

**GENOA CHARTER TOWNSHIP
ELECTION COMMISSION MEETING
DECEMBER 7, 2009
6:25 p.m.**

AGENDA

Call to order

Approval of Agenda:

1. Consideration of a request for approval to combine the Hartland and Pinckney precincts into a single precinct for the February 23, 2009 special school election, with that election to be held at the Genoa Charter Township Hall instead of the regular polling places.

A. Recommendation to the Township Board.

Adjournment

**GENOA CHARTER TOWNSHIP
REGULAR MEETING and PUBLIC HEARING
DECEMBER 7, 2009
6:30 P.M.**

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public:

Approval of Consent Agenda:

1. Payment of Bills
2. Request to approve minutes: 11-2-09
3. Request for approval to combine precincts and to establish Genoa Charter Township Hall as a temporary polling place for the February 23, 2010 special school election as recommended by the Election Commission.
4. Request for approval of reappointments to SELCRA, SEMCOG, GO SWATH, HOWELL PARKS AND REC, MHOG, GREENWAYS, FOIA, BRIGHTON FIRE AUTHORITY, HURON RIVER WATER SHED, BROWNFIELD DEVELOPMENT and ELECTION COMMISSION.
5. Request for approval of Township Manager's contract as recommended by the Administrative Committee.
6. Request for approval of Township Engineer's contract as recommended by the Administrative Committee.

7. Request for approval to amend section (H) of the Genoa Charter Township Personal Handbook.
8. Request for approval of MTA Budget.
9. Consider approval of a graphic design contract with Abovo Visual Communications.
10. Request for approval to remove special assessments levied on the 2009 winter tax roll for parcel #4711-04-302-040 and parcel#4711-05-201-124 as requested by Township Treasurer.

Approval of Regular Agenda:

11. Consideration of approval to transfer ownership of 2009 Class C Licensed Business with Dance Entertainment Permit, located in escrow at 5311 Brighton Road, Brighton, MI 48116, Genoa Charter Township, Livingston County, from Frank Sample Enterprises, LLC to Agius, Inc.
12. Public Hearing on the Wildwood Road Improvement project.
 - A. Call to the property owners
 - B. Call to the public
13. Consider the following actions:
 - A. Direct staff to proceed with the project and authorize a survey/design contract with Tetra Tech MPS in the amount of \$20,000.
 - B. Move to *not* proceed with the Wildwood Road Improvement Project.
14. Review of the six-month analysis related to Township funds for the fiscal year ending in 3-31-2010 as presented by Ken Palka.
15. Request for approval of amendments (as highlighted) to the general fund, fund 264 (Road Lake Reimbursement), fund 270 (Future Development Parks and Rec.) as recommended by Ken Palka.
16. Consider approval of a Design/Build Contract with Lindhout Associates/Donovan Builders for the construction of a park pavilion building.

Correspondence
Member Discussion
Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: December 7, 2009

TOWNSHIP GENERAL EXPENSES: Thru December 7, 2009	\$283,670.16
November 13, 2009 Bi-Weekly Payroll	\$38,166.31
November 27, 2009 Bi-Weekly Payroll	\$35,216.60
December 1, 2009 Bi-Weekly Payroll-Longevity Pay	\$3,406.77
December 1, 2009 Monthly Payroll	\$10,330.01
OPERATING EXPENSES: Thru December 7, 2009	\$151,087.18
TOTAL:	\$521,877.03

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
25712	SOM-TRE	State Of Mich- Dept Of Treasur	10/28/2009	4,809.19
25713	BULLET	Bullet Handyman Services	10/29/2009	112.50
25714	EHIM	EHIM, INC	10/29/2009	425.55
25715	SKOLAR P	Paulette Skolarus	10/29/2009	39.98
25716	Bab	Bab's Deli	10/30/2009	32.73
25717	Adamski	Janet Adamski	11/03/2009	225.00
25718	ASSENMAC	Diane G. Assenmacher	11/03/2009	200.00
25719	BODALSKI	Mary Lynn Bodalski	11/03/2009	225.00
25720	COLLINS	SHAWN COLLINS	11/03/2009	200.00
25721	Goodall	Diane Goodall	11/03/2009	245.00
25722	HOWARD C	Cynthia Howard	11/03/2009	200.00
25723	HYSEN	THEODORE HYSEN	11/03/2009	180.00
25724	LADUKJA	Janet La Duke	11/03/2009	180.00
25725	MahalakC	Carolyn Mahalak	11/03/2009	200.00
25726	WATSON V	Victor Watson	11/03/2009	180.00
25727	McClure	Cecelia McClure	11/03/2009	200.00
25728	McGrath	Carol McGrath	11/03/2009	200.00
25729	MESSING	Arnold Messing	11/03/2009	180.00
25730	NelsonD	Donna Nelson	11/03/2009	245.00
25731	Rossba	Barbara Ross	11/03/2009	245.00
25732	Sebastia	Paul Sebastian	11/03/2009	180.00
25733	GENOABLD	Genoa Township Building & Ground Fund-27	11/03/2009	45,000.00
25734	JETS PIZ	JETS PIZZA	11/03/2009	93.33
25735	AMER IMA	American Imaging, Inc.	11/04/2009	64.85
25736	Brighton	Brighton Analytical , L.L.C.	11/04/2009	185.00
25737	CRAMPTON	Crampton Electric Co., Inc.	11/04/2009	122.23
25738	FONSON	Fonson, Inc.	11/04/2009	666.90
25739	GENOADPW	Genoa Township DPW Fund	11/04/2009	5,613.00
25740	KRENCICK	Mary Krencicki	11/04/2009	29.15
25742	Perfect	Perfect Maintenance Cleaning	11/04/2009	923.00
25743	PETTYCAS	Petty Cash	11/04/2009	123.73
25744	Sitnar	Susan Sitner	11/04/2009	43.67
25745	SKOLAR P	Paulette Skolarus	11/04/2009	19.80
25746	WASTE MA	Waste Management	11/04/2009	888.00
25747	McCri	Mancuso & Cameron	11/05/2009	374.00
25748	Administ	Total Administrative Services	11/13/2009	446.12
25749	Equitabl	Equivest Unit Annuity Lock Box	11/13/2009	220.00
25750	AmerAqua	American Aqua	11/11/2009	81.00
25751	BRANVAN	BRANDON VANMARTER	11/11/2009	100.00
25752	Clearwat	Clearwater Systems	11/11/2009	19.35
25753	CONSUMER	Consumers Energy	11/11/2009	233.05
25754	DTE LAKE	DTE Energy	11/11/2009	892.54
25755	FIRST IM	First Impression Print & Marketing	11/11/2009	1,973.46
25756	LANGWORT	Langworthy Strader Leblanc	11/11/2009	1,872.33
25757	MiTaxTri	Michigan Tax Tribunal	11/11/2009	50.00
25758	COOPERST	Cooper's Turf Management LLC	11/11/2009	1,451.00
25759	GANNETT	PRESS & ARGUS	11/11/2009	397.60
25760	SCODELLE	SCODELLER CONSTRUCTION	11/11/2009	64,400.00
25762	Administ	Total Administrative Services	12/01/2009	125.00
25763	Equitabl	Equivest Unit Annuity Lock Box	12/01/2009	20.00
25764	ADT	ADT Security Services, Inc.	11/17/2009	366.32
25765	ATT& IL	AT&T	11/17/2009	739.78
25766	B S & A	B S & A Software, Inc.	11/17/2009	730.00
25767	BLUE CRO	Blue Cross & Blue Shield Of Mi	11/17/2009	11,578.00
25768	BUS IMAG	Business Imaging Group	11/17/2009	964.45
25769	CARDM	Chase Card Services	11/17/2009	1,653.54
25770	Chem	Chemung Hills Country Club	11/17/2009	32.00
25771	CNA Sure	CNA Surety	11/17/2009	100.00
25772	COMCAST	COMCAST	11/17/2009	94.02
25773	CONTINEN	Continental Linen Service	11/17/2009	50.78
25774	DTE EN	DTE Energy	11/17/2009	203.42
25775	DYKEMA G	Dykema Gossett	11/17/2009	700.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
25776	EHIM	EHIM, INC	11/17/2009	4,218.44
25777	FED EXPR	Federal Express Corp	11/17/2009	21.31
25778	GENOA TW	Genoa Township	11/17/2009	336.06
25779	GORDONFO	Gordon's Food Services	11/17/2009	119.95
25780	HEIKKINE	Heikkinen Law Firm	11/17/2009	2,000.00
25781	IBEC COM	IBEC, Inc.	11/17/2009	159.95
25782	LCA	Liv.Cty.Assessors Assoc.	11/17/2009	60.00
25783	LivCTrea	Livingston County Treasurer	11/17/2009	40.00
25784	MAMC	Michigan Assn.Municipal Clerks	11/17/2009	100.00
25785	MASTER M	Master Media Supply	11/17/2009	663.30
25786	McCri	Mancuso & Cameron	11/17/2009	4,552.50
25787	MDEQNCOM	State of Michigan-MDEQ	11/17/2009	103.97
25788	Net serv	Network Services Group, L.L.C.	11/17/2009	45.00
25789	SHELL	Shell	11/17/2009	668.00
25790	Tetra Te	Tetra Tech Inc	11/17/2009	987.03
25791	Unum	Unum Provident	11/17/2009	1,101.40
25792	VERIZONW	Verizon Wireless	11/17/2009	182.73
25793	WASTE MA	Waste Management	11/17/2009	70,572.00
25794	Administ	Total Administrative Services	11/27/2009	446.12
25795	Equitabl	Equivest Unit Annuity Lock Box	11/27/2009	220.00
25796	SOM-TRE	State Of Mich- Dept Of Treasur	11/23/2009	3,431.66
25797	ARCHINAL	Michael Archinal	11/24/2009	500.00
25798	HUMPHT	Tesha Humphriss	11/24/2009	500.00
25799	HUNTR	ROBIN HUNT	11/24/2009	41.36
25800	SKOLAR P	Paulette Skolarus	11/24/2009	38.50
25801	VERIZONW	Verizon Wireless	11/24/2009	513.26
25802	US POSTA	US Postal Service	12/01/2009	3,567.85
25803	AT&TLONG	AT&T Long Distance	12/07/2009	41.06
25804	EHIM	EHIM, INC	12/07/2009	428.14
25805	ETNA SUP	Etna Supply Company	12/07/2009	7.10
25806	HWL PARK	Howell Parks And Recreation	12/07/2009	15,481.25
25807	Kohl's	I-96 Kohl's Associates, LLC	12/07/2009	1,180.00
25808	MASTER M	Master Media Supply	12/07/2009	307.25
25809	MichMuni	Michigan Municipal Risk Mngmt	12/07/2009	14,270.69
25810	mlgma	Michigan Local Gov't Mgmt Ass	12/07/2009	408.00
25811	PETTYCAS	Petty Cash	12/07/2009	114.67
25812	PFEFFER	Pfeffer, Hanniford, Palka	12/07/2009	1,250.00
25813	T.BLOOME	T.BLOOMER	12/07/2009	862.50
25814	Total En	Total Energy Systems, LLC	12/07/2009	300.00
25815	TRI COUN	Tri County Cleaning Supply Inc	12/07/2009	194.90
25816	WALMART	Walmart Community	12/07/2009	64.84
25817	WASTE MA	Waste Management	12/07/2009	1,224.00

