

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE		ACTIVITY FOR		AVAILABLE
		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDDG USED	
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-410.003	CURRENT TAX REVENUE-SAD	746,211.00	0.00	0.00	0.00	746,211.00	0.00
206-000-410.004	CURRENT TAX REVENUE - ALS	0.00	(9.01)	0.00	0.00	9.01	100.00
206-000-626.006	FIRE CONTRACT - RICHMOND	30,000.00	0.00	0.00	0.00	30,000.00	0.00
206-000-626.007	DONATIONS	500.00	0.00	0.00	0.00	500.00	0.00
206-000-626.008	OTHER REVENUE/COST RECOVERY	2,000.00	1,024.00	0.00	0.00	976.00	51.20
206-000-626.009	FAIR/MISC.	8,500.00	0.00	0.00	0.00	8,500.00	0.00
206-000-626.022	CPR/AED TRAINING REIMBURSEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00
206-000-626.025	INSPECTIONS / SITE PLAN REVIEW	500.00	0.00	0.00	0.00	500.00	0.00
206-000-664.000	INTEREST REVENUE	3,000.00	348.37	0.00	0.00	2,651.63	11.61
206-000-676.000	15% HEALTH INS REIMB FULL TIME	8,612.00	2,474.73	0.00	0.00	6,137.27	28.74
206-000-680.000	REIMBURSEMENTS/REFUNDS	250.00	0.00	0.00	0.00	250.00	0.00
206-000-691.000	ASSET SALES	100.00	0.00	0.00	0.00	100.00	0.00
206-000-694.005	FY GRANT INCOME	80,000.00	0.00	0.00	0.00	80,000.00	0.00
Total Dept 000		884,673.00	3,838.09	0.00	0.00	880,834.91	0.43
Dept 651 - AMBULANCE-ALS							
206-651-410.005	ALS TAX REVENUE	508,162.00	0.00	0.00	0.00	508,162.00	0.00
206-651-626.011	ALS TRANSPORT INCOME	230,000.00	45,776.90	0.00	0.00	184,223.10	19.90
Total Dept 651 - AMBULANCE-ALS		738,162.00	45,776.90	0.00	0.00	692,385.10	6.20
TOTAL REVENUES		1,622,835.00	49,614.99	0.00	0.00	1,573,220.01	3.06
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-710.000	FIRE CHIEF SALARY	71,000.00	14,230.76	2,692.31	2,692.31	56,769.24	20.04
206-336-710.001	ASST FIRE CHIEF WAGES	1.00	0.00	0.00	0.00	1.00	0.00
206-336-710.002	ADMIN WAGES	3,600.00	731.86	138.46	138.46	2,868.14	20.33
206-336-710.004	PART TIME WAGES	136,000.00	27,099.00	4,144.00	4,144.00	108,901.00	19.93
206-336-710.005	PAID ON CALL WAGES	30,000.00	734.14	192.12	192.12	29,265.86	2.45
206-336-710.200	OVERTIME -	0.00	(535.50)	0.00	0.00	535.50	100.00
206-336-720.000	UNIFORM ALLOWANCE	9,700.00	6,443.84	0.00	0.00	3,256.16	66.43
206-336-721.000	EMPLOYER'S FICA	14,743.00	2,839.34	456.73	456.73	11,903.66	19.26
206-336-722.000	EMPLOYER'S MEDICARE	3,585.00	664.01	106.81	106.81	2,920.99	18.52
206-336-723.000	HEALTH INSURANCE	67,604.00	13,266.87	200.01	200.01	54,337.13	19.62
206-336-724.000	RETIREMENT	7,100.00	1,887.09	269.23	269.23	5,212.91	26.58
206-336-727.000	OFFICE SUPPLIES	6,300.00	309.17	0.00	0.00	5,990.83	4.91
206-336-733.000	FUEL	12,500.00	1,265.16	0.00	0.00	11,234.84	10.12
206-336-742.000	STATION SUPPLIES	5,200.00	2,064.54	0.00	0.00	3,135.46	39.70
206-336-743.000	VEHICLE SUPPLIES	1,350.00	0.00	0.00	0.00	1,350.00	0.00
206-336-780.000	POSTAGE	500.00	55.00	0.00	0.00	445.00	11.00
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	6,875.00	375.00	0.00	0.00	6,500.00	5.45
206-336-799.000	PERSONAL PROTECTIVE EQUIPMENT	15,000.00	1,817.50	0.00	0.00	13,182.50	12.12
206-336-801.000	CONTRACTUAL SERVICES	31,200.00	8,198.94	0.00	0.00	23,001.06	26.28
206-336-803.000	AUDIT	8,700.00	5,000.00	0.00	0.00	3,700.00	57.47
206-336-823.000	REST AND REHAB	250.00	0.00	0.00	0.00	250.00	0.00
206-336-824.000	LIAB/WORK COMP	55,000.00	19,830.60	0.00	0.00	35,169.40	36.06
206-336-825.000	DISPATCHING/RADIO/FRMS	14,000.00	115.00	0.00	0.00	13,885.00	0.82
206-336-826.000	COMMUNITY OUTREACH	2,500.00	0.00	0.00	0.00	2,500.00	0.00
206-336-827.000	FIRE & LIFE SAFETY DIVISION	13,900.00	340.00	0.00	0.00	13,560.00	2.45
206-336-850.000	INTERNET/PHONE/CABLE/ETC.	6,100.00	1,519.56	0.00	0.00	4,580.44	24.91

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2020	(ABNORMAL)	MONTH 07/31/2020	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND										
Expenditures										
206-336-861.000	EDUCATION/TRAINING	35,750.00		310.00		0.00		35,440.00		0.87
206-336-920.000	UTILITIES	8,800.00		3,544.77		0.00		5,255.23		40.28
206-336-930.001	FIRE EQUIP/ REPAIRS/INSPECTIONS	10,950.00		228.86		0.00		10,721.14		2.09
206-336-930.002	STATION & GROUNDS MAINT/REPAIRS	18,000.00		5,847.81		0.00		12,152.19		32.49
206-336-930.003	EMS EQUIP/ REPAIR/INSPECTION	7,200.00		221.27		0.00		6,978.73		3.07
206-336-931.000	VEHICLE MAINT/INSPECTIONS	15,900.00		2,581.31		0.00		13,318.69		16.23
206-336-969.000	GRANT	80,000.00		0.00		0.00		80,000.00		0.00
206-336-970.000	CAPITAL OUTLAY	175,365.00		35,704.45		0.00		139,660.55		20.36
Total Dept 336 - FIRE OPERATING		874,673.00		156,690.35		8,199.67		717,982.65		17.91
Dept 651 - AMBULANCE-ALS										
206-651-710.007	FULL TIME WAGE	500,500.00		89,787.68		15,707.08		410,712.32		17.94
206-651-710.008	OVERTIME	116,660.00		39,974.04		5,625.48		76,685.96		34.27
206-651-710.301	HOLIDAY	28,800.00		25,600.00		0.00		3,200.00		88.89
206-651-721.001	EMPLOYER FICA	40,257.00		12,037.03		1,322.61		28,219.97		29.90
206-651-722.001	EMPLOYER MEDICARE	9,415.00		2,815.15		309.33		6,599.85		29.90
206-651-724.001	RETIREMENT	30,030.00		7,054.84		914.19		22,975.16		23.49
206-651-797.001	EMS EXPENSES	12,500.00		5,781.39		0.00		6,718.61		46.25
206-651-969.004	ALPHA 1 - PMT TO TWP	10,000.00		0.00		0.00		10,000.00		0.00
Total Dept 651 - AMBULANCE-ALS		748,162.00		183,050.13		23,878.69		565,111.87		24.47
TOTAL EXPENDITURES										
		1,622,835.00		339,740.48		32,078.36		1,283,094.52		20.93
Fund 206 - FIRE FUND:										
TOTAL REVENUES		1,622,835.00		49,614.99		0.00		1,573,220.01		3.06
TOTAL EXPENDITURES		1,622,835.00		339,740.48		32,078.36		1,283,094.52		20.93
NET OF REVENUES & EXPENDITURES		0.00		(290,125.49)		(32,078.36)		290,125.49		100.00

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	07/31/2020	07/31/2020	MONTH	07/31/2020	BALANCE	% BDGT
						INCREASE (DECREASE)		NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-410.001	TAX REVENUE	245,103.00		4.93		0.00		245,098.07	0.00
101-000-410.002	TAX COLLECTION INCOME	5,000.00		4,334.75		0.00		665.25	86.70
101-000-445.000	FORFEITED BONDS / REINSECTIONS	2,000.00		4,206.39		0.00		(2,206.39)	210.32
101-000-451.000	BUILDING PERMITS	53,000.00		9,070.00		0.00		43,930.00	17.11
101-000-452.000	ELECTRICAL PERMITS	16,000.00		1,260.00		0.00		14,740.00	7.88
101-000-453.000	MECHANICAL PERMITS	15,000.00		1,770.00		0.00		13,230.00	11.80
101-000-454.000	PLUMBING PERMITS	7,500.00		1,631.00		0.00		5,869.00	21.75
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE DIS	3,500.00		0.00		0.00		3,500.00	0.00
101-000-574.001	LIQUOR / STATE SHARED	1,350.00		0.00		0.00		1,350.00	0.00
101-000-574.002	SALES / USE STATE SHARED	320,524.00		(24,570.50)		0.00		345,094.50	(7.67)
101-000-574.003	METRO ACT REVENUE	4,750.00		0.00		0.00		4,750.00	0.00
101-000-587.001	SMART- MUNICIPAL	4,672.00		0.00		0.00		4,672.00	0.00
101-000-587.002	SMART - COMMUNITY	7,393.00		0.00		0.00		7,393.00	0.00
101-000-626.000	PROPERTY LEASE - FARMING	1,434.00		1,433.70		0.00		0.30	99.98
101-000-626.003	MISC./REFUNDS/FOIA/DTE BERLIN	1,000.00		176.40		0.00		823.60	17.64
101-000-626.004	ORDINANCE ENFORCEMENT	1,500.00		0.00		0.00		1,500.00	0.00
101-000-626.023	SALE OF PROPERTY	1.00		500.00		0.00		(499.00)	50,000.0
101-000-642.001	ZONING BOARD OF APPEALS	550.00		0.00		0.00		550.00	0.00
101-000-642.002	ZONING SPLITS/LAND DIVISION	3,500.00		1,165.00		0.00		2,335.00	33.29
101-000-642.004	XEROX / ZONING BOOKS	50.00		0.00		0.00		50.00	0.00
101-000-642.005	OTHER GRANT REVENUE	1.00		0.00		0.00		1.00	0.00
101-000-642.006	ELECTION REIMBURSEMENT	9,000.00		0.00		0.00		9,000.00	0.00
101-000-642.007	ALPHA 1 FIRE PAYMENT**	10,000.00		0.00		0.00		10,000.00	0.00
101-000-664.000	INTEREST REVENUE	10,000.00		169.47		0.00		9,830.53	1.69
101-000-665.004	SPECIAL MTGS / REVIEWS-PLANNING	30,000.00		3,275.50		0.00		26,724.50	10.92
101-000-665.005	CEMETERY PLOTS	2,400.00		0.00		0.00		2,400.00	0.00
101-000-671.000	PARK SUPPLIES	100.00		0.00		0.00		100.00	0.00
101-000-674.001	F.O.A. PLAYSCAPE CONTRIBUTION	1.00		0.00		0.00		1.00	0.00
101-000-698.000	BOND/INSURANCE RECOVERIES	1.00		1,814.54		0.00		(1,813.54)	181,454.
Total Dept 000		755,330.00		6,241.18		0.00		749,088.82	0.83
TOTAL REVENUES									
		755,330.00		6,241.18		0.00		749,088.82	0.83
Expenditures									
Dept 000									
101-000-758.000	SENIOR SMART MUNICIPAL CREDITS	4,362.00		0.00		0.00		4,362.00	0.00
101-000-759.001	SENIOR SMART COMMUNITY CREDITS	4,361.50		0.00		0.00		4,361.50	0.00
101-000-759.002	P.A.L. SMART COMMUNITY CREDITS	4,361.50		0.00		0.00		4,361.50	0.00
101-000-759.003	ACEP SMART COMMUNITY CREDITS	650.00		0.00		0.00		650.00	0.00
101-000-975.003	OFFICE IMPROVEMENTS	2,000.00		0.00		0.00		2,000.00	0.00
101-000-980.008	COMPUTER - MISC	1,000.00		0.00		0.00		1,000.00	0.00
101-000-980.013	SEWER - ENG/PERMITS/EASEMENTS	45,000.00		2,500.00		0.00		42,500.00	5.56
101-000-980.014	ENGINEER - ALT	5,000.00		0.00		0.00		5,000.00	0.00
101-000-980.015	DIGITAL RECORDING SYSTEM	2,500.00		0.00		0.00		2,500.00	0.00
101-000-980.136	LAND PURCHASE	1.00		0.00		0.00		1.00	0.00
101-000-980.140	F.O.A. PLAYSCAPE EXPENSE	1.00		0.00		0.00		1.00	0.00
101-000-980.141	F.O.A. PLAYSCAPE MATCH	1.00		0.00		0.00		1.00	0.00
Total Dept 000		69,238.00		2,500.00		0.00		66,738.00	3.61
Dept 101 - GOVERNMENTAL									
101-101-704.000	WAGES - TRUSTEES	7,891.00		1,972.50		657.50		5,918.50	25.00

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT
		AMENDED BUDGET	NORMAL	07/31/2020	(ABNORMAL)	MONTH 07/31/2020	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 101 - GENERAL FUND										
Expenditures										
101-101-719.000	LIFE INSURANCE - GOVERNMENTAL	1,500.00		270.18		0.00		1,229.82		18.01
101-101-721.000	EMPLOYER'S FICA	490.00		122.29		40.76		367.71		24.96
101-101-722.000	EMPLOYER'S MEDICARE	115.00		28.59		9.53		86.41		24.86
101-101-727.000	OFFICE SUPPLIES - TOWNSHIP	4,500.00		838.66		0.00		3,661.34		18.64
101-101-780.000	POSTAGE - GOVT	3,500.00		791.77		0.00		2,708.23		22.62
101-101-803.000	AUDIT	7,750.00		5,000.00		0.00		2,750.00		64.52
101-101-804.001	FINANCIAL ADVISOR - BOND RATING	25,000.00		0.00		0.00		25,000.00		0.00
101-101-835.000	INSURANCE/BONDS	10,000.00		4,511.50		0.00		5,488.50		45.12
101-101-850.000	INTERNET/PHONE/CABLE/ETC.	5,000.00		1,186.06		0.00		3,813.94		23.72
101-101-860.000	MTA MEMBERSHIP/MILEAGE	7,000.00		5,990.05		0.00		1,009.95		85.57
101-101-861.000	EDUCATION/TRAINING - GOVT	1,500.00		0.00		0.00		1,500.00		0.00
101-101-864.000	SIREN/MAINTENANCE	3,200.00		348.04		0.00		2,851.96		10.88
101-101-901.000	PRINTING/PUBLISHING - GOVT	3,000.00		185.28		0.00		2,814.72		6.18
101-101-922.000	STREET LIGHTING - GOVT	6,000.00		960.48		237.05		5,039.52		16.01
101-101-923.000	IT SUPPORT-SERVICE CONTRACT	5,500.00		0.00		0.00		5,500.00		0.00
101-101-930.000	MAINTENANCE - HALL	12,000.00		589.00		0.00		11,411.00		4.91
101-101-940.000	COPIER LEASE	2,800.00		765.03		0.00		2,034.97		27.32
101-101-955.000	PROPERTY EXPENSES/TAXES	2,100.00		0.00		0.00		2,100.00		0.00
101-101-960.000	MISCELLANEOUS EXPENSE	500.00		0.00		0.00		500.00		0.00
101-101-961.000	FLAGS, BANNERS, SIGNS	550.00		316.80		0.00		233.20		57.60
101-101-964.000	REFUNDS	200.00		0.00		0.00		200.00		0.00
101-101-965.000	SERVICE CHARGES	200.00		11.90		0.00		188.10		5.95
Total Dept 101 - GOVERNMENTAL		110,296.00		23,888.13		944.84		86,407.87		21.66
Dept 171 - SUPERVISOR										
WAGES - SUPERVISOR										
101-171-704.000	EMPLOYER'S FICA	27,140.00		7,045.97		1,043.85		20,094.03		25.96
101-171-721.000	EMPLOYER'S MEDICARE	1,906.00		494.79		73.31		1,411.21		25.96
101-171-722.000	HEALTH INSURANCE	446.00		115.71		17.14		330.29		25.94
101-171-723.000	MEMBERSHIPS/MILEAGE	3,600.00		934.60		138.46		2,665.40		25.96
101-171-860.000	EDUCATION/TRAINING	625.00		0.00		0.00		625.00		0.00
101-171-861.000		625.00		0.00		0.00		625.00		0.00
Total Dept 171 - SUPERVISOR		34,342.00		8,591.07		1,272.76		25,750.93		25.02
Dept 191 - ELECTIONS										
WAGES - ELECTIONS										
101-191-704.000	OFFICE SUPPLIES - ELECTIONS	8,000.00		0.00		0.00		8,000.00		0.00
101-191-727.000	VOTING MATERIALS/EQUIPMENT	500.00		67.99		0.00		432.01		13.60
101-191-731.000	POSTAGE - ELECTIONS	4,500.00		3,210.58		0.00		1,289.42		71.35
101-191-780.000	MEMBERSHIPS/MILEAGE	1,500.00		459.44		0.00		1,040.56		30.63
101-191-860.000	EDUCATION/TRAINING	650.00		20.70		0.00		629.30		3.18
101-191-861.000	PRINTING/PUBLISHING -ELECTIONS	650.00		0.00		0.00		650.00		0.00
101-191-901.000	MEALS	1,600.00		0.00		0.00		1,600.00		0.00
101-191-957.000		700.00		0.00		0.00		700.00		0.00
Total Dept 191 - ELECTIONS		18,100.00		3,758.71		0.00		14,341.29		20.77
Dept 209 - ASSESSING										
WAGES - ASSESSING										
101-209-704.000	WAGES ASSESSING DATA PROJECT	41,352.00		6,692.00		0.00		34,660.00		16.18
101-209-704.001	LAND DIVISION	7,200.00		1,200.00		0.00		6,000.00		16.67
101-209-715.000	OFFICE SUPPLIES	4,000.00		225.00		0.00		3,775.00		5.63
101-209-727.000	POSTAGE - ASSESSING	100.00		0.00		0.00		100.00		0.00
101-209-780.000		2,000.00		3.00		0.00		1,997.00		0.15

