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**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, January 12, 2016
7:00 PM



- A. **CALL TO ORDER** at _____ P.M.
- B. **PLEDGE OF ALLEGIANCE TO THE FLAG**
- C. **ROLL CALL:** Steve Mann _____, Nancy Conzelman _____, Chuck Curmi _____,
Bob Doroshewitz _____, Ron Edwards _____, Mike Kelly _____,
Shannon Price _____

D. APPROVAL OF AGENDA

Regular Meeting - Tuesday, January 12, 2016

E. APPROVAL OF CONSENT AGENDA

E.1 Approval of Minutes:

Special Meeting - December 10, 2015
Regular Meeting - December 15, 2015

E.2 Acceptance of Utility Easements:

E.3 Acceptance of Communications, Resolutions, Reports:

Fire Department 2015 Annual Report
Fire Department Monthly Report - December 2015
FOIA Monthly Report - December 2015

E.4 Approval of Township Bills:

		Year 2016
General Fund	(101)	\$403,965.99
Solid Waste Fund	(226)	9,247.56
Improvement Revolving Fund (Capital Projects)	(246)	240,244.22
Drug Forfeiture Fund	(265)	2,324.47
Golf Course Fund	(510)	35,538.69
Water and Sewer Fund	(592)	848,493.48
Trust and Agency Fund	(701)	-0-
Police Bond Fund	(702)	8,466.00
Tax Fund	(703)	-0-
Special Assessment Fund	(805)	2,729.65
Total:		\$1,551,010.06

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES MEETING**

Tuesday, January 12, 2016
7:00 PM



F. PUBLIC COMMENTS AND QUESTIONS

G. PUBLIC HEARING

H. COMMUNITY DEVELOPMENT

I. UNFINISHED BUSINESS

- 1) City of Plymouth – Fire Department Legacy Costs - Status update

J. NEW BUSINESS

- 1) Request for Board Action - Approve Appointments to DDA and Brownfield
- 2) Request for Board Action - Award Contract for Website Redesign and Hosting
- 3) Request for Board Action - Repeal of the Compensation Commission
- 4) Request for Board Action - Annual MDOT Right-of-Way Permit – **Resolution 2016-01-12-01**
- 5) Request for Board Action - METRO Act Application - RAM Construction Services
- 6) Request for Board Action - Non Represented Employees Compensation

K. SUPERVISOR AND TRUSTEE COMMENTS

L. PUBLIC COMMENTS

M. ADJOURNMENT

PLEASE TAKE NOTE: The Charter Township of Plymouth will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at all Township Meetings, to individuals with disabilities at the Meetings/Hearings upon two weeks notice to the Charter Township of Plymouth by writing or calling the following: Human Resource Office, 9955 N Haggerty Road, Plymouth, MI 48170. Phone number (734) 354-3202 TDD units: 1-800-649-3777 (Michigan Relay Services)

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
THURSDAY, DECEMBER 10, 2015**

PROPOSED MINUTES

Supervisor Price called the meeting to order at 6:03 p.m. and led in the Pledge of Allegiance to the Flag.

MEMBERS PRESENT: Shannon Price, Supervisor
Nancy Conzelman, Clerk
Ron Edwards, Treasurer
Charles Curmi, Trustee, arrived at 6:10 p.m.
Robert Doroshewitz, Trustee
Michael Kelly, Trustee

MEMBERS ABSENT: Steve Mann, Trustee, Excused

OTHERS PRESENT: Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Kevin Bennett, Township Attorney
Alice Geletzke, Recording Secretary
17 Members of the Public

D. APPROVAL OF AGENDA

Special Meeting – December 10, 2015

Moved by Mr. Edwards and seconded by Mr. Kelly to approve the agenda for the Board of Trustees special meeting of December 10, 2015. Ayes all.

Trustee Curmi arrived at 6:10 p.m.

E. PUBLIC COMMENTS

Joseph Yarnevich, Tim Boyd, Roland Thomas, Estelle Oliansky and Cindy Klots, expressed their objections to Plymouth Township providing water and sewer service to Salem Township. Some of the possible problems cited included loss in property values, impact on water usage rates from Detroit, impact on quality of life, possible culpability for lowering value of homes, and fear that feasibility studies may be skewed.

F. CLOSED SESSION:

At 6:32 p.m., Ms. Conzelman moved that a closed session be called for a strategy and negotiation session connected with the negotiation of collective bargaining agreements and attorney opinion regarding debt owed by City of Plymouth, pursuant to OMA Sections 8(c) and (h).
Seconded by Mr. Edwards.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
THURSDAY, DECEMBER 10, 2015**

PROPOSED MINUTES

The Board returned to open session at 7:57 p.m.

Moved by Mr. Curmi and seconded by Mr. Edwards to approve the TPOAM contract as discussed during closed session. Ayes all.

Moved by Mr. Edwards and seconded by Mr. Curmi to approve the contract with the Teamsters as discussed during closed session. Ayes all.

G. BUDGET WORKSHOP

Board members discussed budgets for the General Fund, including the Police and Fire Departments, Solid Waste Fund, Water and Sewer Fund, Brownfield Redevelopment Authority, Improvement Revolving Fund, Downtown Development Authority, State Drug Forfeiture Fund and Senior Transportation Fund.

H. DISCUSSION: REVOKING PRIOR DECISION TO CONDUCT WATER/SEWER FEASIBILITY STUDY FOR SALEM TOWNSHIP

Clerk Conzelman indicated that in order to protect the interests of Plymouth Township residents with respect to the high density housing and other commercial and retail developments being built in Salem Township's Urban Services District, Plymouth Township would ultimately need to be able to enter into a '425 Agreement' with Salem Township. A '425 Agreement' is a conditional transfer of land to Plymouth Township in exchange for an extension of water and sewer services. Plymouth Township would receive tax revenue from the transferred land as well as control over planning and zoning. Subsequent to the Board's approval of the feasibility study, Salem Township indicated they were not willing to consider a 425 Agreement.

Ms. Conzelman therefore introduced the following Resolution:

RESOLUTION 2015-12-10-29

WHEREAS, the Board passed a resolution entering into an inter-governmental agreement with Salem Township to conduct a feasibility study to determine whether Plymouth Township has the capacity to provide water and sanitary sewer service to Salem Township Urban Services District, such study to be funded through an escrow agreement with Salem Springs, LLC, which escrow agreement was also approved as part of the aforementioned resolution, and

WHEREAS, circumstances relevant to the Board's approval of the above referenced IGA and Escrow Agreement have changed;

NOW, THEREFORE, THE BOARD HEREBY RESOLVES to revoke Resolution 2015-11-17-28 revoking the authorization of the Supervisor and Clerk to sign the IGA with Salem Township, and revoking the authorization for the Supervisor and Clerk to sign the escrow agreement with Salem Township.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
SPECIAL MEETING
THURSDAY, DECEMBER 10, 2015**

PROPOSED MINUTES

It was then moved by Ms. Conzelman and seconded by Mr. Edwards, to approve Resolution 2015-12-10-29, revoking Resolution 2015-11-17-28. Ayes all on a roll call vote.

I. ADJOURNMENT

Moved by Mr. Edwards and seconded by Mr. Doroshewitz, to adjourn the meeting at 9:52 p.m. Ayes all.

Nancy C. Conzelman, Township Clerk

Shannon G. Price, Township Supervisor

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

Supervisor Price called the meeting to order at 7:03 p.m. and led in the Pledge of Allegiance to the Flag.

MEMBERS PRESENT: Shannon Price, Supervisor
Nancy Conzelman, Clerk
Ron Edwards, Treasurer
Charles Curmi, Trustee
Robert Doroshewitz, Trustee
Michael Kelly, Trustee
Steve Mann, Trustee

OTHERS PRESENT: Mark Lewis, Chief Building Official
Dan Phillips, Fire Chief
Thomas Tiderington, Police Chief
Kevin Bennett, Township Attorney
Alice Geletzke, Recording Secretary
22 Members of the Public

A. APPROVAL OF AGENDA

Regular Meeting - Tuesday, December 15, 2015

Moved by Ms. Conzelman and seconded by Mr. Kelly to approve the agenda for the Board of Trustees regular meeting of December 15, 2015. Ayes all.

B. PROCLAMATIONS AND AWARDS

Mr. Price presented proclamations honoring Fireman of the Year, James Harrell, and Policeman of the Year, Bradley Cioma.

C. APPROVAL OF CONSENT AGENDA

E.1 Approval of Minutes:

Regular Meeting Minutes - November 17, 2015

E.2 Acceptance of Utility Easements:

E.3 Acceptance of Communications, Resolutions, Reports:

Building Department Monthly Report - November 2015
Fire Department Monthly Report - November 2015

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

FOIA Monthly Report - November 2015

E.4 Approval of Township Bills:

Moved by Ms. Conzelman and seconded by Mr. Edwards, to approve the consent agenda, including the Township Bills as presented in the revised Board packet. Ayes all.

D. PUBLIC COMMENTS AND QUESTIONS

Brian Bentley had questions regarding political contributions and Stephanie Fisher had questions about an upcoming task force meeting and asked for an appointment to meet with Mr. Price regarding her request for a certificate of occupancy.

E. CLOSED SESSION:

At 7:17 p.m., Ms. Conzelman moved that a closed session be called for attorney opinion regarding debt collection lawsuit against City of Plymouth, pursuant to OMA Sections 8(c) and (h). Seconded by Mr. Edwards. Ayes all on a roll call vote.

The Board returned to open session at 8:02 p.m.

F. PUBLIC HEARING

1) 2016 Charter Township of Plymouth Budget

As an introduction to the public hearing, Mr. Price presented a review of the accomplishments for 2015. He then opened the public hearing at 8:20 p.m. on the 2016 budget. There being no public comment, the hearing was closed at 8:21 p.m.

G. COMMUNITY DEVELOPMENT

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1) Request for Board Action - Appointments to Zoning Board of Appeals

Because of the resignation of Mr. Doroshewitz from the Zoning Board of Appeals, it was the original intention of the Supervisor to reappoint Harry Jachym and Michael Carlin for a term of 3 years, and to appoint Steven Bassett, who is currently serving as an alternate, to a regular term, then appointing Stephanie Goecke and John Badeen to serve as alternate members.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

However, with the knowledge that the Board of Trustees would not have a member as liaison, Mr. Doroshewitz later rescinded his resignation and asked to serve for the remainder of his term.

It was moved by Mr. Curmi and supported by Mr. Mann to appoint Harry Jachym and Michael Carlin as members on the Zoning Board of Appeals for a term of 3 years beginning on January 1, 2016 and expiring on December 31, 2019, and Steven Bassett to serve as alternate member on the Zoning Board of Appeals for a term of 3 years beginning on January 1, 2016 and expiring on December 31, 2019. Ayes all.

2) Request for Board Action - Wayne County Local Roads Initiative IGA

Moved by Mr. Edwards and seconded by Mr. Kelly to approve the new insurance requirements as proposed by Wayne County for the IGA between Wayne County and the Township for the Local Partnering Initiative for Township roads project as outlined in the attached letter from Wayne County dated August 26, 2015; and authorize the Supervisor to sign and send attached letter of acceptance to Wayne County. Ayes all.

3) Request for Board Action - Approve General Fund Budget

The following budgets were discussed, with the taxable millage to be levied at 4.0.

Copies of all the following resolutions approved are available in the Clerk's office for public perusal.

Moved by Mr. Edwards and seconded by Mr. Kelly to approve Resolution 2015-12-15-30 adopting the Amended General Fund Budget for 2015, Recommended General Fund Budget for 2016 and 2015 Taxable Millage to be levied as presented.

ROLL CALL: AYES: Edwards, Kelly, Conzelman, Doroshewitz, Mann, Price
 NAYS: Curmi

Motion carried.

4) Request for Board Action - Approve Solid Waste Budget

Moved by Mr. Kelly and seconded by Ms. Conzelman to approve Resolution 2015-12-15-31 adopting the Amended Solid Waste Fund Budget for 2015 and Recommended Solid Waste Fund Budget for 2016. Ayes all on a roll call vote.

5) Request for Board Action - Approve Brownfield Redevelopment Authority Fund Budget

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

Moved by Ms. Conzelman and seconded by Mr. Kelly to approve Resolution 2015-12-15-32 adopting the Amended Brownfield Redevelopment Authority Fund Budget for 2015 and Recommended Brownfield Redevelopment Authority Fund Budget for 2016. Ayes all on a roll call vote.

6) Request for Board Action - Approve Improvement Revolving Fund Budget

Moved by Mr. Kelly and seconded by Mr. Edwards, to approve Resolution 2015-12-15-33 adopting the Improvement Revolving Fund Budget for 2015 and Improvement Revolving Fund Budget for 2016.

ROLL CALL: AYES: Kelly, Edwards, Conzelman, Mann, Price
 NAYS: Curmi, Doroshewitz

Motion carried.

7) Request for Board Action - Approve Downtown Development Authority Fund Budget

Moved by Ms. Conzelman and seconded by Mr. Edwards to approved Resolution 2015-12-15-34 adopting the Downtown Development Authority Fund Budget for 2015 and Downtown Development Authority Fund Budget for 2016.

ROLL CALL: AYES: Conzelman, Edwards, Kelly, Mann, Price
 NAYS: Curmi, Doroshewitz

Motion carried.

The Board recessed briefly at 9:30 p.m. and returned to session at 9:35 p.m.

8) Request for Board Action - Approve Water and Sewer Fund Budgets

Moved by Mr. Kelly and seconded by Mr. Mann to approve Resolution 2015-12-15-35 adopting the Water and Sewer Fund Budget for 2015 and Water and Sewer Fund Budget for 2016. Ayes all on a roll call vote.

9) Request for Board Action - Approve Special Assessment District Fund Budget

Moved by Mr. Edwards and seconded by Mr. Mann to approve Resolution 2015-12-15-36 adopting the Special Assessment District Fund Budget for 2015 and Special Assessment District Fund Budget for 2015. Ayes all on a roll call vote.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

10) Request for Board Action - Approve State Drug Forfeiture Fund Budgets

Moved by Mr. Mann and seconded by Mr. Edwards to approve Resolution 2015-12-15-37 adopting the State Drug Forfeiture Fund Budget for 2015 and State Drug Forfeiture Fund Budget for 2016. Ayes all on a roll call vote.

11) Request for Board Action - Approve Federal Drug Forfeiture Fund Budgets

Mr. Edwards asked that this item be postponed because there are no funds to be budgeted at this time and the item will be brought back with policies that have to be adopted to comply with Department of Justice guidelines.

Moved by Mr. Edwards and seconded by Mr. Mann to postpone indefinitely consideration of the Federal Drug Forfeiture Fund Budget for 2015 and Federal Drug Forfeiture Fund Budget for 2016. Ayes all.

12) Request for Board Action - Approve Senior Transportation Fund Budget

Moved by Ms. Conzelman and supported by Mr. Kelly to approve Resolution 2015-12-15-39 adopting the Senior Transportation Fund Budget for 2015 and Senior Transportation Fund Budget for 2016. Ayes all on a roll call vote.

13) Request for Board Action - Approve Depositories for the Charter Township of Plymouth Funds for the Calendar Year 2016

Depositories are:

Bank of America	Comerica Bank
Flagstar Bank	Community Financial
Genysis Credit Union	Chase Bank
Fifth Third Bank	Huntington Bank
Charter One	Bank of Ann Arbor

Moved by Mr. Mann and supported by Mr. Edwards to approve Resolution 2015-12-15-40 adopting Depositories for the Charter Township of Plymouth funds for the Calendar Year 2016.

ROLL CALL: AYES: Mann, Edwards, Conzelman, Doroshewitz, Kelly, Price
 NAYS: Curmi

Motion carried.

**CHARTER TOWNSHIP OF PLYMOUTH
BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, DECEMBER 15, 2015**

MINUTES

- 14) Request for Board Action - Wayne County Inter Governmental Agreement - Recreation Project

Moved by Mr. Edwards and seconded by Ms. Conzelman to approve Resolution 215-12-15-41 that will approve the Agreement between the County of Wayne and the Township of Plymouth for Improvements to Plymouth Township and authorize the Supervisor to sign the agreement. Ayes all on a roll call vote.

J. SUPERVISOR AND TRUSTEE COMMENTS

Mr. Doroshewitz asked that anytime there are conversations with the Township Attorney regarding issues concerning a Board member, that the member be given a courtesy call. Mr. Curmi asked about whether the Compensation Commission will continue to exist and if there are any vacancies on the Board of Review. Mr. Edwards gave an update on the use of the BS&A software. Ms. Conzelman noted that the upcoming March primary election requires the selection of either a Democrat, Republican or Proposals Only (if applicable) ballot. Mr. Price noted that a date is to be set up for BS&A training for Board members, and the Christmas tree lighting was a success.

K. PUBLIC COMMENTS – There were none.

L. ADJOURNMENT

Moved by Mr. Edwards and seconded by Ms. Conzelman to adjourn the meeting at 10:20 p.m. Ayes all.

Nancy C. Conzelman, Township Clerk

Shannon G. Price, Township Supervisor

Plymouth Township Fire Department 2015

Continued Benefit of Safer Grant

2 New firefighters were hired

Purchase of SCBA bottles

Township Fireworks

Good Morning America Fourth of July Parade

Township Picnic

Held a Fire Safety Open House in October





Plymouth Township Fire Department

Yearly Report

January-December 2015

Response Information:

The Plymouth Township Fire Department responded to 2,879 emergencies this year.

There was an average of 7.89 runs per day this year.

PTFD's average response time was 5 minutes 13 seconds to the scene. This includes all responses including non-emergent.

Mutual Aid:

Plymouth Township Fire Department is a member of the Western Wayne County Mutual Aid Association and we provided mutual aid 8 times this year and received mutual aid 8 times.

EMS Information:

HVA transported 1,278 patients to the hospital.

PTFD transported 231 patients to the hospital.

Fire Loss:

There was \$929,350.00 worth of damage to possessions and property. We prevented the destruction of \$59,461 200.00 in property.

Fire Prevention:

Plymouth Township Fire Department provides 1017 comprehensive fire inspections to businesses within Plymouth Township.

Fire Safety public education classes are provided to hundreds of children throughout the year. This year, the department conducted 29 fire safety talks to 1,719 participants.

Incident Type Count Report

Date Range: From 1/1/2015 To 12/31/2015

Selected Station(s): All

<u>Incident</u>			
<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: ST1			
100 - Fire, other		1	0.03%
111 - Building fire		5	0.17%
113 - Cooking fire, confined to container		7	0.24%
114 - Chimney or flue fire, confined to chimney or flue		2	0.07%
130 - Mobile property (vehicle) fire, other		1	0.03%
131 - Passenger vehicle fire		10	0.35%
142 - Brush, or brush and grass mixture fire		1	0.03%
143 - Grass fire		1	0.03%
150 - Outside rubbish fire, other		2	0.07%
154 - Dumpster or other outside trash receptacle fire		3	0.10%
Total - Fires		33	2.07%
200 - Overpressure rupture, explosion, overhear other		1	0.03%
211 - Overpressure rupture of steam pipe or pipeline		1	0.03%
Total - Overpressure Rupture, Explosion, Overheat - no fire		2	0.13%
3 - Rescue & Emergency Medical Service Incidents		1	0.03%
311 - Medical assist, assist EMS crew		15	0.52%
320 - Emergency medical service, other		7	0.24%
321 - EMS call, excluding vehicle accident with injury		982	34.11%
322 - Vehicle accident with injuries		79	2.74%
323 - Motor vehicle/pedestrian accident (MV Ped)		2	0.07%
324 - Motor vehicle accident with no injuries		33	1.15%
341 - Search for person on land		1	0.03%
356 - High angle rescue		1	0.03%
357 - Extrication of victim(s) from machinery		1	0.03%
Total - Rescue & Emergency Medical Service Incidents		1,122	70.21%
411 - Gasoline or other flammable liquid spill		4	0.14%
412 - Gas leak (natural gas or LPG)		4	0.14%
413 - Oil or other combustible liquid spill		3	0.10%
423 - Refrigeration leak		1	0.03%
424 - Carbon monoxide incident		3	0.10%
440 - Electrical wiring/equipment problem, other		1	0.03%
441 - Heat from short circuit (wiring), defective/worn		1	0.03%
442 - Overheated motor		1	0.03%
444 - Power line down		10	0.35%
445 - Arcing, shorted electrical equipment		4	0.14%
Total - Hazardous Conditions (No fire)		32	2.00%
500 - Service Call, other		2	0.07%
510 - Person in distress, other		1	0.03%
520 - Water problem, other		1	0.03%
531 - Smoke or odor removal		3	0.10%
542 - Animal rescue		3	0.10%
550 - Public service assistance, other		5	0.17%
551 - Assist police or other governmental agency		7	0.24%

Incident

Type	Description	Count	
Station: ST1 - (Continued)			
553	Public service	5	0.17%
554	Assist invalid	142	4.93%
561	Unauthorized burning	8	0.28%
Total - Service Call		177	11.08%
600	Good intent call, other	30	1.04%
611	Dispatched & cancelled en route	86	2.99%
6111	Hospice Death	14	0.49%
622	No incident found on arrival at dispatch address	18	0.63%
631	Authorized controlled burning	1	0.03%
650	Steam, other gas mistaken for smoke, other	2	0.07%
651	Smoke scare, odor of smoke	7	0.24%
652	Steam, vapor, fog or dust thought to be smoke	3	0.10%
671	Hazmat release investigation w/ no hazmat	1	0.03%
Total - Good Intent Call		162	10.14%
700	False alarm or false call, other	15	0.52%
721	Bomb scare - no bomb	4	0.14%
730	System malfunction, other	6	0.21%
733	Smoke detector activation due to malfunction	6	0.21%
734	Heat detector activation due to malfunction	2	0.07%
735	Alarm system sounded due to malfunction	7	0.24%
736	CO detector activation due to malfunction	4	0.14%
740	Unintentional transmission of alarm, other	1	0.03%
741	Sprinkler activation, no fire - unintentional	1	0.03%
742	Extinguishing system activation	1	0.03%
743	Smoke detector activation, no fire - unintentional	2	0.07%
744	Detector activation, no fire - unintentional	7	0.24%
745	Alarm system sounded, no fire - unintentional	12	0.42%
746	Carbon monoxide detector activation, no CO	2	0.07%
Total - Fals Alarm & False Call		70	4.38%
Total for Station		1,598	55.51%
Station: ST2			
321	EMS call, excluding vehicle accident with injury	3	0.10%
Total - Rescue & Emergency Medical Service Incidents		3	60.00%
611	Dispatched & cancelled en route	2	0.07%
Total - Good Intent Call		2	40.00%
Total for Station		5	0.17%
Station: ST3			
100	Fire, other	2	0.07%
111	Building fire	4	0.14%
113	Cooking fire, confined to container	1	0.03%
120	Fire in mobile property used as a fixed structure, ot	1	0.03%
121	Fire in mobile home used as fixed residence	1	0.03%
130	Mobile property (vehicle) fire, other	2	0.07%
131	Passenger vehicle fire	10	0.35%
132	Road freight or transport vehicle fire	1	0.03%
138	Off-road vehicle or heavy equipment fire	1	0.03%
141	Forest, woods or wildland fire	1	0.03%
142	Brush, or brush and grass mixture fire	2	0.07%

Incident

Type	Description	Count	
Station: ST3 - (Continued)			
151	Outside rubbish, trash or waste fire	1	0.03%
Total - Fires		27	2.12%
3	Rescue & Emergency Medical Service Incidents	3	0.10%
321	EMS call, excluding vehicle accident with injury	771	26.78%
322	Vehicle accident with injuries	55	1.91%
324	Motor vehicle accident with no injuries	40	1.39%
381	Rescue or EMS standby	1	0.03%
Total - Rescue & Emergency Medical Service Incidents		870	68.18%
400	Hazardous condition, other	1	0.03%
410	Flammable gas or liquid condition, other	1	0.03%
411	Gasoline or other flammable liquid spill	6	0.21%
412	Gas leak (natural gas or LPG)	9	0.31%
413	Oil or other combustible liquid spill	4	0.14%
422	Chemical spill or leak	1	0.03%
424	Carbon monoxide incident	3	0.10%
440	Electrical wiring/equipment problem, other	1	0.03%
441	Heat from short circuit (wiring), defective/worn	1	0.03%
442	Overheated motor	1	0.03%
444	Power line down	8	0.28%
445	Arcing, shorted electrical equipment	2	0.07%
460	Accident, potential accident, other	1	0.03%
Total - Hazardous Conditions (No fire)		39	3.06%
500	Service Call, other	6	0.21%
510	Person in distress, other	1	0.03%
520	Water problem, other	2	0.07%
522	Water or steam leak	3	0.10%
531	Smoke or odor removal	10	0.35%
542	Animal rescue	1	0.03%
550	Public service assistance, other	6	0.21%
551	Assist police or other governmental agency	4	0.14%
552	Police matter	2	0.07%
553	Public service	2	0.07%
554	Assist invalid	64	2.22%
561	Unauthorized burning	5	0.17%
571	Cover assignment, standby, moveup	1	0.03%
Total - Service Call		107	8.39%
600	Good intent call, other	7	0.24%
611	Dispatched & cancelled en route	84	2.92%
6111	Hospice Death	2	0.07%
611E	EMS: Dispatched & cancelled en route	1	0.03%
622	No incident found on arrival at dispatch address	22	0.76%
631	Authorized controlled burning	1	0.03%
650	Steam, other gas mistaken for smoke, other	1	0.03%
651	Smoke scare, odor of smoke	4	0.14%
652	Steam, vapor, fog or dust thought to be smoke	1	0.03%
653	Barbecue, tar kettle	1	0.03%
Total - Good Intent Call		124	9.72%
700	False alarm or false call, other	25	0.87%
710	Malicious, mischievous false call, other	1	0.03%

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station; ST3 - (Continued)			
730	- System malfunction, other	4	0.14%
731	- Sprinkler activation due to malfunction	1	0.03%
733	- Smoke detector activation due to malfunction	10	0.35%
734	- Heat detector activation due to malfunction	4	0.14%
735	- Alarm system sounded due to malfunction	15	0.52%
736	- CO detector activation due to malfunction	10	0.35%
740	- Unintentional transmission of alarm, other	6	0.21%
741	- Sprinkler activation, no fire - unintentional	1	0.03%
743	- Smoke detector activation, no fire - unintentional	5	0.17%
744	- Detector activation, no fire - unintentional	10	0.35%
745	- Alarm system sounded, no fire - unintentional	7	0.24%
746	- Carbon monoxide detector activation, no CO	1	0.03%
Total - Fals Alarm & False Call		100	7.84%
813	- Wind storm, tornado/hurricane assessment	1	0.03%
Total - Severe Weather & Natural Disaster		1	0.08%
9001	- Dispatch Error	8	0.28%
Total - Special Incident Type		8	0.63%
Total for Station		1,276	44.32%
		2,879	100.00%

