

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
DECEMBER 20, 2016 BOARD MEETING  
TENTATIVE AGENDA**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

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

**APPROVAL OF AGENDA:**

**CONSENT AGENDA:**

1. Work Study Session minutes of December 5, 2016.
2. Board Meeting minutes of December 6, 2016.
3. Prepaid List of December 9, 2016.
4. Prepaid List of December 15, 2016.
5. Voucher List of December 20, 2016.
6. Approval of the request for the combination of lots: 83-018-02-0134-006; 83-018-02-0134-007; 83-018-02-0134-009; 83-018-02-0134-009 and 83-018-02-0134-010 with conditions.
7. Approval of the reappointment of Robert McKenna as a full member of the Board of Zoning Appeals with a term to expire 12-1-2019.
8. Approval of the reappointment of Angela Netro, Juanita Jensen, Harry Roesch and Loretta Speaks (alternate) to the Board of Review with terms to expire on 12-31-2018.
9. Approval of the reappointment of Carol Thompson and Joan Franzoi to the Planning Commission with terms to expire 10-1-2019

**PUBLIC HEARING:**

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. To consider approval of Resolution 2016-20 the Downriver Utilities Wastewater Authority Service Agreement.
2. Approval of the Residential Field Appraiser Job Description and Personal Service Agreement between Gina Dorazio and the Township.
3. Approval of the Human Resource Director Job Description and the Personal Service Agreement between Nicole D.W. Sumpter and the Township.
4. Approval of the Executive Assistant Job Description and Personal Service Agreement between Daniel Selman and the Township

**REPORTS:**

**ANNOUNCEMENTS:**

**NON-AGENDA ITEMS:**

**ADJOURNMENT:**

**CHARTER TOWNSHIP OF VAN BUREN**  
**WORK STUDY MEETING MINUTES**  
**December 5, 2016**

Supervisor McNamara called the meeting to order at 4:01 p.m. in the Board Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee White, Trustee Frazier, Trustee Miller and Trustee Martin. Others in attendance: Secretary Sumpter, Developmental Services Director Akers and Deputy Best, Executive Assistants Clair and Selman, DDA Director Ireland and Deputy Lothringer, DPS Director Taylor, Deputy Treasurer Bellingham, Attorney Patrick McCauley, Downriver System Manager Dick Hinshon and an audience of five (5).

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Presentation on the proposed Downriver Utilities Wastewater Authority Service Agreement presented by Downriver System Manager Dick Hinshon. The agreement is an important first step toward the transfer of the Downriver Utilities Wastewater Authority. Hinshon explained the potential cost benefit and political will of the communities this could bring forth with the transfer. Board members expressed the need to review and moved to the December 20, 2016 board meeting.

Discussion on the Special Land Use request for the property located at 10573 so the applicant may construct and operate a drive-thru restaurant on the property. Developmental Services Director Akers and applicant spoke to the board regarding the importance of the approval to get to the next steps implemented by the Planning Commission. Board members expressed concern about outstanding requirements and why this was not following the boards two week process. Treasurer Budd explained the process, reiterating approval by the board is needed to move towards the next steps for the Planning Commission.

Discussion on Resolution 2016-16 the 2017 Water & Sewer Rates, Fee Schedule and the 2016 amended and 2017 proposed Water & Sewer Budget. Supervisor McNamara requested that DPS Director Taylor combine items 3 and 4 as they are synonymous in nature. Director Taylor gave a brief presentation on the 3% rate increase which equated out to approximately \$4.87 quarterly for citizens. He stressed that the increase is merely an effort to break even in the water/sewer operational budget and that no other increases to fees are proposed. The cost are being passed down due to the service agency increases. Board member questioned if these annual rate increases are causing any financial hardships for the citizens. Director Taylor explained that they work diligently with the citizens by way of payments plans to ensure this does not become a concern.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** Supervisor McNamara adjourned at 6:28 p.m.

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

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

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

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

**CHARTER TOWNSHIP OF VAN BUREN  
BOARD MEETING MINUTES  
DECEMBER 6, 2016**

Supervisor McNamara called the meeting to order at 7:02 p.m. in the Board Room. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others in attendance: Secretary Montgomery, Executive Assistant Selman, Executive Assistant Clair, DDA Director Ireland, Public Services Director Taylor, Assessing Coordinator Stevenson, Planning and Economic Development Director Akers, Planning and Economic Development Deputy Director Best, Public Safety Director Laurain, Public Safety Deputy Director (Fire) Besson, Public Safety Deputy Director (Police) Wright and an audience of seven (7).

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

**APPROVAL OF CONSENT AGENDA:** Frazier moved, Miller seconded to approve the Consent Agenda. [Work Study Session minutes of November 14, 2016, Board Meeting minutes of November 15, 2016, Special Work Study Session minutes of November 28, 2016, Special Board Meeting minutes of November 29, 2016, Prepaid List of November 18, 2016, Prepaid List of December 1, 2016 and the Voucher List of December 6, 2016]. Motion Carried.

**PUBLIC HEARING:** None.

**CORRESPONDENCE:** None.

**PUBLIC COMMENT:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** Wright moved, Budd seconded to approve the Special Land Use request for the property located at 10573 Belleville Road so the applicant may construct and operate a drive-thru restaurant on the property. The subject 0.86 acre parcel zoned C-1 General Business is located on the east side of Belleville Road north of the existing Belle Tire. Board member expressed the desire for the applicant to provide a masonry wall adjacent to the north side of the property line. Motion Carried.

Budd moved, Martin seconded to approve Resolution 2016-14 the 2016 amended General Fund Budget to include the following directives: A) Revenue in excess of those noted shall be dedicated to fund balance, B) Fiscal year line items, which are not expensed, shall revert to net income, C) approval of appendices noted (Salaried Employee Wage Schedule) as part of the General Fund Budget, D) Revenue as "Tax Administrative fee" is to continue as is past practice. The allocated millage for township operations is 4.9144, which represents .9144 for Township Operations and 4.0 mills for Public Safety, E) adoption by departmental total and F) approval of the December 6, 2016 Final General Fund Amended Budget supersedes any prior resolution. Roll Call Vote. Yeas: McNamara, Budd, Wright, Martin and White. Nays: Miller and Frazier. Motion Carried. Supervisor McNamara read a statement outlining the budget process, thanked Board members for their input and requested approval to "maintain stability in our Public Safety and other departments going forward". Board members opposing the 2016 amended budget expressed concern regarding overspending and wages.

Budd moved, Wright seconded to approve Resolution 2016-14 the 2017 proposed General Fund Budget and Resolution 2016-13 the Salaried Employees Wage Schedule eliminating the part time Executive Assistant and to include the following directives: A) Revenue in excess of those noted shall be dedicated

to fund balance, B) Fiscal year line items, which are not expensed, shall revert to net income, C) approval of appendices noted (Salaried Employee Wage Schedule) as part of the General Fund Budget, D) Revenue as "Tax Administrative fee" is to continue as is past practice. The allocated millage for township operations is 4.9144, which represents .9144 for Township Operations and 4.0 mills for Public Safety, E) adoption by departmental total and F) approval of the December 6, 2016 Final General Fund Amended Budget supersedes any prior resolution. Roll Call Vote. Yeas: McNamara, Budd, Wright and Martin, Nays: Frazier, Miller and White. Motion Carried. Board members opposing the 2017 proposed General Fund Budget expressed concern regarding deficit spending, wages, utilizing landfill funds and savings to balance the budget.

Wright moved, Frazier seconded to approve Resolution 2016-19 the 2016 amended and 2017 Proposed Special Revenue Budgets [Community Development Block Grants, Downtown Development Authority, LDFA Fund, Landfill Fund, Belleville Area Museum, 9-1-1 Service Fund, Federal Forfeiture Fund and State Forfeiture Fund] Motion Carried.

Wright moved, White seconded to approve Resolution 2016-16 the 2017 Water and Sewer Rates and Fee Schedule. Motion Carried. The 3% increase is based on the increased cost of water purchased from Great Lakes Water Authority (GLWA) and equates to approximately \$4.87 per quarter per household.

Frazier moved, White seconded to approve the 2016 amended and 2017 proposed Water & Sewer Budget. Motion Carried.

Budd moved, Miller seconded to approve the revisions to the Local Development Finance Authority (LDFA) bylaws. Motion Carried. Revisions include added language regarding membership consistent with the LDFA Public Act, when officers formally take office, removed provisions from Public Comment rules and added Teleconferencing rules.

**REPORTS:** None.

**ANNOUNCEMENTS:** Treasurer Budd announced the winter tax bills have been sent out. During the Township Administrative office shutdown beginning December 23<sup>rd</sup> through the end of the year payments may be made via the drop box located in front of the main entrance and thru the drop box located in the Public Safety Department. All payments received by December 31<sup>st</sup> will be receipted in 2016.

**NON-AGENDA:** None.

**ADJOURNMENT:** Budd moved, Miller seconded to adjourn at 8:09 p.m. Motion Carried.

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

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

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

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

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 POST DATES 12/09/2016 - 12/09/2016  
 UNJOURNALIZED  
 OPEN  
 12/9/2016 PREPAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
BOND 76948	25th District Court BOND JARRETT MICHAEL WADDY 760-000-299-000	12/07/2016 CTowles BOND JARRETT MICHAEL WADDY	12/09/2016	350.00 350.00	350.00	Open	N 12/09/2016
216-217 76943	AmeraPlan Reimbursable RETIREE RX COPAY 592-536-719-001	11/29/2016 CTowles RETIREE RX COPAY	12/09/2016	260.05 260.05	260.05	Open	N 12/09/2016
33434-33448 76944	AmeraPlan Reimbursable EMPLOYEE HRA 101-253-719-000 101-301-719-000 101-325-719-000 101-691-719-000 592-536-719-000	11/29/2016 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	12/09/2016	649.50 20.00 226.32 235.85 147.33 20.00	649.50	Open	N 12/09/2016
33449-33451 76945	AmeraPlan Reimbursable EMPLOYEE HRA 101-253-719-000 101-265-719-000 101-301-719-000	12/05/2016 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	12/09/2016	446.68 107.68 195.00 144.00	446.68	Open	N 12/09/2016
10227-239/10144-151 76946	AmeraPlan Reimbursable EMPLOYEE HRA 101-215-719-000 101-247-719-000 101-253-719-000 101-301-719-000 247-000-719-000 250-000-719-000 592-536-719-000	12/01/2016 CTowles EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA EMPLOYEE HRA	12/09/2016	752.06 57.49 20.00 60.00 402.17 40.00 52.40 120.00	752.06	Open	N 12/09/2016
10090-10136 76947	AmeraPlan Reimbursable EMPLOYEE HRA 101-101-719-000 101-215-719-000 101-228-719-000 101-253-719-000 101-265-719-000 101-301-719-000 101-325-719-000 101-329-719-000 101-336-719-000 101-370-719-000 101-692-719-000 247-000-719-000	11/21/2016 CTowles EMPLOYEE HRA EMPLOYEE HRA	12/09/2016	4,184.43 174.13 156.06 381.50 60.00 140.00 2,056.12 259.96 80.00 82.94 197.88 20.00 203.26	4,184.43	Open	N 12/09/2016

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution 250-000-719-000 592-536-719-000	EMPLOYEE HRA EMPLOYEE HRA		60.00 312.58			
7344820697 76936	AT&T 11.28-12.27 482-0697 101-718-850-000	11/28/2016 CTowles 11.28-12.27 482-0697	12/09/2016	55.06 55.06	55.06	Open	N 12/09/2016
7344859079 76937	AT&T 11.22-12.21 485-9079 101-718-850-000	11/22/2016 CTowles 11.22-12.21 485-9079	12/09/2016	52.68 52.68	52.68	Open	N 12/09/2016
8310006514363 76935	AT&T 11.19-12.18 8310006514363 101-265-850-000	11/19/2016 CTowles 11.19-12.18 8310006514363	12/09/2016	719.78 719.78	719.78	Open	N 12/09/2016
0249435 76938	COMCAST 12.9-1.8 CAMERA CONNECTION 101-336-920-000	11/26/2016 CTowles 12.9-1.8 CAMERA CONNECTION	12/09/2016	142.85 142.85	142.85	Open	N 12/09/2016
466787400046 76949	DTE ENERGY 10.28-11.29 46270 AYRES 101-718-920-000	12/09/2016 CTowles 10.28-11.29 46270 AYRES	12/09/2016	407.23 407.23	407.23	Open	N 12/09/2016
334232800105 76950	DTE ENERGY 10.24-11.22 11972 BECKLEY 592-536-920-000	12/09/2016 CTowles 10.24-11.22 11972 BECKLEY	12/09/2016	233.85 233.85	233.85	Open	N 12/09/2016
295163000132 76951	DTE ENERGY 11.2-12.2 7981 BELLEVILLE 101-336-920-000	12/09/2016 CTowles 11.2-12.2 7981 BELLEVILLE	12/09/2016	2,499.58 2,499.58	2,499.58	Open	N 12/09/2016
295163000348 76952	DTE ENERGY 11.3-12.5 10151 BELLEVILLE 247-000-920-000	12/09/2016 CTowles 11.3-12.5 10151 BELLEVILLE	12/09/2016	127.07 127.07	127.07	Open	N 12/09/2016
322186500029 76953	DTE ENERGY 11.7-12.7 45581 ECORSE 101-265-920-000	12/09/2016 CTowles 11.7-12.7 45581 ECORSE	12/09/2016	310.41 310.41	310.41	Open	N 12/09/2016
334232800147 76954	DTE ENERGY 11.7-12.7 45581 ECORSE 101-265-920-000	12/09/2016 CTowles 11.7-12.7 45581 ECORSE	12/09/2016	92.69 92.69	92.69	Open	N 12/09/2016

