



Charter Township of Shelby  
Board of Trustees

52700 Van Dyke Ave  
Shelby Township, MI 48316

<http://www.shelbytp.org>

~ Agenda ~

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Tuesday, March 19, 2013

7:00 PM

Shelby Township Municipal Building

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**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**AWARDS & PRESENTATIONS**

**APPROVAL OF CONSENT AGENDA**

- A. Previous Meeting Minutes (Requested by Diane Seliwoniuk, Assistant to the Clerk)
- B. Consent to Apple Blossom Run (Requested by Richard Stathakis, Supervisor)
- C. Bill Run in the Amount of \$1,592,715.38 (Requested by Jill Wood, Account Processor III)

**PUBLIC HEARING**

**APPROVAL OF AGENDA**

**CORRESPONDENCE**

**PLANNING COMMISSION**

**DEPARTMENTAL & COMMITTEE**

- 1. Asset Manager OPEB Trust (Requested by Kathleen Moore, Financial Management Director)
- 2. An Ordinance to Amend Chapter 58 Article Iv and Article V of the Charter Township Code of Ordinances by Amending the Debt Service Charge Installment Payment Options for Water and Sewer Systems. (Requested by Ted Schoenherr, DPW Director)
- 3. Re-Development of Gene Shepherd Park (Requested by Joe Youngblood, Parks, Recreation and Maintenance Director)
- 4. Purchase Radar Trailer (Requested by Roland Woelkers, Chief of Police)
- 5. Promotion in the Parks, Recreation and Maintenance Department (Requested by Lisa Suida, Human Resources Director)

6. Police Department Reorganization (Requested by Lisa Suida, Human Resources Director)
7. Recruit to Establish an Eligibility List for Utility Worker (Requested by Lisa Suida, Human Resources Director)
8. Hire a Part-Time Clerk Typist in the Park, Recreation and Maintenance Department (Requested by Lisa Suida, Human Resources Director)
9. Hire a Clerk Typist in the Assessing Department (Requested by Lisa Suida, Human Resources Director)
10. Hire a Clerk Typist in the Human Resource Department (Requested by Lisa Suida, Human Resources Director)

### **APPOINTMENTS TO COMMITTEES & COMMISSION**

11. Reappointment to Police & Fire Civil Service (Requested by Richard Stathakis, Supervisor)

### **TOWNSHIP ANNOUNCEMENTS**

### **BUSINESS FROM THE FLOOR**

### **CLOSED SESSION**

### **MOTION TO ADJOURN**

### **INFORMATIONAL ITEMS**

A group spokesperson is encouraged on agenda items.

Individuals with disabilities requiring auxiliary aids or services at the meeting should contact the Shelby Township Clerk's Office at (586) 731-5102, TDD (586) 726-2731, 7 days prior to the meeting.

**Charter Township of Shelby  
Clerk**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Diane Seliwoniuk, Assistant to the Clerk  
Date: 03/19/2013  
Re: Previous Meeting Minutes - March 19, 2013

MINUTES OF THE WORK SESSION OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON FRIDAY, MARCH 8, 2013 IN THE LOBBY CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The work session was called to order at 11:00 a.m. by Supervisor Richard Stathakis.

Members Present: Richard Stathakis, Stanley Grot, Michael Flynn, Nick Nightingale, Paul Viar, Douglas Wozniak

Member Absent: Paula Filar

### 1. Gene Shepherd Park

Mr. Flynn stated that he along with Parks & Recreation Director Joe Youngblood, our Parks & Recreation Committee and our Township Engineer Shannon have been working diligently to develop plans for Gene Shepherd Park. A power point presentation was made by Mr. Flynn displaying the plans for Gene Shepherd Park for review by the Board members.

Mr. Flynn pointed out proposed improvements to the park including a soccer field and walkways. He also showed the existing entrance, sign, parking lot, building and walkway. The building is in good shape and is currently being used for storage. He pointed out the original Soccer City Office, a public men's and women's rest room. Eventually if we get grant money or donations from the Lions Club, Firefighters Association, etc. we can renovate the area formerly used as a concession stand and open it up for public use for homeowner's association meetings, parties, etc. It is roughly four to five times larger than the lobby conference room. Full service electricity is available at this location. The building will be repainted red and white to make it look like a fire station. The plans originally asked for three Fire Department themed playscapes. It was cut down to two to save costs. We will leave room for the third one, and if we get additional funding, it will be installed later. We can install the bouncing, spring-style playground equipment with either fire engines or Dalmatians. The plans include two fire truck themed playscapes one for children ages 2-5 and one for children ages 5-12. There are only two benches shown on the plans. Once the project moves ahead, we may get sponsorships for the benches, and those benches will be free.

Electricity and lighting will be available in the 40 x 60 foot pavilions equipped with picnic tables, which will be built in-house by the Parks & Recreation Department, along with one built-in grill. There will be two Bocce ball courts and horseshoe pits. This area can be use for family reunions, weddings, etc. There will be an 8-foot walking trail. To the back of this park is a beautiful wooded area with the

Clinton River running through. There are 234 existing parking spaces. Included in the plans are two asphalt tennis courts and two volleyball courts with a green space in the middle. The new sign to be installed will match our signs at the Court and Township Hall.

When this is announced at the Board meetings, there will be opportunities for public and private sponsorship. This park is in close proximity to the Yates Cider Mill, River Bends Park and the Macomb Orchard Trail.

We are looking at an approximate budget of \$409,000 and with a 10% contingency we are at \$449,000. This committee has talked with Fazal Khan, and they have a handful of commitments, including the Firefighters' Union and the people at Shelby Manor. Mr. Flynn believes we will be able to come in under budget, and he believes that number will be significantly offset by private donations. Once we present this to the public, Mr. Flynn feels many people will want to step up since it is Chief Shepherd Park.

Mr. Flynn would like to have a Board vote on this proposal at the next meeting. He suggested that we allocate the money from the Cable TV Fund which is not tax money but franchise fees. If the Board approves this on March 19, they can begin work on the building immediately. Fazal Khan can begin the engineering work on the construction plans. As soon as the weather allows, they can break ground. The Bocce courts, horseshoe pits, and volleyball courts will be built by the Parks & Recreation Department. Tennis courts would take about a month or two. We are projecting that we could have these improvements done by the end of June and have a grand opening of Shepherd's Park in mid-summer. Mr. Flynn believes with local tax dollars, people expect police, fire protection, roads and city parks.

Mr. Youngblood pointed out we already have the parking lot, existing building with restrooms, and the lighting in place. That is a big cost savings.

Mr. Stathakis thanked Joe Youngblood, the Parks & Recreation Committee, Fire Chief Jim Swinkowski, Fazal Khan, and Mike Flynn for all of their efforts.

Mr. Flynn said the Township Engineer will handle the contract with the individual project items to be bid out. Engineering will be done internally.

Mr. Flynn spoke briefly regarding a summer canoe trip being planned by the Parks & Recreation Committee.

## **2. Weed Ordinance**

Mr. Wood stated in his view, the current weed ordinance administered by Code Enforcement needs to be streamlined from a practical standpoint in order to gain

some efficiencies so that we can have broader impact on controlling weeds and grass that is overgrown throughout the summer months.

Following the procedures in our current weed ordinance, our Ordinance Enforcement Officer is spending an enormous amount of time providing public notice. There are 17 steps in the current process that begin with receiving the complaint through the last step of having the weeds/grass cut if not taken care of by the property owner.

After research, it was discovered that this procedure is handled differently in other communities. They actually provide a public notice in the newspaper at the beginning of the growing season and that is it. Periodically throughout this season, there is an inspection made primarily of vacant properties but also occupied properties as well. The inspection is made and if the grass exceeds the provisions placed in the ordinance, they would proceed with cutting.

This process would be less time consuming if we followed a similar procedure. We would not follow this same procedure on occupied property. We would post an orange sign on the front door providing 72-hours notice. According to our current ordinance, by the time we get a complaint the grass is already bothersome, and then we go through this extended procedure.

In the past, Mr. Wood talked to Mr. Viar about acting sooner since once the complaint has been lodged, it is already tall, and by the time we go through this entire process, it is really overgrown.

In the City of Rochester Hills, where we have a working relationship, they put this public notice out at the beginning of the year. In our situation, to make certain people are notified, we can send a post card to the vacant parcels, which would be about 4,500 in our Township. Rochester Hills hires a contractor, and the contractor takes care of it all. He has a list and map of vacant parcels, and he periodically goes through the city and provides an inspection. There is motivation on the contractor's part because he has an opportunity to cut it and earn money. Before and after pictures are taken of the locations so there are controls in place to prevent abuse. They send this information to the city and the city acts as a billing agent at that point. In our case, in the event the property owner did not pay the bill, it would be turned over to Mr. Flynn's Office to be placed on the tax roll for collection. They have very little involvement on vacant parcels. They also have a list that they receive from the Assessing Department of foreclosed homes.

Currently we operate under a reactive policy rather than proactive. We don't have the staff to have someone maintain all of the paperwork. The procedure followed in other communities would minimize the Ordinance Enforcement Officer's work on vacant parcels. He would be able to get a list of foreclosed properties and routinely inspect to make sure the grass is maintained. Under

our present practice, unless someone calls, the grass just keeps growing. People are always wondering why we don't patrol these areas, and it is because we are not set up to do this. The Ordinance Enforcement Officer would be able to take care of the foreclosed homes if he had the vacant parcels off his plate.

Mr. Wood said he has heard indirectly that we are providing a weed cutting service for our Township. Our costs are low because we bid out the contract and we have a \$50 administration fee. There are builders and developers who feel it is easier and less expensive to let the Township take care of the cutting, and we are becoming a weed cutting service.

We can have this process self-administrated by a private contractor and we would put controls in place that would be adhered to. We would be more proactive. We may receive many complaints the first year, which will decrease once the property owners are aware of the procedures in our revised ordinance.

Mr. Viar feels whatever needs to be done to minimize our involvement will eventually work in the best interests of everyone.

Mr. Stathakis believes this is a great idea.

Mr. Wozniak asked if the notice provisions have been challenged by the residents. Mr. Wood said he will look into this matter.

Discussion followed.

Mr. Wood suggested that we post the notice in the newspaper and that would be the only notice that is required. He would send out post cards the first year or two and then discontinue this part of the process.

In order to get paid the contractor would have to provide a before and after picture. This works effectively in Rochester Hills.

Mr. Wood wanted to make sure the Board was aligned with his thinking. He will then proceed to do more work and refine the ordinance. Mr. Stathakis asked Mr. Wood to send a draft to the Board by Wednesday or Thursday of next week. Mr. Wood said he would like to present this ordinance at the April Board meeting. For the first year he proposes that the public notice be issued in June or July and in the interim we will continue to use the ordinance that is in place. For any subsequent years, we will probably post the notice in April and then use that notice to serve the entire year with a single notice in the newspaper.

Mr. Wood informed the Board members that he will be going out for bids soon. He explained the bidding process to the members.

MOTION by Wozniak, supported by Flynn, to adjourn.

Motion carried.

The work session adjourned at 11:45 a.m.

ds

DRAFT



MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, MARCH 5, 2013 IN THE BOARD ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The meeting was called to order at 7:00 p.m. by Supervisor Richard Stathakis.

An invocation was led by Pastor Andy Timm of Macomb Christian Church, 13845 22 Mile Road, Shelby Township, followed by the Pledge of Allegiance.

Mr. Huth advised that a letter had been sent to the Board from the Freedom from Religion Organization about a year ago demanding that Shelby Township discontinue having a prayer said before the Board meetings. The Supervisor and Board asked him to do research, and his firm confirmed that the Township was doing nothing inappropriate. The Board stood up and took this position and told Freedom from Religion "thank you" for your letter but we are not going to change our practice of having a prayer said before our meetings.

A similar situation occurred in the City of Warren involving Freedom from Religion. His firm represented the City of Warren in this case, and Mr. Huth was pleased to announce that there was a favorable outcome in this lawsuit resulting in the protection of our religious freedom.

Members Present: Richard Stathakis, Stanley Grot, Michael Flynn, Paula Filar, Nick Nightingale, Paul Viar, Douglas Wozniak

Also Present: Robert Huth, Township Attorney

### **APPROVAL OF CONSENT AGENDA**

#### **A. Minutes: Board Meeting—February 19, 2013**

Approve the minutes as presented.

#### **B. Bill Run in the amount of \$1,444,743.06.**

Approve the Bill Run in the amount of \$1,444,743.06, including the addition of a bill in the amount of \$9,127.33 from Garan, Lucow, and Miller PC for legal services rendered.

MOTION by Grot, supported by Nightingale, to approve the Consent Agenda, as amended.

Roll Call Vote: Ayes: Grot, Nightingale, Stathakis, Viar, Wozniak, Filar, Flynn

Nays: none

Motion carried.

**APPROVAL OF AGENDA**

MOTION by Grot, supported by Flynn, to approve the agenda, with the addition of a Closed Session item entitled "Shelby Tech vs. Charter Township of Shelby".  
Motion carried.

**CORRESPONDENCE****PLANNING COMMISSION****DEPARTMENTAL & COMMITTEE**

1. **HUMAN RESOURCE DIRECTOR requests:**
  - a. **to promote into Fire Department vacancies.**

Mr. Stathakis advised that our HR Director Lisa Suida and our Fire Chief Jim Swinkowski are seeking Board approval to promote an employee to the position of Battalion Chief. This will not create a new position in the department as there was a retirement in the Fire Department within the last couple of weeks. It will create a vacancy in the position of Lieutenant Medic.

MOTION by Flynn, supported by Viar, to concur with the recommendation of Fire Chief Jim Swinkowski and in compliance with Article 11 of the Collective Bargaining agreement between the Charter Township of Shelby and the Shelby Township Firefighters' Association Local 1338 to promote employee number #40502 to the position of Battalion Chief effective February 21, 2013.  
Motion carried.

MOTION by Viar, supported by Nightingale, to concur with the recommendation of Fire Chief Jim Swinkowski and in compliance with Article 11 of the Collective Bargaining Agreement between the Charter Township of Shelby and the Shelby Township Firefighters' Association Local 1338 to promote employee number #40680 to the position of Lieutenant Medic effective February 21, 2013.  
Motion carried.

- b. **to hire four (4) entry level Firefighter Medic replacements.**

MOTION by Viar, supported by Filar, to grant the request of Fire Chief James Swinkowski to hire, in the order listed, Michael Romano, Eric Oliver, Darin Geyer, and Andrew Moran, to the position of entry-level Firefighter Medic in accordance with Act 78, effective April 1, 2013. This offer of employment is contingent upon the successful

completion of a psychological evaluation, physical examination, and drug and alcohol testing.

The following individuals expressed their comments regarding this issue:

Thomas Turner, 4524 Maeder  
Ron Churchill, 52811 Mound

Fire Chief Jim Swinkowski advised that this process for four replacement hires began in the fall of 2012 when there were four vacancies in the Fire Department. They were created by the Fire Marshal retiring in April, the passing of Chief Shepherd in May, termination of a probationary employee in June, and a retirement in July.

Motion carried.

**c. to promote into Property Appraiser III and Property Appraiser I vacancies.**

Mr. Stathakis indicated that Township Assessor Matthew Schmidt is seeking permission from the Board to promote two employees working in the Assessing Department. At its February 5 meeting, the Board approved a department re-organization for Assessing. This motion would be consistent with the Board action taken on February 5.

MOTION by Filar, supported by Flynn, to promote employee number #70138 to the position of Property Appraiser III, at pay grade 25, Step 7 and in accordance with the current Municipal Employees' Collective Bargaining Agreement effective March 6, 2013.

Thomas Turner, 4524 Maeder, expressed his comments regarding this issue.

Motion carried.

MOTION by Filar, supported by Grot, to promote employee number #11516 to the position of Property Appraiser I, at pay grade 20, Step 1 and in accordance with the current Municipal Employees' Collective Bargaining Agreement effective March 6, 2013.

Motion carried.

**2. DPW DIRECTOR requests water and sewer connection fee payment options.**

Mr. Stathakis indicated that some owners of existing single family residences are not connected to the municipal water or sanitary sewer systems here in Shelby Township. In order to connect, there are some charges known as lateral benefit fees and connection fees. Our current Township ordinance allows for the lateral benefit fee to

be paid over time with interest. This gives the homeowners an opportunity to spread out the cost. Our ordinance does not allow for the same treatment for connection fees. The Board is being asked tonight to approve an amendment to the ordinance so that the connection fees can be paid over time with interest to help more of our homeowners afford connection to the sanitary sewer service as well as water service.

MOTION by Flynn, supported by Viar, to concur with the request of Ted Schoenherr, Director of Public Works, and approve the language of amended Chapter 58, Article IV and Article V of the Charter Township of Shelby Code of Ordinances, allowing water and sewer connection fees, as well as lateral benefit fees to be paid over a 10-year period through the execution of a Grant of Lien, and authorize the Township Clerk to put this amended Ordinance on the next available agenda for introduction.

Roll Call Vote: Ayes: Flynn, Viar, Wozniak, Filar,  
Grot, Nightingale, Stathakis  
Nays: none

Motion carried.

**3. ASSESSING DIRECTOR and BUILDING DIRECTOR requests departmental vehicle purchases.**

The Township Assessor and Building Director are asking the Board to authorize the purchase of new field work vehicles for each of their departments. The issue in the Assessing Department is that it has four appraisers that are currently utilizing two Township vehicles. One of the vehicles belongs to the Parks, Recreation & Maintenance Department. The plan is to return that vehicle to the Parks, Recreation & Maintenance Department and purchase a new vehicle for Assessing. The Building Department has six full-time inspectors that are currently utilizing six Township vehicles. The cars are approximately nine years old with an average of 96,000 miles. Additionally, the department has borrowed a vehicle from the Parks, Recreation & Maintenance Department because the part-time inspectors needed a car. If the Township Board approves this motion, the purchase would be made through the MiDeal program, which is a purchasing program that allows Michigan local units of government to use state contracts to buy goods and services. The Assessing Department is recommending the purchase of a 2013 Chevrolet for \$18,860.00. The Building Department is recommending the purchase of a 2013 GMC Sierra 1500 for the purchase price of \$17,070.00.

Mrs. Filar said in the past, the departments purchased their vehicles through the Police Department. She is wondering what has changed, and why that isn't the current practice.

Mr. Schmidt, Township Assessor stated it is his understanding that currently there are no police vehicles available for purchase. Additionally, the Building Department is

looking for a pickup truck for their Ordinance Enforcement Officer to pick up illegal signage throughout the Township.

MOTION by Filar, supported by Wozniak, to approve the recommendation of the Township Assessor, Matthew Schmidt, for the purchase of a 2013 Chevrolet Equinox FWD 4dr LS for the MiDeal program purchase price of \$18,860.00 through Shaheen Chevrolet located in Lansing, Michigan and to approve the recommendation of the Township Building Official, Tim Wood, for the purchase of a 2013 GMC Sierra 1500 Reg Cab 4wd for the MiDeal program purchase price of \$17,070.40 through Red Holman Buick GMC located in Westland, Michigan. Funds are available for these two purchases in account #692-125-985-000.

The following individuals expressed their comments regarding this issue:

Ron Churchill, 52811 Mound  
Clarence Cook, 50067 Chelmsford  
Tom Iacobelli, 2415 Collins

Motion carried.

**4. BEAUTIFICATION COMMITTEE requests to award contract for landscape maintenance.**

Mr. Stathakis indicated our Beautification Committee is seeking Board authorization to move forward with landscape maintenance on Schoenherr north of M-59 and on Mound north of M-59. The committee sent out a request for quotes and has concluded that Garden Solutions and Maintenance LLC would be the best choice.

MOTION by Viar, supported by Wozniak, to accept the recommendation of the Beautification Committee and award the contract for landscape maintenance of Schoenherr Road north of M-59 to the end of the boulevard and Mound Road from M-59 to the end of the boulevard to Garden Solutions & Maintenance, LLC at a cost not to exceed \$4,000 annually based on a 3-year contract. Funds are available in Line Item #101-900-830-002.

Motion carried.

**5. SUPERVISOR requests 41-A District Court relocation—Interlocal Agreement between Shelby Township and Macomb Township.**

The Township Board is being asked to consider an Interlocal Agreement between Shelby Township and Macomb Township that may eventually result in the 41A District Court relocating to Macomb Township. The Board has given this matter a great deal of consideration. There have been numerous discussions at the Board level, and a

preliminary resolution was passed last year. At issue is our Township Board's concern to get our arms around continued legacy costs here in the Township. We believe this resolution would help with our concerns regarding the payment of future Township retirees' health care benefit costs.

Mr. John Kaczor was present to demonstrate why this resolution makes sense for Shelby Township.

Mr. Kaczor provided an overview of the financial numbers with regard to the 41-A District Court issue. This matter has been ongoing in Shelby Township for a number of years. He has been asked to look at the numbers from different perspectives.

The conclusions are similar. The Court is generating revenue that does not cover its full costs. He presented the numbers to the audience through a power point presentation.

Mr. Kaczor indicated there are three different ways of looking at the Court's finances. He explained each one in detail. The first one represents the amount of money coming in from fines and fees to the Court and the amount of money going out to pay for the Court's operations, which includes salaries and benefits of employees or a portion of their retiree health care costs. It also includes heat and other building costs, insurance and judge's costs. There is no inclusion of rent or administrative charges in any of these numbers so we are not looking at them as costs. The Township is setting some money aside to pay for retiree health care obligations but it is not the full amount.

Mr. Kaczor pointed out the cumulative revenue for the Court for the past seven years (2006 through 2012). It shows that \$1.4 million has been reported in the financial statements as net revenue. However, we are not accounting for the true OPEB, the other post employment benefits, which are the retiree health care costs. The total costs of the Court include the payment of the retiree health care benefit that the Township has promised to the Court employees. That amount according to the actuaries should be \$393,000 per year. The Township is currently setting aside \$110,000. When these numbers are factored in, instead of the \$1.4 million being a positive figure, we have a negative \$600,000 figure reflecting costs.

Mr. Kaczor explained the net revenues. If we look at the true costs of the Court for the past seven years, it is a negative number.

Mr. Kaczor presented numbers reflecting the scenario of the Court not being in Shelby Township for the past seven years with the money that Shelby Township would have received from the tickets that it wrote and for the infractions within the Township varying between \$200,000 and \$300,000 per year. On average, it may have been \$240,000 to

\$250,000 per year. If you combine that for the past seven years, with no Court in Shelby Township, the Township would have generated \$1.7 million in the general fund.

The purpose of these comparisons is to point out the true costs of the Court.

Mr. Kaczor summarized that the Court needs to be considered in view of its total costs. The Township has a significant liability and each year it continues to grow. Every year that we don't fund it, we add to the liability. We don't have the revenues to currently fund it. He stated the stability of the revenue stream of not hosting the Court is greater than if it were located here in Shelby Township.

If Shelby Township keeps the Court, it needs new space which has been in discussion for a number of years. We are generating about \$2.2 or \$2.3 million each year from the Court. That revenue line has been fairly stable for the past five or six years. The costs of the Court continue to rise mainly due to the cost of wages, health care and other benefits. The cost of the Court is about \$2.7 million if we look at the fully-funded approach. That includes the net cost of a new building. We will bond for a building that will cost \$5 million and pay for it over 20 years. We have some money coming in from the justice building bonds that will be offsetting the cost of that debt service but you would still be left with about \$215,000 that is not covered by that justice building defined revenue. We would be looking at subsidizing the Court each year going forward by about \$358,000 based on the budget numbers.

If the Court relocates to Macomb Township, Shelby Township's revenues will be about \$240,000 to \$250,000. We will be paying about \$125,000 for retiree health care which we are already obligated to pay. That would not be the responsibility of Macomb Township. This would leave Shelby Township with approximately \$115,000 positive cash flow.

Mr. Viar asked Mr. Kaczor in his overall analysis of this situation, if the Court relocates to Macomb Township is this entire picture a plus for the Township. Mr. Kaczor responded yes.

Mr. Huth briefly reviewed the Interlocal Agreement between Shelby Township and Macomb Township. He explained the problem that incurs with retiree health care costs. One issue is what happens if the Court moves to Macomb Township and employee A who is someone who was hired before November, 2010 spends some time in Shelby Township, some in Macomb Township and then eventually retires so they are entitled to this benefit of retiree health care. They struggled with finding a way where neither community would get burned. If the employee worked 10 years in Shelby Township and 10 years in Macomb Township, it would seem fair that each community would pay half the cost. It would be hard to figure out that cost now not knowing how long they will work in Macomb Township. It may end up a risk for both of the

communities. They devised a formula agreed upon by Shelby Township and Macomb Township. When employee A retires the townships will look at how many years the employee worked in Macomb and how years he worked in Shelby. They will take a percentage and apply it to the retiree health cost and have each community pay for that percentage. It is burdensome because it will be required that once a year the communities keep track of who is retiring and what the formula is. The Agreement before the Board contains what he just explained. It will be subject to some good faith between the communities so that it is interpreted fairly. Since the time Mr. Huth provided the agreement to the Board, he had a few changes for them to consider on page 4 and page 6. One of the changes on page 6 is what happens if Macomb Township runs wild and decides to give the employees super retiree health care that conservatives in Shelby Township would have never given. When this was explained to Macomb Township, they agreed that this is not a fair situation so what Macomb Township said is if that example happens you would determine the benefit increase, and Shelby Township would not be responsible for that increased benefit.

MOTION by Flynn, supported by Filar, that the Board of Trustees of the Charter Township of Shelby approve the Interlocal Agreement between Shelby Township and Macomb Township to Facilitate the 41-A Court Relocation to Macomb Township contingent upon Macomb Township accepting the Agreement and committing to construction of a new Court facility by September 5, 2013.

The following individuals expressed their comments regarding this issue:

Thomas Turner, 4524 Maeder  
Tom Iacobelli, 2415 Collins  
Clarence Cook, 50067 Chelmsford Court  
Ed Ferrara, 55410 Parkview Drive  
Gary Golasa, 4815 Kings Row  
Ron Churchill, 52811 Mound  
Steve Lindsey, 4045 Clear Spring Court.  
Greg Gagnon, 52690 Blue Ridge  
Grant Golasa, 4815 Kings Row

Mr. Wozniak had questions relating to employee health care which were addressed by Mr. Kaczor. He asked about revenues to the general fund. Mr. Kaczor said the revenues are received in the general fund. The Court fund calculates and records all of the expenses for the fund and a transfer is made from the general fund to the Court fund to pay those expenses. The Court fund really has no fund balance. Expenses are paid from there and revenues are transferred from the general fund to pay for those expenses. The Court costs are going up. Mr. Wozniak said the balance in the general fund is usually about \$14.3 million. Without the Court being there, will we have about \$12.3 million? Mr. Kaczor said we will be at \$2 or \$2.3 million less in revenue but



also in expenses. The change would be the current expense for current retirees that you are paying for their health care being recorded in the Court fund as well as being recorded in the general fund. The rents and administrative costs charged to the fund from the general fund will zero out. Mr. Wozniak briefly addressed probation services. Mr. Kaczor responded the probation situation changes from year to year. The last time he reviewed this matter, it was handled by the county. Mr. Kaczor said if the Court did stay, one option would be to lease the space and use the money from the justice building fines to pay for that. That is an option. Mr. Wozniak stated the disadvantage of leasing a building rather than building a new one is that under a lease we have no capital asset added to our base of assets.

Mr. Wozniak had several questions with regard to the agreement which were addressed by Mr. Huth.

Mr. Stathakis stated that the Township's retiree health care liabilities increase steadily and there is little we can do about it. The issue of the 41A District Court gives this Township a unique chance to stop that trend and remove that debt. Building a new Court does not mitigate this problem. It exasperates it. If we are to keep taxes in check, we must find a way to reduce our costs. Tonight we have an opportunity to do just that by allowing the 41A Court to leave Shelby Township. This would present two opportunities. It would insure a hard cap on health care liabilities from the current retirees. These are legacy costs which currently have us on the hook for about \$5 million. Limiting our exposure puts a ceiling on what we owe and gives us a concrete starting point to begin paying down our \$5 million liability. Eliminating the Court gives us an annual surplus which we can use to pay off this \$5 million debt. If the Court moves, Shelby Township would have a positive Court fund cash flow of \$115,000 per year. In the next five years we will be more than \$500,000 ahead. If the Court stays, the total Court fund cash flow would be a negative \$358,000 per year and that would mean a negative \$1.8 million cash flow over the next five years. That is a loss of almost \$2 million in 5 years. Mr. Stathakis asked what is better – no Court with a positive cash stream of \$115,000 every year or a new Court with a negative cash flow of \$358,000 every year. Creating new debt for Shelby Township is a step in the wrong direction.

Roll Call Vote: Ayes: Flynn, Filar, Grot, Stathakis,  
Viar, Wozniak  
Nays: Nightingale

Motion carried.

### **APPOINTMENTS TO COMMITTEES & COMMISSIONS**

**TOWNSHIP ANNOUNCEMENTS**

Mrs. Filar reminded the charitable organizations, service organizations, and public educational organizations that we now have a community program in place. If they send in an application and are willing to work during our Electronics Recycling event, they have the opportunity to raise a minimum of \$250 for their charity. As we collect electronics, we are paid a percentage on those electronics, and we will share 25% of that royalty to the organization. If anyone is interested in participating, contact the DPW at 731-5990 x 1855.

Mr. Flynn made the following recreational announcements –

Players are still able to register for Shelby Township Little League Baseball until the leagues are full.

The Easter Bunny Lunch will be held on Saturday, March 23 at 11:00 a.m. at the Shelby Community Center. Pre-registration is required.

The Easter Egg Scramble will be held on Saturday, March 23 at 1:00 p.m. at River Bends Park. This is a free event.

For further information or to register for any of these events, call the Parks & Recreation Office at 586-731-0300 or visit their website at [www.shelbytwp.org](http://www.shelbytwp.org).

Wireless Zone of Shelby is launching a cellular phone recycling program which is a charitable program designed to send young juvenile diabetics to Camp Midicha run by the American Diabetes Association each summer in Fenton, Michigan. Bring in your old phones to Wireless Zone which is next to Vince and Joe's at 25 Mile and Van Dyke, They will give you a \$5 gift card when you donate your phone and all of the proceeds will go toward the American Diabetes Association Camp Midicha. You can get more information at [WirelessZone.com/authorizedcellular](http://WirelessZone.com/authorizedcellular).

The Treasurer's Office will be hosting the Attorney General's Consumer Protection Seminar in Shelby Township. This seminar will highlight their cyber safety initiative and help educate citizens about various issues. It is a one-hour presentation which will be held in the Board Room on March 14 from 7 to 8 p.m. To RSVP or get additional information, call the Treasurer's Office at 731-5145.

Mr. Wozniak announced that CARE of Southeastern Michigan is hosting its first annual bike path peddling on May 19 from noon to 4:00 p.m. at Lake St. Clair Metro Park in Harrison Twp. Call 586-218-5269 to register.

The UCS Foundation for Educational Excellence will hold its 20<sup>th</sup> Annual Career Focus Luncheon for sixth grade students on May 1 and May 2 at the Palazzo Grande. The luncheon begins at 11:15 a.m. and ends at 1:00 p.m. To contact the foundation, visit [UCSFoundation.org](http://UCSFoundation.org).

Mr. Wozniak made the following Senior Center announcements –

Easter Egg Filing will take place at the Senior Center on Thursday, March 14. Seniors will be filling Easter eggs for the Township Easter egg events. It will begin at 9:30 a.m. and a pizza lunch will follow. Many volunteers are needed. Let them know if you will be able to help.

The St. Patrick's Day Dinner Dance will be held on Friday, March 15. Reservations are required, and the cost is \$16.

The Easter Party will be held on Thursday, March 28 at 11:00 a.m. Tickets are \$6 and include lunch and entertainment.

The Red Cross Blood Drive will be held on Tuesday, April 2 from 1:30 p.m. until 7:30 p.m. Call for an appointment.

For further information or to register for any of these events, call the Senior Center Office at 586-739-7540 or visit their website at [www.shelbytwp.org/seniors](http://www.shelbytwp.org/seniors).

Mr. Wozniak made the following Library announcements –

Mr. Conklin stated that all of the federal tax instructions are now available in the Library.

Boy Scout Troop 1973 is conducting a clothing drive for the homeless. The drive starts today and runs through Saturday, March 16. The Library is serving as a collection point.

The American Cancer Society Charity Bowling for Life will be held on Sunday, March 10 at Shelby Lanes. The cost is \$25 per person. Call 810-523-4389 or 586-634-9539 for further information.

There will be a ribbon cutting ceremony for GPA Financial on Wednesday, March 6 at 5:00 p.m. The business is located at 51863 Schoenherr. There will be an open house from 4:00 p.m. to 6:00 p.m.

Mr. Glenn Wynn, Planning Director, provided background information regarding the situation regarding the dog rescue operation at 11715 Forest Glen in Shelby Township.

Mr. Stathakis indicated that if anyone is interested in adopting one of these animals call 586-354-8500 or visit [www.dawghous.com](http://www.dawghous.com).