Fire Department Response Times

Stations selected for analysis: All

Shifts selected for analysis: All

For Dates Beginning 1/1/2015 12:00:00AM Ending 12/31/2015 12:00:00AM

Incident Types selected for analysis: All

Incident Response Types selected for analysis: All Responses

Time in Minutes	Dispatch to Enroute	Percent Total	Cumulative Responses	Percent	Enroute to Arrival	Percent Total	Cumulative Responses	Percent	Dispatch to Arrival	Percent Total	Cumulative Responses	Percent
0 - 1	1,380	55.47	1,380	55.47	113	4.75	113	4.75	90	3.53	90	3.53
1 - 2	763	30.67	2,143	86.13	241	10.12	354	14.87	132	5.17	222	8.70
2 - 3	237	9.53	2,380	95.66	401	16.84	755	31.71	254	9.96	476	18.66
3 - 4	69	2.77	2,449	98.43	467	19.61	1,222	51.32	387	15.17	863	33.83
4 - 5	18	0.72	2,467	99.16	401	16.84	1,623	68.16	468	18.35	1,331	52.18
5 - 6	1	0.04	2,468	99.20	277	11.63	1,900	79.80	375	14.70	1,706	66.88
6 - 7	4	0.16	2,472	99.36	186	7.81	2,086	87.61	325	12.74	2,031	79.62
7 - 8	2	0.08	2,474	99.44	117	4.91	2,203	92.52	211	8.27	2,242	87.89
8 - 9	1	0.04	2,475	99.48	63	2.65	2,266	95.17	115	4.51	2,357	92.40
9 - 10	2	0.08	2,477	99.56	35	1.47	2,301	96.64	60	2.35	2,417	94.75
10 +	11	0.44	2,488	100.00	80	3.36	2,381	100.00	134	5.25	2,551	100.00

Incident Total: 2,488

Average Times per Incident

Average Fire Department Turn Out Time: 1 minute(s) 3 second(s)
(Dispatch to Enroute)

Average Fire Department Travel Time: 4 minute(s) 16 second(s)
(Enroute to Arrive)

Average Fire Department Turn Out and Travel Time: 5 minute(s) 13 second(s)
(Dispatch to Arrive)

Listing of Mutual Aid Responses by Mutual Aid Department

Report for: PLYMOUTH TOWNSHIP FIRE DEPARTMENT

Department 08204: Canton Twp FD
Mutual Aid Received

0000063 January 8, 2015 13:25 1 08204

Subtotal Mutual Aid Type 1

Additional Mutual Aid Departments

8855 ELMHURST

Mutual Aid Given

0000070 January 9, 2015 13:17 3 08204

0000071 January 9, 2015 13:53 3 08204

0000142 January 16, 2015 14:56 3 08204

0000190 January 22, 2015 14:08 3 08204

0000227 January 26, 2015 18:45 3 08204

0000237 January 28, 2015 6:11 3 08204

0000238 January 28, 2015 6:57 3 08204

Subtotal Mutual Aid Type 7

Subtotal Department 8

Additional Mutual Aid Departments

 42151 METALINE
 1600 S CANTON CENTER
 42652 ARGYLE Cir
 On FORD at CANTON CENTER
 1700 HAGGERTY Rd
 1950 HAGGERTY
 2000 N CANTON CENTER

Department 08255: Northville Twp FD
Mutual Aid Received

0000027 January 4, 2015 10:23 1 08255

0000061 January 8, 2015 12:20 1 08255

0000062 January 8, 2015 12:21 1 08255

0000080 January 9, 2015 21:29 1 08255

0000128 January 15, 2015 17:33 1 08255

Subtotal Mutual Aid Type 5

Additional Mutual Aid Departments

 08232 12860 HERITAGE Dr
 On STATE Hwy at SHELDON Rd
 9704 BAYWOOD Dr
 8109 On STATE Hwy at NAPIER Rd
 49545 NORTH Dr

Mutual Aid Given

0000181 January 21, 2015 11:07 3 08255

Subtotal Mutual Aid Type 1

Subtotal Department 6

Additional Mutual Aid Departments

16100 HAGGERTY

Department HVA: Huron Valley Ambulance
Mutual Aid Received

0000073 January 9, 2015 14:11 1 HVA

0000234 January 27, 2015 11:51 1 HVA

Subtotal Mutual Aid Type 2

Subtotal Department 2

Additional Mutual Aid Departments

 46081 W ANN ARBOR Rd
 41240 CRABTREE Ln

Total 16

Agency Activity Summary

Plymouth Community Fire Dept

Agency: Plymouth Community Fire Dept | Service Date: From 01/01/2015 Through 12/31/2015

Total Number of ePCRs: 1888

Total Number of Incidents: 1831

By Branch

01 Station 1 = 1050

03 Station 3 = 838

Run Disposition

	#	%		#	%
Transports	231	12.2%	Dead Prior To Arrival	25	1.3%
Treated / Transferred Care	1278	67.7%	Dead After Arrival	11	0.6%
Treated / No Transport	145	7.7%	Treat/Transported by Private Veh.	4	0.2%
No Treatment	N/A	N/A	No Transport / Refused Care	135	7.2%
Transported / Refused Care	N/A	N/A	Other	58	3.1%
Cancelled	N/A	N/A	No Patient Found	1	0.1%
Left Blank	N/A	N/A			

Run Type

	#	%		#	%
Emergency Runs	1885	99.8%	Non-Emergency Runs	1	0.1%
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	4	0.2%	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	1	0.1%	Intercept	N/A	N/A
Emergency Runs (Scheduled)	1	0.1%	Non-Emergency Runs (Scheduled)	1	0.1%
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	1	0.1%
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit

Unit	Total Runs	Treat/ Transp	Treat/ Transfer	Treat/ No Transp	Transp/ Ref. Care	Cancelled	Dead Prior Arr	Dead After Arr	T/T Priv Veh	No Trans/ Ref. Care	Other	No Pat. Found
0401	1003	123	694	93	0	0	17	7	2	54	13	0
0402	6	1	4	0	0	0	1	0	0	0	0	0
0403	834	107	572	50	0	0	7	4	2	79	12	1
0404	3	0	2	1	0	0	0	0	0	0	0	0
C3	1	0	1	0	0	0	0	0	0	0	0	0
E1	29	0	2	1	0	0	0	0	0	1	25	0
E3	10	0	3	0	0	0	0	0	0	1	6	0
Left Blank	2	0	0	0	0	0	0	0	0	0	2	0
Total	1888	231	1278	145	0	0	25	11	4	135	58	1

Runs by Service Level

Dispatched Service Level	#	%	Recommended Service Level	#	%
BLS	88	4.7%	BLS	423	22.4%
ALS	1800	95.3%	ALS1	1438	76.2%
SCT	N/A	N/A	ALS2	27	1.4%
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (Multiple insurance types may have

been marked on a run)

Type	BLS	%	ALS1	%	ALS2	%	SCT	%Rotary Wing	%Fixed Wing	%	Total	%
Auto Ins.	47	2.5%	1	0.1%	N/A	N/A	N/A	N/A	N/A	N/A	48	2.5%
Private Ins.	N/A	N/A	5	0.3%	N/A	N/A	N/A	N/A	N/A	N/A	5	0.3%
None	377	20.0%	1432	75.8%	27	1.4%	N/A	N/A	N/A	N/A	1836	97.2%

Runs by Primary PI (Note - Primary PI is based on the ICD-9 priority setup in HealthEMS)

Description	#	%
Abdominal Pain	45	2.4%
Airway Obstruction	1	0.1%
Allergic Reaction	9	0.5%
Alt. Level Conscious	56	3.0%
Anxiety	25	1.3%
Asthma Symptoms	16	0.8%
Back Pain (No Trauma)	22	1.2%
Behavioral Disorder	20	1.1%
CVA/Stroke	19	1.0%
Carbon Mon. Poisoning	1	0.1%
Cardiac Arrest	25	1.3%
Cardiac Symptoms	33	1.7%
Chest Pain	78	4.1%
Cough W/Blood	1	0.1%
Dehydration Symp.	31	1.6%
Depression (acute)	5	0.3%
Diabetic Symptoms	27	1.4%
Dizziness	55	2.9%
Dyspnea-SOB	65	3.4%
Elevated Temp/Fever	5	0.3%
Eye Symp.(no trauma)	2	0.1%
Flu Symptoms	4	0.2%
GI -Bleed	7	0.4%
GI -Constipation	2	0.1%
GI -Diarrhea	6	0.3%
Headache (no trauma)	11	0.6%
Hemorrhage-(severe medical)	2	0.1%
Hyperventilation	3	0.2%
Migraine	4	0.2%
Monitoring Required	13	0.7%
Nausea	8	0.4%
No Medical Problem	86	4.6%
Nose Bleed	8	0.4%
OB/Gyn	1	0.1%
OB/Gyn (comp.)	1	0.1%
Obvious Death	22	1.2%
Pneumonia Symptoms	5	0.3%
Poisoning	23	1.2%
Positioning Required	1	0.1%
Post-Op Complication	4	0.2%
Psychiatric Emerg.	47	2.5%
Pulmonary Edema	5	0.3%
Restraints Required	1	0.1%
Seizure	45	2.4%
Sore Throat	2	0.1%
Syncope/Fainting	57	3.0%
Trauma Injury	259	13.7%
Unconscious	9	0.5%
Unknown Medical	110	5.8%
Urinary Bleeding	10	0.5%
Urination Problem	4	0.2%
Vomiting	45	2.4%
Vomiting Blood	5	0.3%
Weakness	57	3.0%

<i>Left Blank</i>	480	25.4%
<i>Total</i>	1888	100.0%

Runs by Dispatch (EMD) Code

Description	#	%
01 Abdominal Pain/ Problems	3	0.2%
01A01 ABDOMINAL PAIN	1	0.1%
08D03 CO/HAZMAT INCIDENT	1	0.1%
1 Abdominal Pain	60	3.2%
10 Chest Pain [non-traumatic]	147	7.8%
11 Choking	6	0.3%
12 Convulsions/Seizures	66	3.5%
13 Diabetic	35	1.9%
13 Diabetic Problems	1	0.1%
14 Drowning	1	0.1%
15 Electrocution/Lightning	1	0.1%
16 Eye Problems/Injuries	3	0.2%
17 Falls	219	11.6%
18 Headache	13	0.7%
19 Heart Problems A.I.D.C	5	0.3%
19C04 HEART PROB/CARDIAC HX	1	0.1%
2 Allergies/Envenomations	13	0.7%
21 Hemorrhage/Lacerations	13	0.7%
23 Overdose/poisoning	36	1.9%
24 Pregnancy/Childbirth/Miscarriage	4	0.2%
25 Psychiatric/Abnormal behavior/Suicide Attempt	103	5.5%
26 Sick Person	362	19.2%
26 Sick Person (Specific Diagnosis)	2	0.1%
26A06 SICK PERS CATH-IN/OUT NO HEMOR	1	0.1%
26A07 SICK PERS CONSTIPATION	1	0.1%
27 Stab/ Gunshot Penetrating Trauma	2	0.1%
28 Stroke [CVA]	53	2.8%
29 Traffic/Accidents	243	12.9%
29B01 TRAFFIC ACC/INJURIES	4	0.2%
3 Animal Bites/Attacks	3	0.2%
30 Traumatic Injuries	72	3.8%
31 Unconscious/ Fainting (Near)	1	0.1%
31 Unconscious/Fainting	115	6.1%
32 Unknown Problem	36	1.9%
33 Non-emergency Transports	4	0.2%
34 Standby Fire Scene	4	0.2%
38 Medical Alarm	3	0.2%
38a Citizen assist	3	0.2%
4 Assault/Sexual Assault	5	0.3%
5 Back Pain	30	1.6%
6 Breathing Problems	123	6.5%
7 Burns/Explosion	1	0.1%
8 Carbon Monoxide/Inhalation/Hazmat	1	0.1%
88 Not applicable	35	1.9%
9 Cardiac or Respiratory Arrest/Death	24	1.3%
99 Unknown	16	0.8%
Left Blank	12	0.6%
Total	1888	100.0%

Transport From (Category)

	<u>#</u>	<u>%</u>
Residence (Home)	1218	64.5%
Scene of Accident or Acute Event	620	32.8%
Residential, Custodial Facility	13	0.7%
Site of Transfer (Between Types of Ambulances)	1	0.1%
--Left Blank--	36	1.9%
<i>Total</i>	1888	100.0%

Transport From (Facility)

	<u>#</u>	<u>%</u>
--Left Blank--	1877	99.4%
Billing Report	8	0.4%
No transport	2	0.1%
Oakwood Canton	1	0.1%
<i>Total</i>	1888	100.0%

Transport To (Destination Facility)

	<u>#</u>	<u>%</u>
St Mary Livonia ER	987	52.3%
No transport	314	16.6%
St Joe Ann Arbor ER	145	7.7%
UNIVERSITY OF MICHIGAN ER	120	6.4%
Providence Park ER- Novi	114	6.0%
--Left Blank--	98	5.2%
Henry Ford West Bloomfield	35	1.9%
Botsford Hospital ER	19	1.0%
Oakwood Main	11	0.6%
Garden City ER	8	0.4%
Beaumont Hospital Royal Oak	8	0.4%
Annapolis ER	6	0.3%
Henry Ford MAIN	6	0.3%
Oakwood Canton	6	0.3%
Billing Report	5	0.3%
VA ANN ARBOR ER	5	0.3%
Providence Southfield	1	0.1%
<i>Total</i>	1888	100.0%

Incident Summary by Incident Type

Date Range: From 1/1/2015 To 12/31/2015

Incident Type(s) Selected: All

<u>Incident Type</u>	<u>Incident Count</u>	<u>Used in Ave. Resp.</u>	<u>Average Response Time hh:mm:ss</u>	<u>Total Loss</u>	<u>Total Value</u>
Fire	60	49	00:06:50	\$927,350.00	\$59,459,200.00
Rupture/Explosion	2	2	00:06:45	\$0.00	\$0.00
EMS/Rescue	1,995	1,901	00:30:05	\$0.00	\$0.00
Hazardous Condition	71	64	00:08:10	\$0.00	\$0.00
Service Call	284	240	00:06:14	\$2,000.00	\$2,000.00
Good Intent	288	85	00:06:22	\$0.00	\$0.00
False Call	170	161	00:06:51	\$0.00	\$0.00
Severe Weather	1	1	00:00:20	\$0.00	\$0.00
Other	8	5	00:00:34	\$0.00	\$0.00
Totals	2,879	2,508		\$929,350.00	\$59,461,200.00



Plymouth Township Fire Department

Monthly Report

December 2015

Response Information:

The Plymouth Township Fire Department responded to 237 emergencies this month.

There was an average of 7.65 runs per day this month.

PTFD's average response time was 5 minutes 12 seconds to the scene. This includes all responses including non-emergent.

Mutual Aid:

Plymouth Township Fire Department is a member of the Western Wayne County Mutual Aid Association and we provided mutual aid 3 times this month and received mutual aid 2 times.

EMS Information:

HVA transported 101 patients to the hospital.

PTFD transported 15 patients to the hospital.

Fire Loss:

There was \$11,500.00 worth of damage to possessions and property. We prevented the destruction of \$506,500.00 in property.

Fire Prevention:

Plymouth Township Fire Department provided 75 comprehensive fire inspections to businesses within Plymouth Township.

Fire Safety public education classes are provided to hundreds of children throughout the year. This month, the department conducted 1 fire safety talk to 14 participants.

Incident Summary by Incident Type

Date Range: From 12/1/2015 To 12/31/2015

Incident Type(s) Selected: All

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time hh:mm:ss	Total Loss	Total Value
Fire	4	3	00:05:37	\$11,500.00	\$506,500.00
EMS/Rescue	168	157	00:06:49	\$0.00	\$0.00
Hazardous Condition	4	4	00:10:17	\$0.00	\$0.00
Service Call	25	22	00:06:59	\$0.00	\$0.00
Good Intent	18	6	00:06:57	\$0.00	\$0.00
False Call	17	17	00:06:18	\$0.00	\$0.00
Severe Weather	1	1	00:00:20	\$0.00	\$0.00
Totals	237	210		\$11,500.00	\$506,500.00

Note: The incident count used in averages does not include the following
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

Fire Department Response Times

Stations selected for analysis: All

Shifts selected for analysis: All

For Dates Beginning 12/1/2015 12:00:00AM Ending 12/31/2015 12:00:00AM

Incident Types selected for analysis: All

Incident Response Types selected for analysis: All Responses

Time in Minutes	Dispatch to Enroute	Percent		Cumulative		Enroute to Arrival	Percent		Cumulative		Dispatch to Arrival	Percent		Cumulative	
		Total	Responses	Percent	Responses		Total	Responses	Total	Responses		Total	Responses		
0 - 1	112	55.45	112	55.45		8	4.10	8	4.10		6	2.90	6	2.90	
1 - 2	62	30.69	174	86.14		17	8.72	25	12.82		9	4.35	15	7.25	
2 - 3	23	11.39	197	97.52		32	16.41	57	29.23		22	10.63	37	17.87	
3 - 4	4	1.98	201	99.50		37	18.97	94	48.21		31	14.98	68	32.85	
4 - 5	1	0.50	202	100.00		35	17.95	129	66.15		41	19.81	109	52.66	
5 - 6	0	0.00	202	100.00		30	15.38	159	81.54		33	15.94	142	68.60	
6 - 7	0	0.00	202	100.00		11	5.64	170	87.18		26	12.56	168	81.16	
7 - 8	0	0.00	202	100.00		11	5.64	181	92.82		21	10.14	189	91.30	
8 - 9	0	0.00	202	100.00		4	2.05	185	94.87		4	1.93	193	93.24	
9 - 10	0	0.00	202	100.00		1	0.51	186	95.38		3	1.45	196	94.69	
10 +	0	0.00	202	100.00		9	4.62	195	100.00		11	5.31	207	100.00	

Incident Total: 202

Average Times per Incident

Average Fire Department Turn Out Time: 1 minute(s) 1 second(s)
(Dispatch to Enroute)

Average Fire Department Travel Time: 4 minute(s) 22 second(s)
(Enroute to Arrive)

Average Fire Department Turn Out and Travel Time: 5 minute(s) 12 second(s)
(Dispatch to Arrive)

Listing of Mutual Aid Responses by Mutual Aid Department
 Report for: PLYMOUTH TOWNSHIP FIRE DEPARTMENT

Department 08204: Canton Twp FD

Mutual Aid Given

Additional Mutual Aid Departments

0002697	December 9, 2015 10:23	3	08204	8342 HONEYTREE
0002705	December 10, 2015 14:53	3	08204	48750 GREENWICH
<i>Subtotal Mutual Aid Type</i>			2	
<i>Subtotal Department</i>			2	

Department 08255: Northville Twp FD

Mutual Aid Received

Additional Mutual Aid Departments

0002701	December 9, 2015 16:47	1	08255	11926 PINEWAY Ct
0002707	December 10, 2015 16:13	1	08255	11439 HILLCREST Dr
<i>Subtotal Mutual Aid Type</i>			2	
<i>Subtotal Department</i>			2	

Department 8229: Livonia Fire Department

Mutual Aid Given

Additional Mutual Aid Departments

0002869	December 31, 2015 18:04	3	8229	On sb i275 at n of five mile
<i>Subtotal Mutual Aid Type</i>			1	
<i>Subtotal Department</i>			1	

Total **5**

Incident Type Count Report

Date Range: From 12/1/2015 To 12/31/2015

Selected Station(s): All

Incident

<u>Type</u>	<u>Description</u>	<u>Count</u>	
Station: ST1			
113	Cooking fire, confined to container	2	0.84%
130	Mobile property (vehicle) fire, other	1	0.42%
131	Passenger vehicle fire	1	0.42%
Total - Fires		4	3.17%
321	EMS call, excluding vehicle accident with injury	81	34.18%
322	Vehicle accident with injuries	5	2.11%
324	Motor vehicle accident with no injuries	2	0.84%
Total - Rescue & Emergency Medical Service Incidents		88	69.84%
412	Gas leak (natural gas or LPG)	1	0.42%
424	Carbon monoxide incident	1	0.42%
Total - Hazardous Conditions (No fire)		2	1.59%
554	Assist invalid	16	6.75%
Total - Service Call		16	12.70%
600	Good intent call, other	1	0.42%
611	Dispatched & cancelled en route	5	2.11%
6111	Hospice Death	3	1.27%
622	No incident found on arrival at dispatch address	2	0.84%
631	Authorized controlled burning	1	0.42%
Total - Good Intent Call		12	9.52%
742	Extinguishing system activation	1	0.42%
744	Detector activation, no fire - unintentional	1	0.42%
745	Alarm system sounded, no fire - unintentional	2	0.84%
Total - Fals Alarm & False Call		4	3.17%
Total for Station		126	53.16%
Station: ST2			
611	Dispatched & cancelled en route	1	0.42%
Total - Good Intent Call		1	100.00%
Total for Station		1	0.42%
Station: ST3			
321	EMS call, excluding vehicle accident with injury	73	30.80%
322	Vehicle accident with injuries	2	0.84%
324	Motor vehicle accident with no injuries	5	2.11%
Total - Rescue & Emergency Medical Service Incidents		80	72.73%
412	Gas leak (natural gas or LPG)	1	0.42%
444	Power line down	1	0.42%
Total - Hazardous Conditions (No fire)		2	1.82%
500	Service Call, other	1	0.42%
554	Assist invalid	8	3.38%
Total - Service Call		9	8.18%

Incident

Type	Description	Count	
Station; ST3 - (Continued)			
600	- Good intent call, other	1	0.42%
611	- Dispatched & cancelled en route	1	0.42%
622	- No incident found on arrival at dispatch address	1	0.42%
631	- Authorized controlled burning	1	0.42%
651	- Smoke scare, odor of smoke	1	0.42%
Total - Good Intent Call		5	4.55%
700	- False alarm or false call, other	6	2.53%
710	- Malicious, mischievous false call, other	1	0.42%
735	- Alarm system sounded due to malfunction	1	0.42%
736	- CO detector activation due to malfunction	2	0.84%
740	- Unintentional transmission of alarm, other	1	0.42%
744	- Detector activation, no fire - unintentional	1	0.42%
746	- Carbon monoxide detector activation, no CO	1	0.42%
Total - Fals Alarm & False Call		13	11.82%
813	- Wind storm, tornado/hurricane assessment	1	0.42%
Total - Severe Weather & Natural Disaster		1	0.91%
Total for Station		110	46.41%
		237	100.00%

Agency Activity Summary

Plymouth Community Fire Dept

Agency: Plymouth Community Fire Dept | Service Date: From 12/01/2015 Through 12/31/2015

Total Number of ePCRs: 150

Total Number of Incidents: 147

By Branch

01 Station 1 = 78

03 Station 3 = 72

Run Disposition

	#	%		#	%
Transports	15	10.0%	Dead Prior To Arrival	4	2.7%
Treated / Transferred Care	101	67.3%	Dead After Arrival	N/A	N/A
Treated / No Transport	16	10.7%	Treat/Transported by Private Veh.	N/A	N/A
No Treatment	N/A	N/A	No Transport / Refused Care	12	8.0%
Transported / Refused Care	N/A	N/A	Other	2	1.3%
Cancelled	N/A	N/A	No Patient Found	N/A	N/A
Left Blank	N/A	N/A			

Run Type

	#	%		#	%
Emergency Runs	150	100.0%	Non-Emergency Runs	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A
Emergency Runs (Scheduled)	N/A	N/A	Non-Emergency Runs (Scheduled)	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit

Unit	Total Runs	Treat/Transp	Treat/Transfer	Treat/No Transp	Transp/Ref. Care	Cancelled	Dead Prior Arr	Dead After Arr	T/T Priv Veh	No Trans/Ref. Care	Other	No Pat. Found
0401	73	8	48	8	0	0	2	0	0	7	0	0
0403	74	7	53	7	0	0	2	0	0	5	0	0
0404	1	0	0	1	0	0	0	0	0	0	0	0
E3	2	0	0	0	0	0	0	0	0	0	2	0
Total	150	15	101	16	0	0	4	0	0	12	2	0

Runs by Service Level

Service Level	#	%	Recommended Service Level	#	%
Dispatched					
BLS	10	6.7%	BLS	15	10.0%
ALS	140	93.3%	ALS1	132	88.0%
SCT	N/A	N/A	ALS2	3	2.0%
			SCT	N/A	N/A
			Rotary Wing	N/A	N/A
			Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (Multiple insurance types may have

been marked on a run)

Type	BLS	%	ALS1	%	ALS2	%	SCT	%Rotary Wing	%Fixed Wing	%	Total	%
Auto Ins.	2	1.3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	1.3%
Private Ins.	N/A	N/A	1	0.7%	N/A	N/A	N/A	N/A	N/A	N/A	1	0.7%
None	13	8.7%	131	87.3%	3	2.0%	N/A	N/A	N/A	N/A	147	98.0%

Runs by Primary PI (Note - Primary PI is based on the ICD-9 priority setup in HealthEMS)

Description	#	%
Abdominal Pain	5	3.3%
Alt. Level Conscious	4	2.7%
Anxiety	1	0.7%
Asthma Symptoms	3	2.0%
Back Pain (No Trauma)	1	0.7%
Behavioral Disorder	5	3.3%
CVA/Stroke	2	1.3%
Cardiac Arrest	7	4.7%
Cardiac Symptoms	1	0.7%
Chest Pain	7	4.7%
Dehydration Symp.	1	0.7%
Depression (acute)	1	0.7%
Dizziness	7	4.7%
Dyspnea-SOB	4	2.7%
Elevated Temp/Fever	1	0.7%
Flu Symptoms	1	0.7%
GI -Bleed	1	0.7%
GI -Constipation	1	0.7%
Headache (no trauma)	1	0.7%
Hemorrhage-(severe medical)	1	0.7%
Monitoring Required	4	2.7%
Nausea	1	0.7%
No Medical Problem	4	2.7%
Nose Bleed	1	0.7%
OB/Gyn	1	0.7%
Obvious Death	2	1.3%
Post-Op Complication	1	0.7%
Psychiatric Emerg.	1	0.7%
Seizure	2	1.3%
Syncope/Fainting	6	4.0%
Trauma Injury	14	9.3%
Unknown Medical	12	8.0%
Urinary Bleeding	1	0.7%
Urination Problem	1	0.7%
Vomiting	6	4.0%
Weakness	6	4.0%
Left Blank	32	21.3%
Total	150	100.0%