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
322186500045							
76955	DTE ENERGY	12/09/2016	12/09/2016	438.39	438.39	Open	N
	10.28-11.29 49475 EDISON	CTowles					12/09/2016
	101-718-920-000	10.28-11.29 49475 EDISON		438.39			
334232800162							
76956	DTE ENERGY	12/09/2016	12/09/2016	33.05	33.05	Open	N
	8.30-11.29 50075 EDISON	CTowles					12/09/2016
	101-718-920-000	8.30-11.29 50075 EDISON		33.05			
295163000082							
76957	DTE ENERGY	12/09/2016	12/09/2016	34.60	34.60	Open	N
	8.30-11.29 50655 EDISON	CTowles					12/09/2016
	101-718-920-000	8.30-11.29 50655 EDISON		34.60			
334232800238							
76958	DTE ENERGY	12/09/2016	12/09/2016	32.61	32.61	Open	N
	9.29-11.29 50745 EDISON	CTowles					12/09/2016
	101-718-920-000	9.29-11.29 50745 EDISON		32.61			
295163000157							
76959	DTE ENERGY	12/09/2016	12/09/2016	63.95	63.95	Open	N
	10.27-11.28 39895 EXPWAY	CTowles					12/09/2016
	592-536-920-000	10.27-11.28 39895 EXPWAY		63.95			
295163000090							
76960	DTE ENERGY	12/09/2016	12/09/2016	202.38	202.38	Open	N
	10.28-11.29 50901 EXPWAY	CTowles					12/09/2016
	101-718-920-000	10.28-11.29 50901 EXPWAY		202.38			
295163000314							
76961	DTE ENERGY	12/09/2016	12/09/2016	305.46	305.46	Open	N
	11.2-12.2 9260 HAGGERTY	CTowles					12/09/2016
	592-536-920-000	11.2-12.2 9260 HAGGERTY		305.46			
334232800014							
76962	DTE ENERGY	12/09/2016	12/09/2016	124.40	124.40	Open	N
	10.27-11.28 14200 HAGGERTY	CTowles					12/09/2016
	592-536-920-000	10.27-11.28 14200 HAGGERTY		124.40			
295163000264							
76963	DTE ENERGY	12/09/2016	12/09/2016	109.48	109.48	Open	N
	11.4-12.6 11940 HANNAN	CTowles					12/09/2016
	592-536-920-000	11.4-12.6 11940 HANNAN		109.48			
322186500037							
76964	DTE ENERGY	12/09/2016	12/09/2016	1,437.42	1,437.42	Open	N
	10.26-11.25 45400 HULL	CTowles					12/09/2016
	101-336-920-000	10.26-11.25 45400 HULL		1,437.42			
334232800089							
76965	DTE ENERGY	12/09/2016	12/09/2016	202.42	202.42	Open	N
	10.28-11.29 2457 RAWSONVILLE	CTowles					12/09/2016
	592-536-920-000	10.28-11.29 2457 RAWSONVILLE		202.42			

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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
334232800048 76966	DTE ENERGY 11.2-12.2 39600 TYLER 101-265-920-000	12/09/2016 CTowles	12/09/2016	157.92	157.92	Open	N 12/09/2016
	11.2-12.2 39600 TYLER			157.92			
466787400012 76967	DTE ENERGY 10.24-11.22 46425 TYLER 101-265-920-000	12/09/2016 CTowles	12/09/2016	672.71	672.71	Open	N 12/09/2016
	10.24-11.22 46425 TYLER			672.71			
466787400012 76968	DTE ENERGY 10.28-11.29 50335 EDISON 101-718-920-000	12/09/2016 CTowles	12/09/2016	156.76	156.76	Open	N 12/09/2016
	10.28-11.29 50335 EDISON			156.76			
334232800287 76969	DTE ENERGY 10.30-11.30 13085 VENTURA 592-536-920-000	12/09/2016 CTowles	12/09/2016	165.10	165.10	Open	N 12/09/2016
	10.30-11.30 13085 VENTURA			165.10			
295163000173 76970	DTE ENERGY 10.26-11.28 39605 WABASH 592-536-920-000	12/09/2016 CTowles	12/09/2016	567.94	567.94	Open	N 12/09/2016
	10.26-11.28 39605 WABASH			567.94			
334233300048 76971	DTE ENERGY 10.21-11.21 EMERGENCY SIRENS 101-265-920-000	12/09/2016 CTowles	12/09/2016	320.97	320.97	Open	N 12/09/2016
	10.21-11.21 EMERGENCY SIRENS			320.97			
REFUND 76942	NATIONSTAR MORTGAGE LLC REFUND OVERPD TAXES 703-000-226-000	11/30/2016 CTowles	12/09/2016	15.31	15.31	Open	N 12/09/2016
	REFUND OVERPD TAXES			15.31			
NOV STMT 76941	O'Reilly Automotive NOV STMT 101-265-933-000 101-265-933-000 592-536-740-000 101-301-860-000 101-265-933-000 101-265-933-000	11/28/2016 CTowles	12/09/2016	341.13	341.13	Open	N 12/09/2016
	P34 TRACTOR PARTS			28.36			
	P34 TRACTOR BATTERY			89.01			
	PHONE ADAPTOR			45.38			
	101 BATTERY			121.26			
	P34 TRACTOR PARTS			40.75			
	P34 TRACTOR PARTS			16.37			
22294 76940	OSTER MANUFACTURING CO PIPE THREADER REPAIR PARTS 592-536-933-000	12/02/2016 CTowles	12/09/2016	186.94	186.94	Open	N 12/09/2016
	PIPE THREADER REPAIR PARTS			186.94			
6035301205027681 76939	Tractor Supply Credit Plan 101-265-933-000	11/09/2016 CTowles	12/09/2016	203.95	203.95	Open	N 12/09/2016
	P34 TRACTOR DRIVE SHAFT			203.95			

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 12/9/2016 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	37	# Due:	37	Totals:	17,056.81	17,056.81	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					<u>17,056.81</u>	<u>17,056.81</u>	

--- TOTALS BY FUND ---

101 - General Fund	13,491.22	13,491.22
247 - DDA Fund	370.33	370.33
250 - Museum Fund	112.40	112.40
592 - Water/Sewer Fund	2,717.55	2,717.55
703 - Current Tax Fund	15.31	15.31
760 - Court Fund	350.00	350.00

--- TOTALS BY DEPT/ACTIVITY ---

000 -	848.04	848.04
101 - Township Board	174.13	174.13
215 - Clerk Department	213.55	213.55
228 - IT Department	381.50	381.50
247 - Assessing Department	20.00	20.00
253 - Treasurer Department	247.68	247.68
265 - Building & Grounds	2,987.92	2,987.92
301 - Police Department	2,949.87	2,949.87
325 - Dispatch	495.81	495.81
329 - Ordinance Enforcement	80.00	80.00
336 - Fire Department	4,162.79	4,162.79
370 - Building/Planning Dept.	197.88	197.88
536 - Water Department	2,717.55	2,717.55
691 - Recreation Dept	147.33	147.33
692 - Seniors Dept	20.00	20.00
718 - Park & Lake Dept	1,412.76	1,412.76

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
33452 - 33465							
77117	AmeraPlan Reimbursable EMPLOYEE HRA	12/13/2016 CTowles	12/15/2016	1,880.34	1,880.34	Open	N 12/15/2016
	101-215-719-000	EMPLOYEE HRA		20.00			
	101-253-719-000	EMPLOYEE HRA		180.21			
	101-265-719-000	EMPLOYEE HRA		35.00			
	101-301-719-000	EMPLOYEE HRA		1,575.13			
	101-325-719-000	EMPLOYEE HRA		35.00			
	101-691-719-000	EMPLOYEE HRA		35.00			
7343262982							
77118	AT&T 12.7-1.6 326-2982	12/07/2016 CTowles	12/15/2016	156.57	156.57	Open	N 12/15/2016
	101-265-850-000	12.7-1.6 326-2982		156.57			
7343987943							
77119	AT&T 12.1-12.31 398-7943	12/01/2016 CTowles	12/15/2016	147.67	147.67	Open	N 12/15/2016
	592-536-920-000	12.1-12.31 398-7943		147.67			
734R016776							
77120	AT&T 12.1-12.31 R01-6776	12/01/2016 CTowles	12/15/2016	313.04	313.04	Open	N 12/15/2016
	101-265-850-000	12.1-12.31 R01-6776		313.04			
906R110537							
77121	AT&T 12.1-12.31 R11-0537	12/01/2016 CTowles	12/15/2016	559.43	559.43	Open	N 12/15/2016
	101-265-850-000	12.1-12.31 R11-0537		559.43			
154934885							
77122	AT&T 11.2-12.1 ARCHIVE INTERNET SVS	12/01/2016 CTowles	12/15/2016	80.00	80.00	Open	N 12/15/2016
	250-000-850-000	11.2-12.1 ARCHIVE INTERNET SVS		80.00			
0010623							
77125	COMCAST 12.19-1.18 CABLE BOX/DVR SVS	12/06/2016 CTowles	12/15/2016	59.16	59.16	Open	N 12/15/2016
	101-171-956-000	12.19-1.18 CABLE BOX FEE		4.23			
	101-215-956-000	12.19-1.18 CABLE BOX FEE		4.23			
	101-253-956-000	12.19-1.18 CABLE BOX FEE		4.23			
	101-301-956-000	12.19-1.18 CABLE BOX FEE		25.35			
	101-715-740-000	12.19-1.18 DVR SVS		21.12			
REIMBURSE1							
77115	Alwena McCracken I PAD ACCESSORIES	12/07/2016 CTowles	12/15/2016	113.95	113.95	Open	N 12/15/2016
	101-101-956-000	I PAD ACCESSORIES		113.95			
REIMBURSE2							
77116	Alwena McCracken MISC SUPPLIES	12/13/2016 CTowles	12/15/2016	1,329.88	1,329.88	Open	N 12/15/2016
	101-715-740-000	MISC SUPPLIES		1,329.88			

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REIMBURSE3 77123	Alwena McCracken CANON CAMERA/LENS/SUPPLIES 101-715-970-000 101-715-740-000	12/14/2016 CTowles CANON CAMERA/LENS CANON CAMERA SUPPLIES	12/15/2016	3,837.00 2,777.00 1,060.00	3,837.00	Open	N 12/15/2016
REFUND 77128	ILSCE ANTONINO-NAVA BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	547.88 547.88	547.88	Open	N 12/15/2016
REFUND 77129	CONTRACTORS STEEL CO BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	12,122.77 12,122.77	12,122.77	Open	N 12/15/2016
REFUND 77130	CORELOGIC REAL ESTATE TAX SERVICE REFUND OVERPD TAXES 703-000-226-000	12/13/2016 CTowles REFUND OVERPD TAXES	12/15/2016	6,963.35 6,963.35	6,963.35	Open	N 12/15/2016
REFUND 77131	PERCY & SPARKLE FOWLER BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	1,496.60 1,496.60	1,496.60	Open	N 12/15/2016
REFUND 77132	JIMMIE & DELISA KILBOURNE BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	3,007.13 3,007.13	3,007.13	Open	N 12/15/2016
REFUND 77133	RONNIE & RUTH LOWHORN BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	595.96 595.96	595.96	Open	N 12/15/2016
REFUND 77134	ELENA MORIN BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	1,097.08 1,097.08	1,097.08	Open	N 12/15/2016
REFUND 77135	MORTGAGE CONNECT LP REFUND OVERPD TAXES 703-000-226-000	12/08/2016 CTowles REFUND OVERPD TAXES	12/15/2016	384.44 384.44	384.44	Open	N 12/15/2016
REFUND 77136	O'DELL & LORITA NELSON BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles BOR TAX REFUND	12/15/2016	4,004.84 4,004.84	4,004.84	Open	N 12/15/2016
REFUND 77137	SCOTT PANGBURN & ANN GRACZ BOR TAX REFUND	12/14/2016 CTowles	12/15/2016	3,498.53	3,498.53	Open	N 12/15/2016

