

CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
SEPTEMBER 15, 2020 BOARD MEETING 6:00 P.M.
TENTATIVE AGENDA
REMOTE MEETING

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to Van Buren Township residents; this Van Buren Township’s Board of Trustees meeting will be conducted virtually in compliance with State of Michigan Governor’s Executive Orders regarding remote public meetings. To participate in the meeting electronically, the public may follow the instructions below:

Please click the link below to join the webinar:

<https://zoom.us/j/93608072615>

Webinar ID: 936 0807 2615

Or iPhone one-tap :

US: +13126266799,,93608072615# or +19294362866,,93608072615#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 436 2866

International numbers available: <https://zoom.us/u/adsKdxJ7lb>

For more information, see the “How to Join a Zoom Meeting” document on Van Buren Township’s website:
https://vanburen-mi.org/wp-content/uploads/2020/05/How-to-join-a-Zoom-Meeting_v5.pdf

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

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

EXECUTIVE SUMMARY OF THE AGENDA:

ADOPTION OF AGENDA:

ADOPTION OF CONSENT AGENDA:

1. Board Meeting Minutes of August 18, 2020.
2. Special Board Meeting Minutes Budget Preparation of August 31, 2020.
3. Special Board Meeting Minutes Budget Preparation of September 1, 2020.
4. Prepaid List of August 20, 2020.
5. Prepaid List of August 27, 2020.
6. Prepaid List of September 3, 2020.
7. Prepaid List of September 10, 2020.
8. Voucher List of September 1, 2020.
9. Voucher List of September 15, 2020.
10. Re-appointment of Walter Rochowiak to the Water and Sewer Commission with a term to expire June 1, 2022.
11. Re-appointment of Eileen Parent to the Water and Sewer Commission with a term to expire June 1, 2022.

12. The 2021 Holiday Schedule.
13. The 2021 Board of Trustee Meeting Schedule.
14. Resolution 2020-16 the 2021 Department Fee Schedules.

PUBLIC HEARING:

CORRESPONDENCE/ANNOUNCEMENTS/ PRESENTATIONS:

PUBLIC COMMENT (Unfinished and New Business):

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on, and to consider approval of, the selection of REVIZE for the new Township Website project.
2. Discussion on, and to consider approval of, the application for the Banotai Farms, parcel # 83-119-99-0004-006, inclusion in the Farmland and Open Space Preservation Program for ten (10) years.
3. Discussion on, and to consider approval of, the posting of a Request for Proposal for Implementation of the Advanced Metering Infrastructure (AMI) Program.
4. Discussion on, and to consider approval of, the Election Specialist job description and the personal services agreement between the Township and Brittany Beaudry to fill the position effective 2021.

REPORTS:

PUBLIC COMMENT NON-AGENDA ITEMS :

BOARD COMMENT NON-AGENDA ITEMS:

ADJOURNMENT:

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES MEETING MINUTES
AUGUST 18, 2020 ELECTRONICALLY VIA ZOOM**

Supervisor McNamara called the meeting to order electronically via Zoom meeting ID 92555456319 at 6:00 p.m. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Frazier, Trustee Martin, Trustee Miller and Trustee White. Others participating, facilitating and monitoring the meeting: Secretary Montgomery, Recreation Director Wright, Planning and Economic Development Director Powers, Public Services Director Best, Water and Sewer Director Taylor, Communication Specialists Albrecht and Nichols and a maximum audience of forty-four (44).

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

ADOPTION OF THE AGENDA: Miller moved; Frazier seconded to approve the agenda. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Motion Carried.

ADOPTION OF CONSENT AGENDA: Frazier moved, Miller seconded to approve the Consent Agenda [Board Meeting Minutes of July 21, 2020, Special Board Meeting Minutes of August 6, 2020, Prepaid List of July 23, 2020, Prepaid List of July 30, 2020., Prepaid List of August 4, 2020 (Election Inspectors), Prepaid List of August 6, 2020, Prepaid List of August 13, 2020, Voucher List of August 4, 2020, Voucher List of August 18, 2020, Resolution 2020-10 the 2020 Tax Rate Request] Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Motion Carried.

PUBLIC HEARING: None.

CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS: Correspondence included a letter from a resident thanking the R.E.A.L. Summer youth program participants who did yard work for her and a letter from Community Publications commending the Township on their “shout out to small businesses” monthly article they intend to utilize this format in other community publications. Ballots for the November 3rd general election will be arriving at the Clerk’s Office on September 19, 2020 and staff will begin processing the over 7,595 requests currently received with a target mailing date of September 25, 2020, Voters who already requested a ballot are encouraged to on the lookout for their ballot in their mail the week of September 28th, there is still confusion about the permanent absentee list. This list is an application list only, the law does not allow ballots to be sent automatically, voters must request a ballot by completing and returning an application indicating which election you wish to receive a ballot for, the U.S. postal service has indicated you should mail in your ballot at least 14 days before Election Day November 3, 2020 to ensure it arrives on time, voters are encouraged to use the drop box located in front of Township Hall at 4,6425 Tyler Rd when submitting both ballot applications and voted ballots and you can track your application and ballot at: Michigan.gov/vote.

PUBLIC COMMENT (Unfinished and New Business): Resident expressed concern over water issues that he feels should be resolved prior to construction of a facility on Tyler Rd. at Morton Taylor. Representative from U.S. Representative Debbie Dingell’s office expressed interest in the special land use request appearing on the agenda.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Frazier moved; Miller seconded to approve Resolution 2020-12 and the Intergovernmental Agreement between Wayne County and Van Buren Township for Improvements to French Landing Park. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Nays: None. Motion Carried.

Budd moved; Frazier seconded to approve a Special Land Use request by Van Buren Investors Land Holdings LLC to construct a senior housing development with assisted living and memory care units. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Nays: None. Motion Carried.

Martin moved; Miller seconded to approve Resolution 2020-15 GLWA Concurring resolution of the IPP rules. Roll Call Vote. Yeas: McNamara, Budd, Wright, Frazier, Martin, Miller and White. Nays: None. Motion Carried.

REPORTS: None.

PUBLIC COMMENT NON-AGENDA ITEMS: Zoom participant read a letter sent to the Board requesting their support and assistance with the Egypt Covington murder case, requested the resignation of Clerk Wright in response to an email comment, indicated a rally would be held on August 19, 2020 in support of the resignation of Clerk Wright. Board members expressed their desire to have a resolution in the case, support for the friends and family of Egypt Covington and indicated the case is on-going and the file has been provided to the Michigan State Police for their review and assistance. In a statement he read, Clerk Wright expressed his sincere apology to the friends and family of Egypt Covington for an email comment he made vowing to do better in communications going forward. He further stated he supports all efforts in finding justice for Egypt.

BOARD COMMENT NON-AGENDA ITEMS:

ADJOURNMENT: Miller moved; Frazier seconded to adjourn at 7:16 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.

**CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING MINUTES-BUDGET REVIEW & PREPARTATION
AUGUST 31, 2020**

Supervisor McNamara called the meeting to order at 8:32 a.m. via Zoom ID 95769360306. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Martin, Trustee Miller and Trustee White. Late Arrival: Trustee Frazier (1:05 p.m.) Trustee White excused at 10:20 a.m. Secretary Montgomery, Departmental Directors, Salary Staff, Moderators Albrecht and Nichols and a maximum audience of seventeen (17) throughout the day.

The purpose of the Budget Preparation Meetings is to allow the Department Directors to present to the Board their requests for funding for the 2020 Amended and 2021 Proposed Budgets. During the informal presentations, Department Directors and Salaried staff members outlined the provision of services, equipment, potential capital outlay purchases and staffing levels of their perspective departments.

MONDAY, AUGUST 31, 2020

DOWNTOWN DEVELOPMENT AUTHORITY

Director Ireland and Assistant Director Lothringer presented the 2020 amended and 2021 proposed Public DDA budget. This budget was presented for review, and approved by the DDA Board of Directors at the regular meeting of July 28, 2020.

INFORMATION TECHNOLOGY:

Director Rankin presented the 2020 amended and 2021 Information Technology proposed budgets.

A recess was called at 9:03 a.m. The meeting reconvened at 9:12 a.m.

PUBLIC SAFETY (POLICE DEPARTMENT, DISPATCH, ORDINANCE AND FIRE DEPARTMENT):

Director Laurain, Deputy Director (Police Chief) Wright, and Deputy Director (Fire Chief) Brow presented the 2020 amended and 2020 proposed Public Safety budget(s), Attorney Fees and General Office budgets.

Trustee White left the meeting at 10:20 a.m.

ASSESSING:

Assessing Coordinator Stevenson presented the 2020 amended and 2021 Assessing Department Budget.

COMMUNICATIONS:

Executive Assistant Selman in conjunction with Communications Specialists Nichols and Albrecht, presented the 2020 amended and 2021 proposed Communications Budget.

A Lunch Recess was called at 10:42 a.m. The meeting reconvened at 1:05 p.m.

Trustee Frazier joined the meeting at 1:05 p.m.

CLERKS OFFICE (Elections, General Office, Accounting): Clerk Wright presented the 2020 amended and 2021 proposed Clerk's Office budget.

PARKS AND RECREATION: Director Wright and Deputy Director Zaenglein presented the 2020 amended and 2021 proposed Parks and Recreation budget.

SENIOR DEPARTMENT:

Director Jordan presented the 2020 amended and 2020 proposed Senior Department budget.

TREASURER (Museum): Treasurer Budd presented the 2020 amended and 2020 proposed Museum budget.

PUBLIC COMMENT: None.

The meeting was recessed until 8:55 a.m. on Tuesday September 1, 2020.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.

**CHARTER TOWNSHIP OF VAN BUREN
BOARD MEETING MINUTES-BUDGET REVIEW & PREPARTATION
SEPTEMBER 1, 2020**

Supervisor McNamara called the meeting to order at 9:01 a.m. via Zoom ID 95895363510. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Miller and Trustee White. Late Arrival: Trustee Martin (9:15 a.m.) Trustee White excused at 10:06 a.m. Secretary Montgomery, Departmental Directors, Salary Staff, Moderators Albrecht and Nichols and a maximum audience of sixteen (16) throughout the day.

The purpose of the Budget Preparation Meetings is to allow the Department Directors to present to the Board their requests for funding for the 2020 Amended and 2021 Proposed Budgets. During the informal presentations, Department Directors and Salaried staff members outlined the provision of services, equipment, potential capital outlay purchases and staffing levels of their perspective departments.

TUESDAY, SEPTEMBER 1, 2020

PUBLIC SERVICES (PLANNING & ECONOMIC DEVELOPMENT, BUILDING & GROUNDS, WATER & SEWER):

Public Services Director Best, in conjunction with Water and Sewer Director Taylor, Public Services Executive Assistant Renaud, and Building and Grounds Superintendent Schlutow presented the 2020 amended and 2021 proposed budgets.

A recess was called at 9:06 a.m. The meeting reconvened at 9:16 a.m.

Trustee White did not return to the meeting.

TREASURY DEPARTMENT:

Treasurer Budd presented the 2020 amended and 2021 Treasurer's Department budget.

SUPERVISORS DEPARTMENT (Board of Trustees, Supervisor's Office, Human Resources, Attorney and LDFA):

Supervisor McNamara presented the 2020 amended and 2020 proposed Public Safety budget(s), Attorney Fees and General Office budgets. Human Resource Director Sumpter presented the amended 2020 and proposed 2021 fringes and benefits budget.

BOARD COMMENT: Board members thanked Departmental Directors for their work on the budget and their efforts in providing services to the community throughout the pandemic.

PUBLIC COMMENT: Resident indicated he had been watching the meeting for the past two days.

ADJOURNMENT: Miller moved, Frazier seconded to adjourn the meeting at 12:25 p.m. Motion Carried.

Leon Wright, Township Clerk

Date: _____.

Kevin McNamara, Supervisor

Date: _____.

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 EXP CHECK RUN DATES 08/20/2020 - 08/20/2020
 UNJOURNALIZED
 OPEN
 08.20.20 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	

Vendor ATT - AT&T:

734326298208								
97177	AT&T	08/07/2020	08/20/2020	230.89	230.89	Open	N	
	8.7-9.6 326-2982	KTYLER					08/20/2020	
	101-265-850-000	8.7-9.6 326-2982		230.89				
		Total for vendor ATT - AT&T:		<u>230.89</u>	<u>230.89</u>			

Vendor ATT4 - AT&T MOBILITY:

287285038490								
97169	AT&T MOBILITY	08/06/2020	08/20/2020	113.04	113.04	Open	N	
	7.7-8.6 FD CELL PHONE SVCS	KTYLER					08/20/2020	
	101-336-850-000	7.7-8.6 FD CELL PHONE SVCS		113.04				
		Total for vendor ATT4 - AT&T MOBILITY:		<u>113.04</u>	<u>113.04</u>			

Vendor BCBS - BLUE CROSS BLUE SHIELD OF MI:

007002712								
97167	BLUE CROSS BLUE SHIELD OF MI	08/07/2020	08/20/2020	92,111.23	92,111.23	Open	N	
	SEPT HLTH INSUR	KTYLER					08/20/2020	
	101-101-719-000	SEPT HLTH INSUR		1,780.36				
	101-171-719-000	SEPT HLTH INSUR		3,019.85				
	101-215-719-000	SEPT HLTH INSUR		2,270.53				
	101-228-719-000	SEPT HLTH INSUR		1,498.64				
	101-247-719-000	SEPT HLTH INSUR		4,050.89				
	101-253-719-000	SEPT HLTH INSUR		749.32				
	101-265-719-000	SEPT HLTH INSUR		4,050.89				
	101-301-719-000	SEPT HLTH INSUR		31,274.68				
	101-325-719-000	SEPT HLTH INSUR		3,769.17				
	101-329-719-000	SEPT HLTH INSUR		1,780.36				
	101-336-719-000	SEPT HLTH INSUR		6,839.72				
	101-370-719-000	SEPT HLTH INSUR		5,549.53				
	101-692-719-000	SEPT HLTH INSUR		1,780.36				
	101-900-719-000	SEPT HLTH INSUR		5,708.36				
	247-000-719-000	SEPT HLTH INSUR		3,019.85				
	250-000-719-000	SEPT HLTH INSUR		749.32				
	592-536-719-000	SEPT HLTH INSUR		7,152.25				
	592-536-719-001	SEPT HLTH INSUR		7,067.15				
		Total for vendor BCBS - BLUE CROSS BLUE SHIELD OF MI:		<u>92,111.23</u>	<u>92,111.23</u>			

Vendor COMCAST - COMCAST:

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
EXP CHECK RUN DATES 08/20/2020 - 08/20/2020
UNJOURNALIZED
OPEN
08.20.20 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
79909								
97175	COMCAST	08/04/2020	08/20/2020	88.40	88.40	Open	N	
	8.8-9.7 MUSEUM INTERNET	KTYLER					08/20/2020	
	250-000-920-000	8.8-9.7 MUSEUM INTERNET		88.40				
10623								
97176	COMCAST	08/06/2020	08/20/2020	80.14	80.14	Open	N	
	8.19-9.18 CABLE BOX/TV	KTYLER					08/20/2020	
	101-336-920-000	8.19-9.18 CABLE BOX/TV		80.14				
288565								
97178	COMCAST	08/01/2020	08/20/2020	183.35	183.35	Open	N	
	8.4-9.3 CABLE/INTERNET	KTYLER					08/20/2020	
	101-718-920-000	8.4-9.3 CABLE/INTERNET		183.35				
293938								
97196	COMCAST	08/02/2020	08/20/2020	161.67	161.67	Open	N	
	8.6-9.5 HAGGERTY INTERNET/PHONE	KTYLER					08/20/2020	
	592-536-920-000	8.6-9.5 HAGGERTY INTERNET/PHONE		161.67				
	Total for vendor COMCAST - COMCAST:			513.56	513.56			

Vendor COSTAR - COSTAR REALTY INFORMATION INC:

11199651-1								
97170	COSTAR REALTY INFORMATION INC	08/05/2020	08/20/2020	395.00	395.00	Open	N	
	AUG MARKET DATA	KTYLER					08/20/2020	
	101-247-819-000	AUG MARKET DATA		395.00				
	Total for vendor COSTAR - COSTAR REALTY INFORMATION INC:			395.00	395.00			

Vendor DEANAT - DEARBORN NATIONAL:

EAB100157-1								
97166	DEARBORN NATIONAL	08/07/2020	08/20/2020	8,700.38	8,700.38	Open	N	
	SEPT S&A/LIFE INSURANCE	KTYLER					08/20/2020	
	101-101-719-000	SEPT LIFE INSURANCE		13.20				
	101-171-719-000	SEPT S&A/LIFE INSURANCE		326.12				
	101-191-719-000	SEPT S&A/LIFE INSURANCE		57.45				
	101-215-719-000	SEPT S&A/LIFE INSURANCE		325.72				
	101-228-719-000	SEPT S&A/LIFE INSURANCE		248.90				
	101-247-719-000	SEPT S&A/LIFE INSURANCE		151.60				
	101-253-719-000	SEPT S&A/LIFE INSURANCE		316.80				
	101-265-719-000	SEPT S&A/LIFE INSURANCE		477.56				
	101-301-719-000	SEPT S&A/LIFE INSURANCE		3,456.04				
	101-325-719-000	SEPT S&A/LIFE INSURANCE		529.41				
	101-329-719-000	SEPT S&A/LIFE INSURANCE		139.32				

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
EXP CHECK RUN DATES 08/20/2020 - 08/20/2020
UNJOURNALIZED
OPEN
08.20.20 PREPAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
	101-336-719-000	SEPT S&A/LIFE INSURANCE		494.59				
	101-370-719-000	SEPT S&A/LIFE INSURANCE		452.56				
	101-691-719-000	SEPT S&A/LIFE INSURANCE		219.62				
	101-692-719-000	SEPT S&A/LIFE INSURANCE		130.96				
	101-715-719-000	SEPT S&A/LIFE INSURANCE		146.56				
	101-900-719-000	SEPT LIFE INSURANCE		14.30				
	247-000-719-000	SEPT S&A/LIFE INSURANCE		164.53				
	250-000-719-000	SEPT S&A/LIFE INSURANCE		98.60				
	592-536-719-000	SEPT S&A/LIFE INSURANCE		936.54				
Total for vendor DEANAT - DEARBORN NATIONAL:				8,700.38	8,700.38			

Vendor DTE - DTE ENERGY:

910013926647 97179	DTE ENERGY 7.10-8.7 11940 HANNAN 592-536-920-000	08/10/2020 KTYLER 7.10-8.7 11940 HANNAN	08/20/2020	66.54 66.54	66.54	Open	N 08/20/2020	
910013926803 97180	DTE ENERGY 7.7-8.5 9260 HAGGERTY 592-536-920-000	08/06/2020 KTYLER 7.7-8.5 9260 HAGGERTY	08/20/2020	247.24 247.24	247.24	Open	N 08/20/2020	
910013925714 97181	DTE ENERGY 7.7-8.5 7981 BVL 101-336-920-000 101-336-920-000	08/06/2020 KTYLER 7.7-8.5 7981 BVL 7.7-8.5 7981 BVL	08/20/2020	1,434.99 1,360.51 74.48	1,434.99	Open	N 08/20/2020	
910013925011 97182	DTE ENERGY 7.7-8.5 3960 TYLER 101-265-920-000	08/06/2020 KTYLER 7.7-8.5 3960 TYLER	08/20/2020	47.16 47.16	47.16	Open	N 08/20/2020	
910016815318 97183	DTE ENERGY 7.7-8.5 3960 TYLER 101-265-920-000 101-265-920-000	08/06/2020 KTYLER 7.7-8.5 3960 TYLER 7.7-8.5 3960 TYLER	08/20/2020	71.14 14.36 56.78	71.14	Open	N 08/20/2020	
910016828493 97184	DTE ENERGY 7.1-7.31 50745 EDISON 101-718-920-000	08/05/2020 KTYLER 7.1-7.31 50745 EDISON	08/20/2020	24.94 24.94	24.94	Open	N 08/20/2020	

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
EXP CHECK RUN DATES 08/20/2020 - 08/20/2020
UNJOURNALIZED
OPEN
08.20.20 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
910016828014								
97185	DTE ENERGY	08/05/2020	08/20/2020	14.82	14.82	Open	N	
	7.1-7.31 50075 EDISON	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 50075 EDISON		14.82				
920007469058								
97186	DTE ENERGY	08/04/2020	08/20/2020	15.80	15.80	Open	N	
	7.2-8.3 45385 ECORSE	KTYLER					08/20/2020	
	247-000-920-000	7.2-8.3 45385 ECORSE		15.80				
910016828634								
97187	DTE ENERGY	08/04/2020	08/20/2020	150.51	150.51	Open	N	
	7.2-8.3 13085 VENTURA	KTYLER					08/20/2020	
	592-536-920-000	7.2-8.3 13085 VENTURA		94.24				
	592-536-920-000	7.2-8.3 13085 VENTURA		56.27				
910015586928								
97188	DTE ENERGY	08/04/2020	08/20/2020	985.27	985.27	Open	N	
	6.30-7.30 45400 HULL	KTYLER					08/20/2020	
	101-336-920-000	6.30-7.30 45400 HULL		66.51				
	101-336-920-000	6.30-7.30 45400 HULL		918.76				
910013925581								
97189	DTE ENERGY	08/03/2020	08/20/2020	315.93	315.93	Open	N	
	7.1-7.31 50901 S I-94 SVCS DR	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 50901 S I-94 SVCS DR		38.60				
	101-718-920-000	7.1-7.31 50901 S I-94 SVCS DR		277.33				
910013925425								
97190	DTE ENERGY	08/03/2020	08/20/2020	14.83	14.83	Open	N	
	7.1-7.31 50655 EDISON	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 50655 EDISON		14.83				
910016815425								
97191	DTE ENERGY	08/03/2020	08/20/2020	171.48	171.48	Open	N	
	7.1-7.31 2457 RAWSONVILLE	KTYLER					08/20/2020	
	592-536-920-000	7.1-7.31 2457 RAWSONVILLE		171.48				
910015587074								
97192	DTE ENERGY	08/03/2020	08/20/2020	67.26	67.26	Open	N	
	7.1-7.31 49475 EDISON	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 49475 EDISON		67.26				
910022836431								
97193	DTE ENERGY	08/03/2020	08/20/2020	314.53	314.53	Open	N	
	7.1-7.31 46270 AYRES	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 46270 AYRES		314.53				

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 EXP CHECK RUN DATES 08/20/2020 - 08/20/2020
 UNJOURNALIZED
 OPEN
 08.20.20 PREPAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
920018573112								
97194	DTE ENERGY	08/03/2020	08/20/2020	43.24	43.24	Open	N	
	7.1-7.31 50335 EDISON	KTYLER					08/20/2020	
	101-718-920-000	7.1-7.31 50335 EDISON		43.24				
		Total for vendor DTE - DTE ENERGY:		<u>3,985.68</u>	<u>3,985.68</u>			

Vendor EHIM - EHIM:

ADM00024801								
97165	EHIM	08/07/2020	08/20/2020	1,698.50	1,698.50	Open	N	
	AUG ADMIN FEES	KTYLER					08/20/2020	
	101-101-719-000	AUG ADMIN FEES		14.00				
	101-171-719-000	AUG ADMIN FEES		28.00				
	101-191-719-000	AUG ADMIN FEES		11.50				
	101-215-719-000	AUG ADMIN FEES		25.50				
	101-228-719-000	AUG ADMIN FEES		39.50				
	101-247-719-000	AUG ADMIN FEES		28.00				
	101-253-719-000	AUG ADMIN FEES		48.50				
	101-265-719-000	AUG ADMIN FEES		74.00				
	101-301-719-000	AUG ADMIN FEES		511.50				
	101-325-719-000	AUG ADMIN FEES		111.00				
	101-329-719-000	AUG ADMIN FEES		25.50				
	101-336-719-000	AUG ADMIN FEES		104.50				
	101-370-719-000	AUG ADMIN FEES		67.50				
	101-691-719-000	AUG ADMIN FEES		34.50				
	101-692-719-000	AUG ADMIN FEES		25.50				
	101-715-719-000	AUG ADMIN FEES		23.00				
	101-900-719-000	AUG ADMIN FEES		329.00				
	247-000-719-000	AUG ADMIN FEES		28.00				
	250-000-719-000	AUG ADMIN FEES		14.00				
	592-536-719-000	AUG ADMIN FEES		116.00				
	592-536-719-001	AUG ADMIN FEES		39.50				
		Total for vendor EHIM - EHIM:		<u>1,698.50</u>	<u>1,698.50</u>			

Vendor EHIM2 - EHIM REIMBURSABLE:

FND00022854								
97168	EHIM REIMBURSABLE	08/07/2020	08/20/2020	5,483.46	5,483.46	Open	N	
	BCBS/BCN EMPLOYEE HRA	KTYLER					08/20/2020	
	101-101-719-000	BCBS/BCN EMPLOYEE HRA		20.00				
	101-171-719-000	BCBS/BCN EMPLOYEE HRA		20.00				
	101-215-719-000	BCBS/BCN EMPLOYEE HRA		161.57				
	101-247-719-000	BCBS/BCN EMPLOYEE HRA		40.00				

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
101-253-719-000	BCBS/BCN EMPLOYEE HRA			238.51				
101-265-719-000	BCBS/BCN EMPLOYEE HRA			42.13				
101-301-719-000	BCBS/BCN EMPLOYEE HRA			3,700.55				
101-325-719-000	BCBS/BCN EMPLOYEE HRA			400.91				
101-329-719-000	BCBS/BCN EMPLOYEE HRA			75.00				
101-336-719-000	BCBS/BCN EMPLOYEE HRA			307.95				
101-370-719-000	BCBS/BCN EMPLOYEE HRA			40.00				
101-691-719-000	BCBS/BCN EMPLOYEE HRA			199.79				
247-000-719-000	BCBS/BCN EMPLOYEE HRA			77.05				
250-000-719-000	BCBS/BCN EMPLOYEE HRA			20.00				
592-536-719-000	BCBS/BCN EMPLOYEE HRA			140.00				
Total for vendor EHM2 - EHIM REIMBURSABLE:				5,483.46	5,483.46			

Vendor MISC - ERNEST MYATT:

REFUND								
97171	ERNEST MYATT	08/12/2020	08/20/2020	118.35	118.35	Open	N	
	OVRPYMT SUM 20 TAX	KTYLER						08/20/2020
	703-000-226-000	OVRPYMT SUM 20 TAX		118.35				
Total for vendor MISC - ERNEST MYATT:				118.35	118.35			

Vendor RICOH - RICOH USA INC:

5060087727								
97173	RICOH USA INC	07/28/2020	08/20/2020	401.51	401.51	Open	N	
	7.31-10.30 COPIER MAINT REC	KTYLER						08/20/2020
	101-691-933-000	7.31-10.30 COPIER MAINT REC		401.51				
5060141963								
97174	RICOH USA INC	08/01/2020	08/20/2020	12.41	12.41	Open	N	
	5.1-7.31 COPIER MAINT FS 1&2	KTYLER						08/20/2020
	101-248-933-000	5.1-7.31 COPIER MAINT FS1		5.48				
	101-248-933-000	5.1-7.31 COPIER MAINT FS2		6.93				
Total for vendor RICOH - RICOH USA INC:				413.92	413.92			

Vendor NETFLE - VERIZON CONNECT:

OSV000002191601								
97172	VERIZON CONNECT	08/01/2020	08/20/2020	582.84	582.84	Open	N	
	JULY MONTHLY SVCS	KTYLER						08/20/2020
	101-265-860-000	JULY MONTHLY SVCS		582.84				
Total for vendor NETFLE - VERIZON CONNECT:				582.84	582.84			

Vendor YCUA - YPSILANTI COMMUNITY UTIL AUTH:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
5.500.400005.01								
97195	YPSILANTI COMMUNITY UTIL AUTH	07/31/2020	08/20/2020	2,779.91	2,779.91	Open	N	
	JULY YCUA SEWAGE	KTYLER					08/20/2020	
	592-537-924-000	JULY YCUA SEWAGE		2,779.91				
	Total for vendor YCUA - YPSILANTI COMMUNITY UTIL AUTH:			<u>2,779.91</u>	<u>2,779.91</u>			
# of Invoices:	32	# Due:	32	Totals:	117,126.76	117,126.76		
# of Credit Memos:	0	# Due:	0	Totals:	<u>0.00</u>	<u>0.00</u>		
Net of Invoices and Credit Memos:					117,126.76	117,126.76		

--- TOTALS BY FUND ---

101 - General Fund	93,704.07	93,704.07
247 - DDA Fund	3,305.23	3,305.23
250 - Museum Fund	970.32	970.32
592 - Water/Sewer Fund	19,028.79	19,028.79
703 - Current Tax Fund	118.35	118.35

--- TOTALS BY DEPT/ACTIVITY ---

000 -	4,393.90	4,393.90
101 - Township Board	1,827.56	1,827.56
171 - Supervisor Department	3,393.97	3,393.97
191 - Election Department	68.95	68.95
215 - Clerk Department	2,783.32	2,783.32
228 - IT Department	1,787.04	1,787.04
247 - Assessing Department	4,665.49	4,665.49
248 - General Office	12.41	12.41
253 - Treasurer Department	1,353.13	1,353.13
265 - Building & Grounds	5,576.61	5,576.61
301 - Police Department	38,942.77	38,942.77
325 - Dispatch	4,810.49	4,810.49
329 - Ordinance Enforcement	2,020.18	2,020.18
336 - Fire Department	10,360.20	10,360.20
370 - Building/Planning Dept.	6,109.59	6,109.59
536 - Water Department	16,248.88	16,248.88
537 - Sewer Department	2,779.91	2,779.91
691 - Recreation Dept	855.42	855.42
692 - Seniors Dept	1,936.82	1,936.82
715 - Communications Dept	169.56	169.56
718 - Park & Lake Dept	978.90	978.90
900 - Insurance	6,051.66	6,051.66

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor ASTELECTOM - A&S TELECOM CONSULTING:								
2348								
97349	A&S TELECOM CONSULTING	08/01/2020	08/27/2020	46.80	46.80	Open	N	
	SEPT MUSEUM PHONE SVCS	KTYLER					08/27/2020	
	250-000-850-000	SEPT MUSEUM PHONE SVCS		46.80				
	Total for vendor ASTELECTOM - A&S TELECOM CONSULTING:			46.80	46.80			
Vendor ATT - AT&T:								
734697410508								
97358	AT&T	08/16/2020	08/27/2020	163.49	163.49	Open	N	
	7.16-8.15 697-4105	KTYLER					08/27/2020	
	250-000-850-000	7.16-8.15 697-4105		163.49				
734697465308								
97359	AT&T	08/16/2020	08/27/2020	925.49	925.49	Open	N	
	8.16-9.15 697-4653	KTYLER					08/27/2020	
	101-265-850-000	8.16-9.15 697-4653		925.49				
734697783508								
97360	AT&T	08/16/2020	08/27/2020	173.43	173.43	Open	N	
	8.16-9.15 697-7835	KTYLER					08/27/2020	
	250-000-850-000	8.16-9.15 697-7835		173.43				
734699521308								
97361	AT&T	08/16/2020	08/27/2020	154.25	154.25	Open	N	
	8.16-9.15 699-5213	KTYLER					08/27/2020	
	101-265-850-000	8.16-9.15 699-5213		154.25				
734699607508								
97362	AT&T	08/16/2020	08/27/2020	1,580.07	1,580.07	Open	N	
	8.16-9.15 699-6075	KTYLER					08/27/2020	
	101-265-850-000	8.16-9.15 699-6075		1,580.07				
734699632308								
97363	AT&T	08/16/2020	08/27/2020	462.75	462.75	Open	N	
	8.16-9.15 699-6323	KTYLER					08/27/2020	
	101-265-850-000	8.16-9.15 699-6323		462.75				
	Total for vendor ATT - AT&T:			3,459.48	3,459.48			
Vendor ATT2 - AT&T:								
8231565504								
97344	AT&T	08/05/2020	08/27/2020	1,869.60	1,869.60	Open	N	
	AUG 171.799.7112	KTYLER					08/27/2020	

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-265-850-000	AUG 171.799.7112		1,869.60				
		Total for vendor ATT2 - AT&T:		<u>1,869.60</u>	<u>1,869.60</u>			

Vendor BLCANE - BLUE CARE NETWORK:

202200000145								
97357	BLUE CARE NETWORK	08/07/2020	08/27/2020	89,079.60	89,079.60	Open	N	
	SEPT HLTH INSUR	KTYLER					08/27/2020	
	101-191-719-000	SEPT HLTH INSUR		1,646.21				
	101-215-719-000	SEPT HLTH INSUR		1,646.21				
	101-228-719-000	SEPT HLTH INSUR		1,646.21				
	101-253-719-000	SEPT HLTH INSUR		4,573.33				
	101-265-719-000	SEPT HLTH INSUR		5,290.49				
	101-301-719-000	SEPT HLTH INSUR		35,305.73				
	101-325-719-000	SEPT HLTH INSUR		7,103.55				
	101-329-719-000	SEPT HLTH INSUR		1,646.21				
	101-336-719-000	SEPT HLTH INSUR		4,573.33				
	101-370-719-000	SEPT HLTH INSUR		1,646.21				
	101-691-719-000	SEPT HLTH INSUR		4,938.63				
	101-692-719-000	SEPT HLTH INSUR		1,280.91				
	101-715-719-000	SEPT HLTH INSUR		1,822.14				
	101-900-719-000	SEPT HLTH INSUR		10,480.58				
	592-536-719-000	SEPT HLTH INSUR		5,479.86				
		Total for vendor BLCANE - BLUE CARE NETWORK:		<u>89,079.60</u>	<u>89,079.60</u>			

Vendor BCBSMA - BLUE CROSS BLUE SHIELD OF MI:

37775-600								
97197	BLUE CROSS BLUE SHIELD OF MI	08/07/2020	08/27/2020	9,386.70	9,386.70	Open	N	
	SEPT HLTH INSUR (MEDICARE ADVANT	KTYLER					08/27/2020	
	101-900-719-000	SEPT HLTH INSUR (MEDICARE ADVANTAGE)		8,451.14				
	592-536-719-001	SEPT HLTH INSUR (MEDICARE ADVANTAGE)		935.56				
		Total for vendor BCBSMA - BLUE CROSS BLUE SHIELD OF MI:		<u>9,386.70</u>	<u>9,386.70</u>			

Vendor VISA - CHASE CARD SVCS:

RANKIN								
97198	CHASE CARD SVCS	08/08/2020	08/27/2020	664.24	664.24	Open	N	
	JULY STMT	KTYLER					08/27/2020	
	101-228-956-000	AMAZON (2) USB EXT CABLES/(4) ETHERNE		53.68				
	101-228-817-000	SWIFTIC ANNL MOBILE APP MEMBERSHIP FE		610.56				

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
JORDAN								
97199	CHASE CARD SVCS JULY STMT 101-692-742-000	08/08/2020 KTYLER	08/27/2020	14.28	14.28	Open	N 08/27/2020	
		T.H. OUTDOOR MTG W INSTRUCTORS		14.28				
L.WRIGHT								
97200	CHASE CARD SVCS JULY STMT 101-248-956-000 101-215-810-000 101-191-956-000	08/08/2020 KTYLER	08/27/2020	411.93	411.93	Open	N 08/27/2020	
		VBT BUSINESS PRIME MEMBERSHIP FEE		179.00				
		TOWLES MGFOA MEMBERSHIP DUES		120.00				
		ELECTION WORKERS MEALS		112.93				
DALLOS								
97201	CHASE CARD SVCS JULY STMT 250-000-956-000	08/08/2020 KTYLER	08/27/2020	(170.07)	(170.07)	Open	N 08/27/2020	
		MISSING RECEIPT		(170.07)				
DALLOS								
97202	CHASE CARD SVCS JULY STMT 250-000-956-000 250-000-956-000	08/08/2020 KTYLER	08/27/2020	74.18	74.18	Open	N 08/27/2020	
		MISSING RECEIPT		37.09				
		MISSING RECEIPT		37.09				
MCNAMARA								
97203	CHASE CARD SVCS JULY STMT 101-715-810-000 101-171-956-001 101-171-956-001 101-171-956-001 101-171-956-001 101-171-956-000 101-171-956-001 101-171-956-001 101-247-861-000	08/08/2020 KTYLER	08/27/2020	754.17	754.17	Open	N 08/27/2020	
		7.10-8.9 ZOOM WEBINAR		42.40				
		TARGET R.E.A.L. SUPPLIES		62.18				
		MEIJER ICE FOR R.E.A.L.		13.77				
		BENITOS PIZZA R.E.A.L. LUNCH		96.69				
		PANERA BREAD R.E.A.L. LUNCHESES		105.28				
		CABLE JULY EXTRA MEDIA STORAGE		2.99				
		SUBWAY R.E.A.L. LUNCHESES		67.89				
		TARGET R.E.A.L. SUPPLIES		17.97				
		8.30 IAAO 86TH ANNL CONF-VIRTUAL		345.00				
LAURAIN								
97204	CHASE CARD SVCS JULY STMT 101-329-740-000 101-301-861-000 101-301-861-000 266-000-863-000 101-301-860-001 101-101-955-000 101-301-861-000	08/08/2020 KTYLER	08/27/2020	2,334.30	2,334.30	Open	N 08/27/2020	
		AMAZON CAMARA BATTERY FOR ORDINANCE		18.01				
		J.WRIGHT 9.9-11 FBINAA CONF REG		250.00				
		BAZZY 9.9-11 FBINAA CONF REG		250.00				
		ELITE K9 JASE-SPECIAL FEEDING BOWL		28.74				
		191 FUEL D/T POWER OUTAGE		15.62				
		AMAZON COVID-19 JAIL SUPPLIES		38.99				
		BAZZY 9.9-11 FBINAA CONF LODGING		459.76				

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	101-301-727-000	AMAZON APPROVE/DENY STAMP		14.99				
	101-301-727-000	AMAZON (2) GALLON JUGS W PUMP		19.99				
	101-301-727-000	AMAZON CHAIR MAT FOR FT DESK LOBBY		48.31				
	101-101-955-000	AMAZON COVID-19 JAIL SUPPLIES		117.97				
	101-301-727-000	AMAZON 4 PK CUBICLE HOOKS		2.70				
	101-301-727-000	AMAZON BUNN COFFEE MAKER CONF RM		261.00				
	101-301-727-000	AMAZON GEAR FOR GUN RANGE		549.40				
	101-301-727-000	AMAZON XEROX INK/J.WRIGHT PHONE CASE		230.73				
	101-301-727-000	AMAZON AIRWICK/GLADE REFILLS		28.09				
BEST 97205	CHASE CARD SVCS JULY STMT	08/08/2020 KTYLER	08/27/2020	551.46	551.46	Open	N 08/27/2020	
	101-101-955-000	ZOOM COVID-19 VIRTUAL BLDG INSP		15.89				
	101-101-955-000	ZOOM COVID-19 VIRTUAL PS MTGS		19.00				
	101-101-955-000	ZOOM COVID-19 7.27-8.26 YWP PUBLIC MT		116.58				
	101-370-956-000	MISSING RECEIPT		29.99				
	101-370-861-000	BEAT/RENAUD MAP VIRTUAL CONF FEES		370.00				
JEWRIGHT 97206	CHASE CARD SVCS JULY STMT	08/08/2020 KTYLER	08/27/2020	1,212.33	1,212.33	Open	N 08/27/2020	
	101-718-740-000	MICHAELS ON-LINE CRAFT SUPPLIES		51.45				
	101-718-740-000	MEIJER MARKERS		11.97				
	101-718-740-000	(100) INSECT MASKS REIMB MRPA GRANT		1,148.91				
MCINALLY 97207	CHASE CARD SVCS JULY STMT	08/08/2020 KTYLER	08/27/2020	1,239.14	1,239.14	Open	N 08/27/2020	
	101-336-956-000	STACKS ROMULUS FD MUTUAL AID LUNCH		60.42				
	101-336-956-000	J.J. ROMULUS FD MUTUAL AID LINCH		143.69				
	101-336-956-000	LEONARDOS ROMULUS FD MUTUAL AID LUNCH		66.65				
	101-336-850-000	BROW IPHONE CASE		42.39				
	101-336-741-000	AMAZON (2) WEBCAMS		99.98				
	101-301-860-001	134 FUEL D/T POWER OUTAGE		21.91				
	101-301-860-001	173 FUEL D/T POWER OUTAGE		35.40				
	101-301-860-001	172 FUEL D/T POWER OUTAGE		46.42				
	101-301-860-001	181 FUEL D/T POWER OUTAGE		100.00				
	101-301-860-001	141 FUEL D/T POWER OUTAGE		25.47				
	101-336-860-001	E-1 FUEL D/T POWER OUTAGE		90.01				
	101-336-860-001	E-2 FUEL D/T POWER OUTAGE		64.53				
	101-336-741-000	FORMSITE AIR CARD FD CLEMIS		442.27				
Total for vendor VISA - CHASE CARD SVCS:				7,085.96	7,085.96			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
MAIN-000405-0000-01								
97343	CITY OF BELLEVILLE WS 6.11-8.10 405 MAIN 250-000-920-000	08/10/2020 KTYLER	08/27/2020	49.26	49.26	Open	N 08/27/2020	
	WS 6.11-8.10 405 MAIN			49.26				
	Total for vendor BELCIT - CITY OF BELLEVILLE:			<u>49.26</u>	<u>49.26</u>			
Vendor ROMCIT - CITY OF ROMULUS:								
020185								
97348	CITY OF ROMULUS JULY 39605 WABASH 592-536-920-000	07/31/2020 KTYLER	08/27/2020	49.92	49.92	Open	N 08/27/2020	
	JULY 39605 WABASH			49.92				
	Total for vendor ROMCIT - CITY OF ROMULUS:			<u>49.92</u>	<u>49.92</u>			
Vendor COMCAST - COMCAST:								
80558								
97345	COMCAST 8.26-9.25 CABLE BOX FEE 101-336-920-000	08/17/2020 KTYLER	08/27/2020	22.17	22.17	Open	N 08/27/2020	
	8.26-9.25 CABLE BOX FEE			22.17				
	Total for vendor COMCAST - COMCAST:			<u>22.17</u>	<u>22.17</u>			
Vendor DTE - DTE ENERGY:								
910022836811								
97352	DTE ENERGY 7.14-8.12 48791 DENTON 592-536-920-000	08/13/2020 KTYLER	08/27/2020	74.48	74.48	Open	N 08/27/2020	
	7.14-8.12 48791 DENTON			74.48				
910016815052								
97353	DTE ENERGY 7.14-8.12 48791 DENTON 592-536-920-000	08/13/2020 KTYLER	08/27/2020	134.17	134.17	Open	N 08/27/2020	
	7.14-8.12 48791 DENTON			134.17				
910015586795								
97354	DTE ENERGY 7.11-8.10 45581 ECORSE 101-265-920-000	08/12/2020 KTYLER	08/27/2020	67.65	67.65	Open	N 08/27/2020	
	7.11-8.10 45581 ECORSE			67.65				
910016815763								
97355	DTE ENERGY 7.11-8.10 45581 ECORSE 101-265-920-000	08/12/2020 KTYLER	08/27/2020	30.88	30.88	Open	N 08/27/2020	
	7.11-8.10 45581 ECORSE			30.88				
	Total for vendor DTE - DTE ENERGY:			<u>307.18</u>	<u>307.18</u>			

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Vendor MISC - INSPIRE CLOSING SERVICES:								
REFUND								
97350	INSPIRE CLOSING SERVICES	08/24/2020	08/27/2020	10.00	10.00	Open	N	
	OVRPYMT SUM 20 TAX	KTYLER					08/27/2020	
	703-000-226-000	OVRPYMT SUM 20 TAX		10.00				
	Total for vendor MISC - INSPIRE CLOSING SERVICES:			10.00	10.00			
Vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:								
TAXES								
97364	LINCOLN CONSOLIDATED SCHOOLS	08/20/2020	08/27/2020	7,341.03	7,341.03	Open	N	
	SUM 20 DIST COLLECT 08.15.20	KTYLER					08/27/2020	
	703-000-233-000	SUM 20 DIST COLLECT 08.15.20		3,189.96				
	703-000-236-000	SUM 20 DIST COLLECT 08.15.20		4,097.38				
	703-000-246-000	SUM 20 DIST COLLECT 08.15.20		53.69				
	Total for vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:			7,341.03	7,341.03			
Vendor MMRMAE - MI MUNICIPAL RISK MGMT AUTH ECP:								
D20071005								
97347	MI MUNICIPAL RISK MGMT AUTH ECP	08/15/2020	08/27/2020	7,197.11	7,197.11	Open	N	
	JULY 46425 TYLER	KTYLER					08/27/2020	
	101-265-920-000	JULY 46425 TYLER		7,197.11				
	Total for vendor MMRMAE - MI MUNICIPAL RISK MGMT AUTH ECP:			7,197.11	7,197.11			
Vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:								
TAXES								
97365	VAN BUREN PUBLIC SCHOOL	08/20/2020	08/27/2020	2,170,900.11	2,170,900.11	Open	N	
	SUM 20 DIST COLLECT 08.15.20	KTYLER					08/27/2020	
	703-000-231-000	SUM 20 DIST COLLECT 08.15.20		1,732,933.02				
	703-000-234-000	SUM 20 DIST COLLECT 08.15.20		61,517.92				
	703-000-235-000	SUM 20 DIST COLLECT 08.15.20		376,449.17				
	Total for vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:			2,170,900.11	2,170,900.11			
Vendor VERWIR - VERIZON WIRELESS:								
9860421222								
97356	VERIZON WIRELESS	08/10/2020	08/27/2020	1,699.94	1,699.94	Open	N	
	7.11-8.10 CELL PHONES	KTYLER					08/27/2020	
	101-336-850-000	7.11-8.10 CELL PHONES		611.71				
	101-301-850-000	7.11-8.10 CELL PHONES		1,088.23				
	Total for vendor VERWIR - VERIZON WIRELESS:			1,699.94	1,699.94			

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

Vendor VISEPL - VISION SERVICE PLAN:

810180783								
97346	VISION SERVICE PLAN	08/18/2020	08/27/2020	2,588.34	2,588.34	Open	N	
	SEPT VISION INSUR	KTYLER					08/27/2020	
	101-101-719-000	SEPT VISION INSUR		61.47				
	101-171-719-000	SEPT VISION INSUR		64.54				
	101-191-719-000	SEPT VISION INSUR		26.43				
	101-215-719-000	SEPT VISION INSUR		105.72				
	101-228-719-000	SEPT VISION INSUR		49.79				
	101-247-719-000	SEPT VISION INSUR		52.86				
	101-253-719-000	SEPT VISION INSUR		90.97				
	101-265-719-000	SEPT VISION INSUR		87.90				
	101-301-719-000	SEPT VISION INSUR		1,036.31				
	101-325-719-000	SEPT VISION INSUR		205.30				
	101-329-719-000	SEPT VISION INSUR		52.86				
	101-336-719-000	SEPT VISION INSUR		170.26				
	101-370-719-000	SEPT VISION INSUR		129.08				
	101-691-719-000	SEPT VISION INSUR		79.29				
	101-692-719-000	SEPT VISION INSUR		52.86				
	101-715-719-000	SEPT VISION INSUR		38.11				
	247-000-719-000	SEPT VISION INSUR		38.11				
	250-000-719-000	SEPT VISION INSUR		11.68				
	592-536-719-000	SEPT VISION INSUR		234.80				
	Total for vendor VISEPL - VISION SERVICE PLAN:			2,588.34	2,588.34			

Vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:

TAXES								
97367	WASHTENAW INTERMEDIATE SCHOOLS	08/20/2020	08/27/2020	3,156.63	3,156.63	Open	N	
	SUM 20 DIST COLLECT 08.15.20	KTYLER					08/27/2020	
	703-000-239-000	SUM 20 DIST COLLECT 08.15.20		3,156.63				
	Total for vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:			3,156.63	3,156.63			

Vendor WACOTR - WAYNE COUNTY TREASURER:

TAXES								
97366	WAYNE COUNTY TREASURER	08/20/2020	08/27/2020	1,683,233.05	1,683,233.05	Open	N	
	SUM 20 DIST COLLECT 08.15.20	KTYLER					08/27/2020	
	703-000-222-000	SUM 20 DIST COLLECT 08.15.20		484,306.32				
	703-000-230-000	SUM 20 DIST COLLECT 08.15.20		761,300.44				
	703-000-237-000	SUM 20 DIST COLLECT 08.15.20		425,438.73				
	703-000-237-002	SUM 20 DIST COLLECT 08.15.20		12,187.56				
	Total for vendor WACOTR - WAYNE COUNTY TREASURER:			1,683,233.05	1,683,233.05			

08/26/2020 03:54 PM
 User: KTYLER
 DB: Van Buren Twp

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 EXP CHECK RUN DATES 08/27/2020 - 08/27/2020
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor MAROIL - WEX BANK:								
67022585								
97351	WEX BANK	08/15/2020	08/27/2020	68.75	68.75	Open	N	
	JULY FUEL	KTYLER					08/27/2020	
	101-301-860-001	201 FUEL D/T POWER OUTAGE		26.61				
	101-301-860-001	173 FUEL D/T POWER OUTAGE		20.32				
	101-301-860-001	151 FUEL D/T POWER OUTAGE		21.82				
	Total for vendor MAROIL - WEX BANK:			68.75	68.75			
# of Invoices:	35	# Due:	35	Totals:	3,987,721.70	3,987,721.70		
# of Credit Memos:	1	# Due:	1	Totals:	(170.07)	(170.07)		
Net of Invoices and Credit Memos:					3,987,551.63	3,987,551.63		

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 EXP CHECK RUN DATES 08/27/2020 - 08/27/2020
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
GL Distribution								
--- TOTALS BY FUND ---								
	101 - General Fund			115,586.40	115,586.40			
	247 - DDA Fund			38.11	38.11			
	250 - Museum Fund			348.77	348.77			
	266 - State Forfeiture Fund			28.74	28.74			
	592 - Water/Sewer Fund			6,908.79	6,908.79			
	703 - Current Tax Fund			3,864,640.82	3,864,640.82			
--- TOTALS BY DEPT/ACTIVITY ---								
	000 -			3,865,056.44	3,865,056.44			
	101 - Township Board			369.90	369.90			
	171 - Supervisor Department			428.32	428.32			
	191 - Election Department			1,785.57	1,785.57			
	215 - Clerk Department			1,871.93	1,871.93			
	228 - IT Department			2,360.24	2,360.24			
	247 - Assessing Department			397.86	397.86			
	248 - General Office			179.00	179.00			
	253 - Treasurer Department			4,664.30	4,664.30			
	265 - Building & Grounds			17,666.19	17,666.19			
	301 - Police Department			39,858.81	39,858.81			
	325 - Dispatch			7,308.85	7,308.85			
	329 - Ordinance Enforcement			1,717.08	1,717.08			
	336 - Fire Department			6,387.41	6,387.41			
	370 - Building/Planning Dept.			2,175.28	2,175.28			
	536 - Water Department			6,908.79	6,908.79			
	691 - Recreation Dept			5,017.92	5,017.92			
	692 - Seniors Dept			1,348.05	1,348.05			
	715 - Communications Dept			1,905.64	1,905.64			
	718 - Park & Lake Dept			1,212.33	1,212.33			
	900 - Insurance			18,931.72	18,931.72			

