

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
MARCH 5, 2019 BOARD MEETING 7:00 P.M.  
TENTATIVE AGENDA**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Supervisor McNamara _____	Trustee Miller _____
Clerk Wright _____	Trustee White _____
Treasurer Budd _____	Engineer Potter _____
Trustee Frazier _____	Attorney McCauley _____
Trustee Martin _____	Secretary Beaudry _____

**EXECUTIVE SUMMARY OF THE AGENDA:**

**ADOPTION OF AGENDA:**

**ADOPTION OF CONSENT AGENDA:**

1. Work Study Meeting Minutes of February 19, 2019.
2. Board Meeting Minutes of February 19, 2019.
3. Voucher List of February 21, 2019.
4. Voucher List of March 5, 2019.
5. Prepaid List of February 28, 2019.

**PUBLIC HEARINGS:**

**CORRESPONDENCE/ANNOUNCEMENTS/ PRESENTATIONS:**

**PUBLIC COMMENT (Unfinished and New Business):**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. To consider approval of the second reading of Ordinance #02-19-19(2) which is an amendment of Article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-71.
2. To consider approval of the first reading of Ordinance #03-05-19(2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.
3. To consider approval of the second reading of General Ordinance #02-19-19(1) which is an Ordinance to establish the Construction Board of Appeals
4. To consider approval of the first reading of Ordinance #03-05-19 (1) to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.
5. To consider approval of the 2019 Annual Budget amendment to the Supervisor/Assessing Offices and full-time Confidential Administrative Assistant job description.
6. To consider approval of the new position of Executive Assistant to the Public Services Director.

**REPORTS:**

**PUBLIC COMMENT NON-AGENDA ITEMS :**

**BOARD COMMENT NON-AGENDA ITEMS:**

**ADJOURNMENT:**

**CHARTER TOWNSHIP OF VAN BUREN  
WORK STUDY MEETING MINUTES  
FEBRUARY 19, 2019**

Supervisor McNamara called the meeting to order at 4:00 p.m. in the Sheldon Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller, and Trustee White. Others in attendance: Secretary Beaudry, Executive Assistant Selman, Developmental Services Director Akers, Director of Public Services Best, Lieutenant Bazy, Downtown Development Authority Director Ireland and Deputy Director Lothringer, Director of Water and Sewer Taylor, Director of Parks and Recreation Wright, September Days Senior Director Jordan and an audience of two (2).

**UNFINISHED BUSINESS: (none)**

**NEW BUSINESS:**

Discussion on the approval of Resolution 2019-05: Honoring Congressman John D. Dingell Jr.

Discussion on the reappointments of Carol Bird and Mark Laginess to the Downtown Development Authority with terms to expire March 9, 2023.

Discussion on the approval of the application of the Belleville Yacht Club for July 4, 2019 fireworks.

Discussion on the lease agreement with S.M.A.R.T. for a 2019 Eldorado Elite 290.

Discussion on the first reading of General Ordinance #02-19-19(1) which is an Ordinance to establish the Construction Board of Appeals.

Discussion on the Revised 2019 Board of Trustees Meeting Schedule.

Discussion on the selection of Cross Renovations for the renovation of the Multi-Purpose Room and Recreation Desk and Waiting Area.

Discussion on the first reading of Ordinance #02-19-19(2) which is an amendment of Article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-71.

**PUBLIC COMMENT:** A Public Informational Meeting outlining rules and regulations for shoreline improvements or repairs will be held on Thursday, February 28, from 6:00 p.m. until 8:00 p.m. at the Van Buren Township Hall.

**BOARD COMMENT: None.**

**CLOSED SESSION: None.**

**ADJOURNMENT:** There being no further comment the meeting was adjourned at 6:06 P.M.

\_\_\_\_\_  
Leon Wright, Township Clerk

Date: \_\_\_\_\_.

\_\_\_\_\_  
Kevin McNamara, Supervisor

Date: \_\_\_\_\_.

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
FEBRUARY 19, 2019 BOARD MEETING 7:00 P.M.  
MEETING MINUTES**

Supervisor McNamara called the meeting to order at 7:00 P.M. in the Otisville/Sheldon Room. Present: Supervisor McNamara, Clerk Wright, Treasurer Budd, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in Attendance: Secretary Beaudry, Executive Assistant Selman, Developmental Services Director Akers, Director of Public Services Best, Lieutenant Bazy, Director of Parks and Recreation Wright, September Days Senior Director Jordan and an audience of four (4).

**EXECUTIVE SUMMARY OF THE AGENDA:** Supervisor McNamara outlined the items appearing on the agenda.

**ADOPTION OF AGENDA:** White moved, Miller seconded to amend the agenda to remove New Business item number five (5) - To consider approval of Cross Renovations for the renovation of the Multi-Purpose Room and Recreation Desk and Waiting Area. Roll Call Vote. Yeas: White, Miller and Martin. Nays: Frazier, Budd, Wright and McNamara. Motion Failed.

Frazier moved, Martin seconded to adopt the agenda as presented. Roll Call Vote. Yeas: Martin, Frazier, Budd, Wright and McNamara. Nays: White and Miller. Motion Carried.

**ADOPTION OF CONSENT AGENDA:** White moved, Wright seconded to approve the Consent Agenda. [Work Study Meeting Minutes of February 4, 2019, Board Meeting Minutes of February 5, 2019, Prepaid List of February 7, 2019, Prepaid List of February 14, 2019, Voucher List of February 7, 2019, Voucher List of February 19, 2019, Approval of reappointments of Carol Bird and Mark Laginess to the Downtown Development Authority with terms to expire March 9, 2023 and Approval of the Revised 2019 Board of Trustees Meeting Schedule]. Motion Carried.

**PUBLIC HEARINGS:** None.

**CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS:** A Public Informational Meeting outlining rules and regulations for shoreline improvements or repairs will be held on Thursday, February 28, from 6:00 p.m. until 8:00 p.m. at the Van Buren Township Hall.

**PUBLIC COMMENT (Unfinished and New Business):** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

White moved, Martin seconded to approve of Resolution 2019-05: Honoring Congressman John D. Dingell Jr. Motion Carried.

Wright moved, Frazier seconded to approve the application of the Belleville Yacht Club for July 4, 2019 fireworks. Motion Carried.

Budd moved, Miller seconded to approve the lease agreement with S.M.A.R.T. for a 2019 Eldorado Elite 290. Motion Carried.

Miller moved, Wright seconded to approve the first reading of General Ordinance #02-19-19(1) which is an Ordinance to establish the Construction Board of Appeals. Motion Carried.

Frazier moved, Wright seconded to approve Cross Renovations for the renovation of the Multi-Purpose room and Recreation Desk and Waiting area with the amendment: all future questions asked by Board members at Work Study meetings be answered in a timely manner by Directors prior to the Board Meeting in which the item will be voted on. Roll Call Vote. Yeas: Martin, Wright, Frazier, Budd and McNamara. Nays: White and Miller. Motion Carried.

Wright moved, Frazier seconded to approve the first reading of Ordinance #02-19-19(2) which is an amendment of article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-71. Motion Carried.

**REPORTS:** None.

**PUBLIC COMMENT NON-AGENDA ITEMS:** None.

**BOARD COMMENT NON-AGENDA ITEMS:** None.

**ADJOURNMENT:** Frazier moved, Martin seconded to adjourn at 8:07 p.m.

\_\_\_\_\_  
Leon Wright, Township Clerk

Date: \_\_\_\_\_.

\_\_\_\_\_  
Kevin McNamara, Supervisor

Date: \_\_\_\_\_.

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 EXP CHECK RUN DATES 02/21/2019 - 02/21/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

02.21.19 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							

Vendor ATT - AT&T:

734326298202								
89069	AT&T	02/07/2019	02/21/2019	265.65	265.65	Open	N	
	2.7-3.6 326-2982	KTYLER					02/21/2019	
	101-265-850-000	2.7-3.6 326-2982		265.65				
		Total for vendor ATT - AT&T:		<u>265.65</u>	<u>265.65</u>			

Vendor ATT3 - AT&T :

154934885								
89068	AT&T	02/06/2019	02/21/2019	95.26	95.26	Open	N	
	2.7-3.6 ARCHIVE INT SVCS	KTYLER					02/21/2019	
	250-000-850-000	2.7-3.6 ARCHIVE INT SVCS		95.26				
		Total for vendor ATT3 - AT&T	:	<u>95.26</u>	<u>95.26</u>			

Vendor ATT CWO - AT&T CWO:

CR 199424								
89074	AT&T CWO	02/15/2019	02/21/2019	500.00	500.00	Open	N	
	RELOCATE GUY WIRE @ 10151 BVL RD	KTYLER					02/21/2019	
	247-000-971-000	RELOCATE GUY WIRE @ 10151 BVL RD		500.00				
		Total for vendor ATT CWO - AT&T CWO:		<u>500.00</u>	<u>500.00</u>			

Vendor BLCANE - BLUE CARE NETWORK:

190360000287								
89071	BLUE CARE NETWORK	02/05/2019	02/21/2019	83,149.02	83,149.02	Open	N	
	MARCH HLTH INSUR	KTYLER					02/21/2019	
	101-191-719-000	MARCH HLTH INSUR		1,505.26				
	101-215-719-000	MARCH HLTH INSUR		1,505.26				
	101-228-719-000	MARCH HLTH INSUR		1,505.26				
	101-253-719-000	MARCH HLTH INSUR		4,177.73				
	101-265-719-000	MARCH HLTH INSUR		4,827.78				
	101-301-719-000	MARCH HLTH INSUR		31,919.52				
	101-325-719-000	MARCH HLTH INSUR		3,998.62				
	101-329-719-000	MARCH HLTH INSUR		1,505.26				
	101-336-719-000	MARCH HLTH INSUR		1,505.26				
	101-370-719-000	MARCH HLTH INSUR		1,505.26				
	101-691-719-000	MARCH HLTH INSUR		5,682.99				
	101-692-719-000	MARCH HLTH INSUR		1,167.21				
	101-900-719-000	MARCH HLTH INSUR		14,604.04				
	592-536-719-000	MARCH HLTH INSUR		6,515.09				
	592-536-719-001	MARCH HLTH INSUR		1,224.48				

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 EXP CHECK RUN DATES 02/21/2019 - 02/21/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

02.21.19 PREPAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Total for vendor BLCANE - BLUE CARE NETWORK:				83,149.02	83,149.02			

Vendor BCBS - BLUE CROSS BLUE SHIELD OF MI:

007002712710								
89072	BLUE CROSS BLUE SHIELD OF MI	02/08/2019	02/21/2019	95,689.93	95,689.93	Open	N	
	MARCH HLTH INSUR	KTYLER					02/21/2019	
	101-101-719-000	MARCH HLTH INSUR		1,721.38				
	101-171-719-000	MARCH HLTH INSUR		2,922.93				
	101-215-719-000	MARCH HLTH INSUR		2,197.97				
	101-228-719-000	MARCH HLTH INSUR		1,449.92				
	101-247-719-000	MARCH HLTH INSUR		4,395.94				
	101-253-719-000	MARCH HLTH INSUR		724.96				
	101-265-719-000	MARCH HLTH INSUR		2,922.93				
	101-301-719-000	MARCH HLTH INSUR		32,221.50				
	101-325-719-000	MARCH HLTH INSUR		1,449.92				
	101-329-719-000	MARCH HLTH INSUR		2,197.97				
	101-370-719-000	MARCH HLTH INSUR		8,563.66				
	101-692-719-000	MARCH HLTH INSUR		1,721.38				
	101-900-719-000	MARCH HLTH INSUR		19,743.13				
	247-000-719-000	MARCH HLTH INSUR		2,446.34				
	250-000-719-000	MARCH HLTH INSUR		724.96				
	592-536-719-000	MARCH HLTH INSUR		9,560.08				
	101-715-719-000	MARCH HLTH INSUR		724.96				
Total for vendor BCBS - BLUE CROSS BLUE SHIELD OF MI:				95,689.93	95,689.93			

Vendor VISA - CHASE CARD SVCS:

BUDD								
89084	CHASE CARD SVCS	02/08/2019	02/21/2019	255.00	255.00	Open	N	
	JAN STMT	KTYLER					02/21/2019	
	101-370-861-000	AKERS 2.21 MAP BONANZA CONF TRANSP		75.00				
	101-370-861-000	AKERS 2.19 MEDA CAPITAL DAY CONF REG		180.00				
JEWRIGHT								
89085	CHASE CARD SVCS	02/08/2019	02/21/2019	1,707.55	1,707.55	Open	N	
	JAN STMT	KTYLER					02/21/2019	
	101-691-742-000	DADDY DAUGHTER DANCE SUPPLIES		676.28				
	101-691-742-000	DADDY DAUGHTER DANCE COSTUME		13.05				
	101-718-740-000	ARAMARK STAFF WIN JACKETS/HATS		48.44				
	101-691-742-000	DADDY DAUGHTER DANCE DECOR		59.94				
	101-691-742-000	DADDY DAUGHTER DANCE COSTUMES		29.96				
	101-691-742-000	DADDY DAUGHTER DANCE SUPPLIES		290.82				
	101-691-742-000	HUNGRY HOWIE'S OPEN SCRAPBOOKING		35.07				

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
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 OPEN

02.21.19 PREPAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
	101-691-742-000	USA MIN KEY COPIES-WARMING CTRS		10.06				
	101-691-742-000	HOBBY LOBBY-DD DANCE/KIDS CRAFTY SUPP		150.21				
	101-691-861-000	ZAENGLEIN 1.29-31 MRPA LODGING		393.72				
RANKIN 89086	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	645.09	645.09	Open	N 02/21/2019	
	101-228-956-000	AMAZON (2) RACKMOUNT SURGE PDU'S		179.08				
	592-536-920-000	COMCAST 7563 HAGGERTY PUMP STA-BAL DU		466.01				
JORDAN 89087	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	18.45	18.45	Open	N 02/21/2019	
	101-692-742-000	MEIJER BD MONDAY SUPPLIES		18.45				
MCCRACKEN 89088	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	605.69	605.69	Open	N 02/21/2019	
	101-715-740-000	AMAZONE CABLE IPAD CASE COVER		14.95				
	101-715-740-000	AMAZON (2) BRACKETS FOR VIDEO LIGHTS		68.91				
	101-715-740-000	AMAZON LED VIDEO LIGHT		34.99				
	101-715-740-000	AMAZON (3) USB MULTI-PORT HUBS		116.97				
	101-715-861-000	2019 LINKEDIN MEMBERSHIP -TRNG PURPOS		359.88				
	101-248-727-000	SPOTIFY MO SVCS SUBSCRIPTION		9.99				
LWRIGHT 89089*	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	1,150.15	1,150.15	Open	N 02/21/2019	
	101-215-831-000	TARGET SALES TAX REFUND		(16.77)				
	101-215-831-000	TARGET SALES TAX REFUND		(16.41)				
	101-215-831-000	TARGET SALES TAX REFUND		(17.36)				
	101-215-831-000	TARGET SALES TAX REFUND		(17.21)				
	101-215-831-000	TARGET SALES TAX REFUND		(17.13)				
	101-215-831-000	TARGET SALES TAX REFUND		(17.11)				
	101-215-831-000	TARGET SALES TAX REFUND		(16.86)				
	101-101-956-000	WRIGHT 4.2-4 MTA CONF REG		349.00				
	101-215-861-000	WRIGHT 5.17-23 IIMC CONF REG		685.00				
	101-215-810-000	WRIGHT 2019 IIMC ANN MEMBERSHIP FEE		235.00				
JTAYLOR 89090	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	395.79	395.79	Open	N 02/21/2019	
	592-536-740-000	CDW COMPUTER MONITOR FOR BREAKROOM		395.79				
LAURAIN 89091*	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	790.07	790.07	Open	N 02/21/2019	

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 EXP CHECK RUN DATES 02/21/2019 - 02/21/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

02.21.19 PREPAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	101-301-956-000	USPS CLICKNSHIP REFUND		(20.10)				
	101-301-810-000	WRIGHT 2019 FBI MEMBERSHIP DUES		105.00				
	101-301-810-000	LAURAIN 2019 FBI MEMBERSHIP DUES		105.00				
	101-301-956-000	USPS CLICKNSHIP FEE		20.10				
	101-301-727-000	SCHMIDTKE SCREEN PROTECT/PRIVACY SCRE		71.69				
	101-301-810-000	WRIGHT 2019 IACP MEMBERSHIP DUES		190.00				
	101-301-956-000	BAZZY/LAURAIN/MARCUM/WRIGHT FBINAA LU		100.00				
	101-301-810-000	LAURAIN 2019 IACP MEMBERSHIP DUES		190.00				
	101-301-861-000	LAURAIN/WRIGHT 2.6 MACP MEALS		28.38				
DALLOS 89092	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	439.13	439.13	Open	N 02/21/2019	
	250-000-743-000	CVS CHRISTMAS DISPLAY DECOR		44.56				
	250-000-743-000	DOLLAR DEPOT VALENTINE'S DAY DECOR		20.41				
	250-000-743-001	MICHAEL'S MUSEUM WKSHP		33.08				
	250-000-743-000	MICHAEL'S VALENTINE'S DAY DECOR		45.24				
	250-000-743-001	MICHAEL'S MUSEUM WKSHP		55.72				
	250-000-727-000	BEST BUY INK X 3		26.60				
	250-000-743-000	CVS VALENTINE'S DAY SUPPLIES		13.73				
	250-000-743-000	MICHAELS EXHIBITS SUPPLIES		176.50				
	250-000-743-000	MICHAELS VALENTINE'S DAY SUPPLIES		14.30				
	250-000-743-000	MICHAELS VALENTINE'S DAY SUPPLIES		8.99				
MCNAMARA 89093	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	1,701.97	1,701.97	Open	N 02/21/2019	
	101-101-956-000	FRAZIER 4.1-4 MTA CONF REG/PRE-SESSIO		557.00				
	101-101-956-000	KMARTIN 4.2-4 MTA CONF REG		379.00				
	101-171-956-000	MCNAMARA 4.2-4 CONF REG		349.00				
	101-101-956-000	LAKE/LASER ART-PIC OF BVL LK		342.79				
	101-370-956-000	MICHAEL'S (2) FRAMES SUPER/HALLWAY		74.18				
BROW 89094	CHASE CARD SVCS JAN STMT	02/08/2019 KTYLER	02/21/2019	436.68	436.68	Open	N 02/21/2019	
	101-336-741-000	MCINALLY 1.16 MFIS CONF MEAL		18.00				
	101-336-861-000	RMCCORMICK MFIS CONF FEE BAL		22.30				
	101-336-861-000	MCINALLY 1.16 MFIS CONF MEAL		16.00				
	101-336-861-000	MCINALLY 1.18 MFIS CONF MEAL		16.00				
	101-336-741-000	FS1 SHELVING UNIT		179.98				
	101-336-741-000	E-2 EQUIPMENT		184.40				
Total for vendor VISA - CHASE CARD SVCS:				8,145.57	8,145.57			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
59145 89073	CLAIMCHOICE MARCH ADMIN FEES	02/14/2019 KTYLER	02/21/2019	1,258.30	1,258.30	Open	N 02/21/2019	
	101-101-719-000	MARCH ADMIN FEES		14.95				
	101-171-719-000	MARCH ADMIN FEES		29.90				
	101-191-719-000	MARCH ADMIN FEES		11.95				
	101-215-719-000	MARCH ADMIN FEES		26.90				
	101-228-719-000	MARCH ADMIN FEES		41.85				
	101-247-719-000	MARCH ADMIN FEES		29.90				
	101-253-719-000	MARCH ADMIN FEES		50.80				
	101-265-719-000	MARCH ADMIN FEES		89.65				
	101-301-719-000	MARCH ADMIN FEES		502.10				
	101-325-719-000	MARCH ADMIN FEES		77.70				
	101-329-719-000	MARCH ADMIN FEES		26.90				
	101-336-719-000	MARCH ADMIN FEES		11.95				
	101-370-719-000	MARCH ADMIN FEES		86.70				
	101-691-719-000	MARCH ADMIN FEES		35.85				
	101-692-719-000	MARCH ADMIN FEES		26.90				
	101-715-719-000	MARCH ADMIN FEES		14.95				
	247-000-719-000	MARCH ADMIN FEES		29.90				
	250-000-719-000	MARCH ADMIN FEES		14.95				
	592-536-719-000	MARCH ADMIN FEES		134.50				
Total for vendor AMERAP - CLAIMCHOICE :				1,258.30	1,258.30			

Vendor AMERA2 - CLAIMCHOICE REIMBURSABLE:

3686 89075	CLAIMCHOICE REIMBURSABLE BCN EMPLOYEE HRA	02/12/2019 KTYLER	02/21/2019	20.00	20.00	Open	N 02/21/2019	
	101-301-719-000	BCN EMPLOYEE HRA		20.00				
3687-3698 89076	CLAIMCHOICE REIMBURSABLE BCBS EMPLOYEE HRA	02/12/2019 KTYLER	02/21/2019	364.71	364.71	Open	N 02/21/2019	
	101-215-719-000	BCBS EMPLOYEE HRA		20.00				
	101-247-719-000	BCBS EMPLOYEE HRA		20.00				
	101-265-719-000	BCBS EMPLOYEE HRA		20.00				
	101-301-719-000	BCBS EMPLOYEE HRA		180.90				
	592-536-719-000	BCBS EMPLOYEE HRA		123.81				
Total for vendor AMERA2 - CLAIMCHOICE REIMBURSABLE:				384.71	384.71			

Vendor COMCAST - COMCAST:

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 EXP CHECK RUN DATES 02/21/2019 - 02/21/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

02.21.19 PREPAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
10623 89066	COMCAST 2.19-3.18 CABLE BOX/TV 101-336-920-000	02/06/2019 KTYLER	02/21/2019	87.56	87.56	Open	N 02/21/2019	
	2.19-3.18 CABLE BOX/TV			87.56				
293938 89067	COMCAST 2.6-3.5 HAGGERTY INT/PHONE 592-536-920-000	02/06/2019 KTYLER	02/21/2019	155.01	155.01	Open	N 02/21/2019	
	2.6-3.5 HAGGERTY INT/PHONE			155.01				
	Total for vendor COMCAST - COMCAST:			<u>242.57</u>	<u>242.57</u>			

Vendor DTE - DTE ENERGY:

910013927223 89077	DTE ENERGY 1.8-2.4 10151 BVL 247-000-920-000	02/07/2019 KTYLER	02/21/2019	195.47	195.47	Open	N 02/21/2019	
	1.8-2.4 10151 BVL			195.47				
910022836811 89078	DTE ENERGY 1.11-2.8 48791 DENTON 592-536-920-000	02/11/2019 KTYLER	02/21/2019	35.75	35.75	Open	N 02/21/2019	
	1.11-2.8 48791 DENTON			35.75				
910016815052 89079	DTE ENERGY 1.11-2.8 48791 DENTON 592-536-920-000	02/11/2019 KTYLER	02/21/2019	189.87	189.87	Open	N 02/21/2019	
	1.11-2.8 48791 DENTON			189.87				
910015586795 89080	DTE ENERGY 1.10-2.7 45581 ECORSE 101-265-920-000	02/08/2019 KTYLER	02/21/2019	411.21	411.21	Open	N 02/21/2019	
	1.10-2.7 45581 ECORSE			411.21				
910016815763 89081	DTE ENERGY 1.10-2.7 45581 ECORSE 101-265-920-000	02/08/2019 KTYLER	02/21/2019	53.59	53.59	Open	N 02/21/2019	
	1.10-2.7 45581 ECORSE			53.59				
910013925979 89082	DTE ENERGY 1.12-2.11 7563 HAGGERTY 592-536-920-000 592-536-920-000	02/12/2019 KTYLER	02/21/2019	620.92	620.92	Open	N 02/21/2019	
	1.12-2.11 7563 HAGGERTY			585.77				
	1.12-2.11 7563 HAGGERTY			35.15				
910013926647 89083	DTE ENERGY 1.9-2.6 11940 HANNAN	02/07/2019 KTYLER	02/21/2019	49.10	49.10	Open	N 02/21/2019	

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized PO Number
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	592-536-920-000	1.9-2.6	11940 HANNAN	49.10			
Total for vendor DTE - DTE ENERGY:				1,555.91	1,555.91		

Vendor RICOH - RICOH USA INC:

5055825589							
89070	RICOH USA INC	02/01/2019	02/21/2019	39.06	39.06	Open	N
	11.1-1.31 COPIER MAINT FS 1 & 2	KTYLER					02/21/2019
	101-336-933-000	11.1-1.31 COPIER MAINT FS 1 & 2		39.06			
Total for vendor RICOH - RICOH USA INC:				39.06	39.06		

Vendor MISC - SUMANCHANDRA PATEL:

REFUND							
89118	SUMANCHANDRA PATEL	02/19/2019	02/21/2019	67.29	67.29	Open	N
	OVRPYMT WIN 18 TAXES	KTYLER					02/21/2019
	703-000-226-000	OVRPYMT WIN 18 TAXES		67.29			
Total for vendor MISC - SUMANCHANDRA PATEL:				67.29	67.29		

Vendor UNUM - UNUM LIFE INS CO OF AMERICA:

0594957.001.2							
89065	UNUM LIFE INS CO OF AMERICA	02/11/2019	02/21/2019	12,008.95	12,008.95	Open	N
	MARCH S&A/LIFE INSUR	KTYLER					02/21/2019
	101-101-719-000	MARCH LIFE INSUR		19.20			
	101-171-719-000	MARCH S&A/LIFE INSUR		222.96			
	101-191-719-000	MARCH S&A/LIFE INSUR		69.67			
	101-215-719-000	MARCH S&A/LIFE INSUR		812.47			
	101-228-719-000	MARCH S&A/LIFE INSUR		333.02			
	101-247-719-000	MARCH S&A/LIFE INSUR		188.12			
	101-253-719-000	MARCH S&A/LIFE INSUR		405.68			
	101-265-719-000	MARCH S&A/LIFE INSUR		690.73			
	101-301-719-000	MARCH S&A/LIFE INSUR		4,754.07			
	101-325-719-000	MARCH S&A/LIFE INSUR		740.46			
	101-329-719-000	MARCH S&A/LIFE INSUR		175.66			
	101-336-719-000	MARCH S&A/LIFE INSUR		289.53			
	101-370-719-000	MARCH S&A/LIFE INSUR		587.01			
	101-691-719-000	MARCH S&A/LIFE INSUR		297.31			
	101-692-719-000	MARCH S&A/LIFE INSUR		172.88			
	101-715-719-000	MARCH S&A/LIFE INSUR		174.29			
	101-900-719-000	MARCH LIFE INSUR		16.00			
	247-000-719-000	MARCH S&A/LIFE INSUR		488.01			
	250-000-719-000	MARCH S&A/LIFE INSUR		244.58			
	592-536-719-000	MARCH S&A/LIFE INSUR		1,327.30			

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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	PO Number
	Total for vendor UNUM - UNUM LIFE INS CO OF AMERICA:			12,008.95	12,008.95			
# of Invoices:	31	# Due:	31	Totals:	203,402.22	203,402.22		
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				203,402.22	203,402.22			
* 2 Net Invoices have Credits Totalling:				(138.95)				
--- TOTALS BY FUND ---								
	101 - General Fund			177,358.62	177,358.62			
	247 - DDA Fund			3,659.72	3,659.72			
	250 - Museum Fund			1,518.88	1,518.88			
	592 - Water/Sewer Fund			20,797.71	20,797.71			
	703 - Current Tax Fund			67.29	67.29			
--- TOTALS BY DEPT/ACTIVITY ---								
	000 -			5,245.89	5,245.89			
	101 - Township Board			3,383.32	3,383.32			
	171 - Supervisor Department			3,524.79	3,524.79			
	191 - Election Department			1,586.88	1,586.88			
	215 - Clerk Department			5,363.75	5,363.75			
	228 - IT Department			3,509.13	3,509.13			
	247 - Assessing Department			4,633.96	4,633.96			
	248 - General Office			9.99	9.99			
	253 - Treasurer Department			5,359.17	5,359.17			
	265 - Building & Grounds			9,281.54	9,281.54			
	301 - Police Department			70,388.16	70,388.16			
	325 - Dispatch			6,266.70	6,266.70			
	329 - Ordinance Enforcement			3,905.79	3,905.79			
	336 - Fire Department			2,370.04	2,370.04			
	370 - Building/Planning Dept.			11,071.81	11,071.81			
	536 - Water Department			20,797.71	20,797.71			
	691 - Recreation Dept			7,675.26	7,675.26			
	692 - Seniors Dept			3,106.82	3,106.82			
	715 - Cable Dept			1,509.90	1,509.90			
	718 - Park & Lake Dept			48.44	48.44			
	900 - Insurance			34,363.17	34,363.17			

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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	PO Number
Vendor ABHECO - ABSOLUTE HEATING & COOLING:								
451 89241	ABSOLUTE HEATING & COOLING 1.11 WATER DEPT TRANSFORMER/RELA 101-265-931-000	01/09/2019 KTYLER	03/05/2019	499.99	499.99	Open	N 03/05/2019	
	1.11 WATER DEPT TRANSFORMER/RELAY SWI			499.99				
	Total for vendor ABHECO - ABSOLUTE HEATING & COOLING:			<u>499.99</u>	<u>499.99</u>			
Vendor ALSELA - ALL SEASONS LANDSCAPING :								
184180 89197	ALL SEASONS LANDSCAPING SNOW BLOWER REPAIRS 101-336-933-000	02/04/2019 KTYLER	03/05/2019	82.64	82.64	Open	N 03/05/2019	
	SNOW BLOWER REPAIRS			82.64				
184212 89198	ALL SEASONS LANDSCAPING SNOW BLOWER REPAIRS 101-336-933-000	02/09/2019 KTYLER	03/05/2019	3.08	3.08	Open	N 03/05/2019	
	SNOW BLOWER REPAIRS			3.08				
	Total for vendor ALSELA - ALL SEASONS LANDSCAPING :			<u>85.72</u>	<u>85.72</u>			
Vendor ALLALA - ALLSTAR ALARM LLC:								
250468 89223	ALLSTAR ALARM LLC 3.1-5.31 FIRE SYS INSP/ALARM MON 101-265-931-000	02/15/2019 KTYLER	03/05/2019	246.00	246.00	Open	N 03/05/2019	
	3.1-5.31 FIRE SYS INSP/ALARM MONITORI			246.00				
	Total for vendor ALLALA - ALLSTAR ALARM LLC:			<u>246.00</u>	<u>246.00</u>			
Vendor AMPLAS - AMERICAN PLANNING ASSOCIATION:								
299496-1916 89239	AMERICAN PLANNING ASSOCIATION AKERS 2019 MEMBERSHIP DUES 101-370-810-000	01/28/2019 KTYLER	03/05/2019	543.00	543.00	Open	N 03/05/2019	
	AKERS 2019 MEMBERSHIP DUES			543.00				
	Total for vendor AMPLAS - AMERICAN PLANNING ASSOCIATION:			<u>543.00</u>	<u>543.00</u>			
Vendor ANARWE - ANN ARBOR WELDING SUPPLY:								
110422 89200	ANN ARBOR WELDING SUPPLY MEDICAL OXYGEN 101-336-740-000	02/19/2019 KTYLER	03/05/2019	9.61	9.61	Open	N 03/05/2019	
	MEDICAL OXYGEN			9.61				
	Total for vendor ANARWE - ANN ARBOR WELDING SUPPLY:			<u>9.61</u>	<u>9.61</u>			

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							

Vendor ASCAP - ASCAP:

500623170								
89126	ASCAP	12/20/2018	03/05/2019	357.00	357.00	Open	N	
	2019 MUSIC LICENSE AGREE + MUSEU	KTYLER					03/05/2019	
	101-101-956-000	2019 MUSIC LICENSE AGREE + MUSEUM		357.00				
		Total for vendor ASCAP - ASCAP:		<u>357.00</u>	<u>357.00</u>			

Vendor APTUSC - ASSOC OF PUBLIC TREASURERS:

20765								
89210	ASSOC OF PUBLIC TREASURERS	02/21/2019	03/05/2019	125.00	125.00	Open	N	
	BELLINGHAM CPFA RE-CERT APPL FEE	KTYLER					03/05/2019	
	101-253-810-000	BELLINGHAM CPFA RE-CERT APPL FEE		125.00				
		Total for vendor APTUSC - ASSOC OF PUBLIC TREASURERS:		<u>125.00</u>	<u>125.00</u>			

Vendor ATCFOR - ATCHINSON FORD SALES INC:

225692								
89199	ATCHINSON FORD SALES INC	02/14/2019	03/05/2019	99.00	99.00	Open	N	
	#110 INTERIOR DETAILING	KTYLER					03/05/2019	
	101-301-860-000	#110 INTERIOR DETAILING		99.00				
225599								
89221	ATCHINSON FORD SALES INC	02/12/2019	03/05/2019	628.37	628.37	Open	N	19-0099
	#713 BRAKES	KTYLER					03/05/2019	
	101-265-860-000	#713 BRAKES		628.37				
		Total for vendor ATCFOR - ATCHINSON FORD SALES INC:		<u>727.37</u>	<u>727.37</u>			

Vendor AXIOM - AXIOM CONSTRUCTION SERVICES GROUP :

C.17.1004								
89208	AXIOM CONSTRUCTION SERVICES GROUP	01/31/2019	03/05/2019	154,043.17	154,043.17	Open	N	
	1.31 DDA CONST SVCS/PLACEMAKING	KTYLER					03/05/2019	
	247-000-971-001	1.31 DDA CONST SVCS/PLACEMAKING PROJE		126,143.17				
	247-000-971-001	1.31 DDA CONST SVCS/PLACEMAKING PROJE		27,900.00				
		Total for vendor AXIOM - AXIOM CONSTRUCTION SERVICES GROUP :		<u>154,043.17</u>	<u>154,043.17</u>			

Vendor BASIC - BASIC:

10-197510								
89124	BASIC	02/14/2019	03/05/2019	618.00	618.00	Open	N	
	2019 ANN MO FEE FOR SEC 125 FSA	KTYLER					03/05/2019	
	101-101-956-000	2019 ANN MO FEE FOR SEC 125 FSA PLAN		618.00				

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Total for vendor BASIC - BASIC:				618.00	618.00			
Vendor BEARIN - BELLEVILLE AREA INDEPENDENT:								
48854 89119	BELLEVILLE AREA INDEPENDENT 2.5 BRD MTG MIN 101-248-900-000	02/13/2019 KTYLER 2.5 BRD MTG MIN	03/05/2019	107.50 107.50	107.50	Open	N 03/05/2019	
48863 89120	BELLEVILLE AREA INDEPENDENT 2.28 LK INFO MTG 101-248-900-000	02/13/2019 KTYLER 2.28 LK INFO MTG	03/05/2019	120.00 120.00	120.00	Open	N 03/05/2019	
48884 89248	BELLEVILLE AREA INDEPENDENT PH BRD OF ZON APPLS 101-370-900-000	02/20/2019 KTYLER PH BRD OF ZON APPLS	03/05/2019	45.00 45.00	45.00	Open	N 03/05/2019	
48887 89249	BELLEVILLE AREA INDEPENDENT POLICE VEHICLE AUCTION 101-000-629-000	02/20/2019 KTYLER POLICE VEHICLE AUCTION	03/05/2019	75.00 75.00	75.00	Open	N 03/05/2019	
Total for vendor BEARIN - BELLEVILLE AREA INDEPENDENT:				347.50	347.50			
Vendor BELVIS - BELLEVILLE VISION:								
94081 89225	BELLEVILLE VISION QUEENER PRESCRIPTION SAFETY GLAS 101-329-741-000	02/18/2019 KTYLER QUEENER PRESCRIPTION SAFETY GLASSES	03/05/2019	349.00 349.00	349.00	Open	N 03/05/2019	19-0069
Total for vendor BELVIS - BELLEVILLE VISION:				349.00	349.00			
Vendor BWMS - BLUE WATER MANAGEMENT SOLUTIONS:								
1740 89102	BLUE WATER MANAGEMENT SOLUTIONS HINE/PINARD 3.12 CEC COURSE REG 592-536-861-000 592-536-861-000	02/09/2019 KTYLER HINE 3.12 CEC COURSE REG FEE PINARD 3.12 CEC COURSE REG FEE	03/05/2019	330.00 165.00 165.00	330.00	Open	N 03/05/2019	
Total for vendor BWMS - BLUE WATER MANAGEMENT SOLUTIONS:				330.00	330.00			
Vendor BMI - BMI:								

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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	PO Number
33697141 89125	BMI 2019 MUSIC LICENSE AGREE + MUSEU 101-101-956-000	01/02/2019 KTYLER 2019 MUSIC LICENSE AGREE + MUSEUM	03/05/2019	358.00 358.00	358.00	Open	N 03/05/2019	
Total for vendor BMI - BMI:				<u>358.00</u>	<u>358.00</u>			

Vendor BOTRME - BOUND TREE MEDICAL :

83110730 89201	BOUND TREE MEDICAL (6) AIRWAY TUBES 101-336-740-000	02/12/2019 KTYLER (6) AIRWAY TUBES	03/05/2019	254.94 254.94	254.94	Open	N 03/05/2019	
Total for vendor BOTRME - BOUND TREE MEDICAL :				<u>254.94</u>	<u>254.94</u>			

Vendor BUTLON - BUTZEL LONG:

8682703 89121	BUTZEL LONG JAN LEGAL SVCS 251-000-802-000	02/07/2019 KTYLER JAN LEGAL SVCS	03/05/2019	300.00 300.00	300.00	Open	N 03/05/2019	
Total for vendor BUTLON - BUTZEL LONG:				<u>300.00</u>	<u>300.00</u>			

Vendor BEARCH - BVL AREA CHAMBER OF COMMERCE:

LUNCHEON 89108	BVL AREA CHAMBER OF COMMERCE 3.27 TRI-COMMUNITY LUNCH REG X 2 247-000-956-000	02/14/2019 KTYLER IRELAND 3.27 TRI-COMMUNITY LUNCH REG LOTHRINGER 3.27 TRI-COMMUNITY LUNCH R	03/05/2019	40.00 20.00 20.00	40.00	Open	N 03/05/2019	
Total for vendor BEARCH - BVL AREA CHAMBER OF COMMERCE:				<u>40.00</u>	<u>40.00</u>			

Vendor CDWGOV - CDW GOVERNMENT:

QZW8788 89113	CDW GOVERNMENT BARRACUDA 3 YR RENEWAL 101-228-939-000	02/07/2019 KTYLER BARRACUDA 3 YR RENEWAL	03/05/2019	9,084.11 9,084.11	9,084.11	Open	N 03/05/2019	19-0065
Total for vendor CDWGOV - CDW GOVERNMENT:				<u>9,084.11</u>	<u>9,084.11</u>			

Vendor CHABUS - CHAPP & BUSHEY OIL CO:

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180950 89226	CHAPP & BUSHEY OIL CO FUEL	02/14/2019 KTYLER	03/05/2019	4,642.94	4,642.94	Open	N 03/05/2019	
	101-301-860-001	FUEL		3,106.12				
	101-336-860-001	FUEL		213.58				
	592-536-751-000	FUEL		705.73				
	101-265-860-000	FUEL		301.79				
	101-692-860-000	FUEL		134.64				
	101-265-860-000	FUEL 370 BLDG		55.72				
	101-265-860-000	FUEL 718 PARK		97.50				
	101-171-860-000	FUEL		27.86				
160445 89227	CHAPP & BUSHEY OIL CO DIESEL FUEL	02/14/2019 KTYLER	03/05/2019	1,141.07	1,141.07	Open	N 03/05/2019	
	101-336-860-001	DIESEL FUEL		1,141.07				
	Total for vendor CHABUS - CHAPP & BUSHEY OIL CO:			<u>5,784.01</u>	<u>5,784.01</u>			

Vendor COMSOU - COMSOURCE:

5508 89112	COMSOURCE	02/04/2019 KTYLER	03/05/2019	6,970.00	6,970.00	Open	N 03/05/2019	18-1138
	DISPATCH REPLACE WORKSTATION	Z440 WORKSTATION WINDOWS 7		2,950.00				
	261-000-970-000	IA FULL HARDENED CD		50.00				
	261-000-970-000	IRR USB HASP WITH LICENSE/SOUND/SPEAK		2,935.00				
	261-000-970-000	INSTALATION/LABOR COMPLETE		950.00				
	261-000-970-000	FREIGHT		85.00				
	Total for vendor COMSOU - COMSOURCE:			<u>6,970.00</u>	<u>6,970.00</u>			

Vendor CONFEN - CONTRACTORS FENCE SERVICE:

B-9104 89246	CONTRACTORS FENCE SERVICE	02/15/2019 KTYLER	03/05/2019	798.95	798.95	Open	N 03/05/2019	19-0079
	WATER TOWER ELEC GATE RPRS	REPAIR TO ELECTRIC GATE AT WATER TOWE		798.95				
	592-536-931-001							
	Total for vendor CONFEN - CONTRACTORS FENCE SERVICE:			<u>798.95</u>	<u>798.95</u>			

Vendor CRATEC - CRANE TECHNOLOGIES:

55659 89145	CRANE TECHNOLOGIES	02/07/2019 KTYLER	03/05/2019	702.00	702.00	Open	N 03/05/2019	19-0025
	MIOSHA TRUCK MOUNTED CRANE							
	592-536-932-000	MIOSHA TRUCK MOUNTED CRANE		702.00				

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Total for vendor CRATEC - CRANE TECHNOLOGIES:				702.00	702.00			

Vendor CUMCDA - CUMMINGS, MCCLOREY, DAVIS & ACHO:

255415								
89214	CUMMINGS, MCCLOREY, DAVIS & ACHO	02/11/2019	03/05/2019	766.40	766.40	Open	N	
	JAN LEGAL SVCS	KTYLER					03/05/2019	
	101-210-801-000	JAN LEGAL SVCS		544.14				
	592-536-801-002	JAN LEGAL SVCS		222.26				
255416								
89215	CUMMINGS, MCCLOREY, DAVIS & ACHO	02/11/2019	03/05/2019	1,435.00	1,435.00	Open	N	
	JAN LEGAL SVCS	KTYLER					03/05/2019	
	101-210-801-000	JAN LEGAL SVCS		1,018.85				
	592-536-801-002	JAN LEGAL SVCS		416.15				
Total for vendor CUMCDA - CUMMINGS, MCCLOREY, DAVIS & ACHO:				2,201.40	2,201.40			

Vendor DOMVOT - DOMINION VOTING SYSTEMS INC:

DVS127354								
89114	DOMINION VOTING SYSTEMS INC	12/20/2018	03/05/2019	12,240.00	12,240.00	Open	N	
	(2) SCANNERS FOR 2018 ELECTIONS	KTYLER					03/05/2019	
	101-000-202-000	(2) SCANNERS FOR 2018 ELECTIONS		12,240.00				
Total for vendor DOMVOT - DOMINION VOTING SYSTEMS INC:				12,240.00	12,240.00			

Vendor FERWAT - FERGUSON WATERWORKS #3386:

67642								
89234	FERGUSON WATERWORKS #3386	02/11/2019	03/05/2019	8,660.00	8,660.00	Open	N	19-0026
	5 2 INCH WATER METERS FOR REPAIR	KTYLER					03/05/2019	
	592-536-970-003	5 2 INCH COMPOUND METERS FOR REPAIRS		8,660.00				
67645								
89235	FERGUSON WATERWORKS #3386	02/11/2019	03/05/2019	8,660.00	8,660.00	Open	N	19-0018
	5 2 INCH METERS FOR REPAIR	KTYLER					03/05/2019	
	592-536-970-003	5 2 INCH COMPOUND METERS FOR REPAIRS		8,660.00				
67777								
89236	FERGUSON WATERWORKS #3386	02/11/2019	03/05/2019	462.36	462.36	Open	N	
	METER PARTS	KTYLER					03/05/2019	
	592-536-970-003	METER PARTS		462.36				
Total for vendor FERWAT - FERGUSON WATERWORKS #3386:				17,782.36	17,782.36			

Vendor FERREL - FERRELLGAS:

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1105307164 89245	FERRELLGAS TWP PK BARN PROPANE 101-718-920-000	02/21/2019 KTYLER	03/05/2019	667.64	667.64	Open	N 03/05/2019	
	TWP PK BARN PROPANE			667.64				
	Total for vendor FERREL - FERRELLGAS:			<u>667.64</u>	<u>667.64</u>			

Vendor FISYMI - FIRE SYSTEMS OF MI INC:

1755912 89222	FIRE SYSTEMS OF MI INC 2019 ANNUAL INSP FOR SAFETY 101-265-819-000	02/20/2019 KTYLER	03/05/2019	187.75	187.75	Open	N 03/05/2019	19-0098
	2019 ANNUAL INSP FOR SAFETY			187.75				
	Total for vendor FISYMI - FIRE SYSTEMS OF MI INC:			<u>187.75</u>	<u>187.75</u>			

Vendor FTCH - FISHBECK, THOMPSON, CARR & HUBER:

381061 89228	FISHBECK, THOMPSON, CARR & HUBER 1.25 VBT/SYCAMORE PROJECT 592-000-286-000	02/04/2019 KTYLER	03/05/2019	2,007.00	2,007.00	Open	N 03/05/2019	
	1.25 VBT/SYCAMORE PROJECT			2,007.00				
380894 89229	FISHBECK, THOMPSON, CARR & HUBER 1.25 VBT/CROSSROADS S PKNG LOT E 592-000-286-000	02/04/2019 KTYLER	03/05/2019	227.55	227.55	Open	N 03/05/2019	
	1.25 VBT/CROSSROADS S PKNG LOT EXP			227.55				
381053 89230	FISHBECK, THOMPSON, CARR & HUBER 1.25 VBT/US SIGNAL 592-000-286-000	02/04/2019 KTYLER	03/05/2019	2,489.50	2,489.50	Open	N 03/05/2019	
	1.25 VBT/US SIGNAL			2,489.50				
381060 89231	FISHBECK, THOMPSON, CARR & HUBER 1.25 VBT/VERIZON WIRELESS #798 T 101-370-819-000	02/04/2019 KTYLER	03/05/2019	275.00	275.00	Open	N 03/05/2019	
	1.25 VBT/VERIZON WIRELESS #798 TOWER			275.00				
381068 89232	FISHBECK, THOMPSON, CARR & HUBER 1.25 VBT/COSTCO FACILITY EXP 592-000-286-000	02/04/2019 KTYLER	03/05/2019	2,818.00	2,818.00	Open	N 03/05/2019	
	1.25 VBT/COSTCO FACILITY EXP			2,818.00				
380915 89242	FISHBECK, THOMPSON, CARR & HUBER VBT/NEAPCO DEVELOPMENT 592-000-286-000	02/04/2019 KTYLER	03/05/2019	362.00	362.00	Open	N 03/05/2019	
	VBT/NEAPCO DEVELOPMENT			362.00				
	Total for vendor FTCH - FISHBECK, THOMPSON, CARR & HUBER:			<u>8,179.05</u>	<u>8,179.05</u>			

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Vendor FRAPCO - FRISCHMAN APPRAISAL & CONSULTING:								
ASSESSOR								
89106	FRISCHMAN APPRAISAL & CONSULTING FEB INDE CONT-ASSESS 101-247-819-000	02/15/2019 KTYLER FEB INDE CONT-ASSESS	03/05/2019	3,333.00	3,333.00	Open	N 03/05/2019	
Total for vendor FRAPCO - FRISCHMAN APPRAISAL & CONSULTING:				<u>3,333.00</u>	<u>3,333.00</u>			
Vendor FUNEXP - FUN EXPRESS LLC:								
694656723.01								
89101	FUN EXPRESS LLC DADDY DAUGHTER DANCE SUPPLIES 101-691-742-000 101-691-742-000 101-691-742-000 101-691-742-000 101-691-742-000 101-691-742-000	02/04/2019 KTYLER COLOR OWN UNICORN CRAFT KIT UNICORN STANDUP TURQUOISE STREAMER WHITE STREAMER DARK BLUE STREAMER LUMINARY	03/05/2019	163.59	163.59	Open	N 03/05/2019	19-0059
694538836-01								
89107	FUN EXPRESS LLC GIFT BAGS/TISSUE PAPER 101-101-956-000 101-101-956-000 101-101-956-000	01/25/2019 KTYLER CHIC DOT GIFT BAGS BLUE TISSUE PAPER SHIPPING & HANDLING	03/05/2019	54.36	54.36	Open	N 03/05/2019	19-0040
Total for vendor FUNEXP - FUN EXPRESS LLC:				<u>217.95</u>	<u>217.95</u>			
Vendor GAMOGR - GASIOREK, MORGAN, GRECO & MCCAULEY, :								
8038								
89136	GASIOREK, MORGAN, GRECO & MCCAULEY JAN LEGAL SVCS 101-210-801-000 592-536-801-002	02/05/2019 KTYLER JAN LEGAL SVCS JAN LEGAL SVCS	03/05/2019	3,083.63	3,083.63	Open	N 03/05/2019	
8039								
89137	GASIOREK, MORGAN, GRECO & MCCAULEY JAN LEGAL SVCS 101-210-801-000 592-536-801-002	02/05/2019 KTYLER JAN LEGAL SVCS JAN LEGAL SVCS	03/05/2019	2,204.30	2,204.30	Open	N 03/05/2019	
8040								
89138	GASIOREK, MORGAN, GRECO & MCCAULEY JAN LEGAL SVCS	02/05/2019 KTYLER	03/05/2019	375.26	375.26	Open	N 03/05/2019	

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	GL Distribution							
	101-210-801-000	JAN LEGAL SVCS		266.43				
	592-536-801-002	JAN LEGAL SVCS		108.83				
8041								
89139	GASIOREK, MORGAN, GRECO & MCCAULEY	02/05/2019	03/05/2019	5,806.99	5,806.99	Open	N	
	JAN LEGAL SVCS	KTYLER					03/05/2019	
	101-210-801-000	JAN LEGAL SVCS		3,611.76				
	592-536-801-002	JAN LEGAL SVCS		2,195.23				
8042								
89140	GASIOREK, MORGAN, GRECO & MCCAULEY	02/05/2019	03/05/2019	394.40	394.40	Open	N	
	JAN DDA LEGAL SVCS	KTYLER					03/05/2019	
	247-000-803-000	JAN DDA LEGAL SVCS		394.40				
	Total for vendor GAMOGR - GASIOREK, MORGAN, GRECO & MCCAULEY,:			<u>11,864.58</u>	<u>11,864.58</u>			

Vendor HARGER - GERALD HARDER, JR.:

INSPECTOR								
89099	GERALD HARDER, JR.	02/12/2019	03/05/2019	2,145.00	2,145.00	Open	N	
	JAN BLDG INSP	KTYLER					03/05/2019	
	101-370-819-000	JAN BLDG INSP		2,145.00				
	Total for vendor HARGER - GERALD HARDER, JR.:			<u>2,145.00</u>	<u>2,145.00</u>			

Vendor MISC - GERRY TAYLOR:

REIMBURSE								
89224	GERRY TAYLOR	02/02/2019	03/05/2019	58.29	58.29	Open	N	
	GTAYLOR REIMBURSE FOR WORK SHOES	KTYLER					03/05/2019	
	101-265-740-000	GTAYLOR REIMBURSE FOR WORK SHOES		58.29				
	Total for vendor MISC - GERRY TAYLOR:			<u>58.29</u>	<u>58.29</u>			

Vendor RUSGOR - GORDON RUSS:

4538								
89237	GORDON RUSS	02/22/2019	03/05/2019	425.00	425.00	Open	N	
	4.13 HIPPIITY HOPPITY MAGIC SHOW	KTYLER					03/05/2019	
	101-691-742-000	4.13 HIPPIITY HOPPITY MAGIC SHOW		425.00				
	Total for vendor RUSGOR - GORDON RUSS:			<u>425.00</u>	<u>425.00</u>			

Vendor J&TAGG - J&T AGGREGATE, LLC:

VBW-2019-02								
89103	J&T AGGREGATE, LLC	02/19/2019	03/05/2019	340.00	340.00	Open	N	
	SAND FOR 12044 RYZNAR	KTYLER					03/05/2019	
	592-536-740-000	SAND FOR 12044 RYZNAR		340.00				

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Total for vendor J&TAGG - J&T AGGREGATE, LLC:				340.00	340.00			

Vendor KIPOSU - KIESLER POLICE SUPPLY:

IN102397								
89196	KIESLER POLICE SUPPLY	02/04/2019	03/05/2019	11,946.79	11,946.79	Open	N	19-0071
	GUN RANGE AMMUNITION	KTYLER					03/05/2019	
	101-301-744-000	FEDERAL AE 9MM LUGER FMJ		6,063.90				
	101-301-744-000	SPEER GOLD DOT 9MM		713.40				
	101-301-744-000	1000 RD CASE FEDERAL AE FMJ		4,909.80				
	101-301-744-000	SPEER FORCE 9MM RED 100/CASE		249.69				
	101-301-744-000	SHIPPING		10.00				
Total for vendor KIPOSU - KIESLER POLICE SUPPLY:				11,946.79	11,946.79			

Vendor ABNLAU - LAURA ABNEY:

INSTRUCTOR								
89233	LAURA ABNEY	02/08/2019	03/05/2019	1,880.00	1,880.00	Open	N	
	WIN GYM INST	KTYLER					03/05/2019	
	101-691-742-000	WIN GYM INST		1,880.00				
Total for vendor ABNLAU - LAURA ABNEY:				1,880.00	1,880.00			

Vendor LIBPLU - LIBERTY PLUMBING SUPPLY:

80305								
89144	LIBERTY PLUMBING SUPPLY	02/02/2019	03/05/2019	205.86	205.86	Open	N	
	METER PARTS	KTYLER					03/05/2019	
	592-536-970-003	METER PARTS		205.86				
Total for vendor LIBPLU - LIBERTY PLUMBING SUPPLY:				205.86	205.86			

Vendor LOHUSU - LOWER HURON SUPPLY:

431047								
89131	LOWER HURON SUPPLY	02/14/2019	03/05/2019	2,486.02	2,486.02	Open	N	19-0082
	SAFE STEP 50/LB BAG SALT FOR SNO	KTYLER					03/05/2019	
	101-265-740-000	SAFE STEP 50/LB BAG SALT FOR SNOW/ICE		2,473.52				
	101-265-740-000	SHIP/HANDLING		12.50				
Total for vendor LOHUSU - LOWER HURON SUPPLY:				2,486.02	2,486.02			

Vendor LPPOLI - LP POLICE:

119LP16352								
89096	LP POLICE	01/31/2019	03/05/2019	129.95	129.95	Open	N	
	JAN BACKGROUND CHECKS	KTYLER					03/05/2019	

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	101-301-819-000	JAN BACKGROUND CHECKS		129.95				
		Total for vendor LPPOLI - LP POLICE:		<u>129.95</u>	<u>129.95</u>			

Vendor DAHLUK - LUKAS DAHMEN:

STIPEND								
89142	LUKAS DAHMEN	02/20/2019	03/05/2019	272.73	272.73	Open	N	
	FEB STIPEND	KTYLER					03/05/2019	
	101-692-956-000	FEB STIPEND		272.73				
		Total for vendor DAHLUK - LUKAS DAHMEN:		<u>272.73</u>	<u>272.73</u>			

Vendor DANLYL - LYLE D DANULOFF PHD:

02.07.19								
89203	LYLE D DANULOFF PHD	02/07/2019	03/05/2019	500.00	500.00	Open	N	
	VLADEMAR PSYCH EVAL	KTYLER					03/05/2019	
	101-336-956-000	VLADEMAR PSYCH EVAL		500.00				
		Total for vendor DANLYL - LYLE D DANULOFF PHD:		<u>500.00</u>	<u>500.00</u>			

Vendor MAJGRA - MAJIK GRAPHICS:

18417								
89104	MAJIK GRAPHICS	02/06/2019	03/05/2019	159.00	159.00	Open	N	
	TR-1 LOGOS/LETTERING	KTYLER					03/05/2019	
	101-265-740-000	TR-1 LOGOS/LETTERING		159.00				
		Total for vendor MAJGRA - MAJIK GRAPHICS:		<u>159.00</u>	<u>159.00</u>			

Vendor GOBUSO - MARCO TECHNOLOGIES:

INV6051180								
89244	MARCO TECHNOLOGIES	02/18/2019	03/05/2019	1,117.65	1,117.65	Open	N	19-0067
	1 YR MAINT CONT-OCE 500 PLOTWAVE	KTYLER					03/05/2019	
	101-228-939-000	MAINTENANCE CONTRACT ON OCE 500 PLOTT		372.60				
	101-370-740-000	MAINTENANCE CONTRACT ON OCE 500 PLOTT		372.50				
	592-536-937-000	MAINTENANCE CONTRACT ON OCE 500 PLOTT		372.55				
		Total for vendor GOBUSO - MARCO TECHNOLOGIES:		<u>1,117.65</u>	<u>1,117.65</u>			

Vendor MAFOSE - MARQUIS FOOD SERVICE:

8799								
89097	MARQUIS FOOD SERVICE	02/08/2019	03/05/2019	177.00	177.00	Open	N	
	2.8 PRISONER MEALS	KTYLER					03/05/2019	
	101-301-862-000	2.8 PRISONER MEALS		177.00				
		Total for vendor MAFOSE - MARQUIS FOOD SERVICE:		<u>177.00</u>	<u>177.00</u>			

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Vendor MSU - MICHIGAN STATE UNIVERSITY:

222594								
89250	MICHIGAN STATE UNIVERSITY	02/04/2019	03/05/2019	750.00	750.00	Open	N	
	STAMPER 2.7-8 MSU EXT ZON ADMIN	KTYLER					03/05/2019	
	101-370-861-000	STAMPER 2.7-8 MSU EXT ZON ADMIN CERT		750.00				
	Total for vendor MSU - MICHIGAN STATE UNIVERSITY:			750.00	750.00			

Vendor MICAPAST - MILLER CANFIELD PADDOCK & STONE:

1427571								
89209	MILLER CANFIELD PADDOCK & STONE	02/14/2019	03/05/2019	320.00	320.00	Open	N	
	JAN LEGAL SVCS	KTYLER					03/05/2019	
	251-000-802-000	JAN LEGAL SVCS		320.00				
	Total for vendor MICAPAST - MILLER CANFIELD PADDOCK & STONE:			320.00	320.00			

Vendor MMLWCF - MML WORKERS COMP FUND:

3621205								
89195	MML WORKERS COMP FUND	02/01/2019	03/05/2019	59,437.00	59,437.00	Open	N	
	APR-MAY-JUNE WORKERS COMP INSUR	KTYLER					03/05/2019	
	101-900-720-000	APR-MAY-JUNE WORKERS COMP INSUR		35,662.20				
	592-536-720-000	APR-MAY-JUNE WORKERS COMP INSUR		23,774.80				
	Total for vendor MMLWCF - MML WORKERS COMP FUND:			59,437.00	59,437.00			

Vendor OCTAN - O.C. TANNER:

940100809								
89243	O.C. TANNER	02/06/2019	03/05/2019	3,491.31	3,491.31	Open	N	19-0041
	(60) SERVICE AWARD PINS	KTYLER					03/05/2019	
	101-101-956-000	5 YEAR SERVICE PINS		510.10				
	101-101-956-000	10 YEAR SERVICE PINS		548.40				
	101-101-956-000	15 YEAR SERVICE PINS		586.70				
	101-101-956-000	20 YEAR SERVICE PINS		586.70				
	101-101-956-000	25 YEAR SERVICE PINS		586.70				
	101-101-956-000	30 YEAR SERVICE PINS		625.00				
	101-101-956-000	SHIPPING & HANDLING		47.71				
	Total for vendor OCTAN - O.C. TANNER:			3,491.31	3,491.31			

Vendor OLGLFL - OLD GLORY FLAGS & FLAGPOLES:

6654								
89109	OLD GLORY FLAGS & FLAGPOLES	01/25/2019	03/05/2019	110.00	110.00	Open	N	
	SHIPPING FOR BANNERS	KTYLER					03/05/2019	

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	GL Distribution							
	247-000-979-000	SHIPPING FOR BANNERS		110.00				
	Total for vendor OLGLFL - OLD GLORY FLAGS & FLAGPOLES:			<u>110.00</u>	<u>110.00</u>			

Vendor ARGHAZ - PREMIER SAFETY:

4153671 89098	PREMIER SAFETY FD AIR PACK REPAIR	02/05/2019 KTYLER	03/05/2019	49.50	49.50	Open	N 03/05/2019	
	101-336-933-000	FD AIR PACK REPAIR		49.50				
	Total for vendor ARGHAZ - PREMIER SAFETY:			<u>49.50</u>	<u>49.50</u>			

Vendor PRONEM - PRIORITY ONE EMERGENCY:

70050290 89146	PRIORITY ONE EMERGENCY HILLEN UNIFORMS	02/11/2019 KTYLER	03/05/2019	49.99	49.99	Open	N 03/05/2019	
	101-301-741-000	HILLEN UNIFORMS		49.99				
70050302 89147	PRIORITY ONE EMERGENCY RMCCORMICK UNIFORMS	02/12/2019 KTYLER	03/05/2019	74.99	74.99	Open	N 03/05/2019	
	101-336-741-000	RMCCORMICK UNIFORMS		74.99				
	Total for vendor PRONEM - PRIORITY ONE EMERGENCY:			<u>124.98</u>	<u>124.98</u>			

Vendor MISC - PROVIDENCE @ HARBOUR CLUB:

REFUND 89127	PROVIDENCE @ HARBOUR CLUB REFUND OVRPYMT DUE TO BILL ADJUS	02/14/2019 KTYLER	03/05/2019	60,218.56	60,218.56	Open	N 03/05/2019	
	592-000-284-000	REFUND OVRPYMT DUE TO BILL ADJUST		60,218.56				
	Total for vendor MISC - PROVIDENCE @ HARBOUR CLUB:			<u>60,218.56</u>	<u>60,218.56</u>			

Vendor QUILL - QUILL CORPORATION:

4989034 89095	QUILL CORPORATION INK FOR ADMIN OFFICES	02/11/2019 KTYLER	03/05/2019	623.73	623.73	Open	N 03/05/2019	19-0078
	101-301-727-000	HP 951 INK		399.56				
	101-301-727-000	HP 952 INK		196.18				
	101-301-727-000	DYMO LABLE REFILLS		27.99				
4910879 89129	QUILL CORPORATION TREASURY OFFICE SUPPLIES	02/07/2019 KTYLER	03/05/2019	144.72	144.72	Open	N 03/05/2019	19-0068
	101-253-956-000	RECORD BOOK 901-APJ99		6.20				

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	GL Distribution							
	101-253-956-000	PENS FINE POINT BLACK	901-441636	7.90				
	101-253-956-000	PORELON PR-511 CALC RIBBON	901-67628	12.74				
	101-253-956-000	THERMAL CASH REG ROLLS	901-27P8512Q	106.24				
	101-253-956-000	POST IT TABS	901-686VAD1	11.64				
4988663 89191	QUILL CORPORATION OFFICE SUPPLIES- WATER/PLNG/BLDG	02/11/2019 KTYLER	03/05/2019	982.90	982.90	Open	N 03/05/2019	19-0076
	592-536-727-000	BANKERS BOXES- WTR DEPT		36.54				
	592-536-727-000	ULTRA FINE SHARPIE- WTR DEPT		5.94				
	592-536-727-000	TONER WATER BILLS- WTR DEPT		521.99				
	592-536-727-000	UNI BALL TANK PENS BOX - WTR MARTY		27.70				
	592-536-727-000	AAA BATTERIES - WTR MARTY		26.00				
	592-536-727-000	RUBBER BANDS #19 -WTR MARTY		7.22				
	592-536-727-000	CANNED AIR- WTR DEPT		17.98				
	592-536-727-000	WITE OUT - WTR DEPT		7.64				
	101-370-740-000	BANKER BOXES- B&P- LAURA		73.08				
	101-370-740-000	EXPANDING FILE FOLDERS-B&P TINA		96.87				
	101-370-740-000	SCISSORS		5.09				
	101-265-740-000	WALL HANGING CALENDARS B&G JEFF		28.78				
	101-265-740-000	MOSESKIN PORTFOLIO		48.94				
	247-000-727-000	12 CALCULATOR TAPE ROLLS -DDA		12.15				
	247-000-727-000	POST IT WITH LINES - DDA		11.30				
	247-000-727-000	WITE OUT - DDA		7.64				
	247-000-727-000	SWINGLINE STAPLES -DDA		7.64				
	247-000-727-000	PILOT G2 BLUE PENS -DDA		17.49				
	247-000-727-000	MEDIUM BINDER CLIPS- DDA		12.72				
	247-000-727-000	EASY CLOSE SECURITY ENVELOPS - DDA		10.19				
5053157 89192	QUILL CORPORATION OFFICE SUPPLIES-PLNG	02/13/2019 KTYLER	03/05/2019	237.98	237.98	Open	N 03/05/2019	19-0076
	101-370-740-000	6.5X6.5X48 TUBES - B&P LAURA		136.00				
	101-370-740-000	4X4X48 TUBES- B&P LAURA		101.98				
5022706 89193	QUILL CORPORATION OFFICE SUPPLIES- WATER	02/12/2019 KTYLER	03/05/2019	90.20	90.20	Open	N 03/05/2019	19-0076
	592-536-727-000	WOOD POSTER FRAME- WTR (JIM)		90.20				
5022695 89194	QUILL CORPORATION OFFICE SUPPLIES-DDA	02/12/2019 KTYLER	03/05/2019	36.71	36.71	Open	N 03/05/2019	19-0076
	247-000-727-000	PORTFOLIO BROWN-DDA		36.71				
Total for vendor QUILL - QUILL CORPORATION:				2,116.24	2,116.24			

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Vendor MISC - RICHARD KORGAL:								
REFUND								
89211	RICHARD KORGAL #100718 REFUND PAT KORGAL LIFETI KTYLER 101-000-692-000	02/22/2019 KTYLER	03/05/2019	20.00	20.00	Open	N 03/05/2019	
	#100718 REFUND PAT KORGAL LIFETIME MB			20.00				
	Total for vendor MISC - RICHARD KORGAL:			<u>20.00</u>	<u>20.00</u>			
Vendor RIPLHE - RICHARD'S PLUMBING & HEATING INC:								
15587	RICHARD'S PLUMBING & HEATING INC SENIOR MEN'S BR-SLOAN VALVE REPL KTYLER 101-265-931-000	02/08/2019 KTYLER	03/05/2019	210.00	210.00	Open	N 03/05/2019	
89141	SENIOR MEN'S BR-SLOAN VALVE REPLACE			210.00				
	Total for vendor RIPLHE - RICHARD'S PLUMBING & HEATING INC:			<u>210.00</u>	<u>210.00</u>			
Vendor LENROB - ROBERT LENZ:								
INSPECTOR								
89100	ROBERT LENZ JAN ELEC INSP 101-370-819-000	02/06/2019 KTYLER	03/05/2019	6,229.00	6,229.00	Open	N 03/05/2019	
	JAN ELEC INSP			6,229.00				
	Total for vendor LENROB - ROBERT LENZ:			<u>6,229.00</u>	<u>6,229.00</u>			
Vendor JOROSC - ROSATI, SCHULTZ, JOPPICH & AMTSBUECH:								
1071805	ROSATI, SCHULTZ, JOPPICH & AMTSBUEC JAN LEGAL SVCS 101-210-801-000	02/12/2019 KTYLER	03/05/2019	3,745.00	3,745.00	Open	N 03/05/2019	
89123	JAN LEGAL SVCS 101-210-801-000			2,658.95				
	592-536-801-002			1,086.05				
	Total for vendor JOROSC - ROSATI, SCHULTZ, JOPPICH & AMTSBUECH:			<u>3,745.00</u>	<u>3,745.00</u>			
Vendor RUSDES - RUSSELL DESIGN:								
2437	RUSSELL DESIGN QUIRK PK IMPROVEMENT PROJECT 247-000-974-001	02/02/2019 KTYLER	03/05/2019	8,010.00	8,010.00	Open	N 03/05/2019	
89206	QUIRK PK DATA COLLECT/PROGRAM IN HOUS			4,005.00				
	101-265-970-000			4,005.00				
	Total for vendor RUSDES - RUSSELL DESIGN:			<u>8,010.00</u>	<u>8,010.00</u>			
Vendor EBERYA - RYAN EBERHART:								

