

GENOA CHARTER TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 21, 2011
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: November 7, 2011.
3. Request for approval of modifications to the proposed building fee schedule as presented.

Approval of Regular Agenda:

4. Consider funding request for SPARK for economic development services.
5. Receive report from the Township Manager regarding recycling and yard waste collection.

Correspondence:

Member Discussion:

Adjournment:

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE : November 21, 2011

TOWNSHIP GENERAL EXPENSES: Thru November 21, 2011	\$28,114.18
November 11, 2011 Bi-Weekly Payroll	\$66,057.10
OPERATING EXPENSES: Thru November 21, 2011	\$113,182.27
TOTAL:	<u>\$207,353.55</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
27982	Panera B	Panera Bread	11/08/2011	27.98
27983	Administ	Total Administrative Services	11/11/2011	869.19
27984	Equitabl	Equivest Unit Annuity Lock Box	11/11/2011	905.00
27985	MISDU	Michigan State Disbursement Un	11/11/2011	207.13
27986	VION	Vion Holdings LLC	11/11/2011	76.12
27988	assenma	Robert Assenmacher	11/08/2011	200.00
27989	ASSENMAC	Diane G. Assenmacher	11/08/2011	275.00
27990	BODALSKI	Mary Lynn Bodalski	11/08/2011	344.00
27991	BodalskR	Richard Bodalski	11/08/2011	275.00
27992	COLLINS	SHAWN COLLINS	11/08/2011	200.00
27993	GUS'S CA	Gus's Carryout	11/08/2011	84.33
27994	Mcclure	Cecelia McClure	11/08/2011	275.00
27995	McGrath	Carol McGrath	11/08/2011	200.00
27996	Sapienza	Kristen Renee Sapienza	11/08/2011	225.00
27997	SapienzP	Paul Sapienza Jr.	11/08/2011	200.00
27998	WATSON V	Victor Watson	11/08/2011	225.00
27999	VANTASSE	Adam Vantassell	11/11/2011	74.71
28000	AmerAqua	American Aqua	11/21/2011	42.75
28001	APEX SOF	APEX SOFTWARE	11/21/2011	645.00
28002	BORDINE	Bordine Nursery	11/21/2011	82.38
28003	ChurchNa	Church of the Nazarene	11/21/2011	200.00
28004	Clearwat	Clearwater Systems	11/21/2011	49.00
28005	CNA Sure	CNA Surety	11/21/2011	100.00
28006	CONSUMER	Consumers Energy	11/21/2011	112.08
28007	COOPERST	Cooper's Turf Management LLC	11/21/2011	1,640.00
28008	Country	Country Lane Florist	11/21/2011	94.29
28009	DTE LAKE	DTE Energy	11/21/2011	945.98
28010	ETNA SUP	Etna Supply Company	11/21/2011	1,815.32
28011	GANNETT	PRESS & ARGUS	11/21/2011	440.00
28012	GORDONFO	Gordon's Food Services	11/21/2011	150.25
28013	LC REG D	Livingston Co. Register Of Dee	11/21/2011	23.00
28014	LivCTrea	Livingston County Treasurer	11/21/2011	15.64
28015	MAMC	Michigan Assn.Municipal Clerks	11/21/2011	100.00
28016	Mancuso	Mancuso & Cameron	11/21/2011	12,553.73
28017	MASTER M	Master Media Supply	11/21/2011	26.92
28018	MBH	MBH Marketing, LLC	11/21/2011	1,431.80
28019	Northern	Northern Plumbing, Inc.	11/21/2011	378.00
28020	OAKPOINT	Oak Point Operating	11/21/2011	42.96
28021	PFEFFER	Pfeffer, Hanniford, Palka	11/21/2011	1,600.00
28022	PINECREE	Pine Creek Operating	11/21/2011	586.62
28023	StateMI	State Of Michigan	11/21/2011	375.00

