



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

Bob Biluk
Acting Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

Vacant Position
Commissioner

Dan Detkowski
Washington Twp
Alternate

Vacant Position
Bruce Twp

REGULAR COMMISSION MEETING

**THURSDAY, OCTOBER 19, 2023 – 6:00 P.M.
BRUCE TOWNSHIP HALL MEETING ROOM
223 E. GATES, BRUCE TOWNSHIP MI 48065**

AGENDA

1. Call to Order
2. Pledge of Allegiance and Reading of Mission Statement
3. Roll Call
4. Approve Agenda for October 19, 2023
5. Consent Agenda
 - a. Approve Minutes of September 21, 2023 Regular Commission Meeting
 - b. Approve Minutes of September 29, 2023 Special Commission Meeting
 - c. Approve Accounts Payable September 22, 2023 to October 20, 2023
6. Legal Counsel
7. Community Comments
8. Director's Report
 - a. Spending Report
 - b. Hiring Policy
 - c. IT Review of Services and Rewire Project Proposal
 - d. Pinnacle and Credit Card Conversation
 - e. Ribbon Cutting & Halloween Event
 - f. Benefits Comparison
 - g. YTD Budget Report
9. Unfinished Business
 - a. Update re Property Leases (Palmer, Knight)
 - i. Village of Romeo
 - ii. Washington Township
 - b. Update re RCS Agreement (Gedert, Biluk)
 - c. Update re By-Laws (Zimmerman, Staran)
 - d. Benefits Package (Biluk)
 - e. Revised Inter Local Agreement
 - f. Employment Agreement/Job Description Approva

BENEFITS COMPARISON

MONTHLY

	Parks & Rec			STAR		
	Current Rates	Proposed		Current Rates	Proposed	
Life/AD&D	\$ 66.25	\$ 67.76	\$ (1.51)	\$ 21.25	\$ 31.22	\$ (9.97)
LTD	\$ 166.83	\$ 432.87	\$ (266.04)	\$ 29.04	\$ 51.88	\$ (22.84)
STD	\$ 174.24	\$ 184.44	\$ (10.20)	\$ 30.33	\$ 40.82	\$ (10.49)
Dental	\$ 584.92	\$ 598.88	\$ (13.96)	\$ 111.76	\$ 98.32	\$ 13.44
Vision	\$ -	\$ 94.96	\$ (94.96)	\$ -	\$ 19.60	\$ (19.60)
BCBS	\$ 4,316.98	\$ 2,955.36	\$ 1,361.62	\$ 1,721.79	\$ 1,971.16	\$ (249.37)
HRA/H.S.A.	\$ 500.00	\$ 533.33	\$ (33.33)	\$ 500.00	\$ 533.33	\$ (33.33)
Uninsured	\$ 302.00	\$ 533.33	\$ (231.33)	\$ -	\$ -	\$ -
	\$ 6,111.22	\$ 5,400.93	\$ 710.29	\$ 2,414.17	\$ 2,746.33	\$ (332.16)

ANNUALLY

Life/AD&D	\$ 795.00	\$ 813.12	\$ (18.12)	\$ 255.00	\$ 374.64	\$ (119.64)
LTD	\$ 2,001.96	\$ 5,194.44	\$ (3,192.48)	\$ 348.48	\$ 622.56	\$ (274.08)
STD	\$ 2,090.88	\$ 2,213.28	\$ (122.40)	\$ 363.96	\$ 489.84	\$ (125.88)
Dental	\$ 7,019.04	\$ 7,186.56	\$ (167.52)	\$ 1,341.12	\$ 1,179.84	\$ 161.28
Vision	\$ -	\$ 1,139.52	\$ (1,139.52)	\$ -	\$ 235.20	\$ (235.20)
BCBS	\$ 51,803.76	\$ 35,464.32	\$ 16,339.44	\$ 20,661.48	\$ 23,653.92	\$ (2,992.44)
HRA/H.S.A.	\$ 6,000.00	\$ 6,399.96	\$ (399.96)	\$ 6,000.00	\$ 6,399.96	\$ (399.96)
Uninsured	\$ 3,624.00	\$ 6,399.96	\$ (2,775.96)	\$ -	\$ -	\$ -
	\$ 69,710.64	\$ 58,411.20	\$ 8,523.48	\$ 28,970.04	\$ 32,955.96	\$ (3,985.92)

SAVINGS

INCREASE

PARKS & RECREATION

48065 (Romeo, MI, Area 2), Medical: PPO

	Current Plan		Option 3	
	Blue Cross Blue Shield		Blue Cross Blue Shield	
			Simply Blue HSA PPO Gold	
			1/1/2024	
	PPO		PPO	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible				
Individual	2000	4000	\$3,200	\$6,400
Family	4000	8000	\$6,400	\$12,800
Coinsurance				
Coinsurance	0%	20%	0%	20%
Individual Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Family Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Annual Out of Pocket Max				
Individual	3000	6000	\$3,200	\$8,400
Family	6000	12000	\$6,400	\$16,800
Physician Office Services				
Preventive Care	No Charge	Not Covered	No Charge	100%
Primary Care	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Specialist	No Charge after deductible	Not Covered	No Charge after deductible	20% after deductible
Behavioral Health	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Virtual Visit	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	Not Covered
Hospital Services				
Urgent Care	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Emergency Room	No Charge after deductible	100% coinsurance after out-of-network deductible	No Charge after deductible	No Charge after in network deductible
Inpatient	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Outpatient	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Diagnostic Services				
Imaging/CT/PET/MRI	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Labs	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
X-Rays	No Charge after deductible	80% coinsurance after out-of-network deductible	No Charge after deductible	20% after deductible
Prescription Drugs				
Generic	\$10 Copay after deductible	\$10 Copay after deductible+20%	No Charge after deductible	No Charge after deductible+20%
Preferred Brand	\$60 Copay after deductible	20% after deductible	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Brand		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Preferred Specialty		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Specialty		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Rehabilitative Care				
Chiropractic	No Charge after deductible	20% after deductible	No Charge after deductible	20% after deductible
Employee Count	0		0	
Employee + Spouse Count	0		1	
Employee + Children Count	1		1	
Family Count	1		2	
Total Number of Employees	2		4	
Monthly Total Premium	\$4,316.98		\$2,955.36	
Annual Total Premium	\$51,803.76		\$35,464.32	

Annual Savings \$ 16,339.44 Monthly Savings \$ 1,361.62

STAR

48065 (Romeo, MI, Area 2), Medical: PPO				
	Current Plan		Option 3	
	Blue Cross Blue Shield		Blue Cross Blue Shield	
			Simply Blue HSA PPO Gold	
			1/1/2024	
	PPO		PPO	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible				
Individual	2000	4000	\$3,200	\$6,400
Family	4000	8000	\$6,400	\$12,800
Coinsurance				
Coinsurance	0%	20%	0%	20%
Individual Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Family Max	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Annual Out of Pocket Max				
Individual	3000	6000	\$3,200	\$8,400
Family	6000	12000	\$6,400	\$16,800
Physician Office Services				
Preventive Care	No Charge	Not Covered	No Charge	100%
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Preferred Brand	\$60 Copay after deductible	20% after deductible	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Brand		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Preferred Specialty		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Non-Preferred Specialty		20% after deductible	No Charge after deductible	No Charge after deductible+20%
Rehabilitative Care				
Chiropractic	No Charge after deductible	20% after deductible	No Charge after deductible	20% after deductible
Employee Count	0		0	
Employee + Spouse Count	1		1	
Employee + Children Count				
Family Count				
Total Number of Employees	1		1	
Monthly Total Premium	\$1,721.79		\$1,971.16	
Annual Total Premium	\$20,661.48		\$23,653.92	

Annual Savings (2,992.44) Monthly Savings (249.37)

GENERAL LEDGER REPORT

YEAR: THROUGH SEPTEMBER
Romeo Parks and Recreation

Page: 1
9/20/2023
10:54 am

Post Date	JE Type	JE No.	Journal Entry Desc Line 1 Journal Entry Desc Line 2 Journal Entry Desc Line 3 Source Description	Beq. Bal.	Debit	Credit	Begin/End Bal.
GL#: 101-000-651.000 BROCHURE REV							0.00
04/01/2023	BA	121383	Budget Approved 04/19/2023 Fiscal Year Closed 03/31/23 Have to Amend for correct numbers		0.00	3,000.00	
04/04/2023	CR	119478	CASH/CHECK DEPOSIT 4/4/23		0.00	600.00	
04/05/2023	CR	119690	FITNESS.VENDING.SWIM.BROCHURE REV CHARGE DEPOSIT 4/5/23		0.00	325.00	
04/06/2023	CR	119569	FIT CTR.ART ENRICH REV CASH/CHECK DEPOSIT 4/6/23		12.00	0.00	
04/06/2023	GJ	120259	ART.FIT.BROCHURE REV CORRECT JE 119569 ENTERED TO WRONG ACCOUNT		0.00	12.00	
04/20/2023	CR	119677	CASH/CHECK DEPOSIT 4/20/23		0.00	685.00	
05/04/2023	CR	119938	SPEC EVENTS. FITNESS REV CASH/CHECK DEPOSIT 5/4/23		0.00	1,025.00	
05/11/2023	CR	120067	SWIM.FITCTR.PFPPARADE REV CHARGE DEPOSIT 5/11/23		0.00	205.00	
05/24/2023	CR	120177	SWIM.FIT.SPORTS.TOTS.CAMPS. BROUCH REV CHARGE DEPOSIT 5/24/23		0.00	1,565.50	
05/31/2023	CR	120190	TRAVEL.DANCE.CAMPS.SPORTS.TOT.RHS REV CASH/CHECK DEPOSIT 5/31/23		0.00	100.00	
06/02/2023	CR	120547	SWIM.DANCE.FIT CTR REV CASH/CHECK DEPOSIT 6/2/23		0.00	525.00	
06/09/2023	CR	120569	GOLF.DANCE.VENDING.FOOTBALL REV CASH/CHECK DEPOSIT 6/9/23		0.00	350.00	
06/30/2023	CR	120613	DANCE FITNESS REV CHARGE DEPOSIT 6/30/23		0.00	1,000.00	
07/13/2023	CR	120866	SR SPORTS.FITNESS.CAMPS.BROCHURE REV CASH/CHECK DEPOSIT 7/13/23		0.00	600.00	
08/09/2023	CR	121296	FIELDS.PARADE.FITNESS REV CHARGE DEPOSIT 8/9/23		0.00	625.00	
08/10/2023	CR	121205	PT.TRAVEL.FIELDS.DANCE. BROUCH REV CASH/CHECK DEPOSIT 8/10/23		0.00	125.00	
08/18/2023	CR	121218	BROCHURE.FITNESS REV CASH/CHECK DEPOSIT 8/18/23		0.00	1,025.00	
08/25/2023	CR	121281	FITNESS.FIREWORKS.RENTALS REV CASH/CHECK DEPOSIT		0.00	530.00	

GENERAL LEDGER REPORT

YEAR: THROUGH SEPTEMBER
Romeo Parks and Recreation

Page: 2
9/20/2023
10:54 am

Post Date	JE Type	JE No.	Journal Entry Desc Line 1 Journal Entry Desc Line 2 Journal Entry Desc Line 3 Source Description	Beq. Bal.	Debit	Credit	Begin/End Bal.
GL#: 101-000-651.000 BROCHURE REV							0.00
			8/25/23				
08/25/2023	CR	121310	FITNESS.SPORTS.DANCE.REV				
			CHARGE DEPOSIT		0.00	325.00	
			8/25/23				
08/30/2023	CR	121275	SR TRAVEL.SPE EVENTS SR REV				
			CASH/CHECK DEPOSIT		0.00	600.00	
			8/30/23				
			PARADE.FIELDS. FIT.BROCHURE REV				
101-000-651.000		BROCHURE REV		0.00	12.00	10,222.50	10,210.50
Fund: 101 - GENERAL FUND Totals:					12.00	10,222.50	
Grand Totals:					12.00	10,222.50	

GENERAL LEDGER REPORT

YEAR: THROUGH SEPTEMBER
Romeo Parks and Recreation

Page: 1
9/20/2023
11:02 am

Post Date	JE Type	JE No.	Journal Entry Desc Line 1 Journal Entry Desc Line 2 Journal Entry Desc Line 3 Source Description	Beg. Bal.	Debit	Credit	Begin/End Bal.
GL#: 101-697-700.715 PF PARADE							0.00
04/01/2023	BA	121383	Budget Approved 04/19/2023 Fiscal Year Closed 03/31/23 Have to Amend for correct numbers		1,500.00	0.00	
08/14/2023	AP	121085	AMAZON CAPITAL SERVICES PARADE SUPPLIES- 4PLY BOARD INV#: 1HJH-DHND-V37M AP REF# (VND#: 4517)		18.98	0.00	
08/25/2023	GJ	121268	EARNINGS HISTORY BY GL AUGUST 2023 EMPLOYEE EARNINGS		188.50	0.00	
08/25/2023	PA	121476	FICA- 8/25/2023 PAYROLL #2317		14.42	0.00	
09/05/2023	AP	121321	AMAZON CAPITAL SERVICES PREMIUM LABELS BRIGHT NEON INV#: 19JL-LMTW-KL79 AP REF# (VND#: 4517)		14.98	0.00	
09/05/2023	AP	121327	HOOK'S ENGRAVING INC PEACH ACRYLIC AWARD (7) INV#: 6119 AP REF# (VND#: 522)		122.50	0.00	
09/11/2023	AP	121412	PETTY CASH - KRISTEN FLANIGAN AUG 2023 - PETTY CASH PURCHASE INV#: 2023.09.11 AP REF# (VND#: 007)		18.88	0.00	
09/11/2023	AP	121414	ROMEO ROTARY CLUB PARADE BARRICADE WORKERS INV#: 952023 AP REF# (VND#: 4840)		100.00	0.00	
09/11/2023	AP	121416	STONES ACE OF ROMEO STATEMENT DATED 8/31/23 INV#: 2023.08.31 AP REF# (VND#: 2913)		15.98	0.00	
09/11/2023	AP	121417	WHITCOMB AND SONS INC. PARADE SIGNS INV#: 44-769-1188 AP REF# (VND#: 076)		192.00	0.00	
09/14/2023	AP	121487	AMAZON CAPITAL SERVICES BINDERS, PACKING TAPE, CLIPBOA INV#: 1W79-M4X6-HP6L AP REF# (VND#: 4517)		202.85	0.00	
09/18/2023	AP	121502	WHITCOMB AND SONS INC. STEP-STAKESPF PARADE INV#: 44769-1202 AP REF# (VND#: 076)		52.00	0.00	
101-697-700.715	PF PARADE			0.00	941.09	0.00	941.09
Fund: 101 - GENERAL FUND Totals:					941.09	0.00	
Grand Totals:					941.09	0.00	