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
ASSISTANT 89247	RYAN EBERHART JAN-FEB-MARCH ARCHIVAL ASSISTANT 250-000-821-000	02/21/2019 KTYLER	03/05/2019	1,200.00	1,200.00	Open	N 03/05/2019	
	JAN-FEB-MARCH ARCHIVAL ASSISTANT			1,200.00				
	Total for vendor EBERYA - RYAN EBERHART:			<u>1,200.00</u>	<u>1,200.00</u>			

Vendor SCUBA - SCUBA CENTERS OF MICHIGAN:

65746 89238	SCUBA CENTERS OF MICHIGAN FEY/HERNANDEZ 2019 DIVE TEAM TRN 101-301-850-000 101-301-850-000	02/08/2019 KTYLER	03/05/2019	1,500.00 750.00 750.00	1,500.00	Open	N 03/05/2019	18-1327
	Total for vendor SCUBA - SCUBA CENTERS OF MICHIGAN:			<u>1,500.00</u>	<u>1,500.00</u>			

Vendor SHVUA - SOUTH HURON VALLEY UTILITY ATH:

3409 89133	SOUTH HURON VALLEY UTILITY ATH MARCH SEWAGE O&M 592-537-924-000	02/20/2019 KTYLER	03/05/2019	91,452.00 91,452.00	91,452.00	Open	N 03/05/2019	
3416 89134	SOUTH HURON VALLEY UTILITY ATH BOND PYMTS 592-537-995-000 592-000-300-008 592-537-995-000	02/20/2019 KTYLER	03/05/2019	38,367.78 10,475.47 23,418.00 4,474.31	38,367.78	Open	N 03/05/2019	
	Total for vendor SHVUA - SOUTH HURON VALLEY UTILITY ATH:			<u>129,819.78</u>	<u>129,819.78</u>			

Vendor MIDCH - STATE OF MICHIGAN:

82-1062 89135	STATE OF MICHIGAN #418/E-2 LIFE SUPPORT VEHICLE LI 101-336-860-000 101-336-860-000	02/13/2019 KTYLER	03/05/2019	50.00 25.00 25.00	50.00	Open	N 03/05/2019	
	Total for vendor MIDCH - STATE OF MICHIGAN:			<u>50.00</u>	<u>50.00</u>			

Vendor MIDEAG - STATE OF MICHIGAN:

791-10411967 89202	STATE OF MICHIGAN 2019 ANN WHEEL LOAD SCALE CALIBR	02/01/2019 KTYLER	03/05/2019	290.00	290.00	Open	N 03/05/2019	
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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number	
	GL Distribution 101-301-933-000			290.00					
	2019 ANN WHEEL LOAD SCALE CALIBRATION			290.00					
	Total for vendor MIDEAG - STATE OF MICHIGAN:			290.00	290.00				
Vendor MISTPO - STATE OF MICHIGAN:									
551-532110 89204	STATE OF MICHIGAN SOR X 7	02/06/2019 KTYLER	03/05/2019	210.00	210.00	Open	N 03/05/2019		
	101-301-956-000	SOR X 7		210.00					
	Total for vendor MISTPO - STATE OF MICHIGAN:			210.00	210.00				
Vendor MDEQ - STATE OF MICHIGAN :									
761-10408463 89130	STATE OF MICHIGAN 2019 STORMWATER ANN PERMIT FEE	02/01/2019 KTYLER	03/05/2019	500.00	500.00	Open	N 03/05/2019		
	592-536-810-000	2019 STORMWATER ANN PERMIT FEE		500.00					
	Total for vendor MDEQ - STATE OF MICHIGAN :			500.00	500.00				
Vendor STATAUTO - STATION AUTOMATION :									
1652 89205	STATION AUTOMATION 2019 ANNUAL LICENSE AGREEMENTS	02/05/2019 KTYLER	03/05/2019	2,356.00	2,356.00	Open	N 03/05/2019		
	101-336-819-000	2019 ANNUAL LICENSE AGREE FOR VEHICLE		1,210.00					
	101-336-819-000	2019 ANNUAL LICENSE AGREE FOR SCBA		420.00					
	101-336-819-000	2019 ANNUAL LICENSE AGREE FOR PPE		456.00					
	101-336-819-000	2019 ANNUAL LICENSE AGREE STATION MOD		270.00					
	Total for vendor STATAUTO - STATION AUTOMATION :			2,356.00	2,356.00				
Vendor TELSIS - TEL SYSTEMS:									
199730IN 89116	TEL SYSTEMS BOARD ROOM UPGRADE	02/20/2019 KTYLER	03/05/2019	6,514.00	6,514.00	Open	N 03/05/2019	19-0086	
	101-715-970-000	80" MONITOR		3,580.00					
	101-715-970-000	MICRO TILT WALL MOUNT		156.00					
	101-715-970-000	HDMI1 TRANSMITTER		793.00					
	101-715-970-000	SE-8P POE SWITCH		318.00					
	101-715-970-000	INSTALLATION		719.00					
	101-715-970-000	MATERIALS		94.00					
	101-715-970-000	SCALER/RECEIVER		854.00					
	Total for vendor TELSIS - TEL SYSTEMS:			6,514.00	6,514.00				

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
Vendor BANEYO - THE BANK OF NEW YORK MELLON:								
VBRN17REF06								
89132	THE BANK OF NEW YORK MELLON	02/04/2019	03/05/2019	18,135.00	18,135.00	Open	N	
	FS1 2006 LAND ACQ BOND INT	KTYLER					03/05/2019	
	260-000-995-000	FS1 2006 LAND ACQ BOND INT		18,135.00				
Total for vendor BANEYO - THE BANK OF NEW YORK MELLON:				<u>18,135.00</u>	<u>18,135.00</u>			

Vendor BANEYO2 - THE BANK OF NEW YORK MELLON, NA:								
2400-MFA								
89122	THE BANK OF NEW YORK MELLON, NA	02/08/2019	03/05/2019	97,075.88	97,075.88	Open	N	
	06 SEWER/09 WATER CAP IMP BOND I	KTYLER					03/05/2019	
	592-537-995-000	2006 SEWER CAP IMP BOND INT		46,388.38				
	592-536-995-000	2009 WATER CAP IMP BOND INT		50,687.50				
Total for vendor BANEYO2 - THE BANK OF NEW YORK MELLON, NA:				<u>97,075.88</u>	<u>97,075.88</u>			

Vendor FOOTHE - THERESE ANN FOOTE:								
INSTRUCTOR								
89143	THERESE ANN FOOTE	02/19/2019	03/05/2019	240.00	240.00	Open	N	
	JAN/FEB YOGA INST	KTYLER					03/05/2019	
	101-692-742-000	JAN YOGA INST		160.00				
	101-692-742-000	JAN/FEB YOGA INST		80.00				
Total for vendor FOOTHE - THERESE ANN FOOTE:				<u>240.00</u>	<u>240.00</u>			

Vendor WENTOD - TODD WENZEL BUICK GMC OF WESTLAND:								
4665807								
89105	TODD WENZEL BUICK GMC OF WESTLAND	02/08/2019	03/05/2019	816.00	816.00	Open	N	19-0070
	#516 ALTERNATOR	KTYLER					03/05/2019	
	592-536-932-000	#516 ALTERNATOR		816.00				
Total for vendor WENTOD - TODD WENZEL BUICK GMC OF WESTLAND:				<u>816.00</u>	<u>816.00</u>			

Vendor GENPOW - TOTAL ENERGY SYSTEMS:								
315322								
89240	TOTAL ENERGY SYSTEMS	01/25/2019	03/05/2019	634.60	634.60	Open	N	
	KOHLER GENERATOR REPAIRS	KTYLER					03/05/2019	
	101-265-933-000	KOHLER GENERATOR REPAIRS		634.60				
Total for vendor GENPOW - TOTAL ENERGY SYSTEMS:				<u>634.60</u>	<u>634.60</u>			

Vendor USBANK - U S BANK:

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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	PO Number
1354357 89110	U S BANK DDA 2012/2014 TAX INCRE REV BOND KTYLER	02/07/2019	03/05/2019	98,893.75	98,893.75	Open	N 03/05/2019	
	247-000-995-004 DDA 2012 TAX INCRE REV BOND INT			63,637.50				
	247-000-995-005 DDA 2014 TAX INCRE REV BOND INT			35,256.25				
1255058 89111	U S BANK DDA 2018 TAX INCRE REV BOND INT KTYLER	02/08/2019	03/05/2019	32,371.88	32,371.88	Open	N 03/05/2019	
	247-000-995-006 DDA 2018 TAX INCRE REV BOND INT			32,371.88				
	Total for vendor USBANK - U S BANK:			<u>131,265.63</u>	<u>131,265.63</u>			

Vendor UNIFIR - UNIFIRST CORP:

140988 89216	UNIFIRST CORP FEB STMT	02/04/2019 KTYLER	03/05/2019	432.01	432.01	Open	N 03/05/2019	
	101-265-740-000 FEB STMT			302.49				
	101-265-740-000 FEB STMT			72.11				
	592-536-741-000 FEB STMT			57.41				
142578 89217	UNIFIRST CORP FEB STMT	02/11/2019 KTYLER	03/05/2019	117.65	117.65	Open	N 03/05/2019	
	101-265-740-000 FEB STMT			14.67				
	101-265-740-000 FEB STMT			45.57				
	592-536-741-000 FEB STMT			57.41				
144202 89218	UNIFIRST CORP FEB STMT	02/18/2019 KTYLER	03/05/2019	117.65	117.65	Open	N 03/05/2019	
	101-265-740-000 FEB STMT			14.67				
	101-265-740-000 FEB STMT			45.57				
	592-536-741-000 FEB STMT			57.41				
145811 89219	UNIFIRST CORP FEB STMT	02/25/2019 KTYLER	03/05/2019	117.65	117.65	Open	N 03/05/2019	
	101-265-740-000 FEB STMT			14.67				
	101-265-740-000 FEB STMT			45.57				
	592-536-741-000 FEB STMT			57.41				
	Total for vendor UNIFIR - UNIFIRST CORP:			<u>784.96</u>	<u>784.96</u>			

Vendor WCAR - WAYNE COUNTY ACCTS RECEIV:

EXP CHECK RUN DATES 03/05/2019 - 03/05/2019

BOTH JOURNALIZED AND UNJOURNALIZED

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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	PO Number
1009418 89207	WAYNE COUNTY ACCTS RECEIV 11/18 WALMART TRAF SIG MAINT 101-450-926-000	02/12/2019 KTYLER	03/05/2019	32.73	32.73	Open	N 03/05/2019	
	11/18 WALMART TRAF SIG MAINT			32.73				
	Total for vendor WCAR - WAYNE COUNTY ACCTS RECEIV:			<u>32.73</u>	<u>32.73</u>			

## Vendor WCDPS - WAYNE COUNTY DEPARTMENT OF PUBLIC S:

297688 89128	WAYNE COUNTY DEPARTMENT OF PUBLIC JAN RG SEWAGE 592-537-924-000	02/01/2019 KTYLER	03/05/2019	67,639.85	67,639.85	Open	N 03/05/2019	
	JAN RG SEWAGE			67,639.85				
	Total for vendor WCDPS - WAYNE COUNTY DEPARTMENT OF PUBLIC S:			<u>67,639.85</u>	<u>67,639.85</u>			

## Vendor MAROIL - WEX BANK:

57877930 89115	WEX BANK FUEL 101-301-860-001	02/15/2019 KTYLER	03/05/2019	12.36	12.36	Open	N 03/05/2019	
	FUEL			12.36				
	Total for vendor MAROIL - WEX BANK:			<u>12.36</u>	<u>12.36</u>			

## Vendor WIPOEQ - WINDER POLICE EQUIPMENT:

20190313 89220	WINDER POLICE EQUIPMENT #7180 SAFETY LIGHTS 101-265-740-000	02/08/2019 KTYLER	03/05/2019	1,033.00	1,033.00	Open	N 03/05/2019	
	#7180 SAFETY LIGHTS			1,033.00				
	Total for vendor WIPOEQ - WINDER POLICE EQUIPMENT:			<u>1,033.00</u>	<u>1,033.00</u>			

## Vendor ZEP - ZEP SALES &amp; SERVICE:

9003046401 89117	ZEP SALES & SERVICE FLOOR CLEANING SUPPLIES 101-265-740-000	02/20/2019 KTYLER	03/05/2019	294.41	294.41	Open	N 03/05/2019	
	FLOOR CLEANING SUPPLIES			294.41				
	Total for vendor ZEP - ZEP SALES & SERVICE:			<u>294.41</u>	<u>294.41</u>			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized PO Number
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	110	# Due:	110	Totals:	866,326.18		866,326.18
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					<u>866,326.18</u>		<u>866,326.18</u>

--- TOTALS BY FUND ---

101 - General Fund	133,907.90	133,907.90
247 - DDA Fund	289,974.04	289,974.04
250 - Museum Fund	1,200.00	1,200.00
251 - LDFA Fund	620.00	620.00
260 - Landfill Fund	18,135.00	18,135.00
261 - 911 Fund	6,970.00	6,970.00
592 - Water/Sewer Fund	415,519.24	415,519.24

--- TOTALS BY DEPT/ACTIVITY ---

000 -	420,774.65	420,774.65
101 - Township Board	4,878.67	4,878.67
171 - Supervisor Department	27.86	27.86
210 - Attorney Fees	11,854.56	11,854.56
228 - IT Department	9,456.71	9,456.71
247 - Assessing Department	3,333.00	3,333.00
248 - General Office	227.50	227.50
253 - Treasurer Department	269.72	269.72
265 - Building & Grounds	11,530.48	11,530.48
301 - Police Department	18,144.94	18,144.94
329 - Ordinance Enforcement	349.00	349.00
336 - Fire Department	4,735.41	4,735.41
370 - Building/Planning Dept.	10,772.52	10,772.52
450 - Public Services	32.73	32.73
536 - Water Department	103,548.62	103,548.62
537 - Sewer Department	220,430.01	220,430.01
691 - Recreation Dept	2,468.59	2,468.59
692 - Seniors Dept	647.37	647.37
715 - Cable Dept	6,514.00	6,514.00
718 - Park & Lake Dept	667.64	667.64
900 - Insurance	35,662.20	35,662.20

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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	PO Number
Vendor ATT - AT&T:								
734484366602 89173	AT&T 2.13-3.12 484-3666 101-718-850-000	02/13/2019 KTYLER 2.13-3.12 484-3666	02/28/2019	265.65  265.65	265.65	Open	N 02/28/2019	
734699632302 89174	AT&T 2.16-3.15 699-6323 101-265-850-000	02/16/2019 KTYLER 2.16-3.15 699-6323	02/28/2019	398.48  398.48	398.48	Open	N 02/28/2019	
734697410502 89175	AT&T 1.16-2.15 697-4105 250-000-850-000	02/16/2019 KTYLER 1.16-2.15 697-4105	02/28/2019	140.79  140.79	140.79	Open	N 02/28/2019	
734697465302 89176	AT&T 2.16-3.15 697-4653 101-265-850-000	02/16/2019 KTYLER 2.16-3.15 697-4653	02/28/2019	796.96  796.96	796.96	Open	N 02/28/2019	
734697783502 89177	AT&T 2.16-3.15 697-7835 250-000-850-000	02/16/2019 KTYLER 2.16-3.15 697-7835	02/28/2019	120.88  120.88	120.88	Open	N 02/28/2019	
734699521302 89178	AT&T 2.16-3.15 699-5213 101-265-850-000	02/16/2019 KTYLER 2.16-3.15 699-5213	02/28/2019	132.83  132.83	132.83	Open	N 02/28/2019	
734699607502 89251	AT&T 2.16-3.15 699-6075 101-265-850-000	02/16/2019 KTYLER 2.16-3.15 699-6075	02/28/2019	1,150.18  1,150.18	1,150.18	Open	N 02/28/2019	
Total for vendor ATT - AT&T:				<u>3,005.77</u>	<u>3,005.77</u>			
Vendor ATT2 - AT&T:								
4987806408 89172	AT&T FEB 171.799.7112 101-265-850-000	02/05/2019 KTYLER FEB 171.799.7112	02/28/2019	1,436.98  1,436.98	1,436.98	Open	N 02/28/2019	
Total for vendor ATT2 - AT&T:				<u>1,436.98</u>	<u>1,436.98</u>			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
Vendor ATTGLO - AT&T:								
MI690088								
89188	AT&T	01/30/2019	02/28/2019	1,093.60	1,093.60	Open	N	
	FEB 911 DISPATCH EQUIP MAINT	KTYLER					02/28/2019	
	101-325-819-000	FEB 911 DISPATCH EQUIP MAINT		1,093.60				
		Total for vendor ATTGLO - AT&T:		<u>1,093.60</u>	<u>1,093.60</u>			
Vendor ATT4 - AT&T MOBILITY:								
287285038490								
89171	AT&T MOBILITY	02/06/2019	02/28/2019	161.11	161.11	Open	N	
	1.7-2.6 FD CELL PHONE SVCS	KTYLER					02/28/2019	
	101-336-850-000	1.7-2.6 FD CELL PHONE SVCS		161.11				
		Total for vendor ATT4 - AT&T MOBILITY:		<u>161.11</u>	<u>161.11</u>			
Vendor BEARDI - BELLEVILLE AREA DISTRICT LIBRARY:								
TAXES								
89182	BELLEVILLE AREA DISTRICT LIBRARY	02/20/2019	02/28/2019	574,909.29	574,909.29	Open	N	
	WIN 18 DIST COLLECT 2.20.19	KTYLER					02/28/2019	
	703-000-247-000	WIN 18 DIST COLLECT 2.20.19		397,633.07				
	703-000-247-002	WIN 18 DIST COLLECT 2.20.19		177,276.22				
		Total for vendor BEARDI - BELLEVILLE AREA DISTRICT LIBRARY:		<u>574,909.29</u>	<u>574,909.29</u>			
Vendor BELCIT - CITY OF BELLEVILLE:								
UTILITY								
89180	CITY OF BELLEVILLE	02/12/2019	02/28/2019	16.42	16.42	Open	N	
	WS 1.11-2.10 405 MAIN	KTYLER					02/28/2019	
	250-000-920-000	WS 1.11-2.10 405 MAIN		16.42				
		Total for vendor BELCIT - CITY OF BELLEVILLE:		<u>16.42</u>	<u>16.42</u>			
Vendor AMERA2 - CLAIMCHOICE REIMBURSABLE:								
3699-3736								
89152	CLAIMCHOICE REIMBURSABLE	02/21/2019	02/28/2019	2,502.18	2,502.18	Open	N	
	BCN EMPLOYEE HRA	KTYLER					02/28/2019	
	101-253-719-000	BCN EMPLOYEE HRA		219.79				
	101-265-719-000	BCN EMPLOYEE HRA		220.03				
	101-301-719-000	BCN EMPLOYEE HRA		1,873.83				
	101-325-719-000	BCN EMPLOYEE HRA		5.00				
	101-336-719-000	BCN EMPLOYEE HRA		29.25				
	101-370-719-000	BCN EMPLOYEE HRA		40.00				

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
	GL Distribution							
	101-691-719-000	BCN EMPLOYEE HRA		74.28				
	101-692-719-000	BCN EMPLOYEE HRA		20.00				
	592-536-719-000	BCN EMPLOYEE HRA		20.00				
3737-3755 89153	CLAIMCHOICE REIMBURSABLE BCBS EMPLOYEE HRA	02/21/2019 KTYLER	02/28/2019	2,069.58	2,069.58	Open	N 02/28/2019	
	101-215-719-000	BCBS EMPLOYEE HRA		300.46				
	101-265-719-000	BCBS EMPLOYEE HRA		13.10				
	101-301-719-000	BCBS EMPLOYEE HRA		1,252.29				
	101-329-719-000	BCBS EMPLOYEE HRA		30.49				
	101-692-719-000	BCBS EMPLOYEE HRA		373.24				
	592-536-719-000	BCBS EMPLOYEE HRA		100.00				
3756-3774 89252	CLAIMCHOICE REIMBURSABLE BCN EMPLOYEE HRA	02/26/2019 KTYLER	02/28/2019	1,742.39	1,742.39	Open	N 02/28/2019	
	101-301-719-000	BCN EMPLOYEE HRA		1,260.86				
	101-325-719-000	BCN EMPLOYEE HRA		147.94				
	101-370-719-000	BCN EMPLOYEE HRA		40.00				
	101-691-719-000	BCN EMPLOYEE HRA		85.70				
	592-536-719-000	BCN EMPLOYEE HRA		207.89				
3775-3779 89253	CLAIMCHOICE REIMBURSABLE BCBS EMPLOYEE HRA	02/26/2019 KTYLER	02/28/2019	1,202.51	1,202.51	Open	N 02/28/2019	
	101-215-719-000	BCBS EMPLOYEE HRA		167.69				
	101-265-719-000	BCBS EMPLOYEE HRA		751.67				
	101-329-719-000	BCBS EMPLOYEE HRA		92.39				
	592-536-719-000	BCBS EMPLOYEE HRA		190.76				
	Total for vendor AMERA2 - CLAIMCHOICE REIMBURSABLE:			7,516.66	7,516.66			
<hr/>								
Vendor COMCAST - COMCAST:								
80558 89167	COMCAST	02/17/2019 KTYLER	02/28/2019	22.15	22.15	Open	N 02/28/2019	
	2.26-3.25 CABLE BOX FEE							
	101-336-920-000	2.26-3.25 CABLE BOX FEE		22.15				
65387 89168	COMCAST	02/19/2019 KTYLER	02/28/2019	144.85	144.85	Open	N 02/28/2019	
	3.2-4.1 VIDEO ARRAIGNMENT							
	101-301-850-000	3.2-4.1 VIDEO ARRAIGNMENT		144.85				
	Total for vendor COMCAST - COMCAST:			167.00	167.00			