Report Total: 28,114.18

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 11/04/2011 - 14:39

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27983	Administ	Total Administrative Services	11/11/2011		869.19
				Check 27983 Total:	869.19
10179	AETNA LI	Aetna Life Insurance & Annuity	11/11/2011		25.00
				Check 10179 Total:	25.00
10180	EFT-FED	EFT- Federal Payroll Tax	11/11/2011		6,894.12 2,622.54 3,871.33 905.39 905.39
				Check 10180 Total:	15,198.77
10181	EFT-PENS	EFT- Payroll Pens Ln Pyts	11/11/2011		574.80
				Check 10181 Total:	574.80
27984	Equitabl	Equivest Unit Annuity Lock Box	11/11/2011		905.00
				Check 27984 Total:	905.00
10182	FIRSTNA	First National Bank	11/11/2011		300.00 2,875.00 45,026.09

Check 10182 Total: 48,201.09

27985 MISDU Michigan State Disbursement Un 11/11/2011
FIPS 2616300 207.13

Check 27985 Total: 207.13

27986 VION Vion Holdings LLC 11/11/2011
SS 367-92-7498 76.12

Check 27986 Total: 76.12

Report Total: 66,057.10

**First National
Direct Deposit
NOVEMBER 11, 2011
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$48,201.09	
Aaron Korpela		\$1,081.91
Adam Van Tassell		\$1,098.40
Alex Chimpouras		\$1,795.82
Amy Ruthig		\$945.97
Angela Williams		\$765.67
Caitlin Nims		\$978.84
Carol Hanus		\$1,224.57
Craig Bunkoske		\$1,546.76
Daniel Schlack		\$1,429.67
Dave Estrada		\$1,154.34
David Miller		\$1,903.07
Deborah Rojewski		\$2,394.05
Dennis Smith		\$340.46
Diane Zerby		\$542.29
Duane Chatterson		\$1,386.51
Eric Hartman		\$0.00
Greg Tatara		\$2,480.20
James Aulette		\$1,210.19
Jeffrey Meyers		\$1,195.00
Jenifer Kern		\$617.21
Joe Szabelski		\$769.46
Judith Smith		\$1,194.14
Karen J. Saari		\$974.00
Kelly VanMarter		\$1,995.97
Kimberly MacLeod		\$1,093.67
Kyle Mitchell		\$866.16
Laura Mroczka		\$1,677.85
Luke Brown		\$0.00
Martin Reich		\$1,621.92
Matthew Hunt		\$0.00
Michael Archinal		\$2,868.58
Michael Maahs		\$526.46
Renee Gray		\$1,049.26
Richard Bigham		\$1,721.59
Robin Hunt		\$1,364.41
Scott Lowe		\$1,575.25
Steven Anderson		\$1,697.08
Susan Sitner		\$811.28
Tammy Lindberg		\$980.38
Tesha Humphriss		\$1,322.70
Total Deposit		\$48,201.09

11:41 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

November 3 - 14, 2011

Type	Date	Num	Name	Memo	Amount
Check	11/11/2011	2214	Biotech Agronomics, Inc.	Inv 746	-9,830.16
Check	11/11/2011	2215	BRIGHTON ANALYTICAL	Inv #'s 1011-74669, 74670, 1111-74807	-268.00
Check	11/11/2011	2216	COOPERS TURF MANAGEMENT, L	Inv # 9346	-400.00
Check	11/11/2011	2217	GENOA TWP UTILITY FUND	Maintenance Billing Fees Nov. 2011	-37,419.14
Check	11/11/2011	2218	KENNEDY INDUSTRIES INC.	Inv 533859	-215.00
Check	11/11/2011	2219	NCL of Wisconsin, Inc.	Inv 294907	-226.85
Check	11/11/2011	2220	Northern Plumbing, Inc.	Inv 4749	-770.00
Check	11/11/2011	2221	NORTHWEST PIPE AND SUPPLY,	Inv 112690	-8.98
Check	11/11/2011	2222	State of Michigan	Inv 724453	-945.85
Check	11/11/2011	2223	TETRA TECH, INC.	Inv 50504030, 4017, 4021	-5,241.89
Check	11/11/2011	2224	WASTE MANAGEMENT	Inv 7169976-1389-9	-71.68
Grand Total					-55,397.55