Runs by Dispatch (EMD) Code

<u>Description</u>	<u>#</u>	<u>%</u>
1 Abdominal Pain	8	5.3%
10 Chest Pain [non-traumatic]	11	7.3%
11 Choking	1	0.7%
12 Convulsions/Seizures	3	2.0%
13 Diabetic	2	1.3%
16 Eye Problems/Injuries	1	0.7%
17 Falls	14	9.3%
18 Headache	2	1.3%
23 Overdose/poisoning	2	1.3%
24 Pregnancy/Childbirth/Miscarriage	1	0.7%
25 Psychiatric/Abnormal behavior/Suicide Attempt	11	7.3%
26 Sick Person	35	23.3%
28 Stroke [CVA]	3	2.0%
29 Traffic/Accidents	12	8.0%
30 Traumatic Injuries	4	2.7%
31 Unconscious/Fainting	10	6.7%
38a Citizen assist	1	0.7%
4 Assault/Sexual Assault	1	0.7%
5 Back Pain	4	2.7%
6 Breathing Problems	11	7.3%
88 Not applicable	6	4.0%
9 Cardiac or Respiratory Arrest/Death	5	3.3%
99 Unknown	1	0.7%
<i>Left Blank</i>	1	0.7%
<hr/> <i>Total</i>	150	100.0%

Transport From (Category)

	#	%
Residence (Home)	100	66.7%
Scene of Accident or Acute Event	47	31.3%
Residential, Custodial Facility	1	0.7%
--Left Blank--	2	1.3%
<i>Total</i>	150	100.0%

Transport From (Facility)

	#	%
--Left Blank--	150	100.0%
<i>Total</i>	150	100.0%

Transport To (Destination Facility)

	#	%
St Mary Livonia ER	79	52.7%
No transport	27	18.0%
--Left Blank--	11	7.3%
St Joe Ann Arbor ER	10	6.7%
Providence Park ER-Novi	8	5.3%
UNIVERSITY OF MICHIGAN ER	7	4.7%
Henry Ford West Bloomfield	2	1.3%
Beaumont Hospital Royal Oak	2	1.3%
Annapolis ER	1	0.7%
Botsford Hospital ER	1	0.7%
VA ANN ARBOR ER	1	0.7%
Henry Ford MAIN	1	0.7%
<i>Total</i>	150	100.0%

Dec 2015

FIRE INSPECTIONS	TWP	CITY
INSPECTIONS	20	
RE- INSPECTIONS	1	
CERTIFICATE OF OCCUPANCY	4	
CITATION REPORT	0	
FIRE ALARM TESTS	20	
HOOD SYSTEM INSPECTION	3	
SUPRESSION SYSTEM TEST	12	
SPRINKLER FLUSH, HYDRO TEST, ETC	2	
PLAN REVIEWS AND OTHER ACTIVITIES	13	
TOTAL INSPECTION	0	0

75

FOIA Monthly Report

Run Date: 01/07/2016 12:07 PM

Create Date	Company Name	Customer Full Name	Type of Information Requested	Amount of Payment
12/1/2015	Zoning-Info, Inc	Ms. Ashley Mitchell	Planning	
12/14/2015	American Tax Reporting	Badia McGlaun	Other	
12/14/2015	Certus Environmental	Brandon Gnass	Other	
12/22/2015	AKT Peerless	Megan Cynar	Other	
12/3/2015		Engineer Todd Kirby	Planning	
12/19/2015		Mr Duane Zantop	Other	
12/19/2015		Mr Duane Zantop	Accounting Records	
12/19/2015		Mr Duane Zantop	Accounting Records	
12/29/2015		Mr Duane Zantop	Accounting Records	
12/29/2015		Mr Duane Zantop	Accounting Records	
12/9/2015		Mr. Brandon Clark	Police Records	
12/24/2015		Mr Darryl Kelly	Assessing Records	
12/24/2015		Mr. Darryl Kelly	Assessing Records	

Total Requests: 13

Total Dollars: 0



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: January 12, 2016

ITEM:

Appointment to DDA and Brownfield

PRESENTER: Supervisor Shannon Price

OTHER INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY:

The Plymouth Township Code of Ordinances Chapter III Article I, Section 01 states that the “The Authority shall be under the supervision and control of a board (the “Authority Board”) consisting of the Supervisor of the Charter Township of Plymouth and eight members appointed by the Supervisor, subject to the approval of the Township Board of Trustees.”

The DDA and the Brownfield currently has terms expiring for two members on January 31, 2016 (Mike Kolb and Mike Workmen). Both gentlemen have expressed a desire to continue serving on both boards.

BACKGROUND:

ACTION REQUESTED:

BUDGET/TIME-LINE:

IMPLEMENTATION PLAN:

RECOMMENDATION:

MODEL RESOLUTION: I move to approve the Supervisor's appointment of Mike Kolb and Mike Workmen as members of the DDA and Brownfield Boards for a term of 4 years beginning on February 1, 2016 and expiring on January 31, 2020.

ATTACHMENTS:



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE:

Tuesday, January 12, 2016

ITEM:

Award Contract for Website Redesign and Hosting

PRESENTER:

Bob Janks, Information Services

OTHER INDIVIDUALS IN ATTENDANCE:

Joseph Nagrant, Revize Software Systems

BACKGROUND:

The original Plymouth Township website was launched in 2002. In 2009 the Township website was refreshed to provide an updated look. While the refresh enhanced the look of the website, it is still basically the same site as it was when launched in 2002. Also, the current website is maintained using Microsoft FrontPage which has not been supported by Microsoft for a number of years.

In an effort to upgrade the Township's on-line presence as well as have a modern content management system for maintaining the website, Plymouth Township issued an RFP for Website Redesign and Hosting. Of the 17 proposals submitted, 5 were eliminated for failing to meet the minimum requirements set forth in the RFP document. The remaining 12 proposals were reviewed by a four-member review team consisting of Bob Janks, Information Services Director, Jana Radtke, Planning Director, Mike Mitchell, Parks and Grants Director, and Nancy Conzelman, Clerk. The committee narrowed the field to three vendors who were invited to make on-site presentations:

Vision Internet
CivicLive
Revize Software Systems

All three vendors specialize in government websites with experience ranging from over 700 websites to over 1,200 websites.

Following the on-site demonstrations, the selection committee named Revize Software Systems of Troy, Michigan, as the recommended vendor for the Township Website Redesign and Hosting. Revize has over 1,200 government clients in North America and is located in Troy Michigan. The consensus of the committee was that Revize will fulfill the Township's goal of creating a new, customer focused web site utilizing the latest technology with intuitive navigation controls that will allow for easy access to information by visitors to the site. Revize uses responsive web design technology so the website is fully functional and viewable on mobile devices. Revize's Content Management System (CMS) is designed for non-technical users to update their own web pages. The committee members reviewed many of their designed websites and are confident Revize will design a quality website for the Township. Revize was the lowest cost proposal of the three and met the requirements of the RFP. They provide a free website redesign at the beginning of year four. Revize will host our website in a secure environment and boast 99.99% uptime.

ACTION REQUESTED:

Approve

BUDGET/ACCOUNT NUMBER:

RECOMMENDATION:

The selection committee recommends Revize Software Systems of Troy, Michigan as the vendor of choice for the Township Website Redesign and Hosting.

MODEL RESOLUTION: I move to award the contract for the Charter Township of Plymouth's Website Redesign and Hosting to Revize Software Systems.

ATTACHMENTS:

Vendor list - proposals reviewed and their costs

Revize Proposal

**Website Redesign and Hosting
Reviewed Proposals**

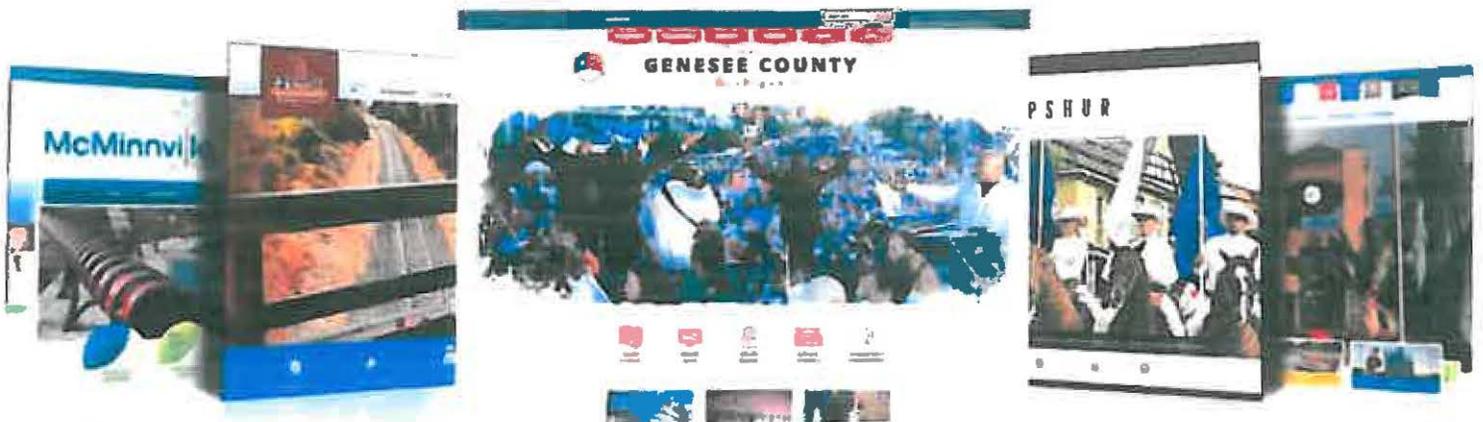
Vendor	Base Cost	Annual Maintenance and Hosting
Americaneagle.com	\$34,100	\$2,700
Ciesa Design	\$23,780	\$1,200 + \$150/hour
Civica Software	\$20,395	\$7,000
Civiclve	\$31,750	\$5,500
FutureNet Group Inc.	\$44,536	\$5,100
Icon Enterprises/Civic Plus	\$31,210	\$7,082
MuniWeb	\$14,227	\$3,480 + \$50/hour
Qscend Technologies	\$20,100	\$4,200
Revize	\$10,740	\$3,800
SSA Soft, LLVC	\$48,900	\$3,350
Vision Internet	\$28,030	\$6,662
Work Fly Inc	\$47,500	\$1,200

Revize®

A RFP Proposal for

The Charter Township of Plymouth, Michigan

Completely new. Completely amazing.



Joseph J. Negrant

Revize Government Websites

1890 Crooks Rd, Troy, MI-48084

Ph: 248-269-9263 x16

Fax: 866-346-8880

www.revize.com

09-16-15

Pricing good for 60 days

Dear Nancy Conzelman and the Plymouth Website Redesign RFP Committee,

Thank you for considering Revize, a Michigan company, as your web development partner.

For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

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

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

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

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

Government clients select Revize because we can help them:

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

Revize Websites build engagement with your constituents.

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

Please contact me if you have any questions at all.

Sincerely,

Joseph J. Nagrant
Sales and Business Development Director
248-766-9562
joseph.nagrant@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the ***right balance between the total cost of the solution and the quality of the design, online apps and user functionality.*** In simpler terms, you need a solution that works for you and serves your constituents.

About Us:

With more than 1200 clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps:

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

- ✓ Resident Request Tracker
- ✓ Calendar of Events
- ✓ E-Notification
- ✓ On-Line Payment Portal

- ✓ Facilities Reservations
- ✓ News Center with Facebook/Twitter Integration
- ✓ Emergency Alerts
- ✓ Online Forms / Survey Tools
- ✓ E-Newsletter Applications

Our Award-Winning eGov CMS:

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

Quick Deployment, Personalized Training and Support:

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients *in less than half the time it takes our competitors*. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

Company Background



REVIZE, LLC
FOUNDED: 1995
HEADQUARTERS: 1890 Crooks Road,
Troy, MI 48064
PHONE: 248-269-9263
WEB SITE: www.revize.com

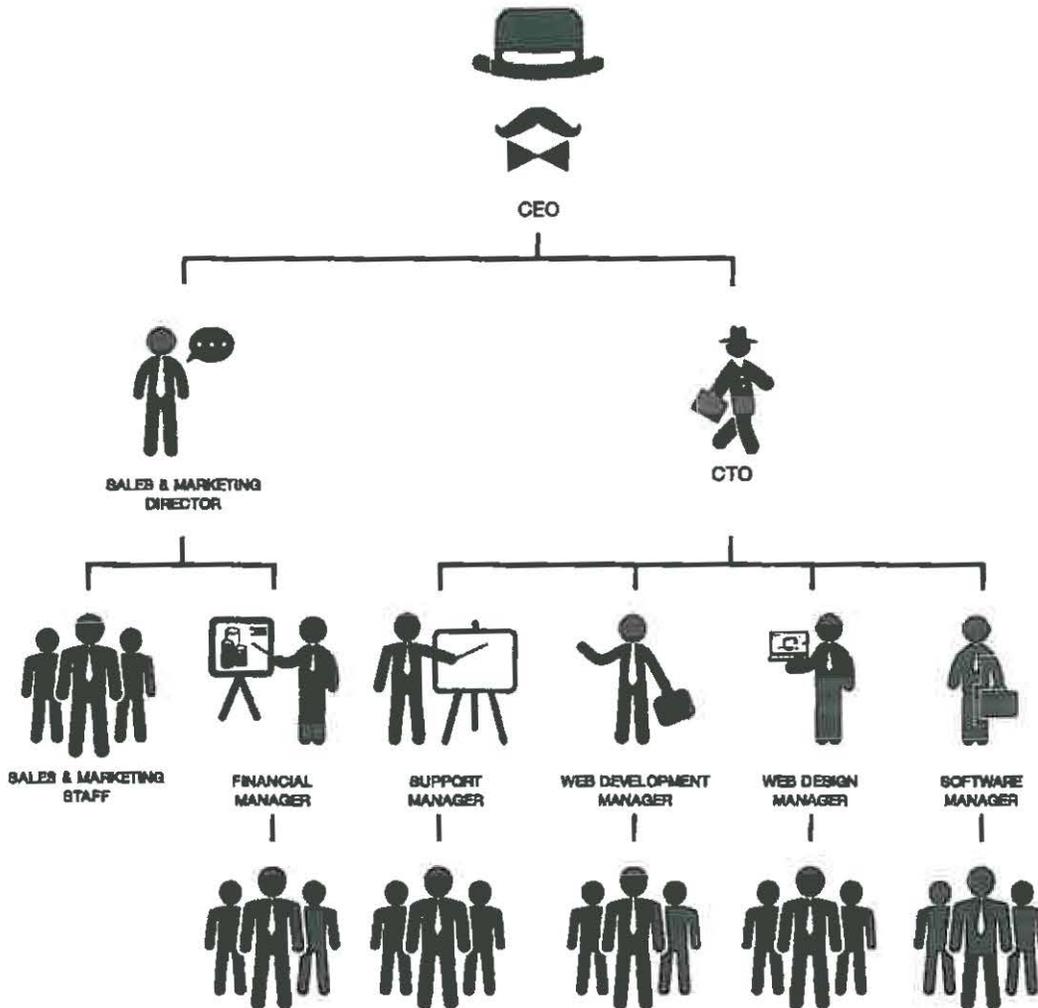
Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize e-Gov CMS. **Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads: The empowerment of people through simplified information management technologies.**

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision.

While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize e-Gov web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

We are proud of our award winning web designs, technologies, web content management, training, support and capabilities. And we are especially proud of being recognized as one of the industry's top government website experts. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

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

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

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

We Build Superior Technology Into Every Website with CMS Performance & Reliability That's Second to None.

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

We Always Provide Knowledgeable, Friendly and Responsive Service!

All this, and a reliable IT partner too! Our website development is superior, and our e-Gov CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup

infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. **Revize's higher benefit-to-cost ratio makes us a clear and easy choice!**

The Client Owns the CMS License and the Code!

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

Top Ten Reasons Why Revize gives you the Greatest Value!

- ✓ Modern, timeless and unique website design integrated with online e-Gov apps
 - ✓ On-time delivery
 - ✓ Competitive pricing
 - ✓ Responsible stewardship of the organization's stakeholders
 - ✓ Full functionality to update and manage your website
 - ✓ All the tools/apps needed to increase communications with citizens
 - ✓ An easy CMS to train employees quickly
 - ✓ Extended phone and email support
 - ✓ Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
 - ✓ 1200+ satisfied government clients
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"Our website needed to be revised into not just an online communication center but a website that would involve, engage and get residents to participate more in their county government, and Revize did just that! Revize delivered on all of its promises, and our dream of a new website for Genesee County came true with no glitches or unexpected surprises. All of the Revize Citizen Engagement Web Applications were welcomed with open arms by our county residents and I have to believe that this is the major difference between Revize and its competitors."— Maxine Daniels, IT Director, Genesee County, MI

Implementation Plan For The Charter Township of Plymouth, Michigan Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences. We don't utilize a "one size fits all" approach because it doesn't make sense. However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

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

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

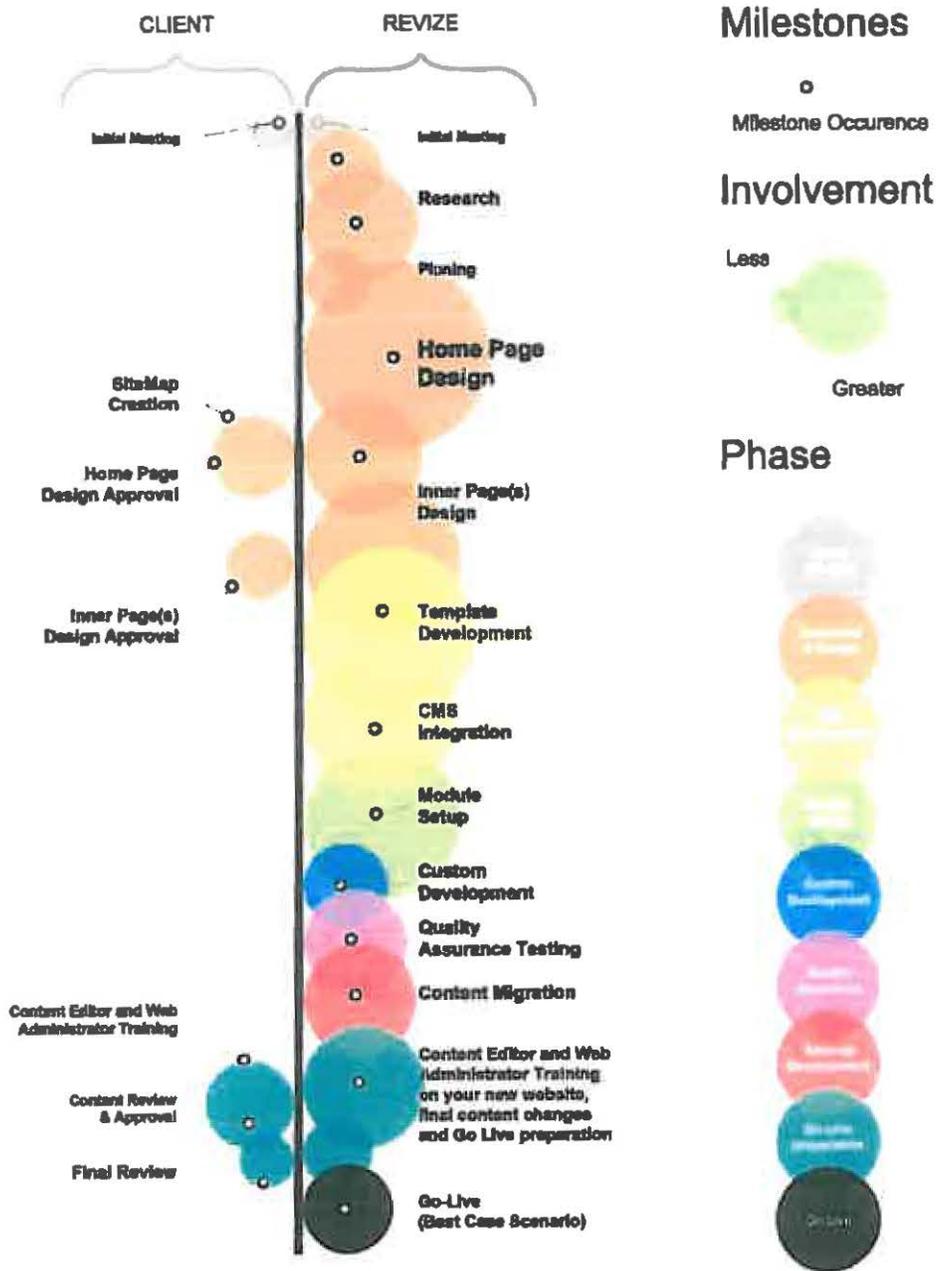
24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves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

The Revize Eight-Steps and Go Live!

Project Timeline

Phases	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 2	2 Weeks
Phase 2: Discovery & Design	Weeks 3 thru 5	3 Weeks
Phase 3: Template Development, CMS Integration	Weeks 6 thru 7	2 Weeks
Phase 4: Module Setup	Weeks 8 thru 9	2 Weeks
Phase 5: Custom Development	Weeks 10 thru 11	2 Weeks
Phase 6: Quality Assurance Testing	Week 12	1 Week
Phase 7: Sitemap Development / Content Migration	Weeks 13 thru 14	2 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 15	1 Week
Go-Live		15 Weeks

REVIZE PROJECT LIFE CYCLE



Phase 1: Initial Meeting, Communication Strategy, SOW

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

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

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

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period. Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and

development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

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

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

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

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

Revize Design Trends

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

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

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your

community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

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

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

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

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

Key Phase Objectives & Deliverables:

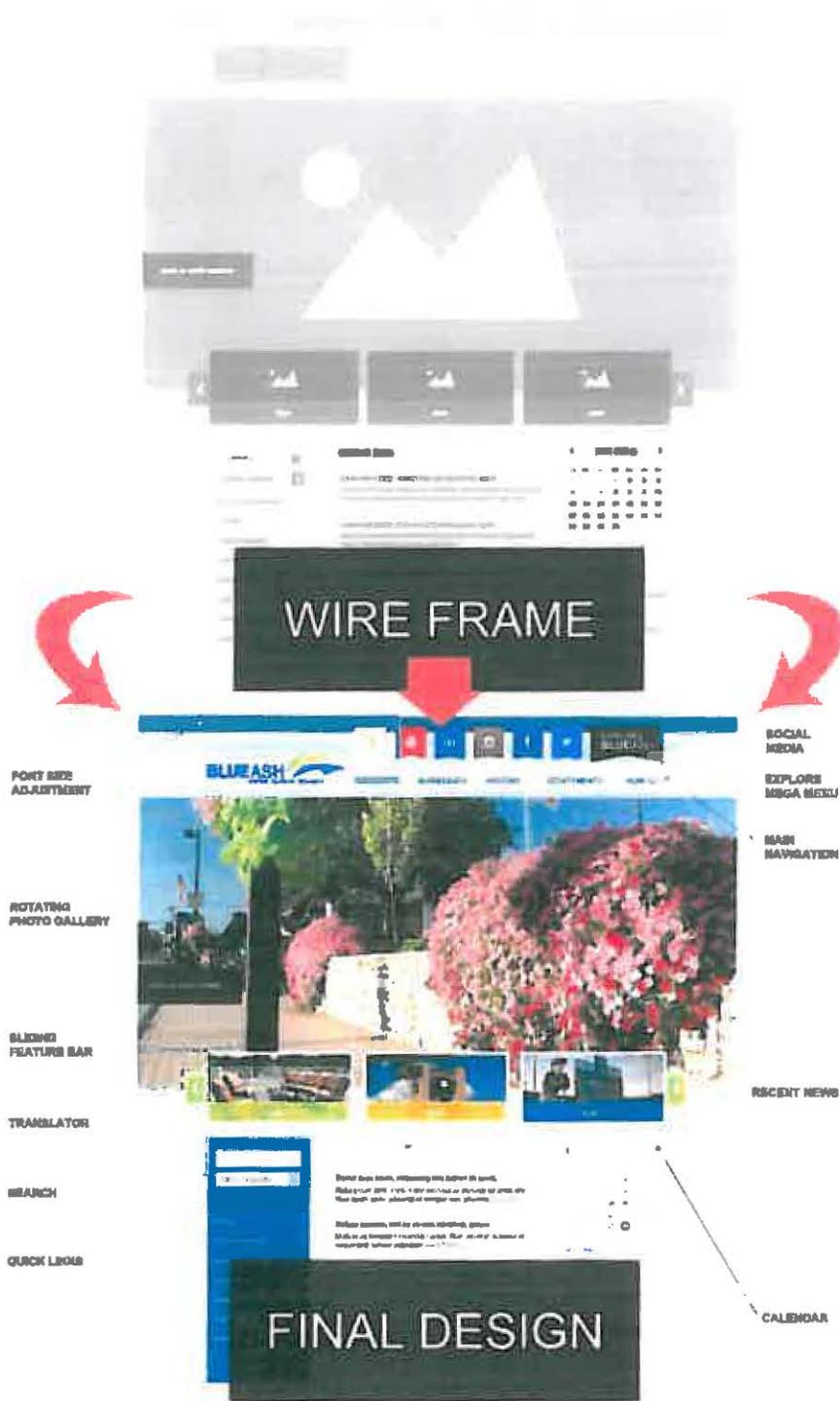
Over the past 20 years, Revize has mastered the art of designing government websites. The following steps are followed while designing new sites

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

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

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

WIRE FRAME TO CONCEPT



- ▶ **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- ▶ **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- ▶ **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.

Phase 3: Template Development, CMS Integration

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

Phase 4: CMS Modules Setup

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

Phase 5: Custom Functionality Development

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

Phase 6: Quality Assurance Testing

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

Phase 7: Content Development / Content Migration

Revize will develop a pre-defined number of pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.. **There are no limits to the number of pages you can create after you have gone through training.**

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

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

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

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

Standard Training Agendas

Basic Administrator Training (How to)

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

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Content Editor Training (How to)

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

Training on use of specific Modules Included, such as:

- Emergency Alert
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Request Center

- RSS
- And more....

Final Phase: You Go Live!