OPEN

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
Vendor MISC - CORIA FORLETTA:								
REFUND								
89212	CORIA FORLETTA	02/21/2019	02/28/2019	140.42	140.42	Open	N	
	OVRPYMT WIN 18 TAXES	KTYLER					02/28/2019	
	703-000-226-000	OVRPYMT WIN 18 TAXES		140.42				
Total for vendor MISC - CORIA FORLETTA:				140.42	140.42			

Vendor DTE - DTE ENERGY:

910013925714								
89154	DTE ENERGY	02/04/2019	02/28/2019	2,702.35	2,702.35	Open	N	
	1.5-2.1 7981 BVL	KTYLER					02/28/2019	
	101-336-920-000	1.5-2.1 7981 BVL		1,263.46				
	101-336-920-000	1.5-2.1 7981 BVL		1,438.89				
910013927223								
89155	DTE ENERGY	02/19/2019	02/28/2019	85.20	85.20	Open	N	
	1.8-2.4 10151 BVL	KTYLER					02/28/2019	
	247-000-920-000	1.8-2.4 10151 BVL		85.20				
930001988417								
89156	DTE ENERGY	02/14/2019	02/28/2019	118.66	118.66	Open	N	
	12.19-2.14 15992 BROOKSIDE	KTYLER					02/28/2019	
	592-536-920-000	12.19-1.17 15992 BROOKSIDE		85.26				
	592-536-920-000	1.16-2.14 15992 BROOKSIDE		33.40				
930001988417								
89157	DTE ENERGY	02/18/2019	02/28/2019	130.79	130.79	Open	N	
	1.18-2.15 15992 BROOKSIDE	KTYLER					02/28/2019	
	592-536-920-000	1.18-2.15 15992 BROOKSIDE		130.79				
920007469058								
89158	DTE ENERGY	02/04/2019	02/28/2019	13.73	13.73	Open	N	
	1.3-1.30 45385 ECORSE	KTYLER					02/28/2019	
	247-000-920-000	1.3-1.30 45385 ECORSE		13.73				
910013926803								
89159	DTE ENERGY	02/04/2019	02/28/2019	407.95	407.95	Open	N	
	1.5-2.1 9260 HAGGERTY	KTYLER					02/28/2019	
	592-536-920-000	1.5-2.1 9260 HAGGERTY		407.95				
910013926951								
89160	DTE ENERGY	02/14/2019	02/28/2019	174.63	174.63	Open	N	
	1.16-2.13 17395 HAGGERTY	KTYLER					02/28/2019	
	592-536-920-000	1.16-2.13 17395 HAGGERTY		174.63				

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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	PO Number
910016829905 89161	DTE ENERGY 1.17-2.14 8145 JEREMY	02/15/2019 KTYLER	02/28/2019	202.26	202.26	Open	N 02/28/2019	
	592-536-920-000	1.17-2.14 8145 JEREMY		35.75				
	592-536-920-000	1.17-2.14 8145 JEREMY		160.88				
	592-536-920-000	1.17-2.14 8145 JEREMY		5.63				
910022836944 89162	DTE ENERGY 1.17-2.14 9297 PARKWOOD	02/15/2019 KTYLER	02/28/2019	151.71	151.71	Open	N 02/28/2019	
	592-536-920-000	1.17-2.14 9297 PARKWOOD		118.31				
	592-536-920-000	1.17-2.14 9297 PARKWOOD		33.40				
910013925011 89163	DTE ENERGY 1.5-2.1 39600 TYLER	02/04/2019 KTYLER	02/28/2019	315.44	315.44	Open	N 02/28/2019	
	101-265-920-000	1.5-2.1 39600 TYLER		315.44				
910016815318 89164	DTE ENERGY 1.5-2.1 39600 TYLER	02/04/2019 KTYLER	02/28/2019	186.85	186.85	Open	N 02/28/2019	
	101-265-920-000	1.5-2.1 39600 TYLER		21.71				
	101-265-920-000	1.5-2.1 39600 TYLER		165.14				
910016829772 89165	DTE ENERGY 1.16-2.12 46425 TYLER	02/13/2019 KTYLER	02/28/2019	821.93	821.93	Open	N 02/28/2019	
	592-536-920-000	1.16-2.12 46425 TYLER		821.93				
	Total for vendor DTE - DTE ENERGY:			<u>5,311.50</u>	<u>5,311.50</u>			

Vendor DEEDST - DTE ENERGY COMPANY:

910040640427 89166	DTE ENERGY COMPANY JAN STREETLIGHTING	01/31/2019 KTYLER	02/28/2019	17,736.17	17,736.17	Open	N 02/28/2019	
	101-450-926-000	JAN STREETLIGHTING		15,546.04				
	247-000-920-000	JAN STREETLIGHTING		2,190.13				
	Total for vendor DEEDST - DTE ENERGY COMPANY:			<u>17,736.17</u>	<u>17,736.17</u>			

Vendor EXPTIR - EXPRESS TIRE:

1033 89190	EXPRESS TIRE JAN STMT	02/07/2019 KTYLER	02/28/2019	6,888.59	6,888.59	Open	N 02/28/2019	
	101-301-860-000	#142 FAN/MOTOR RESISTOR		440.47				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-301-860-000	#166 OIL CHNG/REAR BRAKES		417.28				
	101-301-860-000	#166 FRONTS BRAKES		493.90				
	101-301-860-000	#180 OIL CHNG		35.53				
	101-265-860-000	#713 BATTERY		177.95				
	101-301-860-000	#173 OXYGEN SENSOR		242.29				
	101-301-860-000	#134 RTF TIRE RPR		13.82				
	101-301-860-000	#166 CTRL ARM W BALL JNT/ALIGN		430.81				
	101-301-860-000	#161 IGNITION COIL/SPARK PLUGS/INJCTR		485.00				
	101-301-860-000	#164 OIL CHNG		35.53				
	101-301-860-000	#172 REAR TIRE INSTALL		40.00				
	101-301-860-000	#163 OIL CHNG/WIPER BLADES		79.42				
	101-301-860-000	#174 OIL CHNG/AIR FILTER		49.48				
	101-301-860-000	#134 REAR BRAKES		498.92				
	101-301-860-000	#166 CNTRL ARM W BALL JNT		363.10				
	101-301-860-000	#172 FRONT BRAKES		498.90				
	101-301-860-000	#181 OIL CHNG		35.53				
	101-301-860-000	#172 OIL CHNG		35.53				
	101-301-860-000	#173 OIL CHNG		35.53				
	101-301-860-000	#161 SUSPENSION S BAR/ALIGN		309.29				
	101-301-860-000	#134 FRONT BRAKES		496.04				
	101-301-860-000	#161 SUSPENSION STRUT/COIL SPRING		473.64				
	101-301-860-000	#161 SUSPENSION STRUT/COIL SPRING		473.64				
	101-301-860-000	#134 BRAKE FLD EXCHANGE/REAR CALIPERS		410.10				
	101-301-860-000	#134 STABILIZER BAR LINK(S)/ALIGN		316.89				
		Total for vendor EXPTIR - EXPRESS TIRE:		<u>6,888.59</u>	<u>6,888.59</u>			

Vendor HOMDEP - HOME DEPOT CREDIT SERVICES:

6035322003346768

89181	HOME DEPOT CREDIT SERVICES	02/08/2019	02/28/2019	508.96	508.96	Open	N
	JAN STMT	KTYLER					02/28/2019
	101-336-741-000	FS2 STORAGE SUPPLIES		508.96			
		Total for vendor HOMDEP - HOME DEPOT CREDIT SERVICES:		<u>508.96</u>	<u>508.96</u>		

Vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:

TAXES

89183	LINCOLN CONSOLIDATED SCHOOLS	02/21/2019	02/28/2019	5,385.69	5,385.69	Open	N
	SUM 18 DIST COLLECT 02.20.19	KTYLER					02/28/2019
	703-000-233-000	SUM 18 DIST COLLECT 02.20.19		535.73			
	703-000-233-001	SUM 18 DIST COLLECT 02.20.19		30.66			
	703-000-236-000	SUM 18 DIST COLLECT 02.20.19		4,699.51			
	703-000-236-001	SUM 18 DIST COLLECT 02.20.19		56.58			
	703-000-246-000	SUM 18 DIST COLLECT 02.20.19		62.45			

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
	703-000-246-001	SUM 18 DIST COLLECT	02.20.19	0.76				
	Total for vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:			<u>5,385.69</u>	<u>5,385.69</u>			

Vendor MISC - MATTHEW DALLEY:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
89213	MATTHEW DALLEY	02/22/2019	02/28/2019	945.14	945.14	Open	N	
	OVRPYMT WIN 18 TAXES	KTYLER					02/28/2019	
	703-000-226-000	OVRPYMT WIN 18 TAXES		945.14				
	Total for vendor MISC - MATTHEW DALLEY:			<u>945.14</u>	<u>945.14</u>			

Vendor MMRMAE - MI MUNICIPAL RISK MGMT AUTH ECP:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
D19011005 89151	MI MUNICIPAL RISK MGMT AUTH ECP	02/15/2019	02/28/2019	4,116.85	4,116.85	Open	N	
	JAN 46425 TYLER	KTYLER					02/28/2019	
	101-265-920-000	JAN 46425 TYLER		4,116.85				
	Total for vendor MMRMAE - MI MUNICIPAL RISK MGMT AUTH ECP:			<u>4,116.85</u>	<u>4,116.85</u>			

Vendor MIDOT - STATE OF MICHIGAN-MDOT:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
MDOT00825 89179	STATE OF MICHIGAN-MDOT	02/04/2019	02/28/2019	36,514.02	36,514.02	Open	N	
	PEDESTRIAN BRIDGE	KTYLER					02/28/2019	
	247-000-975-000	PEDESTRIAN BRIDGE		36,514.02				
	Total for vendor MIDOT - STATE OF MICHIGAN-MDOT:			<u>36,514.02</u>	<u>36,514.02</u>			

Vendor TELNET - TELNET WORLDWIDE:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
159635 89189	TELNET WORLDWIDE	02/15/2019	02/28/2019	1,157.37	1,157.37	Open	N	
	2.15-3.14 PHONE CIRCUITS & LD CA	KTYLER					02/28/2019	
	101-265-850-000	2.15-3.14 PHONE CIRCUITS & LD CALLS		1,157.37				
	Total for vendor TELNET - TELNET WORLDWIDE:			<u>1,157.37</u>	<u>1,157.37</u>			

Vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
TAXES 89184	VAN BUREN PUBLIC SCHOOL	02/20/2019	02/28/2019	67,279.17	67,279.17	Open	N	
	SUM 18 DIST COLLECT 02.20.19	KTYLER					02/28/2019	
	703-000-231-000	SUM 18 DIST COLLECT 02.20.19		41,473.09				
	703-000-231-001	SUM 18 DIST COLLECT 02.20.19		2,154.96				
	703-000-234-000	SUM 18 DIST COLLECT 02.20.19		3,200.38				
	703-000-234-001	SUM 18 DIST COLLECT 02.20.19		149.09				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	703-000-235-000	SUM 18 DIST COLLECT	02.20.19	19,397.90				
	703-000-235-001	SUM 18 DIST COLLECT	02.20.19	903.75				
Total for vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:				67,279.17	67,279.17			

Vendor VERWIR - VERIZON WIRELESS:

9823870648								
89149	VERIZON WIRELESS	02/10/2019	02/28/2019	249.99	249.99	Open	N	19-0028
	BETTENDORF IPHONE8	KTYLER					02/28/2019	
	101-301-958-000	BETTENDORF IPHONE8		249.99				
9823870648								
89150	VERIZON WIRELESS	02/10/2019	02/28/2019	1,149.01	1,149.01	Open	N	
	1.11-2.10 CELL PHONE SVCS	KTYLER					02/28/2019	
	101-336-850-000	1.11-2.10 CELL PHONE SVCS		60.80				
	101-301-850-000	1.11-2.10 CELL PHONE SVCS		1,088.21				
9824250023								
89169	VERIZON WIRELESS	02/15/2019	02/28/2019	175.20	175.20	Open	N	
	1.16-2.15 BROADBAND ACCESS	KTYLER					02/28/2019	
	101-101-956-000	1.16-2.15 BROADBAND ACCESS		125.10				
	101-228-956-000	1.16-2.15 BROADBAND ACCESS		10.02				
	592-536-740-000	1.16-2.15 BROADBAND ACCESS		40.08				
9824280353								
89170	VERIZON WIRELESS	02/15/2019	02/28/2019	188.03	188.03	Open	N	
	1.16-2.15 BROADBAND ACCESS	KTYLER					02/28/2019	
	101-101-956-000	1.16-2.15 BROADBAND ACCESS		40.08				
	592-536-740-000	1.16-2.15 BROADBAND ACCESS		147.95				
Total for vendor VERWIR - VERIZON WIRELESS:				1,762.23	1,762.23			

Vendor VISEPL - VISION SERVICE PLAN:

127004050001								
89148	VISION SERVICE PLAN	02/21/2019	02/28/2019	2,488.76	2,488.76	Open	N	
	MARCH VISION INSUR	KTYLER					02/28/2019	
	101-101-719-000	MARCH VISION INSUR		61.47				
	101-171-719-000	MARCH VISION INSUR		64.54				
	101-191-719-000	MARCH VISION INSUR		38.11				
	101-215-719-000	MARCH VISION INSUR		105.72				
	101-228-719-000	MARCH VISION INSUR		49.79				
	101-247-719-000	MARCH VISION INSUR		52.86				
	101-253-719-000	MARCH VISION INSUR		90.97				
	101-265-719-000	MARCH VISION INSUR		114.33				
	101-301-719-000	MARCH VISION INSUR		1,009.88				

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
	101-325-719-000	MARCH VISION	INSUR	167.19				
	101-329-719-000	MARCH VISION	INSUR	52.86				
	101-336-719-000	MARCH VISION	INSUR	52.86				
	101-370-719-000	MARCH VISION	INSUR	117.40				
	101-691-719-000	MARCH VISION	INSUR	79.29				
	101-692-719-000	MARCH VISION	INSUR	82.36				
	101-715-719-000	MARCH VISION	INSUR	38.11				
	247-000-719-000	MARCH VISION	INSUR	38.11				
	250-000-719-000	MARCH VISION	INSUR	11.68				
	592-536-719-000	MARCH VISION	INSUR	261.23				
	Total for vendor VISEPL - VISION SERVICE PLAN:			<u>2,488.76</u>	<u>2,488.76</u>			

Vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:

TAXES								
89185	WASHTENAW INTERMEDIATE SCHOOLS	02/20/2019	02/28/2019	3,471.05	3,471.05	Open	N	
	SUM 18 DIST COLLECT 02.20.19	KTYLER						02/28/2019
	703-000-239-000	SUM 18 DIST COLLECT	02.20.19	3,429.75				
	703-000-239-001	SUM 18 DIST COLLECT	02.20.19	41.30				
	Total for vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:			<u>3,471.05</u>	<u>3,471.05</u>			

Vendor WACOTR - WAYNE COUNTY TREASURER:

TAXES								
89186	WAYNE COUNTY TREASURER	02/20/2019	02/28/2019	2,247,694.26	2,247,694.26	Open	N	
	WIN 18 DIST COLLECT 02.20.19	KTYLER						02/28/2019
	703-000-244-000	WIN 18 DIST COLLECT	02.20.19	58,604.40				
	703-000-222-000	WIN 18 DIST COLLECT	02.20.19	277,901.25				
	703-000-240-000	WIN 18 DIST COLLECT	02.20.19	259,850.57				
	703-000-242-000	WIN 18 DIST COLLECT	02.20.19	58,965.50				
	703-000-243-000	WIN 18 DIST COLLECT	02.20.19	897,714.25				
	703-000-241-000	WIN 18 DIST COLLECT	02.20.19	68,105.65				
	703-000-248-000	WIN 18 DIST COLLECT	02.20.19	55,393.97				
	703-000-237-004	WIN 18 DIST COLLECT	02.20.19	543,465.51				
	703-000-245-000	WIN 18 DIST COLLECT	02.20.19	27,693.16				
TAXES								
89187	WAYNE COUNTY TREASURER	02/20/2019	02/28/2019	102,183.11	102,183.11	Open	N	
	SUM 18 DIST COLLECT 02.20.19	KTYLER						02/28/2019
	703-000-222-000	SUM 18 DIST COLLECT	02.20.19	36,619.85				
	703-000-222-001	SUM 18 DIST COLLECT	02.20.19	1,756.45				
	703-000-230-000	SUM 18 DIST COLLECT	02.20.19	38,366.77				
	703-000-230-001	SUM 18 DIST COLLECT	02.20.19	1,839.14				
	703-000-237-000	SUM 18 DIST COLLECT	02.20.19	21,922.31				

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
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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	PO Number
	703-000-237-001	SUM 18 DIST COLLECT	02.20.19	1,021.39				
	703-000-237-002	SUM 18 DIST COLLECT	02.20.19	627.89				
	703-000-237-003	SUM 18 DIST COLLECT	02.20.19	29.31				
Total for vendor WACOTR - WAYNE COUNTY TREASURER:				<u>2,349,877.37</u>	<u>2,349,877.37</u>			
# of Invoices:	48	# Due:	48	Totals:	3,091,890.12	3,091,890.12		
# of Credit Memos:	0	# Due:	0	Totals:	<u>0.00</u>	<u>0.00</u>		
Net of Invoices and Credit Memos:				3,091,890.12	3,091,890.12			

--- TOTALS BY FUND ---

101 - General Fund	47,775.19	47,775.19
247 - DDA Fund	38,841.19	38,841.19
250 - Museum Fund	289.77	289.77
592 - Water/Sewer Fund	2,975.84	2,975.84
703 - Current Tax Fund	3,002,008.13	3,002,008.13

--- TOTALS BY DEPT/ACTIVITY ---

000 -	3,041,139.09	3,041,139.09
101 - Township Board	226.65	226.65
171 - Supervisor Department	64.54	64.54
191 - Election Department	38.11	38.11
215 - Clerk Department	573.87	573.87
228 - IT Department	59.81	59.81
247 - Assessing Department	52.86	52.86
253 - Treasurer Department	310.76	310.76
265 - Building & Grounds	10,969.02	10,969.02
301 - Police Department	13,590.55	13,590.55
325 - Dispatch	1,413.73	1,413.73
329 - Ordinance Enforcement	175.74	175.74
336 - Fire Department	3,537.48	3,537.48
370 - Building/Planning Dept.	197.40	197.40
450 - Public Services	15,546.04	15,546.04
536 - Water Department	2,975.84	2,975.84
691 - Recreation Dept	239.27	239.27
692 - Seniors Dept	475.60	475.60
715 - Cable Dept	38.11	38.11
718 - Park & Lake Dept	265.65	265.65

# Charter Township of Van Buren

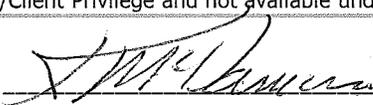
## REQUEST FOR BOARD ACTION

Agenda Item: \_\_\_\_\_

**WORK STUDY: FEBRUARY 19, 2019**  
**1<sup>ST</sup> READING DATE: FEBRUARY 19, 2019**  
**2<sup>ND</sup> READING DATE: MARCH 5, 2019**

Consent Agenda	New Business X	Unfinished Business	Public Hearing
<b>ITEM (SUBJECT)</b>	First reading of Ordinance 02-19-19 (2) to discuss an approval of the amendment of Article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-71.		
<b>DEPARTMENT</b>	Police Department		
<b>PRESENTER</b>	Chief Jason Wright		
<b>PHONE NUMBER</b>	(734) 699-8930		
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Angela Mannarino		

### Agenda topic

<b>ACTION REQUESTED</b>	First reading of Ordinance 02-19-19 (2) to discuss an approval of the amendment of Article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-71.
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	At the end of 2018, the State of Michigan amended MCL 28.457. This amendment tracks the amendments to the state statute by increasing the fine and reducing the number of days that consumer fireworks can be used.
<b>BUDGET IMPLICATION</b>	None anticipated
<b>IMPLEMENTATION NEXT STEP</b>	If approved, after the 1 <sup>st</sup> and 2 <sup>nd</sup> reading, a notice of adoption will be placed in the newspaper and the Ordinance will go into effect.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	Approval (May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	

Sec. 46-71. - Consumer fireworks.

No person shall ignite, discharge or use consumer fireworks in the township, except on the day preceding, the day of, or the day after a national holiday, only between the hours of 8:00 a.m. and 12:00 midnight, except on New Years' Day, when consumer fireworks may be discharged between the hours of 12:00 midnight and 1:00 a.m., following days after 11 AM and in accordance with the Michigan Fireworks Safety Act, Public Act 256 of 2011, as amended:

- (a) December 31 until 1 AM on January 1
- (b) The Saturday and Sunday immediately preceding Memorial Day until 11:45 PM on each of those days
- (c) June 29 to July 4 until 11:45 PM on each of those days
- (d) July 5, if that date is a Friday or Saturday, until 11:45 PM
- (e) The Saturday and Sunday immediately preceding Labor Day until 11:45 PM on each of those days.

Any person who violates this section shall be deemed responsible for a municipal civil infraction and assessed a civil fine of \$1,000.00 for each violation. For each violation, \$500.00 of the fine collected under this section shall be remitted to the Van Buren Township Department of Public Safety as the agency responsible for enforcing this section.

**CHARTER TOWNSHIP OF VAN BUREN**  
**County of Wayne, State of Michigan**

**Ordinance No.:** \_\_\_\_\_  
**(Township Board Meeting Date)**

At a regular meeting of the Township Board of the Charter Township of Van Buren, Wayne County, Michigan, held in the Van Buren Township Hall within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at 7:00 p.m.

PRESENT: Trustees: \_\_\_\_\_

ABSENT: Trustee: \_\_\_\_\_

It was moved by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_ the following Ordinance be adopted to amend Sec. 46-71 of Division 2 (Prohibitions) of Article III (Fireworks Safety Act) of Chapter 46 (Fire Prevention and Protection) to read as follows:

THE CHARTER TOWNSHIP OF VAN BUREN ("Township"), COUNTY OF WAYNE, MICHIGAN ORDAINS:

Sec. 46-71. - Consumer fireworks.

No person shall ignite, discharge or use consumer fireworks in the township, except on the following days after 11 AM and in accordance with the Michigan Fireworks Safety Act, Public Act 256 of 2011, as amended:

- (a) December 31 until 1 AM on January 1
- (b) The Saturday and Sunday immediately preceding Memorial Day until 11:45 PM on each of those days
- (c) June 29 to July 4 until 11:45 PM on each of those days
- (d) July 5, if that date is a Friday or Saturday, until 11:45 PM
- (e) The Saturday and Sunday immediately preceding Labor Day until 11:45 PM on each of those days.

Any person who violates this section shall be deemed responsible for a municipal civil infraction and assessed a civil fine of \$1,000.00 for each violation. For each violation, \$500.00 of the fine collected under this section shall be remitted to the Van Buren Township Department of Public Safety as the agency responsible for enforcing this section.

