for technical requirements. Examples:			
» Cost Controls			
» Design and construction phase involvement	_____	X _____	= _____
6. Use of consultants that may work on the project			
» Discuss in-house resources			
» Outside sources	_____	X _____	= _____
7. Time schedule planned for this project			
» Availability	_____	X _____	= _____
8. Firm's experience and methods used for:			
» Budgeting and financial controls			
» Determining fee and compensation	_____	X _____	= _____
GRAND TOTAL			= _____

INSTRUCTION FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiplying the rating by the pre-determined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

4.8 GROUP INTERVIEW PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

4.9 MEMO TO SHORTLISTED FIRMS WHEN TECHNICAL PROPOSAL IS REQUESTED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: TECHNICAL PROPOSAL REQUEST

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

ATTACHED ARE:

1. A Technical Proposal Score Sheet, which will be used by the _____
Review group or individual

2. Evaluation form, for use of the person in charge, to compile the evaluation scores.

3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____.
Date

Please have your firm's representative make arrangements to be present.

Owner _____ Project _____

4.10 TECHNICAL PROPOSALS SHOULD ADDRESS THE FOLLOWING ISSUES.

CATEGORIES	RATING	WEIGHT	TOTAL
1. Related project experience	_____	x _____	= _____
2. Firm's ability and capacity to perform the work			
» Key personnel assigned to this project			
» Responsible officer	_____	x _____	= _____
3. Issues of special concern	_____	x _____	= _____
4. Technical approach to work	_____	x _____	= _____
5. Management approach for technical requirements.			
Examples:			
» Cost Controls			
» Design and construction phase involvement	_____	x _____	= _____
6. Use of consultants that may work on the project			
» In-house resources			
» Outside sources	_____	x _____	= _____
7. Time schedule planned for this project			
» Availability	_____	x _____	= _____
8. Firm's experience and methods used for:			
» Budgeting and financial controls			
» Determining fee and compensation	_____	x _____	= _____
GRAND TOTAL			= _____

INSTRUCTIONS FOR THE REVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighed at 10 and the firm received the maximum 5 rating on each category.

4.11 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E
INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

Divide group totals by 400 for a composite score to determine the most qualified firm. *(Based on eight categories.)*

4.12 MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual Title

(Address)

RE: STATUS OF SELECTION PROCESS

Project Name

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____
Firm #1

The _____ express their appreciation for your time,
Interviewers
effort and interest on our behalf.

4.13 THE REFERENCE CHECK

Owner _____ Project Description _____

Professional Design Firm _____ on which the reference check is being conducted.

REFERENCE INFORMATION:

Owner _____ Project Referenced _____

Address _____ Person Contacted _____

Phone _____

(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)

	5	4	3	2	1
SAMPLE QUESTIONS ASKED	EXE.	GOOD	AVG.	FAIR	POOR
1. What is you project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify) _____					
5. Who was the staff person assigned to work with you on this project? _____ Were you satisfied with his/her work? _____					
6. Was the project started at schedule?					
7. Was the project completed as planned?					
8. Were the budget, cost control, and financial administration within the planned controls and limitations?					
9. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/ boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL _____

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation Form as a line item on that firm's evaluation sheet.

4.14 LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

QUALIFICATIONS EVALUATION

Owner _____
 Contact Person _____
 Project Description _____
 Professional Design Firm _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Contact Person _____

	RATING	WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	X	_____	= _____
2) Evaluation of assigned personnel	_____	X	_____	= _____
3) Related experience (as appropriate)	_____	X	_____	= _____
» Design Services				
» Construction Coordination				
» Demolition				
» Studies				
» Other _____	_____	X	_____	= _____
4) Budget, cost controls experience, and results	_____	X	_____	= _____
5) Familiarity with local area—geography and facilities	_____	X	_____	= _____
6) Ability to relate project requirements	_____	X	_____	= _____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	X	_____	= _____
8) Reference check (evaluation transfer from reference check form)	_____	X	_____	= _____
GRAND TOTAL _____				

FORM CONTINUED...

Name of Reviewer _____

QUALIFICATIONS EVALUATION SUMMARY

(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm's qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)

FIRMS	1	2	3	4	5	6	7	8	9	10
REVIEWER 1										
REVIEWER 2										
REVIEWER 3										
REVIEWER ____										
REVIEWER ____										
REVIEWER ____										

Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.

4.15 OPTIONAL FORM

To: _____
Interviewing Group

Owner: _____

INTERVIEW SCORE SHEET

ISSUE	POSSIBLE POINTS	POINTS AWARDED
1. Similar project experience		10
2. Discussion of the firm's capacity to perform the work		10
3. A discussion of the firm's understanding of the project needs		20
4. Discussion of the methods the firm proposes to use in providing the required services.		10
5. A discussion of consultants that may be working with the firm on the project.		10
6. Discussion of how the firm will handle the planning, design and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implantation phases of the work.		30
7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project.		10
Notes:		100

4.16 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner Hickory Valley Township Project Landfill Monitoring Wells

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING X WEIGHT = TOTAL		
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
GRAND TOTAL			237

INSTRUCTIONS FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton

Firm: A

4.17 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1	237	314	390		
INTERVIEWER 2	340	275	370		
INTERVIEWER 3	310	290	370		
INTERVIEWER 4	257	330	302		
INTERVIEWER 5	290	300	340		

GRAND TOTALS	1434	1509	1772		

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District – Elementary School Addition

Firm C = 4.38

Firm B = 3.77

Firm A = 3.58

02/02/2017

BALANCE SHEET FOR VAN BUREN TOWNSHIP
Period Ending 11/30/2016

GL Number	Description	Balance
Fund 101 - General Fund		
*** Assets ***		
101-000-001-000	Cash-General Fund	3,051,165.85
101-000-003-000	Certificate Of Deposit	2,945,000.00
101-000-004-000	Investment-Class MBIA	0.00
101-000-006-000	Cash - Economic Develop Corp	13,166.87
101-000-018-000	Petty Cash	950.00
101-000-028-000	Property Tax Receivable	0.00
101-000-030-000	PTA Late Filer - Receivable	2,275.00
101-000-040-000	Accounts Receivable	14,956.24
101-000-043-000	Accounts Receivable- Building / Planning	0.00
101-000-067-002	Due From Water & Sewer Fund	0.00
101-000-067-003	Due From Landfill Fund	0.00
101-000-067-004	Due From 911 Fund	0.00
101-000-067-005	Due From Delq. Tax & Trailer	0.00
101-000-067-006	Due From Current Tax Fund	0.00
101-000-067-007	Due From CDBG Fund	8,992.00
101-000-067-008	Due From Capital Improvement	0.00
101-000-067-009	Due From DDA	0.00
101-000-067-010	Due From French Landing Dam	0.00
101-000-067-011	Due From LDFA	0.00
101-000-067-014	Due From Museum Fund	695.00
101-000-067-015	Due From State Drug Forfeit	0.00
101-000-067-016	Due From Fed Drug Forfeit	0.00
101-000-067-019	Due From Payroll	2,000.00

101-000-073-000	Due From State Of Michigan	0.00
101-000-123-000	Pre-Paid Expense	650.00

Total Assets	-----	6,039,850.96
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*** Liabilities ***

101-000-202-000	Accounts Payable	0.00
101-000-202-001	Construction Retainage	0.00
101-000-202-002	Accts Payable- Bemis Construct	0.00
101-000-214-002	Due To Water & Sewer Fund	250.00
101-000-214-003	Due To Landfill Fund	0.00
101-000-214-004	Due To Court Fund	0.00
101-000-214-007	Due To CDBG Fund	0.00
101-000-214-009	Due To DDA	0.00
101-000-214-010	Due To 911 Service Fund	0.00
101-000-214-011	Due To LDFA	0.00
101-000-214-014	Due To Museum Fund	0.00
101-000-214-015	Due To State Drug Forfeit	0.00
101-000-214-016	Due To Fed Drug Forfeit	0.00
101-000-222-000	Due To Wayne County	0.00
101-000-257-000	Accrued Wages & FICA Payable	0.00
101-000-260-000	MTT Accrued Liability	0.00
101-000-284-000	Cell Tower Customer Deposits	85,000.00
101-000-285-000	Customer Deposits Payable	267,242.96
101-000-286-000	Reimbursable Planning Fees	17,791.58
101-000-387-000	Unearned Revenue-Property Tax	0.00
101-000-388-000	Unearned Revenue - Cobblestone	38,700.00
101-000-389-000	Unavailable Revenue	2,906.00
101-000-389-001	Reserve For Accts Receivable	17,078.82
101-000-389-002	Reserve-Senior Bequest Fund	7,862.04
101-000-389-003	Restricted Cable PEG Fees	42,768.44
101-000-389-008	Reserve For FLD-Belleville	55,000.00

101-000-389-009	Reserve For French Landing Dam	167,500.10
	Total Liabilities	<u>702,099.94</u>
*** Fund Balance ***		
101-000-390-000	Fund Balance	5,329,217.79
	Total Fund Balance	<u>5,329,217.79</u>
	Beginning Fund Balance	5,334,217.79
	Net of Revenues VS Expenditures	8,533.23
	Fund Balance Adjustments	(5,000.00)
	Ending Fund Balance	<u>5,337,751.02</u>
	Total Liabilities And Fund Balance	<u>6,039,850.96</u>