Check Register Report

September 22, 2023

Date: 09/19/2023

Time: 5:32 pm

Page: 1

Romeo Parks and Recreation

Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
09/22/23	Printed			4517	AMAZON CAPITAL SERVICES	BINDERS, PACKING TAPE, CLIPBOA AND TRAFFICE CONES	202.85
09/22/23	Printed			4841	ALLISON BARELLO	REFUND FOR DOLPHINS PROGRAM #7954	72.80
09/22/23	Printed			002	CHARTER TOWNSHIP OF WASHINGTON	AUGUST 2023 BENEFITS	5,643.48
09/22/23	Printed			4503	DE LAGE LANDEN FINANCIAL	MONTHLY COPIER LEASE	564.00
09/22/23	Printed			509	DIAMOND TOURS	BRANSON TRIP (9626) TOUR #1967226	32,595.00
09/22/23	Printed			1093	SUSAN GAVIN-SUDDETH	F/23 TENNIS LESSONS & MIGHTY HITTERS INSTRUCTOR PAY	2,066.40
09/22/23	Printed			2948	GIFFELS WEBSTER	WBR PARK PAVILION IMPROVEMENTS	11,994.63
09/22/23	Printed			4005	JV'S MOONLIGHT DJ SERVICE	09/15/2023 ADAPTIVE REC DANCE DJ	125.00
09/22/23	Printed			1997	MICH STATE DISBURSEMENT UNIT	REMITTANCE ID 740001409 SDU 2609900 NELSON	82.07
09/22/23	Printed			124	ORKIN	W- SERV ON 8/28/23	168.98
09/22/23	Printed			4665	PETTY CASH-JAN CRAWFORD	MONTREAL/QUEBEC TRIP DRIVER, GUIDED TOURS, ESCORT MEALS	2,242.80
09/22/23	Printed			4842	JOANN ROBERTS	REFUND FOR ATHLETIC STRETCH (6171) AND (6138)	54.00
09/22/23	Printed			1619	TOTAL ASPHALT PAVING INC	RCC PARKING LOT BALANCE ADDITIONAL ASPHALT NEEDED	163,100.00
09/22/23	Printed			600	VERIZON WIRELESS	08/11/2023 - 09/10/2023 SERVIC	298.14
09/22/23	Printed			4843	WALDORF & SONS, INC.	R&R SANITARY SEWER PUMP ROMEO P&R	5,331.36
09/22/23	Printed			076	WHITCOMB AND SONS INC.	STEP-STAKESPF PARADE	52.00

Total Checks: 16

Checks Total (excluding void checks):

224,593.51

1046617	09/22/23	Reconciled	09/22/23	4827	GREEN MEADOWS LAWNSCAPE, INC	LAWN CUTTING AUGUST 2023 VEGETATION CONTROL, BRUSH HOG	8,000.00
1046618	09/22/23	Reconciled	09/22/23	1817	LANDSCAPE DIRECT	B- COM CENTER PARK TIMBER TIES	25.37

Total EFTs: 2

EFTs Total (excluding void checks):

8,025.37

Total Payments: 18

Bank Total (excluding void checks):

232,618.88

Total Payments: 18

Grand Total (excluding void checks):

232,618.88

Authorized BY: _____ Date: _____

REVENUE/EXPENDITURE REPORT

Page: 1
10/16/2023
3:46 pm

Rosen Parks and Recreation

For the Period: 4/1/2023 to 9/30/2023

Fund Type: STAR STAR

Amended Bud

YTD Actual

CURR MTH

Encumb YTD

UnencBal % Bud

Fund: 102 - STAR Transportation

Revenues

Function:

Dept: 000

OTHER REVENUE	2 000.00	1 557.07	1 331.21	0.00	442.93	77.9
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SMART REVENUE	153 500.00	815.22	0.00	0.00	152 684.78	0.5
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TAX ACCOUNTS	599 282.30	43 733.30	0.00	0.00	555 549.00	7.3
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Dept: 000	754 782.30	46 105.59	1 331.21	0.00	708 676.71	6.1
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Function:	754 782.30	46 105.59	1 331.21	0.00	708 676.71	6.1
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Revenues

754 782.30	46 105.59	1,331.21	0.00	708 676.71	6.1
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Expenditures

Function:

Dept: 691 ADMINISTRATIVE EXPENSES

ADMINISTRATIVE BENEFIT EXPENSE	84 400.00	45 172.79	6 397.23	0.00	39 227.21	53.5
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ADMINISTRATIVE GENERAL EXPENSE	156 700.00	76 041.59	10 307.41	0.00	80 658.41	48.5
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ADMINISTRATIVE SALARY EXPENSES	16 792.00	7 208.24	1 280.74	0.00	9 583.76	42.9
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CAPITAL IMPROVEMENT EXPENSES	141 688.00	1 966.64	0.00	0.00	139 721.36	1.4
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COMMUNITY CENTER EXPENSES	20,000.00	20,000.00	0.00	0.00	0.00	100.0
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ADMINISTRATIVE EXPENSES	419 580.00	150 389.26	17 985.38	0.00	269 190.74	35.8
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Dept: 696 TRANSPORTATION EXPENSES

TRANSPORTATION SERVICES	283 678.00	125 383.60	25 332.05	0.00	158 294.40	44.2
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TRANSPORTATION EXPENSES	283 678.00	125 383.60	25 332.05	0.00	158 294.40	44.2
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Dept: 698 STAR VEHICLES EXPENSE

TRANSPORTATION SERVICES	83 900.00	43 847.49	7 453.38	0.00	40 052.51	52.3
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STAR VEHICLES EXPENSE	83 900.00	43 847.49	7 453.38	0.00	40 052.51	52.3
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Function:	787 158.00	319 620.35	50 770.81	0.00	467 537.65	40.6
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Expenditures

787,158.00	319,620.35	50,770.81	0.00	467,537.65	40.6
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Net Effect for STAR

-32 375.70	-273 514.76	-49 439.60	0.00	241 139.06	
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Grand Total Net Effect:	-32,375.70	-273,514.76	-49,439.60	0.00	241,139.06	
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Check Register Report

10/06/2023

Date: 10/02/2023

Time: 1:34 pm

Page: 1

Romeo Parks and Recreation

Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
10/06/23 Printed			1503	ABC ENTERTAINMENT LLC	F/23 WASHINGTON SPOOKTACULAR	450.00
10/06/23 Printed			4478	COMCAST BUSINESS - 0032249	B- ROMEO SERVICE	541.47
10/06/23 Printed			3657	COMCAST BUSINESS - 109 0119851	W- WASH SERVICE	504.44
10/06/23 Printed			194	CULLIGAN OF ROMEO	B- ROMEO CC 6 JUGS WATER, 40LB SALT, DELIVERY	75.00
10/06/23 Printed			509	DIAMOND TOURS	BRANSON SHOW TOUR#1967226 COURSE 9626	1,750.00
10/06/23 Printed			4844	EXPERT AUTOMOTIVE	FUEL PUMP MODULE ASSEMBLY TRUCK #1	886.87
10/06/23 Printed			3994	FAIRYTALE ENTERTAINMENT	F/23 CAPT HOOK FOR FAMILY BOWL	145.00
10/06/23 Printed			3231	FAMS SCREEN PRINTING	S/23 5 TSHIRTS FOR PEACH PARAD	268.00
10/06/23 Printed			444	HOME DEPOT CREDIT SERVICES	STATEMENT DATED 9/21/23	718.43
10/06/23 Printed			4846	MICHIGAN ENTERTAINMENT &	F/23 WASHINTON SPOOKTACULAR	750.00
10/06/23 Printed			4764	OLD FASHIONED CONCESSIONS	F/23 KIDFEST (PEACH FEST)	400.00
10/06/23 Printed			007	PETTY CASH - CANDACE HACIAS	SEPTEMBER 2023 CASH PURCHASES	259.44
10/06/23 Printed			186	PLANTE & MORAN PLLC	SERVICES THRU 9/25/23 W/TREAS KNIGHT ACCTG PROCED & POLICIES	3,695.00
10/06/23 Printed			4847	DONNA ROSE	REFUND WOOD BOX FLORAL #8002	11.00
10/06/23 Printed			161	SEMCO ENERGY	W- 57880 VAN DYKE SERV 8/16/23 - 9/18/23	87.56
10/06/23 Printed			4697	SOUND DOG PRODUCTIONS	F/23 WASHINGTON SPOOKTACULAR DJ SERVICES	300.00
10/06/23 Printed			2472	SUBURBAN ICE	S/23 ICE SKATE BASIC (2213)	77.00
10/06/23 Printed			188	THE GREATER ROMEO WASHINGTON	MEMBERSHIP DUES 10/15/23 THRU 10/14/2024	105.00
10/06/23 Printed			4139	THE RECORD	1/8 PAGE COLOR AD -9/20 ISSUE	135.00
10/06/23 Printed			4759	TIME TO PLAY RENTALS	F/23 WASHINGTON SPOOKTACULAR	525.38
10/06/23 Printed			4783	TIPTOP ENTERTAINMENT LLC	F/23 WASH TWP SPOOKTACULAR	795.00
10/06/23 Printed			4848	WALT'S DIGGITY DOG	F/23 WASHINGTON SPOOKTACULAR	550.00
10/06/23 Printed			532	WASTE MANAGEMENT OF MICHIGAN	361 MORTON - 8YD DUMPSTER 10/01/23 - 10/31/23	529.70
			Total Checks: 23		Checks Total (excluding void checks):	13,559.29

10/06/23	Reconciled	10/06/23	4517	AMAZON CAPITAL SERVICES	4 500 PIECE JIGSAW PUZZLES	363.75
10/06/23	Reconciled	10/06/23	003	BLIGHT'S CUSTOM LETTERING	15 T SHIRTS FOR ADAP REC BASKETBALL (4307)	103.50
10/06/23	Reconciled	10/06/23	3826	COLMAN-WOLF SUPPLY COMPANY	TABLECOVER, BLACK CAN LINER, FOAM DRINK CUPS, TISSUES, SOAP	1,392.48
10/06/23	Reconciled	10/06/23	4845	D2 TECHNOLOGIES LLC	TROUBLE SHOOT EXPIRED DOMAIN REPAIR DOWN WIFI NETWORK	2,530.00
10/06/23	Reconciled	10/06/23	1817	LANDSCAPE DIRECT	B- CC WALKWAY & FRON DOOR ENTR	135.18
10/06/23	Reconciled	10/06/23	4746	NET2PHONE INC	SEPTEMBER 2023 PHONE CHARGES	469.90
10/06/23	Reconciled	10/06/23	077	R. WHITE SERVICES, INC.	B- ROMEO CC LAWNCARE & VEG CONTROL	7,300.00
10/06/23	Reconciled	10/06/23	087	ROMEO PRINTING CO., INC	FALL 2023 BROCHURES (17,125)	2,106.50
Total EFTs: 8				EFTs Total (excluding void checks):		14,401.31

Total Payments: 31

Bank Total (excluding void checks): 27,960.60

Total Payments: 31

Grand Total (excluding void checks): 27,960.60

Check Register Report

10/13/2023

Date: 10/09/2023

Time: 1:24 pm

Page: 1

Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
10/13/23 Printed			1965	CARR'S MOTORCOACH, LLC	F/23 MOTOR COACH FOR PARADE COMPANY TOUR 11/4/23	900.00
10/13/23 Printed			4368	CHAMBERLIN RIDES	F/23 MONSTER BASH BRUCE TWP #4717	490.00
10/13/23 Printed			047	DTE ENERGY	9/2/23-10/3/23 SERV @ 57880 VAN DYKE	2,999.72
10/13/23 Printed			3977	MAD SCIENCE OF DETROIT	F/23 MAD SCIENCE @ INDIAN HILL	1,440.00
10/13/23 Printed			1997	MICH STATE DISBURSEMENT UNIT	REMITTANCE ID 740001409 SDU 2609900 NELSON	82.07
10/13/23 Printed			124	ORKIN	MOSQUITO CONTROL - OCT 2023	850.00
10/13/23 Printed			4850	PELTO DIBLASIO & SONS	B- FIX SINK HOLE @ BRUCE TWP PARK, CONCRETE, BACKFILL, SEED	500.00
10/13/23 Printed			4665	PETTY CASH-JAN CRAWFORD	F/23 DAY TRIP PARADE COMPANY DRIVER GRATUTIY	2,001.00
10/13/23 Printed			4839	RAYHAVEN GROUP, INC	FINAL PMT - DOOR INSTALLATION WASH & ROMEO	2,400.00
10/13/23 Printed			2762	STAPLES BUSINESS CREDIT	COPY PAPER AND COLORED PAPER	718.71
10/13/23 Printed			2724	TGA OF MACOMB AND GROSSE POINT	F/23 OUTDOOR GOLF LESSONS	2,710.50
10/13/23 Printed			1486	TRACTOR SUPPLY CREDIT PLAN	KIDFEST - SUPPLIES	65.95
10/13/23 Printed			135	VILLAGE OF ROMEO	B- WATER @ 6 WALTER SHEETZ 6/16/23-9/15/23	840.40
10/13/23 Printed			4849	DONNA WELCH	REFUND FOR DATE CHANGE OF TRIP	4.00
10/13/23 Printed			1314	WEX BANK	MONTHLY GAS CHARGES 9/23/23-10/13/23	394.31