**Effective Date**

This amendment shall become effective upon publication in a newspaper of general circulation within the Charter Township of Van Buren.

THIS ORDINANCE IS HEREBY DECLARED TO HAVE BEEN ADOPTED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF VAN BUREN, COUNTY OF WAYNE, STATE OF MICHIGAN, AT A REGULAR MEETING, CALLED AND HELD ON THE \_\_\_\_\_ day of \_\_\_\_\_, 2019.

YEAS (in favor of amendment): \_\_\_\_\_

NAYS (opposed to amendment): \_\_\_\_\_

ABSENT: \_\_\_\_\_

I hereby approve the foregoing Ordinance.

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Kevin McNamara,  
Supervisor, Charter Township of Van Buren

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Leon Wright,  
Clerk, Charter Township of Van Buren

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY: MARCH 4, 2019**  
**1<sup>ST</sup> READING DATE: MARCH 5, 2019**  
**2<sup>ND</sup> READING DATE: MARCH 19, 2019**

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
<b>ITEM (SUBJECT)</b>	First reading of Ordinance 03-05-19 (2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.			
<b>DEPARTMENT</b>	Fire Department			
<b>PRESENTER</b>	Fire Marshal McInally			
<b>PHONE NUMBER</b>	(734) 699-8930			
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Angela Mannarino			

### Agenda topic

<b>ACTION REQUESTED</b>	First reading of Ordinance 03-05-19 (2) to discuss an approval of the amendment of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to amend Sec. 46-31.
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	The action request adoption of the 2018 version of the National Fire Protection Association (NFPA) 1 (Fire Prevention Code) and NFPA 101 (Life Safety Code) which are the most recent editions. The Township is currently utilizing the 2012 NFPA 1 and NFPA 101.

<b>BUDGET IMPLICATION</b>	None anticipated
<b>IMPLEMENTATION NEXT STEP</b>	If approved, after the 1 <sup>st</sup> and 2 <sup>nd</sup> reading, a notice of adoption will be placed in the newspaper and the Ordinance will go into effect.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	Approval
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	<i>Daniel Selman</i>

Sec. 46-31. - Adoption.

The 2012-2018 edition of NFPA 1 (Fire Prevention Code) and the 2012-2018 edition of NFPA, 101 (Life Safety Code), 2012-2018 appendices and documents adopted by Chapter 2 of that NFPA Code, one copy of which is on file and is open to inspection by the public in the office of the township clerk, be and hereby is adopted and incorporated into this article as fully as if set out at length herein, and from the date on which this article shall take effect, the provisions thereof shall be controlling within the jurisdictional limits of the township fire department. The same are hereby adopted as the code of the township fire department for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion and providing for issuance of permits and collection of fees.

**CHARTER TOWNSHIP OF VAN BUREN  
County of Wayne, State of Michigan**

**Ordinance No.:** \_\_\_\_\_  
**(Township Board Meeting Date)**

At a regular meeting of the Township Board of the Charter Township of Van Buren, Wayne County, Michigan, held in the Van Buren Township Hall within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at 7:00 p.m.

PRESENT: Trustees: \_\_\_\_\_

ABSENT: Trustee: \_\_\_\_\_

It was moved by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_ the following Ordinance be adopted to amend Sec. 46-31 of Article II (Fire Prevention Code) of Chapter 46 (Fire Prevention and Protection) to read as follows:

THE CHARTER TOWNSHIP OF VAN BUREN ("Township"), COUNTY OF WAYNE, MICHIGAN ORDAINS:

Sec. 46-31. - Adoption.

The 2018 edition of NFPA 1 (Fire Prevention Code) and the 2018 edition of NFPA, 101 (Life Safety Code), 2018 appendices and documents adopted by Chapter 2 of that NFPA Code, one copy of which is on file and is open to inspection by the public in the office of the township clerk, be and hereby is adopted and incorporated into this article as fully as if set out at length herein, and from the date on which this article shall take effect, the provisions thereof shall be controlling within the jurisdictional limits of the township fire department. The same are hereby adopted as the code of the township fire department for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion and providing for issuance of permits and collection of fees.

**Effective Date**

This amendment shall become effective upon publication in a newspaper of general circulation within the Charter Township of Van Buren.

THIS ORDINANCE IS HEREBY DECLARED TO HAVE BEEN ADOPTED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF VAN BUREN, COUNTY OF WAYNE, STATE OF MICHIGAN, AT A REGULAR MEETING, CALLED AND HELD ON THE \_\_\_\_\_ day of \_\_\_\_\_, 2019.

YEAS (in favor of amendment): \_\_\_\_\_

NAYS (opposed to amendment): \_\_\_\_\_

ABSENT: \_\_\_\_\_

I hereby approve the foregoing Ordinance.

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Kevin McNamara,  
Supervisor, Charter Township of Van Buren

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Leon Wright,  
Clerk, Charter Township of Van Buren

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

**Selman, Dan**

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**Subject:**

RE: NFPA 1 and 101 updates from 2012 till 2018 edition

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**From:** McInally, David <DMcInally@vanburen-mi.org>

**Sent:** Monday, February 25, 2019 12:13 PM

**To:** Angela Mannarino <amannarino@gmgmklaw.com>

**Subject:** NFPA 1 and 101 updates from 2012 till 2018 edition

## **NFPA 1**

Key revisions for the 2015 edition of NFPA 1 included the prohibition of the use of sky lanterns (10.10.9.3); expanded application of photovoltaic system requirements to existing installations (Section 11.12); AHJ authorization to permit the removal of nonrequired, existing occupant-use hose (13.2.2.6); mandatory automatic sprinkler requirement for all new hotels without exception (13.3.2.15); enhanced attic protection for residential board and care occupancies with residential sprinkler systems (13.3.2.21.2.7); expanded occupancy-based fire alarm system provisions to correlate with NFPA 101 (Section 13.7); new occupant load factor for concentrated business use (14.8.1.2); completely revised fire hydrant location and distribution requirements and deleted former Annex E (Section 18.5); revisions to NFPA 654 extracts for dust explosion prevention (Chapter 40); new hot work permit limits from NFPA 51B (41.3.4.4); expanded existing commercial cooking equipment extinguishing system requirements from NFPA 96 (50.4.4.3.2); expanded ammonia refrigeration system maintenance and testing requirements (Section 53.3); updated hazardous materials maximum allowable quantities from NFPA 400 (60.4.2); new provisions for alcohol-based hand rub dispensers from NFPA 101 (60.5.2); revisions to aerosol product classifications from NFPA 30B (61.1.3); new requirements for cleaning and purging gas piping systems from NFPA 55 (63.3.1.19); new provisions for cooking oil storage tank systems in commercial kitchens from NFPA 30 (66.19.7); and updates of all extracts through the Annual 2014 revision cycle.

The 2018 edition of NFPA 1 includes revisions to requirements for the application of referenced publications (1.4.1.1 and 2.1.1); newly added references for the professional qualifications for fire inspectors, plan examiners, and fire marshals (1.7.2); new minimum fire prevention inspection frequencies for existing occupancies (10.2.7); updates to premises identification (10.11.1); new and updated marking and access criteria for photovoltaic systems (Section 11.12); new provisions for rubberized asphalt melters (Section 16.7); listing requirements for electric gates used on fire department access roads (18.2.4.2.6); new provisions on the outside storage of biomass feedstock (31.3.10); new requirements for the outdoor storage of wood and wood composite pallets or listed pallets equivalent to wood (34.10.3); added a new chapter on marijuana growing, processing, or extraction facilities (Chapter 38); revision of Chapter 40 to replace extracts from NFPA 654 with extracted provisions from NFPA 652 (Chapter 40); complete reorganization of aircraft fuel servicing provisions in accordance with NFPA 407 (Section 42.10); new section on mobile and temporary cooking operations (Section 50.7); extensive revisions of Chapter 52 on energy storage systems (Chapter 52); new Chapter 55 on cleaning and purging of flammable gas piping systems with reference to NFPA 56 (Chapter 55); new provisions for insulated liquid carbon dioxide systems extracted from NFPA 55 (Section 63.9); new Annex on fire fighter breathing-air replenishment systems (Annex E); and updates of all extracts through the Annual 2017 revision cycle.

NFPA 1 reflects the technical knowledge of the committees who are responsible for the codes and standards that are referenced in and from which text is extracted and incorporated into the technical provisions of NFPA 1. This *Code* is intended to provide state, county, and local jurisdictions with an effective fire code.

#### NFPA 101 updates

The 2012 edition expanded what had been the definitions of *noncombustible material* and *limited-combustible material* and moved the material to new subsections in Chapter 4. The material addressing elevators for occupant controlled evacuation, which had comprised Annex B, was moved to Chapter 7. A new section was added to Chapter 7 to address normally unoccupied building service equipment support areas. The Chapter 8 table addressing minimum fire protection ratings for opening protectives was expanded. Provisions for carbon monoxide detection were added to Chapter 9. Requirements for carbon monoxide detection were added to some of the occupancy chapters. The health care occupancies provisions were modified to permit the health care setting to be made more homelike.

The 2015 edition included new provisions in Chapter 4 detailing the code requirements hierarchy to be applied where a provision in one chapter conflicts with a provision in another chapter. Means of egress provisions were revised or added relative to rooms opening directly onto an exit enclosure, door opening threshold height for spaces not normally occupied, door encroachment on egress width, existing door frames without labels, security access turnstiles, handrail orientation on flaring-width stairs, horizontal exit stacking, horizontal exit exterior wall extensions, elevators in towers, occupant evacuation elevators, and occupant load factors for ambulatory health care and concentrated business use. Atrium walls are permitted to serve as part of the separation for creating separated occupancies on a story-by-story basis. The provisions for the inspection of door assemblies were revised so that fire-rated doors are addressed in Chapter 8 and non-rated egress doors in Chapter 7. The Chapter 8 table addressing minimum fire protection rating for opening protectives was again expanded. Provisions for alcohol-based hand-rub dispensers were added to Chapter 8 so they can be referenced by the occupancy chapters. The high-rise building provisions of Chapter 11 were expanded to include remote video monitoring of exit stair enclosures. The assembly occupancy life safety evaluation provisions were expanded. The day-care and residential board and care occupancy provisions were revised to permit more than one floor level to be considered the level of exit discharge. The health care occupancy provisions were further revised to permit facilities to be made more home-like, including a reduction in nursing home minimum corridor width and the clarification of permitted smoke alarm placement for kitchens that are open to the corridor. Health care occupancy doors subject to locking are permitted to be disguised with murals. Smoke barriers are permitted to be omitted on a non-health care floor below a health care floor. The ambulatory health care occupancy chapters were rewritten to be self-contained, removing the need to reference the business occupancy chapters.

The 2018 edition expands the *Code's* scope to include hazardous materials emergencies, injuries from falls, and emergency communications. In Chapter 4, a reference has been added to NFPA 241 for construction, alteration, and demolition operations, and new requirements for fire-retardant-treated wood. In Chapter 7, the terms *electrically controlled egress door assemblies*, *delayed-egress locking systems*, and *access-controlled egress door assemblies* have been revised to *door hardware release of electrically locked egress door assemblies*, *delayed-egress electrical locking systems*, and *sensor-release of electrical locking systems*, respectively. New Chapter 7 criteria has been added that permits occupant load to be reduced to available egress capacity as was previously permitted only for building rehabilitation. In Chapter 8, wall marking and identification provisions for fire barriers, smoke barriers, and smoke partitions have been added. Opening protective requirements have been substantially revised and reorganized. A reference to NFPA 4 has been added to Chapter 9 for

integrated fire protection and life safety system testing and new provisions for risk analyses for mass notification systems. In Chapter 10, the interior finish requirements for expanded vinyl wall coverings and textile wall and ceiling coverings have been revised, and new provisions for laminated products and facings or wood veneers have been added. In Chapter 11, the provisions for airport traffic control towers have been revised and the emergency lighting and standby power requirements for high-rise buildings have been reorganized. Animal housing facilities have been added as special structures. Carbon-monoxide detection requirements for new assembly occupancies have been added to Chapter 12. In Chapters 14–17, 38, and 39, criteria for door locking to prevent unwanted entry in educational, day-care, and business occupancies have been added. The sprinkler requirement threshold for new educational occupancies in Chapter 14 has been revised. Health care corridor projection allowances in Chapters 18 and 19 have been modified to correlate with accessibility standards and to permit the installation of emergency stair travel devices and self-retracting seats. New provisions have been added to permit health care and ambulatory health care smoke compartments up to 40,000 ft<sup>2</sup> (3720 m<sup>2</sup>) in area. In Chapters 20 and 21, door locking provisions for patient special needs in ambulatory health care occupancies have been revised. In Chapter 24, criteria for bathtub and shower grab bars have been added, which are then referenced by numerous occupancy chapters. Attic protection requirements have been added to Chapters 28 and 30 for certain new hotels and dormitories and apartment buildings. In Chapter 32, carbon-monoxide detection requirements for new residential board and care occupancies have been added. Mall terminology has been revised in Chapters 36 and 37, and new provisions have been added to differentiate between open and enclosed mall concourses. In Chapters 38 and 39, a reference to NFPA 99 for medical gases in business occupancies has been added. A new Annex C has been added to provide guidance on several NFPA hazardous materials standards.

The following comments are offered to assist in the use of the *Life Safety Code*. Additional help on using the *Life Safety Code* can be obtained by attending one of the seminars NFPA conducts on the *Life Safety Code* or by using the *Life Safety Code Handbook* available from NFPA. Further information on these seminars is available through the NFPA Division of Continuing Education.

Essentially, the *Code* comprises four major parts. The first part consists of Chapters 1 through 4, Chapters 6 through 11, and Chapter 43; these are often referred to as the base chapters or fundamental chapters. The second part is Chapter 5, which details the performance-based option. The next part consists of Chapters 12 through 42, which are the occupancy chapters. The fourth and last part consists of Annex A and Annex B, which contain useful additional information.

A thorough understanding of Chapters 1 through 4, Chapters 6 through 11, and Chapter 43 is necessary to use the *Code* effectively, because these chapters provide the building blocks on which the requirements of the occupancy chapters are based. Note that many of the provisions of Chapters 1 through 4 and Chapters 6 through 11 are mandatory for all occupancies. Some provisions are mandated only when referenced by a specific occupancy, while others are exempted for specific occupancies. Often, in one of the base chapters, especially in Chapter 7, the phrase “where permitted by Chapters 11 through 43” appears. In this case, that provision can be used only where specifically permitted by an occupancy chapter. For example, the provisions of 7.2.1.6.1 on delayed-egress locks are permitted only when permitted by Chapters 11 through 43. Permission to use the delayed-egress lock is normally found in the “\_\_\_\_.2.2” subsection of each occupancy chapter. For example, 12.2.2.2.5 specifically permits the use of delayed-egress locks in new assembly occupancies. If this permission is not found in an occupancy chapter, the delayed-egress lock cannot be used. Similar types of restricted permission are found for such items as security grilles, double-cylinder locks, revolving doors, and so forth. In other locations in the base chapters, the wording “unless prohibited by Chapters 11 through 43” is used. In this case, the provision is permitted in all occupancies, unless specifically prohibited by an occupancy chapter.

Metric units of measurement in this *Code* are in accordance with the modernized metric system known as the International System of Units (SI). The unit liter, which is outside of but recognized by SI, is commonly used and is therefore used in this *Code*. In this *Code*, inch-pound units for measurements are followed by an equivalent in SI units, as noted in 1.5.2. The inch-pound value and the SI value are each acceptable for use as primary units for satisfying the requirements

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE: 2/18/19**

**1<sup>ST</sup> READING: 2/19/19**

**2<sup>nd</sup> READING: 3/05/19**

Consent Agenda \_\_\_\_\_

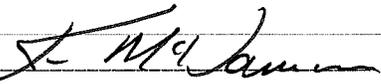
New Business  \_\_\_\_\_

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	To consider approval of General Ordinance #02-19-19 which is an Ordinance to establish the Construction Board of Appeals.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers, AICP – Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	N/A

### Agenda topic

<b>ACTION REQUESTED</b>	To consider approval of General Ordinance #02-19-19 which is an Ordinance to establish the Construction Board of Appeals.
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	Please see attached letter.
<b>BUDGET IMPLICATION</b>	N/A
<b>IMPLEMENTATION NEXT STEP</b>	After 1 <sup>st</sup> and 2 <sup>nd</sup> reading the notice of adoption will be published in the newspaper.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<b>ATTORNEY RECOMMENDATION</b>	Proposed Ordinance was prepared by Township Attorney. (May be subject to Attorney/Client Privilege and not available under FOIA)
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Kevin McNamara

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Sherry A. Frazier

TRUSTEE  
Kevin Martin

TRUSTEE  
Reggie Miller

TRUSTEE  
Paul D. White

February 13, 2019

Township Board of Trustees  
Charter Township of Van Buren  
46425 Tyler Road  
Van Buren Township, MI 48111

### **RE: Proposed Construction Board of Appeals Ordinance**

Honorable Trustees,

Among the many boards and commissions that have at the Township is the Construction Board of Appeals (CBA). The Township is required to have a CBA under the various Michigan Building Codes that the Township is responsible for administrating. The requirements in the code for number of members are relatively vague in order to allow for flexibility on the part of the municipality which is establishing the group. The provisions in the governing statute (Stille-Derossett-Hale Single State Construction Code Act, Act 230 of 1972) indicate that the CBA is required to be created and shall consist of not less than three (3) nor more than seven (7) members. The responsibilities of the CBA include to hear appeals of the decisions of the Building Official or to allow for variances from specific provisions of the building code.

The proposed ordinance is intended to provide a written clarification regarding the membership number and terms of the board members. If adopted it will provide clarification and a standard for these items which we did not have before. The Ordinance will allow for three (3) regular members and one (1) alternate member to be appointed by the Township Supervisor and confirmed by the Board of Trustees. This has been consistent with the prior number of individuals on the board in the past. The ordinance also sets these positions to three (3) year terms which will start on January 1. The remaining language in the proposed ordinance mirrors the state statutes in order to provide guidance in our ordinance regarding the responsibilities and rules of the CBA.

The primary intent of this proposed ordinance is to provide clarification and properly formalize the number of members of the CBA and the timeframe of their terms. Please feel free to contact me if you require any further information.

Thanks,

Ron Akers, AICP  
Director of Planning and Economic Development  
Charter Township of Van Buren

**CHARTER TOWNSHIP OF VAN BUREN**  
**County of Wayne, State of Michigan**

**Ordinance No.:** \_\_\_\_\_  
**(Township Board Meeting Date)**

**The Charter Township of Van Buren hereby ordains that Section 18-4 to 18-30 of the Township General Code of Ordinances be amended as follows:**

Section 18-4.-Creation.

The Construction Board of Appeals (hereinafter "Board") for the Township is hereby created consisting of three (3) members and one (1) alternate member.

Section 18-5. - Appointments.

The Township Supervisor, subject to the approval of the Township Board of Trustees, shall appoint the members of the construction board of appeals and designate the term of office for each member. In making appointment the Supervisor shall consider integrity, impartiality and knowledge of building construction.

Section 18-6. - Terms.

Members of the Board shall serve for three-year terms, provided that the persons first appointed shall serve for one-, two- and three-year terms so that at least one term will expire each year. Terms will start on January 1.

Section 18-7. - Appeals to the Board

If the enforcing agency of the Township refuses to grant an application for a building permit or makes any other decision pursuant or related to the Act or Township Building Code (Sec. 18-31), an interested person, or the person's authorized agent, may appeal in writing to the board of appeals. All such appeals shall be in writing, shall contain a detailed statement of the reasons why the appeal should be granted and shall be signed by the applicant or the applicant's authorized agent. The Township may provide a form for use in appeals if it chooses. All appeals shall be accompanied by a fee set by the Township. Applicants shall pay all expenses incurred by the Township in the appeal process, including, in part, inspection fees, engineering fees, attorney fees and all out of pocket expenses.

Section 18-8. - Hearings before the Board

The Board shall conduct a public hearing pursuant to MCL 15.261 *et seq.*, hear the appeal, and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than thirty (30) days after submission of the appeal.

Section 18-9. - Variances.

After a public hearing, the Board may grant a specific variance to a substantive requirement of the Building Code if the literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant, and if both of the following requirements are satisfied: (a) the performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the public, and (b) the specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable. No variance shall be granted which is greater than the minimum variance required to alleviate the exceptional, practical difficulty.

Section 18-10. - Severability.

The various sentences, paragraphs, sections and clauses of this ordinance are declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall not be affected.

Section 18-11. - Repeal.

All regulatory provisions contained in other Township ordinances, which are inconsistent with the provisions of this ordinance, are hereby repealed.

Sections 18-12 to 18-30. - Reserved

**Effective Date**

This amendment shall become effective upon publication in a newspaper of general circulation within the Charter Township of Van Buren.

THIS ORDINANCE IS HEREBY DECLARED TO HAVE BEEN ADOPTED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF VAN BUREN, COUNTY OF WAYNE, STATE OF MICHIGAN, AT A REGULAR MEETING, CALLED AND HELD ON THE \_\_\_\_\_ day of \_\_\_\_\_, 2019.

YEAS (in favor of amendment): \_\_\_\_\_

NAYS (opposed to amendment): \_\_\_\_\_

ABSENT: \_\_\_\_\_

I hereby approve the foregoing Ordinance.

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Kevin McNamara,  
Supervisor, Charter Township of Van Buren

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Leon Wright,  
Clerk, Charter Township of Van Buren

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE: 3/04/19**

**1<sup>ST</sup> READING: 3/05/19**

**2<sup>ND</sup> READING: 3/19/19**

Consent Agenda \_\_\_\_\_

New Business

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	To consider the approval of the first and second reading of Ordinance #03-05-19 to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.
<b>DEPARTMENT</b>	Planning & Economic Development
<b>PRESENTER</b>	Ron Akers, AICP – Director of Planning & Economic Development
<b>PHONE NUMBER</b>	734-699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	N/A

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider the approval of the first and second reading of Ordinance #03-05-19 to amend the Township's Zoning Ordinance regarding security fencing and fencing in the front yard of non-residential zoning districts.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Please see attached information.	
<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	After 1 <sup>st</sup> and 2 <sup>nd</sup> reading a notice of adoption will be published in the newspaper of record.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	Approval
<b>ATTORNEY RECOMMENDATION</b>	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



February 8, 2019

Planning Commission  
Charter Township of Van Buren  
46425 Tyler Road  
Belleville, Michigan 48111

**Subject: Proposed Amendments to Section 7.205 (Fences, Walls, and Other Protective Barriers) of the Zoning Ordinance**

Dear Commissioners:

Enclosed for your review are several proposed amendments to Section 7.205 (Fences, Walls, and Other Protective Barriers) of the Zoning Ordinance. There are two (2) versions of the proposed amendments enclosed, which are the same: one (1) version includes "tracking" of all proposed deletions and additions; and one (1) version is a clean version of the same proposed amendments but without the deletions or additions. At its meeting on January 23, 2019, the Planning Commission reviewed the proposed text amendments and made minor modifications.