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	703-000-226-000	BOR TAX REFUND		3,498.53			
REFUND 77138	MELISSA ROBINSON BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles	12/15/2016	2,419.21	2,419.21	Open	N 12/15/2016
		BOR TAX REFUND		2,419.21			
REFUND 77139	JOHN RUGGIERO BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles	12/15/2016	315.99	315.99	Open	N 12/15/2016
		BOR TAX REFUND		315.99			
REFUND 77140	WAYNE & CHRISTINA SOMMER BOR TAX REFUND 703-000-226-000	12/14/2016 CTowles	12/15/2016	2,023.95	2,023.95	Open	N 12/15/2016
		BOR TAX REFUND		2,023.95			
D16101005 77124	MI Municipal Risk Management Author ELE OCT 46425 TYLER 101-265-920-000	11/15/2016 CTowles	12/15/2016	4,440.93	4,440.93	Open	N 12/15/2016
		ELE OCT 46425 TYLER		4,440.93			
REPLENISH 77127	Petty Cash PETTY CASH 592-537-930-000	12/15/2016 CTowles	12/15/2016	228.92	228.92	Open	N 12/15/2016
	101-215-956-000	BLEACH		10.60			
	101-248-728-000	DOWNTOWN PKING		20.00			
	101-301-956-000	ELECTION MAIL POSTAGE DUE		24.11			
	101-301-956-000	DELIVER TO CDW		14.45			
	101-301-956-000	DELIVER TO CDW		14.87			
	101-301-956-000	COURT PKING		5.00			
	101-301-956-000	COURT PKING		19.32			
	101-301-956-000	DOWNTOWN PKING		10.00			
	101-301-956-000	COURT PKING		20.00			
	101-301-956-000	COURT PKING		20.00			
	101-301-861-000	ST SURVIVAL TRNG LUNCHES		17.50			
	101-301-861-000	ST SURVIVAL TRNG LUNCHES		17.67			
	101-301-861-000	1ST RESPONDER TRNG LUNCH		6.99			
	101-336-861-000	HAZMAT TRNG LUNCHES		12.95			
	101-336-861-000	FIRE INSPECTOR TRNG LUNCHES		15.46			
6032202020220100 77126	Walmart NOV STMT 101-101-956-000	11/29/2016 CTowles	12/15/2016	115.52	115.52	Open	N 12/15/2016
		I PAD CHARGERS & CABLES		115.52			
# of Invoices:	26	# Due:	26	Totals:	51,740.14	51,740.14	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					51,740.14	51,740.14	

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--- TOTALS BY FUND ---							
	101 - General Fund			13,024.14	13,024.14		
	250 - Museum Fund			80.00	80.00		
	592 - Water/Sewer Fund			158.27	158.27		
	703 - Current Tax Fund			38,477.73	38,477.73		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			38,557.73	38,557.73		
	101 - Township Board			229.47	229.47		
	171 - Supervisor Department			4.23	4.23		
	215 - Clerk Department			44.23	44.23		
	248 - General Office			24.11	24.11		
	253 - Treasurer Department			184.44	184.44		
	265 - Building & Grounds			5,504.97	5,504.97		
	301 - Police Department			1,746.28	1,746.28		
	325 - Dispatch			35.00	35.00		
	336 - Fire Department			28.41	28.41		
	536 - Water Department			147.67	147.67		
	537 - Sewer Department			10.60	10.60		
	691 - Recreation Dept			35.00	35.00		
	715 - Cable Dept			5,188.00	5,188.00		

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1021906 76986	AHEARN SIGNS MAGNET SIGNS 101-101-956-000 101-101-956-000	12/01/2016 CTowles MAGNET SIGN-MCNAMARA MAGNET SIGN-TRUSTEES	12/20/2016	165.00 75.00 90.00	165.00	Open	N 12/20/2016
199172 76987	ALLSTAR ALARM LLC INSTALL FIRE PANELS/POWER SUPPLY 101-265-931-000	12/05/2016 CTowles INSTALL FIRE PANELS/POWER SUPPLY	12/20/2016	2,163.00 2,163.00	2,163.00	Open	N 12/20/2016
62869 76988	Allie Brothers BYRD 2 SHIRTS/1 PANT 101-301-741-000	11/06/2016 CTowles BYRD 2 SHIRTS/1 PANT	12/20/2016	186.57 186.57	186.57	Open	N 12/20/2016
63168 76989	Allie Brothers R SMITH 2 PANTS 101-336-741-000	11/23/2016 CTowles R SMITH 2 PANTS	12/20/2016	139.98 139.98	139.98	Open	N 12/20/2016
63170 76990	Allie Brothers FLORO 3 PANTS 101-336-741-000	11/23/2016 CTowles FLORO 3 PANTS	12/20/2016	209.97 209.97	209.97	Open	N 12/20/2016
63180 76991	Allie Brothers DEVOS 2 SHIRTS/2 PANTS 101-301-741-000	11/23/2016 CTowles DEVOS 2 SHIRTS/2 PANTS	12/20/2016	193.96 193.96	193.96	Open	N 12/20/2016
63182 76992	Allie Brothers BIDWELL 1 PANT/2 SHIRTS 101-301-741-000	11/23/2016 CTowles BIDWELL 1 PANT/2 SHIRTS	12/20/2016	162.77 162.77	162.77	Open	N 12/20/2016
63169 76993	Allie Brothers FLORO 3 PANTS/3 SHIRTS 101-301-741-000	11/23/2016 CTowles FLORO 3 PANTS/3 SHIRTS	12/20/2016	290.94 290.94	290.94	Open	N 12/20/2016
63173 76994	Allie Brothers SHORT 2 PANTS 101-301-741-000	11/23/2016 CTowles SHORT 2 PANTS	12/20/2016	99.98 99.98	99.98	Open	N 12/20/2016
63174 76995	Allie Brothers RINI 2 PANTS/2 SHIRTS 101-301-741-000	11/23/2016 CTowles RINI 2 PANTS/2 SHIRTS	12/20/2016	193.96 193.96	193.96	Open	N 12/20/2016
63231 76996	Allie Brothers ACO/ORDINANCE UNIFORMS	11/29/2016 CTowles	12/20/2016	1,179.85	1,179.85	Open	N 12/20/2016

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	GL Distribution						
	101-329-741-000	SCHULER 5 PANTS/5 POLO SHIRTS		449.90			
	101-329-741-000	QUEENER 5 PANTS/5 POLO SHIRTS		474.95			
	101-329-741-000	BAZZY 3 PANTS		255.00			
63309 76997	Allie Brothers SWEET 2 SHIRTS	11/30/2016 CTowles	12/20/2016	134.18	134.18	Open	N 12/20/2016
	101-301-741-000	SWEET 2 SHIRTS		134.18			
172161 76982	All Seasons Landscaping Co. STIHL BLOWER	12/05/2016 CTowles	12/20/2016	191.96	191.96	Open	N 12/20/2016
	101-336-741-000	STIHL BLOWER		191.96			
90297 76983	Ann Arbor Welding Supply HELIUM ALUM	11/16/2016 CTowles	12/20/2016	5.83	5.83	Open	N 12/20/2016
	101-336-740-000	HELIUM ALUM		5.83			
295324 76985	APEX SOFTWARE 2017 APEX SKETCHING SOFTWARE MAINT	11/27/2016 CTowles	12/20/2016	810.00	810.00	Open	N 12/20/2016
	101-000-123-000	2017 APEX SKETCHING SOFTWARE MAINT		810.00			
S198898 77077	Applied Concepts, Inc. 3 DSR 2X RADAR/MOUNTS/ANTENNAS	12/05/2016 CTowles	12/20/2016	8,433.00	8,433.00	Open	N 12/20/2016
	101-301-860-000	3 DSR 2X RADAR/MOUNTS/ANTENNAS		8,433.00			
DUES 76984	American Public Works Assoc J TAYLOR 2017 MEMBERSHIP DUES	12/05/2016 CTowles	12/20/2016	20.00	20.00	Open	N 12/20/2016
	592-000-123-000	J TAYLOR 2017 MEMBERSHIP DUES		20.00			
PLNG 76980	Medina Atchinson 10.2, 10.26, 11.9 PLNG MTGS	12/20/2016 CTowles	12/20/2016	75.00	75.00	Open	N 12/20/2016
	101-370-818-000	10.2, 10.26, 11.9 PLNG MTGS		75.00			
44766 76998	Belleville Area Independent DEC BOARD OF REVIEW NOTICE	12/01/2016 CTowles	12/20/2016	75.00	75.00	Open	N 12/20/2016
	101-248-900-000	DEC BOARD OF REVIEW NOTICE		75.00			
44812 76999	Belleville Area Independent 11/29 SPECIAL BRD MTG MIN	12/07/2016 CTowles	12/20/2016	93.75	93.75	Open	N 12/20/2016
	101-248-900-000	11/29 SPECIAL BRD MTG MIN		93.75			
PLNG 76978	Donald Boynton 10.12, 11.9 PLNG MTGS	12/20/2016 CTowles	12/20/2016	50.00	50.00	Open	N 12/20/2016
	101-370-818-000	10.12, 11.9 PLNG MTGS		50.00			

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ENV 76972	David Brownlee 10.19, 11.16 ENV MTGS 101-370-818-000	12/20/2016 CTowles 10.19, 11.16 ENV MTGS	12/20/2016	60.00 60.00	60.00	Open	N 12/20/2016
FMJ3306 77004	CDW Government 2 DVD-R 50 PKS 101-301-958-000	09/28/2016 CTowles 2 DVD-R 50 PKS	12/20/2016	34.30 34.30	34.30	Open	N 12/20/2016
GBW7859 77005	CDW Government I PAD CABLE 101-325-740-000	11/22/2016 CTowles 5 I PAD CABLES	12/20/2016	104.20 104.20	104.20	Open	N 12/20/2016
GBQ0110 77006	CDW Government HP PRINTER/INK 101-325-740-000	11/21/2016 CTowles HP PRINTER/INK	12/20/2016	668.69 668.69	668.69	Open	N 12/20/2016
146683 77002	Chapp & Bushey Oil Co. FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-692-860-000 101-718-860-000	11/29/2016 CTowles FUEL FUEL FUEL FUEL FUEL	12/20/2016	2,941.79 2,059.25 164.74 550.11 123.56 44.13	2,941.79	Open	N 12/20/2016
141971 77003	Chapp & Bushey Oil Co. DIESEL FUEL 101-336-860-001 592-536-751-000	11/29/2016 CTowles DIESEL FUEL DIESEL FUEL	12/20/2016	558.20 497.91 60.29	558.20	Open	N 12/20/2016
65483 77001	City Printing Company 10000 TWP LETTERHEAD 101-248-727-000	11/28/2016 CTowles 10000 TWP LETTERHEAD	12/20/2016	795.00 795.00	795.00	Open	N 12/20/2016
686442 77070	CLARK HILL PLC NOV LDFA LEGAL SVS 251-000-802-000	12/08/2016 CTowles NOV LDFA LEGAL SVS	12/20/2016	6,467.00 6,467.00	6,467.00	Open	N 12/20/2016
CP1061767 77000	Creative Product Source 500 MARDI GRAS PENS 101-336-750-000	11/23/2016 CTowles 500 MARDI GRAS PENS	12/20/2016	510.26 510.26	510.26	Open	N 12/20/2016
231832 77068	CUMMINGS, MCCLOREY, DAVIS & ACHO SEPT LEGAL SVS 101-210-801-000	10/07/2016 CTowles SEPT LEGAL SVS	12/20/2016	2,196.05 1,559.20	2,196.05	Open	N 12/20/2016

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	592-536-801-002	SEPT LEGAL SVS		636.85			
231833 77069	CUMMINGS, MCCLOREY, DAVIS & ACHO SEPT LEGAL SVS	10/07/2016 CTowles	12/20/2016	4,995.77	4,995.77	Open	N 12/20/2016
	101-210-801-000	SEPT LEGAL SVS		3,547.00			
	592-536-801-002	SEPT LEGAL SVS		1,448.77			
ENV 76973	Norman Debuck 10.19, 11.16 ENV MTG	12/20/2016 CTowles	12/20/2016	50.00	50.00	Open	N 12/20/2016
	101-370-818-000	10.19, 11.16 ENV MTG		50.00			
172918 77007	Dive Rescue International 2 FLOTATION JACKETS	11/29/2016 CTowles	12/20/2016	420.00	420.00	Open	N 12/20/2016
	101-301-865-000	2 FLOTATION JACKETS		420.00			
ARCHIVIST 77009	Ryan Eberhart ARCHIVAL ASSISTANT	12/20/2016 CTowles	12/20/2016	720.00	720.00	Open	N 12/20/2016
	250-000-821-000	ARCHIVAL ASSISTANT		720.00			
SI-046141 77008	Electronic Security Systems RPR EXTERIOR DOOR-SENIORS	12/06/2016 CTowles	12/20/2016	232.00	232.00	Open	N 12/20/2016
	101-265-931-000	RPR EXTERIOR DOOR-SENIORS		232.00			
14772 77010	EMERGENCY VEHICLE SERVICES INC 32-50' SECTIONS FIRE HOSE	12/02/2016 CTowles	12/20/2016	5,442.00	5,442.00	Open	N 12/20/2016
	101-336-970-000	32-50' SECTIONS FIRE HOSE		5,442.00			
16164 77012	Fire Service Management REPAIR, CLEAN, ALTER TURN-OUT GEAR	12/02/2016 CTowles	12/20/2016	112.50	112.50	Open	N 12/20/2016
	101-336-933-000	REPAIR, CLEAN, ALTER TURN-OUT GEAR		112.50			
PLAN REVIEW 77013	Matthew Forster NOV PLAN REVIEWS	12/09/2016 CTowles	12/20/2016	498.60	498.60	Open	N 12/20/2016
	101-370-819-000	NOV PLAN REVIEWS		498.60			
372530 77011	Foremost Promotions 1000 JR FF PLASTIC BADGES	11/23/2016 CTowles	12/20/2016	649.87	649.87	Open	N 12/20/2016
	101-336-750-000	1000 JR FF PLASTIC BADGES		649.87			
PLNG 76976	Joan Franzoi 10.12, 10.26, 11.9 PLNG MTGS	12/20/2016 CTowles	12/20/2016	75.00	75.00	Open	N 12/20/2016
	101-370-818-000	10.12, 10.26, 11.9 PLNG MTGS		75.00			