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		BDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	07/31/2020	MONTH 07/31/2020	INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-209-811.000	COMPUTER SUPPORT/MAINT ASSESSING	1,264.00	1,264.00	0.00	0.00	0.00	100.00	
101-209-811.001	APEX SOFTWARE/SUPPORT FEE	830.00	0.00	0.00	0.00	830.00	0.00	
101-209-860.000	MEMBERSHIPS/MILEAGE	250.00	0.00	0.00	0.00	250.00	0.00	
101-209-861.000	EDUCATION/TRAINING	800.00	0.00	0.00	0.00	800.00	0.00	
Total Dept 209 - ASSESSING		57,796.00	9,384.00	0.00	0.00	48,412.00	16.24	
Dept 210 - ATTORNEY								
101-210-815.000	MISC MATTERS - ATTORNEY	22,500.00	4,800.00	0.00	0.00	17,700.00	21.33	
101-210-820.000	SEWER - ATTORNEY	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
Total Dept 210 - ATTORNEY		37,500.00	4,800.00	0.00	0.00	32,700.00	12.80	
Dept 215 - CLERK								
101-215-704.000	WAGES - CLERK	32,076.00	8,327.39	1,233.69	1,233.69	23,748.61	25.96	
101-215-705.000	DEPUTY WAGES - CLERK	16,000.00	3,314.30	794.43	794.43	12,685.70	20.71	
101-215-721.000	EMPLOYER'S FICA	3,204.00	777.98	134.33	134.33	2,426.02	24.28	
101-215-722.000	EMPLOYER'S MEDICARE	750.00	181.94	31.42	31.42	568.06	24.26	
101-215-723.000	HEALTH INSURANCE	3,600.00	934.60	138.46	138.46	2,665.40	25.96	
101-215-811.000	COMPUTER SUPPORT/MAINT CLERK	3,021.00	0.00	0.00	0.00	3,021.00	0.00	
101-215-860.000	MEMBERSHIPS/MILEAGE	800.00	0.00	0.00	0.00	800.00	0.00	
101-215-861.000	EDUCATION/TRAINING	600.00	0.00	0.00	0.00	600.00	0.00	
Total Dept 215 - CLERK		60,051.00	13,536.21	2,332.33	2,332.33	46,514.79	22.54	
Dept 247 - BOARD OF REVIEW								
101-247-704.000	WAGES - BOARD OF REVIEW	800.00	0.00	0.00	0.00	800.00	0.00	
101-247-721.000	EMPLOYER'S FICA	49.60	0.00	0.00	0.00	49.60	0.00	
101-247-722.000	EMPLOYER'S MEDICARE	11.60	0.00	0.00	0.00	11.60	0.00	
101-247-861.000	EDUCATION/TRAINING	600.00	0.00	0.00	0.00	600.00	0.00	
101-247-901.000	PRINTING/PUBLISHING - B.O.R.	100.00	0.00	0.00	0.00	100.00	0.00	
101-247-957.000	MEALS	100.00	0.00	0.00	0.00	100.00	0.00	
Total Dept 247 - BOARD OF REVIEW		1,661.20	0.00	0.00	0.00	1,661.20	0.00	
Dept 253 - TREASURER								
101-253-704.000	WAGES - TREASURER	29,802.00	7,737.05	1,146.23	1,146.23	22,064.95	25.96	
101-253-705.000	DEPUTY WAGES - TREASURER	15,500.00	1,831.92	573.30	573.30	13,668.08	11.82	
101-253-721.000	EMPLOYER'S FICA	3,032.00	649.47	115.20	115.20	2,382.53	21.42	
101-253-722.000	EMPLOYER'S MEDICARE	710.00	151.89	26.94	26.94	558.11	21.39	
101-253-723.000	HEALTH INSURANCE	3,600.00	934.60	138.46	138.46	2,665.40	25.96	
101-253-780.000	POSTAGE/MAILINGS - TREASURER	3,500.00	652.74	0.00	0.00	2,847.26	18.65	
101-253-811.000	COMPUTER SUPPORT/MAINT TREAS	1,113.00	1,113.00	0.00	0.00	0.00	100.00	
101-253-860.000	MEMBERSHIPS/MILEAGE	400.00	0.00	0.00	0.00	400.00	0.00	
101-253-861.000	EDUCATION/TRAINING -TREASURER	800.00	0.00	0.00	0.00	800.00	0.00	
Total Dept 253 - TREASURER		58,457.00	13,070.67	2,000.13	2,000.13	45,386.33	22.36	
Dept 265 - BUILDING & GROUNDS								
101-265-704.000	WAGES - BLDG/GROUNDS	5,000.00	338.64	338.64	338.64	4,661.36	6.77	
101-265-721.000	EMPLOYER'S FICA	124.00	21.00	21.00	21.00	103.00	16.94	

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	07/31/2020 (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	% BDDG USED
Fund 101 - GENERAL FUND								
Expenditures								
101-265-722.000	EMPLOYER'S MEDICARE	30.00		4.91	4.91		25.09	16.37
101-265-741.000	MAINT./SUPPLIES/SNOW/GRASS	13,000.00		80.00	0.00		12,920.00	0.62
101-265-920.000	UTILITIES	5,000.00		1,320.97	0.00		3,679.03	26.42
Total Dept 265 - BUILDING & GROUNDS		23,154.00		1,765.52	364.55		21,388.48	7.63
Dept 276 - TOWNSHIP CEMETERY								
101-276-930.000	MAINTENANCE - CEMETERY	2,500.00		370.00	0.00		2,130.00	14.80
Total Dept 276 - TOWNSHIP CEMETERY		2,500.00		370.00	0.00		2,130.00	14.80
Dept 301 - ORDINANCE ENFORCEMENT								
101-301-704.000	WAGES - CODE OFFICIAL	3,600.00		750.00	250.00		2,850.00	20.83
101-301-711.000	LIQUOR INSPECTIONS	1,300.00		298.38	99.46		1,001.62	22.95
101-301-721.000	EMPLOYER'S FICA	305.00		65.00	21.67		240.00	21.31
101-301-722.000	EMPLOYER'S MEDICARE	71.00		15.21	5.08		55.79	21.42
101-301-860.000	MEMBERSHIPS/MILEAGE	350.00		0.00	0.00		350.00	0.00
101-301-960.000	TELEPHONE - CODE OFFICIAL	1,000.00		235.37	0.00		764.63	23.54
Total Dept 301 - ORDINANCE ENFORCEMENT		6,626.00		1,363.96	376.21		5,262.04	20.58
Dept 371 - INSPECTIONS								
101-371-704.000	WAGES - INSPECTIONS	35,450.00		5,945.00	1,540.00		29,505.00	16.77
101-371-706.000	ELECTRICAL WAGES	7,500.00		1,245.11	812.67		6,254.89	16.60
101-371-707.000	MECHANICAL WAGES	6,000.00		830.59	617.23		5,169.41	13.84
101-371-708.000	PLUMBING WAGES	4,500.00		749.81	423.29		3,750.19	16.66
101-371-709.000	SECRETARY WAGES	31,456.80		8,166.68	1,209.88		23,290.12	25.96
101-371-709.001	VACATION- SECY	2,458.56		1,663.86	1,663.86		794.70	67.68
101-371-721.000	EMPLOYER'S FICA	5,488.12		1,211.20	397.13		4,276.92	22.07
101-371-722.000	EMPLOYER'S MEDICARE	1,326.30		283.25	92.88		1,043.05	21.36
101-371-723.000	HEALTH INSURANCE	3,600.00		934.60	138.46		2,665.40	25.96
101-371-724.000	RETIREMENT	1,917.61		510.32	73.32		1,407.29	26.61
101-371-727.000	OFFICE SUPPLIES - INSPECTIONS	500.00		0.00	0.00		500.00	0.00
101-371-780.000	POSTAGE - BUILDING	100.00		5.50	0.00		94.50	5.50
101-371-811.000	COMPUTER SUPPORT/MAINT BLDG	1,182.00		0.00	0.00		1,182.00	0.00
101-371-850.000	TELEPHONE - BLDG	1,000.00		246.89	0.00		753.11	24.69
101-371-860.000	MEMBERSHIPS/MILEAGE	1,300.00		240.00	0.00		1,060.00	18.46
101-371-964.000	REFUNDS	400.00		0.00	0.00		400.00	0.00
Total Dept 371 - INSPECTIONS		104,179.39		22,032.81	6,968.72		82,146.58	21.15
Dept 400 - PLANNING COMMISSION								
101-400-704.000	WAGES - PLANNING	6,228.00		966.00	966.00		5,262.00	15.51
101-400-714.000	MEETING PER DEIM	900.00		150.00	0.00		750.00	16.67
101-400-721.000	EMPLOYER'S FICA	442.00		69.20	59.90		372.80	15.66
101-400-722.000	EMPLOYER'S MEDICARE	104.00		16.20	14.02		87.80	15.58
101-400-780.000	POSTAGE - PLANNING	200.00		121.65	0.00		78.35	60.83
101-400-806.100	SITE PLAN REVIEWS/PLANNER/ENG/FIRE	30,000.00		400.00	0.00		29,600.00	1.33
101-400-814.000	COMMUNITY PLANNER	8,760.00		1,460.00	0.00		7,300.00	16.67
101-400-822.000	P.D.R. COMMITTEE	750.00		0.00	0.00		750.00	0.00
101-400-861.000	EDUCATION/TRAINING	1,000.00		0.00	0.00		1,000.00	0.00
101-400-901.000	PRINTING/PUBLISHING - PLANNING	750.00		105.30	0.00		644.70	14.04

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 07/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2020 INCREASE (DECREASE)	AVAILABLE		% BDDGT USED
		AMENDED BUDGET				NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-794-704.000	WAGES - SENIOR CENTER	15,000.00		0.00	0.00	15,000.00		0.00
101-794-721.000	EMPLOYER'S FICA	930.00		0.00	0.00	930.00		0.00
101-794-722.000	EMPLOYER'S MEDICARE	218.00		0.00	0.00	218.00		0.00
101-794-727.000	OFFICE SUPPLIES	1,500.00		319.99	0.00	1,180.01		21.33
101-794-771.000	BINGO/CRAFTS/PICNIC	3,000.00		0.00	0.00	3,000.00		0.00
101-794-780.000	POSTAGE - SENIORS	1,150.00		0.00	0.00	1,150.00		0.00
101-794-850.000	INTERNET/PHONE/CABLE/ETC.	2,400.00		496.75	0.00	1,903.25		20.70
101-794-920.000	UTILITIES - SENIORS	3,200.00		604.81	0.00	2,595.19		18.90
101-794-930.000	MAINTENANCE - SENIORS	3,000.00		445.50	0.00	2,554.50		14.85
101-794-981.000	COPIER LEASE/EQUIPMENT	1,100.00		0.00	0.00	1,100.00		0.00
Total Dept 794 - SENIOR CENTER		31,498.00		1,867.05	0.00	29,630.95		5.93
TOTAL EXPENDITURES								
		997,381.59		161,745.33	15,622.41	835,636.26		16.22
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		755,330.00		6,241.18	0.00	749,088.82		0.83
TOTAL EXPENDITURES		997,381.59		161,745.33	15,622.41	835,636.26		16.22
NET OF REVENUES & EXPENDITURES		(242,051.59)		(155,504.15)	(15,622.41)	(86,547.44)		64.24

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Fund 101 GENERAL FUND							
Dept 101 GOVERNMENTAL							
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	COPY PAPER/PHONE CORD/NOTES/CLIPS	506220740001	06/16/20	52.93	26572
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	BINDERS/LABELS	502369109001	06/16/20	72.42	26572
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	DIVIDERS	502369110001	06/16/20	15.66	26572
101-101-727.000	OFFICE SUPPLIES - TOWNSH	STAPLES ADVANTAGE	TONER	8058555753	06/16/20	41.99	26573
101-101-850.000	INTERNET/PHONE/CABLE/ETC	CITI CARDS	ANNUAL VIMEO PRO FEE	8586	06/25/20	199.00	26574
101-101-850.000	INTERNET/PHONE/CABLE/ETC	COMCAST - HALL	051520-071420	062220	06/25/20	318.88	424
101-101-864.000	SIREN/MAINTENANCE	DTE - 920015567687	-7 042520-052620	061720	06/18/20	32.15	420
101-101-864.000	SIREN/MAINTENANCE	DTE - 920015567661	-7 042520-052620	061720	06/18/20	32.15	421
101-101-922.000	STREET LIGHTING - GOVT	MACOMB COUNTY DEPT. O	BILL THRU 05/31/2020	34472	06/16/20	11.69	26571
101-101-922.000	STREET LIGHTING - GOVT	DTE - STREET LIGHTS 9	050120-053120	070120	07/02/20	237.05	426
101-101-940.000	COPIER LEASE	US BANK EQUIPMENT FIN	CONTRACT PAYMENT	417030624	06/25/20	107.98	26575
		Total For Dept 101 GOVERNMENTAL				1,121.90	
Dept 191 ELECTIONS							
101-191-780.000	POSTAGE - ELECTIONS	POSTMASTER	AUG 4 AV BALLOT MAILING 1010	063020	06/30/20	175.74	26576
		Total For Dept 191 ELECTIONS				175.74	
Dept 265 BUILDING & GROUNDS							
101-265-920.000	UTILITIES - HALL	DTE ENERGY - TWP HALL	050120-060220	062520	06/26/20	145.81	425
		Total For Dept 265 BUILDING & GROUNDS				145.81	
Dept 301 ORDINANCE ENFORCEMENT							
101-301-960.000	TELEPHONE - CODE OFFICIA	VERIZON WIRELESS - BL	042320-052220	9855162812	06/19/20	78.43	423
		Total For Dept 301 ORDINANCE ENFORCEMENT				78.43	
Dept 371 INSPECTIONS							
101-371-850.000	TELEPHONE - BLDG	VERIZON WIRELESS - BL	042320-052220	9855162812	06/19/20	81.28	423
		Total For Dept 371 INSPECTIONS				81.28	
Dept 794 SENIOR CENTER							
101-794-850.000	INTERNET/PHONE/CABLE/ETC	COMCAST - SENIOR CENT	052220-062120	051820	06/12/20	164.57	419
101-794-920.000	UTILITIES - OUTDOOR LIGH	DTE - SENIOR OUT 9	040420-050620	061020	06/11/20	22.66	418
101-794-920.000	UTILITIES - SENIORS	DTE ENERGY - SENIOR 9	042420-052220	061720	06/18/20	73.81	422
		Total For Dept 794 SENIOR CENTER				261.04	
		Total For Fund 101 GENERAL FUND				1,864.20	
Fund 206 FIRE FUND							
Dept 336 FIRE OPERATING							
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	20-306	5059457950	06/16/20	5.80	16406
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	20-322	103786370	06/29/20	87.84	16411
206-336-733.000	FUEL	WEX BANK	20-318	65769352	06/29/20	402.50	16412
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	20-291 MENARDS DISINFECTANTS	052720	06/25/20	89.78	16409
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	20-316 AMAZON	052620	06/25/20	332.40	16409
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	20-303 MENARDS CAR CREEPER/DETERG	060920	06/25/20	98.94	16409
206-336-827.000	FIRE & LIFE SAFETY DIVIS	MACOMB COUNTY FIRE CH	20-310 DUES	2019 2020	06/25/20	340.00	16410
206-336-850.000	INTERNET/PHONE/CABLE/ETC	COMCAST - FIRE	20-304 061520-071420	062220	06/25/20	257.35	427
206-336-920.000	UTILITIES	DTE - FIRE 9100 017	20-288 042420-052220	061720	06/18/20	525.88	425
206-336-920.000	UTILITIES	DTE - FIRE 9100017017	20-289 042420-052220	061720	06/18/20	179.26	426
206-336-930.001	FIRE EQUIP/ REPAIRS/INSP	CARD SERVICE CENTER	20-317 BATTERIES	061020	06/25/20	138.86	16409
206-336-930.002	STATION & GROUNDS MAINT/	GROSSO TRUCKING & SUP	20-302 SAND	61738	06/16/20	217.50	16404
		Total For Dept 336 FIRE OPERATING				2,676.11	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 206 FIRE FUND							
Dept 651 AMBULANCE-ALS							
206-651-797.001	EMS EXPENSES	SOUTH PARK WELDING	20-304	5005825	06/16/20	47.74	16405
			Total For Dept 651 AMBULANCE-ALS			47.74	
			Total For Fund 206 FIRE FUND			2,723.85	
Fund 701 TRUST & AGENCY FUND							
Dept 000							
701-000-297.000	BFG17036 - PB170038	CONSUMERS ENERGY	BD Bond Refund	BFG17036	06/23/20	250.00	3045
701-000-297.000	BFG18001 - PB180002	CONSUMERS ENERGY	BD Bond Refund	BFG18001	06/23/20	250.00	3046
701-000-297.000	BFG18004 - PB180005	Henkel & McCoy	BD Bond Refund	BFG18004	06/23/20	250.00	3047
701-000-297.000	BFG20007 - PB200008	Progressive Siding	BD Bond Refund	BFG20007	06/23/20	250.00	3048
701-000-297.000	BFG19056 - PB190059	TODD, NEAL & KATRINA	BD Bond Refund	BFG19056	06/23/20	250.00	3049
701-000-297.000	BFG19063 - PB190066	BLAKE'S FARM, INC	BD Bond Refund	BFG19063	07/08/20	1,500.00	3050
701-000-297.000	BFG18023 - PB180024	Chauncy Daniels Sr.	BD Bond Refund	BFG18023	07/08/20	35.00	3051
701-000-297.000	BFG19051 - PB190053	DIMAGGIO, MATTHEW & R	BD Bond Refund	BFG19051	07/08/20	1,000.00	3052
701-000-297.000	BFG19052 - PB190054	HAYDEN, DENNIS TRUST	BD Bond Refund	BFG19052	07/08/20	250.00	3053
701-000-297.000	BFG17058 - PB170060	John Cooney	BD Bond Refund	BFG17058	07/08/20	185.00	3054
701-000-297.000	BFG19037 - PB190039	MADDEN, DANIEL & JOCE	BD Bond Refund	BFG19037	07/08/20	185.00	3055
701-000-297.000	BFG18024 - PB180025	MCCOY, MARK & JOHN DI	BD Bond Refund	BFG18024	07/08/20	100.00	3056
701-000-297.000	BFG19030 - PB190032	Skill Craft Construct	BD Bond Refund	BFG19030	07/08/20	950.00	3057
701-000-297.000	BFG20015 - PB200017	SZASZ, LINDA	BD Bond Refund	BFG20015	07/08/20	100.00	3058
			Total For Dept 000			5,555.00	
			Total For Fund 701 TRUST & AGENCY FUND			5,555.00	
Fund 703 TAX FUND							
Dept 000							
703-000-214.101	DUE TO GENERAL FUND	ARMADA TOWNSHIP	PERSONAL PROPERTY TAX	2020 FEBRUARY	06/18/20	12.48	2864
703-000-214.206	DUE TO FIRE FUND	ARMADA FIRE DEPARTMENT	PERSONAL PROPERTY TAXES	2020 FEBRUARY	06/18/20	3.39	2865
703-000-223.000	DUE TO LIBRARY	ARMADA FREE LIBRARY*	PERSONAL PROPERTY TAXES	2020 FEBRUARY	06/18/20	2.39	2866
			Total For Dept 000			18.26	
			Total For Fund 703 TAX FUND			18.26	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			1,864.20	
			Fund 206 FIRE FUND			2,723.85	
			Fund 701 TRUST & AGENCY FUND			5,555.00	
			Fund 703 TAX FUND			18.26	
			Total For All Funds:			<u>10,161.31</u>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 000							
101-000-980.008	COMPUTER - MISC	I.T. RIGHT	2 YR RAPIDSSL CERTIFICATE FOR SECU	20164692	07/08/20	150.00	
			Total For Dept 000			150.00	
Dept 101 GOVERNMENTAL							
101-101-719.000	LIFE INSURANCE - GOVENME	MEDMUTUAL LIFE	080120-110120	024567610-1	07/08/20	270.18	
101-101-803.000	AUDIT	REHMAN ROBSON	PAYMENT #2 AUDIT	RR574979	07/08/20	3,375.00	
101-101-923.000	IT SUPPORT-SERVICE CONTR	I.T. RIGHT	080320-080221 - REMOTE BACKUP	20164858	07/08/20	200.00	
101-101-930.000	MAINTENANCE - HALL	FUSION ELECTRIC, INC.	WIRE 120V WATER HEATER IN BASEMENT	2020-388	07/08/20	350.00	
101-101-930.000	MAINTENANCE - HALL	PALAZZOLA, TIM	MATERIALS AND MILEAGE	063020	07/08/20	83.41	
			Total For Dept 101 GOVERNMENTAL			4,278.59	
Dept 210 ATTORNEY							
101-210-815.000	MISC MATTERS - ATTORNEY	FOSTER SWIFT	KERNER - 05072020-05132020	787869	07/08/20	697.50	
101-210-815.000	MISC MATTERS - ATTORNEY	SEIBERT & DLOSKI - MI	060420-063020	11311	07/08/20	850.00	
101-210-820.000	SEWER - ATTORNEY	FOSTER SWIFT	425 AGREEMENT WORK	787868	07/08/20	540.00	
			Total For Dept 210 ATTORNEY			2,087.50	
Dept 371 INSPECTIONS							
101-371-727.000	OFFICE SUPPLIES - INSPEC	ROMEO PRINTING CO., I	INSPECTOR CHECK LIST FORMS	25704	07/08/20	98.00	
101-371-860.000	MEMBERSHIPS/MILEAGE	MEL MCNUTT	061020-062920	062920	07/08/20	51.18	
			Total For Dept 371 INSPECTIONS			149.18	
Dept 447 ENGINEERS							
101-447-819.000	SPALDING, DEDECKER & ASS	SPALDING DEDECKER ASS	KERNER	83201	07/08/20	181.50	
			Total For Dept 447 ENGINEERS			181.50	
Dept 528 TRANSFER SITE							
101-528-809.000	TRANSFER SITE MONTHLY EX	STERLING SANITATION I	JULY 2020	35191	07/08/20	4,100.00	
			Total For Dept 528 TRANSFER SITE			4,100.00	
Dept 756 TOWNSHIP PARK							
101-756-930.000	MAINTENANCE - PARK	GARY GOEDTEL	PARK WATER TESTS AND MILEAGE	061820	07/08/20	179.90	
			Total For Dept 756 TOWNSHIP PARK			179.90	
			Total For Fund 101 GENERAL FUND			11,126.67	
Fund 206 FIRE FUND							
Dept 336 FIRE OPERATING							
206-336-742.000	STATION SUPPLIES	JAVA COFFEEHOUSE LLC	20-312 COFFEE	1177	07/08/20	161.12	
206-336-803.000	AUDIT	REHMAN ROBSON	20-224 - PMT #2 AUDIT	RR574979	07/08/20	3,875.00	
206-336-824.000	LIAB/WORK COMP	DECKER AGENCY	20-324 FF POLICY PROVIDENT	3361	07/08/20	2,665.00	
206-336-930.001	FIRE EQUIP/ REPAIRS/INSP	PRESSURE VESSEL TESTI	20-319 HYDRO TEST/VALVE REMOVAL &	6656	07/08/20	150.00	
206-336-930.002	STATION & GROUNDS MAINT/	NICHOLAS W. SHAFER	20-323 LED BULBS	062920	07/08/20	15.49	
206-336-931.000	VEHICLE MAINT/INSPECTION	APOLLO FIRE APPARATUS	20-305 MSA REPAIR	55655	07/08/20	168.00	
206-336-931.000	VEHICLE MAINT/INSPECTION	APOLLO FIRE APPARATUS	20-321	55658	07/08/20	73.50	
			Total For Dept 336 FIRE OPERATING			7,108.11	
Dept 651 AMBULANCE-ALS							
206-651-797.001	EMS EXPENSES	BOUND TREE MEDICAL, L	20-313	83662035	07/08/20	457.70	
206-651-797.001	EMS EXPENSES	SOUTH PARK WELDING	20-311	5006433	07/08/20	87.10	
206-651-797.001	EMS EXPENSES	BOUND TREE MEDICAL, L	20-320	83667554	07/08/20	171.45	
			Total For Dept 651 AMBULANCE-ALS			716.25	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 206 FIRE FUND							
Fund 701 TRUST & AGENCY FUND							
Dept 000			Total For Fund 206 FIRE FUND			7,824.36	
701-000-297.000	CUSTOMER IN/OUT	GENERAL FUND.	REINSPECTION FEE BFG19030	BFG19030	07/08/20	50.00	
701-000-297.000	CUSTOMER IN/OUT	GENERAL FUND.	REINSPECTION FEE MADDEN BFG19037	BFG19037	07/08/20	65.00	
701-000-297.000	CUSTOMER IN/OUT	GENERAL FUND.	REINSPECTION FEE DANIELS BFG18023	BFG18023	07/09/20	65.00	
701-000-297.000	CUSTOMER IN/OUT	GENERAL FUND.	REINSPECTION FEE COONEY BFG17058	BFG17058	07/08/20	65.00	
			Total For Dept 000			245.00	
			Total For Fund 701 TRUST & AGENCY FUND			245.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
			Fund 101 GENERAL FUND			11,126.67	
			Fund 206 FIRE FUND			7,824.36	
			Fund 701 TRUST & AGENCY FUND			245.00	
			Total For All Funds:			19,196.03	