A summary of the proposed Zoning Ordinance amendments is as follows:

- **Security Fencing.** Currently all districts except the AP, M-1, and M-2 prohibit "barbed wire, spikes, nails, or any other sharp instrument of any kind." We recommend moving this prohibition to the general requirements, which would apply to all zoning districts. However, in the new sub-section on zoning districts, we recommend text that allows this type of fencing in the AP, M-1, M-T, and M-2 Districts only if the Planning Commission determines that it is necessary for the safety and security of the site in those districts. Also, in the provisions for security fencing, the Planning Commission previously recommended prohibiting electric fences and energized fences, except for low voltage fences on a commercial farm.
- **Standards Applicable to Specific Zoning Districts.** Currently, there are several cross-references in Section 7.205 that leads to the use flipping back and forth between sections (e.g., there are separate, though linked, provisions regarding fences in Nonresidential Districts and fences in the AP, M-1, and M-2 Districts). To make the standards simpler, we recommend deleting the sub-section for "Fences and Walls in Nonresidential Districts" and putting these standards appropriately into the preceding sub-sections for specific zoning districts. While this results in some duplicative text, it will be more user-friendly. Major changes include:
  - **New Sub-Section for Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** This subsection includes the following, which includes provisions from the current sub-section for "Fences and Walls in Districts Other Than AP, M-1, or M-2:"
    - It still allows the height of the fence to be increased from 6 feet to 8 feet (side and rear yard only), but only if the Planning Commission permits the increased height for safety purposes.
    - The standards for front yard fences are preserved, which allow a maximum of 2.5 feet in the front yard provided the front yard fence is decorative.
    - Fence material must be decorative, but the Planning Commission can approve chain link fence in a side or rear yard.
  - **OT District Added to the Sub-Section on Fences and Walls in the AP, M-1, M-T, and M-2 Districts.** This subsection includes the following:
    - As previously stated, this sub-section still allows the height of the fence to be increased from 6 feet to 8 feet, but only if the Planning Commission determines that it is necessary for the safety and security of the site (for example, a data center).

- Fences in the AP, M-1, and M-2 Districts can still be constructed in the front yard per the current regulations, provided they are decorative, and the M-T District has been added to this list of districts. However, fences in the OT District can now be constructed in the front yard only if the Planning Commission approves the front yard location and the fence is decorative (chain link prohibited).
- **Existing Sub-Section for Fences and Walls in the Residential Districts.** Although there are some existing sub-sections added from the current sub-section for “Fences and Walls in Districts Other Than AP, M-1, M-T, or M-2,” the provisions for these districts remain the same except that M-T has been added to the list of districts.

We look forward to reviewing these proposed amendments with you.

Respectfully submitted,

McKENNA



Patrick J. Sloan, AICP  
Senior Principal Planner

c: Ron Akers, Van Buren Township Director of Planning & Economic Development  
Matt Best, Van Buren Township Director of Public Services



## Section 7.205 Fences, Walls, and Other Protective Barriers

All fences, walls and other protective barriers (referred to in this Section as fences) of any nature, description located in the Township of Van Buren shall conform to the following regulations:

(A) **General Requirements:** The following requirements apply to all fences in Van Buren Township:

- (1) **Permit and Approving Authority.** The erection, construction or alteration of any fence or wall shall require a permit and be approved by the Building Inspector as to compliance with the provisions this Ordinance.
- (2) **Clear Vision Triangle Area.** No fence or wall shall be erected, established or maintained within the clear vision triangle area of any lot except in compliance with [Section 7.108](#).
- (3) **Maintenance.** Walls and fences shall be maintained in good condition and shall not constitute an unreasonable hazard. Rotten, crumbled, or broken compounds shall be replaced, repaired, or removed.
- (4) **Orientation of Finished Side.** Where a fence or wall has a single finished or decorative side, it shall be oriented to face outward toward adjacent parcels or road rights-of-way (i.e., away from the interior of the lot to which the fence or wall is associated).
- (5) **Security Fencing:** Unless explicitly permitted elsewhere in this Ordinance, barbed wire, spikes, nails, or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district. Electric fences and similar energized fences that could cause injury are prohibited, except that low voltage fences are permitted on a commercial farm that meets all of the requirements of the Michigan Right to Farm Act. This Section does not apply to underground invisible fences designed for household pets.

(B) **Requirements Applicable to Specific Zoning Districts.**

- (1) **Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences or walls in the M-U, C, C-1, C-2, and FS districts, unless specifically provided otherwise, must conform to the following requirements:
  - (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet when required for security.
  - (b) **Location.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members

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including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.

- (c) Fence Material. All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.

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Deleted: or chain linked unless otherwise prohibited. Barbed wire, spikes, nails or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district

- (2) Fences and Walls in the O-T, AP, M-1, M-T, or M-2 Districts. In addition to the requirements of Section 7.205(A), fences and walls in the O-T, AP, M-1, M-T, or M-2 District must meet the following requirements.

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- (a) Maximum Height. No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet if the Planning Commission determines that a higher fence is necessary for the safety and security of the site based on the use of the site.

(b) Location Requirements.

- (i) O-T District. No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that the Planning Commission may permit decorative fences (e.g. wrought iron, picket, split rail) in a front yard if the Planning Commission determines that the fence in the front yard is necessary for the safety and security of the site based on the use of the site (for example, a secure data center). Decorative fencing excludes chain link fences.

- (ii) AP, M-1, M-T, and M-2 Districts. Fences and walls in the AP, M-1, M-T, or M-2 District may be located on property or road right-of-way lines of a lot.

- (c) Fence Material. All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.

- (d) Security Fences in the AP, M-1, M-T, and M-2 Districts. The Planning Commission may permit barbed wire, spikes, nails, or any other sharp instrument on top of or on the sides of a fence in the AP, M-1, M-T, and M-2 Districts, provided the Planning Commission determines that the barbed wire, spikes, nails, or other sharp instrument is necessary for the safety and security of the site.

- (3) Fences and Walls in AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH Districts. In addition to the requirements of Section 7.205(A), fences and walls in the AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH zoning districts must comply with the following:

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VERSION 1. With Changes Tracked

- (a) **Maximum Height.** Fences and walls on all lots of record which enclose property and/or are within a side or rear yard, shall not exceed six (6) feet in height, measured from the surface of the ground.
- (b) **Location.** Fences and walls shall not extend toward the front of the lot nearer than the front of the principal building or the required minimum front yard setback, whichever is greater, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.
- (c) **Fence Material.** All fences hereafter erected shall be of a decorative nature or chain linked unless otherwise prohibited.
- (d) **Brick or Stone Walls.** Notwithstanding the foregoing provisions, a wall composed of brick, fieldstone or similar natural material may be permitted in the front yard where it does not exceed eighteen (18) inches in height.
- (e) **Subdivisions and Site Condominiums.** Residents of a subdivision or condominium may be subject to additional requirements of the homeowners association, which are not enforced by the Township or this Ordinance.

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Deleted: Fences and Walls in Nonresidential Districts. In addition to the requirements of [Section 7.205\(B\)\(1\)](#) and [Section 7.205\(B\)\(2\)](#), fences and walls in all nonresidential districts when required for security shall be constructed of ornamental/decorative materials such as rod and rail, stockade, or brick; however, such fencing shall not exceed a height of eight (8) feet. Fences located in the rear may, at the discretion of the Planning Commission, be non-decorative, provided they are not directly visible from public rights-of-way.¶

## Section 7.205 Fences, Walls, and Other Protective Barriers

All fences, walls and other protective barriers (referred to in this Section as fences) of any nature, description located in the Township of Van Buren shall conform to the following regulations:

- (A) **General Requirements:** The following requirements apply to all fences in Van Buren Township:
- (1) **Permit and Approving Authority.** The erection, construction or alteration of any fence or wall shall require a permit and be approved by the Building Inspector as to compliance with the provisions this Ordinance.
  - (2) **Clear Vision Triangle Area.** No fence or wall shall be erected, established or maintained within the clear vision triangle area of any lot except in compliance with [Section 7.108](#).
  - (3) **Maintenance.** Walls and fences shall be maintained in good condition and shall not constitute an unreasonable hazard. Rotten, crumbled, or broken compounds shall be replaced, repaired, or removed.
  - (4) **Orientation of Finished Side.** Where a fence or wall has a single finished or decorative side, it shall be oriented to face outward toward adjacent parcels or road rights-of-way (i.e., away from the interior of the lot to which the fence or wall is associated).
  - (5) **Security Fencing:** Unless explicitly permitted elsewhere in this Ordinance, barbed wire, spikes, nails, or any other sharp instrument of any kind are prohibited on top of or on the sides of any fence, provided that barbed wire cradler may be placed on top of fences enclosing public utility buildings or equipment in any district. Electric fences and similar energized fences that could cause injury are prohibited, except that low voltage fences are permitted on a commercial farm that meets all of the requirements of the Michigan Right to Farm Act. This Section does not apply to underground invisible fences designed for household pets.
- (B) **Requirements Applicable to Specific Zoning Districts.**
- (1) **Fences and Walls in the M-U, C, C-1, C-2, and FS Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences or walls in the M-U, C, C-1, C-2, and FS districts, unless specifically provided otherwise, must conform to the following requirements:
    - (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet when required for security.
    - (b) **Location.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members

## VERSION 2. Changes Not Tracked

including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.

- (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.
- (2) **Fences and Walls in the O-T, AP, M-1, M-T, or M-2 Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences and walls in the O-T, AP, M-1, M-T, or M-2 District must meet the following requirements.
- (a) **Maximum Height.** No fence or wall shall hereafter be erected in excess of six (6) feet in height above the grade of the surrounding land, except that the Planning Commission may approve a height of up to eight (8) feet if the Planning Commission determines that a higher fence is necessary for the safety and security of the site based on the use of the site.
- (b) **Location Requirements.**
- (i) **O-T District.** No fence or wall shall hereafter be located in the front yard or on the side of a front yard, except that the Planning Commission may permit decorative fences (e.g. wrought iron, picket, split rail) in a front yard if the Planning Commission determines that the fence in the front yard is necessary for the safety and security of the site based on the use of the site (for example, a secure data center). Decorative fencing excludes chain link fences.
- (ii) **AP, M-1, M-T, and M-2 Districts.** Fences and walls in the AP, M-1, M-T, or M-2 District may be located on property or road right-of-way lines of a lot.
- (c) **Fence Material.** All fences or walls hereafter erected shall be of a decorative nature, which excludes chain linked fences. Fences located in the side yard or rear yard may, at the discretion of the Planning Commission, be non-decorative (e.g., chain linked), provided they are not directly visible from public rights-of-way.
- (d) **Security Fences in the AP, M-1, M-T, and M-2 Districts.** The Planning Commission may permit barbed wire, spikes, nails, or any other sharp instrument on top of or on the sides of a fence in the AP, M-1, M-T, and M-2 Districts, provided the Planning Commission determines that the barbed wire, spikes, nails, or other sharp instrument is necessary for the safety and security of the site.
- (3) **Fences and Walls in AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH Districts.** In addition to the requirements of [Section 7.205\(A\)](#), fences and walls in the AG, R-1A, R-2A, R-1B, R-1C, RM, and RMH zoning districts must comply with the following:

**VERSION 2. Changes Not Tracked**

- (a) **Maximum Height.** Fences and walls on all lots of record which enclose property and/or are within a side or rear yard, shall not exceed six (6) feet in height, measured from the surface of the ground.
- (b) **Location.** Fences and walls shall not extend toward the front of the lot nearer than the front of the principal building or the required minimum front yard setback, whichever is greater, except that decorative fences (e.g. wrought iron, picket, split rail) are permitted in a front yard where they do not exceed two and one half (2 1/2) feet in height and the vertical surface in any five (5) foot section measured from the finished ground grade to the top of the fence has openings of at least fifty (50) percent of the total surface of each five (5) foot section of fence and that all framing members including post, horizontal or vertical supports and fencing be considered in the calculation. Decorative fencing excludes chain link fences.
- (c) **Fence Material.** All fences hereafter erected shall be of a decorative nature or chain linked unless otherwise prohibited.
- (d) **Brick or Stone Walls.** Notwithstanding the foregoing provisions, a wall composed of brick, fieldstone or similar natural material may be permitted in the front yard where it does not exceed eighteen (18) inches in height.
- (e) **Subdivisions and Site Condominiums.** Residents of a subdivision or condominium may be subject to additional requirements of the homeowners association, which are not enforced by the Township or this Ordinance.

**DRAFT**

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
PUBLIC HEARING**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold a public hearing on **Wednesday, February 13, 2019, at 7:30 p.m.** in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, Wayne County, Michigan to consider the following proposed amendments to the Charter Township of Van Buren's Zoning Ordinance:

1. Proposed amendment that would modify the requirements of section 7.205 of the Zoning Ordinance with regards to the placement of fences in the front yard of non-single family residential districts.

Please address any written comments to the Van Buren Township Planning Commission at, 46425 Tyler Road, Van Buren Township, MI 48111 or via e-mail at [rakers@vanburen-mi.org](mailto:rakers@vanburen-mi.org). Written comments will be accepted until 4:00 p.m. on the hearing date. All materials related to this request are available for public inspection at the Van Buren Township hall prior to the hearing.

Van Buren Township will provide necessary reasonable auxiliary aides and services to individuals with disabilities who are planning to attend. Please contact Van Buren Township hall at 734-699-8913 at least seven (7) days in advance of the meeting if you need assistance.

Published: January 24, 2019

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
February 13, 2019  
MINUTES - DRAFT**

Chairperson Thompson called the meeting to order at 7:30 p.m.

**ROLL CALL:**

**Present:** Kelley, Atchinson, Budd, Boynton, Jahr and Thompson.

**Excused:** Franzoi.

**Staff:** Director Akers and Secretary Harman.

**Planning Representatives:** McKenna Associate, Patrick Sloan.

**Audience:** Three (3).

**APPROVAL OF AGENDA:**

**Motion Budd, Boynton second to approve the agenda of February 13, 2019 as amended, removing Item #1 Trowbridge Homes under New Business, moving Phantom Fireworks to Item #1, BK Development to Item #2 and Zoning Ordinance Amendment to Item #3. Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Boynton, Jahr second to approve the regular meeting minutes of January 23, 2019 as amended with a correction to the first paragraph on page 2. Correction to read: Commissioner inquired if the applicant will be disposing of sanitizer water in the store. Yes, the applicant will be disposing of it in the store. Motion Carried.**

**PUBLIC HEARING:**

**ITEM # 1**

**ZONING ORDINANCE TEXT AMENDMENT**

**TITLE:**

**A PROPOSED AMENDMENT WHICH MODIFIES THE REQUIREMENTS OF SECTION 7.205 OF THE ZONING ORDINANCE REGARDING SECURITY FENCING AND FENCING STANDARDS APPLICABLE TO SPECIFIC ZONING DISTRICTS, INCLUDING FENCING MATERIALS, HEIGHT, LOCATION, AND THE PLACEMENT OF FENCES IN THE FRONT YARD OF NON-SINGLE-FAMILY RESIDENTIAL DISTRICTS.**

**Motion Boynton, Atchinson second to open the public hearing. Motion Carried.**

Patrick Sloan of McKenna Associates gave a brief presentation of the proposed amendments. Mr. Sloan previously presented text amendments to Section 7.205 of the Zoning Ordinance at the 1-23-19 Planning Commission meeting, the Commissioners reviewed the amendments and made minor modifications. The proposed amendments before the Planning Commission revise the security fencing provisions and classify fences in three (3) groups of zoning districts (residential, commercial, and industrial/office). In areas where fences are regulated by zoning district, the amendments include classifying zoning districts into groups and revising provisions for fencing material, height, location, and the placement of fences in the front yard of certain non-single-family residential districts.

There were no comments from the Commission or the audience.

**Motion Boynton, Budd second to close the public hearing. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                    19-003 – PHANTON FIREWORKS – TEMPORARY LAND USE**

**TITLE:                    THE APPLICANT, PHANTOM FIREWORKS, IS REQUESTING A TEMPORARY LAND USE PERMIT TO OPERATE A FIREWORKS TENT IN A SHOPPING CENTER PARKING LOT AT 2095 RAWSONVILLE ROAD.**

**LOCATION:                2095 RAWSONVILLE ROAD. THE SITE IS LOCATED NEAR THE INTERSECTION OF RAWSONVILLE ROAD AND I-94.**

Richard Tapper of Phantom Fireworks gave the presentation. Mr. Tapper is requesting a temporary land use permit to operate a fireworks tent in the shopping center parking lot at 2095 Rawsonville Road from July 21 through June 5, this is Phantom’s 7<sup>th</sup> season at the same location. The storage unit will remain in the same location as previous years and Mr. Tapper has not received any complaints in the past.

Director Akers presented his staff review letter dated 2-9-19 recommending approval of the application subject to the following three (3) conditions:

1. That the applicant obtains approval from the Van Buren Township Fire Marshal.
2. That the applicant provides the Township with a current Consumer Fireworks Retail Facility: Non-Permanent license prior to the establishment of the temporary use.
3. That all proposed signage complies with the Zoning Ordinance.

No comments from the Commission or the audience.

**Motion Kelley, Jahr second to grant temporary land use approval to operate a fireworks tent in a shopping center parking lot at 2095 Rawsonville Road June 21<sup>st</sup> through July 5<sup>th</sup> based on the recommendations and analysis in the staff review letter dated 2-9-19. Motion Carried. (Letter attached)**

**ITEM # 2                    19-004 – SITE PLAN AMENDMENT**

**TITLE:                    THE APPLICANT, BK DEVELOPMENT GROUP, IS REQUESTING AN AMENDMENT TO THE APPROVED SITE PLAN FOR THE COBBLESTONE CREEK WOODLANDS DEVELOPMENT TO ALLOW FOR A SINGLE ADDITIONAL ELEVATION TO BE CONSTRUCTED IN THE SUBDIVISION.**

**LOCATION:                COBBLESTONE CREEK DEVELOPMENT IS LOCATED ON THE SOUTH SIDE OF W. HURON RIVER DRIVE BETWEEN RAWSONVILLE AND ELWELL ROADS.**

Director Akers gave the presentation. Boji Homes is requesting approval of a single home elevation to offer a new model in the Cobblestone Creek Woodlands development. Director Akers presented his staff review letter dated 2-9-19 recommending approval of the amendment to the site plan for the Cobblestone Creek development in order to allow the additional elevation depicted in plans dated 1-22-19, based upon the staff review letter dated 2-9-19 and conditioned upon the following:

1. That the applicant provides a revised plan which depicts the detached unit having a minimum of 50% brick, stone or other decorative material on the exterior façade of the entire building, measured by taking the total area of all walls minus the area of windows, doors and gable ends.
2. Township Planning staff shall review each application for a new single-family home in the Cobblestone Creek development in order to determine that the new home meets the required setbacks and that the elevation meets the Township's "substantially different" architectural design standards set forth in the PRD agreement.

Commissioners inquired if a color rendering of the elevation was submitted, had staff compared to previous elevations to confirm it meets the substantially different requirement, is a side entry garage offered, does the HOA play a role in the process of new home elevations and façade colors and if exterior façade colors were agreed to in the PRD. Commissioners would like the developers to present exterior façade colors, materials and color renderings in the future. A color rendering was not submitted, staff has compared the new elevation to the existing elevations to confirm the substantially different requirement is met, the side entry garage is not offered on this model, Cobblestone Creek has an Advisory Board to discuss concerns with the developer and exterior façade colors were not included in the PRD agreement.

No comments from the audience.

**Motion Boynton, Kelley second to grant BK Development and amendment to the approved site plan for the Cobblestone Creek Woodlands development to allow for a single additional elevation to be constructed in the subdivision, subject to the recommendations in the staff review letter dated 2-9-19. Motion Carried. (Letter Attached)**

**ITEM # 3                      ZONING ORDINANCE AMENDMENT**

**TITLE:                      A PROPOSED AMENDMENT WHICH MODIFIES THE REQUIREMENTS OF SECTION 7.205 OF THE ZONING ORDINANCE REGARDING SECURITY FENCING AND FENCING STANDARDS APPLICABLE TO SPECIFIC ZONING DISTRICTS, INCLUDING FENCING MATERIALS, HEIGHT, LOCATION, AND THE PLACEMENT OF FENCES IN THE FRONT YARD OF NON-SINGLE-FAMILY RESIDENTIAL DISTRICTS.**

No additional comments from staff, the Commission or the audience. Commissioners thanked Mr. Sloan for incorporating their feedback in the amendments.

**Motion Boynton, Kelley second to recommend to the Township Board of Trustees a proposed amendment which modifies the requirements of section 7.205 of the Zoning Ordinance regarding security fencing and fencing standards applicable to specific zoning districts, including fencing materials, height, location, and the placement of fences in the front yard of non-single-family residential districts.**

**Roll Call:**

**Yeas: Atchinson, Budd, Kelley, Boynton, Jahr and Thompson.**

**Nays: None.**

**Absent: Franzoi.**

**Motion Carried.**

**GENERAL DISCUSSION:**

**ITEM # 1 LOT SIZE REQUIREMENTS IN THE RM, MULTIPLE FAMILY ZONING DISTRICT**

Patrick Sloan of McKenna Associates gave a presentation on his review and comparison of multi-family residential standards in the RM District. The current minimum lot size required is 10 acres with a minimum 400 ft. lot width. Because the minimum lot area is 10 acres, the size of the smallest multi-family development can be between 100-400 units. The standards make it difficult to develop smaller multi-family developments, McKenna Associates recommends the Township consider a sliding scale that allows for smaller lot areas and lot widths for multi-family residential development. Mr. Sloan presented comparisons from Garden City and Lyon Township both of which have smaller lot size requirements. Mr. Sloan can provide more examples if needed.

Director Akers has received feedback from the Township Board and residents concerning the lack of senior housing in the Township, both independent and assisted living. The RM District can accommodate senior housing, those types of facilities typically don't need or desire a parcel that large and would benefit from a change to the minimum lot size requirement.

Commissioners discussed looking at more comparisons to determine the right fit for the Township, addressing senior housing within the RM District, possibly adding a senior housing section to the Zoning Ordinance. Mr. Sloan will bring more comparisons back to the Planning Commission including senior housing ordinance examples.