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5913 77017	Gasiorek, Morgan, Greco & McCauley, NOV LEGAL SVS 101-210-801-000 592-536-801-002	CTowles NOV LEGAL SVS NOV LEGAL SVS	12/01/2016 12/20/2016	489.80 347.76 142.04	489.80	Open	N 12/20/2016
5914 77018	Gasiorek, Morgan, Greco & McCauley, NOV LEAGL SVS 101-210-801-000 592-536-801-002	CTowles NOV LEAGL SVS NOV LEAGL SVS	12/01/2016 12/20/2016	4,993.57 3,545.43 1,448.14	4,993.57	Open	N 12/20/2016
5915 77019	Gasiorek, Morgan, Greco & McCauley, NOV LEGAL SVS 101-210-801-000 592-536-801-002	CTowles NOV LEGAL SVS NOV LEGAL SVS	12/01/2016 12/20/2016	988.02 701.49 286.53	988.02	Open	N 12/20/2016
5916 77020	Gasiorek, Morgan, Greco & McCauley, NOV LEGAL SVS 101-210-801-000 592-536-801-002	CTowles NOV LEGAL SVS NOV LEGAL SVS	12/01/2016 12/20/2016	5,514.62 3,915.38 1,599.24	5,514.62	Open	N 12/20/2016
5917 77021	Gasiorek, Morgan, Greco & McCauley, NOV LEGAL SVS 101-210-801-000 592-536-801-002	CTowles NOV LEGAL SVS NOV LEGAL SVS	12/01/2016 12/20/2016	2,642.80 1,876.39 766.41	2,642.80	Open	N 12/20/2016
28510 77016	GARDEN FANTASY CHRISTMAS TREE/MUSEUM WREATHS 101-101-956-000 101-101-956-000	CTowles DECORATED CHRISTMAS TREE-TWP HALL WREATHS FOR MUSEUM	12/10/2016 12/20/2016	385.00 250.00 135.00	385.00	Open	N 12/20/2016
ENV 76975	Anthony Gibson 10.19, 11.16 ENV MTGS 101-370-818-000	CTowles 10.19, 11.16 ENV MTGS	12/20/2016 12/20/2016	50.00 50.00	50.00	Open	N 12/20/2016
920114861 77015	Gordon Food Service CRAFT SHOW CONCESSIONS 101-691-742-000	CTowles CRAFT SHOW CONCESSIONS	11/29/2016 12/20/2016	229.17 229.17	229.17	Open	N 12/20/2016
4022 77014	Gonczy's Property Maintenance MOW GRASS 101-276-932-000 101-265-819-000 592-536-819-000	CTowles MOW GRASS-CRMETERY MOW GRASS-TOWNSHIP MOW GRASS-LIFT STATIONS	11/30/2016 12/20/2016	3,375.00 530.00 2,750.00 95.00	3,375.00	Open	N 12/20/2016

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41103 77022	HydroCorp, Inc 32 OF 36 CROSS CONNECT CONTROL PRO 592-536-819-000	11/29/2016 CTowles 32 OF 36 CROSS CONNECT CONTROL PROG	12/20/2016	1,065.00 1,065.00	1,065.00	Open	N 12/20/2016
434997 77023	ITRON JAN SOFTWARE MAINT 592-000-123-000	12/12/2016 CTowles JAN SOFTWARE MAINT	12/20/2016	2,125.16 2,125.16	2,125.16	Open	N 12/20/2016
PLNG 76977	RONALD JACKSON 10.12, 10.26, 11.9 PLNG MTGS 101-370-818-000	12/20/2016 CTowles 10.12, 10.26, 11.9 PLNG MTGS	12/20/2016	75.00 75.00	75.00	Open	N 12/20/2016
91191 77024	Johnston Lithograph, Inc. 1500 APPROVED GREEN LABELS 101-370-740-000	11/23/2016 CTowles 1500 APPROVED GREEN LABELS	12/20/2016	187.00 187.00	187.00	Open	N 12/20/2016
1068194 77071	Johnson, Rosati, Schultz & Joppich, NOV LEGAL SVS 101-210-801-000 592-536-801-002	12/09/2016 CTowles NOV LEGAL SVS NOV LEGAL SVS	12/20/2016	90.00 63.90 26.10	90.00	Open	N 12/20/2016
1068075 77072	Johnson, Rosati, Schultz & Joppich, OCT LEGAL SVS 101-210-801-000 592-536-801-002	11/16/2016 CTowles OCT LEGAL SVS OCT LEGAL SVS	12/20/2016	2,666.20 1,893.00 773.20	2,666.20	Open	N 12/20/2016
1068077 77073	Johnson, Rosati, Schultz & Joppich, OCT LEGAL SVS 101-210-801-000 592-536-801-002	11/16/2016 CTowles OCT LEGAL SVS OCT LEGAL SVS	12/20/2016	1,380.00 979.80 400.20	1,380.00	Open	N 12/20/2016
1068195 77074	Johnson, Rosati, Schultz & Joppich, NOV LEGAL SVS 101-210-801-000 592-536-801-002	12/09/2016 CTowles NOV LEGAL SVS NOV LEGAL SVS	12/20/2016	2,700.00 1,917.00 783.00	2,700.00	Open	N 12/20/2016
PLNG 76981	Bryon Kelley 10.12, 11.9 PLNG MTGS 101-370-818-000	12/20/2016 CTowles 10.12, 11.9 PLNG MTGS	12/20/2016	50.00 50.00	50.00	Open	N 12/20/2016
REGISTRATION 77025	KEystone MANAGEMENT CONCEPTS 1/19-20 2017 FIRE INSPECTOR TRNG/D 101-000-123-000 101-000-123-000	12/01/2016 CTowles 1/19-20 2017 FIRE INSPECTOR TRNG-BESSON 1/19-20 2017 FIRE INSPECTOR TRNG-MCINAL	12/20/2016	600.00 170.00 170.00	600.00	Open	N 12/20/2016

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	101-000-123-000	1/19-20 2017 FIRE INSPECTOR TRNG-BELL		170.00			
	101-000-123-000	MEMBERSHIP DUES-BESSON		30.00			
	101-000-123-000	MEMBERSHIP DUES-MCINALLY		30.00			
	101-000-123-000	MEMBERSHIP DUES-BELL		30.00			
INSPCTOR 77026	Robert Lenz NOV ELECTRICAL INSPECTIONS 101-370-819-000	12/06/2016 CTowles NOV ELECTRICAL INSPECTIONS	12/20/2016	2,050.50 2,050.50	2,050.50	Open	N 12/20/2016
405896 77027	Lower Huron Supply ALERO SMELLERS 101-265-740-000	11/15/2016 CTowles ALERO SMELLERS	12/20/2016	18.76 18.76	18.76	Open	N 12/20/2016
406116 77028	Lower Huron Supply TP/M TOWELS 101-336-740-000	11/22/2016 CTowles TP/M TOWELS	12/20/2016	204.11 204.11	204.11	Open	N 12/20/2016
406017 77029	Lower Huron Supply GLOVES/LINERS/M TOWELS 101-265-740-000	11/18/2016 CTowles GLOVES/LINERS/M TOWELS	12/20/2016	460.82 460.82	460.82	Open	N 12/20/2016
406327 77030	Lower Huron Supply LARGE CLNG SUPPLY ORDER 101-265-740-000	12/06/2016 CTowles LARGE CLNG SUPPLY ORDER	12/20/2016	3,264.63 3,264.63	3,264.63	Open	N 12/20/2016
406329 77031	Lower Huron Supply ICE MELT 101-265-740-000	12/06/2016 CTowles ICE MELT	12/20/2016	2,486.02 2,486.02	2,486.02	Open	N 12/20/2016
11.8, 11.23, 12.2 77032	Marquis Food Service PRISONER MEALS 101-301-862-000	12/02/2016 CTowles PRISONER MEALS	12/20/2016	482.75 482.75	482.75	Open	N 12/20/2016
21511-10.16 77038	McKenna Associates OCT INTERIM SVS PLNG & ECON DEVELO 101-370-819-000	12/08/2016 CTowles OCT INTERIM SVS PLNG & ECON DEVELOP	12/20/2016	3,675.20 3,675.20	3,675.20	Open	N 12/20/2016
21466-10.16 77039	McKenna Associates OCT CDBG ADMIN SVS 101-370-821-000	11/08/2016 CTowles OCT CDBG ADMIN SVS	12/20/2016	1,040.10 1,040.10	1,040.10	Open	N 12/20/2016
21638-10.16 77040	McKenna Associates OCT PLAN REVIEW SVS 101-370-819-000	11/08/2016 CTowles OCT PLAN REVIEW SVS	12/20/2016	4,042.59 4,042.59	4,042.59	Open	N 12/20/2016

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ENV 76974	Ronald Merritt II 10.19 ENV MTG 101-370-818-000	12/20/2016 CTowles 10.19 ENV MTG	12/20/2016	25.00 25.00	25.00	Open	N 12/20/2016
DUES 77036	MICHIGAN ASSESSORS ASSOCIATION BELLINGHAM MEMBERSHIP DUES 101-000-123-000	11/30/2016 CTowles BELLINGHAM MEMBERSHIP DUES	12/20/2016	75.00 75.00	75.00	Open	N 12/20/2016
14661 77034	Michigan Municipal League BLDG INSPECTOR/PLAN REV JOB POSTIN 101-370-900-000	11/10/2016 CTowles BLDG INSPECTOR/PLAN REV JOB POSTING	12/20/2016	220.40 220.40	220.40	Open	N 12/20/2016
685274 77033	MINNESOTA ELEVATOR INC MUSEUM ELEVATOR QUARTERLY MAINT 101-265-931-000	12/01/2016 CTowles MUSEUM ELEVATOR QUARTERLY MAINT	12/20/2016	94.00 94.00	94.00	Open	N 12/20/2016
RENEWALS 77037	Michigan Notary Service RENEW NOTARY 101-215-956-000 101-215-956-000 101-215-956-000	12/05/2016 CTowles RENEW NOTARY-L WRIGHT RENEW NOTARY-MONTGOMERY RENEW NOTARY-SUMPTER	12/20/2016	194.70 64.90 64.90 64.90	194.70	Open	N 12/20/2016
310910 77035	Michigan Township Association BLDG INSPECTOR/PLAN REV JOB POSTIN 101-370-900-000	10/21/2016 CTowles BLDG INSPECTOR/PLAN REV JOB POSTING	12/20/2016	50.00 50.00	50.00	Open	N 12/20/2016
47255675 77042	Office Team MCGUIRE W/E 12/2 32 HRS 101-370-705-000	12/06/2016 CTowles MCGUIRE W/E 12/2 32 HRS	12/20/2016	740.48 740.48	740.48	Open	N 12/20/2016
62617 77041	Olson's Rental CRAFT SHOW TABLE RENTALS 101-691-742-000	12/03/2016 CTowles CRAFT SHOW TABLE RENTALS	12/20/2016	381.80 381.80	381.80	Open	N 12/20/2016
151226910 77043	Orkin DEC PEST SVS-FIRE STA 1 101-265-931-000	12/01/2016 CTowles DEC PEST SVS-FIRE STA 1	12/20/2016	64.59 64.59	64.59	Open	N 12/20/2016
151240144 77044	Orkin DEC PEST SVS-TWP HALL 101-265-931-000	12/01/2016 CTowles DEC PEST SVS-TWP HALL	12/20/2016	207.44 207.44	207.44	Open	N 12/20/2016

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151250125 77045	Orkin DEC PEST SVS-FIRE STA 2 101-265-931-000	12/01/2016 CTowles DEC PEST SVS-FIRE STA 2	12/20/2016	88.90 88.90	88.90	Open	N 12/20/2016
A102795 77046	Parkway Services DEC PORTA POTTY @ RANGE 101-301-743-000	11/28/2016 CTowles DEC PORTA POTTY @ RANGE	12/20/2016	80.00 80.00	80.00	Open	N 12/20/2016
42265 77047	Penguin Management, Inc BACK-UP DISPATCH/MESSAGING SYSTEM 101-000-123-000	12/01/2016 CTowles BACK-UP DISPATCH/MESSAGING SYSTEM RENEW	12/20/2016	2,268.00 2,268.00	2,268.00	Open	N 12/20/2016
0175 77075	The Preparedness Network STATE REQUIRED DEPT EMS TRNG 101-336-861-000	09/27/2016 CTowles STATE REQUIRED DEPT EMS TRNG	12/20/2016	1,250.00 1,250.00	1,250.00	Open	N 12/20/2016
NOV STMT 77052	Belleville Pro Hardware NOV STMT 101-336-740-000 101-718-740-000 592-536-740-000 101-336-740-000 250-000-743-000 592-536-740-000	11/30/2016 CTowles KNOX BOX MOUNTING BOLTS 6 KNIT HATS/2 JACKETS VLV/TUBING BRASS STENCILS CAFE RODS 9 V BATTERIES	12/20/2016	346.44 13.64 240.30 21.85 58.45 7.18 5.02	346.44	Open	N 12/20/2016
70023736 77049	Priority One Emergency LAURAIN COVERT BACKPACK 101-301-741-000	11/21/2016 CTowles LAURAIN COVERT BACKPACK	12/20/2016	129.99 129.99	129.99	Open	N 12/20/2016
70024084 77050	Priority One Emergency 5 INNER/OUTER BELTS 101-329-741-000	12/02/2016 CTowles 5 INNER/OUTER BELTS	12/20/2016	226.95 226.95	226.95	Open	N 12/20/2016
70023703 77051	Priority One Emergency 3 ACTIVE PATROL KITS 101-301-860-000	11/21/2016 CTowles 3 ACTIVE PATROL KITS	12/20/2016	1,949.97 1,949.97	1,949.97	Open	N 12/20/2016
2169970 77053	Quill Corporation PLANNER 101-370-740-000	11/17/2016 CTowles PLANNER	12/20/2016	19.02 19.02	19.02	Open	N 12/20/2016
1921495 77054	Quill Corporation USB 247-000-727-000	11/17/2016 CTowles USB	12/20/2016	27.38 27.38	27.38	Open	N 12/20/2016