11:45 AM

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

November 3 - 14, 2011

Type	Date	Num	Name	Memo	Amount
Check	11/04/2011	2040	City Of Brighton	Northstar #2/Lake Edgewood 7/1/2011 - 9/30/20	-16,935.61
Check	11/04/2011	2041	GENOA TOWNSHIP-ADMIN FEES	Utility billing June 1 - Aug 31, 2011	-1,022.95
Check	11/11/2011	2042	Brighton Analytical L.L.C.	Inv #'s 1111-74750, 74751, 74789	-264.00
Check	11/11/2011	2043	Consumers Energy	Service from 10/5/11 - 11/1/2011	-105.94
Check	11/11/2011	2044	COOPER'S TURF MANAGEMENT	Inv 9345 dated 10/31/2011	-210.00
Check	11/11/2011	2045	M & K Jetting and Televising	Inv 11491 & 11501	-1,275.00
Check	11/11/2011	2046	Northern Plumbing, Inc.	Inv 4749	-270.00
Check	11/11/2011	2047	PVS NOLWOOD CHEMICALS, INC	Inv 351523	-1,122.00
Check	11/11/2011	2048	Tetra Tech Inc.	Inv #50504033	-319.63
Check	11/11/2011	2049	GENOA TWP-DPW FUND	Inv 66 for Maintenance billing fees LE Nov 2011	-9,897.77
Check	11/11/2011	2050	Oak Pointe Operating	Grinder repairs reimbursement Aug - Sept 11	-1,740.00
Grand Total					-33,162.90

11:52 AM

#595 PINE CREEK W/S FUND

Payment of Bills

November 3 - 14, 2011

<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

11:57 AM

#504 DPW RESERVE FUND

Payment of Bills

November 3 - 14, 2011

<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

11:55 AM

#503 DPW UTILITY FUND

Payment of Bills

November 3 - 14, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	11/04/2011	1896	DPW RESERVE FUND #504	Due to Reserve Fund per K. Palka - budgets	-20,000.00
Check	11/11/2011	1897	BUSINESS IMAGING GROUP	Business cards for DPW employees	-98.70
Check	11/11/2011	1898	Rick Bigham	Professional Development Reimbursement/MWE	-110.00
Check	11/11/2011	1899	Chase Card Services	October 2011 statement	-1,947.11
Check	11/11/2011	1900	GORDON FOOD SERVICE	Inv 758084755 10/20/11	-138.82
Check	11/11/2011	1901	LOWE'S	October 2011 statement	-748.85
Check	11/11/2011	1902	PAETEC	October 2011 Statement	-31.06
Check	11/11/2011	1903	Port City Communications, Inc.	Inv 444411012011	-168.52
Check	11/11/2011	1904	Press & Argus	Ad - Field Services Operator	-90.64
Check	11/11/2011	1905	R & A TOOL REPAIR	Inv 10076 dated 10/7/2011	-88.12
Check	11/11/2011	1906	Pfeffer-Hanniford-Palka	Quarterly budget to actual reports	-1,200.00
Grand Total					-24,621.82

GENOA CHARTER TOWNSHIP
Election Commission
Nov. 7, 2011

MINUTES

Clerk Skolarus called the special meeting of the Election Commission to order at 6:25 p.m. at the Genoa Township Hall. The following commission members were present constituting a quorum for the transaction of business: Paulette Skolarus, Jean Ledford and Steve Wildman. Also present were Township Board Members: Gary McCririe, Robin Hunt and Jim Mortensen. In addition there were Township Manager Michael Archinal, Township Attorney Frank Mancuso and two persons in the audience.

Moved by Ledford, supported by Wildman, to approve the Agenda as presented. The motion carried unanimously.

1. **Request for approval to change polling locations for Precincts 6 and 8.**
 - A. **Precinct 6 will be moved from Brighton Church of the Nazarene to Hornung Elementary School and Precinct 8 will be moved from Hornung Elementary School to Brighton Church of the Nazarene. (Note: Church of the Nazarene has 3266 voters and Hornung Elementary has 2031 voters; the new distribution will place 2405 voters at Church of the Nazarene and 2733 voters at Hornung Elementary.)**

Moved by Wildman, supported by Ledford, to approve the changes to polling locations as requested and to recommend to the Township Board approval of those changes. The motion carried unanimously.