Total Checks: 15

Checks Total (excluding void checks):

16,396.66

10/13/23 Reconciled	10/13/23	3979	A & B COMMERCIAL CLEANING	B- ROMEO CC JANITORIAL SERV SEPT 2023	4,765.50
10/13/23 Reconciled	10/13/23	1711	SHEENA'S MARKETPLACE	F/23 ADAP REC DANCE - SUPPLIES	65.52
10/13/23 Reconciled	10/13/23	2913	STONES ACE OF ROMEO	STATEMENT DATED 9/30/23	152.87

Total EFTs: 3

EFTs Total (excluding void checks):

4,983.89

Total Payments: 18

Bank Total (excluding void checks):

21,380.55

Total Payments: 18

Grand Total (excluding void checks):

21,380.55

AUTHORIZED BY: _____ DATE: _____

Check Register Report

10/20/2023

Date: 10/16/2023

Time: 12:23 pm

Page: 1

Romeo Parks and Recreation

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
	10/20/23	Printed			002	CHARTER TOWNSHIP OF WASHINGTON	SALARY BENEFITS - SEPT 2023	5,062.53
	10/20/23	Printed			4503	DE LAGE LANDEN FINANCIAL	COPY OVERAGE 10/1/23-10/31/23	564.00
	10/20/23	Printed			2789	FASTENAL COMPANY	SCREWS FOR BENCHES	67.05
	10/20/23	Printed			1335	JOHNSON THERMOL-TEMP, INC.	REPLACED ALL FILTERS ON UNITS INSIDE & OUT	661.34
	10/20/23	Printed			1997	MICH STATE DISBURSEMENT UNIT	REMITTANCE ID 740001409 SDU 2609900 NELSON	82.07
	10/20/23	Printed			4725	MICHIGAN STARS SPORTS CENTER	COURT FEES FOR WOMENS VBALL	8,400.00
	10/20/23	Printed			124	ORKIN	B- SERV ON 10/4/23	500.99
	10/20/23	Printed			588	TERRY PFEIL	BREAKFAST W/SANTA BALLOON FUN	375.00
	10/20/23	Printed			4852	LYNN PHILLIPS	F/23 WASH & BRUCE HALLOWEEN PUMKINS FOR EVENTS	510.00
	10/20/23	Printed			088	PNC BANK - CREDIT CARD	SEPT 2023-CR CARD PURCHASES	5,033.58
	10/20/23	Printed			4139	THE RECORD	1/8 PAGE COLOR AD - 10/4 ISSUE	135.00
	10/20/23	Printed			632	WASHINGTON LIONS CLUB	HOT DOG SOCIAL \$ NOT USED AT SUMMER EVENT	500.00
Total Checks: 12						Checks Total (excluding void checks):		21,891.56

	10/20/23	Reconciled		10/20/23	4517	AMAZON CAPITAL SERVICES	PLATIC TABLE COVERS, PUMPKIN DECORATING STICKERS	344.47
	10/20/23	Reconciled		10/20/23	4845	D2 TECHNOLOGIES LLC	DOMAIN CONVERSION PHASE 1,2,3 EMAILS, NETWORK, SETUP C KNIGH	2,375.00
	10/20/23	Reconciled		10/20/23	4827	GREEN MEADOWS LAWNSCAPE, INC	LAWN MAINT 9/1/23-9/30/23	7,000.00
	10/20/23	Reconciled		10/20/23	4462	JENNIFER STULZ-SIMUNIC	F/23 INSTRUCTOR PMT YOUTH ARTS AROUND	402.50

Total EFTs: 4

EFTs Total (excluding void checks):

10,121.97

Total Payments: 16

Bank Total (excluding void checks):

32,013.53

Total Payments: 16

Grand Total (excluding void checks):

32,013.53

AUTHORIZED BY: _____ DATE: _____

Course Roster

06/20/2023 03:26 PM

Season	FALL - 2021	Course	1000 - BROCHURE FALL21 Ad-Sponsorship
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Enrollment: Min: 0 Max: 999 Curr: 15	Date Range: 08/01/2021 - 12/31/2021	Instructor:
Age Range: Min 0 Max 250	# Of Sessions: 0	Company:
Grade: From Thru	Days / Times:	Primary Ph:
Gender:	Location(s):	Secondary Ph:
Course Fee: \$0.00		Other Ph:
		Fax:

No	Name	Reg Fee
1	Action Insurance Service,	\$1,000.00
2	AYSO, CO-	\$180.00
3	Campground Pediatrics, C	\$800.00
4	Chamber of Commerce, C	\$300.00
5	Culligan, CO-	\$500.00
6	Evola Music, CO-	\$100.00
7	Heidebreicht Chevrolet, C	\$1,000.00
8	Mclean, Mijak & Clark, CO	\$100.00
9	MI Community Media, CO	\$300.00
10	NMCYS, CO-	\$180.00
11	Orchard Grove Health, C	\$680.00
12	Poljan Insur VTC Agency,	\$200.00
13	Pro Line Asphalt, CO-	\$1,200.00
14	W.C. Collins Realty, CO-	\$1,000.00
15	Washington Area Basebal	\$180.00

Course Roster

06/20/2023 03:26 PM

Season	SUMMER - 2021	Course	1000 - BROCHURE Ads/Sponsor SUM21
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Enrollment: Min: 0 Max: 999 Curr: 16	Date Range: 05/01/2021 - 09/30/2021	Instructor:
Age Range: Min 0 Max 250	# Of Sessions: 0	Company:
Grade: From Thru	Days / Times:	Primary Ph:
Gender:	Location(s):	Secondary Ph:
Course Fee: \$0.00		Other Ph:
		Fax:

No	Name	Reg Fee
1	Action Insurance Service,	\$600.00
2	Alliance Health, CO-	\$300.00
3	AYSO, CO-	\$325.00
4	Campground Pediatrics, C	\$600.00
5	Cross of Glory Church, C	\$325.00
6	Fritz Buliders Inc., CO	\$100.00
7	Heidebreicht Chevrolet, C	\$0.00
8	Kiwanis Club of Romeo, C	\$200.00
9	Mclean, Mijak & Clark, CO	\$100.00
10	Poljan Insur VTC Agency,	\$200.00
11	Prospect, Builders	\$100.00
12	Romeo Football Club, CO-	\$600.00
13	Russell Hunter, Clara	\$100.00
14	The MITT.TV, CO-	\$1,000.00
15	Total Asphalt Pavers Inc,	\$500.00
16	Washington Lions Club, C	\$200.00

Course Roster

06/20/2023 03:26 PM

Season	WINTER/SPRING - 2021	Course	1000 - BROCHURE WSp21 Ad-Sponsorship
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Enrollment: Min: 0 Max: 999 Curr: 5	Date Range: 11/01/2021 - 06/01/2022	Instructor:
Age Range: Min 0 Max 250	# Of Sessions: 0	Company:
Grade: From Thru	Days / Times:	Primary Ph:
Gender:	Location(s):	Secondary Ph:
Course Fee: \$0.00		Other Ph:
		Fax:

No	Name	Reg Fee
1	American Tree, CO	\$100.00
2	Cross of Glory Church, C	\$325.00
3	Culligan, CO-	\$180.00
4	Heidebreicht Chevrolet, C	\$1,000.00
5	Mclean, Mijak & Clark, CO	\$0.00

Course Roster

06/20/2023 03:27 PM

Season	FALL - 2022	Course	1000 - BROCHURE Ads/Sponsor FALL22
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Enrollment: Min: 0 Max: 999 Curr: 15	Date Range: 07/01/2022 - 12/31/2022	Instructor:
Age Range: Min 0 Max 250	# Of Sessions: 0	Company:
Grade: From Thru	Days / Times:	Primary Ph:
Gender:	Location(s):	Secondary Ph:
Course Fee: \$0.00		Other Ph:
		Fax:

No	Name	Reg Fee
1	Action Insurance Service,	\$1,000.00
2	AYSO, CO-	\$300.00
3	Beaudin, Marjory	\$0.00
4	Campground Pediatrics, C	\$600.00
5	Chamber of Commerce, C	\$300.00
6	Cross of Glory Church, C	\$325.00
7	Culligan, CO-	\$500.00
8	Daily Blend, CO	\$300.00
9	Heidebreicht Chevrolet, C	\$500.00
10	Mclean, Mijak & Clark, CO	\$100.00
11	Poljan Insur VTC Agency,	\$200.00
12	Rolling Stream Water, CO	\$500.00
13	The MITT.TV, CO-	\$350.00
14	The Pond Guy, CO-	\$180.00
15	W.C. Collins Realty, CO-	\$1,000.00

Course Roster

06/20/2023 03:27 PM

Season	SUMMER - 2022	Course	1000 - BROCHURE Ads/Sponsor SUM22
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Enrollment: Min: 0	Max: 999	Curr: 19	Date Range: 01/01/2022 - 03/31/2023	Instructor:
Age Range: Min 0	Max 250		# Of Sessions: 0	Company:
Grade: From	Thru		Days / Times:	Primary Ph:
Gender:			Location(s):	Secondary Ph:
Course Fee: \$0.00				Other Ph:
				Fax:

No	Name	Reg Fee
1	Action Insurance Service,	\$600.00
2	AndII Plumbing LLC, CO-	\$450.00
3	AYSO, CO-	\$325.00
4	Butterly, CO- Carla	\$300.00
5	Campground Pediatrics, C	\$600.00
6	Chamber of Commerce, C	\$300.00
7	Cross of Glory Church, C	\$325.00
8	Culligan, CO-	\$500.00
9	Don's Lil Johns LLC, CO-	\$500.00
10	Heidebreicht Chevrolet, C	\$500.00
11	Henry Ford Go Health, C	\$500.00
12	Mclean, Mijak & Clark, CO	\$100.00
13	PD People Driven CU, CO	\$300.00
14	Rolling Stream Water, CO	\$300.00
15	Romeo Accountants, Inc.,	\$200.00
16	The MITT.TV, CO-	\$1,000.00
17	Total Asphalt Pavers Inc,	\$500.00
18	W.C. Collins Realty, CO-	\$1,000.00
19	Williams, rachel	\$200.00

Season	SUMMER - 2022	Course	1000 - BROCHURE Ads/Sponsor SUM22
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Course Roster

06/20/2023 03:27 PM

Season	WINTER/SPRING - 2022	Course	1000 - BROCHURE WSp22 Ad-Sponsorship
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Enrollment: Min: 0 Max: 999 Curr: 19	Date Range: 01/03/2022 - 05/31/2022	Instructor:
Age Range: Min 0 Max 250	# Of Sessions: 0	Company:
Grade: From Thru	Days / Times:	Primary Ph:
Gender:	Location(s):	Secondary Ph:
Course Fee: \$0.00		Other Ph:
		Fax:

No	Name	Reg Fee
1	Action Insurance Service,	\$1,000.00
2	AndII Plumbing LLC, CO-	\$500.00
3	AYSO, CO-	\$180.00
4	Baran, Judith Marie	\$0.00
5	Campground Pediatrics, C	\$600.00
6	Chamber of Commerce, C	\$300.00
7	Cross of Glory Church, C	\$600.00
8	Grace Lutheran Fellowshi	\$180.00
9	Heidebreicht Chevrolet, C	\$500.00
10	Morris Natural Health, CO	\$500.00
11	NMCYS, CO-	\$180.00
12	Northend Tax, CO-	\$100.00
13	PD People Driven CU, CO	\$500.00
14	Poljan Insur VTC Agency,	\$200.00
15	PREVITI, WT Supervisor,	\$300.00
16	Rebecca Crimmins Dance,	\$180.00
17	ROMEO GIRLS SOFTBALL	\$180.00
18	W.C. Collins Realty, CO-	\$1,000.00
19	Washington Area Basebal	\$180.00

Season	WINTER/SPRING - 2022	Course	1000 - BROCHURE WSp22 Ad-Sponsorship
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DIRECTOR SPENDING REPORT

9/22/23 - 10/13/23

SPENDING OVER \$2,500

No Program or benefit expense

[illegible]