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1887631 77055	Quill Corporation OFFICE SUPPLIES 247-000-727-000 101-370-740-000 592-536-727-000	11/16/2016 CTowles	12/20/2016	712.35 349.01 299.16 64.18	712.35	Open	N 12/20/2016
2197706 77056	Quill Corporation LABELS 101-248-727-000	11/30/2016 CTowles	12/20/2016	14.74 14.74	14.74	Open	N 12/20/2016
2169562 77057	Quill Corporation OFFICE SUPPLIES 101-248-727-000	11/29/2016 CTowles	12/20/2016	474.34 474.34	474.34	Open	N 12/20/2016
2201859 77058	Quill Corporation NEW BOARD BUSINESS CARDS 101-101-956-000	11/30/2016 CTowles	12/20/2016	142.60 142.60	142.60	Open	N 12/20/2016
2482597 77059	Quill Corporation TONER 101-248-727-000	12/08/2016 CTowles	12/20/2016	446.62 446.62	446.62	Open	N 12/20/2016
2342005 77060	Quill Corporation SELMAN BUSINESS CARDS 101-171-956-000	12/05/2016 CTowles	12/20/2016	27.85 27.85	27.85	Open	N 12/20/2016
2014440 77061	Quill Corporation FONDAW BUSINESS CARDS 101-265-740-000	11/21/2016 CTowles	12/20/2016	37.99 37.99	37.99	Open	N 12/20/2016
INSTRUCTOR 77062	Dennis Radford URBAN BALLROOM INSTRUCTOR 101-691-742-000	12/01/2016 CTowles	12/20/2016	295.20 295.20	295.20	Open	N 12/20/2016
5045525953 77064	Ricoh USA, Inc. 8.11-11.10 COPIER MNT-WS 592-536-937-000	11/10/2016 CTowles	12/20/2016	72.57 72.57	72.57	Open	N 12/20/2016
5045525968 77065	Ricoh USA, Inc. 8.11-11.10 COPIER MAINT-DEV SVS 101-370-740-000 592-536-937-000 101-370-740-000 592-536-937-000	11/10/2016 CTowles	12/20/2016	1,361.49 95.77 95.76 584.98 584.98	1,361.49	Open	N 12/20/2016

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5045863912 77066	Ricoh USA, Inc. 9.1-11.30 COPIER MAINT-MAIL RM 101-248-933-000 101-248-933-000 101-101-956-000 101-101-956-000	12/01/2016 CTowles	12/20/2016	1,554.34	1,554.34	Open	N 12/20/2016
	9.1-11.30 COPIER MAINT-MAIL RM-B&W			163.02			
	9.1-11.30 COPIER MAINT-MAIL RM-COLOR			379.32			
	9.1-11.30 COPIER MAINT-PS MILLAGE LETTE			92.00			
	9.1-11.30 COPIER MAINT-PS MILLAGE LETTE			920.00			
5045920181 77067	Ricoh USA, Inc. 9.4-12.3 COPIER MAINT-SNRS 101-692-933-000 101-692-933-000	12/04/2016 CTowles	12/20/2016	227.57	227.57	Open	N 12/20/2016
	9.4-12.3 COPIER MAINT-SNRS-B&W			31.15			
	9.4-12.3 COPIER MAINT-SNRS-COLOR			196.42			
14294 77063	Richard's Plumbing & Heating INST NEW FAUCET-SNR CRAFT RM 101-265-931-000	11/23/2016 CTowles	12/20/2016	436.00	436.00	Open	N 12/20/2016
	INST NEW FAUCET-SNR CRAFT RM			436.00			
189513 77048	RJ Thomas Mfg Co Inc 20 PICNIC TABLE FRAME KITS 101-718-970-000	11/29/2016 CTowles	12/20/2016	3,301.00	3,301.00	Open	N 12/20/2016
	20 PICNIC TABLE FRAME KITS			3,301.00			
659 77078	S&L Electrical Services LLC JEREMY INST LED LIGHT FIXTURE 592-537-930-000	11/30/2016 CTowles	12/20/2016	275.00	275.00	Open	N 12/20/2016
	JEREMY INST LED LIGHT FIXTURE			275.00			
660 77079	S&L Electrical Services LLC RPL BALLASTS/BULBS/SOCKETS IN TWP 101-265-931-000	11/30/2016 CTowles	12/20/2016	405.00	405.00	Open	N 12/20/2016
	RPL BALLASTS/BULBS/SOCKETS IN TWP HALL			405.00			
664 77080	S&L Electrical Services LLC CHANGE BULBS IN 7 PARKING LIGHT PO 101-265-970-000	12/12/2016 CTowles	12/20/2016	1,000.00	1,000.00	Open	N 12/20/2016
	CHANGE BULBS IN 7 PARKING LIGHT POLES			1,000.00			
704388-00 77081	Service Electric Supply Co SPLICING & SEALANT TAPE 592-536-740-000	11/11/2016 CTowles	12/20/2016	433.52	433.52	Open	N 12/20/2016
	SPLICING & SEALANT TAPE			433.52			
NOV STMT 77083*	Sumpter Ace Hardware NOV STATEMENT 101-718-740-000 101-692-740-000 592-536-740-000 101-301-743-000 592-536-933-000 101-718-740-000	12/01/2016 CTowles	12/20/2016	1,860.58	1,860.58	Open	N 12/20/2016
	CLEANERS/SWIFFERS			54.42			
	WHL CASTRS			44.04			
	TOOL BOX			17.99			
	CM FILTER RED PUSH ON			17.99			
	RPR HYDRANT PUMP			84.91			
	SVS RPR PARTS/WAX			22.11			

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	101-265-740-000	KEY HIDER		22.45			
	101-718-970-000	TILLER/POWER WASHER/POLE PRUNER		1,304.87			
	101-265-740-000	AIR COMPRESSOR		40.49			
	101-265-933-000	P34 FUSE/HOLDER		9.15			
	592-536-740-000	ADAPTR/DIP SPRY/SWEAT		27.23			
	592-536-740-000	ADAPTR		(1.04)			
	247-000-979-000	ELECT TAPE		31.63			
	101-265-740-000	GLOVES		41.38			
	101-301-743-000	TARP		58.49			
	247-000-979-000	EXT CORDS		50.36			
	101-265-740-000	GRMT HOOKS		25.15			
	247-000-979-000	TOP SOIL		8.96			
10.25, 11.29, 12.6 77076	Sure-Fit Laundry CLEAN PRISONER BLANKETS	12/20/2016 CTowles	12/20/2016	155.25	155.25	Open	N 12/20/2016
	101-301-862-000	CLEAN PRISONER BLANKETS		155.25			
GUN PARTS 77082	Fred Sweet COLT PATROL RIFLE PART	12/01/2016 CTowles	12/20/2016	60.00	60.00	Open	N 12/20/2016
	101-301-741-000	COLT PATROL RIFLE PART		60.00			
PLNG 76979	Carol Thompson 10.12, 10.26, 11.9 PLNG MTGS	12/20/2016 CTowles	12/20/2016	90.00	90.00	Open	N 12/20/2016
	101-370-818-000	10.12, 10.26, 11.9 PLNG MTGS		90.00			
530349752 77084	UIS SCADA RESET SCADA-POWER OUTAGE	12/02/2016 CTowles	12/20/2016	520.00	520.00	Open	N 12/20/2016
	592-536-970-003	RESET SCADA-POWER OUTAGE		520.00			
530349716 77085	UIS SCADA HARMONY/PARKWOOD ADJUST FLOATS	11/29/2016 CTowles	12/20/2016	856.00	856.00	Open	N 12/20/2016
	592-537-930-000	HARMONY/PARKWOOD ADJUST FLOATS		856.00			
NOV STMT 77086	UniFirst Corp NOVEMBER STATEMENT	11/30/2016 CTowles	12/20/2016	539.82	539.82	Open	N 12/20/2016
	101-265-740-000	NOV UNIFORM SVS		139.72			
	101-265-740-000	NOV RUG SVS		223.90			
	592-536-741-000	NOV UNIFORM SVS		176.20			
9775901192 77089	Verizon Wireless 10.24-11.23 CELL PHONE SVS	11/23/2016 CTowles	12/20/2016	2,848.65	2,848.65	Open	N 12/20/2016
	101-101-956-000	10.24-11.23 CELL PHONE SVS		166.55			
	101-171-956-000	10.24-11.23 CELL PHONE SVS		103.56			
	101-215-956-000	10.24-11.23 CELL PHONE SVS		50.00			
	101-228-956-000	10.24-11.23 CELL PHONE SVS		106.02			
	101-265-850-000	10.24-11.23 CELL PHONE SVS		298.47			

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	GL Distribution						
	101-329-740-000	10.24-11.23	CELL PHONE SVS	100.56			
	101-336-850-000	10.24-11.23	CELL PHONE SVS	255.06			
	101-370-740-000	10.24-11.23	CELL PHONE SVS	124.16			
	101-691-740-000	10.24-11.23	CELL PHONE SVS	101.12			
	101-692-740-000	10.24-11.23	CELL PHONE SVS	87.44			
	101-715-740-000	10.24-11.23	CELL PHONE SVS	50.00			
	247-000-740-000	10.24-11.23	CELL PHONE SVS	110.00			
	592-536-740-000	10.24-11.23	CELL PHONE SVS	583.29			
	101-171-956-000		SELMAN GALAXY S7 PHONE	94.98			
	101-101-956-000		K.MARTIN GALAXY S7 PHONE	149.99			
	101-101-956-000		P.WHITE GALAXY S7 PHONE	122.48			
	101-215-956-000		MONTGOMERY GALAXY S7 PHONE	194.98			
	101-215-956-000		L.WRIGHT GALAXY S7 PHONE	149.99			
15278 77087	Victory Lane Quick Oil Change 532 OIL CHNG	11/21/2016 CTowles	12/20/2016	63.41	63.41	Open	N 12/20/2016
	592-536-932-000	532 OIL CHNG		63.41			
15577 77088	Victory Lane Quick Oil Change 529 OIL CHNG/ENGINE FLUSH	12/07/2016 CTowles	12/20/2016	193.39	193.39	Open	N 12/20/2016
	592-536-932-000	529 OIL CHNG/ENGINE FLUSH		193.39			
2006227 77099	WADE-TRIM ASSOCIATES FARMER UNDERWOOD	08/25/2016 CTowles	12/20/2016	804.00	804.00	Open	N 12/20/2016
	592-000-286-000	FARMER UNDERWOOD		804.00			
2006676 77100	WADE-TRIM ASSOCIATES BECK BAL FIELDS PAVILLION	10/28/2016 CTowles	12/20/2016	4,345.81	4,345.81	Open	N 12/20/2016
	279-370-970-000	BECK BAL FIELDS PAVILLION		4,345.81			
2006796 77101	WADE-TRIM ASSOCIATES BECK BALL FIELDS PAVILLION	11/21/2016 CTowles	12/20/2016	1,591.80	1,591.80	Open	N 12/20/2016
	279-370-970-000	BECK BALL FIELDS PAVILLION		1,591.80			
2006817 77102	WADE-TRIM ASSOCIATES HOUSING REHABILITATION PROGRAM	11/15/2016 CTowles	12/20/2016	302.50	302.50	Open	N 12/20/2016
	279-822-950-000	HOUSING REHABILITATION PROGRAM		302.50			
2006675 77103	WADE-TRIM ASSOCIATES GENERAL SERVICES-PLANNING DEPT	10/28/2016 CTowles	12/20/2016	400.00	400.00	Open	N 12/20/2016
	101-370-820-000	GENERAL SERVICES-PLANNING DEPT		400.00			
2006804 77104	WADE-TRIM ASSOCIATES ALDI FOOD MARKET #63	11/21/2016 CTowles	12/20/2016	7,202.50	7,202.50	Open	N 12/20/2016
	592-000-286-000	ALDI FOOD MARKET #63		7,202.50			