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
<hr/>						
Fund: 101	GENERAL FUND					
<hr/>						
Department: 101-101	GOVERNMENTAL					
<hr/>						
101-101-704.000	010	GEN	GOETZINGER, JAMES M.	328.75	0.00	328.75
101-101-704.000	088	GEN	NIKKEL, STEVEN J.	328.75	0.00	328.75
Totals For: 101-101				657.50	0.00	657.50
<hr/>						
Department: 101-171	SUPERVISOR					
<hr/>						
101-171-704.000	026	GEN	PATEREK, JOHN W.	2,087.70	0.00	2,087.70
101-171-723.000	026	GEN	PATEREK, JOHN W.	276.92	0.00	276.92
Totals For: 101-171				2,364.62	0.00	2,364.62
<hr/>						
Department: 101-215	CLERK					
<hr/>						
101-215-704.000	031	GEN	SWIACKI, MARY K	2,467.38	0.00	2,467.38
101-215-705.000	061	GEN	BOYD, DAWN M	1,261.27	0.00	1,261.27
101-215-723.000	031	GEN	SWIACKI, MARY K	276.92	0.00	276.92
Totals For: 101-215				4,005.57	0.00	4,005.57
<hr/>						
Department: 101-253	TREASURER					
<hr/>						
101-253-704.000	007	GEN	FINLAY, CAMILLE R.	2,292.46	0.00	2,292.46
101-253-705.000	068	GEN	WIITANEN, REBECCA L	704.35	0.00	704.35
101-253-723.000	007	GEN	FINLAY, CAMILLE R.	276.92	0.00	276.92
Totals For: 101-253				3,273.73	0.00	3,273.73
<hr/>						
Department: 101-301	ORDINANCE ENFORCEMENT					
<hr/>						
101-301-704.000	090	GEN	BUFFA, NICHOLAS P.	250.00	0.00	250.00
101-301-711.000	004	GEN	CUBITT, ANDREW E.	99.46	0.00	99.46
Totals For: 101-301				349.46	0.00	349.46
<hr/>						
Department: 101-371	INSPECTIONS					
<hr/>						
101-371-704.000	022	GEN	MCNUTT, MEL A	4,405.00	0.00	4,405.00
101-371-706.000	006	GEN	DILLON, TIMOTHY L	432.44	0.00	432.44
101-371-707.000	027	GEN	RYAN, KARL G.	213.36	0.00	213.36
101-371-708.000	027	GEN	RYAN, KARL G.	326.52	0.00	326.52
101-371-709.000	033	GEN	WHITE, CHRISTINE L	2,419.76	0.00	2,419.76
101-371-723.000	033	GEN	WHITE, CHRISTINE L	276.92	0.00	276.92
Totals For: 101-371				8,074.00	0.00	8,074.00
<hr/>						
Department: 101-400	PLANNING COMMISSION					
<hr/>						
101-400-714.000	033	GEN	WHITE, CHRISTINE L	150.00	0.00	150.00
Totals For: 101-400				150.00	0.00	150.00
<hr/>						
Department: 101-756	TOWNSHIP PARK					
<hr/>						
101-756-704.000	009	GEN	GOEDTEL, GARY J.	300.00	0.00	300.00
Totals For: 101-756				300.00	0.00	300.00
<hr/>						
Totals For: 101				19,174.88	0.00	19,174.88
<hr/>						
Fund: 206	FIRE FUND					

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
<hr/>						
Department: 206-336	FIRE OPERATING					
206-336-710.000	100	FIRE	KROTCHER, CHRISTOPHER	5,384.62	0.00	5,384.62
206-336-710.002	058	FIRE	SWIACKI, MARY K.	276.92	0.00	276.92
206-336-710.004	091	FIRE	BIELAWSKI, MICHAEL T	1,469.00	0.00	1,469.00
206-336-710.004	039	FIRE	ESPER, KURT F.	312.00	0.00	312.00
206-336-710.004	097	FIRE	KASPRZAK, ALYXANDER	864.00	0.00	864.00
206-336-710.004	048	FIRE	MARKEY, THEODORE J.	1,152.00	0.00	1,152.00
206-336-710.004	051	FIRE	MORK, NEIL E.	532.00	0.00	532.00
206-336-710.004	052	FIRE	MSAL, JOHN H.	1,352.00	0.00	1,352.00
206-336-710.004	101	FIRE	SELTZ, SEAN	876.00	0.00	876.00
206-336-710.004	076	FIRE	SHAFER, NICHOLAS W.	1,260.00	0.00	1,260.00
206-336-710.004	102	FIRE	SOMES, ANDREW J	432.00	0.00	432.00
206-336-710.004	099	FIRE	STIICHHALLER, JACOB	1,200.00	0.00	1,200.00
206-336-710.005	039	FIRE	ESPER, KURT F.	24.02	0.00	24.02
206-336-710.005	074	FIRE	FINKBEINER, CHAD R.	32.02	0.00	32.02
206-336-710.005	048	FIRE	MARKEY, THEODORE J.	16.01	0.00	16.01
206-336-710.005	052	FIRE	MSAL, JOHN H.	16.01	0.00	16.01
206-336-710.005	076	FIRE	SHAFER, NICHOLAS W.	296.19	0.00	296.19
206-336-710.005	099	FIRE	STIICHHALLER, JACOB	16.01	0.00	16.01
206-336-710.200	052	FIRE	MSAL, JOHN H.	0.00	175.50	175.50
206-336-723.000	107	FIRE	HANNA, MATTHEW B	650.00	0.00	650.00
206-336-723.000	100	FIRE	KROTCHER, CHRISTOPHER	307.72	0.00	307.72
206-336-723.000	078	FIRE	MURRAY, DEVIN P.	92.30	0.00	92.30
Totals For: 206-336				16,560.82	175.50	16,736.32
<hr/>						
Department: 206-651	AMBULANCE-ALS					
206-651-710.007	107	FIRE	HANNA, MATTHEW B	3,392.00	0.00	3,392.00
206-651-710.007	043	FIRE	KANEHL, KEVIN T.	4,770.00	0.00	4,770.00
206-651-710.007	083	FIRE	KENNEDY, KURTIS M.	3,604.00	0.00	3,604.00
206-651-710.007	045	FIRE	KUHN, THOMAS J.	4,630.08	0.00	4,630.08
206-651-710.007	077	FIRE	MARDLIN, ROBERT S.	4,160.00	0.00	4,160.00
206-651-710.007	078	FIRE	MURRAY, DEVIN P.	3,392.00	0.00	3,392.00
206-651-710.007	072	FIRE	MYNY, COLLIN J.	3,604.00	0.00	3,604.00
206-651-710.007	055	FIRE	PFEIFLE, ANDREW J.	4,630.08	0.00	4,630.08
206-651-710.007	080	FIRE	STALINSKI, JOSEPH K.	3,392.00	0.00	3,392.00
206-651-710.008	091	FIRE	BIELAWSKI, MICHAEL T	0.00	156.00	156.00
206-651-710.008	107	FIRE	HANNA, MATTHEW B	0.00	864.00	864.00
206-651-710.008	043	FIRE	KANEHL, KEVIN T.	0.00	2,261.25	2,261.25
206-651-710.008	083	FIRE	KENNEDY, KURTIS M.	0.00	522.75	522.75
206-651-710.008	045	FIRE	KUHN, THOMAS J.	0.00	2,784.60	2,784.60
206-651-710.008	077	FIRE	MARDLIN, ROBERT S.	0.00	888.00	888.00
206-651-710.008	051	FIRE	MORK, NEIL E.	0.00	252.00	252.00
206-651-710.008	052	FIRE	MSAL, JOHN H.	0.00	156.00	156.00
206-651-710.008	078	FIRE	MURRAY, DEVIN P.	0.00	1,044.00	1,044.00
206-651-710.008	072	FIRE	MYNY, COLLIN J.	0.00	1,109.25	1,109.25
206-651-710.008	055	FIRE	PFEIFLE, ANDREW J.	0.00	2,457.00	2,457.00
206-651-710.008	102	FIRE	SOMES, ANDREW J	0.00	216.00	216.00
206-651-710.008	080	FIRE	STALINSKI, JOSEPH K.	0.00	432.00	432.00
206-651-710.008	099	FIRE	STIICHHALLER, JACOB	0.00	144.00	144.00
Totals For: 206-651				35,574.16	13,286.85	48,861.01
<hr/>						
Totals For: 206				52,134.98	13,462.35	65,597.33
<hr/>						
Grand Totals				71,309.86	13,462.35	84,772.21

Armada Township Fire Department

Armada, MI

This report was generated on 7/1/2020 10:09:07 AM



Incident Statistics

Start Date: 06/01/2020 | End Date: 06/30/2020

INCIDENT COUNT				
INCIDENT TYPE		# INCIDENTS	2019	2018
EMS		85	57	50
FIRE		20	15	7
TOTAL		105	67	57
TOTAL TRANSPORTS (N2 and N3)				
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS	
TOTAL				
PRE-INCIDENT VALUE		LOSSES		
\$256,000.00		\$152,500.00		
CO CHECKS				
736 - CO detector activation due to malfunction		1		
746 - Carbon monoxide detector activation, no CO		1		
TOTAL		2		
MUTUAL AID				
Aid Type		Total		
Aid Given		2		
Aid Received		3		
OVERLAPPING CALLS				
# OVERLAPPING		% OVERLAPPING		
8		7.62		
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)				
Station	EMS	FIRE		
Station 1	0:05:33	0:06:53		
AVERAGE FOR ALL CALLS		0:05:24		
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)				
Station	EMS	FIRE		
Station 1	0:01:23	0:02:17		
AVERAGE FOR ALL CALLS		0:01:20		
AGENCY		AVERAGE TIME ON SCENE (MM:SS)		
Armada Township Fire Department		25:58		

Approved

Armada Twp Fire Chief

Date 7-1-20

Signature

Only Reviewed Incidents included. CO detector includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



EMERGENCY REPORTING

emergencyreporting.com

Doc Id: 1645

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Armada Township Fire Department

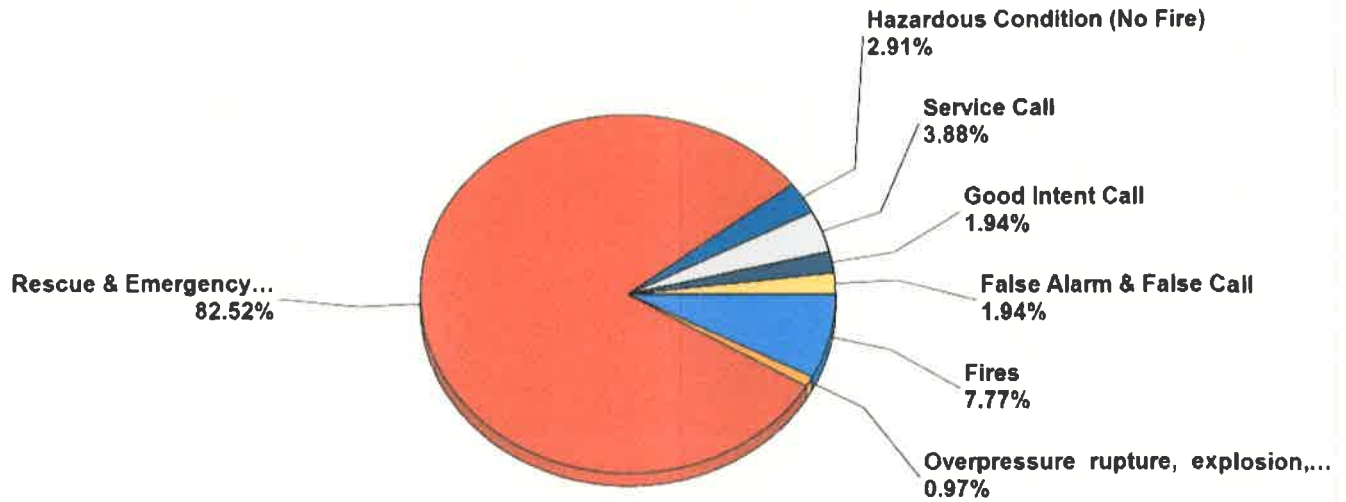
Armada, MI

This report was generated on 7/1/2020 8:55:54 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2020 | End Date: 06/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	7.77%
Overpressure rupture, explosion, overhear - no fire	1	0.97%
Rescue & Emergency Medical Service	85	82.52%
Hazardous Condition (No Fire)	3	2.91%
Service Call	4	3.88%
Good Intent Call	2	1.94%
False Alarm & False Call	2	1.94%
TOTAL	105	101.93%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	2.86%
113 - Cooking fire, confined to container	1	0.95%
131 - Passenger vehicle fire	1	0.95%
138 - Off-road vehicle or heavy equipment fire	1	0.95%
141 - Forest, woods or wildland fire	1	0.95%
143 - Grass fire	1	0.95%
251 - Excessive heat, scorch burns with no ignition	1	0.95%
321 - EMS call, excluding vehicle accident with injury	78	74.29%
322 - Motor vehicle accident with injuries	6	5.71%
324 - Motor vehicle accident with no injuries.	1	0.95%
400 - Hazardous condition, other	2	1.90%
440 - Electrical wiring/equipment problem, other	1	0.95%
500 - Service Call, other	2	1.90%
542 - Animal rescue	1	0.95%
561 - Unauthorized burning	1	0.95%
611 - Dispatched & cancelled en route	2	1.90%
736 - CO detector activation due to malfunction	1	0.95%
746 - Carbon monoxide detector activation, no CO	1	0.95%
TOTAL INCIDENTS:	105	99.96%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Armada Township Fire Department

Armada, MI

This report was generated on 7/1/2020 8:56:37 AM



Average Response Time for Zone for Date Range

Zone: All Zones | Start Date: 06/01/2020 | End Date: 06/30/2020

Zone Title	AVERAGE RESPONSE TIME in minutes (Dispatch to Arrived)
NW - Northwest	8.51
SW - Southwest	7.04
RT - Richmond Fire Rescue	7.00
SE - Southeast	5.24
AV - Village of Armada	4.73
NE - Northeast	2.38

Only REVIEWED incidents included This report shows the time in decimal format. Excludes "Cancelled" apparatus.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 38

Page # 1



Armada Township

PLANNING COMMISSION

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586) 784-5211

AGENDA

July 1, 2020

7:00 p.m.

MEETING CANCELED

Due to Lack of Quorum

Next Scheduled Regular Meeting: August 5, 2020

Monthly Building Report

Month: June
Year: 2020

<i>Permits Issued:</i>	<u>1</u>	<i>Decks</i>
	<u>1</u>	<i>Demolitions</i>
		<i>Ponds</i>
		<i>Pole Barns</i>
		<i>Garages</i>
		<i>Additions/Misc.</i>
	<u>2</u>	<i>Homes</i>
		<i>Zoning</i>
		<i>Commercial</i>
	<u>3</u>	<i>Pools</i>
		<i>Porch</i>
		<i>Sunrooms</i>
	<u>6</u>	<i>Electrical</i>
	<u>2</u>	<i>Mechanical</i>
	<u>3</u>	<i>Plumbing</i>

Total Permits Issued: 18

Building Inspections: 64

Comments: There were a total of 64 inspections done between all the inspectors. 35 Building inspections, 17 Plumbing and Mechanical inspections, and 12 Electrical inspections.

June 2020 Park Report

7/2/20

Park reopened June 1st after Covid-19 closure.

Restrooms opened as of June 22nd, water tests passed.

Outdoor water spigot added to Pavilion for tree and garden maintenance.

Jake to maintain restrooms on Friday's.

Phase 2 of Playscape completed.

Skatepark trash has not been an issue in June thanks to the help of some people to keep it clean.

Two successful baseball tournament weekends, operating under Group submitted Covid-19 Operational Plans.

