



# CITY of NOVI CITY COUNCIL

**Agenda Item G**  
**August 26, 2013**

**SUBJECT:** Approval of appointment of Judith Reedy (Employee Delegate) and Jessica Dorey (Officer Delegate) as the 2013 City of Novi representatives to attend the annual Municipal Employees Retirement System (MERS) Conference to be held October 1 – October 3, 2013.

**SUBMITTING DEPARTMENT:** Finance

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

Each year an employee delegate is elected by the employees to attend the MERS Annual Conference. MERS is the City of Novi's pension administrator. The employee delegate is responsible for attending educational sessions at the meeting and reporting any updates back to the employees. Jessica Dorey will represent the City as the Officer Delegate.

**RECOMMENDED ACTION:** Approval of appointment of Judith Reedy (Employee Delegate) and Jessica Dorey (Officer Delegate) as the 2013 City of Novi representatives to attend the annual Municipal Employees Retirement System (MERS) Conference to be held October 1 – October 3, 2013.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				



**Municipal Employees' Retirement System of Michigan**  
 1134 Municipal Way • Lansing, MI 48917  
 800.767.2308 • Fax: 517.703.9706  
 www.mersofmich.com

## 2013 Officer and Employee Delegate Certification Form

MERS 67<sup>th</sup> Annual Meeting | October 1 – 3, 2013 | Grand Traverse Resort | Acme, Michigan

Please print clearly • Retain a copy for your records

**IMPORTANT:** If you are registering for MERS Annual Meeting as a voting delegate, your registration is not confirmed until this form has been received by MERS.

In order to be a delegate representative to MERS Annual Meeting, you must be a member of MERS defined as an individual on payroll who is enrolled in MERS Defined Benefit Plan, Hybrid Plan, or Defined Contribution Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Jessica Dorey

Officer Alternate name

Victor Cardenas

Officer delegate and alternate listed above were appointed to serve at the 2013 MERS Annual Meeting by official action of the governing body (or chief judge for a participating court) on August 26, \_\_\_\_\_, 2013.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Judith Reedy

Employee Alternate name

Matthew Conquest

Employee delegate and alternate listed above were elected to serve at the 2013 MERS Annual Meeting by secret ballot election conducted by an authorized officer on July 12, \_\_\_\_\_, 2013.

### 3. Certification

*NOTE:* Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court, and municipality number provided in space at the bottom of certification box.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for employee delegate and alternate are true and correct.

Employer/municipality name*		Municipality number*	Email address	
City of Novi		6320	mcornelius@cityofnovi.org	
Employer address	Employer city	Employer state	Employer zip code	
45175 W. 10 Mile	Novi	Michigan	48375	
Signature of authorized authority*		Printed name		
Title of authorized authority*		Maryanne Cornelius		
		Date		
City Clerk				

\* Required field

## McNamara, Cheryl

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**From:** Cardenas, Victor  
**Sent:** Monday, August 12, 2013 4:00 PM  
**To:** McNamara, Cheryl; Dorey, Jessica  
**Subject:** RE: updated MERS

Cheryl,

Thanks as always for keeping us on task. Jessica will be attending the conference this year. Can you complete all the necessary paper work to make that happen seamlessly like you do every year?

Thanks!!!!

Victor

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**From:** McNamara, Cheryl  
**Sent:** Monday, August 12, 2013 3:59 PM  
**To:** Dorey, Jessica; Cardenas, Victor  
**Subject:** RE: updated MERS

Victor and Jessica,

MERS just contacted our office to inquire who will be attending as our Officer and Employee Delegate. The Employee Delegate is Judy Reedy as voted by the employees. Please make a determination on who the Officer Delegate will be as the "2013 Officer and Employee Delegate Certification Form" must be completed, approved by Council – August 26, 2013 agenda, and sent into MERS.

Thank you, Cheryl

**Cheryl McNamara** | Accountant  
City of Novi | 45175 W. Ten Mile Road | Novi, MI 48375 USA  
t: 248.347.0465 f: 248.735.5682

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**From:** Dorey, Jessica  
**Sent:** Monday, August 12, 2013 1:02 PM  
**To:** Cardenas, Victor  
**Cc:** McNamara, Cheryl  
**Subject:** RE: updated MERS

Victor, the auditors are scheduled to be here through Friday, October 4, 2013, so please advise.

Thank you,



**Jessica L. Dorey** | Deputy Finance Director  
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA  
t: 248.347.0468 f: 248.735.5682

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**From:** Cardenas, Victor  
**Sent:** Tuesday, August 06, 2013 3:37 PM  
**To:** Dorey, Jessica  
**Subject:** RE: updated MERS

FYI  
66th MERS Annual Meeting, Oct. 1-3, 2013 at Grand Traverse Resort in Acme.  
<http://www.mersofmich.com/MERS/About-MERS/News/articleType/ArticleView/articleId/281/Special-Annual-Meeting-Microsite-Launches>

If it works in your calendar, fill out a conference and workshops requests and I believe Cheryl M. can take care of the rest.

Victor

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**From:** Dorey, Jessica  
**Sent:** Tuesday, August 06, 2013 3:18 PM  
**To:** Cardenas, Victor  
**Cc:** GronlundFox, Tia; Caldwell, Glenn; Peck, Debra  
**Subject:** updated MERS

Victor,

Please see the updated MERS forms and let me know if anything needs to be changed. This needs to be submitted in order to remove Nevrus.

Thank you,



**Jessica L. Dorey** | Deputy Finance Director  
City of Novi | 45175 Ten Mile Road | Novi, MI 48375 USA  
t: 248.347.0468 f: 248.735.5682

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