Fund 279 - CDBG Fund

*** Assets ***

279-000-001-000	Cash-CDBG Fund	2,576.83
279-000-067-001	Due From General Fund	0.00
279-000-067-002	Due From Water & Sewer Fund	0.00
279-000-079-000	Acct. Receivable Fed. Govt.	13,734.57

	Total Assets	16,311.40

*** Liabilities ***

279-000-202-000	Accounts Payable	0.00
279-000-214-001	Due To General Fund	8,992.00
279-000-214-002	Due To Water & Sewer Fund	0.00
279-000-285-000	Escrow Payments	4,971.63
279-000-389-000	Unavailable Revenue	13,734.57
279-000-389-001	Reserve-Rehab Housing	15,803.41

	Total Liabilities	43,501.61

*** Fund Balance ***

279-000-390-000	Fund Balance	(46,755.79)

	Total Fund Balance	(46,755.79)

Beginning Fund Balance	(46,755.79)
Net of Revenues VS Expenditures	19,565.58
Fund Balance Adjustments	0.00
Ending Fund Balance	(27,190.21)
Total Liabilities And Fund Balance	16,311.40

Fund 592 - Water/Sewer Fund

*** Assets ***

592-000-001-000	Cash-Water/Sewer Fund	2,337,431.65
592-000-003-000	Certificate Of Deposit	5,378,431.82
592-000-003-001	Cert. Of Deposit - Restricted	17,822,640.40
592-000-004-000	Investment-Class MBIA	3,029,287.67
592-000-005-000	Restricted Asset-Excess 6 Mil	5,192,286.01
592-000-030-000	Delinquent Water Receivable	91,216.22
592-000-040-000	Accounts Receivable	267,304.43
592-000-040-001	Estimated Uncollectible A/R	0.00
592-000-041-000	Accounts Receivable Water Cust	469,246.94
592-000-047-000	Sewer Assessment Receivable	0.00
592-000-051-000	Property Tax Receivable	0.00
592-000-053-000	Unlievied Sewer Assessments	1,164.25
592-000-067-001	Due From General Fund	250.00
592-000-067-006	Due From CTA	0.00
592-000-067-011	Due From LDFA	0.00
592-000-103-000	Debt Retirement Fund @ Way Cty	433,180.19
592-000-104-000	Funds @ Wayne County	13,064.87
592-000-110-000	Funds @ Wayne Cty Bond Reserve	491,692.73
592-000-123-000	Prepaid Expense	0.00
592-000-131-000	SHVUA Eq Basin	778,217.05
592-000-132-000	Land	57,293.79
592-000-133-000	SHVUA Sludge Storage Tank	316,378.90
592-000-133-001	SHVUA Sludge Tank Thickener	143,696.90
592-000-134-000	SHVUA Trenton Arm Project	509,652.88
592-000-134-001	SHVUA Trenton Arm Pumps	345,792.00
592-000-134-002	SHVUA Biodeck Mixers	0.00
592-000-136-000	Buildings	309,000.00
592-000-137-000	Accum. Depr. Buildings	(125,933.51)

592-000-138-000	Machinery & Equipment	621,293.43
592-000-139-000	Accum. Depr. Machinery & Equip	(517,781.70)
592-000-140-000	Meters	3,586,287.03
592-000-141-000	Accum. Depr. Meters	(2,455,866.44)
592-000-142-000	Water Connections	790,408.88
592-000-143-000	Accum. Depr. Water Connections	(506,049.59)
592-000-144-000	Sewer Connections	323,770.85
592-000-145-000	Accum. Depr. Sewer Connections	(166,646.80)
592-000-146-000	Office Equipment	209,296.35
592-000-147-000	Accum. Depr. Office Equipment	(171,539.47)
592-000-148-000	Vehicles	896,937.73
592-000-149-000	Accum. Depr. Vehicles	(662,872.06)
592-000-152-000	Water Mains	43,044,499.65
592-000-153-000	Accum. Depr. Water Mains	(17,550,593.00)
592-000-154-000	Sewer Mains	51,965,323.33
592-000-155-000	Accum. Depr. Sewer Mains	(21,040,318.60)
592-000-158-001	CIP-Water	26,969.60
592-000-158-002	CIP-Sewer	1,389,755.62
592-000-180-000	Deposits At MMRMA	107,390.00

	Total Assets	97,751,560.00

*** Liabilities ***

592-000-202-000	Accounts Payable	0.00
592-000-202-001	Retainage Payable	0.00
592-000-214-001	Due To General Fund	0.00
592-000-256-000	Accrued Interest Payable	84,995.26
592-000-257-000	Accrued Wages & FICA Payable	0.00
592-000-260-000	MTT Accrued Liability	0.00
592-000-264-000	Other Liabilities	0.00
592-000-284-000	Refunds Payable	1,206.96
592-000-285-000	Customer Deposits Payable	56,731.00

592-000-286-000	Advanced Engineering Fees	1,107,193.47
592-000-300-007	1998 SHV Expansion Bonds	1,820,780.00
592-000-300-008	2011 SHVUA SRF 5386-01	403,219.40
592-000-300-025	SRF Loan #5117-11	0.00
592-000-300-026	Downriver SRF Bonds	254,610.76
592-000-300-028	SRF Bond #11 5117-20	3,134.89
592-000-300-029	SRF Bond #13 5117	522.77
592-000-300-030	Series 1999 B Downriver	43,372.11
592-000-300-031	Series 1999 A Refunding Bonds	0.00
592-000-300-033	2006 SRF Loan-Eq Basin	6,869,339.00
592-000-300-034	Water Meter Loan - 2007	0.00
592-000-300-035	2005 Dr SRF Loan-Primary Tank	45,660.34
592-000-300-036	2007 Dr Fine Screen Rev Bond	54,750.60
592-000-300-037	2007 Dr Completion Bonds	78,258.93
592-000-300-038	2008 A Revenue Bond	143,327.33
592-000-300-039	2008 B Revenue Bond	163,745.92
592-000-300-040	2008 C Revenue Bond	54,983.93
592-000-300-041	2008 D Revenue Bond	55,143.58
592-000-300-042	2009 DWRF Water Bond	4,680,000.13
592-000-300-043	Dr Treatment Plant Improvement	217,905.82
592-000-300-044	SRF Bond #5419-01	150,962.27
592-000-300-045	SRF Bond #5420-01	0.00
592-000-340-000	MMRMA IBNR	14.00
592-000-343-000	Accrued Vac/Sick Payable	26,262.88
592-000-343-001	Comp Abs Due Within One Year	0.00
592-000-354-000	Cont.in Aid-Federal Grants	5,957,092.94
592-000-355-000	Cont. In Aid-Customer Connect.	14,288,028.89
592-000-356-000	Cont. In Aid-Meters & Others	2,456,592.46
592-000-357-000	Contributed Capital-Other	510,645.58
592-000-389-001	Unearned Revenue-Property Tax	0.00
	Total Liabilities	39,528,481.22

*** Fund Balance ***

592-000-390-000	Fund Balance	43,665,909.00
592-000-393-000	Reserve For Equip Replacement	418,650.00
592-000-393-001	Reserve For Meter Replacement	255,200.00
592-000-394-000	Reserve-Excess 6 Mill Tax Levy	15,155,977.72
592-000-394-001	Reserve-Water Capital Charges	101,320.78
592-000-394-002	Reserve-Sewer Capital Charges	252,717.44
	Total Fund Balance	<hr/> 59,849,774.94
	Beginning Fund Balance	59,849,774.94
	Net of Revenues VS Expenditures	(1,626,696.16)
	Fund Balance Adjustments	0.00
	Ending Fund Balance	<hr/> 58,223,078.78
	Total Liabilities And Fund Balance	<hr/> 97,751,560.00