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2006798 77105	WADE-TRIM ASSOCIATES COBBLESTONE RIDGE CONST ADMIN 592-000-286-000	11/21/2016 CTowles COBBLESTONE RIDGE CONST ADMIN	12/20/2016	2,106.50 2,106.50	2,106.50	Open	N 12/20/2016
2006800 77106	WADE-TRIM ASSOCIATES CONTRACTORS STEEL WAREHOUSE BAY 6 592-000-286-000	11/21/2016 CTowles CONTRACTORS STEEL WAREHOUSE BAY 6	12/20/2016	805.00 805.00	805.00	Open	N 12/20/2016
2006806 77107	WADE-TRIM ASSOCIATES DENSKI WAREHOUSE 592-000-286-000	11/21/2016 CTowles DENSKI WAREHOUSE	12/20/2016	2,220.00 2,220.00	2,220.00	Open	N 12/20/2016
2006805 77108	WADE-TRIM ASSOCIATES MAYSER POLYMER USA 592-000-286-000	11/21/2016 CTowles MAYSER POLYMER USA	12/20/2016	502.36 502.36	502.36	Open	N 12/20/2016
2006807 77109	WADE-TRIM ASSOCIATES TIM HORTONS HAGGERTY ROAD 592-000-286-000	11/21/2016 CTowles TIM HORTONS HAGGERTY ROAD	12/20/2016	362.50 362.50	362.50	Open	N 12/20/2016
2006801 77110	WADE-TRIM ASSOCIATES TOWNE PLACE SUITE HOTEL 592-000-286-000	11/21/2016 CTowles TOWNE PLACE SUITE HOTEL	12/20/2016	2,832.50 2,832.50	2,832.50	Open	N 12/20/2016
2006802 77111	WADE-TRIM ASSOCIATES WILLOW CREEK 592-000-286-000	11/21/2016 CTowles WILLOW CREEK	12/20/2016	560.00 560.00	560.00	Open	N 12/20/2016
2006803 77112	WADE-TRIM ASSOCIATES HARBOR CLUB PUMP STATION CONSTRUCT 592-537-970-004	11/21/2016 CTowles HARBOR CLUB PUMP STATION CONSTRUCT	12/20/2016	1,256.25 1,256.25	1,256.25	Open	N 12/20/2016
2006797 77113	WADE-TRIM ASSOCIATES GENERAL SERVICES-DPS 592-536-820-000	11/21/2016 CTowles GENERAL SERVICES-DPS	12/20/2016	720.00 720.00	720.00	Open	N 12/20/2016
2006799 77114	WADE-TRIM ASSOCIATES RVSS TECHNICAL ASSISTANCE 592-536-820-000	11/21/2016 CTowles RVSS TECHNICAL ASSISTANCE	12/20/2016	560.00 560.00	560.00	Open	N 12/20/2016
287478 77096	WAYNE COUNTY JULY PRISONER HOUSING 101-301-819-000	11/02/2016 CTowles JULY PRISONER HOUSING	12/20/2016	4,445.00 4,445.00	4,445.00	Open	N 12/20/2016

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP  
 POST DATES 12/20/2016 - 12/20/2016  
 UNJOURNALIZED  
 OPEN  
 12/20/2016 VOUCHER

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
287516 77097	WAYNE COUNTY AUGUST PRISONER HOUSING 101-301-819-000	11/04/2016 CTowles AUGUST PRISONER HOUSING	12/20/2016	5,565.00 5,565.00	5,565.00	Open	N 12/20/2016
287553 77098	WAYNE COUNTY SEPTEMBER PRISONER HOUSING 101-301-819-000	11/04/2016 CTowles SEPTEMBER PRISONER HOUSING	12/20/2016	3,920.00 3,920.00	3,920.00	Open	N 12/20/2016
9449 77093	Western Wayne Urgent Care 101-329-740-000 247-000-956-000	11/04/2016 CTowles QUEENER DRUG SCREEN LOTHRINGER DRUG SCREEN	12/20/2016	50.00 25.00 25.00	50.00	Open	N 12/20/2016
369115P-B 77092	Whitlock Business Systems, Inc 2017 PP STATEMENT POSTAGE 101-248-728-000	12/07/2016 CTowles 2017 PP STATEMENT POSTAGE	12/20/2016	266.00 266.00	266.00	Open	N 12/20/2016
10349 77094	Wiese's Lawn Care MOW ORDINANCE VIOLATED PROPERTIES 101-329-819-000	12/01/2016 CTowles MOW ORDINANCE VIOLATED PROPERTIES	12/20/2016	402.50 402.50	402.50	Open	N 12/20/2016
10350 77095	Wiese's Lawn Care MOW ORDINANCE VIOLATED PROPERTIES 101-329-819-000	12/01/2016 CTowles MOW ORDINANCE VIOLATED PROPERTIES	12/20/2016	120.00 120.00	120.00	Open	N 12/20/2016
20162818 77090	Winder Police Equipment EVIDENCE BAGS 101-301-743-000	11/29/2016 CTowles EVIDENCE BAGS	12/20/2016	486.24 486.24	486.24	Open	N 12/20/2016
20162839 77091	Winder Police Equipment 133 SIREN BOX 101-301-860-000	11/30/2016 CTowles 133 SIREN BOX	12/20/2016	166.99 166.99	166.99	Open	N 12/20/2016
# of Invoices:	143	# Due:	143	Totals:	158,576.54	158,576.54	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					158,576.54	158,576.54	
* 1 Net Invoices have Credits Totalling:					(1.04)		

## INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP

POST DATES 12/20/2016 - 12/20/2016

UNJOURNALIZED

OPEN

12/20/2016 VOUCHER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - General Fund			108,308.00	108,308.00		
	247 - DDA Fund			602.34	602.34		
	250 - Museum Fund			727.18	727.18		
	251 - LDFA Fund			6,467.00	6,467.00		
	279 - CDBG Fund			6,240.11	6,240.11		
	592 - Water/Sewer Fund			36,231.91	36,231.91		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			31,090.04	31,090.04		
	101 - Township Board			2,143.62	2,143.62		
	171 - Supervisor Department			226.39	226.39		
	210 - Attorney Fees			20,346.35	20,346.35		
	215 - Clerk Department			589.67	589.67		
	228 - IT Department			106.02	106.02		
	248 - General Office			2,707.79	2,707.79		
	265 - Building & Grounds			14,509.86	14,509.86		
	276 - Cemetery			530.00	530.00		
	301 - Police Department			29,726.58	29,726.58		
	325 - Dispatch			772.89	772.89		
	329 - Ordinance Enforcement			2,054.86	2,054.86		
	336 - Fire Department			9,706.28	9,706.28		
	370 - Building/Planning Dept.			20,565.57	20,565.57		
	536 - Water Department			14,304.14	14,304.14		
	537 - Sewer Department			2,387.25	2,387.25		
	691 - Recreation Dept			1,007.29	1,007.29		
	692 - Seniors Dept			482.61	482.61		
	715 - Cable Dept			50.00	50.00		
	718 - Park & Lake Dept			4,966.83	4,966.83		
	822 - Rehab			302.50	302.50		

# Charter Township of Van Buren

## REQUEST FOR BOARD ACTION

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

**WORK STUDY:** 12-19-16

**BOARD MEETING DATE:** 12-20-16

Consent Agenda  New Business \_\_\_\_\_ Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Consider approval to combine lots 83-018-02-0134-006; 83-018-02-0134-007; 83-018-02-0134-008; 83-018-02-0134-009 83-018-02-0134-010
<b>DEPARTMENT</b>	Assessing Office
<b>PRESENTER</b>	Linda M. Stevenson, Assessment Coordinator Parcel Division Board
<b>PHONE NUMBER</b>	734-699-8946
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

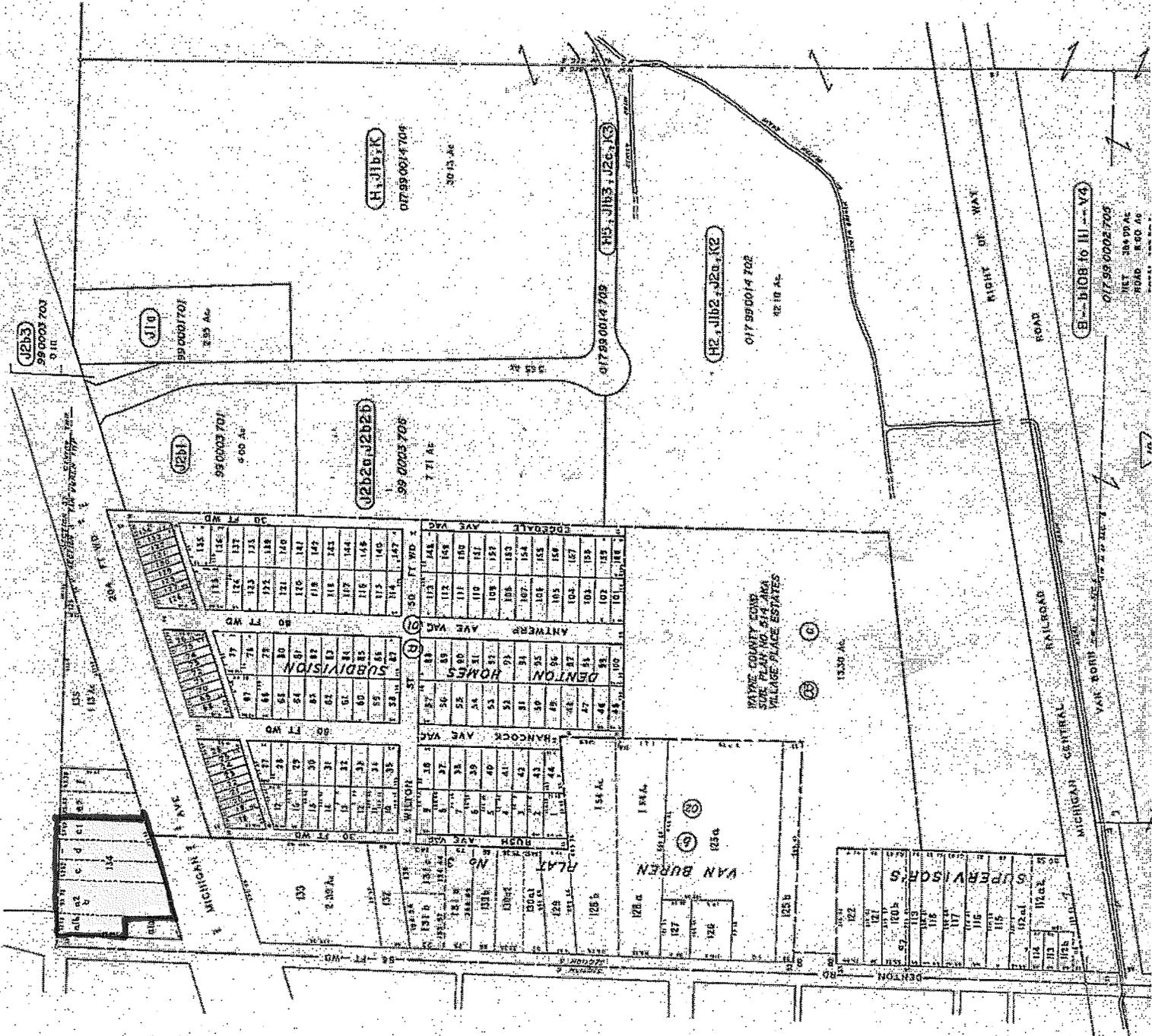
Agenda topic: **LOT COMBINATION**

<b>ACTION REQUESTED</b>	
<p>Township Board approval of the combination of lots: 83-018-02-0134-006; 83-018-02-0134-007; 83-018-02-0134-008; 83-018-02-0134-009; 83-018-02-0134-010 (Supervisor's Van Buren Plat No. 3) with the following conditions:</p> <ol style="list-style-type: none"> <li>1. The cost of any and/all utility improvements must be borne by the property owners(s).</li> <li>2. Approval in no way changes requirements of zoning of the parcels.</li> <li>3. Approval in no way implies or guarantees permits and/or approvals from federal, state, county or local agencies; this shall include but not be limited to roadway access point(s), natural feature requirements, utility requirements or any other valid requirement(s) from regulatory agencies.</li> <li>4. We are in receipt of all fees and costs as well as a certified survey.</li> </ol>	

This combination is in compliance with the Township's Lot Split Ordinance and the Land Division Act. It was reviewed by the Parcel Division Board on December 6, 2016 and given preliminary approval at that time. A lot split or combination in a platted subdivision is required to have Township Board approval before final processing. These parcels are zoned commercial and the Planning Commission has required that the property owner combine these lots for their proposed development. Per the enclosed map these parcels are located on the Northeast corner of Michigan Ave. and Denton Rd.