Mr. Stathakis announced that the Macomb Charitable Foundation helps children living at or below poverty level in Macomb County. Their goal is to alleviate the suffering of children and their families by providing financial assistance for items such as, but not limited to, food, clothing, personal care items, rent, utility assistance, vehicle repair, educational assistance and, when available, personal and spiritual mentoring. For further information, contact the Macomb Charitable Foundation at 586-232-3473 or [macombcharitable@comcast.net](mailto:macombcharitable@comcast.net).

### **BUSINESS FROM THE FLOOR**

The following individuals expressed their comments regarding various issues:

Clarence Cook, 50067 Chelmsford Court  
Gary Golasa, 4815 Kings Rows  
Thomas Turner, 4524 Maeder  
Ron Churchill, 52811 Mound  
Tom Iacobelli, 4815 Collins

### **CLOSED SESSION**

MOTION by Flynn, supported by Wozniak, to recess to Closed Session to discuss Shelby Tech vs. Charter Township of Shelby.

Roll Call Vote: Ayes: Flynn, Wozniak Filar, Grot,  
Nightingale, Stathakis, Viar  
Nays: none

Motion carried.

Meeting recessed at 9:55 p.m.

Meeting reconvened at 10:20 p.m.

Roll Call: Richard Stathakis, Stanley Grot, Michael Flynn,  
Paula Filar, Nick Nightingale, Paul Viar,  
Douglas Wozniak

MOTION by Flynn, supported by Viar, to adjourn.  
Motion carried.

The meeting adjourned at 10:21 p.m.

MINUTES OF THE WORK SESSION OF THE CHARTER TOWNSHIP OF SHELBY BOARD OF TRUSTEES HELD ON TUESDAY, FEBRUARY 26, 2013 IN THE LOBBY CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

The work session was called to order at 2:30 p.m. by Supervisor Richard Stathakis.

Members Present: Richard Stathakis, Stanley Grot, Michael Flynn, Paula Filar, Nick Nightingale, Paul Viar (late), Douglas Wozniak

### 1. OPEB Asset Manager

Mrs. Moore, Finance Director, stated that the Board members had some additional questions with regard to selecting an asset manager as discussed at a previous work session.

Mr. John Vance from Cornerstone was in attendance to address any questions of the Board concerning the selection of an OPEB Asset Manager.

Mr. Flynn mentioned that at a previous work session both he and Mr. Viar expressed concern with regard to the Township's funds. If the Township no longer had retiree health care liabilities, they were concerned that the government may be able to take that money out of our trust.

Mr. Flynn believes that MERS will give us the least amount of work on our end. If we went with one of the two purely private companies, it would require an internal fund manager. However, if the Board chose to go in that direction, he would have no problem working with another fund manager.

Mr. Vance agreed with Mr. Flynn's comments regarding MERS. He also stated that Cornerstone did research and learned that MERS is currently fully independent from the State of Michigan and the federal government. They are a stand-alone organization.

Mr. Grot asked if the Board will receive a recommendation from Cornerstone. Mr. Vance replied "yes". Mr. Grot asked Mr. Vance if he feels comfortable with MERS. Mr. Vance said it really comes down to the amount of oversight the Township wants to have. Under ICMA there would be the universal funds to choose from and more responsibility for the Township. If they don't want that responsibility, Mr. Vance feels that MERS is a very good choice. Many Michigan municipalities currently use them.

Mr. Flynn feels the only other advantage to the private companies is we would have much more to choose from in terms of investments. They will offer a full portfolio of investments, with MERS on the other hand being rather narrow.

Mr. Vance continued by stating that MERS offers four funds. Of those four funds, two of the four are just bond/cash allocations. There are only two of the four funds that have some type of allocation mixture where there is US stock and foreign stock. There is much more of an ability to diversify and become more or less aggressive with an organization such as ICMA.

Mrs. Moore had a question. If we were going to establish a Board to do the investing similar to the Fire and Police Pension Board, how does that happen? Does this Board appoint or go through a selection process. Mr. Vance replied that you do not have to establish a Board. You need to select a responsible party or parties who will be accountable for investing the funds. If you chose ICMA, it would be a matter of sitting down with that organization to decide which of those funds you would want to invest in. It would be a meeting where they ask questions concerning your risk tolerance and your growth potential and goals, and they would assist in narrowing those funds down. Ultimately, it would be the responsibility of someone from the Township stating what options the Township would want to invest in.

Mr. Flynn believes this is similar to the way we have our investment policy with the regular Treasurer's bank accounts. At \$50 million, the Board sets an investment policy based on state guidelines and then he and Karen invest the funds according to those guidelines. They will have a fund manager to work with. They will bring us ideas, and we will invest according to those guidelines.

Mr. Viar felt it would put a heavy burden if you were to select one person to try to make these directives. Mr. Flynn responded as long as we get a comfort level from MERS, it would make his life and his department's life much easier not to have to work with that independent company.

Mr. Flynn believes there would be more opportunity for higher returns if we went with one of the other companies based on the limited selection of funds that we have with MERS. You would be able to choose from 600 funds versus 4 funds and would have a better chance to make money.

Mr. Vance said with MERS, you would have a higher floor but a lower ceiling vs. with ICMA.

Mrs. Moore added that there would be a higher rate of return but more liability and more work if we went with ICMA.

Mrs. Filar asked if the regulations are such that you couldn't hand it over to a reputable financial company who handles your other funds.

Mr. Vance said that they did receive some responses from organizations such as PNC Bank, Huntington, etc. and they do require that it be in a trust. He explained the reasons for this requirement.

Discussion followed among the Board members and Mr. Vance.

Mrs. Moore would like this item placed on the next Board agenda if the Board can reach a decision. Mr. Stathakis asked if it would be okay to place it on the March 19 agenda.

Mr. Flynn said it is a big decision since the fund is currently valued at approximately \$14 million.

Mr. Viar asked how much MERS would charge to handle our funds. Mr. Vance responded that they charge basis points, which means a percentage. They were the lowest in cost. They charge between 40 and 71 basis points, which means between .4 and .71%. When dealing with ICMA, they charge about .65% but there could be additional charges based on which funds you purchase. That is the case with all fund managers except MERS. They were the least expensive across the board.

Mr. Viar was led to believe that if we gave the money to MERS, we would be out of the business of handling money. MERS was going to invest the money to the best of their ability.

Mr. Grot asked who monitors their progress.

Mrs. Filar said we are looking at between \$12 and \$14 million. The Board is focusing on a percentage cost when we should be focusing on return on investment. Why are we focusing on the least expensive? We should be more interested in finding someone who gives us what we need in terms of security. She thought financial planners worked the same way asking what your tolerance for risk is and they will proceed in that manner. She doesn't understand the government part.

Mr. Vance said Mrs. Filar is correct. If you can get more return, that is obviously advantageous. However, we are dealing with a bigger picture. You are not just chasing return. You are not going to invest these funds in very high-risk investment. Return is also subject to your risk tolerance.

Mr. Flynn asked why we can't proceed in the same manner as we do with the Fire and Police Pension funds and hire an outside advisor? They would invest the money and report back to the Board of Trustees. We can periodically schedule a work session and have the advisor come in and inform the Board of the status of our investments.

Mr. Vance said this would be deconstructing what we have done here. We have looked at organizations that do everything from the advisement to the creation of a trust to the custodial holding of the assets. Mr. Vance asked what fund manager do you have in mind.

Mr. Flynn said we can go out for an RFP the same as the Pension Board. Mr. Vance said to some extent, that is what they have done here. However, they did it with organizations that can provide a complete package.

Mrs. Filar explained what we did when we hired Cornerstone. Blue Cross Blue Shield handled everything for us and we said that we weren't sure that someone that handles everything is the best way to go. It was Mr. Lange's recommendation that we look for someone who could advise us on the medical end and have Blue Cross Blue Shield. She is all for the deconstruction if that makes sense. She is just not as familiar with the government and what we need.

Mr. Flynn asked if we are working under some time line. Mrs. Moore responded that last year we did tell the auditors that we were creating a trust and a year has gone by. It is important that we get this done soon.

Mr. Flynn asked what if we hired a consultant based on a bid process, perhaps Merrill Lynch, UBS, etc. We would put it out for bid and say we want you to create and manage the trust. They would invest in these different types of funds and report back to us on a quarterly basis.

Mr. Vance said you could proceed in that manner. He is saying that the Board currently has that now in the responses they received. ICMA uses independent fund managers.

Mr. Flynn clarified so there would be no extra work for his office if we hired ICMA. They would handle the investments and report to the Board. We would have the advantage of all of the different funds.

Mrs. Moore questioned if we have to hire an attorney to design a trust. MERS is one-stop shopping but with the other two we would have to go to a third person. Mr. Vance said he believes ICMA was including that as well.

Mrs. Filar asked what their recommendation was based on when they reviewed these asset managers. Mr. Vance said narrowing the list was based on their responses. We wanted someone who plays in the trust market. The second question is what is the Board looking for. You want to keep MERS because their turn-key approach is very unique. They also looked at ICMA which is the opposite structure. When it came down to it, their recommendation was ICMA or MERS based on the Board's tolerance for involvement.



Mr. Flynn sees no problem with ICMA coming in on a quarterly basis. We can have a work session and have them discuss our investments.

Mrs. Filar said we need to vote on this. Everything is already in the information that we received. We can make our decision based on the information we received for ICMA or MERS.

Mr. Flynn said at the Board meeting we would be creating the trust and we would be assigning it to a trustee. Mrs. Filar said it would be MERS or ICMA.

Mr. Stathakis said we have to look at the future. How much involvement do we want from the Board of Trustees?

Mr. Flynn replied we wouldn't be any more involved than we are with the Pension Board. Mr. Brice from Merrill Lynch is our consultant. He comes in once a month and provides a report on all of the different funds and fund managers that he has invested with and the Board makes a decision based on our tolerance for risk and returns and different criteria.

Mr. Stathakis asked from the Board's prospective, if the involvement would be the same with MERS and ICMA. Mr. Vance said it would be the same. Mr. Flynn said if a fund did not meet our expectations, we can say to the trustee that we want to switch to a different fund manager and put the current manager on notice. That would be the limit to what we would do.

Mr. Viar added there is a cost associated to what Mr. Flynn is saying with regard to this money. If they don't perform, you can lose money.

Mrs. Moore said if we go with one company or another would the Board select from a menu of investments? Mr. Vance said that ICMA would come in and meet with members making those decisions. Mrs. Moore asked can this decision be changed every six months or a year. Mr. Vance said that it would be based on the Board's investment.

Mrs. Filar stated we don't have to pick specific investments. We may say this is too high of a risk and be able to change our manager.

Mr. Grot doesn't feel the Board should be in the business of picking and choosing funds. If we pick the right people, they will do that for us.

It was the consensus of the Board to have this item placed on the March 19 agenda.

Mrs. Moore questioned if the Board is proposing ICMA. Mr. Stathakis asked that two motions be included in the packet and the Board can decide at that meeting.

Mr. Vance advised that MERS is a 149 Trust whereas ICMA is a 115 Trust. The Board originally passed a resolution for a 149 Trust, so we may have to look into that.

## 2. Closed Session – Command Negotiations

MOTION by Flynn, supported to Wozniak, to recess to Closed Session to discuss command negotiations with the Township Attorney.

Roll Call Vote: Ayes: Flynn, Wozniak, Filar, Grot,  
Nightingale, Stathakis, Viar  
Nays: none

Motion carried.

The work session recessed at 2:55 p.m.

The work session reconvened at 3:15 p.m.

MOTION by Flynn, supported by Nightingale, to adjourn.  
Motion carried.

The work session adjourned at 3:16 p.m.

ds

**Charter Township of Shelby  
Supervisor's Office**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Richard Stathakis, Supervisor  
Date: 03/19/2013  
Re: Consent to Apple Blossom Run - March 19, 2013

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The Macomb County Department of Roads is seeking support of the Apple Blossom Run on April 6, 2013 by allowing racers to cross Township roads between various sections of the Macomb Orchard Trail.

To: Richard Stathakis, Supervisor  
Shelby Township  
52700 Van Dyke  
Shelby Township, MI 48316-3572

Re: 2013 Apple Blossom Run

Date: February 24, 2013

Dear Supervisor Stathakis:

The winter is winding down and spring will soon be here when residents get back to using the Macomb Orchard Trail. Once again it is time to kick-off the 2013 trail year with the annual Apple Blossom Run. I am submitting a request to you and the Shelby Township Board for approval of the race and allow racers to cross on township roads between the various sections of the Macomb Orchard Trail. The race event will be insured and the community will be listed as an additional insurer for the day. As in the past we request the assistance of the Shelby Township police to help get runners safely across intersections.

The race will be on April 6, 2013 and follow the same course as last year. Runners will gather at Glacier Club Golf Course and be bused to the start line by SMART buses. The race starts at Roberts Elementary School on Dequindre. Racers will run the trail through Shelby Township and enter Washington Township at 26 Mile Road. Racers will be escorted through Washington Township by the Macomb County Sheriff's Department.

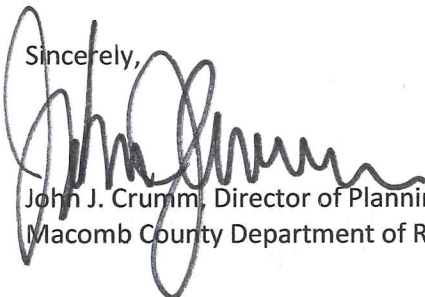
Runners will finish the race back at the Glacier Club and be met with awards and a lunch. I hope that the Shelby Township Board will continue to support this spring trail race. The race attracts people to come and experience the area for the first time. It is the hope of the race coordinators that this will encourage people to return to use the trail and shop and eat at local restaurants.

Please let me know if you would like me to attend the meeting and discuss the details of the race and any other questions the township board may have regarding the Macomb Orchard Trail.

Please **send me a copy of the board's decision on** the support of the event as I am required to submit a copy of the resolution to the Macomb County Road Department to obtain an event permit.

Thank you for the strong support that Shelby has always given to the trail and this race. You can contact me by email at [jcrumm@rcmcweb.org](mailto:jcrumm@rcmcweb.org) or by phone at (586) 463-1982.

Sincerely,



John J. Crumm, Director of Planning  
Macomb County Department of Roads

**Charter Township of Shelby  
Financial Management**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Jill Wood, Account Processor III  
Date: 03/19/2013  
Re: Bill Run in the Amount of \$1,592,715.38 - March 19, 2013

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Please approve the Bill Run, as presented.



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 03/20/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Account <b>299.801 - Addressing Fee-Pass Thru</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 165	8072 RUSSELL - ADDRESSING	Edit		02/20/2013	03/20/2013	03/20/2013			40.00	
									Account <b>299.801 - Addressing Fee-Pass Thru</b> Totals	Invoice Transactions 1	<u>\$40.00</u>
Account <b>451.099 - Vendor, Used Car, Garbage Lic's</b>											
6812 - ZHEN DANG LI	80212	Refund for Liquor License; applicant applied for wrong license	Edit		03/11/2013	03/20/2013	03/20/2013			500.00	
									Account <b>451.099 - Vendor, Used Car, Garbage Lic's</b> Totals	Invoice Transactions 1	<u>\$500.00</u>
Department <b>101 - Legislative</b>											
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 255	Road Complaints	Edit		03/06/2013	03/20/2013	03/20/2013			367.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 256	Supervisor GIS	Edit		03/06/2013	03/20/2013	03/20/2013			210.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 258	Pavement Preservation Program	Edit		03/06/2013	03/20/2013	03/20/2013			262.50	
									Account <b>807.000 - Engineering Consulting Fees</b> Totals	Invoice Transactions 3	<u>\$840.00</u>
Account <b>900.000 - Printing &amp; Publishing</b>											
12554 - C & G PUBLISHING	453 1307	01-10-13 BOT Work Session Minutes	Edit		02/13/2013	03/20/2013	03/20/2013			43.75	
12554 - C & G PUBLISHING	452 1307	01-15-13 BOT Regular Mtg. Minutes	Edit		02/13/2013	03/20/2013	03/20/2013			245.00	
12554 - C & G PUBLISHING	451 1307	01-03-13 BOT Work Session Minutes	Edit		02/13/2013	03/20/2013	03/20/2013			65.63	
									Account <b>900.000 - Printing &amp; Publishing</b> Totals	Invoice Transactions 3	<u>\$354.38</u>
									Department <b>101 - Legislative</b> Totals	Invoice Transactions 6	<u>\$1,194.38</u>
Department <b>208 - Nature Center</b>											
Account <b>726.000 - Operating Supplies</b>											
11476 - J&J ACE HARDWARE	1 19614	NC duct tape for animal care	Edit		03/01/2013	03/20/2013	03/20/2013			13.28	
1082 - KEE'S AQUARIUM & PETS	3496	NC critter food	Edit		02/19/2013	03/20/2013	03/20/2013			3.50	
24947 - PETS AND THINGS LLC	184350	NC critter food/supplies	Edit		02/01/2013	03/20/2013	03/20/2013			234.50	
17748 - PETTY CASH - NATURE CENTER	pc032002	Critter Food, Kroger, DF	Edit		02/15/2013	03/20/2013	03/20/2013			14.76	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 4	<u>\$266.04</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			55.11	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$55.11</u>
Account <b>807.208 - Program/Speakers</b>											
4690 - GORDON FOOD SERVICES INC	852098817	NC Eggciting class candy	Edit		03/05/2013	03/20/2013	03/20/2013			161.85	
3783 - J & J ACE HARDWARE	19574	NC gloves for Owl Pellet Program	Edit		02/21/2013	03/20/2013	03/20/2013			7.59	



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 03/20/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Department <b>208 - Nature Center</b>											
Account <b>807.208 - Program/Speakers</b>											
11476 - J&J ACE HARDWARE	1	19460	NC class supplies	Edit	02/04/2013	03/20/2013	03/20/2013			18.10	
									Account <b>807.208 - Program/Speakers</b> Totals	Invoice Transactions 3	\$187.54
Account <b>808.208 - Cust/Maint Cont Svc Nature Ctr</b>											
11476 - J&J ACE HARDWARE	1	19473	bldg maintenance supplies	Edit	02/06/2013	03/20/2013	03/20/2013			16.60	
									Account <b>808.208 - Cust/Maint Cont Svc Nature Ctr</b> Totals	Invoice Transactions 1	\$16.60
Account <b>920.000 - Utilities</b>											
278 - CONSUMERS ENERGY		204295282925	Nature Center	Edit	03/06/2013	03/20/2013	03/20/2013			592.30	
25415 - A T & T LONG DISTANCE		854126149 13	PRM & NC	Edit	02/26/2013	03/20/2013	03/20/2013			2.87	
									Account <b>920.000 - Utilities</b> Totals	Invoice Transactions 2	\$595.17
									Department <b>208 - Nature Center</b> Totals	Invoice Transactions 11	\$1,120.46
Department <b>209 - Assessing</b>											
Account <b>726.000 - Operating Supplies</b>											
26031 - CDW GOVERNMENT INC		X979489	2 LINKSYS 5PT Gigabit Switches	Edit	02/20/2013	03/20/2013	03/20/2013			54.85	
11227 - OFFICE DEPOT INC		3363102	Monthly Office Supplies	Edit	02/28/2013	03/20/2013	03/20/2013			14.57	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 2	\$69.42
Account <b>810.600 - IT Licensing &amp; Maint</b>											
5201 - COSTAR REALTY INFORMATION INC		102049615	Monthly Software User Fee	Edit	03/04/2013	03/20/2013	03/20/2013			528.50	
25218 - SPECIALTY UNDERWRITERS LLC		TS3133 14M	Copier Maintenance agreement	Edit	02/20/2013	03/20/2013	03/20/2013			740.00	
									Account <b>810.600 - IT Licensing &amp; Maint</b> Totals	Invoice Transactions 2	\$1,268.50
Account <b>900.000 - Printing &amp; Publishing</b>											
12554 - C & G PUBLISHING		23 1308	Advertisement	Edit	02/20/2013	03/20/2013	03/20/2013			61.25	
12554 - C & G PUBLISHING		39 1307	Advertisement	Edit	02/13/2013	03/20/2013	03/20/2013			61.25	
22951 - LASERTEC INC		35873	2013 assesment notices	Edit	02/22/2013	03/20/2013	03/20/2013			2,147.00	
									Account <b>900.000 - Printing &amp; Publishing</b> Totals	Invoice Transactions 3	\$2,269.50
									Department <b>209 - Assessing</b> Totals	Invoice Transactions 7	\$3,607.42
Department <b>210 - Legal</b>											
Account <b>811.000 - Legal Fees</b>											
25540 - GIARMARCO MULLINS & HORTON PC		83233073B20	Nottingham Village	Edit	02/26/2013	03/20/2013	03/20/2013			864.00	
									Account <b>811.000 - Legal Fees</b> Totals	Invoice Transactions 1	\$864.00
									Department <b>210 - Legal</b> Totals	Invoice Transactions 1	\$864.00



# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 03/20/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 101 - General Fund</b>										
Department <b>215 - Clerk</b>										
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			513.17
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$513.17</u>
Account <b>850.215 - Postage</b>										
6763 - LISA HYSKO-GUEVARRA	Lisa PP	Refund of Postage on Expedited PP, Not Expedited by PP	Edit		01/24/2013	03/20/2013	03/20/2013			36.74
6811 - CURTIS LESZCYNski	21913	Refund of Postage on Expedite Passport, not expedited by USPS	Edit		02/19/2013	03/20/2013	03/20/2013			20.42
								Account <b>850.215 - Postage</b> Totals	Invoice Transactions 2	<u>\$57.16</u>
								Department <b>215 - Clerk</b> Totals	Invoice Transactions 3	<u>\$570.33</u>
Department <b>226 - Human Resource</b>										
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			255.99
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$255.99</u>
								Department <b>226 - Human Resource</b> Totals	Invoice Transactions 1	<u>\$255.99</u>
Department <b>371 - Protective Inspection</b>										
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			54.56
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>\$54.56</u>
Account <b>728.000 - Membership Dues &amp; Conference</b>										
6771 - FIRE SAFETY CONSULTANTS INC	40513 TW	CONFERENCE - TW	Edit		03/07/2013	03/20/2013	03/20/2013			50.00
6771 - FIRE SAFETY CONSULTANTS INC	40513 JK	CONFERENCE	Edit		03/07/2013	03/20/2013	03/20/2013			50.00
6775 - IAPMO	2013 J D	DW&BP RENEWAL - JK	Edit		02/22/2013	03/20/2013	03/20/2013			45.00
7040 - MECHANICAL INSPECTORS ASSOC OF MICHIGAN	42613 LC MECH	CONFERENCE - LC	Edit		03/07/2013	03/20/2013	03/20/2013			100.00
5636 - METROPOLITAN MECHANICAL INSPECTORS ASSOC INC	41813 JK MECH	CONFERENCE JK	Edit		03/07/2013	03/20/2013	03/20/2013			25.00
3866 - MICHIGAN CHAPTER OF ABPA	2013 JK	MEMBERSHIP	Edit		03/07/2013	03/20/2013	03/20/2013			40.00
18513 - P I A M	410-12,13 JK	PLUMBING CONFERENCE	Edit		03/07/2013	03/20/2013	03/20/2013			210.00
2238 - STATE OF MICHIGAN	8107129 13	2013 - 15 PLUMBING LICENSE RENEWAL - JK	Edit		03/07/2013	03/20/2013	03/20/2013			300.00
								Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 8	<u>\$820.00</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>										
1600 - MR MUFFLER & BRAKES	10817	VEHICLE REPAIR B4	Edit		03/02/2013	03/20/2013	03/20/2013			109.67
								Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 1	<u>\$109.67</u>
								Department <b>371 - Protective Inspection</b> Totals	Invoice Transactions 10	<u>\$984.23</u>





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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Department <b>442 - Highway Streets Bridges</b>											
Account <b>967.500 - Sidewalks</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 254	Sidewalk	Edit		03/06/2013	03/20/2013	03/20/2013			315.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 244	2013 SIDEWALK GAP	Edit		03/05/2013	03/20/2013	03/20/2013			770.00	
								Account <b>967.500 - Sidewalks</b> Totals		Invoice Transactions 2	<u>1,085.00</u>
								Department <b>442 - Highway Streets Bridges</b> Totals		Invoice Transactions 2	<u>\$1,085.00</u>
Department <b>738 - Library</b>											
Account <b>726.500 - Departmental Supplies</b>											
165 - BRODART CO	B2737308	Books (child)	Edit		02/23/2013	03/20/2013	03/20/2013			11.43	
165 - BRODART CO	B2737311	Books (child)	Edit		02/23/2013	03/20/2013	03/20/2013			29.25	
165 - BRODART CO	B2737312	Books (child)	Edit		02/23/2013	03/20/2013	03/20/2013			9.09	
165 - BRODART CO	B2737320	Books (child)	Edit		02/23/2013	03/20/2013	03/20/2013			776.79	
165 - BRODART CO	B2737307	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			462.32	
165 - BRODART CO	B2737309	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			303.21	
165 - BRODART CO	B2737310	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			65.41	
165 - BRODART CO	B2737313	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			520.01	
165 - BRODART CO	B2737314	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			314.05	
165 - BRODART CO	B2737315	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			454.95	
165 - BRODART CO	B2737317	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			460.05	
165 - BRODART CO	B2737319	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			33.14	
6685 - INGRAM LIBRARY SERVICES	70730087	Books (adult)	Edit		02/25/2013	03/20/2013	03/20/2013			56.94	
16542 - MIDWEST TAPE	90789433	CD's - Audio, Pre-recorded	Edit		02/26/2013	03/20/2013	03/20/2013			23.98	
14896 - PARTNERS EAST BOOK DISTRIBUTING	55842464	Books (adult)	Edit		02/21/2013	03/20/2013	03/20/2013			28.49	
3063 - RECORDED BOOKS LLC	74680240	Audiobook	Edit		02/15/2013	03/20/2013	03/20/2013			577.20	
3063 - RECORDED BOOKS LLC	74677309	Audiobook	Edit		02/11/2013	03/20/2013	03/20/2013			24.60	
5668 - SALEM PRESS	413299IN	Books (adult)	Edit		12/15/2012	03/20/2013	03/20/2013			420.00	
								Account <b>726.500 - Departmental Supplies</b> Totals		Invoice Transactions 18	<u>\$4,570.91</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			1,381.30	
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals		Invoice Transactions 1	<u>\$1,381.30</u>
Account <b>850.000 - Communications</b>											
25415 - A T & T LONG DISTANCE	854126164 0213	PRI-Long Distance Feb 2013	Edit		02/26/2013	03/20/2013	03/20/2013			1.80	
								Account <b>850.000 - Communications</b> Totals		Invoice Transactions 1	<u>\$1.80</u>
								Department <b>738 - Library</b> Totals		Invoice Transactions 20	<u>\$5,954.01</u>
Department <b>774 - Senior Citizen Operations</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			38.39	
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals		Invoice Transactions 1	<u>\$38.39</u>



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<b>Fund 101 - General Fund</b>											
Department <b>774 - Senior Citizen Operations</b>											
Account <b>790.772 - Manicures - SC</b>											
5597 - NANCY SMERECKI	30613	Commission - Weeks 8 & 9	Edit		03/06/2013	03/20/2013	03/20/2013			308.00	
									Account <b>790.772 - Manicures - SC</b> Totals	Invoice Transactions 1	<u>\$308.00</u>
Account <b>790.773 - Line Dancing - SC</b>											
25587 - CONNIE FRENDT	3613	Line Dance Commission 1-24-13 to 3-6-13	Edit		03/06/2013	03/20/2013	03/20/2013			57.00	
									Account <b>790.773 - Line Dancing - SC</b> Totals	Invoice Transactions 1	<u>\$57.00</u>
Account <b>790.801 - Computer Classes - SC</b>											
2602 - LUCILLE JASINSKI	3613	Computer Commission - February Class (Additional)	Edit		03/06/2013	03/20/2013	03/20/2013			24.75	
									Account <b>790.801 - Computer Classes - SC</b> Totals	Invoice Transactions 1	<u>\$24.75</u>
Account <b>920.000 - Utilities</b>											
25415 - A T & T LONG DISTANCE	8541261640213	PRI-Long Distance Feb 2013	Edit		02/26/2013	03/20/2013	03/20/2013			3.60	
									Account <b>920.000 - Utilities</b> Totals	Invoice Transactions 1	<u>\$3.60</u>
									Department <b>774 - Senior Citizen Operations</b> Totals	Invoice Transactions 5	<u>\$431.74</u>
Department <b>788 - Rec Programs -</b>											
Account <b>630.108 - Kids Fitness</b>											
6780 - ZAHIA KASSAB	221302A3	Refund, Zumba	Edit		02/22/2013	03/20/2013	03/20/2013			49.00	
6665 - AUDREY PITTS	221302A3	Refund, Zumba	Edit		02/22/2013	03/20/2013	03/20/2013			49.00	
									Account <b>630.108 - Kids Fitness</b> Totals	Invoice Transactions 2	<u>\$98.00</u>
Account <b>630.702 - Little League Revenue</b>											
6783 - STACEY JENNINGS	211909A5	Refund, Boys Minor M & W (Joseph)	Edit		03/06/2013	03/20/2013	03/20/2013			78.00	
6781 - DIANE NASH-DZIATCZAK	211909A7	Refund, Girls Sr. M, W (Taylor)	Edit		02/28/2013	03/20/2013	03/20/2013			85.00	
1796 - RICHARD/MICHELE STEFANOVICH	211909N4	Refund, Girls Majors T & Th (Deva)	Edit		03/04/2013	03/20/2013	03/20/2013			78.00	
6782 - MONICA WYRZYKOWSKI	211909A1N3	Refund, Co-Ed Coach Pitch, Boys Minor (Luk & Seth)	Edit		03/04/2013	03/20/2013	03/20/2013			166.00	
									Account <b>630.702 - Little League Revenue</b> Totals	Invoice Transactions 4	<u>\$407.00</u>
Account <b>840.015 - Belly Dancing</b>											
5344 - LORI BRAINARD	15win213	commission	Edit		03/06/2013	03/20/2013	03/20/2013			175.50	
									Account <b>840.015 - Belly Dancing</b> Totals	Invoice Transactions 1	<u>\$175.50</u>
Account <b>840.025 - Easter Scramble/Brunch</b>											
15293 - GORDON FOOD SERVICE INC	852098570	Easter Scramble candy	Edit		02/25/2013	03/20/2013	03/20/2013			358.07	
584 - K-MART	630600073	Candy for Easter Scramble	Edit		02/25/2013	03/20/2013	03/20/2013			163.72	



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<b>Fund 101 - General Fund</b>										
Department <b>788 - Rec Programs -</b>										
Account <b>840.025 - Easter Scramble/Brunch</b>										
21549 - THOMAS M PLUNKARD	1078	Easter lunch magician	Edit		02/26/2013	03/20/2013	03/20/2013			225.00
								Account <b>840.025 - Easter Scramble/Brunch</b> Totals	Invoice Transactions 3	\$746.79
Account <b>840.103 - Special Recreation</b>										
1459 - BEAN BROS TROPHY & AWARD CO	20610 13	Special Rec 14 BB uniforms	Edit		02/26/2013	03/20/2013	03/20/2013			140.00
								Account <b>840.103 - Special Recreation</b> Totals	Invoice Transactions 1	\$140.00
Account <b>840.108 - Fitness for Kids</b>										
17813 - MARIA MARINO	108win313	commission	Edit		03/05/2013	03/20/2013	03/20/2013			412.10
								Account <b>840.108 - Fitness for Kids</b> Totals	Invoice Transactions 1	\$412.10
Account <b>840.188 - Tai Chi</b>										
20388 - JANET GARTEN-RANDOLPH	188win113	commission	Edit		01/31/2013	03/20/2013	03/20/2013			1,238.26
								Account <b>840.188 - Tai Chi</b> Totals	Invoice Transactions 1	\$1,238.26
Account <b>840.317 - Roller Hockey</b>										
5936 - THE NEW RINK	317win213	commission	Edit		02/27/2013	03/20/2013	03/20/2013			48.75
								Account <b>840.317 - Roller Hockey</b> Totals	Invoice Transactions 1	\$48.75
Account <b>840.701 - PRM Basketball Expense</b>										
24261 - BURKE'S SPORT HAVEN INC	81223	120-B Teen BB shirts	Edit		02/28/2013	03/20/2013	03/20/2013			1,060.00
6470 - SIB INVESTMENTS LLC	3	Basketball referees 2/7-3/26/13	Edit		03/03/2013	03/20/2013	03/20/2013			1,664.00
								Account <b>840.701 - PRM Basketball Expense</b> Totals	Invoice Transactions 2	\$2,724.00
Account <b>840.702 - Little League expense</b>										
2595 - MICHIGAN DISTRICT 6 LITTLE LEAGUE	LL BSr St 2013	LL District 6 B Sr 2013 St Tournamt donation	Edit		02/28/2013	03/20/2013	03/20/2013			100.00
2690 - ROBERT S ROCHON	2013A	LL Umpires for the peirod of 3/1/13 to 3/9/13	Edit		03/07/2013	03/20/2013	03/20/2013	03/06/2013		1,740.00
								Account <b>840.702 - Little League expense</b> Totals	Invoice Transactions 2	\$1,840.00
								Department <b>788 - Rec Programs -</b> Totals	Invoice Transactions 18	\$7,830.40
Department <b>789 - Parks Recreation Maintenance</b>										
Account <b>709.000 - Education &amp; Training</b>										
8802 - PETTY CASH - PARKS-REC-MAINT	pc032001	Pesticide Winter Series Training- 3 Employees	Edit		02/25/2013	03/20/2013	03/20/2013			60.00
								Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 1	\$60.00
Account <b>726.000 - Operating Supplies</b>										
15228 - HOME DEPOT CREDIT SERVICES	6582147	electrical supplies	Edit		02/27/2013	03/20/2013	03/20/2013			23.84
								Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 1	\$23.84
Account <b>727.000 - Office Supply &amp; Printing</b>										
26031 - CDW GOVERNMENT INC	X979489	2 LINKSYS 5PT Gigabit Switches	Edit		02/20/2013	03/20/2013	03/20/2013			54.85