02/02/2017

REVENUE AND EXPENDITURE REPORT FOR VAN BUREN TOWNSHIP
PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	ACTIVITY FOR MONTH 11/30/2016	YTD BALANCE 11/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000						
101-000-403-000	Current Property Tax	805,000.00	(99.07)	815,693.55	(10,693.55)	101.33
101-000-417-000	Delinquent Per. Property Tax	3,500.00	0.00	7,677.97	(4,177.97)	219.37
101-000-428-000	Public Safety Revenue	3,530,000.00	(433.43)	3,594,223.13	(64,223.13)	101.82
101-000-445-000	Interest & Penalties	6,000.00	322.07	5,128.62	871.38	85.48
101-000-455-000	Trailer Fees	8,850.00	0.00	6,221.50	2,628.50	70.30
101-000-477-000	Building Permits	600,000.00	54,308.92	371,666.86	228,333.14	61.94
101-000-478-000	Electrical Permits	64,000.00	7,695.00	65,644.92	(1,644.92)	102.57
101-000-479-000	Heating Permits	53,000.00	6,770.00	54,378.00	(1,378.00)	102.60
101-000-480-000	Plumbing Permits	31,000.00	4,416.00	32,524.00	(1,524.00)	104.92
101-000-481-001	Water/Sewer Line Inspections	500.00	0.00	0.00	500.00	0.00
101-000-481-002	Permit Deposits	10,000.00	0.00	0.00	10,000.00	0.00
101-000-482-000	Tree Removal Permits	85,000.00	0.00	137,900.00	(52,900.00)	162.24
101-000-483-000	Other Non-Bus. Lic. & Permits	4,300.00	1,020.00	9,460.00	(5,160.00)	220.00
101-000-484-000	Charges For Services & Fees	37,000.00	0.00	12,201.01	24,798.99	32.98
101-000-485-001	Planning/Engineering - Revenue	0.00	2,500.00	41,658.03	(41,658.03)	100.00
101-000-486-000	Sales Other, Zoning Books/maps	100.00	75.00	455.00	(355.00)	455.00
101-000-574-001	Srs-Sales Tax Constitutional	2,275,000.00	0.00	1,450,469.00	824,531.00	63.76
101-000-575-000	State Shared Rev.-Liquor Lic.	13,000.00	0.00	13,823.70	(823.70)	106.34
101-000-576-000	State Of Mi - Metro Authority	12,150.00	0.00	13,785.46	(1,635.46)	113.46
101-000-577-000	State Of MI - EVIP	123,200.00	0.00	82,187.00	41,013.00	66.71
101-000-601-000	Dog Licenses	4,500.00	85.50	4,116.00	384.00	91.47
101-000-608-000	Property Tax Admin Fee	400,000.00	(60.10)	384,844.38	15,155.62	96.21
101-000-627-000	FOIA & Copying Svs	5,000.00	375.00	2,089.68	2,910.32	41.79
101-000-628-000	Fire Department	2,000.00	700.00	3,300.00	(1,300.00)	165.00
101-000-628-001	Fire Dept. - Plan Review	7,000.00	400.00	7,290.40	(290.40)	104.15
101-000-629-000	Police Department	50,000.00	1,882.50	30,274.18	19,725.82	60.55
101-000-629-001	Police Department - Admin Fees	2,000.00	100.00	1,220.00	780.00	61.00
101-000-629-002	Police Dept. - Sex Offend Reg.	1,500.00	0.00	800.00	700.00	53.33
101-000-629-003	Police-Belleville Dispatch	166,929.00	0.00	166,929.00	0.00	100.00
101-000-629-004	Police - Gun Range	10,000.00	7,000.00	14,800.00	(4,800.00)	148.00
101-000-631-000	Weeds	40,000.00	0.00	37,352.12	2,647.88	93.38
101-000-643-000	Cemetery Lot Use	12,000.00	1,900.00	21,860.00	(9,860.00)	182.17
101-000-651-000	Park Use & Admissions	35,000.00	0.00	42,395.00	(7,395.00)	121.13
101-000-651-001	Park Donations	0.00	0.00	1,000.00	(1,000.00)	100.00
101-000-652-000	EQ Tipping Fees	530,000.00	188,964.52	404,862.37	125,137.63	76.39
101-000-653-000	WM Cultural Donation	15,000.00	0.00	15,000.00	0.00	100.00

101-000-654-000	Lake Maintenance-STS	45,000.00	0.00	25,887.41	19,112.59	57.53
101-000-655-000	Fines & Costs	540,000.00	45,959.12	451,916.02	88,083.98	83.69
101-000-660-000	Cable TV Franchise Fees	330,000.00	88,682.26	265,385.26	64,614.74	80.42
101-000-661-000	Cable TV "PEG" Fees	30,000.00	3,905.86	11,684.23	18,315.77	38.95
101-000-662-000	Telecommunication	120,000.00	0.00	113,464.32	6,535.68	94.55
101-000-664-000	Interest Earned On Deposits	41,000.00	4,638.67	41,052.21	(52.21)	100.13
101-000-672-000	Special Assessments	205,000.00	21.91	196,026.24	8,973.76	95.62
101-000-673-000	Sale Of Fixed Assets	0.00	3,347.00	9,890.00	(9,890.00)	100.00
101-000-676-000	Administrative Fees, Water	621,225.00	51,768.75	569,456.25	51,768.75	91.67
101-000-686-000	Lot Splits/Address Changes	2,600.00	75.00	4,500.00	(1,900.00)	173.08
101-000-686-001	Wayne Co Tax Mapping Fee	1,400.00	0.00	1,100.00	300.00	78.57
101-000-686-002	PTA-Late Filing Fees	5,100.00	0.00	4,454.46	645.54	87.34
101-000-686-003	Tax Abatement App. Fees	4,000.00	0.00	0.00	4,000.00	0.00
101-000-687-000	Miscellaneous	120,000.00	520.00	39,402.14	80,597.86	32.84
101-000-688-000	Transfer From Landfill Fund	2,378,628.00	0.00	2,378,628.00	0.00	100.00
101-000-689-000	Transfer From 911 Fund	160,000.00	0.00	160,000.00	0.00	100.00
101-000-691-000	Recreation	60,000.00	1,464.00	44,385.89	15,614.11	73.98
101-000-691-001	Recreation Donations	1,200.00	0.00	0.00	1,200.00	0.00
101-000-691-002	Recreation Summer Camp	44,000.00	0.00	45,143.63	(1,143.63)	102.60
101-000-692-000	Senior Citizens Dept.	62,000.00	3,267.00	44,897.26	17,102.74	72.41
101-000-693-000	Senior Gift Shop	1,100.00	213.85	1,592.16	(492.16)	144.74
101-000-694-000	Senior Donations	3,000.00	0.00	5,002.24	(2,002.24)	166.74
101-000-699-000	Operating Transfers In	0.00	0.00	0.00	0.00	0.00
Total Dept 000		13,717,782.00	481,785.33	12,267,098.60	1,450,683.40	89.42
TOTAL REVENUES		13,717,782.00	481,785.33	12,267,098.60	1,450,683.40	89.42
Expenditures						
Dept 000						
101-000-999-000	Operating Transfer Out	0.00	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00	0.00
Dept 101-Township Board						
101-101-702-000	Township Board Salaries	61,404.00	5,117.00	51,170.00	10,234.00	83.33
101-101-719-000	Allocated Fringes	34,880.00	2,687.24	32,093.13	2,786.87	92.01
101-101-810-000	Memberships & Dues	13,000.00	0.00	11,755.50	1,244.50	90.43
101-101-860-000	Transportation	500.00	0.00	15.93	484.07	3.19
101-101-956-000	Other	50,000.00	1,706.51	56,104.16	(6,104.16)	112.21
101-101-957-000	Museum Contribution	40,000.00	0.00	40,000.00	0.00	100.00
101-101-958-000	Transfer, Retiree Health Care	100,000.00	0.00	100,000.00	0.00	100.00
Total Dept 101-Township Board		299,784.00	9,510.75	291,138.72	8,645.28	97.12
Dept 171-Supervisor Department						
101-171-702-000	Salary Of The Supervisor	81,491.00	6,244.52	70,563.08	10,927.92	86.59
101-171-703-000	Executive Assistant	45,919.00	4,811.12	42,590.47	3,328.53	92.75
101-171-703-001	DDA Reimbursement	0.00	0.00	0.00	0.00	0.00

101-171-705-000	HR Employee	0.00	0.00	0.00	0.00	0.00
101-171-706-000	Employee Wages	13,520.00	1,044.42	11,672.73	1,847.27	86.34
101-171-719-000	Allocated Fringes	37,500.00	2,257.32	32,084.81	5,415.19	85.56
101-171-810-000	Memberships & Dues	700.00	0.00	0.00	700.00	0.00
101-171-860-000	Transportation	1,800.00	0.00	442.95	1,357.05	24.61
101-171-861-000	Training	2,000.00	0.00	129.87	1,870.13	6.49
101-171-956-000	Other	2,000.00	2,633.25	3,744.55	(1,744.55)	187.23
101-171-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 171-Supervisor Department		184,930.00	16,990.63	161,228.46	23,701.54	87.18

Dept 191-Election Department

101-191-705-000	Election Office Wages	80,000.00	26,265.56	75,298.59	4,701.41	94.12
101-191-719-000	Allocated Fringes	13,000.00	610.06	2,170.07	10,829.93	16.69
101-191-727-000	Office Supplies	24,500.00	4,233.93	53,537.20	(29,037.20)	218.52
101-191-727-004	Election Reimbursement	(16,717.00)	0.00	(34,445.79)	17,728.79	206.05
101-191-861-000	Training	1,500.00	0.00	(129.87)	1,629.87	(8.66)
101-191-900-000	Printing & Publishing	3,500.00	176.25	892.25	2,607.75	25.49
101-191-933-000	Equipment Maintenance	1,500.00	0.00	3,939.32	(2,439.32)	262.62
101-191-956-000	Other	0.00	0.00	0.00	0.00	0.00
101-191-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 191-Election Department		107,283.00	31,285.80	101,261.77	6,021.23	94.39

Dept 202-Independent Accounting/audit

101-202-801-000	Independent Accounting/Audit	52,000.00	0.00	51,695.00	305.00	99.41
Total Dept 202-Independent Accounting/audit		52,000.00	0.00	51,695.00	305.00	99.41

Dept 210-Attorney Fees

101-210-801-000	Attorney Fees	270,000.00	18,182.33	166,255.95	103,744.05	61.58
Total Dept 210-Attorney Fees		270,000.00	18,182.33	166,255.95	103,744.05	61.58