Report Total: 283,670.16

**First National
Direct Deposit
NOVEMBER 13, 2009
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,146.90
Amy Ruthig		\$973.59
Angela Williams		\$708.45
Caleb Klebig		\$427.57
Carol Hanus		\$1,286.82
Cindi Howard		\$561.53
Dave Estrada		\$1,063.71
Debbie Hagen		\$533.55
Deborah Rojewski		\$2,268.99
Diane Zerby		\$700.82
Genoa Township	\$27,559.57	
Greg Tatara		\$2,332.39
Judith Smith		\$1,153.30
Karen J. Saari		\$950.69
Kelly VanMarter		\$1,997.16
Laura Mroczka		\$1,561.46
Mary Krencicki		\$942.54
Michael Archinal		\$2,776.98
Renee Gray		\$961.59
Robin Hunt		\$1,249.92
Sue Sitner		\$873.93
Tammy Lindberg		\$916.43
Tesha Humphriss		\$2,171.25
Total Deposit		\$27,559.57

EFT #: _____
INTERNET: _____
CHECK BOOK: _____

Accounts Payable
Computer Check Register



User: diane

Printed: 11/06/2009 - 14:51

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25748	Administ	Total Administrative Services	11/13/2009		446.12
				Check 25748 Total:	446.12
9811	AETNA LI	Aetna Life Insurance & Annuity	11/13/2009		25.00
				Check 9811 Total:	25.00
9812	EFT-FED	EFT- Federal Payroll Tax	11/13/2009		3,870.54 2,255.96 2,255.96 527.61 527.61
				Check 9812 Total:	9,437.68
9813	EFT-PENS	EFT- Payroll Pens Ln Pyts	11/13/2009		427.94
				Check 9813 Total:	427.94
25749	Equitabl	Equivest Unit Annuity Lock Box	11/13/2009		220.00
				Check 25749 Total:	220.00
9814	FIRST NA	First National Bank	11/13/2009		300.00 3,082.18 24,177.39

Check 9814 Total:

27,559.57

Report Total:

38,116.31

**First National
Direct Deposit
NOVEMBER 27, 2009
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,064.09
Amy Ruthig		\$973.59
Angela Williams		\$613.40
Caleb Klebig		\$402.27
Carol Hanus		\$1,286.82
Dave Estrada		\$1,075.27
Debbie Hagen		\$586.10
Deborah Rojewski		\$2,268.99
Diane Zerby		\$672.16
Genoa Township	\$25,417.06	
Greg Tatara		\$2,332.39
Judith Smith		\$1,153.30
Karen J. Saari		\$950.69
Kelly VanMarter		\$1,997.16
Laura Mroczka		\$1,561.46
Mary Krencicki		\$46.20
Michael Archinal		\$2,776.98
Renee Gray		\$961.59
Robin Hunt		\$1,249.92
Sue Sitner		\$357.00
Tammy Lindberg		\$916.43
Tesda Humphriss		\$2,171.25
Total Deposit		\$25,417.06

EFT #: _____
INTERNET: _____
CHECK BOOK: _____

Accounts Payable
Computer Check Register



User: diane

Printed: 11/20/2009 - 11:31

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25794	Administ	Total Administrative Services	11/27/2009		446.12
			Check 25794 Total:		446.12
9819	AETNA LI	Aetna Life Insurance & Annuity	11/27/2009		25.00
			Check 9819 Total:		25.00
9820	EFT-FED	EFT- Federal Payroll Tax	11/27/2009		3,541.94 2,082.27 2,082.27 487.00 487.00
			Check 9820 Total:		8,680.48
9821	EFT-PENS	EFT- Payroll Pens Ln Pyts	11/27/2009		427.94
			Check 9821 Total:		427.94
25795	Equitabl	Equivest Unit Annuity Lock Box	11/27/2009		220.00
			Check 25795 Total:		220.00
9822	FIRST NA	First National Bank	11/27/2009		300.00 3,082.18 22,034.88

Check 9822 Total:

25,417.06

Report Total:

35,216.60

Accounts Payable
Computer Check Register



User: diane

Printed: 11/12/2009 - 14:57

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
9815	EFT-FED	EFT- Federal Payroll Tax	12/01/2009		157.77
					201.50
					201.50
					47.13
					47.13

Check 9815 Total: 655.03

Report Total: 655.03

5 checks

+ 2751.74

\$3406.77

Hongvinty Way

Township of Genoa
User: diane

Payroll
Computer Check Register

Printed: 11/12/09 14:32
Batch: 602-12-2009

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>		<u>Amount</u>
11892	12/01/2009	GrayR	Renee Gray	560.57
11893	12/01/2009	Lindberg	Tammy Lindberg	396.02
11894	12/01/2009	Ruthig	Amy Ruthig	440.00
11895	12/01/2009	SmithJudith	Judith Smith	923.50
11896	12/01/2009	Van Tassel	Adam Van Tassell	431.65
Total Number of Employees: 5		Total for Payroll Check Run:		2,751.74

**First National
Direct Deposit
DECEMBER 1, 2009
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$6,796.40	
Adam Van Tassel		\$527.03
Gary McCririe		\$2,188.62
H.J. Mortensen		\$166.23
Jean Ledford		\$468.25
Paulette Skolarus		\$3,121.64
Steve Wildman		\$158.40
Todd Smith		\$166.23
Total Deposit		<u><u>\$6,796.40</u></u>

Accounts Payable
Computer Check Register



User: diane

Printed: 11/18/2009 - 13:56

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25762	Administ	Total Administrative Services	12/01/2009		125.00
				Check 25762 Total:	125.00
9816	EFT-FED	EFT- Federal Payroll Tax	12/01/2009		1,629.89 626.50 626.50 146.53 146.53
				Check 9816 Total:	3,175.95
9817	EFT-PENS	EFT- Payroll Pens Ln Pyts	12/01/2009		212.66
				Check 9817 Total:	212.66
25763	Equitabl	Equivest Unit Annuity Lock Box	12/01/2009		20.00
				Check 25763 Total:	20.00
9818	FIRST NA	First National Bank	12/01/2009		6,746.40 50.00
				Check 9818 Total:	6,796.40
				Report Total:	10,330.01

9:54 AM
12/03/09

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

October 28 - December 3, 2009

Type	Date	Num	Name	Memo	Amount
Check	11/04/2009	1587	AT & T	10/22 - 11/21/2009	-69.10
Check	11/04/2009	1588	BRIGHTON ANALYTICAL	Invoices noted below	-268.00
Check	11/04/2009	1589	CONSUMERS ENERGY	9/26 - 10/27/09	-108.22
Check	11/04/2009	1590	GENOA TWP UTILITY FUND	Inv 019 & 020	-4,279.00
Check	11/04/2009	1591	DTE ENERGY	Electric Service 10/01 - 10/30/09	-6,941.05
Check	11/04/2009	1592	Fisher Scientific	Inv 9645007	-678.14
Check	11/04/2009	1593	EAST JORDAN IRON WORKS	Inv 3208468	-1,473.92
Check	11/04/2009	1594	Pfeffer, Hanniford & Palka	Inv 14075	-1,600.00
Check	11/04/2009	1595	SEVERN TRENT ENVIRONMENTAL SERVICES, INC	Inv 2043676	-185.16
Check	11/04/2009	1596	WASTE MANAGEMENT	Inv 3672226-1389-8	-94.91
Check	11/04/2009	1597	STATE OF MI	Inv 582096	-978.67
Check	11/13/2009	1598	AT & T	11/1/09 - 11/30/09	-385.27
Check	11/13/2009	1599	BRIGHTON ANALYTICAL	Invoices noted below	-268.00
Check	11/13/2009	1600	COOPERS TURF MANAGEMENT, LLC	Inv 7965	-595.00
Check	11/13/2009	1601	ETNA SUPPLY COMPANY	Inv 1742312	-13,500.00
Check	11/13/2009	1602	FONSON, INC.	Inv 8736	-4,778.09
Check	11/13/2009	1603	GEO TRANS, INC	Inv 50304625	-16.01
Check	11/13/2009	1604	K & J Electric, INC	Invoice 5001	-464.00
Check	11/13/2009	1605	NORTHWEST PIPE AND SUPPLY, INC.	Inv 103226	-22.90
Check	11/13/2009	1606	PVS Nolwood Chemicals, Inc	Inv 293767 & Credit 87694	-904.60
Check	11/13/2009	1607	Randy's Service Station	Maintenance of trucks	-938.86
Check	11/13/2009	1608	TETRA TECH, INC.	Inv 50308133	-95.00
Check	11/17/2009	1609	CLEARWATER SYSTEMS	Inv 729200 dated 10/3/09	-1,679.07
Check	11/17/2009	1610	Matt Betz	Refund on overpayment water/sewer, 4486 Qu	-118.80
Check	11/24/2009	1611	AT & T	11/13/09 - 12/12/2009	-116.60
Check	11/24/2009	1612	SEVERN TRENT ENVIRONMENTAL SERVICES, INC	Inv 2044070 & 2044068	-30,194.96
Check	12/01/2009	1613	AT & T Long Distance	Inv 849302503	-0.15
Check	12/01/2009	1614	AT & T	11/19/2009 - 12/21/2009	-182.89
Check	12/01/2009	1615	BRIGHTON ANALYTICAL	Invoices noted below	-268.00
Check	12/01/2009	1616	DTE ENERGY	Electric Service 10/28/09 - 11/24/2009	-278.73
Check	12/01/2009	1617	MICHIGAN CAT	Invoices noted below	-2,475.00
Check	12/01/2009	1618	SEVERN TRENT ENVIRONMENTAL SERVICES, INC	Inv 2044154	-71.12
Check	12/01/2009	1619	USA Bluebook	Inv 936326	-39.38
TOTAL					-74,068.60