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<b>Fund 101 - General Fund</b>										
Department <b>789 - Parks Recreation Maintenance</b>										
Account <b>727.000 - Office Supply &amp; Printing</b>										
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			307.37
								Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 2	\$362.22
Account <b>728.000 - Membership Dues &amp; Conference</b>										
6774 - NATIONAL RECREATION AND PARK ASSOCIATION	2013	Membership fee - JY	Edit		03/04/2013	03/20/2013	03/20/2013			150.00
								Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 1	\$150.00
Account <b>735.500 - Signs</b>										
22371 - GRAPHIC COMMUNICATIONS INC	34443	"Warning Wading Bird Nesting..." sign	Edit		03/04/2013	03/20/2013	03/20/2013			450.00
7857 - STONE'S ACE HARDWARE	52830	NC bolt lag for Heron sign installation	Edit		03/06/2013	03/20/2013	03/20/2013			98.26
								Account <b>735.500 - Signs</b> Totals	Invoice Transactions 2	\$548.26
Account <b>741.000 - Mun Bldg Maintenance</b>										
17700 - MIDWEST AIR FILTER INC	516116	air filters	Edit		01/22/2013	03/20/2013	03/20/2013			157.06
								Account <b>741.000 - Mun Bldg Maintenance</b> Totals	Invoice Transactions 1	\$157.06
Account <b>748.000 - Comm Center Maint - Disco</b>										
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281228	carpet cleaner, wax	Edit		02/26/2013	03/20/2013	03/20/2013			216.86
17700 - MIDWEST AIR FILTER INC	516116	air filters	Edit		01/22/2013	03/20/2013	03/20/2013			208.54
								Account <b>748.000 - Comm Center Maint - Disco</b> Totals	Invoice Transactions 2	\$425.40
Account <b>749.756 - River Bends Parks Maint</b>										
15228 - HOME DEPOT CREDIT SERVICES	4141334	RBP shop hot water tank	Edit		02/19/2013	03/20/2013	03/20/2013			361.91
7857 - STONE'S ACE HARDWARE	52632	RBP hot water tank installation supplies	Edit		02/22/2013	03/20/2013	03/20/2013			25.40
								Account <b>749.756 - River Bends Parks Maint</b> Totals	Invoice Transactions 2	\$387.31
Account <b>750.000 - Equip Maint Cost</b>										
18709 - CANFIELD EQUIPMENT SERVICE INC	229483	Macomb County rds - PRM 61 snowplow rpr	Edit		03/04/2013	03/20/2013	03/20/2013			303.64
326 - DECKER AUTO PARTS INC	51167	PRM 54 rpr	Edit		03/06/2013	03/20/2013	03/20/2013			125.59
326 - DECKER AUTO PARTS INC	51307	PRM 94	Edit		03/07/2013	03/20/2013	03/20/2013			82.14
2037 - JOHN DEERE LANDSCAPES INC	63818590	salt spreader parts	Edit		03/01/2013	03/20/2013	03/20/2013			122.57
12096 - TIRE WHOLESALERS COMPANY INC	2141652	2 tires	Edit		02/25/2013	03/20/2013	03/20/2013			158.00
1397 - WEINGARTZ SUPPLY CO INC	1736196	Macomb County rds PRM 90 snow plow rpr	Edit		03/01/2013	03/20/2013	03/20/2013			394.94
1397 - WEINGARTZ SUPPLY CO INC	1736199	Macomb County rds snow plow rpr PRM 90	Edit		03/01/2013	03/20/2013	03/20/2013			23.83
1397 - WEINGARTZ SUPPLY CO INC	1736196 01	Macomb County rds PRM 90 rpr	Edit		03/04/2013	03/20/2013	03/20/2013			82.46



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<b>Fund 101 - General Fund</b>											
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>750.000 - Equip Maint Cost</b>											
1397 - WEINGARTZ SUPPLY CO INC	1736578	PRM 54 ball joint	Edit		03/05/2013	03/20/2013	03/20/2013			42.99	
1397 - WEINGARTZ SUPPLY CO INC	1736720	PRM 94 rpr	Edit		03/06/2013	03/20/2013	03/20/2013			266.72	
1397 - WEINGARTZ SUPPLY CO INC	1736723	PRM 54 rpr	Edit		03/06/2013	03/20/2013	03/20/2013			68.99	
1397 - WEINGARTZ SUPPLY CO INC	1736804	PRM 94	Edit		03/07/2013	03/20/2013	03/20/2013			37.96	
									Account <b>750.000 - Equip Maint Cost</b> Totals	Invoice Transactions 12	<u>1,709.83</u>
Account <b>751.000 - Grounds Maint</b>											
15228 - HOME DEPOT CREDIT SERVICES	4110410	picnic table paint & supplies	Edit		03/01/2013	03/20/2013	03/20/2013			117.83	
4093 - JOHN'S LUMBER	399425	picnic table wood	Edit		02/26/2013	03/20/2013	03/20/2013			217.36	
4093 - JOHN'S LUMBER	399415	picnic table wood	Edit		02/26/2013	03/20/2013	03/20/2013			307.20	
4093 - JOHN'S LUMBER	399556	baseball homeplates	Edit		02/28/2013	03/20/2013	03/20/2013			14.76	
7857 - STONE'S ACE HARDWARE	52755	picnic table hardware	Edit		03/01/2013	03/20/2013	03/20/2013			24.99	
1383 - WASHINGTON ELEVATOR CO INC	730210	rock salt	Edit		02/23/2013	03/20/2013	03/20/2013			77.05	
1383 - WASHINGTON ELEVATOR CO INC	24837	bulk salt	Edit		03/01/2013	03/20/2013	03/20/2013			73.03	
1383 - WASHINGTON ELEVATOR CO INC	730674	ice byter	Edit		02/26/2013	03/20/2013	03/20/2013			306.25	
1383 - WASHINGTON ELEVATOR CO INC	24826	bulk salt	Edit		02/28/2013	03/20/2013	03/20/2013			143.38	
1383 - WASHINGTON ELEVATOR CO INC	1000259	rock salt	Edit		03/07/2013	03/20/2013	03/20/2013			108.88	
									Account <b>751.000 - Grounds Maint</b> Totals	Invoice Transactions 10	<u>1,390.73</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
326 - DECKER AUTO PARTS INC	49787	PRM 2 thermal fan clutch	Edit		02/22/2013	03/20/2013	03/20/2013			73.95	
326 - DECKER AUTO PARTS INC	50226	truck fluid and supplies	Edit		02/26/2013	03/20/2013	03/20/2013			11.45	
4612 - KELLER'S AUTOMOTIVE	20926	PRM 72 OLF	Edit		02/25/2013	03/20/2013	03/20/2013			27.95	
4612 - KELLER'S AUTOMOTIVE	20909	PRM 52 rpr	Edit		02/20/2013	03/20/2013	03/20/2013			491.85	
4612 - KELLER'S AUTOMOTIVE	20865	PRM 9 rpr	Edit		02/14/2013	03/20/2013	03/20/2013			529.95	
4612 - KELLER'S AUTOMOTIVE	20825	PRM 41 rpr	Edit		02/05/2013	03/20/2013	03/20/2013			959.00	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 6	<u>2,094.15</u>
Account <b>924.000 - Main Bldg Utilities</b>											
25415 - A T & T LONG DISTANCE	854126149 13	PRM & NC	Edit		02/26/2013	03/20/2013	03/20/2013			1.00	
									Account <b>924.000 - Main Bldg Utilities</b> Totals	Invoice Transactions 1	<u>1.00</u>
Account <b>929.000 - River Bends Utilities</b>											
278 - CONSUMERS ENERGY	204028283781	River Bends Office	Edit		03/06/2013	03/20/2013	03/20/2013			117.34	
278 - CONSUMERS ENERGY	204295282929	River Bends/Woodall	Edit		03/06/2013	03/20/2013	03/20/2013			113.00	
									Account <b>929.000 - River Bends Utilities</b> Totals	Invoice Transactions 2	<u>230.34</u>
									Department <b>789 - Parks Recreation Maintenance</b> Totals	Invoice Transactions 43	<u>7,540.14</u>



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<b>Fund 101 - General Fund</b>											
Department <b>800 - Planning</b>											
Account <b>726.000 - Operating Supplies</b>											
16214 - OFFICE EXPRESS	IN 1020247	ENVELOPE, IMPRINT	Edit		02/21/2013	03/20/2013	03/20/2013			55.00	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 1	<u>55.00</u>
Account <b>805.000 - Planning Consultant fees</b>											
5201 - COSTAR REALTY INFORMATION INC	102049615	Monthly Software User Fee	Edit		03/04/2013	03/20/2013	03/20/2013			528.50	
									Account <b>805.000 - Planning Consultant fees</b> Totals	Invoice Transactions 1	<u>528.50</u>
Account <b>900.000 - Printing &amp; Publishing</b>											
12554 - C & G PUBLISHING	466 1308	SHELBY 2 X 4.25 AD# 0466-1308	Edit		02/20/2013	03/20/2013	03/20/2013			74.38	
12554 - C & G PUBLISHING	465 1308	SHELBY 2 X 4 AD# 0465-1308	Edit		02/20/2013	03/20/2013	03/20/2013			70.00	
									Account <b>900.000 - Printing &amp; Publishing</b> Totals	Invoice Transactions 2	<u>\$144.38</u>
									Department <b>800 - Planning</b> Totals	Invoice Transactions 4	<u>\$727.88</u>
Department <b>900 - Other Functions</b>											
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			1,571.36	
16214 - OFFICE EXPRESS	IN 1019974	second page - letterhead	Edit		02/19/2013	03/20/2013	03/20/2013			32.00	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 2	<u>\$1,603.36</u>
Account <b>730.000 - Equipment Svc &amp; Maint</b>											
13966 - RICOH USA INC	5025183953	2013 Copier/Toner Contract Agreement	Edit		02/20/2013	03/20/2013	03/20/2013			1,699.44	
13966 - RICOH USA INC	1038310381	copy machine staples - work room	Edit		02/18/2013	03/20/2013	03/20/2013			79.83	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 15E	TREASURER'S OFFICE INSTALLMENT 11 OF 12	Edit		02/21/2013	03/20/2013	03/20/2013			131.99	
									Account <b>730.000 - Equipment Svc &amp; Maint</b> Totals	Invoice Transactions 3	<u>\$1,911.26</u>
Account <b>780.000 - Microfilm Supplies &amp; Svc</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			9.39	
									Account <b>780.000 - Microfilm Supplies &amp; Svc</b> Totals	Invoice Transactions 1	<u>\$9.39</u>
Account <b>830.002 - Beautification Committee</b>											
16544 - DIGITAL PRINTING & GRAPHICS	2212013	150 Clean Up Day Brochures	Edit		02/21/2013	03/20/2013	03/20/2013			55.00	
									Account <b>830.002 - Beautification Committee</b> Totals	Invoice Transactions 1	<u>55.00</u>
Account <b>830.003 - Historical Committee</b>											
16544 - DIGITAL PRINTING & GRAPHICS	2262013	Brochures - printing and folding	Edit		02/26/2013	03/20/2013	03/20/2013			142.00	
16214 - OFFICE EXPRESS	IN 1020791	Business cards	Edit		02/27/2013	03/20/2013	03/20/2013			22.00	
									Account <b>830.003 - Historical Committee</b> Totals	Invoice Transactions 2	<u>\$164.00</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 101 - General Fund</b>											
Department <b>900 - Other Functions</b>											
Account <b>850.000 - Communications</b>											
24351 - A T & T	586 2548630 0213	Mun Bldg Fax Lines	Edit		02/25/2013	03/20/2013	03/20/2013			273.24	
25415 - A T & T LONG DISTANCE	854126177 0213	Mun Bldg PRI	Edit		02/26/2013	03/20/2013	03/20/2013			74.80	
16852 - VERIZON WIRELESS	9700333478	Cell Phones-Feb 2013	Edit		02/21/2013	03/20/2013	03/20/2013			615.85	
16852 - VERIZON WIRELESS	9700234143	Cell Phones 1/21/13-2/20/13	Edit		02/20/2013	03/20/2013	03/20/2013			794.48	
									Account <b>850.000 - Communications</b> Totals	Invoice Transactions 4	<u>\$1,758.37</u>
Account <b>863.000 - Gasoline</b>											
1204 - SPENCER OIL COMPANY	407377	GASOLINE	Edit		02/21/2013	03/20/2013	03/20/2013			8,333.11	
1204 - SPENCER OIL COMPANY	407592	GASOLINE	Edit		02/27/2013	03/20/2013	03/20/2013			6,667.78	
14580 - OSCAR W LARSON CO	399375	diesel pump rpr	Edit		02/28/2013	03/20/2013	03/20/2013			464.17	
1204 - SPENCER OIL COMPANY	407383	diesel 500.2 gal	Edit		02/21/2013	03/20/2013	03/20/2013			1,830.36	
1204 - SPENCER OIL COMPANY	407180	diesel 1004.7 gal	Edit		02/14/2013	03/20/2013	03/20/2013			3,676.64	
1204 - SPENCER OIL COMPANY	407602	diesel 750.4 gal	Edit		02/27/2013	03/20/2013	03/20/2013			2,637.63	
									Account <b>863.000 - Gasoline</b> Totals	Invoice Transactions 6	<u>\$23,609.69</u>
Account <b>955.000 - Other Expenses</b>											
24246 - CONTEMPORARY SIGN & DESIGN	10506	Disposal Vehicle Stickers	Edit		03/04/2013	03/20/2013	03/20/2013			257.00	
									Account <b>955.000 - Other Expenses</b> Totals	Invoice Transactions 1	<u>\$257.00</u>
									Department <b>900 - Other Functions</b> Totals	Invoice Transactions 20	<u>\$29,368.07</u>
									Fund <b>101 - General Fund</b> Totals	Invoice Transactions 153	<u>\$62,074.05</u>
<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>709.000 - Education &amp; Training</b>											
13831 - STEVEN R BUCKLEY	22613	REIMBURSE REG FEE - FIRE PREVENTION SOCIETY MEETING FEB 26, 2013	Edit		02/26/2013	03/20/2013	03/20/2013			15.00	
13215 - STEVEN L HENION	22613	REIMBURSE REG FEE - FIRE PREVENTION SOCIETY MEETING FEB 26, 2013	Edit		02/26/2013	03/20/2013	03/20/2013			15.00	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 2	<u>\$30.00</u>
Account <b>723.700 - WC Claims</b>											
5057 - CMI	SWC0000423 0213	February WC Claims	Edit		02/28/2013	03/20/2013	03/20/2013			4,525.32	
									Account <b>723.700 - WC Claims</b> Totals	Invoice Transactions 1	<u>\$4,525.32</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>724.100 - Supplemental Retire Plan</b>											
169 - DENNIS BUCHOLTZ	32013	CBA PENSION ADJUSTMENT - APRIL 2013	Edit		03/01/2013	03/20/2013	03/20/2013			358.67	
6027 - LEE ANN SHEPHERD	32013	CBA PENSION ADJUSTMENT - APRIL 2013	Edit		03/01/2013	03/20/2013	03/20/2013			31.92	
									<b>Account 724.100 - Supplemental Retire Plan Totals</b>	<b>Invoice Transactions 2</b>	<b>\$390.59</b>
Account <b>726.000 - Operating Supplies</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			517.58	
25019 - ACO HARDWARE	8099	STATION SUPPLIES	Edit		03/04/2013	03/20/2013	03/20/2013			11.99	
25019 - ACO HARDWARE	6805	STATION SUPPLIES	Edit		02/25/2013	03/20/2013	03/20/2013			42.87	
25019 - ACO HARDWARE	7280	STATION SUPPLIES	Edit		03/04/2013	03/20/2013	03/20/2013			13.98	
12238 - AMERICAN SPEEDY PRINTING	14299	BUSINESS CARDS (JS)	Edit		02/22/2013	03/20/2013	03/20/2013			52.80	
22977 - BPI INFORMATION SYSTEMS	2984	12V DIGI LOCKING POWER SUPPLY	Edit		02/21/2013	03/20/2013	03/20/2013			145.00	
23849 - FABRITEC CLEANERS INC	28296	DRY CLEANING	Edit		03/04/2013	03/20/2013	03/20/2013			9.00	
19772 - FIRE SERVICE MANAGEMENT INC	12854	REPAIR & CLEANING OF GEAR	Edit		02/22/2013	03/20/2013	03/20/2013			1,159.30	
19772 - FIRE SERVICE MANAGEMENT INC	12796	REPAIR & CLEANING OF GEAR	Edit		02/08/2013	03/20/2013	03/20/2013			1,474.91	
6545 - RAY WIEGAND'S NURSERY INC	1436961	PORTABLE HEATER - STATION 4	Edit		02/19/2013	03/20/2013	03/20/2013			349.99	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 15B	MAINTENANCE SERVICE AGREEMENT - APRIL 2013	Edit		02/21/2013	03/20/2013	03/20/2013			408.00	
22612 - VALLEY CITY LINEN	27386545	STATION 2 LINENS	Edit		02/25/2013	03/20/2013	03/20/2013			8.34	
22612 - VALLEY CITY LINEN	27386541	STATION 3 LINENS	Edit		02/25/2013	03/20/2013	03/20/2013			13.94	
22612 - VALLEY CITY LINEN	27386539	STATION 1 LINENS	Edit		02/25/2013	03/20/2013	03/20/2013			24.94	
22612 - VALLEY CITY LINEN	27386537	STATION 4 LINENS	Edit		02/25/2013	03/20/2013	03/20/2013			17.54	
22612 - VALLEY CITY LINEN	27390991	STATION 4 LINENS	Edit		03/04/2013	03/20/2013	03/20/2013			49.07	
22612 - VALLEY CITY LINEN	27391000	STATION 2 LINENS	Edit		03/04/2013	03/20/2013	03/20/2013			35.62	
22612 - VALLEY CITY LINEN	27390996	STATION 3 LINENS	Edit		03/04/2013	03/20/2013	03/20/2013			44.14	
22612 - VALLEY CITY LINEN	27390994	40 HOUR LINENS	Edit		03/04/2013	03/20/2013	03/20/2013			15.62	
22612 - VALLEY CITY LINEN	27390993	STATION 1 LINENS	Edit		03/04/2013	03/20/2013	03/20/2013			48.84	
									<b>Account 726.000 - Operating Supplies Totals</b>	<b>Invoice Transactions 20</b>	<b>\$4,443.47</b>
Account <b>726.550 - Medical Supplies</b>											
1446 - J & B MEDICAL SUPPLY INC	897644	MEDICAL SUPPLIES	Edit		02/15/2013	03/20/2013	03/20/2013			498.00	
1446 - J & B MEDICAL SUPPLY INC	909965	MEDICAL SUPPLIES	Edit		02/25/2013	03/20/2013	03/20/2013			31.86	
1446 - J & B MEDICAL SUPPLY INC	909967	MEDICAL SUPPLIES	Edit		02/25/2013	03/20/2013	03/20/2013			3.80	
1446 - J & B MEDICAL SUPPLY INC	907216	MEDICAL SUPPLIES	Edit		02/22/2013	03/20/2013	03/20/2013			6.00	
1446 - J & B MEDICAL SUPPLY INC	911222	MEDICAL SUPPLIES	Edit		02/26/2013	03/20/2013	03/20/2013			9.50	





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Fund <b>206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>726.550 - Medical Supplies</b>											
4604 - VIDACARE	70840	MEDICAL SUPPLIES	Edit		02/08/2013	03/20/2013	03/20/2013			1,623.47	
									Account <b>726.550 - Medical Supplies</b> Totals	Invoice Transactions 6	\$2,172.63
Account <b>728.000 - Membership Dues &amp; Conference</b>											
22962 - SOUTHEASTERN MICH ASSOC OF FIRE CHIEFS SMAFC	5076	2013 MEMBERSHIP DUES (JS)	Edit		01/28/2013	03/20/2013	03/20/2013			40.00	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 1	\$40.00
Account <b>730.300 - Equip Maint &amp; Supplies</b>											
72 - APOLLO FIRE EQUIPMENT CO	83341	REPLACE 4 CUTTERS & SHARPEN CHAIN FOR RESCUE SAWS	Edit		02/06/2013	03/20/2013	03/20/2013			69.61	
2391 - EAGLE MOBILE REPAIR LLC	763023	MAINTENANCE ON HYDRANT PUMP - STATION 1	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763028	MAINTENANCE ON SNOW THROWER	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763013	MAINTENANCE ON WATERPUMP - STATION 3	Edit		02/12/2013	03/20/2013	03/20/2013			37.74	
									Account <b>730.300 - Equip Maint &amp; Supplies</b> Totals	Invoice Transactions 4	\$175.85
Account <b>804.206 - Accumed 8%</b>											
15970 - ACCUMED BILLING INC	ACCUMED 0213	EMS BILLING FEES, FEBRUARY	Edit		03/01/2013	03/20/2013	03/20/2013			9,198.58	
									Account <b>804.206 - Accumed 8%</b> Totals	Invoice Transactions 1	\$9,198.58
Account <b>804.227 - Ann Arbor Svc &amp; Crt exp</b>											
16633 - ANN ARBOR CREDIT BUREAU INC	ANNARBOR 0213	EMS DELINQUENT BILLING FEES, FEBRUARY	Edit		02/28/2013	03/20/2013	03/20/2013			1,078.35	
									Account <b>804.227 - Ann Arbor Svc &amp; Crt exp</b> Totals	Invoice Transactions 1	\$1,078.35
Account <b>804.600 - Network Support</b>											
26031 - CDW GOVERNMENT INC	Z027825	ACCESS POINTS FOR LAPTOPS	Edit		02/20/2013	03/20/2013	03/20/2013			705.24	
26031 - CDW GOVERNMENT INC	Z149582	ACCESS POINTS FOR LAPTOPS	Edit		02/23/2013	03/20/2013	03/20/2013			1,065.02	
									Account <b>804.600 - Network Support</b> Totals	Invoice Transactions 2	\$1,770.26
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 250	FIRE DEPARTMENT TRITECH VISION CAD	Edit		03/06/2013	03/20/2013	03/20/2013			210.00	
									Account <b>807.000 - Engineering Consulting Fees</b> Totals	Invoice Transactions 1	\$210.00
Account <b>852.000 - Communications Phone</b>											
25415 - A T & T LONG DISTANCE	854126164 0213	PRI-Long Distance Feb 2013	Edit		02/26/2013	03/20/2013	03/20/2013			10.79	



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Fund <b>206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>852.000 - Communications Phone</b>											
25415 - A T & T LONG DISTANCE	854126167 0213	LONG DISTANCE	Edit		02/26/2013	03/20/2013	03/20/2013			2.32	
									Account <b>852.000 - Communications Phone</b> Totals	Invoice Transactions 2	<u>\$13.11</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
10950 - APOLLO FIRE APPARATUS REPAIR INC	37437	REPAIR ROTARY LATCH - A-5 (TRUCK #36)	Edit		01/31/2013	03/20/2013	03/20/2013			288.00	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37567	REPAIR TURN SIGNAL ASSEMBLY - A-3 (#39)	Edit		02/21/2013	03/20/2013	03/20/2013			540.16	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37439	REPAIR DUMP VALVE - A-3 (#39)	Edit		01/31/2013	03/20/2013	03/20/2013			446.23	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37382	REPLACE TIE RODS,BRAKE PADS,ROTORS; REPAIR SUSPENSION A-6(#37)	Edit		01/28/2013	03/20/2013	03/20/2013			6,257.76	
10950 - APOLLO FIRE APPARATUS REPAIR INC	37453	REINSTALL AVL ANTENNA - A-5 (#36)	Edit		02/07/2013	03/20/2013	03/20/2013			170.00	
2391 - EAGLE MOBILE REPAIR LLC	763022	MAINTENANCE ON SPRAYER PUMP U-1 (#32)	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763024	MAINTENANCE ON GENERATOR - SPECIAL OPS TRAILER	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763025	MAINTENANCE ON TRASH PUMP - SPECIAL OPS TRAILER	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763026	MAINTENANCE ON GENERATOR E-1 (#43)	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763027	MAINTENANCE ON PPV FAN E-1 (#43)	Edit		02/25/2013	03/20/2013	03/20/2013			37.74	
2391 - EAGLE MOBILE REPAIR LLC	763029	MAINTENANCE ON GENERATOR E-5 (#24)	Edit		02/25/2013	03/20/2013	03/20/2013			37.74	
2391 - EAGLE MOBILE REPAIR LLC	763030	MAINTENANCE ON PPV FAN E-5 (#24)	Edit		02/25/2013	03/20/2013	03/20/2013			37.74	
2391 - EAGLE MOBILE REPAIR LLC	763031	MAINTENANCE ON GENERATOR Q-1 (#26)	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763032	MAINTENANCE ON PPV FAN Q-1 (#26)	Edit		02/25/2013	03/20/2013	03/20/2013			34.25	
2391 - EAGLE MOBILE REPAIR LLC	763011	MAINTENANCE ON GENERATOR - E-3 (#34)	Edit		02/12/2013	03/20/2013	03/20/2013			37.74	



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<b>Fund 206 - Fire Fund</b>											
Department <b>340 - Fire Department</b>											
Account <b>860.200 - Auto Repair - Maint Exp</b>											
2391 - EAGLE MOBILE REPAIR LLC	763012	MAINTENANCE ON PPV E-3 (#34)	Edit		02/12/2013	03/20/2013	03/20/2013			34.25	
3046 - O'REILLY AUTO PARTS	3365326888	WINDSHIELD WIPER FLUID	Edit		02/26/2013	03/20/2013	03/20/2013			4.58	
563 - ROMEO FORD INC	FOCS101832	TROUBLESHOOT ENGINE RUNNING ROUGH - U-1 (#32)	Edit		01/08/2013	03/20/2013	03/20/2013			80.00	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 18	<u>\$8,177.44</u>
Account <b>930.100 - Building Maintenance</b>											
495 - HELLEBUYCKS POWER EQUIPMENT CENTER	194330	SNOWBLOWER - STATION 3	Edit		02/27/2013	03/20/2013	03/20/2013			299.99	
26171 - MICHIGAN DOOR SYSTEMS	53222	REPAIRED REAR NE DOOR AT STATION 1	Edit		02/01/2013	03/20/2013	03/20/2013			1,863.00	
2438 - RAYMOND DE STEIGER INC	609293400	BALLASTS FOR STATION 1 APPARATUS BAY LIGHTS	Edit		02/20/2013	03/20/2013	03/20/2013			187.47	
6250 - WITTOCK SUPPLY	234255700	KITCHEN SINK STRAINER BASKET - STATION 1	Edit		02/18/2013	03/20/2013	03/20/2013			5.32	
									Account <b>930.100 - Building Maintenance</b> Totals	Invoice Transactions 4	<u>\$2,355.78</u>
Account <b>981.500 - Capital Outlay -Equip (Fire)</b>											
3320 - ACCUMEDWEB LLC	1552	MONTHLY SERVICE & SUPPORT	Edit		03/01/2013	03/20/2013	03/20/2013			448.00	
72 - APOLLO FIRE EQUIPMENT CO	83192	HELMET SHIELDS	Edit		01/17/2013	03/20/2013	03/20/2013			289.10	
26031 - CDW GOVERNMENT INC	X570520	TOUGHBOOKS FOR FIRE ENGINES	Edit		02/11/2013	03/20/2013	03/20/2013			14,355.17	
6723 - HEWLETT-PACKARD COMPANY	52426424	2 COMPUTERS (STATION 2 & ADMIN)	Edit		02/15/2013	03/20/2013	03/20/2013			1,458.00	
									Account <b>981.500 - Capital Outlay -Equip (Fire)</b> Totals	Invoice Transactions 4	<u>\$16,550.27</u>
									Department <b>340 - Fire Department</b> Totals	Invoice Transactions 69	<u>\$51,131.65</u>
									Fund <b>206 - Fire Fund</b> Totals	Invoice Transactions 69	<u>\$51,131.65</u>
<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>709.000 - Education &amp; Training</b>											
26173 - VS VISUAL STATEMENT INC	23659	ADVANCED POLICE TRAINING	Edit		02/28/2013	03/20/2013	03/20/2013			195.00	
									Account <b>709.000 - Education &amp; Training</b> Totals	Invoice Transactions 1	<u>\$195.00</u>
Account <b>719.000 - Employment Exam</b>											
16019 - PSYBUS INC	14207	Police Captain Oral Board	Edit		02/20/2013	03/20/2013	03/20/2013			3,250.00	
									Account <b>719.000 - Employment Exam</b> Totals	Invoice Transactions 1	<u>\$3,250.00</u>



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<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>723.700 - WC Claims</b>											
5057 - CMI	SWC0000423 0213	February WC Claims	Edit		02/28/2013	03/20/2013	03/20/2013			463.87	
									Account <b>723.700 - WC Claims</b> Totals	Invoice Transactions 1	<u>\$463.87</u>
Account <b>726.000 - Operating Supplies</b>											
15228 - HOME DEPOT CREDIT SERVICES	5036594	SUPPLIES FOR ARMORY	Edit		02/28/2013	03/20/2013	03/20/2013			49.59	
20296 - MCDONALD'S	20130228	PRISONER MEALS	Edit		02/28/2013	03/20/2013	03/20/2013			129.00	
2754 - MPC AWARDS	20130305MPC	PLAQUE	Edit		03/05/2013	03/20/2013	03/20/2013			16.08	
26159 - PURIFIED WATER TO GO	11379	WATER	Edit		03/07/2013	03/20/2013	03/20/2013			34.65	
26159 - PURIFIED WATER TO GO	11322	WATER	Edit		02/28/2013	03/20/2013	03/20/2013			46.65	
20735 - ROCKET ENTERPRISE INC	104136	FLAGS	Edit		02/28/2013	03/20/2013	03/20/2013			294.00	
									Account <b>726.000 - Operating Supplies</b> Totals	Invoice Transactions 6	<u>\$569.97</u>
Account <b>726.100 - Range Supplies</b>											
10811 - C M P DISTRIBUTORS INC	36019	TRAINING AMMO	Edit		02/27/2013	03/20/2013	03/20/2013			1,225.00	
18569 - DETROIT SPORTSMEN'S	201313	RANGE RENTAL	Edit		02/28/2013	03/20/2013	03/20/2013			80.00	
									Account <b>726.100 - Range Supplies</b> Totals	Invoice Transactions 2	<u>\$1,305.00</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			1,765.67	
16214 - OFFICE EXPRESS	1021435	ENVELOPES	Edit		03/06/2013	03/20/2013	03/20/2013			135.00	
16214 - OFFICE EXPRESS	IN1021580	BUSINESS CARDS - GENERIC	Edit		03/07/2013	03/20/2013	03/20/2013			87.00	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 3	<u>\$1,987.67</u>
Account <b>728.000 - Membership Dues &amp; Conference</b>											
6582 - TLO LLC	774391 022013	FEB MEMBERSHIP DUES	Edit		03/01/2013	03/20/2013	03/20/2013			110.75	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 1	<u>\$110.75</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>											
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281193	JANITORIAL SUPPLIES	Edit		02/25/2013	03/20/2013	03/20/2013			152.90	
									Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 1	<u>\$152.90</u>
Account <b>730.100 - Repairs &amp; Maint</b>											
13966 - RICOH USA INC	5025206348	PD ADMIN COPIER MAINTENANCE	Edit		02/21/2013	03/20/2013	03/20/2013			39.86	
									Account <b>730.100 - Repairs &amp; Maint</b> Totals	Invoice Transactions 1	<u>\$39.86</u>
Account <b>730.150 - equip repair-non contract work</b>											
11825 - COMSOURCE INC	74762	PREP RADIO REPAIR	Edit		02/20/2013	03/20/2013	03/20/2013			108.00	
									Account <b>730.150 - equip repair-non contract work</b> Totals	Invoice Transactions 1	<u>\$108.00</u>
Account <b>732.200 - Uniform &amp; Cleaning Allow</b>											
19449 - CONTRACTORS CLOTHING CO	7258936	CREDIT	Edit		01/14/2013	03/20/2013	03/20/2013			(4.59)	