<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Assessing Office to Process
<b>DEPARTMENT RECOMMENDATION</b>	Approve
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<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>	

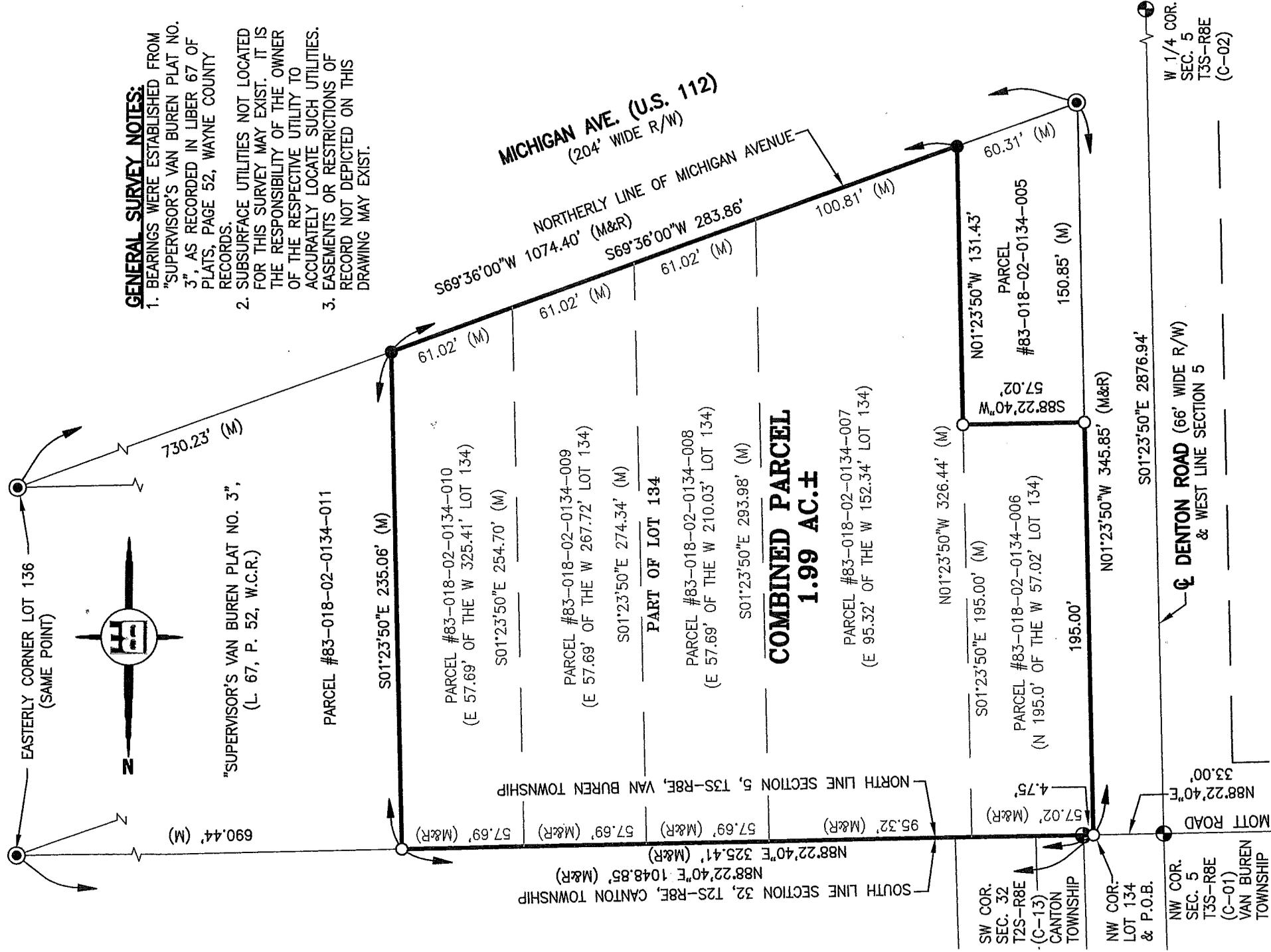




N.W. 1/4 SECTION 5  
**VAN BUREN TOWNSHIP**  
 T. 3 S. R. 8 E.  
 WAYNE COUNTY, MICHIGAN  
 SCALE: 1 INCH = 200 FEET  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ASSESSMENT AND EQUALIZATION DIVISION  
 © 2002 COUNTY OF WAYNE, STATE OF MICHIGAN  
 PLAT NO. 82-11-051

11-21-03  
 3-14-04  
 2-24-04  
 4-27-04  
 4-27-04  
 7-15-00  
 10-11-01  
 12-27-01  
 12-27-01  
 3-2-01  
 3-16-02

# PARCEL COMBINATION



I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/10,000 AND THAT SAID SURVEY FULLY COMPLIES WITH THE REQUIREMENTS OF PUBLIC ACT NUMBER 132 OF 1970, AS AMENDED.

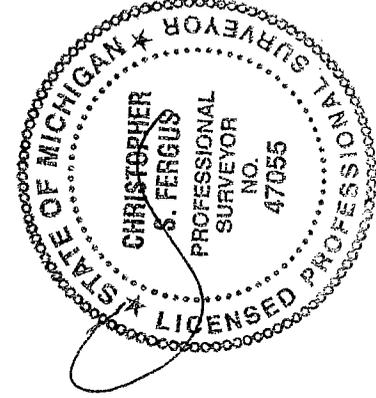
**DESCRIPTION:**  
 PART OF LOT 134 OF "SUPERVISOR'S VAN BUREN PLAT NO. 3", AS RECORDED IN LIBER 67 OF PLATS, PAGE 52, WAYNE COUNTY RECORDS, BEING PART OF THE NORTHWEST 1/4 OF SECTION 4, T3N-R8E, VAN BUREN TOWNSHIP, WAYNE COUNTY, MICHIGAN

CLIENT:	DENTON PARTNERS		
JOB NO.	14-303	DATE	11-22-16
SHEET	1 OF 2	FB 542,543	CREW KJ/JH   DR. AEB   CHKD. <i>AJK</i>
G:\14-303\dwg\14-303_COMBO.dwg, 11/22/2016 8:15:13 AM, andy			

**BEBOSS Engineering**  
 Engineers Surveyors Planners Landscape Architects  
 3121 E. GRAND RIVER AVE.  
 HOWELL, MI. 48843  
 800-246-6735 FAX 517-548-1670

**LEGEND**

○	=	IRON SET
●	=	IRON FOUND
⊙	=	MONUMENT FOUND
✱	=	FENCE
(R)	=	RECORDED
(M)	=	MEASURED



# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING**

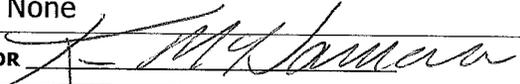
**DATE: 12-19-16**

**BOARD MEETING DATE: 12-20-16**

Consent Agenda X    New Business \_\_\_\_\_    Unfinished Business \_\_\_\_\_    Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Board of Zoning Appeals Appointment
<b>DEPARTMENT</b>	Supervisor's Office
<b>PRESENTER</b>	Supervisor McNamara
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Consider the re-appointment of Robert McKenna as a Full Member of the Board of Zoning Appeals with a term expiring 12-1-2019.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Mr. McKenna has served on several Commissions and Committees in Van Buren Township and has indicated his interest in continuing to serve the community by being re-appointed to the Board of Zoning Appeals. Mr. McKenna is an asset to this board and to our residents.	
<b>BUDGET IMPLICATION</b>	NA
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY : DECEMBER 19, 2016**  
**MEETING DATE: DECEMBER 20, 2016**

\_\_\_\_ New Business      \_\_\_\_ Unfinished Business      \_\_\_\_ Public Hearing       Consent Agenda

<b>ITEM (SUBJECT)</b>	Consider the Reappointment of the Board of Review Members
<b>DEPARTMENT</b>	Assessing Office
<b>PRESENTER</b>	Linda M. Stevenson, Assessment Coordinator
<b>PHONE NUMBER</b>	699-8946
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Consider the reappointments of Angela Netro, Juanita Jensen, Harry Roesch and Loretta Speaks (alternate) to the Board of Review with terms that will expire on 12-31-18	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Angela Netro, Juanita Jensen, Harry Roesch and Loretta Speaks (alternate) all currently serve as members of the Board of Review and each have indicated interest in continuing to serve in their respective capacities. Each of these members have contributed greatly to this committee and have devoted their own personal time to training sessions along with keeping up with current property tax laws. I look forward to continuing to work with them as they serve another term.	

<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A
<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>	

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING**

**DATE: 12-19-16**

**BOARD MEETING DATE 12-20-16**

Consent Agenda

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

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

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

<b>ITEM (SUBJECT)</b>	Planning Commission Reappointments
<b>DEPARTMENT</b>	Supervisor
<b>PRESENTER</b>	Supervisor McNamara
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

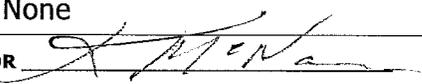
### Agenda topic

<b>ACTION REQUESTED</b>	
To consider the reappointment of Carol Thompson and Joan Franzoi to the Planning Commission with terms to expire 10-1-2019.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Ms. Thompson and Ms. Franzoi currently are serving as members of the Planning Commission and has indicated an interest in continuing to serve. Ms. Thompson and Ms. Franzoi have contribute greatly to this committee and will continue to serve the community well in this capacity.	

<b>BUDGET IMPLICATION</b>	None: Stipends for Commissions' meeting attendances are currently included in the budget.
<b>IMPLEMENTATION NEXT STEP</b>	

<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	

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

<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

# Charter Township of Van Buren

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

## REQUEST FOR BOARD ACTION

**WORK STUDY MEETING DATE:**  
2016-12-05

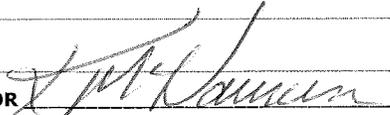
**BOARD MEETING DATE:**  
2016-12-20

Consent Agenda \_\_\_\_\_ New Business  X  Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	DUWA Service Agreement Resolution 2016- 20
<b>DEPARTMENT</b>	Public Services
<b>PRESENTER</b>	Director James T. Taylor
<b>PHONE NUMBER</b>	734-699-8947
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Board approval of Resolution 2016- for the Downriver Utilities Wastewater Authority Service Agreement.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Presentation on the agreement was given at the December 5 <sup>th</sup> Board Work Study. See attachments for additional information.	

<b>BUDGET IMPLICATION</b>	none
<b>IMPLEMENTATION NEXT STEP</b>	Board approval and Supervisor to sign Service Agreement Signature page.
<b>DEPARTMENT RECOMMENDATION</b>	Approval of resolution
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	Approval of resolution
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	
<b>APPROVAL OF SUPERVISOR</b>	



**RESOLUTION OF THE  
CHARTER TOWNSHIP OF VAN BUREN  
TO APPROVE THE DOWNRIVER SEWAGE DISPOSAL SYSTEM SERVICE  
AGREEMENT WITH THE DOWNRIVER UTILITY WASTEWATER AUTHORITY**

**RESOLUTION NO. 2016 - 20**

**WHEREAS**, 1955 PA 233, as amended ("Act 233") authorizes an authority to acquire sewage disposal systems as defined within said act and to improve, enlarge, expand, and operate such systems; and

**WHEREAS**, by the terms of Act 233, the Downriver Utility Wastewater Authority ("DUWA"), and the cities of Belleville, Ecorse, Lincoln Park, River Rouge, Southgate, Wyandotte, Allen Park, Taylor, Dearborn Heights, Romulus, Riverview, and the Charter Townships of Van Buren and Brownstown ("Communities") are authorized to enter into a contract for the acquisition; improvement, enlargement or extension of a sewage disposal system and for the payment of the cost thereof by the Communities, with interest; and

**WHEREAS**, the Parties have jointly agreed to allow the DUWA to operate the System and to acquire the System from the County of Wayne, a Michigan county corporation (the "County"); and

**WHEREAS**, the System has undergone a major expansion and renovation as a result of U.S. Environmental Protection Agency ("EPA") and Michigan Department of Environmental Quality ("MDEQ") mandates which were set forth in a Consent Decree dated May 24, 1994 in the matter of *USA, et al vs Wayne County Michigan, et al*, Civil Action No. 87-70992, filed in the U.S. District Court — Eastern District of Michigan, Southern Division; and

**WHEREAS**, as a result of said renovation and expansion, the County issued bonds in the aggregate amount of approximately \$285 million pursuant to a Financing Plan and Final Judgment entered in the above referenced matter on March 14, 1994; and the County and the Communities have pledged their full faith and credit in the support and payment of those bonds as provided for in the 1962 Contract; and

**WHEREAS**, the Consent Decree was terminated by Court Order on November 28, 2005; and

**WHEREAS**, subsequent to the acquisition of the System, the Parties have agreed to enter into a new service agreement, a copy of which is attached hereto as Exhibit A, for the management, operation and, if necessary, the expansion of a System, to transport, treat, and dispose of Wastewater; and

**WHEREAS**, the Parties agree that certain responsibilities and functions regarding overall management of the System as specified in the service agreement shall be

transferred from the County to the DUWA and the Parties agree that the DUWA Board of Commissioners shall supervise implementation of this Agreement, through which the Parties will exercise their shared decision making authority over the specified matters;

**NOW THEREFORE**, be it resolved that the Charter Township of Van Buren ("municipality") hereby agrees that:

1. The Service Agreement between the DUWA, the municipality and the Communities, Exhibit A, is hereby approved, and the appropriate administrative official of the municipality is hereby authorized to execute the agreement; and

2. It is hereby acknowledged and agreed that, in accordance with Act 233 and as stated in Section 5.02 of the attached Service Agreement, the municipality irrevocably pledges and assigns an amount not to exceed twenty-five percent (25%) of the funds derived from the State Sales Tax levied, pursuant to law, and from time to time returned to that Community pursuant to Section 10 of Article IX of the Michigan Constitution of 1963, to pay that Community's contractual obligations under this Agreement; and the municipality authorizes and directs the County Treasurer or any other official charged with disbursement of said funds to withhold and pay over to DUWA sufficient monies to make up any deficiencies of the municipality's obligations under the Service Agreement.

3.  
ON MOTION OF \_\_\_\_\_ SUPPORTED BY \_\_\_\_\_ the foregoing Resolution was adopted by the following vote:

ROLL CALL: ABSENT \_\_\_\_\_ AYE \_\_\_\_\_ NAY \_\_\_\_\_

I, Leon Wright, Clerk for the Charter Township of Van Buren, hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the Township Board for the Charter Township of Van Buren at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2016, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been available as required by said Act.