Dept 215-Clerk Department

101-215-702-000	Salary Of The Clerk	78,700.00	6,030.66	68,146.47	10,553.53	86.59
101-215-703-000	Salary Of The Deputy Clerk	66,896.00	5,126.14	56,544.79	10,351.21	84.53
101-215-704-000	Admin Asst/Benefits Coord Wage	48,720.00	4,760.01	42,986.01	5,733.99	88.23
101-215-705-000	Employees Wages	116,017.00	13,957.30	116,983.12	(966.12)	100.83
101-215-705-001	DDA Wage/Fringe Reimb	(9,559.00)	0.00	(9,559.00)	0.00	100.00
101-215-719-000	Allocated Fringes	146,000.00	12,023.56	140,402.55	5,597.45	96.17
101-215-810-000	Memberships & Dues	800.00	0.00	870.00	(70.00)	108.75
101-215-831-000	Community Outreach	0.00	0.00	0.00	0.00	0.00
101-215-831-001	Community Outreach - Donations	0.00	0.00	0.00	0.00	0.00
101-215-860-000	Transportation	3,000.00	131.76	1,984.25	1,015.75	66.14
101-215-861-000	Training	6,000.00	0.00	6,260.68	(260.68)	104.34
101-215-956-000	Other	1,500.00	89.73	1,119.07	380.93	74.60
101-215-970-000	Capital Outlay	0.00	0.00	2,617.24	(2,617.24)	100.00
Total Dept 215-Clerk Department		458,074.00	42,119.16	428,355.18	29,718.82	93.51

Dept 228-IT Department

101-228-702-000	It Director	69,519.00	6,658.90	61,516.50	8,002.50	88.49
101-228-702-001	DDA Reimbursement	(2,840.00)	0.00	(2,840.00)	0.00	100.00
101-228-703-000	Public Safety IT Coordinator	58,397.00	7,159.78	53,240.60	5,156.40	91.17
101-228-704-000	GIS Technician Salary	52,780.00	4,044.44	45,695.02	7,084.98	86.58
101-228-719-000	Allocated Fringes	78,840.00	5,909.87	68,635.69	10,204.31	87.06
101-228-810-000	Memberships & Dues	100.00	0.00	100.00	0.00	100.00
101-228-816-000	GIS Technology	11,500.00	0.00	9,118.00	2,382.00	79.29
101-228-817-000	Technology	43,000.00	0.00	34,981.63	8,018.37	81.35
101-228-860-000	Transportation	150.00	0.00	246.24	(96.24)	164.16
101-228-861-000	Training	1,500.00	0.00	414.60	1,085.40	27.64
101-228-939-000	Computer Maintenance	47,500.00	24,787.70	43,837.36	3,662.64	92.29
101-228-939-001	DDA Reimb-Computer Maintenance	(2,500.00)	0.00	(2,500.00)	0.00	100.00
101-228-956-000	Other	1,800.00	116.04	2,300.88	(500.88)	127.83
101-228-970-000	Capital Outlay	56,690.00	7,910.00	50,675.00	6,015.00	89.39
101-228-970-001	MMRMA Reimbursement	(46,190.00)	0.00	(46,190.00)	0.00	100.00
Total Dept 228-IT Department		370,246.00	56,586.73	319,231.52	51,014.48	86.22

Dept 247-Assessing Department

101-247-703-000	Assessing Wages	64,828.00	7,203.11	58,361.22	6,466.78	90.02
101-247-705-000	Employee Wages	49,870.00	2,816.50	33,976.31	15,893.69	68.13
101-247-706-000	Board Of Review	3,000.00	0.00	1,800.00	1,200.00	60.00
101-247-719-000	Allocated Fringes	41,386.00	3,502.57	40,651.30	734.70	98.22
101-247-727-000	Office Supplies	1,200.00	95.27	458.82	741.18	38.24
101-247-810-000	Memberships & Dues	900.00	0.00	810.00	90.00	90.00
101-247-818-000	Wayne County Fees	0.00	0.00	0.00	0.00	0.00
101-247-818-001	Wayne County Mapping Fees	5,000.00	0.00	0.00	5,000.00	0.00
101-247-818-002	DDA Parcel Maintenance Reimb	(17,176.00)	0.00	(17,177.00)	1.00	100.01
101-247-819-000	Contracted Services	50,000.00	3,333.00	35,705.44	14,294.56	71.41
101-247-860-000	Transportation	800.00	173.56	731.77	68.23	91.47
101-247-861-000	Training	1,500.00	75.00	2,078.89	(578.89)	138.59
101-247-956-000	Other	200.00	0.00	128.99	71.01	64.50
101-247-970-000	Capital Outlay	1,250.00	0.00	1,194.07	55.93	95.53
Total Dept 247-Assessing Department		202,758.00	17,199.01	158,719.81	44,038.19	78.28

Dept 248-General Office

101-248-727-000	Office Supplies	21,500.00	1,605.60	14,665.57	6,834.43	68.21
101-248-728-000	Postage	30,000.00	3,900.00	20,587.24	9,412.76	68.62
101-248-819-000	Contracted Services	5,500.00	6,733.33	11,981.85	(6,481.85)	217.85
101-248-900-000	Printing & Publishing	4,500.00	267.50	3,798.06	701.94	84.40
101-248-933-000	Equipment Maintenance	2,750.00	0.00	1,662.32	1,087.68	60.45
101-248-940-000	Equipment Rental	6,000.00	0.00	3,129.39	2,870.61	52.16
101-248-956-000	Other	3,500.00	0.00	2,240.15	1,259.85	64.00
101-248-970-000	Capital Outlay	0.00	0.00	14,176.00	(14,176.00)	100.00
101-248-999-000	Handling Fees	14,000.00	440.87	11,190.92	2,809.08	79.94
Total Dept 248-General Office		87,750.00	12,947.30	83,431.50	4,318.50	95.08

Dept 253-Treasurer Department

101-253-702-000	Salary Of The Treasurer	80,200.00	6,145.60	69,445.29	10,754.71	86.59
101-253-703-000	Salary Deputy Treasurer	75,853.00	7,265.62	67,121.76	8,731.24	88.49
101-253-703-001	DDA Reimbursement	(8,690.00)	0.00	(8,690.00)	0.00	100.00
101-253-703-002	SHVUA Reimbursement	(20,000.00)	0.00	(20,000.00)	0.00	100.00
101-253-703-003	LDFA Reimbursement	(4,000.00)	0.00	(4,000.00)	0.00	100.00
101-253-703-004	Water/Sewer Reimbursement	(5,000.00)	0.00	(5,000.00)	0.00	100.00
101-253-705-000	Employees Wages	60,300.00	4,651.31	51,583.79	8,716.21	85.55
101-253-719-000	Allocated Fringes	115,000.00	8,652.81	100,498.14	14,501.86	87.39
101-253-810-000	Memberships & Dues	1,300.00	0.00	1,034.00	266.00	79.54
101-253-817-000	Tax Roll Preparation	5,000.00	0.00	2,579.36	2,420.64	51.59
101-253-860-000	Transportation	500.00	0.00	266.22	233.78	53.24
101-253-861-000	Training	2,000.00	0.00	1,145.24	854.76	57.26
101-253-956-000	Other	2,000.00	222.33	717.27	1,282.73	35.86
101-253-970-000	Capital Outlay	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 253-Treasurer Department		307,963.00	26,937.67	256,701.07	51,261.93	83.35
Dept 265-Building & Grounds						
101-265-703-000	B&G Maintenance Super.	57,693.00	5,429.21	47,392.43	10,300.57	82.15
101-265-706-000	Maintenance Wages	320,000.00	19,530.00	267,187.08	52,812.92	83.50
101-265-706-001	DDA Rebate	(33,313.00)	0.00	(33,313.00)	0.00	100.00
101-265-707-000	Overtime Wages	48,000.00	1,653.26	31,493.21	16,506.79	65.61
101-265-719-000	Allocated Fringes	175,000.00	9,728.09	183,943.59	(8,943.59)	105.11
101-265-740-000	Operating Supplies	55,000.00	7,031.59	53,926.62	1,073.38	98.05
101-265-819-000	Contracted Services	85,000.00	8,840.96	89,975.16	(4,975.16)	105.85
101-265-850-000	Telephone	45,000.00	5,700.22	54,655.44	(9,655.44)	121.46
101-265-860-000	Transportation	13,000.00	641.81	4,747.24	8,252.76	36.52
101-265-861-000	Training	2,000.00	0.00	95.00	1,905.00	4.75
101-265-920-000	Utilities	97,000.00	1,020.87	62,652.71	34,347.29	64.59
101-265-931-000	Building Maintenance	60,000.00	8,248.27	56,669.47	3,330.53	94.45
101-265-932-000	Maintenance-Belleville Museum	0.00	0.00	567.28	(567.28)	100.00
101-265-933-000	Equipment Maintenance	25,000.00	1,015.01	26,377.29	(1,377.29)	105.51
101-265-956-000	Other	0.00	75.00	546.06	(546.06)	100.00
101-265-970-000	Capital Outlay	575,000.00	106,019.33	438,655.54	136,344.46	76.29
101-265-970-001	DDA Reimbursement	(100,000.00)	0.00	(100,000.00)	0.00	100.00
101-265-970-002	Water/Sewer Reimbursement	(150,000.00)	0.00	(150,000.00)	0.00	100.00
101-265-970-003	MMRMA Reimbursement	(25,000.00)	0.00	(25,000.00)	0.00	100.00
101-265-970-004	Civic Fund Reimbursement	0.00	0.00	0.00	0.00	0.00
Total Dept 265-Building & Grounds		1,249,380.00	174,933.62	1,010,571.12	238,808.88	80.89
Dept 276-Cemetery						
101-276-706-000	Cemetery Wages	5,000.00	876.20	8,722.19	(3,722.19)	174.44
101-276-719-000	Allocated Fringes	825.00	65.45	647.09	177.91	78.44
101-276-932-000	Cemetery Maintenance	12,000.00	1,800.00	16,567.24	(4,567.24)	138.06
101-276-940-000	Equipment Rentals	1,400.00	0.00	0.00	1,400.00	0.00
101-276-970-000	Capital Outlay	0.00	0.00	6,653.00	(6,653.00)	100.00
101-276-970-001	Capital Outlay Reimbursement	0.00	0.00	0.00	0.00	0.00
101-276-970-004	Civic Fund Reimbursement	0.00	0.00	(7,630.00)	7,630.00	100.00