Upgrades for 2020.

- Auto door locks for Restrooms
- Diamond dust for NT field
- Red Clay for ST and ET
- Additional picnic tables, possibly to replace wood tables
- Replace park entrance with concrete (long term goal)

I have been getting quite a few compliments on the Park on cleanliness and how well it is being maintained and overall looks.

Thanks,

Gary Goedtel,

Armada Township Park Director



Armada Township

Item #9-G

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586)784-5211

MONTHLY REPORT WATER AND SEWER PROJECT

MEETING DATE: July 8, 2020

425 Agreement - Romeo

1. Romeo received the 425 proposal just prior to their June 15, 2020 meeting. The proposal was distributed to the Village Board as "correspondence".
2. At the same meeting Chet Properties was on the agenda requesting annexation.
3. The Village Board does not seem interested in a 425 agreement with Armada Township in lieu of annexation.

425 Agreement - Bruce

4. Bruce has received the 425 proposal. Bob Seibert (representing Bruce Twp) has been in contact with Laura Genovich (representing Armada Twp) on two occasions.
5. Bob's opinion is that Bruce Twp is interested in a 425 agreement.
6. A special meeting is anticipated for the Bruce Twp Board in July for a closed session discussion on the legal implications anticipated from the Village of Romeo.

Respectfully,
Jim Goetzinger, Trustee

Armada Twp Park

AVID CONSTRUCTION LLC

21300 MULLIN AVE
WARREN, MICHIGAN 48089

Phone: (810) 343-2917

Email: avidconst@ymail.com

Payment Terms

Due upon receipt

Invoice #

000001

Date

02/27/2020

Description	Total
Armada Twp Park	\$10,120.08
Build a 16' x 24' Pavilion as per photos with a 16' x 24' x 4" concrete pad. Price includes materials, labor and removal of dirt spoils from this project	

Subtotal \$10,120.08

Total **\$10,120.08**

Armada Twp Park

ARMADA TOWNSHIP BOARD MEETING

JMG

MEETING DATE: July 8, 2020

TOPIC: Email Notification Service

AGENDA LOCATION: Item # 10 b

BACKGROUND BRIEF: In March 2020 the Township Board discussed the ability to send mass notifications to interested residents. The idea was to inform residents of upcoming meetings and special events. Residents would be required to sign-up to receive the notifications, but could stop receiving notifications at any time.

Shumaker Technology Group has provided a quote to set Armada Township up an email only notification service. The proposal is attached for your review. The scope of work includes integrating a signup form into the Township's website, creating a free MailChimp account, and training township staff.

A program called Code Red was also discussed at the March 2020 meeting. Code Red is an emergency notification service with options for non-emergency notifications. Armada Township currently pays an annual fee for Code Red. No formal decisions were made and the Board recommended Code Red be further evaluated.

Chief Krotche and Trustee Goetzinger attended a webinar in May 2020 to learn about Code Red. The program has a variety of options available to end-users including text messages. However, the program is very time consuming and cumbersome for the occasional program manager. It would take a dedicated staff member to become efficient with sending out emergency notifications. Infrequent use of Code Red would likely require a lot of time to "remember" how to send out a message. The fire department does not intend to utilize Code Red at this time.

The Township has received multiple requests from residents for the ability to receive electronic copies of the agenda packet. Electronic documents are easier to distribute and create less waste than paper copies. Providing electronic agenda packets is another way to allow interested residents to stay informed.

SUMMARY OF PREVIOUS BOARD ACTION: Funds were allocated in the FY 20/21 budget for a notification service.

FINANCIAL IMPACT: \$325



The Shumaker Technology Group

Armada Township Mailing List Setup Quote

Set Free* MailChimp Account & Custom Email Template	\$175
Setup Includes: <ul style="list-style-type: none">• Setup Sub-Lists For "Board of Trustee Meeting Notifications", "Other Board Meeting Notifications", and "Special Event Notifications".• Creation of User Accounts For Township Officials• Integration of Signup Form Into Website• Development of One Custom Email Template	
Host Live Training Webinar For Township Officials. Webinar Will Be Recorded For Future Use	\$75
Develop and Provide Custom Step-By-Step Tutorial With Screenshots	\$75

TOTAL PROJECT COST: \$325

Note: All setup fees are one-time costs with the possible exception of an eventual on-going fee from MailChimp as noted below.

Note: *The Free MailChimp account does have some limitations as far as number of subscribers and total emails send to them. Additionally, while it has been free for some time, it is provided by a third-party company (MailChimp) which could change their terms or pricing. Regardless, the free account should still be a great start and their rates are reasonable if an upgrade is needed.

The Shumaker Technology Group
3721 W. Michigan Ave., Suite 103
Lansing, MI 48917

TEL (517) 388-3120
EMAIL info@shumakergroup.com
WEB www.shumakergroup.com



SCAN CODE



ARMADA TOWNSHIP BOARD MEETING

JMG

MEETING DATE: July 8, 2020

TOPIC: Township Park Sidewalk

AGENDA LOCATION: Item # 10 C

BACKGROUND BRIEF: The FY20/21 budget includes funds for the construction of a sidewalk from Armada Center Road to the parking lot in the Township Park.

Park visitors walking from the Village of Armada to the Township Park currently walk through the Fire Department property. Walkers sometimes utilize the fire department driveway, but often walk along the location of the proposed sidewalk. The area was previously wood chips, but is currently all lawn area. The current surface is not accessible for persons with mobility issues and is hard things like strollers and skateboards.

The proposed sidewalk would run along the West property line behind the Fire Department property. Fire Chief Krotche has no issues with the proposed location. The Macomb County Department of Roads had no issues with the proposed sidewalk terminating at Armada Center. A culvert was previously installed at this location.

Quotes were received from three contractors to install a 5' wide sidewalk which includes preparing the subgrade, placing sand base, placing a 4" thick concrete sidewalk, installing detectable warning panels at each end, and restoration.

The quotes are attached, but the bid quantities were slightly different so the comparable totals are listed below as follows:

Hinojosa Contracting	\$21,000.00
Crown Construction	\$24,200.00
Drew Davidson Const.	\$27,500.00

If approved, Trustee Goetzinger and the Parks Director will confirm the sidewalk location. Trustee Goetzinger is willing to provide layout and inspection for the project.

SUMMARY OF PREVIOUS BOARD ACTION: Funds were allocated in the FY 20/21 budget for this project

FINANCIAL IMPACT: \$21,000.00

RECOMMENDED MOTION:

- 1) Motion by _____, seconded by _____, to authorize Hinojosa Contracting to construct a sidewalk from Armada Center to the Township Park parking lot for the amount of \$21,000.00

_____ Yes

_____ No

Estimate

Customer: Armada City Parks and Rec
 Address: Armada Fire Hall
 Contact: Jim Goetzinger
 Date: 6-1-2020

Hinojosa Contracting
Owner, Michael Hinojosa
Croswell, MI
810.399.7700

Item Description	Quantity	Unit	Unit Price	Total
		ln ft		
		sq ft	\$	
SITEWORK FOR NEW 5' X 500' CONCRETE SIDEWALK ON THE WEST SIDE OF FIREHALL, RUNNING NORTH TOWARD SKATE PAD; INCLUDES ECAVATING NEW SIDEWALK AREA, LEVELING AREA, 4" COMPACTED SAND BASE	2500	ln ft	\$ 1.10	\$ 2,750.00
		sq ft		
		ln ft	\$	
		sq ft		
NEW 5' X 500' CONCRETE SIDEWALK ON THE WEST SIDE OF FIREHALL, RUNNING NORTH TOWARD SKATE PAD, INCLUDES 4" CONCRETE, 6 SACK CONCRETE, TWO STRIPS OF NUMBER 4 REBAR FOR REINFORCEMENT, AND LABOR	2500	ln ft	\$ 6.45	\$ 16,125.00
		sq ft		
		ln ft	\$	
		sq ft		
RESTORATION; INLCUDES BACKFILLING ALL SIDEWALK, BOTH SIDES (UP TO 18" AWAY FROM EDGE OF SIDEWALK) WITH EXCAVATED DIRT, UP TO AN ADDITIONAL 30 YARDS OF DIRT IF NECESSARY	1000	ln ft	\$ 1.25	\$ 1,250.00
		sq ft		
Anticipate 36" of restoration on west side	500	ln ft	\$ 1.25	\$625.00
		sq ft		
Sawcut joints in lieu of tool joints	1 LS	ln ft	\$	\$250.00
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	
		sq ft		
		ln ft	\$	\$21,000.00
		sq ft		
TOTAL				\$ 20,125.00

ESTIMATE GOOD FOR 14 DAYS (MUST HAVE 10% DOWN TO HOLD JOB PRIOR TO 14 DAY EXPIRATION DATE),

80770 Holmes
Armada, MI 48005
586-752-1890 Cell 810-343-4321
586-336-3990 Fax

Date	Invoice #
6/4/2020	3390

Bill To
Armada Township 23121 East Main Street Armada. Michigan 48005

Ship To
Armada Twp Fire dept

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			6/4/2020			
Quantity	Item Code	Description			Price Each	Amount
2,200	008 concrete	Sidewalks 4in. 4,000 P.S.I.			9.00	19,800.00
	03 Excavation	Excavation grading and seeding \$1,500/2,200 sq ft = \$0.68/sq ft			1,500.00	1,500.00
2,500		4 in Sidewalk			9.00	\$22,500.00
2,500		Excavation grading and seeding			0.68	\$1,700.00
						\$24,200.00
					Total	\$24,300.00

Drew Davidson Construction, Inc.
71505 Memphis Ridge
Richmond, MI 48062
(586) 727-9282

Village of Armada

5' X 440' Sidewalk

Strip vegetation in area of sidewalk

Provide sand for base

Form & pour approx. 2,200 sq. ft. of concrete

Final restoration **is included** in this price **\$11.00 per sq. ft.**

Concrete to be:

1. 4" thick
2. 6 Bag Mix
3. Saw Cut

2,500 SFT at \$11.00/SFT = \$27,500.00

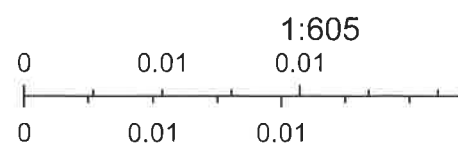


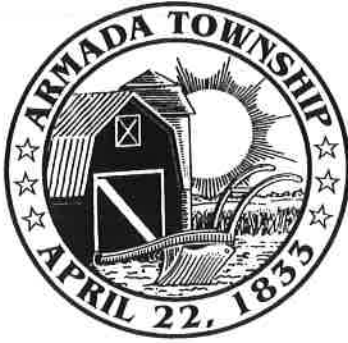
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Area Boundaries 314 - PrivateClaim

y Area Boundaries Property Lines - Core

y Lines - Retired 100 - Parcel





Armada Township

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586) 784-5211

To: Armada Township Board Members

From: Mary K. Swiacki, Clerk

Date: July 8, 2020

Re: FY21 S.M.A.R.T. Allocations

The new contract has \$3,572 in Municipal Credit funds and \$9,551 in Community Credit funds totaling \$13,123 available for FY21.

Please find my suggestions for the FY21 SMART Allocations.

Municipal Credits	2021
Transfer direct to Richmond/Lenox EMS	\$ 500.00
Armada Township Seniors	\$ 3,072.00
Total Municipal Credits	\$ 3,572.00
Community Credits	2021
P.A.L.	\$4,450.50
A.C.E.P.	\$650.00
Armada Township Seniors	\$4,450.50
Total Community Credits	\$9,551.00

Municipal and Community Credits are public transportation funds and the service is open to the general public.

As always, a letter will be sent to notify each organization the funds awarded and will be reminded that all Municipal Credit funds must be spent by June 30, 2022, all Community Credits must be spent by June 30, 2023. Any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY 2021

I, John W. Paterek, as the Supervisor of Armada Township (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2020 through June 30, 2021 (Section 1 below), and **Community Credits** available for the period July 1, 2020 to June 30, 2021 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$3,572 in **Municipal Credit** funds as follows:

- | | | |
|-----|---|--------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) | Services Purchased from Subcontractor
<u>Richmond Lenox EMS Ambulance Authority</u>
<small>(NAME OF SUBCONTRACTOR)</small>
<small>(See attached Subcontractor Service Agreement)</small> | At the cost of: \$ _____ |

Total \$3,572

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by June 30, 2022; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$9,551 in **Community Credit** funds available as follows:

- | | | |
|-----|--|--------------------------|
| (a) | Transfer to _____
<small>TRANSFeree COMMUNITY</small> | Funding of: \$ _____ |
| (b) | Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) | Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |

(d) Capital Purchases At the cost of: \$ _____

(e) Services Purchased from Subcontractor At the cost of: \$ _____

Richmond Lenox EMS Ambulance Authority

(NAME OF SUBCONTRACTOR)

(See attached Subcontractor Service Agreement)

Total \$9,551

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2021, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2023; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

Armada Township

By: _____

Date _____

Its: _____

Suburban Mobility Authority for
Regional Transportation

By: _____

Date _____

Its: _____

**ARMADA TOWNSHIP
RESOLUTION NO: 2020-48**

**Authorization to Purchase Community Transit services from the Richmond Lenox EMS
with SMART Municipal Credits and Community Credits**

- Whereas, That Armada Township is eligible to receive public transportation funds through the Municipal and Community Credit programs; and
- Whereas, The Richmond Lenox EMS (RLEMS) operates a public Community Transit program; and
- Whereas, Armada Township wishes to purchase Community Transit services from the Richmond Lenox EMS; and
- Whereas, SMART (the Suburban Mobility Authority for Regional Transit) as the regional transportation authority is responsible for coordinating, reporting, and disbursing of funds for all local sub-recipient communities and agencies; and
- Whereas, Armada Township and RLEMS have a long-standing collaborative relationship in providing paratransit services to residents in Armada Township, and the surrounding communities;
- Whereas, Armada Township and RLEMS wish to continue the existing arrangement; and allow for direct reimbursement to the RLEMS for operating expenses incurred while providing Community Transit services and;
- Resolved, That Supervisor, of Armada Township is authorized to execute Municipal and Community Credit agreements in which Municipal and Community Credit funds in the amount of \$500 will be used to reimburse the RLEMS for Paratransit/Community Transit services.

CERTIFICATE

The undersigned duly qualified Clerk of Armada Township certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Township Board of Armada Township held on July 8, 2020.

Date

Mary K. Swiacki, Clerk
Township of Armada



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

11 5

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Blake Farms Hard Apple Cider, LLC -
Cider Dayze Hosted By Armada Lions Club
(Name of Organization)

for a Special License to serve alcohol on Special License to serve alcohol on August 29 & 30, 2020
(Event Date or Dates)

to be located at 17985 Armada Center Road Lot A, Armada MI 48005
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

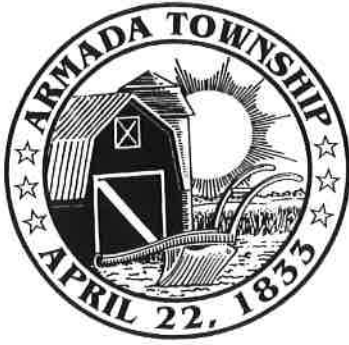
I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☒ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Armada Township

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586)784-5211

AGENDA ITEM #:

SUBMITTED BY: Clerk Swiacki

DATE: July 2, 2020

Board of Review: Three two-year re-appointments for August 2020 to August 2022

Rachel Achatz
David Andrews
Joan Falkenburg

To: Armada Township Board Members

From: Fire Chief Christopher Krotche

Date: July 1, 2020

Re: New budget-line items

The Fire Department is requesting approval to amend the current budget to allow for new line items related to the COVID-19 preparation and response.

Expenses: Over the past few months, we have incurred expenses in response and preparation to the COVID-19 pandemic. These costs include personnel, cleaning supplies, PPE, etc. and have been the result of recommendations/mandates from the CDC, MIOSHA, Macomb County Medical Control and the Governor's Executive orders.

Revenue: Macomb County has received funding through the Federal Government "Cares Act" program. They have filtered some of this funding down to businesses and local municipalities. The amount slated for Armada Township is up to \$52,636 and will be paid on a reimbursement basis.

The addition of these lines will assist with the reimbursement process will also single-out these as a one-time accounting items. The Fire Department is requesting the current budget to be amended to reflect the addition of the following line items:

Revenues

COVID-19 reimbursement

Expenses

COVID-19 Personnel

COVID-19 supplies/fees

To: Armada Township Board Members

From: Fire Chief Christopher Krotche

Date: July 1, 2020

Re: New budget expense line item

To keep budgetary items properly categorized, the Fire Department is requesting a new line-item for expenses. This line will be for "Building Remodeling/Updates" and will move expenses typically placed in "Building Maintenance" in to a more appropriate accounting line. So, items such as new doors, windows, additions, etc will be separated from item such as repairs and maintenance.

To: Armada Township Board Members
From: Fire Chief Christopher Krotche
Date: July 1, 2020
Re: Turnout gear blanket purchase

ATFD does not currently have an established competitively priced bid in place to purchase new structural Firefighter gear. With the hiring of one new Full-time employee and two vacancies, we will need to have an approved bid in place for approved blanket purchases.

The St. Clair Shores Fire Department conducted extensive product research followed by a competitive bidding process which was placed on BIDNET, emailed to vendors and advertised in local newspapers. They received 6 bids in total. The price SCS received was a two-year fixed pricing contract for approximately 20 sets of gear. The chosen product/bid was with Lion structural firefighting gear from Phoenix Fire which was the product chosen by the firefighters and also the lowest bid.

I reached out to Phoenix fire to see if they would honor the bidding process and pricing as provided to St. Clair Shores. As a stand-alone bid, ATFD would not be able to receive the same discounts due to our yearly order volume. Further, there has been a large increase in the cost of Kevlar which has increased the prices of gear across manufactures. Phoenix Fire has agreed to provide ATFD with the pricing though the contract ending 12/2020.

I am requesting Board approval to accept the bidding process completed by SCS. With approval, I am requesting a blanket purchase for 4 sets of gear not to exceed \$9,959.96. Any additional purchases would likely be associated with the SAFER grant and would be brought to the Board for approval.

06-24-2020

Chief Krotche and Board of Trustees

I, Heather Pawlowski, will be stepping down from the fulltime firefighter position at Armada Township Fire Department as of 06/21/2020 and will be assuming a part time firefighter position. I am stepping down due to having a new baby. As a new mother, I want to spend as much time with my new bundle of joy. I want to thank the Fire Department, Fire Chief Chris Krotche, and the Board of Trustees for this amazing experience. I want to thank you all for being so accommodating with my pregnancy, and thank you for supporting me. This was a hard decision for me. Thank you for understanding.

Thank you for everything,

Heather Pawlowski

11-1

To: Armada Township Board Members
From: Fire Chief Christopher Krotche
Date: July 1, 2020
Re: Electrical bids

The Fire department has reached out to multiple companies and solicited bids for Electrical contractors for the office addition. Three companies provided bids.

The bids include upgrades/repairs to the existing system. We have issues where some wiring on past projects is incorrect. This results in electrical current irregularities that faults the operation of the emergency back-up generator. First, an air compressor was installed with undersized wiring. Next, the SCBA air-fill station was not ran through the electrical panel. Both of these results in the generator faulting upon startup. The repair will require some re-wiring and the addition of a subpanel.

The remaining costs are to wire the new addition. This includes plugs, switches, emergency exit lights, light fixtures and 5 new 20-amp circuits and all parts. They are giving us a discount for assisting in the project. Under supervision, we will be helping the contractor which results in lower labor costs.

The Fire Department is requesting approval of the contract to DeHondt Electrical Inc. for the cost of \$3,150.00 which includes parts, labor and permits. They were the lowest bid.