Check Register Report

Date: 10/13/2023

Time: 1:51 pm

Page: 1

Romeo Parks and Recreation

BANK: PNC

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
PNC Checks								
53509	09/22/23	Printed			4517	AMAZON CAPITAL SERVICES	BINDERS, PACKING TAPE, CLIPBOA AND TRAFFICE CONES	202.85
53512	09/22/23	Printed			4503	DE LAGE LANDEN FINANCIAL	MONTHLY COPIER LEASE	564.00
53515	09/22/23	Printed			2948	GIFFELS WEBSTER	WBR PARK PAVILION IMPROVEMENTS	11,994.63
53520	09/22/23	Printed			4842	JOANN ROBERTS	REFUND FOR ATHLETIC STRETCH (6171) AND (6138)	54.00
53521	09/22/23	Printed			1619	TOTAL ASPHALT PAVING INC	RCC PARKING LOT BALANCE	163,100.00
53524	09/22/23	Printed			076	WHITCOMB AND SONS INC.	ADDITIONAL ASPHALT NEEDED STEP-STAKESPF PARADE	52.00
53525	10/06/23	Printed			1503	ABC ENTERTAINMENT LLC	F/23 WASHINGTON SPOOKTACULAR	450.00
53526	10/06/23	Printed			4478	COMCAST BUSINESS - 0032249	B- ROMEO SERVICE	541.47
53527	10/06/23	Printed			3657	COMCAST BUSINESS - 109 0119851	W- WASH SERVICE	504.44
53528	10/06/23	Printed			194	CULLIGAN OF ROMEO	B- ROMEO CC 6 JUGS WATER, 40LB SALT, DELIVERY	75.00
53529	10/06/23	Printed			509	DIAMOND TOURS	BRANSON SHOW TOUR#1967226	1,750.00
53530	10/06/23	Printed			4844	EXPERT AUTOMOTIVE	COURSE 9626 FUEL PUMP MODULE ASSEMBLY TRUCK #1	886.87
53531	10/06/23	Printed			3994	FAIRYTALE ENTERTAINMENT	F/23 CAPT HOOK FOR FAMILY BOWL	145.00
53532	10/06/23	Printed			3231	FAMS SCREEN PRINTING	S/23 5 TSHIRTS FOR PEACH PARAD	268.00
53533	10/06/23	Printed			444	HOME DEPOT CREDIT SERVICES	STATEMENT DATED 9/21/23	718.43
53534	10/06/23	Printed			4846	MICHIGAN ENTERTAINMENT &	F/23 WASHINTON SPOOKTACULAR	750.00
53535	10/06/23	Printed			4764	OLD FASHIONED CONCESSIONS	F/23 KIDFEST (PEACH FEST)	400.00
53536	10/06/23	Printed			007	PETTY CASH - CANDACE HACIAS	SEPTEMBER 2023 CASH PURCHASES	259.44
53537	10/06/23	Printed			186	PLANTE & MORAN PLLC	SERVICES THRU 9/25/23 W/TREAS KNIGHT ACCTG PROCED & POLICIES	3,695.00
53538	10/06/23	Printed			4847	DONNA ROSE	REFUND WOOD BOX FLORAL #8002	11.00
53539	10/06/23	Printed			161	SEMCO ENERGY	W- 57880 VAN DYKE SERV 8/16/23 - 9/18/23	87.56
53540	10/06/23	Printed			4697	SOUND DOG PRODUCTIONS	F/23 WASHINGTON SPOOKTACULAR DJ SERVICES	300.00
53541	10/06/23	Printed			2472	SUBURBAN ICE	S/23 ICE SKATE BASIC (2213)	77.00
53542	10/06/23	Printed			188	THE GREATER ROMEO WASHINGTON	MEMBERSHIP DUES 10/15/23 THRU 10/14/2024	105.00
53543	10/06/23	Printed			4139	THE RECORD	1/8 PAGE COLOR AD -9/20 ISSUE	135.00
53544	10/06/23	Printed			4759	TIME TO PLAY RENTALS	F/23 WASHINGTON SPOOKTACULAR	525.38
53545	10/06/23	Printed			4783	TIPTOP ENTERTAINMENT LLC	F/23 WASH TWP SPOOKTACULAR	795.00
53546	10/06/23	Printed			4848	WALT'S DIGGITY DOG	F/23 WASHINGTON SPOOKTACULAR	550.00
53547	10/06/23	Printed			532	WASTE MANAGEMENT OF MICHIGAN	361 MORTON - 8YD DUMPSTER 10/01/23 - 10/31/23	529.70
53548	10/13/23	Printed			1965	CARR'S MOTORCOACH, LLC	F/23 MOTOR COACH FOR PARADE COMPANY TOUR 11/4/23	900.00
53549	10/13/23	Printed			4368	CHAMBERLIN RIDES	F/23 MONSTER BASH BRUCE TWP #4717	490.00
53550	10/13/23	Printed			047	DTE ENERGY	9/2/23-10/3/23 SERV @ 57880 VAN DYKE	2,999.72
53551	10/13/23	Printed			3977	MAD SCIENCE OF DETROIT	F/23 MAD SCIENCE @ INDIAN HILL	1,440.00
53552	10/13/23	Printed			1997	MICH STATE DISBURSEMENT UNIT	REMITTANCE ID 740001409 SDU 2609900 NELSON	82.07
53553	10/13/23	Printed			124	ORKIN	MOSQUITO CONTROL - OCT 2023	850.00
53554	10/13/23	Printed			4850	PELTO DIBLASIO & SONS	B- FIX SINK HOLE @ BRUCE TWP PARK, CONCRETE, BACKFILL, SEED	500.00
53555	10/13/23	Printed			4665	PETTY CASH-JAN CRAWFORD	F/23 DAY TRIP PARADE COMPANY DRIVER GRATUITIY	2,001.00
53556	10/13/23	Printed			4839	RAYHAVEN GROUP, INC	FINAL PMT - DOOR INSTALLATION WASH & ROMEO	2,400.00
53557	10/13/23	Printed			2762	STAPLES BUSINESS CREDIT	COPY PAPER AND COLORED PAPER	718.71
53558	10/13/23	Printed			2724	TGA OF MACOMB AND GROSSE POINT	F/23 OUTDOOR GOLF LESSONS	2,710.50

Check Register Report

Date: 10/13/2023

Time: 1:51 pm

Page: 2

Romeo Parks and Recreation

BANK: PNC

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
PNC Checks								
53559	10/13/23	Printed			1486	TRACTOR SUPPLY CREDIT PLAN	KIDFEST - SUPPLIES	65.95
53560	10/13/23	Printed			135	VILLAGE OF ROMEO	B- WATER @ 6 WALTER SHEETZ 6/16/23-9/15/23	840.40
53561	10/13/23	Printed			4849	DONNA WELCH	REFUND FOR DATE CHANGE OF TRIP	4.00
53562	10/13/23	Printed			1314	WEX BANK	MONTHLY GAS CHARGES 9/23/23-10/13/23	394.31
					Total Checks: 44		Checks Total (excluding void checks):	205,923.43
					Total Payments: 44		Bank Total (excluding void checks):	205,923.43
					Total Payments: 44		Grand Total (excluding void checks):	205,923.43

HIRING POLICY

RWB Parks and Recreation
Romeo-Washington-Bruce Parks and Recreation

**Romeo-Washington-Bruce
PARKS & RECREATION**

HIRING POLICY

New positions are to be posted on Facebook, our website and/or hiring applications.

POSTING INFORMATION:

- Position Title
- Hours
- Days of Week
- Rate of Starting Pay
- Position Start Date & Length of the Position
- Either Application or Resume needed
- Description of Position
- Specific job requirements (ie. heavy lifting)

If an employee is being moved into a position, please make all employees aware.

Family members can be hired as long as you are not their direct supervisor.

Application/resume should be turned in with the hiring packet to accounting once completed.

Director/IT should be made aware of name ect. so that access to computers, email, registration program can be created.

Introductions, training & staff shirt given.

IT Report & Rewiring Project

D2 Technologies LLC - REVIEW & UPDATE OF CURRENT SERVICES

Trouble shooting, Discovery & Clean up

Authenticate Domain
Fix Wifi
Work through off site server issue
Create all new emails/forwards
Damine conversion
Discovery
Cleaned up Server
Mapping Users/Groups
Set up outside User
TOTAL

EXPENSE

\$	2,530
\$	2,375
\$	4,905

OTHER CURRENT & FUTURE PROJECTS

Task Manager

Rewiring Romeo CC

Firewall

Connection between Wash/Romeo Sites

Updating our Microsoft Software

Infrastructure Wire Cleanup

The goal of this project is to properly install the connecting infrastructure for the main Frame of your network. The current wiring infrastructure is in dismay, which is causing A number of issues, the main one being a severe lag in internet and network performance as the way it is extended is by being spliced in 4 different areas. This setup will also allow us to eliminate the second floor IDF in Star, thus lowering the hardware needs and cost to run the network. It will also give us the complete ability to properly see and manage the hardware on the network.

A: Run new six strand fiber from front office MDF to Senior center IDF

B: Run 15 new cat6 cables from star office and gym to Senior Center IDF

C: Install two new 48 port network switches with gigabit uplinks to replace outdated network switches.

D: Move Comcast modem from storage room to Senior center IDF for gigabit uplink

E: Move all connections to new network switches and test.



Invoice No. **23056**

Estimate

Customer

Name Romeo Parks and Recreation
 Address 361 Morton Street
Romeo Michigan
 City 48065
 Phone _____

Misc

Date 10/11/2023
 Order No. _____
 Rep Clara Russell
 FOB _____

Qty	Description	Unit Price	TOTAL
Cabling Infrastructure Cleanup			
300	Fiber Optic Cable: Senior Center IT Rack to Front Office IT Closet	\$5.00	\$1,500.00
12	OM4 Fiber Optic Ends	\$30.00	\$360.00
2	Fiber LIU Housing Units and LC couplers	\$250.00	\$500.00
15	Cat6 Data Runs	\$150.00	\$2,250.00
1	Cat6 Data Rack Material	\$500.00	\$500.00
1	Coax Cable Extension for Dmarc	\$375.00	\$375.00
1	Labor: Run New Fiber Optic cable from Senior Center to Front Office IT closet Run 15 New Cat6 Cables From Star and Weightroom to Senior Center IT Rack, . Move Comcast modem to Senior IT rack Program and Install New Ubiquiti Switches.	\$6,000.00	\$6,000.00
2	New Ubiquiti 48 Port POE Switch to replace outdated network switches	\$950.00	\$1,900.00
Make checks payable to D2 Technologies LLC			

SubTotal **\$13,385.00**

Sales Tax _____

Tax Rate(s) _____

TOTAL \$13,385.00

Payment

Select One...

Customer Sign _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s)

Office Use Only

BREAKDOWN: Labor \$6,000 Equipment & Supplies: \$7,385

WASHINGTON TOWNSHIP PARK

PLAYGROUND RIBBON CUTTING



**We're officially welcoming the
New *ACCESSIBLE PLAYGROUND*
at Washington Twp Park! Come be a part of the ceremony.**

NOTE: Halloween Event has been moved to Gilcher-Crissman Park 6859 29 Mile Rd) 5:30-7:30pm

Friday, October 20th

Starts at 5:00 pm

**ROME
WASHINGTON
BRUCE**

PR
Parks & Recreation



EVENT RELOCATED

Halloween Spooktacular

FRI, OCT 20TH

5:30-7:30PM

~NEW LOCATION~

GILCHER-CRISSMAN PARK

6859 29 Mile Rd, Washington, MI

LET'S GET SPOOKY IN THE PARK!

Join us for an evening of ghoulish games,
eerie entertainment, tricks, treats, & festive fun!

Magician • Inflatables • Music • Train Rides



Hot Dog Social • Fire Twirlers • and MORE

****Free, family event. No registration required.***

**ROMEO
WASHINGTON
BRUCE**

PR
Parks & Recreation

(586) 752.6543 • rwbpr.org • generalinfo@rwbpr.org

The following would replace the current 4.6 of the interlocal as part of Amendment number 2.

4.6 **Vacancy, Replacement and Removal of Commission Members**

4.6.1 Vacancy prior to August 17, 2024

- (a) In the event of a vacancy on the Commission from the Effective Date through August 17, 2024, the then remaining commissioners will solicit for a replacement, and make their recommendation for the replacement Commissioner to the respective Board of Trustees.
- (b) The Commission's recommended candidate will then be presented to the respective Township Board of Trustees for ratification or rejection. If rejected, the Commission will then nominate another candidate for submission for ratification or rejection of the relevant Township Board of Trustees until the Board ratifies a candidate. The new Commission member shall hold office for the remainder of the unexpired term of the Commissioner vacancy.

4.6.2 Vacancy after August 17, 2024

- (a) Commissioner replacements will be completed as described in Section 4.1 – Subsequent to the expiration of the initial term.

4.6.3 A Commission member, including an alternate, may be removed from the Commission for misfeasance, malfeasance, or nonfeasance after a hearing and by a majority vote of each Township Board.