Total Dept 276-Cemetery		19,225.00	2,741.65	24,959.52	(5,734.52)	129.83
Dept 301-Police Department						
101-301-702-000	Salary Public Safety Dir.	99,932.00	14,262.33	93,122.32	6,809.68	93.19
101-301-703-000	Salary Public Safety Dep. Dir.	76,125.00	5,683.34	65,756.34	10,368.66	86.38
101-301-705-000	Office Wages	70,446.00	5,233.10	58,993.13	11,452.87	83.74
101-301-706-000	Police Wages-Full Time	2,900,000.00	268,331.20	2,440,397.12	459,602.88	84.15
101-301-707-000	Police Wages-Overtime	235,000.00	16,494.56	229,136.05	5,863.95	97.50
101-301-719-000	Allocated Fringes	1,479,600.00	121,642.81	1,380,507.98	99,092.02	93.30
101-301-727-000	Office Supplies	7,500.00	623.83	6,311.43	1,188.57	84.15
101-301-740-000	Film/Photo/Batteries	7,000.00	1,508.55	3,488.84	3,511.16	49.84
101-301-741-000	Uniforms & Equipment	40,000.00	258.95	22,379.54	17,620.46	55.95
101-301-743-000	Supplies-Other	15,000.00	1,587.43	4,065.37	10,934.63	27.10
101-301-744-000	Gun Range	10,000.00	26.91	22,609.14	(12,609.14)	226.09
101-301-744-001	Gun Range Ammo	0.00	0.00	0.00	0.00	0.00
101-301-745-000	Special Operations Team	8,250.00	0.00	6,876.55	1,373.45	83.35
101-301-750-000	Crime Prevention	4,000.00	0.00	0.00	4,000.00	0.00
101-301-810-000	Memberships & Dues	3,000.00	0.00	1,995.00	1,005.00	66.50
101-301-819-000	Contracted Services	103,000.00	720.58	78,195.56	24,804.44	75.92
101-301-850-000	Pagers & Cellular Phones	15,000.00	0.00	9,871.55	5,128.45	65.81
101-301-860-000	Vehicle Maintenance	72,500.00	4,026.50	42,313.66	30,186.34	58.36
101-301-860-001	Fuel	115,000.00	10,470.18	62,164.90	52,835.10	54.06
101-301-860-002	Tires	7,200.00	2,556.00	5,705.66	1,494.34	79.25
101-301-860-004	Car Washes	7,100.00	1,805.00	4,387.25	2,712.75	61.79
101-301-861-000	Training Expense	30,000.00	1,072.30	23,984.66	6,015.34	79.95
101-301-861-001	M-Coles Training	7,500.00	0.00	4,580.00	2,920.00	61.07
101-301-861-002	M-Coles Training Reimbursement	(8,000.00)	0.00	(8,115.20)	115.20	101.44
101-301-862-000	Detention Supplies	9,700.00	675.75	7,155.29	2,544.71	73.77
101-301-865-000	Marine Division	10,000.00	1,945.00	2,642.02	7,357.98	26.42
101-301-933-000	Equipment Maintenance	5,500.00	0.00	10,946.35	(5,446.35)	199.02
101-301-956-000	Other	8,000.00	(2,394.71)	1,158.90	6,841.10	14.49
101-301-957-000	Consortium Purchases	0.00	0.00	0.00	0.00	0.00
101-301-958-000	Technology Purchases	40,000.00	0.00	35,332.19	4,667.81	88.33
101-301-970-000	Capital Outlay	62,000.00	0.00	91,166.46	(29,166.46)	147.04
101-301-970-001	DDA Reimbursement	0.00	0.00	0.00	0.00	0.00
101-301-970-002	Civic Fund Reimbursement	0.00	0.00	(28,448.38)	28,448.38	100.00
101-301-970-003	CDBG Reimbursement	0.00	0.00	0.00	0.00	0.00
Total Dept 301-Police Department		5,440,353.00	456,529.61	4,678,679.68	761,673.32	86.00
Dept 325-Dispatch						
101-325-705-000	Dispatch Wages	498,352.00	34,984.53	397,904.78	100,447.22	79.84
101-325-707-000	Overtime Wages	56,617.00	1,302.24	58,204.02	(1,587.02)	102.80
101-325-719-000	Allocated Fringes	230,000.00	14,799.71	183,918.60	46,081.40	79.96
101-325-740-000	Supplies	2,500.00	0.00	326.25	2,173.75	13.05
101-325-741-000	Uniforms & Equipment	2,500.00	0.00	2,220.48	279.52	88.82
101-325-819-000	Contracted Services	4,100.00	0.00	0.00	4,100.00	0.00
101-325-861-000	Training Expense	5,500.00	21.47	5,184.14	315.86	94.26

101-325-933-000	Equipment Maintenance	2,000.00	0.00	1,431.63	568.37	71.58
101-325-956-000	Other	1,600.00	0.00	1,137.18	462.82	71.07
101-325-969-000	Dispatch Equipment E-911	0.00	0.00	0.00	0.00	0.00
101-325-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 325-Dispatch		803,169.00	51,107.95	650,327.08	152,841.92	80.97

Dept 329-Ordinance Enforcement

101-329-706-000	Ordinance/Animal Control Wages	91,350.00	7,352.61	71,675.99	19,674.01	78.46
101-329-707-000	Ord/Anim Cont OT	0.00	0.00	0.00	0.00	0.00
101-329-719-000	Allocated Fringes	55,620.00	4,905.16	62,812.97	(7,192.97)	112.93
101-329-740-000	Supplies	5,000.00	100.56	1,756.50	3,243.50	35.13
101-329-741-000	Uniforms & Equipment	2,000.00	0.00	(37.99)	2,037.99	(1.90)
101-329-810-000	Membership & Dues	1,000.00	0.00	120.00	880.00	12.00
101-329-819-000	Contracted Services	33,500.00	1,367.00	16,160.75	17,339.25	48.24
101-329-860-000	Transportation	4,000.00	132.00	2,479.14	1,520.86	61.98
101-329-861-000	Training	1,500.00	0.00	633.97	866.03	42.26
101-329-970-000	Capital Outlay	33,000.00	0.00	29,113.56	3,886.44	88.22
Total Dept 329-Ordinance Enforcement		226,970.00	13,857.33	184,714.89	42,255.11	81.38

Dept 336-Fire Department

101-336-702-000	Fire Chief Wages	81,200.00	6,222.22	70,300.09	10,899.91	86.58
101-336-703-000	Fire Marshal Wages	49,800.00	3,840.47	42,403.77	7,396.23	85.15
101-336-705-000	Fire Inspector Wages	25,000.00	2,078.51	20,553.24	4,446.76	82.21
101-336-706-000	Firefighter Wages-On Call	910,000.00	117,508.36	782,442.06	127,557.94	85.98
101-336-719-000	Allocated Fringes	158,000.00	14,103.30	130,518.50	27,481.50	82.61
101-336-740-000	Operating Supplies	12,500.00	890.70	7,465.77	5,034.23	59.73
101-336-741-000	Uniforms & Equipment	65,000.00	11,555.55	44,398.89	20,601.11	68.31
101-336-750-000	Fire Prevention	6,000.00	407.19	2,683.43	3,316.57	44.72
101-336-810-000	Memberships & Dues	7,000.00	725.00	7,034.31	(34.31)	100.49
101-336-819-000	Contracted Services	22,000.00	4,189.54	8,783.04	13,216.96	39.92
101-336-850-000	Telephone	10,000.00	250.57	6,124.24	3,875.76	61.24
101-336-860-000	Transportation	85,000.00	209.59	72,671.94	12,328.06	85.50
101-336-860-001	Fuel	35,000.00	3,160.86	13,572.55	21,427.45	38.78
101-336-860-004	Car Washes	400.00	117.50	308.00	92.00	77.00
101-336-861-000	Training Expense	35,000.00	1,133.89	22,937.62	12,062.38	65.54
101-336-920-000	Utilities	50,000.00	3,001.39	38,189.09	11,810.91	76.38
101-336-931-000	Building Maintenance	6,500.00	0.00	3,488.19	3,011.81	53.66
101-336-933-000	Equipment Maintenance	25,000.00	4,101.10	17,494.32	7,505.68	69.98
101-336-956-000	Other	18,000.00	0.00	3,850.08	14,149.92	21.39
101-336-956-002	MERV Cart Donation	0.00	0.00	0.00	0.00	0.00
101-336-970-000	Capital Outlay	40,000.00	1,367.47	1,508,287.41	(1,468,287.41)	3,770.72
101-336-970-001	FEMA Grant	0.00	0.00	(1,348,682.00)	1,348,682.00	100.00
101-336-970-002	FEMA Grant-Communities	0.00	0.00	(118,229.00)	118,229.00	100.00
101-336-970-003	Civic Fund Reimbursement	0.00	0.00	(10,000.00)	10,000.00	100.00
Total Dept 336-Fire Department		1,641,400.00	174,863.21	1,326,595.54	314,804.46	80.82

Dept 370-Building/Planning Dept.