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

Marketing & Ongoing Consultation:

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

Search Engine Registration and Marketing:

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

Support and Maintenance

Free Training Refresher

Should members of your staff resign or retire, Revize will provide a second refresher training for your new staff members at no cost. The training would be followed by online video tutorials and links to downloadable training manual, so you will never lack the knowledge required to manage your website effectively. Our training team continuously improves our training materials to make sure that we teach all the tricks and essentials necessary to edit the content of the site and build new pages. The Revize support portal is accessible 24/7 to report any post-training issues so that we can take care of it right away.

Service Level Assurance

Our clients expect their websites to be up and running 24/7. Revize is proud to boast an impressive 99.99 percent uptime – the best in the industry. We constantly invest in the newest technology and innovations to ensure the smooth running of your website. However, in the highly unlikely event that your website is down for two hours or more, Revize will provide monthly prorated credit equal to one day of your annual service contract (example: Annual Service Contract divided by 365 days = daily credit). Each two hour increment will entitle you to one day of credit.

Unlimited Technical Support

The Revize technical support staff is available to assist you with content management and technical issues, 'round-the-clock, via either phone or email. You can contact Revize's friendly and knowledgeable support and customer service representatives 24/7 for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Telephone support is available between 8 a.m. – 6 p.m. EST Monday through Friday (excluding federal holidays); email support and our customer online portal is available 24 hours a day 365 days a year.

Maximum Response Times:

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

Revize Support:

- ▶ **8 a.m. – 6 p.m. EST (Monday thru Friday)**
- ▶ **Dedicated support staff to provide assistance and answer all questions**
- ▶ **New and existing user training**
- ▶ **Training refreshers**
- ▶ **Video tutorials and online training manual**
- ▶ **Automatic integration of enhancements**
- ▶ **E-Newsletter module support**
- ▶ **Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...**

Software Maintenance:

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. **As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.** When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Revize Maintenance Covers:

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

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

Revize provides our clients with 5GB to 20GB of data storage server space for each website; Unlimited server space is available if needed for a nominal annual fee. Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

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

Security

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

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

Security Controls and Protocols

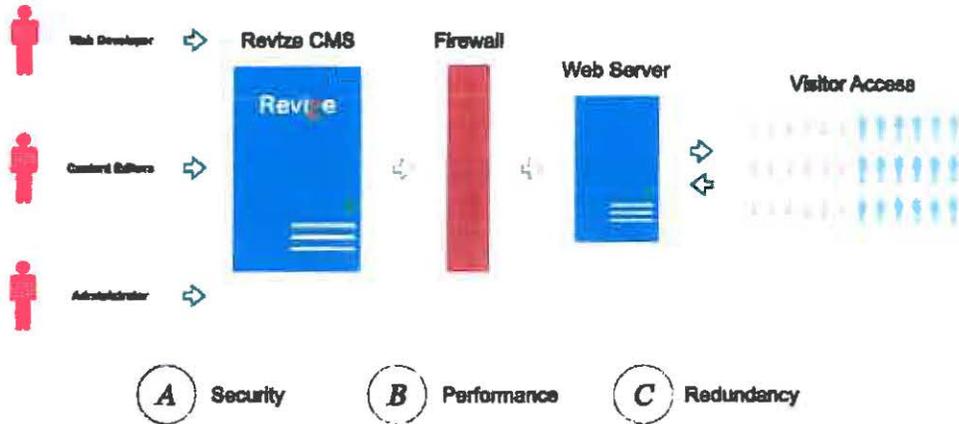
- › **Anti-malware software** such as antivirus software, anti-spyware software, and rootkit detectors
- › **Shield Plus Security Bundle** to prevent DDoS attacks
- › **Intrusion detection and prevention software** (such as file integrity checking software)
- › **Host-based firewalls** to protect CMS servers from unauthorized access
- › **Patch management software**
- › **Security and Authentication Gateways**
- › **Content filters**, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- › **HTTPS (Hypertext Transfer Protocol over SSL)**, which provides encryption and decryption for user page requests that require more secure online transactions
- › **SSL (Secure Socket Layer)** provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

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

Revize Technology Architecture

Revize[®] Intelligent Publishing[®] WCM



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

Contract Terms and Conditions

*****All conditions listed within the Township's RFP are met within this proposal, and no additional conditions are necessary from Revize. Your website comes with a life-time warranty for as long as you remain contracted with Revize. For the sake of maintaining its format, 5 copies of a sample contract has been placed inside our proposal response package*****

Township Required Forms

*****All required forms can be found at the end of this proposal in order to keep each form on its individual paper while maintaining the page count. The Confidential Pricing Form is in the envelope that can be found within our proposal response package*****

Additional Information (Revize Project Team)

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

JOSEPH J NAGRANT

Business Development Director

Joseph is an accomplished professional Internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

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

RAY AKSHAYA

Technical Director

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

- ▶ **Philosophy:** "Work Hard, Help People and Live Honest."
- ▶ **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- ▶ **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- ▶ **Role on your website project:** Technical Director

SAMIR ALLEY

Creative Arts Director/Lead Designer

Samir has more than a decade of experience in managing web site design projects. He has deployed 260+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

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

TOM GOODEN

Website Developer/ Graphic Designer, Illustrator

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

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

DENISE BRAZIER

Project Manager/Trainer

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

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

THOMAS JEAN

Government Subject Matter Expert/Senior Account Manager

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background as an elected official, president of a non-profit organization, and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

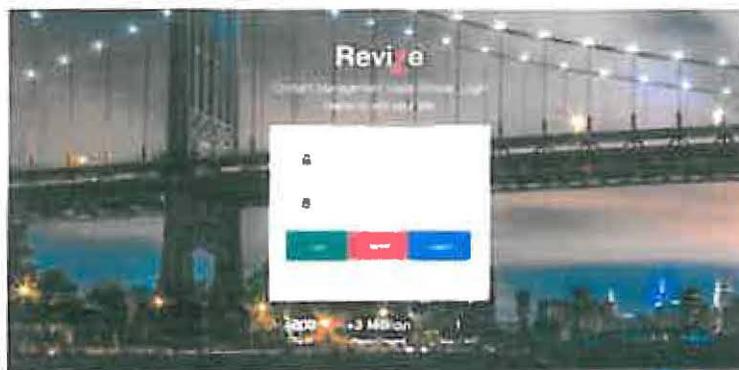
- ▶ **Philosophy:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- ▶ **Education:** BS degree in Political Science from University of Michigan; studied under top government academics.
- ▶ **Expertise:** Business development, business management, government procedure, public affairs, community development.
- ▶ **Role on your website project:** Account and client management

Revize eGov CMS User Interface

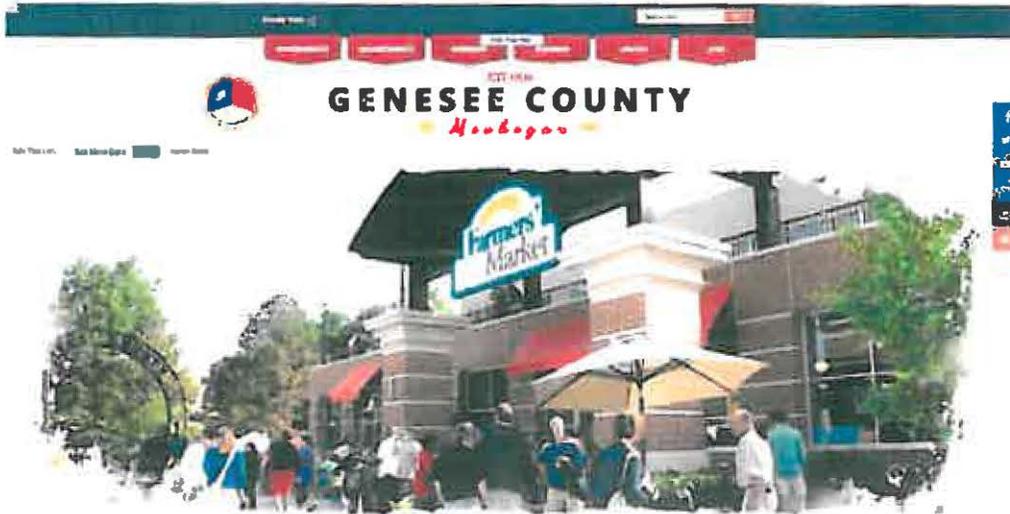
1. Revize CMS User Interface Home Page



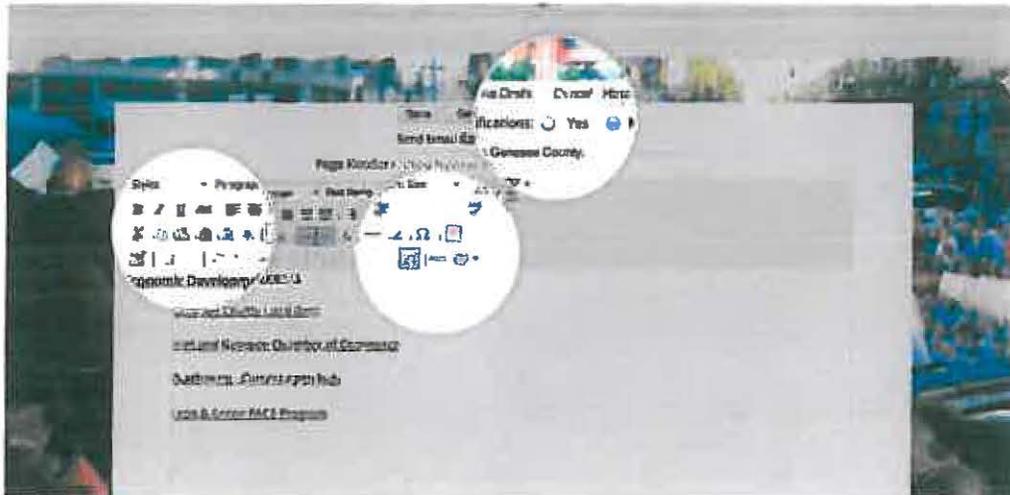
2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.



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



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



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

Government Account References

CLIENT: CITY OF CLAWSON, MI

Mark Pollock, City Manager
Office: (248) 435-4500 ext. 111
Email: mpollock@cityofclawson.com
Website: www.cityofclawson.com

CLIENT: CITY OF HOWELL, MI

Mike Pitera, IT Director
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Email: mpitera@ci.howell.mi.us
Website: www.cityofhowell.org

CLIENT: CITY OF HIGH POINT, NC

Nina McNeilly, Web Manager
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Website: www.highpointnc.gov

CLIENT: CLAY TOWNSHIP, MI

Artie Bryson, Clay Township Supervisor
Office: (810) 794-9303
Email: supervisor@claytownship.org
Website: www.claytownship.org

CLIENT: CHARTER TOWNSHIP OF OAKLAND, MI

Terry Gonser, Supervisor
Office: (248) 218-6958
Email: tgonser@oaklandtownship.org
Website: www.oaklandtownship.org

CLIENT: CITY OF CAPE CORAL, FL

John MacLean, Director Information Technology Services
Office: (239) 574-0455
Email: jmaclean@capecoral.net
Website: www.capecoral.net

Government Project Experience

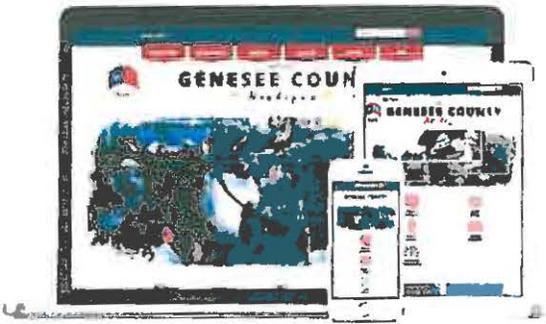


BIRMINGHAM MICHIGAN
WWW.BHAMGOV.ORG

OBJECTIVE:

Open Branding Responsive Web Design Details: Website Redesign to properly reflect the city's cosmopolitan character and increase prospective resident, family, and tourism interest. Also features a Social Media Fly-Out menu.

Feature Spotlight: Events Calendar, Document Center, Citizen Request Center, I Want To, Changeable Rotating Photo Gallery, FAQ, Chat Room, eNotify, Print This Page, Email This Page, Share this Content, etc.



GENESEE COUNTY MICHIGAN
WWW.GC4ME.COM

Responsive Web Design

Details: The Genesee County design masters bringing together the beauty of the County with a straight forward connection to everyday resident information. The website not only functions as a community engagement center but has special SEO attraction for business interests with easy navigation!

Feature Spotlight: Event Calendar, Latest News, Document Center, Community Alerts, Staff Directory, Bid Posting, Job Posting and Quick Links.



HOWELL MICHIGAN
WWW.CITYOFHOWELL.ORG

Responsive Web Design

Details: The City of Howell has a municipal website design that effectively and efficiently delivers the essential resident services with a clean look and feel. Also features a quick navigation topic slider for residents to get access to everyday information in one click!

Feature Spotlight: Sliding Feature Bar, Event Calendar, Document Center, Quick Links and Online Bill Payment



CLAWSON MICHIGAN
WWW.MYTREASUREISLAND.COM

Responsive Web Design

Details: The Clawson design is not just a government website but a communication center with an inviting feel that draws web visitors in. The home page features a clean entryway to resident and visitor information and multiple touch points to get to everyday topics of interest in one click.

Feature Spotlight: News Center, Upcoming Events, Document Center, I Want To



PONTIAC MICHIGAN
WWW.PONTIAC.MI.US

OBJECTIVE:

Responsive Web Design Details: Municipal website design to increase population and corporate growth in the community. The home page features a clean entryway to resident and business information and multiple touch points to get to everyday topics of interest in one click

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



CITY OF CAPECORAL, FLORIDA
WWW.CAPECORAL.NET

Responsive Web Design

Details: Oceanside city website design to make you feel like you want to go there! As well as feel like you are part of the community right from the home page.

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links, Citizen Request Center, Advanced Photo Gallery, Language Translator, Community Alerts and Social Media Sharing App

The Following Applications & Features will be integrated into Your Website Project

In addition to the eGov Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

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

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Emergency Alert Center with Text and Email Alerts
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Supplier Registration/Management System
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendars - Unlimited
- ✓ Personal Social Media Sharing App
- ✓ Sliding Feature Bar
- ✓ Language Translator

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Interactive Mapping Template
- ✓ Online Bill Pay
- ✓ Public Request Center with Captcha

STAFF PRODUCTIVITY APPS:

- ✓ Agenda Posting Center (Minutes-on-Demand)
- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Newsletter App
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling

SITE ADMINISTRATION AND SECURITY FEATURES:

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ History Log
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices

Revize Support Includes:

- ✓ 8 AM – 6PM EST (Monday thru Friday)
- ✓ Staff provides assistance and answers all questions
- ✓ Dedicated support staff
- ✓ New/existing user training
- ✓ Training Refreshers
- ✓ Video tutorials and online training manual
- ✓ Automatic integration of enhancements
- ✓ E-Newsletter Module support
- ✓ Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- ✓ Four major CMS upgrades per year
- ✓ Software and modules upgrades (automatic install)
- ✓ Server hardware and OS upgrades
- ✓ Immediate bug fixes/patches
- ✓ Round the clock server monitoring
- ✓ Data Center Network upgrades
- ✓ Security and antivirus software upgrades
- ✓ Firewall and router upgrades
- ✓ Bandwidth and network infrastructure upgrades
- ✓ Remote backup of all website assets
- ✓ Tape backup of all website assets
- ✓ Quarterly Newsletters on major feature updates
- ✓ Regular webinars on CMS features and usage
- ✓ Free website design upgrade every 5th year

Citizen's Communication Center Apps



EMERGENCY ALERT CENTER

Simple Yet Powerful

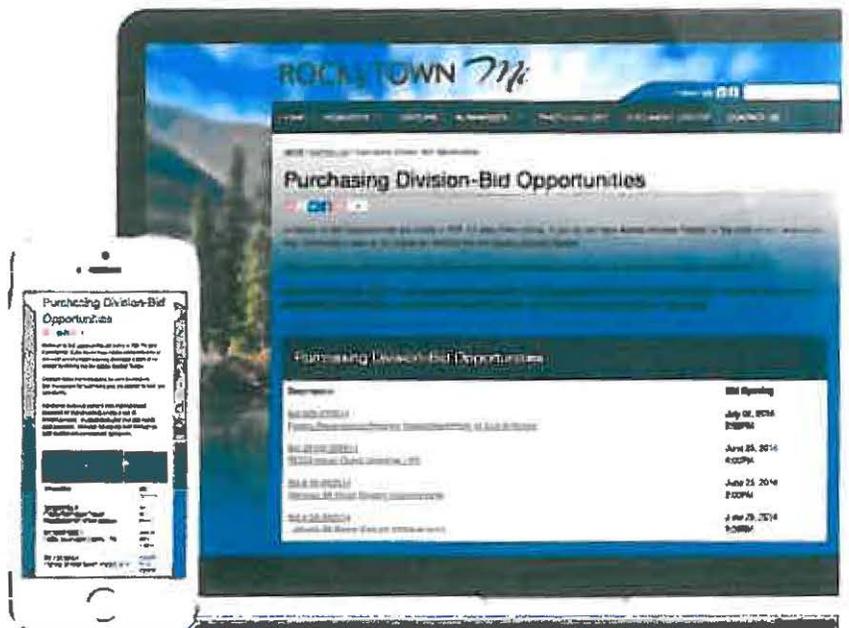
You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community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



BID POSTING

Quick and Easy

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



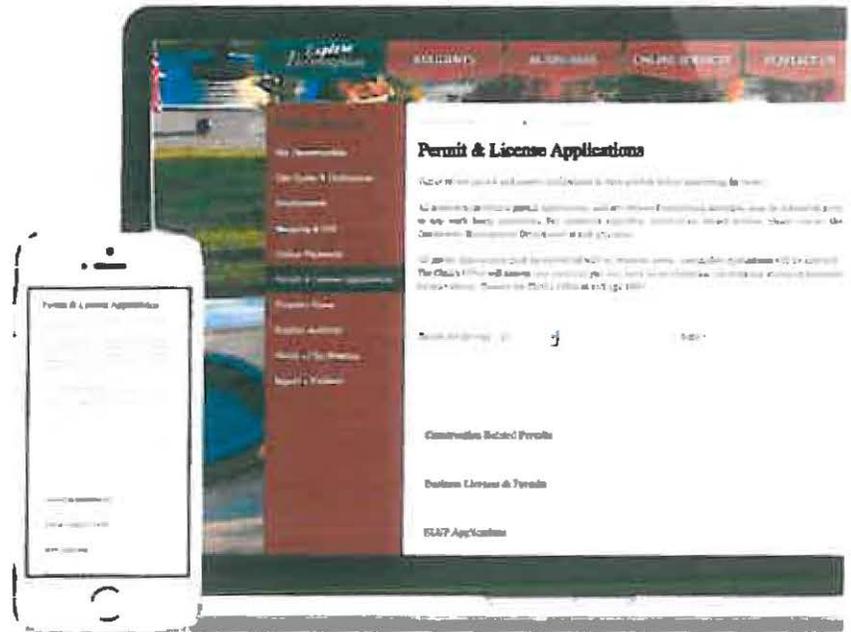


DOCUMENT CENTER APP

Documents Done Right

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors

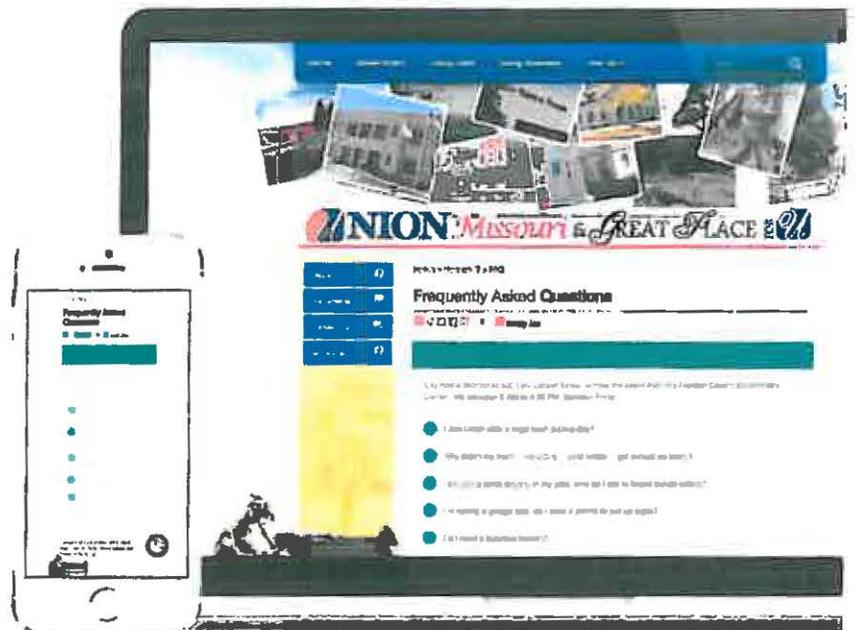
can access them 24/7 – usually within two clicks – and you won't incur any printing or postage costs.



FAQ

Handy and Convenient

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

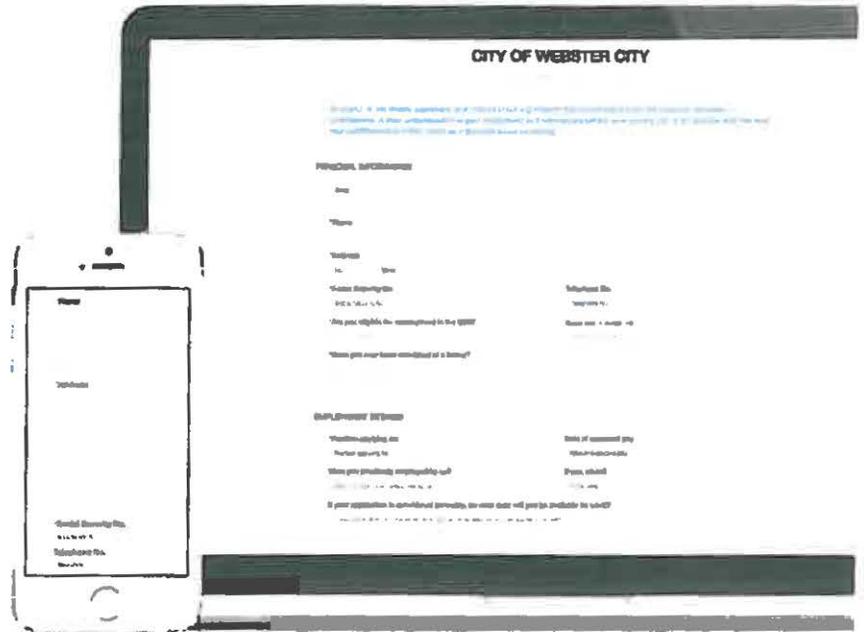




JOB POSTING

Find The Best

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



INTERACTIVE MAP

Navigate With Ease

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

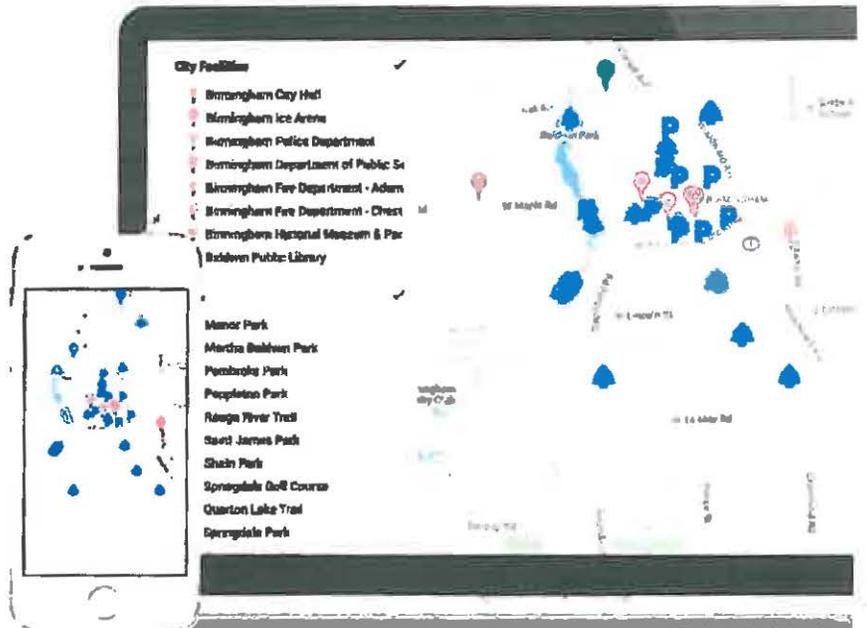




PHOTO GALLERY

Eye-Catching

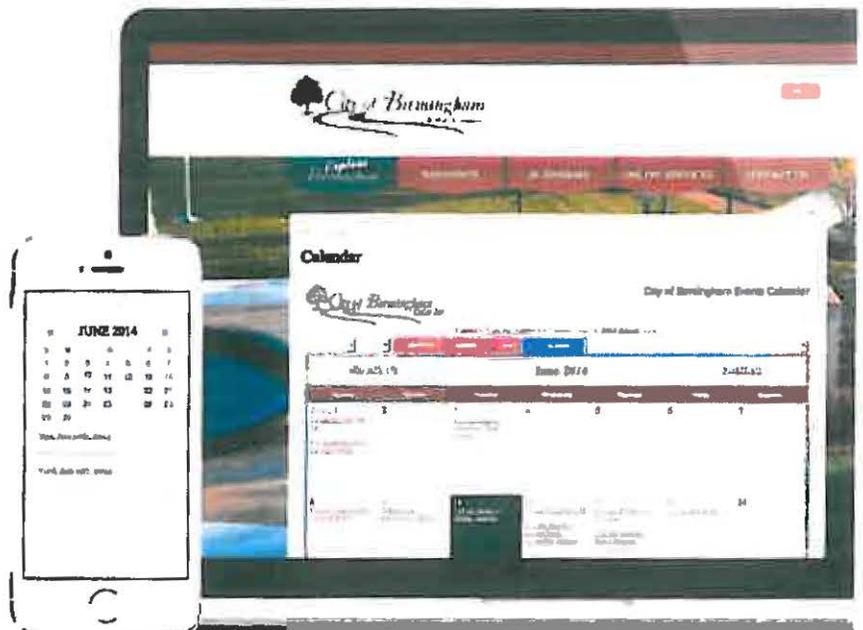
A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing photos or videos of events in and around your community, the Photo gallery has a slider to scroll through photos and also has thumbnails for each picture with On/Off features.



Calendar App

Intuitive and Robust

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





BUSINESS DIRECTORY

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



E-MAIL NOTIFY

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



NEWS CENTER WITH FACEBOOK INTEGRATION

Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of any specific news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.