10:08 AM

#592 OAK POINTE WATER/SEWER FUND

Capital Improvement

Payment of Bills

October 28 - December 3, 2009

Date Num Name Memo Amount

no checks issued

10:28 AM

#595 PINE CREEK W/S FUND

Payment of Bills

October 28 - December 3, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	11/04/2009	2050	Pfeffer, Hanniford & Palka	Inv 14075 dated 10/29/09	-550.00
TOTAL					-550.00

10:44 AM

#504 DPW RESERVE FUND

Payment of Bills

October 28 through December 3, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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no checks issued

10:36 AM

#503 DPW UTILITY FUND

Payment of Bills

October 28 - December 3, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	10/30/2009	1353	Carol Hanus	Toll free # and Internet Service	-122.15
Check	10/30/2009	1354	U.S. POSTMASTER	Mail Osmosis filters	-139.30
Check	10/30/2009	1355	WIRELESS ZONE HOWELL	Invoice 23519 & 23415	-383.93
Check	11/04/2009	1356	NORTHWEST ENERGY	Invoice 659783	-30.26
Check	11/04/2009	1357	SEVERN TRENT ENVIRONMENTAL SERVICES INC	Inv 2043676	-42.02
Check	11/13/2009	1358	U.S. POSTMASTER	Oak Pointe Qtrly billing Aug - Oct 09	-277.34
Check	11/13/2009	1359	CAVALIER	Phone	-18.95
Check	11/13/2009	1360	SWANN'S CLOTHING STORE	Safety boots	-403.63
Check	11/13/2009	1361	BUSINESS IMAGING GROUP	Inv 205978	-79.87
Check	11/13/2009	1362	LOWE'S	Supplies	-389.74
Check	11/17/2009	1363	Carol Hanus	Toll free #, Internet service, back up mc	-162.83
Check	11/17/2009	1364	DPW RESERVE FUND #504	per Ken Palka audit 9/30/09	-10,000.00
Check	11/17/2009	1365	General Fund Checking	Per Ken Palka audit 9/30/09	-20,000.00
Check	12/01/2009	1366	Blackburn Mfg. Co.	Inv 0362927-IN	-608.33
Check	12/01/2009	1367	Master Media	Inv 59372	-13.42
Check	12/01/2009	1368	SEVERN TRENT ENVIRONMENTAL SERVICES INC	Inv 2044154	-68.64
Check	12/01/2009	1369	Pfeffer-Hanniford-Palka	Inv 14172	-900.00
TOTAL					-33,640.41

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

October 28 - December 3, 2009

Type	Date	Num	Name	Memo	Amount
Check	11/04/2009	1623	GENOA TOWNSHIP-ADMIN FEES	Utility Bill Lake Edgewood 7/1 thru 9/30/21	-1,057.88
Check	11/04/2009	1624	DTE Energy	Electric Service 9/30 - 10/30/09	-520.27
Check	11/04/2009	1625	Pfeffer, Hanniford & Palka	Inv 14075	-1,300.00
Check	11/04/2009	1626	M & K Jetting and Televising	Inv 09386	-441.00
Check	11/04/2009	1627	Brighton Analytical L.L.C.	Inv 1009-65217 & 1009-65311	-144.00
Check	11/04/2009	1628	PVS NOLWOOD CHEMICALS, INC	Inv 292670	-1,114.60
Check	11/04/2009	1629	Fisher Scientific	Inv 9645007 dated 10/21/09	-678.14
Check	11/05/2009	1630	GENOA TWP-DPW FUND	Engineering & Director Invoice	-3,703.00
Check	11/05/2009	1631	SEVERN TRENT ENVIRONMENTAL SERVICES, INC	Inv 2043625 & 2043676	-8,026.71
Check	11/13/2009	1632	AT&T	11/7/2009 - 12/06/2009	-230.74
Check	11/13/2009	1633	Brighton Analytical L.L.C.	Inv 1009-65440 & 1109-65532	-134.00
Check	11/13/2009	1634	Consumers Energy	Gas Service 10/06/09 - 11/03/2009	-517.20
Check	11/13/2009	1635	COOPER'S TURF MANAGEMENT	Inv 7966	-372.00
Check	11/13/2009	1636	DTE Energy	Electric Service 9/30 - 10/30/09	-3,212.76
Check	11/13/2009	1637	FONSON, INC.	Inv 8737	-9,359.01
Check	11/13/2009	1638	GEOTRANS, INC.	Inv 50304624	-17.62
Check	11/13/2009	1639	K & J ELECTRIC, INC.	Inv 5006	-457.00
Check	11/13/2009	1640	NORTHWEST PIPE AND SUPPLY, INC	Inv 103414	-154.70
Check	11/13/2009	1641	Randy's Service Station	Maintenance of trucks	-316.35
Check	11/13/2009	1642	Tetra Tech MPS	Inv 50308128	-95.00
Check	12/01/2009	1643	Brighton Analytical L.L.C.	Inv #'s 1109-65718, 65620, 65738	-364.00
Check	12/01/2009	1644	MICHIGAN CAT	Inv #'s SD570014023 & 14024	-1,650.00
Check	12/01/2009	1645	PVS NOLWOOD CHEMICALS, INC	Inv 293766 & Credit 88215	-904.60
Check	12/01/2009	1646	SEVERN TRENT ENVIRONMENTAL SERVICES, INC	Inv 2044069 & 2044154	-8,057.59
TOTAL					-42,828.17

GENOA CHARTER TOWNSHIP
Regular Meeting
November 2, 2009
6:30 p.m.

MINUTES

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Steve Wildman and Jim Mortensen. Also present were Township Manager Michael Archinal and six persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Ledford, supported by Mortensen, to approve all items listed under the consent agenda as presented. The motion carried unanimously.

1. Payment of Bills
2. Request to approve minutes: 10-19-09

Approval of Regular Agenda:

Moved by Wildman, supported by Mortensen, to approve for action all items listed under the regular agenda. The motion carried unanimously.

3. Request for approval of a special use application, impact assessment and sketch plan for outdoor storage of vehicles located at 7208 W. Grand River Ave., Brighton Sec. 13, petitioned by John Conley.

A. Consideration of the Special Use Permit

Moved by Skolarus, supported by Wildman, to approve Special Use Permit for

1. Outgoing vehicles or shipments occurring after the normal hours of operation which is 8:00 a.m. to 9:00 p.m. shall be limited to five (5) per month.
2. After hours vehicle drop-offs shall not occur on the gravel area.
3. Additional evergreen trees shall be required to the south and west for residential screening. The amount of additional trees shall be determined by Township Staff once the leaves have fallen off the existing trees. The required screening will be completed no later than April 30, 2010.
4. The vehicles stored in the gravel area shall be parked in an orderly manner.
5. Vehicle salvage and repair shall not be permitted on the gravel portion of the site.
6. The height of any vehicles or equipment in the gravel area shall not exceed thirteen (13) feet.
7. No lighting will be installed in the outdoor parking area.

The motion carried unanimously.

B. Consideration of the Impact assessment (dated 9-29-09)

Moved by Ledford, supported by Hunt, to approve the impact assessment as submitted. The motion carried unanimously.

C. Consideration of the Sketch plan (dated 10-16-09)

Moved by Hunt, supported by Ledford, to approve the sketch plan as requested with the following conditions:

1. All conditions of the special use approval shall be complied with.
2. Compliance with item #3 in the Township Engineer's Letter dated October 6, 2009.

The motion carried unanimously.

4. Consideration of approval to transfer ownership of escrowed 2009 Resort Class C License issued under MCL 436.1531 (2) with Entertainment Permit, located at 20648 State, Onaway, MI 49765, Presque Isle County from Hard Rack Bar & Grill, Inc. to USG, LLC; and transfer location (Governmental Unit) to 3883 E. Grand River, Howell, MI 48843, Genoa Charter Township, Livingston County.

Moved by Wildman, supported by Smith, to approve the transfer of a Liquor License as requested for T. J.'s Barbecue Grill. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

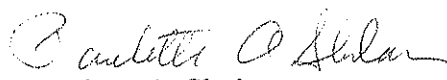
5. Consideration of approval to transfer ownership of 2009 Class C Licensed Business with Dance Entertainment Permit, located in escrow at 5311 Brighton Road, Brighton, MI 48116, Genoa Charter Township, Livingston County, from Frank Sample Enterprises, LLC to Agius, Inc.

The petitioner was not present when this item was called. Moved by Smith, supported by Ledford, to table the petition until the next regular meeting of the board. The motion carried unanimously.

6. Considering entering into closed session to discuss the purchase of real property for which a purchase agreement has not been offered.

Moved by Smith, supported by Ledford, to adjourn to executive session to discuss the purchase of real property. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

The regular meeting of the board was opened and adjourned at 7:55 p.m.