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
 EXP CHECK RUN DATES 09/03/2020 - 09/03/2020
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Vendor ANARTO - ANN ARBOR TOWNSHIP FIRE DEPT:								
20-0007 97410	ANN ARBOR TOWNSHIP FIRE DEPT (10) TURNOUT GEAR 101-336-741-000	06/16/2020 KTYLER	09/03/2020	3,181.82	3,181.82	Open	N 09/03/2020	
	(10) TURNOUT GEAR			3,181.82				
	Total for vendor ANARTO - ANN ARBOR TOWNSHIP FIRE DEPT:			<u>3,181.82</u>	<u>3,181.82</u>			
Vendor ATT2 - AT&T:								
8347436508 97372	AT&T AUG 171.799.4154 101-228-817-000	08/11/2020 KTYLER	09/03/2020	605.68	605.68	Open	N 09/03/2020	
	AUG 171.799.4154			605.68				
4469337509 97373	AT&T 8.11-9.10 831-000-9170 101-228-817-000	08/11/2020 KTYLER	09/03/2020	1,331.26	1,331.26	Open	N 09/03/2020	
	8.11-9.10 831-000-9170			1,331.26				
	Total for vendor ATT2 - AT&T:			<u>1,936.94</u>	<u>1,936.94</u>			
Vendor ATT5 - AT&T:								
0534674256001 97374	AT&T AUG 326-2982 LONG DISTANCE SURCH 101-265-850-000	08/09/2020 KTYLER	09/03/2020	45.40	45.40	Open	N 09/03/2020	
	AUG 326-2982 LONG DISTANCE SURCHARGES			45.40				
	Total for vendor ATT5 - AT&T:			<u>45.40</u>	<u>45.40</u>			
Vendor COMCAST - COMCAST:								
65387 97370	COMCAST 9.2-10.1 VIDEO ARRAIGNMENT 101-301-850-000	08/19/2020 KTYLER	09/03/2020	144.85	144.85	Open	N 09/03/2020	
	9.2-10.1 VIDEO ARRAIGNMENT			144.85				
245565 97377	COMCAST 9.7-10.6 CABLE/INTERNET 101-265-920-000 101-336-920-000	08/24/2020 KTYLER	09/03/2020	257.18	257.18	Open	N 09/03/2020	
	9.7-10.6 CABLE			128.59				
	9.7-10.6 INTERNET			128.59				
	Total for vendor COMCAST - COMCAST:			<u>402.03</u>	<u>402.03</u>			
Vendor DTE - DTE ENERGY:								

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
910013927223								
97378	DTE ENERGY	08/17/2020	09/03/2020	369.81	369.81	Open	N	
	7.16-8.14 10151 BVL	KTYLER					09/03/2020	
	247-000-920-000	7.16-8.14 10151 BVL		19.03				
	247-000-920-000	7.16-8.14 10151 BVL		323.27				
	247-000-920-000	7.17-8.13 10151 BVL		27.51				
920017738369								
97379	DTE ENERGY	08/20/2020	09/03/2020	90.29	90.29	Open	N	
	7.21-8.19 15992 BROOKSIDE	KTYLER					09/03/2020	
	592-536-920-000	7.21-8.19 15992 BROOKSIDE		90.29				
920017738351								
97380	DTE ENERGY	08/18/2020	09/03/2020	40.33	40.33	Open	N	
	7.17-8.17 15992 BROOKSIDE	KTYLER					09/03/2020	
	592-536-920-000	7.17-8.17 15992 BROOKSIDE		40.33				
910013925979								
97381	DTE ENERGY	08/14/2020	09/03/2020	331.12	331.12	Open	N	
	7.15-8.13 7563 HAGGERTY	KTYLER					09/03/2020	
	592-536-920-000	7.15-8.13 7563 HAGGERTY		44.88				
	592-536-920-000	7.15-8.13 7563 HAGGERTY		286.24				
910013926951								
97382	DTE ENERGY	08/18/2020	09/03/2020	43.96	43.96	Open	N	
	7.17-8.17 17395 HAGGERTY	KTYLER					09/03/2020	
	592-536-920-000	7.17-8.17 17395 HAGGERTY		43.96				
910016829905								
97383	DTE ENERGY	08/19/2020	09/03/2020	201.40	201.40	Open	N	
	7.18-8.18 8145 JEREMY	KTYLER					09/03/2020	
	592-536-920-000	7.18-8.18 8145 JEREMY		71.06				
	592-536-920-000	7.18-8.18 8145 JEREMY		130.34				
910022836944								
97384	DTE ENERGY	08/19/2020	09/03/2020	154.53	154.53	Open	N	
	7.18-8.18 9297 PARKWOOD	KTYLER					09/03/2020	
	592-536-920-000	7.18-8.18 9297 PARKWOOD		53.41				
	592-536-920-000	7.18-8.18 9297 PARKWOOD		101.12				
910013927108								
97385	DTE ENERGY	08/21/2020	09/03/2020	28.13	28.13	Open	N	
	6.26-7.27 46293 TYLER	KTYLER					09/03/2020	
	592-536-920-000	6.26-7.27 46293 TYLER		28.13				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
910013924766								
97386	DTE ENERGY	08/21/2020	09/03/2020	19.12	19.12	Open	N	
	6.26-7.27 46421 TYLER	KTYLER					09/03/2020	
	101-691-920-000	6.26-7.27 46421 TYLER		19.12				
910016829772								
97387	DTE ENERGY	08/17/2020	09/03/2020	40.90	40.90	Open	N	
	7.16-8.14 46425 TYLER	KTYLER					09/03/2020	
	592-536-920-000	7.16-8.14 46425 TYLER		40.90				
920018573104								
97388	DTE ENERGY	08/17/2020	09/03/2020	130.81	130.81	Open	N	
	7.16-8.14 46425 TYLER	KTYLER					09/03/2020	
	101-265-920-000	7.16-8.14 46425 TYLER		130.81				
	Total for vendor DTE - DTE ENERGY:			<u>1,450.40</u>	<u>1,450.40</u>			

Vendor DEEDST - DTE ENERGY COMPANY:

910040640427								
97368	DTE ENERGY COMPANY	07/31/2020	09/03/2020	20,365.30	20,365.30	Open	N	
	JULY STREETLIGHTING	KTYLER					09/03/2020	
	101-450-926-000	JULY STREETLIGHTING		17,823.67				
	247-000-920-000	JULY STREETLIGHTING		2,541.63				
	Total for vendor DEEDST - DTE ENERGY COMPANY:			<u>20,365.30</u>	<u>20,365.30</u>			

Vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:

TAXES								
97389	LINCOLN CONSOLIDATED SCHOOLS	08/31/2020	09/03/2020	381,376.90	381,376.90	Open	N	
	SUM 20 DIST COLLECT 08.31.20	KTYLER					09/03/2020	
	703-000-233-000	SUM 20 DIST COLLECT 08.31.20		268,552.66				
	703-000-236-000	SUM 20 DIST COLLECT 08.31.20		111,363.71				
	703-000-246-000	SUM 20 DIST COLLECT 08.31.20		1,460.53				
	Total for vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:			<u>381,376.90</u>	<u>381,376.90</u>			

Vendor MISC - PLANET HOME LENDING:

REFUND								
97393	PLANET HOME LENDING	08/28/2020	09/03/2020	1,219.86	1,219.86	Open	N	
	178529 OVRPYMT SUM 20 TAX	KTYLER					09/03/2020	
	703-000-226-000	178529 OVRPYMT SUM 20 TAX		1,219.86				
	Total for vendor MISC - PLANET HOME LENDING:			<u>1,219.86</u>	<u>1,219.86</u>			

Vendor RICOH - RICOH USA INC:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
5060202337	GL Distribution							
97371	RICOH USA INC	08/11/2020	09/03/2020	57.89	57.89	Open	N	
	5.11-8.10 COPIER MAINT W/S GARAG	KTYLER					09/03/2020	
	592-536-937-000	5.11-8.10 COPIER MAINT W/S GARAGE		57.89				
	Total for vendor RICOH - RICOH USA INC:			<u>57.89</u>	<u>57.89</u>			

Vendor TELNET - TELNET WORLDWIDE:

201399								
97369	TELNET WORLDWIDE	08/15/2020	09/03/2020	1,236.19	1,236.19	Open	N	
	8.15-9.14 PHONE CIRCUITS & LD CA	KTYLER					09/03/2020	
	101-265-850-000	8.15-9.14 PHONE CIRCUITS & LD CALLS		1,236.19				
	Total for vendor TELNET - TELNET WORLDWIDE:			<u>1,236.19</u>	<u>1,236.19</u>			

Vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:

TAXES								
97390	VAN BUREN PUBLIC SCHOOL	08/31/2020	09/03/2020	1,507,265.94	1,507,265.94	Open	N	
	SUM 20 DIST COLLECT 08.31.20	KTYLER					09/03/2020	
	703-000-231-000	SUM 20 DIST COLLECT 08.31.20		1,144,319.22				
	703-000-234-000	SUM 20 DIST COLLECT 08.31.20		50,980.49				
	703-000-235-000	SUM 20 DIST COLLECT 08.31.20		311,966.23				
	Total for vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:			<u>1,507,265.94</u>	<u>1,507,265.94</u>			

Vendor VERWIR - VERIZON WIRELESS:

9860819735								
97375	VERIZON WIRELESS	08/15/2020	09/03/2020	379.10	379.10	Open	N	
	7.16-8.15 TABLETS	KTYLER					09/03/2020	
	101-101-956-000	7.16-8.15 TABLETS		329.00				
	101-228-956-000	7.16-8.15 TABLETS		10.02				
	592-536-740-000	7.16-8.15 TABLETS		40.08				
9860850541								
97376	VERIZON WIRELESS	08/15/2020	09/03/2020	278.03	278.03	Open	N	
	7.16-8.15 TABLETS	KTYLER					09/03/2020	
	101-101-956-000	7.16-8.15 TABLETS		40.08				
	592-536-740-000	7.16-8.15 TABLETS		237.95				
	Total for vendor VERWIR - VERIZON WIRELESS:			<u>657.13</u>	<u>657.13</u>			

Vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
TAXES								
97391	WASHTENAW INTERMEDIATE SCHOOLS	08/31/2020	09/03/2020	85,795.51	85,795.51	Open	N	
	SUM 20 DIST COLLECT 08.31.20	KTYLER					09/03/2020	
	703-000-239-000	SUM 20 DIST COLLECT 08.31.20		85,795.51				
	Total for vendor WAINSC - WASHTENAW INTERMEDIATE SCHOOLS:			<u>85,795.51</u>	<u>85,795.51</u>			

Vendor WACOTR - WAYNE COUNTY TREASURER:

TAXES								
97392	WAYNE COUNTY TREASURER	08/31/2020	09/03/2020	1,582,547.61	1,582,547.61	Open	N	
	SUM 20 DIST COLLECT 08.31.20	KTYLER					09/03/2020	
	703-000-222-000	SUM 20 DIST COLLECT 08.31.20		676,883.72				
	703-000-230-000	SUM 20 DIST COLLECT 08.31.20		595,499.46				
	703-000-237-000	SUM 20 DIST COLLECT 08.31.20		300,064.32				
	703-000-237-002	SUM 20 DIST COLLECT 08.31.20		10,100.11				
	Total for vendor WACOTR - WAYNE COUNTY TREASURER:			<u>1,582,547.61</u>	<u>1,582,547.61</u>			

# of Invoices:	27	# Due:	27	Totals:	3,587,538.92	3,587,538.92
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>3,587,538.92</u>	<u>3,587,538.92</u>

--- TOTALS BY FUND ---

101 - General Fund	25,155.08	25,155.08
247 - DDA Fund	2,911.44	2,911.44
592 - Water/Sewer Fund	1,266.58	1,266.58
703 - Current Tax Fund	3,558,205.82	3,558,205.82

--- TOTALS BY DEPT/ACTIVITY ---

000 -	3,561,117.26	3,561,117.26
101 - Township Board	369.08	369.08
228 - IT Department	1,946.96	1,946.96
265 - Building & Grounds	1,540.99	1,540.99
301 - Police Department	144.85	144.85
336 - Fire Department	3,310.41	3,310.41
450 - Public Services	17,823.67	17,823.67
536 - Water Department	1,266.58	1,266.58
691 - Recreation Dept	19.12	19.12

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Vendor ATT - AT&T:								
734398794309 97564	AT&T SEPT 398-7943 592-536-920-000	09/01/2020 KTYLER SEPT 398-7943	09/10/2020	268.35 268.35	268.35	Open	N 09/10/2020	
906R11053709 97565	AT&T SEPT R11-0537 101-265-850-000	09/01/2020 KTYLER SEPT R11-0537	09/10/2020	558.32 558.32	558.32	Open	N 09/10/2020	
	Total for vendor ATT - AT&T:			<u>826.67</u>	<u>826.67</u>			
Vendor ATT2 - AT&T:								
9013386506 97566	AT&T 8.19-9.18 831-000-8514 101-265-850-000	08/19/2020 KTYLER 8.19-9.18 831-000-8514	09/10/2020	662.48 662.48	662.48	Open	N 09/10/2020	
	Total for vendor ATT2 - AT&T:			<u>662.48</u>	<u>662.48</u>			
Vendor ATTGLO - AT&T:								
MI691395 97563	AT&T SEPT 911 DISPATCH EQUIP MAINT 101-325-819-000	08/28/2020 KTYLER SEPT 911 DISPATCH EQUIP MAINT	09/10/2020	1,093.60 1,093.60	1,093.60	Open	N 09/10/2020	
	Total for vendor ATTGLO - AT&T:			<u>1,093.60</u>	<u>1,093.60</u>			
Vendor BKDEVEL - BK DEVELOPMENT GROUP:								
REFUND 97557	BK DEVELOPMENT GROUP OVRPYMT SUM 20 MTAX 703-000-226-000	09/04/2020 KTYLER OVRPYMT SUM 20 MTAX	09/10/2020	897.09 897.09	897.09	Open	N 09/10/2020	
	Total for vendor BKDEVEL - BK DEVELOPMENT GROUP:			<u>897.09</u>	<u>897.09</u>			
Vendor MISC - CHIRCO TITLE:								
REFUND 97559	CHIRCO TITLE OVRPYMT SUM 20 TAX 703-000-226-000	09/04/2020 KTYLER OVRPYMT SUM 20 TAX	09/10/2020	365.36 365.36	365.36	Open	N 09/10/2020	
	Total for vendor MISC - CHIRCO TITLE:			<u>365.36</u>	<u>365.36</u>			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor ZCORLOG - CORELOGIC CENTRALIZED REFUNDS:								
REFUND								
97558	CORELOGIC CENTRALIZED REFUNDS	09/04/2020	09/10/2020	71,036.71	71,036.71	Open	N	
	SUM 20 CORELOGIC IMPORT FILE OVR	KTYLER					09/10/2020	
	703-000-226-000	SUM 20 CORELOGIC IMPORT FILE OVRPYMTS		71,036.71				
	Total for vendor ZCORLOG - CORELOGIC CENTRALIZED REFUNDS:			<u>71,036.71</u>	<u>71,036.71</u>			
Vendor DTE - DTE ENERGY:								
910013925151								
97570	DTE ENERGY	08/25/2020	09/10/2020	40.33	40.33	Open	N	
	7.24-8.26 405 MAIN	KTYLER					09/10/2020	
	250-000-920-000	7.24-8.26 405 MAIN		40.33				
910016828261								
97571	DTE ENERGY	08/25/2020	09/10/2020	142.95	142.95	Open	N	
	7.24-8.24 405 MAIN	KTYLER					09/10/2020	
	250-000-920-000	7.24-8.24 405 MAIN		142.95				
910016828139								
97572	DTE ENERGY	08/25/2020	09/10/2020	49.76	49.76	Open	N	
	7.24-8.26 130 4TH	KTYLER					09/10/2020	
	101-265-920-000	7.24-8.26 130 4TH		49.76				
910013924881								
97573	DTE ENERGY	08/25/2020	09/10/2020	77.81	77.81	Open	N	
	7.24-8.24 128 4TH	KTYLER					09/10/2020	
	101-265-920-000	7.24-8.24 128 4TH		40.33				
	101-265-920-000	7.24-8.24 128 4TH		37.48				
910016829640								
97574	DTE ENERGY	08/27/2020	09/10/2020	709.01	709.01	Open	N	
	7.28-8.26 46425 TYLER	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 46425 TYLER		709.01				
910022836712								
97575	DTE ENERGY	08/27/2020	09/10/2020	40.33	40.33	Open	N	
	7.28-8.26 47555 N SHORE DR	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 47555 N SHORE DR		40.33				
910016815185								
97576	DTE ENERGY	08/27/2020	09/10/2020	55.94	55.94	Open	N	
	7.28-8.26 47555 N SHORE DR	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 47555 N SHORE DR		55.94				

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
910022836571								
97577	DTE ENERGY	08/27/2020	09/10/2020	43.17	43.17	Open	N	
	7.28-8.26 45400 HARMONY	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 45400 HARMONY		43.17				
910016815664								
97578	DTE ENERGY	08/27/2020	09/10/2020	148.62	148.62	Open	N	
	7.28-8..26 45400 HARMONY	KTYLER					09/10/2020	
	592-536-920-000	7.28-8..26 45400 HARMONY		148.62				
910022836324								
97579	DTE ENERGY	08/27/2020	09/10/2020	17.32	17.32	Open	N	
	7.28-8.26 12095 QUIRK	KTYLER					09/10/2020	
	247-000-920-000	7.28-8.26 12095 QUIRK		17.32				
910016828386								
97580	DTE ENERGY	08/27/2020	09/10/2020	41.57	41.57	Open	N	
	7.28-8.26 10200 BECK	KTYLER					09/10/2020	
	101-691-920-000	7.28-8.26 10200 BECK		41.57				
910013927108								
97581	DTE ENERGY	08/27/2020	09/10/2020	17.44	17.44	Open	N	
	7.28-8.26 46293 TYLER	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 46293 TYLER		17.44				
910013924766								
97582	DTE ENERGY	08/27/2020	09/10/2020	19.12	19.12	Open	N	
	7.28-8.26 46421 TYLER	KTYLER					09/10/2020	
	101-691-920-000	7.28-8.26 46421 TYLER		19.12				
910013925276								
97583	DTE ENERGY	08/27/2020	09/10/2020	37.48	37.48	Open	N	
	7.28-8.26 46805 TYLER	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 46805 TYLER		37.48				
910013926241								
97584	DTE ENERGY	08/27/2020	09/10/2020	333.36	333.36	Open	N	
	7.28-8.26 46805 TYLER	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 46805 TYLER		333.36				
910016815904								
97585	DTE ENERGY	08/27/2020	09/10/2020	85.44	85.44	Open	N	
	7.28-8.26 12302 RYZNAR	KTYLER					09/10/2020	
	592-536-920-000	7.28-8.26 12302 RYZNAR		40.90				
	592-536-920-000	7.28-8.26 12302 RYZNAR		44.54				

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
920017301333 97586	DTE ENERGY 7.28-8.26 51372 OLD RAWSONVILLE 592-536-920-000	08/27/2020 KTYLER	09/10/2020	392.41	392.41	Open	N 09/10/2020	
	7.28-8.26 51372 OLD RAWSONVILLE			392.41				
910016815557 97587	DTE ENERGY 7.28-8.26 11972 BECKLEY 592-536-920-000 592-536-920-000	08/27/2020 KTYLER	09/10/2020	181.75	181.75	Open	N 09/10/2020	
	7.28-8.26 11972 BECKLEY			41.46				
	7.28-8.26 11972 BECKLEY			140.29				
	Total for vendor DTE - DTE ENERGY:			<u>2,433.81</u>	<u>2,433.81</u>			

Vendor MARLIN - MARLIN BUSINESS BANK:

18361778 97562	MARLIN BUSINESS BANK 7.3-9.3 MUSEUM PHONE/INTERNET 250-000-850-000 250-000-850-000	09/03/2020 KTYLER	09/10/2020	293.90	293.90	Open	N 09/10/2020	
	7.3-8.3 MUSEUM PHONE/INTERNET			138.03				
	8.3-9.3 MUSEUM PHONE/INTERNET			155.87				
	Total for vendor MARLIN - MARLIN BUSINESS BANK:			<u>293.90</u>	<u>293.90</u>			

Vendor MISC - MULLIGAN HEATING:

REFUND 97560	MULLIGAN HEATING RE-INSP PAYMENT MADE IN ERROR 101-000-687-000	09/04/2020 KTYLER	09/10/2020	75.00	75.00	Open	N 09/10/2020	
	RE-INSP PAYMENT MADE IN ERROR			75.00				
	Total for vendor MISC - MULLIGAN HEATING:			<u>75.00</u>	<u>75.00</u>			

Vendor ORKIN - ORKIN :

200844666 97567	ORKIN AUG PEST SVCS TWP HALL 101-265-931-000	08/20/2020 KTYLER	09/10/2020	217.72	217.72	Open	N 09/10/2020	
	AUG PEST SVCS TWP HALL			217.72				
202072300 97568	ORKIN SEPT PEST SVCS TWP HALL 101-265-931-000	08/26/2020 KTYLER	09/10/2020	217.72	217.72	Open	N 09/10/2020	
	SEPT PEST SVCS TWP HALL			217.72				
202072742 97569	ORKIN SEPT PEST SVCS FS2 101-265-931-000	08/26/2020 KTYLER	09/10/2020	92.04	92.04	Open	N 09/10/2020	
	SEPT PEST SVCS FS2			92.04				

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Inv Ref#	Description	Entered By					Post Date
Total for vendor ORKIN - ORKIN :				527.48	527.48		
Vendor USPOSE - U.S. POSTAL SERVICE:							
37499902							
97561	U.S. POSTAL SERVICE	09/10/2020	09/10/2020	6,500.00	6,500.00	Open	N
	MAIL MACHINE POSTAGE	KTYLER					09/10/2020
	101-248-728-000	MAIL MACHINE POSTAGE		6,500.00			
Total for vendor USPOSE - U.S. POSTAL SERVICE:				6,500.00	6,500.00		
Vendor VERWIR - VERIZON WIRELESS:							
9861429559							
97588	VERIZON WIRELESS	08/23/2020	09/10/2020	3,393.96	3,393.96	Open	N
	7.24-8.23 CELLS/I-PADS	KTYLER					09/10/2020
	101-101-956-000	7.24-8.23 CELLS/I-PADS		132.50			
	101-171-956-000	7.24-8.23 CELLS/I-PADS		139.74			
	101-171-956-001	7.24-8.23 CELLS/I-PADS		471.72			
	101-215-956-000	7.24-8.23 CELLS/I-PADS		48.62			
	101-228-956-000	7.24-8.23 CELLS/I-PADS		123.52			
	101-265-850-000	7.24-8.23 CELLS/I-PADS		335.05			
	101-329-740-000	7.24-8.23 CELLS/I-PADS		97.85			
	101-336-850-000	7.24-8.23 CELLS/I-PADS		215.10			
	101-370-740-000	7.24-8.23 CELLS/I-PADS		779.83			
	101-691-740-000	7.24-8.23 CELLS/I-PADS		98.46			
	101-715-740-000	7.24-8.23 CELLS/I-PADS		97.24			
	247-000-740-000	7.24-8.23 CELLS/I-PADS		118.00			
	592-536-740-000	7.24-8.23 CELLS/I-PADS		736.33			
Total for vendor VERWIR - VERIZON WIRELESS:				3,393.96	3,393.96		
# of Invoices:	32	# Due:	32	Totals:	88,106.06	88,106.06	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				88,106.06	88,106.06		

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Inv Ref#	Description	Entered By					Post Date	
GL Distribution								
--- TOTALS BY FUND ---								
	101 - General Fund			12,144.77	12,144.77			
	247 - DDA Fund			135.32	135.32			
	250 - Museum Fund			477.18	477.18			
	592 - Water/Sewer Fund			3,049.63	3,049.63			
	703 - Current Tax Fund			72,299.16	72,299.16			
--- TOTALS BY DEPT/ACTIVITY ---								
	000 -			72,986.66	72,986.66			
	101 - Township Board			132.50	132.50			
	171 - Supervisor Department			611.46	611.46			
	215 - Clerk Department			48.62	48.62			
	228 - IT Department			123.52	123.52			
	248 - General Office			6,500.00	6,500.00			
	265 - Building & Grounds			2,210.90	2,210.90			
	325 - Dispatch			1,093.60	1,093.60			
	329 - Ordinance Enforcement			97.85	97.85			
	336 - Fire Department			215.10	215.10			
	370 - Building/Planning Dept.			779.83	779.83			
	536 - Water Department			3,049.63	3,049.63			
	691 - Recreation Dept			159.15	159.15			
	715 - Communications Dept			97.24	97.24			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Vendor ALLBRO - ALLIE BROTHERS:								
80443 97210	ALLIE BROTHERS FLORO UNIFORMS 101-301-741-000 101-301-741-000 101-301-741-000	07/31/2020 KTYLER	09/01/2020	406.42 99.98 193.96 112.48	406.42	Open	N 09/01/2020	20-0178
80434 97211	ALLIE BROTHERS RINI UNIFORMS 101-301-741-000 101-301-741-000	07/31/2020 KTYLER	09/01/2020	314.94 94.98 219.96	314.94	Open	N 09/01/2020	20-0178
80435 97212	ALLIE BROTHERS PAPIN UNIFORMS 101-301-741-000 101-301-741-000 101-301-741-000	07/31/2020 KTYLER	09/01/2020	315.94 99.98 105.98 109.98	315.94	Open	N 09/01/2020	20-0178
Total for vendor ALLBRO - ALLIE BROTHERS:				1,037.30	1,037.30			
Vendor ANARWE - ANN ARBOR WELDING SUPPLY:								
652642 97209	ANN ARBOR WELDING SUPPLY MEDICAL OXYGEN 101-336-740-000	08/03/2020 KTYLER	09/01/2020	154.38 154.38	154.38	Open	N 09/01/2020	
Total for vendor ANARWE - ANN ARBOR WELDING SUPPLY:				154.38	154.38			
Vendor ATWESU - ATLANTIC WELDING SUPPLY:								
60960 97208	ATLANTIC WELDING SUPPLY AUG-SEPT-OCT CYLINDER RENTAL 592-536-940-000	08/01/2020 KTYLER	09/01/2020	115.50 115.50	115.50	Open	N 09/01/2020	
Total for vendor ATWESU - ATLANTIC WELDING SUPPLY:				115.50	115.50			
Vendor BTMA - BAKER TILLY MUNICIPAL ADVISORS:								
BTMA6062 97220	BAKER TILLY MUNICIPAL ADVISORS ANNUAL CONTINUING DISCLOSURE REP 247-000-801-000	08/07/2020 KTYLER	09/01/2020	750.00 750.00	750.00	Open	N 09/01/2020	

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	Total for vendor BTMA - BAKER TILLY MUNICIPAL ADVISORS:			750.00	750.00			

Vendor BAUDVI - BAUDVILLE:

3673808								
97221	BAUDVILLE	08/06/2020	09/01/2020	788.39	788.39	Open	N	20-0327
	REAL AWARDS AND OFFICE MATERIAL	KTYLER					09/01/2020	
	101-171-956-001	GOT YOU COVERED FACE MASK-TEAM		449.50				
	101-171-956-001	COVER ALL NECK BUFF-AWESOME		242.73				
	101-171-956-001	SHIPPING AND HANDLING		96.16				
3673768								
97222	BAUDVILLE	08/06/2020	09/01/2020	179.96	179.96	Open	N	20-0327
	REAL AWARDS AND OFFICE MATERIAL	KTYLER					09/01/2020	
	101-171-956-001	TOP AND BOTTOM ANNUAL TROPHY PIECE		179.96				
3673769								
97223	BAUDVILLE	08/06/2020	09/01/2020	113.94	113.94	Open	N	20-0327
	REAL AWARDS AND OFFICE MATERIAL	KTYLER					09/01/2020	
	101-171-956-001	CLEAR ANNUAL TROPY PIECE		113.94				
3676448								
97224	BAUDVILLE	08/14/2020	09/01/2020	448.00	448.00	Open	N	20-0327
	REAL AWARDS AND OFFICE MATERIAL	KTYLER					09/01/2020	
	101-171-956-001	TOTES		398.00				
	101-171-956-001	SET-UP CHARGES FOR LOGO IMPRINT		50.00				
	Total for vendor BAUDVI - BAUDVILLE:			1,530.29	1,530.29			

Vendor BEARIN - BELLEVILLE AREA INDEPENDENT:

51298								
97213	BELLEVILLE AREA INDEPENDENT	07/29/2020	09/01/2020	80.00	80.00	Open	N	
	7321 BRD MTG MIN VIA ZOOM	KTYLER					09/01/2020	
	101-248-900-000	7321 BRD MTG MIN VIA ZOOM		80.00				
51299								
97214	BELLEVILLE AREA INDEPENDENT	07/29/2020	09/01/2020	210.00	210.00	Open	N	
	ORD 07-07-20 (1) AMEND VBT ZON O	KTYLER					09/01/2020	
	101-370-900-000	ORD 07-07-20 (1) AMEND VBT ZON ORD		210.00				
51301								
97215	BELLEVILLE AREA INDEPENDENT	07/29/2020	09/01/2020	150.00	150.00	Open	N	
	8.1 SHRED DAY 9AM-1PM	KTYLER					09/01/2020	
	101-248-900-000	8.1 SHRED DAY 9AM-1PM		150.00				

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51342 97216	BELLEVILLE AREA INDEPENDENT 8.26 PLAN COMM PH CASE 19-040 101-370-900-000	08/05/2020 KTYLER	09/01/2020	100.00 100.00	100.00	Open	N 09/01/2020	
51375 97217	BELLEVILLE AREA INDEPENDENT 8.13 THANK YOU! F/ CLERK LEON WR 101-191-900-000	08/12/2020 KTYLER	09/01/2020	45.00 45.00	45.00	Open	N 09/01/2020	
51397 97218	BELLEVILLE AREA INDEPENDENT POLICE VEHICLE AUCTION 101-000-629-000	08/19/2020 KTYLER	09/01/2020	65.00 65.00	65.00	Open	N 09/01/2020	
Total for vendor BEARIN - BELLEVILLE AREA INDEPENDENT:				650.00	650.00			

Vendor BOTRME - BOUND TREE MEDICAL :

83733913 97219	BOUND TREE MEDICAL (25) PRISONER BLANKETS 101-301-862-000	08/13/2020 KTYLER	09/01/2020	262.25 262.25	262.25	Open	N 09/01/2020	
Total for vendor BOTRME - BOUND TREE MEDICAL :				262.25	262.25			

Vendor CANAM - CAN-AM WIRELESS:

080520-04 97227	CAN-AM WIRELESS TEMPERATURE SCREENING KIOSKS 101-101-955-000	08/05/2020 KTYLER	09/01/2020	3,318.00 3,198.00	3,318.00	Open	N 09/01/2020	20-0326
	101-101-955-000	(2) CAN-AM LINUX AUTO TEMP SCREEN SYS SHIPPING		120.00				
Total for vendor CANAM - CAN-AM WIRELESS:				3,318.00	3,318.00			

Vendor CBTS - CBTS:

166193 97233	CBTS 9.6-9.6.2021 EXTENDED HOURS MAIN 101-228-939-000	07/23/2020 KTYLER	09/01/2020	3,614.00 3,614.00	3,614.00	Open	N 09/01/2020	
Total for vendor CBTS - CBTS:				3,614.00	3,614.00			

Vendor CDWGOV - CDW GOVERNMENT:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
ZRH8153 97228	CDW GOVERNMENT SURFACE PRO 7 CLERK / DEP. CLERK 101-248-727-000	08/07/2020 KTYLER	09/01/2020	189.90 189.90	189.90	Open	N 09/01/2020	20-0218
ZQM4580 97229	CDW GOVERNMENT ANNL RENEWAL OF MALWAREBYTES END 101-228-939-000	08/05/2020 KTYLER	09/01/2020	2,287.50 2,287.50	2,287.50	Open	N 09/01/2020	20-0297
ZPM1621 97230	CDW GOVERNMENT CARD PRINTER FOR ORDINANCE 101-329-741-000	07/31/2020 KTYLER	09/01/2020	1,545.41 1,545.41	1,545.41	Open	N 09/01/2020	20-0309
ZRH8154 97231	CDW GOVERNMENT MS SURFACE PRO 7 FOR LINDA STEVE 101-101-955-000	08/07/2020 KTYLER	09/01/2020	189.90 189.90	189.90	Open	N 09/01/2020	20-0279
Total for vendor CDWGOV - CDW GOVERNMENT:				4,212.71	4,212.71			

Vendor CHABUS - CHAPP & BUSHEY OIL CO:

196370 97234	CHAPP & BUSHEY OIL CO FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000 101-265-860-000 101-265-860-000 101-171-860-000	FUEL KTYLER	08/06/2020 09/01/2020	2,672.62 1,926.96 88.20 315.37 211.14 16.04 74.83 40.08	2,672.62	Open	N 09/01/2020	
196371 97235	CHAPP & BUSHEY OIL CO DIESEL FUEL 101-336-860-001 592-536-751-000	DIESEL FUEL KTYLER	08/06/2020 09/01/2020	618.30 544.10 74.20	618.30	Open	N 09/01/2020	
Total for vendor CHABUS - CHAPP & BUSHEY OIL CO:				3,290.92	3,290.92			

Vendor FIECHA - CHARITY FIELDER:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
ASSISTANT 97225	CHARITY FIELDER AUG ARCHIVAL ASSISTANT 250-000-821-000	08/21/2020 KTYLER AUG ARCHIVAL ASSISTANT	09/01/2020	520.00 520.00	520.00	Open	N 09/01/2020	
Total for vendor FIECHA - CHARITY FIELDER:				520.00	520.00			
<hr/>								
Vendor ROMCIT - CITY OF ROMULUS:								
7383 97232	CITY OF ROMULUS AUG ANIMAL CONTROL SVCS 101-329-819-000	08/03/2020 KTYLER AUG ANIMAL CONTROL SVCS	09/01/2020	650.00 650.00	650.00	Open	N 09/01/2020	
Total for vendor ROMCIT - CITY OF ROMULUS:				650.00	650.00			
<hr/>								
Vendor COPUMA - COMMUNITY PUBLISHING & MARKETING:								
8559 97226	COMMUNITY PUBLISHING & MARKETING VB TODAY 3Q 2020 DDA 247-000-900-000	08/14/2020 KTYLER VB TODAY 3Q 2020 DDA	09/01/2020	1,400.00 1,400.00	1,400.00	Open	N 09/01/2020	
Total for vendor COPUMA - COMMUNITY PUBLISHING & MARKETING:				1,400.00	1,400.00			
<hr/>								
Vendor DAVBRO - DAVENPORT BROS CONSTRUCTION:								
2761 97239	DAVENPORT BROS CONSTRUCTION PAINT VBT HALL COLUMN WRAPS 101-265-970-000	08/11/2020 KTYLER PAINT VBT HALL COLUMN WRAPS	09/01/2020	1,800.00 1,800.00	1,800.00	Open	N 09/01/2020	
Total for vendor DAVBRO - DAVENPORT BROS CONSTRUCTION:				1,800.00	1,800.00			
<hr/>								
Vendor DUWA - DOWNRIVER UTILITY WASTEWATER AUTH:								
300913 97236	DOWNRIVER UTILITY WASTEWATER AUTH JULY DR EXCESS FLOW 592-537-925-000	07/01/2020 KTYLER JULY DR EXCESS FLOW	09/01/2020	13,845.00 13,845.00	13,845.00	Open	N 09/01/2020	
300926 97237	DOWNRIVER UTILITY WASTEWATER AUTH AUG DR EXCESS FLOW 592-537-925-000	08/01/2020 KTYLER AUG DR EXCESS FLOW	09/01/2020	13,845.00 13,845.00	13,845.00	Open	N 09/01/2020	

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
300991	GL Distribution							
97238	DOWNRIVER UTILITY WASTEWATER AUTH	08/15/2020	09/01/2020	28,140.08	28,140.08	Open	N	
	2020 SRF BOND PYMTS	KTYLER					09/01/2020	
	592-000-300-035	2005 DR SRF LOAN-PRIMARY TANK PRIN		4,287.50				
	592-537-995-000	2005 DR SRF LOAN-PRIMARY TANK INT		257.36				
	592-000-300-041	2008 D REV BOND PRIN		3,762.50				
	592-537-995-000	2008 D REV BOND INT		534.64				
	592-000-300-038	2008 A REV BOND PRIN		9,100.00				
	592-537-995-000	2008 A REV BOND INT		1,414.67				
	592-537-995-000	2008 B REV BOND INT		1,487.50				
	592-537-995-000	2008 C REV BOND INT		485.63				
	592-537-995-000	2011 DR TX PLANT IMP BOND INT		2,118.81				
	592-537-995-000	2013 DR SRF 5419-01 INT		1,476.62				
	592-537-995-000	2018 DR SRF 5420-01		3,214.85				
	Total for vendor DUWA - DOWNRIVER UTILITY WASTEWATER AUTH:			55,830.08	55,830.08			

Vendor ELESOU - ELECTION SOURCE:

20-52694								
97240	ELECTION SOURCE	08/24/2020	09/01/2020	3,435.00	3,435.00	Open	N	
	8.4 PRIMARY BALLOT TESTING	KTYLER					09/01/2020	
	101-191-727-000	8.4 PRIMARY BALLOT TESTING		3,435.00				
	Total for vendor ELESOU - ELECTION SOURCE:			3,435.00	3,435.00			

Vendor EXPTIR - EXPRESS TIRE:

38580								
97241	EXPRESS TIRE	08/01/2020	09/01/2020	1,266.19	1,266.19	Open	N	
	145 SUSPENSION REPAIRS	KTYLER					09/01/2020	
	101-301-860-000	145 SUSPENSION REPAIRS		1,266.19				
	Total for vendor EXPTIR - EXPRESS TIRE:			1,266.19	1,266.19			

Vendor FEERIT - FEED RITE PET STORE:

2426								
97243	FEED RITE PET STORE	06/17/2020	09/01/2020	123.96	123.96	Open	N	
	JASE K.9 DOG FOOD/SUPPLIES	KTYLER					09/01/2020	
	266-000-863-000	JASE K.9 DOG FOOD/SUPPLIES		123.96				
	Total for vendor FEERIT - FEED RITE PET STORE:			123.96	123.96			

Vendor FERWAT - FERGUSON ENTERPRISES:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
0108578	GL Distribution							
97242	FERGUSON ENTERPRISES	08/07/2020	09/01/2020	402.76	402.76	Open	N	
	METER PARTS	KTYLER					09/01/2020	
	592-536-970-003	METER PARTS		402.76				
	Total for vendor FERWAT - FERGUSON ENTERPRISES:			402.76	402.76			

Vendor FERREL - FERRELLGAS:

1112163521								
97245	FERRELLGAS	06/30/2020	09/01/2020	858.16	858.16	Open	N	
	TWP PK BARN PROPANE	KTYLER					09/01/2020	
	101-718-920-000	TWP PK BARN PROPANE		858.16				
	Total for vendor FERREL - FERRELLGAS:			858.16	858.16			

Vendor FTCH - FISHBECK:

393784								
97246	FISHBECK	07/20/2020	09/01/2020	715.00	715.00	Open	N	
	7.10 VBT/HAGGERTY GAS STATION	KTYLER					09/01/2020	
	592-000-286-000	7.10 VBT/HAGGERTY GAS STATION		715.00				
394180								
97247	FISHBECK	08/17/2020	09/01/2020	726.50	726.50	Open	N	
	8.7 VBT/W&S PRN	KTYLER					09/01/2020	
	592-536-820-000	8.7 VBT/W&S PRN		726.50				
394166								
97248	FISHBECK	08/17/2020	09/01/2020	2,408.00	2,408.00	Open	N	
	8.7 VBT/WASTEWATER ROUTING STUDY	KTYLER					09/01/2020	
	592-536-819-000	8.7 VBT/WASTEWATER ROUTING STUDY		2,408.00				
394273								
97249	FISHBECK	08/17/2020	09/01/2020	1,836.57	1,836.57	Open	N	
	8.7 VBT/BVL SQUARE WATER MAIN	KTYLER					09/01/2020	
	592-536-970-001	8.7 VBT/BVL SQUARE WATER MAIN		1,836.57				
	Total for vendor FTCH - FISHBECK:			5,686.07	5,686.07			

Vendor FUTFEN - FUTURE FENCE COMPANY:

20-0923								
97244	FUTURE FENCE COMPANY	08/07/2020	09/01/2020	136.00	136.00	Open	N	
	FENCING RPRS ALONG BVL RD NEAR H	KTYLER					09/01/2020	
	247-000-979-001	FENCING RPRS ALONG BVL RD NEAR HARMON		136.00				
	Total for vendor FUTFEN - FUTURE FENCE COMPANY:			136.00	136.00			

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Vendor GMGMK - GASIOREK, MORGAN, GRECO & MCCAULEY, :								
9566 97257	GASIOREK, MORGAN, GRECO & MCCAULEY JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/03/2020 KTYLER	09/01/2020	981.20 696.66 284.54	981.20	Open	N 09/01/2020	
9567 97258	GASIOREK, MORGAN, GRECO & MCCAULEY JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/03/2020 KTYLER	09/01/2020	156.60 111.19 45.41	156.60	Open	N 09/01/2020	
9568 97259	GASIOREK, MORGAN, GRECO & MCCAULEY JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/03/2020 KTYLER	09/01/2020	124.80 88.61 36.19	124.80	Open	N 09/01/2020	
9569 97260	GASIOREK, MORGAN, GRECO & MCCAULEY JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/03/2020 KTYLER	09/01/2020	4,075.45 2,893.57 1,181.88	4,075.45	Open	N 09/01/2020	
9570 97261	GASIOREK, MORGAN, GRECO & MCCAULEY JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/03/2020 KTYLER	09/01/2020	1,417.00 1,006.07 410.93	1,417.00	Open	N 09/01/2020	
Total for vendor GMGMK - GASIOREK, MORGAN, GRECO & MCCAULEY, :				6,755.05	6,755.05			
Vendor GEINSE - GEOGRAPHIC INFORMATION SVCS, INC:								
GIS-12840 97281	GEOGRAPHIC INFORMATION SVCS, INC ANNL HOST/MAINT OF GIS SVCS W&S 592-536-819-000	07/31/2020 KTYLER	09/01/2020	279.35 279.35	279.35	Open	N 09/01/2020	20-0120
Total for vendor GEINSE - GEOGRAPHIC INFORMATION SVCS, INC:				279.35	279.35			
Vendor GONCZYS - GONCZY'S PROPERTY MAINTENANCE:								
5870 97251	GONCZY'S PROPERTY MAINTENANCE JULY LAWN MAINT DDA	07/31/2020 KTYLER	09/01/2020	850.00	850.00	Open	N 09/01/2020	

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5892 97252	GONCZY'S PROPERTY MAINTENANCE BRUSH HOG BACK FIELD @ RIGGS PK 101-265-819-000	08/17/2020 KTYLER	09/01/2020	1,500.00 1,500.00	1,500.00	Open	N 09/01/2020	
5868 97253	GONCZY'S PROPERTY MAINTENANCE JULY LAWN MAINT 101-265-819-000	07/31/2020 KTYLER	09/01/2020	7,795.00 7,795.00	7,795.00	Open	N 09/01/2020	
Total for vendor GONCZYS - GONCZY'S PROPERTY MAINTENANCE:				10,145.00	10,145.00			

Vendor GLWA - GREAT LAKES WATER AUTHORITY:

100.1511.W 97254	GREAT LAKES WATER AUTHORITY JUN WATER PURCHASES 592-536-927-000	07/24/2020 KTYLER	09/01/2020	356,431.19 356,431.19	356,431.19	Open	N 09/01/2020	
Total for vendor GLWA - GREAT LAKES WATER AUTHORITY:				356,431.19	356,431.19			

Vendor GUAULU - GULF AUTO LUBE:

101301860 97250	GULF AUTO LUBE 181 OIL CHANGE 101-301-860-000	08/04/2020 KTYLER	09/01/2020	55.98 55.98	55.98	Open	N 09/01/2020	
Total for vendor GUAULU - GULF AUTO LUBE:				55.98	55.98			

Vendor HURIWA - HURON RIVER WATERSHED COUNCIL:

2020.07.29 97256	HURON RIVER WATERSHED COUNCIL 2020 HRWC MEMBERSHIP DUES 592-536-810-000	07/30/2020 KTYLER	09/01/2020	1,813.04 1,813.04	1,813.04	Open	N 09/01/2020	
Total for vendor HURIWA - HURON RIVER WATERSHED COUNCIL:				1,813.04	1,813.04			

Vendor HYDCOR - HYDROCORP:

58196-IN 97255	HYDROCORP JULY INV 4 OF 12 CROSS CONNECT 592-536-819-000	07/31/2020 KTYLER	09/01/2020	1,217.00 1,217.00	1,217.00	Open	N 09/01/2020	
Total for vendor HYDCOR - HYDROCORP:				1,217.00	1,217.00			

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Vendor I94MAR - I-94 MARINE & WATERSPORTS :								
08.17.2020								
97265	I-94 MARINE & WATERSPORTS MARINE 1 OIL 101-301-865-000	08/17/2020 KTYLER	09/01/2020	28.65	28.65	Open	N 09/01/2020	
	MARINE 1 OIL MARINE 1 OIL			28.65				
	Total for vendor I94MAR - I-94 MARINE & WATERSPORTS :			<u>28.65</u>	<u>28.65</u>			
Vendor IMPPRE - IMPERIAL PRESS:								
38044								
97316	IMPERIAL PRESS PRICE/JE.WRIGHT BUSINESS CARDS 101-718-900-000	08/24/2020 KTYLER	09/01/2020	60.57	60.57	Open	N 09/01/2020	20-0347
	PRICE BUSINESS CARDS (500) JE.WRIGHT BUSINESS CARDS (500)			30.28 30.29				
37120-2								
97317	IMPERIAL PRESS RE-ISSUE NICHOLS BUSINESS CARDS 101-715-956-000	05/27/2020 KTYLER	09/01/2020	43.32	43.32	Open	N 09/01/2020	
	RE-ISSUE NICHOLS BUSINESS CARDS			43.32				
	Total for vendor IMPPRE - IMPERIAL PRESS:			<u>103.89</u>	<u>103.89</u>			
Vendor IROMOU - IRON MOUNTAIN:								
9HN1253								
97263	IRON MOUNTAIN 2020 SHRED DAY 101-248-819-000	07/31/2020 KTYLER	09/01/2020	1,000.00	1,000.00	Open	N 09/01/2020	20-0139
	2020 COMMUNITY SHRED DAY			1,000.00				
	Total for vendor IROMOU - IRON MOUNTAIN:			<u>1,000.00</u>	<u>1,000.00</u>			
Vendor ITRON - ITRON INC:								
564754								
97264	ITRON INC SEPT HOSTING SVCS/SOFTWARE MAINT 592-536-819-000	08/12/2020 KTYLER	09/01/2020	2,390.54	2,390.54	Open	N 09/01/2020	
	SEPT HOSTING SVCS/SOFTWARE MAINT			2,390.54				
	Total for vendor ITRON - ITRON INC:			<u>2,390.54</u>	<u>2,390.54</u>			
Vendor J&TTOW - J&T TOWING:								
432336								
97267	J&T TOWING FLOOR DRY FOR FIRE STATIONS 101-336-740-000	07/07/2020 KTYLER	09/01/2020	566.15	566.15	Open	N 09/01/2020	20-0311
	FLOOR DRY			566.15				

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Total for vendor J&TOW - J&T TOWING:				566.15	566.15			
Vendor JOHLIT - JOHNSTON ENTERPRISES:								
12930 97266	JOHNSTON ENTERPRISES 1000 WORK ORDER FORMS 101-301-743-000	08/05/2020 KTYLER 1000 WORK ORDER FORMS	09/01/2020	246.00 246.00	246.00	Open	N 09/01/2020	20-0322
Total for vendor JOHLIT - JOHNSTON ENTERPRISES:				246.00	246.00			
Vendor KEPUGR - KEATON PUBLICATIONS GROUP:								
45-001 97262	KEATON PUBLICATIONS GROUP DETROIT RELO GUIDE-2 PG AD 247-000-900-000	08/07/2020 KTYLER DETROIT RELO GUIDE-2 PG AD	09/01/2020	1,550.00 1,550.00	1,550.00	Open	N 09/01/2020	
Total for vendor KEPUGR - KEATON PUBLICATIONS GROUP:				1,550.00	1,550.00			
Vendor LOHUSU - LOWER HURON SUPPLY:								
443305-1 97268	LOWER HURON SUPPLY JANITORIAL SUPPLIES 101-336-740-000	08/10/2020 KTYLER JANITORIAL SUPPLIES	09/01/2020	82.10 82.10	82.10	Open	N 09/01/2020	
443512-1 97269	LOWER HURON SUPPLY JANITORIAL SUPPLIES 101-336-740-000	08/10/2020 KTYLER JANITORIAL SUPPLIES	09/01/2020	164.20 164.20	164.20	Open	N 09/01/2020	
447177 97270	LOWER HURON SUPPLY JANITORIAL SUPPLIES 101-336-740-000	08/13/2020 KTYLER JANITORIAL SUPPLIES	09/01/2020	332.60 332.60	332.60	Open	N 09/01/2020	
447186 97271	LOWER HURON SUPPLY JANITORIAL SUPPLIES 101-336-740-000	08/13/2020 KTYLER JANITORIAL SUPPLIES	09/01/2020	288.36 288.36	288.36	Open	N 09/01/2020	
447423 97272	LOWER HURON SUPPLY JANITORIAL SUPPLIES 101-265-740-000	08/20/2020 KTYLER JANITORIAL SUPPLIES	09/01/2020	363.25 363.25	363.25	Open	N 09/01/2020	
Total for vendor LOHUSU - LOWER HURON SUPPLY:				1,230.51	1,230.51			

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor MINELE - MEI TOTAL ELEVATOR SOLUTIONS :								
859341								
97277	MEI TOTAL ELEVATOR SOLUTIONS	06/01/2020	09/01/2020	105.71	105.71	Open	N	
	JUN-AUG Q'LY SVCS @ MUSEUM	KTYLER					09/01/2020	
	101-265-931-000	JUN-AUG Q'LY SVCS @ MUSEUM		105.71				
	Total for vendor MINELE - MEI TOTAL ELEVATOR SOLUTIONS :			<u>105.71</u>	<u>105.71</u>			
Vendor MERIDIAN - MERIDIAN KIOSKS:								
PO13SAP								
97279	MERIDIAN KIOSKS	08/04/2020	09/01/2020	685.00	685.00	Open	N	
	KIOSK SETUP FEE/ANNL SUBSCRIPTIO	KTYLER					09/01/2020	
	101-101-955-000	KIOSK SETUP FEE/ANNL SUBSCRIPTION		685.00				
	Total for vendor MERIDIAN - MERIDIAN KIOSKS:			<u>685.00</u>	<u>685.00</u>			
Vendor MACP - MI ASSOC OF CHIEFS OF POLICE:								
200007290								
97283	MI ASSOC OF CHIEFS OF POLICE	08/13/2020	09/01/2020	100.00	100.00	Open	N	
	KEELE 9.15 FALL 2020 ACCREDITATI	KTYLER					09/01/2020	
	101-301-861-000	KEELE 9.15 FALL 2020 ACCREDITATION CO		100.00				
	Total for vendor MACP - MI ASSOC OF CHIEFS OF POLICE:			<u>100.00</u>	<u>100.00</u>			
Vendor MICUSI - MI CUSTOM SIGNS:								
19334								
97280	MI CUSTOM SIGNS	08/04/2020	09/01/2020	80.44	80.44	Open	N	
	TWP HALL TORNADO SHELTER SIGNS	KTYLER					09/01/2020	
	101-265-740-000	TWP HALL TORNADO SHELTER SIGNS		80.44				
	Total for vendor MICUSI - MI CUSTOM SIGNS:			<u>80.44</u>	<u>80.44</u>			
Vendor MIDOAS - MI DOWNTOWN ASSOCIATION:								
2704								
97282	MI DOWNTOWN ASSOCIATION	08/17/2020	09/01/2020	600.00	600.00	Open	N	
	10.1-10.1.2021 MEMBERSHIP DUES	KTYLER					09/01/2020	
	247-000-810-000	10.1-10.1.2021 MEMBERSHIP DUES		600.00				
	Total for vendor MIDOAS - MI DOWNTOWN ASSOCIATION:			<u>600.00</u>	<u>600.00</u>			
Vendor MIASPL - MICHIGAN ASSOC OF PLANNING:								

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62622 97278	MICHIGAN ASSOC OF PLANNING JAHR/KELLEY 10.7-9 MAP VIRTUAL C 101-370-861-000 101-370-861-000	08/10/2020 KTYLER	09/01/2020	370.00	370.00	Open	N 09/01/2020	
	JAHR 10.7-9 MAP VIRTUAL CONF REG			185.00				
	KELLEY 10.7-9 MAP VIRTUAL CONF REG			185.00				
	Total for vendor MIASPL - MICHIGAN ASSOC OF PLANNING:			<u>370.00</u>	<u>370.00</u>			