DeHondt Electric Inc.
7457 21 Mile Road
Shelby TWP, MI 48317



Estimate

ADDRESS

Armada Fire Department
23175 Armada Center Rd.
Armada Twp, MI 48005 USA

ESTIMATE # 1330

DATE 07/01/2020

DESCRIPTION OF WORK COMPLETED	AMOUNT
Electrical estimate for the Armada Fire Hall - Interior Expansion-	
Remove and replace existing 100 amp 3 phase electrical sub - panel and install new 100 amp 30 circuit 3 phase main lug electrical panel with breakers to allow for more space to accommodate more circuitry-	
Supply and install receptacle openings in the office areas, entrance and charging station -	
Supply and install 2x4 LED flat panel lighting fixtures -	
Supply and install switching for lighting branch circuits -	
Supply and install breaker for 220 volt air compressor -	
Re-work existing lighting branch circuit for lighting control in the fire truck area-	
Labor / Materials -	3,105.00
<hr/>	
TOTAL	\$3,105.00

Accepted By

Accepted Date

SGB Electrical Services LLC

14292 Oakwood Dr
Shelby Twp. MI 48315

Estimate

Date	Estimate #
6/20/2020	74

Name / Address
Armada Twp. Fire Dept. 23175 Armada Center Rd. Armada, MI 48005

			Project
Description	Qty	Rate	Total
Office Addition Electrical: Dispatch Area; (4) 120 volt outlets on one new 20 amp circuit (2) new 2'x4' LED flat panel lights (1) 20 amp dedicated circuit for copier Vestibule Area: (1) new 2'x4' LED flat panel light (1) relocate switch (1) 120 volt outlet (1) provide and install new exit/emergency combo light fed from existing (1) provide and install new remote LED head outside above man door Hallway Area: (2) 120 volt outlets mounted high on new circuit (1) new 2'x4' LED flat panel light Office Area: (8) 120 volt outlets mounted high on new circuit (3) new 2'x4' LED flat panel lights Shop Area: (3) Relocate switches to new shop wall (2) Relocate fan controls to new shop wall (2) 120 volt GFCI outlets mounted on stud wall (1) Relocate radiant heat thermostat to new shop wall (1) provide and install new exit/emergency combo above door to vestibule (1) pipe and wire for relocated air compressor on mezzanine Sub Panel (1) Remove existing sub panel. (1) Provide and install new 24 amp panel to accommodate new circuits. (1) Remove fill station feed from main lugs of panel. Provide and install new breaker to feed (1) provide and install 30 amp breaker for AC unit		3,500.00	3,500.00
		Total	

SGB Electrical Services LLC

14292 Oakwood Dr
Shelby Twp. MI 48315

Estimate

Date	Estimate #
6/20/2020	74

Name / Address
Armada Twp. Fire Dept. 23175 Armada Center Rd. Armada, MI 48005

			Project
Description	Qty	Rate	Total
Electrical Permit		150.00	150.00
Total			\$3,650.00

Current Electric Contracting L. L. C.

rsktemple@sbcglobal.net
PO Box 265
Romeo, Michigan 48065
586-752-3798 office/ fax

ESTIMATE

Date	Estimate #
6/21/2020	629

Name / Address
Armada Fire House Addition

Job Location
Armada Fire House Addition

Item	Description	Qty	Total
99	Armada Fire House Addition		4,600.00
99	Rewire air compressor at new location		
	Replace existing sub panel with 30 circuit 100 AMP 3 phase panel board		
	Remove ceiling fans over mezzanine		
	Relocate switch for T-5 high bays		
	Dedicated 20 AMP outlet for copier / fax		
	Plugs to code in office, vestibule and mezzanine		
	Provide and install 5 LED flat panel lay in lights		
	Replace exit emergency light in vestibule add 1 in mezzanine		
	Permit fee		

1. by the person's signature or by allowing Current Electric Contracting LLC ("CEC") to start work, this estimate shall become the parties' contract and customer agrees to these terms and conditions.

2. 50% of the contract shall be due and payable within 45 days of billing. Billing will follow each passed inspection.

3. Customer may request changes and deviations from, or extras to, the work specifications by a written change order submitted for CEC's approval. At CEC's sole option, such additional amounts shall be due and payable within 45 days of completion of work or prior to work being performed.

4. Customer agrees to pay CEC all collection costs, including attorney fees, and interest at a rate equal to one and one-half percent (1 1/2%) per month, or eighteen percent(18%) per annum, on all amounts due, or to highest rate permitted by law, from the date payment was due until collected by CEC. WE agree to the above terms. Date _____ Signature...

Total

\$4,600.00

To: Armada Township Board Members
From: Fire Chief Christopher Krotche
Date: July 1, 2020
Re: HVAC bids

The Fire department has reached out to multiple companies and solicited bids for upgrades to the HVAC system for the office addition. Three companies provided bids, including different options.

Some of the options offered included adding a separate system, adding a "zoning" system to the existing equipment and lastly upgrading the current system to accommodate the additional square feet.

Our current furnace is sufficient to heat the new space. The A/C that is in place is an older unit and is nearly undersized for the current space.

After careful consideration and professional input, the best option was to use the current furnace, upgrade the A/C unit and duct the new space. The company we are recommending was the lowest bid.

The Fire Department is requesting approval to award the contact to Thermal Dynamics for the cost of \$6,852.00 which includes parts, labor and permits.



72859 Lassier Road, Bruce Township, MI 48065
586-531-4995

PROPOSAL SUBMITTED TO Chiefkrotche@armadatwp.org	PHONE	DATE 6/24/2020
---	-------	-------------------

CITY, STATE and ZIP CODE	JOB LOCATION
--------------------------	--------------

ARCHITECT	DATE OF PLANS	JOB PHONE
-----------	---------------	-----------

We hereby submit specifications and estimates for:
Carrier 3 Ton Air Conditioner with horizontal coil

Run new line set

Split supply duct that going into existing room and the other going into new addition

Provide volume damper for both supply air

Run new heat run to addition and run new return air to new addition

Insulate duct with R-8 Insulation

Provide new Register

Permits and Labor

We Propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of:
Payment to be made as follows:

\$6,852.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature



44001 Phoenix Drive
Sterling Heights, MI 48314
1-888-I-DO-COOL (436-2665)
(586) 739-3489
(586) 685-3489 Fax

BILL TO

Armada Fire Dept 0007800
23175 Armada Center Road
Armada, MI 48005 USA

ESTIMATE
14601633

ESTIMATE DATE
Jun 18, 2020

JOB ADDRESS

Armada Fire Dept 0007800
23175 Armada Center Road
Armada, MI 48005 USA

Job: 32086

Technician: Mike Beard

TASK	DESCRIPTION	QTY	PRICE	TOTAL
WARR AC RES	Warranty: 10 year parts, coil and compressor, 5 year labor on Trane equipment. Manufacturer warranty on accessories.	1.00	\$0.00	\$0.00
Mike Beard	Questions? Call 586-709-5658	1.00	\$0.00	\$0.00
S9X2B060U3PSAA	95% Two Stage, ECM Motor Furnace; Upflow/Left/Right 60,000 BTU (3 ton blower)	1.00	\$4,077.00	\$4,077.00
Trane S9X2B060U3PSAA				
4TTR3024G1000A	13 SEER XR13 AC 2 Ton	1.00	\$3,567.00	\$3,567.00
Trane 4TTR3024G1000A				

POTENTIAL SAVINGS \$0.00
SUB-TOTAL \$7,644.00
TOTAL \$7,644.00

Thank you for choosing McQuade Heating Cooling Plumbing & Refrigeration
If you were happy with our service, please tell a friend, neighbor or family member!
If you were unhappy with our service for any reason, please call us now. 586-739-3489

CUSTOMER AUTHORIZATION

I authorize the work as summarized and I agree to pay the full amount for all work performed.



44001 Phoenix Drive
Sterling Heights, MI 48314
1-888-I-DO-COOL (436-2665)
(586) 739-3489
(586) 685-3489 Fax

BILL TO

Armada Fire Dept 0007800
23175 Armada Center Road
Armada, MI 48005 USA

ESTIMATE
13941880

ESTIMATE DATE
Apr 15, 2020

JOB ADDRESS

Armada Fire Dept 0007800
23175 Armada Center Road
Armada, MI 48005 USA

Job: 31167

Technician: Mike Beard

ESTIMATE DETAILS

Remodeling : 1

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Misc Install	Includes: Install one new duct system for add on room. Install zoning system with Honeywell zone control and dampers. Install supply air temperature sensor. All new ducts for addition. Install two Sensi WIFI thermostats for two zones.	1.00	\$0.00	\$0.00
INCL	Includes removal and disposal of existing equipment off premises, duct adaption as needed, reconnect of existing gas and electric unless otherwise specified, miscellaneous materials, tax and labor.	1.00	\$7,486.00	\$7,486.00
Mike Beard	Questions? Call 586-709-5658	1.00	\$0.00	\$0.00
4TTR3030H1000N	13 SEER XR13 AC 2.5 Ton	1.00	\$0.00	\$0.00
Trane 4TTR3030H1000N				

POTENTIAL SAVINGS \$0.00
SUB-TOTAL \$7,486.00
TOTAL \$7,486.00

Thank you for choosing McQuade Heating Cooling Plumbing & Refrigeration
If you were happy with our service, please tell a friend, neighbor or family member!

If you were unhappy with our service for any reason, please call us now. 586-739-3489
CUSTOMER AUTHORIZATION

I authorize the work as summarized and I agree to pay the full amount for all work performed.

Sign here

Date



Tony's

Refrigeration, Heating & Air Conditioning, Inc.

Bringing Comfort Into Your Home Since 1990

6075 Corporate Drive - Ira, MI 48023 (586) 725-8669 (586) 725-3166 FAX

www.tonysheatingandcooling.com

May 14, 2020

Armada Township Fire Dept.
23175 Armada Center
Armada, MI. 48005

(586) 784-9464

(586) 242-8121 Chief Krotche

email- chiefkrotche@armadatwp.org

Tony's Refrigeration, Heating and Air Conditioning, Inc. will supply the necessary labor and materials to install heating and cooling in addition at above address.

Option # 1 includes- Mitsubishi multi zone ductless system

- 1.) Mitsubishi MXZ-2C20NAHZ2-U1 Multi Zone Hyper Heat outdoor unit.
- 2.) Two (2) Mitsubishi MSZ-FH06NA Wall mount indoor units.
- 3.) Two (2) MHK1 wall controllers, one for each indoor unit.
- 4.) Necessary line set, Line Hide and drain line connections.
- 5.) Wall mount bracket for outdoor unit.
- 6.) Labor and tax.
- 7.) Applicable permits.

8.) **Does Not Include-** Electrical

Warranties- (with proper maintenance)

Mitsubishi equipment- 7 year compressor, 5 year parts and 1 year labor

Accessories- 1 year parts and labor

Total Investment- \$ 8000.00

Yes _____ No _____

Mitsubishi Instant Spring Promotion Discount - \$ 500.00

Spring Promotion ends 5/29/2020

Option # 2 includes- New furnace and air conditioner, with duct work to new addition

- 1.) Rheem R95TC060 95% AFUE, 60,000 BTU single stage furnace with a constant torque motor.
- 2.) Rheem RA1330, 13 SEER, 2.5 ton air conditioner, with equipment pad.
- 3.) Rheem cased evaporator coil.
- 4.) Necessary sheet metal transitions, including running duct work to new addition.
- 5.) Secondary drain pan, with overflow protection.
- 6.) New line set, whip and disconnect.
- 7.) Necessary venting, electrical and gas piping.
- 8.) Removal of existing equipment.
- 9.) Labor and tax.
- 10.) Applicable permits.

Warranties- (with proper maintenance)

Warranties cont.

Rheem equipment- 20 year heat exchanger, 5year compressor, 1 year remaining parts and labor
Accessories- 1 year parts and labor

Total Investment- \$ 7350.00

Yes ____ **No** ____

Existing equipment is 20 years old, average lifetime of equipment is 15-20 years

Option # 3 includes- Adding ductwork to existing system (DO NOT RECOMMEND)

- 1.) Adding ductwork to existing duct system.
- 2.) Supply run in each room in addition.
- 3.) One return in addition.
- 4.) Labor and tax.
- 5.) Labor and tax.
- 6.) Applicable permits.

Warranties- 1 year parts and 30 days labor

Total Investment- \$ 3000.00

Yes ____ **No** ____

Terms on all options- ½ down, balance upon completion

Note- With new addition, furnace is big enough, the air conditioner will be undersized.
Highly recommend options # 1 or # 2.

Thank you for the opportunity to quote your project. This quote is valid for 30 days. We look forward to doing business with you.

Sincerely,

Scott Dolan

Acceptance of proposal- The above pricing, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ **Date** _____

Option selected _____

**MCKENNA**

June 19, 2020

Mary K. Swiacki
Township Clerk
Armada Township
23121 East Main
P.O. BOX 578
Armada, Michigan 48005

Subject: Proposed Partnership for Township Planning Services

Dear Clerk Swiacki and the Armada Township Leadership,

McKenna is honored to be considered by the Township as your future planning consultant and we look forward to assisting the community with planning and zoning services. Thank you again for the opportunity to interview with the Planning Commission earlier this week.

During the presentation, we blushed over the fact that McKenna is sensitive to the needs of each of our communities and we recognize that the Township may wish to have a retainer for only eight (8) months out of the year, due to the fact that the Planning Commission has not met, on average, every month.

Currently, a \$800 a month retainer is proposed for 12 months. If the retainer was reduced to only eight (8) months out of the year, but spread across 12 months, McKenna can offer a monthly retainer of \$550. The retainer will be used every month to accomplish the following:

1. Attend the regular Planning Commission meeting (as held).
2. Answer all Township telephone calls and emails regarding any planning or ordinance matters / questions – our team is available 24/7.
3. Answer all developer calls and emails regarding proposed projects in the Township.
4. Coordinate Township planning activities with other public agencies such as Macomb County and the State of Michigan.

When additional time is available under the retainer, McKenna will:

1. Work with the Township on Zoning Ordinance text amendments.
2. Provide relevant training and resource materials to the Planning Commission and other Boards on the latest municipal and planning trends.
3. Provide an annual update to the Township's zoning map.
4. Review and recommend modifications to the Township's Planning and Zoning Fee Schedule (if needed).
5. Conduct a 'lean zoning review' - reviewing and identifying sections of the Zoning Ordinance that are outdated, need clarification or are not in keeping with best practices.
6. Develop and provide an annual planning report and work plan for the Planning Commission.



With a monthly retainer (at the reduced cost of \$550 a month), we can ensure that on-going projects maintain momentum. Within the retainer, approximately five (5) hours of professional planning and zoning services can be provided each month; please note, this will vary depending on the professional performing the work based on the hourly rate. For instance, if an associate planner performs zoning research on agritourism, they may be able to spend five (5) hours working on the ordinance amendment, leaving several hours for the proposed Project Manager, Doug Plachcinski, to work on other planning and zoning matters for the Township. In this instance, it is likely that a total of 9 or 10 hours would be provided to the Township under that month's retainer.

Should the Township be interested, we are also open to exploring an hourly contract with the Township and removing the retainer component.

In either case, we guarantee that the Township will not be surprised with our invoices – each invoice will contain documentation of the specific tasks performed. Any additional services outside of the retainer or requested reviews will be first authorized by the Township.

McKenna is enthusiastic about the opportunity to assist Armada Township in achieving your community character, planning and zoning goals for the next five years and beyond. Please call me at (248) 596-0920 if we can answer any further questions. Thank you again for your consideration.

Respectfully submitted,

McKENNA

John R. Jackson, AICP, NCI
President



March 20, 2020

Mary K Swiacki, Township Clerk
Armada Township
23121 East Main
P.O. BOX 578
Armada MI 48005

SUBJECT: PLANNER/CONSULTANT PROPOSAL

Dear Clerk Swiacki:

Armada Township is Macomb County's agricultural powerhouse. The Township's location within the region and around the Village of Armada offers residents high quality rural community character and access to world-class industry. The setting is exciting to plan within and gives Armada Township competitive advantages compared to the rest of northern Macomb County.

OUR PHILOSOPHY

McKenna's Armada Township team includes successful planning and design professionals overseen by Community Manager Laura Haw and led by Project Manager Doug Plachcinski. Doug will be your primary contact and has over 20 years of planning and zoning experience in rural and suburban communities around Metro Detroit. They will work with the Township to:


1. Provide quality, experienced advice for the Township's future planning and zoning needs;
2. Present reports with rich maps and graphic illustrations that are accurate and precise so Township officials can make decisions with the best available information;
3. React to a changing world by implementing new technologies like virtual public meetings and remote sensing because tomorrow brings unknown challenges and opportunities; and
4. Make the Township team proud. We work with the Village and Macomb County regularly and will coordinate input and information for development decisions.

HIGHEST QUALITY SERVICE

McKenna will provide the highest quality service and innovation through all our work. We are excited to help you enhance the Armada Township experience with superior planning and zoning consultant services. Please call me at (248) 596-0920 if we can answer any questions. We look forward to hearing from you.

Respectfully submitted,

McKENNA



John R. Jackson, AICP, NCI
President

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKENNA.COM

Communities for real life.

MCKENNA

PROPOSAL TO PROVIDE

Planning Services

TOWNSHIP OF ARMADA,
MACOMB COUNTY, MI



MARCH 23, 2020

Communities for real life.



Planning Services

ARMADA TOWNSHIP, MICHIGAN



PREPARED MARCH 23, 2020 BY

MCKENNA
235 East Main Street
Suite 105
Northville, MI 48167

○ 248.596.0920
F 248.596.0930
E info@mcka.com
MCKA.COM

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Enclosures

Team Resumes

Executive Summary



APPROACH

McKenna's professional community planners and zoning administrators will serve Armada Township's elected and appointed officials, administration, and stakeholders. We will provide efficient, effective, and community-sensitive planning assistance to support Armada Township's exemplary rural community character.

ARMADA TOWNSHIP PLANNING TEAM

Community Planning Services Manager

Laura Haw, AICP, NCI Senior Principal Planner

Project Planning Services Manager

Doug Plachcinski, Principal Planner

RETAINER SERVICES

- Attend monthly Township Planning Commission meetings.
- All Township telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Township.
- Coordinate Township planning activities with other public agencies like Macomb County and the State of Michigan.

ADDITIONAL MEETINGS (BY REQUEST)

- Planning Commission – Special Meetings
- Township Board
- Zoning Board of Appeals
- Others, as needed

FREE EXTRAS INCLUDED:

- Annual Planning and Zoning report to comply with Michigan law;
- Annually update Township zoning maps;
- Incorporate training and resource sessions into Board and Commission meetings.

FEE ELEMENTS

- Combination of Retainer and Fixed Review Fees: See schedule
- Hourly Rates: See Schedule
- Reimbursables: See Schedule

Work Approach



SERVICES MATCHED TO THE TOWNSHIP

Recognizing Armada Township's rural character, McKenna's professional community planners and designers will work with the Township's elected and appointed officials and administration to provide efficient, effective, customer friendly, community-sensitive planning and zoning advice and assistance. Our approach brings new ideas and "right sized" planning services so the Township continues a path of progressive and sustainable development without disrupting your traditional community feel. McKenna is primarily a planning firm and our service is predominantly community planning. We are not engineers or architects or attorneys. Planning is our profession and our livelihood for more than 45 years and we bring that commitment to Armada Township.

We "take our clients' lead" while maintaining a high service level of and technical proficiency. While we have the capabilities to provide a comprehensive and highly active level of service to our clients, it is imperative that McKenna professionals match our communities' attitudes and behaviors toward new development or reinvestment projects. Lastly, we are not satisfied until our clients are satisfied. We keep working until you get the exemplary service you deserve.

SERVICE DELIVERY + COMMUNICATION AND CONSENSUS

McKenna's planning, zoning, and community design services are immediately accessible to Township staff and officials, property owners, and investors via phone Monday through Friday, by email, or in-person, as desired. Members of our team are industry leaders in conducting efficient and effective public processes, leading to compelling and comprehensive plans with a strong implementation focus.