TAX Revenue

REVENUE	BUDGET	YTD
TAX Washington-Romeo	1,321,855	-
TAX Bruce-Romeo	416,245	-
LCSA Stabilization	-	116,931.19
TOTAL	1,738,100	116,931.19

ADM Salary

REVENUE	BUDGET	YTD
N/A		

ADM Benefits

REVENUE	BUDGET	YTD
N/A		

EXPENSE	BUDGET	YTD
N/A		

EXPENSE	BUDGET	YTD
702.000 DIRECTOR (15% paid from	69,905	37,079.06
703.000 ACCOUNTANT (15% paid	44,558	20,359.56
704.000 SENIOR COORD	49,778	22,974.24
705.000 FACILITY COORD	49,778	23,008.53
706.000 FRONT OFFICE MNG	N/A	N/A
708.000 REC COORD	55,188	25,565.48
TOTAL	269,207	128,986.87

EXPENSE	BUDGET	YTD
715.000 FICA	25,500	14,137.97
716.000 HEALTH INS	70,000	30,634.00
717.000 LIFE INS	800	271.93
718.000 RETIREMENT	35,300	15,978.54
720.000 UNEMPLOYMENT	2,500	849.06
721.000 WORK COMP	2,500	4,140.10
722.000 DISABILITY INS	3,600	1,603.29
723.000 HEALTH SAVINGS	5,900	2,658.94
TOTAL	146,100	70,273.83

General Operating

REVENUE	BUDGET	YTD
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N/A

EXPENSE	BUDGET	YTD
727.000 OFFICE SUPPLIES	7,000	3,880.66
728.000 POSTAGE	700	193.06
729.000 BANK FEES	200	-
775.000 EQ REPAIR SUPPORT	42,000	18,559.62
801.000 AUDIT	22,500	13,964.00
860.000 MILEAGE	1,000	21.25
910.000 LIABILITY INS	8,600	9,849.60
919.000 ACCOUNTING SOFTWARE	2,300	2,287.29
920.000 PHONE-INTERNET	19,500	9,444.65
921.000 ADVERT-MARKET	16,500	2,427.70
922.000 LEGAL	10,000	10,655.01
956.000 ED-MEMBERSHIP	3,500	-
957.000 ADM MISC & Covid	-	1,000.00
958.100 PT SICK	1,000	1,544.50
958.200 ADM SR 60+ STAFF	24,100	9,309.07
958.300 ADM PR OFFICE STAFF	20,600	12,764.14
958.400 ADM ACCOUNTING	22,000	7,653.30
921.100 ADM AD/MARKETING	-	5,551.44
TOTAL	201,500	109,105.29

CAPITAL DEVELOPMENT PROJECTS

REVENUE	BUDGET	YTD
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N/A

EXPENSE	BUDGET	YTD
WTP Accessible Playground	250,000	-
Gilcher Pavilion	300,000	-
WTP Park Lot (Cap D & Improve)	145,000	-
WTP Pavilion (Cap D & Improve)	65,000	-
TOTAL	760,000	-

IMPROVEMENTS

REVENUE	BUDGET	YTD
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N/A

MAINTENANCE

REVENUE	BUDGET	YTD
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N/A

EXPENSE	BUDGET	YTD
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IMPROVE W-Wash Facility	40,000	23,344.63
IMPROVE W-Aikman Property	39,600	3,040.00
IMPROVE W-Gilcher Park	39,600	9,205.00
IMPROVE W-Romeo Lions	39,600	3,300.00
IMPROVE W-Wash Twp Park	39,600	57,172.00
IMPROVE RCS & Other	39,600	-
IMPROVE B-Romeo CC Facility	40,600	52,581.36
IMPROVE B-Bruce Twp Park	40,600	5,530.00
IMPROVE B-Romeo CC Park	40,600	58,939.05
IMPROVE B-Crystal Diamonds	40,600	5,745.90
IMPROVE B-Orchard Hills	40,600	6,710.00

TOTAL	441,000	225,567.94
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EXPENSE	BUDGET	YTD
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MAINT Ballfields	17,000	15,907.07
MAINT Soccer & Other	3,000	1,806.00
MAINT Vehicles	9,000	9,266.93
MAINT W-Payroll (50%)	-	-
MAINT W-Aikman	32,000	2,899.03
MAINT W-Gilcher	32,000	24,934.34
MAINT W-Romeo Lions	32,000	3,254.03
MAINT W-WTP	32,000	11,674.51
MAINT W-RCS & USAGE (50%)	32,000	6,191.78
MAINT B-Payroll (50%)	-	-
MAINT B-BTP	40,000	8,185.02
MAINT B-Romeo CC	40,000	8,238.76
MAINT B-Crystal Diamonds	40,000	16,860.77
MAINT B-Orchard Hills	40,000	7,081.31
MAINT B-RCS & USAGE (50%)	22,500	-

TOTAL	371,500	116,299.55
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WASH BUILDING

REVENUE	BUDGET	YTD
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N/A

CC BUILDING

REVENUE	BUDGET	YTD
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N/A

EXPENSE	BUDGET	YTD
WASH Clean & Supervise	55,000	23,231.85
WASH Utilities/Maint Fee	13,500	6,481.80
WASH Equip/Maint/Repair/Supply	24,000	5,025.09
WASH Fitness Center	32,000	19,262.67
TOTAL	124,500	54,001.41

EXPENSE	BUDGET	YTD
CC Clean & Supervise	55,000	22,070.00
CC Utilities/Maint Fee	36,500	16,432.53
CC Equip/Maint/Repair/Supply	40,000	12,794.47
CC Fitness Center	42,000	23,176.99
CC South Building	4,000	1,403.36
CC Vending Machine	(200)	(58.00)
TOTAL	177,300	75,819.35

PROGRAM SUMMARY

REVENUE	BUDGET	YTD	EXPENSE	BUDGET	YTD
ADULT	125,000	84,243.38	ADULT	99,100	44,363.04
AQUATICS	77,000	30,365.96	AQUATICS	55,500	29,710.43
DANCE	81,000	66,171.74	DANCE	79,500	61,833.24
SPECIAL EVENTS	148,807	191,868.35	SPECIAL EVENTS	212,800	208,521.29
YOUTH	169,600	120,937.23	YOUTH	136,100	77,555.81
OTHER	88,500	61,989.23	OTHER	113,900	36,300.18
TOTAL	689,907	555,575.89	TOTAL	696,900	458,283.99

PROGRAM BREAKDOWNS

ADULT Revenue	BUDGET	YTD Actual	ADULT Expense	BUDGET	YTD Actual
651.400 GOLF Ad/Yth	16,000	12,772.50	700.400 GOLF Ad/Yth	11,000	4,393.50
651.401 TENNIS Ad/Yth	13,000	13,111.90	700.401 TENNIS Ad/Yth	10,000	9,146.34
651.402 ADAPTIVE Ad/Yth	4,000	1,963.44	700.402 ADAPTIVE Ad/Yth	5,000	3,577.63
651.403 DROP IN SPORTS	7,500	2,710.00	700.403 DROP IN SPORTS	2,000	810.35
651.404 SPORTS/FITNESS 60+	55,000	35,388.85	700.404 SPORT & FIT 60+	48,000	22,203.92
651.405 SOFTBALL	2,500	3,650.00	700.405 SOFTBALL	1,000	420.76
651.406 WOMENS VOLLEYBALL	14,000	7,450.00	700.406 WOMENS VOLLEYBALL	12,000	440.00
651.410 ART/ENRICHMENT 60+	7,000	4,330.69	700.410 ART & ENRICH 60+	6,000	2,641.04
651.411 OTHER	-	-	700.411 OTHER	100	167.00
651.411 PERSONAL TRAIN	6,000	2,866.00	700.411 PERSONAL TRAIN	4,000	562.50
TOTAL	125,000	84,243.38	TOTAL	99,100	44,363.04

PROGRAM BREAKDOWNS

AQUATICS Revenue	BUDGET	YTD Actual
651.601 AQUAFIT	1,500	630.00
651.602 COMMUNITY SWIM	3,500	505.00
651.603 FITNESS SWIM	3,500	1,528.99
651.604 POOL/STAFF RENTAL	1,000	1,448.00
651.605 FRIDAY PARTY	1,000	140.00
651.606 SENIOR SWIM	1,000	530.00
651.607 SWIM LESSONS	40,000	22,053.90
651.608 TEAM REGISTRATION	24,000	3,225.07
651.610 LIFEGUARD TRAINING	-	-
NO REV Coordinator	N/A	N/A
651.612 PRIVATE SWIM	1,500	305.00
651.613 TEAM MEETS	-	-
651.614 TEAM DIVING	-	-
651.615 TEAM FUNDRAISE	-	-
TOTAL	77,000	30,365.96

AQUATICS Expense	BUDGET	YTD Actual
700.601 AQUAFIT	1,500	943.64
700.602 COMM SWIM	2,000	1,938.54
700.603 FITNESS SWIM	1,000	1,131.44
700.604 RENTALS	300	932.67
700.605 FRIDAY PARTY	500	535.97
700.606 SENIOR SWIM	500	580.98
700.607 SWIM LESSONS	27,000	17,528.46
700.608 TEAM REGISTRATION	10,000	2,013.80
700.610 MISC & TRAINING	2,000	3,658.93
700.611 COORDINATOR	10,000	-
700.612 PRIVATE SWIM LESSONS	700	6.00
700.613 TEAM MEETS	-	440.00
700.614 TEAM DIVING	-	-
700.615 TEAM FUNDRAISER	-	-
TOTAL	55,500	29,710.43

DANCE Revenue	BUDGET	YTD Actual
651.800 LESSONS	37,000	16,385.49
651.801 COMPETITION	28,000	38,903.50
651.802 COSTUMES	8,500	132.00
651.803 RECITAL	7,500	10,750.75
651.804 MISC	-	-
TOTAL	81,000	66,171.74

DANCE Expense	BUDGET	YTD Actual
700.800 LESSONS	36,000	16,688.45
700.801 COMPETITION	27,000	38,951.13
700.802 COSTUME	8,500	0.95
700.803 RECITAL	7,500	6,192.71
700.804 MISC	500	-
TOTAL	79,500	61,833.24

PROGRAM BREAKDOWNS

OTHER PROGRAM Revenue	BUDGET	YTD Actual
NO Revenue Account	-	-
NO Revenue Account	-	-
651.000 BROCHURE/Sponsor	6,000	11,060.50
664.000 INTEREST	500	1,971.90
694.000 PROG MISC - OTHER REV	-	-
695.100 WASH RENTAL	2,500	2,394.50
695.200 ROMEO RENTAL	4,500	1,465.25
695.300 FIELD RENTAL	45,000	20,844.38
695.400 FITNESS CTR REVENUE	10,000	4,252.70
696.000 STAR PAYMENT	20,000	20,000.00
NO Revenue Account	N/A	N/A
NO Revenue Account	N/A	N/A
NO Revenue Account	N/A	N/A
NO Revenue Account	N/A	N/A
TOTAL	88,500	61,989.23

OTHER PROGRAM Expense	BUDGET	YTD Actual
703.200 PT PROGRAM SENIOR %	22,800	8,762.05
703.300 PT PROGRAM OFFICE %	24,100	13,769.19
900.000 BROCHURE/Sonsor	22,000	8,602.59
NO Expense Account	N/A	N/A
NO Expense Account	N/A	N/A
NO Expense Account	N/A	N/A
NO Expense Account	N/A	N/A
NO Expense Account	N/A	N/A
NO Expense Account	N/A	N/A
900.200 PT UNEMPLOYMENT	2,500	374.68
900.300 PT FICA	15,000	2,489.14
900.400 CREDIT CARD FEE	5,000	7,302.53
959.000 RCS SCHOOL USE (50%)	22,500	(5,000.00)
TOTAL	113,900	36,300.18

PROGRAM BREAKDOWNS

SPECIAL EVENTS Revenue	<i>BUDGET</i>	<i>YTD Actual</i>
651.700 WASH EVENTS	707	-
651.702 GIFT CERTIFICATES	100	72.00
651.703 BREAK W/SANTA	2,000	204.00
651.705 HALLOWEEN	4,000	-
651.706 EASTER	5,000	841.00
651.708 CONCERTS under .711	3,000	-
651.710 FAMILY TRIPS	11,000	6,571.00
651.711 OTHER EVENTS	4,000	1,649.50
651.712 VALENTINE	7,000	-
651.715 PF PARADE	8,500	3,743.00
651.716 PF FIREWORKS	5,000	6,150.00
651.718 PF SOFTBALL	-	-
651.719 PF KIDFEST	-	-
651.721 MOONWALK/PICNIC BAG	-	-
651.726 SPECIAL EVENTS 60+	15,000	7,091.85
651.727 BOWLING EVENTS	1,500	140.00
651.728 CHRISTMAS EVENTS	5,000	45.00
700.733 COORD/Sponsor \$	2,000	-
651.798 DAY TRAVEL 60+	15,000	6,989.00
651.799 EXTENDED TRAVEL 60+	60,000	158,372.00
TOTAL	148,807	191,868.35

SPECIAL EVENTS Expense	<i>BUDGET</i>	<i>YTD Actual</i>
700.700 WASH EVENTS	15,000	-
700.702 GIFT CERTIFICATE	-	-
700.703 BREAK W/SANTA	3,000	145.00
700.705 HALLOWEEN	5,000	-
700.706 EASTER	8,000	9,304.81
700.708 CONCERTS	6,000	6,189.78
700.710 FAMILY TRIPS	15,000	3,269.49
700.711 OTHER GENERAL EVENTS	18,000	14,742.35
700.712 VALENTINE	7,000	-
700.715 PF PARADE	6,500	2,690.91
700.716 PF FIREWORKS	5,000	6,245.48
700.718 PF SOFTBALL	-	-
700.719 PF KIDFEST-OTHER	3,500	4,640.60
700.721 MOON-PICNIC BAG	300	-
700.726 SPECIAL EVENTS 60+	18,500	7,143.09
700.727 BOWLING	1,500	-
700.728 CHRISTMAS	11,000	-
700.733 COORDINATOR	25,000	7,915.60
700.798 DAY TRAVEL 60+	12,500	6,752.81
700.799 EXTENDED TRAVEL 60+	52,000	139,481.37
TOTAL	212,800	208,521.29

PROGRAM BREAKDOWNS

YOUTH Revenue	BUDGET	YTD Actual
651.200 PR BASKETBALL LEAGUES	30,000	8,235.05
651.201 BONANZA CAMP	31,000	35,941.68
651.202 TOT ENRICHMENT	9,000	3,020.00
651.203 TOT SPORTS	10,000	-
651.208 RHS BASEBALL	7,000	7,364.50
651.209 KARATE	15,000	12,828.00
651.210 RHS FOOTBALL	8,000	7,210.00
651.211 OTHER PROGRAMS	3,000	802.00
651.212 FENCING	1,600	544.00
651.213 BOWLING	1,500	-
651.214 ARCHERY	3,000	4,423.00
651.215 RHS CHEER & POM	-	-
651.216 RHS BBALL & BULLDOG	17,000	16,252.00
651.217 ENRICHMENT	22,000	12,306.00
651.218 PR FOOTBALL	4,500	2,490.00
651.221 RHS OTHER CAMPS	7,000	9,521.00
651.222 RHS VOLLEYBALL	-	-
651.224 DONATIONS/FEE AST	-	-
651.225 YTH/TOT PROGRAMMER	-	-
TOTAL	169,600	120,937.23

YOUTH Expense	BUDGET	YTD Actual
700.200 BASKETBALL LEAGUES	23,000	964.39
700.201 BONANZA CAMP	24,000	28,316.20
700.202 TOT ENRICH	6,500	2,950.91
700.203 TOT SPORT	7,000	-
700.208 RHS BASEBALL	5,000	5,383.70
700.209 KARATE	11,000	5,243.70
700.210 RHS FOOTBALL	5,500	4,931.35
700.211 OTHER PROGRAMS	2,500	475.00
700.212 FENCING	1,000	193.77
700.213 BOWLING	1,500	-
700.214 ARCHERY	2,600	2,391.67
700.215 RHS CHEER & POM	-	-
700.216 RHS BASKETBALL	12,500	12,355.78
700.217 ENRICHMENT	25,000	7,321.89
700.218 PR FOOTBALL	-	-
700.221 RHS OTHER	5,000	6,749.95
700.222 RHS VOLLEYBALL	-	-
700.224 DONATE-FEE ASSIST	-	-
700.225 YTH/TOT PROGRAMMER	4,000	277.50
TOTAL	136,100	77,555.81

Romeo-Washington-Bruce Parks and Recreation Department

Payment in Programming

Employees and contract employees are hired at will. The expectation is that their program is successful and is renewed for future seasons. No contracts are signed.