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

**CITY OF BELLEVILLE**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**DOWNRIVER UTILITY WASTEWATER  
AUTHORITY**

By: \_\_\_\_\_

Title:

**CITY OF ECORSE**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF LINCOLN PARK**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF RIVER ROUGE**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF SOUTHGATE**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF WYANDOTTE**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF TAYLOR**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF ROMULUS**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF ALLEN PARK**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF DEARBORN HEIGHTS**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CITY OF RIVERVIEW**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CHARTER TOWNSHIP OF VAN BUREN**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

**CHARTER TOWNSHIP OF  
BROWNSTOWN**

By: \_\_\_\_\_

Title:

By: \_\_\_\_\_

Title:

# Charter Township of Van Buren

Agenda Item

## REQUEST FOR BOARD ACTION

**WORK STUDY: DECEMBER 19, 2016**  
**BOARD MEETING: DECEMBER 20, 2016**

X New Business      Unfinished Business      Public Hearing      Consent Agenda

<b>ITEM (SUBJECT)</b>	Residential Field Appraiser
<b>DEPARTMENT</b>	Assessing
<b>PRESENTER</b>	Linda M. Stevenson, Assessment Coordinator
<b>PHONE NUMBER</b>	734-699-8946
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Gina Dorazio
<p>To consider approval of the Residential Field Appraiser Job Description and Personal Service Agreement between Gina Dorazio and the Township, and authorize Supervisor McNamara and Clerk Wright to execute the agreement.</p>	
<p><b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b></p> <p>Gina has been employed with Van Buren Township as the Assessing Account Clerk since July 2015. In September 2015 she received her Michigan Certified Assessing Technician (MCAT) and in October of this year after doing a challenging self-study program through the State Tax Commission, she successfully passed their comprehensive exam to be awarded the designation of a Michigan Certified Assessor Officer. She is a valuable hard working employee who has displayed daily the desire to learn the assessing profession along with showing her skills to work alone or as a team. She has proven to and will continue to be an asset to Van Buren Township.</p> <p>Due to the resignation of our current Residential Appraiser William Guenther, the opportunity arose to promote within the Assessing Department and move Gina into this position. Her promotion to Residential Appraiser will enable the Assessing Department to continue a planned out succession system for the upcoming future.</p> <p>Gina possesses a Bachelor of Arts degree from Western Michigan University and is a resident of Van Buren Township.</p>	
<b>BUDGET IMPLICATION</b>	\$35,360 annual salary which was included in the approved 2017 Budget
<b>IMPLEMENTATION NEXT STEP</b>	Supervisor and Clerk to execute the agreement
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>ATTORNEY RECOMMENDATION</b>	Was reviewed and suggestions were incorporated.
<b>APPROVAL OF SUPERVISOR</b>	



## CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

**Position Title:** Residential Appraiser

### **Position Summary**

Under the general supervision of the Assessment Coordinator, the position will be responsible for determining taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis & market trend studies. This is a full-time position Monday through Friday from 7:30 am to 4:00 pm. The residential appraiser may be required to attend March, July and December Board of Review; interface with Wayne County Assessment and Equalization as deemed necessary. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

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

The Residential Appraiser 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 the Appraiser and is not to be construed as an exhaustive list of all job duties performed in this position.

- Field verification of all residential/agricultural building permits and residential/agricultural sales data. All data must be properly documented.
- New construction appraisals for residential and/or agricultural properties
- Apex sketches on all Residential/and or Agricultural Properties.
- Digital photography of all Residential/and or Agricultural Properties.
- Assist in answering telephone and taxpayer guidance
- Inspect properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value..
- Prepare and maintain current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions.
- Assist in updating residential and/or agricultural properties in the Assessing software program.
- Process Personal Property Statements.
- Process Property Transfer Affidavits and Principle Residence Exemptions along with Sales Disclosure Forms.
- Assist in the process of the yearly review of the Economic Condition Factors; assist in establishing Land Values on Residential/Agricultural Properties
- Prepare residential and agricultural property appraisals for defense at the Michigan Tax Tribunal along with acting as the Representative.
- Maintain appropriate State of Michigan Certifications.
- Maintain valid Michigan Drivers' License.

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

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

**Work Study: December 19, 2016**  
**Board Meeting Date: December 20, 2016**

## REQUEST FOR BOARD ACTION

	Consent Agenda	<input checked="" type="checkbox"/> New Business	Unfinished Business	Public Hearing
<b>ITEM (SUBJECT)</b>	Human Resources Director			
<b>DEPARTMENT</b>	Supervisor Office			
<b>PRESENTER</b>	Supervisor McNamara			
<b>PHONE NUMBER</b>	734.699.8910			
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Nicole D. W. Sumpter			

### Agenda topic

<b>ACTION REQUESTED:</b>	
To consider approval of Human Resource Director Job Description and Personal Service Agreement between Nicole D. W. Sumpter and the Township, and authorize Supervisor McNamara and Clerk Wright to execute the agreement.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p>Nicole Sumpter has been selected for consideration as the Director of Human Resources which primarily serves as a transformational leader of all things related to human capital. Within this last year as the Benefits Coordinator, she has alleviated the elected officials pressures of analyzing solution of employment trends, staying abreast of labor laws, ACA, organizational culture changes, creating procedures and researching ideas for employee-management relationships.</p> <p>Employees now have on time periods of service recognition, educational seminars, fun activities and a confidential setting to voice work-life concerns. She has focused on strategizing employee cross training, emphasis on contract negotiations and succession planning. Most importantly removal of the management versus union mentality that creates communication barriers.</p> <p>She has contributed to the positive advertising for the community through the Van Buren Street Eats Series. Implemented with nothing more than a vision and desire to create a relaxed lunch environment for our employees and other local area businesses.</p> <p>As a final note to compliment her ten year experience in public administration, Mrs. Sumpter self-funded her education. She now holds a Bachelors in Business and Accounting, Masters in Public Administration from the University of Phoenix, a Human Resource Masters Certification from Central Michigan University and currently is studying to sit for the Society of Human Resource Management (SHRM) certified professional exam. Within this one year’s time she has continued to take initiative and work hard, forever going the extra mile towards goals set before her.</p>	

<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Execution of Personal Services Agreement
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A

**ATTORNEY RECOMMENDATION**

Attached

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

**ADDITIONAL REMARKS**

**APPROVAL OF SUPERVISOR**

*[Handwritten signature]*



## CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

**Position Title:** Human Resource Director

### **Position Summary**

Under the general supervision of the Township Supervisor, the position will be responsible for the overall administration of the day-to day employee-employer operations of the Township. The human resource director is directly responsible for the overall administration, coordination and evaluation of the human resources function. This is a full-time position Monday through Friday from 7:30 am to 4:00 pm. The director may be required, sometimes on a regular basis to work additional hours for job performance without overtime pay. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. Candidate should have at minimum a Bachelor's degree or equivalent in Business, Human Resource and Public Administration or equivalent combination of education and experience. A Master's Degree in a related field is preferred.

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

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Annually reviews and makes recommendations to officials and directors for improvement of the township's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislations and ensures township's compliance.
- Maintains responsibility for township compliance with federal and state legislations pertaining to all personnel matters.
- Communicates changes in township personnel policies and procedures and ensures proper compliance is followed.
- Coordinates or conducts exit interviews to determine reasons behind separation.
- Consults with legal counsel as appropriate, or as directed by officials on personnel matters.
- Works directly with department directors to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates and participates in staff development for the township.
- Develops and maintains a human resource system that meets township personnel information needs.
- Participates on committees and special projects and seeks additional responsibilities.
- Oversees the implementation of Human Resources programs that identifies opportunities for improvement and resolves problems.
- Works closely with consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep township employee and officials informed of new developments.

- Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for officials, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the township.
- Participates in directors meetings and attends other meetings and seminars as needed.
- Coordinates the development and maintenance of the Human Resources sections of both the township website, particularly recruiting, culture, and township information; and the employee Intranet.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.
- Training and Development of employees and officials.
- Coordinates all Human Resources training programs. Provides necessary education and materials to directors and officials including workshops, manuals, employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses township training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists directors with the selection and contracting of external training programs and consultants.
- Maintains employee training records.
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews candidates; serves as part of the interview team for position finalists.
- Formulates and recommends Human Resources policies and objectives for the township on any topic associated with employee relations and employee rights.
- Partners with directors and officials to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains directors in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises directors and officials in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.
- Assists staff through leave of absences, short and long term disability and FMLA issues.
- Manages and coordinates the township benefits program, deferred compensation and flexible spending accounts.
- Reviews employee appeals through the township complaint procedure.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.

- Monitors all pay practices and systems for effectiveness and cost containment.

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.

### **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.

- Bachelor's degree with major in Public Administration, Business Administration, or related field.
- Must have Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of laws, legal codes, court procedures precedents, government regulations, executive orders, agency rules, and political process.
- Minimum 5 years experience

### **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

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

Work Study: December 19, 2016  
 Board Meeting Date: December 20, 2016

## REQUEST FOR BOARD ACTION

	Consent Agenda	<input checked="" type="checkbox"/> New Business	Unfinished Business	Public Hearing
<b>ITEM (SUBJECT)</b>	Executive Assistant			
<b>DEPARTMENT</b>	Supervisor Office			
<b>PRESENTER</b>	Supervisor McNamara			
<b>PHONE NUMBER</b>	734.699.8910			
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	Daniel Selman			

### Agenda topic

<b>ACTION REQUESTED:</b>	
To consider approval of Executive Assistant Job Description and Personal Service Agreement between Daniel Selman and the Township, and authorize Supervisor McNamara and Clerk Wright to execute the agreement.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<p><i>In order for a premiere community such as Van Buren Township, to attract and retain the best of a new generation of graduates, we have to have a focus for on the job experience and self-directed learning. Every organization has a certain type of person in mind when an important position becomes open. Supervisor McNamara chose Daniel Selman with a distinctive new emphasis on collaboration and coaching. The role of Executive Assistant provides the chosen candidate with an informal developmental training approach, giving an opportunity for the township leaders to nurture his talents. Daniel has a Bachelor's of Arts with a major in Political Science from the University of Michigan- Dearborn with a GPA of 3.70.</i></p> <p><i>Courses and Projects that are key to the Executive Assistant position include:</i></p> <ul style="list-style-type: none"> <li>• Conflict Resolution, Critical thinking and Political analysis.</li> <li>• Constitutional Evidential Civil Liberties for Citizens' Rights Project</li> <li>• Congressional Hearing and Statutes</li> <li>• Roles of Public Opinion</li> <li>• Research Analysis of Economic Public Policy Project</li> <li>• Examination of the Budgetary process and Fiscal Responsibility</li> <li>• Communication and Customer Service</li> </ul> <p><i>As the Executive Assistant he will handle complex tasks and solve problems in a challenging workforce where he can personalize a career in Public Administration.</i></p>	

<b>BUDGET IMPLICATION</b>	None
<b>IMPLEMENTATION NEXT STEP</b>	Execution of Personal Service Agreement
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	N/A

**ATTORNEY RECOMMENDATION**

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

**ADDITIONAL REMARKS**

**APPROVAL OF SUPERVISOR**

*K.M. Bouma*



## CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

**Position Title:** Executive Assistant to the Township Supervisor

### **Position Summary**

Under the general supervision of the Township Supervisor, the Executive Assistant to the Township supervisor is responsible for a variety of administrative and technical duties to support the operations and activities of the office.

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

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Directs and coordinates the administrative and operational activities of the Supervisors Office as directed by the Township Supervisor.
- Serves as a liaison with department directors, employees, consultants, legal counsel, other governmental units and Township residents. Employee will perform a variety of tasks that are confidential in nature.
- Attends meetings of the Township Board, committees and/or commissions, as directed; takes meeting minutes, as directed.
- Receives and analyzes sensitive phone calls, correspondence, citizen inquiries and complaints. Determines appropriate course of action and provides information, resolves problems or refers issues to the appropriate Township officials, department or agency.
- Composes correspondence and documents for Supervisor's review, as directed. Ensures the department addresses community and residents' needs in a timely and effective manner.
- Disseminates information, instructions and directions to department heads, boards and committees/commissions, as directed.
- Provides support and assistance on administrative matters. Works closely with other departments to resolve issues and concerns.
- Builds and maintains relationships with internal Township staff and external agencies to ensure projects are completed and concerns are addressed.
- Schedules meetings and appointments for the Supervisor; establishes and maintains a calendar of appointments, events and meetings; secures meeting space, audio visual equipment or other logistical items; and reviews and prepares agenda items and program materials. Processes registrations and arranges accommodations for conferences and meetings for Supervisor and Trustees, as directed.
- Drafts resolutions and agreements, with the assistance of legal counsel as needed, for adoption by the Township Board.
- Conducts research, compiles data and prepares reports for consideration and presentation by executives, committees and Board.
- Prepares and reviews operational reports and schedules to ensure accuracy and completeness.
- Analyzes internal processes; recommends procedural changes that may impact the Township and keeps Supervisor informed of findings.
- Works under strict deadlines and with multiple priorities.
- Performs other related duties and projects, as assigned.

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### **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.

- Bachelor's degree with major in Public Administration, Business Administration, or related field.
- Must be service oriented and possess a passion for public service.
- Knowledge of Township structure, organization, ordinances, policies, regulations and terminology.
- Skill in planning, organizing and prioritizing work to meet objectives and deadlines.
- Ability to make decisions quickly and effectively, based on all available information.
- Must have excellent interpersonal, verbal and written communication skills and ability to effectively communicate with others inside and outside of the organization.
- Skill in identifying root causes and resolving complex problems.
- Must possess excellent time management skills and have the ability to effectively manage multiple projects simultaneously.
- Ability to exercise discretion and maintain confidentiality.
- Ability to establish and maintain effective working relationship with elected and appointment officials, department heads, employees, governmental agencies and community groups.
- Skill in displaying tact, integrity and professionalism in all situations.
- Must possess excellent problem solving and critical thinking skills with an ability to identify strengths and weaknesses of alternative solutions and approaches to problems.
- Skill in conducting administrative research and report preparation.

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

While performing the duties of this job, the employee is frequently required with or without reasonable accommodations to do the following: talk or hear, 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.