Your Community (Laura Haw) and Project Manager (Doug Plachcinski) will work closely with the Armada Township administration, Boards, and Commissions – providing, as requested:

- 1) In-person expert advice at public meetings;
- 2) As needed telephone and email communication and support – follow up within 24 hours;
- 3) Assistance with citizens, developers, staff, and coordination with consultants (Attorney, Engineer);
- 4) Preparation of written development plan reviews, amendments, and special project assistance;
- 5) High level customer-friendly service to the Township and applicants;
- 6) Regional coordination, and
- 7) Reports on the latest planning and zoning topics and applicable judicial actions.

CUSTOMER CARE

McKenna's Project Managers are selected because they have demonstrated care for their clients, the leaders, residents, and investors of Michigan communities. The McKenna Project Manager, Doug Plachcinski will work closely with Armada Township to deliver a consistent and accurate message to people looking to do business in the Township.

SERVICES DESCRIPTION

McKenna will provide technical and professional planning consulting services to Armada Township consistent with the services required in the Request for Proposals. Interpreting and applying the standards contained within the Township's zoning and land regulation codes is the largest part of the many services that McKenna can provide. McKenna's technical services comprehensively address development compliance, mixed-use and non-motorized guidance, landscaping, Master Plan implementation and other areas important to the Township.



McKenna planners lead in the field and in our communities!

PREPARE APPLICANTS

As necessary, and as authorized, McKenna will attend pre-application meetings and work with applicants to resolve issues impacting their application. This approach facilitates approvals in a timely and efficient manner. We provide swift and consistent reviews and clear and consistent communication with applicants, Township officials, and other stakeholders. By communicating clearly up front, we work within our clients' high-quality site and building design processes consistent with your goals and priorities.

SITE VISITS AND RESEARCH

McKenna performs site visits and remote research on properties that are the subject of development applications or are particularly important to the Township's sound and rational development. We are available for on-site meetings at your communities' request.

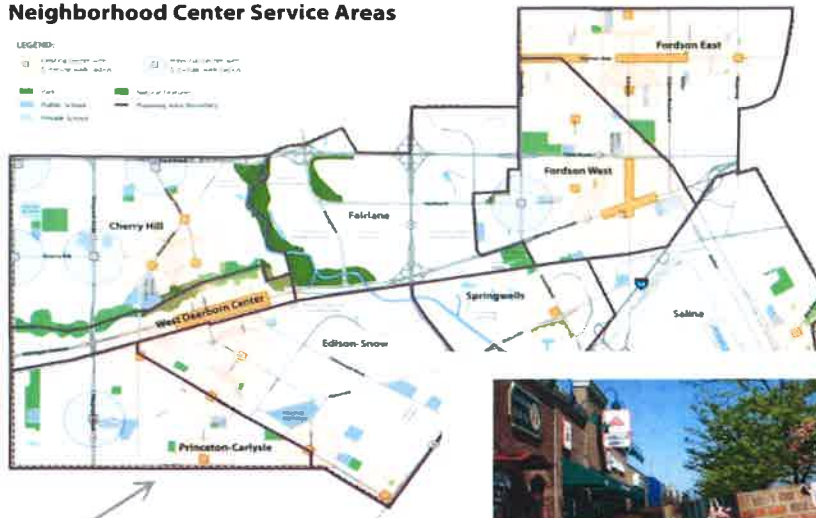
Additionally, with the high-tech and creative online applications available for community planners and designers, we can mine aerial photographs, property information, sales history, and other current information. In short, our services are tuned to specific place-based applications of sound planning and design principles.

TECHNICAL INPUT AND REVIEW

McKenna's professional staff will review submitted development applications for consideration by the Planning Commission, Zoning Board of Appeal, and Township Board in a timely manner. These may include applications for zoning text or map amendments, site plans, subdivisions, special use permits, variances or planned unit developments, etc.

We are not just "plan checkers". Our job is to facilitate the development process and treat both the public and applicants/investors as customers. We will advocate for the Township's interests in a helpful, courteous, and professional manner. Our follow through is as comprehensive as our reviews.

Neighborhood Center Service Areas



All graphics are designed to help you get your message across.

All McKenna maps are formatted to be easy to read with clean lines, scale, legend, and north arrow.



ATTEND MEETINGS

At the core of your interest in continuing professional planning consulting services are the communities' desires to have a professional planner guide interactions and discussions with applicants – and to make recommendations for long-range planning – during Township public meetings. McKenna will attend all Planning Commission meetings, and others as requested. We communicate clearly and concisely, and each McKenna planner and designer performs "under pressure" in public meetings. We will:

- Confer with each community's designated contact/manager of our services or their designated representative prior to the meeting.
- Provide guidance and assistance during the meeting regarding local and state legislation, procedures, regulations and planning, zoning and design principles.
- Regularly share planners' reports on planning, zoning and development issues, which may affect the Township.

ORDINANCE DEVELOPMENT AND AMENDMENTS

As requested by the Township, McKenna will advise, assist and coordinate with the Planning Commission, Building Official and Planning and Zoning Coordinator, municipal attorneys, and the Administration regarding amendments to ordinance regulations to meet the needs of today's development environment. Prior to commencing preparation of any ordinance or amendment, McKenna will provide the Township with a proposed scope of work, the name and title of the professionals who will do the work, and estimated cost. We ensure accountability and a predictable budget.

MAPPING

McKenna will work with the Township to accurately record and maintain your official Zoning Maps. We have the capability of maintaining these critical maps as well as analyzing and preparing a wide range of other geographic data including natural features, transportation, land use, etc.

EXTRAS

- **Annual Planning and Zoning Report.** McKenna will prepare the Township's annual planning and zoning report consistent with the Michigan Planning Enabling Act.
- **Regular Training.** McKenna will provide one training session each year for each community. We will recommend topics or provide training on issues identified by Armada Township's Boards and Commissions.

AMERICAN PLANNING ASSOCIATION CODE OF PRACTICE

McKenna Project Managers apply the following "Technical Standards of Professional Practice" of the American Planning Association (APA):

1. Meet standards of care.
2. Maintain adequate documentation.
3. Be responsible for technical competence.
4. Possess, maintain and upgrade qualifications specific to project.
5. Avoid errors of commission and omission.
6. Practice due diligence.
7. Present reliable information and disclose substantial deficiencies.
8. Perform required investigation.
9. Explain cause and effect relationships.
10. Consider rational alternatives.
11. Avoid misleading communication.
12. Substantiate findings and recommendations.

ETHICS AND PROFESSIONAL CONDUCT

McKenna project managers follow the Code of Ethics and Professional Conduct of the American Institute of Certified Planners.

The firm's services are primarily planning and zoning. To us, planning is not a sideline or a loss leader.

Providing planning and zoning services is our job, our passion, and we take pride in it!



McKenna can create design plans and regulations that will be the foundation for future development.

Firm Profile



McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our work spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. Headquartered in Northville with offices in Detroit and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 41-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna's practice. McKenna's innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 20 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930
E info@mcka.com

DETROIT

1938 Franklin Street
Suite 203
Detroit, MI 48207
O 313.888.9882
F 248.596.0930
E info@mcka.com

GRAND RAPIDS

124 E. Fulton Street
6th Floor, Suite B
Grand Rapids, MI 49503
O 616.226.6375
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com



MCKA.COM

Experience and References

We selected a team of seasoned, responsive, and trustworthy professionals to assist the Township with premier community planning expertise. Our full roster of planning and design professionals are available to the Township as needed.

Laura Haw, AICP, NCI, Senior Principal Planner

COMMUNITY MANAGER

We propose Laura Haw as Community Manager for the Township, responsible for overall product/project quality, attending meetings in addition to or in the place of the Project Manager on an as-needed basis, and providing oversight and project guidance assistance on a frequent basis. Ms. Haw will contribute to the proposed economic development, planning and zoning professional services with her considerable experience in working with similar Townships. Laura's talent, experience and understanding of efficient and transparent planning processes and the importance of proactive, economic development have led to the implementation of many master plan projects and redevelopment successes.

Most recently, Ms. Haw acts as Plymouth Township's Planning Director, offering economic development and businesses retention and professional zoning and planning services. Plymouth Township preserves and enhances significant rural character and natural features against significant development pressures. Just this year, the Township, led by McKenna, adopted a Historic District Commission Ordinance and has made significant amendments to their zoning ordinance to incorporate planning and placemaking best practices.

Additionally, Laura leads the Village of Lake Orion in day-to-day technical planning and zoning services and is currently leading an update to their DDA and TIF Plan, focusing on historic districts and a comprehensive parking strategy for their downtown. Further, in West Michigan, Ms. Haw is directing a joint Master Plan and DDA / TIF Plan for the Village of Three Oaks, a traditional small town with a historic downtown, known for its abundant recreation and natural amenities and rural community charm.

Laura holds two Bachelor of Arts degrees, with honors, from Michigan State University and a Master of Urban Planning from Taubman College of Architecture and Urban Planning at the University of Michigan.

Doug Plachcinski, Principal Planner

PROJECT MANAGER

Doug Plachcinski will serve as Project Manager for Armada Township's on-going planning consultant services. Doug's talent, experience, and understanding both historic small towns' and suburban communities' issues are an exceptional foundation for professional planning advice. Doug's experience includes working for and with the cities of suburban and rural Townships like Berlin Township (St. Clair County), Holly Township, St. Joseph Township, Victor Township (Clinton County), Macomb Township, and Texas Township.

Doug maintains a wide network of contacts with Macomb County and the Michigan Economic Development Corporation.

Doug's broad experience will help the you determine what programs, or components thereof, are most appropriate for your unique geographic position and character. Specifically, Doug administered form-based code provisions for the Macomb Township Town Center District, helped the Texas Township DDA implement their capital program strategies, and led a downtown marketing and zoning district creation effort in West Bloomfield Township. He also helped several small, historic towns in Massachusetts with traffic, safety, and complete streets strategies during his tenure as a senior planner with the Berkshire Regional Planning Commission.

Doug's expertise includes master planning, traffic safety, capital programming, historic activation, zoning, and recreation planning. He's worked with many communities in southeast Michigan and communicates clearly and concisely to laypersons and stakeholders alike. Doug holds a Master of Science in Civil Engineering from Wayne State University and a Bachelor of Arts from the University of North Carolina at Greensboro. He was an adjunct professor at both Wayne State and Eastern Michigan Universities where he taught transportation planning and policy. Doug completed Michigan Zoning Administrator certification in 2016.

The following are select clients and references for whom McKenna has provided the services identified in the table below. Additional project examples are enclosed at the end of the document.

Van Buren Township, MI Matthew Best Director of Public Services 46425 Tyler Road Belleville, MI 48111 734.699.8913	<ul style="list-style-type: none"> • Township Planner since 1998 • South Side Master Plan • Zoning Ordinance • Parks and Recreation Planning • Downtown Plan and Market Analysis • Walkability Audit • Overlay Zoning
Plymouth Charter Township, MI Kurt Heise Supervisor 9955 N. Haggerty Road Plymouth, MI 48170 734.354.3201	<ul style="list-style-type: none"> • Economic Development • Natural Features/Woodlands Preservation • Historical District Creation • Rehabilitation of Historic Facilities • Brownfield Redevelopment Authority • Downtown Development Authority • Planning and Zoning • Business Retention
Lyon Township, MI Ms. Patti Carcone Treasurer 58000 Grand River Avenue New Hudson, Michigan 48165 248.437.2240	<ul style="list-style-type: none"> • Township Planner since 1987 • On-Site Zoning Assistance • Development Reviews • Village Center Planning • Zoning Ordinances • New Hudson Form Based Code • Master Plan • Parks and Recreation Master Plan • Grants/CDBG Administration
Northfield Township, MI Ms. Marlene Chockley Supervisor 8350 N. Main Street Whitmore Lake, MI 48189 734.449.2880, ext. 15	<ul style="list-style-type: none"> • Township Planning Consultant since 2016 • Development Reviews • Downtown Planning – Northfield Community Park Master Plan • Zoning Ordinance Updates • Zoning Administration • Expert Witnessing
Hamburg Township, MI Mr. Pat Hohl Supervisor 10405 Merrill Road Hamburg, MI 48139 586.663.2842	<ul style="list-style-type: none"> • On-going Planning Advisory Services • Master Plan • Zoning Ordinance • Parks and Recreation Master Plan • Open Space Zoning Ordinance and Reviews • Contract Zoning Review • Grant Applications (Recreation)
Eastpointe, MI Ms. Mary VanHaaren Building & Community Development Director 23200 Gratiot Avenue Eastpointe, MI 48020 586.445.3661	<ul style="list-style-type: none"> • On-going planning and zoning consultation • Master Plan Update • Zoning Ordinance and Amendments • Development Reviews • Advisor to Planning Commission

<p>Fraser, MI</p> <p>Mr. Wayne O'Neal Manager 33000 Garfield Road Fraser, MI 48026 586.293.3100 X-3</p>	<ul style="list-style-type: none"> • On-site Planner Office Hours • Master Plan Updates • Zoning Ordinance and Amendments • Parks and Recreation Plan • On-going planning and zoning consultation • Development Reviews
<p>Village of Franklin, MI</p> <p>Ms. Pam Hansen Village President 32325 Franklin Road Franklin, MI 48025 248.626.9266</p>	<ul style="list-style-type: none"> • Public Engagement • Community Master Plan • Ongoing planning, design, and zoning administration • Historic Preservation • Downtown Planning
<p>Rochester, MI</p> <p>Mr. Nik Banda Planning Director 400 Sixth Street Rochester, MI 48307 248.651.9061</p>	<ul style="list-style-type: none"> • On-site Office Hours • Ongoing Planning and Zoning Consultation • Master Plan • Zoning Ordinance • Parking Strategy • Park and Recreation Plan



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up/Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design



The McKenna Team

As your professional partner for implementing Armada Township's vision, you get access to not only the expertise of the professionals above, but to our entire 30-person team that is available to provide the full range quality of planning and design services.

CERTIFICATIONS

McKenna has professionals available to serve you with the following certifications:

- American Institute of Certified Planners (AICP)
- Licensed Landscape Architect (LLA) - State of Michigan
- MDOT Access Management Certified
- LEED-AP
- Licensed Building, Electrical, Mechanical and Plumbing Inspectors and Administrators
- International Association of Public Participation (IAP2)
- Congress of New Urbanism (CNU)
- Form Based Code Institute (FBCI)
- National Charrette Institute (NCI)
- MI Placemaking Certified
- Zoning Administration (Michigan State University)

MEMBERSHIPS

Our planners are active members of professional organizations, including the following, to highlight a few:

- American Planning Association (APCA)
- Michigan Association of Planning
- American Society of Landscape Architects
- Congress of New Urbanism (CNU)
- Michigan Municipal League
- International Code Council (ICC)
- Michigan Townships Association
- Michigan Association of Township Supervisors
- Michigan Community Development Association
- Michigan Downtown Association
- International Council of Shopping Centers
- Association of Pedestrian and Bicycle Professionals

Professional Fees

Below are McKenna's proposed professional fees to best serve the Township and maintain community excellence in planning, zoning, and design. We use an efficient and easy-to-administer fee schedule in hundreds of Michigan communities over our 41-year record of local government service.

MONTHLY RETAINER

For the following services, McKenna proposes a monthly retainer of \$800:

- Attend monthly Township Planning Commission meetings.
- All Township telephone calls and emails with officials regarding any planning or ordinance review matters.
- Telephone conference or review with any developer regarding proposed projects in the Township.
- Coordinate Township planning activities with other public agencies like Macomb County and the State of Michigan.

PROFESSIONAL FEE SCHEDULE

Effective through December 31, 2020

Professional Classification	Rate Per Hour*	
President	\$150	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2020, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Executive or Senior Vice President	\$140	
Vice President	\$135	
Director	\$125	
Senior Principal or Manager	\$120	
Principal	\$110	
Senior	\$95	
Associate	\$85	
Assistant	\$75	
Building Official	\$85	
Building Code Inspector	\$80	
Intern	\$50	
Administrative Assistant	\$42	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	

DEVELOPMENT REVIEW SERVICES

Subdivision (plat) Review (for conventional, manufactured home, commercial or industrial subdivision)		
a. Pre-application review	Lump sum	\$300.00
b. Preliminary plat review Tentative approval Final approval	Fixed base fee + cost per lot	\$700.00 plus \$20.00 per lot
c. Final plat review	Fixed base fee + cost per lot	\$300.00 plus \$10.00 per lot, \$350.00 minimum charge
Site Plan Reviews		
a. Detached single family condominium (site condos), multiple family or mobile home park developments	Fixed base fee + cost per dwelling unit lot	\$600.00 plus \$10.00 per unit / lot
b. Cluster housing development	Fixed base fee + cost per dwelling unit	\$650.00 plus \$10.00 per unit / lot
c. Commercial or office development	Fixed base fee + cost per acre or fraction of acre	\$650.00 plus \$75.00 per acre
d. Industrial development	Fixed base fee + cost per acre or fraction of acre	\$650.00 plus \$75.00 per acre
e. Public or semipublic uses	Fixed base fee + cost per acre or fraction of acre	\$600.00 plus \$50.00 per acre
f. Planning unit development, residential neighborhood or mixed-use projects	Hourly billing rate	Per Professional Fee Schedule
Special Approval / Conditional Use	Hourly billing rate	Per Professional Fee Schedule
Rezone Application Review	Hourly billing rate	Per Professional Fee Schedule
Lot Split	Hourly billing rate	Per Professional Fee Schedule
Historic District / Architectural Comm. Review	Lump sum	\$550
Dimensional (Nonuse) Variance Review <ul style="list-style-type: none"> Commercial Residential 	Lump sum Lump sum	\$300 (both commercial and residential), per variance
Use Variance Review	Lump sum	\$500
Street and Alley Vacation	Lump sum	\$400
Applicant Assistance Conference	Hourly billing rate	Per Professional Fee Schedule
Review of Woodlands / Wetland Plans (includes Field Inspection)	Lump sum	\$450
Site Traffic Impact Study	Hourly billing rate	Per Professional Fee Schedule
Master Deed Review	Hourly billing rate	Per Professional Fee Schedule



Laura Haw, AICP, NCI

SENIOR PRINCIPAL PLANNER

EDUCATION

Master of Urban Planning

Physical Planning and Design
Taubman College
University of Michigan

Bachelor of Arts (with honors)

International Development
Michigan State University

Bachelor of Arts (with honors)

Political Science / Pre-Law
Michigan State University

PROFESSIONAL EXPERIENCE

Comprehensive, Sub-Area, and Corridor Planning

Preparation of master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Additional focus on downtown districts, feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

- Master Plans (Village of Vicksburg, Village of Franklin, City of Eastpointe)
- Downtown Development Authority/TIFA Plans (City of Bangor, Village of Vicksburg, Plymouth Township, and more)
- The Upper Westside Neighborhood Plan, City of Detroit
- 8 Mile Boulevard: Catalyzing the Corridor (8MBA reinvestment study for multiple jurisdictions)

Parks and Recreation / Open Space Planning

Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

- Parks and Recreation Plans and Designs (Village of Lake Orion, Village of Three Oaks, City of Hudson, City of Birmingham, City of Portage, and more)
- Vacant Land Toolkit (City of Detroit)
- Woodmere Greenway (UNI study, southwest Detroit)

Lean Zoning

Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, non-traditional commercial uses, and planned unit developments.



PROFESSIONAL EXPERIENCE

Non-Motorized Transportation Planning

Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

Urban Design

Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments (PUD) of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Additional project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

Graphic Design / Document Layout

Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

Public Engagement

Organization and the facilitation of various public engagement functions, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social media.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

CERTIFICATIONS

National Charrette Institute

Charrette Systems and Management and Facilitation



Doug Plachcinski

PRINCIPAL PLANNER

EDUCATION

Master of Science

Civil Engineering - Transportation
Wayne State University

Bachelor of Arts

Geography and History
University of North Carolina at Greensboro

PROFESSIONAL EXPERIENCE

Comprehensive Planning

Master Plan project management including public involvement design, data analysis including maps, alternatives evaluation, and plan implementation. Online community survey construction, stakeholder interviews, and larger format public visioning sessions. Develops plan scope, drafts individual sections, and sees project through adoption according to proper regulatory framework. Assists Planning Commissions with annual community planning and development work programs that loop into comprehensive planning outcomes.