Vendor MMLWCF - MML WORKERS COMP FUND:

11260205 97276	MML WORKERS COMP FUND 2ND Q OCT-NOV-DEC WORKERS COMP I 101-900-720-000 592-536-720-000	08/04/2020 KTYLER	09/01/2020	19,318.00	19,318.00	Open	N 09/01/2020	
	2ND Q OCT-NOV-DEC WORKERS COMP INSUR			11,590.80				
	2ND Q OCT-NOV-DEC WORKERS COMP INSUR			7,727.20				
	Total for vendor MMLWCF - MML WORKERS COMP FUND:			<u>19,318.00</u>	<u>19,318.00</u>			

Vendor MR.BUBBLE - MR. BUBBLE AUTO SPA:

JULY 2020 97273	MR. BUBBLE AUTO SPA JULY CAR WASHES POLICE 101-301-860-004	07/31/2020 KTYLER	09/01/2020	76.00	76.00	Open	N 09/01/2020	
	JULY CAR WASHES POLICE			76.00				
	Total for vendor MR.BUBBLE - MR. BUBBLE AUTO SPA:			<u>76.00</u>	<u>76.00</u>			

Vendor BELNAP - NAPA AUTO PARTS OF BELLEVILLE:

3637-822332 97284	NAPA AUTO PARTS OF BELLEVILLE STOCK ARMORALL/SPARE LOCKING PIN 101-336-860-000	07/31/2020 KTYLER	09/01/2020	24.95	24.95	Open	N 09/01/2020	
	STOCK ARMORALL/SPARE LOCKING PINS			24.95				
3637-822938 97285	NAPA AUTO PARTS OF BELLEVILLE GAUGE 101-301-743-000	08/10/2020 KTYLER	09/01/2020	65.71	65.71	Open	N 09/01/2020	
	GAUGE			65.71				
	Total for vendor BELNAP - NAPA AUTO PARTS OF BELLEVILLE:			<u>90.66</u>	<u>90.66</u>			

Vendor OREILL - O'REILLY AUTOMOTIVE INC:

858052 97287	O'REILLY AUTOMOTIVE INC JULY STMT 101-336-860-000 101-265-860-000	07/28/2020 KTYLER	09/01/2020	340.08	340.08	Open	N 09/01/2020	
	E-3 WIRE TIE			8.49				
	713 TRLR HITCH PINS			9.18				

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
	592-536-932-000	STOCK SOAP/TOWELS		51.96				
	101-265-860-000	718 WINDOW DEFLT/FLOOR MATS/HITCH PIN		108.67				
	101-301-860-000	STOCK 2PK-KEYLESS BATTERIES		7.99				
	101-301-860-000	162 WIPER BLADES		52.18				
	101-329-740-000	CAMARA BATTERIES		7.99				
	101-265-956-000	JUN FINANCE-LATE PYMT CHARGE		16.64				
	592-536-970-003	GREASE FOR PRV PIT		13.99				
	101-265-860-000	719 WINDOW VENT		62.99				
	Total for vendor OREILL - O'REILLY AUTOMOTIVE INC:			340.08	340.08			

Vendor OUTEXP - OUTDOOR EXPERTS INC:

4378								
97286	OUTDOOR EXPERTS INC	08/20/2020	09/01/2020	1,816.92	1,816.92	Open	N	20-0268
	SNOWPLOW REPAIR/MAINTENANCE PART KTYLER						09/01/2020	
	101-265-933-000	SHOE ASSEMBLY KIT		181.00				
	101-265-933-000	DISC SHOE ASSEMBLY		125.06				
	101-265-933-000	8 1/2' MVP PLUS CUTTING EDGE KIT		780.00				
	101-265-933-000	BACK DRAG EDGE KIT		606.00				
	101-265-933-000	BOSS PLOW SHOE		124.86				
	Total for vendor OUTEXP - OUTDOOR EXPERTS INC:			1,816.92	1,816.92			

Vendor PARSER - PARKWAY SERVICES:

B-130648								
97288	PARKWAY SERVICES	08/12/2020	09/01/2020	580.00	580.00	Open	N	
	PUMP SEPTIC TANK @ GUN RANGE KTYLER						09/01/2020	
	101-301-744-000	PUMP SEPTIC TANK @ GUN RANGE		580.00				
	Total for vendor PARSER - PARKWAY SERVICES:			580.00	580.00			

Vendor PREMIER - PREMIER BUILDING MAINTENANCE:

306								
97290	PREMIER BUILDING MAINTENANCE	08/17/2020	09/01/2020	400.00	400.00	Open	N	20-0168
	8.15-16 WEEKEND JANITORIAL SVCS KTYLER						09/01/2020	
	101-265-819-000	8.15-16 WEEKEND JANITORIAL SVCS		400.00				
	Total for vendor PREMIER - PREMIER BUILDING MAINTENANCE:			400.00	400.00			

Vendor PRISYS - PRINTING SYSTEMS INC:

215454								
97289	PRINTING SYSTEMS INC	08/19/2020	09/01/2020	969.13	969.13	Open	N	20-0334
	GENERAL ELECTION SECRECY ENVELOP KTYLER						09/01/2020	
	101-191-727-000	11000 SECRECY ENVELOPES		920.00				

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-191-727-000	SHIPPING		49.13				
	Total for vendor PRISYS - PRINTING SYSTEMS INC:			969.13	969.13			

Vendor PRONEM - PRIORITY ONE EMERGENCY:

70067124								
97291	PRIORITY ONE EMERGENCY	08/11/2020	09/01/2020	73.99	73.99	Open	N	
	WEISBECKER UNIFORMS	KTYLER					09/01/2020	
	101-325-741-000	WEISBECKER UNIFORMS		73.99				
	Total for vendor PRONEM - PRIORITY ONE EMERGENCY:			73.99	73.99			

Vendor QUILL - QUILL CORPORATION:

9251354								
97292	QUILL CORPORATION	08/05/2020	09/01/2020	60.98	60.98	Open	N	
	PLUGIN CHIME/CLICK N CONNECT	KTYLER					09/01/2020	
	247-000-740-000	PLUGIN CHIME/CLICK N CONNECT		60.98				
9270893								
97293	QUILL CORPORATION	08/05/2020	09/01/2020	21.24	21.24	Open	N	
	BATH TISSUE	KTYLER					09/01/2020	
	247-000-727-000	BATH TISSUE		21.24				
9520940								
97294	QUILL CORPORATION	08/13/2020	09/01/2020	29.52	29.52	Open	N	20-0303
	GENERAL OFFICE SUPPLIES	KTYLER					09/01/2020	
	101-248-727-000	CLOROX WIPES BIG GREEN		29.52				
9522182								
97295	QUILL CORPORATION	08/13/2020	09/01/2020	29.52	29.52	Open	N	20-0312
	GENERAL OFFICE SUPPLIES	KTYLER					09/01/2020	
	101-248-727-000	CLOROX WIPES		29.52				
9619150								
97296	QUILL CORPORATION	08/17/2020	09/01/2020	364.33	364.33	Open	N	20-0339
	GENERAL OFFICE SUPPLIES	KTYLER					09/01/2020	
	101-248-727-000	WHITE OUT		5.94				
	101-248-727-000	GLUE STICKS		18.10				
	101-248-727-000	HANGING FILE FOLDERS LEGAL		101.96				
	101-248-727-000	LETTER SIZE FOLDERS		48.42				
	101-248-727-000	STAPLERS		37.36				
	101-248-727-000	BIG TAB DIVIDERS		10.35				
	101-248-727-000	SCISSORS		16.82				
	101-248-727-000	17 X 22 DESK CALENDAR- SENIORS		10.70				
	101-248-727-000	11 X 18 DESK CALENDAR- SENIORS		28.02				
	101-248-727-000	PLANNER		47.58				

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-248-727-000	APPOINTMENT BOOK REFILL		22.09				
	101-248-727-000	WALL CALENDAR		16.99				
Total for vendor QUILL - QUILL CORPORATION:				505.59	505.59			

Vendor RRFITR - R&R FIRE TRUCK REPAIR :

53097								
97299	R&R FIRE TRUCK REPAIR	04/03/2020	09/01/2020	176.79	176.79	Open	N	
	E-2 ADAPTER	KTYLER						09/01/2020
	101-336-860-000	E-2 ADAPTER		176.79				
57315								
97300	R&R FIRE TRUCK REPAIR	04/17/2020	09/01/2020	406.38	406.38	Open	N	
	E-3 RADIATOR CAP/COOLANT	KTYLER						09/01/2020
	101-336-860-000	E-3 RADIATOR CAP/COOLANT		406.38				
57535								
97301	R&R FIRE TRUCK REPAIR	05/20/2020	09/01/2020	181.44	181.44	Open	N	
	STOCK SPC CAP(S)	KTYLER						09/01/2020
	101-336-860-000	STOCK SPC CAP(S)		181.44				
58064								
97302	R&R FIRE TRUCK REPAIR	08/05/2020	09/01/2020	784.53	784.53	Open	N	
	E-3 SOLENOID	KTYLER						09/01/2020
	101-336-860-000	E-3 SOLENOID		784.53				
57915								
97303	R&R FIRE TRUCK REPAIR	07/20/2020	09/01/2020	180.00	180.00	Open	N	
	E-2 PUMP TEST	KTYLER						09/01/2020
	101-336-860-000	E-2 PUMP TEST		180.00				
57916								
97304	R&R FIRE TRUCK REPAIR	07/20/2020	09/01/2020	180.00	180.00	Open	N	
	E-3 PUMP TEST	KTYLER						09/01/2020
	101-336-860-000	E-3 PUMP TEST		180.00				
57917								
97305	R&R FIRE TRUCK REPAIR	07/20/2020	09/01/2020	250.00	250.00	Open	N	
	E-4 PUMP TEST	KTYLER						09/01/2020
	101-336-860-000	E-4 PUMP TEST		250.00				
57918								
97306	R&R FIRE TRUCK REPAIR	07/20/2020	09/01/2020	250.00	250.00	Open	N	
	T-2 PUMP TEST	KTYLER						09/01/2020
	101-336-860-000	T-2 PUMP TEST		250.00				
Total for vendor RRFITR - R&R FIRE TRUCK REPAIR :				2,409.14	2,409.14			

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Inv Ref#	Description	Entered By					Post Date	
Vendor MERCER - R. W. MERCER CO INC:								
161687								
97307	R. W. MERCER CO INC	05/26/2020	09/01/2020	158.00	158.00	Open	N	
	5.18 GAS PUMP REPAIRS	KTYLER					09/01/2020	
	101-265-933-000	5.18 GAS PUMP REPAIRS		158.00				
	Total for vendor MERCER - R. W. MERCER CO INC:			158.00	158.00			
Vendor DEARAN - RANDALL DEAN CONSULTING & TRNG:								
20200821A								
97298	RANDALL DEAN CONSULTING & TRNG	08/21/2020	09/01/2020	1,000.00	1,000.00	Open	N	
	8.11 TIME MNGMT WEBINAR (R.E.A.L	KTYLER					09/01/2020	
	101-171-956-001	8.11 TIME MNGMT WEBINAR (R.E.A.L.)		1,000.00				
	Total for vendor DEARAN - RANDALL DEAN CONSULTING & TRNG:			1,000.00	1,000.00			
Vendor RSJA - ROSATI, SCHULTZ, JOPPICH & AMTSBUECH:								
1074197								
97297	ROSATI, SCHULTZ, JOPPICH & AMTSBUECH	08/12/2020	09/01/2020	45.00	45.00	Open	N	
	JULY LEGAL SVCS	KTYLER					09/01/2020	
	101-210-801-000	JULY LEGAL SVCS		31.95				
	592-536-801-002	JULY LEGAL SVCS		13.05				
	Total for vendor RSJA - ROSATI, SCHULTZ, JOPPICH & AMTSBUECH:			45.00	45.00			
Vendor S&LELE - S&L ELECTRICAL SERVICES LLC:								
1004								
97310	S&L ELECTRICAL SERVICES LLC	08/20/2020	09/01/2020	375.00	375.00	Open	N	
	EMP LOUNGE INSTALL RECEPTACLE	KTYLER					09/01/2020	
	101-265-931-000	EMP LOUNGE INSTALL RECEPTACLE		375.00				
	Total for vendor S&LELE - S&L ELECTRICAL SERVICES LLC:			375.00	375.00			
Vendor SALAGR - SALISBURY LANDSCAPE GROUP:								
10894								
97311	SALISBURY LANDSCAPE GROUP	08/18/2020	09/01/2020	520.00	520.00	Open	N	
	8.13-14 MOW ORD VIOLATED PROPERT	KTYLER					09/01/2020	
	101-329-819-000	8.13-14 MOW ORD VIOLATED PROPERTIES		520.00				
	Total for vendor SALAGR - SALISBURY LANDSCAPE GROUP:			520.00	520.00			
Vendor SHRTIR - SHRADER TIRE & OIL:								

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511119 97312	SHRADER TIRE & OIL E-2 FLAT TIRE REPAIR 101-336-860-000	08/11/2020 KTYLER	09/01/2020	198.44	198.44	Open	N 09/01/2020	
	E-2 FLAT TIRE REPAIR			198.44				
	Total for vendor SHRTIR - SHRADER TIRE & OIL:			198.44	198.44			

Vendor SHVUA - SOUTH HURON VALLEY UTILITY ATH:

3587 97313	SOUTH HURON VALLEY UTILITY ATH SEPT SEWAGE O&M 592-537-924-000	08/15/2020 KTYLER	09/01/2020	95,942.00	95,942.00	Open	N 09/01/2020	
	SEPT SEWAGE O&M			95,942.00				
3594 97314	SOUTH HURON VALLEY UTILITY ATH SRF BOND PYMTS 592-000-300-007 592-537-995-000	08/15/2020 KTYLER	09/01/2020	480,178.64	480,178.64	Open	N 09/01/2020	
	1998 SRF BOND PRIN			476,299.54				
	2011 SRF BOND INT			3,879.10				
	Total for vendor SHVUA - SOUTH HURON VALLEY UTILITY ATH:			576,120.64	576,120.64			

Vendor MISTPO - STATE OF MICHIGAN:

551-564642 97308	STATE OF MICHIGAN SOR X 2 101-301-956-000	08/03/2020 KTYLER	09/01/2020	60.00	60.00	Open	N 09/01/2020	
	SOR X 2			60.00				
551-564373 97309	STATE OF MICHIGAN PEREZ 2.18-19 SPEED MEASUREMENT 101-301-861-000	07/30/2020 KTYLER	09/01/2020	200.00	200.00	Open	N 09/01/2020	
	PEREZ 2.18-19 SPEED MEASUREMENT TUITI			200.00				
	Total for vendor MISTPO - STATE OF MICHIGAN:			260.00	260.00			

Vendor BANEYO - THE BANK OF NEW YORK MELLON:

VBRN17REF06 97338	THE BANK OF NEW YORK MELLON FS1/LAND ACQ BOND 2006 PRIN/INT 260-000-994-000 260-000-995-000	08/03/2020 KTYLER	09/01/2020	424,283.75	424,283.75	Open	N 09/01/2020	
	FS1/LAND ACQ BOND 2006 PRIN			410,000.00				
	FS1/LAND ACQ BOND 2006 INT			14,283.75				
	Total for vendor BANEYO - THE BANK OF NEW YORK MELLON:			424,283.75	424,283.75			

Vendor BANEYO2 - THE BANK OF NEW YORK MELLON, NA:

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5257-01 97274	THE BANK OF NEW YORK MELLON, NA 2006 SEWER CAP IMPROVE BOND PRIN 592-000-300-033 592-537-995-000	08/10/2020 KTYLER	09/01/2020	646,554.00	646,554.00	Open	N 09/01/2020	
	2006 SEWER CAP IMPROVE BOND PRIN			605,000.00				
	2006 SEWER CAP IMPROVE BOND INT			41,554.00				
7265-01 97275	THE BANK OF NEW YORK MELLON, NA 2009 WATER CAP IMPROVE BOND PRIN 592-000-300-042 592-536-995-000	08/10/2020 KTYLER	09/01/2020	381,625.00	381,625.00	Open	N 09/01/2020	
	2009 WATER CAP IMPROVE BOND PRIN			335,000.00				
	2009 WATER CAP IMPROVE BOND INT			46,625.00				
	Total for vendor BANEYO2 - THE BANK OF NEW YORK MELLON, NA:			1,028,179.00	1,028,179.00			

Vendor SWCUEM - THE SWEATSHOP CUSTOM EMBROIDERY:

1694 97321	THE SWEATSHOP CUSTOM EMBROIDERY (25) LEGACY CAP(S) 101-336-741-000	07/29/2020 KTYLER	09/01/2020	508.00	508.00	Open	N 09/01/2020	
	(25) LEGACY CAP(S)			508.00				
	Total for vendor SWCUEM - THE SWEATSHOP CUSTOM EMBROIDERY:			508.00	508.00			

Vendor TIREHUB - TIREHUB:

15201588 97320	TIREHUB TIRES FOR PATROL CARS 101-301-860-002 101-301-860-002 101-301-860-002	08/05/2020 KTYLER	09/01/2020	2,828.00	2,828.00	Open	N 09/01/2020	20-0324
	P245 TIRES			1,350.00				
	P225 TIRES			644.00				
	P255 TIRES			834.00				
	Total for vendor TIREHUB - TIREHUB:			2,828.00	2,828.00			

Vendor MISC - TITLE PARTNERS LLC:

REFUND 97315	TITLE PARTNERS LLC #012525-000 OVRPYMT FINAL @ 6347 592-000-284-000	08/13/2020 KTYLER	09/01/2020	430.92	430.92	Open	N 09/01/2020	
	#012525-000 OVRPYMT FINAL @ 6347 BRIA			430.92				
	Total for vendor MISC - TITLE PARTNERS LLC:			430.92	430.92			

Vendor TOWLOC - TOWN LOCKSMITH INC:

47444 97318	TOWN LOCKSMITH INC (9) PUSH BUTTON LOCKS-CHANGE COD	06/16/2020 KTYLER	09/01/2020	1,057.00	1,057.00	Open	N 09/01/2020	
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	101-265-933-000	(9) PUSH BUTTON LOCKS-CHANGE CODES/RP		1,057.00				
47705 97319	TOWN LOCKSMITH INC PUSH BUTTON LOCK REPAIR 101-265-933-000	06/30/2020 KTYLER	09/01/2020	189.00	189.00	Open	N 09/01/2020	
		PUSH BUTTON LOCK REPAIR		189.00				
	Total for vendor TOWLOC - TOWN LOCKSMITH INC:			<u>1,246.00</u>	<u>1,246.00</u>			

Vendor USBANK - U. S. BANK:

1637497 97334	U. S. BANK LDFA TAX INCREMENT REV BOND PRIN 251-000-994-000 251-000-995-000	08/10/2020 KTYLER	09/01/2020	915,040.63	915,040.63	Open	N 09/01/2020	
		LDFA TAX INCREMENT REV BOND PRIN		725,000.00				
		LDFA TAX INCREMENT REV BOND INT		190,040.63				
1639026 97335	U. S. BANK DDA TAX INCREMENT REV BOND 2018 247-000-994-006 247-000-995-006	08/12/2020 KTYLER	09/01/2020	106,246.88	106,246.88	Open	N 09/01/2020	
		DDA TAX INCREMENT REV BOND 2018 PRIN		75,000.00				
		DDA TAX INCREMENT REV BOND 2018 INT		31,246.88				
1639027 97336	U. S. BANK DDA TAX INCREMENT REV BOND 2014 247-000-994-005 247-000-995-005	08/12/2020 KTYLER	09/01/2020	153,531.25	153,531.25	Open	N 09/01/2020	
		DDA TAX INCREMENT REV BOND 2014 PRIN		120,000.00				
		DDA TAX INCREMENT REV BOND 2014 INT		33,531.25				
0002393NS 97337	U. S. BANK DDA TAX INCREMENT REV BOND 2012 247-000-994-004 247-000-995-004	08/12/2020 KTYLER	09/01/2020	280,412.50	280,412.50	Open	N 09/01/2020	
		DDA TAX INCREMENT REV BOND 2012 PRIN		220,000.00				
		DDA TAX INCREMENT REV BOND 2012 INT		60,412.50				
	Total for vendor USBANK - U. S. BANK:			<u>1,455,231.26</u>	<u>1,455,231.26</u>			

Vendor UISSCA - UIS SCADA:

530360908 97326	UIS SCADA NORTHSHORE LS REPAIRS 592-537-930-000	07/24/2020 KTYLER	09/01/2020	1,182.42	1,182.42	Open	N 09/01/2020	
		NORTHSHORE LS REPAIRS		1,182.42				
530361025 97327	UIS SCADA BEMIS/HANNAN RD SERVICES 592-537-970-003	08/06/2020 KTYLER	09/01/2020	588.00	588.00	Open	N 09/01/2020	
		BEMIS/HANNAN RD SERVICES		588.00				

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530361026 97328	UIS SCADA BEMIS RD PRV REPAIRS 592-537-930-000	08/06/2020 KTYLER	09/01/2020	294.00	294.00	Open	N 09/01/2020	
	BEMIS RD PRV REPAIRS			294.00				
530361023 97329	UIS SCADA ROBSON RIVER LS REPAIRS 592-537-930-000	08/06/2020 KTYLER	09/01/2020	294.00	294.00	Open	N 09/01/2020	
	ROBSON RIVER LS REPAIRS			294.00				
530361024 97330	UIS SCADA STORM STATION SVCS 592-537-930-000	08/06/2020 KTYLER	09/01/2020	294.00	294.00	Open	N 09/01/2020	
	STORM STATION SVCS			294.00				
530360640 97331	UIS SCADA NHV FLODAR METER REPAIRS 592-537-930-000	06/25/2020 KTYLER	09/01/2020	294.00	294.00	Open	N 09/01/2020	
	NHV FLODAR METER REPAIRS			294.00				
530360910 97332	UIS SCADA WILDBROOK LS REPAIRS 592-537-930-000	07/24/2020 KTYLER	09/01/2020	367.50	367.50	Open	N 09/01/2020	
	WILDBROOK LS REPAIRS			367.50				
530360909 97333	UIS SCADA ROBSON RIVER LS REPAIRS 592-537-930-000	07/24/2020 KTYLER	09/01/2020	609.95	609.95	Open	N 09/01/2020	
	ROBSON RIVER LS REPAIRS			609.95				
	Total for vendor UISSCA - UIS SCADA:			<u>3,923.87</u>	<u>3,923.87</u>			

Vendor ULINE - ULINE:

12297146 97324	ULINE (60) STORAGE TOTES 101-248-727-000 101-248-727-000	08/06/2020 KTYLER	09/01/2020	732.92	732.92	Open	N 09/01/2020	20-0329
	(60) STORAGE TOTES			660.00				
	SHIPPING			72.92				
	Total for vendor ULINE - ULINE:			<u>732.92</u>	<u>732.92</u>			

Vendor USABB - USABBLUEBOOK:

299164 97325	USABBLUEBOOK GLOVES 592-536-956-001	07/17/2020 KTYLER	09/01/2020	432.50	432.50	Open	N 09/01/2020	
	GLOVES			432.50				

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Inv Ref#	Description	Entered By					Post Date	
Total for vendor USABB - USABBLUEBOOK:				432.50	432.50			
Vendor VICLAN - VICTORY LANE QUICK OIL CHANGE:								
51300-3919								
97322	VICTORY LANE QUICK OIL CHANGE	08/06/2020	09/01/2020	79.47	79.47	Open	N	
	516 AIR FILTER/OIL CHANGE	KTYLER					09/01/2020	
	592-536-932-000	516 AIR FILTER/OIL CHANGE		79.47				
51300-4059								
97323	VICTORY LANE QUICK OIL CHANGE	08/14/2020	09/01/2020	65.41	65.41	Open	N	
	531 OIL CHANGE	KTYLER					09/01/2020	
	592-536-932-000	531 OIL CHANGE		65.41				
Total for vendor VICLAN - VICTORY LANE QUICK OIL CHANGE:				144.88	144.88			
Vendor WADTRI - WADE TRIM :								
2018751								
97340	WADE TRIM	08/13/2020	09/01/2020	2,200.00	2,200.00	Open	N	
	DDA BVL RD SIDEWALK REPAIRS	KTYLER					09/01/2020	
	247-000-820-000	DDA BVL RD SIDEWALK REPAIRS		2,200.00				
Total for vendor WADTRI - WADE TRIM :				2,200.00	2,200.00			
Vendor WCDPS - WAYNE CO DEPT OF PUBLIC SERVICE:								
303500								
97339	WAYNE CO DEPT OF PUBLIC SERVICE	08/01/2020	09/01/2020	99,938.70	99,938.70	Open	N	
	JULY RG SEWAGE	KTYLER					09/01/2020	
	592-537-924-000	JULY RG SEWAGE		99,938.70				
Total for vendor WCDPS - WAYNE CO DEPT OF PUBLIC SERVICE:				99,938.70	99,938.70			
Vendor WACORD - WAYNE COUNTY REGISTER OF DEEDS:								
AGREEMENT								
97341	WAYNE COUNTY REGISTER OF DEEDS	08/13/2020	09/01/2020	42.00	42.00	Open	N	
	RECORD WATER MAIN & SEWER EASEME	KTYLER					09/01/2020	
	101-370-900-000	RECORD WATER MAIN & SEWER EASEMENTS C		42.00				
Total for vendor WACORD - WAYNE COUNTY REGISTER OF DEEDS:				42.00	42.00			
Vendor ZIPREC - ZIPRECRUITER :								
8090273								
97342	ZIPRECRUITER	08/08/2020	09/01/2020	957.00	957.00	Open	N	
	JOB POSTING FOR TWP	KTYLER					09/01/2020	

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Vendor 4IMPRINT - 4IMPRINT INC:								
8435165 97442	4IMPRINT INC CROSSHATCH NON-WOVEN TOTE BAGS 101-718-740-000 101-718-740-000 101-718-740-000	08/18/2020 KTYLER	09/15/2020	281.21	281.21	Open	N 09/15/2020	20-0331
		CROSSHATCH NON-WOVEN TOTE BAGS		217.50				
		IMPRINT SET UP CHARGE		45.00				
		SHIPPING		18.71				
	Total for vendor 4IMPRINT - 4IMPRINT INC:			281.21	281.21			
Vendor SELAAR - AARON SELLERS:								
BZA 97402	AARON SELLERS 7.14/8.11 BZA MTGS 101-370-818-000	09/01/2020 KTYLER	09/15/2020	60.00	60.00	Open	N 09/15/2020	
		7.14/8.11 BZA MTGS		60.00				
	Total for vendor SELAAR - AARON SELLERS:			60.00	60.00			
Vendor ABHECO - ABSOLUTE HEATING & COOLING:								
502 97412	ABSOLUTE HEATING & COOLING 8.3 ASSESS CONDENSER 101-265-931-000	08/20/2020 KTYLER	09/15/2020	770.00	770.00	Open	N 09/15/2020	
		8.3 ASSESS CONDENSER		770.00				
	Total for vendor ABHECO - ABSOLUTE HEATING & COOLING:			770.00	770.00			
Vendor SCHALE - ALEX SCHULZ:								
REIMBURSE 97415	ALEX SCHULZ 2020 COLLEGE TUITION 101-301-861-000	08/20/2020 KTYLER	09/15/2020	2,200.00	2,200.00	Open	N 09/15/2020	
		2020 COLLEGE TUITION		2,200.00				
	Total for vendor SCHALE - ALEX SCHULZ:			2,200.00	2,200.00			
Vendor ALSELA - ALL SEASONS LANDSCAPING :								
191514 97525	ALL SEASONS LANDSCAPING STOCK OIL 101-336-860-001	08/19/2020 KTYLER	09/15/2020	27.91	27.91	Open	N 09/15/2020	
		STOCK OIL		27.91				
	Total for vendor ALSELA - ALL SEASONS LANDSCAPING :			27.91	27.91			
Vendor ALLBRO - ALLIE BROTHERS:								

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
80585								
97515	ALLIE BROTHERS	08/20/2020	09/15/2020	99.98	99.98	Open	N	
	FEDEL UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	FEDEL UNIFORMS		99.98				
80598								
97516	ALLIE BROTHERS	08/20/2020	09/15/2020	29.98	29.98	Open	N	
	HAYES UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	HAYES UNIFORMS		29.98				
80599								
97517	ALLIE BROTHERS	08/20/2020	09/15/2020	48.98	48.98	Open	N	
	VELEVSKA UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	VELEVSKA UNIFORMS		48.98				
80600								
97518	ALLIE BROTHERS	08/20/2020	09/15/2020	14.99	14.99	Open	N	
	FEDEL UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	FEDEL UNIFORMS		14.99				
80666								
97519	ALLIE BROTHERS	08/27/2020	09/15/2020	89.98	89.98	Open	N	
	GRIGGS UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	GRIGGS UNIFORMS		89.98				
Total for vendor ALLBRO - ALLIE BROTHERS:				283.91	283.91			

Vendor ALLALA - ALLSTAR ALARM LLC:

289607								
97414	ALLSTAR ALARM LLC	08/15/2020	09/15/2020	246.00	246.00	Open	N	
	9.1-11.30 FIRE SYS INSP/ALARM MO	KTYLER					09/15/2020	
	101-265-931-000	9.1-11.30 FIRE SYS INSP/ALARM MONITOR		246.00				
Total for vendor ALLALA - ALLSTAR ALARM LLC:				246.00	246.00			

Vendor GRIAMO - AMOS GRISSETT:

BZA								
97403	AMOS GRISSETT	09/01/2020	09/15/2020	50.00	50.00	Open	N	
	7.14/8.11 BZA MTGS	KTYLER					09/15/2020	
	101-370-818-000	7.14/8.11 BZA MTGS		50.00				
Total for vendor GRIAMO - AMOS GRISSETT:				50.00	50.00			

Vendor MISC - ANDOVER FARMS:

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Inv Ref#	Description	Entered By					Post Date	
REFUND								
97413	ANDOVER FARMS	08/26/2020	09/15/2020	40.00	40.00	Open	N	
	COVID-19 9.24/10.22 MTG RM	KTYLER					09/15/2020	
	101-000-687-000	COVID-19 9.24/10.22 MTG RM		40.00				
	Total for vendor MISC - ANDOVER FARMS:			<u>40.00</u>	<u>40.00</u>			
Vendor APFIEQ - APOLLO FIRE EQUIPMENT:								
103421								
97509	APOLLO FIRE EQUIPMENT	08/18/2020	09/15/2020	409.95	409.95	Open	N	
	STOCK FIRE BOOT W ARCTIC GRIP SO	KTYLER					09/15/2020	
	101-336-741-000	STOCK FIRE BOOT W ARCTIC GRIP SOLE		409.95				
	Total for vendor APFIEQ - APOLLO FIRE EQUIPMENT:			<u>409.95</u>	<u>409.95</u>			
Vendor ATCFOR - ATCHINSON FORD SALES INC:								
NEW VEHICLES								
97469	ATCHINSON FORD SALES INC	08/26/2020	09/15/2020	112,200.00	112,200.00	Open	N	20-0363
	3 REPLACEMENT POLICE PATROL VEHI	KTYLER					09/15/2020	
	101-301-970-000	(3) 2020 FORD POLICE INTERCEPTOR UTIL		112,200.00				
	Total for vendor ATCFOR - ATCHINSON FORD SALES INC:			<u>112,200.00</u>	<u>112,200.00</u>			
Vendor BHPHVI - B&H PHOTO-VIDEO:								
175167644								
97416	B&H PHOTO-VIDEO	07/23/2020	09/15/2020	2,068.97	2,068.97	Open	N	20-0300
	MACBOOK PRO & OGEAR TRAVEL DOCK	KTYLER					09/15/2020	
	101-101-955-000	MACBOOK PRO - APWQMV9612BH		1,999.00				
	101-101-955-000	OGEAR TRAVEL DOCK - IOGUD3C06		69.97				
	Total for vendor BHPHVI - B&H PHOTO-VIDEO:			<u>2,068.97</u>	<u>2,068.97</u>			
Vendor BAUDVI - BAUDVILLE:								
3679009								
97493	BAUDVILLE	08/06/2020	09/15/2020	7,368.73	7,368.73	Open	N	20-0328
	REAL LOGO HAND SANITIZERS	KTYLER					09/15/2020	
	101-171-956-001	REAL LOGO HAND SANITIZERS		6,490.00				
	101-171-956-001	REAL LOGO HAND SANITIZERS		878.73				
3681452								
97494	BAUDVILLE	08/06/2020	09/15/2020	3,954.00	3,954.00	Open	N	20-0328
	REAL LOGO FACE MASKS	KTYLER					09/15/2020	
	101-171-956-001	(600) REAL LOGO FACE MASKS		3,894.00				
	101-171-956-001	SETUP CHARGES FOR LOGO PRINT		60.00				

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Total for vendor BAUDVI - BAUDVILLE:				11,322.73	11,322.73			
Vendor MISC - BAYSHORE NORTH CONDO ASSOCIATION:								
REFUND								
97417	BAYSHORE NORTH CONDO ASSOCIATION	08/26/2020	09/15/2020	75.00	75.00	Open	N	
	MTG RM CANCEL D/T COVID-19	KTYLER					09/15/2020	
	101-000-687-000	MTG RM CANCEL D/T COVID-19		75.00				
Total for vendor MISC - BAYSHORE NORTH CONDO ASSOCIATION:				75.00	75.00			
Vendor BEARIN - BELLEVILLE AREA INDEPENDENT:								
51377								
97418	BELLEVILLE AREA INDEPENDENT	08/12/2020	09/15/2020	42.50	42.50	Open	N	
	8.6 SPECIAL BRD MTG MIN VIA ZOOM	KTYLER					09/15/2020	
	101-248-900-000	8.6 SPECIAL BRD MTG MIN VIA ZOOM		42.50				
51431								
97419	BELLEVILLE AREA INDEPENDENT	08/26/2020	09/15/2020	105.00	105.00	Open	N	
	8.18 BRD MTG MIN VIA ZOOM	KTYLER					09/15/2020	
	101-248-900-000	8.18 BRD MTG MIN VIA ZOOM		105.00				
51438								
97420	BELLEVILLE AREA INDEPENDENT	08/26/2020	09/15/2020	92.50	92.50	Open	N	
	8.31 BUDGET PREP MTGS	KTYLER					09/15/2020	
	101-248-900-000	8.31 BUDGET PREP MTGS		92.50				
51439								
97421	BELLEVILLE AREA INDEPENDENT	08/26/2020	09/15/2020	92.50	92.50	Open	N	
	9.1 BUDGET PREP MTGS	KTYLER					09/15/2020	
	101-248-900-000	9.1 BUDGET PREP MTGS		92.50				
51462								
97422	BELLEVILLE AREA INDEPENDENT	09/02/2020	09/15/2020	93.75	93.75	Open	N	
	9.8 LDFA MTG VIA ZOOM	KTYLER					09/15/2020	
	251-000-956-000	9.8 LDFA MTG VIA ZOOM		93.75				
51467								
97423	BELLEVILLE AREA INDEPENDENT	09/02/2020	09/15/2020	256.50	256.50	Open	N	
	BOATER SAFETY TIPS	KTYLER					09/15/2020	
	101-301-750-000	BOATER SAFETY TIPS		256.50				
51429								
97492	BELLEVILLE AREA INDEPENDENT	08/26/2020	09/15/2020	32.50	32.50	Open	N	
	DEMO BIDS @ 41563 HAMLIN RD	KTYLER					09/15/2020	
	101-370-900-000	DEMO BIDS @ 41563 HAMLIN RD		32.50				
Total for vendor BEARIN - BELLEVILLE AREA INDEPENDENT:				715.25	715.25			

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor PROHAR - BELLEVILLE PRO HARDWARE:								
VAN03048								
97411	BELLEVILLE PRO HARDWARE	08/30/2020	09/15/2020	7.70	7.70	Open	N	
	AUG STMT	KTYLER					09/15/2020	
	101-301-743-000	NUTS/BOLTS/FASTENERS		7.70				
	Total for vendor PROHAR - BELLEVILLE PRO HARDWARE:			<u>7.70</u>	<u>7.70</u>			
Vendor BOTRME - BOUND TREE MEDICAL :								
83738924								
97521	BOUND TREE MEDICAL	08/18/2020	09/15/2020	127.80	127.80	Open	N	
	MEDICAL SUPPLIES	KTYLER					09/15/2020	
	101-336-740-000	MEDICAL SUPPLIES		127.80				
	Total for vendor BOTRME - BOUND TREE MEDICAL :			<u>127.80</u>	<u>127.80</u>			
Vendor KELLBR - BRYON KELLEY:								
PLNG								
97399	BRYON KELLEY	09/01/2020	09/15/2020	150.00	150.00	Open	N	
	5.27/6.10/6.24/7.22/8.12/8.26/ P	KTYLER					09/15/2020	
	101-370-818-000	5.27/6.10/6.24/7.22/8.12/8.26/ PLNG		150.00				
BZA								
97401	BRYON KELLEY	09/01/2020	09/15/2020	25.00	25.00	Open	N	
	7.14 BZA MTG	KTYLER					09/15/2020	
	101-370-818-000	7.14 BZA MTG		25.00				
	Total for vendor KELLBR - BRYON KELLEY:			<u>175.00</u>	<u>175.00</u>			
Vendor COMASS - CA MARKETING INC:								
64431								
97426	CA MARKETING INC	08/16/2020	09/15/2020	3,350.00	3,350.00	Open	N	
	JULY MARKETING SVCS DDA	KTYLER					09/15/2020	
	247-000-822-000	JULY MARKETING SVCS DDA		3,350.00				
64432								
97427	CA MARKETING INC	08/16/2020	09/15/2020	3,350.00	3,350.00	Open	N	
	AUG MARKETING SVCS DDA	KTYLER					09/15/2020	
	247-000-822-000	AUG MARKETING SVCS DDA		3,350.00				
	Total for vendor COMASS - CA MARKETING INC:			<u>6,700.00</u>	<u>6,700.00</u>			
Vendor THOCAR - CAROL THOMPSON:								

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PLNG 97397	CAROL THOMPSON 5.27/6.10/6.24/7.22/8.12/8.26 PL 101-370-818-000	09/01/2020 KTYLER	09/15/2020	180.00	180.00	Open	N 09/15/2020	
	5.27/6.10/6.24/7.22/8.12/8.26 PLNG MT			180.00				
	Total for vendor THOCAR - CAROL THOMPSON:			180.00	180.00			

Vendor CDWGOV - CDW GOVERNMENT:

ZVK9176 97424	CDW GOVERNMENT RODRIGUEZ/STEVENSON MS SURFACE P 101-101-955-000	08/21/2020 KTYLER	09/15/2020	2,835.00	2,835.00	Open	N 09/15/2020	20-0279
	RODRIGUEZ/STEVENSON MS SURFACE PRO 7'			2,835.00				
ZVK7236 97425	CDW GOVERNMENT 2 HOT SPARE SURFACE PRO AND ACCE 101-101-955-000	08/21/2020 KTYLER	09/15/2020	2,831.88	2,831.88	Open	N 09/15/2020	20-0317
	SURFACE PRO 7 AND ACCESSORIES			2,831.88				
	Total for vendor CDWGOV - CDW GOVERNMENT:			5,666.88	5,666.88			

Vendor CHABUS - CHAPP & BUSHEY OIL CO:

195893 97430	CHAPP & BUSHEY OIL CO DIESEL FUEL 101-336-860-001 592-536-751-000	08/19/2020 KTYLER	09/15/2020	1,225.41	1,225.41	Open	N 09/15/2020	
	DIESEL FUEL			992.58				
	DIESEL FUEL			232.83				
195894 97431	CHAPP & BUSHEY OIL CO FUEL 101-301-860-001 101-336-860-001 592-536-751-000 101-265-860-000 101-265-860-000 101-265-860-000	08/19/2020 KTYLER	09/15/2020	1,953.70	1,953.70	Open	N 09/15/2020	
	FUEL			1,562.96				
	FUEL			89.87				
	FUEL			144.57				
	FUEL			56.66				
	FUEL 370 BLDG			15.63				
	FUEL 718 PARK			84.01				
	Total for vendor CHABUS - CHAPP & BUSHEY OIL CO:			3,179.11	3,179.11			

Vendor LARCHA - CHARLES LAROCQUE:

BZA 97405	CHARLES LAROCQUE 7.14/8.11 BZA MTGS 101-370-818-000	09/01/2020 KTYLER	09/15/2020	50.00	50.00	Open	N 09/15/2020	
	7.14/8.11 BZA MTGS			50.00				

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	GL Distribution							
Total for vendor LARCHA - CHARLES LAROCQUE:				50.00	50.00			

Vendor COMPRE - COMMAND PRESENCE:

1575								
97526	COMMAND PRESENCE	08/28/2020	09/15/2020	149.00	149.00	Open	N	
	G.BAKER 9.25 TRTR-OE TRNG REG	KTYLER					09/15/2020	
	101-325-861-000	G.BAKER 9.25 TRTR-OE TRNG REG		149.00				
Total for vendor COMPRE - COMMAND PRESENCE:				149.00	149.00			

Vendor COPUMA - COMMUNITY PUBLISHING & MARKETING:

8558								
97429	COMMUNITY PUBLISHING & MARKETING	08/14/2020	09/15/2020	6,475.00	6,475.00	Open	N	
	VB TODAY 3RD Q PUB/DIST	KTYLER					09/15/2020	
	101-101-956-000	VB TODAY 3RD Q PUB/DIST		2,450.00				
	101-691-900-000	VB TODAY 3RD Q PUB/DIST		1,225.00				
	592-536-900-000	VB TODAY 3RD Q PUB/DIST		1,400.00				
	101-692-900-000	VB TODAY 3RD Q PUB/DIST		350.00				
	101-301-750-000	VB TODAY 3RD Q PUB/DIST		350.00				
	101-171-956-001	VB TODAY 3RD Q PUB/DIST		700.00				
Total for vendor COPUMA - COMMUNITY PUBLISHING & MARKETING:				6,475.00	6,475.00			

Vendor COMSOU - COMSOURCE:

507741								
97475	COMSOURCE	08/26/2020	09/15/2020	685.00	685.00	Open	N	20-0360
	FIRE DEPT RADIO REPAIR	KTYLER					09/15/2020	
	101-336-933-000	REPLACE DEFECTIVE PARTS		670.00				
	101-336-933-000	SHIPPING		15.00				
Total for vendor COMSOU - COMSOURCE:				685.00	685.00			

Vendor CROTRE - CROOKED TREE NURSERY:

103528								
97511	CROOKED TREE NURSERY	06/01/2020	09/15/2020	18,121.73	18,121.73	Open	N	20-0277
	2020 LANDSCAPING PROJECT @ TWP H	KTYLER					09/15/2020	
	101-265-970-000	2020 LANDSCAPING PROJ @ TWP HALL		18,121.73				
103529								
97512	CROOKED TREE NURSERY	06/01/2020	09/15/2020	4,448.30	4,448.30	Open	N	20-0277
	2020 LANDSCAPING PROJECT @ TWP H	KTYLER					09/15/2020	
	101-265-970-000	2020 LANDSCAPING PROJ @ TWP HALL		4,448.30				

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103532 97513	CROOKED TREE NURSERY 2020 LANDSCAPING PROJECT @ TWP H 101-265-970-000	07/20/2020 KTYLER	09/15/2020	61,250.43	61,250.43	Open	N 09/15/2020	20-0277
	2020 LANDSCAPING PROJ @ TWP HALL			61,250.43				
.103591 97514	CROOKED TREE NURSERY 2020 LANDSCAPING PROJECT @ TWP H 101-265-970-000	08/27/2020 KTYLER	09/15/2020	1,769.50	1,769.50	Open	N 09/15/2020	20-0277
	2020 LANDSCAPING PROJ @ TWP HALL			1,769.50				
	Total for vendor CROTRE - CROOKED TREE NURSERY:			85,589.96	85,589.96			

Vendor CUMCDA - CUMMINGS,MCCLOREY,DAVIS & ACHO:

314981 97428	CUMMINGS,MCCLOREY,DAVIS & ACHO JULY LEGAL SVCS 101-210-801-000 592-536-801-002	08/19/2020 KTYLER	09/15/2020	288.00	288.00	Open	N 09/15/2020	
	JULY LEGAL SVCS			204.48				
	JULY LEGAL SVCS			83.52				
	Total for vendor CUMCDA - CUMMINGS,MCCLOREY,DAVIS & ACHO:			288.00	288.00			

Vendor DAVBRO - DAVENPORT BROS CONSTRUCTION:

DENTON RD 97508	DAVENPORT BROS CONSTRUCTION 9.10 (PYMT #1) TENNIS/PICKLEBALL 101-265-970-000	08/28/2020 KTYLER	09/15/2020	108,200.00	108,200.00	Open	N 09/15/2020	20-0378
	9.10 (PYMT #1) TENNIS/PICKLEBALL COUR			108,200.00				
	Total for vendor DAVBRO - DAVENPORT BROS CONSTRUCTION:			108,200.00	108,200.00			

Vendor DELCOM - DELL MARKETING LP :

10419425778 97434	DELL MARKETING LP NEW TWP BACKUP SYSTEM - DELL STO 101-228-970-000	08/27/2020 KTYLER	09/15/2020	9,598.17	9,598.17	Open	N 09/15/2020	20-0337
	NEW TWP BACKUP-DELL STORAGE NX3240 NA			9,598.17				
10421209717 97491	DELL MARKETING LP NEW PC FOR LINDA STEVENSON (ASSE 101-247-970-000	09/02/2020 KTYLER	09/15/2020	1,690.68	1,690.68	Open	N 09/15/2020	20-0341
	OPTIPLEX 7770 AIO MLK			1,690.68				
	Total for vendor DELCOM - DELL MARKETING LP :			11,288.85	11,288.85			

Vendor AEROTR - DETROIT REGION AEROTROPOLIS DVLPMT :

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
DUES								
97433	DETROIT REGION AEROTROPOLIS DVLPMT	08/18/2020	09/15/2020	25,000.00	25,000.00	Open	N	
	2020 DDA DUES	KTYLER					09/15/2020	
	247-000-810-000	2020 DDA DUES		25,000.00				
Total for vendor AEROTR - DETROIT REGION AEROTROPOLIS DVLPMT :				<u>25,000.00</u>	<u>25,000.00</u>			

Vendor DOMVOT - DOMINION VOTING SYSTEMS INC:

DVS135690								
97432	DOMINION VOTING SYSTEMS INC	08/26/2020	09/15/2020	2,000.00	2,000.00	Open	N	20-0251
	ELECTION DAY SUPPORT-AUGUST PRIM	KTYLER					09/15/2020	
	101-191-727-000	ELECTION DAY SUPPORT-AUGUST PRIMARY		2,000.00				
Total for vendor DOMVOT - DOMINION VOTING SYSTEMS INC:				<u>2,000.00</u>	<u>2,000.00</u>			

Vendor BOYDON - DONALD BOYNTON:

PLNG								
97396	DONALD BOYNTON	09/01/2020	09/15/2020	125.00	125.00	Open	N	
	5.27/6.24/7.22/8.12/8.26 PLNG MT	KTYLER					09/15/2020	
	101-370-818-000	5.27/6.24/7.22/8.12/8.26 PLNG MTGS		125.00				
BZA								
97404	DONALD BOYNTON	09/01/2020	09/15/2020	50.00	50.00	Open	N	
	7.14/8.11 BZA MTGS	KTYLER					09/15/2020	
	101-370-818-000	7.14/8.11 BZA MTGS		50.00				
Total for vendor BOYDON - DONALD BOYNTON:				<u>175.00</u>	<u>175.00</u>			

Vendor DUWA - DOWNRIVER UTILITY WASTEWATER AUTH:

300874								
97471	DOWNRIVER UTILITY WASTEWATER AUTH	06/01/2020	09/15/2020	12,903.00	12,903.00	Open	N	
	JUNE DR EXCESS FLOW	KTYLER					09/15/2020	
	592-537-925-000	JUNE DR EXCESS FLOW		12,903.00				
Total for vendor DUWA - DOWNRIVER UTILITY WASTEWATER AUTH:				<u>12,903.00</u>	<u>12,903.00</u>			

Vendor PAREIL - EILEEN PARENT:

WS								
97409	EILEEN PARENT	09/01/2020	09/15/2020	25.00	25.00	Open	N	
	WS MTG	KTYLER					09/15/2020	
	592-536-818-000	WS MTG		25.00				
Total for vendor PAREIL - EILEEN PARENT:				<u>25.00</u>	<u>25.00</u>			

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Inv Ref#	Description	Entered By					Post Date	
Vendor FERWAT - FERGUSON ENTERPRISES:								
0108012								
97435	FERGUSON ENTERPRISES	08/27/2020	09/15/2020	3,097.94	3,097.94	Open	N	20-0321
	3 INCH WATER METER FOR REPAIRS	KTYLER					09/15/2020	
	592-536-970-003	NEPTUNE	3 INCH METER AND READER	3,097.94				
0110391								
97436	FERGUSON ENTERPRISES	08/27/2020	09/15/2020	4,744.80	4,744.80	Open	N	20-0355
	20 5/8 X 3/4 METER FOR RESIDENTI	KTYLER					09/15/2020	
	592-536-970-003	20 RESIDENTIAL METER FOR REPLACEMENT		4,744.80				
0110388								
97437	FERGUSON ENTERPRISES	08/27/2020	09/15/2020	1,830.00	1,830.00	Open	N	20-0358
	COUPLINGS FOR WATER METERS	KTYLER					09/15/2020	
	592-536-970-003	METER COUPLINGS FOR METER INSTALLATIO		1,830.00				
	Total for vendor FERWAT - FERGUSON ENTERPRISES:			9,672.74	9,672.74			

Vendor FTCH - FISHBECK:

394296								
97542	FISHBECK	08/17/2020	09/15/2020	1,285.50	1,285.50	Open	N	
	8.7 VBT/HAMPTON MANOR	KTYLER					09/15/2020	
	592-000-286-000	8.7 VBT/HAMPTON MANOR		1,285.50				
394281								
97543	FISHBECK	08/17/2020	09/15/2020	7,072.75	7,072.75	Open	N	
	8.7 VBT/YIP W/S	KTYLER					09/15/2020	
	592-536-820-000	8.7 VBT/YIP W/S		7,072.75				
394298								
97544	FISHBECK	08/17/2020	09/15/2020	4,273.75	4,273.75	Open	N	
	8.7 VBT/COUNTRY WALK	KTYLER					09/15/2020	
	592-000-286-000	8.7 VBT/COUNTRY WALK		4,273.75				
394225								
97545	FISHBECK	08/17/2020	09/15/2020	16,721.47	16,721.47	Open	N	
	8.7 VBT/CROSSROADS DIST CENTER N	KTYLER					09/15/2020	
	592-000-286-000	8.7 VBT/CROSSROADS DIST CENTER N		16,721.47				
394299								
97546	FISHBECK	08/17/2020	09/15/2020	676.00	676.00	Open	N	
	8.7 VBT/COBBLESTONE CREEK	KTYLER					09/15/2020	
	592-000-286-000	8.7 VBT/COBBLESTONE CREEK		676.00				
394286								
97547	FISHBECK	08/17/2020	09/15/2020	532.00	532.00	Open	N	
	8.7 VBT/DOLLAR GENERAL	KTYLER					09/15/2020	