Paulette A. Skolarus
Genoa Township Clerk

Genoa Township Officials

Amended 06/15/2009

Amended Dec. 7, 2009

PLANNING COMMISSION (3-year term)

	<u>Term</u>
Dean Tengel	06/30/11
Barbara Figurski	06/30/12
Diana Lowe	06/30/11
Chris Grajek	06/30/10
Jim Mortensen	11/20/11
Doug Brown	06/30/12
Lauren Brookins	06/30/10

ZONING BOARD OF APPEALS (3-year term)

Barbara Figurski	06/30/12
Marianne McCreary	06/30/12
Joseph Perri	06/30/10
Michael Howell	06/30/11
Steve Wildman	11/20/11

BOARD OF REVIEW (2-year term)

Robert Lupi	12/31/10
Ron Matkin	12/31/10
John Kirsch	12/31/10
Carol Tangel	12/31/10
Barbara Figurski	12/31/10
Patricia Petrat	12/31/10

SELCRA

Jean Ledford	11/20/09
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SEMCOG

Jean Ledford	11/20/09
Paulette A. Skolarus	11/20/09

GENOA/OCEOLA SEWER AND WATER AUTHORITY

Robin Hunt	11/20/09
Gary McCririe	11/20/09

HOWELL PARKS AND RECREATION

Todd Smith	11/20/09
Gary McCririe (Alternate)	11/20/09

MHOG (Marion, Howell, Oceola and Genoa)

Robin Hunt	11/20/09
Gary McCririe	11/20/09

GREENWAYS

Paulette Skolarus

11/20/09

FOIA COORDINATOR

Michael Archinal

11/20/09

BRIGHTON FIRE AUTHORITY

Gary McCririe

11/20/09

Jim Mortensen

11/20/09

HURON RIVER- WATERSHED COUNCIL

Kelly VanMarter

11/20/09

Paul Edwards (alternate)

11/20/09

BROWNFIELD DEVELOPMENT

John Kirsch (1-year)

11/20/09

Jean Ledford (2-year)

11/20/10

Todd Smith (2-year)

11/20/10

James Mortensen (2-year)

11/20/10

Steve Wildman (2-year)

11/20/10

Paulette A. Skolarus (3-year)

11/20/09

Robin Lynn Hunt (3-year)

11/20/09

Gary McCririe (3-year)

11/20/09

ELECTION COMMISSION

Steve Wildman

11/20/09

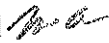
Jean Ledford

11/20/09

(Policy-officials-terms)

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 12/4/09

RE: Contract Changes

Attached you will find a new employment agreement for my position. 2010 will mark my 12th year as Genoa Charter Township Manager. Given the current state of the economy I have not asked for any compensation increase. I am happy to continue to serve under the existing terms and appreciate the opportunity to do so. The only substantive change to the agreement is the term, which is changed from three years to one year. If the economy begins to rebound I would like the opportunity to discuss changes to the agreement after 12 months instead of 36. I have been treated very well by the Township Board over the years. I appreciate the opportunity to continue to serve as your Manager.

Please consider the following action:

Moved by _____, supported by _____, to approve the Township Manager Contract as recommended by the Administrative Committee.

**GENOA TOWNSHIP
MANAGER'S EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Michael Archinal, of 2705 Hubert Road, Brighton, Michigan 48116, hereinafter referred to as "Manager".

WITNESSETH:

- 1) Employer hereby employs Manager and Manager hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
- 2) The term of this Agreement is one (1) year commencing January 1, 2010 and terminating December 31, 2011, unless sooner terminated by either party.
 - i) If the Township desires to terminate for misfeasance or malfeasance the termination shall be effective on the date written notice is delivered to Manager and Manager shall not be entitled to severance pay.
 - ii) If the Township desires to terminate Manager for any reason other than misfeasance or malfeasance, the Employer shall give Manager written notice of its intention to do so. In such event the Employer shall pay to Manager a lump sum severance pay equal to four month's salary less the usual, normal and lawful sums withheld from Manager's salary for compliance with State and Federal laws.
 - iii) If the Manager desires to resign and terminate his employment, he shall give to Employer sixty (60) days written notice of his intentions to do so. The Township shall have no obligation to give the Manager severance pay.
- 3) The duties of the Manager shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Manager shall work 40 hours per week and, in addition, shall attend all Township Board meetings, unless expressly excused from attendance by the Supervisor. Manager shall devote his entire time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
- 4) Employer agrees to pay Manager and Manager agrees to accept as compensation, the gross sum of \$97,000 for the term of the contract. The sum shall be paid to Manager in equal biweekly payments during the term of the contract.
- 5) Employer agrees to pay Manager for incidental expenses incurred in relation to activities approved by the Township.

- 6) Manager shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by the Employer.
- 7) Employer agrees to pay the cost of and provide for the benefit of the employee and during the term of this contract a term life insurance policy having a death benefit of \$250,000.
- 8) Employer agrees to pay Manager a car allowance of \$6,000 per year paid in 12 monthly installments.
- 9) Employer agrees to participate in the Municipal Employees Retirement System (MERS) and contribute the amount necessary for a C (New) MERS pension plan.
- 10) Employer agrees to pay for travel and subsistence expenses for the Manager to attend the Annual Conference of the International City Management Association
- 11) The effective date of this agreement is January 1, 2010.
- 12) The Agreement shall be binding upon and inure to the benefit of the Manager and his heirs and assigns and personal representatives and the Charter Township of Genoa.

IN WITNESS WHEREOF, the Township, the Manager, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Charter Township Board on December 7, 2009 and Michael Archinal, The Manager, has set his hand and seal, on the date indicated.

MANAGER – EMPLOYEE


GENOA CHARTER TOWNSHIP - EMPLOYER

 Michael C. Archinal
 Dated: December 8, 2009

By: _____
 Gary T. McCririe
 Its Supervisor
 Dated: December 8, 2009

By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated: December 8, 2009

MEMORANDUM

TO: Township Board
FROM: Michael Archinal 
DATE: 12/4/09
RE: Township Engineer Contract Changes

Please find attached a new contract for Tesha Humpriss. Tesha continues to provide excellent professional service for the Township. This contract provides for a compensatory increase of \$1,000 in the first year and no increase in the second. All other terms are unchanged.

Please consider the following action:

Moved by _____, supported by _____, to approve the employment agreement by and between Genoa Charter Township and Tesha Humpriss as recommended by the Administrative Committee.

**GENOA CHARTER TOWNSHIP
ENGINEER'S EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Tesha Humphriss, of 562 Rosemont Avenue, Saline, Michigan 48176, hereinafter referred to as "Engineer".

WITNESSETH:

- 1) Employer hereby employs Engineer and Engineer hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
- 2) The term of this Agreement is two (2) year commencing January 1, 2010 and terminating December 31, 2012, unless sooner terminated by either party.
- 3) The contract may be terminated without cause by the Township upon giving thirty (30) day notice to the Engineer. Likewise, the Engineer may terminate the contact on thirty (30) day notice to the Township.
- 4) The duties of the Engineer shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Engineer shall work 40 hours per week and, in addition, shall attend Township Planning Commission meetings. The Engineer shall also attend Township Board meetings, Marion, Howell, Oceola & Genoa Water Authority, and Genoa-Oceola Sewer Authority meetings as directed by the Township Supervisor or Manager.
- 5) Engineer shall devote her entire time and attention and her best energies and abilities to the performance of such duties as may be assigned to her by Employer, and shall serve Employer faithfully and diligently and use her utmost endeavors to promote the interests of Employer.
- 6) Employer agrees to pay Engineer and Engineer agrees to accept as compensation, the gross sum of \$74,500 per year prorated on a monthly basis for a term of 19 months. The sums shall be paid to Engineer in equal biweekly payments during the term of the contract.
- 7) Employer agrees to pay Engineer for incidental expenses incurred in relation to activities approved by the Township.
- 8) Engineer shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by the Employer except that the Engineer shall receive three weeks of paid vacation.
- 9) Employer agrees to pay Engineer a car allowance of \$6,000 per year paid in 12 monthly installments.

- 10) Employer agrees that it will periodically contribute to a qualified Deferred Compensation Retirement Plan ten (10%) percent of the employee's salary during each year on the contract term.
- 11) The Township agrees that both the Township and Engineer shall have full access to all records of the Township as they pertain to the management of utilities and site development. It is further understood that all work done by the Engineer shall be considered as the property of the Township.
- 12) The Township agrees that it shall provide to the Engineer a suitable office, located at the Township Hall, for the meeting of the public and for the performance of the Engineers duties.
- 13) The effective date of this agreement is January 1, 2010.
- 14) The Agreement shall be binding upon and inure to the benefit of the Township Engineer and her heirs and assigns and personal representatives and the Charter Township of Genoa.

IN WITNESS WHEREOF, the Township, the Manager, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Charter Township Board on December 7, 2009 and Michael Archinal, The Manager, has set his hand and seal, on the date indicated.

Engineer – EMPLOYEE

GENOA CHARTER TOWNSHIP - EMPLOYER

 Tesha L. Humphriss
 Dated: December 8, 2009

By: _____
 Gary T. McCrie
 Its Supervisor
 Dated: December 8, 2009


By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated: December 8, 2009

ADDENDUM

Township Engineer Duties and Responsibilities

1. Development of a collection system operation and maintenance manual for the Lake Edgewood, Oak Pointe, and Genoa Oceola sanitary sewer systems.
2. Monitor the existing infrastructure, including the collection system pump stations, to determine discrepancies from the design criteria.
3. Develop and make recommendations for preventative maintenance items.
4. Assist the Utility Director with miscellaneous operations projects.
5. Develop and make recommendations for infrastructure improvement projects.
6. Categorize and prioritize operational improvements.
7. Assist the Township Manager in updating, monitoring, and implementing the capital improvement plan (CIP).
8. Preparation of conceptual opinions of probable construction cost for road, sidewalk, and utility projects.
9. Develop procedures for in-house review and collection of escrow fees for site plan and construction plan review.
10. Review of site plans for engineering issues.
11. Review of construction plans for publicly owned water main and sanitary sewer.
12. Assist petitioners with preparation of Part 451 and Part 399 construction permits for municipal owned water main and sanitary sewer.
13. Submit construction plans to the Michigan Department of Environmental Quality for the necessary permits for construction of publicly owned water main and sanitary sewer.
14. Attend Township Planning Commission meetings where engineering issues will be discussed.
15. Regularly attend Marion, Howell, Oceola and Genoa Water Authority meetings.
16. Regularly attend Genoa Oceola Sewer Authority meetings.
17. Attend Township Board meetings at the request of the Township Manager or Supervisor.
18. Develop new and more effective programs and procedures for all areas within the engineering and utility departments.
19. Assist with coordination with the engineering consulting firm.
20. Construction project oversight.
21. Work with Utility Director on management of operations staff.
22. Provide in-house direction of infrastructure improvement projects recommended by the engineering consulting firm.
23. Work with residents on complaints with engineering issues, including storm water, utilities, paving, grading, and sidewalks.
24. Improve the Township storm water engineering standards. Update the standards to include a section on underground detention.
25. Continually monitor and recommend updates to the Township Engineering Standards.

MEMORANDUM

TO: Township Board
FROM: Michael Archinal 
DATE: 12/4/09
RE: Personnel Manual Change

The Administrative Committee is recommending a modification to the Personnel Manual. The last sentence in Section H page 10 is proposed to be changed from:

“This bonus is applicable to all permanent part-time and full-time staff classified secretarial.”

To:

“This bonus is applicable to all permanent part-time and full-time employees.”

Please consider the following action:

Moved by _____ supported by _____, to approve the modification to the Personnel Manual as recommended by the Administrative Committee.