ONLINE FORMS

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



QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs.

Examples for users:

Where do I...Get Registered for Summer Camp

Where do I...Get a Marriage License



SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.



SLIDING FEATURE BAR

This feature is mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions



TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizen's Engagement Center Apps



CITIZENS REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not created by a computer.



RESIDENT SERVICE REQUEST APP

This app allows customers, residents, participants, students, or any site visitor to post requests online. Tracking those requests, along with your organization's response thereto, couldn't be easier using the Revize platform. Users can sign themselves up, create a Login ID and Password, then post a request and track the progress through completion. The request tracker can be used for any type of interactive communication where the client wants multiple individuals to be able to post, track, and resolve any type of request.



CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.



ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.



RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps



AGENDA POSTING CENTER

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



JOB POSTING APP

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



IMAGE MANAGER

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



INTRANET

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



LINK CHECKER

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



MENU MANAGER

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



NEWS LETTER APP

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



ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



WEB CONTENT ARCHIVING

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



WEB CONTENT SCHEDULE

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

Site Admin & Security Apps



AUDIT TRAIL

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



AUTO SITEMAP TOOL

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



HISTORY LOG

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



ROLES/PERMISSION SETUP

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



SECURE SITE GATEWAY

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



WEBSITE STATISTICS

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



WORKFLOWS BY DEPARTMENT

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

Mobile Device and Accessibility Apps



ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.



FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.



RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, ie, smart phones, tablets, iPads and iPhones.

THANK YOU

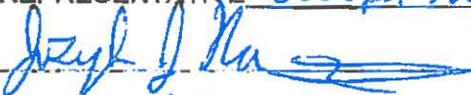
VII. HOLD HARMLESS AND INDEMNITY

To the fullest extent permitted by law, the Consultant expressly agrees to indemnify and hold the Township, its elected and appointed officials, employees and volunteer and others working on behalf of the Township, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time there from) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of Consultant or anyone acting in its behalf in connection with or incident to this contract or the work to be performed hereunder, except that the Consultant shall not be responsible to the Township on indemnity for damages caused by or resulting from the Township's sole negligence; and the Consultant shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder, and the Consultant shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred therein.

PLEASE PRINT:

CONSULTANT NAME Revize Government Websites

AUTHORIZED REPRESENTATIVE Joseph Nagrant

SIGNATURE 

CONSULTANT ADDRESS 1890 Crocker Rd.

Troy, MI 48084

PHONE 248-269-9263 (x16)

E-MAIL joseph.nagrant@revize.com

WITNESS 

DATE 09/16/2015

This form must be completed and returned with your proposal.

VIII. REFERENCES

VENDOR TO COMPLETE ALL BLANKS IN THIS DOCUMENT

List at least three (3) references of companies/municipalities, preferably in Michigan, for which you have undertaken similar projects. Municipal website experience preferred but not required.

1. Company/Municipality City of Clawson, MI
Contact Name Mark Polluck
Contact Title City Manager
Telephone 248-435-4500 (x111)
Fax No. 248-435-3240 Email mpolluck@cityofclawson.com

2. Company/Municipality City of Howell, MI
Contact Name Mike Pitera
Contact Title IT Director
Telephone Number 517-540-6714
Fax No. 517-546-6014 Email mpitera@ci.howell.mi.us

3. Company/Municipality City of High Point, NC
Contact Name Nina McNeilly
Contact Title Web Manager
Telephone Number 336-883-3113
Fax No. 336-883-8157 Email nina.mcneilly@highpointnc.gov

Vendor Signature  Date 9-17-15
Company Revize Government Webites

(additional sheets can be added if needed)

This form must be completed and returned with your proposal.

Official bid specifications are available at www.miba.info, www.chryslerhwa.com or call the Supervisor's Office at 734-354-3201

IX. BIDDER'S AGREEMENT

In submitting this proposal, as herein described, the bidder agrees that:

1. They have carefully examined the specifications and all other provisions of this form and understand the meaning, intent, and requirement of same.
2. They will enter into written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Joseph Nigrant
NAME PRINTED


SIGNATURE

Business Development Director
TITLE

Revize Government Websites
COMPANY

1890 Crookes Rd. Troy, MI 48064
ADDRESS

09/16/2015
DATE

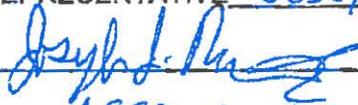
This form must be completed and returned with your proposal.

X. NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law before accepting any bid or proposal or entering into any contract for goods and services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business".

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the Township in this regard."

PLEASE PRINT:

VENDOR NAME Revize Government Websites
AUTHORIZED REPRESENTATIVE Joseph Nagrant
SIGNATURE 
VENDOR ADDRESS 1890 Crookes Rd
TOWNSHIP/STATE/ZIP Tray, MI 48084

This form must be completed and returned with your proposal.

XI. QUALIFICATION QUESTIONNAIRE

- 1. Name of Firm: Revize Government Websites
- 2. Office Address: 1590 Crook's Rd.
Tray, MI 48084
- 3. Telephone/Fax Numbers: 248-269-9263
- 4. E-mail address: joseph.nagrant@revize.com
- 5. Organization structure (corporation, partnership, etc.): Limited
Liability Corporation
- 6. How long have you been in business? 20 years
- 7. Due to the confidentiality involved in this project, would you have any objection to the Township obtaining a background check on all individuals involved in the project and employed by the Consultant hired? Y/N
- 8. List any professional certifications that you have obtained that would be applicable to this project:
Certifications and experience for each individual on
your project can be found in the proposal on pages 30-33

REPRESENTATIVE/TITLE Joseph Nagrant Business Development Director

TERMS None

SIGNATURE 

This form must be completed and returned with your proposal.



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: January 12, 2016

ITEM:
Repeal of the Compensation Commission

PRESENTER: Trustee Mike Kelly

OTHER INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY:

Chapter 2, Article II of Ordinance No 1016 created a Compensation Commission. The commission is a five-member board appointed by the Township Board. Their terms are staggered from one to five years. Currently is the role of the Compensation Commission to recommend salaries for the Township elected officials.

The purpose of this proposal to repeal Chapter 2, Article II of Ordinance No 1016, Compensation Commission, and any and all amendments thereto.

BACKGROUND:

ACTION REQUESTED:

Approve the 1st Reading to repeal Chapter 2, Article II of Ordinance No 1016

BUDGET/TIME-LINE:

IMPLEMENTATION PLAN:

RECOMMENDATION:

MODEL RESOLUTION: I move to approve the first reading of Amendment 17 to Ordinance 1016 to repeal Chapter 2, Article II Compensation Commission.

ATTACHMENTS:

ARTICLE 2: COMPENSATION COMMISSION

State Law Reference: M.C.L.A. § 41.95.

II-2.00. Title.

This ordinance shall be known and may be referred to as the Charter Township of Plymouth Elected Officials Compensation Commission Ordinance.

II-2.01. Implementation by resolution.

The Township Board may implement this ordinance by resolution including the date for convening the Commission.

II-2.02. Enabling legislation.

This ordinance is drafted and to be executed in strict compliance with Public Act 159 of the Public Acts of 1977, as amended, being M.C.L.A. §41.95.

II-2.03. Utilization to establish salaries of elected officials.

This ordinance shall be utilized to establish the salaries of elected officials in lieu of those salaries being determined by the officers composing the Township Board as provided in Public Act 159, Section 95(1) of 1977 (M.C.L.A. §41.95(1)).

II-2.04. Creation of commission; membership; appointment.

The Charter Township of Plymouth Elected Officials Compensation Commission is hereby created. The Commission shall determine the salary of each township elected official. The Commission shall consist of five members who are registered electors of the township, appointed by the Supervisor subject to confirmation by a majority of the members elected and serving on the Township Board.

II-2.05. Terms of office; appointment; filing of vacancies; ineligibility.

The terms of office for the Compensation Commission members shall be five years, except that of the members first appointed, one each shall be appointed for terms of one, two, three, four, and five years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a governmental agency or unit, or a member of the immediate family of an officer or employee of a governmental agency or unit, shall not be appointed to the Commission.

II-2.06. Salary determination; effective date; rejection; expenses.

The Commission shall determine the salary of each member of the Township Board. The determination of the Commission shall be the salary unless the Township Board by Resolution adopted by two-thirds of the members elected to and serving on the Board rejects the determination. The determination of the Commission shall be effective 30 days following filing of the determination with the Township Clerk unless rejected by the Township Board. If the determination is rejected, the existing salary(s) shall prevail. An expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

II-2.07. Commission meetings; quorum; open meetings; notice; majority vote; chairperson; session days; expenses.

The Commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days of its first meeting. A majority of the members of the Commission shall constitute a quorum for conducting the business of the Commission. The business that the Commission shall perform shall be conducted at a public meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 to 15.275. Public notice of the date, time and place of a Commission meeting shall be given in the manner required by Public Act 267 of 1976, as amended. The Commission shall not take action or make a determination without the concurrence of a majority of the members appointed and serving on the Commission. The Commission shall elect a chairperson from among its members. As used in this section, "session days" means calendar days on which the Commission meets and a quorum is present. The members of the Commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

II-2.08. Referendum on this ordinance; election.

Not more than 60 days after the effective date of this ordinance, a petition for referendum on the ordinance may be filed with the Township Clerk containing the signatures of not less than 5% of the registered electors of the township on the effective date of the ordinance in which case the election shall be conducted in the same manner as an election on a resolution under Public Act 159, Subsection 3 of

1977 (M.C.L.A. § 41.95(3)). If a petition for referendum is filed, a determination of the Commission shall not be effective until the ordinance has been approved by the electors.

II-2.09. Salary decrease during term of office.

The salary of an elected township official shall not be decreased during the official's term of office.

**STATE OF MICHIGAN
COUNTY OF WAYNE
CHARTER TOWNSHIP OF PLYMOUTH**

ORDINANCE TO REPEAL

ORDINANCE NO. ____, AMENDMENT ____ TO ORDINANCE 1016

AN ORDINANCE OF THE CODE OF ORDINANCES OF THE CHARTER TOWNSHIP OF PLYMOUTH TO REPEAL CHAPTER 2, ARTICLE II OF ORDINANCE NO. 1016, COMPENSATION COMMISSION, AND ANY AND ALL AMENDMENTS THERETO; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

THE CHARTER TOWNSHIP OF PLYMOUTH ORDAINS:

Ordinance No. _____, Amendment ____ to Ordinance No. 1016, is hereby adopted to read as follows:

SECTION I. REPEAL OF ORDINANCE NO. ____.

Chapter 2, Article II of Ordinance No. 1016, Compensation Commission, and any and all amendments to Chapter 2, Article II of Ordinance No. 1016, is and are hereby repealed.

SECTION II. REPEAL.

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance, except as herein provided, are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION III. 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 provision, and such holding shall not affect the validity of the remaining portion thereof.

SECTION IV. SAVINGS CLAUSE.

The repeal or amendment herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending litigation or prosecution of any right established or occurring prior to the effective date of this Ordinance.

SECTION V. PUBLICATION.

The Clerk for the Charter Township of Plymouth shall cause this Ordinance to be published in the manner required by law.

SECTION VI. EFFECTIVE DATE.

This Ordinance shall take full force and effect upon publication.

CERTIFICATION

The foregoing Ordinance was duly adopted by the Township Board Trustees of the Charter Township of Plymouth at its regular meeting called and held on the _____ day of _____, 2016, and was ordered to be given publication in the manner required by law.

Nancy Conzelman, Clerk

Introduced: _____
Published: _____
Adopted: _____
Effective upon Publication: _____



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: January 12, 2016

ITEM: Annual MDOT Right-of-Way Permit

PRESENTER: Patrick J. Fellrath, Director of Public Services; and Kevin L. Bennett, Township Attorney

OTHER INDIVIDUALS IN ATTENDANCE: None

BACKGROUND: Township is required to apply for an annual permit from MDOT to perform work in the MDOT road right-of-way. As part of the permit application, the Township is required to pass a resolution as provided by MDOT.

Township Attorney reviewed the proposed resolution and general permit conditions. Proposed motion to conditionally approve resolution is based on his recommendation and consistent with past Township practice.

ACTION REQUESTED: Approve

BUDGET/ACCOUNT NUMBER: n/a

RECOMMENDATION: Approve with a reservation of rights to challenge the indemnification provisions of the permit.

MODEL RESOLUTION: I move to approve Resolution No. 2016-01-12-01 and authorize the signature of same with a cover letter to be sent reserving the Township's right to challenge the indemnification provisions of the Permit as beyond the authority of the Township.

ATTACHMENTS: Cover Letter to MDOT; Resolution; Memo to Patrick Fellrath; Permit Conditions

HEMMING, POLACZYK, CRONIN,
WITTHOFF, BENNETT & DEMOPOULOS, P.C.

Counselors at Law
217 West Ann Arbor Road
Suite 302
Plymouth, Michigan 48170

KEVIN L. BENNETT

(734) 453-7877
FAX (734) 453-1108

kbennett@hpcswb.com

January 6, 2016

Michigan Department of Transportation

**RE: Charter Township of Plymouth
Performance Resolution for Governmental Agencies**

To the Michigan Department of Transportation:

Be advised that this office is general counsel to the Charter Township of Plymouth. I have reviewed the Performance Resolution for Governmental Agencies, and it is acceptable on its face. However, the General Conditions set forth in MDOT Form 2205-1 do contain indemnification provisions.

Be advised that the Charter Township of Plymouth does not have the authority to enter into an indemnification agreement because it would be an unlawful loan of credit. In *Solomon v Department of State Highways & Transp*, 131 Mich App 479; 345 NW2d 717 (1984), the court of appeals held that the credit of the state (and by extension its municipalities) cannot be used as a guarantee or surety in favor of any person, association, or corporation, public or private. Further, in *Michigan Mun Liability & Prop Pool v Muskegon County Bd of County Rd Comm'rs*, 235 Mich App 183; 597 NW2d 187 (1999), the court held that the road commission did not have the authority to enter into an agreement to indemnify a city and its engineer. As such, the Charter Township of Plymouth may not indemnify another entity.

To the extent that the Charter Township of Plymouth Board of Trustees adopts the Performance Resolution, and to the extent that the General Conditions, or any other form, purports that the Charter Township of Plymouth is indemnifying the State of Michigan or any

other entity, the Charter Township of Plymouth reserves the right to challenge such provision.

Respectfully,

Kevin L. Bennett

cc: Shannon Price, Supervisor
Patrick Fellrath, Director of Public Utilities

**PERFORMANCE RESOLUTION FOR
GOVERNMENTAL AGENCIES**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipality an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the Charter Township of Plymouth
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent he DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

NAME AND/OR TITLE Shannon Price	Township Supervisor
Patrick J. Fellrath	Director, Public Services
Robert Courter	DPW Foreman
Jana Radtke	Director, Comm. Development

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by
 the Board of Trustees
 (Name of Board, etc)

of the Charter Township of Plymouth of Wayne
 (Name of GOVERNMENTAL AGENCY) (County)

at a regular meeting held on the 12th day
 of January A.D. 2016.

SIGNATURE	TITLE	PRINT NAME
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Memo

To: Patrick Fellrath
From: Kevin L. Bennett
Date: January 6, 2016
Re: MDOT Annual Permit

I have reviewed the proposed "Performance Resolution for Governmental Agencies," which is the Michigan Department of Transportation form for issuing a permit to a municipality for an "Individual Permit for Use of State Highway Right of Way" or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way."

The Resolution itself is acceptable. The Resolution makes no reference to indemnification.

However, the General Conditions of the Permit do contain an indemnification provision. For that reason, I believe the Board's adopting the Resolution should be contingent upon a reservation of the Township's right to challenge the indemnification provision. A proposed reservation of rights letter is attached.

GENERAL CONDITIONS

This permit is issued subject to the following conditions:

1. This permit grants to the permittee only those rights specifically stated and no other. Maintenance work within the trunkline right of way may require a separate permit unless authorized within the scope of the annual permit.
2. Issuance of this permit does not relieve permittee from meeting any and all requirements of law, or of other public bodies or agencies. The permittee shall be responsible for securing including but not limited to any other permissions including or required by law including but not limited to cities, villages, townships, corporations, or individuals for the activities hereby permitted.
3. The permittee agrees as a condition of this permit to:
 - a. Have in the permittee's or the permittee's representative's possession on the job site at all times the approved permit, advanced notice and any necessary plans or sketches.
 - b. Submit Advance Notice through the online Construction Permit System (CPS) at least five (5) working days prior to commencement of any operations covered by this permit. No work shall start until an approved Advance Notice is e-mailed to the permittee.
 - c. Perform no work except emergency work, unless authorized by the Department, on Saturdays, Sundays, or from 3:00 p.m. on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
 - d. Provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit.
 - e. Furnish, install and maintain all necessary traffic controls and protection during permittee's operations in accordance with the Michigan Manual of Uniform Traffic Control Devices and any supplemental specifications set forth herein.
 - f. Notify the Department of completion of work authorized by this permit through CPS, so that final inspection may be made and surety deposit released (where applicable). Surety deposit will not be released until the work authorized by the permit has been completed and inspected, and all inspection charges billable to the permittee are paid.
4. Nothing in this permit shall be construed to grant any rights whatsoever to any public utilities, except as to the consent herein specifically given, nor to impair any existing rights granted in accordance with the constitution or laws of this state.
5. Any operations in the trunkline right of way not covered by permit and the appropriate Department specifications are in violation of the jurisdictional authority of the Department, with respect to the control of the trunkline right of way, unless approved by the Department. Any change or alteration in the permit activities requires prior approval of the Department and may require a new permit.
6. Performance of the requirements of this permit is the responsibility of the permittee. The permittee shall complete all operations for which this permit is issued in accordance with the conditions of this permit, by the specified completion date. The permittee shall meet all requirements of the current Department Standard Specifications for Construction, and the Supplemental Specifications set forth on/or incorporated as a part of this permit.
7. The construction, operation and maintenance of the facility covered by this permit shall be performed without cost to the Department unless specified herein. The permittee shall be responsible for the cost of restoration of the state trunkline and right of way determined by the Department to be damaged as a result of the activities of the permittee.
8. Facilities allowed on state trunkline right of way shall be placed and maintained in a manner which will not impair the state trunkline or interfere with the reasonable safe and free flow of traffic. Failure of the permittee to maintain the facilities located within the State trunkline right of way so as not to interfere with the operation, maintenance or use of the state trunkline by the traveling public may result in revocation of the permit.
9. The permittee is solely and fully responsible for all activities undertaken pursuant to the permit. Any and all actions by the Department and those governmental bodies performing permit activities for the Department pursuant to a maintenance contract, including but not limited to any approved reviews and inspections of any nature, permit issuing, and final acceptance or rejection of the work or activity authorized by the permit shall not be construed as a warranty or assumption of liability on the part of the Department or those governmental bodies. It is expressly understood and agreed that any such actions are for the sole and exclusive purposes of the Department and the governmental bodies acting in a governmental capacity. Any such actions by the Department and governmental bodies will not relieve the permittee of its obligations hereunder, nor are such actions by the Department and the governmental bodies to be construed as a warranty as to the propriety of the permittee's performance. The permittee shall indemnify and save harmless the State of Michigan, Michigan Transportation Commission, the Department and all officers, agents and employees thereof, and those governmental bodies performing permit activities for the Department and all officers, agents and employees thereof, pursuant to a maintenance contract, against any and all claims for damages arising from operations covered by this permit except claims resulting from the sole negligence or willful acts or omissions of said indemnities, its agent, or employees. In addition, permittee upon request shall furnish proof of insurance coverage for the term of this permit in an amount pre-specified.
10. This permit is not assignable and not transferable unless specifically agreed to by the Department.
11. The permittee, upon request of the Department, shall immediately remove, cease operations, and surrender this permit, or alter or relocate, at the permittee's own expense, the facility for which this permit is granted. Upon failure to do so, the Department may take any necessary action to protect the trunkline interest and the permittee shall reimburse the Department for its costs in doing same. The permittee expressly waives any right to claim damages or compensation in the event this permit is revoked.
12. The permittee shall, upon request by the Department, furnish a performance surety deposit in the form of a bond, cash, certified check, or (when authorized by the Department) an irrevocable letter of credit in such amount as deemed necessary by the Department to guarantee restoration of the trunkline highway or performance under the conditions of the permit.

13. The permittee hereby acknowledges and agrees that the Department has the right to demand completion by the permittee, or the performance surety, or to complete any uncompleted activity authorized by this permit which adversely affects the operation and/or maintenance of the state trunkline highway, or which is not completed by the expiration date of the permit, including:
- Completion of construction of driveway and/or approach (not authorized by annual permit).
 - Removal of materials.
 - Restoration of the trunkline facilities and right of way as necessary for the reasonably safe and efficient operations of the trunkline highway.
- The permittee further agrees to immediately reimburse the Department in full for all such costs incurred by the Department upon receipt of billing, and that upon failure to pay, the Department may effect payment with the performance surety deposit. Should the surety deposit be insufficient to cover expenses incurred by the Department, the permittee shall pay such deficiency upon billing by the Department. If the surety deposit exceeds the expense incurred by the Department, any excess will be returned or released to the depositor upon completion of the work to the satisfaction of the Department.
14. The Department reserves the right during the time any or all of the work is being performed to assign an inspector to protect the trunkline interest, and to charge the permittee all such costs incurred. In addition, the permittee may be billed any engineering and review fees incurred by the Department or its agent in connection with the work covered by this permit.
15. **Emergency Operations:** In time of disaster or emergency, or when utility lines or facilities are so damaged as to constitute a danger to life and/or property of the public, access to the same may be had by the most expeditious route. Work is to be completed in a manner which will provide the traveling public with maximum possible safety and minimize traffic distribution. Notice of such situations shall be given to the nearest police authority and the department as soon as can reasonably be done under the circumstances. During normal Department work hours, the facility owner shall advise the Department of any operations within right of way which affect traffic operations or the highway structure or facilities prior to performance of the work. After normal Department work hours, the permittee, at the beginning of the first working day after the emergency operation, shall advise the Department of any operations which affect traffic operations or the highway structures and facilities. If determined necessary by the Department, the permittee shall secure an individual permit for such work after notification.
16. Upon the Department's request, as built drawings of work performed will be furnished to the Department within 30 days after completion of the work.
17. The permittee shall give notice to public utilities in accordance with Act 174 of 2013, as amended, and comply with all applicable requirements of this act. The permittee shall also comply with requirements of Act 451, P.A. of 1994, as amended.
18. The permittee acknowledges that the Department is without liability for the presence of the permittee's facility which is located within the trunkline right of way. Acceptance by the Department of work performed, and/or notice of termination of performance obligations for the surety and/or the permittee do not relieve the permittee of full responsibility for the permittee's work or for the presence of the permittee's facility in the trunkline right of way.
19. Where the Department has accepted an Indemnification Commitment in lieu of bond and/or insurance policies, such commitment is incorporated into this permit by reference.
20. It is illegal to discharge substances other than storm water into the Department's storm sewer system unless permission has been obtained in writing for other discharges.
21. The permittee shall be responsible for obtaining information on permitted environmental site closures within MDOT right of way. MDOT has implemented a program that allows environmental contamination to remain within the right of way by use of a permit. Issued permit information can be obtained from the Region/TSC in which the permit is issued. If the permittee will encounter a site area identified as a site closure permit area, the permittee shall follow instructions and conditions set forth in Supplemental Specifications #3 and specifications found in form 2205-C, "Special Conditions for Underground Construction".

SUPPLEMENTAL SPECIFICATIONS

1. Construction and Maintenance of Facilities – To construct and maintain utility crossings of limited access highways, access for the utility's service vehicles may be from county roads, service roads, and openings authorized in limited access right of way fences. The construction of utilities across limited access highways should be for the purpose of serving a general area rather than providing individual services, unless extenuating circumstances necessitate such crossings.

Equipment, vehicles or personnel will not operate within a distance of 30 feet from the edge of the pavement of roadways or ramps on limited access highways. At locations where utilities have been constructed in medians having a width greater than 80 feet or have otherwise been allowed to remain or to be constructed in limited access right of way, ingress and egress shall be by such routes as specified by the Department, which may also specify additional safety provisions.

2. Restoration- Restoration of the trunkline highway and right of way will be such that it will provide a condition equal to or better than the original condition, in accordance with Michigan Department of Transportation Standard Specifications.
3. Excavation and Disposal of Excavated Material – The permittee shall provide and place the necessary sheeting, shoring and bracing required to prevent caving, loss or settlement of foundation material supporting the pavement, or any other highway installation such as sewers, culverts, etc. The permittee shall assume the full responsibility for this protection and shall not proceed in these areas before approval of the methods by the Department.

Construction equipment and excavating material shall not be stocked in such locations that it creates a traffic hazard or interferes with the flow of traffic; and on limited access highways, shall be a minimum of 30 feet from the traveled way. Sod and topsoil shall be stacked separately from other excavated material. The permittee shall dispose of all surplus and unsuitable material outside of the limits of the highway, unless the permit provides for disposal at approved locations within right of way. In the latter case, the material shall be leveled and trimmed in an approved manner.

When the permittee is excavating within trunkline right of way and discovers existing contaminated soil and/or an abandoned underground storage tank, special permit specifications entitled "Special Conditions for Underground Construction" (Form 2205-C) shall apply.

4. Utility Cuts, Trenches and Pavement Replacement – Utility crossing by pavement cutting and removal are generally prohibited. If extenuating circumstances make tunneling, boring and jacking impractical pavement cutting may be used with approval of the Department. All utility cuts, trenching and pavement replacement shall comply with the requirements of the Standard Specifications and the Standard Plan "Utility Cuts, Trenches and Pavement Replacement". Unless otherwise specified, cuts in concrete residential and commercial drives shall be as above; except that the patch width shall be a minimum of 3 feet and the remaining slab from patch to existing joint shall be a minimum of 3 feet. Backfill shall be made with sand-gravel as specified in the Standard Specifications, unless otherwise directed. After the backfill has been placed and compacted by controlled density method, the pavement shall be replaced with new pavement of the original type and quality, unless at the season of the year when it is not feasible to replace pavement in kind. In this case, a temporary surface of bituminous material shall be placed with Department approval and later replaced with pavement of the original type at the applicant's expense. Other pavement types may be allowed with prior approval of the Department.

5. Crossing Roadbed by Tunneling or Boring and Jacking – All crossing of roadbed operations involving tunneling, boring and jacking shall comply with the Department's special provisions for such work.