101-370-702-000	Salary-Dir Plan & Econ Dev	71,050.00	5,444.44	61,029.77	10,020.23	85.90
101-370-702-003	LDFA Reimbursement	(4,000.00)	0.00	(4,000.00)	0.00	100.00
101-370-703-000	Salary-Dep Dir Plan & Econ Dev	62,930.00	4,822.22	54,482.54	8,447.46	86.58
101-370-703-005	CDBG Reimbursement	(7,944.00)	0.00	0.00	(7,944.00)	0.00
101-370-705-000	Office Wages	122,480.00	10,305.36	99,148.81	23,331.19	80.95
101-370-706-000	Inspector Wages	114,420.00	10,666.10	93,122.36	21,297.64	81.39
101-370-708-000	Part-Time Wages	0.00	0.00	0.00	0.00	0.00
101-370-719-000	Allocated Fringes	186,900.00	10,734.39	154,057.79	32,842.21	82.43
101-370-740-000	Operating Supplies	7,500.00	703.95	6,338.54	1,161.46	84.51
101-370-810-000	Memberships & Dues	24,000.00	75.00	21,361.68	2,638.32	89.01
101-370-818-000	Commissions	6,500.00	268.42	5,065.40	1,434.60	77.93
101-370-819-000	Contracted Services	151,000.00	12,443.09	91,782.08	59,217.92	60.78
101-370-820-000	Engineers	15,000.00	0.00	13,599.50	1,400.50	90.66
101-370-820-001	Engineers - FEMA Map Amend	0.00	0.00	0.00	0.00	0.00
101-370-821-000	Consultants	70,000.00	754.07	25,825.04	44,174.96	36.89
101-370-822-000	Master Plan	1,000.00	0.00	0.00	1,000.00	0.00
101-370-823-000	Zoning Ordinances-Codify	18,000.00	208.02	8,635.88	9,364.12	47.98
101-370-824-000	NPDES Permit	1,000.00	61.50	61.50	938.50	6.15
101-370-860-000	Transportation	7,200.00	384.35	4,332.23	2,867.77	60.17
101-370-861-000	Training	5,000.00	545.00	3,402.93	1,597.07	68.06
101-370-900-000	Printing & Publishing	3,000.00	678.70	1,243.70	1,756.30	41.46
101-370-956-000	Other	3,000.00	0.00	2,897.55	102.45	96.59
101-370-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 370-Building/Planning Dept.		858,036.00	58,094.61	642,387.30	215,648.70	74.87
Dept 446-Public Services						
101-446-830-000	Dust Prevention Services	20,000.00	0.00	21,500.00	(1,500.00)	107.50
Total Dept 446-Public Services		20,000.00	0.00	21,500.00	(1,500.00)	107.50
Dept 450-Public Services						
101-450-926-000	Street Lighting	220,000.00	0.00	171,636.24	48,363.76	78.02
Total Dept 450-Public Services		220,000.00	0.00	171,636.24	48,363.76	78.02
Dept 691-Recreation Dept						
101-691-702-000	Director Parks & Recreation	61,753.00	5,915.05	54,644.33	7,108.67	88.49
101-691-703-000	Deputy Dir Parks & Recreation	46,360.00	3,552.50	40,136.94	6,223.06	86.58
101-691-705-000	Recreation Wages	118,000.00	10,352.18	101,923.07	16,076.93	86.38
101-691-719-000	Allocated Fringes	113,400.00	9,049.77	109,055.18	4,344.82	96.17
101-691-740-000	Operating Supplies	3,000.00	314.23	2,931.68	68.32	97.72
101-691-742-000	Program Expense	37,500.00	1,345.78	23,405.92	14,094.08	62.42
101-691-742-001	Program Exp-Summer Camp	40,000.00	0.00	30,318.11	9,681.89	75.80
101-691-810-000	Memberships & Dues	800.00	0.00	735.00	65.00	91.88
101-691-818-000	Recreation Commission	600.00	0.00	208.96	391.04	34.83
101-691-860-000	Transportation	1,000.00	0.00	0.00	1,000.00	0.00
101-691-861-000	Training	500.00	0.00	0.00	500.00	0.00
101-691-900-000	Printing & Publishing	4,500.00	0.00	3,496.40	1,003.60	77.70
101-691-920-000	Utilities	2,500.00	339.88	2,069.93	430.07	82.80

101-691-933-000	Equipment Maintenance	2,000.00	276.00	1,505.43	494.57	75.27
101-691-956-000	Other	1,400.00	519.98	1,255.98	144.02	89.71
101-691-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 691-Recreation Dept		433,313.00	31,665.37	371,686.93	61,626.07	85.78
Dept 692-Seniors Dept						
101-692-702-000	Senior Director Wages	50,435.00	3,864.76	43,662.65	6,772.35	86.57
101-692-702-005	CDBG Reimbursement	(13,900.00)	0.00	(8,992.00)	(4,908.00)	64.69
101-692-703-000	Senior Coordinator Salary	35,000.00	2,682.00	29,984.76	5,015.24	85.67
101-692-705-000	Employee Wages	42,000.00	3,178.44	43,010.09	(1,010.09)	102.40
101-692-705-001	Senior Alliance Grant	(8,276.00)	(962.00)	(5,150.00)	(3,126.00)	62.23
101-692-719-000	Allocated Fringes	48,500.00	3,773.92	48,006.57	493.43	98.98
101-692-740-000	Operating Supplies	2,000.00	87.77	1,504.42	495.58	75.22
101-692-742-000	Program Expense	21,000.00	2,560.90	18,190.23	2,809.77	86.62
101-692-743-000	Trips Expense	10,000.00	1,160.00	4,130.08	5,869.92	41.30
101-692-810-000	Memberships & Dues	500.00	0.00	641.00	(141.00)	128.20
101-692-819-000	Contracted Services	2,530.00	0.00	2,160.00	370.00	85.38
101-692-860-000	Transportation	25,000.00	3,812.87	19,726.59	5,273.41	78.91
101-692-860-001	Transportation Rebate	(13,000.00)	0.00	(13,073.20)	73.20	100.56
101-692-861-000	Training	2,000.00	214.85	674.85	1,325.15	33.74
101-692-900-000	Printing & Publishing	1,200.00	0.00	987.00	213.00	82.25
101-692-933-000	Equipment Maintenance	3,000.00	0.00	3,908.37	(908.37)	130.28
101-692-956-000	Other	5,000.00	670.73	9,143.40	(4,143.40)	182.87
101-692-970-000	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 692-Seniors Dept		212,989.00	21,044.24	198,514.81	14,474.19	93.20
Dept 715-Cable Dept						
101-715-702-000	Cable Director Salary	45,675.00	4,375.00	40,418.77	5,256.23	88.49
101-715-706-000	Employee Wages	30,000.00	852.61	12,300.88	17,699.12	41.00
101-715-719-000	Allocated Fringes	15,000.00	1,035.21	12,158.51	2,841.49	81.06
101-715-740-000	Operating Supplies	8,000.00	1,619.98	3,161.91	4,838.09	39.52
101-715-810-000	Memberships And Dues	400.00	0.00	146.86	253.14	36.72
101-715-819-000	Contracted Services	1,500.00	0.00	0.00	1,500.00	0.00
101-715-860-000	Transportation	300.00	0.00	0.00	300.00	0.00
101-715-861-000	Training	2,500.00	0.00	0.00	2,500.00	0.00
101-715-933-000	Equipment Maintenance	4,000.00	0.00	0.00	4,000.00	0.00
101-715-956-000	Other	300.00	0.00	0.00	300.00	0.00
101-715-970-000	Capital Outlay	25,000.00	0.00	8,938.00	16,062.00	35.75