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<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>732.200 - Uniform &amp; Cleaning Allow</b>											
6525 - NORTH EASTERN UNIFORMS & EQUIPMENT INC	1685	POLICE JACKETS	Edit		02/19/2013	03/20/2013	03/20/2013			287.98	
									Account <b>732.200 - Uniform &amp; Cleaning Allow</b> Totals	Invoice Transactions 2	<u>\$283.39</u>
Account <b>850.500 - Postage &amp; Handling</b>											
22327 - UPS	3894WX083	SHIPPING	Edit		02/23/2013	03/20/2013	03/20/2013			41.83	
22327 - UPS	3894WX093	SHIPPING	Edit		03/02/2013	03/20/2013	03/20/2013			39.10	
									Account <b>850.500 - Postage &amp; Handling</b> Totals	Invoice Transactions 2	<u>\$80.93</u>
Account <b>852.000 - Communications Phone</b>											
25801 - COMCAST	75481901090313	PD CABLE	Edit		02/21/2013	03/20/2013	03/20/2013			148.18	
									Account <b>852.000 - Communications Phone</b> Totals	Invoice Transactions 1	<u>\$148.18</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
22524 - CYNERGY WIRELESS PRODUCTS INC	14876	VEHICLE PARTS	Edit		02/25/2013	03/20/2013	03/20/2013			22.50	
22524 - CYNERGY WIRELESS PRODUCTS INC	14898	VEH 5 - EQUIPMENT INSTALL	Edit		02/28/2013	03/20/2013	03/20/2013			115.60	
22524 - CYNERGY WIRELESS PRODUCTS INC	14902	VEH 11 EQUIPMENT REPAIRS	Edit		02/28/2013	03/20/2013	03/20/2013			149.25	
12752 - DECATUR ELECTRONICS INC	IN00006098	RADAR REPAIR	Edit		02/27/2013	03/20/2013	03/20/2013			95.00	
2945 - RENAISSANCE AUTO WASH	20130302RAW	VEHICLE WASHES - FEBRUARY 2013	Edit		03/02/2013	03/20/2013	03/20/2013			31.50	
18462 - SHELBY TIRE & AUTO SERVICE	34773	VEH 52 - MAINTENANCE WORK	Edit		02/26/2013	03/20/2013	03/20/2013			80.99	
18462 - SHELBY TIRE & AUTO SERVICE	34774	VEH 24 - MAINTENANCE	Edit		02/26/2013	03/20/2013	03/20/2013			48.16	
18462 - SHELBY TIRE & AUTO SERVICE	34796	VEH 6 - MAINTENANCE	Edit		02/28/2013	03/20/2013	03/20/2013			25.00	
18462 - SHELBY TIRE & AUTO SERVICE	34811	VEH 9 - MAINTENANCE	Edit		03/01/2013	03/20/2013	03/20/2013			73.30	
18462 - SHELBY TIRE & AUTO SERVICE	34855	VEH 51 - VEHICLE REPAIRS	Edit		03/07/2013	03/20/2013	03/20/2013			617.79	
18462 - SHELBY TIRE & AUTO SERVICE	34858	VEH 44 - MAINTENANCE	Edit		03/06/2013	03/20/2013	03/20/2013			28.73	
18462 - SHELBY TIRE & AUTO SERVICE	34872	VEH 31 - MAINTENANCE WORK	Edit		03/07/2013	03/20/2013	03/20/2013			262.28	
7857 - STONE'S ACE HARDWARE	52677	FLEET SUPPLIES	Edit		02/25/2013	03/20/2013	03/20/2013			35.62	
7857 - STONE'S ACE HARDWARE	52770	MISC FLEET SUPPLIES	Edit		03/01/2013	03/20/2013	03/20/2013			16.97	
7857 - STONE'S ACE HARDWARE	52892	FLEET SUPPLIES	Edit		03/08/2013	03/20/2013	03/20/2013			16.68	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 15	<u>\$1,619.37</u>



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<b>Fund 207 - Police Fund</b>											
Department <b>305 - Police Department</b>											
Account <b>865.500 - Deductible expense</b>											
4929 - TRIDENT INSURANCE SERVICES	TNT94114/689 73	DOL: 9-20-11 RL	Edit		03/06/2013	03/20/2013	03/20/2013			5,000.00	
									Account <b>865.500 - Deductible expense</b> Totals	Invoice Transactions 1	<u>\$5,000.00</u>
Account <b>890.000 - Utilities - New Building</b>											
17700 - MIDWEST AIR FILTER INC	D0516119	PD ROOF TOP AIR FILTERS	Edit		01/22/2013	03/20/2013	03/20/2013			135.12	
									Account <b>890.000 - Utilities - New Building</b> Totals	Invoice Transactions 1	<u>\$135.12</u>
									Department <b>305 - Police Department</b> Totals	Invoice Transactions 40	<u>\$15,450.01</u>
									Fund <b>207 - Police Fund</b> Totals	Invoice Transactions 40	<u>\$15,450.01</u>
<b>Fund 265 - Drug Forfeiture Fund</b>											
Department <b>266 - Drug Forfeiture</b>											
Account <b>799.207 - Operating Expense</b>											
26329 - ADVANCED WIRELESS TELECOMMUNICATIONS INC	23814	VEHICLE ACCESSORIES	Edit		02/28/2013	03/20/2013	03/20/2013			526.00	
26031 - CDW GOVERNMENT INC	X951127	COMPUTERS	Edit		02/19/2013	03/20/2013	03/20/2013			1,188.71	
22524 - CYNERGY WIRELESS PRODUCTS INC	14914	VEHICLE SEAT	Edit		03/05/2013	03/20/2013	03/20/2013			399.00	
22524 - CYNERGY WIRELESS PRODUCTS INC	14915	VEHICLE SEAT	Edit		03/05/2013	03/20/2013	03/20/2013			399.00	
22524 - CYNERGY WIRELESS PRODUCTS INC	14919	VEHICLE SEAT	Edit		03/06/2013	03/20/2013	03/20/2013			399.00	
22524 - CYNERGY WIRELESS PRODUCTS INC	14921	VEHICLE SEAT	Edit		03/06/2013	03/20/2013	03/20/2013			399.00	
14793 - SHELBY AUTO TRIM INC	51403	SEAT REBUILD	Edit		03/05/2013	03/20/2013	03/20/2013			347.50	
14793 - SHELBY AUTO TRIM INC	51421	SEAT REBUILD	Edit		03/06/2013	03/20/2013	03/20/2013			347.50	
26173 - VS VISUAL STATEMENT INC	23661	TOTAL STATION UPDATE	Edit		02/28/2013	03/20/2013	03/20/2013			189.50	
									Account <b>799.207 - Operating Expense</b> Totals	Invoice Transactions 9	<u>\$4,195.21</u>
									Department <b>266 - Drug Forfeiture</b> Totals	Invoice Transactions 9	<u>\$4,195.21</u>
									Fund <b>265 - Drug Forfeiture Fund</b> Totals	Invoice Transactions 9	<u>\$4,195.21</u>
<b>Fund 267 - 911 / Emergency Response</b>											
Department <b>306 - 911 Funds</b>											
Account <b>857.000 - 911 Comm-Equip/Personnel</b>											
15993 - POWERPHONE INC	36889	ADVANCED COMM-TECH TRAINING	Edit		01/07/2013	03/20/2013	03/20/2013			129.00	
									Account <b>857.000 - 911 Comm-Equip/Personnel</b> Totals	Invoice Transactions 1	<u>\$129.00</u>
									Department <b>306 - 911 Funds</b> Totals	Invoice Transactions 1	<u>\$129.00</u>
									Fund <b>267 - 911 / Emergency Response</b> Totals	Invoice Transactions 1	<u>\$129.00</u>



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<b>Fund 290 - 41 A District Court</b>											
Department <b>136 - 41 A District Court</b>											
Account <b>725.000 - Judicial Services</b>											
10319 - HERMAN C CAMPBELL	2202013	Judicial Services	Edit		02/20/2013	03/20/2013	03/20/2013			179.36	
545 - HON MATTHEW R RUMORA	130219	Judicial Services	Edit		02/19/2013	03/20/2013	03/20/2013			250.00	
									Account <b>725.000 - Judicial Services</b> Totals	Invoice Transactions 2	<u>\$429.36</u>
Account <b>725.500 - JURY FEES</b>											
6741 - SARAH ALLOS	072	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6742 - PATRICIA BOIK	073	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			33.70	
6743 - SHARON BROWN	075	Jury Duty	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6745 - LINDA CAIRNS	076	Jury Duty	Edit		02/19/2013	03/20/2013	03/20/2013			36.10	
6746 - JOSEPH CHOINIERE	077	Jury Duty	Edit		02/19/2013	03/20/2013	03/20/2013			34.50	
6747 - JOSHUA DEVOLDER	080	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6748 - MICHAEL FORD	081	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6749 - JAMES HAYDON	083	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6750 - MICHAEL JENKINS	086	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6751 - JESSICA JONES	087	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			33.30	
6752 - MARY KIMBLE	088	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			34.50	
6753 - BARBARA LEWIS	089	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			34.90	
6754 - STEVEN ROSE	094	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			34.50	
6755 - JON SAJEWSKI	095	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			34.50	
6756 - MOIRA SMITH	097	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			35.70	
6757 - RHONDA SRBINOVICH	098	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			36.50	
6758 - SUSAN STANBURY	099	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			34.50	
6759 - ALANNA VANDAMME	101	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			33.30	
6760 - SANDY VELASCO	102	Jury Fees	Edit		02/19/2013	03/20/2013	03/20/2013			33.70	
									Account <b>725.500 - JURY FEES</b> Totals	Invoice Transactions 19	<u>\$663.90</u>
Account <b>725.502 - Atty Fees</b>											
3634 - ANDARY, ANDARY, DAVIS & ANDARY PC	22013	Public Defenders (12-2957-SM,12-3166-SM)	Edit		02/20/2013	03/20/2013	03/20/2013			200.00	
2439 - JAMES P CONRAD	22813	Public Defender (13-77-SM)	Edit		03/04/2013	03/20/2013	03/20/2013			100.00	
5869 - JOSHUA N CRITCHETT ESQ	21413	Public Defender	Edit		02/26/2013	03/20/2013	03/20/2013			150.00	
6249 - LAKESIDE LEGAL GROUP	22513	Public Defender	Edit		02/26/2013	03/20/2013	03/20/2013			350.00	
23847 - LAW OFFICES OF JEFFERY A COJOCAR PC	22613A	Public Defender (12-2613-OT)	Edit		02/26/2013	03/20/2013	03/20/2013			100.00	
23847 - LAW OFFICES OF JEFFERY A COJOCAR PC	22613B	Public Defender (12-3177-SM)	Edit		02/26/2013	03/20/2013	03/20/2013			100.00	
22156 - LAW OFFICES OF KEVIN SCHNEIDER, PC	112612	Public Defender (11/26/12-02/19/13)	Edit		02/21/2013	03/20/2013	03/20/2013			1,000.00	
1451 - GLENN A MC CANDLISS	21913	Public Defender (12-2597-SM)	Edit		02/19/2013	03/20/2013	03/20/2013			100.00	
6776 - MICHIGAN BARRISTER GROUP PLLC	14603	Public Defender	Edit		02/28/2013	03/20/2013	03/20/2013			150.00	



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<b>Fund 290 - 41 A District Court</b>											
Department <b>136 - 41 A District Court</b>											
Account <b>725.502 - Atty Fees</b>											
1181 - MIHELICH & KAVANAUGH PLC	22813	Public Defender	Edit		03/04/2013	03/20/2013	03/20/2013			350.00	
6699 - SHEILA A MILLER	22013	Public Defender (12-3169-SM)	Edit		02/20/2013	03/20/2013	03/20/2013			100.00	
									Account <b>725.502 - Atty Fees</b> Totals	Invoice Transactions 11	<u>\$2,700.00</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
12238 - AMERICAN SPEEDY PRINTING	14419	Office Supplies	Edit		03/05/2013	03/20/2013	03/20/2013			168.90	
1676 - DELUXE BUSINESS CHECKS AND SOLUTIONS	2026927830	Deposit Tickets	Edit		02/27/2013	03/20/2013	03/20/2013			133.20	
1676 - DELUXE BUSINESS CHECKS AND SOLUTIONS	2026980566	Supplies (Checks)	Edit		03/05/2013	03/20/2013	03/20/2013			317.64	
22871 - STAPLES ADVANTAGE	8024729906	Supplies	Edit		02/23/2013	03/20/2013	03/20/2013			893.31	
1274 - TARGET	271694	Office Supplies (Forms)	Edit		02/22/2013	03/20/2013	03/20/2013			115.02	
25412 - THE EBCO COMPANY LLC	13055	Folders	Edit		03/01/2013	03/20/2013	03/20/2013			1,342.50	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 6	<u>\$2,970.57</u>
Account <b>728.000 - Membership Dues &amp; Conference</b>											
25139 - MCAA- MICHIGAN COURT ADMINISTRATION ASSOCIATION	5152013	MCAA Conference	Edit		03/04/2013	03/20/2013	03/20/2013			125.00	
817 - MICHIGAN DISTRICT JUDGES ASSOCIATION	3827408402013	Membership Dues 2013	Edit		02/19/2013	03/20/2013	03/20/2013			200.00	
									Account <b>728.000 - Membership Dues &amp; Conference</b> Totals	Invoice Transactions 2	<u>\$325.00</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>											
16383 - CINTAS CORPORATION #354	354630929	Floor Mat Rental	Edit		02/20/2013	03/20/2013	03/20/2013			62.60	
									Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 1	<u>\$62.60</u>
Account <b>730.000 - Equipment Svc &amp; Maint</b>											
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 15A	Equipment Serv & Main (Installment 11 of 12)	Edit		02/21/2013	03/20/2013	03/20/2013			103.90	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 12A	Equipment Service/Maint (Installment 9 of 12)	Edit		02/01/2013	03/20/2013	03/20/2013			103.90	
16541 - IRON MOUNTAIN	GSH2292	File Storage	Edit		02/28/2013	03/20/2013	03/20/2013			649.68	
									Account <b>730.000 - Equipment Svc &amp; Maint</b> Totals	Invoice Transactions 3	<u>\$857.48</u>
Account <b>801.290 - Interpreter Fee</b>											
26010 - EXECUTIVE LANGUAGE SERVICES INC	4461	Interpreter Fees (13-243-OT)	Edit		02/28/2013	03/20/2013	03/20/2013			210.00	
22072 - MARIA GIALDI	4235	Interpreter Fees (10-465-OT)	Edit		01/25/2013	03/20/2013	03/20/2013			100.00	
22072 - MARIA GIALDI	4264	Interpreter Fees (13VA00149)	Edit		02/27/2013	03/20/2013	03/20/2013			100.00	
22072 - MARIA GIALDI	4267	Interpreter Fees (12-2609-OD)	Edit		02/28/2013	03/20/2013	03/20/2013			100.00	
									Account <b>801.290 - Interpreter Fee</b> Totals	Invoice Transactions 4	<u>\$510.00</u>





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<b>Fund 290 - 41 A District Court</b>											
Department <b>136 - 41 A District Court</b>											
Account <b>804.000 - Computer Prog/Maint/Support</b>											
7954 - STATE OF MICHIGAN	153007 0313	Computer Program Maint/Support	Edit		01/25/2013	03/20/2013	03/20/2013			9,199.76	
									Account <b>804.000 - Computer Prog/Maint/Support</b> Totals	Invoice Transactions 1	<u>\$9,199.76</u>
Account <b>850.000 - Communications</b>											
20497 - BSB COMMUNICATIONS INC	102715	Communications	Edit		02/18/2013	03/20/2013	03/20/2013			238.12	
25415 - A T & T LONG DISTANCE	854126191 0213	Long Distance Usage	Edit		02/26/2013	03/20/2013	03/20/2013			2.38	
4391 - NEOFUNDS BY NEOPOST	11219008 0213	Postage	Edit		03/01/2013	03/20/2013	03/20/2013			4,000.00	
25415 - A T & T LONG DISTANCE	854126164 0213	PRI-Long Distance Feb 2013	Edit		02/26/2013	03/20/2013	03/20/2013			14.38	
									Account <b>850.000 - Communications</b> Totals	Invoice Transactions 4	<u>\$4,254.88</u>
Account <b>911.000 - Books &amp; Publications</b>											
7533 - MATTHEW BENDER & CO INC	43078753	Books & Publication (CLS & MCLS Renewal)	Edit		02/11/2013	03/20/2013	03/20/2013			158.49	
									Account <b>911.000 - Books &amp; Publications</b> Totals	Invoice Transactions 1	<u>\$158.49</u>
Account <b>950.500 - Equip Rental</b>											
5054 - KONICA MINOLTA BUSINESS SOLUTIONS USA INC	9000423611	Equipment Rental- Lease	Edit		02/23/2013	03/20/2013	03/20/2013			7.46	
5054 - KONICA MINOLTA BUSINESS SOLUTIONS USA INC	9000423620	Equipment Rental	Edit		02/24/2013	03/20/2013	03/20/2013			239.07	
									Account <b>950.500 - Equip Rental</b> Totals	Invoice Transactions 2	<u>\$246.53</u>
									Department <b>136 - 41 A District Court</b> Totals	Invoice Transactions 56	<u>\$22,378.57</u>
Department <b>760 - Shelby TWP</b>											
Account <b>965.001 - Shelby Fines &amp; Fees</b>											
1157 - SHELBY TWP TREASURER	22813	Shelby Twp Fines & Fees	Edit		02/28/2013	03/20/2013	03/20/2013			180,026.35	
									Account <b>965.001 - Shelby Fines &amp; Fees</b> Totals	Invoice Transactions 1	<u>\$180,026.35</u>
Account <b>965.290 - Building Fund</b>											
1157 - SHELBY TWP TREASURER	22813	Shelby Twp Fines & Fees	Edit		02/28/2013	03/20/2013	03/20/2013			13,214.00	
									Account <b>965.290 - Building Fund</b> Totals	Invoice Transactions 1	<u>\$13,214.00</u>
									Department <b>760 - Shelby TWP</b> Totals	Invoice Transactions 2	<u>\$193,240.35</u>
Department <b>761 - Macomb Cnty</b>											
Account <b>965.012 - Macomb County Fines &amp; Fees</b>											
687 - MACOMB COUNTY TREASURER 2	22813	Macomb County Fines & Fees	Edit		02/28/2013	03/20/2013	03/20/2013			2,082.50	
									Account <b>965.012 - Macomb County Fines &amp; Fees</b> Totals	Invoice Transactions 1	<u>\$2,082.50</u>
									Department <b>761 - Macomb Cnty</b> Totals	Invoice Transactions 1	<u>\$2,082.50</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 290 - 41 A District Court</b>											
Department <b>762 - State of Michigan</b>											
Account <b>965.010 - State of Michigan Fees</b>											
16926 - STATE OF MICHIGAN	22813	MI Dept of Treasury (State Fees)	Edit		02/28/2013	03/20/2013	03/20/2013			88,831.84	
								Account <b>965.010 - State of Michigan Fees</b> Totals		Invoice Transactions 1	\$88,831.84
								Department <b>762 - State of Michigan</b> Totals		Invoice Transactions 1	\$88,831.84
Department <b>763 - City of Utica</b>											
Account <b>965.021 - Utica Fines &amp; Fees</b>											
254 - CITY OF UTICA	22813	Utica Fines & Fees	Edit		02/28/2013	03/20/2013	03/20/2013			11,720.28	
								Account <b>965.021 - Utica Fines &amp; Fees</b> Totals		Invoice Transactions 1	\$11,720.28
								Department <b>763 - City of Utica</b> Totals		Invoice Transactions 1	\$11,720.28
Department <b>765 - Macomb TWP</b>											
Account <b>965.027 - Macomb TWP Fines &amp; Fees</b>											
14061 - MACOMB TWP TREASURER	22813	Macomb Twp Fines & Fees	Edit		02/28/2013	03/20/2013	03/20/2013			7,491.40	
								Account <b>965.027 - Macomb TWP Fines &amp; Fees</b> Totals		Invoice Transactions 1	\$7,491.40
								Department <b>765 - Macomb TWP</b> Totals		Invoice Transactions 1	\$7,491.40
								Fund <b>290 - 41 A District Court</b> Totals		Invoice Transactions 62	\$325,744.94
<b>Fund 436 - PD DC and Campus Infrastructure</b>											
Department <b>435 - Campus Infrastructure</b>											
Account <b>989.700 - Campus Infrastructure</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 173	Mun Campus Paving final pay estimate	Edit		02/20/2013	03/20/2013	03/20/2013			210.00	
								Account <b>989.700 - Campus Infrastructure</b> Totals		Invoice Transactions 1	\$210.00
								Department <b>435 - Campus Infrastructure</b> Totals		Invoice Transactions 1	\$210.00
								Fund <b>436 - PD DC and Campus Infrastructure</b> Totals		Invoice Transactions 1	\$210.00
<b>Fund 480 - BikePath</b>											
Department <b>480 - Bikepath Project</b>											
Account <b>971.480 - Bikepath Project</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 251	RBP trail onsite mtg w/engineer	Edit		03/06/2013	03/20/2013	03/20/2013			157.50	
20992 - KING & MACGREGOR ENVIRONMENTAL INC	35987	Trail Project site evaluation & project consultation	Edit		02/15/2012	03/20/2013	12/31/2012			1,406.60	
								Account <b>971.480 - Bikepath Project</b> Totals		Invoice Transactions 2	\$1,564.10
								Department <b>480 - Bikepath Project</b> Totals		Invoice Transactions 2	\$1,564.10
								Fund <b>480 - BikePath</b> Totals		Invoice Transactions 2	\$1,564.10
<b>Fund 497 - Chief Gene Shepherd Park</b>											
Department <b>497 - Gene Shepherd Park (Soccer City)</b>											
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 257	Gene Shepherd Park	Edit		03/06/2013	03/20/2013	03/20/2013			320.00	



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<b>Fund 497 - Chief Gene Shepherd Park</b>											
Department <b>497 - Gene Shepherd Park (Soccer City)</b>											
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 252	Shepherd Park engineer fee	Edit		03/06/2013	03/20/2013	03/20/2013			420.00	
								Account <b>807.000 - Engineering Consulting Fees</b> Totals		Invoice Transactions 2	<u>\$740.00</u>
								Department <b>497 - Gene Shepherd Park (Soccer City)</b> Totals		Invoice Transactions 2	<u>\$740.00</u>
								Fund <b>497 - Chief Gene Shepherd Park</b> Totals		Invoice Transactions 2	<u>\$740.00</u>
<b>Fund 592 - Water and Sewer Fund</b>											
Account <b>124.126 - SAD 33S Van Dyke Sanitary-DDA</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 236	VAN DYKE SANITARY	Edit		03/05/2013	03/20/2013	03/20/2013			3,622.50	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 237	VAN DYKE SANITARY	Edit		03/05/2013	03/20/2013	03/20/2013			2,460.00	
								Account <b>124.126 - SAD 33S Van Dyke Sanitary-DDA</b> Totals		Invoice Transactions 2	<u>\$6,082.50</u>
Account <b>158.245 - Legacy Village San Sewer</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 245	LEGACY VILLAGE SANITARY	Edit		03/05/2013	03/20/2013	03/20/2013			52.50	
20895 - SEIBERT & DLOSKI PLLC	27835	LEGACY VILLAGE SANITARY	Edit		03/04/2013	03/20/2013	03/20/2013			1,050.00	
								Account <b>158.245 - Legacy Village San Sewer</b> Totals		Invoice Transactions 2	<u>\$1,102.50</u>
Account <b>255.592 - Engineering Costs from Developer</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 253	ESTATES AT LEGACY VILLAGE	Edit		03/06/2013	03/20/2013	03/20/2013			5,676.34	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 249	STONEY CREEK VILLAGE WEST	Edit		03/06/2013	03/20/2013	03/20/2013			240.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 247	SHELBY SQUARE VERSA	Edit		03/06/2013	03/20/2013	03/20/2013			1,333.90	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 246	SHELBY PINES	Edit		03/06/2013	03/20/2013	03/20/2013			715.03	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 243	MACOMB CHRISTIAN CHURCH	Edit		03/05/2013	03/20/2013	03/20/2013			2,660.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 242	HOMES AT EMERALD CREEK	Edit		03/05/2013	03/20/2013	03/20/2013			360.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 241	VILLAS OF GRANDEUR	Edit		03/05/2013	03/20/2013	03/20/2013			360.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 240	VILLAS OF GRANDEUR	Edit		03/05/2013	03/20/2013	03/20/2013			3,258.72	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 239	PRESERVES OF BRIARWOOD	Edit		03/05/2013	03/20/2013	03/20/2013			540.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 235	PHOENIX TRUCK WELL ADDITION	Edit		03/05/2013	03/20/2013	03/20/2013			240.00	
								Account <b>255.592 - Engineering Costs from Developer</b> Totals		Invoice Transactions 10	<u>\$15,383.99</u>
Account <b>277.000 - Payable for Customer Overpmts</b>											
6779 - SUE PAPKE	2134974 313	REFUND - OVERPAYMENT	Edit		03/04/2013	03/20/2013	03/20/2013			120.63	



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<b>Fund 592 - Water and Sewer Fund</b>											
Account <b>277.000 - Payable for Customer Overpmts</b>											
6777 - MICHAEL RAY	2222001 313	REFUND - OVERPAYMENT	Edit		03/01/2013	03/20/2013	03/20/2013			30.35	
6778 - CHERYL ROSE	1072012 313	REFUND - OVERPAYMENT	Edit		03/01/2013	03/20/2013	03/20/2013			54.90	
22898 - SHELBY FOREST MHP	2244404 313	REFUND - DUPLICATE PAYMENT	Edit		02/21/2013	03/20/2013	03/20/2013			104.92	
22898 - SHELBY FOREST MHP	2246007 313	REFUND - OVERPAYMENT	Edit		03/05/2013	03/20/2013	03/20/2013			158.96	
22898 - SHELBY FOREST MHP	2243320 313	REFUND - DUPLICATE PAYMENT	Edit		02/21/2013	03/20/2013	03/20/2013			135.81	
									Account <b>277.000 - Payable for Customer Overpmts</b> Totals	Invoice Transactions 6	<u>\$605.57</u>
Department <b>591 - Supply and Transmission</b>											
Account <b>730.200 - Repair &amp; Maint - Water</b>											
4818 - POLAR ICE LLC	65591	DRY ICE FOR WM REPAIR	Edit		12/13/2012	03/20/2013	12/31/2012			20.00	
4818 - POLAR ICE LLC	65721	DRY ICE FOR WM REPAIR	Edit		02/25/2013	03/20/2013	03/20/2013			20.00	
									Account <b>730.200 - Repair &amp; Maint - Water</b> Totals	Invoice Transactions 2	<u>\$40.00</u>
Account <b>736.000 - Maint Material &amp; Supplies</b>											
11832 - HOME DEPOT	37776	BATTERIES	Edit		03/05/2013	03/20/2013	03/20/2013			14.98	
15339 - USA BLUE BOOK	896605	CHLORINE COLORIMETER KIT	Edit		03/28/2013	03/20/2013	03/20/2013			405.70	
									Account <b>736.000 - Maint Material &amp; Supplies</b> Totals	Invoice Transactions 2	<u>\$420.68</u>
Account <b>828.000 - Sewage Processing Fee</b>											
1517 - MACOMB COUNTY TREASURER-SEWER	5169 2013	SERVICES RENDERED 12/31/12 - 1/31/13	Edit		01/23/2013	03/20/2013	03/20/2013			330,489.34	
									Account <b>828.000 - Sewage Processing Fee</b> Totals	Invoice Transactions 1	<u>\$330,489.34</u>
Account <b>920.500 - Water Charges</b>											
149 - BOARD OF WATER COMMISSIONERS	1251 300 113	METERED WATER - JANUARY, 2013	Edit		02/25/2013	03/20/2013	03/20/2013			727,804.26	
									Account <b>920.500 - Water Charges</b> Totals	Invoice Transactions 1	<u>\$727,804.26</u>
Account <b>935.600 - Sewer Main Repair</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 238	NW & SE QUADRANT SANITARY SEWER	Edit		03/05/2013	03/20/2013	03/20/2013			2,580.00	
									Account <b>935.600 - Sewer Main Repair</b> Totals	Invoice Transactions 1	<u>\$2,580.00</u>
Account <b>972.950 - Water Meter Expense</b>											
2729 - MICHIGAN METER TECHNOLOGY GRP INC	88194	METERS	Edit		01/17/2013	03/20/2013	03/20/2013			7,440.00	
									Account <b>972.950 - Water Meter Expense</b> Totals	Invoice Transactions 1	<u>\$7,440.00</u>
									Department <b>591 - Supply and Transmission</b> Totals	Invoice Transactions 8	<u>\$1,068,774.28</u>



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<b>Fund 592 - Water and Sewer Fund</b>											
Department <b>596 - Administrative and General</b>											
Account <b>726.700 - Safety Medical Supplies</b>											
10979 - MIDWEST GAS INSTRUMENT SERVICES INC	25623	CALIBRATE GAS DETECTOR	Edit		03/18/2013	03/20/2013	03/20/2013			74.63	
									Account <b>726.700 - Safety Medical Supplies</b> Totals	Invoice Transactions 1	<u>74.63</u>
Account <b>727.000 - Office Supply &amp; Printing</b>											
11227 - OFFICE DEPOT INC	3363102	Monthly Office Supplies	Edit		02/28/2013	03/20/2013	03/20/2013			371.31	
									Account <b>727.000 - Office Supply &amp; Printing</b> Totals	Invoice Transactions 1	<u>371.31</u>
Account <b>729.000 - Janitorial SVC &amp; Supplies</b>											
2824 - G & K SERVICES	1244248585	FLOOR MATS	Edit		02/27/2013	03/20/2013	03/20/2013			144.54	
									Account <b>729.000 - Janitorial SVC &amp; Supplies</b> Totals	Invoice Transactions 1	<u>144.54</u>
Account <b>730.300 - Equip Maint &amp; Supplies</b>											
13966 - RICOH USA INC	5025205948	COPY CHARGES	Edit		02/21/2013	03/20/2013	03/20/2013			45.21	
									Account <b>730.300 - Equip Maint &amp; Supplies</b> Totals	Invoice Transactions 1	<u>45.21</u>
Account <b>730.592 - Property Maint</b>											
18921 - CHEM AQUA INC	1009951	BOILER TREATMENT - DPW	Edit		02/16/2013	03/20/2013	03/20/2013			353.97	
12637 - HONEYWELL INTERNATIONAL INC	5225495906	AUTOMATION 3/15/13 - 9/14/13	Edit		02/15/2013	03/20/2013	03/20/2013			2,344.00	
17700 - MIDWEST AIR FILTER INC	D0516117	AIR FILTERS - DPW BUILDING	Edit		01/22/2013	03/20/2013	03/20/2013			113.04	
									Account <b>730.592 - Property Maint</b> Totals	Invoice Transactions 3	<u>\$2,811.01</u>
Account <b>807.000 - Engineering Consulting Fees</b>											
3245 - FAZAL KHAN & ASSOCIATES INC	2013 233	MASTER PLAN UPDATE ANALYSIS	Edit		03/05/2013	03/20/2013	03/20/2013			105.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 234	GIS - DPW	Edit		03/05/2013	03/20/2013	03/20/2013			280.00	
3245 - FAZAL KHAN & ASSOCIATES INC	2013 248	SANITARY SEWER GIS	Edit		03/06/2013	03/20/2013	03/20/2013			892.50	
									Account <b>807.000 - Engineering Consulting Fees</b> Totals	Invoice Transactions 3	<u>\$1,277.50</u>
Account <b>851.000 - Communications Radio</b>											
16852 - VERIZON WIRELESS	9700333478	Cell Phones-Feb 2013	Edit		02/21/2013	03/20/2013	03/20/2013			322.87	
16852 - VERIZON WIRELESS	9700234143	Cell Phones 1/21/13-2/20/13	Edit		02/20/2013	03/20/2013	03/20/2013			198.68	
									Account <b>851.000 - Communications Radio</b> Totals	Invoice Transactions 2	<u>\$521.55</u>
Account <b>860.200 - Auto Repair - Maint Exp</b>											
449 - GENTILE'S COLLISION INC	19607	VEHICLE REPAIR	Edit		02/28/2013	03/20/2013	03/20/2013			3,519.47	
									Account <b>860.200 - Auto Repair - Maint Exp</b> Totals	Invoice Transactions 1	<u>\$3,519.47</u>
Account <b>955.000 - Other Expenses</b>											
7711 - PATRICK MCMAHON	4113 PM	REIMBURSEMENT - CDL	Edit		03/07/2013	03/20/2013	03/20/2013			70.00	
25218 - SPECIALTY UNDERWRITERS LLC	TS3133 15C	INSTALLMENT 11 OF 12 DPW	Edit		02/21/2013	03/20/2013	03/20/2013			658.88	
									Account <b>955.000 - Other Expenses</b> Totals	Invoice Transactions 2	<u>\$728.88</u>
									Department <b>596 - Administrative and General</b> Totals	Invoice Transactions 15	<u>\$9,494.10</u>