Genoa Township Personnel Handbook

the Genoa Township Board. Temporary employees will not be eligible for merit step increases unless otherwise authorized in writing by the Genoa Charter Township Board.

3. Temporary employees will not be eligible for merit step increases unless otherwise authorized in writing by the Board.

H. LONGEVITY

Longevity compensation will be paid to eligible employees every Dec. 1st, beginning Dec. 1, 2001. To be eligible an employee must attain the specified tenure during the calendar year.

10 - 14 years	\$ 500.00
15 - 19 years	\$ 750.00
20+ years	\$1,000.00

Part-time employees will be given the longevity bonus based upon the actual hours worked in a calendar year. Their 12-month salary, as of Nov. 30th of a given year, will be divided by the potential salary should they have worked full time. E.g. If their annual salary is calculated to be \$20,000.00 and they earned \$10,000.00, they will receive a bonus equal to 50% of what is allowed. This bonus is applicable to all permanent part-time and full-time employees.

I. OVERTIME

Overtime is generally discouraged and employees will not be allowed to work overtime without prior authorization from the Department Head or Township Manager. However, on rare occasions when overtime is required, the Township will compensate employees at one and one-half times their regular rate of pay to the extent required by

Genoa Township Personnel Handbook

the Genoa Township Board. Temporary employees will not be eligible for merit step increases unless otherwise authorized in writing by the Board.

3. **H.** The Genoa Township Board. Temporary employees will not be eligible for merit step increases unless otherwise authorized in writing by the Board.

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I. OVERTIME

Overtime is generally discouraged and employees will not be allowed to work overtime without prior authorization from the Department Head or Township Manager. However, on rare occasions when overtime is required, the Township will compensate employees at one and one-half times their regular rate of pay to the extent required by

MTA 2010 Budget

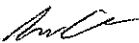
Following is a proposal for consideration of expenses relating to the January 2010 MTA Conference:

ATTENDEE: _____

1. Conference fees	\$ 265.00	_____
2. Room	\$ 126.50 per night	_____
3. Mileage	\$ 121.00 (55 cents per mile for 220 miles)	_____
4. Parking	\$ 15.00 per day	_____
5. Food	\$ 100.00 per day	_____
	TOTAL:	_____

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 12/4/09

RE: Graphic Design Contract

Tom Bloomer and I have reviewed the proposals in response to our RFP for graphic design services. We received three proposals: Abovo Visual Communications, David Karamidas and Littlefish. Copies of the proposals are attached for your perusal. We are recommending an award to Abovo.

Abovo has been recommended by several local organizations including Howell Area Parks and Recreation Authority. Their quoted price is \$1,200 (Littlefish \$4,000, David Keramidas \$2,500). Tom has worked with Abovo in the past and considers them highly qualified. Their proposal and sample art work is very professional.

Moved by _____, supported by _____, to approve a contract award for graphic design services to Abovo Visual Communications as presented.

Graphic Design & Illustration



Presents...

Response to your request for proposal

Logo Design

Genoa Charter Township, MI



Susan Pominville
5075 N. Burkhart Road
Howell, MI 48855

517.545.5000
734.758.5859 fax
susan@abovo.net
www.abovo.net



PROPOSAL OVERVIEW

Abovo Visual Communications is pleased to respond to your request for proposal to design a new logo for Genoa Charter Township that reflects the new brand identity statement.

This proposal includes the cost of creative services including options for logo concepts, edits, and color studies. The final logo will be suitable for use on letterhead, business cards and other visual media including your website. I will be happy to provide vector based artwork suitable for large formats and other signage needs. All requested formats will be provided on a CD.

I believe I am uniquely qualified to design this logo for the following reasons:

- I have worked as a graphic artist for over 15 years and have owned my own studio for over 12 years. Throughout this time I have helped numerous businesses create and implement brands that helped their businesses grow and prosper.
- I have worked with many types of organizations including government, educational institutions, manufacturers, professional services firms and nonprofit organizations and have come to appreciate the unique challenges each of these groups face.
- Growing up in Livingston County, and having a long family history here, it makes me especially proud to be part of the continuing effort to make my community a friendly, inviting place for people to live and business to grow.



**ABOUT
ABOVO VISUAL
COMMUNICATIONS**

My name is Susan Pominville and I began my career at Eastern Michigan University where I studied for two years as a marketing major and spent both years on the Dean's list. After two years I decided to pursue graphic design and transfer to Kendall College of Art and Design, in Grand Rapids, Michigan. I earned a BFA and graduated with honors majoring in Visual Communications with a concentration in Illustration, Marketing and Small Business.

In 1996 I formed Abovo Visual Communications, a graphics studio that provides graphic design and illustration as well as communications planning, event based marketing, and development of sales and marketing collateral. Our clients include high-technology firms, educational institutions, manufacturers, professional services firms, and marketing communications firms. I also have a commitment to serve nonprofit organizations.

I am careful about the projects that I take on, making sure I feel confident that my design or illustration skills can best fulfill the clients' needs. I founded my business on the belief that hard work and honesty would attract outstanding clients. Today I believe that statement to be even more important and true than I did when I wrote it 12 years ago. Having fun, creative, honest, clients that work as hard as I do has made my business not only successful but something that I look forward to doing every day.



**WORK
SAMPLES**



An effective logo must be effective without color and must be scalable—i.e. effective with just an inch in size.

The Howell Area Parks & Recreation Authority contracted me to design a logo that represented their members— preschool through seniors, spoke to their seasonal work and relayed a message of enthusiasm and fun. In this logo I used the seasons as an obvious representation, but with a more subtle reference relating age to the seasons. The spring flower represents preschoolers, the bright orange sun represents youth, the out-of-the box haven't figured out where you fit swirl represents teens, the fall leaf represents adults, and the gathering of happy snowflakes represents seniors. This logo has been implemented on letterhead, business cards, note cards, banners, a website and a host of promotional products.

After creating this initial logo they had me expand the symbolism into separate logos representing each of their individual organizations within the Parks & Recreation Authority.





WORK
SAMPLES



When I was young my Grandmother would always point out The Opera House as we drove through town and tell about seeing shows there when she was a young girl. My first tour of The Opera House was during Melonfest in 2001. I was amazed at the history that had been preserved and offered to donate my graphic services.

I volunteered to help the promotions committee as we worked to create an identity that would honor the history of the building and also promote the organization as an arts and cultural center. We decided the name needed to stay simple and descriptive, and that we could use four words to help specifically define our intent. In the logo the building represents the history while the flowing artistic font and bright colors help define this organization as artistic, contemporary and futuristic. We then worked to develop a tag line that is inviting and straight to the point. We want you to "Come Inside!" This logo has now been implemented on signage, a website, stationary package and many other promotional items. Today I continue to help with event promotions, fundraising materials, and sales support materials.



Come Inside!

WORK
SAMPLES

Howell's Downtown Development Authority recently contracted me to design a new logo to represent Downtown Howell. Over the past two years they had been heavily promoting a "Shop Downtown Howell" brand and wanted to continue to promote the "Shop" brand feeling that they had begun to establish some brand identity. Instead of having two competing images for one downtown I suggested they incorporate some of the same imagery and colors of the "Shop" brand to build on the identity they had already established.

Below is the new Downtown Howell logo and some samples of how this brand has been implemented. This logo has also been used on several promotional pieces as well as signage and a new website: DowntownHowell.org





WORK
SAMPLES

Here are a few other samples of logos I've designed. All of these logos have been implemented in a variety of formats all of which include stationary packages, signage, websites and other promotional materials.





**WORK
SAMPLES**

I designed the brochure below for Simon and Schuster to use to promote Bowker's PubEasy product. The great feature of this product is that since it is web-based it can be used anywhere, anytime. Simon & Schuster was so thrilled with this concept and design they ordered an additional 6,000 brochures to be included in all of their fall catalogs.



Below is a section of a large poster I designed for the City of Westland. This poster was distributed to all Westland Residents as part of an education series that was working to teach residents what they could do to help clean up the Rouge River.

When it comes to pollution, every home is waterfront property.

The Rouge is getting cleaner....

Over the past five years, municipal sewer improvements and stormwater retention projects in Westland have done a lot to clean up the Rouge. Cleaner water and other park improvements mean more recreational opportunities for us all. In our urban area, having a clean river close by is a gift to our children and grandchildren.

But the water quality clean up is not done yet.

To make the Rouge River even cleaner and keep it that way, we all have to work to do All Westland's streets and driveways drain to storm drain pipes connected to the Rouge River. When the stormwater runs off, it carries pollutants like soil particles with fertilizers and pesticides, bacteria from animal wastes, and oil, grease, salt and heavy metals from roads and driveways.





**APPROACH
TO THE
PROJECT**

My approach to starting any new project is to listen to your goals and objectives. I have read your brand identity statement but, before beginning concepts, I would like to meet and get some general input on your goals and speak about any thoughts you may have on images or color.

After gaining a clear understanding of your vision I would ideally spend two weeks on my initial concept phase researching, sketching and conceptualizing. At the end of two weeks I would present two or three distinct concepts. A good logo must be effective without color and since color can be very influential in choice of design I usually present this first round of logos as black and white designs. The second phase of refining the initial concept can usually be complete within a week. Once we have completed revisions and the best design is chosen I would, again ideally, take a week to work on and present color variations. This gives me an opportunity to get feedback and have the opportunity to step away from the project and come back with fresh thoughts. Any final color tweaking could be finished within a few days.

I am accustomed to meeting stringent deadlines so the above time line is my ideal but I am willing to meet any deadline requirements necessary.



**APPROACH
TO THE
PROJECT**

I have estimated the following costs for your logo design.

OPTION I

- Research, Sketching and Conceptualizing resulting in three finalized concepts \$ 525
- Edits and refining initial designs after gaining client input this takes into consideration four rounds of edits \$ 450
- Samples of color variations \$ 225

OPTION I PROJECT TOTAL \$1,200

OPTION II

- Client provides research and rough ideas/imagery, Abovo creates two finalized concepts based on ideas/imagery provided \$ 300
- Edits and refining initial designs after gaining client input this takes into consideration two rounds of edits \$ 250
- Samples of color variations \$ 225

OPTION II PROJECT TOTAL \$ 775

In addition to the above I will:

- Provide a CD with a black and white logo and color logo in all requested formats
- Work closely with final production vendors (print or web) to make sure the final products are of excellent quality and match specifications
- Manage and archive all files so that any necessary formats of the logo can be easily retrieved and forwarded to vendors or media in the future



925 W. Grand River Ave.
Howell, Michigan 48843
517.546.0693
517.546.6018 Fax
www.howellrecreation.org

Communities coming together to enrich lives by promoting active and healthy lifestyles

October 22, 2008

Susan Pominville
5075 N. Burkhart Rd.
Howell, MI 48855

Dear Susan,

I just wanted to take this opportunity to thank you for creating one of the most innovative and creative logo's that a parks and recreation organization could possibly have and a logo that truly captures who we are as an organization.