Total Dept 715-Cable Dept		132,675.00	7,882.80	77,124.93	55,550.07	58.13
Dept 718-Park & Lake Dept						
101-718-706-000	Park Wages	70,466.00	3,822.51	42,363.16	28,102.84	60.12
101-718-719-000	Allocated Fringes	5,488.00	292.42	3,240.77	2,247.23	59.05
101-718-740-000	Operating Supplies	6,000.00	311.62	4,295.03	1,704.97	71.58
101-718-810-000	Membership And Dues	0.00	0.00	0.00	0.00	0.00
101-718-819-000	Contracted Services	18,000.00	2,500.00	16,762.00	1,238.00	93.12
101-718-819-001	Concert Series Donations	(4,000.00)	0.00	0.00	(4,000.00)	0.00
101-718-819-002	Fireworks Donations	(5,200.00)	0.00	(13,000.00)	7,800.00	250.00
101-718-850-000	Telephone	2,200.00	107.68	2,292.55	(92.55)	104.21
101-718-860-000	Transportation	5,000.00	546.86	6,045.15	(1,045.15)	120.90
101-718-861-000	Training	500.00	0.00	0.00	500.00	0.00
101-718-900-000	Printing & Publishing	3,000.00	0.00	1,043.20	1,956.80	34.77
101-718-920-000	Utilities	19,000.00	696.43	8,810.94	10,189.06	46.37
101-718-931-000	Building Maintenance	0.00	0.00	0.00	0.00	0.00
101-718-933-000	Equipment Maintenance	0.00	0.00	0.00	0.00	0.00
101-718-940-000	Rentals	0.00	0.00	0.00	0.00	0.00
101-718-956-000	Other	800.00	0.00	469.00	331.00	58.63
101-718-958-000	Environmental Grant Project	2,500.00	0.00	0.00	2,500.00	0.00
101-718-958-001	Environ Grant Project Proceeds	(2,500.00)	0.00	0.00	(2,500.00)	0.00
101-718-959-000	Achieve Grant Expenses	0.00	0.00	0.00	0.00	0.00
101-718-959-001	Achieve Grant Proceeds	0.00	0.00	0.00	0.00	0.00
101-718-970-000	Capital Outlay	41,136.00	21,183.97	29,139.92	11,996.08	70.84
101-718-970-001	MMRMA Reimbursement	(41,136.00)	0.00	(41,136.00)	0.00	100.00
101-718-970-002	Reimbursement	0.00	0.00	0.00	0.00	0.00
101-718-973-000	Wayne Co Park Millage Project	15,000.00	0.00	0.00	15,000.00	0.00
101-718-973-001	Wayne Co Park Millage Grant	(15,000.00)	0.00	0.00	(15,000.00)	0.00
Total Dept 718-Park & Lake Dept		121,254.00	29,461.49	60,325.72	60,928.28	49.75
Dept 719-French Landing Dam						
101-719-819-000	Contracted Services-Dam	2,200.00	0.00	0.00	2,200.00	0.00
Total Dept 719-French Landing Dam		2,200.00	0.00	0.00	2,200.00	0.00
Dept 900-Insurance						
101-900-719-000	Retiree & Cobra Benefits	330,000.00	29,909.54	345,814.12	(15,814.12)	104.79
101-900-720-000	Workers' Compensation	65,000.00	0.00	68,675.00	(3,675.00)	105.65
101-900-721-000	UIA Benefits Paid	2,000.00	0.00	0.00	2,000.00	0.00
101-900-910-000	Insurance & Bonds	440,000.00	0.00	407,033.51	32,966.49	92.51
Total Dept 900-Insurance		837,000.00	29,909.54	821,522.63	15,477.37	98.15
TOTAL EXPENDITURES		14,558,752.00	1,283,850.80	12,258,565.37	2,300,186.63	84.20
Fund 101 - General Fund:						
TOTAL REVENUES		13,717,782.00	481,785.33	12,267,098.60	1,450,683.40	89.42
TOTAL EXPENDITURES		14,558,752.00	1,283,850.80	12,258,565.37	2,300,186.63	84.20
NET OF REVENUES & EXPENDITURES		(840,970.00)	(802,065.47)	8,533.23	(849,503.23)	1.01

Fund 279 - CDBG Fund

Revenues

Dept 000

279-000-541-000	Rehab Admin Revenue	7,945.00	0.00	2,238.75	5,706.25	28.18
279-000-541-001	Rehab Housing Revenue	0.00	0.00	48,731.92	(48,731.92)	100.00
279-000-541-002	Building Demolition Revenue	0.00	0.00	50,013.93	(50,013.93)	100.00
279-000-541-003	Senior Citizen Services Revenue	8,992.00	8,992.00	8,992.00	0.00	100.00
279-000-541-004	Neighborhood Improvements Rev	125,023.00	0.00	0.00	125,023.00	0.00
279-000-541-007	Beck Ball Field Improvements	0.00	9,500.00	9,500.00	(9,500.00)	100.00
279-000-541-009	Youth Services	8,992.00	0.00	8,992.00	0.00	100.00
279-000-541-013	Planning	7,945.00	0.00	0.00	7,945.00	0.00
279-000-541-015	Sidewalks	0.00	0.00	0.00	0.00	0.00
279-000-664-000	Interest	0.00	0.00	33.12	(33.12)	100.00
279-000-688-000	Transfer From General Fund	0.00	0.00	0.00	0.00	0.00
Total Dept 000		158,897.00	18,492.00	128,501.72	30,395.28	80.87

TOTAL REVENUES

158,897.00	18,492.00	128,501.72	30,395.28	80.87
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Expenditures

Dept 370-Building/Planning Dept.

279-370-941-000	Building Demolition	0.00	0.00	0.00	0.00	0.00
279-370-941-001	Demo #1-40617 Robbe Rd.	0.00	0.00	0.00	0.00	0.00
279-370-941-002	Demo #2-41761 Van Born Rd.	0.00	0.00	0.00	0.00	0.00
279-370-941-003	Demo #3-50901 S. I-94 Svs Dr.	0.00	0.00	3,800.00	(3,800.00)	100.00
279-370-941-004	Demo #004-48320 Martz Rd.	0.00	0.00	9,700.00	(9,700.00)	100.00
279-370-941-005	Demo #005-12945 Martinsville Rd.	0.00	0.00	0.00	0.00	0.00
279-370-941-006	Demo #6-16620 Haggerty Rd.	0.00	0.00	0.00	0.00	0.00
279-370-941-007	Demo #7-930 Sumpter Rd.	0.00	0.00	9,310.00	(9,310.00)	100.00
279-370-941-008	Demo #8-49421 W. Huron River Dr.	0.00	0.00	750.00	(750.00)	100.00
279-370-941-009	Demo #9-1050 Savage Rd.	0.00	0.00	750.00	(750.00)	100.00
279-370-941-010	Demo #10-50115 Bog Rd.	0.00	0.00	0.00	0.00	0.00
279-370-955-000	Sidewalks	0.00	0.00	0.00	0.00	0.00
279-370-970-000	Beck Ball Field Improvements	0.00	0.00	11,267.50	(11,267.50)	100.00
Total Dept 370-Building/Planning Dept.		0.00	0.00	35,577.50	(35,577.50)	100.00

Dept 691-Recreation Dept

279-691-740-000	Youth Services	8,992.00	0.00	11,299.39	(2,307.39)	125.66
279-691-970-000	Neighborhood Improvements	125,023.00	0.00	0.00	125,023.00	0.00
Total Dept 691-Recreation Dept		134,015.00	0.00	11,299.39	122,715.61	8.43

Dept 692-Seniors Dept

279-692-971-000	Senior Citizen Services	8,992.00	0.00	8,992.00	0.00	100.00
Total Dept 692-Seniors Dept		8,992.00	0.00	8,992.00	0.00	100.00

Dept 801-Planning					
279-801-821-000	Planning	7,945.00	0.00	5,056.00	2,889.00 63.64
Total Dept 801-Planning		7,945.00	0.00	5,056.00	2,889.00 63.64
Dept 822-Rehab					
279-822-819-000	Rehab Housing-Budget Only	0.00	0.00	0.00	0.00 0.00
279-822-819-197	Rehab #197-47151 Lauren Ct	0.00	0.00	0.00	0.00 0.00
279-822-819-202	Rehab #202-14080 Lenmoore	0.00	0.00	0.00	0.00 0.00
279-822-819-203	Rehab #203-10864 Quirk	0.00	0.00	14,000.00	(14,000.00) 100.00
279-822-819-204	Rehab #204-6144 Western	0.00	0.00	0.00	0.00 0.00
279-822-819-205	Rehab #205-47063 Ayres	0.00	0.00	17,135.00	(17,135.00) 100.00
279-822-819-206	Rehab #206-8250 Hannan	0.00	0.00	14,710.00	(14,710.00) 100.00
279-822-950-000	Rehab Admin Expenditures	7,945.00	348.75	2,166.25	5,778.75 27.27
279-822-970-000	Rehab Housing	0.00	0.00	0.00	0.00 0.00
Total Dept 822-Rehab		7,945.00	348.75	48,011.25	(40,066.25) 604.30
TOTAL EXPENDITURES		158,897.00	348.75	108,936.14	49,960.86 68.56
Fund 279 - CDBG Fund:					
TOTAL REVENUES		158,897.00	18,492.00	128,501.72	30,395.28 80.87
TOTAL EXPENDITURES		158,897.00	348.75	108,936.14	49,960.86 68.56
NET OF REVENUES & EXPENDITURES		0.00	18,143.25	19,565.58	(19,565.58) 100.00

Fund 592 - Water/Sewer Fund

Revenues

Dept 536-Water Department

592-536-477-000	Tap Fees	25,000.00	19,788.68	93,142.98	(68,142.98)	372.57
592-536-478-000	Hydrant Rental Permits	8,000.00	0.00	3,440.00	4,560.00	43.00
592-536-608-000	Water Meter Charges	502,449.00	42,725.05	350,797.28	151,651.72	69.82
592-536-609-000	Construction Administration	5,000.00	0.00	7,114.64	(2,114.64)	142.29
592-536-626-000	Finals, Turn On/Off, Other	25,000.00	1,580.00	24,690.00	310.00	98.76
592-536-627-000	Inspection Fees	3,000.00	1,500.00	5,750.00	(2,750.00)	191.67
592-536-643-001	Water Sales	3,157,285.00	335,702.95	2,398,170.83	759,114.17	75.96
592-536-650-000	Meter/Materials Sales	30,000.00	6,066.00	35,562.25	(5,562.25)	118.54
592-536-662-000	Late Penalties	50,000.00	5,938.91	61,002.01	(11,002.01)	122.00
592-536-664-000	Interest Income	300,000.00	23,956.38	249,948.42	50,051.58	83.32
592-536-693-000	Sale Of Fixed Assets	0.00	0.00	0.00	0.00	0.00
592-536-694-000	Miscellaneous Revenue	30,000.00	4.44	32,253.22	(2,253.22)	107.51
Total Dept 536-Water Department		4,135,734.00	437,262.41	3,261,871.63	873,862.37	78.87