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<b>Fund 592 - Water and Sewer Fund</b>										
Department <b>661 - Motor Pool</b>										
Account <b>781.000 - Parts</b>										
326 - DECKER AUTO PARTS INC	50397	WASHER SOLVENT - SHOP USE	Edit		02/27/2013	03/20/2013	03/20/2013			13.14
326 - DECKER AUTO PARTS INC	50573	CREDIT - PARTS RETURNED	Edit		03/01/2013	03/20/2013	03/20/2013			(17.96)
326 - DECKER AUTO PARTS INC	50571	PART #GRO G4002	Edit		03/01/2013	03/20/2013	03/20/2013			21.95
326 - DECKER AUTO PARTS INC	50574	HITCH	Edit		03/01/2013	03/20/2013	03/20/2013			12.95
326 - DECKER AUTO PARTS INC	49784	WIPER BLADES MP 99	Edit		02/22/2013	03/20/2013	03/20/2013			11.98
13323 - JOHN R SPRING & TIRE CENTER INC.	234284	MODULE FOR PLOW W25	Edit		02/22/2013	03/20/2013	03/20/2013			126.00
							Account <b>781.000 - Parts</b> Totals		Invoice Transactions 6	<u>\$168.06</u>
							Department <b>661 - Motor Pool</b> Totals		Invoice Transactions 6	<u>\$168.06</u>
							Fund <b>592 - Water and Sewer Fund</b> Totals		Invoice Transactions 49	<u>\$1,101,611.00</u>
<b>Fund 598 - Cable TV</b>										
Department <b>598 - Cable TV</b>										
Account <b>728.000 - Membership Dues &amp; Conference</b>										
20663 - ONE MEDIA CORP INC	PI0000248	Broadcast Fee	Edit		02/20/2013	03/20/2013	03/20/2013			400.00
							Account <b>728.000 - Membership Dues &amp; Conference</b> Totals		Invoice Transactions 1	<u>\$400.00</u>
Account <b>785.500 - Govt AC Op Exp &amp; Sup</b>										
21693 - VSA INC	126012	Batteries	Edit		02/22/2013	03/20/2013	03/20/2013			76.91
							Account <b>785.500 - Govt AC Op Exp &amp; Sup</b> Totals		Invoice Transactions 1	<u>\$76.91</u>
Account <b>801.000 - Contract Labor</b>										
2802 - ERIC PERRY, DBA 586 MEDIA	130307	Contract Labor	Edit		03/07/2013	03/20/2013	03/20/2013			45.00
4661 - KYLE HOFFMAN	3031148	Contract Labor	Edit		03/07/2013	03/20/2013	03/20/2013			405.00
4239 - SYDNEY MACHESKY	8041107	Contract labor	Edit		03/07/2013	03/20/2013	03/20/2013			45.00
5195 - QUACKERS VIDEO PRODUCTIONS	2013STV4	Contract Labor	Edit		03/06/2013	03/20/2013	03/20/2013			937.50
							Account <b>801.000 - Contract Labor</b> Totals		Invoice Transactions 4	<u>\$1,432.50</u>
Account <b>810.592 - IT Support &amp; Svc</b>										
4099 - IQM2 INC	4361	MediaTraq Monthly Subscription	Edit		03/01/2013	03/20/2013	03/20/2013			480.00
2997 - XO COMMUNICATIONS	257630424	March Streaming	Edit		03/05/2013	03/20/2013	03/20/2013			866.16
							Account <b>810.592 - IT Support &amp; Svc</b> Totals		Invoice Transactions 2	<u>\$1,346.16</u>
Account <b>850.000 - Communications</b>										
25415 - A T & T LONG DISTANCE	8541261640213	PRI-Long Distance Feb 2013	Edit		02/26/2013	03/20/2013	03/20/2013			5.39
16852 - VERIZON WIRELESS	9700234143	Cell Phones 1/21/13-2/20/13	Edit		02/20/2013	03/20/2013	03/20/2013			212.05
24351 - A T & T	586 25411860313	Phone Bill	Edit		02/25/2013	03/20/2013	03/20/2013			52.72
1598 - FULL STEAM SPORTS	532	Shelbytv.org One Year Domain Renewal	Edit		02/27/2013	03/20/2013	03/20/2013			60.83
							Account <b>850.000 - Communications</b> Totals		Invoice Transactions 4	<u>\$330.99</u>



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<b>Fund 598 - Cable TV</b>										
Department <b>598 - Cable TV</b>										
Account <b>930.100 - Building Maintenance</b>										
25658 - WOW! BUSINESS	12648529 0313	Music for Channel 5	Edit		02/27/2013	03/20/2013	03/20/2013			46.50
								Account <b>930.100 - Building Maintenance</b> Totals	Invoice Transactions 1	<u>46.50</u>
Account <b>980.600 - Govt Acc Equip &amp; Const.</b>										
15062 - CLASSIC FLOOR COVERING	26853	Flooring for Board Room Control Room	Edit		02/26/2013	03/20/2013	03/20/2013			631.00
								Account <b>980.600 - Govt Acc Equip &amp; Const.</b> Totals	Invoice Transactions 1	<u>631.00</u>
								Department <b>598 - Cable TV</b> Totals	Invoice Transactions 14	<u>\$4,264.06</u>
								Fund <b>598 - Cable TV</b> Totals	Invoice Transactions 14	<u>\$4,264.06</u>
<b>Fund 692 - Equipment Replacement Fund</b>										
Department <b>212 - Network</b>										
Account <b>985.000 - Equipment Replacement</b>										
22977 - BPI INFORMATION SYSTEMS	2989	Dell PERC5/i Server Storage Battery	Edit		02/26/2013	03/20/2013	03/20/2013			72.00
								Account <b>985.000 - Equipment Replacement</b> Totals	Invoice Transactions 1	<u>72.00</u>
								Department <b>212 - Network</b> Totals	Invoice Transactions 1	<u>72.00</u>
Department <b>265 - TWP Buildings</b>										
Account <b>985.000 - Equipment Replacement</b>										
7016 - MICHIGAN MAINTENANCE SUPPLY COMPANY	281228	carpet cleaner, wax	Edit		02/26/2013	03/20/2013	03/20/2013			95.00
20735 - ROCKET ENTERPRISE INC	104135	12 - USA flags	Edit		02/28/2013	03/20/2013	03/20/2013			579.00
								Account <b>985.000 - Equipment Replacement</b> Totals	Invoice Transactions 2	<u>\$674.00</u>
								Department <b>265 - TWP Buildings</b> Totals	Invoice Transactions 2	<u>\$674.00</u>
Department <b>271 - TWP Hall renovation(TWP Lght)</b>										
Account <b>985.000 - Equipment Replacement</b>										
25475 - FRENCH ASSOCIATES INC	10946	POLICE BLDG	Edit		02/28/2013	03/20/2013	03/20/2013			1,664.00
								Account <b>985.000 - Equipment Replacement</b> Totals	Invoice Transactions 1	<u>\$1,664.00</u>
								Department <b>271 - TWP Hall renovation(TWP Lght)</b> Totals	Invoice Transactions 1	<u>\$1,664.00</u>
Department <b>305 - Police Department</b>										
Account <b>975.207 - Capital Project - PD Building</b>										
25017 - ROSEVILLE PLATE GLASS CO INC	1422	GLASS IN RECORDS BUREAU	Edit		03/05/2013	03/20/2013	03/20/2013			1,425.00
25475 - FRENCH ASSOCIATES INC	10945	POLICE BLDG	Edit		02/28/2013	03/20/2013	03/20/2013			600.88
4879 - LAFORCE INC	743215 RI	BLDG MATERIAL - POLICE BLDG	Edit		02/25/2013	03/20/2013	03/20/2013			1,063.25
7857 - STONE'S ACE HARDWARE	52695	CONSTRUCTION MATERIAL POLICE BLDG	Edit		02/26/2013	03/20/2013	03/20/2013			5.99
								Account <b>975.207 - Capital Project - PD Building</b> Totals	Invoice Transactions 4	<u>\$3,095.12</u>
								Department <b>305 - Police Department</b> Totals	Invoice Transactions 4	<u>\$3,095.12</u>



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Invoice Due Date Range 01/01/12 - 03/20/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 692 - Equipment Replacement Fund</b>											
Department <b>756 - Riverbends Park</b>											
Account <b>985.751 - RBP</b>											
4879 - LAFORCE INC	742837	RBP Hickory Grove men's toilet partitions	Edit		02/21/2013	03/20/2013	03/20/2013			1,707.82	
4879 - LAFORCE INC	742838	RBP Hickory Grove womans toilet partitions	Edit		02/21/2013	03/20/2013	03/20/2013			1,948.82	
									Account <b>985.751 - RBP</b> Totals	Invoice Transactions 2	\$3,656.64
									Department <b>756 - Riverbends Park</b> Totals	Invoice Transactions 2	\$3,656.64
Department <b>758 - Parks - Other</b>											
Account <b>750.000 - Equip Maint Cost</b>											
4879 - LAFORCE INC	742589	Lombardo mens toilet partition	Edit		02/20/2013	03/20/2013	03/20/2013			1,523.75	
4879 - LAFORCE INC	737438	Lombardo womens toilet partition	Edit		01/16/2013	03/20/2013	03/20/2013			1,523.75	
									Account <b>750.000 - Equip Maint Cost</b> Totals	Invoice Transactions 2	\$3,047.50
									Department <b>758 - Parks - Other</b> Totals	Invoice Transactions 2	\$3,047.50
Department <b>789 - Parks Recreation Maintenance</b>											
Account <b>985.000 - Equipment Replacement</b>											
26031 - CDW GOVERNMENT INC	X891224	Adobe CS6 Design Software	Edit		02/18/2013	03/20/2013	03/20/2013			1,266.82	
13966 - RICOH USA INC	5025167255	PRM final bill 3/4/13	Edit		02/19/2013	03/20/2013	03/20/2013			213.42	
									Account <b>985.000 - Equipment Replacement</b> Totals	Invoice Transactions 2	\$1,480.24
									Department <b>789 - Parks Recreation Maintenance</b> Totals	Invoice Transactions 2	\$1,480.24
									Fund <b>692 - Equipment Replacement Fund</b> Totals	Invoice Transactions 14	\$13,689.50
Fund <b>701 - Trust &amp; Agency</b>											
Account <b>255.000 - Deposit from Customers</b>											
3203 - SHY ENTERPRISES INC	13 3624	Return Bond-Vacuum Cleaner Sales	Edit		01/10/2013	03/20/2013	03/20/2013			300.00	
									Account <b>255.000 - Deposit from Customers</b> Totals	Invoice Transactions 1	\$300.00
Account <b>255.371 - Bldg Performance Bonds</b>											
4499 - ASHFORD APARTMENTS LLC	12 30595	2557 PARTRIDGE - BLDG BOND	Edit		03/27/2013	03/20/2013	03/20/2013			4,495.00	
4499 - ASHFORD APARTMENTS LLC	12 68533	2531 PARTRIDGE - BLDG BOND	Edit		08/02/2012	03/20/2013	03/20/2013			200.00	
4499 - ASHFORD APARTMENTS LLC	12 30598	2290 PARTRIDGE - BLDG BOND	Edit		03/27/2012	03/20/2013	03/20/2013			4,495.00	
5543 - CRESTLINE HOMES LLC	11 111623	2071 CARRIER - BLDG BOND	Edit		12/20/2011	03/20/2013	03/20/2013			1,140.00	
6152 - D'AGOSTINI LAND CO	13 5451	13643 23 MILE - BLDG BOND	Edit		01/18/2013	03/20/2013	03/20/2013			87.50	
2011 - KATHLEEN & MICHAEL FAZZALARE	13 23551	4775 25 MILE - BLDG BOND	Edit		03/04/2013	03/20/2013	03/20/2013			25.00	





# Accounts Payable by G/L Distribution Report

Invoice Due Date Range 01/01/12 - 03/20/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 701 - Trust &amp; Agency</b>											
Account <b>255.371 - Bldg Performance Bonds</b>											
17493 - FIX IT MOBILE HOME CONST INC	13 15385	12071 FAWN - BLDG BOND	Edit		02/14/2013	03/20/2013	03/20/2013			100.00	
15877 - FLORENCE CEMENT CO	11 57804	56555 VAN DYKE - BLDG BOND	Edit		07/07/2011	03/20/2013	03/20/2013			100.00	
20063 - GARDNER SIGNS INC	11 79023	13630 21 MILE - BLDG BOND	Edit		09/08/2011	03/20/2013	03/20/2013			200.00	
20063 - GARDNER SIGNS INC	12 56390	7755 23 MILE - BLDG BOND	Edit		06/29/2012	03/20/2013	03/20/2013			200.00	
5260 - NINO HOMES BUILDING COMPANY LLC	12 64075	2265 AUSTIN - BLDG BOND	Edit		07/25/2012	03/20/2013	03/20/2013			50.00	
5260 - NINO HOMES BUILDING COMPANY LLC	12 64076	2277 AUSTIN - BLDG BOND	Edit		07/25/2012	03/20/2013	03/20/2013			50.00	
5260 - NINO HOMES BUILDING COMPANY LLC	12 64077	2301 AUSTIN - BLDG BOND	Edit		07/25/2012	03/20/2013	03/20/2013			50.00	
5260 - NINO HOMES BUILDING COMPANY LLC	12 64074	2289 AUSTIN - BLDG BOND	Edit		07/25/2012	03/20/2013	03/20/2013			50.00	
24761 - PERFECTION BUILDING LLC	11 107694	49290 VILLAGE POINTE - BLDG BOND	Edit		12/08/2011	03/20/2013	03/20/2013			50.00	
3972 - SUMMIT CONSTRUCTION OFFICE LLC	10 45659	50182 SCHOENHERR - BLDG BOND	Edit		05/18/2010	03/20/2013	03/20/2013			225.00	
									Account <b>255.371 - Bldg Performance Bonds</b> Totals	Invoice Transactions 16	\$11,517.50
Account <b>270.738 - Library Donations - Material</b>											
165 - BRODART CO	B2737306	Books (adult)	Edit		02/23/2013	03/20/2013	03/20/2013			28.38	
16542 - MIDWEST TAPE	90789435	Blu-Ray DVD	Edit		02/26/2013	03/20/2013	03/20/2013			65.98	
									Account <b>270.738 - Library Donations - Material</b> Totals	Invoice Transactions 2	\$94.36
									Fund <b>701 - Trust &amp; Agency</b> Totals	Invoice Transactions 19	\$11,911.86
									Grand Totals	Invoice Transactions 435	\$1,592,715.38

\* = Prior Fiscal Year Activity

**Charter Township of Shelby  
Financial Management**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Kathleen Moore, Financial Management Director  
Date: 03/19/2013  
Re: Asset Manager OPEB Trust - March 19, 2013

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Per a work session held on Tuesday, February 26, 2013 to discuss the selection of an asset manager for the Post Employment Health Care Trust Fund, it is the Board's intention to select an asset manager at the Board meeting of March 19, 2013.

The final two candidates are MERS and ICMA. Both candidates offer assistance with creating the Trust documents. MERS is a turn key solution offering four investment choices. ICMA offers numerous investment choices. ICMA has higher asset management fees based on funds selected. Both companies are well known in Michigan and in the Trust industry.

Selection of an Asset Manager impacts the calculation of the 2012 OPEB unfunded liability as well as completion of the 2012 audit.

Please add this to the agenda of March 19, 2013.

## EMPLOYER INVESTMENT PROGRAM INVESTMENT ADVISORY & MANAGEMENT SERVICES AGREEMENT

This Employer Investment Program Investment Advisory & Management Services Agreement (“Agreement”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between International City Management Association Retirement Corporation (“ICMA-RC”), a Delaware corporation registered as an investment adviser with the United States Securities and Exchange Commission (“SEC”), and Charter Township of Shelby, a state or local governmental instrumentality (“Employer”) organized and existing under the laws of the State of Michigan, with an office at 52700 Van Dyke Avenue, Shelby Township Michigan 48316.

### RECITALS

**WHEREAS**, Employer acts as a public employer and is seeking to provide retiree health benefits for its eligible employees and retirees;

**WHEREAS**, Employer desires to maintain an investment account to fund post retirement healthcare for its employees and retirees;

**WHEREAS**, the Employer intends to utilize ICMA-RC’s Employer Investment Program (“EIP” or “Program”) to fund such healthcare benefits, including investment advice from ICMA-RC respecting third-party mutual funds and other third party investments with respect to such Program; and

**WHEREAS**, Employer intends that the assets so invested ultimately shall be used to provide retiree health benefits for its eligible employees and retirees under the Program.

**NOW, THEREFORE**, ICMA-RC and Employer (each, a “Party,” and, collectively, the “Parties”), agree to be bound by the terms contained herein.

### AGREEMENTS

This Agreement sets forth the terms and conditions pursuant to which ICMA-RC shall make investment advisory services available to Employer. ICMA-RC accepts its appointment as investment manager for the Account(s) pursuant to the terms and conditions set forth in this Agreement. The rights, powers, authorities and duties of ICMA-RC shall be solely and exclusively as provided in this Agreement and under applicable law. To the extent the provisions of any agreement between ICMA-RC and Employer are inconsistent with this Agreement, this Agreement will govern.

1. **Establishment of Account and Trust.** Employer has established an EIP investment account (“Account”) for the purpose of investing assets Employer intends to use to fund retiree health benefits under the Program. Account assets will be held in an “other post employment benefits” trust (an “OPEB Trust”) and invested in accordance with the Declaration of Trust of the Integral Part Trust established by Employer. ICMA-RC shall not provide custodial services for the EIP Account or be a trustee with respect to the OPEB Trust.
2. **Advisory Services.** ICMA-RC shall provide the following ongoing investment advisory and management services with respect to the EIP Account:
  - a. ICMA-RC associates holding the Chartered Financial Analyst® designation will prepare investment recommendations for the Account.

- b. ICMA-RC shall develop a select list of third-party mutual funds which it shall recommend to Employer as an investment platform.
  - c. ICMA-RC's investment advice shall focus upon the following areas:
    - i. Allocation of assets;
    - ii. Selection of investments, among third-party mutual funds;
    - iii. Development of an investment policy statement;
    - iv. Identification of investment benchmarks;
    - v. Analysis of portfolio performance (including provision of performance reports); and
    - vi. Reviews of the performance of the mutual fund investment manager(s).
  - d. ICMA-RC shall provide:
    - i. Quarterly reports to Employer on its EIP Account portfolio performance; and
    - ii. Updates of investment advice and recommendations at least quarterly or as agreed to by the Parties, as each new actuarial valuation is completed or specified by the Employer.
  - e. ICMA-RC shall employ customized asset allocation strategies, considering various appropriate factors in formulating recommendations, including (by way of example and not limitation):
    - i. Suitability of a fund for the particular Employer;
    - ii. The fund's investment style and strategy; and
    - iii. Qualifications, experience, and past performance of the managers of the recommended investments.
- 3. Investment Management Services.** If Employer elects to utilize a custodian designated by ICMA-RC to hold the investments of the Account, then ICMA-RC shall provide investment management services for the EIP Account, as directed by the Employer. In this capacity, ICMA-RC will perform all the functions of an investment manager, including recordkeeping, administration or ordering buys and sells of securities on the Employer's behalf. Provided, however, that ICMA-RC will have no discretion with regard to investment of Employer's EIP Account, and all decisions regarding the investment of the EIP Account will be made by the Employer.
- 4. Third Party Funds Requirement.** ICMA-RC shall not advise Employer to invest in any mutual fund other than "third party mutual funds," which means, for the purposes of this Agreement, a mutual fund other than one which is proprietary to ICMA-RC or its affiliates. Employer understands that ICMA-RC is not acting in any way as a broker-dealer with respect to the third party mutual funds, and such mutual funds shall be obtained through a broker-dealer or other entity which is unaffiliated with ICMA-RC.

**5. Fees; No Third-Party Compensation to ICMA-RC.**

ICMA-RC shall be paid fees as on the Account balance as outlined below

First \$15MM 65bps  
 Next \$35MM 35bps  
 Nest \$25MM 20bps  
 Over \$67MM 10bps

ICMA-RC's fee (in basis points per annum) is payable in arrears on a monthly basis as of the last business day of each calendar month. In the event that the Account's balance goes to zero, the fee will be pro-rated based on the number of days the Account had a fund balance during the month.

Employer hereby authorizes ICMA-RC to receive the fee from the assets of the Account and agrees to authorize any applicable custodian to remit the fees directly to ICMA-RC. In the event that assets in the Account are insufficient to cover ICMA-RC's fee, Employer agrees to pay any outstanding fees directly to ICMA-RC.

ICMA-RC shall not accept any compensation in the form of 12b-1 fees, service fees, compensation for sub-accounting, and other services from the third-party mutual funds, or their service providers, with respect to the Account.

**6. Employer Responsibility for Decisions and to Review Transaction Confirmations and Reports.**

Employer acknowledges and understands that Employer is responsible for the decision to authorize the implementation of any advice or fund specific recommendation. In addition, Employer shall be responsible for reviewing any information ICMA-RC provides to Employer in connection with the advice provided hereunder.

When ICMA-RC is acting as the investment manager pursuant to Section 3 (Investment Management Services), the following apply: For transactions for which Employer receives confirmations, if Employer notifies ICMA-RC of a discrepancy due to an error made by ICMA-RC within 30 days of the confirmation date, and as a direct result of the error Employer incurred a loss (or did not experience a gain that Employer would have received absent the error), ICMA-RC will correct the transaction and the Account will be made 100% whole. For transactions for which Employer does not receive confirmations and only receives quarterly or annual statements, if Employer notifies ICMA-RC of a discrepancy due to an error made by ICMA-RC within 90 days following statement end date, and as a direct result of the error Employer incurred a loss (or did not experience a gain that Employer would have received absent the error), ICMA-RC will correct the transaction and the Account will be made 100% whole. ICMA-RC will have no responsibility with respect to transactions if ICMA-RC is not acting in the capacity of the investment manager pursuant to Section 3.

**7. Duty to Provide Information.** Employer agrees to provide any information reasonably requested by ICMA-RC in connection with its provision of investment advice hereunder. Employer is responsible for the accuracy of such information and understands that it will be used by ICMA-RC in making its recommendations. ICMA-RC shall keep all such information in confidence and shall not use such information outside of its use in fulfillment of the terms of this Agreement.**8. Custody.** Employer shall be responsible (unless Employer elects to utilize a custodian recommended by ICMA-RC) for selecting the custodian. Employer shall notify ICMA-RC in writing of any material changes with respect to custodian, provide ICMA-RC with reasonable prior notice of any

intention to appoint a successor custodian and ensure that any such successor custodian is also a custodian qualified to hold Employer's EIP Account. Employer further understands that:

- a. ICMA-RC will at no time have physical custody or control of the cash and assets in the Account(s);
- b. ICMA-RC will not be liable for any act or omission of any custodian; and
- c. Nothing in this Agreement shall prohibit ICMA-RC from directly billing the Account(s) for fees incurred under this Agreement in accordance with Advisers Act Rule 206(4)-2, or other applicable law.

**9. Purchase or Redemption Fees.** Certain investment options may charge a purchase or redemption fee on specific transactions. Transactions suggested or initiated by ICMA-RC on Employer's behalf may result in such fees being charged against the Account. Employer acknowledges that any purchase or redemption fees shall be paid for from Account assets and under no circumstances shall ICMA-RC be liable for any such fees.

**10. Risks of Investing.** EIP Account investments are subject to the risks associated with investing in mutual funds, and other securities or investments, and will not always be profitable. Although each investment option which ICMA-RC may propose hereunder is subject to a number of risks that could affect their performance, certain investment options entail additional risk specific to their asset class. For example, high yield bond investments are subject to increased risk of default, compared to higher rated securities. Foreign investments are subject to greater risks of currency fluctuations and political uncertainty. Equity securities of companies with relatively small market capitalization may be more volatile than securities of larger, more established companies. Specialty funds invest in a limited number of companies and are generally non-diversified. ICMA-RC does not guarantee the results or timing of any recommendations, or that the objectives of the funds or Employer EIP Account will be met. Except as otherwise required by law, ICMA-RC will not be liable for:

- a. Any loss resulting from following Employer instructions or using inaccurate, outdated or incomplete information which Employer may provide;
- b. Any act or failure to act by a fund or any of its agents or any other third party; and
- c. Any loss in the market value of the EIP Account, except for losses resulting from our breach of this contract or of our fiduciary duty, bad faith, or gross negligence. However, nothing in this Agreement shall constitute a waiver of, or limitation on, any rights Employer may have under federal and state laws to the extent such rights may not be waived or limited.

**11. Termination.** Either Party may terminate this Agreement at any time by giving thirty (30) days prior written notice to the other, except that either Party reserves the right to terminate with no prior notice to the other Party, written or otherwise, if either Party determines in its sole discretion that extraordinary circumstances so warrant. Upon effectiveness of termination by either Party, ICMA-RC will work with Employer to (a) complete any outstanding work, (b) implement any final instructions from Employer, and (c) transition information and records belonging to the Employer back to the Employer's custody. Provided, however, that ICMA-RC shall have no responsibility to monitor Employer's EIP Accounts after the effective date of termination.

**12. Shareholder and Other Rights.** Employer shall be responsible for exercising shareholder and other rights with respect to investment options in the EIP Account. ICMA-RC will not exercise any shareholder rights on Employer behalf. In addition, ICMA-RC will not advise Employer on legal

proceedings, including bankruptcies and class actions, involving investment options in the EIP Account.

- 13. Non-Solicitation.** No part of the investment advice provided hereunder should be construed as an offer to sell or buy the securities mentioned. It is not intended to provide legal, accounting or tax advice and should not be relied upon in that regard.
- 14. Personal Information.** The use and storage of any information including, without limitation, Employer's account number, password, identification, portfolio information, account balances and any other information available on Employer's computer hardware is at Employer's sole risk and responsibility.
- 15. Agreement to Arbitrate.** The Parties acknowledge and agree that any controversy or claim arising out of or relating to this Agreement or the breach thereof, or relating to ICMA-RC's investment advisory business, as described herein, shall be submitted to arbitration, final and binding, administered by the American Arbitration Association. Arbitration is final and binding on the Parties and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Arbitration must be commenced by service upon the other party of a written demand for arbitration or a written notice of intention to arbitrate. By agreeing to this arbitration agreement, Employer does not waive any rights Employer may have under any applicable state and federal securities laws.
- 16. Governing Law.** This Agreement shall be governed by the laws of the State of Delaware without giving effect to the choice of law provisions contained therein.
- 17. Contact and Communications.** All notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

**ICMA-RC:** Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240; **Facsimile:** (202) 962-4601

**Employer:** at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.
- 18. Extraordinary Events.** ICMA-RC shall not be liable for loss caused directly or indirectly by government restrictions, exchange or market rulings, suspension of trading, war, strikes, pandemic flu or other conditions beyond its control. ICMA-RC shall not be responsible for damages caused by equipment failure, communications line failure, unauthorized access, theft, systems failure, and other occurrences beyond its control.
- 19. Additional Provisions.** The Parties agree not to assign this Agreement (within the meaning of the Advisers Act) without the other Party's consent. If any provision or condition of this Agreement shall be held to be invalid or unenforceable by any court or regulatory or self-regulatory agency or body, such invalidity or unenforceability shall attach only to such provision or condition. The validity of the remaining provisions and conditions shall not be affected thereby and this Agreement shall be carried out as if any such invalid or unenforceable provision or condition were not contained herein.
- 20. Form ADV Part II.** Part II of ICMA-RC's Form ADV ("Brochure"), a portion of ICMA-RC's SEC adviser registration statement, contains additional information about ICMA-RC and its advisory

services and is available on the Web site at [www.icmarc.org](http://www.icmarc.org) or by contacting ICMA-RC Investor Services staff at 1-800-669-7400. By entering into this Agreement, Employer represents that Employer has received and reviewed a copy of the Brochure.

- 21. Definition of Nonpublic Personal Information.** Nonpublic personal information of customers or consumers ("NPI") includes, but is not limited to, names, addresses, account balances, account numbers, account activity, Social Security numbers, taxpayer identification numbers, and sensitive financial and health information. NPI includes information on our forms or in a database of any kind, information created by us, information collected by or on behalf of us and personally identifiable information derived from NPI.
- 22. Disclosure and Use of NPI.** All NPI that ICMA-RC obtains as a result of offering these services to Employer shall not be used, disclosed, reused, or re-disclosed to any unaffiliated third party, except to carry out the purposes for which the information was disclosed. ICMA-RC shall be permitted to disclose relevant aspects of the NPI to its officers, agents, subcontractors, employees, and IFE only to the extent that such disclosure is reasonably necessary for the performance of its duties and obligations under the Agreement. The obligations of this Section shall not restrict any disclosure by ICMA-RC pursuant to any applicable state or federal laws or regulations, or by request or order of any court or government agency.
- 23. Security of NPI.** ICMA-RC further agrees that it has established and maintains policies and procedures designed to ensure the confidentiality and security of NPI. This shall include procedures to protect against anticipated threats or hazards to the security or integrity of the information and unauthorized access to or use of the information.



Plan number 850005

The Parties certify that they have caused this Agreement to be executed by an authorized signatory in the manner and as of the date described below.

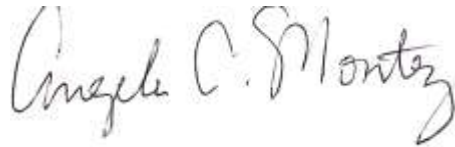
**CHARTER TOWNSHIP OF SHELBY**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

**ICMA RETIREMENT CORPORATION**



By: \_\_\_\_\_  
Angela Montez  
Assistant Corporate Secretary

# VantageCare RHS Employer Investment Program

## DECLARATION OF TRUST OF THE

---

[Insert name of Employer]

## INTEGRAL PART TRUST



**DECLARATION OF TRUST OF THE**

\_\_\_\_\_  
[Insert name of Employer]

**INTEGRAL PART TRUST**

Declaration of Trust made as of the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by \_\_\_\_\_  
(hereinafter alternatively referred to as the "Employer" or the "Trustee"). [Insert name of Employer]

**RECITALS**

WHEREAS, the Employer is a governmental entity exempt from federal income tax under the Internal Revenue Code of 1986; and

WHEREAS, the Employer seeks to provide for the security and welfare of its Retirees by funding one or more post-retirement welfare benefit plans, programs or arrangements to provide for life, sickness, medical, disability, severance and other similar benefits through insurance and self-funded reimbursement plans (collectively a "Plan"); and

WHEREAS, it is an essential function and integral part of the exempt activities of the Employer to assist Retirees by making contributions to and accumulating assets in the trust, a segregated fund, for post-retirement welfare benefits under such a Plan; and

WHEREAS, the authority to provide for the investment and general administration of assets to be used to fund such a Plan is vested in the Employer or its designee, who has the authority and shall be subject to the duties with respect to the trust specified in this Declaration of Trust; and

WHEREAS, the Employer wishes to establish this trust to hold assets and income to be used for the exclusive purpose of funding post-retirement welfare benefits under a Plan for its Retirees.

NOW, THEREFORE, the Employer does hereby establish this trust, to be known as the Declaration of Trust of the \_\_\_\_\_  
[Insert name of Employer] Integral Part Trust (hereinafter referred to as the "Trust"), and agree that

the following constitute the Declaration of Trust (hereinafter referred to as the "Declaration"):

**ARTICLE I  
DEFINITIONS**

1.1 Definitions. For the purposes of this Declaration, the following terms shall have the respective meanings set forth below unless otherwise expressly provided.

- (a) "Account" means the investment recordkeeping account established to fund post-retirement welfare benefits on behalf of Employer's Retirees.
- (b) "Administrator" means the Employer. The Employer may contract for such administrative services as are necessary to implement a Plan.
- (c) "Code" means the Internal Revenue Code of 1986, as amended from time to time.
- (d) "Retiree" means an individual who performs services for the Employer, and who has been designated as eligible to receive benefits under a Plan.
- (e) "Investment Fund" means any separate investment option or vehicle selected by the Employer in which all or a portion of the Trust assets may be invested as herein provided. The Trustee shall not be required to select any Investment Fund.
- (f) "Trust" means the trust established by this Declaration.
- (g) "Trustee" means the Employer or its designee.

## Declaration of Trust

**ARTICLE II**  
**ESTABLISHMENT OF TRUST**

- 2.1 The Trust is hereby established as of the date set forth above for the exclusive purpose of providing a funding mechanism for post-retirement welfare benefits for the Employer's Retirees.