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
	GL Distribution							
	592-000-286-000	8.7 VBT/DOLLAR GENERAL		532.00				
394308 97548	FISHBECK	08/17/2020	09/15/2020	675.50	675.50	Open	N 09/15/2020	
	8.7 VBT/JEWELL RD DRAINAGE INV	KTYLER						
	101-370-820-000	8.7 VBT/JEWELL RD DRAINAGE INV		675.50				
394261 97549	FISHBECK	08/17/2020	09/15/2020	139.50	139.50	Open	N 09/15/2020	
	8.7 VBT/SYCAMORE PROJECT	KTYLER						
	592-000-286-000	8.7 VBT/SYCAMORE PROJECT		139.50				
394306 97550	FISHBECK	08/17/2020	09/15/2020	642.50	642.50	Open	N 09/15/2020	
	8.7 VBT/PLANNING PRN	KTYLER						
	101-370-820-000	8.7 VBT/PLANNING PRN		642.50				
394256 97551	FISHBECK	08/17/2020	09/15/2020	78.50	78.50	Open	N 09/15/2020	
	8.7 VBT/US SIGNAL	KTYLER						
	592-000-286-000	8.7 VBT/US SIGNAL		78.50				
394253 97552	FISHBECK	08/17/2020	09/15/2020	78.50	78.50	Open	N 09/15/2020	
	8.7 VBT/PROJECT PANCAKE	KTYLER						
	592-000-286-000	8.7 VBT/PROJECT PANCAKE		78.50				
394204 97553	FISHBECK	08/17/2020	09/15/2020	201.50	201.50	Open	N 09/15/2020	
	8.7 VBT/METRO PARTY STORE GAS PU	KTYLER						
	592-000-286-000	8.7 VBT/METRO PARTY STORE GAS PUMPS P		201.50				
394237 97554	FISHBECK	08/17/2020	09/15/2020	11,638.70	11,638.70	Open	N 09/15/2020	
	VBT/OLD MI-DENTON WATER MAIN REH	KTYLER						
	592-536-970-001	VBT/OLD MI-DENTON WATER MAIN REHAB		11,638.70				
392224 97555	FISHBECK	05/26/2020	09/15/2020	4,858.00	4,858.00	Open	N 09/15/2020	
	5.15 VBT/WAM	KTYLER						
	592-536-820-000	5.15 VBT/WAM		4,858.00				
	Total for vendor FTCH - FISHBECK:			48,874.17	48,874.17			

Vendor MISC - FOUNDATION SYSTEMS OF MICHIGAN INC:

REFUND

97438	FOUNDATION SYSTEMS OF MICHIGAN INC	08/26/2020	09/15/2020	65.00	65.00	Open	N 09/15/2020	
	00046141 BLDG PERMIT PB20-0360 E	KTYLER						

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-000-477-000	00046141	BLDG PERMIT PB20-0360	65.00				
	Total for vendor MISC - FOUNDATION SYSTEMS OF MICHIGAN INC:			<u>65.00</u>	<u>65.00</u>			

Vendor GABBER - GABBERT'S CONCRETE PRODUCTS:

2020081038

97439	GABBERT'S CONCRETE PRODUCTS	08/05/2020	09/15/2020	318.40	318.40	Open	N	
	(6) BAGS CONCRETE @ 46425 TYLER	KTYLER					09/15/2020	
	592-536-740-000	(6) BAGS CONCRETE @ 46425 TYLER		318.40				
	Total for vendor GABBER - GABBERT'S CONCRETE PRODUCTS:			<u>318.40</u>	<u>318.40</u>			

Vendor GLUS - GENERAL LINEN & UNIFORM SVCS:

300088

97476	GENERAL LINEN & UNIFORM SVCS	07/02/2020	09/15/2020	57.50	57.50	Open	N	
	7.2 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	7.2 CLEAN PRISONER BLANKETS		57.50				

0302071

97477	GENERAL LINEN & UNIFORM SVCS	07/16/2020	09/15/2020	45.00	45.00	Open	N	
	7.16 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	7.16 CLEAN PRISONER BLANKETS		45.00				

0303198

97478	GENERAL LINEN & UNIFORM SVCS	07/23/2020	09/15/2020	35.00	35.00	Open	N	
	7.23 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	7.23 CLEAN PRISONER BLANKETS		35.00				

0304180

97479	GENERAL LINEN & UNIFORM SVCS	07/30/2020	09/15/2020	25.00	25.00	Open	N	
	7.30 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	7.30 CLEAN PRISONER BLANKETS		25.00				

0305210

97480	GENERAL LINEN & UNIFORM SVCS	08/06/2020	09/15/2020	37.42	37.42	Open	N	
	8.6 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	8.6 CLEAN PRISONER BLANKETS		37.42				

0306147

97481	GENERAL LINEN & UNIFORM SVCS	08/13/2020	09/15/2020	27.50	27.50	Open	N	
	8.13 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	8.13 CLEAN PRISONER BLANKETS		27.50				

0307081

97482	GENERAL LINEN & UNIFORM SVCS	08/20/2020	09/15/2020	20.00	20.00	Open	N	
	8.20 CLEAN PRISONER BLANKETS	KTYLER					09/15/2020	
	101-301-862-000	8.20 CLEAN PRISONER BLANKETS		20.00				

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0308057 97483	GENERAL LINEN & UNIFORM SVCS 8.27 CLEAN PRISONER BLANKETS 101-301-862-000	08/27/2020 KTYLER	09/15/2020	32.50 32.50	32.50	Open	N 09/15/2020	
Total for vendor GLUS - GENERAL LINEN & UNIFORM SVCS:				<u>279.92</u>	<u>279.92</u>			
Vendor GEINSE - GEOGRAPHIC INFORMATION SVCS, INC:								
GIS-11731 97440	GEOGRAPHIC INFORMATION SVCS, INC ANNL HOST/MAINT OF GIS SVCS W&S 592-536-819-000	03/16/2020 KTYLER	09/15/2020	186.46 186.46	186.46	Open	N 09/15/2020	20-0120
Total for vendor GEINSE - GEOGRAPHIC INFORMATION SVCS, INC:				<u>186.46</u>	<u>186.46</u>			
Vendor MCKGER - GERALD MCKELVEY:								
WS 97407	GERALD MCKELVEY WS MTG 592-536-818-000	09/01/2020 KTYLER	09/15/2020	25.00 25.00	25.00	Open	N 09/15/2020	
Total for vendor MCKGER - GERALD MCKELVEY:				<u>25.00</u>	<u>25.00</u>			
Vendor GLWA - GREAT LAKES WATER AUTHORITY:								
600-1511-W 97441	GREAT LAKES WATER AUTHORITY LEAD/COPPER RULE WATER SAMPLE TE 592-536-927-000	08/28/2020 KTYLER	09/15/2020	1,856.40 1,856.40	1,856.40	Open	N 09/15/2020	
Total for vendor GLWA - GREAT LAKES WATER AUTHORITY:				<u>1,856.40</u>	<u>1,856.40</u>			
Vendor GUAULU - GULF AUTO LUBE:								
86667 97520	GULF AUTO LUBE 145 OIL CHANGE 101-301-860-000	08/26/2020 KTYLER	09/15/2020	60.98 60.98	60.98	Open	N 09/15/2020	
Total for vendor GUAULU - GULF AUTO LUBE:				<u>60.98</u>	<u>60.98</u>			
Vendor HAFRSH - HAROLD'S FRAME SHOP:								
95144 97495	HAROLD'S FRAME SHOP 718 SNOW PLOW	06/18/2020 KTYLER	09/15/2020	6,492.11	6,492.11	Open	N 09/15/2020	20-0275

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	GL Distribution							
	101-265-860-000	WESTERN 8 1/2'	MVP PLUS STEEL BLADE	5,160.00				
	101-265-860-000	BACK DRAG KIT		227.25				
	101-265-860-000	SHOW ASSEMBLY		141.18				
	101-265-860-000	DEFLECTOR KIT		238.68				
	101-265-860-000	INSTALL		725.00				
	Total for vendor HAFRSH - HAROLD'S FRAME SHOP:			<u>6,492.11</u>	<u>6,492.11</u>			

Vendor I94MAR - I-94 MARINE & WATERSPORTS :

08.17.2020

97443	I-94 MARINE & WATERSPORTS	08/17/2020	09/15/2020	105.99	105.99	Open	N	
	MARINE 1 BATTERY	KTYLER					09/15/2020	
	101-301-865-000	MARINE 1 BATTERY		105.99				
	Total for vendor I94MAR - I-94 MARINE & WATERSPORTS :			<u>105.99</u>	<u>105.99</u>			

Vendor JAHJEF - JEFF JAHR:

97395	JEFF JAHR	09/01/2020	09/15/2020	150.00	150.00	Open	N	
	5.27/6.10/6.24/7.22/8.12/8.26 PL	KTYLER					09/15/2020	
	101-370-818-000	5.27/6.10/6.24/7.22/8.12/8.26 PLNG M		150.00				
	Total for vendor JAHJEF - JEFF JAHR:			<u>150.00</u>	<u>150.00</u>			

Vendor FRAJOA - JOAN FRANZOI:

97394	JOAN FRANZOI	09/01/2020	09/15/2020	150.00	150.00	Open	N	
	5.27/6.10/6.24/7.22/8.12/8.26 PL	KTYLER					09/15/2020	
	101-370-818-000	5.27/6.10/6.24/7.22/8.12/8.26 PLNG MT		150.00				
	Total for vendor FRAJOA - JOAN FRANZOI:			<u>150.00</u>	<u>150.00</u>			

Vendor HAAJOH - JOHN HAASE:

97406	JOHN HAASE	09/01/2020	09/15/2020	50.00	50.00	Open	N	
	7.14/8.11 BZA MTGS	KTYLER					09/15/2020	
	101-370-818-000	7.14/8.11 BZA MTGS		50.00				
	Total for vendor HAAJOH - JOHN HAASE:			<u>50.00</u>	<u>50.00</u>			

Vendor HERJOH - JOHN HERMAN:

97400	JOHN HERMAN	09/01/2020	09/15/2020	50.00	50.00	Open	N	
	7.14/8.11 BZA MTGS	KTYLER					09/15/2020	

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	GL Distribution							
	101-370-818-000	7.14/8.11 BZA MTGS		50.00				
Total for vendor HERJOH - JOHN HERMAN:				50.00	50.00			

Vendor JOHCON - JOHNSON CONTROLS:

34666809								
97444	JOHNSON CONTROLS	08/08/2020	09/15/2020	60.73	60.73	Open	N	
	9.1-11.30 SECURITY W/S	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY W/S		60.73				
34666810								
97445	JOHNSON CONTROLS	08/08/2020	09/15/2020	60.73	60.73	Open	N	
	9.1-11.30 SECURITY 46425 TYLER/S	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY 46425 TYLER/STA 1		60.73				
34666807								
97446	JOHNSON CONTROLS	08/08/2020	09/15/2020	41.70	41.70	Open	N	
	9.1-11.30 SECURITY 7563 HAGGERTY	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY 7563 HAGGERTY LS		41.70				
34666813								
97447	JOHNSON CONTROLS	08/08/2020	09/15/2020	616.95	616.95	Open	N	
	9.1-11.30 SECURITY TWP HALL	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY TWP HALL		616.95				
34666811								
97448	JOHNSON CONTROLS	08/08/2020	09/15/2020	112.61	112.61	Open	N	
	9.1-11.30 SECURITY FS2	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY FS2		112.61				
34666812								
97449	JOHNSON CONTROLS	08/08/2020	09/15/2020	71.00	71.00	Open	N	
	9.1-11.30 SECURITY PARKS/REC	KTYLER					09/15/2020	
	101-265-819-000	9.1-11.30 SECURITY PARKS/REC		71.00				
Total for vendor JOHCON - JOHNSON CONTROLS:				963.72	963.72			

Vendor KENIND - KENNEDY INDUSTRIES INC:

617952								
97450	KENNEDY INDUSTRIES INC	05/06/2020	09/15/2020	995.00	995.00	Open	N	20-0185
	FIELD SERVICES FOR AIR VALVE INS	KTYLER					09/15/2020	
	592-537-931-002	MECHANICAL INSTALLING OF AIR VALVE		995.00				
618001								
97451	KENNEDY INDUSTRIES INC	05/08/2020	09/15/2020	985.00	985.00	Open	N	20-0186
	AIR FLOW VALVE FOR ROUGE VALLEY	KTYLER					09/15/2020	
	592-537-970-002	FLOW METER FOR ROUGE VALLEY CHAMBER		985.00				

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	GL Distribution							
617747								
97452	KENNEDY INDUSTRIES INC	04/25/2020	09/15/2020	2,278.13	2,278.13	Open	N	20-0191
	REPAIRS FOR NHV PUMP 1	KTYLER					09/15/2020	
	592-537-970-002	TIME AND MATERIALS FOR REPAIR		2,278.13				
617747-1								
97453	KENNEDY INDUSTRIES INC	04/25/2020	09/15/2020	1,365.00	1,365.00	Open	N	20-0192
	PUMP 2 REPAIRS FOR NHV STATION	KTYLER					09/15/2020	
	592-537-970-002	PARTS AND TIME FOR PUMP REPAIR		1,365.00				
617747-2								
97454	KENNEDY INDUSTRIES INC	04/25/2020	09/15/2020	2,193.75	2,193.75	Open	N	20-0193
	REPAIR TO AIR FLOW METER NHV	KTYLER					09/15/2020	
	592-537-970-002	TIME AND MATERIALS FLOW METER REPAIR		2,193.75				
	Total for vendor KENIND - KENNEDY INDUSTRIES INC:			7,816.88	7,816.88			

Vendor KNOXCO - KNOX COMPANY:

INV02169578								
97474	KNOX COMPANY	08/03/2020	09/15/2020	5,947.00	5,947.00	Open	N	20-0299
	LOCK BOX FOR BUSINESSES IN CASE	KTYLER					09/15/2020	
	101-336-750-000	KEY SECURE 1 MASTER KEY		2,058.00				
	101-336-750-000	KNOXLOCK WIFI		3,784.00				
	101-336-750-000	SHIPPING		105.00				
	Total for vendor KNOXCO - KNOX COMPANY:			5,947.00	5,947.00			

Vendor LAFONTAINE - LAFONTAINE CDJR-LANSING:

Q082020								
97468	LAFONTAINE CDJR-LANSING	08/20/2020	09/15/2020	27,089.00	27,089.00	Open	N	20-0362
	2021 DODGE CHARGER POLICE (TRAFF	KTYLER					09/15/2020	
	101-301-970-000	2021 DODGE CHARGER POLICE (TRAFFIC)		27,089.00				
	Total for vendor LAFONTAINE - LAFONTAINE CDJR-LANSING:			27,089.00	27,089.00			

Vendor LOHUSU - LOWER HURON SUPPLY:

447423-1								
97455	LOWER HURON SUPPLY	08/31/2020	09/15/2020	409.39	409.39	Open	N	
	JANITORIAL SUPPLIES	KTYLER					09/15/2020	
	101-265-740-000	JANITORIAL SUPPLIES		409.39				
445905-1								
97524	LOWER HURON SUPPLY	08/20/2020	09/15/2020	84.24	84.24	Open	N	
	JANITORIAL SUPPLIES	KTYLER					09/15/2020	
	101-336-740-000	JANITORIAL SUPPLIES		84.24				

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Total for vendor LOHUSU - LOWER HURON SUPPLY:				493.63	493.63			
Vendor EDWLUK - LUKE EDWARDS:								
RE-ISSUE								
97456	LUKE EDWARDS	08/31/2020	09/15/2020	210.00	210.00	Open	N	
	8.4 PRIMARY ELECTION (LOST)	KTYLER					09/15/2020	
	101-191-705-000	8.4 PRIMARY ELECTION (LOST)		210.00				
Total for vendor EDWLUK - LUKE EDWARDS:				210.00	210.00			
Vendor DANLYL - LYLE D DANULOFF PHD:								
08/13/2020								
97528	LYLE D DANULOFF PHD	08/13/2020	09/15/2020	600.00	600.00	Open	N	
	BEDINGER PSYCH EVAL	KTYLER					09/15/2020	
	101-336-956-000	BEDINGER PSYCH EVAL		600.00				
Total for vendor DANLYL - LYLE D DANULOFF PHD:				600.00	600.00			
Vendor MAJGRA - MAJIK GRAPHICS:								
20365								
97457	MAJIK GRAPHICS	09/02/2020	09/15/2020	130.00	130.00	Open	N	
	717 MAGNETS X 2	KTYLER					09/15/2020	
	101-247-727-000	717 MAGNETS X 2		130.00				
Total for vendor MAJGRA - MAJIK GRAPHICS:				130.00	130.00			
Vendor MCKASS - MCKENNA ASSOCIATES:								
21939-13								
97465	MCKENNA ASSOCIATES	08/12/2020	09/15/2020	7,834.32	7,834.32	Open	N	
	JULY INTERIM SVCS	KTYLER					09/15/2020	
	101-370-821-000	JULY INTERIM SVCS		7,834.32				
98020-46								
97466	MCKENNA ASSOCIATES	08/12/2020	09/15/2020	1,299.74	1,299.74	Open	N	
	JULY PLNG SVCS	KTYLER					09/15/2020	
	101-370-821-000	JULY PLNG SVCS		426.87				
	101-000-286-000	JULY PLNG SVCS		872.87				
21638-24								
97467	MCKENNA ASSOCIATES	08/12/2020	09/15/2020	806.25	806.25	Open	N	
	JULY BLDG PLAN REVIEWS	KTYLER					09/15/2020	
	101-370-819-000	JULY BLDG PLAN REVIEWS		806.25				
Total for vendor MCKASS - MCKENNA ASSOCIATES:				9,940.31	9,940.31			

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
Vendor MISC - MEADOWS OF VAN BUREN #2:								
REFUND								
97460	MEADOWS OF VAN BUREN #2	08/26/2020	09/15/2020	55.00	55.00	Open	N	
	104950 REFUND FOR MEETING ROOMS	KTYLER					09/15/2020	
	101-000-687-000	104950 REFUND FOR MEETING ROOMS		55.00				
	Total for vendor MISC - MEADOWS OF VAN BUREN #2:			55.00	55.00			
Vendor MISC - MEADOWS OF VB CONDO ASSOCIATION:								
REFUND								
97461	MEADOWS OF VB CONDO ASSOCIATION	08/26/2020	09/15/2020	85.00	85.00	Open	N	
	REFUND FOR MEETING ROOMS	KTYLER					09/15/2020	
	101-000-687-000	REFUND FOR MEETING ROOMS		85.00				
	Total for vendor MISC - MEADOWS OF VB CONDO ASSOCIATION:			85.00	85.00			
Vendor ATCMED - MEDINA ATCHINSON:								
PLNG								
97398	MEDINA ATCHINSON	09/01/2020	09/15/2020	150.00	150.00	Open	N	
	5.27/6.10/6.24/7.22/8.12/8.26 PL	KTYLER					09/15/2020	
	101-370-818-000	5.27/6.10/6.24/7.22/8.12/8.26 PLNG MT		150.00				
	Total for vendor ATCMED - MEDINA ATCHINSON:			150.00	150.00			
Vendor MIDOAS - MI DOWNTOWN ASSOCIATION:								
E2039								
97458	MI DOWNTOWN ASSOCIATION	08/19/2020	09/15/2020	300.00	300.00	Open	N	
	IRELAND/LOTHRINGER 11.5-6 MDA VI	KTYLER					09/15/2020	
	247-000-861-000	IRELAND 11.5-6 MDA VIRTUAL CONF REG		150.00				
	247-000-861-000	LOTHRINGER 11.5-6 MDA VIRTUAL CONF RE		150.00				
	Total for vendor MIDOAS - MI DOWNTOWN ASSOCIATION:			300.00	300.00			
Vendor MIMULE - MICHIGAN MUNICIPAL LEAGUE:								
2486-920								
97472	MICHIGAN MUNICIPAL LEAGUE	09/01/2020	09/15/2020	200.00	200.00	Open	N	
	7.1-6.30.2021 TWP BRD MEMBER DUE	KTYLER					09/15/2020	
	101-101-810-000	7.1-6.30.2021 TWP BRD MEMBER DUES		200.00				
63784-920								
97473	MICHIGAN MUNICIPAL LEAGUE	09/01/2020	09/15/2020	200.00	200.00	Open	N	
	7.1-6.30.2021 DDA MEMBER DUES	KTYLER					09/15/2020	
	247-000-810-000	7.1-6.30.2021 DDA MEMBER DUES		200.00				

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Total for vendor MIMULE - MICHIGAN MUNICIPAL LEAGUE:				400.00	400.00				
Vendor MIMUAS - MICHIGAN MUSEUMS ASSOCIATION:									
05158 97462	MICHIGAN MUSEUMS ASSOCIATION 2020 MMA MEMBERSHIP DUES 250-000-810-000	06/25/2020 KTYLER	09/15/2020	50.00	50.00	Open	N 09/15/2020		
Total for vendor MIMUAS - MICHIGAN MUSEUMS ASSOCIATION:				50.00	50.00				
Vendor MSAWWA - MICHIGAN SECTION AWWA:									
200014690 97459	MICHIGAN SECTION AWWA SCHLUTOW 9.23-24 MSAWWA VIRTUAL 592-536-861-000	08/31/2020 KTYLER	09/15/2020	340.00	340.00	Open	N 09/15/2020		
Total for vendor MSAWWA - MICHIGAN SECTION AWWA:				340.00	340.00				
Vendor NACOSE - NATURAL COMMUNITY SERVICES:									
2726 97484	NATURAL COMMUNITY SERVICES FRENCH LANDING PK MAINT AUG 2020 101-265-819-000	08/22/2020 KTYLER	09/15/2020	1,000.00	1,000.00	Open	N 09/15/2020	20-0152	
Total for vendor NACOSE - NATURAL COMMUNITY SERVICES:				1,900.00	1,900.00				
Vendor PACE - PACE ANALYTICAL SERVICES:									
2035373459 97497	PACE ANALYTICAL SERVICES AUG WATER TESTING 592-536-819-000	08/17/2020 KTYLER	09/15/2020	388.00	388.00	Open	N 09/15/2020		
Total for vendor PACE - PACE ANALYTICAL SERVICES:				388.00	388.00				
Vendor PETCAS - PETTY CASH:									
SENIORS 97489	PETTY CASH REPLENISH PETTY CASH SENIORS	08/25/2020 KTYLER	09/15/2020	173.96	173.96	Open	N 09/15/2020		

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-691-742-000	REPLENISH PETTY CASH SENIORS		110.15				
	101-692-743-000	REPLENISH PETTY CASH SENIORS		31.81				
	101-692-740-000	REPLENISH PETTY CASH SENIORS		19.00				
	101-692-860-000	REPLENISH PETTY CASH SENIORS		13.00				
Total for vendor PETCAS - PETTY CASH:				173.96	173.96			

Vendor PIOLAN - PIONEER LANDSCAPING:

2015								
97498	PIONEER LANDSCAPING	08/01/2020	09/15/2020	650.00	650.00	Open	N	
	JULY STREETSCAPE MAINT HARRIS PK	KTYLER					09/15/2020	
	247-000-979-002	JULY STREETSCAPE MAINT HARRIS PK		650.00				
2016								
97499	PIONEER LANDSCAPING	08/01/2020	09/15/2020	1,400.00	1,400.00	Open	N	
	JULY STREETSCAPE MAINT	KTYLER					09/15/2020	
	247-000-979-001	JULY STREETSCAPE MAINT		1,400.00				
2038								
97500	PIONEER LANDSCAPING	08/31/2020	09/15/2020	1,240.00	1,240.00	Open	N	
	AUG STREETSCAPE MAINT HARRIS PK	KTYLER					09/15/2020	
	247-000-979-002	AUG STREETSCAPE MAINT HARRIS PK		1,240.00				
Total for vendor PIOLAN - PIONEER LANDSCAPING:				3,290.00	3,290.00			

Vendor POWER DMS - POWER DMS:

Q-80825								
97470	POWER DMS	08/31/2020	09/15/2020	1,112.26	1,112.26	Open	N	
	11.29-11.28.2021 ACCREDITATION M	KTYLER					09/15/2020	
	101-301-819-000	11.29-11.28.2021 ACCREDITATION MANUAL		1,112.26				
Total for vendor POWER DMS - POWER DMS:				1,112.26	1,112.26			

Vendor PRAUGL - PREFERRED AUTO GLASS & TRIM:

2347								
97527	PREFERRED AUTO GLASS & TRIM	08/24/2020	09/15/2020	450.00	450.00	Open	N	
	133 WINDSHIELD	KTYLER					09/15/2020	
	101-301-860-000	133 WINDSHIELD		450.00				
Total for vendor PRAUGL - PREFERRED AUTO GLASS & TRIM:				450.00	450.00			

Vendor PREMIER - PREMIER BUILDING MAINTENANCE:

317								
97486	PREMIER BUILDING MAINTENANCE	08/24/2020	09/15/2020	400.00	400.00	Open	N	20-0168
	8.22/23 WEEKEND JANITORIAL SVCS	KTYLER					09/15/2020	

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	101-265-819-000	8.22/23 WEEKEND JANITORIAL SVCS		400.00				
336								
97487	PREMIER BUILDING MAINTENANCE	08/31/2020	09/15/2020	400.00	400.00	Open	N	20-0168
	8.29/30 WEEKEND JANITORIAL SVCS	KTYLER					09/15/2020	
	101-265-819-000	8.29/30 WEEKEND JANITORIAL SVCS		400.00				
352								
97488	PREMIER BUILDING MAINTENANCE	09/07/2020	09/15/2020	400.00	400.00	Open	N	20-0168
	9.5/6 WEEKEND JANITORIAL SVCS	KTYLER					09/15/2020	
	101-265-819-000	9.5/6 WEEKEND JANITORIAL SVCS		400.00				
	Total for vendor PREMIER - PREMIER BUILDING MAINTENANCE:			<u>1,200.00</u>	<u>1,200.00</u>			

Vendor PRONEM - PRIORITY ONE EMERGENCY:

70067488								
97490	PRIORITY ONE EMERGENCY	08/24/2020	09/15/2020	49.99	49.99	Open	N	
	HAYES UNIFORMS	KTYLER					09/15/2020	
	101-301-741-000	HAYES UNIFORMS		49.99				
70067386								
97523	PRIORITY ONE EMERGENCY	08/20/2020	09/15/2020	49.99	49.99	Open	N	
	WEISBECKER UNIFORMS	KTYLER					09/15/2020	
	101-325-741-000	WEISBECKER UNIFORMS		49.99				
	Total for vendor PRONEM - PRIORITY ONE EMERGENCY:			<u>99.98</u>	<u>99.98</u>			

Vendor PEAINC - PROFESSIONAL ENGINEERING:

84957								
97496	PROFESSIONAL ENGINEERING	08/21/2020	09/15/2020	325.00	325.00	Open	N	
	8.8 2020-0094 IBT VANBUREN SECTI	KTYLER					09/15/2020	
	101-718-958-000	8.8 2020-0094 IBT VANBUREN SECTION H		325.00				
	Total for vendor PEAINC - PROFESSIONAL ENGINEERING:			<u>325.00</u>	<u>325.00</u>			

Vendor QUILL - QUILL CORPORATION:

9922248								
97463	QUILL CORPORATION	08/26/2020	09/15/2020	1,319.60	1,319.60	Open	N	20-0361
	(40) BOXES OF COPY PAPER	KTYLER					09/15/2020	
	101-248-727-000	(40) BOXES OF COPY PAPER		1,319.60				
10037546								
97464	QUILL CORPORATION	08/31/2020	09/15/2020	410.20	410.20	Open	N	20-0365
	GENERAL OFFICE SUPPLIES	KTYLER					09/15/2020	
	101-248-727-000	SIGN HERE FLAGS		127.40				
	101-248-727-000	FINGERTIP MOISTNER		22.90				

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	GL Distribution 101-248-727-000	DYMO LABELS		259.90				
9809668 97502	QUILL CORPORATION INK FOR ICX PRINTERS 101-191-727-000	08/21/2020 KTYLER 26A INK FOR ICX PRINTERS	09/15/2020	412.18 412.18	412.18	Open	N 09/15/2020	20-0352
9810574 97503	QUILL CORPORATION PRINTER INK 101-191-727-000	08/21/2020 KTYLER PRINTER INK 26A	09/15/2020	618.27 618.27	618.27	Open	N 09/15/2020	20-0351
9818595 97504	QUILL CORPORATION PRINTER INK 101-248-727-000	08/21/2020 KTYLER PRINTER INK PG245/246XL COMBO	09/15/2020	51.29 51.29	51.29	Open	N 09/15/2020	20-0351
9805455 97505	QUILL CORPORATION GENERAL OFFICE SUPPLIES 101-248-727-000	08/21/2020 KTYLER CLOROX WIPES GREEN	09/15/2020	12.56 12.56	12.56	Open	N 09/15/2020	20-0303
Total for vendor QUILL - QUILL CORPORATION:				<u>2,824.10</u>	<u>2,824.10</u>			

Vendor RRFITR - R&R FIRE TRUCK REPAIR :

57999 97501	R&R FIRE TRUCK REPAIR FS2 AIR COMPRESSOR REPAIRS 101-336-860-000	07/28/2020 KTYLER FS2 AIR COMPRESSOR REPAIRS	09/15/2020	1,187.63 1,187.63	1,187.63	Open	N 09/15/2020	
58181 97510	R&R FIRE TRUCK REPAIR T-2 PIN PRPT (LADDER) 101-336-860-000	08/25/2020 KTYLER T-2 PIN PRPT (LADDER)	09/15/2020	231.39 231.39	231.39	Open	N 09/15/2020	
Total for vendor RRFITR - R&R FIRE TRUCK REPAIR :				<u>1,419.02</u>	<u>1,419.02</u>			

Vendor SUACHA - SUMPTER ACE HARDWARE:

4637 97556*	SUMPTER ACE HARDWARE AUG STMT 592-537-740-000 101-265-933-000 592-536-740-000 101-265-931-000 101-265-931-000	08/31/2020 KTYLER BATTERIES SMALL ENGINE DIAGNOSTIC FEE TOOLBIN/SPONGE RUBBER TAPE SPRINKLER PARTS WEDGE/CHAINSAW SCRENCH DISPLAY	09/15/2020	567.74 32.01 36.00 13.46 23.57 16.54	567.74	Open	N 09/15/2020	
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	GL Distribution							
	101-265-740-000	PAIN	BRUSH/PROTECTIVE ENAMEL	43.72				
	101-265-740-000	FLY TRAPS/GLOVES/WATER		23.75				
	101-265-740-000	SPRAY PAINTS		16.98				
	101-265-933-000	TRIMMER REPAIRS		44.43				
	101-265-931-000	BLACKTOP PATCH		83.86				
	592-536-740-000	CABLE TIES		16.10				
	592-536-740-000	CREDIT MEMO-RETURN		(7.53)				
	592-536-740-000	BLADES		46.85				
	101-718-740-000	TRASH CAN/ROUNDUP/INSECTICIDE/BATTERI		115.22				
	592-536-740-000	BLADE/THRUST PLATE/BOLT COVER		62.78				
	Total for vendor SUACHA - SUMPTER ACE HARDWARE:			567.74	567.74			

Vendor SUAUTR - SUPERIOR AUTO & TRUCK SERVICE:

68073								
97506	SUPERIOR AUTO & TRUCK SERVICE	08/21/2020	09/15/2020	80.00	80.00	Open	N	
	516 BLOWER RPRS/FT-R BRAKE INSP	KTYLER					09/15/2020	
	101-265-860-000	516 BLOWER RPRS/FT-R BRAKE INSP		80.00				
68101								
97507	SUPERIOR AUTO & TRUCK SERVICE	08/27/2020	09/15/2020	265.01	265.01	Open	N	
	P-60 SERPENTINE BELT	KTYLER					09/15/2020	
	101-265-860-000	P-60 SERPENTINE BELT		265.01				
	Total for vendor SUAUTR - SUPERIOR AUTO & TRUCK SERVICE:			345.01	345.01			

Vendor IRESUS - SUSAN IRELAND:

	REIMB/TRAVEL							
97541	SUSAN IRELAND	08/21/2020	09/15/2020	151.89	151.89	Open	N	
	6.18-8.21 MILEAGE/REIMB	KTYLER					09/15/2020	
	247-000-860-000	6.18-8.21 MILEAGE		112.32				
	247-000-956-000	5TH 3RD TO BAL CC ACCT		3.53				
	247-000-740-000	5TH 3RD-8.11 ZOOM		36.04				
	Total for vendor IRESUS - SUSAN IRELAND:			151.89	151.89			

Vendor UISSCA - UIS SCADA:

530361097								
97530	UIS SCADA	08/20/2020	09/15/2020	2,553.75	2,553.75	Open	N	20-0349
	REMOTE CARD FOR HANNAN PRV SCADA	KTYLER					09/15/2020	
	592-536-970-003	SCADA METER REPAIR HANNAN PRV		2,553.75				
	Total for vendor UISSCA - UIS SCADA:			2,553.75	2,553.75			

Vendor UNIFIR - UNIFIRST CORP:

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0263680 97531	UNIFIRST CORP AUG STMT 101-265-740-000 101-265-740-000 592-536-741-000	08/07/2020 KTYLER	09/15/2020	166.37 26.00 75.81 64.56	166.37	Open	N 09/15/2020	
265218 97532	UNIFIRST CORP AUG STMT 101-265-740-000 101-265-740-000 592-536-741-000	08/14/2020 KTYLER	09/15/2020	153.12 12.75 75.81 64.56	153.12	Open	N 09/15/2020	
266718 97533	UNIFIRST CORP AUG STMT 101-265-740-000 101-265-740-000 592-536-741-000	08/20/2020 KTYLER	09/15/2020	153.12 12.75 75.81 64.56	153.12	Open	N 09/15/2020	
268213 97534	UNIFIRST CORP AUG STMT 101-265-740-000 101-265-740-000 592-536-741-000	08/27/2020 KTYLER	09/15/2020	153.12 12.75 75.81 64.56	153.12	Open	N 09/15/2020	
Total for vendor UNIFIR - UNIFIRST CORP:				625.73	625.73			

Vendor WADTRI - WADE TRIM :

2018939 97529	WADE TRIM 8.28 DDA BVL RD SIDEWALK REPAIRS 247-000-820-000	09/03/2020 KTYLER	09/15/2020	4,400.00 4,400.00	4,400.00	Open	N 09/15/2020	
2018097 97540	WADE TRIM 5.2 BECK RD BYPASS VALVE/AUTOMAT 592-536-820-000	05/20/2020 KTYLER	09/15/2020	9,600.00 9,600.00	9,600.00	Open	N 09/15/2020	
Total for vendor WADTRI - WADE TRIM :				14,000.00	14,000.00			

Vendor ROCWAL - WALTER ROCHOWIAK:

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WS 97408	WALTER ROCHOWIAK WS MTG 592-536-818-000	09/01/2020 KTYLER	09/15/2020	30.00	30.00	Open	N 09/15/2020	
	WS MTG			30.00				
	Total for vendor ROCWAL - WALTER ROCHOWIAK:			<u>30.00</u>	<u>30.00</u>			
Vendor WAMAA - WASHTENAW AREA MUTUAL AID ASSOC:								
2020-21 97538	WASHTENAW AREA MUTUAL AID ASSOC 2020 WAMAA DUES 101-336-810-000	01/01/2020 KTYLER	09/15/2020	1,000.00	1,000.00	Open	N 09/15/2020	
	2020 WAMAA DUES			1,000.00				
	Total for vendor WAMAA - WASHTENAW AREA MUTUAL AID ASSOC:			<u>1,000.00</u>	<u>1,000.00</u>			
Vendor WACORD - WAYNE COUNTY REGISTER OF DEEDS:								
EASEMENT 97535	WAYNE COUNTY REGISTER OF DEEDS RECORD WATER MAIN EASEMENT-U.S. 101-370-819-000	08/31/2020 KTYLER	09/15/2020	30.00	30.00	Open	N 09/15/2020	
	RECORD WATER MAIN EASEMENT-U.S. SIGNA			30.00				
	Total for vendor WACORD - WAYNE COUNTY REGISTER OF DEEDS:			<u>30.00</u>	<u>30.00</u>			
Vendor WIPOEQ - WINDER POLICE EQUIPMENT:								
201623 97522	WINDER POLICE EQUIPMENT (300) INTEGRITY EVIDENCE BAGS 101-301-743-000	08/24/2020 KTYLER	09/15/2020	126.00	126.00	Open	N 09/15/2020	
	(300) INTEGRITY EVIDENCE BAGS			126.00				
	Total for vendor WIPOEQ - WINDER POLICE EQUIPMENT:			<u>126.00</u>	<u>126.00</u>			
Vendor WOLPOW - WOLVERINE POWER SYSTEMS:								
0193304-IN 97536	WOLVERINE POWER SYSTEMS WILDBROOK LS GENERATOR PARTS 592-537-930-000	07/23/2020 KTYLER	09/15/2020	1,435.54	1,435.54	Open	N 09/15/2020	20-0287
	WILDBROOK LS GENERATOR PARTS			1,435.54				
	Total for vendor WOLPOW - WOLVERINE POWER SYSTEMS:			<u>1,435.54</u>	<u>1,435.54</u>			
0193304-IN 97537	WOLVERINE POWER SYSTEMS WILBROOK LS GENERATOR LABOR COST 592-537-930-000	07/23/2020 KTYLER	09/15/2020	960.00	960.00	Open	N 09/15/2020	20-0288
	WILBROOK LS GENERATOR LABOR COSTS			960.00				
	Total for vendor WOLPOW - WOLVERINE POWER SYSTEMS:			<u>960.00</u>	<u>960.00</u>			
	Total for vendor WOLPOW - WOLVERINE POWER SYSTEMS:			<u>2,395.54</u>	<u>2,395.54</u>			

INVOICE REGISTER REPORT FOR VAN BUREN TOWNSHIP
EXP CHECK RUN DATES 09/15/2020 - 09/15/2020
UNJOURNALIZED
OPEN
09.15.20 VOUCHER

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
Vendor YOSSAN - YOST SAND & GRAVEL:								
470								
97539	YOST SAND & GRAVEL	08/21/2020	09/15/2020	231.00	231.00	Open	N	
	6 YDS LIMESTONE	KTYLER					09/15/2020	
	592-536-740-000	6 YDS LIMESTONE		231.00				
Total for vendor YOSSAN - YOST SAND & GRAVEL:				<u>231.00</u>	<u>231.00</u>			

# of Invoices:	162	# Due:	162	Totals:	557,762.92	557,762.92
# of Credit Memos:	0	# Due:	0	Totals:	<u>0.00</u>	<u>0.00</u>

Net of Invoices and Credit Memos: 557,762.92 557,762.92

* 1 Net Invoices have Credits Totalling: (7.53)

--- TOTALS BY FUND ---

101 - General Fund	419,396.11	419,396.11
247 - DDA Fund	40,041.89	40,041.89
250 - Museum Fund	50.00	50.00
251 - LDFA Fund	93.75	93.75
592 - Water/Sewer Fund	98,181.17	98,181.17

--- TOTALS BY DEPT/ACTIVITY ---

000 -	65,365.23	65,365.23
101 - Township Board	10,385.85	10,385.85
171 - Supervisor Department	12,022.73	12,022.73
191 - Election Department	3,240.45	3,240.45
210 - Attorney Fees	204.48	204.48
228 - IT Department	9,598.17	9,598.17
247 - Assessing Department	1,820.68	1,820.68
248 - General Office	2,126.15	2,126.15
265 - Building & Grounds	206,928.83	206,928.83
301 - Police Department	146,135.21	146,135.21
325 - Dispatch	198.99	198.99
336 - Fire Department	11,383.37	11,383.37
370 - Building/Planning Dept.	11,687.94	11,687.94
536 - Water Department	51,047.02	51,047.02
537 - Sewer Department	23,147.43	23,147.43
691 - Recreation Dept	1,335.15	1,335.15
692 - Seniors Dept	413.81	413.81
718 - Park & Lake Dept	721.43	721.43

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Board Meeting
09-15-2020

Consent Agenda _____

New Business _____

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Re-appointment of Walter Rachowiak to the Water & Sewer Commission
DEPARTMENT	Board of Trustees
PRESENTER(S)	Supervisor McNamara
PHONE NUMBER	(734) 699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

To consider the re-appointment of Walter Rachowiak to the Water & Sewer Commission with a term to expire 6-01-2022.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

BUDGET IMPLICATION none

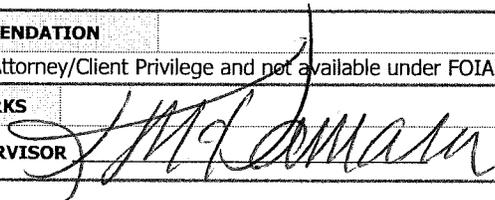
IMPLEMENTATION NEXT STEP

DEPARTMENT RECOMMENDATION

COMMITTEE/ COMMISSION RECOMMENDATION

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

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR 

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Board Meeting
09-15-2020

Consent Agenda _____

New Business _____

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Re-appointment of Eileen Parent to the Water & Sewer Commission
DEPARTMENT	Board of Trustees
PRESENTER(S)	Supervisor McNamara
PHONE NUMBER	(734) 699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

To consider the re-appointment of Eileen Parent to the Water & Sewer Commission with a term to expire 6-01-2022.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)
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BUDGET IMPLICATION	none
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IMPLEMENTATION NEXT STEP

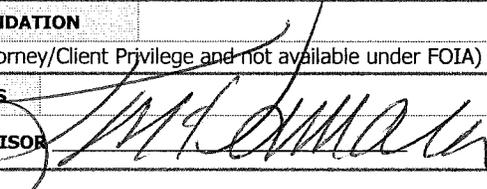
DEPARTMENT RECOMMENDATION

COMMITTEE/COMMISSION RECOMMENDATION
--

ATTORNEY RECOMMENDATION

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

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR	
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Charter Township of Van Buren

REQUEST FOR BOARD ACTION

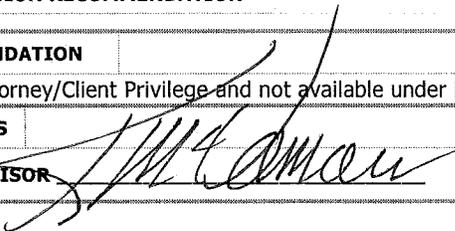
Agenda Item: _____

MEETING DATE: SEPTEMBER 15, 2020

<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> New Business	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> Public Hearing
ITEM (SUBJECT)	2021 Holiday Schedule		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Wright		
PHONE NUMBER	734-699-8909		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED	
To consider approval of the 2021 Holiday Schedule as presented.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Per the Salaried Employees Benefits Manual, AFSCME Local 236 and POLC contracts the attached is the proposed 2021 Holiday Schedule.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Distribute and post
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**CHARTER TOWNSHIP OF VAN BUREN
46425 TYLER ROAD-VAN BUREN TOWNSHIP, MI 48111
2021 HOLIDAY SCHEDULE FOR TOWNSHIP HALL CLOSING**

_____ moved, _____ seconded to approve the 2021 Holiday Schedule for the closing of Township Hall as presented since these days are recognized in the Salaried Employees Benefits Manual, AFSCME Local 236, and POLC contracts.

<u>Date</u>	<u>Holiday</u>
Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King, Jr. Day
Monday, February 15, 2021	President's Day
Friday, April 2, 2021	Good Friday
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day (observed)
Monday, September 6, 2021	Labor Day
Thursday, November 11, 2021	Veteran's Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, November 26, 2021	Day after Thanksgiving Day
Thursday, December 23, 2021	Christmas Eve (observed)
Friday, December 24, 2021	Christmas Day (observed)
Tuesday, December 28, 2021	Christmas Holiday
Wednesday December 29, 2021	Christmas Holiday
Thursday, December 30, 2021	Christmas Holiday
Thursday, December 31, 2021	New Year's Eve

YEAS:

NAYS:

ABSENT:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Charter Township of Van Buren Board of Trustees at a meeting held on _____, 2020.

Leon Wright
Township Clerk

2021

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 New Year's Day
- 18 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 2 Groundhog Day
- 12 Lincoln's Birthday
- 14 St. Valentine's Day
- 15 President's Day
- 17 Ash Wednesday
- 22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 14 Daylight Saving Time Begins
- 17 St. Patrick's Day
- 28 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 April Fool's Day
- 2 Good Friday
- 4 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 9 Mother's Day
- 31 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 14 Flag Day
- 20 Father's Day
- 21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Labor Day
- 12 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 2 Election Day
- 7 Daylight Saving Time Ends
- 11 Veteran's Day
- 25 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 21 Winter Solstice
- 25 Christmas
- 31 New Year's Eve

Created at www.CalendarHome.com

Charter Township of Van Buren

Agenda Item: _____

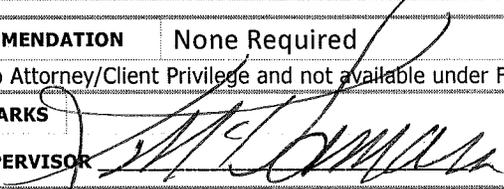
Board Meeting Date:
Board Meeting Date: September 15, 2020

REQUEST FOR BOARD ACTION

<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> New Business	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> Public Hearing
ITEM (SUBJECT)	2021 Board Meeting Schedule		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Leon Wright		
PHONE NUMBER	734-699-8909		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
Approval of the 2021 Board Meeting Schedule	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>In accordance with the Meeting Conduct policy (Resolution 2018-07) Work Study Session occur the first and third Monday of each month and the Board of Trustees Meetings occur the first and third Tuesday of the month. If a holiday is scheduled on the first or third Monday the Work Study Session will occur on the day following the holiday (Tuesday). Please keep in mind an election may be called on March 9, 2021, May 4, 2021, August 3, 2021 and November 2, 2021. If an election is called both the Work Study Session and Board Meeting scheduled in the week of the Election will be cancelled. This schedule does not include the Budget Preparation Meetings. Posting of the Board Meeting Schedule is required under PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA) under The proposed 2020 Board Meeting Schedule is attached.</p>	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Post
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	None Required
ATTORNEY RECOMMENDATION	None Required
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**Charter Township of Van Buren
46425 Tyler-Van Buren Township, Michigan 48111
Board of Trustees
2021 Work Study and Regular Board Meeting Dates**

Board Meetings are held the 1st and 3rd Tuesdays of each month at 6:00 p.m. in the Board Room, at Township Hall. Work Study Meetings are held on Monday at 4:00 p.m. in the Sheldon Room preceding the Tuesday Board Meeting. Budget Preparation and Review meetings will be held during normal business hours and a notice of the time schedule will be published in the paper of record.

Only one meeting will be held in the month of January. The January meeting will be held the third Tuesday of the month. If an Election is called, scheduled meetings may be cancelled and notice of cancellation will be posted accordingly.

W/S	Tuesday, January 19, 2021	W/S	Monday, July 19, 2021
B/M	Tuesday, January 19, 2021	B/M	Tuesday, July 20, 2021
W/S	Monday, February 1, 2021	W/S	Monday, August 2, 2021
B/M	Tuesday, February 2, 2021	B/M	Tuesday, August 3, 2021
W/S	Tuesday, February 16, 2021	W/S	Monday, August 16, 2021
B/M	Tuesday, February 16, 2021	B/M	Tuesday, August 17, 2021
W/S	Monday, March 1, 2021	W/S	Monday, August 17, 2021
B/M	Tuesday, March 2, 2021	B/M	Tuesday, August 18, 2021
W/S	Monday, March 15, 2021	W/S	Monday, September 7, 2021
B/M	Tuesday, March 16, 2021	B/M	Tuesday, September 7, 2021
W/S	Monday, April 5, 2021	W/S	Monday, September 20, 2021
B/M	Tuesday, April 6, 2021	B/M	Tuesday, September 21, 2021
W/S	Monday, April 19, 2021	W/S	Monday, October 4, 2021
B/M	Tuesday, April 20, 2021	B/M	Tuesday, October 5, 2021
W/S	Monday, May 3, 2021	W/S	Monday, October 18, 2021
B/M	Tuesday, May 4, 2021	B/M	Tuesday, October 19, 2021
W/S	Monday, May 17, 2021	W/S	Monday, November 1, 2021
B/M	Tuesday, May 18, 2021	B/M	Tuesday, November 2, 2021
W/S	Monday, May 31, 2021	W/S	Monday, November 15, 2021
B/M	Tuesday, June 1, 2021	B/M	Tuesday, November 16, 2021
W/S	Monday, June 14, 2021	W/S	Monday, December 6, 2021
B/M	Tuesday, June 15, 2021	B/M	Tuesday, December 7, 2021
W/S	Monday, July 6, 2021	W/S	Monday, December 20, 2021
B/M	Tuesday, July 6, 2021	B/M	Tuesday, December 21, 2021

W/S=Work Study, B/M=Board Meeting, In the event of a holiday closure the W/S session will be on the same Tuesday as the Board of Trustee's meeting.

In compliance with the Americans with Disabilities Act, reasonable accommodations will be made available with advance notice.

**For more information, please call the Clerk's Office at 734.699.8909.
Adopted by the Board of Trustees at its regular meeting of _____ September 2020.**

2021

January

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

- 1 New Year's Day
- 18 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 2 Groundhog Day
- 12 Lincoln's Birthday
- 14 St. Valentine's Day
- 15 President's Day
- 17 Ash Wednesday
- 22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 14 Daylight Saving Time Begins
- 17 St. Patrick's Day
- 28 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 April Fool's Day
- 2 Good Friday
- 4 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 9 Mother's Day
- 31 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 14 Flag Day
- 20 Father's Day
- 21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
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				4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Labor Day
- 12 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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- 2 Election Day
- 7 Daylight Saving Time Ends
- 11 Veteran's Day
- 25 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 21 Winter Solstice
- 25 Christmas
- 31 New Year's Eve

Created at www.CalendarHome.com

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

BOARD MEETING: SEPTEMBER 15, 2020

Consent Agenda_____ **New Business_X_** Unfinished Business_____ Public Hearing_____

X New Business Unfinished Business Public Hearing Consent Agenda

ITEM (SUBJECT)	2021 Departmental Fee Schedules
DEPARTMENT	Supervisors Office
PRESENTER	Kevin McNamara
PHONE NUMBER	699-8909
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Department Directors

Agenda topic

ACTION REQUESTED	Consider adoption of Resolution 2019-16, the 2021 Departmental Fee Schedules with the effective date of January 1, 2021.
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BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Annual adoption of fee schedules. Each year as part of the budget process departments review their fee schedule(s) to be revised as needed. Each respective Departments 2021 projected revenue is based on these fees. Attached are the 2021 proposed departmental fee schedules (with the exception of water and sewer which will be presented separately).

IMPLEMENTATION NEXT STEP

Upon approval by Board the 2021 Fee Schedule will be updated on the Van Buren Township Website. All fees will be effective January 1, 2021.

Approval of Supervisor _____

Amy L. Brow
Fire Chief
O: 734-699-8916 C: 734-260-7411

Van Buren Fire Department
46425 Tyler Rd
Van Buren Twp., MI48111



2021 Fee Schedule

Effective date of January 1, 2021

Site Plan & Review

Site plan reviews are traditionally performed by the department's Fire Marshal's Office and consists of the comparing plans submitted for new commercial or renovation projects with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association (i.e. NFPA 1 – Uniform Fire Code, NFPA 13 – Installation of Sprinkler Systems, or NFPA 101 – Life Safety Codes) code books. The Fire Marshal works hand in hand with the township's Department of Planning and Economic Development. In 2013 the Van Buren Fire Department adopted the 2012 editions of the NFPA 1 and NFPA 101 as its fire codes and, therefore, is the governing code for Van Buren Township. The fire chief or his / her designee is considered the *Authority Having Jurisdiction* for the fire prevention code in Van Buren Township.

Site plans are checked for such things as emergency vehicle approach and accesses, fire department connection points, fire hydrant location and flow calculations, sprinkler systems, and occupant loads. The fire department reserves the right to seek third party plan reviews and/ or consultation, as needed, and those fees are not included in this fee schedule. The Van Buren Fire Department strives to complete plan reviews within 10 business days. *Rush* (within 5 business days) and *Immediate* requests (within 2 business days) will be accepted at a surcharge of 50% and 150% respectively. The Van Buren Fire Department reserves the right to deny *Rush* and *Immediate* requests.