Zoning and Regulatory Codes

Delivers ongoing planning and zoning professional services including site plan reviews, special land use evaluations, zoning map changes, ordinance amendments, and other regulatory applications. Completes zoning, sign and general law ordinances according to best state-of-the-practice techniques for local communities. Performs community zoning health diagnostics to identify improvement opportunities and solution options.

Planning Department and Zoning Administration

Manages planning department and zoning administration according to each community's individual needs. Delivers exemplary customer service to property owners, residents, businesses, and applicants in conjunction with local government unit's staff. BSA Planning, Zoning, Engineering familiar for seamless service delivery. Prepares annual budgets and reports for elected and appointed bodies.

Capital Improvement Programming

Capital Improvement Program preparation includes public involvement, financial analysis, and CIP board presentations.

Recreation Planning

Designs and delivers Michigan Department of Natural Resources 5-year recreation plans that contain the requisite community description, administrative structure, recreation inventory including ADA assessment, natural resource inventory, planning and public input processes, goals and objectives, and action plan.

Transportation Planning

Project manager for long-range transportation plans including public involvement, systems analysis, performance improvements, and implementation programs. Grant applications and project evaluations for various Federal, state, and foundation funding opportunities. Community-wide PASER data collection with analysis translated into road improvement programs. Intersection and corridor crash investigation and safety improvement planning.

Code Enforcement

Enforced municipal ordinances, including issuance of civil citations and court testimony. Supervised ordinance enforcement officers.



PROFESSIONAL EXPERIENCE

Grant Writing

Prepared grant applications to the Michigan Department of Natural Resources Trust Fund, Recreation Passport program, Community Foundation, Transportation Alternatives Program, Congestion Mitigation Air Quality, Highway Safety Improvement Program, and CDBG annual allocations.

Community Development Block Grant (CDBG) Administration

Administers several CDBG Programs, including making annual CDBG funding applications, drafting and reviewing contracts with service providers, and project administration including Housing Rehabilitation, Minor Home Repair, public service subcontractors, and large projects and address CDBG national objectives.

MEMBERSHIPS

American Planning Association
Michigan Association of Planning

CERTIFICATIONS

Citizen Planner

MSU Extension Certified Zoning Administrator

11-J



Proposal to Armada Township for Planning Consultant Services

SUBMITTED TO:

Mary K. Swiacki - Township Clerk
ARMADA TOWNSHIP
23121 East Main
Armada, Michigan 48005

SUBMITTED BY:

Rod Arroyo, AICP - Partner
GIFFELS WEBSTER
6303 26 Mile Road, Suite 100
Washington Township, Michigan 48094

March 23, 2020

Mary K. Swiacki - Township Clerk
Armada Township | 23121 East Main | Armada, Michigan 48005

RE: Planning Consultant Services

Dear Ms. Swiacki:

I am pleased to enclose our proposal for planning services for Armada Township. We look forward to the opportunity to continue our work for Armada Township, and we believe that we continue to be a good fit for the township for the following reasons:

- The lead contacts will be firm Partner Rod Arroyo, AICP and Senior Planner Joe Tangari, AICP. Both have been actively involved in all aspects of Armada Township planning since 2014.
- Our firm is experienced. Our firm was established in 1952 as a civil engineering firm. We celebrated our 30th anniversary of providing community planning services in April 2019. We have actively worked in Macomb County, Oakland County, and St. Clair County throughout this time.
- We are recognized as leaders at both the national and state levels. We were selected by the Michigan Economic Development Corporation to develop and teach a zoning and development procedures Best Practices training program for the Redevelopment Ready Certification program. Giffels Webster staff have presented at the National Planning Conference of the American Planning Association on several occasions, as well as other national and statewide professional conferences.
- Our approach to planning is to be unique and innovative. For example, we have reinvented the way zoning ordinances function with our Clearzoning product. We seek to use graphics, photos, and illustrations to convey regulations and planning concepts so they are better understood by the general public. Plans and ordinances that are understood are more likely to be effective in helping a community realize its vision.

Our fee structure has been modified to reflect our cost of doing business, and it is comparable to other fee schedules we have in place with other client communities. It also reflects the value-added services associated with our development reviews including the helpful GIS maps with include, when warranted.

We are proposing to reduce our monthly retainer based on the recent pattern of Planning Commission meeting frequency. Our planning retainer of \$695 per month will cover up to eight Planning Commission meetings per year.

In addition to planning services, we offer civil engineering, traffic consulting, surveying, landscape architecture, and geographic information systems services. Since joining the Giffels Webster team, our planners have found that being part of a multi-disciplinary company gives them access to viewpoints and information that they would otherwise not have, and that this has strengthened our planning services.

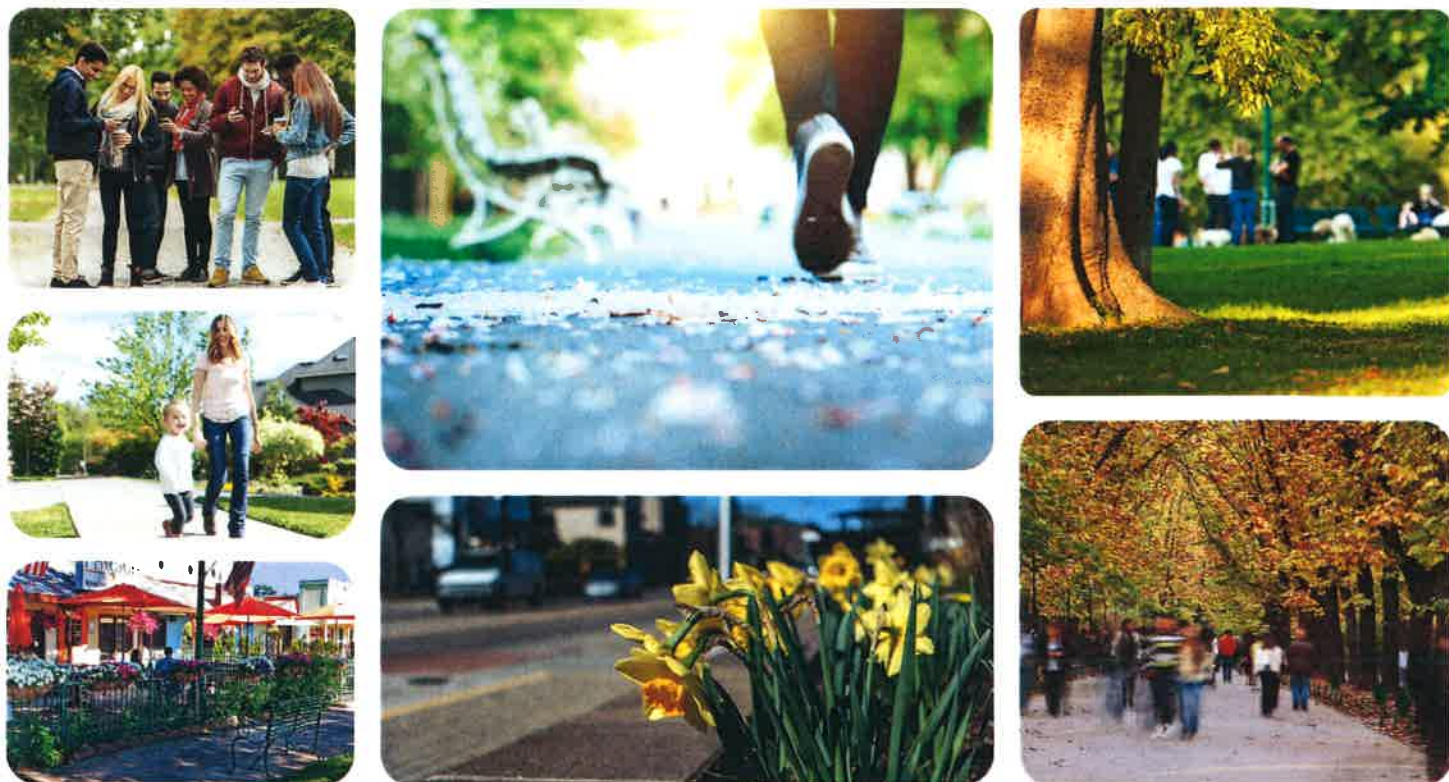
We look forward to discussing our proposals with you at your earliest convenience and can be reached at 586.781.8950 or via email at rarroyo@giffelswebster.com.

Sincerely,
Giffels Webster



Rod Arroyo, AICP
Partner

Corporate Introduction



Giffels Webster is a community planning, civil engineering, and land surveying firm that provides professional services to public, private, and institutional clients. Our primary business revolves around the natural resources of land and water, along with the infrastructure that is necessary to effectively utilize these resources for human needs. For over 65 years, we have been fortunate to provide professional support to thousands of clients. This strong client base, coupled with our community involvement, has been instrumental in the development of improved procedures and reasonable fees while assuring the stability and continued growth of our firm.

Collectively, our planning team has over 100 years of experience assisting communities with zoning & form-based codes, traffic & parking studies, website consulting, economic development plans, and a wide range of long-range planning services, including master plans, recreation plans, downtown development plans, and tax increment financing plans. Giffels Webster is at the forefront of developing clear and user-friendly zoning ordinances. Our Clearzoning® product reorganizes zoning and other development regulations for greater efficiency, identifies and resolves conflicting regulations, and provides a significant "health check-up" for zoning codes.

QUICK FACTS

FOUNDED

1952
Incorporated 1960

OFFICE LOCATIONS

HEADQUARTERS
28 West Adams, Suite 1200
Detroit MI 48226

1025 East Maple, Suite 100
Birmingham, MI 48009

6303 26 Mile Road, Suite 100
Washington Township, MI 48094

PROFESSIONAL STAFF

Administrative - 6
Civil Engineers - 26
Construction Inspectors - 7
Construction Manager - 1
GIS Specialists - 3
Interns - 5
Land Surveyors - 14
Landscape Architects - 3
Other Employees - 5
Partners - 13
Planners - 5
Senior Project Management - 5
Traffic Engineers - 2
TOTAL 95 EMPLOYEES

Scope of Services

Giffels Webster includes the following professional Scope of Services in association with its proposed updated Agreement for Professional Services as part of a monthly retainer:

1. Attend up to eight meetings per year as part of the retainer fee. Giffels Webster will attend the regularly scheduled meetings of the Planning Commission. The retainer covers the Giffels Webster staff attendance at up to eight meetings per year. If the Planning Commission holds more than eight meetings or if the township desires the Giffels Webster to attend a Township Board meeting, any additional meetings will be charged per the attached Schedule of Fees and Billing Rates (Exhibits A and B).
2. Provide verbal assistance to the municipality by phone on all planning matters for which township officials request such assistance. All routine phone calls and routine email correspondence to and from the township officials and planning / zoning staff are included under the Retainer. This service also includes routine email and phone consultation with the Planning Commission Chair regarding agendas.
3. Provide up to two hours per month for research into planning topics, extended consultations with Client staff, or a daytime phone meeting with township staff / officials. This time does not roll over from month to month.
4. Participate in a phone call with the Township Supervisor during regular business hours up to once per month to discuss planning-related matters, as requested by the municipality.
5. Provide a GIS-based "Projects Map" that shows the location and status of each project reviewed by Giffels Webster. The municipality will need to provide the GIS base files (roads and parcels) prior to commencing work on this map.
6. Provide general information regarding state and federal financial assistance programs that the Client may wish to pursue.
7. Discuss innovative development concepts and special regulatory controls with the Planning Commission. Suggest ways to improve current controls, new regulatory ordinances, and development review and approval procedures, when appropriate.
8. Provide an annual Planning Commission training program at a regularly scheduled monthly meeting on a topic of current interest or one requested by the Planning Commission from Giffels Webster's library of training programs.
9. Provide training newsletters prepared by the Giffels Webster as they become available.

Additionally, the Giffels Webster is available for other services not included in the above Work Program, at the municipality's request, based on the attached hourly rates (Exhibit A). We can also develop flat fee proposals for larger projects.

Exhibit A - Bill Rate Schedule

All work will be billed according to the following minimum rate schedule unless specific agreement is made in writing with an officer of Giffels Webster for another basis of charges. Time and material agreements will be invoiced in accordance with the rates identified below while lump sum portions of Agreements will be invoiced on a percentage completion-to-date basis.

Monthly Planning Retainer	\$695.00*
Clerical	\$40.00 per hour
Construction Administrator	\$80.00 per hour
Construction Inspector	\$80.00 per hour
Senior Construction Inspector	\$90.00 per hour
Survey Crew	\$160.00 per hour
Instrument Crew	\$130.00 per hour
Intern	\$55.00 per hour
Staff Technician	\$75.00 per hour
Project Technician.....	\$85.00 per hour
Senior Technician	\$95.00 per hour
GIS/IT Specialist	\$95.00 per hour
Staff Engineer/Surveyor/Landscape Architect/Staff Planner	\$90.00 per hour
Project Engineer/Surveyor/Landscape Architect/Associate Planner ..	\$115.00 per hour
Senior Engineer/Surveyor/Landscape Architect/Senior Planner	\$120.00 per hour
Lead Engineer/Surveyor/Landscape Architect	\$125.00 per hour
Survey/GIS Manager/Principal Planner	\$130.00 per hour
Project Manager	\$125.00 per hour
Senior Project Manager	\$140.00 per hour
Partner	\$150.00 per hour
Expert Witness Work	\$225 per hour

Planning Rates are highlighted above.

* Includes up to 8 Planning Commission meetings per year.

Notes to the Billing Rate Schedule:

1. The assignment of personnel is solely the responsibility Giffels Webster.
2. These rates include charges for computer and survey equipment, local travel, stakes, staff benefits, internal printing costs, telephone, fax and other overhead costs and profit.
3. Outside services not normally provided by Giffels Webster, and other reimbursable expenses (special equipment, printing, reproduction, printing and reproduction, out-of-town travel, shipping and subcontracted services) used for this project will be billed at cost plus 15% and are not included in the above hourly charge rates.

Exhibit B - Development Review Bill Rate Schedule

Effective May 1, 2020

Development Review Fees	Planning Review
Rezoning Request Review	\$800 plus \$30/acre or fraction thereof
Site Plan	
Residential (multi-family)	\$675 + \$50/acre
Non-Residential	\$675 + \$75/acre or fraction thereof
Condominium (site or general) Plan	\$675 + \$50/acre for residential and \$75/acre for non-residential plus \$275 to review Master Deed
Subdivision Plat	
Tentative Preliminary	\$675 + \$50/acre
Final Preliminary	\$450 + \$30/acre
Final Plat	\$450 + \$10/acre
Special Land Use Review – Residential Accessory Buildings	\$300
Special Land Use Review – All Others	\$500 + site plan fee
Draft Special Land Use Permit following approval	\$350
Home Occupation Review	\$175
Mobile Home Park Plan	\$650 + \$50/acre
Land Division	\$300 + \$20/new lot
Land Division with Internal Road	\$550 + \$20/ new lot
Variance Review (Residential)	\$250/variance, \$175 each for additional variances
Variance Review (Non-Residential)	\$400/variance, \$300 each for additional variances
Stamping Set	\$150
Parking or Traffic Study Review	Hourly (\$500 minimum)
Sign Application Review	\$250 for 1st sign, \$150 for each additional sign
<i>Re-Review of Revised Plans submitted within 6 months after previous submittal</i>	<i>75% the original fee</i>
<i>Expedited Review (to process a review in 5 working days (subject to availability))</i>	<i>150% of standard fee</i>
Special meetings with applicant (at applicant's request)	\$300 at Planners' Office or \$475 at municipality's offices. \$300 each at municipality's offices if two or more scheduled back-to-back on the same day.
Additional Evening Meeting (for those not covered by retainer)	\$500

Relevant Experience

[illegible]



CLIENT

City of Croswell

SERVICES

Planning

COST

\$100,000

COMPLETION DATE

2017

CONTACT INFORMATION

Samuel Moore
City Manager
810.679.2299

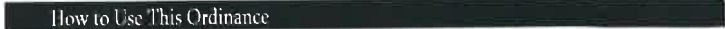
Comprehensive Plan Croswell, Michigan

Giffels Webster assisted the City of Croswell with the creation and adoption of the Croswell Comprehensive Plan. The city is one of few communities in Michigan that have taken on the innovative plan approach.

The Comprehensive Plan is composed of five individual plans—Master Plan, Downtown Development Authority Plan, Recreation Plan, Tax Increment Finance Authority Plan, and Neighborhood Improvement Plan—interconnected to support the overall vision for the future of the community: to be an attractive place for multiple generations to live, work, and do business in.

The plan is the culmination of a 14-month collaboration between several city commissions, committees, municipal staff, and City Council. This collaborative group, which also included other community members, became known as the Comprehensive Plan Task Force. Giffels Webster served as the planning consultant, leading the Task force in monthly meetings and assisting them in the development of goals, objectives, and action strategies to achieve the city's vision.

The planning process included the development and adoption of the Neighborhood Improvement Authority—the first in Michigan. This authority, funded similarly to the DDA and TIFA districts, will provide funding for improvements in residential areas. This includes beautification programs and sidewalk improvements.



CONTACT INFORMATION
Crystal Sovey
586.725.0263 x107

Ira Township Clearzoning® Ordinance

Ira Township, Michigan



CLIENT

City of New Baltimore

SERVICES

Planning

COMPLETION

2017

CONTACT INFORMATION

John Dupray, Mayor of the City
of New Baltimore
586.725.2151 ext.119

New Baltimore Master Plan Update

New Baltimore, Michigan

The City of New Baltimore offers a unique coastal downtown that has made it stand out among communities in Macomb County. Recent new developments, working within the downtown form-based code and inspired by the Master Plan vision, have helped preserve the historic character and walkability of downtown, while encouraging redevelopment on infill sites that aligns with the community's vision.

The 2017-2037 New Baltimore Master Plan Update offers an opportunity to positively direct reinvestment downtown through the establishment of community goals, objectives, strategies, and plans for housing in a coordinated fashion. The Master Plan Update included an analysis of the current state of downtown and strategies for preservation and enhancement with the ultimate recommendation of adoption of a form-based code to ensure compatibility in design of all buildings proposed along Washington Street, downtown's "main street" frontage.

The Master Plan includes specific, achievable goals for downtown that set the stage for policy action that supports reinvestment. Some of these include promoting mixed-use buildings within downtown, providing appropriate neighborhood transitional areas, providing non-motorized routes into downtown, and wayfinding concepts to pull travelers along M-29 into downtown. As a result of the Master Plan Update, an overview of the downtown zoning as it relates to the Master Plan was conducted to identify the desired site and use standards for the new CB District. The CB District update included the adoption of new form-based code standards specific to downtown and updating the zoning map accordingly.

The City of New Baltimore has seen significant interest in downtown development since the Master Plan Update and adoption of form-based code regulations. The City has also commenced work on a Wayfinding Sign Plan that will assist in attracting motorists to the downtown district.

Benchmark 2: Alternative Housing and Cluster Options

Existing an alternative cluster option in the Village Master Plan. Though it is desirable to have a cluster option, the plan also includes a cluster option in the Village Master Plan. Though it is desirable to have a cluster option, the plan also includes a cluster option in the Village Master Plan. Though it is desirable to have a cluster option, the plan also includes a cluster option in the Village Master Plan.