**ARTICLE III**  
**CONSTRUCTION**

- 3.1 This Trust and its validity, construction and effect shall be governed by the laws of the State of \_\_\_\_\_.  
[Insert State of Employer]
- 3.2 Pronouns and other similar words used herein in the masculine gender shall be read as the feminine gender where appropriate, and the singular form of words shall be read as the plural where appropriate.
- 3.3 If any provision of this Trust shall be held illegal or invalid for any reason, such determination shall not affect the remaining provisions, and such provisions shall be construed to effectuate the purpose of this Trust.

**ARTICLE IV**  
**BENEFITS**

- 4.1 Benefits. This Trust may be used to fund benefits on behalf of a Retiree pursuant to the terms of a Plan.
- 4.2 Form of Benefits. Assets held in this Trust may be used to reimburse a Retiree for insurance premiums or other payments expended for permissible benefits described under a Plan. This Trust may reimburse the Employer, or the Administrator for insurance premiums or other payments pursuant to the Plan.

**ARTICLE V**  
**GENERAL DUTIES**

- 5.1 It shall be the duty of the Trustee to hold title to assets held in respect of the Account and Plan or Plans in the Trustee's name, as directed by the Employer or its designees in writing. The Trustee shall not be under any duty to compute the amount of contributions to be paid by the Employer or to take any steps to collect such amounts as may be due to be held in trust under the terms of a Plan. The Trustee shall not be responsible for the custody, investment, safekeeping or disposition of any assets comprising the Trust, to the extent such functions are performed by the Employer or the Administrator, or both.
- 5.2 It shall be the duty of the Employer, subject to the provisions of a Plan, to pay over to the Administrator or other person designated hereunder from time to time the Employer's contributions, and to keep accurate books and records, or cause its designee to keep accurate books and records with respect to the Account and a Plan.

**ARTICLE VI**  
**INVESTMENTS**

- 6.1 The Employer may appoint one or more investment managers to manage and control all or part of the assets of the Trust and the Employer shall notify the Trustee in writing of any such appointment.
- 6.2 The Trustee shall not have any discretion or authority with regard to the investment of the Trust and shall act solely as a directed Trustee of the assets of which it holds title. To the extent directed by the Employer, the Trustee is authorized and empowered with the following powers, rights and duties, each of which the Trustee shall exercise in a nondiscretionary manner:
- (a) To cause stocks, bonds, securities, or other investments to be registered in its name as Trustee or in the name of a nominee, or to take and keep the same unregistered;
  - (b) To employ such agents and legal counsel as it deems advisable or proper in connection with its duties and to pay such agents and legal counsel a reasonable fee. The Trustee shall not be liable for the acts of such agents and counsel or for the acts done in good faith and in reliance upon the advice of such agents and legal counsel, provided it has used reasonable care in selecting such agents and legal counsel;

- (c) To exercise where applicable and appropriate any rights of ownership in any contracts of insurance in which any part of the Trust may be invested and to pay the premiums thereon; and
- (d) At the direction of the Employer (or the investment manager, as the case may be) to sell, write options on, convey or transfer, invest and reinvest any part thereof in each and every kind of property, whether real, personal or mixed, tangible or intangible, whether income or non-income producing and wherever situated, including but not limited to, time deposits (including time deposits in the Trustee or its affiliates, or any successor thereto, if the deposits bear a reasonable rate of interest), shares of common and preferred stock, mortgages, bonds, leases, notes, debentures, equipment or collateral trust certificates, rights, warrants, convertible or exchangeable securities and other corporate, individual or government securities or obligations, annuity, retirement or other insurance contracts, mutual funds (including funds for which the Trustee or its affiliates serve as investment advisor, custodian or in a similar or related capacity), or in units of any other common, collective or commingled trust fund.
- 6.3 Notwithstanding anything to the contrary herein, the assets of the Account shall be held by the Trustee as title holder only. Persons holding custody or possession of assets titled to the Trust shall include the Employer, the Administrator, the investment manager, and any agents and subagents, but not the Trustee. The Trustee shall not be responsible or liable for any loss or expense which may arise from or result from compliance with any direction from the Employer, Administrator, the investment manager, or such agents to take title to any assets nor shall the Trustee be responsible or liable for any loss or expense which may result from the Trustee's refusal or failure to comply with any direction to hold title, except if the same shall involve or result from the Trustee's negligence or intentional misconduct. The Trustee may refuse to comply with any direction from the Employer, the Administrator, the investment manager, or such agents in the event that the Trustee, in its sole and absolute discretion, deems such direction illegal.
- 6.4 The Employer hereby indemnifies and holds the Trustee harmless from any and all actions, claims, demands, liabilities, losses, damages or reasonable expenses of whatsoever kind and nature in connection with or arising out of (i) any action taken or omitted in good faith by the Trustee in accordance with the directions of the Employer or its agents and subagents hereunder, or (ii) any disbursements of any part of the Trust made by the Trustee in accordance with the directions of the Employer, or (iii) any action taken by or omitted in good faith by the Trustee with respect to an investment managed by an investment manager in accordance with any direction of the investment manager or any inaction with respect to any such investment in the absence of directions from the investment manager. Notwithstanding anything to the contrary herein, the Employer shall have no responsibility to the Trustee under the foregoing indemnification if the Trustee fails negligently, intentionally or recklessly to perform any of the duties undertaken by it under the provisions of this Trust.
- 6.5 Notwithstanding anything to the contrary herein, the Employer or, if so designated by the Employer, the Administrator and the investment manager or another agent of the Employer, will be responsible for valuing all assets so acquired for all purposes of the Trust and of holding, investing, trading and disposing of the same. The Employer will indemnify and hold the Trustee harmless against any and all claims, actions, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, which arise from or are related to any use of such valuation by the Trustee or holding, trading, or disposition of such assets.
- 6.6 The Trustee shall and hereby does indemnify and hold harmless the Employer from any and all actions, claims, demands, liabilities, losses, damages and reasonable expenses of whatsoever kind and nature in connection with or arising out of (a) the Trustee's failure to follow the directions of the Employer, the Administrator, the investment manager, or agents thereof, except as permitted by the last sentence of Section 6.3 above; (b) any disbursements made without the direction of the Employer, the Administrator, the investment manager or agents thereof; and (c) the Trustee's negligence, willful misconduct, or recklessness with respect to the Trustee's duties under this Declaration.

#### ARTICLE VII CONTRIBUTIONS

- 7.1 *Employer Contributions.* The Employer shall contribute to the Trust such amounts as specified in the employer's liability for Other Post Employment Benefits.
- 7.2 *Receipt of Contributions.* The Employer or, if so designated by the Employer, the Administrator or investment manager or another agent of the Employer, shall receive all contributions paid or delivered to it hereunder and shall hold, invest, reinvest and administer such contributions pursuant to this Declaration, without distinction between principal and income. The Trustee shall not be responsible for the calculation or collection of any contribution under the Plan, but shall hold title to property received in respect of the Plan in the Trustee's name as directed by the Employer or its designee pursuant to this Declaration.

## Declaration of Trust

- 7.3 No amount maintained under this Trust shall be subject to transfer, assignment, or alienation, whether voluntary or involuntary, in favor of any creditor, transferee, or assignee of the Employer or the Trustee.
- 7.4 Upon the satisfaction of all liabilities under a Plan to provide benefits to Retirees, any amount of Employer contributions, plus accrued earnings thereon, remaining in the Trust shall be returned to the Employer.

**ARTICLE VIII  
MULTIPLE PLANS**

- 8.1 If the Employer hereafter adopts one or more other Plans and designates the Trust hereby created as part of such other Plan, the Employer or, if so designated by the Employer, the Administrator or an investment manager or another agent of the Employer shall, subject to the terms of this Declaration, accept and hold hereunder contributions to such other Plans. In that event (a) the Employer or, if so designated by the Employer, the Administrator or an investment manager or another agent of the Employer, may commingle for investment purposes the contributions received under such Plan or Plans with the contributions previously received by the Trust, but the books and records of the Employer or, if so designated by the Employer, the Administrator or an investment manager or another agent of the Employer, shall at all times show the portion of the Trust Fund allocable to each Plan; (b) the term "Plan" as used herein shall be deemed to refer separately to each other Plan; and (c) the term "Employer" as used herein shall be deemed to refer to the person or group of persons which have been designated by the terms of such other Plans as having the authority to control and manage the operation and administration of such other Plan.

**ARTICLE IX  
DISBURSEMENTS AND EXPENSES**

- 9.1 The Employer or its designee shall make such payments from the Trust at such time to such persons and in such amounts as shall be authorized by the provisions of a Plan provided, however, that no payment shall be made, either during the existence of or upon the discontinuance of the Plan (subject to Section 7.4), which would cause any part of the Trust to be used for or diverted to purposes other than the exclusive purpose of funding post-retirement welfare benefits for Retirees pursuant to the provisions of a Plan.
- 9.2 The Employer, Trustee and Administrator may be reimbursed for expenses reasonably incurred by them in the administration of the Trust. All such expenses, including, without limitation, reasonable fees of accountants and legal counsel to the extent not otherwise reimbursed, shall constitute a charge against and shall be paid from the Trust upon the direction of the Employer.

**ARTICLE X  
ACCOUNTING**

- 10.1 The Trustee shall not be required to keep accounts of the investments, receipts, disbursements, and other transactions of the Trust, except as necessary to perform its title-holding function hereunder. All accounts, books, and records relating thereto shall be maintained by the Employer or its designee.
- 10.2 As promptly as possible following the close of each year, the Trustee shall file with the Employer a written account setting forth assets titled to the Trust as reported to the Trustee by the Employer or its designee.

**ARTICLE XI  
MISCELLANEOUS PROVISIONS**

- 11.1 Neither the Trustee nor any affiliate thereof shall be required to give any bond or to qualify before, be appointed by, or account to any court of law in the exercise of its powers hereunder.
- 11.2 No person transferring title or receiving a transfer of title from the Trustee shall be obligated to look to the propriety of the acts of the Trustee in connection therewith.
- 11.3 The Employer may engage a Trustee as its agent in the performance of any duties required of the Employer under a Plan, but such agency shall not be deemed to increase the responsibility or liability of the Trustee under this Declaration.
- 11.4 The Employer shall have the right at all reasonable times during the term of this Declaration and for three (3) years after the termination of this Declaration to examine, audit, inspect, review, extract information from, and copy all books, records, accounts, and other documents of the Trustee relating to this Declaration and the Trustees' performance hereunder.

**ARTICLE XII  
AMENDMENT AND TERMINATION**

- 12.1 The Employer reserves the right to alter, amend, or (subject to Section 9.1) terminate this Declaration at any time for any reason without the consent of the Trustee or any other person, provided that no amendment affecting the rights, duties, or responsibilities of the Trustee shall be adopted without the execution of the Trustee to the amendment. Any such amendment shall become effective as of the date provided in the amendment, if requiring the Trustee's execution, or on delivery of the amendment to the Trustee, if the Trustee's execution is not required.
- 12.2 Upon termination of this Declaration and upon the satisfaction of all liabilities under a Plan to provide such benefits, any amount of Employer contributions, plus accrued earnings thereon, remaining in the Accounts shall be returned to the Employer.

**ARTICLE XIII  
SUCCESSOR TRUSTEES**

- 13.1 The Employer reserves the right to discharge the Trustee for any or no reason, at any time by giving ninety (90) days' advance written notice.
- 13.2 The Trustee reserves the right to resign at any time by giving ninety (90) days' advance written notice to the Employer.
- 13.3 In the event of discharge or resignation of the Trustee, the Employer may appoint a successor Trustee who shall succeed to all rights, duties, and responsibilities of the former Trustee under this Declaration, and the terminated Trustee shall be deemed discharged of all duties under this Declaration and responsibilities for the Trust.

**ARTICLE XIV  
LIMITED EFFECT OF TRUST**

- 14.1 Neither the establishment of the Trust or any modification thereof, the creation of any fund or account, nor the payment of any benefits, shall be construed as giving to any person any legal or equitable right against the Trustee, the Administrator, the Employer or any officer or employee thereof, except as may otherwise be expressly provided in a Plan or in this Declaration.

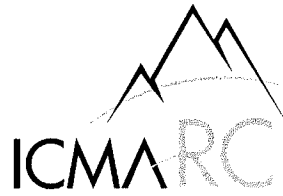
**ARTICLE XV  
PROTECTIVE CLAUSE**

- 15.1 Neither the Administrator, the Employer, nor the Trustee shall be responsible for the validity of any contract of insurance or other arrangement maintained in connection with a Plan, or for the failure on the part of the insurer or provider to make payments provided by such contract, or for the action of any person which may delay payment or render a contract void or unenforceable in whole or in part.

IN WITNESS WHEREOF, the Employer/Trustee has executed this Declaration by its duly authorized officers, as of the date first hereinabove mentioned.

EMPLOYER/TRUSTEE

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



*Building Retirement Security*

ICMA RETIREMENT CORPORATION  
777 NORTH CAPITOL STREET, NE  
WASHINGTON, DC 20002-4240  
800-669-7400

PARA ASISTENCIA EN ESPAÑOL LLAME AL  
800-669-8216  
[WWW.ICMARC.ORG](http://WWW.ICMARC.ORG)

FRM080-014-200805-C854  
REVISED AUGUST 2008



## MERS Retiree Health Funding Vehicle Uniform Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

[www.mersofmich.com](http://www.mersofmich.com)

**WHEREAS**, the Municipal Employees' Retirement System ("MERS") Plan Document of 1996, effective October 1, 1996, authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to Defined Benefit and Defined Contribution programs (MERS Plan Document Section 36(2)(a)); and the Municipal Employees Retirement Act of 1984, Section 36(2)(a) as amended by 1996 PA 220, MCL 38.1536(2)(a);

**WHEREAS**, the Board has previously authorized MERS establishment of a retiree health funding vehicle ("RHFV" or "Program"), which a participating municipality or court, or another eligible public employer that is a political subdivision of the State which constitutes a "municipality" under MERS Plan Document Section 2B(4); MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees;

**WHEREAS**, MERS has been determined by the Internal Revenue Service to be a tax qualified "governmental plan" and trust under Section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code Section 501(a) (IRS Letter of Favorable Determination dated June 15, 2005).

**WHEREAS**, the Board has established a governmental trust under Section 115 of the Internal Revenue Code (the "Trust Fund") to hold the assets of the RHFV, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed Program Administrator;

**WHEREAS**, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 et seq. ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries;

**WHEREAS**, a MERS health care trust fund constitutes a governmental trust established by a public corporation ("municipality") as an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the health care trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code;

**WHEREAS**, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality and court enrolled in MERS Defined Benefit Plan, Defined Contribution Plan, and Hybrid Plan, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the MERS Annual Meeting as provided under Plan Section 45; MCL 38.1545.

**WHEREAS**, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the MERS Health Care Savings Program, Retiree Health Funding Vehicle, 457, or Investment Services Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the MERS Annual Meeting under Plan Section 45; MCL 38.1545.

## MERS Retiree Health Funding Vehicle Uniform Resolution

**WHEREAS**, adoption of this Uniform Resolution (the “Uniform Resolution”) by the Eligible Employer is necessary and required in order that the benefits available under the MERS Retiree Health Funding Vehicle may be extended;

**WHEREAS**, this Uniform Resolution has been approved by the Board under the authority of 1996 PA 220, MERS Plan Document Section 36(2)(a), MCL 38.1536(2)(a), declaring that the Board “shall determine . . . and establish” all provisions of the Retirement System. The MERS RHFV shall not be implemented with respect to any Eligible Employer unless in strict compliance with the terms and conditions of this Resolution, the Trust Document, and Trust Agreement.

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this Uniform Resolution Adopting MERS Retiree Health Funding Vehicle, that Section 43B of the MERS Plan Document shall not apply to this Uniform Resolution, its administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS Retiree Health Funding Vehicle is made or occurs under MERS Plan Document Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the MERS RHFV or its Trust Fund; or to continue administration.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body adopts the MERS PA 149 Health Care Trust Fund as provided below.

### I. MERS RETIREE HEALTH FUNDING VEHICLE

**EFFECTIVE** \_\_\_\_\_, 20\_\_\_\_, the MERS Retiree Health Funding

Vehicle is hereby adopted by the \_\_\_\_\_  
(MERS municipality or court or other eligible employer)

**CONTRIBUTIONS** shall be made only by the Eligible Employer, remitted to MERS by the Eligible Employer, and credited to the Eligible Employer’s separate fund within the trust sub-fund for MERS RHFV. As this Plan is funded solely by employer, on a cash or actuarial basis as determined by the employer, there is no requirement for a Participation Agreement establishing the schedule of contributions.

**INVESTMENT** of funds accumulated and held in the Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to the Public Employee Retirement System Investment Act (“PERSIA”), 1965 PA 314, as provided by MERS Plan Document Section 39; MCL 38.1539, and PA 149.

**THE ELIGIBLE EMPLOYER** shall abide by the terms of MERS RHFV, including all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

## MERS Retiree Health Funding Vehicle Uniform Resolution

### II. IMPLEMENTATION DIRECTIONS FOR MERS AS RHFV INVESTMENT FIDUCIARY AND TRUSTEE

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS RHFV (as a sub-fund within all pooled Trust Funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under Public Employee Retirement System Investment Act, PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS RHFV Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all funds held in trust for all Eligible Employers.
- (C) The RHFV is designed as a PA 149 compliant trust. All assumptions, including the rate of investment return used in any OPEB valuation, are the responsibility of the employer in conjunction with any advice they may obtain from their health care actuary and/or auditor, if any. The Employer acknowledges and affirms the responsibility for selecting the investment option(s) from the MERS investment funds for their RHFV account.

The Participating Employer makes the following initial fund election (subsequent changes may be made by the RHFV Investment Change Form #RH-602). Percentage of assets to be invested in Fund selected:

MERS Total Market Fund	%
MERS Established Market Fund	%
MERS Diversified Bond Fund	%
MERS Short-Term Managed Income Fund	%

All allocations must use a whole percentage, and the total percentage of amount allocated must equal 100%.

*Please refer to the Fund Summary Sheets for information regarding each investment option, including potential redemption fees, and restrictions ([www.mersofmich.com](http://www.mersofmich.com)).*

- (D) Changes in the fund choices or allocations made in paragraph (C) may be made in writing using the designated MERS form addressed to the MERS RHFV Program Administrator and shall be made by (select one):
- the Governing Body only (ongoing fund elections may be made only by the RHFV Investment Change Form #RH-602 and supporting certified minutes stating Governing Body approval).
- the designated employer contacts (ongoing fund elections may be made either through electronic form or by the RHFV Investment Change Form #RH-602).

## MERS Retiree Health Funding Vehicle Uniform Resolution

- (E) All monies in the MERS RHFV Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of “Eligible Employees” who shall constitute “qualified persons” who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.
- (F) The Eligible Employer will fund its MERS RHFV Trust sub-fund to provide funds for health care benefits for “Eligible Employees” who shall constitute “qualified persons.” Participation in and any coverage under RHFV shall not constitute nor be construed to constitute an “accrued financial benefit” under Article 9 Section 24 of the Michigan Constitution of 1963, nor shall any contribution method for Eligible Employer funding other than “pay as you go” cash funding be required or imposed, and all benefits, rights, and obligations conferred by or arising under RHFV shall be as provided under the RHFV documents.
- (G) The Eligible Employer generically designates the following groups of persons as “Eligible Employees” who shall constitute “qualified persons,” to receive retiree health care benefits subsidized under the MERS RHFV trust sub-fund. Groups may include any dependent(s) as specified in your bargaining agreement and/or personnel policy (provide copies of any governing agreement or other policy): For example “non-union employees.”
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (H) The Eligible Employer may designate the appropriate employer contacts who shall direct payment of fund monies for the benefit of the Eligible Employees identified in paragraph (G) under any retiree health care benefit program, including, but not limited to, MERS HCSP; make investment allocations of the Employer’s fund assets within MERS-approved funds to the extent authorized in paragraph (C); receive necessary reports, notices, etc.; shall act on behalf of the Eligible Employer; and may delegate any administrative duties relating to the Fund to appropriate departments.

### SECTION 3. EFFECTIVENESS OF THIS RESOLUTION

This Resolution shall have no legal effect until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 36(2)(a), 1999 PA 149 and other relevant laws, and this Resolution have been met. Upon MERS determination that all necessary documents have been submitted, MERS shall record its formal approval upon this Resolution, and return a copy to the Eligible Employer’s designated primary contact.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 54 of the MERS Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

## MERS Retiree Health Funding Vehicle Uniform Resolution

I hereby certify this above is a true copy of the Resolution Adopting the MERS Retiree Health Funding Vehicle adopted at the official meeting held by the governing body of this municipality:

On \_\_\_\_\_, 20\_\_\_\_\_  
(Signature of authorized official)

Please send MERS a fully executed copy of:

1. RHFV Uniform Resolution (this form, RH-669)
2. Certified minutes stating governing body approval, and a copy of the union contract language and/or personnel policy

**Received and Approved by the Municipal Employees' Retirement System of Michigan**

Dated: \_\_\_\_\_, 20\_\_\_\_\_  
(Authorized MERS signatory)

**CHARTER TOWNSHIP OF SHELBY**

**MACOMB COUNTY, MICHIGAN**

**ORDINANCE NO. (ID # 1031)**

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IV AND ARTICLE V OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE DEBT SERVICE CHARGE INSTALLMENT PAYMENT OPTIONS FOR WATER AND SEWER SYSTEMS.

**CHARTER TOWNSHIP OF SHELBY**  
**MACOMB COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER 58 ARTICLE IV AND ARTICLE V OF THE CHARTER TOWNSHIP CODE OF ORDINANCES BY AMENDING THE DEBT SERVICE CHARGE INSTALLMENT PAYMENT OPTIONS FOR WATER AND SEWER SYSTEMS.

IT IS HEREBY ORDAINED BY THE CHARTER TOWNSHIP OF SHELBY:

Section 1. Article IV, Section 58.154 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

- (a) *Property with new construction.* The owners of existing property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.
- (b) *Existing single family structures.* The owners of existing single family structures shall have the option of paying debt service charges and or tap charges in cash or may pay the charges over a period of ten years in equal quarterly installments with their quarterly water bill. If the time payment method is elected, the amount of the quarterly installment of each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees on the unpaid balance of the charges. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued.

Section 2. Article V, Section 58.315 of the Code of Ordinances, Charter Township of Shelby, Michigan shall be amended to read as follows:

- (a) *Property with new construction.* The owners of property upon which new construction is commenced shall pay the debt service charge in cash at the time the application is completed.
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quarterly installments with their quarterly sewer bill. If the time payment method is elected, the amount of the quarterly installment of each charge shall be increased by and include quarterly interest at a rate adopted by the township board of trustees, on the unpaid balance of the charges. The owner shall execute a grant of lien to the township to secure the payment of the debt service charge and or tap charges, and all interest subsequently accrued.

Section 3. SEVERABILITY

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance

Section 4. REPEAL

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed

Section 5. EFFECTIVE DATE

This Ordinance shall be effective thirty (30) days from the date of publication hereof.

CERTIFICATION

I hereby certify the foregoing is a true and complete copy of Ordinance No. \_\_\_\_\_ duly adopted by the Board of Trustees of the Charter Township of Shelby at a Regular Meeting held on \_\_\_\_\_, 2013, pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

\_\_\_\_\_  
STANLEY T. GROT,  
CLERK

Introduction Date: \_\_\_\_\_  
First Publication Date: \_\_\_\_\_  
Adoption Date: \_\_\_\_\_  
Second Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_



**CHARTER TOWNSHIP OF SHELBY**  
**MACOMB COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

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\_\_\_\_\_  
STANLEY T. GROT,  
CLERK

Introduction Date: \_\_\_\_\_  
First Publication Date: \_\_\_\_\_  
Adoption Date: \_\_\_\_\_  
Second Publication Date: \_\_\_\_\_  
Effective Date: \_\_\_\_\_



**Charter Township of Shelby  
Parks and Recreation**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Joe Youngblood, Parks, Recreation and Maintenance Director  
Date: 03/19/2013  
Re: Re-Development of Gene Shepherd Park - March 19, 2013

---

Please see attached letter for additional information.

**FAZAL KHAN & ASSOCIATES, INC.**

Civil Engineers &amp; Land Surveyors

Fazlullah M. Khan, P.E., MSCE  
Donald H. King, P.S.  
Carol P. Thurber, P.E., CFM

Tina Vaglica, P.E.  
Shannon L. Filarecki, P.E.

March 8, 2013

Shelby Township Board of Trustees  
52700 Van Dyke  
Shelby Township, MI 48316

RE: Chief Gene Shepherd Park

Dear Honored Board Members;

On behalf of Fazal Khan and Associates, we support the Township's efforts to redevelop the former Soccer City facility into a multi-purpose park in dedication to the years of service of Chief Gene Shepherd. We have been working with the Parks & Recreation Department and the Parks and Recreation Committee to develop a concept plan for the park that would include the following:

- ❖ 2 Tennis Courts
- ❖ 2 Sand Volleyball Courts
- ❖ 2 Horseshoe Pit
- ❖ 2 Bocce Ball Courts
- ❖ 1 Soccer Field
- ❖ A large pavilion with electricity
- ❖ A children's Fireman Themed Playscape
- ❖ Several asphalt walking paths traversing in and around the site
- ❖ Renovation of the existing Building to make existing bathrooms available to Park users

We estimate that the cost of construction for the park plans as shown and the anticipated building improvements will be approximately \$409,050. With a 10% contingency, the not to exceed budget is estimated at \$449,955. It is our understanding that the Township has received some commitments for donations toward the park construction. These donations can be used to offset/reduce the amount of funds needed from the cable TV fund. With these two funding mechanisms, it would appear that no funds would come from tax revenue collected by the Township

If you have any questions, or require additional information, please feel free to contact me.

Sincerely,  
FAZAL KHAN & ASSOCIATES

Shannon L. Filarecki, P.E.

m:\shelby township\projects\2012\12047\correspondence\letter of support 03-08-13.doc

43279 Schoenherr Road • Sterling Heights, MI 48313  
(586) 739-8007 • Fax (586) 739-6994 • E-mail: [general@fazalkhan.com](mailto:general@fazalkhan.com)

# Charter Township of Shelby

**Joseph J. Youngblood, Director**  
Parks, Recreation, & Maintenance Department

**52700 Van Dyke Avenue**  
**Shelby Township, MI 48316-3572**

**Phone: 586 731-0300**  
**Fax: 586 726-7228**  
**Website: [shelbyparksandrecreation.org](http://shelbyparksandrecreation.org)**  
**Email: [shelbyprm@shelbytwp.org](mailto:shelbyprm@shelbytwp.org)**

March 8, 2013

TO: HONORABLE BOARD OF TRUSTEES  
RE: Re-Development of Gene Shepherd Park

Mike Flynn and I have been working with the Township engineer Fazal Khan & Associates along with the Township Parks & Recreation Committee to develop a concept plan for the re-development of the Gene Shepherd Park at 2452 23 Mile Road, Shelby Township, MI 48316.

Attached please find a letter of support from the Fazal Khan & Associates which outlines the details of the proposed concept plan, estimated costs, and funding sources.

As discussed at the Work Session on Friday, March 8<sup>th</sup> we would like to move forward with the proposed concept plan with the estimated cost of construction and building improvements to be approximately \$409,050. We would also like to include a 10% contingency, not to exceed \$449,955.

The Cable TV fund has been earmarked for the source of revenue for this project, and a few commitments have already been made for donations. This will alleviate the project being funded by any tax revenue collected by the Township.

Your consideration in regards to this project would be greatly appreciated. If you have any questions please don't hesitate to contact me at (586) 615-3873 or (586) 803-2089.

Sincerely,

Charter Township of Shelby

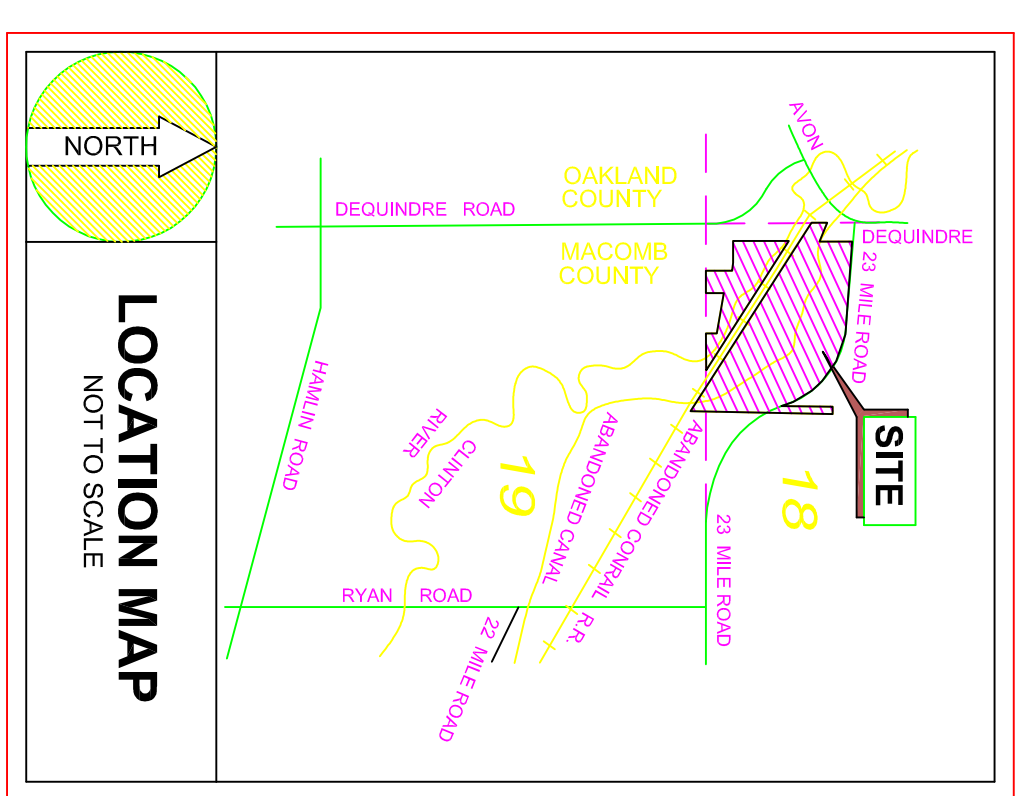
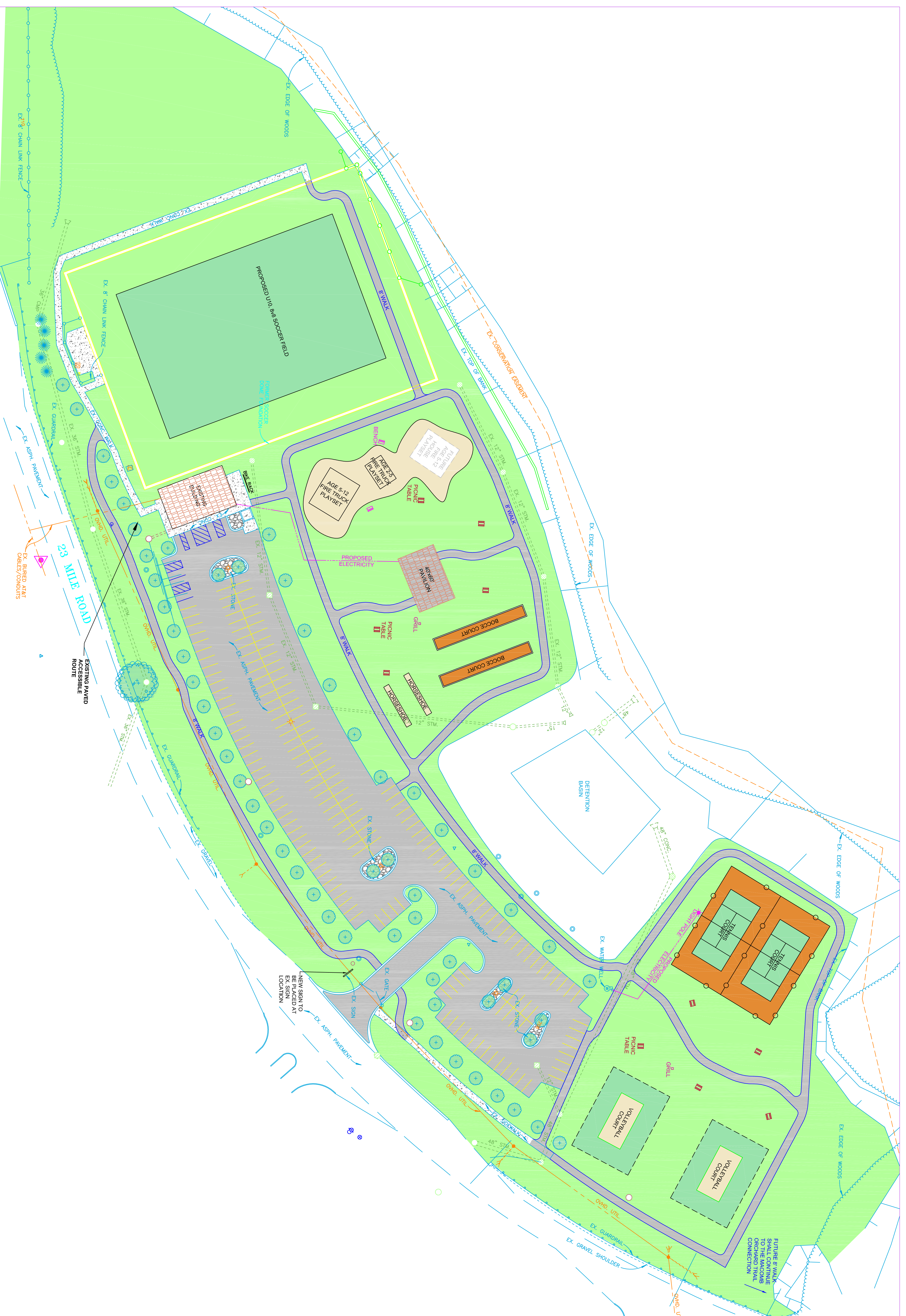