6. Backfilling and Compacting Backfill – Unless otherwise specified, all trenches, holes and pits shall be filled with sound earth or with sand-gravel if so provided, placed in successive layers not more than 9 inches in depth, loose measure, and each layer shall be thoroughly compacted by tamping. All backfill compaction will be subject to check by the controlled density method.

7. Depth of Cover Method- Unless otherwise authorized, pipes shall be placed to a depth that will provide not less than 4 feet of cover between the top of the roadway surface and the pipe, 3 feet cover below the ditch line and the pipe.

8. Trees:

- a. The permittee is responsible for obtaining permission from abutting owners when trimming or removing trees on easement right of way.
- b. Tree removal or trimming may be undertaken only after submission of an "Advance Notice" through CPS, a field review by the Region Resource Specialist and an approved copy of the advanced notice is e-mailed to the permittee.
- c. Limbs, logs, stumps and litter shall be disposed of in a manner acceptable to the Department.
- d. Tree roots shall be bored a distance of one foot for each one inch of trunk diameter for underground utility installations

9. Aerial Wire Crossings – Vertical clearance of wires, conductors and cables over state trunkline shall not be less than required by Section 232 of the National Electrical Safety Code, except in no case shall the under-clearance below any wire, conductor, or cable, under any temperature or loading condition, be less than eighteen feet (18').



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: January 12, 2016

ITEM: METRO Act Application – RAM Construction Services

PRESENTER: Kevin L. Bennett, Township Attorney; and Patrick J. Fellrath, Director of Public Services

OTHER INDIVIDUALS IN ATTENDANCE: None anticipated.

BACKGROUND: Township received attached METRO Act Application submitted by RAM Construction Services. Township Attorney reviewed the application (see attached memo) and proposed motion is based on his review.

The application was found to be administratively incomplete for several reasons. Due to the METRO Act requirement for a municipality to act on an application within 45 days, it is recommended the Board pass the proposed motion to deny the application.

BUDGET/ACCOUNT NUMBER: METRO Act Fund

RECOMMENDATION: Deny

MODEL RESOLUTION: I move to deny the METRO Act Application as submitted by RAM Construction Services on December 9, 2015 for the reasons cited in the attached memo dated January 6, 2016 from the Township Attorney. This denial shall not preclude applicant from resubmitting a revised application for reconsideration.

ATTACHMENTS: Attorney Memo; METRO Permit Application

Memo

To: Patrick Fellrath
From: Kevin L. Bennett
Date: January 6, 2016
Re: METRO Act Application – RAM Construction Services

You have requested that this office review the METRO Act Application submitted by RAM Construction Services. The Application is administratively incomplete for the following reasons.

- Section 1.2 requires the legal name of the applicant. The legal name on the Application is listed as RAM Construction Services. According to the State of Michigan Department of Licensing and Regulatory Affairs, the legal name is RAM Construction Services of Michigan, Inc.
- Section 1.6 requires the applicant to furnish a copy of the applicant's most recent annual report filed with the State of Michigan. The most recent annual report is not attached to the Application.
- Section 2.1 requires either a copy of authorizations, if applicable, the applicant holds to provide telecommunications services in Municipality, or if no authorizations are applicable, an explanation. Neither is provided.
- Section 2.3 requires the applicant to furnish route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. No route maps were provided.
- Section 3.4 requires the applicant to furnish a certificate of insurance showing the applicant's insurance coverage, carrier and limits of liability. Township Ordinance V-2.10 contains the Township's insurance requirements also (see Exhibit 1). The applicant's certificate of insurance fails to comply with the requirements of Township Ordinance V-2.10 for the following reasons.
 - The Ordinance requires a comprehensive general liability insurance policy in an amount not less than \$10,000,000. The furnished certificate shows comprehensive general liability insurance of \$2,000,000 (although there is a \$14,000,000 umbrella).
 - The Ordinance requires that the certificate specifically provide that 1) the policy may not be cancelled or modified unless 30 days prior written notice is provided to the Township; and 2) the following language be included: "In the event of a claim being

made hereunder by one insured for which another insured is or may be liable, then this policy shall cover the insured against whom a claim is made in the same manner as if separate policies had been issued to each insured hereunder.” As such, the “additional remarks” section of the certificate should read as follows:

The Charter of Plymouth is an Additional Insured for General Liability, Automobile Liability and Umbrella Liability on a primary and non-contributory basis. The policy shall not be cancelled or modified unless 30 days prior written notice is provided to the Charter Township of Plymouth. In the event of a claim being made hereunder by one insured for which another insured is or may be liable, then this policy shall cover the insured against whom a claim is made in the same manner as if separate policies had been issued to each insured hereunder.

Because the application complies with neither the METRO Act nor the Township Ordinance, I recommend that the Board deny, on a temporary basis, the METRO Act Application submitted by RAM Construction Services. Upon resubmission of the Application with the above mentioned concerns addressed, we will reconsider the Application.



7020 Southbelt Drive SE, Caledonia, MI 49316
P 616.455.9840 F 616.455.9845
www.tkns.net

December 7, 2015

Charter Township of Plymouth
9955 N. Haggerty Rd.
Plymouth, MI 48170

Re: Ram Construction Services METRO Permit Application

To whom it may concern:

Turnkey Network Solutions has been contracted by Ram Construction Services to engineer, permit and construct a fiber optic telecommunications line within the Charter Township of Plymouth.

To that end and in keeping with the Metropolitan Extension Telecommunications Right-of-way Oversight Act, 2002 PA 48 ("Act 48") please find US Signal Company's Right-of-way Telecommunications Permit Application.

Thank you for your help in this regard and please do not hesitate to contact me at 616-988-5308 or efilkins@tkns.net if you have any questions or concerns.

Sincerely,

Erica Filkins

Turnkey Network Solutions

Enclosure

**METRO Act Permit Application Form
Revised February 2, 2015**

**Charter Township of Plymouth
Name of Local Unit of Government**

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS
UNDER
METROPOLITAN EXTENSION TELECOMMUNICATIONS
RIGHTS-OF-WAY OVERSIGHT ACT
2002 PA 48
MCL SECTIONS 484.3101 TO 484.3120**

**BY
RAM Construction Services
("APPLICANT")**

Unfamiliar with METRO Act?—Assistance: Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-284-8190 or via its web site at http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html.

45 Days to Act—Fines for Failure to Act: The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

Where to File: Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at 9955 N. Haggerty Rd., Plymouth, MI 48170

Charter Township of Plymouth
Name of local unit of government

**APPLICATION FOR
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY
TELECOMMUNICATIONS PROVIDERS**

By
**RAM Construction Services
("APPLICANT")**

This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).

This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).

1 GENERAL INFORMATION:

1.1 Date: 11/23/15

1.2 Applicant's legal name: **RAM Construction Services**
Mailing Address: **13800 Eckles Rd.
Livonia, MI 48150**
Telephone Number: **(734) 464-3800**
Fax Number: **(734) 464-1766**
Corporate website: **<http://www.ramservices.com/>**

Name and title of Applicant's local manager (and if different) contact person regarding this application: **Kenneth Ronse**
Mailing Address: **13800 Eckles Rd.
Livonia, MI 48150**
Telephone Number: **(734) 464-3800**
Fax Number: **(734) 464-1766**
E-mail Address: **kronse@ramservices.com**

1.3 Type of Entity: (Check one of the following)

- Corporation
- General Partnership
- Limited Partnership
- Limited Liability Company
- Individual
- Other, please describe: _____

1.4 Assumed name for doing business, if any: _____

1.5 Description of Entity: **Contractor specializing in restoration of aging structures, waterproofing, and new construction.**

1.5.1 Jurisdiction of incorporation/formation; **Michigan**

1.5.2 Date of incorporation/formation; **1918**

1.5.3 If a subsidiary, name of ultimate parent company;

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities). **CEO – Robert T. Mazur**

President – Robert T. Mazur

Treasurer – Kevin M. Houle

Secretary – John Mazur

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? **NO** If yes, describe: _____.

1.7 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes **No**

If "yes," please describe the circumstances.

1.8 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.8.1 A felony; or

1.8.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes **No**

If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.

1.9 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

1.9.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

If no financial statements are provided, please explain and provide particulars.

2 DESCRIPTION OF PROJECT:

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways. **Broadband Telecommunication Service**

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).

2.4 Please provide an anticipated or actual construction schedule.
To be completed by the end of the calendar year

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways. **RAM Construction Services**

Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant. **RAM Construction Services**

3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:

Please provide the following or attach an appropriate exhibit.

3.1 Address of Applicant's nearest local office; **13800 Eckles Rd.
Livonia, MI 48150**

3.2 Location of all records and engineering drawings, if not at local office;
**13800 Eckles Rd.
Livonia, MI 48150**

3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system; **TurnKey Network Solutions, Tom Glass, (616) 988-3344, tglass@tkns.net, 7020 Southbelt Dr. SE Caledonia, MI 49316**

3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

3.4.1 Worker's compensation;

3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways. **TurnKey Network Solutions**

4 CERTIFICATION:

All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.

RAM Construction


Signature

KENNETH W ROUSE
Print Name

NETWORK ADMIN
Title

12-3-15
Date

S:\metroapplicationform.doc

METRO Act Permit
Bilateral Form
Revised 12/06/02

RIGHT-OF-WAY
TELECOMMUNICATIONS PERMIT

TERMS AND CONDITIONS

1 Definitions

- 1.1 Company shall mean Ram Construction Services organized under the laws of the State of Michigan whose address is 5460 Cascade Rd. SE, Grand Rapids, MI 49546.
- 1.2 Effective Date shall mean the date set forth in Part 13.
- 1.3 Manager shall mean Municipality's Mayor or his or her designee.
- 1.4 METRO Act shall mean the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.5 Municipality shall mean the Charter Township of Plymouth, a Michigan municipal corporation.
- 1.6 Permit shall mean this document.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public right-of-way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunication Facilities or Facilities shall mean the Company's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify, or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial mobile radio service in 47 CFR 20.3, and service provided by any wireless, 2-way communications device.
- 1.9 Term shall have the meaning set forth in Part 7.

2 Grant

- 2.1 Municipality hereby grants a permit under the METRO Act to Company for access to and ongoing use of the Public Right-of-Way to construct, install and maintain Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A on the terms set forth herein.
- 2.1.1 Exhibit A may be modified by written request by Company and approval by Manager.
- 2.1.2 Manager shall not unreasonably condition or deny any request for a modification of Exhibit A. Any decision of Manager on a request for a modification may be appealed by Company to Municipality's legislative body.
- 2.2 Overlapping. Company shall not allow the wires or any other facilities of a third party to be overlapped to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.
- 2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

- 3.1 Company Contacts. The names, addresses and the like for engineering and construction related information for Company and its Telecommunication Facilities are as follows:
- 3.1.1 The address, e-mail address, phone number and contact person (title or name) at Company's local office (in or near Municipality) is Kenneth Ronse, (734) 464-3800, 13800 Eckles Rd, Livonia, MI 48150, kronse@ramservices.com.
- 3.1.2 If Company's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local office, the location address, phone number and contact person (title or department) for them is Kenneth Ronse, (734) 464-3800, 13800 Eckles Rd, Livonia, MI 48150, kronse@ramservices.com.

- 3.1.3 The name, title, address, e-mail address and telephone numbers of Company's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities is TurnKey Network Solutions, Tom Glass, (616) 988-3344, 7020 Southbelt Dr. SE Caledonia, MI 49316.
- 3.1.4 The address, phone number and contact person (title or department) at Company's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is Kenneth Ronse, (734) 464-3800, 13800 Eckles Rd, Livonia, MI 48150, kronse@ramservices.com.
- 3.1.5 Company shall at all times provide Manager with the phone number at which a live representative of Company (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency.
- 3.1.6 The preceding information is accurate as of the Effective Date. Company shall notify Municipality in writing as set forth in Part 12 of any changes in the preceding information.
- 3.2 Route Maps. Within ninety (90) days after the substantial completion of construction of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).
- 3.3 As-Built Records. Company, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Company shall inform Municipality as soon as reasonably possible of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Company, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Company's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Company, at its sole expense, shall modify the Telecommunication Facilities or take such other actions

as Municipality may determine is in the public interest to remove or alleviate the burden, and Company shall do so within a reasonable time period. Municipality shall attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.

- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Company over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Company, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Company's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Company's option, better) condition as that which existed prior to the disturbance. In the event that Company, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Company shall pay the costs Municipality incurred for such repair.
- 4.4 Marking. Company shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Company's lines on alternate poles which shall state Company's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Company's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or other appropriate above ground markers with Company's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Company, shall be marked at its entrance into and exit from each manhole and handhole with Company's name and a toll-free telephone number.

- 4.5 Tree Trimming. Company may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Company shall dispose of all trimmed materials. Company shall minimize the trimming of trees to that essential to maintain the integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.
- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Company shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Company's use, or the facilities of all users of the poles are required to go underground then Company shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Company may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Company shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Company shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").
- 4.7.1 The goals of such coordination shall be to encourage Company to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Company shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Company shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Municipality shall not unreasonably delay or deny issuance of any such permits, licenses or approvals. Company shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and

the National Electric Code (latest edition). Company shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended. This section does not constitute a waiver of Company's right to challenge laws, statutes, ordinances, rules or regulations now in force or established in the future.

- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal and relocation of Company's Facilities in the vacated Public Right-of-Way, Company shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Company shall relocate its Facilities to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards.
- 4.10 Relocation. If Municipality requests Company to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Company shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality and Company mutually agree, applying reasonable engineering standards. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Company if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality shall attempt to provide notice to Company. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Company shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.
- 4.12 Miss Dig. If eligible to join, Company shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 53 of the Public Acts of 1974, as amended, MCL § 460.701 et seq., and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
- 4.13 Underground Relocation. If Company has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Company shall relocate its Facilities underground in the same location at Company's sole cost and expense.

4.14 Identification. All personnel of Company and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Company's name, their name and photograph. Company shall account for all identification cards at all times. Every service vehicle of Company and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Company's name and telephone number.

5 Indemnification

5.1 Indemnity. Company shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Company, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Company's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Company, its officers, agents, employees, contractors, successors and assigns.

5.2 Notice, Cooperation. Municipality shall notify Company promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality shall cooperate with Company in every reasonable way to facilitate the defense of any such claim. Municipality shall consult with Company respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.

5.3 Settlement. Municipality shall not settle any claim subject to indemnification under this Part 5 without the advance written consent of Company, which consent shall not be unreasonably withheld. Company shall have the right to defend or settle, at its own expense, any claim against Municipality for which Company is responsible hereunder.

6 Insurance

6.1 Coverage Required. Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Company shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Company may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.

- 6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).
 - 6.1.2 Liability insurance for sudden and accidental environmental contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.
 - 6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).
 - 6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.
 - 6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or (when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.
- 6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Company shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.
- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.

- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Company shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Company's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability, environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Company, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Company's policies).
- 6.6 Insurance Primary. Company's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Company's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:
- 7.1.1 Fifteen years (15) from the Effective Date; provided, however, that following such initial term there shall be three subsequent renewal terms of five (5) years. Each renewal term shall be automatic unless Municipality notifies Company in writing, at least twelve (12) months prior to the end of any term then in effect, that due to changed circumstances a need exists to negotiate the subsequent renewal with Company. Municipality shall not unreasonably deny a renewal term; or
- 7.1.2 When the Telecommunication Facilities have not been used to provide telecommunications services for a period of one hundred and eighty (180) days by the Company or a successor of an assign of the Company; or
- 7.1.3 When Company, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or

7.1.4 Upon either Company or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or

7.1.5 Unless Manager grants a written extension, one year from the Effective Date if prior thereto Company has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Effective Date if by such time construction and installation of the Telecommunication Facilities is not complete.

8 Performance Bond or Letter of Credit

8.1 Municipal Requirement. Municipality may require Company to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

10.1 Removal; Underground. As soon as practicable after the Term, Company or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Company shall not remove any underground cable or other portions of the Telecommunication Facilities which requires trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Company's sole cost and expense.

10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.

10.2 Removal; Above Ground. As soon as practicable after the Term, Company, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of

its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.

- 10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Company as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.
- 11 Assignment. Company may assign or transfer its rights under this Permit, or the persons or entities controlling Company may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the ownership or control of Company's business, or by other means, subject to the following:
 - 11.1 No such transfer or assignment or change in the control of Company shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Effective Date until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.
 - 11.2 After the completion of such construction, Company must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,
 - 11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any defaults which occurred prior to the transfer or assignment; shall supply Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and
 - 11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Company's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Company shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.
 - 11.3 Company may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

12 Notices

12.1 Notices. All notices under this Permit shall be given as follows:

12.1.1 If to Municipality, to 9955 N. Haggerty Rd, Plymouth, MI 48170

12.1.2 If to Company, to Ram Construction Services at 13800 Eckles Rd, Livonia, MI 48150

12.2 Change of Address. Company and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

13 Other items

13.1 No Cable, OVS. This Permit does not authorize Company to provide commercial cable type services to the public, such as "cable service" or the services of an "open video system operator" (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).

13.2 Duties. Company shall faithfully perform all duties required by this Permit.

13.3 Effective Date. This Permit shall become effective when issued by Municipality and Company has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acceptance of the Permit.

13.4 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].

13.5 Amendment. Except as set forth in Section 2.1 this Permit may be amended by the written agreement of Municipality and Company.

13.6 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Company and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.

13.7 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

Ram Construction Services

Attest:

By: Mickel Q. Howard

By: [Signature]

Its: NETWORK ADMIN

Date: 12-3-15

Charter Township of Plymouth

Attest:

By: _____

By: _____

Its: _____

Date: _____



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD ACTION

MEETING DATE: January 12, 2016

ITEM:

Non Represented Employees Compensation

PRESENTER: Supervisor Shannon Price

OTHER INDIVIDUALS IN ATTENDANCE:

EXECUTIVE SUMMARY:

The budget passed by the Board of Trustees for 2016 on December 15, 2015 included 2% raises for Township employees; both represented and non-represented. The Township Board of Trustees also approved new contracts for both the Teamsters and TPOAM employees which also calls for a 2% raise.

However, while the Board of Trustees approved the budget which allows for a 2% for non-represented employees, the Board did not formally approve the raise for this group of employees. The purpose of this request is to formally approve the 2% raise for non-represented employees.

BACKGROUND:

ACTION REQUESTED:

Approve a 2% raise for non-represented employees

BUDGET/TIME-LINE:

IMPLEMENTATION PLAN:

RECOMMENDATION:

MODEL RESOLUTION: I move to approve a 2% raise for all non-represented township employees.

1/12/2016	
Batch ID	
Check Date	
	TOTAL
GENERAL FUND(101)	403,965.99
SWD(226)	9,247.56
IMPROV. REV.(246)	240,244.22
DRUG FORFEITURE(265)	2,324.47
GOLF COURSE FUND - (510)	35,538.69
WATER/SEWER(592)	848,493.48
TRUST& AGENCY(701)	-
POLICE BOND FUND (702)	8,466.00
TAX POOL(703)	-
SPECIAL ASSESS CAPITAL (805)	2,729.65
	-
TOTAL	1,551,010.06

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
200850	12/30/2015	35TH DISTRICT COURT	DEC 2015	12/23/2015	007	100.00	A	100.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	100.00	5492					
200850	12/30/2015	35TH DISTRICT COURT	DEC 2015	12/23/2015	007	300.00	B	300.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	300.00	5491					
200850	12/30/2015	35TH DISTRICT COURT	DEC 2015	12/23/2015	007	1,050.00	C	1,050.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	250.00	5493					
		702-100-087.000	300.00	5494					
		702-100-087.000	500.00	5495					
200850	12/30/2015	35TH DISTRICT COURT	DEC 2015	12/23/2015	007	200.00	D	200.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	200.00	5496					

*** GRAND TOTALS ***

4 INVOICES

1,650.00

1,650.00

INVOICE EDIT LISTING

VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
20087	12/30/2015	B S & A SOFTWARE	101989	6/08/2015	001	8,050.00	N	8,050.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	2,200.00	ASSESSING TRAINING					
		101-290-941.000	5,500.00	BUILDING TRAINING					
		101-290-941.000	350.00	TRAVEL					
20087	12/30/2015	B S & A SOFTWARE	104633	11/13/2015	001	71,035.00	N	71,035.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-100-181.000	8,875.00	GENERAL LEDGER					
		592-100-181.000	7,535.00	ACCOUNTS PAYABLE					
		101-290-941.000	7,535.00	CASH RECEIPTING					
		592-100-181.000	7,535.00	MISC REC					
		592-100-181.000	7,535.00	PURCHASE ORDER					
		592-100-181.000	7,535.00	FIXED ASSETS					
		592-100-181.000	20,000.00	UTILITY BILLING					
		101-290-941.000	4,485.00	ANIAMAL LICENSING					
42150	12/30/2015	DSS CORPORATION	17158	12/21/2015	001	7,821.00	N	7,821.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-325-851.000	7,821.00	RECORDER MAINT 12/20/16					
130061	12/30/2015	M E R S	00053590-6	12/31/2015	001	4,415.26	N	4,415.26	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-100-231.000	433.84						
		101-100-231.000	472.80						
		101-100-231.000	433.22						
		101-100-231.000	421.12						
		101-100-231.000	425.74						
		101-100-231.000	421.12						
		101-100-231.000	432.96						
		101-100-231.000	486.51						
		101-100-231.000	452.04						
		101-100-231.000	435.91						
130061	12/30/2015	M E R S	00053590-6	12/31/2015	001	3,508.00	N	3,508.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-325-714.050	344.68						
		101-325-714.050	375.64						
		101-325-714.050	344.20						
		101-325-714.050	334.59						
		101-325-714.050	338.26						
		101-325-714.050	334.59						
		101-325-714.050	344.00						
		101-325-714.050	386.54						
		101-325-714.050	359.16						
		101-325-714.050	346.34						
130061	12/30/2015	M E R S	00053590-6	12/31/2015	001	9,184.14	N	9,184.14	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-100-231.000			705.16			
			101-100-231.000			534.84			
			101-100-231.000			617.90			
			101-100-231.000			504.43			
			101-100-231.000			664.66			
			101-100-231.000			605.53			
			101-100-231.000			573.65			
			101-100-231.000			813.69			
			101-100-231.000			525.24			
			101-100-231.000			613.65			
			101-100-231.000			591.30			
			101-100-231.000			766.68			
			101-100-231.000			525.26			
			101-100-231.000			564.54			
			101-100-231.000			577.61			
130061	12/30/2015	M E R S							
			ACCOUNT	00053590-6	12/31/2015 001	21,718.00	N	21,718.00	12/30/2015
			AMOUNT		DESCRIPTION				
			101-336-714.020			1,667.53			
			101-336-714.020			1,264.76			
			101-336-714.020			1,461.15			
			101-336-714.020			1,192.84			
			101-336-714.020			1,571.74			
			101-336-714.020			1,431.91			
			101-336-714.020						
			101-336-714.020			1,356.52			
			101-336-714.020			1,924.15			
			101-336-714.020			1,242.06			
			101-336-714.020			1,451.12			
			101-336-714.020			1,398.27			
			101-336-714.020			1,812.99			
			101-336-714.020			1,242.08			
			101-336-714.020			1,334.99			
			101-336-714.020			1,365.89			
130061	12/30/2015	M E R S							
			ACCOUNT	00053590-6	12/31/2015 001	10,731.70	N	10,731.70	12/30/2015
			AMOUNT		DESCRIPTION				
			101-100-231.000			542.70			
			101-100-231.000			303.00			
			101-100-231.000			542.70			
			101-100-231.000			512.05			
			101-100-231.000			399.23			
			101-100-231.000			388.82			
			101-100-231.000						
			101-100-231.000			505.40			
			101-100-231.000			305.62			
			101-100-231.000			428.74			
			101-100-231.000			289.30			
			101-100-231.000			444.36			
			101-100-231.000			309.56			
			101-100-231.000			399.23			
			101-100-231.000			388.82			

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-100-231.000			459.09			
			101-100-231.000			477.21			
			101-100-231.000						
			101-100-231.000			388.82			
			101-100-231.000			414.86			
			101-100-231.000			402.70			
			101-100-231.000			461.71			
			101-100-231.000			402.70			
			101-100-231.000			369.31			
			101-100-231.000			499.35			
			101-100-231.000			358.50			
			101-100-231.000			502.22			
			101-100-231.000			235.70			
130061	12/30/2015	M E R S							
			ACCOUNT	00053590-6	12/31/2015 001	26,890.49	N	26,890.49	12/30/2015
			AMOUNT		DESCRIPTION				
			101-305-714.010			1,359.85			
			101-305-714.030			759.22			
			101-305-714.030			1,359.84			
			101-305-714.030			1,283.10			
			101-305-714.030			1,000.36			
			101-305-714.030			974.26			
			101-305-714.030			1,266.37			
			101-305-714.030			765.84			
			101-305-714.030			1,074.30			
			101-305-714.030			724.89			
			101-305-714.030			1,113.44			
			101-305-714.030			775.62			
			101-305-714.030			1,000.36			
			101-305-714.030			974.26			
			101-305-714.030			1,150.34			
			101-305-714.030			1,195.74			
			101-305-714.030			974.26			
			101-305-714.030			1,039.50			
			101-305-714.030			1,009.06			
			265-300-714.030			1,156.93			
			101-305-714.030			1,009.06			
			101-305-714.030			925.38			
			101-305-714.030			1,251.24			
			101-305-714.030			898.28			
			101-305-714.030			1,258.41			
			101-305-714.030			590.58			
130139	12/30/2015	JOHN HANCOCK LIFE INSURANCE CO.		DEC 2015	12/23/2015 001	3,842.48	N	3,842.48	12/30/2015
			ACCOUNT		DESCRIPTION				
			AMOUNT						
			592-100-231.000			90.60			
			101-100-123.000			74.87			
			592-100-231.000			117.68			
			101-100-231.000			195.02			
			101-100-231.000			172.32			
			592-100-231.000			123.08			
			101-100-231.000			88.42			

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-100-231.000			195.02			
			592-100-231.000			193.17			
			101-100-231.000						
			101-100-231.000						
			101-100-231.000			78.02			
			101-100-231.000			106.80			
			101-100-231.000			180.49			
			101-100-231.000						
			101-100-231.000			78.02			
			592-100-231.000			95.12			
			101-100-231.000			157.69			
			101-100-231.000			166.56			
			101-100-231.000			106.80			
			592-100-231.000			90.60			
			101-100-231.000			115.38			
			592-100-231.000			67.96			
			592-100-231.000			90.60			
			101-100-231.000						
			101-100-231.000			65.24			
			101-100-231.000			88.42			
			101-100-231.000			214.20			
			101-100-231.000			103.55			
			592-100-231.000			82.44			
			101-100-231.000			88.42			
			592-100-231.000			100.00			
			592-100-231.000			90.60			
			592-100-231.000			90.60			
			101-100-231.000			216.26			
			226-100-231.000						
			101-100-231.000			118.53			