Cluster Housing Profile 1

Cluster Type	Single-Family
Number of Units	10-15
Lot Size	0.25-0.50
Setback	5-10
Height	10-15
Design	Traditional
Materials	Brick, Stone, Wood
Color	Neutral
Roof	Gabled
Foundation	Foundation
Driveway	Driveway
Garage	Garage
Pool	Pool
Other	Other



Benchmark 3: High-Quality, Higher-Density Housing Near Downtown

Existing an alternative cluster option in the Village Master Plan. Though it is desirable to have a cluster option, the plan also includes a cluster option in the Village Master Plan. Though it is desirable to have a cluster option, the plan also includes a cluster option in the Village Master Plan.



Goals, Objectives & Actions - Commercial

Priority Lead Status

Goal C: Provide for a full range of commercial facilities that are adequate to serve the resident population within the Lexington market area

Objective 1: Establish and develop a facade improvement program for businesses based on a World War II era and earlier theme.

Action Item 1a: Explore low interest revolving loan programs to facilitate facade improvements; possible funding sources include Community Development Block Grants (CDBG) and Historic Neighborhood Tax Increment Financing Authorities.			
Action Item 1b: Develop design guidelines and an application process for the program.			
Action Item 1c: Research and develop a directory of contractors capable of performing work that meets the guidelines and provide this to applicants.			

Objective 2: Expand the range of lodging options available to visitors.

Z	Action Item 1: To increase the number of hotel rooms available for visitors, consider where these uses are permitted and how non-hotel conversions might be facilitated by changes to licensing and zoning. Permit temporary lodging on upper floors of commercial buildings.		
M	Action Item 2: Promote the development of new resort housing and the improvement of existing resort housing.		
M	Action Item 3: Develop a survey or interview format for proprietors of existing lodging facilities, including bed and breakfasts, to determine how well the existing stock of lodging rooms meets demand at different times of year.		

Objective 3: Ensure that auto-oriented businesses locate in commercial districts with adequate parking and where their presence will not be injurious to the historic fabric of the Village.

CLIENT
Village of Lexington

SERVICES
Planning

COMPLETION DATE
2016

Lexington Master Plan Implementation Guide

Lexington, Michigan

Giffels Webster, which at the time was known as Clearzoning, developed a Master Plan Implementation Guide for the Village of Lexington in 2016. The Village's 2013 Master Plan included many goals and objectives. These goals and objectives were not, however, supported by concrete, short-term actions that could help achieve them. This implementation guide was designed to provide an actionable plan for meeting objectives in a trackable format. The document also streamlined the goals and objectives of the Master Plan and provided space to assign priorities and responsible parties for each action item. The development of a comprehensive capital improvement plan for the Village was a key recommendation of the implementation guide. The guide also included a zoning plan that identified zoning ordinance amendments that could help implement the Master Plan. Giffels Webster's planning team reviewed the zoning ordinance in a great deal of detail while developing the zoning plan. Finally, the guide included benchmark projects and policies that the Village could reference when working on its own projects and policies.



CLIENT

Grand Blanc Parks and
Recreation Commission

SERVICES

Planning

COST

\$10,000

COMPLETION DATE

2017

CONTACT INFORMATION

Kae Eidson
Executive Director
Grand Blanc Parks
and Recreation Department
810.694.0101

Grand Blanc Parks and Recreation Plan

Grand Blanc, Michigan

Giffels Webster assisted the Grand Blanc Parks and Recreation Commission in the creation of their 2017-2021 Parks and Recreation Plan. This commission serves Grand Blanc Township, the City of Grand Blanc, and the Grand Blanc School District in public park and recreation facilities and programs. The plan includes the community's existing and projected demographic conditions, and inventory of seven public parks, various school facilities, trails, programs, and other recreational resources. The goals of the plan focused supporting and expanding current parks and recreation facilities, increasing public awareness and use of such facilities and programs, and supporting initiatives that support a healthy, active living and increased accessibility for residents of all ages and abilities.



CLIENT
City of Gladstone

SERVICES
Planning
Zoning

Gladstone Master Plan

Gladstone, Michigan

Giffels Webster assisted the City of Gladstone to update its Master Plan that provided for future land use, housing, preservation, and transportation in a coordinated fashion. The plan calls attention to the context of the community, and specifically identifies opportunities for re-invention of the waterfront. Its detailed implementation chapter provides a practical guide to how some of the goals of the plan might realistically be achieved. The plan is highly illustrative and features a user-friendly graphic design and interactive format.

Giffels Webster staff has also been assisting Gladstone with implementation of the plan. New zoning district regulations have been created and the Zoning Ordinance is being converted to the Clearzoning® format.



CLIENT
City of Brighton

SERVICES
Planning

COST
\$105,000

CONTACT INFORMATION
Nate Geinzer
City Manager
810.227.1911

Comprehensive Plan Brighton, Michigan

In 2017, the City of Brighton Planning Commission began developing a Comprehensive Plan for the city. This plan includes updating the city's 2012 Master Plan as well as creating a Downtown Plan, Recreation Plan and Complete Streets Plan. This Comprehensive Plan is intended to serve as a guide for how the city can become the place its residents and businesses desire. By creating all these long-range planning documents concurrently, the city is promoting and strengthening city-wide community assets in a way that illustrates how these assets are interrelated.

Giffels Webster initiated the project with a joint workshop with the Downtown Development Authority, Planning Commission and City Council. This was followed by an intensive NextSteps for Downtown[®] assessment, which included evaluation of building form, streetscape, circulation and parking.

Our planning team facilitated public participation via an on-line survey, open house and Giffels Webster's online crowd-sourced platform, PictureThis[™], which provided a resource for citizens, business owners, and visitors to upload photographs, link them to a map location, and offer comments.

The Downtown Plan establishes a block-by-block Framework Plan which specifies building frontage types and building heights consistent with planned outcomes. It also calls for expansion of pedestrian passages that link Main Street and Grand River with larger parking areas and other street frontages. This focus on non-motorized transportation also weaves through the Complete Streets Plan and Recreation Plan.

Action strategies are provided in a matrix that makes implementation straightforward and trackable. The matrix shows how various land use, transportation, recreation, and downtown actions are connected.

This project received the 2019 Vernon Deines Merit Award for an Outstanding Small Town Comprehensive Plan by the American Planning Association's (APA) Small Town and Rural Planning (STaR) division. The APA STaR Awards Committee noted that the Brighton Comprehensive Plan "embodies the best of small town planning."



CLIENT

Clay Township

SERVICES

Recreation Planning

COMPLETION DATE

2017

Clay Township Recreation Plan

Clay Township, Michigan

Giffels Webster was selected to assist Clay Township update their Recreation Plan. The update in this plan examined the community's existing and projected demographic conditions, its two existing park, and natural resources. Natural features include access to various waterways and wildlife areas including the North Channel, Middle Channel, South Channel, the Krispin Drain, St. John Marsh, and St. Clair Flats. Such features, however, are relatively unknown outside of the community. Goals and strategies determined in the plan included collaborating with various partners to provide and promote recreational opportunities, preserving the Township's unique natural features for open space recreation purposes such as hiking, nature viewing, kayaking, and other passive activities, and acquiring additional land for recreation use as it becomes available.

Through productive meetings with stakeholders during the planning process, the Township was able to connect with local recreation vendors, regional recreation initiatives, and received support from a state organization for increased access to the St. Clair Flats as well as St. Johns Marsh. This included the agreement to place 5 kayak launches within the Township at DNR sites, as well as the installation of signage for kayakers along the Krispin Drain.

Resumes



Rodney Arroyo, AICP

Partner

Rod Arroyo is a Partner at Giffels Webster and has over 36 years of professional experience providing planning, transportation, and zoning consulting services. His experience includes master plans, zoning ordinances, form-based codes, corridor studies, recreation plans, sign regulations, website design, training, and access management plans. Rod is the principal creator behind the Clearzoning® formatting and zoning transformation process that is in place in five states and over 20 municipalities. He also serves as an expert witness in planning and zoning issues.

YEARS OF EXPERIENCE
36

EDUCATION

Master of City Planning
Georgia Tech

Bachelor of Arts
University of South Florida

Form-based Code Institute,
Alumnus

CERTIFICATIONS

American Institute of Certified
Planners (American Planning
Association)

OTHER PROFESSIONAL

Michigan Association of
Planning (Past Board Member)

Adjunct Faculty, Wayne State
University Graduate Planning
Program (2013)

SPECIAL EXPERTISE

Zoning
Downtown Planning
Land Use/Planning
Placemaking
Sign Regulations
Parking & Circulation
Review Process
Training/Education

Land Use Planning

Comprehensive Plan (2018), Brighton, Michigan
Downtown Master Plan (2015), City of Clawson, Michigan (award winner)
Big Beaver Corridor Study (2007), City of Troy, Michigan (award winner)
Master Plan Update (2017), City of Novi, Michigan
Comprehensive Plan (2007), City of Adrian, Michigan (award winner)
Tech Village Master Plan / Framework Study (2016), Grand Blanc Township, Michigan

Zoning

Zoning Ordinance, Sign Ordinance, and Form-based Districts (2012), City of Ruston, Louisiana
Zoning Ordinance and Form-based Districts (2011), City of Lathrup Village, Michigan (award winner)
Zoning Code and Sign Code Update (2017), City of Brighton, Michigan
Zoning Ordinance Formatting, Amendments, and Graphics (2015-17), City of Steamboat Springs, Colorado
Tech Village Form-based Code (2017), Grand Blanc Township, Michigan
Downtown Zoning Updates (2017), City of Clawson, Michigan
Downtown Zoning Updates (2017), City of New Baltimore, Michigan
Zoning Ordinance Audit (2015), City of Flint, Michigan
Zoning Ordinance Audit (2015), City of Brighton, Michigan
Township Center District Zoning (2015), West Bloomfield Township, Michigan
Sign Ordinance Update, Farmington Hills, Michigan
Sign Ordinance Update (2018), Grand Blanc Township, Michigan

Complete Streets, Parking, and Transportation

Complete Streets Plan and Wayfinding Implementation, City of Lathrup Village, Michigan
Complete Streets and Streetscape Plan, Downtown Oxford, Michigan
Shared Parking Studies: Numerous projects in Birmingham and Royal Oak, Michigan
Traffic & Transportation Analysis and Site Plan Review Training Programs for the City of Detroit, Michigan
Access Management Training Program (multiple years), Michigan Department of Transportation and
Michigan Association of Planning (taught throughout Michigan)
Thoroughfare Plan for City of Novi (multiple years)

Special Studies, Training Programs, and Strategies

Downtown Historic District Design Standards (2014), City of Fairmont, West Virginia
Orchard Lake Road Corridor Design Study / Zoning Framework (2016), West Bloomfield Township, Michigan
Economic Development Strategy (2014), City of Wixom
Redevelopment Ready Best Practices: Zoning and Development Review - Training Program (2013-2014), Michigan
Economic Development Corporation (taught throughout Michigan)
Next Steps for Downtown® Assessment and Action Strategies (2017), City of Mount Clemens, Michigan



Joe Tangari, AICP Senior Planner

Joe Tangari is a Senior Planner at Giffels Webster. He received a Master of Urban Planning degree from Wayne State University with a concentration in Managing Metropolitan Growth, and a B.A. in Music Business from Berklee College of Music.

Joe is dedicated to improving opportunities for public input, achieving clarity in zoning ordinance language and illustrations, pursuing innovative planning concepts, and providing informative development reviews to guide planning commission decision-making. He enjoys the day-to-day challenges of community planning and economic development.

At Giffels Webster, Joe has conducted development reviews, drafted form-based zoning districts, created master plan and zoning graphics using SketchUp, developed historic district design standards, participated in master plan and recreation plan updates, helped build municipal websites, and facilitated public input via community meetings and surveys. Communities he has served include small towns, rural townships, inner ring cities, and suburbs. He has also served as an instructor for the Michigan Economic Development Corporation's workshops on improving review processes and amending zoning ordinances.

During his time in the City of Hazel Park Department of Planning and Community Development, Joe gained experience working with limited resources and built a deep understanding of the challenges facing modern city governments.

Plans and Special Studies

2015 Master Plan Update, Marshall
2015 Master Plan Update, Gladstone
2015 Master Plan Update, Armada Twp
2015 Master Plan Update, Bingham Farms
2016 Downtown Master Plan, Clawson
2016 NextSteps for Downtown Assessment, Mount Clemens
2016 Master Plan Update: Implementation Guide, Lexington
2016-2021 Recreation Plan, Ira Township
2016 Corridor Zoning Study, Ruston, LA
2016 Master Plan Update, Novi
2018 Comprehensive Plan, Brighton
River Raisin National Battlefield 2017 Cooperative Land Management Plan
Bloomfield Hills (2017-present)

Ongoing Planning Services

Bruce Twp (2018-present)
Casco Twp (2018-present)
Farmington Hills (2015-present)
Ira Twp (2014-present)
Columbus Twp (2014-present)
Armada Twp (2014-present)

Zoning & Other Ordinance Work

Technology Village Form-based Zoning Districts, Grand Blanc Twp
Sign Ordinance, Farmington Hills
Zoning Ordinance Audit, Manistee
Zoning Ordinance Audit, Brighton
Clearzoning & Audit, Ira Twp
Clearzoning & Audit, Columbus Twp
ClearCode, Columbus Twp
Steamboat Springs, CO Zoning Ordinance: New Format & Amendments

Other Planning Work

Instructor, MEDC Best Practices 2 & 3
Website Design Consulting, Casco Twp
Website Design Consulting, Columbus Twp
Historic District Design Guidelines, Fairmont, WV

YEARS OF EXPERIENCE
6

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Arts
Music Business
Berklee College of Music



Eric Fazzini, CNU-A

Senior Planner

YEARS OF EXPERIENCE
11

EDUCATION

Bachelor of Science
Urban and Regional Planning
Michigan State University

CERTIFICATIONS

Congress for the New Urbanism
Accredited
University of Miami School of
Architecture
2012-present

MEMBERSHIP

Young Leaders Group
Member – ULI Michigan
2019-present

Eric Fazzini is a Senior Planner at Giffels Webster. He received a B.S. in Urban and Regional Planning from Michigan State University in 2007. Eric recently began working for Giffels Webster after working as a planner for 10 years in metropolitan Indianapolis and Cincinnati. During his time in the Hamilton County (Cincinnati), Ohio, Planning and Development Department, Eric expanded his professional development to include greater involvement in township land use policy and zoning administration, persuasive writing, the politics of the development approval process, and adoption and implementation of zoning text amendments in a developed county. During this time, Eric also became an accredited member of the Congress for New Urbanism through the University of Miami School of Architecture in 2012.

During his time in the Hendricks County (Danville), Indiana, Planning and Building Department, Eric gained his initial experience handling day-to-day planning intake work, monthly zoning and subdivision work, GIS mapping, and other functions. The majority of this work involved subdivision and greenfield commercial growth as the county is adjacent to Indianapolis and was the second-fastest growing in the state at the time. Eric was also involved in the implementation of a new zoning ordinance done by local architecture firm Ratio Architects, which provided Eric with substantial experience in planning-related design and architectural review and an understanding of the important relationship between architecture and planning. Lastly, working at the subdivision administration level at the end of the housing boom of the 2000's allowed Eric to gain experience in subdivision layouts, simple policy standards that lead to better vehicular and pedestrian connectivity, and the eventual connectivity issues that arise at the square mile level between unrelated subdivisions and other uses.

During his time at Michigan State University, Eric's capstone planning course was devoted to producing a group master plan trail planning and development study for a broken trail connection through a neighborhood-scale industrial area shared by the City of Grand Rapids, Michigan, and the City of Walker, Michigan, known as GrandWalk. The focus of the plan was a potential non-motorized trail along an abandoned railway corridor and a small creek. Upon completion of the plan, it was successfully presented to clients, Right Place, Inc., a Grand Rapids economic development agency, and the MSU Kent County Extension office. The plan went on to share the Michigan Association of Planning's Outstanding Student Planning Project award in 2007.

Plans and Special Studies

2019 Master Plan Update – Clay Twp
2019 Master Plan Graphics Update – City of Kentwood
Ongoing Private Development Master Plan Assistance – Detroit

Ongoing Planning Services

China Twp (2018-present)
Bruce Twp (2018-present)
Chesterfield Twp (2019-present)
City of Sylvan Lake (2018-present)
Village of Bingham Farms (2018-present)
Clay Twp (2018-present)
New Baltimore (2018-present)

Zoning and Other Ordinance Work

Zoning Ordinance Amendments – City of Brighton
Zoning Ordinance Amendments – Shelby Twp
Zoning Ordinance Amendments – Texas Twp



Matt Wojciechowski

Staff Planner

Matt Wojciechowski is a Staff Planner with 5 years of experience in both the public and private planning sectors. Beginning with his academic pursuits at Michigan State University, Matt has worked on all sides of the development process and has a strong understanding of the mechanics and importance of the planning process. From working on a public-private development partnership in the Lansing area to consulting with communities and implementing projects across the state, Matt has developed a wide range of planning skills that include strong knowledge of best practices for land use and zoning administration to the development of complete streets plans. Matt has also taken an active role in developing Capital Improvement Plans for a number of communities in order to promote knowledge sharing, public input, fiscal responsibility, and plan implementation. Additionally, Matt is enrolled in the Wayne State University Masters of Urban Planning Program, where his studies concentrate on managing metropolitan growth focusing on the importance of sustainability.

YEARS OF EXPERIENCE
4

EDUCATION
Bachelor of Arts
Urban and Regional Planning
Michigan State University

Planning Projects

City of Brighton Capital Improvement Plan (2019)
City of Clare Zoning Ordinance Audit
Ann Arbor Sign Ordinance
City of DeWitt Master Plan
City of Brighton Comprehensive Plan
City of Rochester Hills Master Plan
City of Lathrup Village Capital Improvement Plan (2018)
City of St. Johns Capital Improvement Plan (2017)

Planning Clients

Chesterfield Twp
City of Brighton
City of Bloomfield Hills
Clay Township
City of Lathrup Village
DeWitt Township

Detroit

The Mural Building
Pewabic Pottery Expansion
Baltimore Station Phase II
The Corner - Old Tiger Stadium Apartments
The Towns @ The Corner - Old Tiger Stadium Townhomes
Cass & York
Henry Ford Health System - South Campus Expansion



Elizabeth Huttenlocher

Staff Planner

Elizabeth Huttenlocher is a Staff Planner with 5 years of experience in the municipal planning sector. Beginning with her academic pursuits at Michigan State University, Elizabeth has worked on all sides of the development process and has a strong understanding of the mechanics and importance of the planning process.

YEARS OF EXPERIENCE

5

EDUCATION

Bachelor of Science in
Community Development,
Central Michigan University,
2019

CERTIFICATIONS

Fundamentals of Planning and
Zoning Certification, Michigan
State University, 2017

Previous Experience

Grants Manager, City of Detroit Planning and Development Department, Detroit, MI
Planning Aide, City of Warren Planning Department, Detroit, MI
Zoning Intern, City of Detroit Planning Department, Detroit, MI

Appendix A - Sample Insurance



GIFFWEB-01

DDOMIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Executive Strategies, Inc. 1246 Berkshire Road Grosse Pointe Park, MI 48230	CONTACT NAME: PHONE (A/C, No, Ext): 1 (313) 881-8069 FAX (A/C, No): 1 (508) 464-8164 E-MAIL: jimfarber@esi-us.com ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A : American Casualty Company of Reading, PA 002127 INSURER B : The Continental Insurance Company 35289 INSURER C : Continental Casualty Company 20443 INSURER D : Ironshore Specialty Insurance Company 23647 INSURER E : StarStone National Insurance Company- U.S. 25496 INSURER F :	
INSURED Giffels Webster Engineers, Inc. 28 W. Adams, Suite 1200 Detroit, MI 48226	NAIC #	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		5095143577	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		5095143627	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		5095143661	12/31/2016	12/31/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	5099650571	12/31/2016	12/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<input checked="" type="checkbox"/> Professional Liabili		000657106	08/31/2016	08/31/2017	Per Claim/Aggregate \$ 5,000,000
E	<input checked="" type="checkbox"/> Excess Policy		72939163ALI	12/31/2016	12/31/2017	Per Claim/Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