Joe Youngblood, Director  
Department of Parks, Rec. and Maint

JY/cm

Attachments

**CONCEPTUAL PLAN - GENE SHEPHERD PARK**  
 PART OF SECTION 18, TOWN 3 NORTH, RANGE 12 EAST, SHELBY TOWNSHIP,  
 MACOMB COUNTY, MICHIGAN



- BENCHMARKS:**
- #1) TOP OF HYDRANT ON THE NORTH SIDE OF 23 MILE ROAD JUST WEST OF DRIVE TO MAC WINDMILLS. ELEV. 715.28 (USGS DATUM)
  - #2) SOUTH BOLT IN CONCRETE BASE OF SOCCER DOME. ELEV. 707.21 (USGS DATUM)
  - #3) TOP OF HYDRANT NORTH OF 23 MILE ROAD. ELEV. 715.28 (USGS DATUM)
  - #4) ROAD SIGN IN THE SOUTHWEST CORNER OF UTILITY POLE WITH LIGHT ON THE NORTH SIDE OF 23 MILE ROAD ACROSS FROM SOCCER DOME. ELEV. 714.79 (USGS DATUM)

**LEGEND**

● IRON FOUND	○ IRON SET
● MONUMENT FOUND	○ SEC. CORNER
● MONUMENT SET	○ PROPERTY LIMITS
— GATE VALVE AND WELL	— ROAD CENTERLINE
— SANITARY MANHOLE	— WATER MAIN
— STORM MANHOLE	— STORM SEWER
— SWALE	— METAL FENCE-LINE
— CONTOUR	— UNDERGROUND UTILITY
— TREE / BRUSH LINE	— WALKWAY
— ROAD INLET	— TRANSFORMER
— ROAD CATCH BASIN	— REAR YARD CB.
— END-SECTION	— UTILITY FREES/PV.
— CHUTE / DRAIN	— WELL
— WATER METER	— WATER METER
— TELEPHONE MANHOLE	— UTILITY POLE
— TELEPHONE MANHOLE	— EXISTING MANHOLE
— TELEPHONE MANHOLE	— EXISTING UTILITY

**NOTE: ACCESSIBLE ROUTES SHALL CONFORM TO ADA STANDARDS.**

SHEET NO. <b>1 of 1</b>	PRELIMINARY CONSTRUCTION AS-BUILT	CLIENT CHARTER TOWNSHIP OF SHELBY	PROJECT NO. ST-12047	FIELD BOOK XXX	DATE 01-29-2013	CHECKED BY S.F.
----------------------------	---	--------------------------------------	-------------------------	-------------------	--------------------	--------------------

**CONCEPTUAL PLAN**

**FAZAL KHAN & ASSOCIATES, INC.**  
 CIVIL ENGINEERS & LAND SURVEYORS  
 43276 SCHOENBERG, STERLING HEIGHTS, MI 48313  
 PHONE (586) 739-8007 FAX (586) 739-6994  
 WWW.FAZALKHAN.COM

**CHIEF GENE SHEPHERD PARK**  
 PART OF SECTION 18, TOWN 3 NORTH,  
 RANGE 12 EAST, SHELBY TOWNSHIP,  
 MACOMB COUNTY, MICHIGAN

DATE:	REMARKS:	BY:

CALL MISS DIG 811  
 BEFORE YOU DIG  
 1-800-482-7171  
 or 811  
 CALL811.COM (TOLL FREE)

**Fazal Khan & Assoc., Inc.**

# Memo

**To:** Mr. Michael Flynn, Treasurer  
**From:** Shannon L. Filarecki, P.E.  
**CC:** Mr. Joe Youngblood, Parks & Recreation Director  
**Date:** March 7, 2013  
**Re:** Chief Gene Shepherd Park

---

As we discussed during our meeting and Site visit Monday afternoon, our office has revised the conceptual plan and estimated budget for the Chief Gene Shepherd Memorial Park. This includes the design and construction engineering costs as well as the following building improvements:

- Replace exterior awning
- Repaint the green block to red
- Add a light to the roof to illumine the proposed flag pole
- Construct a block wall to replace the plywood wall at the rear of the building
- Construct an interior block wall to separate the bathrooms from the remainder of the building
- Install a steel door between the newly created vestibule and the remainder of the building
- Replace ceiling tiles in the bathrooms
- Install a Fathead Mural on the roll-top door that would look like the front of a Shelby Township Fire Truck
- Build and install a bench area in the new vestibule

We estimate that the cost of construction for the park plans as shown and the anticipated building improvements will be approximately \$409,050. With a 10% contingency, the not to exceed budget is estimated at \$449,955. It is our understanding that the Township has received some commitments for donations toward the park construction. These donations can be used to offset/reduce the amount of funds needed from the cable TV fund. With these two funding mechanisms, it would appear that no funds would come from tax revenue collected by the Township



**Charter Township of Shelby  
Police Department**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Roland Woelkers, Chief of Police  
Date: 03/19/2013  
Re: Purchase Radar Trailer - March 19, 2013

---

I am requesting the Township Board, at the regularly scheduled meeting on Tuesday, March 19, approve the purchase of a new radar trailer from MPH Industries for a cost of \$18,962 which includes the Speedview Traffic Analysis Computer and the anti-theft motion alarm. The new radar trailers now offer LED digital full graphics 3-line messaging trailers, which can also be used for speed measurement and display. These trailers can be used for a variety of everyday police use, such as messaging about upcoming police programs, road and lane closures for traffic control, along with the speed read-out we currently use our trailer for. I have attached 3 different price quotes for your review. If approved by the board, this item will be purchased using forfeiture funds from line item 266-268-799-207.

# MPH

## Speed Monitor™ Full-Matrix Message Trailer

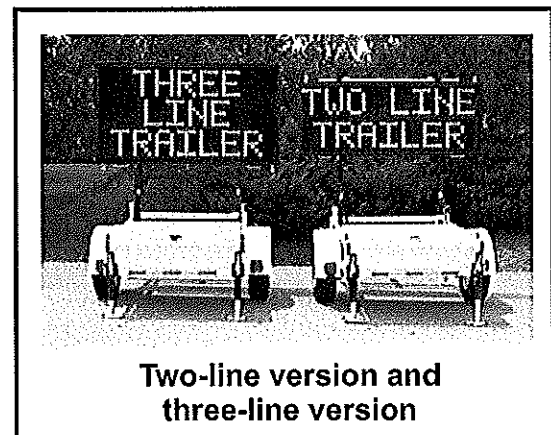
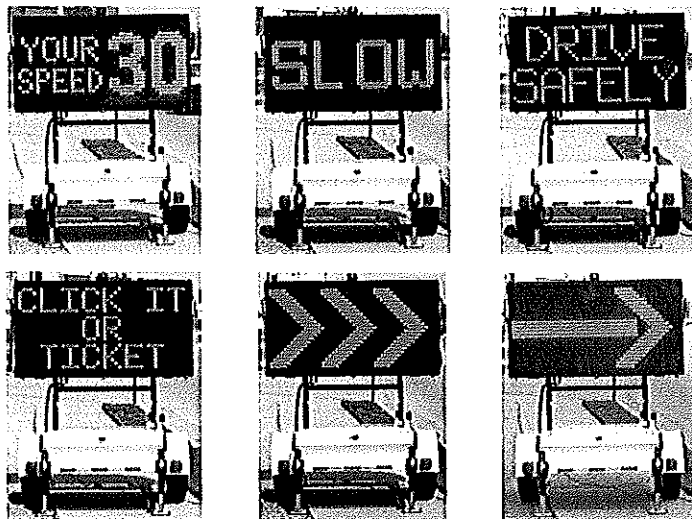
*Need to display messages and control speed?  
You need the Speed Monitor Full Matrix Trailer.*

- ★ Custom message or a speed display mode can easily be entered using the supplied hand controller.
- ★ Speed-based message override allows custom messages to be displayed based on vehicle speeds.
- ★ Two-line and three line versions of the trailer are available.
- ★ See-through design makes deployment safe even in areas with pedestrian traffic.
- ★ Folds down to 40-inch height (using maintenance-free counterweight) for easy towing
- ★ Advanced approach-only directional radar included.
- ★ Graffiti-resistant power-coat paint and vandal-resistant features, including locked storage area.



The Speed Monitor Full Matrix Trailer combines customized messaging and speed control capabilities into a single device. The Trailer has a full-graphics display sign capable of displaying one, two, and three-line messages or graphic characters. The on-board radar allows the trailer to switch to a speed-related message (like "Your Speed is XX" or "SLOW DOWN") whenever the overspeed threshold is exceeded. The library of standard messages covers most situations, but the messages can be tailored to any need. The unit comes standard with a 100 Watt solar charging system and AC battery charger. Optional equipment includes extra batteries and a traffic computer.

### Example messages (three-line version)



*The company:* MPH Industries, Inc. specializes in velocity measurement. Formed in 1975, MPH is one of the largest suppliers of radar equipment to law enforcement worldwide. MPH also manufactures a full line of in-car video equipment and serves the highway and rail transportation industries. MPH Industries is a subsidiary of MPD, Inc., an manufacturer of aerospace components and subsystems, electronic components, and breath alcohol systems.

# Speed Monitor Full Matrix Message Trailer

## Summary Specifications

**Description:** The Speed Monitor Full Matrix Message Trailer is a complete full-graphics messaging trailer with an integrated radar systems. The combination of the two devices allows the trailer to function as a traditional message trailer, as a speed display trailer, or as a message trailer which changes its message based on the speed of oncoming vehicles, allowing special advisory messages. The trailer is powered by an internal battery bank, which is recharged via solar and/or the 110 VAC battery charger. The trailer is available in a two-line or three-line version.

### Trailer:

- ◇ Dual 4' x 6' frame constructed with 11 gauge 2" square tubing. All wiring concealed in frame.
- ◇ Steel utility box (36" x 43" x 12") provides a weatherproof enclosure for batteries, charger, sign storage, etc. Will accept optional traffic computer.
- ◇ Display folds and raises easily, assisted by a balanced counter-weight. Display can be seen above traffic, yet the trailer is easily towed between sites.
- ◇ Durable graffiti-resistant white paint.
- ◇ Two inch ball hitch continuously welded onto 2" x 2" 11 gauge square tube tongue. Other hitches available.
- ◇ Four adjustable jacks for best leveling and stability.
- ◇ 14" 185R14 automotive radial tires mounted with locking lug nuts.
- ◇ Leaf spring suspension for superior cushioning.

### Display:

- ◇ Choice of displays, one supporting one-line and two-line messages, or a larger display that supports three-line messages as well.
- ◇ Constructed with Super-bright amber light emitting diodes (LEDs).
- ◇ Viewing distance of over 1250 feet.
- ◇ Durable, vandal-resistant Lexan<sup>®</sup> display window is textured to minimize glare.
- ◇ Three-line display is 75" x 41" and the two-line display is 75" x 31".
- ◇ The unit has 92 preprogrammed message plus arrows and symbols. 40 additional custom messages can be programmed and saved using the supplied handheld terminal.

### Radar:

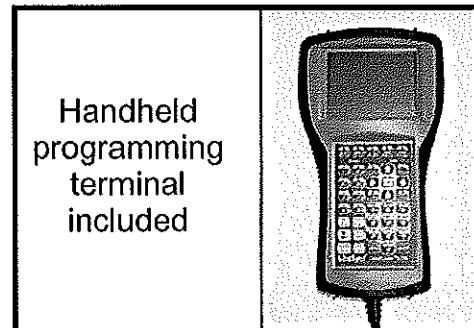
- ◇ Ka-band radar system with patented Automatic Same Direction™ (ASD™) technology, rejects speeds of all opposing lane traffic.
- ◇ Overspeed setting allows sign to switch to a second message and/or display a vehicle speed when the vehicle exceeds a programmable speed limit.
- ◇ 1000 ft. range (typical vehicle)
- ◇ 25 mW transmitter power
- ◇ 12 degree antenna beamwidth
- ◇ Type accepted under FCC Part 90
- ◇ Operating temperature range of -22°F to 160°F

### Power:

- ◇ 100 Watt solar panel
- ◇ Two internal batteries with 110 VAC charger standard
- ◇ Additional batteries available.

### Options:

- ◇ Traffic statistics computer with radar data interface
- ◇ Axle bar lock
- ◇ Anti-theft motion alarm with remote control unit.
- ◇ Spare tire, wheel, and mount.
- ◇ Protective cover with straps

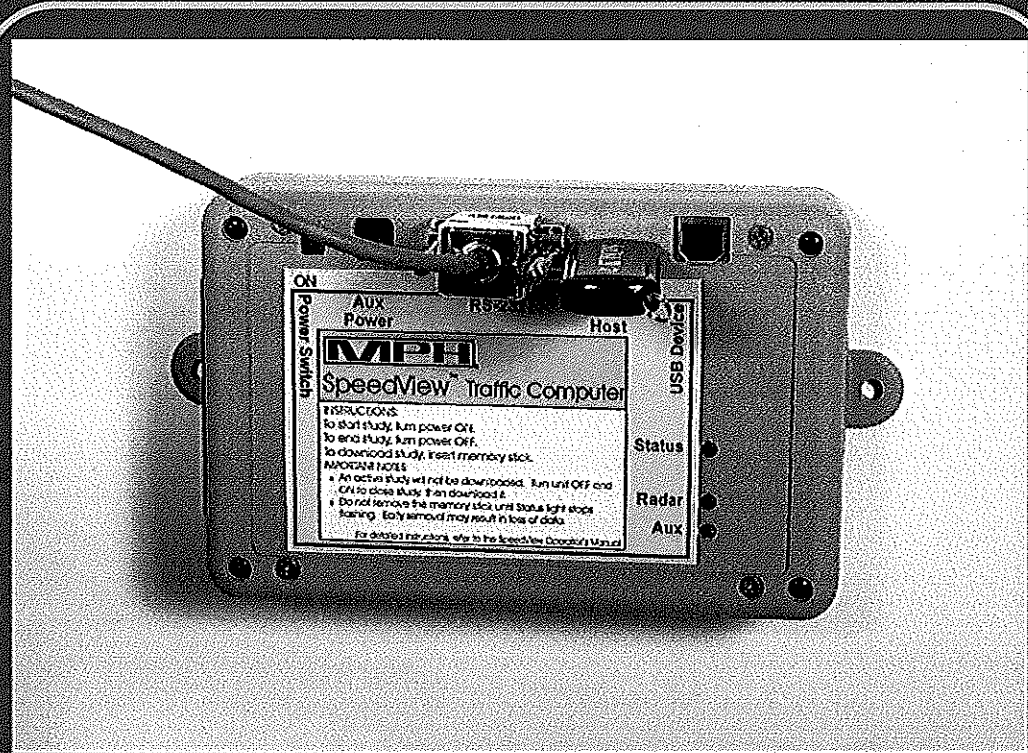


Handheld  
programming  
terminal  
included

**MPH**  
MPH Industries, Inc.

[www.mphindustries.com](http://www.mphindustries.com)  
(888) 689-9222

MPH Industries, Inc.  
The Applied Technology Leaders



**MPH**  
**SpeedView™ Traffic Computer**

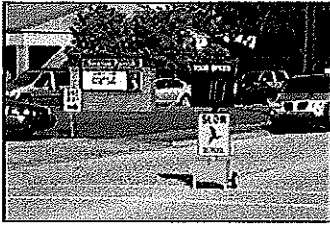
**INSTRUCTIONS:**  
 To start study, turn power ON.  
 To end study, turn power OFF.  
 To download study, insert memory stick.

**IMPORTANT NOTES:**  
 • An active study will not be downloaded. Turn unit OFF and ON to close study. Then download.  
 • Do not remove the memory stick until Status light stops flashing. Early removal may result in loss of data.  
 For detailed instructions, refer to the SpeedView Operator's Manual.

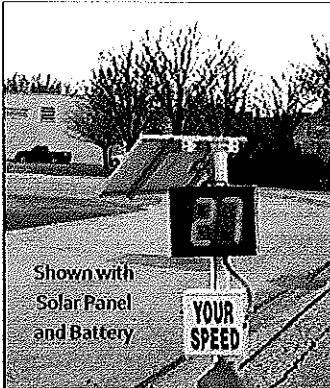
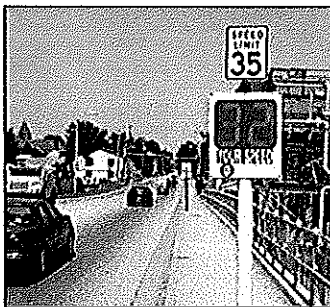
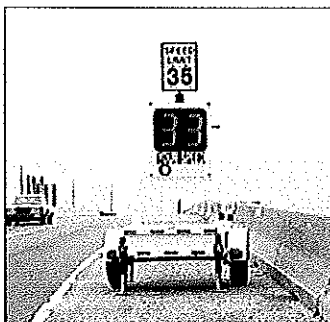
**SpeedView™**  
**Traffic Data Analysis System**

Built upon the unique operating characteristics of MPH's newest *Ranging Radar*, the DS-4, *SpeedView™* accurately counts individual vehicles once and only once. No other radar-based traffic computer offers *SpeedView's* accuracy without the use of road tubes. *SpeedView's* ample memory can hold more than a year's worth of traffic data.

**MPH**



Crossing Guardian™

Speed Guardian™ F  
SignSpeed Monitor™ F  
SignSpeed Monitor™ 18  
Trailer

## SpeedView™ Package

- SpeedView™ Traffic Computer
- SpeedView™ Analysis Software
- USB flash drive for downloading Traffic Computer
- USB cable and wall transformer (used for set up)
- Traffic Computer and Analysis User's Guides

## SpeedView™ Traffic Computer

- Size: 4 in. x 6 in. x 1.5 in.
- Powered directly from the MPH Sign or Trailer
- 8 MB of storage (more than 1 year's worth of data)
- Stores vehicle information at a preset range
- Measures vehicles only in a selected direction
- Measures each vehicle once without duplication
- Data is summarized in 5 minute increments
- Data file information (in each 5 minute increment)
  - > Number of vehicles in each 5 mph range
  - > Median vehicle speed
  - > Total vehicles
  - > Maximum speed observed

## SpeedView™ Analysis Software

- Analyzes SpeedView™ files without altering original data
- Runs in Microsoft Excel (Version 2002 to 2007)
- Simple menu-driven analysis
- Compiles tables and graphs of study data
- Prints data and copies charts to other programs for reporting



Toll Free (888) 689-9222

[www.mphindustries.com](http://www.mphindustries.com)

**MPH Industries**  
 316 East 9th. St. - - Owensboro, KY 42303  
 270-929-5814  
 Fax 270-685-6288  
 drwood@mphindustries.com

**QUOTE**

Date 03/05/13	Quote Number AAAQ10940-0
------------------	-----------------------------

**Sold To:** Shelby Township Police Department  
  
 52700 Van Dyke Avenue  
 Shelby Township, MI 48316  
  
**Email:** shelbypd@yahoo.com  
**Phone:** 586)731-2121  
**Fax:** (586)726-7218

**Ship To:** Shelby Township Police Department  
  
 52700 Van Dyke Avenue  
 Shelby Township, MI 48316  
  
**Phone:** 586)731-2121  
**Fax:** (586)726-7218

Terms	Rep Dalia Wood	P.O. Number
-------	-------------------	-------------

Qty	Description	Unit Price	Ext. Price
1	3-Line Full Matrix Speed Trailer Includes: Trailer with Matrix Display, Ka-Band Radar, Four Heavy-Duty Batteries with 20 amp Charger, 100W Class Solar Charging System, Wheel Bar Lock, Tuning Fork and Operations Manual. Full graphics message display Speed display capability with integrated directional radar Easy-to-use control panel designed specifically for law enforcement use Solar package for long-term deployment Counterweighted display panel folds for easy towing Full-size axle and wheels Vandal-resistant features Built by MPH, the most experienced speed trailer manufacturer	\$18,050.00	\$18,050.00
	<b>Additional Accesories</b>		
0	SpeedView Traffic Analysis Computer	\$767.00	\$0.00
0	Anti-Theft Motion Alarm	\$145.00	\$0.00
0	Extra Heavy-Duty Batteries	<del>\$248.00</del>	\$0.00
0	Freight Charge	<del>\$400.00</del>	\$0.00

**MPH will waive freight charge and DSM, Dalia Wood, will deliver at no charge to customer**

SubTotal	\$18,050.00
Sales Tax	\$0.00
Shipping	\$0.00
<b>Total</b>	<b>\$18,050.00</b>

\*\*Quote valid for 60 days from above date.  
 \*\*Sales Tax not included if applicable.

*TOTAL WITH SpeedView AND ALARM #18,962*

Quoted By: JNOBLITT  
Phone: (270) 313-1309

Page 1

**Quotation**

Date: 3/5/2013

**On-Duty Depot**  
1140 Moseley Street  
Owensboro, Kentucky. 42303  
1-877-851-9222  
www.ondutydepot.com  
FAX: 270-685-6379

To: Shelby Township Police Dept.  
Shelby Township Police Dept.  
52700 Van Dyke Ave.  
Shelby Townshipp, MI 48316  
686-731-2121  
shelbypd@yahoo.com

We are pleased to quote on your inquiry as follows:

Item #	Qty	Description	Attribute	Size	Price	Extended Price	MSRP
5001	1	3 line Matrix			\$18,250.00	\$18,250.00	
9001	1	SHIPPING			\$450.00	\$450.00	

Total Qty Ordered: 2

\*\*Quote valid for 90 days from above date.  
\*\* Shipping Charges Excluded.  
\*\* Tax not included if applicable.

Subtotal: \$18,700.00  
TOTAL: \$18,700.00  
Balance Due: \$18,700.00

TOTAL WITH SPEEDVIEW +  
ALARM

\$19,612

This quotation is governed by MPH Industries Standard Conditions of Sale



Doug Videgar, EMS Product Line Coordinator  
2220 East Lincoln Way \* Ames, Iowa 50010  
515-232-5385 800-343-7718 515-232-5540 Fax

## QUOTE

### SPEED MONITOR 3-LINE MATRIX TRAILER:

- 75in X 41in Display
- Ka Band Radar Antenna
- 2 Heavy Duty Batteries
- 100 Watt Solar Panel
- Bar Lock
- Tuning Fork
- Graffiti Resistant Powder Coating
- 2 year Radar Warranty
- 1 Year Trailer Component Warranty

\$18,995.00

### TRAILER OPTIONS:

Extra Batteries	\$218.00
Traffic Analysis Software	\$925.00

### SHIPPING CHARGES

\$ 500.00

*TOTAL WITH 4 BATTERIES, SPEEDVIEW AND ALARM*

*#20783*



**Charter Township of Shelby  
Human Resources**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: 03/19/2013  
Re: Promotion in the Parks, Recreation and Maintenance Department - March 19, 2013

---

Attached you will find a request from the Director Parks, Recreation and Maintenance to promote employee #11208 to the position of PRM Maintenance Person IA, Grade 18 working in the Parks, Recreation and Maintenance Department. This promotion will fill a vacancy created by the promotion on December 19, 2012 of employee #11083 and does not alter the Department's organizational chart or budget. Employee #11208 is a 12 year employee of the Township working as a PRM Maintenance Person I.

In concurrence with the Director of PRM, I respectfully request approval to promote employee #11208 effective March 20, 2013. This recommendation is being made in full compliance with the General Employee Civil Service Rules and Regulations. The selection of this candidate was made utilizing a current eligibility list and after an interview of two qualified candidates. Employee #11208 will be a PRM Maintenance Person IA, Grade 18, step 8, of the General Employee Bargaining Unit \$44,941 - \$51,656.

Lisa Suida

**From:** Cindy Martel  
**Sent:** Friday, March 01, 2013 3:24 PM  
**To:** Lisa Suida  
**Cc:** Joe Youngblood; Mike Marcath; Paul Gjeldum  
**Subject:** Vacant Maintenance Person IA

Lisa,

Please be advised that I #11208 and 10476 were interviewed for the position of Maintenance Person IA today at 2:15pm and 2:30pm. After the interview it was decided by Joe, Mike Marcath, Paul Gjeldum, and myself that Ralph Schwarz would be best suited for the position.

Will this be presented on the March 19<sup>th</sup> board meeting?

Thanks

*Cynthia M. Martel*

**Charter Township of Shelby**

Parks, Recreation, & Maintenance | Senior Center | Nature Center – Business Manager  
 52700 VanDyke | Shelby Township, MI 48316-3572 | [cmartel@shelbytwp.org](mailto:cmartel@shelbytwp.org)  
 office (586) 731-0300 | mobile (586) 295-3556 | fax (586) 726-7228

*"We create Community through People, Parks and Programs"*

## Charter Township of Shelby Human Resources

# Memo

To: Charter Township of Shelby Board of Trustees  
 From: Lisa Suida, Human Resources Director  
 Date: 03/19/2013  
 Re: Police Department Reorganization - March 19, 2013

As discussed during the budget planning sessions for 2013, the Township is facing reduced tax revenues in the coming year and has an approximate \$2 million budget deficit for the Police Department from 2012. As personnel costs make up 87% of the Police Department Budget, it was suggested that staff reduction take place, while committing to maintain the current level of public services. The Police Chief is recommending a reduction in three civilian positions in the Police department to be effective Saturday, March 23, 2013.

- |                            |   |          |
|----------------------------|---|----------|
| 1) Car porter              | = | \$11,000 |
| 2) Records clerk grade #8  | = | \$43,181 |
| 3) Records clerk grade #12 | = | \$48,061 |

Total annual savings in salary with the elimination of these three positions is \$102,242. Additional savings for reduced costs of healthcare, defined contribution pension and other benefits may amount to an additional \$20,000 in savings depending on employee elections.

The layoff of Civil Service employees in Police Records positions will be conducted in full compliance with Civil Service Rules and Regulations and all sections of Article 14 of the General Employee's Collective Bargaining Agreement regarding layoff and recall. Employees with seniority shall be able to transfer to any other job held by a lesser seniority and/or classified employee or a temporary, seasonal, co-op, and supplemental worker within the Township for which they are qualified. The position of Car Porter is a part-time, non-Civil Service, non-benefit eligible position and does not have transfer rights within the Township.

Additionally, please see the organizational chart which shows a request to eliminate one Narcotic Sergeant within the Detective Bureau. A recent retirement on February 26, 2013 by employee 50738, a Police Sergeant, created a vacancy in Department Command staff. By reassigning job duties and transferring supervision of Narcotics Officers to the Lieutenant, the overall number of Command officers will be reduced by attrition, not layoff. This elimination will present a savings of \$74,686 in annual salary and additional savings for reduced costs of healthcare, defined benefit pension and other benefits depending on employee elections.

I am asking the Board to officially approve these changes to be made effective March 23, 2013. Therefore, I propose the following motions for your consideration:

Charter Township of Shelby  
Human Resource Department

# Memo

To: The Charter Township of Shelby Board of Trustees

From: Lisa Suida, Human Resources Director

Re: Agenda Item – Board Meeting March 19, 2013  
Requests to eliminate positions on the Police Department Organizational Chart

CC: Roland Woelkers, Police Chief  
Richard Stathakis, Township Supervisor

Date: March 8, 2013

---

As discussed during the budget planning sessions for 2013, the Township is facing reduced tax revenues in the coming year and has an approximate \$2 million budget deficit for the Police Department from 2012. As personnel costs make up 87% of the Police Department Budget, it was suggested that staff reduction take place, while committing to maintain the current level of public services. The Police Chief is recommending a reduction in three civilian positions in the Police department to be effective Saturday, March 23, 2013.

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Additionally, please see the organizational chart which shows a request to eliminate one Narcotic Sergeant within the Detective Bureau. A recent retirement on February 26, 2013 by employee 50738, a Police Sergeant, created a vacancy in Department Command staff. By reassigning job duties and transferring supervision of Narcotics Officers to the Lieutenant, the overall number of Command officers will be reduced by attrition, not layoff. This elimination will present a savings of \$74,686 in annual salary and additional savings for reduced costs of healthcare, defined benefit pension and other benefits depending on employee elections.