**ADJOURNMENT:**

**Motion Boynton, Kelley second to adjourn at 8:36 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY**

**DATE: 3-04-19**

**BOARD MEETING**

**DATE: 3-05-19**

Consent Agenda \_\_\_\_\_

New Business X

Unfinished Business \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	2019 Annual Budget amendment to Supervisor's and Assessing Offices and full-time Confidential Administrative Assistant job description.
<b>DEPARTMENT</b>	Supervisor's and Assessing Office
<b>PRESENTER</b>	Supervisor McNamara, Assessing Coordinator Stevenson, Executive Assistant Selman
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	H.R. Director Sumpter

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider approval of the Confidential Administrative Assistant job description and amendment to 2019 Annual Budget to line items: 101-171-706-000 from \$16,278 to \$20,500 & 101-247-705-000 from \$61,930 to \$65,358 (Employee Wages) and 101-171-719-000 from \$90,767 to \$99,533 & 101-247-719-000 from \$82,050 to \$91,602 (Allocated Fringes) totaling \$25,968 to be expensed from G/F Fund Balance.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p>Our current Assessing Clerk Kathy Cline will retire in April. The Supervisor and Assessing Offices propose combining the two (2) part-time positions of Assessing Clerk and Confidential Secretary into a single full-time Administrative Assistant at \$43,000/yr. split equally between both departments.</p> <p>Merging the two positions in a single full-time position will provide coverage for each office to sustain a high level of customer service and future transition planning opportunities, particularly in the Assessing Office. Additional job duties have also been added to this position and are detailed in the job description.</p> <p>Please note that at this time we are also proposing a reduction of hours with our Contracted Assessor decreasing line item 101-247-819-000 by (-18,000) and adjusting the Assessor Wages line item 101-247-703-000 by (+4,000).</p> <p>Please see attached budget projection and proposed job description.</p>	

<b>BUDGET IMPLICATION</b>	See above line item adjustments.
<b>IMPLEMENTATION NEXT STEP</b>	Post Confidential Administrative Assistant position and Supervisor and Clerk to execute Personal Service Agreement.

<b>DEPARTMENT RECOMMENDATION</b>	Approval
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<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
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<b>ATTORNEY RECOMMENDATION</b>	
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(May be subject to Attorney/Client Privilege and not available under FOIA)

<b>APPROVAL OF SUPERVISOR</b> <i>Daniel Selman</i>
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Charter Township of Van Buren  
Supervisor Assessment Department

	2017	2018	2019	2019	2019	Notes
	Actual	Actual	Budget	Amended	Difference	
101-171-702-000	85,968	88,145	89,913	89,913	-	
101-171-703-000	51,949	53,337	66,000	66,000	-	
101-171-705-000	65,843	58,170	69,003	69,003	-	
101-171-706-000	15,058	14,246	16,728	20,500	3,772	Remove Confidential Secretary Effective 4/1/19 - Add 50% of new hire wages
101-171-719-000	74,402	81,912	90,767	99,533	8,766	Remove Confidential Secretary FICA - Add 50% of new hire fringes
101-171-810-000	59	209	700	700	-	
101-171-860-000	1,207	2,256	1,800	1,800	-	
101-171-861-000	1,842	2,659	7,500	7,500	-	
101-171-956-000	6,130	3,624	5,000	5,000	-	
101-171-970-000	178	-	3,000	3,000	-	
<b>Total Supervisor's Office</b>	<b>302,636</b>	<b>304,560</b>	<b>350,411</b>	<b>362,949</b>	<b>12,538</b>	
101-247-703-000	68,047	69,750	69,810	73,810	4,000	Wage increase effective May 1, 2019 / \$500 per month
101-247-705-000	48,019	51,489	61,930	65,358	3,428	Add 50% of new hire wages & Assessing Acct Clerk Departure
101-247-705-001	-	-	0	-	-	
101-247-706-000	1,860	1,800	3,000	3,000	-	
101-247-719-000	78,087	75,254	82,050	91,602	9,552	Add 50% of new hire fringes and Assessing Acct Clerk Departure
101-247-727-000	604	493	600	600	-	
101-247-810-000	895	220	800	800	-	
101-247-818-000	-	-	-	-	-	
101-247-818-001	-	373	2,000	2,000	-	
101-247-818-002	(17,176)	(17,176)	(17,176)	(17,176)	-	
101-247-819-000	42,726	42,532	45,000	27,000	(18,000)	Reduce contractor pmts \$1,500 Apr-Sept / Remove entirely Oct 1
101-247-860-000	636	702	1,000	1,000	-	
101-247-861-000	1,302	1,263	2,600	2,600	-	
101-247-956-000	-	-	100	100	-	
101-247-970-000	2,840	-	3,200	3,200	-	
<b>Total Assessing</b>	<b>227,840</b>	<b>226,701</b>	<b>254,914</b>	<b>253,894</b>	<b>(1,020)</b>	
<b>TOTAL INCREASE TO GENERAL FUND BUDGET:</b>					<b>11,518</b>	



## CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

**Position Title:** Confidential Administrative Assistant

**Department:** Supervisor/Assessing Department

**Classification:** Regular, Full-time

**FLSA Status:** Non-exempt

**Union Affiliation:** None

### Position Summary

Under the general supervision of the Township Supervisor or their designee, the employee will perform a broad range of duties as assigned by the Assessing Coordinator, Executive Assistant and Human Resource Director. The employee will be responsible for maintaining confidentiality, uncompromising integrity and discretion in all matters with a strong emphasis on Customer service.

### Essential Job Functions, Duties and Responsibilities

The Administrative Assistant may be called upon to perform any or all of the following essential job functions, duties and responsibilities for both the Supervisor and Assessing departments. The following describe the general nature and level of work to be performed by and is not to be construed as an exhaustive list of all job duties performed in this position.

#### Supervisor Duties

- Handle routine customer concerns as they arise in a professional positive manner.
- Maintain filing system and historical data.
- Coordinate residential service request.
- Answer phones, direct residents to the proper departments within the Township as well as other governmental or non-governmental agencies.
- Maintain the Township Supervisor's calendar, monitor his/her confidential email; schedule and coordinate meetings and/or special events.
- Process all incoming mail for entire department.
- Assist with request from the Board of Trustees.
- Attend Educational training sessions.
- Obtain Notary Certification within six months.
- Responsible for assisting with all Board agendas and attending after hours meeting as needed.
- Assist in ongoing projects with extensive administrative research and preparing executive summaries.

#### Assessing Duties

- Obtain the Michigan Assessing Technician Certification and Michigan Certified Assessing Officer Certification within the timeframe set forth by Assessing Coordinator.
- Maintain filings for Property Affidavits, Principle Residence Exemptions and Sales Disclosures; Compose and process any related correspondence.
- Digitize files and records.
- Interpret and assist with field sheet data, lot sizes, legal descriptions and assessed valuation issues.
- Work with outside vendors on obtaining quotes, job parameters and task completions.
- Maintain and update office manuals as necessary.

- Processing of personal property statements (L-5076, Form 5278 and L4715)
- Maintain any necessary changes to the assessing portion of the GIS maps.
- Assist in maintaining current business list.
- Assist office staff as needed.
- Assist in the sketching of Residential parcels.
- Demonstrates regular and predictable attendance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess a Bachelor's degree or equivalent prior work experience in a general office setting; Knowledge of Township structure and organization a plus.
- Must have a valid Michigan Driver's License.
- Must have some knowledge with willingness to learn various software including Microsoft Office, Google Docs, Adobe, Apex sketching program and BS&A Equalizer.
- Must have organizational, interpersonal skills and a strong attention to detail.
- Ability to prepare report and financial data.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Must maintain compliance with Township Employee Manual, Township Ethics Policy, Township Policies manual and all other policies as adopted.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must be reliable and work cooperatively as part of a team.
- Ability to use various job related electronic equipment such as digital recorders, large scale plotter, computers scanners and fax machines for communication, record keeping and data updating.
- Ability to perform job duties and complete assignments with minimal need for direct supervision; operate under strict deadlines.
- Must be willing to work evenings, and/or weekends to accommodate the needs of the Township.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

### **Physical Abilities and Work Environment**

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

Agenda Item: \_\_\_\_\_

Work Study Date: 03/04/19

Board Meeting: 03/05/19

Consent Agenda \_\_\_\_\_

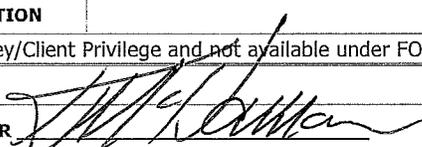
New Business X

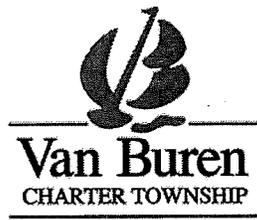
Unfinished Business: \_\_\_\_\_

Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	To approve the new position of Executive Assistant of the Public Services Director.
<b>DEPARTMENT</b>	Department of Public Services
<b>PRESENTER(S)</b>	Matthew R. Best, Director of Public Services
<b>PHONE NUMBER</b>	(734) 699-8913
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Nicole Sumpter – Human Resources Ron Akers – Building and Planning Director James Taylor – Water and Sewer Director

### Agenda topic

<b>ACTION REQUESTED</b>	
To approve the new position of Executive Assistant of the Public Services Director and approve the following amendments to 2019 Annual Budget to line items: Office Wages 101-265-705-000 from \$0 to \$17,333; 592-536-705-000 from \$150,000 to \$120,333; 101-370-705-000 from \$135,000 to \$152,333. Allocated Fringes 101-265-719-000 from \$230,700 to \$241,349; 592-536-719-000 from \$462,000 to \$442,000; 101-265-719-000 from \$196,000 to \$206,649. Contracted Services 101-370-819-000 from \$175,000 to \$155,000. Consultants 101-370-821-000 from \$35,000 to \$15,000. See attached memo.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
See attachments.	
<b>BUDGET IMPLICATION</b>	General Fund - \$15,964 Water/Sewer (\$49,667)
<b>IMPLEMENTATION NEXT STEP</b>	If approved, the Personal Service Agreement will be executed.
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b> 	



## MEMO

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TO: Board of Trustees

RE: Executive Assistant of the Public Services Director

DATE: February 25, 2019

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The Department of Public Services is proposing a new position, the Executive Assistant to the Public Services Director. The addition of this position to the Public Services staff will provide support to scale back contracted duties performed by McKenna Associates. This will provide savings through efficiency. Further, changes being made by Wayne County CDBG program will provide the further opportunity to fund the position.

There is an opportunity to reutilize those funds to increase the department capacity. The Department of Public Services will provide assistance to several areas where it currently does not perform. Under the direct supervision of the Public Services Director, the Public Services Executive Assistant will be responsible for performing a broad range of duties as assigned including working on the data driven asset management CITYWORKS program, the capital improvements plan, plan reviews, business outreach, procurement, project tracking and other special projects. This new position will allow the Public Services Department to better serve our customers and continue providing a high level of service.

Attached is the proposed job description and cost benefit analysis for this proposed position.

Charter Township of Van Buren  
General Fund Expenditures

	2017 Actual	2018 Actual	2019 Budget	2019 Amended	Difference
101-265-703-000 Building and Grounds Superintendent	59,415	60,644	62,200	62,200	-
101-265-705-000 Office Wages	-	-	-	17,333	17,333
101-265-706-000 Maintenance Wages	302,347	325,607	372,900	372,900	-
101-265-706-001 DDA Rebate	(34,979)	(35,854)	(35,595)	(35,595)	-
101-265-707-000 Overtime Wages	31,572	41,413	56,000	56,000	-
101-265-719-000 Allocated Fringes	187,601	185,650	230,700	241,349	10,649
101-265-740-000 Operating Supplies	44,553	59,333	70,000	70,000	-
101-265-819-000 Contracted Services	84,760	157,085	125,000	125,000	-
101-265-850-000 Telephone	76,619	80,975	70,000	70,000	-
101-265-860-000 Fleet Maintenance	10,376	56,285	55,000	55,000	-
101-265-861-000 Training	699	51	10,000	10,000	-
101-265-920-000 Utilities	81,988	88,520	80,000	80,000	-
101-265-931-000 Building Maintenance	91,321	105,977	70,000	70,000	-
101-265-932-000 Maintenance-Old Town Hall	846	407	1,000	1,000	-
101-265-933-000 Equipment Maintenance	49,740	27,758	30,000	30,000	-
101-265-956-000 Other	590	-	1,000	1,000	-
101-265-970-000 Capital Outlay	101,478	389,144	995,000	995,000	-
101-265-970-003 MMRMA Reimbursement	-	(30,760)	-	-	-
<b>Total Building &amp; Grounds</b>	<b>1,088,945</b>	<b>1,512,243</b>	<b>2,193,205</b>	<b>2,221,187</b>	<b>27,982</b>
101-370-701-000 Salary - Director of Public Services	1,408	42,691	41,310	41,310	-
101-370-702-000 Salary Director of Planning/Econ	74,850	75,846	77,367	77,367	-
101-370-702-003 LDFA Reimbursement	(4,000)	(4,000)	(4,000)	(4,000)	-
101-370-703-000 Salary Dep Director Planning /Econ	67,237	-	-	-	-
101-370-705-000 Office Wages	83,355	131,315	135,000	152,333	17,333
101-370-706-000 Inspector Wages	108,199	97,608	102,000	102,000	-
101-370-719-000 Allocated Fringes	176,317	173,014	196,000	206,649	10,649
101-370-740-000 Operating Supplies	6,894	7,145	7,500	7,500	-
101-370-810-000 Membership and Dues	2,013	2,133	7,000	7,000	-
101-370-818-000 Commissions	5,720	5,446	6,500	6,500	-
101-370-819-000 Contracted Services	195,036	298,292	175,000	155,000	(20,000)
101-370-820-000 Engineers	3,069	30,443	15,000	15,000	-
101-370-821-000 Consultants	21,578	12,478	35,000	15,000	(20,000)
101-370-822-000 Master Plan	-	-	10,000	10,000	-
101-370-823-000 Zoning Ordinance - codify	2,019	-	-	-	-
101-370-824-000 NPDES Permit	614	-	-	-	-
101-370-860-000 Transportation	3,870	1,342	2,000	2,000	-
101-370-861-000 Training	6,433	6,130	10,000	10,000	-
101-370-900-000 Printing and Publishing	4,713	1,664	3,000	3,000	-
101-370-941-000 Building Demolition	-	6,800	100,000	100,000	-
101-370-956-000 Other	4,694	5,766	7,000	7,000	-
101-370-970-000 Capital Outlay	36,078	1,155	-	-	-
<b>Total Planning/Building Department</b>	<b>800,098</b>	<b>895,270</b>	<b>925,677</b>	<b>913,659</b>	<b>(12,018)</b>
<b>TOTAL INCREASE TO GENERAL FUND BUDGET:</b>					<b>15,964.00</b>

VAN BUREN TOWNSHIP						
WATER AND SEWER OPERATING BUDGET						
General Ledger		2017	2018	2019	2019	
Account	Description	Actual	Amended	Budget	Amended	Difference
592-536-701-000	Salary - Director of Public Works	-	40,500	41,310	41,310	-
592-536-702-000	Salary-Director of Water/Sewer	74,243	76,136	77,659	77,659	-
592-536-703-000	Salary-Field Superintendent	59,415	60,910	62,128	62,128	-
592-536-704-000	Salary - Deputy Treasurer	5,000	5,000	5,000	5,000	-
592-536-705-000	Wages-Office	139,410	146,000	150,000	120,333	(29,667)
592-536-706-000	Wages-Field Operations	407,078	460,000	471,000	471,000	-
592-536-707-000	Wages - Overtime	90,084	100,000	100,000	100,000	-
592-536-719-000	Allocated Fringes	411,574	480,000	462,000	442,000	(20,000)
592-536-719-001	Fringes-Retiree/Cobra	341,763	340,000	345,000	345,000	-
592-536-719-002	Compensated Absences	(2,525)	3,000	3,000	3,000	-
592-536-720-000	Workers Comp	76,780	80,000	80,000	80,000	-
592-536-727-000	Office Supplies	3,304	4,500	4,500	4,500	-
592-536-728-000	Postage	12,129	20,000	20,000	20,000	-
592-536-740-000	Operating Supplies	67,538	70,000	50,000	50,000	-
592-536-741-000	Uniforms	6,968	5,000	5,000	5,000	-
592-536-751-000	Gas & Diesel Fuel	22,667	25,000	25,000	25,000	-
592-536-801-001	Accounting & Auditing	31,730	32,000	32,000	32,000	-
592-536-801-002	Attorney	77,591	100,000	100,000	100,000	-
592-536-802-000	Administrative Fee	620,634	621,225	625,667	625,667	-
592-536-810-000	Membership & Dues	14,445	14,500	24,000	24,000	-
592-536-818-000	Commissions	1,127	1,000	1,000	1,000	-
592-536-819-000	Contracted Services	119,397	287,000	100,000	100,000	-
592-536-819-001	Contracted Services - Saw Grant Reimburse	-	(168,300)	-	-	-
592-536-820-000	Engineering Fees	22,694	450,000	50,000	50,000	-
592-536-820-003	Engineering Fees - SAW Grant Reimburse	(12,776)	(376,925)	-	-	-
592-536-860-000	Transportation	91	500	500	500	-
592-536-861-000	Training	3,926	5,000	5,000	5,000	-
592-536-900-000	Printing & Publishing	5,541	2,500	2,500	2,500	-
592-536-910-000	Insurance & Bonds	187,167	185,000	185,000	185,000	-
592-536-920-000	Utilities	70,100	80,000	80,000	80,000	-
592-536-927-000	Water Purchases	2,886,664	3,180,000	3,480,000	3,480,000	-
592-536-931-000	Building Maintenance	16,540	3,000	3,000	3,000	-
592-536-931-001	Building Maintenance - Water Tower	11,901	6,000	10,000	10,000	-
592-536-932-000	Vehicle Maintenance	28,307	30,000	30,000	30,000	-
592-536-933-000	Equipment Maintenance	17,652	15,000	30,000	30,000	-
592-536-937-000	Office Equipment Maint	5,945	5,000	5,000	5,000	-
592-536-940-000	Rental	462	1,000	1,000	1,000	-
592-536-956-000	Other	3,953	5,000	5,000	5,000	-
592-536-968-000	Depreciation	2,271,701	2,250,000	2,300,000	2,300,000	-
592-536-970-000	Water Capital Outlay-Veh & Equip	13,090	5,000			-
592-536-970-001	Capital Outlay-System Improvements	7,551	40,000	250,000	250,000	-
592-536-970-003	Capital Outlay-Metering System	(39,417)	2,800,000	-	-	-
592-536-970-004	Capital Outlay-Facilities Improvement	-		650,000	650,000	-
592-536-996-000	Bond Handling Fees	5,217				
	<b>Water Expenses</b>	<b>8,086,662</b>	<b>11,489,547</b>	<b>9,871,264</b>	<b>9,821,597</b>	<b>(49,667)</b>
<b>TOTAL DECREASE TO WATER/SEWER BUDGET:</b>						<b>(49,667)</b>

Cost/Benefit Analysis of Proposed Changes

**Projected Cost:**

Projected Salary	\$ 52,000.00
Projected Benefits	\$ 32,947.76
<b>Total:</b>	<b>\$ 84,947.76</b>

**Anticipated Budget Savings:**

McKenna Management Reduction	\$ 35,000.00
McKenna Office Time Reduction	\$ 5,000.00
<b>Total:</b>	<b>\$ 40,000.00</b>

Projected Cost	\$ 84,947.76
Projected Savings	\$ 40,000.00
<b>Budget Impact:</b>	<b>\$ 44,947.76</b>

**Re-internalized work:**

Grants	\$ 10,000.00
Strategic Planning	\$ 3,000.00
<b>Total:</b>	<b>\$ 13,000.00</b>

**Funding**

	2019/2020	Cost saving in current budget	Overall impact
Building and Planning	\$ 28,315.00	\$ 40,000.00	\$ 11,685.00
Building and Grounds	\$ 28,315.00	\$ 13,000.00	\$ (15,315.00)
Water and Sewer	\$ 28,315.00	\$ 60,000.00	\$ 31,685.00
	<b>\$ 84,945.00</b>	<b>\$ 113,000.00</b>	<b>\$ 28,055.00</b> <-- Total Savings



## CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

**Position Title:** Public Services Executive Assistant

**Department:** Public Services Department

**Classification:** Regular, Full-time

**FLSA Status:** Non-exempt

**Union Affiliation:** None

### **Position Summary**

Under the general supervision of the Public Services Director or their designee, the employee will be responsible for performing a broad range of duties as assigned by executive team of Public Services Directors, including providing general administrative support, creating reports, organizing travel and accommodation and other organizational and outreach tasks.

### **Essential Job Functions, Duties and Responsibilities**

The Public Services Executive Assistant may be called upon to perform any or all of the following essential job functions, duties and responsibilities. The following describe the general nature and level of work to be performed by and is not to be construed as an exhaustive list of all job duties performed in this position.

- Must have some knowledge with willingness to learn various software.
- Maintain data driven assets management through report creations within the City Works Database.
- Develop and implement capital improvement plans.
- Create and maintain a social media presence for the Public Services Department and implement a customer database from media and customer responses.
- Develop, implement and maintain a public participation (community outreach) plan.
- Researching and conducting data analysis for preparation of documents for review and presentation by the Board, committees and commissions as needed.
- Assists the Director of Public Services administratively including procurement, project tracking, customer contact, scheduling, returning calls and timekeeping.
- Responsible for assisting with all Building, Planning, Economic Development and Water Sewer services including preparing for and attending after hours meeting as needed.
- Schedule business retention visits with local businesses.
- Coordination of residential zoning administrations and development.
- Primary Liaison to Board of Zoning Appeals.
- Assist administrative staff as needed.
- Must have professional level verbal and written communication skills.
- Must maintain compliance with Township Employee Manual, Township Ethics Policy, Township Policies manual, Collective Bargaining Agreement and all other policies as adopted.
- Demonstrates regular and predictable attendance.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess a Bachelor's degree or equivalent prior work experience.
- Must have organizational, interpersonal skills and a strong attention to detail.
- Ability to prepare report and financial data.
- Efficient in Microsoft office and Google Docs.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must be reliable and work cooperatively as part of a team.
- Ability to use various job related electronic equipment such as digital recorders, large scale plotter, computers scanners and fax machines for communication, record keeping and data updating.
- Ability to perform job duties and complete assignments with minimal need for direct supervision.
- Ability to learn the policies, procedures and operations of water metering, backflow, utility billing and regulations related to water and sewer systems, CDBG and reading Plan Documents.
- Must be willing to work evenings, and/or weekends to accommodate the needs of the Township.

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The Township reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

### **Physical Abilities and Work Environment**

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move items of up to fifty (50) pounds.