130139	12/30/2015	JOHN HANCOCK LIFE INSURANCE CO.	DEC 2015	12/23/2015	001	14,045.56	N	14,045.56	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-291-714.040	271.80						
		101-100-123.000	224.62						
		592-291-714.010	353.04						
		101-215-714.010	585.06						
		101-171-714.010	516.96						
		592-291-714.040	369.23						
		101-336-714.020	265.27						
		101-253-714.010	585.06						
		592-291-714.010	579.51						
		101-305-714.010	265.28						
		101-265-714.010	220.28						
		101-336-714.020	234.06						
		101-253-714.010	320.41						
		101-325-714.050	265.28						
		101-201-714.010	541.48						
		101-336-714.010	230.74						
		101-336-714.020	234.06						
		592-291-714.040	285.36						
		101-215-714.010	473.08						
		592-172-714.010	230.74						

INVOICE EDIT LISTING

VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-215-714.010			291.83			
			101-371-714.010			499.68			
			101-215-714.010			320.41			
			592-291-714.040			271.80			
			101-691-714.010			346.15			
			592-291-714.040			203.88			
			592-291-714.040			271.80			
			101-371-714.010			252.11			
			101-305-714.010			230.74			
			101-336-714.020			265.27			
			101-171-714.010			642.60			
			101-371-714.010			291.83			
			101-400-714.010			310.64			
			592-291-714.040			247.32			
			101-336-714.020			265.27			
			592-172-714.010			230.74			
			592-291-714.040			271.80			
			592-291-714.040			271.80			
			101-305-714.010			648.78			
			226-226-714.010			291.83			
			592-172-714.010			212.38			
			101-171-714.010			355.58			

140150	12/30/2015	NATIONWIDE RET SOL USCM/MIDWEST ACCOUNT	0037121001	12/23/2015 001 DESCRIPTION	11,250.10	N	11,250.10	12/30/2015
		101-100-239.000			307.69			
		101-100-239.000			350.00			
		592-100-239.000			40.00			
		101-100-239.000			100.00			
		101-100-239.000			50.00			
		101-100-239.000			100.00			
		101-100-239.000			200.00			
		592-100-239.000			20.00			
		101-100-239.000			100.00			
		101-100-239.000			30.60			
		101-100-239.000			300.00			
		101-100-239.000			310.00			
		101-100-239.000			20.00			
		101-100-239.000			125.00			
		101-100-239.000			10.00			
		101-100-239.000			650.00			
		592-100-239.000			150.00			
		101-100-239.000			50.00			
		101-100-239.000			415.64			
		101-100-239.000			330.00			
		101-100-239.000						
		101-100-239.000			150.00			
		101-100-239.000			100.00			
		101-100-239.000			100.00			
		101-100-239.000			450.00			
		101-100-239.000						
		101-100-239.000			675.00			
		101-100-239.000			782.00			

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-100-239.000						
			101-100-239.000			200.00			
			101-100-239.000			200.00			
			101-100-239.000			50.00			
			101-100-239.000			200.00			
			101-100-239.000			30.00			
			101-100-239.000			250.00			
			592-100-239.000			150.00			
			101-100-239.000			150.00			
			592-100-239.000			175.00			
			101-100-239.000			265.00			
			101-100-239.000			20.00			
			101-100-239.000			150.00			
			101-100-239.000			200.00			
			101-100-239.000			200.00			
			101-100-239.000			120.00			
			101-100-239.000			417.17			
			592-100-239.000			67.00			
			592-100-239.000			50.00			
			101-100-239.000			130.00			
			101-100-239.000			35.00			
			101-100-239.000			100.00			
			101-100-239.000			150.00			
			101-100-239.000			300.00			
			101-100-239.000			125.00			
			101-100-239.000			50.00			
			101-100-239.000			250.00			
			101-100-239.000			200.00			
			101-100-239.000			100.00			
			592-100-239.000			100.00			
			101-100-239.000			150.00			
			101-100-239.000			50.00			
			101-100-239.000			100.00			
			592-100-239.000			100.00			
			101-100-239.000			500.00			
220110	12/30/2015	VANTAGEPOINT TRANSFER AGENTS	80349241093277	12/23/2015	001	13,600.00	N	13,600.00	12/30/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-215-714.000	150.00	KUSHNER					
		101-305-714.000	650.00	BARTRAM					
		101-305-714.000	650.00	FETTER					
		101-305-714.000	650.00	HASKIN					
		101-305-714.000	650.00	HINKLE					
		101-305-714.000	650.00	SCHMANSKE					
		101-305-714.000	650.00	SMITHERMAN					
		101-305-714.000	650.00	WARRING					
		101-325-714.000	650.00	BRANDT					
		101-325-714.000	650.00	RODRIGUEZ					
		101-336-714.000	650.00	CULVER					
		101-336-714.000	650.00	HALLER					
		101-336-714.000	300.00	KOHL					
		101-336-714.000	650.00	PIKERT					
		101-336-714.000	650.00	SMITH					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-400-714.000	650.00	RADKE				
			101-691-714.000	650.00	MITCHELL				
			592-172-716.000	650.00	LATAWIEC				
			592-172-716.000	650.00	SNELL				
			592-172-716.000	650.00	VISEL				
			592-172-716.000	150.00	NELSON				
			592-172-716.000	650.00	SCHOLTEN				
			592-172-716.000	650.00	STANISLAWSKI				
12032	12/30/2015	ASSOCIATED NEWSPAPERS OF MICHIGAN ACCOUNT	42029	12/10/2015	001	20.41	N	20.41	12/30/2015
		101-215-813.000	AMOUNT	DESCRIPTION					
			20.41	PHN FZB TECH IFT					
12032	12/30/2015	ASSOCIATED NEWSPAPERS OF MICHIGAN ACCOUNT	42047	12/17/2015	001	26.01	N	26.01	12/30/2015
		101-253-727.000	AMOUNT	DESCRIPTION					
			26.01	WINTER TAX NOTICE					
12032	12/30/2015	ASSOCIATED NEWSPAPERS OF MICHIGAN ACCOUNT	42061	12/24/2015	001	21.48	N	21.48	12/30/2015
		101-215-813.000	AMOUNT	DESCRIPTION					
			21.48	BOT MEETING					
20583	12/30/2015	BEST ASPHALT ACCOUNT	18926	11/30/2015	001	8,950.00	N	8,950.00	12/30/2015
		246-246-970.150	AMOUNT	DESCRIPTION					
			8,950.00	ROAD REPAIR					
50372	12/30/2015	ELECTION SYSTEMS & SOFTWARE ACCOUNT	946994	12/18/2015	001	205.70	N	205.70	12/30/2015
		101-262-727.000	AMOUNT	DESCRIPTION					
		101-262-727.000	179.70	M 100 BATTERY PC					
			26.00	FREIGHT					
60884	12/30/2015	FIRST MERIT BANK, N.A. ACCOUNT	DEC 2015	12/17/2015	001	188,792.00	N	188,792.00	12/30/2015
		246-246-995.000	AMOUNT	DESCRIPTION					
		246-246-995.000	103,342.11	PRINCIPAL					
		592-100-300.000	11,423.56	INTEREST					
		592-995-995.000	34,894.73	PRINCIPAL					
		510-100-300.000	3,857.30	INTEREST					
		510-995-998.010	31,763.16	PRINCIPAL					
			3,511.14	INTEREST					
81989	12/30/2015	HUNTINGTON NATIONAL BANK ACCOUNT	3584068802	11/20/2015	001	64,850.00	Y	64,850.00	12/30/2015
		246-246-995.000	AMOUNT	DESCRIPTION					
			64,850.00	GOLT 2012 INTEREST					
81989	12/30/2015	HUNTINGTON NATIONAL BANK ACCOUNT	3584041109	11/20/2015	001	49,900.00	N	49,900.00	12/30/2015
		246-246-995.000	AMOUNT	DESCRIPTION					
			6,986.00	INTEREST 2009 PARK					

INVOICE EDIT LISTING

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			592-995-995.000	42,914.00	INTEREST 2009				
160968	12/30/2015	PITNEY BOWES	ACCOUNT 101-215-978.000	2683359-DC15 AMOUNT 1,013.82	12/13/2015 001 DESCRIPTION RENTAL 9/30-12/30	1,013.82	N	1,013.82	12/30/2015
210220	12/30/2015	US BANK	ACCOUNT 246-246-995.000	802126300 AMOUNT 15,913.75	12/30/2015 001 DESCRIPTION INTEREST 2007 UNDERPASS	15,913.75	N	15,913.75	12/30/2015
40508	12/30/2015	MICH MUN RISK MGT AUTHORITY ECP	ACCOUNT 101-171-921.000 101-201-921.000 101-209-921.000 101-215-921.000 101-253-921.000 101-265-921.000 101-265-921.000 101-305-921.000 101-325-921.000 101-336-921.000 101-336-921.000 101-336-921.000 101-371-921.000 101-400-921.000 101-691-921.000 592-172-921.000 592-172-921.000 592-172-921.000 101-100-067.010	MMRMA-D15111015 AMOUNT 478.12 255.84 136.86 415.51 173.54 166.77 1,373.12 571.61 202.17 551.77 1,194.84 301.01 168.62 270.69 396.28 595.85 945.66 509.76	12/15/2015 001 DESCRIPTION ELECTRIC NOV ELECTRIC NOV	8,708.02	N	8,708.02	12/30/2015
211532	12/30/2015	UPS	ACCOUNT 101-171-727.000	0000Y65Y35515 AMOUNT 14.36	12/19/2015 001 DESCRIPTION CABLE MAILING	14.36	N	14.36	12/30/2015
*** GRAND TOTALS ***			25 INVOICES			544,507.28		544,507.28	

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
220896	12/23/2015	VIP TRUCK CENTER	64659	12/10/2015	001	940.76	N	940.76	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-863.000	940.76	UI HEATER AND LIGHT REPAI					
161930	12/23/2015	AIRGAS USA, LLC	9932294622	11/30/2015	001	304.25	N	304.25	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-836.000	304.25	RENTAL OF OXYGEN CYLINDER					
51425	12/23/2015	EMERGENCY MEDICAL PRODUCTS	1787369	12/08/2015	001	450.60	N	450.60	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-836.000	83.85	SM EXTREMITY SPLINT					
		101-336-836.000	214.90	MD EXTREMITY SPLINT					
		101-336-836.000	151.85	LG EXTREMITY SPLINT					
131018	12/23/2015	MICHIGAN LINEN SERVICE	330856	10/30/2015	001	724.44	N	724.44	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-758.000	724.44	UNIFORMS					
161272	12/23/2015	PLYMOUTH RUBBER & TRANSMISSION	183807	11/17/2015	001	27.65	N	27.65	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-291-851.000	27.65	JOINT SEAL					
120150	12/23/2015	LARSON, OSCAR W.	515882	11/19/2015	001	170.00	N	170.00	12/23/2015
		CO.	AMOUNT	DESCRIPTION					
		592-172-818.000	10.00	TANK MONITOR					
		592-172-818.000	160.00	SERVICE TECH					
120150	12/23/2015	LARSON, OSCAR W.	516479	11/25/2015	001	170.00	N	170.00	12/23/2015
		CO.	AMOUNT	DESCRIPTION					
		592-172-818.000	10.00	B INSP					
		592-172-818.000	160.00	SERVICE TECH					
180515	12/23/2015	RED WING SHOES	00504044693	12/04/2015	001	339.98	N	339.98	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-758.000	157.24	SAFETY SHOES R KRUEGER					
		592-172-758.000	182.74	SAFETY SHOES S MELOW					
72200	12/23/2015	GUARDIAN ALARM CO	17329725	12/01/2015	001	241.89	N	241.89	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-443-937.000	241.89	ALARM 12/1 T02/28					
180515	12/23/2015	RED WING SHOES	5040000005992	12/04/2015	001	175.00	N	175.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-758.000	175.00	SAFETY SHOES J OVERAITIS					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
131018	12/23/2015	MICHIGAN LINEN SERVICE ACCOUNT 592-172-758.000	332873 AMOUNT 77.20	12/11/2015 DESCRIPTION UNIFORM SERVICE 12/11	001	77.20	N	77.20	12/23/2015
31506	12/23/2015	CORRIGAN OIL COMPANY ACCOUNT 592-291-863.000 592-291-863.000 592-291-863.000	6171036-IN AMOUNT 702.25 474.33 9.24	12/10/2015 DESCRIPTION 87 GAS 500 GALLONS DIESEL FUEL TAX RECAP	001	1,185.82	N	1,185.82	12/23/2015
80065	12/23/2015	HITS, INC. ACCOUNT 101-305-960.000	3999 AMOUNT 500.00	10/28/2015 DESCRIPTION ADV ROADSIDE INTER	001	500.00	N	500.00	12/23/2015
192119	12/23/2015	SURE-FIT LAUNDRY CO. ACCOUNT 101-325-851.000	354549 AMOUNT 29.25	12/10/2015 DESCRIPTION PRISONER BLANKET	001	29.25	N	29.25	12/23/2015
159850	12/23/2015	PSTGP, LLC (PROFESSIONAL POLICE) ACCOUNT 101-305-960.000	154 AMOUNT 1,425.00	10/20/2015 DESCRIPTION NON DESTRUCTIVE ENTRY	001	1,425.00	N	1,425.00	12/23/2015
30099	12/23/2015	CALIBRE PRESS ACCOUNT 101-305-960.000	33618 AMOUNT 139.00	11/16/2015 DESCRIPTION TACTICS IN TRAFFIC	001	139.00	N	139.00	12/23/2015
192108	12/23/2015	SUNTEL SERVICES ACCOUNT 101-100-123.000	93669 AMOUNT 1,480.90	11/05/2015 DESCRIPTION IP PHONES	001	1,480.90	N	1,480.90	12/23/2015
111250	12/23/2015	KNIGHT TECHNOLOGY GROUP, INC. ACCOUNT 101-100-123.000	6863 AMOUNT 400.00	10/13/2015 DESCRIPTION VPN AND FIREWALL	001	400.00	N	400.00	12/23/2015
83900	12/23/2015	HYDRO CORP ACCOUNT 592-291-804.000	0037337-IN AMOUNT 1,649.00	11/30/2015 DESCRIPTION CROSS CONNECTION	001	1,649.00	N	1,649.00	12/23/2015
180989	12/23/2015	RIZZO ENVIRONMENTAL SERVICES ACCOUNT 226-226-810.000	58N00246 AMOUNT 195.00	11/23/2015 DESCRIPTION 20 YD	001	195.00	N	195.00	12/23/2015
42553	12/23/2015	DUNCAN DISPOSAL SYSTEMS, LLC ACCOUNT	0000658002 AMOUNT	12/01/2015 DESCRIPTION	001	543.00	N	543.00	12/23/2015

INVOICE EDIT LISTING

VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			226-226-810.000	181.00	TRASH				
			226-226-810.000	181.00	TRASH				
			226-226-810.000	181.00	TRASH				
227000	12/23/2015	W.J.O'NEIL COMPANY	7648	12/01/2015	001	554.72	N	554.72	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-265-776.000	619.72	COMPUTER ROOM					
		101-265-776.000	65.00	TRUCK DEDUCT					
180989	12/23/2015	RIZZO ENVIRONMENTAL SERVICES	5C105613	11/13/2015	001	380.00	N	380.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-776.000	40.00	TRASH					
		101-265-776.000	92.75	TRASH					
		101-305-776.000	66.00	TRASH					
		101-325-727.000	27.48	TRASH					
		101-336-776.000	9.72	TRASH					
		592-172-776.000	19.05	TRASH					
		592-172-776.000	85.00	TRASH					
		101-336-776.000	40.00	TRASH					
180989	12/23/2015	RIZZO ENVIRONMENTAL SERVICES	5B200259	11/02/2015	001	390.00	N	390.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		226-226-810.000	390.00	20 YD CONTAINER					
190251	12/28/2015	A T & T LONG DISTANCE	836376571	11/13/2015	001	94.03	N	94.03	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-853.000	6.43	NOV LONG DISTANCE					
		101-209-853.000	3.84	NOV LONG DISTANCE					
		101-371-853.000	10.70	NOV LONG DISTANCE					
		101-336-853.000	16.89	NOV LONG DISTANCE					
		101-305-853.000	17.12	NOV LONG DISTANCE					
		101-171-853.000	10.01	NOV LONG DISTANCE					
		101-253-853.000	8.54	NOV LONG DISTANCE					
		101-215-853.000	4.99	NOV LONG DISTANCE					
		101-400-853.000	3.98	NOV LONG DISTANCE					
		101-325-853.000	6.44	NOV LONG DISTANCE					
		101-265-853.000	1.53	NOV LONG DISTANCE					
		101-691-853.000	1.22	NOV LONG DISTANCE					
		226-226-853.000	.21	NOV LONG DISTANCE					
		101-265-853.000	2.13	NOV LONG DISTANCE					
130926	12/28/2015	MICHIGAN CONFERENCE OF TEAMSTERS	JAN 2016	11/23/2015	001	10,462.50	N	10,462.50	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-100-123.000	10,462.50	JAN 2016 MEDICAL INS					
161233	12/28/2015	PLYM COMM COUNCIL ON AGING, INC	FY 2015	9/30/2015	001	9,495.89	N	9,495.89	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-851-971.000	9,495.89	COUNCIL ON AGING CDBG					

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VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
230125	12/28/2015	WCA ASSESSING	NOV 2015	12/03/2015	001	771.71	N	771.71	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-209-826.000	771.71	PARALEGAL					
40530	12/28/2015	DELTA DENTAL PLAN OF MI	RIS0000967590	1/01/2016	001	10,286.00	N	10,286.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-100-123.000	9,324.58	DELTA DENTAL JAN 2016					
		592-100-123.000	843.60	DELTA DENTAL JAN 2016					
		226-100-123.000	117.82	DELTA DENTAL JAN 2016					
31505	12/28/2015	CORPORATE CLEANING GROUP INC	1787	12/08/2015	001	405.00	N	405.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-776.000	345.00	DPW NOV					
		101-265-858.000	60.00	SENIOR CENTER NOV					
31505	12/28/2015	CORPORATE CLEANING GROUP INC	1786	12/08/2015	001	2,427.00	N	2,427.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-305-776.000	904.37	JANITORIAL SERVICE NOV					
		101-265-776.000	893.97	JANITORIAL SERVICE NOV					
		592-172-776.000	187.11	JANITORIAL SERVICE NOV					
		101-336-776.000	93.55	JANITORIAL SERVICE NOV					
		101-325-818.000	348.00	JANITORIAL SERVICE NOV					
11450	12/28/2015	A T & T	734R01977712	12/01/2015	001	1,686.08	N	1,686.08	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-853.000	91.25	ATT DEC					
		101-209-853.000	56.87	ATT DEC					
		101-371-853.000	101.16	ATT DEC					
		101-336-853.000	342.76	ATT DEC					
		101-305-853.000	268.29	ATT DEC					
		101-171-853.000	121.77	ATT DEC					
		101-253-853.000	78.94	ATT DEC					
		101-215-853.000	122.19	ATT DEC					
		101-400-853.000	146.96	ATT DEC					
		101-325-853.000	129.96	ATT DEC					
		226-226-853.000	12.90	ATT DEC					
		592-172-853.000	116.12	ATT DEC					
		592-291-805.000	43.02	ATT DEC					
		101-265-854.000	15.43	ATT DEC					
		101-691-853.000	38.46	ATT DEC					
31421	12/28/2015	COMCAST	0952053400401-4	11/28/2015	001	112.90	N	112.90	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	112.90	INTERNET 12/9 - 1/8					
31421	12/28/2015	COMCAST	0952052827401-1	11/14/2015	001	214.31	N	214.31	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					

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VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-290-941.000	214.31	INTERNET	11/30-12/29			
31421	12/28/2015	COMCAST	0952013133001-0	11/14/2015	001	132.85	N	132.85	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-727.000	132.85	INTERNET	11/24-12/23				
40585	12/28/2015	DETROIT BOARD OF WATER COMMISSIONER004	1091.400	12/10/2015	001	19,371.00	N	19,371.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-441-743.000	19,371.00	IWC CHARGES NOVEMBER					
11450	12/28/2015	A T & T	734453446111	11/25/2015	001	853.04	N	853.04	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-853.000	46.17	TELEPHONE	11/25				
		101-209-853.000	28.77	TELEPHONE	11/25				
		101-371-853.000	51.18	TELEPHONE	11/25				
		101-336-853.000	173.41	TELEPHONE	11/25				
		101-305-853.000	135.74	TELEPHONE	11/25				
		101-171-853.000	61.61	TELEPHONE	11/25				
		101-253-853.000	39.94	TELEPHONE	11/25				
		101-215-853.000	61.82	TELEPHONE	11/25				
		101-400-853.000	74.35	TELEPHONE	11/25				
		101-325-853.000	65.75	TELEPHONE	11/25				
		226-226-853.000	6.53	TELEPHONE	11/25				
		592-172-853.000	58.73	TELEPHONE	11/25				
		592-291-805.000	21.76	TELEPHONE	11/25				
		101-265-854.000	7.81	TELEPHONE	11/25				
		101-691-853.000	19.47	TELEPHONE	11/25				
220290	12/28/2015	VERIZON WIRELESS	9756390026	11/28/2015	001	650.65	N	650.65	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-172-853.000	273.58	WIRELESS					
		101-201-853.000	.27	WIRELESS					
		101-325-853.000	52.37	WIRELESS					
		101-336-853.000	80.06	WIRELESS					
		101-691-853.000	40.01	WIRELESS					
		805-805-970.005	29.65	WIRELESS					
		226-226-853.000	51.87	WIRELESS					
		101-100-123.000	122.84	WIRELESS					
40585	12/28/2015	DETROIT BOARD OF WATER COMMISSIONER002	1091.300	11/24/2015	001	322,296.13	N	322,296.13	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		592-441-741.000	127,996.13	WATER					
		592-441-741.000	194,300.00	FIXED FEE					
11242	12/28/2015	ALERUS FINANCIAL	DEC 2015	12/11/2015	001	384.96	N	384.96	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-325-714.050	288.72	DC 12/11					
		101-100-231.000	96.24	EC 12/11					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
21356	12/28/2015	BLUE CARE NETWORK OF MICHIGAN ACCOUNT	153460034589	12/11/2015	001	13,601.41	N	13,601.41	12/23/2015
		101-100-123.000	10,860.15						
		592-100-123.000	2,741.26						
160005	12/28/2015	P.O.A.M. - PLYMOUTH TOWNSHIP ACCOUNT	DEC 2015	12/28/2015	001	1,734.04	N	1,734.04	12/23/2015
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.040	43.44						
		101-100-232.040	48.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	48.44						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.040	43.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.010	57.31						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	48.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.010	62.31						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
		101-100-232.010	62.31						
		101-100-232.040	43.44						
130139	12/28/2015	JOHN HANCOCK LIFE INSURANCE CO. ACCOUNT	NOV 2015	12/23/2015	001	13,655.18	N	13,655.18	12/23/2015
		592-291-714.040	271.80						
		101-100-123.000	224.62						
		592-291-714.010	353.04						
		101-215-714.010	585.06						
		101-171-714.010	516.96						
		592-291-714.040	369.23						
		101-336-714.020	265.27						
		101-253-714.010	585.06						
		592-291-714.010	579.51						
		101-305-714.010	265.28						

INVOICE EDIT LISTING

VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-265-714.010			220.28			
			101-336-714.020			234.06			
			101-253-714.010			320.41			
			101-325-714.050			265.28			
			101-201-714.010			541.48			
			101-336-714.010			230.74			
			101-336-714.020			234.06			
			592-291-714.040			285.36			
			101-215-714.010			189.23			
			592-172-714.010			230.74			
			101-215-714.010			291.83			
			101-371-714.010			499.68			
			101-215-714.010			320.41			
			592-291-714.040			271.80			
			101-691-714.010			346.15			
			592-291-714.040			101.94			
			592-291-714.040			271.80			
			101-371-714.010			252.11			
			101-305-714.010			230.74			
			101-336-714.020			265.27			
			101-171-714.010			642.60			
			101-371-714.010			291.83			
			101-400-714.010			310.64			
			592-291-714.040			247.32			
			101-336-714.020			265.27			
			592-172-714.010			230.74			
			592-291-714.040			271.80			
			592-291-714.040			271.80			
			101-305-714.010			648.78			
			226-226-714.010			291.83			
			592-172-714.010			207.79			
			101-171-714.010			355.58			

200260	12/28/2015	TECHNICAL, PROFESSIONAL AND OFFICE-DEC	2015	12/28/2015	001	558.00	N	558.00	12/23/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	31.00						
		101-100-232.060	31.00						
		101-100-232.060	31.00						
		101-100-232.060	31.00						
		101-100-232.060	15.50						
		101-100-232.060	31.00						
		101-100-232.060	31.00						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	15.50						
		101-100-232.060	31.00						

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VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-100-232.060			31.00			
			101-100-232.060			31.00			
			101-100-232.060			15.50			
			101-100-232.060			31.00			
			101-100-232.060			15.50			
			101-100-232.060			31.00			
			101-100-232.060			31.00			
30010	12/28/2015	C.O.A.M. - PLYMOUTH TOWNSHIP ACCOUNT	DEC 2015	12/28/2015 001		269.24	N	269.24	12/23/2015
			101-100-232.050	AMOUNT	DESCRIPTION				
			101-100-232.050	67.31					
			101-100-232.050	67.31					
			101-100-232.050	67.31					
			101-100-232.050	67.31					
130139	12/28/2015	JOHN HANCOCK LIFE INSURANCE CO. ACCOUNT	DEC 2015	12/22/2015 001		13,862.79	N	13,862.79	12/23/2015
			592-291-714.040	AMOUNT	DESCRIPTION				
			101-100-123.000	271.80					
			592-291-714.010	209.54					
			101-215-714.010	353.04					
			101-171-714.010	585.06					
			592-291-714.040	516.96					
			101-336-714.020	369.23					
			101-253-714.010	265.27					
			592-291-714.010	585.06					
			101-305-714.010	579.51					
			101-265-714.010	265.28					
			101-336-714.020	220.28					
			101-253-714.010	234.06					
			101-325-714.050	320.41					
			101-201-714.010	265.28					
			101-336-714.010	541.48					
			101-336-714.020	230.74					
			592-291-714.040	234.06					
			101-215-714.010	320.41					
			592-172-714.010	271.80					
			101-691-714.010	40.78					
			592-291-714.040	271.80					
			101-371-714.010	252.11					
			101-305-714.010	230.74					
			101-336-714.020	265.27					
			101-171-714.010	642.60					
			101-371-714.010	291.83					
			101-400-714.010	310.64					
			592-291-714.040	247.32					
			101-336-714.020	265.27					