1. Employees are paid a set hourly rate depending on department.

Each department has a set of wages for their employees

ie. Fitness Instructor. Dance assistant, instructor. Aquatic aide, Instructor, Teacher, Lifeguard, Supervisor

2. Contract employees

GENERAL RULE

70% P&R

30% Instructor, teacher, program or business

All variances have been grandfathered in or will be agreed upon in advance with the coordinator & director.

Programs with a set rate: If a business offers a program that has a high cost we will add a per participant rate instead of the set percentage. This allows us to keep the overall cost down and offer the program to the community.

ie. Snapology, Mad Science, TGA Golf

A certificate of liability or a determination of workers status is on file for all contract employees.



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

361 Morton Street - Romeo, Michigan 48065

Phone 586-752-6543

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

AUTOMATED CLEARING HOUSE (ACH) POLICY

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission (WBRPRST) has adopted this administrative policy to standardize and control (ACH) Automated Clearing House uses for Accounts Payable and Payroll. The WBRPRST Commission recognizes that it is in the best interest of WBRPRST Commission to make certain financial transactions via (ACH) Automated Clearing House, as authorized by Public Act 738 of 2002, effective December 30, 2002.

It is every WBRPRST Employee's fiduciary responsibility to follow this policy and associated procedures.

1. Definitions

"Automated Clearing House" or "ACH" means a national and governmental organization that has the authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An "ACH arrangement" means an agreement between the originator of the ACH transaction of the receiver of the ACH transaction. An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

An "ACH policy" means the procedures and internal controls as determined under this written policy developed and adopted by the WBRPRST Commission.

2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The Accounts Payable Accounting Department may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

WBRPRST Commission shall not be a party to an ACH arrangement unless the WBRPRST Commission has adopted a resolution to authorize electronic transactions and the Treasurer has presented a written ACH policy to the WBRPRST Commission.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

361 Morton Street - Romeo, Michigan 48065

Phone 586-752-6543

3. Responsibility for ACH Agreements

The Accounts Payable Accounting Department is responsible for the Parks & Recreation ACH agreements, including the request for payment, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Accounts Payable Accounting Department submits an ACH Remittance for approval detailing the goods or services purchased at the cost, of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the accountant's general ledger software system or in a separate report to the commission.

4. The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Parks & Recreation.

- 1) The Accounts Payable Accounting Department shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the WBRPRST Commission Treasurer.
- 2) The Accounts Payable Accounting Department initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the WBRPRST Commission. ACH invoices must be approved before payment. The Treasurer signs the check register of the ACH transaction which acts as the warrant.
- 3) The Accounts Payable Accounting Department presents the checks, a list of bills for payment, and a separate list of electronic payments for Commission approval. The Commission-authorized check signers approve all transactions prior to disbursement. The Commission does allow pre-approved authorization for payroll and vendors listed in the post-audit policy. Those payments and disbursement reports are provided for review to the WBRPRST Commission following their disbursements.
- 4) Following the Treasurer's approval, the Accounts Payable Accounting Department initiates the electronic transaction with the vendor and makes the actual transfer of funds. For Payroll, the Treasurer initiates the request, and the Accounting Department initiates the electronic transactions. The Accounting Department and other authorized banking personnel will make the actual transfer of funds.

5. The Accounting Department shall retain all ACH transaction documents as well as invoices for audit purposes.



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

361 Morton Street - Romeo, Michigan 48065

Phone 586-752-6543

ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks and Recreation & Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Automated Clearing House (ACH) Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

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PARKS & RECREATION-OWNED CELL PHONE POLICY

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

The Washington Bruce Romeo Parks & Recreation and Star Transportation (WBRPRST) Commission has adopted this administrative policy to govern the use of Parks & Recreation-owned cellular phones.

It is every Parks & Recreation Employee's responsibility to follow this policy and associated procedures in serving our residents.

1.0 Authority and Responsibility

1.1 The Accounting Department

The Board of Commissioners designates the Parks & Recreation Accounting Department as being responsible for the oversight of Parks & Recreation cell phone usage. The Accounting Department is authorized to:

- 1.1.1 Monitor and review cell phone usage on an ongoing basis to ensure that use is appropriate and that prudent fiscal management guidelines are followed; and
- 1.1.2 Enforce this policy and work with the Director to make a recommendation to the Commission for corrective and/or disciplinary action when there is a violation of this policy.

1.2 Washington Bruce Romeo Parks & Recreation and Star Transportation Commission

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission is responsible for:

- 1.2.1 Reviewing and approving this policy; and
- 1.2.2 Any other matters pertaining to cell phones that the Commission considers advisable.

1.3 Director

The Director is responsible for oversight of Parks & Recreation-owned cell phone use by their employees.

- 1.3.1 Corrective and/or disciplinary action when there is a violation of this policy; and
- 1.3.2 Hearing an appeal from any employee regarding a violation of this policy.

1.4 All Employees



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.4.1 A Parks & Recreation employee who uses a Parks & Recreation cell phone shall be responsible for its protection and custody and shall immediately notify the Accounting Department or Director if the phone is lost or stolen. Notification must be within 24 hours of the incident.

1.4.2 A Parks & Recreation employee who is issued a Parks & Recreation cell phone shall return the phone upon termination, separation from employment, or extended leave.

2.0 General Guidelines

2.1 Type of Phone

The make and model of the phone furnished for employee use is determined by the Accounting Department with input from the director if needed.

2.2 Ownership of Phone

2.2.1 Phones provided by Parks & Recreation are the property of the Commission.

2.2.2 The theft or loss of a phone must be reported to the Accounting Department or Director, as soon as possible, but no later than 24 hours after the incident.

2.2.3 Upon cessation of employment with Parks & Recreation or extended leave (more than two weeks), the employee must return the phone to the Accounting Department to be redirected as needed.

2.3 Phone Usage

2.3.1 Parks & Recreation-owned phones are provided to employees because of a business need and it is reserved primarily for official Parks & Recreation business. Employees are expected to exercise good judgment while using Parks & Recreation cell phones. The general use of a Parks & Recreation cell phone shall not be in lieu of other readily available, cost-effective means of communication. Limited, occasional, or incidental use of cell phones for personal, non-business purposes is understandable and acceptable, and all such use must be done in a manner that does not negatively affect the public or Parks & Recreation. If an employee exceeds the plan minutes or services for their phone, Parks & Recreation reserves the right to reimbursement for any personal calls, texts, or usage that impacted the month's usage.

2.3.2 Advanced Features: Some Parks & Recreation phones are equipped with advanced features such as texting, data transfer, and direct connection capability. Employees with advanced feature phones are responsible for using the Parks & Recreation-owned phone within the limits of their cell phone plan. Employees may use the features to better manage their schedules and assist in fulfilling their job responsibilities.



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.3.3 If a phone is equipped with a direct connection, employees shall make every effort to use this capability when communicating rather than dialing each other.

2.3.4 Information Calls: If an employee makes more than three calls in a billing period to information without adequate justification, they shall reimburse Parks & Recreation for the excess calls.

2.3.5 Damaged or Lost Phone: If there is damage or loss of a phone due to the negligence of the employee, repair and/or replacement costs shall be the sole responsibility of the employee.

2.4 Prohibited Uses of Phone

2.4.1 Frequent or repeated use of cellular phones (either Parks & Recreation-owned or employee-owned) for personal calls during normal working hours may result in revocation of the Parks & Recreation-owned cellular telephone and/or disciplinary actions.

2.4.2 Parks & Recreation-owned cellular phones shall not be used while operating any vehicles or equipment.

2.4.3 Parks & Recreation cellular telephones shall not be used knowingly to:

- a. use services that may bill by the minute for information or services provided.
- b. discriminate, harass or be derogatory to any individual or group.
- c. defame or threaten.
- d. campaign for any candidate in violation of Federal, State, and local statutes.
- e. any purpose that is illegal or contrary to Parks & Recreation policy or business interests.
- f. use the text or email system for gambling, betting pools, or investment clubs;
- g. create or forward chain letters.
- h. job hunting.

2.5 No Expectation of Privacy

2.5.1 Parks & Recreation-owned cell phones are given to employees to assist them in the performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send or receive on their cellular phones.

2.5.2 By use of the Parks & Recreation's cellular phones, users, expressly waive any right of privacy in anything they create, store, send or receive on their cellular phones. Users consent to allow the Accounting Department, as authorized by the Director or Commission, to access and review all materials that users create, store, send or receive on cellular phones. Users understand that Washington Bruce Romeo Parks & Recreation Commission may use human or automated means to monitor the use of its resources.

2.5.3 Freedom of Information Act regulations provide that any electronic communications generated by Washington Bruce Romeo Parks & Recreation Commission resources are subject to the Freedom of Information Act.



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.5.4 Parks & Recreation reserves the right to monitor cellular phone activity or monitor employee communication directly.

2.5.5 Parks & Recreation reserves the right, at its discretion, to review any employee's Parks & Recreation cell phone usage or message to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other Parks & Recreation policies.

2.5.6 Employees should not assume Parks & Recreation cellular and/or electronic communications are completely private. Accordingly, if an employee has sensitive information to transmit, an alternative method of communication should be pursued.

3.0 Modifications to the Policy

The Accounting Department will monitor the use of cell phones. If necessary, modifications will be made to the policy and submitted to the Commission for adoption. The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission reserves the right to modify or discontinue this policy at any time.

ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Credit Card Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION



**WASHINGTON BRUCE ROMEO PARKS & RECREATION
AND STAR TRANSPORTATION COMMISSION**

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Phyllis A. Zimmerman
Secretary

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Phone 586-752-6543

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

CHECK SIGNING & POST AUDIT POLICY

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission (WBRPRST) has adopted this administrative policy to standardize and control who has check signing authority, and its guidelines, along with post-audit policy guidelines.

It is every WBRPRST Employee's fiduciary responsibility to follow this policy and associated procedures.

1.0 Authority and Responsibility

1.1 Check Signing Agents

The WBRPRST Commission designates all Commissioners as Check Signing Agents for WBRPRST. However, either the Treasurer or the Chairperson are required to sign each check issued. The Check Signing Agents are responsible and authorized to sign checks for WBRPRST. In their absence, the Vice-Chairperson is approved to sign. The Check Signing Agent is authorized to:

- 1.1.1 Review and approve the weekly Accounts Payable checklist so that checks can be run.
- 1.1.2 Treasurer to verify details on all checks over the \$2500 threshold except for post-audit checks or approved contracts.
- 1.1.3 Treasurer to review and approve the weekly ACH checklist and ensure the Vendors are on the approved ACH payment list.
- 1.1.4 Treasurer to ensure all checks have an accompanying receipt or invoice detailing the Vendor, amount, date, and job description.
- 1.1.5 Verify department heads and the Director have signed off on the receipt or invoice.
- 1.1.6 Treasurer to request a weekly journal of disbursements to be presented at the monthly WBRPRST Commission meeting for approval.
- 1.1.7 Once the Commission has approved the disbursement the checks can be sent to the Vendors.

2.0 Post-Audit Checks

This post-audit policy allows the WBRPRST Commission to allow certain limited, specific routine payments to be made prior to the board voting on them to avoid late penalties.

- 2.1 The following electronic and actual checks can be released via the post-audit rule:



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2.1.1 All payroll checks, as long as they have been signed by the Director, the Accounting Department, and the Treasurer.

2.1.2 All utility bills – phone, gas, electric, cell phone

2.1.3 Previous Commission approved Vendors contracts.

ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Check Signing & Post-Audit Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



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CREDIT CARD(S) POLICY

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission has adopted this administrative policy to standardize and control credit card purchases for goods and services used for the official business of Parks & Recreation. The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission recognizes that it is in the best interest of Parks & Recreation to make certain financial transactions with a credit card, as authorized by Public Act 266 of 1995.

Standardization of these processes and cooperation by all employees ensure that Parks & Recreation is receiving the best value for the money being expended. It is the policy of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission to competitively price goods and services prior to purchase.

It is every Employee's fiduciary responsibility to follow this policy and associated procedures in serving our residents.