Dept 537-Sewer Department

592-537-411-000	Sewer Assessments	50.00	0.00	209.00	(159.00)	418.00
592-537-477-000	Tap Fees	100,000.00	67,052.02	287,908.23	(187,908.23)	287.91
592-537-607-000	Debt Service	400.00	36.00	(5,993.86)	6,393.86	(1,498.47)
592-537-608-000	Sewer Maintenance Charges	712,050.00	63,340.69	493,905.01	218,144.99	69.36
592-537-626-000	Finals, Turn On/Off, Other	0.00	0.00	0.00	0.00	0.00
592-537-643-001	Sewage Disposal	3,061,722.00	362,485.92	2,283,001.66	778,720.34	74.57
592-537-643-002	Non-Res. User Fees	67,262.00	7,746.58	54,534.72	12,727.28	81.08
592-537-662-000	Late Penalties	50,000.00	5,711.29	59,816.34	(9,816.34)	119.63
592-537-694-000	Miscellaneous Revenue	5,000.00	0.00	5,849.30	(849.30)	116.99
592-537-695-000	Contribution From DDA	0.00	0.00	0.00	0.00	0.00
Total Dept 537-Sewer Department		3,996,484.00	506,372.50	3,179,230.40	817,253.60	79.55

Dept 538-W/S Tax Levy

592-538-403-000	Property Tax	0.00	0.00	237.77	(237.77)	100.00
592-538-417-000	Delq Personal Property	0.00	0.00	122.22	(122.22)	100.00
592-538-445-000	Interest/Penalty Del Pers Prop	0.00	0.00	409.39	(409.39)	100.00
592-538-607-000	Debt Service	0.00	0.00	0.00	0.00	0.00
592-538-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
Total Dept 538-W/S Tax Levy		0.00	0.00	769.38	(769.38)	100.00

TOTAL REVENUES

8,132,218.00	943,634.91	6,441,871.41	1,690,346.59	79.21
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Expenditures

Dept 536-Water Department

592-536-702-000	Salary-Director	73,116.00	5,526.14	62,435.51	10,680.49	85.39
592-536-703-000	Salary-Superintendent	58,693.00	4,420.92	49,948.51	8,744.49	85.10

592-536-704-000	Salary - Deputy Treasurer	5,000.00	0.00	5,000.00	0.00	100.00
592-536-705-000	Wages-Office	141,000.00	10,581.15	117,019.44	23,980.56	82.99
592-536-706-000	Wages-Field Operations	407,760.00	33,825.12	356,850.74	50,909.26	87.51
592-536-707-000	Wages - Field Ops Overtime	101,954.00	9,141.59	83,951.52	18,002.48	82.34
592-536-719-000	Allocated Fringes	434,000.00	29,917.24	370,839.29	63,160.71	85.45
592-536-719-001	Fringes-Retiree/Cobra	160,000.00	1,218.04	21,480.14	138,519.86	13.43
592-536-719-002	Compensated Absences	3,000.00	0.00	0.00	3,000.00	0.00
592-536-720-000	Workers Comp	40,000.00	0.00	45,783.00	(5,783.00)	114.46
592-536-721-000	UIA Benefits Paid	0.00	0.00	0.00	0.00	0.00
592-536-727-000	Office Supplies	4,500.00	216.31	3,237.54	1,262.46	71.95
592-536-728-000	Postage	25,000.00	0.00	17,725.00	7,275.00	70.90
592-536-740-000	Operating Supplies	75,000.00	3,486.06	85,885.12	(10,885.12)	114.51
592-536-741-000	Uniforms	5,000.00	314.13	2,651.42	2,348.58	53.03
592-536-751-000	Gas & Diesel Fuel	35,000.00	3,757.41	18,622.52	16,377.48	53.21
592-536-801-001	Accounting & Auditing	35,000.00	0.00	31,752.00	3,248.00	90.72
592-536-801-002	Attorney	110,000.00	7,426.58	66,343.89	43,656.11	60.31
592-536-802-000	Administrative Fee	621,225.00	51,768.75	569,456.25	51,768.75	91.67
592-536-810-000	Membership & Dues	3,000.00	70.00	2,178.00	822.00	72.60
592-536-816-000	GIS Implementation	0.00	0.00	0.00	0.00	0.00
592-536-818-000	Commissions	1,000.00	75.22	607.06	392.94	60.71
592-536-819-000	Contracted Services	120,000.00	7,351.95	67,488.03	52,511.97	56.24
592-536-820-000	Engineering Fees	45,000.00	1,680.00	17,009.55	27,990.45	37.80
592-536-860-000	Transportation	300.00	0.00	0.00	300.00	0.00
592-536-861-000	Training	5,000.00	0.00	3,957.00	1,043.00	79.14
592-536-900-000	Printing & Publishing	2,500.00	0.00	2,505.50	(5.50)	100.22
592-536-910-000	Insurance & Bonds	175,000.00	0.00	168,252.49	6,747.51	96.14
592-536-920-000	Utilities	90,000.00	2,240.34	58,742.39	31,257.61	65.27
592-536-927-000	Water Purchases	2,610,538.00	478,507.99	2,032,307.01	578,230.99	77.85
592-536-931-000	Building Maintenance	3,000.00	0.00	2,694.00	306.00	89.80
592-536-931-001	Building Mainte - Water Tower	20,000.00	0.00	0.00	20,000.00	0.00
592-536-932-000	Vehicle Maintenance	15,000.00	501.21	18,070.77	(3,070.77)	120.47
592-536-933-000	Equipment Maintenance	10,000.00	384.13	13,431.84	(3,431.84)	134.32
592-536-936-000	Water System Repair	0.00	0.00	0.00	0.00	0.00
592-536-937-000	Office Equipment Maint	5,000.00	0.00	2,404.12	2,595.88	48.08
592-536-940-000	Rental	500.00	210.50	747.00	(247.00)	149.40
592-536-956-000	Other	10,000.00	432.11	1,832.85	8,167.15	18.33
592-536-968-000	Depreciation	2,250,000.00	0.00	1,131,262.81	1,118,737.19	50.28
592-536-969-000	Asset Contribution to Governmental	0.00	0.00	0.00	0.00	0.00
592-536-970-000	Wtr Capital Outlay-Veh & Equip	0.00	1,300.00	1,300.00	(1,300.00)	100.00
592-536-970-001	Capital Outlay-System Improve	0.00	0.00	2,329.60	(2,329.60)	100.00
592-536-970-002	Capital Outlay-Off Equip/Comp	0.00	6,733.33	6,733.33	(6,733.33)	100.00
592-536-970-003	Capital Outlay-Metering System	100,000.00	12,628.00	96,358.00	3,642.00	96.36
592-536-970-004	Capital Outlay-Facilities Impr	150,000.00	0.00	150,000.00	0.00	100.00
592-536-990-000	Water Meter Loan Interest	0.00	0.00	0.00	0.00	0.00
592-536-995-000	Interest Expense	0.00	0.00	67,836.16	(67,836.16)	100.00
592-536-996-000	Handling Fees	0.00	336.10	5,904.77	(5,904.77)	100.00
Total Dept 536-Water Department		7,951,086.00	674,050.32	5,762,934.17	2,188,151.83	72.48

Dept 537-Sewer Department

592-537-740-000	Operating Supplies	0.00	0.00	0.00	0.00	0.00
592-537-924-000	Sewage Treatment	2,204,800.00	89,884.20	1,719,450.51	485,349.49	77.99
592-537-925-000	Infiltration	103,000.00	0.00	92,638.00	10,362.00	89.94
592-537-930-000	Maintenance - Lift Station	25,000.00	10,392.56	149,613.19	(124,613.19)	598.45
592-537-931-001	Maintenance- Eq Basin	25,000.00	0.00	54,835.50	(29,835.50)	219.34
592-537-931-002	Maintenance - Sanitary Lines	0.00	0.00	0.00	0.00	0.00
592-537-970-000	Capital Outlay	400,000.00	4,000.00	14,612.00	385,388.00	3.65
592-537-970-001	Capital Outlay - Ecorse Rd.	0.00	0.00	0.00	0.00	0.00
592-537-970-002	Capital Outlay - Eq Basin	60,000.00	0.00	0.00	60,000.00	0.00
592-537-970-003	Capital-Sewer Clean/Relline	350,000.00	0.00	54,915.94	295,084.06	15.69
592-537-970-004	Capital Outlay - Lift Station	0.00	0.00	0.00	0.00	0.00
592-537-970-005	Capital Outlay-SHVUA	0.00	0.00	0.00	0.00	0.00
592-537-995-000	Interest Expense	0.00	0.00	219,568.26	(219,568.26)	100.00
592-537-996-000	Excess Downriver Bond Interest	0.00	0.00	0.00	0.00	0.00
Total Dept 537-Sewer Department		3,167,800.00	104,276.76	2,305,633.40	862,166.60	72.78

TOTAL EXPENDITURES

11,118,886.00	778,327.08	8,068,567.57	3,050,318.43	72.57
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Fund 592 - Water/Sewer Fund:

TOTAL REVENUES	8,132,218.00	943,634.91	6,441,871.41	1,690,346.59	79.21
TOTAL EXPENDITURES	11,118,886.00	778,327.08	8,068,567.57	3,050,318.43	72.57
NET OF REVENUES & EXPENDITURES	(2,986,668.00)	165,307.83	(1,626,696.16)	(1,359,971.84)	54.47

TOTAL REVENUES - ALL FUNDS	22,008,897.00	1,443,912.24	18,837,471.73	3,171,425.27	85.59
TOTAL EXPENDITURES - ALL FUNDS	25,836,535.00	2,062,526.63	20,436,069.08	5,400,465.92	79.10
NET OF REVENUES & EXPENDITURES	(3,827,638.00)	(618,614.39)	(1,598,597.35)	(2,229,040.65)	41.76