2. **Request for approval of salaries for election officials and staff working elections thru November of 2012 with a recommendation to the Township Board.**

Moved by Ledford, supported by Wildman, to approve the changes as discussed and recommend approval of the changes in salaries to the township board. The motion carried unanimously.

The special meeting of the Election Commission was adjourned at 6:30 p.m.

**GENOA CHARTER TOWNSHIP
Board of Trustees
Regular Meeting
Nov. 7, 2011**

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. All persons listed above remained for the regular meeting of the Board.

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: October 17, 2011**
- 3. Request for approval to change polling locations for Precincts 6 and 8 as recommended by the Election Commission.**
- 4. Request for approval of salaries for election officials and staff working elections thru November of 2012 as recommended by the Election Commission.**
- 5. Request for approval to amend the General Fund budget and the Parks and Recreation Budget to implement a transfer of \$725,000.00 from the General Fund to Parks and Recreation to reconcile the budget ending March 31, 2011 and the budget ending March 31, 2012 in which the transfer was not finalized.**
- 6. Request for approval of Bill Payment Policy.**
- 7. Consider motion to authorize acceptance of a road easement from International Transmission Company for Whitehorse Drive and to authorize assignment of easements associated with Figurski and Whitehorse Drive to the Livingston County Road Commission.**

Approval of Regular Agenda:

Moved by Skolarus, supported by Hunt, approve for action all items listed under the regular agenda. The motion carried unanimously.

8. Request to approve employment agreements for Code Official, Electrical Inspector, and Plumbing and Mechanical Inspector.

Moved by Mortensen, supported by Wildman, to approve the employment agreements as follow:
Code Official – Dennis Smith – A one-year contract at an annual salary of \$49,604.00
Electrical Inspector – Anton M. Tomasin – A one-year contract @ \$50.00 per hour
Plumbing and Mechanical inspector – Scott Herzerg – A one year contract @ \$50.00 per hour
The contract is approved with a final Administrative Committee review. The motion carried unanimously.

9. Discussion regarding signs on the Township Hall property.

The board discussed signage on the township property with no formal action taken by the board. Archinal presented pictures of possible choices and was asked to obtain costs related to the project.

McCrie – Hamburg, Green Oak, Brighton Township and the City of Brighton have joined an Economic Development Corp called SPARKS. The township has been invited to participate in this organization with a membership fee of approximately \$20,000.00. A support person would be housed in the City of Brighton. The organization would work with existing businesses in an effort to retain their services and would endeavor to bring additional business to the county. McCrie will provide additional information at the next meeting of the board.

McCrie – The Latson Road interchange is slowly moving forward. At this time the project is about nine million short. The Federal Government will pick up the cost of about 2/3 of the shortfall and it is expected that local government will need to contribute. A budget and additional information will be provided at the next regular meeting of the board.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:15 p.m.



Paulette A. Skolarus
Genoa Township Clerk

(Posted 11/08/2011)

MEMORANDUM

TO: Township Board
FROM: Michael Archinal
DATE: 11/18/11
RE: Building Application Changes

Our continuing effort to address the concerns of the State Construction Code Commission has resulted in some minor modifications to our proposed fee schedule. Attached is draft correspondence from me to the Construction Code Commission summarizing these and other changes. The correspondence is, "draft" because it is currently being reviewed by administrative staff as part of a comprehensive submittal. We met with State staff yesterday and will be issuing a final letter shortly. Please consider the following action:

Moved by _____, supported by _____, to approve the modifications to the proposed fee schedule as presented.

Genoa Township, MI Building Department Fee Schedule

Determination of Building Value

For **new** construction, the total cost of improvement is based on the Building Valuation Data Table (BVD) published by The International Code Council, twice yearly. Plan review fees are based on 30% of the permit fee.

Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee.