1.0 Authority and Responsibility

1.1 Purchasing Agent

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission designates the Director as the Purchasing Agent for Parks & Recreation. The Purchasing Agent is responsible and authorized to ensure all purchases follow this policy, all applicable policies, and/or procedures. The Purchasing Agent is authorized to:

- 1.1.1 Issue, account for, monitor, retrieve and generally oversee compliance with the Parks & Recreation credit card policy; and
- 1.1.2 Designate employees with the authority to use and maintain the credit card(s). It is the policy of Parks & Recreation that the Accountant maintains a list of all Parks & Recreation credit cards, authorized users, and the established credit limit.

1.2 Washington Bruce Romeo Parks & Recreation and Star Transportation Commission

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission is responsible for:

- 1.2.1 Reviewing and approving this policy.
- 1.2.2 Approving Parks & Recreation credit cards; and
- 1.2.3 Any other matters pertaining to credit cards that the Commission considers advisable.



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1.3 All Employees

- 1.3.1 A Parks & Recreation employee who uses a Parks & Recreation credit card shall be responsible for its protection and custody and shall immediately notify the Accountant & Director if the card is lost or stolen.
- 1.3.2 A Parks & Recreation employee who is issued a Parks & Recreation credit card shall return the credit card upon termination, separation from employment, or extended leave. The employee shall sign out and sign in for each use of a credit card.
- 1.3.3 All employees of Parks & Recreation are required to avoid all actual or potential conflicts of interest when using a credit card for the purchase of goods, recurring services, and contract labor. For purposes of the policy, the term "conflict of interest" shall mean a financial interest or an interest that would undermine Parks & Recreation's goal of assuring an independent, impartial, and honest purchasing process. All employees shall disclose, in writing to the Purchasing Agent, any and all potential conflicts of interest.

2.0 General Guidelines

- 2.1 Parks & Recreation credit cards may be used only by employees of Parks & Recreation for the purchase of goods and services for the official business of Parks & Recreation.
- 2.2 An employee who uses a Parks & Recreation credit card, shall, as soon as possible submit the original copy of the vendor's credit card slip or invoice to Accounting. If no credit card slip or invoice was obtained that describes the transaction, the employee shall submit documentation detailing the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, and the official business that required that transaction.
- 2.3 The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission shall approve credit card invoices after expenses are reviewed by the Purchasing Agent and determined to comply with the established purchasing policy.
- 2.4 The credit card balance, including interest due on an extension of credit under the credit card arrangement, shall be paid not more than 60 days of the initial statement date.
- 2.5 Parks & Recreation employees who use a credit card in a manner contrary to this policy shall be subject to all or any of the following disciplinary actions, as deemed appropriate by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission :
 - 2.5.1 Verbal Counseling.
 - 2.5.2 Written reprimand.
 - 2.5.3 Suspension.



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2.5.4 Termination.

2.5.5 Reimbursement to Parks & Recreation for unauthorized expenditures.

- 2.6 The total combined credit limit of all credit cards issued shall not exceed 5% of the total budget for the current fiscal year and may include in its budget the authorization to pay the balance due on any credit cards including the annual fee and interest.
- 2.7 The Parks & Recreation Federal ID number, used for tax-exempt purchases, shall only be used for purchases paid for by a Parks & Recreation check or charge account in accordance with all applicable Federal and State laws. Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rules, 1979 AC, R205.79.

ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks and Recreation & Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation and Star Transportation Commission Credit Card Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

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Phone 586-752-6543

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

USE OF COMMISSION FLEET FUEL CARD POLICY

The Washington Bruce Romeo Parks & Recreation and Star Transportation (WBRPRST) Commission has adopted this administrative policy to standardize and control Fleet Card fuel purchases used for official business of Parks & Recreation. The Commission recognizes that it is in the best interest of Parks & Recreation to make certain financial transactions with a Fleet Card, as authorized by Public Act 266 of 1995.

Standardization of these processes and cooperation by all Employees and the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission ensures that the Commission receives the best value for the money being expended.

It is every Employee's fiduciary responsibility to follow this policy and associated procedures.

1.0 Authority and Responsibility

1.1 Purchasing Agent

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission designates the Director as the Purchasing Agent for Parks & Recreation. The Director is responsible and authorized to ensure all purchases follow this policy, all applicable policies, and/or procedures. The Purchasing Agent is authorized to:

1.1.1 Issue, account for, monitor, retrieve and generally oversee compliance with the Commission's Fleet Card policy; and

1.1.2 Designate employees with the authority to use and maintain the Fleet Card(s). The Director maintains a list of all Parks & Recreation Fleet Cards, authorized users, and the established Fleet limit.

1.1.3 Issue personal identification numbers to employees to be used for Fleet Card purchases.

1.2 Washington Bruce Romeo Parks & Recreation and Star Transportation Commission The Commission is responsible for:

1.2.1 Reviewing and approving this policy;



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1.3 Department Heads

- 1.3.1 A Parks & Recreation employee who is issued a card for specific vehicles. Department Heads are responsible for ensuring that the assigned card is placed in the appropriate vehicle.
- 1.3.2 Department Heads are responsible for ensuring that all Fleet Card receipts are turned in to the Director's office by the second working day of the month.
- 1.3.3 Department Heads shall notify the Director whenever an employee's PIN is compromised; the employee is on extended leave; or when an employee is separated or terminated from employment the Director will take the necessary administrative action to secure Fleet Card access.

1.4 All Employees

- 1.4.1 A Parks & Recreation employee who is issued a PIN to be used with a Parks & Recreation Fleet Card shall be responsible for its protection and custody and shall immediately notify the Director or Accountant if the Card is lost or stolen, or their PIN compromised.
- 1.4.2 Parks & Recreation employees are required to select a vendor for fuel purchases that is offering a competitive price.
- 1.4.3 All employees of Parks & Recreation are required to avoid all actual or potential conflicts of interest when using a Fleet Card for purchases. For purposes of the policy, the term "conflict of interest" shall mean a financial interest or an interest that would undermine WBRPRST Commission's goal of assuring an independent, impartial, and honest purchasing process. All employees shall disclose, in writing to the Director, all potential conflicts of interest.

2.0 General Guidelines

- 2.1 Parks & Recreation Fleet Cards may be used for the purchase of fuel, or those goods or services designated by the Director, for official business of the Parks & Recreation.
- 2.2 Parks & Recreation employees who use a Fleet Card in a manner contrary to this policy shall be subject to all or any of the following disciplinary actions, as deemed appropriate by the Director and/or Commission:
 - 2.2.1 Verbal Counseling.



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2.2.2 Written reprimand.

2.2.3 Suspension.

2.2.4 Termination.

2.2.5 Reimbursement to Parks & Recreation for unauthorized expenditures.

- 2.3 The WBRPRST Commission Federal ID number, used for tax-exempt purchases, shall only be used for purchases paid for by a Parks & Recreation check or charge account in accordance with all applicable Federal and State laws. Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rules, 1979 AC, R205.79.

ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks and Recreation & Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Automated Clearing House (ACH) Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

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Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

INVESTMENT POLICY

1.0 PURPOSE

It is the policy of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission to invest public funds in a manner that will provide maximum security while meeting the daily cash flow needs of The Commission and ensuring that the portfolio is in compliance with all statutes governing the investment of public funds under Michigan Public Act 20.

2.0 SCOPE

This investment policy applies to all liquid financial assets of The Commission held or controlled by Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, other than pension fund assets when held by a third-party custodian and/or money manager. These assets are accounted for in the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Comprehensive Annual Financial Report and include:

2.1 Fund Types

2.1.1 General Fund

2.1.2 Capital Development Projects

3.0 PRUDENCE

The standard of prudence to be used by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Treasurer shall be the "prudent person" rule which states the following. "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but investment, considering the probable safety of their capital as well as the probable income to be derived."

The above standard is established as the standard for professional responsibility and shall be applied in managing the Commission's entire portfolio.

Investment officers of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, acting according to this investment policy and written procedures as may be established and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from exceptions are reported to the Commission Treasurer in a timely fashion and appropriate action is taken to control adverse developments.



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4.0 INVESTMENT OBJECTIVES

The following investment objectives, in priority order, will be applied in the management of the The Commission funds.

- 4.1 **Safety:** The primary objective of The Commission investment activities is the preservation of capital and the protection of investment principles. To attain this objective and manage the five Governmental Accounting Standards Board (GASB) risks identified below, Washington Bruce Romeo Parks & Recreation and Star Transportation Commission will diversify its investments.

Credit Risk

The Commission will minimize credit risk, the risk of loss due to the failure of the security, issuer, or backer, by:

- Limiting investments to the safest types of securities
- pre-qualifying financial institutions with which The Commission will do business
- Diversifying the portfolio so that the potential losses on individual security would be minimized.
- Maintaining credit rating on all holdings.

Interest Rate Risk

The Commission will minimize the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates by structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating the need to liquidate securities at a loss prior to maturity. In addition, investments over two years in maturity will be made to coincide as nearly as practicable with the expected use of the funds.

Concentration Risk - will be minimized by limiting the exposure of a single security issuer to 5% of the total portfolio. (See Appendix A)

Custodial Credit Risk

The Commission will minimize custodial credit risk by using only financial institutions meeting a pre-qualification evaluation and holding securities in the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission name.

Foreign Currency Risk

The Commission will only invest in US dollar-denominated securities.



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4.2 **Liquidity:** The Commission's investment portfolio and/or portfolio management strategy will provide sufficient liquidity to meet The Commission's projected operating and capital requirements to ensure the orderly conduct of The Commission's business affairs. This is accomplished by structuring the portfolio so that securities mature concurrently with cash needs as best as possible.

4.3 **Return:** In investing in public funds, The Commission will strive to maximize the return on the portfolio but will avoid assuming unreasonable investment risk. Return on investment is of secondary importance to the safety and liquidity objectives described above.

5.0 DIVERSIFICATION

To control risks regarding specific security types, individual financial institutions, or specific maturity, The Commission will diversify its investments. (See Appendix A)

6.0 DELEGATION OF AUTHORITY TO MAKE INVESTMENTS

Management responsibility for the investment program is hereby delegated to the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Treasurer, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer, with the approval of the Board, may delegate investment transactions to a qualified investment advisor.

7.0 INVESTMENT PERFORMANCE AND REPORTING

The performance of the portfolio shall be reported quarterly on a fiscal cycle and submitted to the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Reports shall include details of the characteristics of the portfolio as well as its performance for that period. Material deviations from projected investment performance shall be reported immediately to the Commission.

8.0 INVESTMENT MATURITY AND LIQUIDITY

Need Pam Hill Input

To the extent possible, The Commission will attempt to match its investments with overall anticipated cash flow requirements. Unless matched to a specific cash flow requirement, The Commission will not directly invest in securities maturing more than five (5) years from the date of purchase. No more than thirty percent (30%) of The Commission's total investment portfolio shall be placed in securities maturing in more than three (3) years.



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9.0 ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Commission, as appropriate, any material interest in financial institutions that conduct business with The Commission, and they shall perform the The Commission's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of The Commission, particularly regarding the timing of purchases and sales.

10.0 SAFETY AND CUSTODY

All securities purchased by The Commission shall be properly designated as an asset of Washington Bruce Romeo Parks & Recreation and Star Transportation Commission and (except for non-negotiable certificates of deposit and those securities related to overnight deposits and repurchase agreements) held in safekeeping by a third-party institution.

No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Treasurer as authorized by the Commission, or by his/her respective designee(s).

The Commission will execute a third-party custodial agreement(s) with its custodial institution(s). Such agreements may include letters of authority from The Commission, details as to responsibilities of each party, methods of notification of security purchases, sales, delivery, procedures related to repurchase agreements and wire transfers, safekeeping and transaction costs, procedures in case of wire failure or other unforeseen mishaps and describing the liability of each party.

All securities purchased or sold will be transferred, when possible, only under the "delivery versus payment" (D.V.P.) method (or "payment versus delivery" method) to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.

11.0 AUTHORIZED INVESTMENTS

The Treasurer may purchase/sell investment securities authorized by Public Act 20 of 1948 as amended, at prevailing market rates in the following types of securities.

Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

361 Morton Street - Romeo, Michigan 48065

Phone 586-752-6543

Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2) of Public Act 20 of 1943, as amended. Bank or a savings and loan association which is a member of the Federal Deposit Insurance Corporation or a credit union that is insured by the National Credit Union Administration; but only if the bank, savings, and loan association or credit union are eligible to be a depository of surplus funds belonging to the State under the statute.

Commercial paper rated at the time of purchase within the top two (2) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.

United States government or federal agency obligation repurchase agreements. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the Commission has negotiated a Master Repurchase Agreement or with The Commission's primary financial institutions. Repurchase agreements must be signed with the bank or dealer and must contain certain provisions similar to those outlined in the Public Security Association's Master Repurchase Agreement.

Banker's acceptances of the United States banks.

Mutual Funds are composed of investment vehicles that are legal in the State of Michigan for direct investment by local units of government. For further clarification, this authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.

Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

Obligations are described as authorized investments above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967. 1967 (ex Sess) PA 7, MCL 124.501 to MCL 124.512.

Investment pools organized under Surplus Funds Investment Pool Act, 1982, PA 367, MCL 129.11 to MCL 129.118 and the Local Government Pool Act, 1985, PA 121, MCL 129.141 to MCL 129.150. A due diligence standard must apply prior to investing in all bank-sponsored or money market investment pools.

12.0 PORTFOLIO MATURITY AND LIMITATION PERCENTAGES

The average maturity of the portfolio may not exceed three (3) years. This calculation excludes the maturities of the underlying securities of a repurchase agreement. It is also the policy of Washington Bruce Romeo Parks & Recreation and Star Transportation Commission to diversify its investment portfolio with a goal of a 5% maximum exposure to any one credit risk at the time of purchase. (See Appendix A)



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13.0 POLICY AMENDMENT

This policy may be amended by resolution of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission and replaces any and all prior investment policies.