Plans submitted to the fire department for review require the following items:

- Project name and address
- Contractor (if applicable) company name and address as well as their contact person's phone number and email address.
- Project's scope of work

Our Mission: The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

- Required information for fire alarm or sprinkler system submittals (see page two of this document)

Fire Alarm Submittals:

- A floor plan
- Location of alarm initiating and notification appliances
- Alarm control and trouble signaling equipment
- Annunciation
- Power connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturer's, model numbers, and listing information for equipment, devices, and materials
- Details of ceiling heights and construction
- The interface of fire safety control functions

Sprinkler System Submittals:

- A floor plan
- Water supply per NFPA 13, section 6-3
- Ceiling plan, obstructions and equipment
- Joist locations and sizes
- Sprinkler locations
- Pipe locations and sizes
- Design criteria
- Occupancy
- Hydraulic calculations
- Sprinkler types
- Location of flow test hydrants
- Size and length of underground supply
- Manufacturer's equipment data sheets
- Full height building cut serious

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$ 400
Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	\$ 250
Fireworks Storage & Vending Review	\$ 300
Kitchen Cooking System Plan Review	\$ 300
Special Meeting; Attendance	\$ 50/hr.
Sprinkler System Plan Review (NFPA 13)	\$ 300
Storage Tank Plan Review	\$ 150
BDA plan review and one inspection	\$ 300

Fire Inspection Services

Fire Inspections are traditionally performed by the department's Fire Inspector or the Fire Marshal and consists of on-site inspections of commercial, industrial, or multi-family residences (i.e. apartment or condo complexes) for the compliance of previously approved plans (i.e. did what the contractor say was going to be installed get installed?) or life safety features (such as exit lighting, sprinkler maintenance, egress doors, or the function of a smoke detector) with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association.

Circus, Fairs, and Carnivals - Inspection	\$ 200
Circus, Fairs, and Carnivals – Stand by	Billed based on use
Fire Alarm, Smoke Detector, or Fire Pump System Test	\$ 100
Fire Drill – Inspection / Evaluation	\$ 100
Fire Watch	Billed based on use
Fireworks Show / Display / Sales – Inspection / Permit	\$ 200
Fireworks Show / Display – Stand-by	Billed based on use
Kitchen Cooking System Inspection	\$ 200
Business Inspection; General (first inspection free; second free if items are corrected)	\$ 0
Re-Inspection; General - Assembly Occupancy <10,000 sq. ft.	\$ 250
Re-Inspection; General - Assembly Occupancy >10,000 sq. ft.	\$ 300
Re-Inspection; General – High Hazard	\$ 300
Re-Inspection; General – Institutional	\$ 200

Re-Inspection; General – Mercantile & all others	\$ 100
Re-Inspection; General – Restaurant	\$ 200
Multi-family Life Safety Inspections (1 to 6 units)	\$ 100
Multi-family Life Safety Inspections (more than 6 units)	\$ 100 + \$15/ea.
Occupant Load Review, Calculations, and Posting	\$ 150
Occupant Load re-posting requests	\$ 100
Prescribed Burn Permits	\$ 100
Public Assembly – Special Event Usage	\$ 100
Sprinkler System Hydrostatic Flush (witnessed)	\$ 100
Sprinkler System Hydrostatic Test (witnessed)	\$ 200
Violation – Fire Lane	See Police Department Fine Schedule
Violation – Exit / Egress Doors Blocked	\$ 200/ea.
Violation – Overcrowding; exceed occupant load	\$ 500
Violation – Fire or life safety systems and equipment not maintained	\$ 100
Violation – Failure to submit plans and/or obtain permit	\$ 100

Cost Recovery or Non-resident User Fee Events

Multi-family Residential Fire with non-functioning smoke detectors	\$ 500
Fire in a commercial or industrial establishment	\$ 500
Motor Vehicle Crash Response & Clean-up (at-fault driver; non-resident)	\$ 350
Motor Vehicle Crash Response – Specialized extrication (at-fault; non-resident)	\$ 450
Specialized Rescue – Water, Ice, Trench, Collapse, Angle, Elevator and Search	\$ 500
Motor Vehicle Fire (passenger vehicle; non-resident)	\$ 300
Motor Vehicle Fire (commercial or industrial)	\$ 500
Incendiary Fires & Hazardous Material Incidents	all fees and costs
False Fire Alarm transmitted to the public safety department	
• First false alarm in a calendar year	No fee
• Second false alarm in a calendar year	\$ 50
• Third false alarm in a calendar year	\$ 100
• Fourth and each succeeding false alarm in a calendar year	\$ 200

Generalized Staff Fees

Fire Chief	\$ 42.50/ hr. – ST
Fire Marshal	\$ 38.56/hr. – ST \$ 55.34/hr. – OT
Fire Inspector	\$ 36.56/hr. – ST
Fire Command Officer	\$ 30.33/hr. – ST
Firefighter	\$ 23.40/hr. – ST

Generalized Apparatus Fees

Engine	\$ 100.00/ hr.
Ladder Truck	\$ 150.00/hr.
Rescue	\$ 100.00/hr.
- Specialized Rescue Equipment (i.e. Jaws of Life®/ Ice Commander®)	\$ 50.00/ tool
Staff / Utility Vehicle	\$ 50.00/hr.
EMS Bike (does not include personnel)	\$ 10.00/hr.

Western Wayne County Fire Department Mutual Aid Association's and Washtenaw County Mutual Aid Association Hazardous Incident Response Team (HIRT) and Urban Search and Rescue Team (USAR) use charges as determined by the mutual aid association.

Generalized staff and apparatus fees apply to special events and cost recovery.

Additional Services, Equipment and Manpower Fees

Fire/EMS/Accident/Haz-Mat Reports	\$ 10.00
Fire Reports – 2Years or Older	\$ 25.00
CD Pictures	\$ 20.00 per CD
Training Classes, Props, and Services	Contact Us for Pricing

CHARTER TOWNSHIP OF VAN BUREN

ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021.

Lot Splits/Combinations in accordance with Land Division Act of 1997

Non-refundable application review:

\$250 for each proposed new description.

Application fee covers initial review and one re-review, if necessary.

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

Subdivision/Condominium Plat and/or Amended Subdivision Condominium Re-Plat

Non-refundable township review fee

The number of maximum allowable divisions under the Land Division Act of 1997 (based upon acreage) @ \$250 each

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

If the development is built in phases, the processing fee for each phase must be paid prior to the issuance of any permits in the new phase.

Outside Professional Services

It is sometimes the practice of the township to use outside professional(s) as consultants for matters relating to splitting or combining property. These services would include, but not be limited to: planners, engineers, attorneys, architects and special inspectors. When such professional outside consultant(s) are used, the cost for their service(s) shall be passed to the applicant or customer whose project requires the service. Actual cost for consultant(s) plus 20% will be passed through. All such charges shall be due and payable upon receipt of Township invoice. Legal descriptions on the assessment and/or tax roll will not be changed and new parcel numbers will not be effective until all fees are paid.

Copy of Assessing Database

\$375.00 (Standard BS & A Download)

Address Assignment

\$25.00 for each address issued.

Industrial Facilities Tax/PA 328 Exemption Application

\$1,200 – for each application

\$ 500 – for each request to establish an Industrial Development District.

Copying Charges

\$1.00 per page

Approved:

Effective: January 1, 2021

CEMETERY RATES

**Supersedes all prior Fee Schedule(s) upon approval with an effective date of
January 1, 2021**

<u>GRAVE SITES (PLOTS)</u>	\$400.00
<u>TRANSFER OF BURIAL RIGHTS</u>	\$10.00
<u>OPENING & CLOSING</u>	
(Spring/Summer/Fall April 1 st -November 30 th)	
Weekdays (Standard Burial)	\$400.00
Weekdays (Cremated Remains)	\$200.00
Saturday (Standard Burial)	\$600.00
Saturday (Cremated Remains)	\$400.00
(Winter December 1 st -March 31 st)	
Weekdays (Standard Burial)	\$500.00
Weekdays (Cremated Remains)	\$300.00
Saturday (Standard Burial)	\$700.00
Saturday (Cremated Remains)	\$500.00
<u>DISINTERMENTS</u>	\$700.00
<u>FOUNDATION FEE</u> (marking and inspection)	\$50.00

NO SUNDAY OR HOLIDAY BURIALS

Cemetery Locations:

Denton Cemetery, 49780 Cross Street
Otisville Cemetery, 41875 Riggs Road
Soop Cemetery, 49250 Denton Road
Tyler Cemetery, 39820 Tyler Road



VAN BUREN SENIOR CENTER

FEE SCHEDULE

Effective January 1, 2021

Membership Dues (Annual)

Resident	\$20.00 equates to .39 cents a week
Non-resident	\$25.00 equates to .48 cents a week

Trip Surcharge: \$3.00 - \$5.00 added to cost from tour company.

Transportation:

Local: (Tri-community area)	\$4.00 each way
Within 20 mile radius	\$7.00 each way
Lunch & shopping	\$3.00 round trip

Social Events:

Annual Christmas Party \$10.00

Miscellaneous social events determined by costs incurred.

**Belleville Area Museum
Fee Schedule - 2021**

Admission Fees:

Adults Suggested donation: \$5pp

Children FREE

Guided Tours: (school classes, scout groups, etc.) \$1.00 per person

Special Events:

Children's Christmas Ornament Workshop \$2.00 per child

March Sewing Classes \$2.00 per child

Slide Conversions:

\$15 per shoebox if you provide flash drive or CD

\$20 per shoebox if we provide it for you.

Photo Copies

25 cents per copy

50 cents per copy for oversized paper

\$1.00 for a scanned copy of a photograph

**Charter Township of Van Buren
2021**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Permit Type		Fee
Base Permit Fee		\$40.00
Archive Fee		\$25.00
Fixtures, Water Connected Appliances	Each	\$10.00
Stacks (soil, waste, vent & conductor)	Each	\$10.00
Sewer (sanitary – storm):	Less than 6"	\$40.00
	6" and over	\$95.00
Sub-Soil Drains		\$10.00
Drains		\$10.00
Modular Installation		\$85.00
Mobile Home Hookup		\$75.00
Sewage Ejectors, Sumps, Manholes	Each	\$30.00
Water Distributing Pipe:	Minimum	\$30.00
	3/4" - 1 1/2" service	\$55.00
	2" service	\$100.00
	3" service	\$125.00
	4" service	\$150.00
	> 4" service	\$150.00
Backflow	Each	\$50.00
Hot Water Heater - Residential		\$40.00
Hot Water Heater - Commercial		\$65.00
Special Inspection	2-hr Minimum	\$75.00 per hour
Re-Inspection	Not ready for inspection	\$75.00
Lawn Sprinkler (vacuum breaker, water connection)		\$35.00
Postage	Minimum	\$1.00 or actual cost
Add on Fee		\$10.00
Air Admit Valve		\$10.00
Back Water Valve		\$10.00
Extra Inspection Fee	In excess of rough & final	\$55.00
Registration:	New	\$30.00
	Renewal	\$15.00
	Administrative Fee	\$25.00 Annual
Shower Pan	Each	\$15.00
Studor Vent	Each	\$10.00
Sump Line		\$95.00
Water Service		\$95.00
Water/Sewer Lead		\$150.00
Vacuum Breaker Residential		\$25.00
Vacuum Breaker Commercial		\$30.00
Domestic water treatment and filtering equip.		\$25.00
Outside/replacement inspector	2-hr Minimum	\$75.00 per hour
Permit Renewal		50% of original permit fee (Max. \$250)
Plan Review:	In House	\$40.00 per hour
	Outside Plan Review Service	120% of cost
Fee for Work Started without permit		2 X permit fee

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WS / BOARD MEETING DATE: 9/15/20

Consent Agenda _____ **New Business** X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	To consider the approval of Building Department Building, Plumbing, Electrical, Mechanical and Planning Fees for 2021 (to go with Resolution 2020-16).
DEPARTMENT	Planning & Economic Development
PRESENTER	Dan Power – Director of Planning and Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Matthew Best – Director of Public Services

Agenda topic

ACTION REQUESTED	
To consider the approval of Building Department Building, Plumbing, Electrical, Mechanical and Planning Fees for 2021 (to go with Resolution 2020-16).	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached information.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Approval via resolution 2020-16.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	_____

**Charter Township of Van Buren
2021 Building Department Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Building Type	Fee	
Additions - Residential	Minimum \$200.00	\$0.75 per sq.ft. + Plan Review Fee
Add on Fee		\$10.00
Archiving Fee		\$25.00 Due at time of application
Base Permit Fee		\$40.00 Due at time of application
Batch Plant Permit		\$250.00 + Removal bond (Min. \$1,000)
Business Re-Occupancy Inspection		\$250.00
Cat Walk		\$95.00
Certificate of Occupancy - Temporary		\$300.00
Commercial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Decks	Minimum \$200.00	\$0.75 per sq.ft.
Demolitions:	Voluntary	\$200.00 + Plan Review Fee
	Commercial/industrial/Multi	\$350.00 + Plan Review Fee
	Notice Of Violation	\$200.00 + \$1,000 bond + Plan Review Fee
Driveway Bond		\$2,000.00
Extra Inspections	In excess of minimum	\$75.00
Finished Basement	\$200.00 Minimum	\$0.75 per Sq.ft.
Fire Damage Reconstruction	\$200.00 Minimum	\$0.52 per sq.ft. + Insurance deposit
Fire Dept. Building Review		\$65.00 per hour
Fire Dept. Inspection/General/New Business		\$50.00 per hour
Garage/Pole Barns/Accessory Structures	Incl. Sheds Over 200 s.f.	\$0.75 per sq.ft. Min \$200.00 + Plan Review Fee
Industrial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Manufactured Home (Park)	\$200.00 Minimum	\$200.00 + Plan Review Fee
Modular Home		\$0.75 per sq.ft. + Plan Review Fee
New Home Completion Bond		\$1,500.00 Due at time of permit issuance
New Homes (Includes Basements)		\$0.75 per sq.ft. + Plan Review Fee
Off-site Home Inspections		\$200.00 + Travel Time (\$50/hr)
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Penalty for Starting Work W/O Permit		2 X permit fees
Permit Renewal		50% of original permit fee (Maximum \$500.00)
Plan Review:	In House Review	20% of Permit Cost
	Outside Plan Review Services	120% of Plan Review Cost
Public Sidewalk Bond		\$500.00
Registration:	New	\$30.00
	Renewal	\$20.00
	Administration Fee	\$25.00
Re-Inspection	Not ready for inspection	\$75.00
Residential Remodel	Minimum \$200.00	\$0.75 per sq.ft. + Plan Review Fee
Roof- Commercial/Industrial/Multi-Family:	\$250.00 Minimum	* Project Value X (0.0067)
Roof- Single-Family Residential		\$150.00
Service Walk/Porch Cap Bond		\$300.00
Signs:	Monument	\$200.00 + Plan Review Fee
	Wall Mount	\$200.00 + Plan Review Fee
	Other/Temporary	\$30.00
Special Inspection	2 hour minimum	\$75.00 per hour
Non-Business Day Roof Inspection		\$200.00
Solar Panels (Up to 10)	\$200 minimum	Value X 0.0075 + Plan Review Fee
Street Tree Bond		\$350.00
Sump Line		\$95.00
Swimming Pools:	Residential	\$95.00 + Plan Review Fee
	Commercial/Industrial	* Project Value X 0.0075 (min \$200.00)
Temporary Trailer Permit		\$100.00 + \$1,000 Removal bond
Water/Sewer Lead		\$150.00
Wind Turbine	\$200 minimum	Value X 0.0075 + Plan Review Fee
Windows/ Siding/Doors/Lakeside Stairs		\$150.00

**Charter Township of Van Buren
2021 Electrical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Permit Type	Fee
Base Permit Fee	\$40.00
Archive Fee	\$25.00
Service:	Temp
	100 amp or less
	101 - 400 amp
	401 - 600 amp
	> 600 amp
Sub-Panel	\$75.00
Circuits:	1-5 Circuits
	Each RESIDENTIAL Additional Circuit over
	Each COMM/INDUS Additional Circuit over
Fixtures per 10	\$75.00
Receptacles per 25	\$15.00
Dishwasher, Garbage Dis., Range (110 v)	\$15.00
Furnace, A/C, Electric Dryer Outlet	\$75.00
220 Welder/Compressor/Range	\$30.00
Signs	\$75.00 per circuit
Mobile Home Hook Up	\$75.00
Mobile Home Pedestal (each)	\$75.00
RV Park Hoop (each)	\$75.00 per site
Modular Hook up	\$75.00
Motors/Generators/Transformers:	Up to 20 K.V.A. or H.P.
	21 to 50 KVA/HP
	51 KVA/HP and over
Fire Alarms:	Up to 10 Stations & horns
	11-20 stations & horns
	Over 20 devices (each)
Swimming Pools	\$75.00
Outdoor Pole Light/Light Pole Base	\$35.00
Interruption Residential A/C	\$35.00
Smoke Detector	\$5.00 each
Add on Fee	\$10.00
Carnivals, Circus, ext.	\$375.00
Conduit or Grounding only	\$75.00
Data/Telephone Outlets	\$5.00 each
Feed Bus Ducts, Raceways, Etc.:	First 100 feet
	Each additional 100 feet
Fire Alarm Review	\$200.00
Fire Department Inspection	\$50.00 per hour
Fire Dept. Circuis, Fairs, Carnival Inspect.	\$200.00
Heating Units each (i.e. baseboard)	\$5.00 per unit
Extra Inspection	\$75.00
Re-inspection	\$75.00
Outdoor Meter Cabinets	\$75.00
Outside/replacement inspector	2-hr Minimum
Penalty for work w/out permit	2 X permit fee
Plan Review:	In house
	Outside Plan Review Service
Postage	Minimum
Rebar Bond	\$25.00
Registration:	New
	Renewal
	Administration
Special Inspection	2-hr Minimum
Transfer Switch	\$75.00
Permit Renewal	50% of original permit fee (Max. \$250)

**Charter Township of Van Buren
2021 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Permit Type		Fee
Base Permit Fee		\$40.00
Archival Fee		\$25.00
Residential Single Family Duct Work		\$80.00
Commercial/Industrial/Multi-Family Duct Work:	Up to 300 ft.	\$80.00
	> 300 ft.	\$0.10 per linear foot
Furnace, Rooftop Equip., Electric Heater:	Up to 200,000 BTU	\$80.00
	Each Addition 100,000 BTU	\$10.00
Boiler		\$80.00
Room Heater, Stove, Portable Heater & all other gas/oil burners:	200,000 input (each)	\$30.00
	200,000 - 500,000 (each)	\$40.00
	> 500,000 (each)	\$65.00
Gas Piping Openings (new)		\$10.00 each opening
Residential Single Family Gas or Fuel Piping		\$25.00
Commercial/Industrial/Multi-Family Gas or Fuel Piping:	Up to 500 ft.	\$50.00
	> 500 ft.	\$0.05 per linear foot
Processing Piping- Air or Gas Piping, Hydraulic Piping, Incinerator, or Cooling	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Gas Burner	< 500,000 BTU	\$25.00
	>500,000 BTU	\$55.00
Gas Pressure Test:	Residential	\$80.00
	Commercial / Industrial	\$80.00
Modular Installation, Gas Piping & Pressure		\$80.00
Air Conditioning & Refrigeration:	Up to 50 Tons	\$50.00
	> 50 Tons	\$80.00
Solid Fuel Burning Device		\$50.00
Heat Pumps		\$50.00
Sprinkler/Fire Suppression System (# of heads):	1 - 100	\$150.00
	101 - 200	\$175.00
	201 - 300	\$200.00
	301 - 400	\$225.00
	401 - 500	\$275.00
	Over 500	\$300.00
Fire System Test	Hourly Rate: \$55.00 / hr	\$110.00 2 hour minimum
Pre-Fab Fireplace or Wood Stove		\$80.00
Chimney Liners		\$35.00
Fire Damper		\$50.00
Humidifier or Air Cleaner		\$50.00
Commercial Kitchen/Exhaust Hood		\$50.00
Exhaust Fans:	Residential Bath & Kitchen	\$10.00
	Up to 1,000 cfm	\$25.00
	> 1,000 cfm	\$35.00
Underground Fuel Storage Tank		\$80.00 per tank
Above Ground Fuel Storage Tank		\$80.00 per tank
Add on Fee		\$10.00
Chiller		\$50.00

2021 Mechanical Fee Schedule

Commercial/Industrial Scale		\$50.00	
Compressor		\$50.00	
Cooling Towers		\$50.00	
Evaporator Coils		\$50.00	
Extra Inspection		\$75.00	
Spray Booth		\$175.00	
Swimming Pool Boiler/Heater		\$50.00	
Fire Dept. Sprinkler System Plan Review		\$200.00	
Fire Dept. Sprinkler System Hydrostatic Test		\$200.00	
		Residential	Commercial / Industrial
Heat Recovery Units		\$10.00	\$20.00
Unit Ventilators/PTAC Units		\$10.00	\$20.00
Generator		\$35.00	\$70.00
Air Handler		\$50.00	\$75.00
V.A.V. Boxes		\$10.00	\$20.00
Hot Water Heater		\$40.00	\$65.00
Hot Water & Steam Distribution:	0" - 2"	\$40.00	
	2 1/4" - 4"	\$65.00	
	> 4"	\$85.00	
Reinspection		\$75.00	
Kitchen Exhaust Hood		\$40.00	
Lawn Sprinkler System		\$35.00	
Registration:	Registration Fee	\$15.00	
	Administrative Fee	\$25.00	
Oil Burner	<200,000	\$50.00	
	200,000 to 500,000	\$60.00	
	>500,000	\$85.00	
Permit Renewal		50% of Original permit fee Max \$250	
Postage	Minimum	\$1.00	or actual cost
Plan Review	In-House	\$40.00	per hour
	Outside Plan Review Service	120% of Cost	
Special Inspection	2-hr Minimum	\$55.00	per hour
Penalty for Work Started Without a Permit		2 X Permit Fee(s)	
Outside/replacement inspector (2hr min)	2-hr Minimum	\$75.00	per hour

**Charter Township of Van Buren
2021 Planning Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Type of Application	Township Fees	Consultant Fees	Per Acre Fee	Unit/Lot/Tree Fee
Rezoning	\$600.00	\$600.00	\$10.00	
Conditional Zoning Amendment , Reviews, Rezoning Contract and Conditions	\$1,500.00	\$1,500.00	\$30.00	
<i>Additional Reviews by Consultant</i>		Cost + 20%		
Special Land Use (new developments)	\$800.00	\$500.00	\$10.00	
Special Land Use (existing building, no site changes)	\$500.00	\$500.00	\$10.00	
Concept Plan Review Only	\$350.00	\$350.00		
<i>* Additional Reviews by Consultant</i>		Cost + 20%		
Engineering Concept Plan Review Only		\$500.00	\$25.00	
Site Plan Review- NON Residential				
Commercial Development	\$2,500.00	\$1,000.00	\$150.00	
Industrial Development	\$2,500.00	\$1,000.00	\$150.00	
Public or Semi-public Development		\$675.00	\$125.00	
Administrative Review (Re-occupancy, building additions, site changes to Existing Use)	\$400.00	Cost	Minor Change	
	\$1,250.00	Cost	Major/New Structure	
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Site Plan Review- Residential				
Site Condominium	\$2,500.00	\$750.00		\$15.00
Cluster Housing Development (PRD)	\$4,000.00	\$450.00		\$10.00
Multiple Family	\$3,000.00	\$400.00		\$10.00
Mobile Home Park	\$3,000.00	\$600.00		\$10.00
Condominium, PRD, Subdivision Documents		Cost + 20%		
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Dev. Instigated Rev. Approved Plat, Archetechual Rev. Existing Developments	\$400.00	Cost		\$15.00
Subdivision/Plat Review				
Sketch Plan Review	\$400.00	\$350.00		\$ 30.00
Site Plan Review (Tent. Preliminary Plat)	\$2,000.00	\$700.00		\$30.00
Preliminary Plat Review	\$600.00	\$500.00		\$15.50
Final Plat Review	\$700.00	\$600.00		\$15.50
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Special Meetings				
Expedited Review	150% Cost	Cost + 150%		
Planning Commission	\$560.00	Cost + 20%		
Board of Zoning Appeals (Single Family Res.)	\$400.00	\$350.00		
Board of Zoning Appeals (Non- Res./Multiple)	\$400.00	\$350.00		
Other Fees				
Variance Review - Single Family Residential & Agricultural	\$200.00	Cost		
Variance Review - Multi-Family, Commercial, & Industrial	\$350.00	Cost		
Zoning Verification	\$75.00			
Replat/Change to Master Deed	\$250.00	\$250.00		\$75.00
Woodland/Tree Removal	\$350.00	\$700.00	\$60.00	\$3.00
Tree Replacement (per-tree)				\$350.00
Lot Split Review	\$75.00	\$350.00		
Accessory Structure Modification	\$250.00			
Fire Department Site Plan Review	\$400.00			
Temporary Land Use/Special Event Permit	\$1,250.00			
Grass & Weeds Mowing / Blight / Property Maintenance Administration Fee (Ordinance)				Cost + \$100
Developer Initiated Master Plan or Zoning Amendments to Text and Maps	\$1,500.00	Cost +20%		

**Consultant review fees include the initial review. Any additional reviews shall be charged at Cost + 20%*

**Charter Township of Van Buren
2021**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021

Permit Type		Fee
Base Permit Fee		\$40.00
Archive Fee		\$25.00
Fixtures, Water Connected Appliances	Each	\$10.00
Stacks (soil, waste, vent & conductor)	Each	\$10.00
Sewer (sanitary – storm):	Less than 6"	\$40.00
	6" and over	\$95.00
Sub-Soil Drains		\$10.00
Drains		\$10.00
Modular Installation		\$85.00
Mobile Home Hookup		\$75.00
Sewage Ejectors, Sumps, Manholes	Each	\$30.00
Water Distributing Pipe:	Minimum	\$30.00
	3/4" - 1 1/2" service	\$55.00
	2" service	\$100.00
	3" service	\$125.00
	4" service	\$150.00
	> 4" service	\$150.00
Backflow	Each	\$50.00
Hot Water Heater - Residential		\$40.00
Hot Water Heater - Commercial		\$65.00
Special Inspection	2-hr Minimum	\$75.00 per hour
Re-Inspection	Not ready for inspection	\$75.00
Lawn Sprinkler (vacuum breaker, water connection)		\$35.00
Postage	Minimum	\$1.00 or actual cost
Add on Fee		\$10.00
Air Admit Valve		\$10.00
Back Water Valve		\$10.00
Extra Inspection Fee	In excess of rough & final	\$55.00
Registration:	New	\$30.00
	Renewal	\$15.00
	Administrative Fee	\$25.00 Annual
Shower Pan	Each	\$15.00
Studor Vent	Each	\$10.00
Sump Line		\$95.00
Water Service		\$95.00
Water/Sewer Lead		\$150.00
Vacuum Breaker Residential		\$25.00
Vacuum Breaker Commercial		\$30.00
Domestic water treatment and filtering equip.		\$25.00
Outside/replacement inspector	2-hr Minimum	\$75.00 per hour
Permit Renewal		50% of original permit fee (Max. \$250)
Plan Review:	In House	\$40.00 per hour
	Outside Plan Review Service	120% of cost
Fee for Work Started without permit		2 X permit fee

2021 Van Buren Parks Fee Schedule

Pavilions # 1,2,3 at Van Buren Park, Quirk Park (Large) and Riggs Park Pavilion

	All Day
Resident	\$100.00
Non-Profit Groups	\$100.00
Non-Resident	\$120.00
Commercial/Corporate Groups	\$120.00

Quirk Park (Small) Pavilion

	All Day
Resident	\$50.00
Non-Profit Groups	\$50.00
Non-Resident	\$65.00
Commercial/Corporate Groups	\$65.00

Pavilion reservations for school groups	
During weekends in VB Park	\$45.00
Weekdays – Needs Approval from Management	Free
Riggs and Quirk	Free

*****All pavilion patrons are still subject to the vehicle gate fees**
(Quirk and Riggs Parks have no entrance fee)**

Resident Daily Vehicle Resident Park Entry Pass	\$5.00
Non Resident Daily Vehicle Resident Park Entry Pass	\$7.00
Annual Resident Vehicle Park Entry Pass	\$15.00
Annual Non-Resident Vehicle Park Entry Pass	\$20.00
Annual Senior Vehicle Park Entry Pass	\$8.00

*Deposit for pavilion rentals \$50.00

Pavilion Date Change Fee \$25.00

*Have not instituted but want to have in place if needed

VAN BUREN POLICE DEPARTMENT FEES

EFFECTIVE JANUARY 1, 2021

Police Reports	\$ 5.00
Background Checks	\$ 5.00
Warrant Service Fee	\$10.00
Preliminary Breath Tests	\$10.00
Impound Vehicle Release	\$30.00

TREASURER'S OFFICE FEE SCHEDULE

(Effective Date: January 1, 2021)

1. Copy of Tax Database: \$375.00 per tax season
2. Non-Sufficient Fund Fee: \$30.00 for each returned check
3. Photocopies: .25 cents per copy
4. Dog Licenses:
 - \$5.00 if issued on or before May 31, 2021*
 - \$10.00 if issued after May 31, 2021*
 - \$5.00 after May 31, 2021 for new residents or for a puppy / new pet
 - \$.50 for replacement license

*Senior Citizens 55 years or older are only charged ½ price.

NOTARY FEE SCHEDULE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2021.

The Michigan Notary Public Act provides that a notary public may charge up to \$10.00 for performing a notarial act. Van Buren Charter Township will charge the following for notary services beginning January 1, 2021.

No charge to notarize documents for a resident of Van Buren Charter Township

\$5.00 charge to notarize each document for a non-resident.

The person requesting the document to be notarized must present their ID (Driver's License, State I.D., Passport or Military I.D.) in order to have the document notarized. Please do not sign the document to be notarized until you are in the presence of the person to notarize the document.

Charter Township of Van Buren

Agenda Item: 1

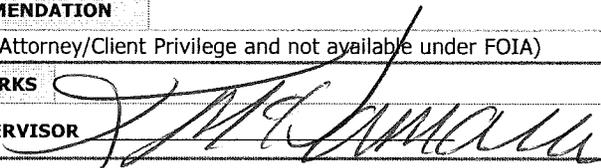
REQUEST FOR BOARD ACTION

BOARD MEETING
September 15, 2020

	Consent Agenda	New Business <input checked="" type="checkbox"/>	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Recommendation to select REVIZE bid for the New Township Website project			
DEPARTMENT	Communications, I.T.			
PRESENTER	Dan Selman, Alysha Albrecht, Steve Rankin & Ryan Nichols			
PHONE NUMBER	(734) 699-8910			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED	
	<p>To consider approval to accept REVIZE bid for the re-design of the new Township Website at a cost of \$19,650 for the initial re-design, with \$4,700 annually for onward support to be expensed from Communications line item 101-715-819-000 – Contracted Services.</p> <p>An optional 5-year agreement is included in this bid which includes a locked-in rate and free website re-design after the 4th year, which is recommended as well.</p>
	<p>Please see attached memo detailing the RFP process and other support materials.</p>

BUDGET IMPLICATION	\$19,650 1 st year / 4,700 annually
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
	(May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



VAN BUREN

CHARTER TOWNSHIP

46425 Tyler Road,
Van Buren Twp, MI 48111

FROM: Dan Selman, Executive Assistant
TO: Van Buren Township Board of Trustees
DATE: September 9, 2020

RE: Recommendation to accept bid for the re-design of the Township Website

At the May 5, 2020 Board of Trustees meeting there was a consensus on the need to update the Township's website. A Request for Proposal (RFP) process was initiated by Communications and is detailed below:

- On June 19, 2020 an RFP process was officially advertised on the Township Website, MML, MTA and local paper of record - The Independent for the development of a new Township Website.
- The deadline for proposals expired on July 31. The Township received 11 bids from prospective vendors.
- From August 1 to September 5, Communications conducted an extensive review of the proposed bids in collaboration with other departments to ensure all departmental needs would be met by the new Township Website.

Many areas of need were identified in the re-design of the Township website. The most prominent areas include: a user-friendly site to the visitor, responsive, clean, visually appealing and easy to navigate and search for information; a site that is user-friendly to maintain internally; a streamlined process for citizen to government functions like FOIA requests, ordinance complaints, fully ADA compliance; viewing public meeting agenda/minutes; citizen engagement tools; accessing and filling out official forms; online payment portals and calendar of events; interactive maps; news/informational centers; and social media integration.

After the extensive collaborative review, REVIZE was the unanimous top pick by all involved.

REVIZE is based out of Troy, MI. and has been a top performer in their field with a 20-year track record of being innovative and building award-winning government websites and content management systems. They have 1,800 clients nationwide, along with several local governmental communities in Michigan such as Plymouth Twp., Petosky, Farmington DDA, Berkley, Grand Blanc, Vienna Twp., Dexter and York Twp.

REVIZE's base bid for the website re-design is \$19,650 with a \$4,700 annual cost for support and maintenance.

Additionally, the bid package offers a 5-year locked in rate agreement, with a free website design after the 4th year. Given the inflationary cost and constant need for content innovation, this is an extremely desirable option to pick up and is recommended, if approved.

Please see attached vendor comparison and REVIZE proposal package. I look forward to a discussion on this recommendation.

A handwritten signature in cursive script that reads "Dan Selman".

Dan Selman, Executive Assistant

Website Company	RFP Submitted	Contact Info	Examples	Price
2Leaf Web	Friday, July 31 at 1:08 PM.	Melicah Domalaon E: melicah@2leaf.com www.2leaf.com A: 2110 K St. Sacramento CA	University of California Santa Barbara- https://bren.ucsb.edu/ University of Southern California- http://kfamla.org/en/home/	\$14,108+\$3420 for additional services
Civic Engage	Friday, July 31 at 9:02 AM	Craig Frederick CivicEngage Account Executive p: 785-370-7805 www.civicplus.com Website Design Examples Dee Engerer (734) 788-5272 DIRECT dee@comassociates.com comassociates.com	City of Rochester, MI- https://www.ci.rochester.mi.us/ Sterling Heights, MI- https://www.sterling-heights.net/ City of Jackson, MI- https://www.cityofjackson.org/ VBT DDA- https://vanburencda.com/ Etkin Real Estate- https://etkinlc.com/ Burton Katzman- https://burton-katzman.com/ Wixom- https://www.wixom.gov.org/ Westland- http://www.cityofwestland.com/ City of West Hollywood, CA- https://www.woho.org/ Flint Township- https://www.flinttownship.org/ Meridian Township- https://www.meridian.mi.us/	\$19,999 with recurring cost annually of \$5,272
Communication Associates	Friday, July 31 at 1:31 PM.	Alison Magrini, Proposal Manager & Scott Hofberg (scott.hofberg@granicus.com) P: 775-345-3033 E: alison.magrini@granicus.com	Baltimore Metropolitan Council- https://www.baltometro.org/ Valley Transit, Walla Walla- https://www.valleytransit.com/ West Basin Municipal Water District - https://www.westbasin.org/ City of Glendale, AZ- https://www.glendaleaz.com/ Township of Hampden, PA- https://www.hampdowntownship.us/ Township of Washington, OH- https://www.washingtontwp.org/	\$64,900 + additional cost for web components, plugins and tools
Granicus / Vision	Thursday, July 30 at 4:59 PM	John Julius Proposal Coordinator Intrado -- Life and Safety 416-333-7335 jjulius@intrado.com www.intrado.com Jay Dunn Advisors@itsimple.io & Stacy Lavelle <stacy@itsimple.io Customer Success O: (470) 223 2260 W: itsimple.io	Westmore Metropolitan Council- https://www.westmoremetro.org/ Valley Transit, Walla Walla- https://www.valleytransit.com/ West Basin Municipal Water District - https://www.westbasin.org/ City of Glendale, AZ- https://www.glendaleaz.com/ Township of Hampden, PA- https://www.hampdowntownship.us/ Township of Washington, OH- https://www.washingtontwp.org/	\$15,750 with recurring cost difference increasing per year \$5k-\$7,789 with Free redesign. \$23,800 overall cost + recurring site maintenance cost \$4,2000=\$28,000. Add on include \$3,200 /Multichannel Publishing + \$3,200/Intranet, \$8,000/cloud hosting/ \$20,800/Mobile App=\$35,200. Grand total=\$63,200
Infojini, INC	Friday, July 31 at 3:10 PM	infojisubmission@infojiniconsulting.com Contact: 443-257-0086 Website: www.infojiniconsulting.com	City of Petoskey, MI- https://www.petoskey.us/ Bary County, MI- https://www.barrycounty.org/ Grand Blanc Township, MI- https://www.twp.grand-blanc.mi.us/ https://www.detroitk12.org/ https://www.livoniapublicschools.org/ https://www.clevelandmetroschools.org/ City of Belleville- https://belleville.mi.us/ Sumpter Twp- https://sumptertwp.org/ Village of Royal, IL- https://villageofroyal.com/ Village of North Chevy Chase- https://www.northchevychase.org/	\$17,000 with recurring \$2,900 annually. + Mass Notification Fee annually of \$1,500
Intrado Interactive Services Corporation	Friday, July 31 at 1:08 PM	Kevin Herman ProudCity (917) 873-4666 kevin@proudcity.com Joseph J. Nagrant revize -- The Government Website Experts 150 Kirts Blvd., Suite B, Troy, MI 48084 T: (248)-766-9562 *joseph.nagrant@revize.com www.revize.com	Oakwood, OH- https://oakwoodohio.gov/ Jackson, MS- https://jacksonms.gov/ San Rafael, CA- https://www.cityofsanrafael.org/	One time fee \$14,885 with \$415/month=\$4,980 per year
ITsimple/Civid Tech Solutions	Friday, July 31 at 9:02 AM	Kevin Herman ProudCity (917) 873-4666 kevin@proudcity.com Joseph J. Nagrant revize -- The Government Website Experts 150 Kirts Blvd., Suite B, Troy, MI 48084 T: (248)-766-9562 *joseph.nagrant@revize.com www.revize.com	City of Petoskey, MI- https://www.petoskey.us/ Bary County, MI- https://www.barrycounty.org/ Grand Blanc Township, MI- https://www.twp.grand-blanc.mi.us/ https://www.detroitk12.org/ https://www.livoniapublicschools.org/ https://www.clevelandmetroschools.org/ City of Belleville- https://belleville.mi.us/ Sumpter Twp- https://sumptertwp.org/ Village of Royal, IL- https://villageofroyal.com/ Village of North Chevy Chase- https://www.northchevychase.org/	\$9,223 with recurring cost of \$3,459 annually. Add-ons for: Notifications, Search, Search+Docs & Meeting agendas/minutes/videos
ProudCity	Wednesday, July 24 at 10:58 AM	Kevin Herman ProudCity (917) 873-4666 kevin@proudcity.com Joseph J. Nagrant revize -- The Government Website Experts 150 Kirts Blvd., Suite B, Troy, MI 48084 T: (248)-766-9562 *joseph.nagrant@revize.com www.revize.com	Oakwood, OH- https://oakwoodohio.gov/ Jackson, MS- https://jacksonms.gov/ San Rafael, CA- https://www.cityofsanrafael.org/	\$19,650
Revize	Friday, July 31 at 3:57 PM	Bear Williams, MS Director, Contracts and Sales Operations Phone: 916.717.8711 bear.williams@tabordasolutions.com Benjy Stauffer Client Solutions Manager T: (920) 645-2823 Ext. 800 E: benjy@townweb.com www.TownWeb.com 1360 Regent Street #355 Madison, WI 53715	City of Petoskey, MI- https://www.petoskey.us/ Bary County, MI- https://www.barrycounty.org/ Grand Blanc Township, MI- https://www.twp.grand-blanc.mi.us/ https://www.detroitk12.org/ https://www.livoniapublicschools.org/ https://www.clevelandmetroschools.org/ City of Belleville- https://belleville.mi.us/ Sumpter Twp- https://sumptertwp.org/ Village of Royal, IL- https://villageofroyal.com/ Village of North Chevy Chase- https://www.northchevychase.org/	\$29,700-\$60,100 with recurring cost of \$8,200-\$35,100 annually \$12,999 one-time \$5,988 annually Platinum Design, Branding Package with Stylescapes - \$5,000 (optional)
Taborda Solutions	Thursday, July 30 at 12:49 PM	Bear Williams, MS Director, Contracts and Sales Operations Phone: 916.717.8711 bear.williams@tabordasolutions.com Benjy Stauffer Client Solutions Manager T: (920) 645-2823 Ext. 800 E: benjy@townweb.com www.TownWeb.com 1360 Regent Street #355 Madison, WI 53715	City of Petoskey, MI- https://www.petoskey.us/ Bary County, MI- https://www.barrycounty.org/ Grand Blanc Township, MI- https://www.twp.grand-blanc.mi.us/ https://www.detroitk12.org/ https://www.livoniapublicschools.org/ https://www.clevelandmetroschools.org/ City of Belleville- https://belleville.mi.us/ Sumpter Twp- https://sumptertwp.org/ Village of Royal, IL- https://villageofroyal.com/ Village of North Chevy Chase- https://www.northchevychase.org/	\$19,650
TownWeb	Wednesday, July 29 at 2:11 PM	Bear Williams, MS Director, Contracts and Sales Operations Phone: 916.717.8711 bear.williams@tabordasolutions.com Benjy Stauffer Client Solutions Manager T: (920) 645-2823 Ext. 800 E: benjy@townweb.com www.TownWeb.com 1360 Regent Street #355 Madison, WI 53715	City of Petoskey, MI- https://www.petoskey.us/ Bary County, MI- https://www.barrycounty.org/ Grand Blanc Township, MI- https://www.twp.grand-blanc.mi.us/ https://www.detroitk12.org/ https://www.livoniapublicschools.org/ https://www.clevelandmetroschools.org/ City of Belleville- https://belleville.mi.us/ Sumpter Twp- https://sumptertwp.org/ Village of Royal, IL- https://villageofroyal.com/ Village of North Chevy Chase- https://www.northchevychase.org/	\$19,650

4,700/yr

Date & Time	Company	Base Bid
Friday, July 31 at 1:08 PM.	2Leaf Web	\$14,108
Friday, July 31 at 9:02 AM	Civic Engage	\$19,999
Friday, July 31 at 1:31 PM.	Communication Associates	\$64,900
Thursday, July 30 at 4:59 PM	Granicus / Vision Intrado Interactive Services Corporation	\$15,750
Friday, July 31 at 1:08 PM	ITsimple/Civid Tech Solutions	\$17,000
Friday, July 31 at 9:02 AM Wednesday, July 24 at 10:58 AM	ProudCity	\$9,223
Thursday, July 30 at 12:49 PM	Taborda Solutions	\$29,700
Wednesday, July 29 at 2:11 PM	TownWeb	\$12,999
Friday, July 31 at 3:10 PM	Infojini, INC	\$23,800
Friday, July 31 at 3:57 PM	Revize	\$19,650

revize. The Government Website Experts

WEBSITE REDESIGN RFP PROPOSAL FOR

Van Buren Township, Michigan

Prepared by Joseph J. Nagrant
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: +1 248-766-9562 Fax: +1 866-346-8880
www.revize.com August 28, 2019
Pricing good for 30 days

**Revize is a Minority Owned Business in Michigan
Known Nationwide**

Revize Michigan Clients!

- City of Petoskey, MI www.petoskey.us
- Barry County, MI www.barrycounty.org
- Benzie County, MI www.benzieco.net
- Grand Blanc Township, MI www.twp.grand-blanc.mi.us
- Gogebic County, MI www.gogebiccountymi.gov
- Kalkaska County, MI www.kalkaskacounty.net
- East Bay Township, MI www.eastbaytwp.org
- Milford Township, MI www.milfordtownship.com
- Plymouth Township, MI www.plymouthtwp.org
- City of Auburn Hills, MI www.auburnhills.org
- City of Berkley, MI www.berkleymich.org
- City of Kentwood, MI www.kentwood.us
- City of South Lyon, MI www.southlyonmi.org
- City of Troy, MI www.troymi.gov
- And Nearly 200 More!

Dear Dan Selman, Alysha Albrecht, and the Website RFP Review Team,

Thank you for considering Revize as your web development partner. Revize is a Michigan company with our headquarters in Troy, Michigan. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

In regards to the actual design and build of your new website, and ongoing hosting and support, Revize has been doing this for over 20 years. **What you need to know is that over the last 6 months there's been an increase of hacking of government agency websites by 394%, especially if they're using what's called free software, open source software like WordPress and Drupal. Revize does not use that technology.** We have a secure, refined content management system developed specifically for government class organizations like yourself for use by non-technical individuals to edit the website easily. Revize has a full proof, secure hosting environment that so far has been bulletproof against hackers for over 8 years. We have 4 redundant Server Farms across the whole United States and multiple backups of all the information.

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

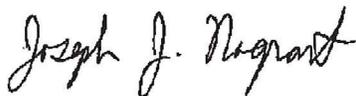
- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

“Revize Websites build engagement
with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,



Joseph J. Nagrant
Business Development Director
+1 248-766-9562
Joseph.Nagrانت@revize.com

CMS Requirements List

Features

Core Requirements	Project Outcome/Module	Function	Offered: (yes/no)	Comments/Description	Cost
	Access GIS, Crime Stats, Mapping, etc.	Interface to existing systems and databases	Yes	via I-frame template	
	Agenda Management	Upload, Manage Agendas	Yes		
	Automatic Expirations of content.	Expiration dating	Yes		
	Bill payment		Yes	Via Revize Partner	
	Browser based administration	Update, delete and create template based web pages	Yes		
	Calendar-departmental, as well as Township wide	Update/publish calendars by both department, Township wide	Yes		
	Code of ordinances		No	via I-frame template if you already have a provider or upload into our Document Center	
	Departmental home	Dynamic content	Yes		
	Directories, listing	Dynamic content	Yes	https://www.largo.com/facilities_directory/index.php	
	E-notifications	Electronic subscription	Yes		
	Event registration	Online reservation/payment	Yes	Via Calendly	
	Forward to a friend	E-mail extension	Yes		
	FAQ	Dynamic content	Yes	With keyword search	
	FTP capable	Upload/download capability	Yes		
	Hit tracking	Analytics and site audit reports	Yes		
	Intranet/extranet	User restricted pages	Yes		
	Career page	Job postings, application process, etc.	Yes	With Online Fillable Forms	

	Legal notices		Yes		
	Links to third parties		Yes		
	Multi-lingual support	Dynamic content	Yes	95+ languages	
	News & announcements	Dynamic content	Yes		
	News releases	Online publishing	Yes		
	Newsletters/e-news	Subscription and online publishing	Yes		
	Online forms	Forms/publishing/tracking	Yes		
	Online payments	Secure online transaction by department	Yes	Via Revize Partner	
	PCI compliant		Yes		
	Printable pages	Print-friendly function	Yes		
	Registration	Volunteer, donations, etc.	Yes		
	Resident section	Comments, questions, concerns, etc.	Yes		
	RFP/RFQ/bid posting	Dynamic content	Yes		
	Rotating photos/banners	Dynamic image display	Yes	Or Full Width Video like: https://www.tiptonco.com/	
	RSS feeds out	Registration by department	Yes		
	Site search	Internal site search engine	Yes		
	Special event/facility liability forms	Secure online registration by department	Yes		
	Staff services	Intranet services	Yes		
	Survey/polling capability	Poll/question/answer tracking	Yes		
	Vendor registration	Online registration	Yes	With Bid Posting Center	

	Site index		Yes		
	Video hosting	Embedded, YouTube, support homtv.net	Yes		
	Social media interface	Facebook and Twitter feeds	Yes		
	E-permitting	Permit center	Need more details, but probably yes		
	Emergency notification	Alerts sent via email? MS text? Or both?	Yes		

	Facility management	Online reservations and/or listing component?	Yes		
	Responsive design	How will the website be adaptable to be viewed on mobile devices?	Yes	Been doing it for over 7 years	
	Facility reservations	How will residents reserve public facilities?	Yes		
	Mobile sites	Mobile phone browsers	Yes		
	Mobile accessibility	What mobile devices will work (iPad, iPhone, Android, etc.?)	Yes		
	Support and ongoing maintenance	Describe how your firm supports the products and services offered.	Yes		
	Software upgrades	Explain how your clients receive upgrades to the product. Costs?	Yes	Included in annual fee	
	Mobile app	Is there an iPhone app? Android app? Cost?	Yes		
	Website content	What is the process of building the new website? What resources are required of the Township? What will the vendor provide?	Please refer to our proposal		
	Navigation	Describe vendor approach to navigation and structure.	We will analyze your existing content and create a brand new site map based on the best practices of other townships your size. We will also suggest deletion of some of your stale content.		
	LDAP integration	Ability to tie login credentials to MS active directory	Yes		
	Breadcrumbs, site map	Site navigation options	Yes		

Vendor Qualifications

Municipal Website Design Experience

Please list relevant government website experience/URLs

Michigan Municipal client

Other Municipal client

Other

Justin Breyer, MPA, MiPMC
City Clerk and Assistant to the City Manager
City of Dexter, MI
8123 Main St., 2nd Floor
Dexter, MI 48130
Office: (734) 426-8303
Direct: (734) 580-2234

Client: Grand Blanc Township, MI
Robbie Beller, GIS Coordinator
Office: (810) 424-2658
Email: beller@twp.grand-blanc.mi.us
Website: www.twp.grand-blanc.mi.us

Michigan Municipal client

Other Municipal client

Other

Client: York Township, MI
Charles Tellas, Township Supervisor
Office: (734) 439-8842 x1
Email: ctellas@twp-york.org
Website: www.twp-york.org

Michigan Municipal client

Other Municipal client

Other

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Company Profile

- A. Number of years in business 20+
- B. Office location(s) Address 150 Kirts Blvd, Suite C, Troy, MI 48084
- C. Financial stability No debt at all. Very Finaniacly strong and hiring employees very month. D-U-N-S® 00-254-4189

Team Members/Roles (list all personnel to be assigned to this project)

Please review all team members and their brief Bios starting on page 48.

Vendor Service Capabilities (Describe

- all available) **YES** Web development
- YES** Software tools (i.e., Content Management System or **YES** modules) Site maintenance
- YES** – Website Hosting and Site maintenance
- YES** Availability of robust self-service documentation and technical support
- YES 4 Redundant Server Farms- Please review our Hosting Architecture in our proposal on page 43.**
Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and sudden usage
- YES WCAG 2.1 AA** surges Meets U.S. Federal Government ADA requirements
- YES** Provide a detailed Service Level Agreement
- including response time 24/7 support
- YES – no intrusions in over 8 years. Please review our website security details starting on page 44.** Site security for both Township staff and users
- YES** - Give an example and describe how you provide content management to multiple information streams (websites, social sites, etc.)
That's a long reply. Every municipality has their one or two favorites like a Social Media Center, Social Media Sharing Apps, Text and Email Alerts, Listing Modules with phone dialing, website hyperlinks and Google Navigator integration. But no municipality uses all of them. But I would love to set up a Zoom Meeting to show them all off to you. In the meantime, please review of list of projects

in our proposal starting on page 17.

- YES, please take a quick review of our proposal. It has more examples, references, and 8 more projects for your review.**

Vendor/Municipal Contract Performance (Please provide two examples that include all of the following):

- A. Client name – **City of Dexter, MI**
- B. Contract amount: **\$19,800**
- C. Contract duration - **5 years** with a free Website Design Refresh in year 4

- A. Client name **Grand Blanc Township, MI**
- B. Contract amount **Revize Client since 2012, Current redesign with the additional add-ons \$14,900**
- C. Contract duration **5 Years**

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 1,800 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

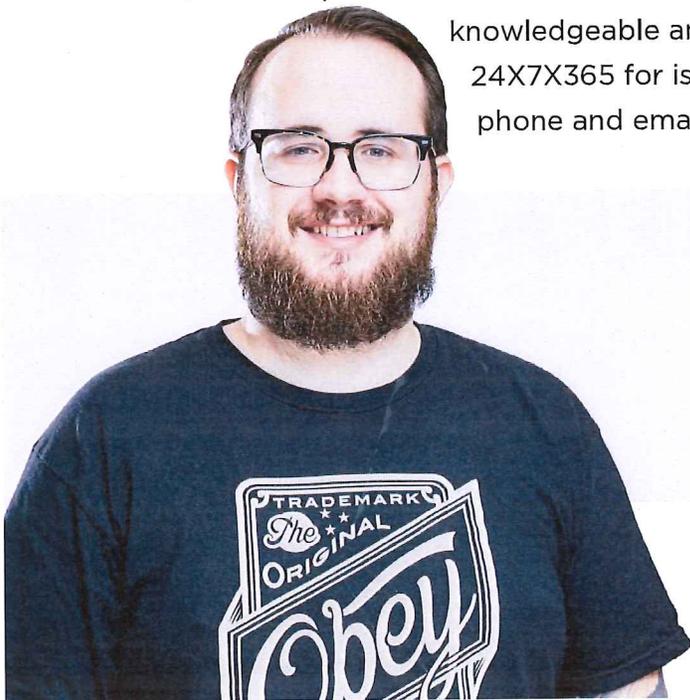
Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive,

knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED

1995

HEADQUARTERS

150 Kirts, Suite B
Troy, MI 48084

PHONE

248-269-9263

WEB SITE

www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1,800 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people through simplified information management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring that the right people always have the right information at the right time.