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VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			592-172-714.010			230.74			
			592-291-714.040			271.80			
			592-291-714.040			271.80			
			101-305-714.010			648.78			
			226-226-714.010			291.83			
			592-172-714.010			207.79			
			101-171-714.010			355.58			
230125	12/28/2015	WCA ASSESSING		DEC 2015					
			ACCOUNT	AMOUNT	DESCRIPTION	18,278.17	N	18,278.17	12/23/2015
			101-209-818.000	18,121.50	DECEMBER SERVICE				
			101-209-818.000	156.67	SALES COMPARISON				
200120	12/28/2015	TEAMSTER LOCAL # 214		DEC 2015					
			ACCOUNT	AMOUNT	DESCRIPTION	362.00	N	362.00	12/23/2015
			101-100-232.030	52.00	BARTLETT				
			101-100-232.030	55.00	KRUEGER				
			101-100-232.030	52.00	MELOW				
			101-100-232.030	52.00	OVERATIS				
			101-100-232.030	47.00	SCHOLTEN				
			101-100-232.030	52.00	STANISLAWSKI				
			101-100-232.030	52.00	THOMAS				
21360	12/28/2015	BLUE CROSS/BLUE SHIELD OF MICHIGAN		JAN 2016					
			ACCOUNT	AMOUNT	DESCRIPTION	4,509.63	N	4,509.63	12/23/2015
			101-100-123.000	4,509.63	RETIREE HC JANUARY				
130139	12/28/2015	JOHN HANCOCK LIFE INSURANCE CO.		DEC 2015					
			ACCOUNT	AMOUNT	DESCRIPTION	3,783.09	N	3,783.09	12/23/2015
			592-100-231.000	90.60					
			101-100-123.000	69.85					
			592-100-231.000	117.68					
			101-100-231.000	195.02					
			101-100-231.000	172.32					
			592-100-231.000	123.08					
			101-100-231.000	88.42					
			101-100-231.000	195.02					
			592-100-231.000	193.17					
			101-100-231.000						
			101-100-231.000	78.02					
			101-100-231.000	106.80					
			592-100-231.000						
			101-100-231.000	180.49					
			101-100-231.000						
			101-100-231.000	78.02					
			592-100-231.000	95.12					
			101-100-231.000	157.69					
			101-100-231.000	166.56					
			101-100-231.000	106.80					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			592-100-231.000			90.60			
			101-100-123.000			74.87			
			592-100-231.000			117.68			
			101-100-231.000			195.02			
			101-100-231.000			172.32			
			592-100-231.000			123.08			
			101-100-231.000			88.42			
			101-100-231.000			195.02			
			592-100-231.000			193.17			
			101-100-231.000						
			101-100-231.000			78.02			
			101-100-231.000			106.80			
			592-100-231.000						
			101-100-231.000			180.49			
			101-100-231.000						
			101-100-231.000			78.02			
			592-100-231.000			95.12			
			101-100-231.000			63.08			
			101-100-231.000			166.56			
			101-100-231.000			106.80			
			592-100-231.000			90.60			
			101-100-231.000			115.38			
			592-100-231.000			33.98			
			592-100-231.000			90.60			
			101-100-231.000						
			101-100-231.000			65.24			
			101-100-231.000			88.42			
			101-100-231.000			214.20			
			101-100-231.000			103.55			
			592-100-231.000			82.44			
			101-100-231.000			88.42			
			592-100-231.000			100.00			
			592-100-231.000			90.60			
			592-100-231.000			90.60			
			101-100-231.000			216.26			
			226-100-231.000						
			101-100-231.000			118.53			
40575	12/28/2015	DTE ENERGY	ACCOUNT	3177 072 0002 6	11/17/2015 001	197.45	N	197.45	12/23/2015
			101-691-921.000	AMOUNT	DESCRIPTION				
				197.45	DETROIT EDISON BALL FIELD				
140150	12/28/2015	NATIONWIDE RET SOL USCM/MIDWEST	ACCOUNT	0037121001	12/22/2015 001	11,237.50	N	11,237.50	12/23/2015
			101-100-239.000	AMOUNT	DESCRIPTION				
			101-100-239.000	307.69					
			101-100-239.000	350.00					
			592-100-239.000	40.00					
			101-100-239.000	100.00					
			101-100-239.000	50.00					
			101-100-239.000	100.00					
			101-100-239.000	200.00					

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			592-100-239.000			20.00			
			101-100-239.000			100.00			
			101-100-239.000						
			101-100-239.000			300.00			
			101-100-239.000			310.00			
			101-100-239.000			20.00			
			101-100-239.000			125.00			
			101-100-239.000			10.00			
			101-100-239.000			650.00			
			592-100-239.000			150.00			
			101-100-239.000			50.00			
			101-100-239.000			415.64			
			101-100-239.000			330.00			
			101-100-239.000						
			101-100-239.000			150.00			
			101-100-239.000			100.00			
			101-100-239.000			100.00			
			101-100-239.000			450.00			
			101-100-239.000						
			101-100-239.000			693.00			
			101-100-239.000			782.00			
			101-100-239.000						
			101-100-239.000			200.00			
			101-100-239.000			200.00			
			101-100-239.000			50.00			
			101-100-239.000			200.00			
			101-100-239.000			30.00			
			101-100-239.000			250.00			
			592-100-239.000			150.00			
			101-100-239.000			150.00			
			592-100-239.000			175.00			
			101-100-239.000			265.00			
			101-100-239.000			20.00			
			101-100-239.000			150.00			
			101-100-239.000			200.00			
			101-100-239.000			200.00			
			101-100-239.000			120.00			
			101-100-239.000			417.17			
			592-100-239.000			67.00			
			592-100-239.000			50.00			
			101-100-239.000			130.00			
			101-100-239.000			35.00			
			101-100-239.000			100.00			
			101-100-239.000			150.00			
			101-100-239.000			300.00			
			101-100-239.000			125.00			
			101-100-239.000			50.00			
			101-100-239.000			250.00			
			101-100-239.000			200.00			
			101-100-239.000			100.00			
			592-100-239.000			100.00			
			101-100-239.000			150.00			
			101-100-239.000			50.00			
			101-100-239.000			100.00			

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			592-100-239.000	100.00					
			101-100-239.000	500.00					
40575	12/28/2015	DTE ENERGY	1840 665 0002 8	11/17/2015	001	33.36	N	33.36	12/23/2015
		ACCOUNT	510-510-737.000	33.36					
40575	12/28/2015	DTE ENERGY	3177 072 0012 5	12/14/2015	001	55.58	N	55.58	12/23/2015
		ACCOUNT	101-315-951.000	17.82					
			101-315-951.000	18.88					
			101-315-951.000	18.88					
161298	12/28/2015	CHARTER TWSP OF PLYMOUTH	OCT 2015	12/23/2015	001	1,795.61	N	1,795.61	12/23/2015
		ACCOUNT	101-171-921.000	40.89					
			101-201-921.000	21.88					
			101-209-921.000	11.70					
			101-215-921.000	35.53					
			101-253-921.000	14.84					
			101-265-921.000	251.87					
			101-305-921.000	117.43					
			101-325-921.000	48.88					
			101-336-921.000	581.09					
			101-371-921.000	25.74					
			101-400-921.000	14.42					
			101-691-921.000	272.77					
			226-226-921.000	3.39					
			592-172-921.000	212.71					
			510-510-737.000	89.59					
			592-444-745.000	52.88					
21356	12/28/2015	BLUE CARE NETWORK OF MICHIGAN	153450019405	12/11/2015	001	76,327.42	N	76,327.42	12/23/2015
		ACCOUNT	101-100-123.000	71,471.62					
			592-100-123.000	3,688.26					
			265-100-123.000	1,167.54					
21356	12/28/2015	BLUE CARE NETWORK OF MICHIGAN	153450006126	12/11/2015	001	15,355.69	N	15,355.69	12/23/2015
		ACCOUNT	592-100-123.000	5,205.24					
			101-100-123.000	10,150.45					
220290	12/28/2015	VERIZON WIRELESS	9756292925	11/26/2015	001	1,888.52	N	1,888.52	12/23/2015
		ACCOUNT	592-172-853.000	218.54					
			101-201-853.000	60.40					
			101-305-853.000	354.14					

INVOICE EDIT LISTING

VENDOR ENTRY NO. DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/ CHK. DATE
		101-336-853.000	621.63	NOV CELL				
		101-691-853.000	110.99	NOV CELL				
		101-215-853.000	129.86	NOV CELL				
		101-371-853.000	253.27	NOV CELL				
		101-253-853.000	139.69	NOV CELL				

*** GRAND TOTALS ***

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886,856.56

886,856.56

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
200850	12/22/2015	35TH DISTRICT COURT	NOV 2015	12/15/2015	007	980.00	A	980.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	500.00	PB 5465					
		702-100-087.000	400.00	PB 5466					
		702-100-087.000	80.00	PB 5467					
200850	12/22/2015	35TH DISTRICT COURT	NOV 2015	12/15/2015	007	818.00	B	818.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	518.00	PB 5468					
		702-100-087.000	300.00	PB 5469					
200850	12/22/2015	35TH DISTRICT COURT	NOV 2015	12/15/2015	007	1,000.00	C	1,000.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	500.00	PB 5470					
		702-100-087.000	500.00	PB 5471					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	300.00	D	300.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	300.00	PB 5473					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	300.00	E	300.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	300.00	PB 5474					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	160.00	F	160.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	160.00	PB 5475					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	1,462.00	G	1,462.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	500.00	PB 5476					
		702-100-087.000	500.00	PB 5477					
		702-100-087.000		PB 5478					
		702-100-087.000	420.00	PB 5479					
		702-100-087.000	42.00	PB 5480					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	246.00	H	246.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	46.00	PB 5481					
		702-100-087.000	200.00	PB 5482					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	500.00	I	500.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	500.00	PB 5484					

INVOICE EDIT LISTING

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	300.00	J	300.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	300.00	PB 5486					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	500.00	K	500.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	500.00	PB 5487					
200850	12/22/2015	35TH DISTRICT COURT	DEC 2015	12/15/2015	007	250.00	L	250.00	12/22/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		702-100-087.000	250.00	PB 5488					

*** GRAND TOTALS ***

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6,816.00

6,816.00

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
190512	12/18/2015	SEHI COMPUTER PRODUCTS	Q00074117	10/27/2015	001	285.56	N	285.56	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-691-727.000	285.56	HP PRINTER					
111250	12/18/2015	KNIGHT TECHNOLOGY GROUP, INC.	7098	12/15/2015	001	1,050.00	N	1,050.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	500.00	CONFIG AND DEPLOY MERAKI					
		101-290-941.000	500.00	WIFI SWITCH					
		101-290-941.000	50.00	COFIG CHANGE MARAKI					
191213	12/18/2015	SMITH, CHRISTOPHER	DEC 2015	12/15/2015	001	58.72	N	58.72	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-960.000	58.72	MEAL REIM HAZ MAT TRAIN					
220895	12/18/2015	VILLET, GUY	DEC 2015	12/08/2015	001	50.69	N	50.69	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-960.000	50.69	MEAL REIM HAZMAT TRAINING					
20285	12/18/2015	BATTERIES PLUS BULBS	481-105077-01	12/05/2015	001	132.00	N	132.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-863.000	90.00	MOUNTING RACK					
		101-336-863.000	42.00	DIRECT CORD					
81960	12/18/2015	HUMANE SOCIETY OF HURON VALLEY	PLYTWP082015	8/31/2015	001	250.00	N	250.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-305-819.000	250.00	AUGUST IMPOUND					
81960	12/18/2015	HUMANE SOCIETY OF HURON VALLEY	PLYTWP092015	9/30/2015	001	25.00	N	25.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-305-819.000	25.00	SEPT IMPOUNDS					
81960	12/18/2015	HUMANE SOCIETY OF HURON VALLEY	PLYTWP102015	10/31/2015	001	150.00	N	150.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-305-819.000	150.00	OCTOBER IMPOUNDS					
130210	12/18/2015	MATTIOLI CEMENT CO	EST. NO. 5	12/01/2015	001	2,700.00	N	2,700.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		805-805-970.260	2,700.00	WOODLORE SOUTH SAD					
21612	12/18/2015	BORNEMAN, DAVID L.L.C.	2-2015	11/13/2015	001	250.00	N	250.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-691-931.000	250.00	PRESCRIBED BURN					
91675	12/18/2015	INFINITELY GREEN LANDSCAPING	44244	12/11/2015	001	2,950.00	N	2,950.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-265-776.000	2,950.00	FALL CLEAN UP				
1020	12/18/2015	TRUESDELL, MARY ANNE	DEC 2015 ACCOUNT 101-262-727.000	2015 AMOUNT 48.54	12/11/2015 001 DESCRIPTION TOTES	48.54	N	48.54	12/18/2015
180735	12/18/2015	RESERVE ACCOUNT	DEC 2015 ACCOUNT 101-290-730.000	2015 AMOUNT 4,000.00	12/11/2015 001 DESCRIPTION METER REFILL	4,000.00	N	4,000.00	12/18/2015
121450	12/18/2015	LOZIER, MICHELLE	DEC 2015 ACCOUNT 101-262-727.000	2015 AMOUNT 22.98	12/11/2015 001 DESCRIPTION LABELS	22.98	N	22.98	12/18/2015
12050	12/18/2015	ADP INC	464088195 ACCOUNT 101-290-941.000	AMOUNT 1,700.63	11/20/2015 001 DESCRIPTION PAYROLL PROCESSING 11/12	1,700.63	N	1,700.63	12/18/2015
12050	12/18/2015	ADP INC	464528422 ACCOUNT 101-290-941.000	AMOUNT 712.59	11/27/2015 001 DESCRIPTION PAYROLL PROCESSING 11/22	712.59	N	712.59	12/18/2015
101299	12/18/2015	JO BRUCE TRAINING ASSOCIATES	NOV 2015 ACCOUNT 101-290-960.000	2015 AMOUNT 4,706.00	11/03/2015 001 DESCRIPTION LEADERSHIP TRAINING	4,706.00	N	4,706.00	12/18/2015
91675	12/18/2015	INFINITELY GREEN LANDSCAPING	44057 ACCOUNT 592-172-776.000	AMOUNT 1,102.50	8/03/2015 001 DESCRIPTION DPW CLEANUP	1,102.50	N	1,102.50	12/18/2015
91675	12/18/2015	INFINITELY GREEN LANDSCAPING	44062 ACCOUNT 101-265-776.000	AMOUNT 275.00	6/08/2015 001 DESCRIPTION BED WEEDING	275.00	N	275.00	12/18/2015
91675	12/18/2015	INFINITELY GREEN LANDSCAPING	44071 ACCOUNT 101-691-931.000	AMOUNT 490.00	7/31/2015 001 DESCRIPTION PARK FERTILIZATION	490.00	N	490.00	12/18/2015
91675	12/18/2015	INFINITELY GREEN LANDSCAPING	44039 ACCOUNT 101-265-776.000 101-336-776.000 101-336-776.000 101-691-931.000	AMOUNT 295.00 135.00 95.00 1,990.00	8/31/2015 001 DESCRIPTION FERTILIZATION FERTILIZATION FERTILIZATION FERTILIZATION	3,120.00	N	3,120.00	12/18/2015

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-691-931.000	315.00	FERTILIZATION				
			101-691-931.000	175.00	FERTILIZATION				
			592-172-776.000	65.00	FERTILIZATION				
			101-265-776.000	50.00	FERTILIZATION				
91675	12/18/2015	INFINITELY GREEN LANDSCAPING ACCOUNT	44069	6/30/2015	001	3,120.00	N	3,120.00	12/18/2015
			101-265-776.000	295.00	FERTILIZATION				
			101-336-776.000	135.00	FERTILIZATION				
			101-336-776.000	95.00	FERTILIZATION				
			101-691-931.000	1,990.00	FERTILIZATION				
			101-691-931.000	315.00	FERTILIZATION				
			101-691-931.000	175.00	FERTILIZATION				
			592-172-776.000	65.00	FERTILIZATION				
			101-265-776.000	50.00	FERTILIZATION				

*** GRAND TOTALS ***

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27,200.21

27,200.21

INVOICE EDIT LISTING

VENDOR ENTRY NO.	DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
140410	12/18/2015	NETECH	124077	12/07/2015	001	1,849.00	N	1,849.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	1,849.00	KACE ENTERPRISE SOFTWARE					
30290	12/18/2015	CDW GOVERNMENT INC	BHD7656	11/24/2015	001	3,151.50	N	3,151.50	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	3,151.50	WEBSense WEB FILTER					
30290	12/18/2015	CDW GOVERNMENT INC	ZN84326	10/08/2015	001	291.24	N	291.24	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-290-941.000	291.24	APC BACKUPS PRO 1300					
20087	12/18/2015	B S & A SOFTWARE	104707	12/02/2015	001	3,000.00	N	3,000.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-253-978.000	3,000.00	PRINTERS					
80072	12/18/2015	HP	6012645	12/03/2015	001	1,330.87	N	1,330.87	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-727.000	177.93	MICROSOFT EXCHANGE SERVER					
		101-201-727.000	410.49	MICROSOFT EXCHANGE SERVER					
		101-201-727.000	282.44	MICROSOFT SQL SERVER					
		101-201-727.000	282.44	MICROSOFT SQL SERVER					
		101-201-727.000	177.57	MICROSOFT WINDOWS SERVER					
30290	12/18/2015	CDW GOVERNMENT INC	BHQ0548	11/25/2015	001	1,215.00	N	1,215.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-978.000	1,215.00	HPE 3 YR 24X7 SUPPORT					
30290	12/18/2015	CDW GOVERNMENT INC	BHB9333	11/23/2015	001	7,994.40	N	7,994.40	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-978.000	4,480.30	HP DL380 G9 SERVER					
		101-201-978.000	2,355.00	HP 8 GB MEMORY					
		101-201-978.000	1,159.10	HP 900 GB HARD DRIVE					
30290	12/18/2015	CDW GOVERNMENT INC	BHQ4857	11/25/2015	001	300.00	N	300.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-201-978.000	300.00	HP ILO					
181677	12/18/2015	ROMAN STONE WORKS, INC.	NOV 2015	12/02/2015	001	4,768.80	N	4,768.80	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		246-246-970.150	4,768.80	LIMESTONE 38 PIECES					
161839	12/18/2015	PRIORITY ONE EMERGENCY	70013069	10/24/2015	001	2,863.00	N	2,863.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					

INVOICE EDIT LISTING

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-336-978.000	2,863.00					
									U3 RADIO & LIGHT WORK
161839	12/18/2015	PRIORITY ONE EMERGENCY	70013065	10/24/2015	001	5,115.00	N	5,115.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-336-978.000	5,115.00					C1 SLICK TOP PKG,RADIO
161850	12/18/2015	PROGRESSIVE PRINTING	47731	11/25/2015	001	6,955.00	N	6,955.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-955-885.000	6,085.62					DEC NEWSLETTER
			226-226-727.000	869.38					DEC NEWSLETTER
161850	12/18/2015	PROGRESSIVE PRINTING	47103	9/29/2015	001	6,151.00	N	6,151.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			226-226-727.000	6,151.00					OCTOBER NEWSLETTER
191400	12/18/2015	SNOW MACHINES, INC.	DEC 2015	12/15/2015	001	7,600.00	N	7,600.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			246-246-970.150	7,600.00					PUMP MOUNTED TO MACH
191400	12/18/2015	SNOW MACHINES, INC.	0058947	11/30/2015	001	16,410.00	N	16,410.00	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			246-246-970.150	16,410.00					SNOWMAKER
30290	12/18/2015	CDW GOVERNMENT INC	BFB7648	11/13/2015	001	173.98	N	173.98	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-253-727.000	173.98					ITHACA RECEIPT PAPER
40580	12/18/2015	DTE ENERGY	7127350	11/19/2015	001	5,020.59	N	5,020.59	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-446-920.000	5,020.59					OCT15 MUNICIPAL STREET LIGHTING
11450	12/18/2015	A T & T	734R01030612	12/01/2015	001	348.50	N	348.50	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-325-853.000	348.50					NOV15 VIDEO ARRAIGNMENT
11450	12/18/2015	A T & T	734207090612	12/10/2015	001	20.89	N	20.89	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-336-921.000	20.89					TO 10916 FS#3 METERLINE
11450	12/18/2015	A T & T	734454065811	11/25/2015	001	26.39	N	26.39	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
			101-336-921.000	26.39					TO122415 FS#2 METERLINE
220290	12/18/2015	VERIZON WIRELESS	9755874412	11/20/2015	001	121.80	N	121.80	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
			101-691-853.000	121.80	NOV15	PARK CELL PHONES			
31460	12/18/2015	CONSUMERS ENERGY	NOV 2015	11/18/2015	001	6,826.93	N	6,826.93	12/18/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-171-921.000	373.71	NOV15 NATURAL GAS					
		101-201-921.000	199.96	NOV15 NATURAL GAS					
		101-209-921.000	106.97	NOV15 NATURAL GAS					
		101-215-921.000	324.76	NOV15 NATURAL GAS					
		101-253-921.000	135.64	NOV15 NATURAL GAS					
		101-265-854.000	351.49	NOV15 NATURAL GAS					
		101-265-776.000		NOV15 NATURAL GAS					
		101-305-921.000	1,073.22	NOV15 NATURAL GAS					
		101-315-951.000		NATURAL GAS					
		101-325-921.000	446.77	NOV15 NATURAL GAS					
		101-336-921.000	1,342.36	NOV15 NATURAL GAS					
		101-371-921.000	235.27	NOV15 NATURAL GAS					
		101-400-921.000	131.79	NOV15 NATURAL GAS					
		101-691-921.000	448.60	NOV15 NATURAL GAS					
		226-226-921.000	30.97	NOV15 NATURAL GAS					
		592-172-921.000	1,385.14	NOV15 NATURAL GAS					
		510-510-737.000	141.44	NOV15 NATURAL GAS					
		592-444-745.000	98.84	NOV15 NATURAL GAS					
		101-265-921.000	5,170.54	NOV15 NATURAL GAS					
		226-226-921.000	30.97	NOV15 NATURAL GAS					
		510-510-737.000	141.44	NOV15 NATURAL GAS					
		592-172-921.000	1,385.14	NOV15 NATURAL GAS					
		592-444-745.000	98.84	NOV15 NATURAL GAS					
		101-265-921.000	5,170.54	NOV15 NATURAL GAS					
		226-226-921.000	30.97	NOV15 NATURAL GAS					
		510-510-737.000	141.44	NOV15 NATURAL GAS					
		592-172-921.000	1,385.14	NOV15 NATURAL GAS					
		592-444-745.000	98.84	NOV15 NATURAL GAS					

*** GRAND TOTALS ***

22 INVOICES

81,533.89

81,533.89

INVOICE EDIT LISTING

VENDOR NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK.
150600	12/11/2015	OFFICE DEPOT	808147115001	11/23/2015	001	71.14	N	71.14	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-727.000	71.14	OFFICE SUPPLIES					
150600	12/11/2015	OFFICE DEPOT	808147115002	11/24/2015	001	17.69	N	17.69	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-727.000	17.69	OFFICE SUPPLIES					
150600	12/11/2015	OFFICE DEPOT	808147556001	11/24/2015	001	50.28	N	50.28	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-727.000	50.28	OFFICE SUPPLIES					
100009	12/11/2015	JLB OF WHITMORE LAKE DBA	96691	9/21/2015	001	205.64	N	205.64	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-776.000	205.64	GARAGE DOOR REPAIR					
80140	12/11/2015	HALT FIRE INC	S0069004	11/18/2015	001	154.25	N	154.25	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-863.000	154.25	WIRING E 3					
110440	12/11/2015	KEYSTONE EVENT MANAGEMENT CONCEPTS	WINTER 2015	12/11/2015	001	340.00	N	340.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-960.000	340.00	MFIS WINTER EDUCATION SEM					
11706	12/11/2015	APOLLO FIRE EQUIPMENT	90993	11/30/2015	001	107.95	N	107.95	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-978.000	107.95	LADDER COVER					
130049	12/11/2015	MICHIGAN FIRE INSPECTORS SOCIETY	08-076,15-074	12/11/2015	001	60.00	N	60.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-727.000	60.00	2016 MFIS MEMBERSHIPS					
220896	12/11/2015	VIP TRUCK CENTER	64620	11/27/2015	001	212.23	N	212.23	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-863.000	212.23	RI OIL CHANGE					
160891	12/11/2015	PICKERT, DOUGLAS	3201014579	12/02/2015	001	25.00	N	25.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-960.000	25.00	PARAMEDIC LICENSE					
11255	12/11/2015	ALLIE BROTHERS UNIFORMS	58078	11/20/2015	001	279.99	N	279.99	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-758.000	279.99	JACKET BOOTS KOHL					

INVOICE EDIT LISTING

VENDOR ENTRY NO.	ENTRY DATE	NAME	INVOICE NUMBER	INVOICE DATE	BANK CODE	GROSS AMOUNT	SEP. CHECK	NET AMOUNT	DUE DATE/CHK. DATE
11255	12/11/2015	ALLIE BROTHERS UNIFORMS	58000	11/17/2015	001	301.95	N	301.95	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-758.000	301.95	SHIRT GLOVES CONROY					
11255	12/11/2015	ALLIE BROTHERS UNIFORMS	58185	11/30/2015	001	24.00	N	24.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-758.000	24.00	UNIFORM SMITH					
90320	12/11/2015	IDEAL CALIBRATIONS	CINV-0552	11/04/2015	001	206.00	N	206.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-851.000	206.00	REPAIR GAS DETECTOR					
131023	12/11/2015	MICHIGAN STATE POLICE	551-456277	11/17/2015	001	390.00	N	390.00	12/10/2015
		ACCOUNT	AMOUNT	DESCRIPTION					
		101-336-960.000	390.00	CHEMISTRY TRAINING					
*** GRAND TOTALS ***			15 INVOICES			2,446.12		2,446.12	