The logos that you have designed for us are truly works of art. You listened to our needs, made sure you knew our mission and vision, and worked with us to capture what we feel is truly a new identity that embodies our seasonal work within the three areas of concentration – sports, enrichment and special events. You gave us something that reflects our values and the fun we have in the work that we undertake. And to top it off, you worked fast and efficiently, worked within our budget, always asked for input, and gave us final designs for our letterhead, envelopes, business cards, etc. in formats that not only a printer needs but are usable and easily transferable to our computer workstations.

The entire staff and board have expressed their absolute satisfaction in our new look and we all feel that we finally found our own unique identity as we transitioned out of being a department within the City of Howell this past July. Our standards were high when we began the work to find our new image and you delivered exactly what we were looking for – we are so proud to show off our new look and we have had nothing but compliments since we unveiled it. To sum up the impact that our logo has created: Quality at its best!

Thanks so much Susan! I can't think of anyone else that we would rather work with or understands our vision as much as you do and can translate that into a design on paper. We will be forever grateful to you for bringing your most creative and innovative influences into the work that you've presented us. We look forward to many more years utilizing all your artistic abilities.

Deborah E. Mikula
Director



LaLonde & Co., Inc.
INTEGRATED MARKETING MEDIA

October 15, 2008

239.628.3291
bevalonde@gmail.com

LETTER OF PROFESSIONAL REFERENCE FOR SUSAN POMINVILLE

As a graphic designer at LaLonde & Co., Susan Pominville worked on a variety of campaigns for municipal and nonprofit clients, including:

- **City of Westland Downtown Development Authority**
"The Place to Be" business development materials, River Rouge Restoration Project, DDA newsletter
- **Michigan Municipal Risk Management Authority (MMRMA)**
Annual reports and quarterly newsletter
- **City of Saline DDA**
Retail development brochure, history brochure and DDA calendar
- **Village of Chelsea DDA**
Parking awareness brochure
- **Washtenaw County Workforce Development Board**
Newspaper insert featuring Ypsilanti Pride Day and brochures on home heating, housing assistance

Susan also worked on fundraising and image campaigns for numerous nonprofits, including the University of Michigan-Dearborn, Arbor Hospice, Alzheimer's Association, Ypsilanti District Library, and the Family Learning Institute, a literacy development center.

Susan's talent as a graphic designer is matched by her knowledge of print and multimedia production, which saved our clients both time and money. She is also an excellent brainstormer, skilled in all the essential graphic design software programs, and a Photoshop wizard.

She is dedicated to her profession, meets deadlines, and has demonstrated her ability to work with the most demanding clients and staff, myself included. She is truly one of the most genuine, giving persons I have ever met and I recommend her with the highest confidence that you will find her as valuable a designer as I have. Please feel free to contact me at 239-628-3291 with any questions.

Sincerely,



Beverly LaLonde



October 8, 2009

To Whom it May Concern:

The purpose of this letter is to provide a professional reference and recommendation for Susan Pominville of Abovo Visual Communications. I have had the pleasure of working with Susan for two years on a variety of projects. This includes developing news advertisements, logos, posters, brochures, coasters, buttons, letterhead, postcards, and brand consultation for Downtown Howell.

Susan has consistently, and without fail, been able to deliver all of our projects on-time, under-budget, and with great professionalism. Susan consistently delivers more than requested, and amazingly, always seems to exceed expectations. What else can I say?

Nathan J. Voght, AICP
Director
Howell Main Street and Downtown Development Authority
122 State Street
Howell, MI 48843

October 23, 2008

To whom it may concern,

This is a letter of recommendation for Susan Pominville. During the several years Susan has been designing our countywide events brochures we continue to see improvements in their quality. Each brochure seems better than the previous one.

Our signature publication the visitors guide, changes each year and Susan must design brochures that complement each new issue. It is essential the companion events brochures coordinate with that guide because they are most always distributed together. Susan has always managed to deliver brochures that look great with each issue of the visitors guide.

Because she is a gifted artist, Susan never disappoints when it comes to creating the kind of imagery that compels potential visitors to read our brochures. When marketing a destination to visitors you frequently need to utilize maps. Susan is adept at creating and updating maps that are attractive and user friendly. She is reliable, adheres to deadlines, and often anticipates our needs to make sure her schedule will accommodate the regular issues of our brochures.

We are especially proud of our most recent Autumn Events Brochure which can be found on our website www.lccvb.org under Family Friendly/Events. It is a new and very attractive format that Susan recommended and a piece that we received many compliments on. In my opinion, you won't find a more talented designer than Susan.

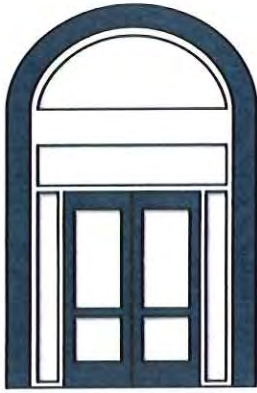
Please feel free to contact me if you have any questions.

Most sincerely,



Barbara J. Barden
Executive Director





Howell Area CHAMBER *of* COMMERCE

123 E. Washington St. • Howell, Michigan 48843 • (517) 546-3920
FAX (517) 546-4115 • howell.org • E-mail: chamber@howell.org

October 22, 2008

To Whom It May Concern:

I have worked with Susan Pomerville at Abovo Visual Communications on a number of projects for the Michigan Challenge Balloonfest. We are currently working on a logo to celebrate the 25th anniversary of the event in 2009.

With the new logo, Susan has blended the tradition of the event's history with up-to-date colors, fonts and graphics. The designs build on the successful tradition of the event, while creating a visual that can be marketed to today's target audience.

In addition, I have found Susan to be a very professional business partner. She takes pride in her work and strives for an end product that is creative, visually appealing, within budget and meets program objectives.

Sincerely,

Michelle Tokan
Michigan Challenge Director



To Whom It May Concern:

This letter is to strongly recommend Abovo Visual Communications, Susan Pominville, for her outstanding graphics design work as well as consultation on marketing concepts, print advertising, and print materials. Susan has worked with me in both a profit and non-profit perspective. With my personal involvement as co-owner of HUBTV and past President of the Livingston Arts Council/The Opera House, I have had nothing but positive experiences. Her ability to listen to the needs of the business or organization and turn those needs it into a creative design has always produced higher than expected results.

In creating the HUBTV logo she created a concept that graphically provided what we were looking for, an image that represented our television station being located between Lansing and Detroit. The flexibility we have with our logo is critical and provides the brand recognition we were looking for.

Regarding "The Opera House" logo and brochure design work, Susan has dedicated countless hours to our project and has created a means for which the organization can build brand awareness with a class and style that is required for the organization. The results of the efforts put forth, with the branding based on the work that Susan created, will be a positive impact for decades to come.

Overall, every request of Susan has been met with the utmost professionalism, her creativity has been outstanding, and the end products have always exceeded expectations. In the future we will continue to work with Abovo Visual Communications for all of our design work. I would highly recommend this company to anyone.

Regards,

Brent

Brent T. Earl
Executive Producer
HUBTV Production Company

And

Board Member of Livingston Arts Council

Livingston Business Forms & Promotional Products

102 N. Michigan Ave. • PO Box 1137 • Howell, MI, 48843 • (517) 548-3917 • Fax (517) 546-1953

October 23, 2008

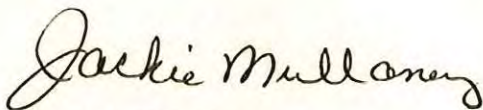
This is a letter of reference for Susan Pominville of Abovo Visual Communications. We first started working with Susan about seven and a half years ago. We had worked with several other graphic artists prior to that time and were frustrated at the amount of time it took in follow up to get exactly what the customer wanted in their design.

In any printing business, the artwork is the critical component to a successful result. We have found that working with Susan the process is much easier because not only is the design superior but the prepress time is so much faster. And, as we know, time is money (both for us and the customer).

Our business is very diversified in that we print or engrave on everything from paper, plastic, rubber, glass to metal. We have found that regardless of the medium being used, Susan knows what to do in a prepress operation. I can't begin to tell you what that means to us.

If you would like any further information about our relationship or information about specific projects, I would be happy to talk to you.

**I can best be reached on my cell – 313.319.5337 or by email:
sales@livingstonpromoproducts.com.**



**Jackie Mullaney
Owner**



October 22, 2008

To Whom It May Concern:

This letter is my personal recommendation for Susan Pominville of Abovo Visual. I have been working with Susan for many years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Susan is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully developed several marketing plans for my business and my Howell events that have resulted in increased revenue. Her professionalism is displayed throughout my store. She helped develop the color scheme, logo, and print advertising.

Though she was an asset to my marketing efforts, Susan was also extraordinarily helpful in other areas of the company. In addition to marketing plans, Susan assumed a leadership role with the Harry Potter Downtown Party, inspiring and motivating other with her creative thoughts and ideas.

I highly recommend Susan for work in the Howell area. She is a hard working, believes in Downtown Howell and would make a great asset to any organization.

Sincerely,

Mary Ellen Aria
Aria Booksellers

RECEIVED
OCT 13 2009
GENOA TOWNSHIP

littlefish



Thank you for considering Littlefish Design to create the identity system for Genoa Township.

We firmly believe good design is design that can be executed, maintained and bring delight to those for whom it is created. Design is driven by the client, the product of a team effort for an end user to experience, not the personal expression of a single designer. Through honest dialogue, we research a project, define our role as a team for the client, and set realistic budgets and timelines. It is a fine balance between creativity and logic that defines the success of a project. We believe our success in creativity comes from a logical approach based on respect.

Our name, Littlefish, comes from our firm resolve to make projects about the project, not about us, no matter the size. It also reminds us of our responsibility to all the stakeholders, from municipal member, to business owner, to the youngest and eldest resident.

Thank you for the opportunity to help shape the character of Genoa Township.