“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



Did you know?

Revize has won national awards for our websites!

Government Project Experience

Dexter, Michigan
www.dextermi.gov

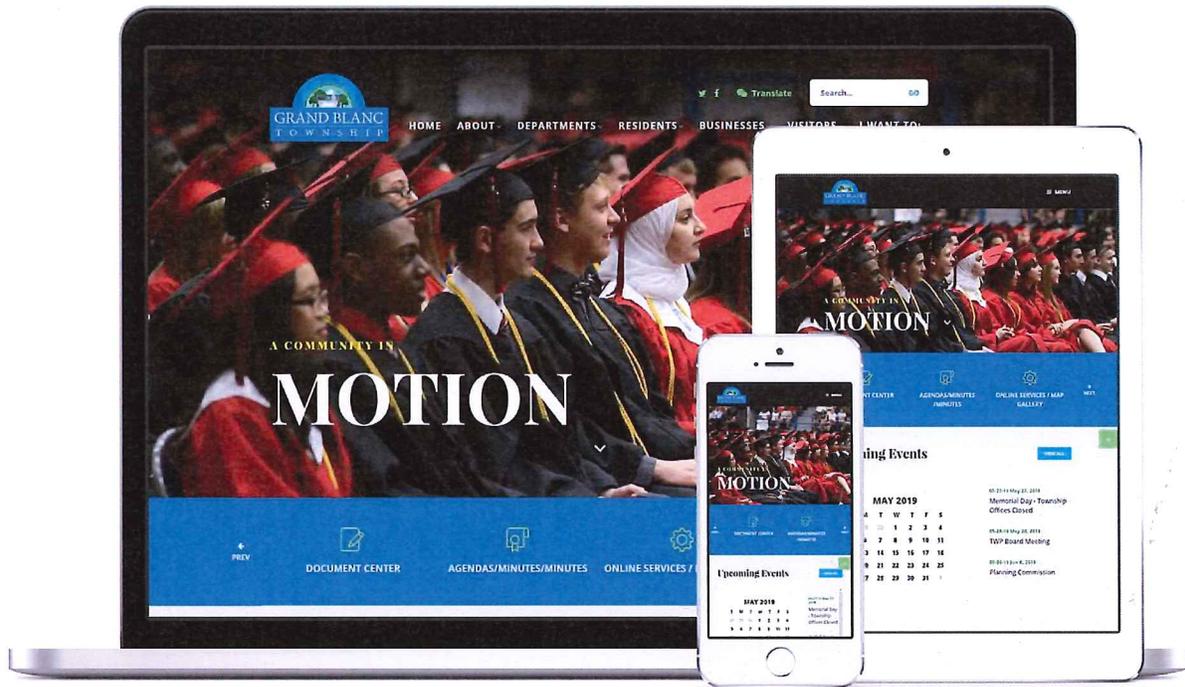


Details:

The City of Dexter is now up and live with their newly redesigned site. Dexter has many departments with varying levels of needs on the website. The success of any city/township website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the City's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!

Grand Blanc Township, Michigan

www.twp.grand-blanc.mi.us

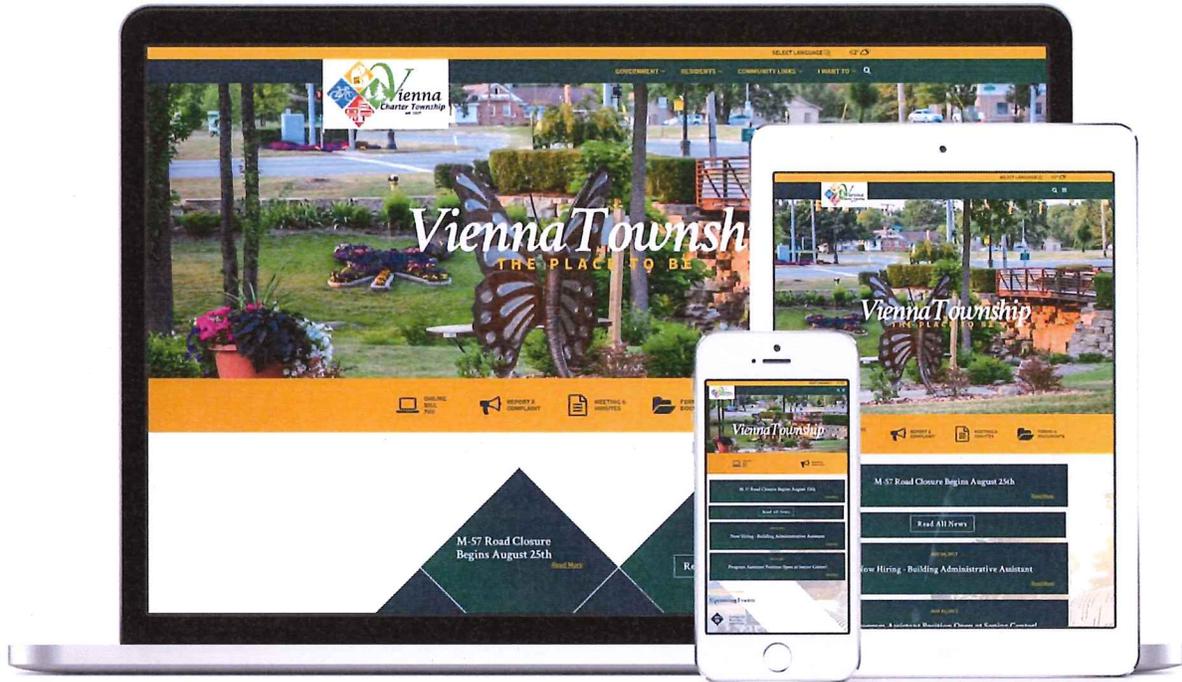


Details:

Grand Blanc Township, MI is a long time Revize client since 2014. They signed on with over five years ago and have been happy ever since. We actually just launched their brand new redesign that was completely free in year five after signing a new five year service agreement! We would provide that to the Township of Scio as well! They really wanted to make this design look completely different while also maintaining certain elements from their old website as well as make it easier to find information. We did just that! Easy to find and helpful quick links, a vibrant color scheme, and a mobile friendly design really rounds out this local Revize website.

Vienna Township, Michigan

www.viennatwp.com

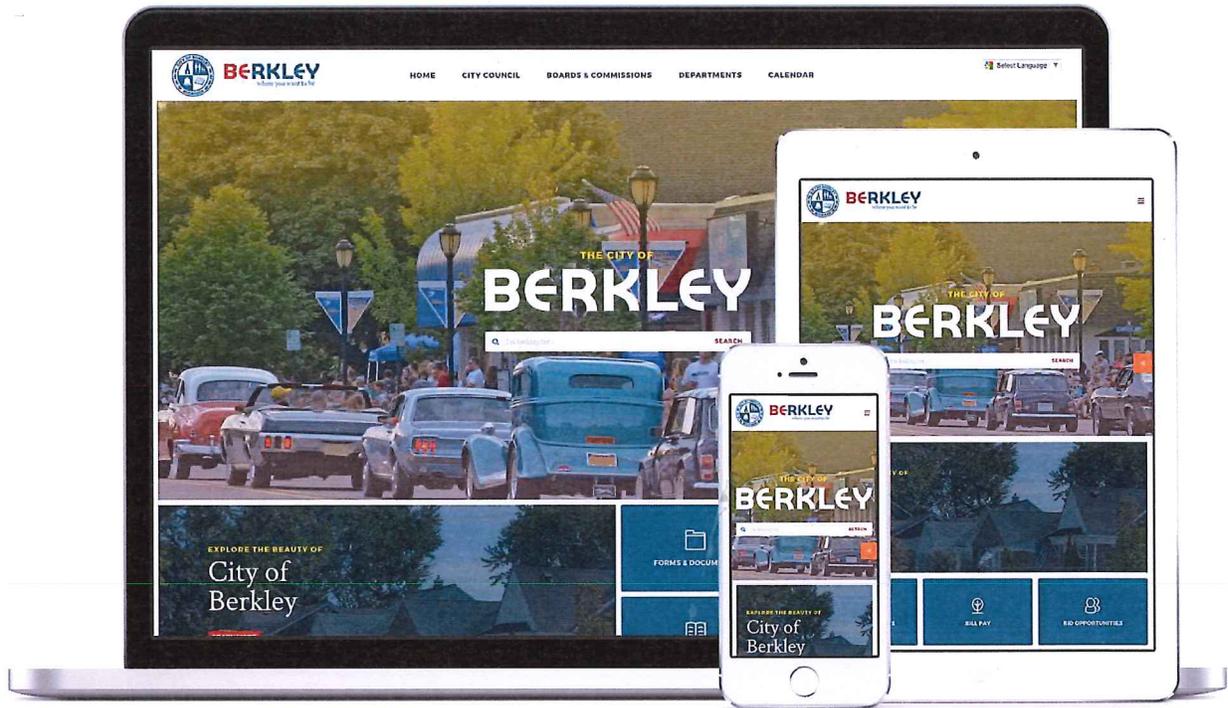


Details:

Vienna Township is a township of just under 14,000 residents and is just miles from the City of Frankenmuth. The township a design unlike any township out there. In addition, this site features a little more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the township's brand in a way that is unmatched in the industry!

City of Berkley, Michigan

www.berkleymich.org

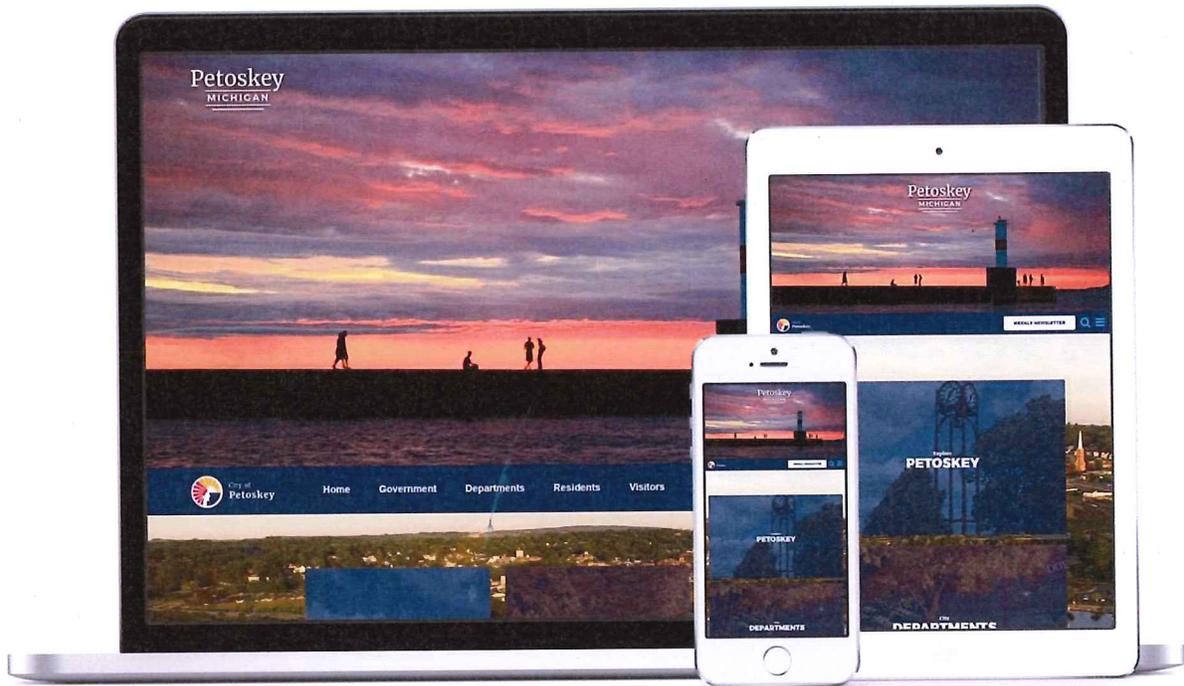


Details:

The City of Berkley is a longtime Revize client. This website was recently redesigned in 2017 to highlight all of what Berkley has to offer. The design does not overburden the user with too much content. It separates that content into different focus areas. This lets the residents get information in a way that is much more of an experience. The straightforward news and events feature images that promote click-through. With the Revize CMS this City is able to quickly and easily update the website in just a few clicks!

Petoskey, Michigan

www.petoskey.us

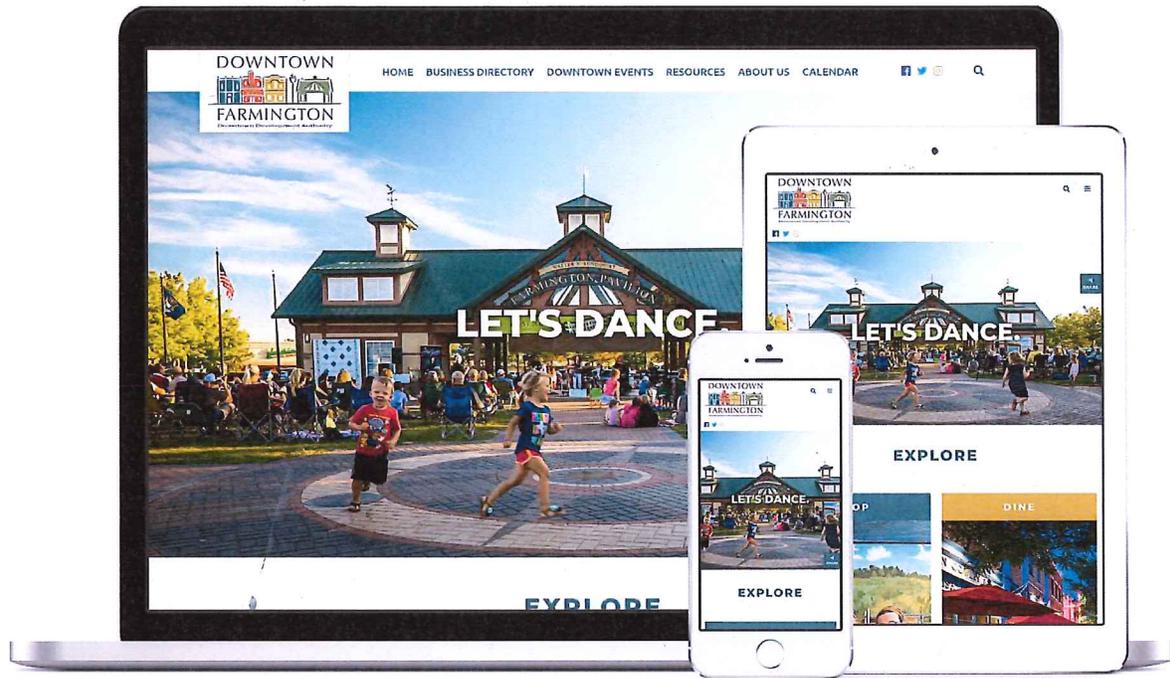


Details:

The City of Petoskey wanted a municipal government website that is not only a government website but also be a little bit of a tourism website as well. This website brings together an amazing design with a full suite of web apps to engage their constituents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. This website looks great on a mobile phone and web visitors are not afraid to use it to its fullest. The website not only functions as an city information center but has special SEO attraction for interested individuals outside their geography with easy navigation!

Farmington Downtown Development Authority, Michigan

www.downtownfarmington.org

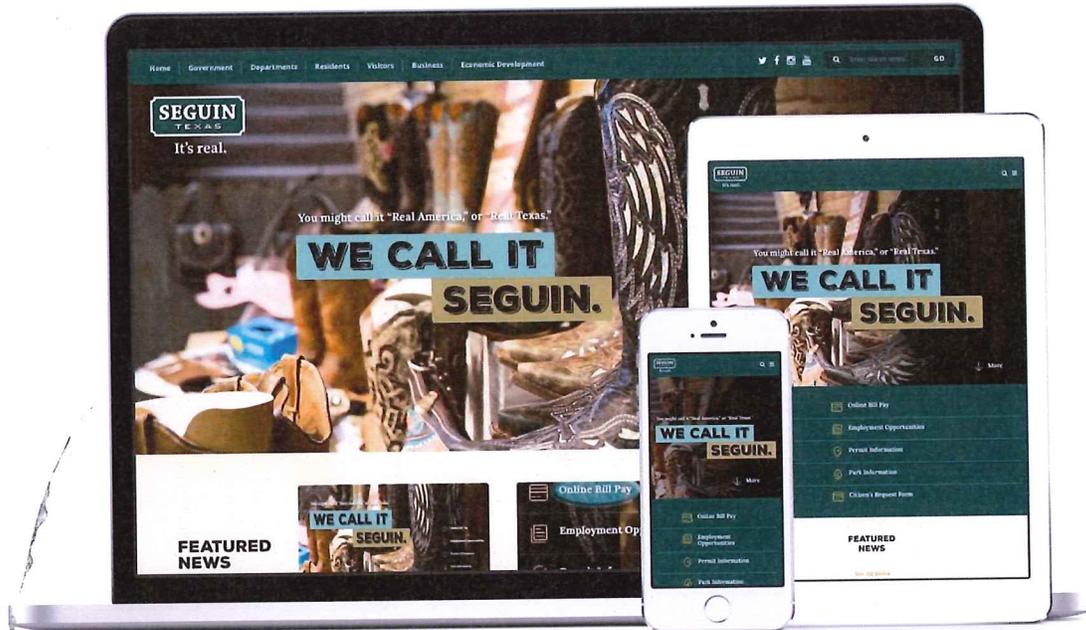


Details:

Farmington, Michigan is the classic friendly metropolitan suburb community with something to offer everyone. The Farmington Downtown Development Authority needed a website designed to increase customer traffic to their stores, restaurants and office buildings. We did the design/integration/launch work and their staff was with us every step of the way. Inner pages are flexible to allow the business directory and topic areas to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube. This website not only has increased revenue for their members but is an elite representation of the power and beauty of the Revize process.

The City of Seguin, Texas

www.seguintexas.gov



Details:

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com

Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: Grand Blanc Township, MI

Robbie Beller, GIS Coordinator

Office: (810) 424-2658

Email: beller@twp.grand-blanc.mi.us

Website: www.twp.grand-blanc.mi.us

Client: Pittsfield, MA

Scott Connors, IT Administrator

Phone: (413) 499-9405

Email: sconnors@pittsfieldch.com

Website: www.cityofpittsfield.org

Client: City of Treasure Island, FL

Mark Santos, Communications & IT Director

Phone: (727) 547-4575 x 234

Email: msantos@mytreasureisland.org

Website: www.mytreasureisland.org

Client: York Township, MI

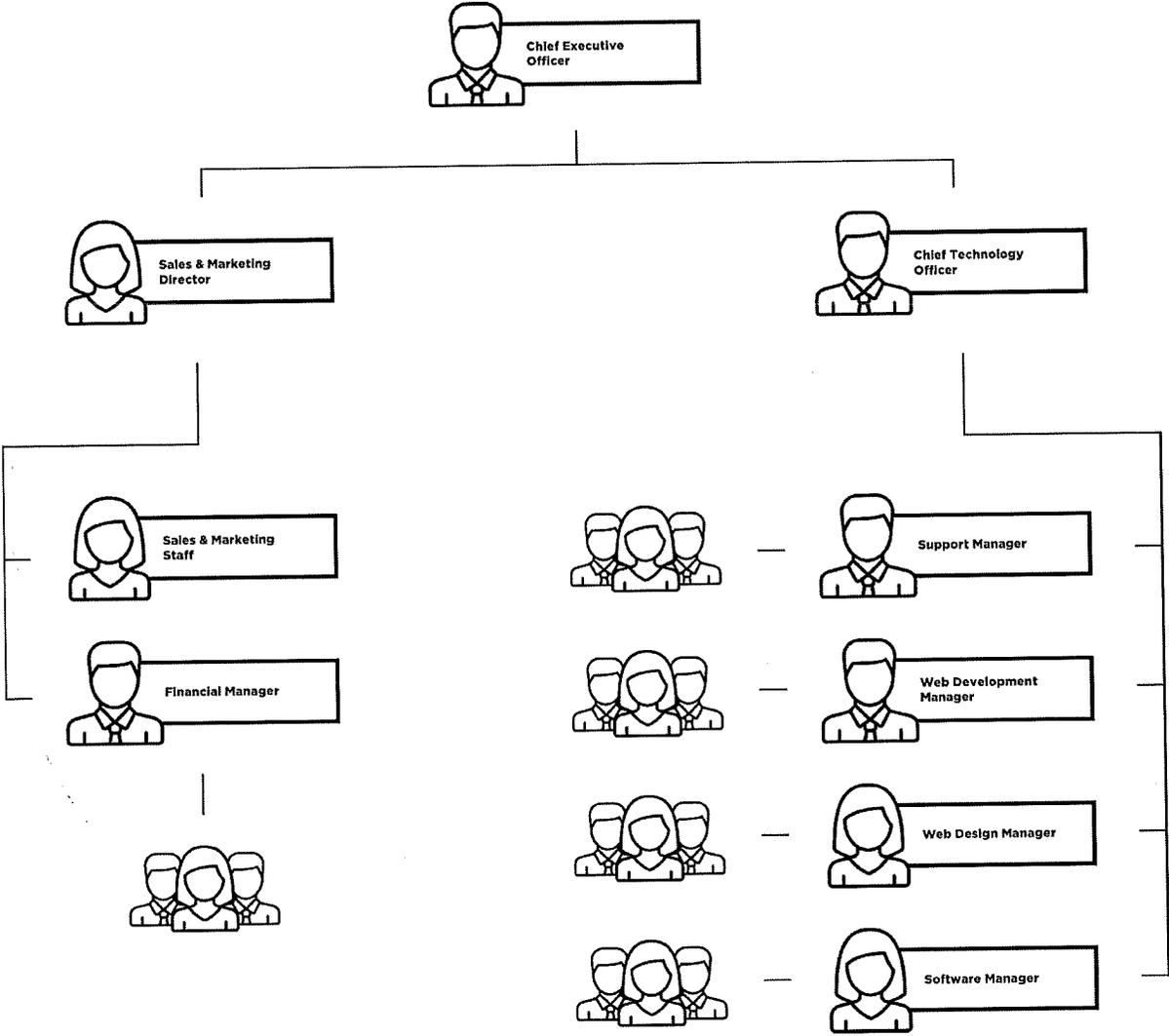
Charles Tellas, Township Supervisor

Office: (734) 439-8842 x1

Email: ctellas@twp-york.org

Website: www.twp-york.org

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

**“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”**

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
 - On-time delivery
 - Competitive pricing
 - Responsible stewardship of the organization's stakeholders
 - Full functionality to update and manage your website
 - All the tools/apps needed to increase communications with citizens
 - An easy CMS to train employees quickly
 - Extended phone and email support
 - Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
 - Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.
-

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX



Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 20 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI



The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry
that’s 24/7 365 by the trained developers &
technicians”



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

Timeline

Project Timeline		
Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		17-23 Weeks



Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course, color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design - The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content - This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles - This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling - This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

“Over the past 20 years, Revize has mastered the art of designing government websites.”

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.



Did you know?

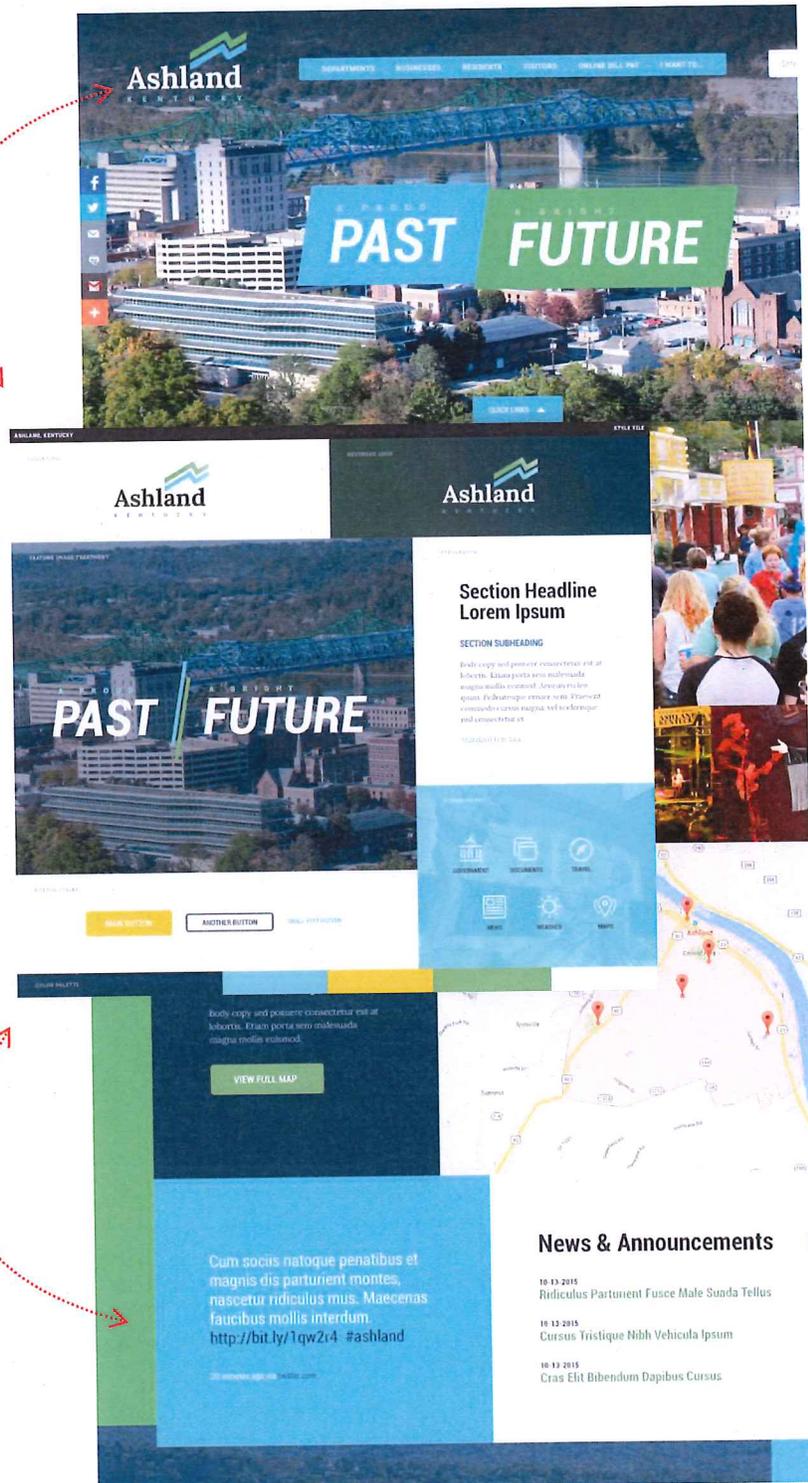
Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:**
When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:**
When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 - 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions

- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to several hours or days time frame our competitors offer).

“Revize can provide clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

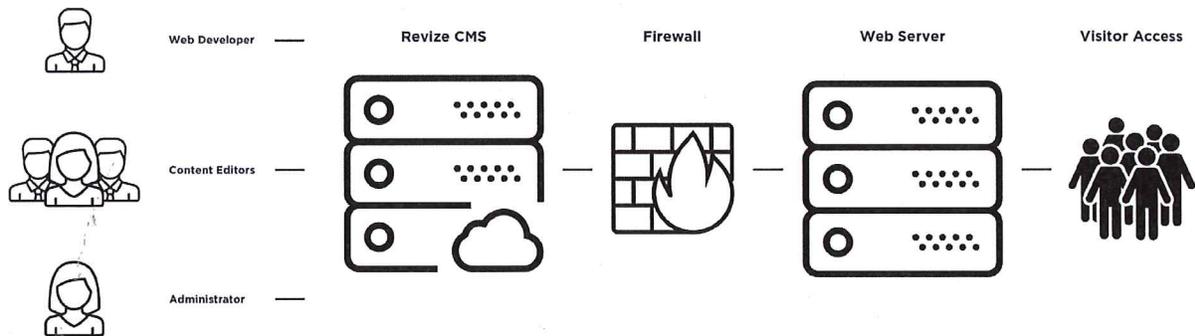
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a subject matter specialist when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge

- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Alec Armstrong

Website Developer / Front End Application Designer, Illustrator

Alec is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose through website programming.
Expertise: Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College.
Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

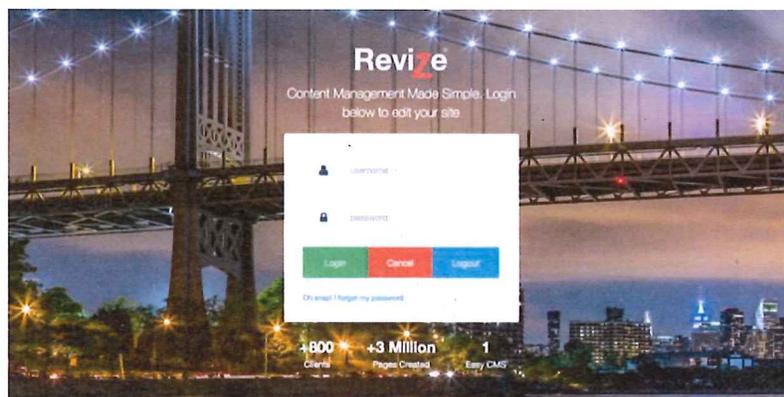
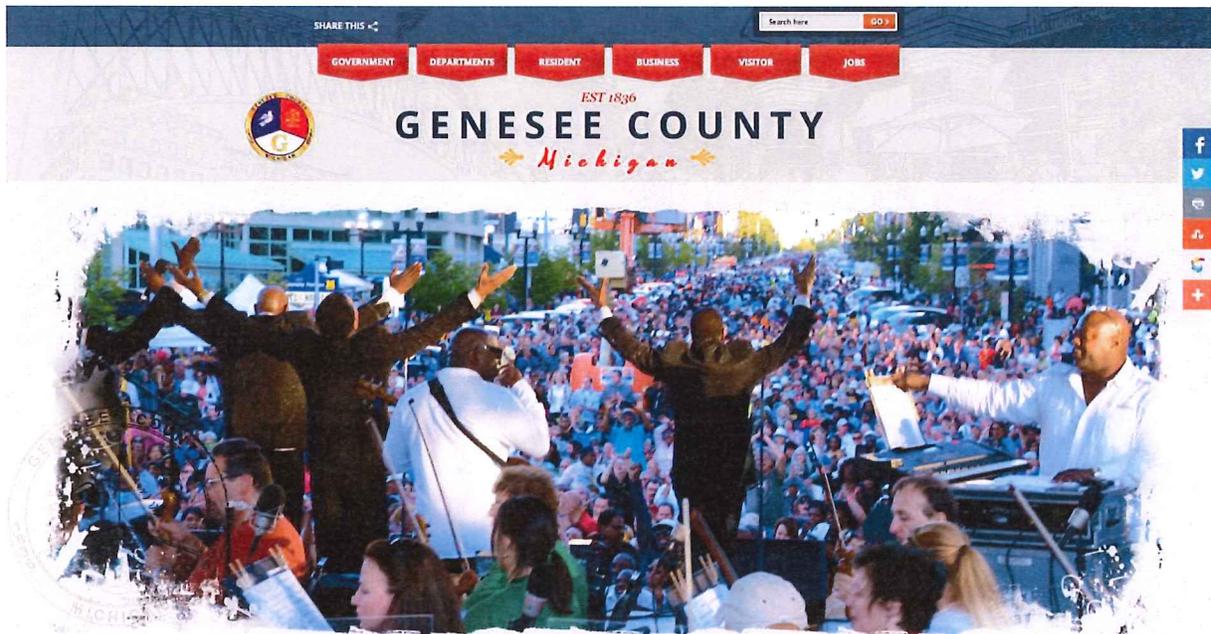


Did you know?

Revize will put together a project team based on the unique needs of your project!

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

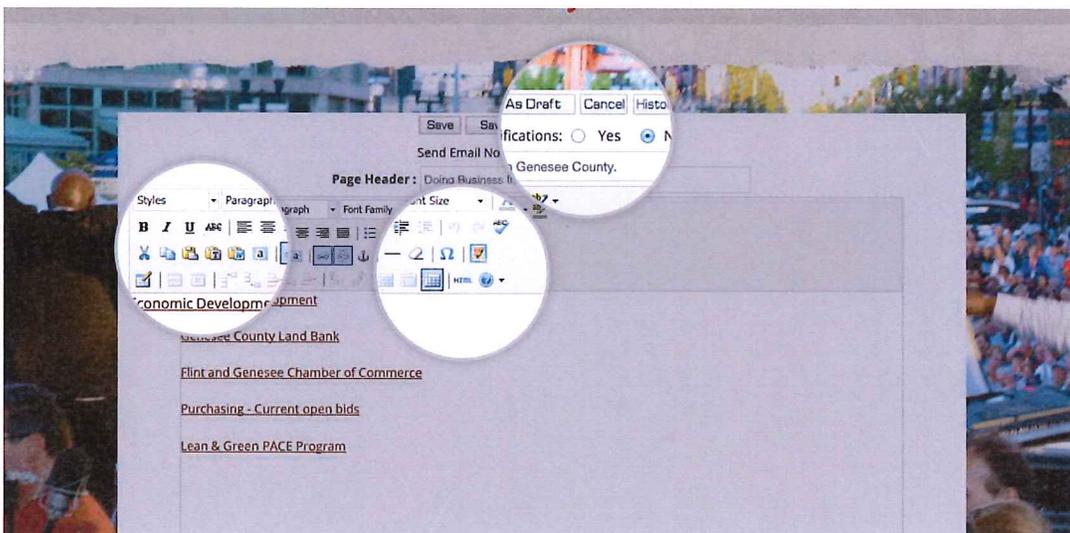


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$500
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template, and inner page template, includes Responsive Web Design.	\$2,300
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$5,700
Phase 5: QA Testing	\$1,550
Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections - up to 332 webpages and 2,711 documents (approximate amount on your website today). Revize will not be moving over old news, empty webpages to help clean up stale content. Additional content migration, if requested, is available for \$3 per webpage and document	\$5,500
Phase 7: Content editing and site administration training (one day session)	\$900
Phase 8: Go live!	Included
Revize Annual Fee, pre-paid: Includes Unlimited Tech Support, CMS software updates (4 users), security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB monthly bandwidth limit) with pre-paid annual fee:	\$3,200
Grand Total (1st year)	\$19,650
Second year and onward investment	\$4,700 /year

Revize provides a free website design refresh after year four of service if client signs a 5 year locked-in rate agreement

Website Features Included:

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Home Page Alert
- E-Notification Center with Text/Email Alerts
- Document Center with anticipative search
- FAQs with anticipative search
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- Revize Web Calendars
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- **Multi-use Listing Directory**
Example: https://www.largo.com/facilities_directory/index.php
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Online Web Form Builder
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- **ADA Compliant WCAG 2.1**
- **ADA Accessibility Widget**
- Responsive Website Design (RWD) for great mobile phone viewing

Revize Support Includes

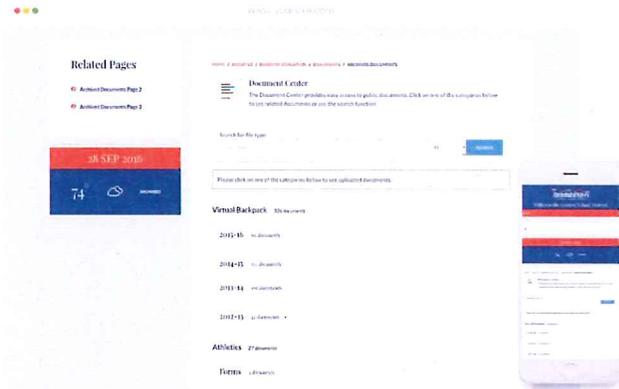
- 8AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends



Citizen's Communication Center Apps

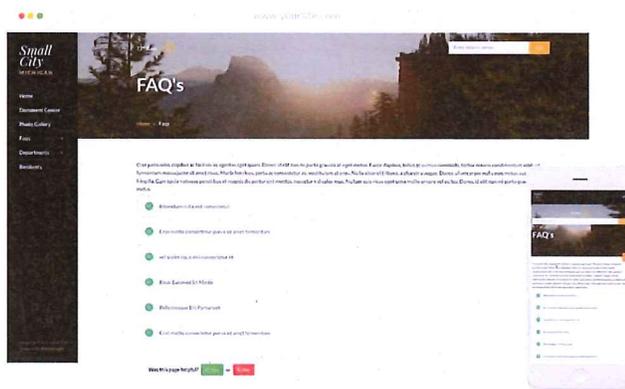
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 - usually within two clicks -- and you won't incur any printing or postage costs.



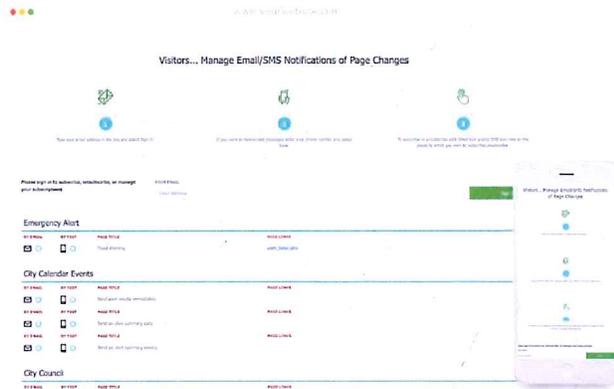
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



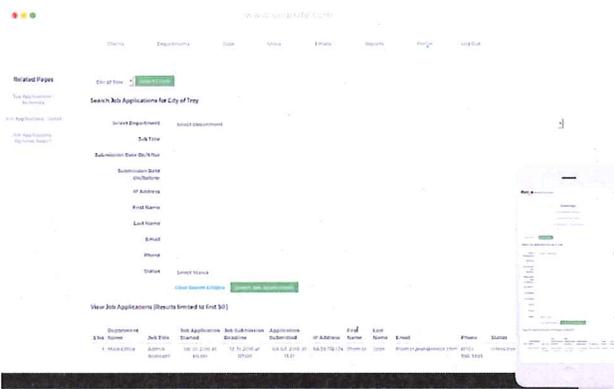
E-NOTIFY CENTER

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



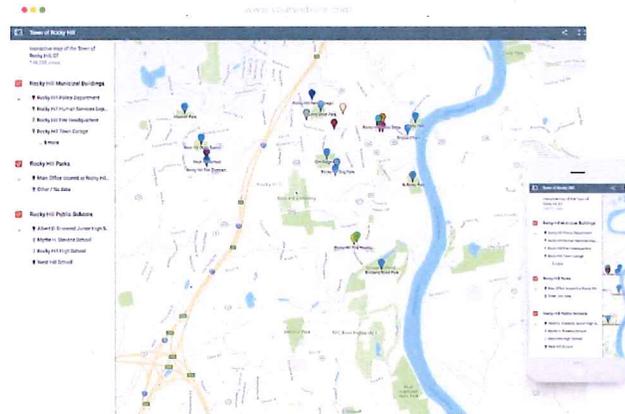
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



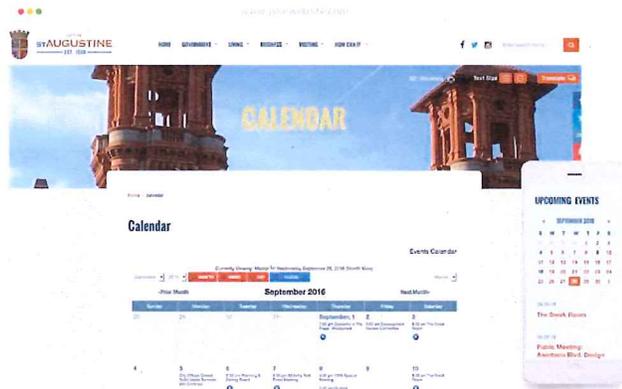
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



HOME PAGE ALERT

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE WEB FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

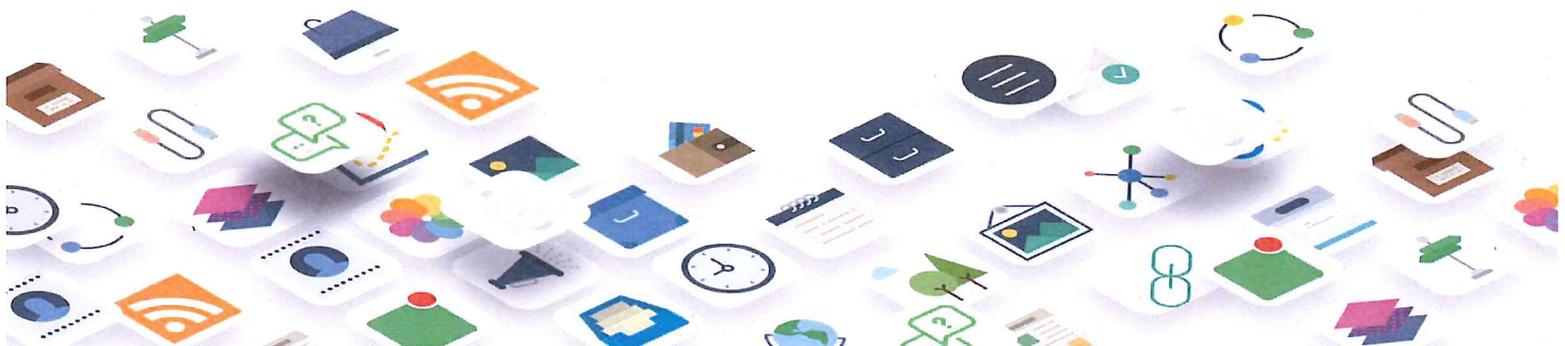
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FILLABLE FORMS APP

Having online forms that Residents can fill out in their Internet browser provides a quick and easy alternative for users to communicate with you and provide important feedback, complete tasks online, or fill out permit requests and job applications. These forms can be used to have web visitors can apply for a job, permit, or contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize installs new features into your content management system on a rolling basis!

Thank you

For Considering Revize

Prepared by Joseph J. Nagrant
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WS / BOARD MEETING DATE: 9/15/20

Consent Agenda _____ **New Business** X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	To consider the application for the Banotai Farms property located at parcel number 83 119 99 0004 006 for inclusion in the Farmland and Open Space Preservation Program for ten (10) years per Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116.
DEPARTMENT	Planning & Economic Development
PRESENTER	Dan Power – Director of Planning and Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Matthew Best – Director of Public Services

Agenda topic

ACTION REQUESTED	
To consider the application for the Banotai Farms property located at parcel number 83 119 99 0004 006 for inclusion in the Farmland and Open Space Preservation Program for ten (10) years per Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached information.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	If approval is granted, the Township's approval will be documented on the application including a signature from the Township Clerk.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	_____



6981 Rawsonville Rd. Belleville, MI 48111
Phone: (734) 482-2764 Fax: (734) 482-9843

July 28, 2020

Mr. Leon Wright
Township Clerk
Van Buren Township
46425 Tyler Rd.
Van Buren Twp., MI 48111

RE: Township Board Agenda Request

Dear Mr. Wright:

Attached is a completed application for enrollment into the Farmland and Open Space Preservation Program formerly known as PA 116. Approval by the Township Board is required prior to submitting the application to the State of Michigan.

The request is for approval by the Township Board to enroll Property ID # 83 119 99 0004 006 for ten (10) years.

Upon Township Board approval, the State requires the municipality to send the completed application and Township Board resolution to: MDARD – Farmland and Open Space Program, P.O. Box 30449, Lansing, MI 48909. Please also mail a copy of the resolution to me at 6981 Rawsonville Rd., Belleville, MI 48111 for my records.

If you require additional information, please contact me at (248) 308-0908.

Sincerely,

Mr. Joseph Banotai

Attachment: Application for Farmland Agreement



FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

Application for Farmland Agreement

Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116.

Please print or type. Attach additional sheets as needed. **Please read the Eligibility and Instructions document before filling out this form.**

OFFICIAL USE ONLY	
Local Governing Body:	_____
Date Received	_____
Application No:	_____
State:	_____
Date Received	_____
Application No:	_____
Approved:	_____ Rejected _____

ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR

I. Personal Information:

1. Name(s) of Applicant: BANOTAI Last JOSEPH First J. Initial

(If more than two see #15) _____ Last _____ First _____ Initial _____

Marital status of all individual men listed on application, if more than one, indicate status after each name:

Married Single

2. Mailing Address: 6981 Rawsonville Rd. Street Belleville City MICH State 48111 Zip Code

3. Telephone Number: (Area Code) 734 482-2764

4. Alternative Telephone Number (cell, work, etc.): (Area Code) (734) 732-1686

5. E-mail address: cbanotai@COMCAST.NET

II. Property Location (Can be taken from the Deed/Land Contract)

6. County: Wayne 7. Township, City or Village: Van Buren Twp.

8. Section No. 30 Town No. T35 Range No. R9E

III. Legal Information:

9. Attach a clear copy of the deed, land contract or memorandum of land contract. (See #14)

10. Attach a clear copy of the most recent tax assessment or tax bill with complete tax description of property.

11. Is there a tax lien against the land described above? Yes No

If "Yes", please explain circumstances: _____

12. Does the applicant own the mineral rights? Yes No

If owned by the applicant, are the mineral rights leased? Yes No

Indicate who owns or is leasing rights if other than the applicant: _____

Name the types of mineral(s) involved: _____

13. Is land cited in the application subject to a lease agreement (other than for mineral rights) permitting a use for something other than agricultural purposes: Yes No If "Yes", indicate to whom, for what purpose and the number of acres involved: _____

14. Is land being purchased under land contract Yes No: If "Yes", indicate vendor (sellers):

Name: _____

Address: _____

Street City State Zip Code

14a. Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, states that the vendor (sellers) must agree to allow the land cited in the application to be enrolled in the program. Please have the land contract sellers sign below. (All sellers must sign).

Land Contract Vendor(s): I, the undersigned, understand and agree to permit the land cited in this application into the Farmland and Open Space Preservation Program.

Date _____ Signature of Land Contract Vendor(s) (Seller) _____

15. If the applicant is one of the following, please check the appropriate box and complete the following information (if the applicant is not one of the following – please leave blank):

- 2 or more persons having a joint or common interest in the land
- Corporation
- Limited Liability Company
- Estate
- Trust
- Partnership
- Association

If applicable, list the following: Individual Names if more than 2 Persons; or President, Vice President, Secretary, Treasurer; or Trustee(s); or Members; or Partners; or Estate Representative(s):

Name: Joseph J. BANOTAI Title: TRUSTEE

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

(Additional names may be attached on a separate sheet.)

IV. Land Eligibility Qualifications: Check one and fill out correct section(s)
This application is for:

- a. 40 acres or more —————> complete only Section 16 (a thru g);
- b. 5 acres or more but less than 40 acres —————> complete only Sections 16 and 17; or
- c. a specialty farm —————> complete only Sections 16 and 18.

16. a. Type of agricultural enterprise (e.g. livestock, cash crops, fruit, etc):

CASH CROPS

b. Total number of acres on this farm 15

c. Total number of acres being applied for (if different than above): _____

d. Acreage in cultivation: 13

e. Acreage in cleared, fenced, improved pasture, or harvested grassland: _____

f. All other acres (swamp, woods, etc.) 2 acres

g. Indicate any structures on the **property**: (If more than one building, indicate the number of buildings):

No. of Buildings Residence: _____ Barn: _____ Tool Shed: _____
 Silo: _____ Grain Storage Facility: _____ Grain Drying Facility: _____
 Poultry House: _____ Milking Parlor: _____ Milk House: _____
 Other: (Indicate) _____

17. To qualify as agricultural land of 5 acres or more but less than 40 acres, the land must produce a minimum average gross annual income of \$200.00 per acre from the sale of agricultural products.

Please provide the average gross annual income per acre of cleared and tillable land during 2 of the last 3 years immediately preceding this application **from the sale of agricultural products** (not from rental income):

\$ 4,148.04 : 13 = \$ 319.08 (per acre)
total income total acres of tillable land

18. To qualify as a specialty farm, the land must be designated by MDARD, be 15 acres or more in size, and produce a gross annual income from an agricultural use of \$2,000.00 or more. If a specialty farm, indicate average gross annual income during 2 of the last 3 years immediately preceding application from the sale of agricultural products: \$ _____

Please note: specialty farm designation may require an on-the-farm site visit by an MDARD staff person.

19. What is the number of years you wish the agreement to run? (Minimum 10 years, maximum 90 years); 10

V. Signature(s):

20. The undersigned declare that this application, including any accompanying informational material, has been examined by them and to the best of their knowledge and belief is true and correct.

Joseph J. Bonatoni
(Signature of Applicant)

(Corporate Name, If Applicable)

(Co-owner, If Applicable)

7-23-20
(Date)

(Signature of Corporate Officer)

OWNER
(Title)

ALL APPLICATIONS MUST BE APPROVED BY LOCAL GOVERNING BODY ON OR BEFORE NOVEMBER 1 IN ORDER TO BE EFFECTIVE FOR THE CURRENT TAX YEAR.

RESERVED FOR LOCAL GOVERNMENT USE: CLERK PLEASE COMPLETE SECTIONS I & II

I. Date Application Received: _____ (Note: Local Governing Body has 45 days to take action)

Action by Local Governing Body: Jurisdiction: _____
 County Township City Village

This application is approved, rejected Date of approval or rejection: _____

(If rejected, please attach statement from Local Governing Body indicating reason(s) for rejection.)

Clerk's Signature: _____

Property Appraisal: \$ _____ is the current fair market value of the real property in this application.

II. Please verify the following:

____ Upon filing an application, clerk issues receipt to the landowner indicating date received.

____ Clerk notifies reviewing agencies by forwarding a copy of the application and attachments

____ If rejected, applicant is notified in writing within 10 days stating reason for rejection and the original application, attachments, etc. are returned to the applicant. Applicant then has 30 days to appeal to State Agency.