I am asking the Board to officially approve these changes to be made effective March 23, 2013. Therefore, I propose the following motions for your consideration:

**Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to authorize the elimination one Police Records Clerk (Grade 12, General) in the Police Department, effective March 23, 2013 as proposed, with the Civil Service Commission to be advised of said action.**

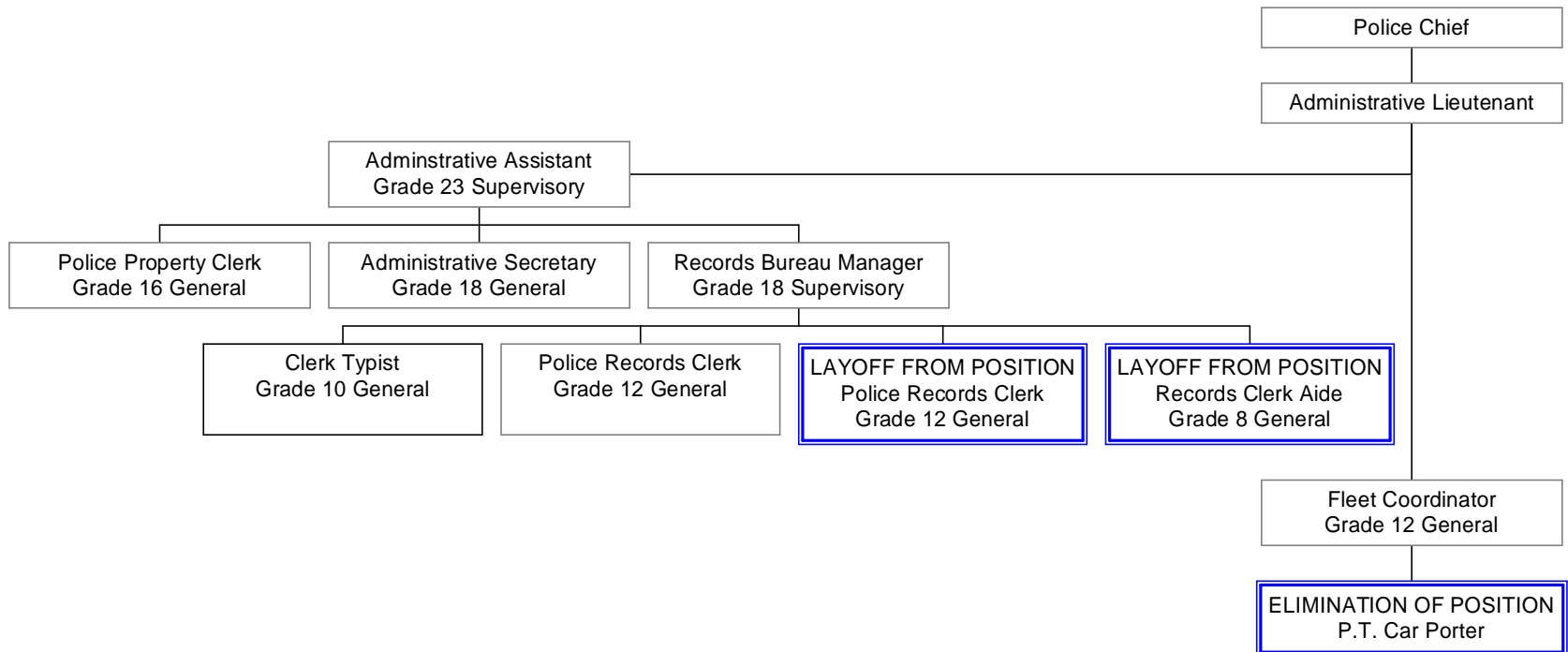
**Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to authorize the elimination of the position of Police Records Clerk Aide (Grade 8 General) in the Police Department, effective February 9, 2013 as proposed, with the Civil Service Commission to be advised of said action.**

**Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to authorize the elimination of the part-time car porter position in the Police Department as proposed.**

**Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to authorize the elimination one Police Sergeant in the Police Department, effective March 23, 2013 as proposed, with the Police and Fire Civil Service Commission to be advised of said action.**

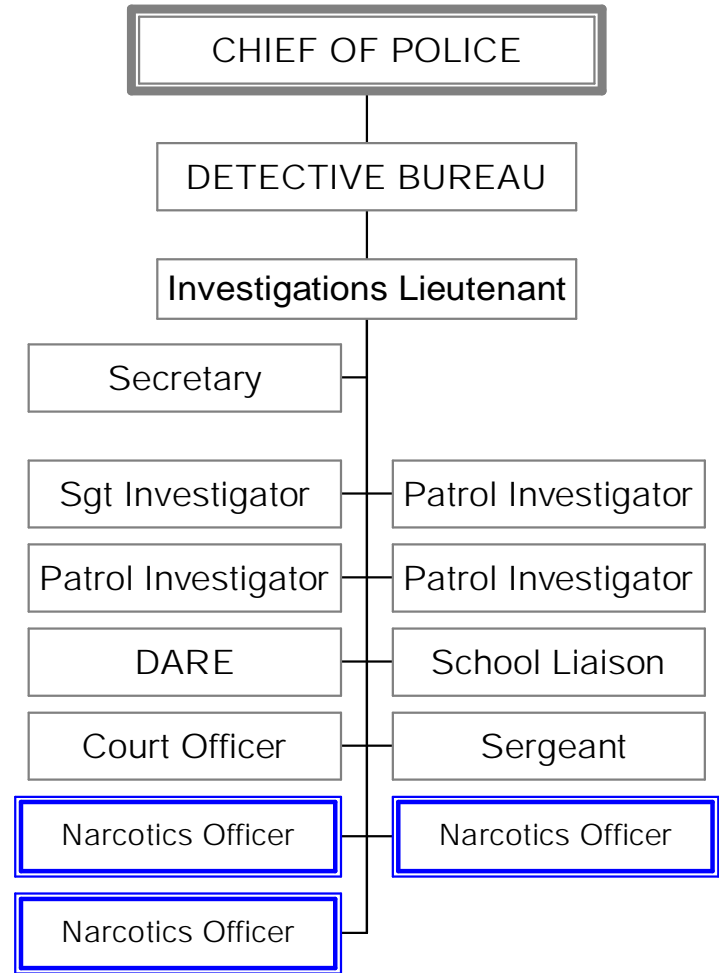
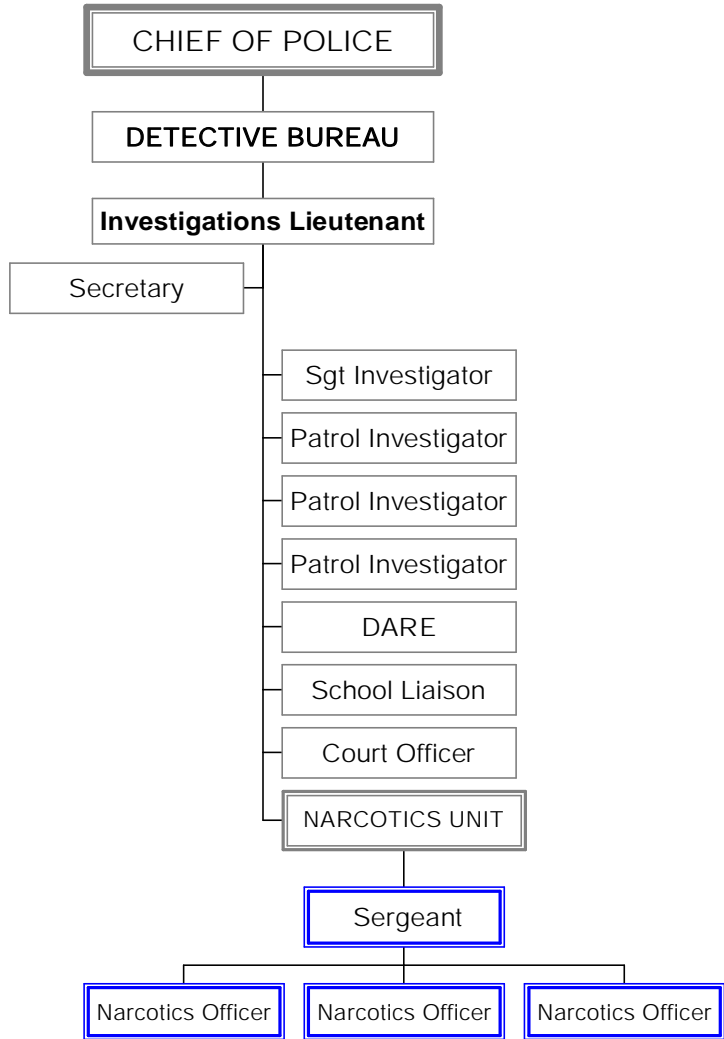
LMS

*Charter Township of Shelby*  
Proposed Changes to P.D. Administration  
March 2013



# Charter Township of Shelby

## Proposed Changes to P.D. Detective Bureau March 2013



**Charter Township of Shelby  
Human Resources**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: 03/19/2013  
Re: Recruit to Establish an Eligibility List for Utility Worker - March 19, 2013

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The PRM Director, in concurrence with the Human Resources Director, respectfully request approval to begin the recruitment process and establish an eligibility list for the position of utility worker. A vacancy resulted from the retirement of employee 20916, Maintenance Person II (grade 20), and there have been subsequent promotions within the Parks, Recreation and Maintenance Department. In the near future the Department will have an opening in the entry level classification of Utility Worker (grade 10). The most recent eligibility list for this position expired on February 15, 2013.

The establishment of a Utility Worker (CDL) Eligibility list will be made in full compliance with the General Employee Civil Service Rules and Regulations.

Respectfully,

Lisa Suida  
Human Resources Director

CC: Joseph Youngblood, PRM Director



**Charter Township of Shelby  
Human Resources**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: 03/19/2013  
Re: Hire a Part-Time Clerk Typist in the Park, Recreation and Maintenance  
Department - March 19, 2013

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The Human Resource Director, in concurrence with the Director of Parks, Recreation and Maintenance, respectfully requests approval to hire Shelley Thursam as *Part-time Clerk Typist (grade 10, step 1, general)* to fill a 30-hour per work week vacancy created by the promotion of employee 10290 to the position of Administrative Program Assistant in September 2012. This Clerk Typist position has been filled with several part-time temporary employees since that time.

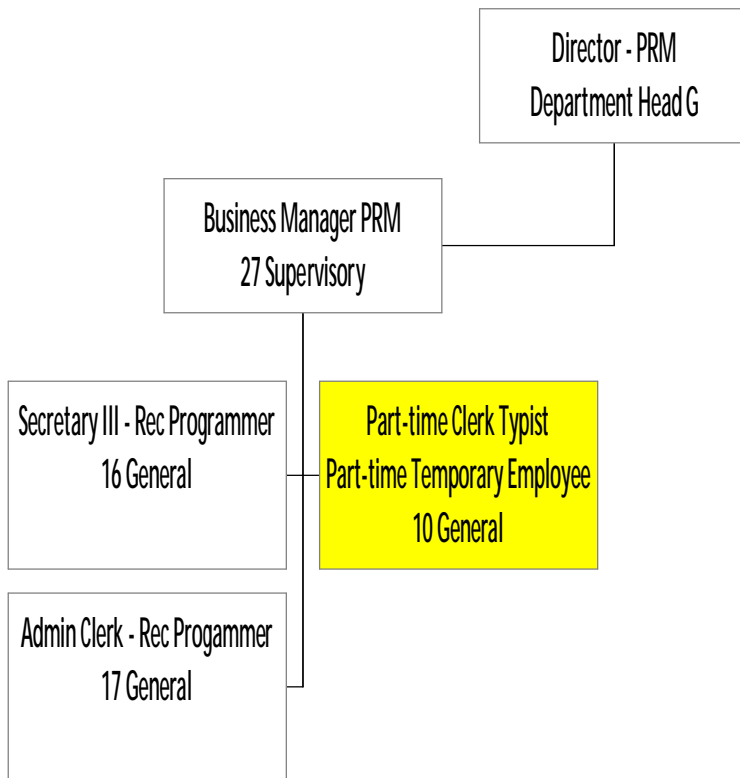
The selection of Ms. Thursam was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing the current Clerk Typist Eligibility list. She will be hired as a Clerk Typist Grade 10, Step 1, \$15.87- \$18.24. Please see the attached organizational chart reflecting this request.

Respectfully,

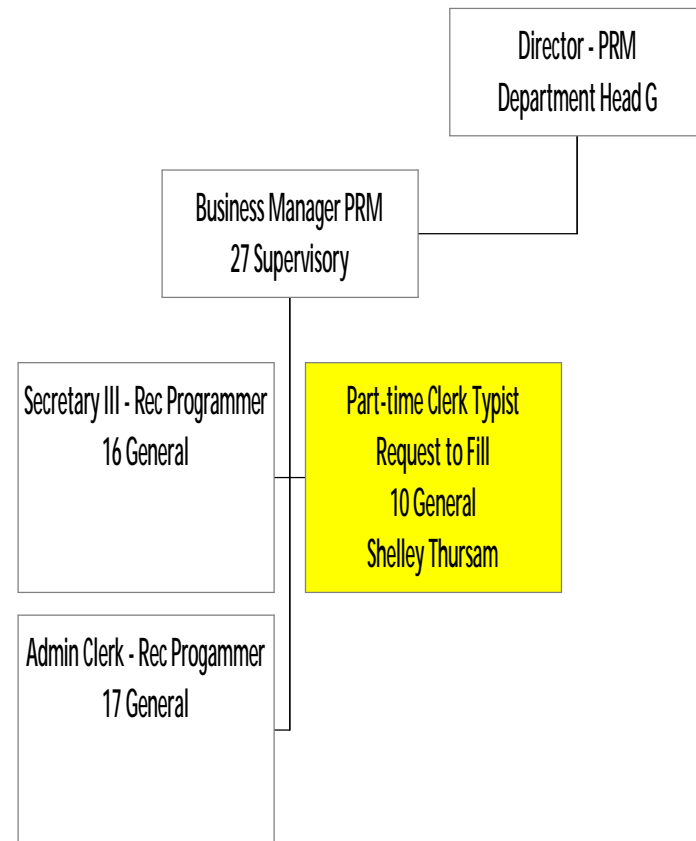
Lisa Suida  
Human Resource Director

# Parks, Recreation, Maintenance Department

## Current Organizational Chart



## Proposed Organizational Chart



\*This chart has been modified to highlight the request of this specific agenda item and does not necessarily reflect the full department organizational chart as approved for budgetary purposes

**Charter Township of Shelby  
Human Resources**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: 03/19/2013  
Re: Hire a Clerk Typist in the Assessing Department - March 19, 2013

---

The Human Resource Director, in concurrence with the Township Assessor, respectfully requests approval to hire Laurie Morrison as *Clerk Typist (grade 10, step 1, general)* to fill a vacancy created by the promotion of employee 11516 to the position of Appraiser I. The hiring of this employee will finalize the reorganization of the Assessing department as approved by the Board of Trustees at the February 5, 2013 Regular meeting.

The selection of this employee was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing the current Clerk Typist Eligibility list. Ms. Morrison will be hired as a Clerk Typist Grade 10, Step 1, \$30,950 - \$35,575. Please see the attached organizational chart reflecting this request.

Respectfully,

Lisa Suida  
Human Resource Director

MINUTES OF THE REGULAR MEETING OF THE CHARTER TOWNSHIP OF SHELBY BEAUTIFICATION COMMITTEE HELD ON TUESDAY, MARCH 12, 2013 IN THE EMPLOYEE LOUNGE OF THE MUNICIPAL BUILDING, 52700 VAN DYKE, SHELBY TOWNSHIP, MICHIGAN.

Dub Hearon called the meeting to order at 6:40 p.m.

Members Present: Jim Cable, Duane Stafford, Melanee Roelandt, Carol McLaughlin, Cheryl Arft, Dub Hearon, Dee Osler (arrived at 7:05 p.m.)

Members Absent: Renate Radomski, Erika Zoller

Guest: Ursel Mayo

### **APPROVAL OF MINUTES**

MOTION by Melanee Roelandt, supported by Cheryl Arft, to approve the minutes of the February 12, 2013 Beautification Committee meeting, as presented. Motion carried.

### **CORRESPONDENCE & ANNOUNCEMENTS**

Mr. Hearon advised that the next BCSEM meeting will be held in Chesterfield on March 21. Those who will be attending include himself, Dee Osler, Ursel Mayo, and Carol McLaughlin. An e-mail was sent to Mr. Baas since he indicated that he may want to attend. No response was received. Mr. Hearon advised that the group will be leaving at 8:30 a.m. from the municipal parking lot.

Mr. Hearon indicated that the 50<sup>th</sup> Anniversary meeting will be held in Southfield on Sunday, May 19. He asked if anyone is interested in participating. Discussion followed with regard to representation by our committee. At this time, no one expressed an interest in attending.

### **BCSEM MEETING**

Our committee will be co-hosting the September 26 BCSEM Meeting with the cities of Utica and Sterling Heights.

Mr. Hearon spoke with Henrietta from Sterling Heights, and we will have a BCSEM planning meeting for this event on March 28 at 10:00 a.m. at the Sterling Heights Senior Center. Mr. Hearon will be out-of-town that week and asked if anyone was interested in attending to represent Shelby Township. The meeting may last 40 minutes to 1 hour. Mrs. Roelandt advised that she would be available for one hour. Mr. Hearon indicated that Steve Guitar is the public relations person from Sterling Heights and in the past has run the meeting.

Henrietta will also be there and perhaps the Mayor from Utica will be in attendance. He believes one of the topics to be discussed will be the selection of a guest speaker. Mr. Cable expressed an interest in attending.

### **MAE STECKER GARDENS**

Mr. Hearon is having a difficult time contacting Matt Carlson. He agreed to be part of the team that will identify trees at Mae Stecker Gardens. This team presently includes himself, Matt Carlson and Ursel Mayo.

### **WELCOME TO SHELBY SIGN**

Mr. Cable asked if the photo of the "Welcome to Shelby" sign used for the 50<sup>th</sup> Anniversary BCSEM brochure can be forwarded to Cable TV. He noticed that at the end of the Board meetings they are displaying a picture of the old sign. Mrs. Arft suggested that the photo be e-mailed to John Martin for replacement.

### **BILLS**

Mrs. Arft indicated that the Beautification Committee received an invoice from Digital Printing and Graphics in the amount of \$55 for 150 Clean Up Day brochures.

Mrs. Arft received a renewal notice for our 2013 membership dues for the Arbor Day Foundation in the amount of \$50. With that membership, the committee will receive 10 free trees in time for spring planting. We also receive brochures every month with helpful information, and the Arbor Day Foundation supports nature programs in local schools and communities. The members agreed to renew the membership. As part of the tree selection, Mr. Hearon chose 10 flowering trees – 2 Redbuds, 2 Dogwoods, 2 Crabapples, 2 Washington Hawthorns, and 2 Goldenraintrees.

Mrs. Arft stated that at the last meeting we had a petty cash reimbursement of \$15 that was paid to Mr. Hearon for an ad in the BCSEM 50<sup>th</sup> Anniversary Booklet. We reimbursed Mrs. McLaughlin \$290 for the flower seed packets to be distributed to the volunteers on Clean Up Day. We also paid the BCSEM membership dues in the amount of \$20.

Mrs. McLaughlin pointed out that the \$78 reimbursement from Marino's is not included on the Treasurer's Report. Mrs. Arft agreed to add that amount to the report.

Mr. Hearon mentioned reducing the cost of the "Welcome Signs" to \$14,000 on the Treasurer's Report and also merging Mound and Schoenherr maintenance for a combined total of \$4,000. The \$4,000 consensus was made at the last meeting which worked out well. This figure will include the mowing of Mound

once a month, fertilizing the trees that were planted and performing the normal maintenance on Schoenherr. The contractor will mow twice in April, May, and June. One other mowing may be included.

Mr. Hearon advised that next year he will probably ask for additional funding for the combination of these two areas and ask the Board if they would alter that motion. It all depends on how successful this company is in mowing Mound and how good it looks. If it looks good, we may want it mowed more than once a month. Per the request of the Macomb County Department of Roads, an insurance certificate had to be obtained in order for the contractor to mow at these locations. This is all in place.

Mrs. McLaughlin referred to an e-mail received from Mr. Hearon with regard to obtaining this insurance certificate on a yearly basis. Mr. Hearon advised that he will have a reminder put in place for both the Mound and Schoenherr locations to cover both the landscaping and Welcome signs.

#### **WELCOME TO SHELBY SIGNS (CONT'D)**

Mr. Hearon advised the committee that the Macomb County Department of Roads will not allow lights at either the Schoenherr or Mound Road signs. Mr. Melistas from the County suggested that a light be installed on the utility pole. It was proposed that this topic be approached again in the near future and perhaps ask Mr. Wozniak or Mr. Stathakis if they would work with the Department of Roads in our efforts to have lights installed at the Schoenherr and Mound Road locations. Discussion followed among the members regarding lights installed on the signs in different communities. The members agreed to hold off on this request until they have an opportunity to obtain additional information as to which communities have lights and how they went about having this done. Mr. Hearon suggested postponing this request for perhaps a year or so and ask Mr. Stathakis to assist the committee in our efforts to work with the Department of Roads..

An invitation will be extended to the "Welcome to Shelby" sign adopters to attend our May 14 meeting. Mrs. McLaughlin agreed to contact Mr. Richard Kotulak.

#### **CLEAN UP DAY**

Mrs. McLaughlin distributed the new brochures for Clean Up Day.

Mrs. Arft advised that she has still not heard from Costco's regarding a donation for Clean Up Day. Her contact person is currently on vacation, and she will check back with her next Monday. She did not have an opportunity to contact Meijer on Hall Road in Shelby Township.

The "Weirdest Thing Found" contest was discussed with members mentioning what had been found in prior years.

Mrs. McLaughlin questioned where we would order pizza for Clean Up Day. The members agreed to use Louie's once again this year. Mrs. McLaughlin contacted them a few days ago, and they said they will be able to service our needs again this year at the same price.

Mrs. McLaughlin mentioned a note written by Connie Kent from last year. We need to purchase more ribbons for the contest. Mrs. McLaughlin asked if any member is aware where she can obtain 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner ribbons.

Mrs. Arft and Mrs. Roelandt both said they may have been ordered from MPC.

Mrs. McLaughlin agreed to check on the ribbons and asked that the members reserve April 27 for this event.

Mr. Hearon was pleased with the contents and appearance of our new brochures.

### **PRIDE OF SHELBY AWARD**

Mr. Hearon called Bad Brad's BBQ twice and talked to general workers. He asked to talk to the manager and informed them that the Beautification Committee would like to present them with an award for the good job they did on renovating the building. He never received a call from the manager. The third time he called, which was February 9, he was able to talk to the manager named Jeff and informed him that we wanted to present his establishment with an award in March since they did a good job in improving the building. He was told by Jeff that he couldn't make that decision and that he would have to speak to the owner. From the 9<sup>th</sup> of February to the 12<sup>th</sup> of March, there was no response.

Mrs. Osler volunteered to visit Bad Brad's and relay this information to the owner.

At this time, a date has not been set.

### **BEAUTIFICATION COMMITTEE BROCHURE**

Mr. Hearon assembled a sample beautification brochure, which included ways to make Shelby cleaner and greener. Affiliations were listed together with the names of the Board members and Beautification members. This was based on samples that he received from Redford Township, the Friends of the Library, and the Shelby Township Solid Waste and Recycling Committee.

When Mrs. Zoller gets back in town, the committee assigned to this project can start working on a brochure.

**LIBRARY TEA PARTY**

Mrs. Osler asked what the Beautification Committee does for the Tea Party event. She was told that they share a table with the Garden Club. She informed the members that she is part of the Garden Club and already volunteered to make a centerpiece for the table. Mrs. McLaughlin had photos of last year's event showing the centerpiece on the Garden Club's table that Mrs. Osler can use for ideas. Discussion followed among the members as to who may have cups and saucers to bring to this event. Mrs. McLaughlin advised that we will have access to the building on Friday, April 12 for set-up. She e-mailed the person in charge yesterday and she will have all of the information in the mail which she will share with Mrs. Osler. The only difference from last year is that there will be two seatings – one at 11:30 a.m. and one at 1:30 p.m.

Mrs. McLaughlin said that if anyone is interested in purchasing a ticket, they are available for \$2. We will have one more meeting before this event to discuss this topic further.

**PARTICIPATION IN ART FAIR**

The Beautification Committee plans to participate jointly with the Solid Waste and Recycling Committee in the Go-Green Trashy Treasures Sculpture contest. Mr. Hearon asked Mrs. Osler if she spoke to anyone at Parks & Recreation to provide details. Mr. Hearon thought we would serve as judges and assist in selecting the winners. Mrs. Arft suggested that Mrs. Osler speak to Pam in Parks & Recreation since she is involved in this event. Mr. Hearon believes we would also be setting the rules and the categories, creating and accepting entry forms and manning the ballot box. This event is held in August so we still have time for preparation. The members asked Mrs. Osler to check with Pam to see if the Solid Waste & Recycling Committee will be participating.

Mr. Hearon said we want to make sure they know that the Beautification Committee wants to participate. Perhaps a joint meeting can be set with the Solid Waste & Recycling Committee sometime in May or June and a few people from each committee can attend.

Mr. Hearon informed the committee that there is a gentleman named Richard that he works with at the nursing home. Richard is involved with creating unique pieces of art work and Mr. Hearon thought perhaps he can participate in an art project at our Art Fair.

**BEAUTIFICATION COMMITTEE MEMBERSHIP**

Mr. Hearon asked the members for their thoughts about expanding their committee's membership to 11 and asking that Ursel Mayo be appointed to fill one of those vacancies. In the past when we had 10 or 11 members we had a



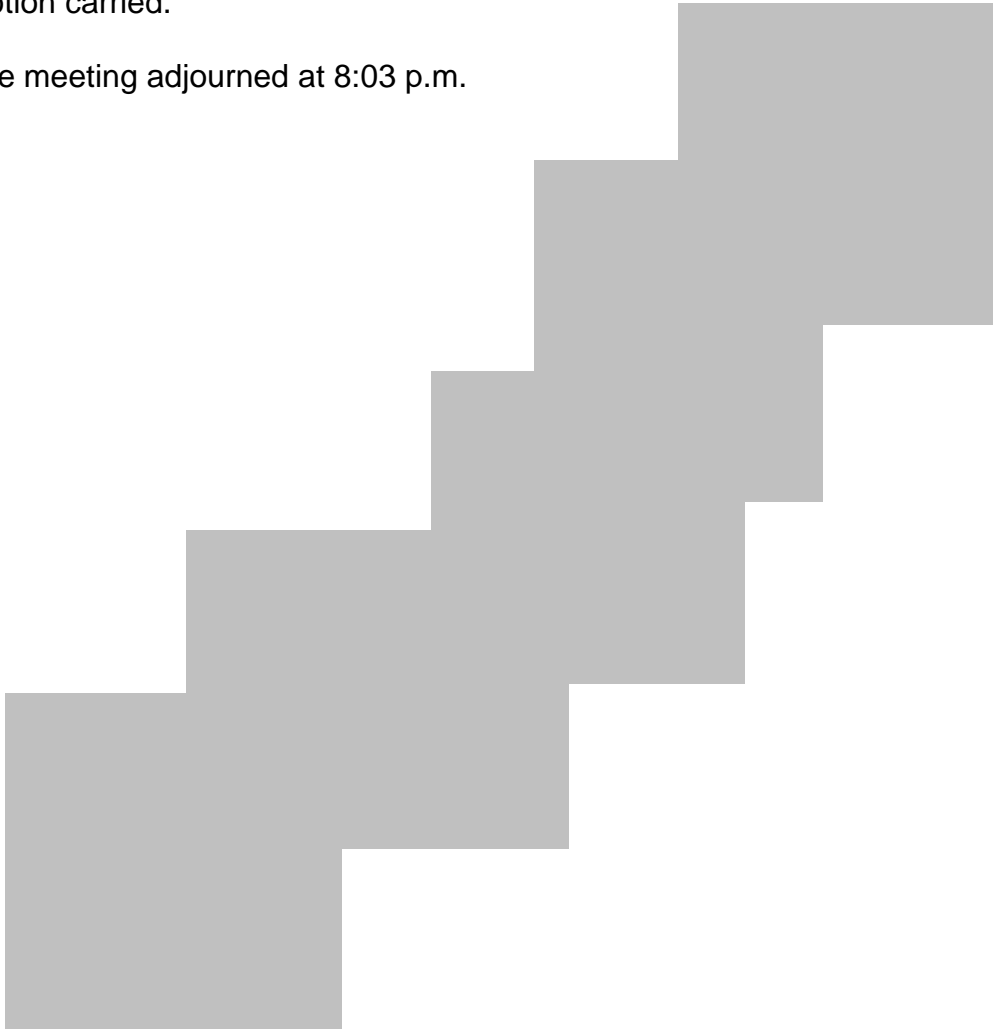
problem getting a quorum. However, the make-up of our committee has changed over the last year or so. He feels comfortable asking for an increase to 11 members. Mrs. Arft responded that the membership is based on the committee's needs. This is an active committee that is involved in projects throughout the year.

The members agreed to increase the membership.

MOTION by Melanee Roelandt, supported by Dub Hearon, to adjourn.  
Motion carried.

The meeting adjourned at 8:03 p.m.

ds.



**Charter Township of Shelby  
Human Resources**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Lisa Suida, Human Resources Director  
Date: 03/19/2013  
Re: Hire a Clerk Typist in the Human Resource Department - March 19, 2013

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The Human Resource Director, in concurrence with the Township Supervisor, respectfully requests approval to hire Avery Randall to fill the position of *Clerk Typist (grade 10, step 7, general)* to fill a vacancy in the Human Resource Department. This vacancy was initially approved to be filled with an employee in the position of *Assistant to the Department Head, grade 18 general*, at the November 2, 2011 Board of Trustees meeting. As a cost savings, a request was made to instead hire for the position of Clerk Typist. An eligibility list was established in February 2013. Ms. Randall has been working as a temporary employee in the Human Resource Department since the request to fill was approved; she was tested by the civil service commission, and interviewed for the position.

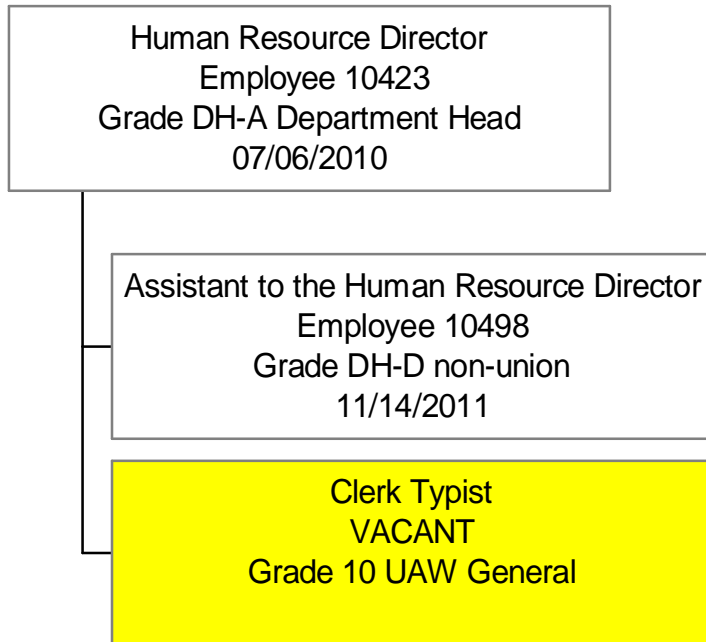
The selection of this employee was made in full compliance with the General Employee Civil Service Rules and Regulations utilizing the current Clerk Typist Eligibility list. Ms. Randall will be hired as a Clerk Typist Grade 10, Step 7, \$30,950 - \$35,575. Please see the attached organizational chart reflecting this request.

Respectfully,

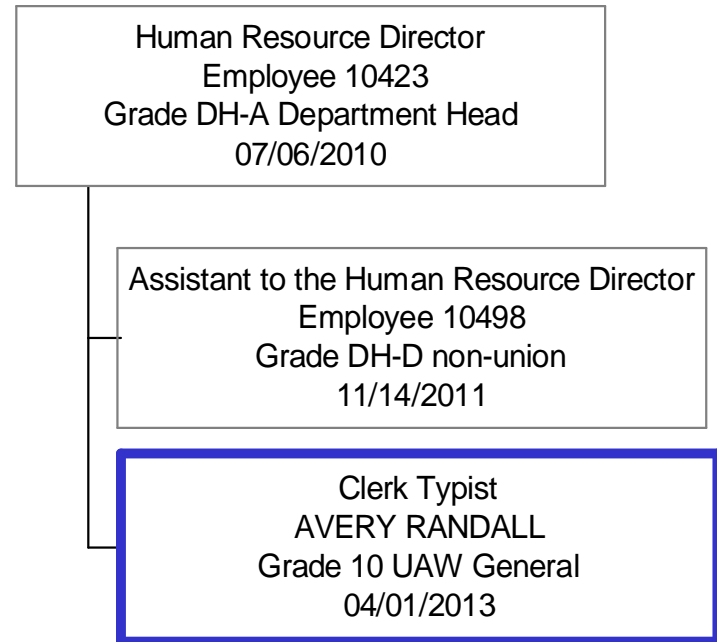
Lisa Suida  
Human Resource Director

# Human Resource Department Clerk Typist Position

## Current Board Approved Organizational Chart



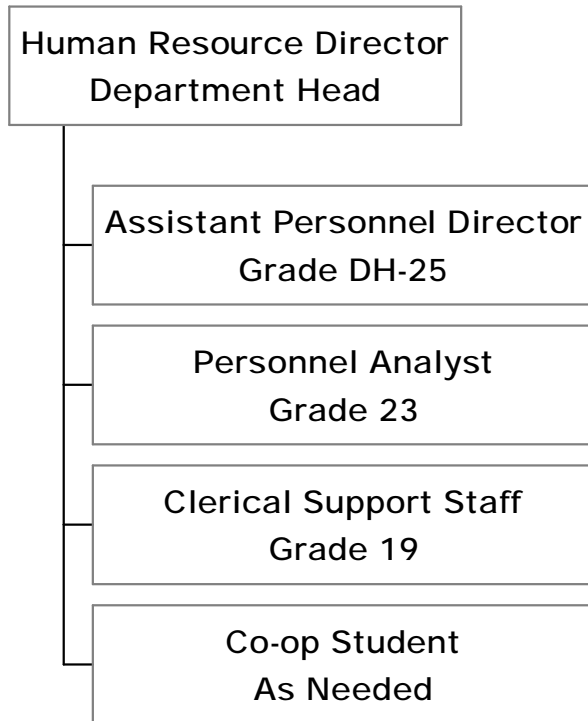
## Proposed Organizational Chart



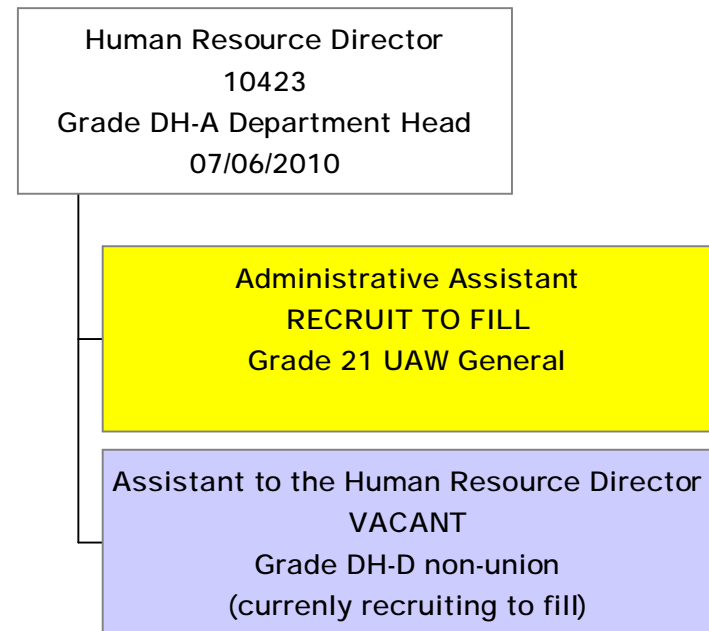
\*This chart has been modified to highlight the request of this specific agenda item and does not necessarily reflect the full department organizational chart as approved for budgetary purposes

# Human Resource Department Administrative Assistant Position

1999 Budgeted Org Chart



2012 Proposed Org Chart



\*This chart has been modified to highlight the request of this specific agenda item and does not necessarily reflect the full department organizational chart as approved for budgetary purposes

**Charter Township of Shelby  
Supervisor's Office**

# Memo

To: Charter Township of Shelby Board of Trustees  
From: Richard Stathakis, Supervisor  
Date: 03/19/2013  
Re: Reappointment to Police & Fire Civil Service - March 19, 2013

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Please include the reappointment of Mr. Henry Hartfelder to serve as a Member of the Police & Fire Civil Service Commission.