Angela Matthews
Founding Principal and Senior Creative Director



OUR APPROACH: RESPECT

We believe our success in creativity comes from a logical approach based on respect. We respect people through the big picture, the budget and the environment.

Respecting the Big Picture

Respecting the big picture means designing in terms of a master plan. Many projects are one piece of a bigger plan, or the first phase of a larger process. To facilitate change and growth, we prefer to design systems composed of elements that can be arranged to create individual programs, can be expanded to coordinate with other projects, and can be implemented in stages. We believe designing in this manner gives the client the most efficient use of design fees and the greatest flexibility for phasing in the implementation of elements as their budget allows.

Respecting the big picture means respecting the community. Honoring history, learning from it and preserving it, keeps us focused on defining our challenge as designing for the life of people. Recognizing the legacy of what we leave behind reinforces our responsibility. What gives us pause is best summed by the writings of Whitman, "We affect each other without ever seeing each other and never to perhaps see each other." We embrace his sentiment; the thought is wonderful.

Respecting the Budget

Budgets should not dictate the concept of a project. Large budgets may allow for expensive materials, but fancy materials cannot mask poor design. Small budgets do not mean limited creativity. It is possible to do a lot with a little. Good design is design that can be implemented, which means the design must respect the budget. By understanding materials and production methods, a great design can be fabricated within budget without sacrificing concept.

Respecting the Environment

This proposal is printed on paper milled by Green E certified renewable wind generated electricity by a FSC certified mill. The binding spine of this document can be removed by pulling on the bottom loop, to facilitate recycling

We are sensitive to environmental issues, and we recognize many materials can brag high environmental standards. Each material and product has varying degrees of eco-friendliness. Something could be made of 100% recycled materials, but might need to be shipped 1,000 miles, which would increase the carbon footprint by increasing vehicle emissions. We evaluate the pros and cons of materials and suggest those which will meet budget, be most durable, and be most environmentally responsible. We put the emphasis on the process of manufacturing, rather than emphasizing the product.

This project has the possibility of being designed, produced and printed by using only Michigan companies. Local not only means sustainable for the environment, it means sustaining our businesses, tax bases and communities.

Being “green” requires more than specifying 100% post consumer content paper. Planning for components, for growth and change is part of a sustainable system. A well written standards manual is a tool for those in charge of continuing and maintaining the components of an identity system. It explains the form and function of the system, the programs constituting the system and the elements contributing to the programs. The purpose of a standards manual is to keep a consistent and functional system by eliminating unnecessary production, reducing the environmental impact. As a community grows and changes, multiple people will be responsible for the preservation and care of the investment made in this effort. Many of these people will not be present during the creation of the system. The key to maintaining the system is the careful documentation of process, guidelines, and user groups for future comprehension. Consistent use of typography, color, symbols, materials and nomenclature within the system is essential to a long term, functional and effective identity system.

Respecting the Client

We firmly believe design is driven by the client, the product of a team effort for an end user to experience, not the personal expression of a single designer. We believe our success in creativity comes from a logical approach based on respect, therefore, we involve the Client in the design process. We draw together, we vision together and we create together. We do not make a practice of meeting with a client, leaving and drawing in our studio alone, and presenting back a choice of concepts in a choice of color. Rather, through visioning sessions, we listen to your story, concerns, likes, dislikes and inspiration. Color theory, form and function are defined by the Client and documented by the designer.



OUR QUALIFICATIONS

The following pages provide an outline of our approach, the resumes of Angela Matthews and Matt Siegrist, and examples of our work. We believe the best way to communicate our qualifications is to have our clients tell you themselves. The following testimonials are from our past and current clients.

Testimonials

“My work with Angela Matthews and Little Fish has been nothing but enjoyable and professional, and has resulted in exquisite work for the benefit of my law firm. Angela’s talents and knowledge continue to amaze me, and her energy is contagious.”

Kelly A. Myers
Myers & Myers, PLLC

“Angela Matthews and her company provided professional services for Professional Concepts Insurance Agency on a couple of projects. Angela’s services were professional, on time and extremely creative. I highly recommend Angela for your professional needs.”

Kim Fricke-Young
Professional Concepts Insurance Agency

“When I first met Angela I had a vision for my company and the direction I wanted to go, but I didn’t yet have an identity that I could articulate. I had some ideas of what I wanted, a vague look and feel but nothing yet cohesive. Angela has a interactive creative process that allowed me to draw deep from within in a way that gave me exactly the identity I was looking for. The result was a whole company branding that I have been able to build on as my company grows and evolves. Angela has a true genius when it comes to understanding exactly what you are looking for. Angela is professional, on time, on budget, intuitive and very creative. I would recommend her to anyone who wants their project to be outstanding.”

RISE Consulting, LLC
Sherri Richards

“Angela is amazing to work with. She has a methodology that enables the development of an identity that truly fits. I have recommended to her many and will continue to do so.”

Lisa Nelson
Hush Intimate Apparel

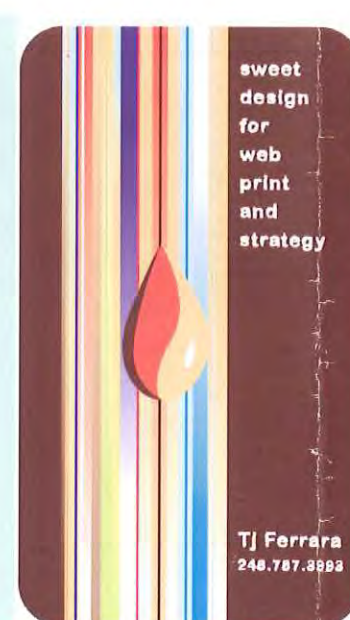
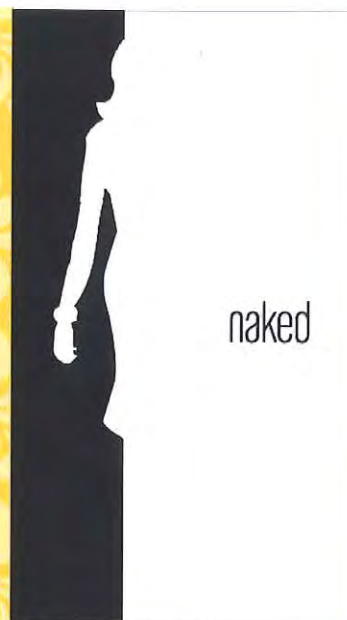
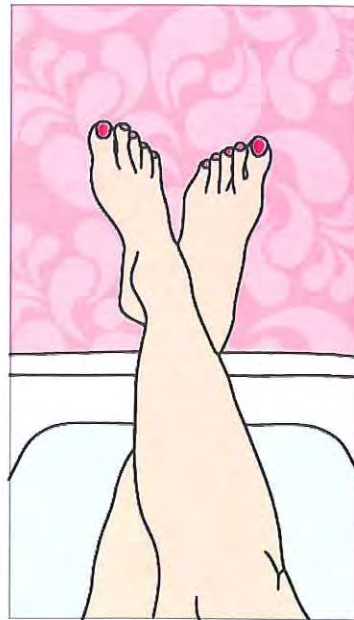
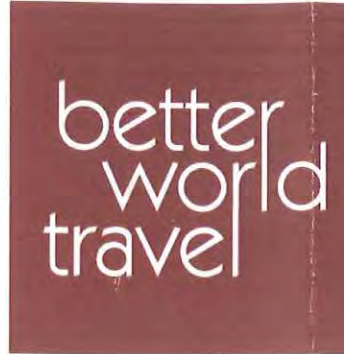
Working with Angela and Littlefish has been an absolute pleasure. Angela’s level of professionalism and creativity is what makes her successful. Her ability to work within a budget, while providing numerous creative solutions, has enabled us to develop thorough environmental graphics presentations.

Christie Johnson, HDA
Steelcase

Angela Matthews and Littlefish Design have been very valuable in creating an identity for my company as well as assisting our City Council and Planning Commission in understanding the principles of signage and wayfinding. I highly recommend her and her company.

Cory Johnston
Johnston Design, Inc.





Project by Phase

After a kick off meeting at the offices of the client, Littlefish proposes the project to follow the phases described below:

Phase I: Vision Wall

Based on the design direction provided by the Client, the Team will develop concepts by collecting images and exploring opportunities to express the identity. The objective of the vision wall is to define a design direction for the Project and to identify future projects including, but not limited to, print collateral, stationary, web and identity standards. This presentation will be held at the Team's studio.

Deliverables for this phase will include an 8 1/2 x 11 booklet summarizing the vision wall to be distributed after presentation.

Phase II: Conceptual Design

With the input and design direction provided by the Client during the visioning session, concepts for logo design, typefaces, symbols and motifs will be created. The work will be presented to the Client to obtain necessary approvals to proceed. Deliverables for this phase will include loose sketch drawings, photo images, samples and computer graphics as needed to explain the conceptual intent; the final deliverable being logo art in raster and vector digital formats.

Phase III: Design Development

Design Development will provide design resolution of all reviewed conceptual components. During this phase the Team will prepare detailed drawings of logomarks, selection of type styles, color, materials, finishes, and fabrication techniques will be documented in detail.

Design of print materials including business cards, stationary, and collateral will be completed in this phase. Printing techniques, ink and paper selection, and finishing will be designed to the Client's budget. Work in this phase will be suitable to indicate initial design intent and could be used to obtain preliminary budget input from a reputable printer. Final files from the Team will be working art files, however, pre-press and pre-flight work will be completed by selected printer.

Phase IV: Printer Coordination

This phase includes reviewing design intent documentation with the selected printer, coordination for prototypes as required, and time required to coordinate with printer to refine design and meet the established fabrication budget, including press checks.

Timeline

Assuming an November 09 start date, we suggest creating a schedule with deadlines that will coincide with previously scheduled township meetings.