____ If approved, applicant is notified and the original application, all supportive materials/attachments, and letters of review/comment from reviewing agencies (if provided) are sent to:

MDARD-Farmland and Open Space Program, PO Box 30449, Lansing 48909

***Please do not send multiple copies of applications and/or send additional attachments in separate mailings without first contacting the Farmland Preservation office.**

Please verify the following regarding Reviewing Agencies (sending a copy to reviewing agencies is required):

COPY SENT TO:

- ____ County or Regional Planning Commission
- ____ Conservation District
- ____ Township (if county has zoning authority)
- ____ City (if land is within 3 miles of city boundary)
- ____ Village (if land is within 1 mile of village boundary)

Before forwarding to State Agency, FINAL APPLICATION SHOULD INCLUDE:

- ____ Copy of Deed or Land Contract (most recent showing current ownership)
- ____ Copy of most recent Tax Bill (must include tax description of property)
- ____ Map of Farm
- ____ Copy of most recent appraisal record
- ____ Copy of letters from review agencies (if available)
- ____ Any other applicable documents

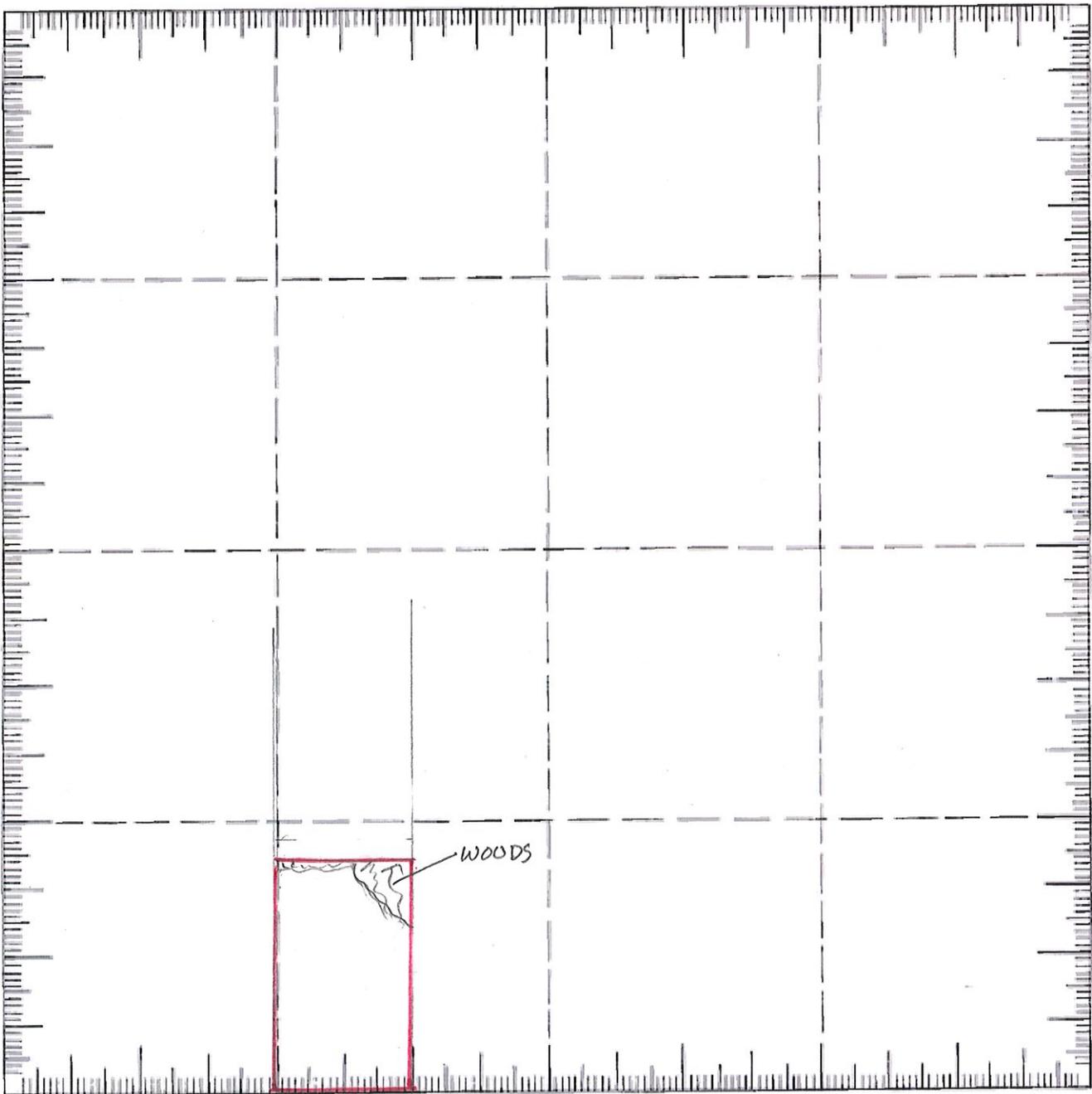
Map of Farm with Structures and Natural Features:

- A. Show boundary of land cited in application. (Grid below is designed to represent a 5280 ft² (1 mile²) Section)
- B. Show all buildings (house(s), barn(s), etc.); also label roads and other avenues of travel (i.e. utility access, etc.).
- C. Outline and designate the current uses of the property (crops, pasture, forest, swamp, etc.).
- D. Clear copies of map(s) provided by USDA Farm Service Agency are acceptable, but please label any roads visible on map, structures and their use, etc.

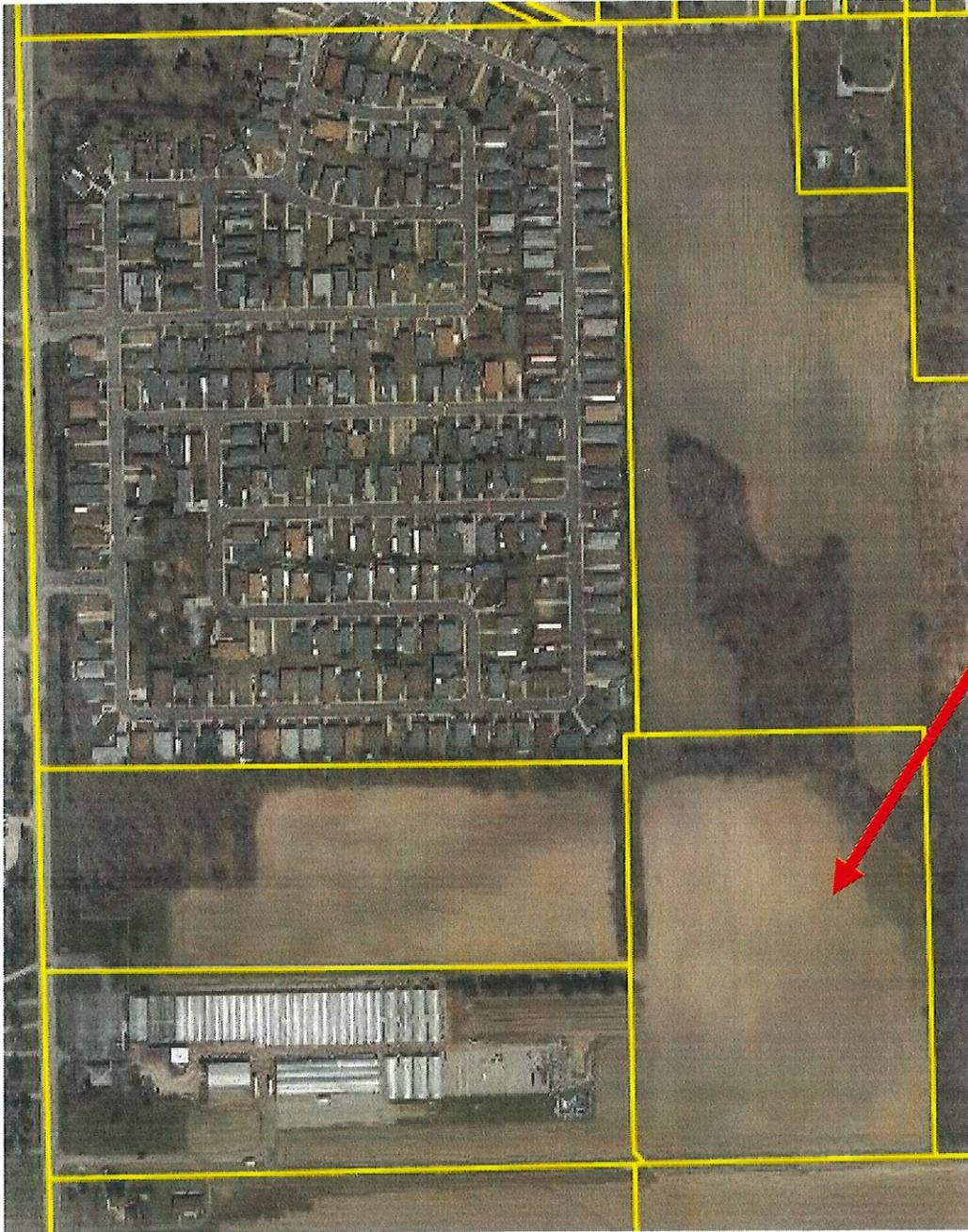
Note: Any residential structures housing persons not directly associated with the farm operation must be excluded from the application. Please indicate if a building falls in this category and provide the appropriate property description for its exclusion. Unless the appropriate description is included, your application cannot be processed.

County WAYNE
Township VAN BUREN
T 3S R 9E Section 30

↑ North



SW ¼ Section 30



83 119 99 0004 006

Li-39924 Pa-672
204075870 1/12/2004
Bernard J. Youngblood
Wayne Co. Register of Deeds

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that **Joseph J. Banotai**, as Trustee of the Joseph J. Banotai Trust dated the 30th day of March, 1992, whose address is 6981 Rawsonville Road, Belleville, Michigan 48111, quit claims to **Joe's 15, LLC**, a Michigan limited liability company, whose address is 6981 Rawsonville Road, Belleville, Michigan 48111, the following described premises situated in the Township of Van Buren, County of Wayne, and State of Michigan, to-wit:

A parcel of land in the Southwest 1/4 of Section 30, Town 3 South, Range 9 East, Van Buren Township, Wayne County, Michigan, described as the South 15 acres of the West 1/2 of the East 1/2 of the Southeast 1/4 of Section 30, except that part beginning at the Southwest corner of said parcel, thence East 25 feet, thence Northwest to a point 25 feet North of the Southwest corner, thence South 25 feet to a point of beginning;

for the consideration of One Dollar (\$1.00). This Deed is exempt from county and state transfer taxes pursuant to MCL 207.505(a) and MCL 207.526(a), respectively. The Grantor grants to the Grantee the right to make all permissible divisions under Section 108 of the land division act, Act No. 288 of the Public Acts of 1967. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

Dated this 4th day of December, 2003. Vacant land

Joseph J. Banotai Trust

By: Joseph J. Banotai
Joseph J. Banotai, Trustee

STATE OF MICHIGAN, COUNTY OF Washtenaw ~~WAYNE~~

The foregoing instrument was acknowledged before me this 4th day of December, 2003, by Joseph J. Banotai, as Trustee of the Joseph J. Banotai Trust dated the 30th day of March, 1992.

James A. Schriener
James A. Schriener Notary Public
Washtenaw Wayne County, Michigan
My commission expires: November 16, 2006

2020 SUMMER TAX STATEMENT

Charter Township of Van Buren
Sharry A. Budd, Treasurer

46425 Tyler Road
Van Buren Township, MI 48111
(734) 699-8903



Property ID Number
83 119 99 0004 006

Taxable Value	Assessed Value
21,009	27,100

School District: 83-LINCOLN CONSOLIDATED



011*002*03878*****ALL FOR AAD
CECELIA BANOTAI-BRANDMIER
JOSEPH BANOTAI
16838 LOCHMOOR CIR W
NORTHVILLE MI 48168-4404

Tax Authority	Tax Rate	Amount
ST. SCH.	6.00000	126.05
SCH.OPER	18.00000	EXEMPT
SCH.DEBT	7.35000	154.41
SCH.RECREATION	0.09640	2.02
WASC ISD	5.66250	118.96
COUNTY OPER.	5.64830	118.66
ADMIN FEE		5.20
SUBTOTAL:		525.30

Property Address:

BOG RD

PRE or MBT %: 100

Legal Description:

30V1A2 W 1/2 OF E 1/2 OF SW 1/4 SEC 30 T3S R9E EXC THAT
PT DESC AS BEG AT SW COR OF SAID PARCEL TH E 25FT TH
NW TO A PT 25FT N OF SW COR TH S 25FT TO POB ALSO
EXC THAT PT DESC AS BEG N89DEG 41M W 686.91FT FROM
CEN 1/4 COR SEC 30 TH N89DEG 41M W 686.91FT TH N0DEG
04M 28S W 1655.46FT TO POB 15.06 AC

Penalty and interest:

Total Due:

**SEE REVERSE SIDE FOR
IMPORTANT INFORMATION**

FISCAL YEAR
School: July 1, 2020 to June 30, 2021
Wayne County: Dec 1, 2020 to Nov 30, 2021

MAKE CHECK PAYABLE TO VAN BUREN TOWNSHIP

2020 SUMMER TAX STATEMENT - RETURN THIS VOUCHER WITH PAYMENT

CHARTER TOWNSHIP OF VAN BUREN
SHARRY A. BUDD, TREASURER

46425 TYLER ROAD
VAN BUREN TOWNSHIP, MI 48111

83 119 99 0004 006



Total taxes due if paid
No Later Than 9/14/20 **525.30**

CECELIA BANOTAI-BRANDMIER
JOSEPH BANOTAI
16838 LOCHMOOR CIR W
NORTHVILLE MI 48168-4404



Charter Township of Van Buren

Agenda Item 3

REQUEST FOR BOARD ACTION

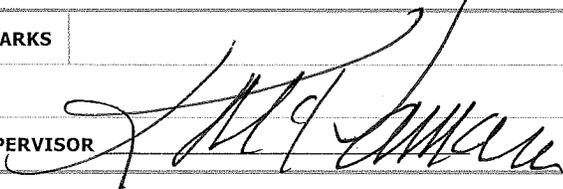
WORK STUDY MEETING DATE:
N/A

BOARD MEETING DATE:
2020-09-15

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	RFP for Meter Reading Project
DEPARTMENT	Public Services – Water & Sewer
PRESENTER	James T Taylor, Water & Sewer Director
PHONE NUMBER	734.699.8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Matthew Best, Public Services Director, Elizabeth Renaud, Public Services Executive Assistant

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve posting of a Request for Proposal for Implementation of the Advanced Metering Infrastructure (AMI) Program.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
This project is to provide replacement of the existing meter reading collector system, including all meters specifically interfaced with the existing system. The existing system (ITRON) is scheduled to be decommissioned on December 31, 2020. See additional related information, including vendor information presentations, and draft RFP which is under a final review by the Township attorney before posting.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Approval by Township Board.
DEPARTMENT RECOMMENDATION	Approve posting of RFP
COMMITTEE/COMMISSION RECOMMENDATION	Water & Sewer Commission recommended project
ATTORNEY RECOMMENDATION	-----
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



DEPARTMENT OF PUBLIC SERVICES

WATER & SEWER

DATE: September 15, 2020
TO: Township Board of Trustees
FROM: James T. Taylor, Director of Water & Sewer
RE: Information on the Proposed Meter Reading System Replacement Project

The Township's existing AMI meter reading system and meters has become technologically outdated and is being decommissioned by ITRON on December 31, 2020. The present ITRON meter reading system that the Township has used for the past 10 years is technologically labeled a "closed architecture" system. This also means that the presently used AMCO meters in the Township is no longer a viable option for the newer available systems.

In 2017, I invited three of the more prominent meter system vendors in Michigan to present the available technology in metering for the Water & Sewer Commission to review. I have provided copies of those presentations for your review. After viewing the presentations, the Commission also recommended the Township to move forward in exploring possible future options.

Following these discussions with the Water & Sewer Commission, the Township administration authorized a gradual replacement of the existing system and meters. Over the past year and a half, we have replaced over 1,000 meters with the Neptune model, which while it is not able to provide a full range of remote reading functions due to the "closed architecture" of our present reading system, these meters are adaptable to any presently offered "open architecture" meter reading system. We have also recently installed an 'open architecture' collector offered by Neptune to test the range of the newer meters to determine the performance of the new open architecture collection system. So far, the results have been positive.

Due to the decommissioning of our existing system at the end of 2020, we no longer have the time needed for a continuation of the gradual replacement of the meters. Thus, I am proposing that it is in the best interests of the Township to go out for an RFP (Request for Proposal) for an "open architecture" system and meters:

MISSION STATEMENT

"The Van Buren Public Services Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



DEPARTMENT OF PUBLIC SERVICES

WATER & SEWER

It is estimated that this project will cost approximately \$2.4 to \$2.8 million for the replacement of the entire system. We have the funds in our Revenue Fund to cover the cost of the project. There will be no additional rate increases to fund this project. I have also determined that this project will take approximately 6 to 8 months to complete. In order to continue to operate, I have requested ITRON to assist in a basic level of service continuance for the duration of this project. I have been given assurance that they will provide us the requested assistance.

With Board approval, we plan to move forward to post an RFP and receive proposals to replace our existing meter reading system and customer meters. The RFP will be posted in the Belleville Independent as well as the Michigan Inter-Governmental Trade Network, www.bidnet.com. We plan to insure we receive the most qualified vendor for the project. Following review of the proposals, a recommendation will be made to the Board for approval to enter into a contract with the selected vendor.

MISSION STATEMENT

"The Van Buren Public Services Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



REQUEST FOR PROPOSAL

For the
Implementation of the Advanced Metering Infrastructure (AMI) Program
For the
Charter Township of Van Buren

Public Services Department – Water & Sewer
46425 Tyler Road
Van Buren Township, MI 48111
Phone: 734.699.8947

NOTICE TO CONTRACTORS

The Charter Township of Van Buren is seeking bids from qualified potable water meter contractors to replace implement an Advanced Metering Infrastructure (AMI) Program. Sealed bids will be received by Charter Township of Van Buren at the office of; Leon Wright, Township Clerk, Charter Township of Van Buren, 46425 Tyler Rd., Van Buren Township, Michigan 48111 until 10:00am., of the ----- when all bids will be publicly opened and read aloud for the Implementation of the Advanced Metering Infrastructure Program in the Sheldon Room of Township Hall, 46425 Tyler Road, Charter Township of Michigan, 48111.

Contract Documents are on file and may be examined at the following locations: Charter Township of Van Buren, Clerk's Office, 46425 Tyler Rd., Van Buren Township, Michigan 48111. The Charter Township of Van Buren is a Participating Agency in the Michigan Inter-Governmental Trade Network (MITN). Interested vendors are encouraged to register with MITN at www.mitn.info to view specifications for this and our entire Request for Bids (RFB).

Each bid must be accompanied by a Certified Check or Bid Bond by a recognized Surety Company in the amount of five percent (5 %) of the bid, payable to Charter Township of Van Buren as security for the acceptance of the Contract. No bidder may withdraw his bid between the date set for the opening thereof and the date upon which the Contract is awarded, or 90 days, whichever is longer.

The right to reject any or all bids and the right to waive defects in bids will be reserved by the Owner. All incomplete bids will be rejected.

To be advertised in: Belleville Independent, the Michigan Inter-Governmental Trade Network, www.bidnet.com

**CONTRACT DOCUMENTS - IMPLEMENTATION OF THE
ADVANCED METERING INFRASTRUCTURE (AMI) PROGRAM**

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1.0 INSTRUCTIONS TO BIDDERS

A. GENERAL SUBMISSION REQUIREMENTS

Sealed bids will be received by the Township. Bids shall be based on performing the Work in compliance with the attached Specifications and shall be submitted no later than [redacted] at 10:00am. when the bid opening will occur.

Bidders are responsible for submitting bids before stated closing time. Delays in the mail will not be considered. Any bid received after the stated deadline will be rejected.

Bids shall remain firm for a period of ninety (90) days after official opening of the bids.

All Bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

Implementation of the Advanced Metering Infrastructure Program
Bidder's Name
Bidder's Address

Failure to do so may result in a premature opening and disqualification, or failure to open and disqualification, of such bid. All Bids must be hand delivered or mailed to:

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

PLEASE INCLUDE TWO (2) 8 ½" X 11" HARD COPIES WITH ORIGINAL SIGNATURES AND THREE (3) CLEARLY LABELED USB FLASH DRIVES WITH A DIGITAL COPY ON EACH IN-PDF FORMAT.

The Township reserves the right, in its sole and absolute discretion, to reject any or all bids, to waive any irregularities and technical defects contained therein, to award the Bid in its entirety, in part or not at all and/or to determine which Bid is the lowest and/or best to enter into a Contract, including the right to reject all Bids and re-bid the project, as it may deem to be in the best interest of the Township.

The Charter Township of Van Buren hereby reserves the right in their sole and absolute discretion to approve as an equal, or reject as not being an equal, any article proposed which contains any variations, whether major or minor, from Specification requirements but which may comply substantially therewith.

Bids shall show total installed price. The bidder shall specify a unit price for each item listed. Unit prices will prevail on all items.

Bids shall be submitted on the forms provided and must be signed by the bidder or his authorized representative where indicated prior to submission of the Bid. Any bid not signed by the individual making it shall have attached thereto a power-of-attorney evidencing authority to sign the bid in the name of the person for whom it is signed. All places on the Bid Form requiring a signature or signatures must be signed. Failure to do so will be at the bidder's sole risk.

The firm, corporation, or individual name of the bidder must be signed in ink by the bidder in the space provided for the signature on the Bid Form. In the case of a corporation, the title of the officer signing must be stated and satisfactory evidence must be attached that the person signing has the authority to sign the bid for the corporation. In case of a partnership, the signature of at least one of the partners must follow the firm name. The complete name and address of each member of the partnership must be stated in the Bid.

Pricing and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed in ink by the person signing the Document.

If there is any doubt as to the meaning of any part of the specifications or other conditions within this invitation, please contact James T. Taylor, Van Buren Township Director of Water & Sewer for clarification. Questions regarding the technical nature of the work should be submitted to Director Taylor in writing no later than 12:00pm on ----- via email at jtaylor@vanburen-mi.org. Responses shall be issued to all bidders through addendums.

Should a bidder find any discrepancies in the Specifications, or should he be in doubt as to their meaning, he shall notify James T. Taylor, Van Buren Township Director of Water & Sewer for clarification. A written Addendum to all Bidders concerned shall be issued. Oral instructions or deletions, unless confirmed by Addenda, will not be considered valid, legal or binding. No extras will be authorized because of failure of the Bidder to include Work called for in the Addenda in his bid. Addenda may also be issued to modify the Bid Documents as deemed advisable by the Township.

Any Bid may be withdrawn by giving written notice to the Director of Water & Sewer before stated closing time. After stated closing time, no Bid may be withdrawn between the date set for the opening of thereof and the date upon which the Contract is awarded, or ninety (90) days, whichever is longer, and shall remain the property of the Charter Township of Van Buren.

Terms used in these Instructions to Bidders which are defined in the General Conditions, Section - 3 have the meanings assigned to them in the General Conditions. In addition, the following terms are defined as:

Bid Documents - is defined as all documentation that comprises the Bid which includes the Instructions to Bidders, the Bid, Contractor's Qualification Statement (AIA Document A305) and the Contract Documents as defined in the General Conditions.

Vendor Default - is the failure of a Vendor to fulfill the obligation of his bid, including, but not limited to, failure to deliver on time, or the unauthorized substitution of articles other than those quoted and specified in the Bid Document. Vendor default creates undue burden for everyone concerned. In

cases of default by the Contractor, the Agreement may be canceled and the Contractor shall be held responsible for excess cost incurred.

B. PREBID MEETING

Not Required

C. EXAMINATION OF DOCUMENTS AND PROJECT SITE

It is the responsibility of each Bidder before submitting a Bid to:

- Thoroughly examine the Contract Documents including any Addenda that might be issued.
- Visit the site to become familiar with local conditions that may affect the cost, progress, performance or finishing of the Work,
- To consider federal, state and local Laws and Regulations that may affect the cost, progress, performance or finishing the Work.
- Study and carefully correlate Bidder's observations with the Contract Documents and notify the Engineer of all conflicts, errors or discrepancies in the Contract.

The Bidder must be familiar with all Federal, State and Local laws, ordinances and regulations which in any manner might affect those engaged or employed in the Work, the materials, equipment or procedures used in the Work, or which in any other way would affect the conduct of the Work. He is assumed to be familiar with such laws and regulations, and no plea of misunderstanding or ignorance of the law will be considered. If the Bidder discovers any provision in the Plans, Specifications, or Contract, which is contrary to or inconsistent with any law, ordinance, or regulation, he shall forthwith report it to the Director of Water & Sewer in writing.

The Bidder, shall draw his own conclusions as to project conditions to be encountered and he shall complete the Work under any job or field condition which was present and/or ascertainable prior to Bidding.

He shall also complete the Work under whatever conditions he may create by his own sequence of installation, installation methods, or other condition he may create at no additional cost to the Township.

The Bidder shall be responsible to evaluate the compatibility of his proposed installation methods with the Plans, Specifications and existing conditions. If the Township has investigated the Site of the proposed Work, such investigations are provided by the Township for bidding purposes. The Township assumes no responsibility whatsoever for the completeness of the investigations or interpretations

D. CERTIFIED CHECK OR BID BOND

Each bid must be accompanied by cashier's check, certified check or bank draft payable to the Treasurer of the Charter Township of Van Buren or a satisfactory bid bond executed by the bidder and a Surety Company in an amount equal to five percent (5%) of the bid.

The bid deposit of all bidders, other than the successful bidder, will be returned to such bidder after execution of the Contract by the successful bidder. If the bidder to whom the Contract shall have been awarded shall refuse or neglect to execute the Contract and properly secure the same within ten (10) calendar days after written notice by the Township so to do, the amount of the bid deposit shall be forfeited to and retained by the Township as liquidated damages for such neglect or refusal.

E. CERTIFICATION OF BONDS

Accompanying each BID, there shall be a certificate, properly executed, of a bonding company duly authorized to do business in the State of Michigan, providing that said company will furnish the bonds required in the event that the bidder is awarded the Contract.

F. QUANTITIES AND UNIT PRICES

The quantities, for which lump sum prices are indicated in the Bid Form, are approximate only, and do not constitute a warranty or guarantee by the Township as to the actual quantities involved in the Work. Such quantities are to be used by the Contractor purpose of determining the general size of the project. The Township expressly reserves the right to increase or decrease the quantities during construction as outlined in METERS (p.12) of this document; also, to make reasonable changes in design, providing such changes do not materially change the intent of the basic Contract. The amount of Work to be paid for shall be upon the lump sum bid for the work.

G. CONTRACT TIME

The number of days within which, or the dates by which, the Work is to be Substantially Completed are set forth in Section 2 of this document and finalized in the Agreement.

H. BONDS AND INSURANCE

If the project is to be financed through the sale of bonds, the successful bidder shall not be required to execute performance bond, material lien bond, or provide the insurance as required by the specifications until he has been notified of the sale of bonds by the Township. Upon receipt of such notice the successful bidder shall be required to execute and deposit such bonds and insurance as are required by the terms of the Contract at the time of execution thereof.

I. HOLDING OF BIDS

After stated closing time, no Bid may be withdrawn between the date set for the opening of thereof and the date upon which the Contract is awarded, or ninety (90) days, whichever is longer, and shall remain the property of the Charter Township of Van Buren. No bidder shall have the right to withdraw his bid during such time.

The period of time provided above for the holding of bids may be extended from time to time by mutual agreement between the successful bidder and the Township.

J. STARTING TIME AND COMPLETION OF WORK

Material shall be ordered and work shall begin on the ground within thirty (30) days after the Contract is signed, unless otherwise stated in the Contract. The Contractor shall fully complete all work by the date stated in the Bid Form, unless extension of time is granted.

K. CONTRACT AND INCLUDED DOCUMENTS

The primary components of the Contract are listed in The Agreement, Section 4, Article 8, the Contractor should note that the listing shall be finalized prior to signing of the agreement.

In view of the fact that various pages of the Contract Documents may have been omitted or bound in the wrong place, the attention of all concerned is directed to the Table of Contents.

All bidders shall satisfy themselves that they have seen and read all pages of the book listed in the Table of Contents, and that their bids are based upon the complete information contained therein and any Addenda, which may have been issued.

L. LIQUIDATED DAMAGES AND BONUSES

Provisions for liquidated damages or bonuses are set forth in Section 4 of the Agreement.

M. INSURANCE

The Township's Insurance requirements are set forth in the General Conditions. When the successful Bidder delivers the executed Agreement to the Township, all required insurance certificates must accompany the Agreement.

N. BONDS

The General Conditions list the Township's requirements as to performance and payment Bonds. When the successful Bidder delivers the executed Agreement to the Township, all required performance and payment Bonds must accompany the Agreement.

O. SIGNING OF AGREEMENT

When Township gives Notice of Award to the successful Bidder, it will be accompanied by the required number of unsigned copies of the Agreement with all other written Contract

Documents attached. Within five (5) days the Contractor shall sign and deliver the required number of copies of the Agreement and attached documents to the Township with the required Bonds and insurance certificates. Owner shall deliver one fully signed copy to the Contractor within five (5) business days.

END OF INSTRUCTIONS TO BIDDERS

2.0 BID

A. GENERAL SPECIFICATIONS

1. OVERALL SYSTEM CHARACTERISTICS

The advanced metering-reading environment shall collect readings at new and existing water meters; transfer the hourly data from the Meter Interface Unit (MIU) to the Data Collection Unit (DCU); and aggregate/store all the hourly data for at least 12 months on a cloud server. The quarterly summary information shall be transferred to the Township's existing billing system, BS&A Software, on a regular basis.

The Advanced Metering Infrastructure (AMI) shall be a fixed based system with meter readings from the MIU being collected and sent to the DCU on a regular basis, preferably hourly, for quarterly billing purposes. The Township also requires the AMI system to report at a minimum: meter tampering, potential leaks, and no flow conditions.

The AMI environment will allow the Township Water & Sewer staff to read any water meter at any time, including outside the normal read cycle for the water meter. All meter reads shall be synchronized so that the read for the normal read cycle will occur at midnight. The AMI environment shall provide the flexibility of additional synchronized reads at other times of the day as needed by the Township. Each MIU will operate at least 99.5 % of the time and transfer data to the DCU at a minimum on a daily basis. The system shall have provisions to prevent data loss (at least 30 days storage) should any part of the system fail.

2. MINIMUM CONTRACTOR QUALIFICATIONS

The qualified Contractor shall be thoroughly versed in encoder meter technology and possess the following minimum qualifications:

- Have a minimum of 15 years of relevant experience in the selection, installation, testing and commissioning of meter reading systems. This shall include a thorough understanding of available encoder meter technology.
- Have utilized meter manufacturer(s) with demonstrated capabilities in the manufacturing, installing, configuring and maintaining complete AMI systems; and
- Have experience that includes implementing at least two fixed based system installations within the last five years for communities similar in size and demographics to the Charter Township of Van Buren (population 35,000). Implementation shall include selection, installation, testing and commissioning of the system. The Township staff may visit one or more of these AMI installations completed by the selected Contractor as part of the bid evaluation process. References will therefore be required.

3. METERS

The new AMI environment shall assume a complete replacement of all water meters up to 2 inches in size; meters larger than 2 inches in size may be replaced at the Township's discretion. See optional pricing items. All meters larger than 2 inches will be converted to the AMI system. There is a total of approximately 6827 meters in the Township that range in size from 5/8-inch to 2-inch that require replacement. Meters at locations with inactive accounts may or may not be replaced. At locations with inactive accounts where no meter exists, a new meter will not be installed. Meters that have been replaced since 2018, intergrateable into newer AMI technology will not require replacement. The majority of the meters are 5/8- to 1-inch residential meters.

A summary of meter sizes and approximate quantities to be replaced are shown below.

Meter Size	Quantity
5/8"	3356
3/4"	1
1"	3168
1.5"	134
2" T-10	166
2" compound	2
TOTAL	6827

Information based on July 24, 2020 available account information.

All meters furnished shall be produced from an ISO 9001 manufacturing facility and conform to the "Standard Specifications for Cold Water Meters" C700, latest revision issued by AWWA or as otherwise stated.

The size, capacity, and meter lengths shall be as specified in AWWA Standard C700 (latest revision).

All meters must be adaptable to a field programmable absolute encoder register without interruption of the customer's service.

Registers shall be guaranteed for at least 10 years. All meters will be guaranteed for a minimum of one year on material and workmanship.

All meters shall contain a removable polypropylene plastic strainer screen. The strainer shall be located near the main case inlet port, before the measuring chamber. Meters with strainers located near the exit port of the meter will not be considered. The strainer shall also function as the device that holds the measuring chamber in place within the main case. Straps or other types of fasteners shall not be accepted.

To ensure accuracy, each meter must be accompanied by a factory test tag certifying the accuracy at the flows required by AWWA C700.

Preference will be granted to meters and meter parts 100% manufactured, assembled, and tested within the United States. If requested by the Township of Van Buren, Manufacturers will be required to provide proof of where and of what percentage of the meter register, chamber, and main case is manufactured in the United States.

The new meters shall meet all the requirements of the federal "Reduction of Lead in Drinking Water Act". The contractor shall provide written documentation for all meters installed stating they meet these requirements.

The MIU must be able to work with the recommended water meter in all types of installations. Therefore, the Township requires MIU's that will work with a variety of meter brands including Neptune, Sensus, Badger and Hershey.

The battery life of the MIU shall be at least 10 years based upon acquisition of hourly data sent to the DCU. Batteries failing before 10 years will be replaced free of charge by the Contractor (a Contractor/Vendor Warrantee is required). The replacement process of the battery, or MIU if the battery is integrated and sealed within the unit, shall be simple and straightforward, without interruption of service.

All water meters and associated MIUs shall be properly labeled for efficient tracking of installation, repairs, replacements and warranties.

All existing meters removed as a part of this AMI Program shall be stored and then disposed of by the Contractor as directed by the Township. Proper documentation of each removed meter, such as account number, street address, final read, digital pictures of the register, serial numbers, etc. shall be provided to the Township. The Contractor shall safely store the removed

meters for six months after completion of the meter installation in case meters are needed to address disputes with Township customers. The Township will not provide a storage location. The Township expressly reserves the right to increase or decrease the quantities during construction.

4. SYSTEM COMMUNICATIONS

The Contractor shall conduct a propagation analysis to determine the number and location of data collection units (DCUs) required for their proposed system. If sufficient, the Township requires the DCU(s) be established at the Township-owned buildings located on the existing WAN. The Township requires a radio communication system to transfer meter readings from the MIU to the DCU. The Township is 36 square miles in size.

5. DATA MANAGEMENT/INTEGRATION

The Charter Township of Van Buren maintains a network of computers for standard Township operations – water/sewer billing, e-mail, cost accounting, etc.

Desktops: Dell

Browser: Microsoft

The Township utilizes a 100 mbps fiber-optic internet connection via AT & T.

The Contractor shall furnish, install, test and fully debug all the computer hardware and software needed to create the Central Computer (and database). All end user access shall be through a browser-based environment that maximizes data displays and charting.

Access to up-to-date meter readings as well as stored data shall be via the cloud. This access should be browser based and utilize simple tools for data display and charting. The bidders shall state in their bid the anticipated size of data that will be generated each year.

The Charter Township of Van Buren maintains a utility billing system from BS&A Software in a SLQ based environment. This utility billing uses a database to store data for billing. The Contractor shall establish the monthly billing data set, based on the Townships needs that would be sent to the BS&A utility billing system. The Township recently implemented the BS&A Software billing system and the Contractor shall provide technical support and assist with any issues to ensure the billing data transfers accurately from the AMI system to the Charter Township of Van Buren BS&A Software billing system.

6. IMPLEMENTATION

a. Program Overview

The overall installation and implementation of the fully functional AMI system shall be completed in not more than eight months (8 months) including the replacement of all water

meters within the Township. The Contractor shall provide all implementation functions related to:

- New meter installation;
- MIU installation;
- Fixed network integration;
- Central database installation;
- AMI system software installation and configuration;
- Technical support by the AMI manufacturer/vendor (system operation, maintenance, replacement parts, etc.) for a minimum of two years of final acceptance of the AMI system;
- System testing and acceptance (software, each meter installation, system-wide);
- Utility billing integration.; and
- Training

b. Points of Contact

The Charter Township of Van Buren will assign the Water & Sewer Superintendent to assist in coordination of Contractor activities, specifically public notifications and water shut-offs. The Contractor is expected to develop a meter/MIU installation program describing the Township requirements. The installation program should address customer facility access procedures and other related issues.

The Contractor shall designate a Project Manager who will be responsible for overseeing the work, coordinating work activities, and regularly communicating with the Township's Water & Sewer Superintendent. The Contractor will not substitute or replace any key staff member, including but not limited to the Project Manager, identified in the bid without the written approval of the Charter Township of Van Buren. The Township, if not satisfied with the efficiency or quality of work of any member of the Contractor's team, will direct the Contractor to replace that person with qualified staff that meets the Township's approval. The Contractor will be required to comply with the Township's request within 72 hours.

c. Services and Deliverables

The Contractor shall coordinate, obtain and collect any permits and related information necessary for the successful completion of this project (Bidders should assume the availability of data from the Township is very limited). The Contractor shall coordinate work with the Township's Water & Sewer Superintendent. The Contractor shall also collect needed information from, and keep informed, all stakeholders having interest in the project. Stakeholders may include, but are not limited to, Township Departments such as DPS, Information Systems/Information Technology, Treasurer, Police, Fire and Building.

The Contractor shall review all available documentation, make all contacts and coordination, and perform all engineering required to properly design the fixed based AMI system to meet

specified performance requirements. The Contractor shall submit the following deliverables for approval by the Township:

- Overall Project Schedule
- Propagation Study
- Fixed Based System Layout (DCU locations, repeaters if required, installation heights, and all relative information)
- Recommended meter/MIU installation plan
- AMI System Documentation as installed
- Meters (ID, address, account no.)
- MIUs (ID)
- DCUs (location, elevation, capacity, access)
- Central Control Computer (hardware capacity, end-user access, WAN link)
- Integration with BS&A Software Billing System
- Contact name and phone number for technical support for future Utility implementation.
- AMI System Training Manuals
- O & M Manuals

d. Installation Coordination

Prior to Township-wide installation of meters, the Contractor shall implement the fixed based AMI system with meters at the extreme boundaries of the Township to demonstrate that the system is functioning properly. Upon verification by the Township of the system's functionality, the Contractor will install meters in various areas of the Township using the successful bidder's recommended meter/MIU installation plan as approved by the Township. The Contractor shall be responsible for coordinating access to homes and businesses, and conducting the work in a safe, professional manner. The Contractor shall develop and submit their installation approach and schedule of locations where they plan to be working and; customer notification/communication plan and literature for the Township's approval prior to mailing out or communicating with customers.

The Contractor will prepare monthly reports summarizing costs, schedules, quantities of work completed, overall project status, and any critical issues requiring action for progress payments. The report shall include the number of installations scheduled, completed and carried over from the previous month. Entry access issues shall be identified with documentation of the number and type of contact with the property owner. The Contractor will prepare and provide operation and maintenance (O&M) manuals related to the system architecture, design overview, and instructions for installing, operating and maintaining the AMI system under this contract. The Contractor will also provide training on all components of the AMI system to the Township staff.

The Contractor may be asked to make one presentation regarding the status of the AMI System to the appropriate bodies (Board of Trustees and Water & Sewer Commissioners).

Close coordination will be paramount to the progress and timely completion of this project. The Contractor shall keep Township residents and businesses informed on a regular basis and/or as directed by the Township.

The Township's Water & Sewer Director will assist the Contractor in this effort by mailing out notifications along with customer water bills, updating the Township's website and posting information on the community government access cable channel and social media websites. During meter installation, the Contractor shall report to the Charter Township of Van Buren's Water & Sewer Superintendent on a weekly basis. The Contractor will hold meetings with the Township's Water & Sewer Superintendent and other representatives (if needed) at Township Hall on monthly basis throughout the life of the project. The Contractor shall also collect needed information from, and keep informed, Township Departments like Public Services, Treasurer, Clerk, Township Supervisor, Public Safety, and all other stakeholders having interest in the project.

e. Training

The Contractor shall provide training classes for AMI system management and for end users within the Water & Sewer Division. The following staff numbers should be used for planning training sessions:

- Field Maintenance (9 staff);
- Data Management/Billing/Administration (2 staff);
- Information Technology (2 staff);

It is expected that the AMI environment from MIU to DCU to Central Host Computer would be properly documented for both System Management and End User Applications.

7. SPARE PARTS AND EQUIPMENT

The following items shall be provided for the Township to keep in stock for future maintenance and repair (See SPARE PARTS AND EQUIPMENT bid schedule.):

- Meters: sizes 5/8-inch, 3/4-inch, 1-inch, 1 1/2-inch, 2-inch
- Meter Interface Unit (MIU) with integrated battery
- Battery for MIU
- Hand held interrogation unit and up/downloading system
- Battery for hand held interrogation unit

8. SCHEDULE

Request for Bid (RFB) Release:	TBD 2020
Pre-Bid Meeting:	NA

Closing Date for Bidder's Questions:	TBD 2020
RFB Close:	10:00am, TBD 2020
Board of Trustee Acceptance (Subject to change):	TBD 2020
Contractor Notice to Proceed/Project Start-up:	TBD 2020
Work Begins:	TBD 2020
Work Substantially Complete:	May 31, 2021

B. BID FORMAT AND CONTENTS

The bid shall be provided as described in Section 1.0 of this Request for Bid (RFB) and in the following sections. The bid shall be clearly marked and delivered in sealed envelopes.

1. PROVIDED FORMS

Include the Contractors Qualifications Statement, Bid Cost Breakdown, Bid Form, all Addendums and Non-Collusion Affidavit provided at the end of this Section. Complete the Bid Form as described in Section 1.0 of this RFP. The Bid Form shall be signed by an individual, or individuals, authorized to bind the prospective Contractor contractually. The Bid Form states that the bid will remain valid for a period of ninety (90) days from its due date and shall remain the property of the Charter Township of Van Buren as stated in Section 1.0 of this RFB.

2. BID FORMAT

All information pertaining to the prospective Contractor's/Bidder's approach in meeting the requirements of the RFP shall be organized and presented in the prospective Contractor's/Bidder's bid. The instructions and requirements contained in Section 1 and described herein must be followed. Not following instructions may lead to disqualification of bid.

Please include two (2) 8 ½" X 11" hard copies with original signatures and three (3) clearly labeled USB flash drives with a digital copy on each in PDF format. Per Section 1.0, Subsection C of this bid, the Township reserves the right in their sole and absolute discretion to reject any/or all Bids.

3. BID CONTENTS

The prospective Contractor's bid shall contain the information identified in Section 2.C. **EVALUATION CRITERIA (below)** in the sequence presented and under the headings given. Prospective Contractors who do not comply with this restriction may be considered non-conforming and may be eliminated from consideration at the discretion of the Township.

The following items must be completed by prospective Contractor and included with their bids:

a. Ability to Perform the Work

- Project understanding
- Similar project experiences
- Project Manager and key staff
- Provide evidence that the Contractor has available performance and payment bonding capacity exceeding the proposed contract price.

b. Detailed Work Plan and Approach

- Communication and coordination with the Township Departments
- Plan for public information on project progress
- Proposed sequencing of work, schedule and crews to substantially complete project no later than **May 31, 2021**.
- Plan for notification and scheduling of customer appointments
 - Including procedures for scheduling meter replacements which cannot be completed during normal 7:00am – 3:30pm M-F work hours.
- Plan water shutoff process if access is not granted
- Plan for tracking meters, MIUs and installation progress
- System implementation and testing

c. AMI System Capabilities and Equipment

- System communication
- Data management/integration
- Meters
 - Make, model, and type for each size meter
 - Leak, tamper and no-flow detection
 - Guaranteed low flow accuracy of meters
 - Length of guarantee for meters
 - Length of guarantee of meter accuracy
- MIU
 - Guaranteed battery life
 - Length of guarantee against defects
- Computer hardware and software
- Any additional options to enhance the project value, i.e. customer portal on Township web site

d. Contractor's Project Costs - Included separately.

C. BID EVALUATION CRITERIA

Each bid will be evaluated on its responsiveness to the technical and administrative criteria identified below. The Township reserves the right to verify any and all material

submitted, including contacting references. Please note that failure to supply any of the data indicated may result in elimination of your bid from further consideration in the evaluation process. In addition, the Township reserves the right in their sole and absolute discretion to waive any non-conformances in bids.

Based on a review of the bids against the technical and cost criteria, the Township will rank the bidders.

The Township will enter into negotiations with a selected bidder with the objective of reaching agreement as necessary to enter into a contract. If a contract cannot be negotiated with the highest-ranking bidder within thirty (30) days after the award of the Bid, or should the Township determine, in its sole judgment, that negotiations are nonproductive, the Township reserves the right to cease negotiations and instead negotiate with, and award a contract to, the next qualified bidder.

1. ABILITY TO PERFORM THE WORK:

The Contractor must demonstrate a clear understanding of Township's objectives, system functional requirements, and commitment to the timely and successful completion of the project. List at least three (3) similar projects completed during the preceding five (5) years along with client name and telephone number, which best represent your capabilities relative to this project. The Township's bid evaluation will be based on the extent to which these projects demonstrate the Contractor's ability to fulfill the Township requirements and not on the number of projects listed. The Contractor shall give a brief description of each project according to the work as described above. The description should include the original contract budget, a brief statement on the firm's involvement in the project, whether the project was completed on time and within budget, and any additional information which will assist the Township in evaluating past performance.

Explain how the Contractor's experience on the listed projects demonstrates: a) that the minimum qualifications are met; b) the ability to perform the tasks; c) the ability to identify and implement the Township's requirements; d) evidence of past performance and ability to complete tasks on time and within budget; and e) the knowledge of local conditions.

Explain how the experience of the Project Manager makes him/her particularly suited to undertake the work envisioned in this RFB. Explain how the Project Manager's experience on similar projects demonstrates the ability to effectively communicate with Township Departments and customers, coordinate the efforts of installation crews, and successfully track the progress the project leading to completion in a timely fashion.

2. DETAILED WORK PLAN AND APPROACH:

Provide a detailed table of the organization showing the names of key personnel to be assigned to this project and their functions. Indicate the Project Manager and key personnel

and explain how their involvement on this project will impact timely performance on this project. Indicate manpower availability for this project and ability to complete the project on time and within budget.

Bidders should provide a comprehensive work plan which includes their approach and methodology. The detailed work plan should include a breakdown and explanation of all necessary tasks, and approaches for completing each of the tasks. Reiteration of the information contained within this RFB will be deemed non-responsive. The Contractor shall identify the approach towards the successful completion of the project, including coordination with the Township, sequencing of work, notifications and scheduling of appointments with customers and tenants, water shutoff process, and public relations. Indicate when the firm will be ready to start work on this contract, if awarded. At the bidder's option, cost-saving changes, value-added concepts to the scope of work and/or additional services to enhance project value, time savings, innovations etc. shall be proposed as options under this work plan. Identify the QA/QC program that will be undertaken.

3. AMI SYSTEM CAPABILITIES AND EQUIPMENT:

Describe in detail the AMI system. Provide a detailed explanation of:

- a. the meter interface unit connected to an encoder register;
- b. the type of network topologies which are proposed to get the meter data back to a central computer;
- c. the meter reading database;
- d. the process for meter reading data integration with the BS&A Software;
- e. compatibility with the Township's current technology hardware/software and WAN environment;
- f. hardware requirements and specifications for your products including but not limited to personal computers, handhelds, servers, antennas, towers, collectors, repeaters or other permanently installed infrastructure needed to collect transmission of meter readings;
- g. billing capabilities and any additional data capabilities such as tampering, leak detection, low battery, no flow, reverse flow, interval data, log meter events or rate of use data that can be used for water usage profiling, time of use billing, demand forecasting, flow monitoring, etc.;
- h. FCC licensing requirements;
- i. battery requirements including expected life and costs;
- j. warranties of equipment; starting dates
- k. any maintenance service contracts for collection devices, reading software and programming devices;
- l. any licensing fees;
- m. any encoder register replacement;
- n. any radio frequency device and collector (device collecting meter reads) maintenance;
- o. any fees for location of collection devices for sending readings from collectors to the utility; and
- p. the radio frequency technology (narrow band, spread spectrum, cellular phone, Bluetooth, Wi-Fi or power line communication)

q. any special access requirements for radio antenna and related equipment

4. CONTRACTOR'S PROJECT COSTS:

Include a separate sealed envelope, fixed detailed proposed fee for each item listed on the Bid Cost Breakdown

BID COST BREAKDOWN

BIDDER NAME: _____

	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>AMOUNT</i>
1	WATER METERS and MIU's (including valves, pipes, fittings, etc.)				
1.1	5/8"		Each	\$	\$
1.2	3/4"		Each	\$	\$
1.3	1"		Each	\$	\$
1.4	1-1/2"		Each	\$	\$
1.5	2"		Each	\$	\$
1.11	Subtotal Part 1 (WATER METERS)				\$

	<i>DESCRIPTION</i>	<i>QUANTITY (See Notes at end of this section)</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>AMOUNT (See Notes at end of this section)</i>
3	AUTOMATIC METER INFRASTRUCTURE (AMI) SYSTEM				
3.1	Complete fixed base AMI System		Lump Sum	\$	\$
3.2	Interface equipment and software for the BS&A Software/AMI interface, including installation.		Lump Sum	\$	\$
3.3	Data file format for interface with standard utility billing system				
3.4	Subtotal Part 3 (AMI SYSTEM)				\$
4	SPARE PARTS AND EQUIPMENT (unit prices include delivery to TOWNSHIP)				

4.1	5/8" Meter		Each	\$ _____	\$ _____
4.2	3/4" Meter		Each	\$ _____	\$ _____
4.3	1" Meter		Each	\$ _____	\$ _____
4.4	1-1/2" Meter		Each	\$ _____	\$ _____
4.5	2" Meter T-10		Each	\$ _____	\$ _____
4.6	2" Meter Compound		Each	\$ _____	\$ _____
4.7	Meter Interface Unit with Integrated Battery				
4.8	Battery for Meter Interface Unit		Each	\$ _____	\$ _____
4.9	Hand-held Interrogation Unit and up/downloading system.		Each	\$ _____	\$ _____
4.10	Battery for Hand-held Interrogation Unit		Each	\$ _____	\$ _____
4.11	Battery for Hand-Held MIU Programming Units (if separate from Hand-held Interrogation Unit)		Each	\$ _____	\$ _____
4.12	Subtotal Part 4 (SPARE PARTS AND EQUIPMENT)				\$ _____
5	LUMP SUM COST FOR ALL OTHER WORK NOT INCLUDED UNDER ITEMS 1 THROUGH 4				
5.1	Mobilization		Lump Sum	\$ _____	\$ _____
5.2	Performance Bond		Lump Sum	\$ _____	\$ _____
5.3	Payment Bond		Lump Sum	\$ _____	\$ _____
5.4	O&M Manuals		Lump Sum	\$ _____	\$ _____
5.5	Training and Training Manuals		Lump Sum	\$ _____	\$ _____
5.6	Subtotal Part 5 (LUMP SUM ITEMS)				\$ _____
	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT

6	OPTIONAL PRICING				
6.2	Replacement of all existing 3" WATER METERS (including valves, pipes, fittings, etc.)	16	Each	\$ _____	\$ _____
6.3	Replacement of all 4" WATER METERS (including valves, pipes, fittings, etc.)	14	Each	\$ _____	\$ _____
6.4	Replacement of all 6" WATER METERS (including valves, piping, fittings, etc.)	5	Each	\$ _____	\$ _____
6.5	Extended maintenance of AMI System and BS&A Software Billing System interface for two years including: hosting, storage and maintenance of data collection units and computer hardware and software, and technical customer support service.				
6.5.1	Year 1: \$ _____		Lump Sum	\$ _____	\$ _____
6.5.2	Year 2: \$ _____		Lump Sum	\$ _____	\$ _____
6.5.3	Total two-year extended maintenance cost (5.1.1 +5.1.2)		Lump Sum	\$ _____	\$ _____
6.6	Subtotal Part 6 (OPTIONAL PRICING)				\$ _____
7	TOTAL PROPOSED COST (1.11+2.5+3.4+4.11+5.6)				\$ _____

(_____ Dollars and _____ Cents)

Notes:

Unit price quantities listed in the Bid Cost Breakdown are approximate. Bidders are to understand that actual quantities may under-run or over-run the unit price work items in the Bid Cost Breakdown of the executed Contract. The Contractor will only be paid based on the actual units installed.

All Work required by the Contract Documents that is not specifically covered by the Unit Price Work is considered as included in the lump sum portion of the Work.

If the provision of an item does not apply, the Bidder shall enter the words "Not Applicable" in the "Unit Price" and "Amount" columns.

Bidder herewith declares that the Bid Cost Breakdown includes all items of services, obligations, responsibilities, materials, tools and devices, all necessary equipment, commissioning, royalties and license fees, construction equipment, taxes, escalation for the duration of the Contract, site clean-up and restoration traffic control, control surveys, field offices, close-out, independent testing laboratory services, overhead and profit and all connections, appurtenances and any other incidental items of any kind or nature, as are necessary to complete the Work in accordance with the Contract Documents.

The Bidder agrees to perform the Work encompassed by each item on the Bid Cost Breakdown at the established unit price, as directed by the Township and regardless of the variation in the quantity.

BID FORM

Return this completed form with your sealed Bid.

PLEASE SUBMIT TWO (2) 8 1/2" X 11" HARD COPIES WITH ORIGINAL SIGNATURES AND THREE (3) CLEARLY LABELED USB FLASH DRIVES WITH A DIGITAL COPY ON EACH IN PDF FORMAT. The bid will remain valid for a period of ninety (90) days from its due date and shall remain the property of the Charter Township of Van Buren as stated in Section 1.0 of this RFB.