Building permit fees for renovations and other construction work not involving a square foot computation shall be based on an administration fee of seventy-five dollars (\$75.00) and a per inspection fee of sixty-five dollars (\$65.00) per inspection.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2009 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

Permit Fee

The permit fee is determined using the building gross area and the Use group of the building. As outlined above.

Commercial Building Example	Single Family Residence Example	Alteration Example
Type of Construction: IIB Area: 1st story = 8,000 sq. ft. 2nd story = 8,000 sq. ft. Height: 2 stories Use Group: B	Type VB Construction 2000 sq. ft. single family home Use Group R-3	Type IIA Construction 10,000 sq. ft. remodel Use Group A-3
1. Gross area: Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.	1. Gross Area 2000 sq. ft x \$101.90	1. Gross Area 2000 sq. ft.
2. Square Foot Construction Cost: B/IIB = \$145.97/sq. ft.	2. Square Foot Construction Cost R-3/VB = \$101.90/sq. ft.	2. Square Foot Construction Cost Table: Not Applicable
3. Permit Fee: 16,000 sq. ft. x \$145.97/sq. ft. = \$2,335,520.00 Estimated Value	3. Permit Fee 2000 x \$101.90 = \$203,800.00 Estimated Value	3. Permit Fee Value of construction per contractor = \$37,360.00
\$3,837.00 + \$2.00 for each additional \$1000.00 value = \$3,837.00 + \$2672.00 = \$6,509.00 permit fee + plan review	\$737.00 + \$4.00 for each additional \$1000.00 value = \$737.00 + \$416.00 = \$1,153.00 permit fee + plan review	\$75.00 administration fee + \$65.00 per inspections + plan review fee.

Square Foot Construction Costs ^{a, b, c, d}

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-3 Residential, one- and two-family	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	101.90
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

- | |
|--|
| <p>a. For private garages use Utility, miscellaneous Use Group
 b. Unfinished basements (all use groups) \$15.00 a sq. ft.
 c. For shell only buildings deduct 20 percent
 d. N.P. = not permitted</p> |
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Genoa Township, MI

Building Department Fee Schedule

Building Permit and Plan Review Fees

- Building permit and plan review fees shall be based on the following fee schedule, as applied by the valuation as described in Page 1.
- Premanufactured unit fees are based upon 50% of a normal on-site construction permit fee.
- Renovations and other construction work not involving a square foot computation shall be based on an administration fee of seventy-five dollars (\$75.00) and a per inspection fee of sixty-five dollars (\$65.00) per inspection.

TOTAL VALUATION	FEE
\$1.00 to \$1000.00	\$65.00 (Except One-Stop Permits)
\$1000.00 to \$2,000.00	\$130.00
\$2,001.00 to \$25,000.00	\$130.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$337.00 for the first \$25,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$487.00 for the first \$50,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$737.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,337.00 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$ 3,837.00 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00, or fraction thereof
Building Plan Review Fees: Required plan review and administration fee equal 30% of the Building Permit Fee.	
Other Inspections and Fees:	
1. Inspections outside of normal business hours \$65.00 per hour (minimum charge – two hours)	
2. Re-inspection fees. \$30.00 per inspection	
3. Inspections for which no fee is specifically indicated \$65.00 per hour (minimum charge – one hour)	
4. Additional plan review required by changes, additions or revisions to plans \$65.00 per hour (minimum charge – one-half hour)	
Renovations: Renovations and other construction work not involving a square foot computation shall be based on an administration fee of seventy-five dollars (\$75.00) and a per inspection fee of sixty-five dollars (\$65.00) per inspection.	
One-Stop Fees:	
1. Pre-manufactured hot tub and 1 stop pools \$65.00	
2. Re-roof (no structural changes) \$65.00	
3. Siding \$65.00	
4. Window replacement (no structural changes) \$65.00	
5. Demolition Permits. \$65.00 + .05 per sq. ft.	
6. Residential Decks. \$105.00	



Plumbing Permit Application
 Genoa Charter Township
 2911 Dorr Road, Brighton, MI 48116
 P: (810)-227-5225 F:(810)-227-3420
 www.genoa.org