APPENDIX A Need Pam Hill Input

PORTFOLIO DIVERSIFICATION GUIDELINES

Instrument Description	Security Type Maximum	Issuer Maximum	Maturity Maximum
U.S. Treasuries	100%	100%	5 years ¹
U.S. Agencies & Instrumentalities	100%	50%	5 years ¹
CO's Non-negotiable	50%	10%	2 years
CO's Negotiable	50%	10%	3 years
Municipal Bonds	50%	10%	5 years
Commercial Paper	50%	10%	270 days
Bankers Acceptances	25%	10%	184 days
Overnight Deposits ²	100%	100%	1 day
Mutual Funds ³	100%	100%	3 years

¹ Maturity Maximum- the five-year maximum applies to non-enterprise fund investments only. Enterprise fund reserves may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

² Overnight Deposits -The Treasurer may invest overnight or short-term liquid assets to cover cash flow requirements in the following types of pools: Investment Pools organized under the surplus fund's investment pool act of 1982, PA 367, MCL 129.111 to 129.118 or Investment Pools organized under the Urban Cooperation Act of 1967, PA?, MCL 124.501 to 124.512.

³ Authority to Purchase Mutual Funds- The Treasurer may invest in no-load fixed-income mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan, either taxable or tax-exempt. This authorization is limited to mutual funds whose intent is to maintain a net asset value of \$1.00 per share.



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ADOPTION

This policy is in effect upon adoption by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission and will remain in effect until rescinded by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission. Amendments must be approved by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission, and must be recorded, and kept with the original policy by the official Commission record keeper, the Secretary.

Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Investment Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



WASHINGTON BRUCE ROMEO PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION

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PURCHASING AND BID POLICY

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission has adopted this administrative policy to standardize and control purchasing, bid, and proposal procedures. Standardization of these processes and the cooperation by all employees, department heads, the director, and the Commission ensures that Parks & Recreation receives the best value for the money being expended. It is the policy of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission to competitively price goods and services prior to purchase.

It is the Parks & Recreation Employee's fiduciary responsibility to follow this policy and associated procedures in servicing our residents.

1.0 Authority and Responsibility

1.1 Purchasing Agent

The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission designates the Director as the Purchasing Agent for Parks & Recreation. The Purchasing Agent is responsible and authorized to ensure all purchases follow this policy and all applicable procedures. The Purchasing Agent is authorized to:

- 1.1.1. Review and approve and/or deny all budgeted and unbudgeted purchase requests up to \$5000.
- 1.1.2. Request Washington Bruce Romeo Parks & Recreation and Star Transportation Commission approval for any proposed purchase when buying or repairing capital assets over \$5000.
- 1.1.3. Present Purchase Requests and Blanket Purchase Orders to the Commission for their review and approval when required or deemed appropriate by the Purchasing Agent.
- 1.1.4. Administer the Bid and Proposal process according to approved procedures.
- 1.1.5. Assure that budgets are appropriately amended when unbudgeted items are approved for purchase.
- 1.1.6. Maintain a list of approved vendors:
- 1.1.7. Prepare purchase orders and purchasing documents and obtain approval as needed.



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1.1.8 Maintain a list of capital assets and inventory items.

1.1.9 Dispose of capital assets and inventory items when obsolete or damaged if the total value of the asset/item is less than \$2,500.00.

1.1.10 Maintain a list of all petty cash funds and authorized amounts;

1.1.11 Issue a tax-exempt certificate to businesses, as needed.

1.1.12 Approve maintenance or service agreements for approved purchases.

1.1.13 Report to the Commission on purchases on a scheduled basis.

1.2 Washington Bruce Romeo Parks & Recreation and Star Transportation Commission

The Commission is responsible for reviewing and approving this policy. The Commission is also responsible for:

1.2.1 Approving Parks & Recreation credit cards.

1.2.2 Approving Blanket Purchase Orders.

1.2.3 Final Approval of amendments to budgets.

1.2.4 Approving Petty Cash Funds.

1.2.5 Awarding contracts from solicited bids or proposals for recurring services or contracted labor including professional services.

1.2.6 Approving purchases and contracts greater than \$5000 per Section 1.1.2.

1.3 Department Heads

Department Heads are responsible for adhering to and enforcing this policy and all applicable procedures. Department Heads are responsible for:

1.3.1 Preparing Purchase Requests and assuring that the Purchase Request is accurate and complete prior to submittal to the Purchasing Agent.

1.3.2 Managing credit card purchases in accordance with this policy and applicable procedures.

1.3.3 Planning for purchases to ensure that all Parks & Recreation requirements are met prior to purchasing goods or services.



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1.3.4 Preparing Blanket Purchase Order Requests and assuring that departmental budgets support the requests.

1.3.5 The inspection and acceptance of all materials, supplies, services, and equipment resulting from their Purchase Requests;

1.4 All Employees

All employees of Parks & Recreation are required to avoid all actual or potential conflicts of interest in soliciting bids for goods, recurring services, and contract labor. For purposes of the policy, the term "conflict of interest" shall mean a financial interest or an interest that would undermine the Commission's goal of assuring an independent, impartial, and honest bid process.

All employees shall disclose, in writing to the Purchasing Agent, all potential conflicts of interest in connection with the bid process for recurring services or contracted labor.

2.0 General Guidelines

2.1 Materials, services & supplies shall be purchased only when the funds for their cost have been appropriated and included in the annual budget of the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission.

2.2 In accordance with federal law requirements, an independent contractor for professional services or labor must have a completed W-9 form on record prior to the commencement of work and before any payment is released. Also, proper insurance documentation with specific insurance requirements and additional insured language is mandatory prior to the commencement of any service and purchase order issuance.

2.3 Standardized purchase requisitions are to be prepared in advance of a purchase and standardized purchase orders are to be used to authorize purchases.

2.4 All purchase orders and contracts should contain a hold harmless clause for the benefit of the Commission except for a building contract. Need Plante & Moran or Legal Input

2.5 Parks & Recreation shall comply with the requirements of P.A. 167 & 168 of 1993, which requires sealed competitive bidding for any contract of \$5,000 or more, with certain exceptions. The Washington Bruce Romeo Parks & Recreation and Star Transportation Commission requires that formal bids be obtained for all purchases in excess of \$5000.00.

2.6 Parks & Recreation Federal ID number, used for tax-exempt purchases, shall only be used for purchases paid for by a Parks & Recreation check or charge account in accordance with all applicable Federal and State Laws. Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rules, 1979 AC, R205.79.



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3.0 Budgeted Items

3.1 Purchases must be competitively priced prior to the release of a Purchase Order.

3.2 Purchase Requisitions will be prepared by Department Heads in advance for any purchase greater than \$500.00. The approved Purchase Requisition will then be provided to Accounting for the issuance of a Purchase Order.

4.0 Unbudgeted Items

Department Heads will submit a Purchase Requisition to the Purchasing Agent for all unbudgeted item(s). The Purchasing Agent will solicit the Commission's approval of the purchase and amendment to the Department's budget.

5.0 Capital Assets and Inventory Items **Need Plante & Moran Input**

All capital assets, (i.e. furniture equipment, software, building improvements) purchased in excess of \$500.00 (or collectively over \$1000) shall be considered an inventory item. At the discretion of the Purchasing Agent, certain individual items purchased at a price less than \$500 may be considered inventory items. Purchases over \$5,000.00 shall be identified as a capital asset, as well as inventory.

6.0 Bid Policy

6.1 All purchases of goods or services and all contracts for recurring services must be competitively priced.

6.2 Informal bids (quotes) are required for all purchases of goods or services between \$2,500 and \$5,000.

6.3 Bids or proposals for recurring services or contracted labor, including professional services greater than \$10,000.00, must be solicited with the following requirements:

6.3.1 All contracts must cover a two-year period and include the total cost of each fiscal year:

6.3.2 The Commission reserves to itself the authority to award the bid;

6.3.3 The Commission will use a roll-call vote when awarding a bid.

6.4 The Commission is not required to accept the lowest bid. The Board can consider factors such as workmanship and reliability of the bidder. Every effort will be made to award bids to local bidders.

6.5 When possible, the procurement of goods or contractual of services should be township-wide.

6.6 If the Commission decides that the bid process is not practical in a given situation, they may waive the requirements of this policy on a majority, roll-call vote.



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6.7 Competitive Bidding Procedures

- 6.7.1 The invitation for bids must include a standardized specification sheet, information as to where the bids must be filed, and when and where the bids will be opened. The invitation will indicate that each bidder must provide appropriate proof of insurance at the time of bidding. Bidders will be instructed to submit sealed bids, which are clearly labeled as bids on the outside of the envelope.
- 6.7.2 Invitations for bids will be published either through a governmental bid website (such as BidNet), Parks & Recreation website, suitable trade publications, or in a local newspaper. It is Parks & Recreation's responsibility to publish invitations in the most beneficial and most cost-effective manner.
- 6.7.3 All bids received will be time-stamped and remain unopened until the date and hour of the bid opening. Bids are to be opened publicly at the time, date, and place specified in the invitation for bids. Bids are to be recorded and made available for public inspection.
- 6.7.4 After final approval of the Board, all bidders will be notified of the decision. A Purchase/Check Request will be signed by the Parks & Recreation Director with the date of Commission approval documented on the Purchase/Check Request.
- 6.7.5 The Commission at its discretion may waive the requirement for competitive bidding.
- 6.7.6 The Commission will not be obligated to purchase from the lowest bidder.

7.0 Emergency Purchases

- 7.1 In the case of Fire and Emergency Services, where an emergency exists which is a threat to the health and/or safety of the public or Parks & Recreation staff, repairs that are immediately needed may be ordered by the Parks & Recreation Director after conferring with one Commission member. The matter would then be placed on the agenda of the next regular Parks & Recreation meeting to inform Commission members of the circumstances, at which time the Board will approve the payment(s).
- 7.2 In the case of Water and Septic problems, the Parks & Recreation Director has authorization to carry out necessary repairs/maintenance to avoid or prevent further damage caused by an emergency situation. Emergency repairs and maintenance will be considered as: all repairs and maintenance which are unforeseen and have the potential as either a hazardous condition or situation where delayed attention could cause greater overall damage and/or cost. The day following such repairs, the Parks & Recreation Director will notify the Commission Chair and Treasurer of the repairs and the expense incurred by the repairs. The Parks & Recreation Director will inform the Commission members of the repairs at the next scheduled meeting, at which time the Board will approve the payment(s).



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- 7.3 In the case of other types of emergencies not specified above, the Parks & Recreation Director has the authorization to carry out necessary repairs/maintenance to avoid or prevent further damage caused by an emergency situation. Emergency repairs and maintenance will be considered as all repairs and maintenance which are unforeseen and have the potential as either a hazardous condition or situation where delayed attention could cause greater overall damage and/or cost. The day following such repairs, the Parks & Recreation Director will notify the Commission Chair and Treasurer of the repairs and the expense incurred by the repairs. The Parks & Recreation Director will inform the Commission members of the repairs at the next scheduled meeting, at which time the Board will approve the payment(s).
- 8.0 Approval Limitations and Required Price Comparisons for Purchasing
- 8.1 The Board establishes the following approval limits and price comparison requirements in order to delegate to the Director and the appropriate staff the responsibility and authority to operate Parks & Recreation in an efficient manner on a day-to-day basis. Purchase limits noted below refer to both single purchases and collectively purchased items. Purchases may not be "split" into smaller purchases as a means of circumventing the approval limits or price comparison requirements.

Level of Purchase	Approval Needed	Price Comparison
Up to \$499	Department Head Or Director	Simple price comparison
\$500 - \$2,500	Director Need Plante & Moran Input	A written summary of competitive quotes from a minimum of three vendors.
\$2,500 - \$5,000	Commission Need Plante & Moran Input	Written competitive quotes from a minimum of three vendors. Competitive bids may be required at the Commission's discretion.
\$5,000 and above	Commission	Competitive bidding



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Secretary's Certification: I hereby certify that the above Washington Bruce Romeo Parks & Recreation and Star Transportation Commission Purchasing and Bid Policy was adopted by the Washington Bruce Romeo Parks & Recreation and Star Transportation Commission at the Regular Meeting on the date listed below:

APPROVED ON COMMISSION MEETING DATE: _____

WASHINGTON BRUCE ROMEO
PARKS & RECREATION AND
STAR TRANSPORTATION COMMISSION

Phyllis A. Zimmerman
Secretary



**WASHINGTON BRUCE ROMEO PARKS
& RECREATION AND
STAR TRANSPORTATION
COMMISSION**

- g. Financial Issues (Knight)
 - i. Check Signing & Post Audit Policy
 - ii. ACH Policy
 - iii. Investment Policy
 - iv. Purchasing and Bid Policy
 - v. Gas Credit Card Policy
 - vi. Credit Card Policy
 - vii. Cell Phone Policy
- h. Review Tasks/Motion Charts
- i. Master Plan – Survey Info – Park Committee Review
- 10. New Business
 - a. Additional Financial Issues (Knight)
 - i. Gift Cards (PF Parade Report)
 - ii. Sponsorship Money (Brochure Sponsor & Sponsor Revenue)
 - iii. Instructor Contracts (Wages)
 - iv. Accounting Programs
 - v. Director Authorization Thresholds
 - vi. What constitutes an emergency?
 - vii. Bi-Weekly Check Signing
 - viii. Board approvals of Checks
- 11. Community Comments
- 12. Commission Comments
- 13. Adjourn