Please complete the following:

If the Bidder is an individual:

NAME OF INDIVIDUAL: _____

NAME AND TITLE OF
PERSON AUTHORIZED TO SIGN: _____
(If not the individual, attach Power of Attorney)

SIGNATURE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

If the Bidder is a Partnership:

BY: _____
(True Name of Partnership)

General or Managing Partner Authorized to Sign

SIGNATURE: _____
(Attach Evidence of Authority to Sign)

BUSINESS ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

If the Bidder is a Corporation:

BY: _____
(Legal Corporation Name)

NAME AND TITLE OF AUTHORIZED OFFICER: _____

SIGNATURE: _____
(Attach Evidence of Authority to Sign)

NAME AND TITLE OF OFFICER ATTESTING: _____

SIGNATURE: _____

BUSINESS ADDRESS: _____

STATE OF INCORPORATION: _____

PHONE: _____

FAX: _____

EMAIL: _____

If the Bidder is A Joint Venture: EACH JOINT VENTURER SIGNING THE BID SHALL SIGN IN THE MANNER INDICATED FOR INDIVIDUALS, PARTNERSHIP OR CORPORATIONS. IF MORE THAN TWO JOINT VENTURERS OF THE SAME TYPE, USE ADDITIONAL PAGES.

Name of Individual: _____

Name of Individual: _____

Name and Title of Person Authorized to Sign:

Name and Title of Person Authorized to Sign:

By: _____
(If not the Individual, Attach Power of Attorney)

By: _____
(If not the Individual, Attach Power of Attorney)

Doing Business as: _____

Doing Business as: _____

Business Address: _____

Business Address: _____

Country of Registration: _____

Country of Registration: _____

Phone _____ FAX _____

Phone _____ FAX _____

By: _____
(True Name of Partnership)

By: _____
(True Name of the Partnership)

General or Managing Partner Authorized to Sign

General or Managing Partner Authorized to Sign

By: _____
(Attach evidence of Authority to sign)

By: _____
(Attach evidence of Authority to sign)

Business Address: _____

Business Address: _____

County of Registration: _____

County of Registration: _____

Phone _____ FAX _____

Phone _____ FAX _____

By: _____
(Legal Corporation Name)

State of Incorporation: _____

Name: _____

Phone _____ FAX _____

Title: _____

By: _____
(Attach Evidence of Authority to Sign)

Name and Title of Officer Attesting:

By: _____

Business Address: _____

By: _____
(Legal Corporation Name)

Name: _____

Title: _____

By: _____
(Attach Evidence of Authority to Sign)

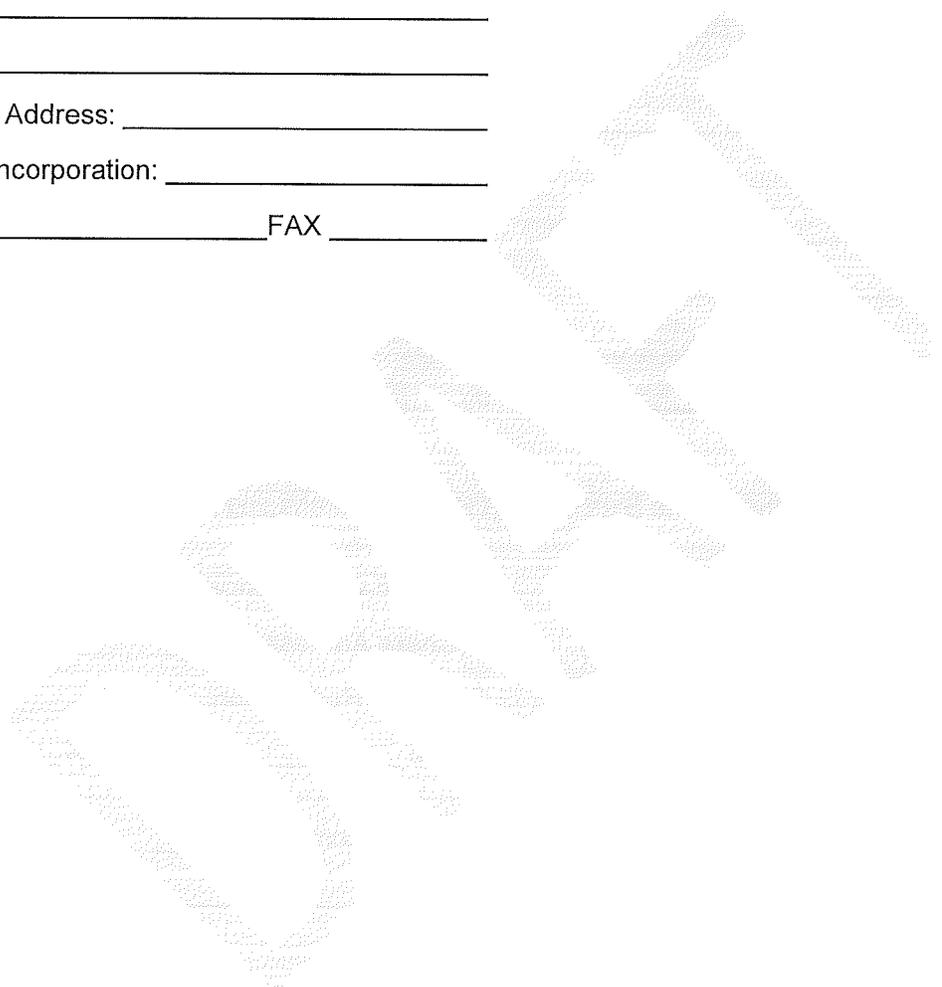
Name and Title of Officer Attesting:

By: _____

Business Address: _____

State of Incorporation: _____

Phone _____ FAX _____



BID BOND

OWNER _____

CONTRACT IDENTIFICATION NUMBER _____

ADDRESS _____

CONTRACT
PRINCIPAL _____

DATE OF BID _____

ADDRESS _____

SURETY _____

DATE BOND EXECUTED _____

ADDRESS _____

AMOUNT OF BOND (in words **and** figures) _____

BOND NO. _____

WHEREAS, the Principal above-named has submitted to the Township a Bid, dated as shown above, on the above-numbered Contract. NOW, THEREFORE, we, the Principal and Surety, bind ourselves to the Township in the amount of the bond stated above, that if the above Bid is accepted, the Principal will promptly enter into the Contract according to the Bid and the Surety will furnish the required bonds, otherwise the Principal and/or Surety will pay the amount stated above unto the Township as liquidated damages.

Witness by:

_____ By _____
(Principal) (Contractor)

_____ _____
(Principal) (Title)

If the Contractor is a corporation, the following corporate certification must be executed.

I certify that I am the secretary of the corporation named Contractor/Principal in the attached bond; that _____, who signed the said bond for the principal, was then _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed and witnessed for and in behalf of said corporation by authority of its governing body.

Witnessed by:

_____ **(Corporate Surety)**

_____ **(Title)**

LOCAL AGENT _____

AGENT'S PHONE _____

AIA Document A305
Contractor's Qualification Statement
 1986 Edition

This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of American (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

Corporation

NAME:

Partnership

ADDRESS:

Individual

PRINCIPAL OFFICE:

Joint Venture

Other

NAME OF PROJECT (if applicable):

TYPE OF WORK (file separate form for each Classification of Work):

_____ General Construction

_____ HVAC

_____ Plumbing

_____ Electrical

_____ Other _____
 please specify)

1. ORGANIZATION

1.1 How many years has your organization been in business as a Contractor?

1.2 How many years has your organization been in business under its present business name?

1.2.1 Under what other or former names has your organization operated?

1.3 If your organization is a corporation, answer the follow:

1.3.1 Date of incorporation:

1.3.2 State of incorporation:

1.3.3 President's name:

1.3.4 Vice-president's name(s)

1.3.5 Secretary's name:

1.3.6 Treasurer's name:

1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization:

1.4.2 Type of partnership (if applicable):

1.4.3 Name(s) of general partner(s):

1.5 If your organization is individually owned, answer the following:

1.5.1 Date of organization:

1.5.2 Name of owner:

- 1.6 If the form of your organization is other than those listed above, described it and name the principals:

2. LICENSING

- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable. Contractor must be licensed in the State of Michigan.

- 2.2 List jurisdiction in which your organization's partnership or trade name is filed.

3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces.

- 3.1.1 List all proposed sub-contractors and identify the work they are to perform.

- 3.2 Claims and Suits (If the answer to any of the questions below is yes, please attach details)

- 3.2.1 Has your organization ever failed to complete any work awarded to it?

- 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

- 3.2.3 Has your organization filed any law suits or requested arbitration with regard to

construction contracts within the last five years?

- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
- 3.4 List any OSHA safety violations / citations which have occurred within the last five (5) years and state what has been done to correct those issues.
- 3.5 On a separate sheet, list all major construction projects your organization has in progress, giving the name of project, owner, engineer, contract amount, percent complete and scheduled completion date
 - 3.5.1 State total worth of work in progress and under contract:
- 3.6 On a separate sheet, list the major projects your organization has completed in the last five years, giving the name of project, owner, engineer, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
 - 3.6.1 State average annual amount of construction work performed during the past five years:
- 3.7 On a separate sheet, list the construction experience and present commitment of the key individuals of your organization.

4. REFERENCES

4.1 Trade References:

4.2 Bank References:

4.3 Surety:

4.3.1 Name of bonding company:

4.3.2 Name and address of agent:

5. FINANCING

5.1 Financial Statement. (Will be required prior to executing Contracts)

5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets; Other

Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

5.1.3 Is the attached financial statement for the identical organization named on page one?

5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-authority).

5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

6. SIGNATURE

6.1 Dated at _____ this _____ day of 20____

Name of Organization: _____

By: _____

Title: _____

6.2

I _____ being, duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of 20____

Notary Public: _____

My Commission Expires: _____

The Township may conduct vendor site visits. Please provide contact information to arrange a tour(s).

PRINTED NAME: _____

PHONE NUMBER: _____

EMAIL: _____

NON-COLLUSION AFFIDAVIT

Return this completed form with your sealed Bid.

_____ being duly sworn deposes and says:

That he/she is _____
(State Official Capacity in Firm)

The party making the foregoing Bid, that such Bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham Bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the Bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said Bid price or that of any other bidder, or to secure the advantage against the Charter Township of Van Buren or any person interested in the proposed contract; and that all statements contained in said Bid are true.

(Signature of person submitting Bid)

Subscribed and sworn this _____ day of _____, 201__ before me, a Notary Public in and for said County.

Notary Public

My Commission Expires:

DATE:

Addendum #

FOR PROJECT: Implementation of Advanced Metering Infrastructure (AMI) Program

The following items are to be considered as part of the Request for Bids and will clarify, alter, or amend the Implementation Plan. This Addendum shall be a part of the Contract Documents.

Sections: Revisions have been made to the Section (s) listed herein below.

The undersigned Bidder hereby acknowledges receipt of this Addendum on:

_____, 202__.

BY : _____
(Signature)

(Title)

Authorized by Township on:

(Signature)

(Title)

END OF BID

3.0 GENERAL CONDITIONS

A. DEFINITIONS

Wherever used in these General Conditions or in the other Contract Documents the following terms have the meanings indicated which are applicable to both the singular and plural form:

Addenda - Written or graphic instruments issued before the opening of Bids that clarifies, correct or change the bidding documents or the Contract Documents.

Agreement - The written agreement between TOWNSHIP and CONTRACTOR covering the Work to be executed; other Contract Documents are attached to the Agreement and made a part of it as provided therein.

Application for Payment - The form accepted by TOWNSHIP that is to be used by CONTRACTOR in requesting progress or final payments and is to include such supporting documentation as is required by the Contract Documents.

Bid - The offer of the bidder submitted on the prescribed form setting forth the prices for the Work to be executed.

Bonds - Bid, performance and payment bonds and other instruments of security.

Change Order - A document which is signed by CONTRACTOR and TOWNSHIP authorizing a change in the WORK, or an adjustment in the Contract Price or the Contract Time, issued on or after the Effective Date of the Agreement.

Contract Documents - The Agreement, Addenda (which pertain to the Contract Documents), CONTRACTOR's Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award) when attached as an exhibit to the Agreement, the Bonds, these General Conditions, the Supplementary Conditions, the Specifications and the Drawings identified in the Agreement, together with all amendments, modifications and supplements issued pursuant to paragraph C.2 of Section 3 on or after the Effective Date of the Agreement.

Contract Price - The moneys payable by TOWNSHIP to CONTRACTOR under the Contract Documents as stated in the Agreement

Contract Time - The number of days or the date stated in the Agreement for the completion of the Work.

CONTRACTOR - The person, firm or corporation with whom TOWNSHIP has entered into the Agreement.

Defective - An adjective when used to modify the word Work refers to Work that is unsatisfactory, faulty or deficient, or does not conform to the Contract Documents, or does not meet the requirements of any inspection, reference standard, test or approval referred to in the Contract Documents, or has been damaged before final payment (unless responsibility for the protection of it has been assumed by TOWNSHIP at Substantial Completion).

Field Order - A written order, issued by TOWNSHIP, which orders minor changes in the Work in accordance in the Contract Price or the Contract Time.

General Requirements – Section 2 of of this document.

Laws and Regulations; Laws or Regulations - Laws, rules, regulations, ordinances, codes and/or orders.

Notice of Award - The written notice by TOWNSHIP to the apparent successful bidder stating that upon compliance by the apparent successful bidder with the conditions precedent enumerated therein, within the time specified, TOWNSHIP will sign and deliver the Agreement.

Notice to Proceed - A written notice given by TOWNSHIP to CONTRACTOR fixing the date on which the CONTRACTOR will start to execute CONTRACTOR'S obligations under the Contract Documents.

Partial Utilization - Placing a portion of the Work in service for the purpose for which it is intended (or a related purpose) before reaching Substantial Completion for all the Work.

Project - The total construction of which the Work to be provided under the Contract Documents may be the whole, or a part as indicated elsewhere in the Contract Documents.

Project Representative - The authorized representative of TOWNSHIP who is assigned to the site or any part of it.

Specifications - Those portions of the Contract Documents consisting of written technical descriptions of materials, equipment, construction systems, standards and workmanship as applied to the Work and certain administrative details applicable thereto.

Subcontractor - An individual, firm or corporation having a direct contract with CONTRACTOR or with any other Subcontractor for the performance of a part of the Work at the site.

Substantial Completion - The Work (or a specified part of it) has progressed to the point where, the TOWNSHIP has issued a certificate of Substantial Completion stating it is sufficiently complete, according to the Contract Documents, so that the Work (or specified part)

can be used for the purposes for which it is intended; or if there is no such certificate issued, when final payment is due. The terms "substantially complete" and "substantially completed" as applied to any Work refer to Substantial Completion of it.

Supplementary Conditions - The part of the Contract Documents that amends or supplements these General Conditions.

Supplier - A manufacturer, fabricator, supplier, distributor, material man or vendor.

Township – *Charter Township of Van Buren and/or its representatives.*

Unit Price Work - Work to be paid for based on unit prices.

Work - The entire completed construction or the various separately identifiable parts of the Project required to be furnished under the Contract Documents. Work is the result of performing services, furnishing labor and furnishing and incorporating materials and equipment into the construction, all as required by the Contract Documents.

Work Directive Change - A written directive to CONTRACTOR by TOWNSHIP, issued on or after the Effective Date of the Agreement, ordering an addition or revision in the Work, in response to differing or unforeseen physical conditions under which the Work is to be executed.

Written Amendment - A written amendment of the Contract Documents, signed by TOWNSHIP and CONTRACTOR on or after the Effective Date of the Agreement and normally dealing with the non-engineering or non-technical rather than strictly Work-related aspects of the Contract Documents.

B. PRELIMINARY MATTERS

1. **Delivery of Bonds:**

When CONTRACTOR delivers the executed Agreements to TOWNSHIP, CONTRACTOR shall include in the submittal such Bonds as CONTRACTOR may be required to furnish according to paragraph E.1.

2. **Copies of Documents:**

TOWNSHIP shall furnish CONTRACTOR four copies of the Contract Documents for CONTRACTORS use in the execution of the Work. Additional copies will be furnished, upon request, at the cost of reproduction.

3. **Commencement of Contract Time; Notice to Proceed:**

The Contract Time will commence to run on the day indicated in the Notice to Proceed. A Notice to Proceed may be given anytime within thirty days after the

Effective Date of the Agreement.

4. **Starting the Project:**

CONTRACTOR shall start to execute the Work on the date when the Contract Time commences to run, but no Work shall be done at the site before the date on which the Contract Time commences to run.

5. **Before Starting Implementation Project:**

a. Before undertaking each part of the Work, CONTRACTOR shall carefully study and compare the Contract Documents and check and verify pertinent figures shown thereon and all applicable information, CONTRACTOR shall promptly report in writing to TOWNSHIP any conflict, error or discrepancy which CONTRACTOR may discover and shall obtain a written interpretation or clarification from TOWNSHIP before proceeding with any Work affected.

However, CONTRACTOR shall not be liable to TOWNSHIP for failure to report any conflict, error or discrepancy in the Contract Documents, unless CONTRACTOR had actual knowledge of it or should reasonably have known of it.

b. Within ten days after Effective Date of the Agreement (unless otherwise specified in the General Requirements), CONTRACTOR shall submit to TOWNSHIP for review:

- i. An estimated progress schedule indicating the starting and completion dates of the various stages of the Work;
- ii. A preliminary schedule of values for all of the Work which will include quantities and prices of items aggregating the Contract Price and will subdivide the Work into components parts in sufficient detail to serve as the basis for progress payments during construction. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work, which will be confirmed in writing by CONTRACTOR at the time of submission.

c. Before any Work at the site is started, CONTRACTOR shall deliver to TOWNSHIP, certificates (and other evidence of insurance requested by TOWNSHIP) which CONTRACTOR is required to purchase and maintain according to paragraphs E.2 and E.3, and TOWNSHIP shall deliver to CONTRACTOR certificates (and other

evidence of insurance requested by CONTRACTOR) which TOWNSHIP is required to purchase and maintain according to paragraph E.5.

6. Preconstruction Meeting:

Within twenty days after the Effective Date of the Agreement, but before CONTRACTOR starts the Work at the site, a meeting attended by CONTRACTOR, and others as appropriate will be held to discuss the schedules referred to in paragraph B.5.b, to discuss procedures and other submittals and for processing Applications for payment, and to establish a working understanding among the parties as to the Work.

7. Finalizing Schedules:

At least ten days before submission of the first Application for Payment a meeting attended by CONTRACTOR, TOWNSHIP and others as appropriate will be held to finalize the schedules submitted according to paragraph B.5.b. The finalized progress schedule will be acceptable to TOWNSHIP as providing an orderly progression of the Work to completion within the Contract Time, but such acceptance will neither impose on TOWNSHIP responsibility for the progress or scheduling of the Work nor relieve CONTRACTOR from full responsibility thereof.

C. CONTRACT DOCUMENTS: INTENT, AMENDING, REUSE

1. Intent:

- a. The Contract Documents comprise the entire agreement between TOWNSHIP and CONTRACTOR concerning the Work. The Contract Documents are complementary; what is called for by one is as binding as if called for by all. The Contract Documents will be construed according to the law of the place of the Project.
- b. It is the intent of the Contract Documents to describe a functionally complete Project (or part of it) to be constructed according to the Contract Documents. Any Work, materials or equipment that may reasonably be inferred from the Contract Documents as required to produce the intended result will be supplied whether or not specifically called for. When words which have a well-known technical or trade meaning are used to describe Work, materials or equipment such words shall be interpreted by that meaning. Reference to standard specifications, manuals or

codes of any technical society, organization or association, or to the Laws or Regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code or Laws or Regulations in effect at the time of opening of Bids (or, on the Effective Date or the Agreement if there were no Bids), except as may be otherwise specifically stated. However, no provision of any referenced standard specification, manual or code (whether or not specifically incorporated by reference in the Contract Documents) shall be effective to change the duties and responsibilities of TOWNSHIP, CONTRACTOR, or any of their consultants, agents or employees from those set forth in the Contract Documents, nor shall it be effective to assign to TOWNSHIP, or any of TOWNSHIP's consultants, agents or employees, any duty or authority to supervise or direct the furnishing or performance of the Work or any duty or authority to undertake responsibility contrary to the provisions of paragraph I.10.c or I.10.d. Clarifications and interpretations of the Contract Documents shall be issued by TOWNSHIP as provided in paragraph I.4.

- c. If, during the performance of the Work, CONTRACTOR finds a conflict, error or discrepancy in the Contract Documents, CONTRACTOR shall, before proceeding with the Work affected, report to TOWNSHIP in writing said conflict, error or discrepancy and request a written interpretation or clarification from TOWNSHIP. However, CONTRACTOR shall not be liable to TOWNSHIP for failure to report any conflict, error or discrepancy in the Contract Documents unless CONTRACTOR had actual knowledge of it or should reasonably have known of it

2. Amending and Supplementing Contract Documents:

- a. The Contract Documents may be amended to provide for additions, deletions and revisions in the Work or to modify the terms and conditions of it in one or more of the following ways:
 - i. a formal Written Amendment,
 - ii. a Change Order or
 - iii. a Work Directive Change.

Contract Price and Contract Time may only be changed by a Change Order or a Written Amendment.

- b. In addition, the requirements of the Contract Documents may be supplemented and minor variations and deviations in the Work may be authorized by a Field Order (pursuant to paragraph I.5),

3. **Reuse of Documents:**
NOT APPLICABLE

D. AVAILABILITY OF INFORMATION FOR WATER METER LOCATIONS

1. **Water Meter Locations:**

TOWNSHIP shall furnish, as indicated in the Contract Documents, information regarding water customer addresses and locations of meter pits upon which Work is to be performed.

2. **Water Meter Location Data:**

The information and data shown or indicated in the Contract Documents and provided by the TOWNSHIP with respect to current water utility customers is based on the best information and data available to TOWNSHIP. Unless it is otherwise expressly provided in the Supplementary Conditions:

- a. TOWNSHIP shall not be responsible for the accuracy or completeness of any such information or data; and,
- b. CONTRACTOR shall have full responsibility for reviewing and checking all such information and data, for coordination of the Work with the water utility customers and property owners at the locations of the water meter facilities during the course of the Work, for the safety and protection thereof as provided in paragraph F.2 and repairing any damage thereto resulting from the Work, the cost of all of which will be considered as having been included in the Contract Price.

E. BONDS AND INSURANCE

1. **Bid, Performance and Other Bonds:**

- a. CONTRACTOR shall furnish an acceptable bid bond from a surety acceptable to

the TOWNSHIP or a certified check to the Charter Township of Van Buren in the amount of five percent (5%) of the bid amount and shall be submitted with the Bid. TOWNSHIP will hold the bid bond or cash the check of the highest-ranking bidder and hold the money pending agreement with the successful bidder. Thereafter, but not more than 60 days after entering into a contract, TOWNSHIP will return the bid bonds or certified checks of all unsuccessful bidders.

- i. If the successful bidder submitted a certified check, the TOWNSHIP shall keep the five percent (5%) from the successful bidder. This amount shall be added to the first invoicing of the contract for reimbursement by the TOWNSHIP.
 - ii. Should a designated bidder not enter into a contract within 30 days after the award of the Bid and commence pickup within the time specified within the Contract, the Contractor shall forfeit his bid bond and the TOWNSHIP, in its sole and absolute discretion, may go to the next highest ranked bidder or may pursue other remedies in its sole and absolute discretion.
- b. CONTRACTOR shall furnish performance and payment Bonds, each in an amount of one hundred percent (100%) of the Contract Price as security for the faithful performance and payment of all CONTRACTOR's obligations under the Contract Documents. These Bonds shall remain in effect at least until one year after the date when final payment becomes due, except as otherwise provided by Law or Regulation or by the Contract Documents. CONTRACTOR shall also furnish such other Bonds as are required by the Supplementary Conditions. All Bonds shall be in the forms prescribed by Law or Regulation or by the Contract Documents and be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of the authority to act.
- c. If the surety on any Bond furnished by CONTRACTOR is declared a bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the project is located, CONTRACTOR shall within five days thereafter substitute another Bond and Surety, both of which must be acceptable to

TOWNSHIP.

2. Contractor's Liability Insurance:

- a. CONTRACTOR shall purchase and maintain such comprehensive general liability and other insurance as is appropriate for the Work being performed and furnished and as will provide protection from claims set forth below which may arise out of or result from CONTRACTOR's performance and furnishing of the Work and CONTRACTOR's other obligations under the Contract Documents, whether it is to be performed or furnished by CONTRACTOR, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:
 - i. Claims under worker's compensation, disability benefits and other similar employee benefit acts;
 - ii. Claims for damages because of bodily injury, occupational sickness or disease, or death of CONTRACTOR's employees;
 - iii. Claims for damages because of bodily injury, sickness or disease, or death of any person other than CONTRACTOR's employees;
 - iv. Claims for damages insured by personal injury liability coverage sustained (a) by any person because of an offense directly or indirectly related to the employment of the person by CONTRACTOR, or (b) by any other person for any other reason;
 - v. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom;
 - vi. Claims arising out of operation of Laws or Regulations for damages because of bodily injury or death of any person or for damage to property; and
 - vii. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

The insurance required by this paragraph E.2.a shall include the specific coverage's and be written for not less than the limits of liability and coverages provided in paragraph E.2.b, or required by law, whichever is greater. The

comprehensive general liability insurance shall include completed operations insurance. All of the policies of insurance so required to be purchased and maintained (or the certificates or other evidence of its existence) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty days' prior written notice has been given to TOWNSHIP by certified mail. All such insurance shall remain in effect until final payment and at all times after that when CONTRACTOR may be correcting, removing or replacing *defective* Work as defined on page 42. In addition, CONTRACTOR shall maintain such completed operations insurance for at least two years after final payment and furnish TOWNSHIP with evidence of continuation of the insurance at final payment and one year after that. The CONTRACTOR shall provide the TOWNSHIP proof of the required insurance coverage.

- b. The minimum policy limits of the insurance shall be as follows (unless stated otherwise in Section 1.0 - Instructions to Bidders):
 - i. Bodily injury liability coverage with limits of not less than \$1,000,000 for bodily injury, including accidental death to any one person, and subject to that limit for each person, in an amount of not less than \$1,000,000 for each accident; and property damage coverage in an amount of not less than \$1,000,000 for each accident, and not less than \$2,000,000 in aggregate.
 - ii. Comprehensive automobile liability including owned, non-owned and hired automobiles for bodily injury shall be \$500,000 for each person, \$1,000,000 for each occurrence and \$500,000 for property damage for each occurrence.
 - iii. The CONTRACTOR shall have the TOWNSHIP listed as additionally insured on all policies. The Charter Township of Van Buren shall be named specifically as an Additional Insured and a copy of an Endorsement to this effect shall be supplied for each policy involved. The endorsement shall include the following language: "The Charter Township of Van Buren, all elected and appointed officials, all employees and volunteers, servants and agents, all boards and commissions, including the employees and volunteers thereof."
 - iv. Workers Compensation as required by the State of Michigan with a Waiver of Subrogation in favor of the TOWNSHIP.

3. Contractual Liability Insurance:

The comprehensive general liability insurance required by paragraph E.2 shall include contractual liability insurance applicable to CONTRACTOR's obligations.

4. **Owner's Liability Insurance:**

CONTRACTOR shall be responsible for purchasing and maintaining TOWNSHIP's and CONTRACTOR's public liability insurance and at TOWNSHIP's option, may purchase and maintain such insurance as will protect TOWNSHIP against claims that may arise from operations under the Contract Documents. The limits of said insurance shall be in accordance with paragraph E.2.b.

5. **Property Insurance:**

a. Unless otherwise provided in the Supplementary Conditions, CONTRACTOR shall purchase and maintain property insurance at the site where materials may be stored to the full insurable value of it (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations). The insurance shall include the interests of TOWNSHIP, CONTRACTOR, Subcontractors, consultants in the Work, all of whom shall be listed as insured or additional insured parties, shall insure against the perils of fire and extended coverage and shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage, and any other perils as may be provided in the Supplementary Conditions, and shall include damages, losses and expenses arising out of or resulting from any insured loss or incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers, architects, attorneys and other professionals). If not covered under the "all risk" insurance or otherwise provided in the Supplementary Conditions, CONTRACTOR shall purchase and maintain similar property insurance on portions of the Work stored on and off the site or in transit when such portions of the Work are to be included in an Application for Payment.

b. All the policies of insurance (or the certificates or other evidence of its existence) required to be purchased and maintained by TOWNSHIP will contain a provision or endorsement that the coverage afforded will not be canceled or materially changed or renewal refused until at least thirty days' prior written notice has been given to CONTRACTOR by certified mail and will contain waiver provisions.

c. TOWNSHIP shall not be responsible for purchasing and maintaining any

property insurance to protect the interests of CONTRACTOR, Subcontractors or others in the Work to the extent of any deductible amounts provided in the Supplementary Conditions. The risk of loss within the deductible amount will be borne by CONTRACTOR, Subcontractor or others suffering any loss. If any of them wish property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

- d. If CONTRACTOR requests in writing that other special insurance be included in the property insurance policy, TOWNSHIP shall, if possible, include such insurance, and the cost of it will be charged to CONTRACTOR by appropriate Change Order or Written Amendment. Before commencement of the Work at the site, TOWNSHIP shall in writing advise CONTRACTOR whether or not TOWNSHIP has obtained such other insurance.

6. **Receipt and Application of Proceeds:**

TOWNSHIP as trustee shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within fifteen days after the occurrence of loss to TOWNSHIP's exercise of this power. If such objection is made, TOWNSHIP as trustee shall make settlement with the insurers according to such agreement as the parties in interest may reach. If required in writing by any party in interest, TOWNSHIP as trustee shall, upon the occurrence of an insured loss, give a bond for the proper performance of such duties.

7. **Acceptance of Insurance:**

If TOWNSHIP has any objection to the coverage afforded by or other provisions of the insurance required be purchasing and maintaining by CONTRACTOR based on its not complying with the Contract Documents. TOWNSHIP shall notify CONTRACTOR in writing, of the objection within ten days of the date of delivery of such certificates to TOWNSHIP. TOWNSHIP and CONTRACTOR shall provide to each other such additional information in respect of insurance provided by each as the other may reasonably request. Failure by TOWNSHIP or CONTRACTOR to give any such notice of objection within the time provided shall constitute acceptance of the insurance purchased by the other as complying with the Contract Documents.

8. **Partial Utilization - Property Insurance:**

If TOWNSHIP finds it necessary to occupy or use a portion or portions of the

Work before Substantial Completion (90% of total meter replacement) of all the Work, such use or occupancy may be accomplished provided that no such use or occupancy shall commence before the insurers providing the property insurance have acknowledged notice of it and in writing effected the required changes in coverage. The insurers providing the property insurance shall consent by endorsement on the policy or policies, but the property insurance shall not be canceled or lapse because of any such partial use or occupancy.

F. CONTRACTOR'S RESPONSIBILITIES

1. Supervision and Superintendence:

- a. CONTRACTOR shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to execute the Work according to the Contract Documents. CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences and procedures of construction. CONTRACTOR shall be responsible for seeing that the finished Work complies accurately with the Contract Documents.
- b. CONTRACTOR shall have a competent superintendent on the Work site during all times work is in progress, who shall not be replaced without written notice to TOWNSHIP except under extraordinary circumstances. The superintendent will be CONTRACTOR's representative at the site and shall have authority to act on behalf of CONTRACTOR. All communications given to the superintendent shall be as binding as if given to CONTRACTOR.

2. Labor, Materials and Equipment:

- a. CONTRACTOR shall provide competent, suitably qualified personnel to plan, manage, coordinate and carry out the Work as required by the Contract Documents. CONTRACTOR shall at all times maintain good discipline and order at each work site. All Work shall be performed during regular working hours, except as otherwise indicated in the Contract Documents, or as required to maintain safety, protection of persons, the Work, property at the site or adjacent to it. Contractor will not permit overtime work or the performance of Work on Sunday or any legal holiday without TOWNSHIP's written consent.

- b. Unless otherwise specified in the General Requirements, CONTRACTOR shall furnish and assume full responsibility for all materials, equipment, labor, transportation, equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start - up and completion of the Work.

- c. All materials and equipment shall be of good quality and new, except as otherwise provided in the Contract Documents. If required by TOWNSHIP, CONTRACTOR shall furnish satisfactory evidence (including reports of required tests) as to the kind and quality of materials and equipment. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned by the instructions of the applicable Supplier except as otherwise provided in the Contract Documents; but no provision of any such instructions will be effective to assign TOWNSHIP, agents or employees, any duty or authority to supervise or direct the furnishing or performance of the Work or any duty or authority to undertake responsibility contrary to the provisions of paragraph I.10.c or I.10.d.

- d. The Township expressly reserves the right to increase or decrease the quantities during construction.

3. Adjusting Progress Schedule:

In conjunction with each application for payment, CONTRACTOR shall submit to TOWNSHIP for acceptance (to the extent indicated in paragraph B.7) adjustments in the progress schedule to reflect the impact thereon of new developments; these will conform generally to the progress schedule then in effect and additionally will comply with any provisions of the General Requirements applicable thereto.

4. Substitutes or "Or-Equal" Items:

- a. Whenever materials or equipment are specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular

Supplier the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, materials or equipment of other Suppliers may be accepted by TOWNSHIP if sufficient information is submitted by CONTRACTOR to allow TOWNSHIP to determine that the material or equipment proposed is equivalent or equal to that named. The procedure for review by TOWNSHIP will include the following as supplemented in the General Requirements. TOWNSHIP will not accept requests for review of substitute items of material and equipment from anyone other than CONTRACTOR. If CONTRACTOR wishes to furnish or use a substitute item of material or equipment, CONTRACTOR shall apply in writing to TOWNSHIP for acceptance of the substitute item, certifying that the proposed substitute will perform adequately the functions and achieve the results called for by the general design, be similar and of equal substance to that specified and be suited to the same use as that specified. The application will state that the evaluation and acceptance of the proposed substitute will not prejudice CONTRACTOR's achievement of Substantial Completion on time, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with TOWNSHIP for work on the Project) to adapt the design to the proposed substitute and whether or not incorporation or use of the substitute in connection with the Work is subject to payment of any license fee or royalty. All variations of the proposed substitute from that specified will be identified in the application and available maintenance, repair and replacement service will be indicated. The application will also contain an itemized estimate of all costs that will result directly or indirectly from acceptance of the substitute, including costs of redesign and claims of other contractors affected by the resulting change, all of which shall be considered by TOWNSHIP in evaluating the proposed substitute. TOWNSHIP may require CONTRACTOR to furnish at CONTRACTOR's expense additional data about the proposed substitute.

5. Concerning, Subcontractors, Suppliers and Others:

- a. CONTRACTOR shall not employ any Subcontractor, Supplier or other person or organization (including those acceptable to TOWNSHIP as indicated in paragraph F.5.b), whether initially or as a substitute, against whom TOWNSHIP may have a reasonable objection. CONTRACTOR shall not be required to employ any

Subcontractor, Supplier or other person or organization to furnish or perform any of the Work against whom CONTRACTOR has a reasonable objection.

- b. The CONTRACTOR shall notify the TOWNSHIP in writing of the names of all Subcontractors, Suppliers or other persons or organizations (including those who are to furnish the principal items of materials and equipment) at the time of the submission of his Bid. TOWNSHIP's acceptance (either in writing or by failing to make a written objection thereto by the date indicated for acceptance or objection in the bidding documents or the Contract Documents) of any such Subcontractor, Supplier or other person or organization so identified may be revoked on the basis of a reasonable objection after due investigation, in which case CONTRACTOR shall submit an acceptable substitute. The Contract Price will then be increased by the difference in the cost occasioned by such substitution and an appropriate Change Order will be issued or Written Amendment signed. No acceptance by TOWNSHIP of any such Subcontractor, Supplier or other person or organization shall constitute a waiver of any right of TOWNSHIP to reject defective Work.
- c. CONTRACTOR shall be fully responsible to TOWNSHIP for all acts and omissions of the Subcontractors, Suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with CONTRACTOR just as CONTRACTOR is responsible for CONTRACTOR's own acts and omissions. Nothing in the Contract Documents shall create any contractual relationship between TOWNSHIP and any such Subcontractor, Supplier or other person or organization, nor shall it create any obligation on the part of TOWNSHIP to pay or to see to the payment of any moneys due any such Subcontractor, Supplier or other person or organization except as may otherwise be required by Laws and Regulations.
- d. All Work performed for CONTRACTOR by a Subcontractor will be pursuant to an appropriate agreement between CONTRACTOR and the Subcontractor that specifically binds the Subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of TOWNSHIP and contains waiver provisions as required by paragraph E.6. CONTRACTOR shall pay each Subcontractor a just share of any insurance moneys received by CONTRACTOR on account of losses under policies issued pursuant to paragraph E.5.a.

6. Patent Fees and Royalties:

CONTRACTOR shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product or device that is the subject of patent rights or copyrights held by others. If a particular invention, design, process, product or device is specified in the Contract Documents for use in the performance of the Work and if to the actual knowledge of TOWNSHIP its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by TOWNSHIP in the Contract Documents. CONTRACTOR shall indemnify and hold harmless TOWNSHIP and anyone directly or indirectly employed by either of them from and against all claims, damages, losses and expenses (including attorneys' fees, court and arbitration costs) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product or device not specified in the Contract Documents, and shall defend all such claims in connection with any alleged infringement of such rights.

7. Permits:

CONTRACTOR shall obtain and pay for all construction permits and licenses. TOWNSHIP shall assist CONTRACTOR, when necessary, in obtaining such permits and licenses. CONTRACTOR shall pay all governmental charges and inspection fees necessary for the prosecution of the Work, which are applicable at the time of opening of Bids. CONTRACTOR shall pay all charges of utility owners for connections to the Work, and TOWNSHIP shall pay all charges of the utility owners for capital costs related thereto such as plant investment fees.

8. Laws and Regulations:

- a. CONTRACTOR shall give all notices and comply with all Laws and Regulations applicable to furnishing and performance of the Work. TOWNSHIP shall not be responsible for monitoring CONTRACTOR's compliance with any Laws or Regulations, except where otherwise expressly required by applicable Laws and Regulations.
- b. If CONTRACTOR observes that the Specifications or Contract Documents are at variance with any Laws or Regulations, CONTRACTOR shall give TOWNSHIP prompt written notice of it and any necessary changes will be authorized by one

of the methods indicated in paragraph C.2. If CONTRACTOR performs any Work knowing or having reason to know that it is contrary to such Laws or Regulations, and does not notify the TOWNSHIP, CONTRACTOR shall bear all costs arising from it. However, it shall not be CONTRACTOR's primary responsibility to make certain that the Specifications and Contract Documents are according to such Laws and Regulations.

9. Taxes:

CONTRACTOR shall pay all sales, consumers; use and other similar taxes required to be paid by CONTRACTOR according to the Laws and Regulations of the place of the Project that are applicable during the performance of the Work.

10. Use of Premises:

- a. CONTRACTOR shall confine all equipment, the operations of workers, the storage of materials and equipment to areas identified in the Contract Documents. and approved by the TOWNSHIP. CONTRACTOR shall not encumber premises with equipment or other materials or equipment. CONTRACTOR shall assume full responsibility for any damage resulting from the performance of the Work to the land, the property, the owner, the occupant of or any of the above contiguous to complete the work as described in the Contract Documents and areas identified in the Contract Documents. Should any claim be made against TOWNSHIP by any such owner or occupant because of the performance of the Work, CONTRACTOR shall promptly attempt to settle with such other party by agreement or otherwise resolve the claim by arbitration or at law. CONTRACTOR shall, to the fullest extent permitted by Laws and Regulations, indemnify and hold TOWNSHIP harmless from and against all claims, damages, losses and expenses (including, but not limited to, fees of engineers, architects, attorneys and other professionals and court and arbitration costs) arising directly, indirectly or consequentially out of any action, legal or equitable, brought by any such other party against TOWNSHIP to the extent based on a claim arising out of CONTRACTOR's performance of the Work.
- b. During the progress of the Work, CONTRACTOR shall keep all premises' free from accumulations of waste materials, rubbish and other debris resulting from

the Work. At the completion of the Work CONTRACTOR shall remove all waste materials, rubbish and debris from and about all premises' plus all tools, appliances, equipment and machinery, and surplus materials, and shall leave all sites clean and ready for occupancy by property owner, resident or TOWNSHIP. CONTRACTOR shall restore to original condition all property not designated for alteration by the Contract Documents.

- c. CONTRACTOR is reminded that this project requires entry into private residences. All efforts shall be made to protect carpets, flooring, landscaping, etc. Contractor shall be solely responsible for restoration to the satisfaction of the property owner.

11. Record Documents:

CONTRACTOR shall maintain in a safe place at the site one record copy of all Specifications, Addenda, Written Amendments, Change Orders, Work Directive Changes, Field Orders and written interpretations and clarifications (issued pursuant to paragraph 1.4) in good order and annotated to show all changes made during project.

12. Safety and Protection:

- a. CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to;
 - i. all employees on the Work and other persons and organizations who may be affected thereby;
 - ii. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the site; and
 - iii. other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities and Underground Facilities.

CONTRACTOR shall comply with all applicable Laws and Regulations of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection. CONTRACTOR shall notify owners of

adjacent property and of Underground Facilities and utility owners when prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation and replacement of their property. All damage, injury or loss to any property referred to in paragraph caused, directly or indirectly, in whole or in part, by CONTRACTOR, any Subcontractor, Supplier or any other person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, shall be remedied by CONTRACTOR (except damage or loss attributable to the fault of the Contract Documents or to the acts or omissions of TOWNSHIP or anyone employed by either of them or anyone for whose acts either of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of CONTRACTOR). CONTRACTOR's duties and responsibilities for the safety and protection of the Work shall continue until all the Work is completed and acceptable to TOWNSHIP (except as otherwise expressly provided in connection with Substantial Completion).

- b. CONTRACTOR shall designate a responsible representative at the site whose duty shall be the prevention of accidents. This person shall be CONTRACTOR's superintendent unless otherwise designated in writing by CONTRACTOR to TOWNSHIP.

13. Emergencies:

In emergencies affecting the safety, protection of persons, the Work or property at any site or adjacent to it, CONTRACTOR, without special instruction or authorization from TOWNSHIP, is obligated to act to prevent threatened damage, injury or loss. CONTRACTOR shall give TOWNSHIP prompt written notice if CONTRACTOR believes that any significant changes in the Work or variations from the Contract Documents have been caused by said emergency. If TOWNSHIP determines that a change in the Contract Documents is required because of the action taken in response to an emergency, a Work Directive Change or Change Order will be issued to document the consequences of the changes or variations.

14. Continuing the Work:

CONTRACTOR shall carry on the Work and adhere to the progress schedule during all disputes or disagreements with TOWNSHIP. No Work shall be delayed or postponed pending resolution of any disputes or disagreements, except as permitted as CONTRACTOR and TOWNSHIP may otherwise agree in writing.

15. Indemnification:

- a. To the fullest extent permitted by Laws and Regulations CONTRACTOR shall indemnify and hold harmless TOWNSHIP and their consultants, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Work, if any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting from it and (b) is caused in whole or in part by any negligent act or omission of CONTRACTOR, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, despite whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations despite the negligence of any such party.
- b. In any claims against TOWNSHIP or any of their consultants, agents or employees by any employee of CONTRACTOR, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for CONTRACTOR or any such Subcontractor or other person or organization under worker's compensation acts, disability benefit acts or other employee benefit acts.
- c. The obligations of CONTRACTOR shall not extend to the liability of TOWNSHIP, TOWNSHIP's consultants, agents or employees arising out of the preparation or approval of reports, Change Orders, design or specifications.

G. OTHER WORK

1. Related Work at Site:

- a. TOWNSHIP may execute other work related to the Project at the site by TOWNSHIP's own forces, have other work executed by utility owners or let other direct contracts therefor which shall contain General Conditions similar to these. If the fact that other work is to be performed was not noted in the Contract Documents, written notice thereof will be given to CONTRACTOR prior to starting any such work. If CONTRACTOR believes that such performance will involve additional expense to CONTRACTOR or requires additional time and the parties are unable to agree as to the extent of it, CONTRACTOR may make a claim.
- b. CONTRACTOR shall afford each utility owner and other contractor who is a party to such a direct contract (or TOWNSHIP, if TOWNSHIP is executing the additional work with TOWNSHIP's employees) proper and safe access to the site and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work, and shall properly connect and coordinate the Work with theirs. CONTRACTOR shall do all plumbing, fitting and wiring of the Work that may be required to make its several parts come together properly and integrate with such other work. CONTRACTOR shall not endanger any work of others by written consent of TOWNSHIP and the others whose work will be affected. The duties and responsibilities of CONTRACTOR under this paragraph are for the benefit of the utility owners and other contractors to the extent that there are comparable provisions for the benefit of CONTRACTOR in said direct contracts between TOWNSHIP and the utility owners and other contractors.
- c. If any part of CONTRACTOR's Work depends for proper execution or results upon the work of any such other contractor or utility owner (or TOWNSHIP), CONTRACTOR shall inspect and promptly report to TOWNSHIP in writing any delays, defects or deficiencies in such work that render it unavailable or unsuitable for such proper execution and results. CONTRACTOR's failure so to report will constitute an acceptance of the other work as fit and proper for integration with CONTRACTOR's Work except for latent or non-apparent defects and deficiencies in the other work.

2. Coordination:

If TOWNSHIP contracts with others for the performance of other work on the Project at any site, the person or organization who will have authority and responsibility for coordination of the activities among the various prime contractors will be identified in

the Supplementary Conditions, and the specific matters to be covered by such authority and responsibility will be itemized, and the extent of such authority and responsibilities will be provided, in the Supplementary Conditions. Unless otherwise provided in the Supplementary Conditions, TOWNSHIP shall NOT have any authority or responsibility in respect of such coordination.

H. TOWNSHIP'S RESPONSIBILITIES

1. TOWNSHIP shall issue all communications to CONTRACTOR.
2. TOWNSHIP shall furnish the data required of TOWNSHIP under the Contract Documents promptly and shall make payments to CONTRACTOR promptly after they are due.
3. TOWNSHIP shall provide data regarding water utility customer addresses and locations of water meter pits.
4. TOWNSHIP's responsibilities in respect of purchasing and maintaining liability and property insurance.
5. TOWNSHIP's responsibility in respect of certain inspections, tests and approvals.
6. In connection with TOWNSHIP's right to stop Work or suspend Work under certain circumstances.

I. SERVICE LINE PLUMBING MATERIALS

1. The CONTRACTOR is to record and report to the TOWNSHIP the service line material entering the premises before the meter.
2. If the CONTRACTOR were to encounter lead plumbing, the CONTRACTOR shall report it to the TOWNSHIP and inform the property owner.

END OF GENERAL CONDITIONS

Charter Township of Van Buren

Agenda Item: 4

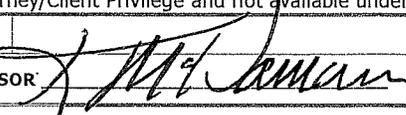
Work Study:
Board Meeting Date: September 15, 2020

REQUEST FOR BOARD ACTION

Consent Agenda	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Election Specialist Job Description		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Leon Wright		
PHONE NUMBER	734.699.8900 ext. 8908		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
Approval of Election Specialist Job Description	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Attorney Approved
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



CHARTER TOWNSHIP OF VAN BUREN JOB DESCRIPTION

Position Title: Elections Specialist

Department: Clerk's Office

Classification: Regular, Full-time

FLSA Status: Exempt

Position Summary

Under the direct supervision of the Township Clerk or their designee. The position supervises, plans assigns, review, evaluates and participates in the work of office processes in the Clerk's Office. This is a highly visible and crucial position that will ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned areas of responsibilities in accordance with the State of Michigan Bureau of Elections and Michigan Election Law.

Essential Job Functions, Duties and Responsibilities

The Elections Specialist performs second-level supervisory duties and assumes substantive and significant programming responsibility within the Clerk's Office. The positions primary role is to provide courteous, timely and professional elections services to citizens. The following is not to be construed as an exhaustive list of duties. 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 at any time without prior notice.

- Plan, prioritize, assign, supervise, evaluate, review and participate in the work of staff responsible for clerk, recording minutes, or elections functions within the Clerk's Office.
- Establish schedules and methods within the unit for providing services to citizens in assigned functional area; identify resource needs; review needs with appropriate supervisory or management staff; allocate resources accordingly.
- Supervise, monitor, and participate in the daily operations and workflow of the Office of Elections, including, but not limited to: conducting federal, state, and local elections; conducting voter outreach and registering voters; and providing elections-related services for citizens, candidates, and public officials.
- Supervise, participate in, and train staff to collect precinct information and survey polling locations.
- Ensure the maintenance and administration of registration and elections documents including voter registration affidavits; changes of address; restored, inactive, and canceled registrations; and the removal of invalid registrations.
- Instruct and train temporary and permanent employees in assigned election processes.
- Direct the implementation of candidate workshops and voter outreach programs.
- Develop, compile, and transmit statistical data related to petition verification, voter registration, and the vote by mail program.
- Direct the verification of signatures on election documents and petitions filed; ensure that irregularity in applications for vote by mail ballots are reconciled.
- Participate in the mapping and reapportionment of district lines as needed.

- Supervise staff in sorting, mailing, and processing notices
- Assist candidates, officials and voters with questions and elections information.
- Oversee the process of training election board members.
- Supervise the collection of election information and cost data.
- Participate in the development of policies and procedures for elections; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Assist in the implementation of goals and objectives; implement approved elections policies and procedures.
- Participate in the selection of staff and election workers while providing or coordinate training; work with employees to correct deficiencies.
- Perform the more technical and complex tasks associated with clerk services, recording, or elections.
- Operate equipment related to clerk services, recording, or elections, including, but not limited to: scanning machines, ballot sorting and printing equipment, voting equipment, and other related equipment.
- Oversee HAVA (Help America Vote Act) Program which includes compliancy with ADA requirements at polling sites.
- In the absence of the Deputy Clerk may be called upon to act as recording secretary for Board of Trustees meetings.

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.

Knowledge of:

- Michigan Election Law, election policies and procedures.
- General office policies, procedures, and tasks, including clerical duties.
- Spelling, punctuation and other rules of grammar.
- Organizing, prioritizing and managing multiple tasks with unlimited interruptions.
- Operate personal computers, office software, and other related office or specialized equipment.
- Proficiency using Microsoft Word, Excel, and PowerPoint.
- Applying the proper procedures and law to specific election-related activities.

Ability to:

- Understand the various documents and filings to be processed and analyzed in assigned area.
- Perform complex and specialized clerical work including maintenance of appropriate records and preparation of reports.
- Retrieve, store and remove information in a wide variety of manual and automated filing systems.
- Maintain security and confidentiality of restricted information.
- Respond to requests and inquiries from the general public.
- Analyze, interpret, explain, and apply pertinent County policies, and procedures, codes, laws, and regulations related to clerk services or elections.
- Prepare clear and concise reports.
- Perform complex mathematical calculations.
- Operate office equipment including computers and supporting software applications.
- Plan and organize work to meet changing priorities and deadlines.

- Act quickly and calmly in emergency situations.
- Analyze situations quickly and objectively and determine proper course of action.
- Speak in front of groups of people to conduct training, related to clerk services, recording, or elections.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work i.e. citizens, elected officials and coworkers within the Township.

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

Physical Abilities and Work Environment

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

The Charter Township of Van Buren is an equal opportunity employer

Charter Township of Van Buren

Agenda Item: _____

Work Study:
Board Meeting Date: September 15, 2020

REQUEST FOR BOARD ACTION

Consent Agenda	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Personal Service Agreement for Brittany Beaudry		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Leon Wright		
PHONE NUMBER	734.699.8900 ext. 8908		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
Approval of Brittany Beaudry Personal Service Agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Brittany Beaudry has a Bachelor of Arts in Criminal Justice and a minor in Sociology. She brings seven years of election experience to the position of Election Specialist. She has been with Van Buren Township in the Clerk's office since 2017 as the Election Account Clerk and served as the Interim Deputy Clerk in 2019. Prior to coming to Van Buren she worked for the City of Dearborn Clerk doing elections as well. Brittany handles several duties which includes the creation of training material on new equipment for election workers, easy to use guides for executing a successful election day and hires/trains election workers.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval of Personal Service Agreement
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	_____