I. JOB LOCATION

Name of Owner/Agent _____ Has a Building Permit Been Obtained For This Project?
 Yes No Not Required

Street Address and Job Location (Street Number & Name) _____

II. CONTRACTOR/HOMEOWNER INFORMATION

Indicate Who The Applicant is _____ Name of Plumbing Contractor or Homeowner _____ Contractor License Number _____ Expiration Date _____
 Contractor Homeowner

Address (Street Number & Name) _____ City _____ State _____ Zip Code _____

Telephone Number (include Area Code) _____ Federal Employer ID Number (or reason for exemption) _____

Workers Compensation Insurance Carrier (or reason for exemption) _____ UIA Number (or reason for exemption) _____

Name of Master Plumber _____ Mater Plumber License _____ Expiration Date _____

Business/Branch Address _____ City _____ State _____ Zip Code _____

III. TYPE OF JOB

Single Family New Sewer Only Premanufactured Home Setup (State Approved) State Owned
 Other Alteration Water Service Only School
 Special Inspection Manufactured Home Setup (HUD Mobile Home)

IV. PLAN REVIEW REQUIRED

Plans must be submitted with your application and the required fee paid before a permit can be issued, except as listed below.

Plans are not required for the following:

1. One-and-two family dwelling containing not more than 3500 square feet of building area
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00

If work being performed is described above, check box below "**Plans Not Required**"

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Genoa Twp. Plan Review Approved _____ **Plans Not Required:** _____

V. APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF PLUMBING CONTRACTOR, MASTER PLUMBER, WATER TREATMENT INSTALLER OR HOMEOWNER (Homeowner's signature indicates compliance with Section VI. Homeowner Affidavit) _____ DATE _____

VI. HOMEOWNER AFFIDAVIT

I hereby certify the plumbing work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Plumbing Code and **shall not be enclosed, covered up, or put in operation** until it has been **inspected** and **approved** by the Genoa Township Plumbing Inspector. I will cooperate with the Genoa Township Plumbing Inspector and assume the responsibility to arrange for necessary inspections.



VII. FEE CLARIFICATION

Item #2 Mobile Home Unit Site: *WHEN item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile home on private property, a permit should include the application fee, a sewer or building drain, and a water service, or water distribution pipe, and a final inspection.*

Item #3 Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:

Water Closets	Sink (any description)	Slop Sink	Floor Drain	Drinking Fountain
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalming Table	Water Connected Sterilizer
Urinal	Ice Making Machine	Water Heater	Bed Pan Washer	Water Connected Dental Chair
Autopsy	Water Connected Still	Water Softener	Dispensers	Water Connection to Carbonated Beverage

Water Outlet or Connection to any Make-up Water Tank

Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed

Item #21, Domestic Water Treatment and Filtering Equipment: A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if permit is secured, required inspections performed and the installation complies with the applicable code. If Genoa Township determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #21 for \$5.00 each and the appropriate water distribution pipe (system) size fee.

VIII. FEE CHART - ENTER THE NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
1. Application Fee	\$30.00	1	\$30.00	Water Distributing Pipe			
2. Mobile Home Park Site*	\$5.00			14. 3/4" Water Distribution Pipe	\$5.00		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00			15. 1" Water Distribution Pipe	\$10.00		
4. Stacks (soil, waste, vent and conductor)	\$3.00			16. 1-1/4" Water Distribution Pipe	\$15.00		
5. Sewage ejectors, sumps	\$5.00			17. 1-1/2" Water Distribution Pipe	\$20.00		
6. Sub-soil drains	\$5.00			18. 2" Water Distribution Pipe	\$25.00		
Water Service				19. Over 2" Water Distribution Pipe	\$30.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back-flow preventer	\$5.00		
8. 2" to 6"	\$25.00			21. Domestic water treatment and filtering equipment only**	\$5.00 each		
9. Over 6"	\$50.00			22. Medical Gas	\$45.00		
10. Connection (bldg. drain-bldg. sewers)	\$10.00			23. Water Heater***			\$65.00
Sewers (sanitary, storm or combined)				24. Water Softener***			\$65.00
11. Less than 6"	\$20.00			25. Special Inspection (pertaining to sale of building)	\$50.00 Per Hr.		
12. 6" and over	\$25.00			26. Additional Inspection	\$30.00		
13. Manholes, Catch Basins	\$5.00			27. Final Inspection	\$30.00	1	\$30.00
Premanufactured Unit Fees***				TOTAL FEE			
28. Administration Fee	\$30.00	1					
29. Per Inspection Fee	\$65.00						