November 09 Kick off meeting at the offices of the Client

November 23 Phase I complete

December 04 Phase II complete

December 15 Phase III complete

December 29 Phase IV complete

Professional Fee Breakdown

Our suggestion for the best use of budget is to set aside at least \$3,500 for anticipated printing costs. Total professional design fee is \$4,000. Fee will be billed by 30% down to begin, and the remainder billed by phase completion.

angela matthews

Education

1999	Western Michigan University Bachelors of Art, Graphic Design Creative Writing Minor Marketing Minor
1995	Pinckney High School Vocational Education, Visual Imaging

Experience

2006 to Present	Founding Principal Littlefish Design Brighton, Michigan
2007 -2008	Adjunct Faculty Wayne State University Detroit, Michigan
2005-2006	Director of Environmental Graphics LS3P Associates Charlotte, North Carolina
2003-2005	Director of Environmental Graphics JPRA Architects Farmington Hills, Michigan
2001-2003	Environmental Graphic Designer Ford and Earl Associates Troy, Michigan

Respective Projects

- Renaissance Center Interior Wayfinding
Detroit, Michigan
- Pfizer Research and Development Comprehensive Wayfinding
Ann Arbor, Michigan
- Northlake Mall Comprehensive Wayfinding and Environmental Graphic Design
Charlotte, North Carolina
- Vaughan Mills Comprehensive Wayfinding and Environmental Graphic Design
Vaughan, Ontario
- Downtown at the Gardens Comprehensive Wayfinding
Palm Beach Gardens, Florida

Professional Organization

2007- 2009	Society for Environmental Graphic Design (SEGD) Michigan Chapter Chair
2001- 2009	SEGD- Active Member

Awards

1997	Student Organization Award, WMU
1995	Guetenberg Award
1995	D.E.C.A State Award
1995	M.I.T.E.S State Award

matthew siegrist

Education 2001 Western Michigan University
Bachelors of Art, Graphic Design

Experience 2009 to Present Senior Vice President of Design Development
Littlefish Design
Brighton, Michigan

2005-2009 Environmental Graphic Designer
JPRA Architects
Novi, Michigan

2001-2005 Emergency Signage Coordinator
Western Michigan University
Kalamazoo, Michigan

1999-2001 Sign Technician/ Designer
Western Michigan University
Kalamazoo, Michigan

Respective Projects Northlake Mall Comprehensive Wayfinding and Environmental Graphic Design
Charlotte, North Carolina

Oyster Bay Mall Comprehensive Wayfinding and Environmental Graphic Design
Oyster Bay, New York

Metropolis Mall Comprehensive Wayfinding and Environmental Graphic Design
Plainfield, Indiana

The Gardens Mall Comprehensive Wayfinding
Palm Beach Gardens, Florida

Centropolis Comprehensive Wayfinding and Environmental Graphic Design
Laval, Quebec

Crossiron Mills Comprehensive Wayfinding and Environmental Graphic Design
Calgary, Alberta

Cherry Hill Mall Comprehensive Wayfinding and Environmental Graphic Design
Cherry Hill, New Jersey

David Keramidas

ADVERTISING DESIGN & PRODUCTION
6530 Challis Ct. • Brighton, MI 48116 • 810-225-9680

October 8, 2009

Mr. Mike Archinal
Genoa Township Manager
2911 Dorr Road
Brighton, MI 48116

RE: RFP - Genoa Charter Township Logo

First of all I would like to thank you for the opportunity to present my proposal regarding the design of a branding identity for the Township. I have lived in the area for 11 years and wished I would have found out about it years earlier. The area has such potential for growth in all areas, such as business, residential and recreational. And, by being directly involved with many companies in designing their corporate identities, I know how important the image must be. It is with this expertise, I feel capable of discussing the needs and wants of the Township and providing you a contemporary and lasting image that truly represents the image of the Township.

BACKGROUND:

Since 1973, I have worked in the field of graphic art, owning two studios, that provided graphic design, art & typesetting and pre-press production.

With offices in Birmingham, Michigan and Boca Raton, Florida, I serviced advertising agencies of all sizes as well as working directly with clients.

My experience encompasses everything from logo design to brochures; from newsletters to annual reports; from point-of-purchase to retail newspaper ads.

Recently I produced a temporary "Naturally Spectacular" logo design for the Township. Although the design was used in its rough stages, it certainly worked well for the time being.

PROJECT UNDERSTANDING:

My first perception of this project is selecting the most important and visible features Genoa Township has to offer. I feel strongly about defining the Township as a "Go-To" destination that can be called home to families and businesses alike. These key strengths could be highlighted in visuals depicting Living, Working and Relaxing in Genoa Township.

PRODUCTION:

There will be an initial meeting to gather input and ideas from the Township Board. I will be returning with at least, but not limited to, six designs that I feel will convey the Board's requests.

After reviewing these first designs, a second round of altered logos will be presented incorporating all input from the Board.

At a second meeting the revised designs will be shown. From this group of designs, one final logo version will be selected.

I will then produce multiple versions of this selection utilizing multiple color combinations and/or design configurations.

At a third and final meeting a final version of the logo will be selected.

Final art will then be produced in all formats needed: Vector, jpeg, pdf and eps in both full-color and b/w.

This time for this whole process can be determined by the Board. I will work as quickly as necessary to accommodate all schedules.

PROJECT COST: Not to exceed \$2,500.00

The cost for this process will be determined by the logo version selected. Naturally, a logo with no custom illustration or stock photography would be less expensive than versions that have these elements.

The fee includes all meetings, design time, color proofs, final art and electronic files.

All creative will be delivered in digital formats on CDs.

There will be no other costs or obligations assessed to the Township.

CLIENT LISTING:

The Detroit People Mover

RocketScience Marketing

National Blind and Wallpaper Factory

Nancy Rosen & Associates

Factory Direct Marketing

Shamrock Companies

PROJECTS:

Annual Reports;	Healthcare, People Mover
Brochures;	Human resources, financial, heavy equipment, law, trucking
Catalogs;	Electronics, Home decorating, Home building products
Newspaper ads;	Homebuilders, Furniture, Food, Financial, Retail, Real estate
Magazine Advertising;	Heavy equipment, Telephone systems, Trucking
Newsletters;	Weight management, Builders, Real estate
Logo Design;	See Attached
Direct Mail;	Wallpaper & blinds, Contact lenses, Hearing aids

REFERENCES:

Mr. Kelly Neill
Owner/Principal
RocketScience Marketing, Inc.
31 Oakland Ave. • 2nd Floor
Pontiac, MI 48342
248-333-2050

Mr. Peter Rebholz
Vice President Sales / Marketing
Osco, Inc.
2937 Waterview Drive
Rochester Hills, MI 48309
248-852-7310

Ms. Marilyn Hauser
Senior Vice President
Palace Sports & Entertainment
5 Championship Drive
Auburn Hills, MI 48326
248-377-8215

Mr. Dennis Green
Marketing Manager
The Detroit People Mover
1420 Washington Blvd.
Detroit, MI 48226
313-224-2160



Date: 12/03/09

To: Genoa Township Board

From: Robin Hunt

Genoa Township has received official paperwork regarding the filing of Chapter 13 Bankruptcy on the following two parcels. Rules and regulations regarding this type of bankruptcy prohibit the Township from rolling delinquent sewer and water to the winter tax bill for collection.

I am therefore requesting Township Board approval to remove the following amounts levied against special assessment code X2514 as well as the corresponding administration fees as follows:

Parcel ID #4711-04-302-040

X2514 -\$903.18 Administration Fee -\$9.03

Parcel ID#4711-05-201-124

X2514 - \$531.97 Administration Fee -\$5.32

Please let me know if you have any questions.

The motion carried unanimously.

B. Consideration of the Impact assessment (dated 9-29-09)

Moved by Ledford, supported by Hunt, to approve the impact assessment as submitted. The motion carried unanimously.

C. Consideration of the Sketch plan (dated 10-16-09)

Moved by Hunt, supported by Ledford, to approve the sketch plan as requested with the following conditions:

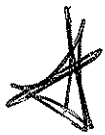
1. All conditions of the special use approval shall be complied with.
2. Compliance with item #3 in the Township Engineer's Letter dated October 6, 2009.

The motion carried unanimously.

4. Consideration of approval to transfer ownership of escrowed 2009 Resort Class C License issued under MCL 436.1531 (2) with Entertainment Permit, located at 20648 State, Onaway, MI 49765, Presque Isle County from Hard Rack Bar & Grill, Inc. to USG, LLC; and transfer location (Governmental Unit) to 3883 E. Grand River, Howell, MI 48843, Genoa Charter Township, Livingston County.

Moved by Wildman, supported by Smith, to approve the transfer of a Liquor License as requested for T. J.'s Barbecue Grill. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

5. Consideration of approval to transfer ownership of 2009 Class C Licensed Business with Dance Entertainment Permit, located in escrow at 5311 Brighton Road, Brighton, MI 48116, Genoa Charter Township, Livingston County, from Frank Sample Enterprises, LLC to Agius, Inc.



The petitioner was not present when this item was called. Moved by Smith, supported by Ledford, to table the petition until the next regular meeting of the board. The motion carried unanimously.

6. Considering entering into closed session to discuss the purchase of real property for which a purchase agreement has not been offered.

Moved by Smith, supported by Ledford, to adjourn to executive session to discuss the purchase of real property. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

The regular meeting of the board was opened and adjourned at 7:55 p.m.

A handwritten signature in cursive script, appearing to read "Paulette A. Skolarus".

Paulette A. Skolarus
Genoa Township Clerk



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

FOR MLCC USE ONLY

Request ID # 526638

Business ID # 221407

LOCAL APPROVAL NOTICE

[Authorized by MCL 436.1501]

OCTOBER 19, 2009

TO: GENOA CHARTER TOWNSHIP BOARD
ATTN: CLERK
2911 DORR ROAD
BRIGHTON, MI 48116-9436

APPLICANT: AGIUS, INC.

Home Address and Telephone No. or Contact Address and Telephone No.:

JOSEPH R. AGIUS, 1853 N. HIGHLAND STREET, DEARBORN, MI 48128, H (313) 277-2299 / B (313) 600-9986

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division at (517) 636-0127.

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN
TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

rlb

RESOLUTION

At a _____ meeting of the _____
(Regular or Special) (Township Board, City or Village Council)

called to order by _____ on _____ at _____ P.M.

The following resolution was offered:

Moved by _____ and supported by _____

That the request to TRANSFER OWNERSHIP OF 2009 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT, LOCATED IN ESCROW AT 5311 BRIGHTON, BRIGHTON, MI 48116, GENOA TOWNSHIP, LIVINGSTON COUNTY, FROM FRANK SAMPLE ENTERPRISES, LLC TO AGIUS, INC.

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

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

adopted by the _____ at a _____
(Township Board, City or Village Council) (Regular or Special)

meeting held on _____
(Date)

(Signed) _____
(Township, City or Village Clerk)

SEAL

(Mailing address of Township, City or Village)