* See VII. Fee clarification Item #2

** See VII. Fee Clarification Item #21 above

*** Do not include application fee or final inspection fee for this item

NOTE: Under special circumstances Genoa Twp. will assess an hourly fee for inspection services at a rate of \$65.00 per hour.

IX. Instructions for completing application

General: Plumbing work shall not be started until the application for permit has been filed with Genoa Township. All installations shall be in conformance with the Michigan Plumbing Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspection line, providing as much advance notice as possible. Please leave the **permit number** and **address** when calling the inspection line.

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.



Mechanical Permit Application
 Genoa Charter Township
 2911 Dorr Road, Brighton, MI 48116
 P: (810)-227-5225 F:(810)-227-3420
 www.genoa.org

I. JOB LOCATION

Name of Owner/Agent	Has a Building Permit Been Obtained For This Project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
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Street Address and Job Location (Street Number & Name)

II. CONTRACTOR/HOMEOWNER INFORMATION

Indicate Who The Applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner	Name/Contractor of Record	Company Name	License Number	Expiration Date
--	---------------------------	--------------	----------------	-----------------

Address (Street Number & Name)	City	State	Zip Code
--------------------------------	------	-------	----------

Telephone Number (include Area Code)	Federal Employer ID Number (or reason for exemption)
--------------------------------------	--

Workers Compensation Insurance Carrier (or reason for exemption)	UIA Number (or reason for exemption)
--	--------------------------------------

III. TYPE OF JOB

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> LP Tank	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

IV. PLAN REVIEW REQUIRED

Plans must be submitted with your application and the required fee paid before a permit can be issued, except as listed below.

Plans are not required for the following:
 1. One-and-two family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
 2. Alterations and repair work determined by the mechanical official to be of a minor nature.
 3. Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3500 square feet.
 4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00
 If work being performed is described above, check box below "**Plans Not Required**"

What is the building size in square footage? _____
 What is the input rating of the heating system in this building? _____

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Genoa Twp. Plan Review Approved _____ **Plans Not Required:** _____

V. APPLICANT SIGNATURE

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	DATE
--	------

VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application shall be installed **by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Mechanical Code and **shall not be enclosed, covered up, or put in operation** until it has been **inspected** and **approved** by the Genoa Township Mechanical Inspector. I will cooperate with the Genoa Township Mechanical Inspector and assume the responsibility to arrange for necessary inspections.



VII. FEE CLARIFICATION

Item #2 Residential Heating System: This item is used for the installation of a heating system in a **new residential structure**. Items #11 Gas Piping and #27 Duct should not be charged. Replacement systems should be itemized. **Items #14 and #15, Tanks:** A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

VIII. FEE CHART - ENTER THE NUMBER OF ITEMS BEING INSTALLED, MULTIPLY BY THE UNIT PRICE FOR TOTAL FEE

	Fee	#Items	Total		Fee	# Items	Total
1. Application Fee	\$30.00	1	\$30.00	18. Duct – minimum fee \$25.00	\$.10/ft		
2. Residential Heating System (includes duct & pipe) New Building Only* and **			\$65.00	19. Heat Pumps: Commercial (pipe not included)	\$20.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)**			\$65.00	Air Handlers/Heat Wheels			
4. Boiler**			\$65.00	20. Under 10,000 CFM	\$20.00		
5. Water Heater (gas piping & venting - direct replacement only)**			\$65.00	21. Over 10,000 CFM	\$60.00		
6. Damper	\$5.00			22. Commercial Hoods	\$15.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00			23. Heat Recovery Units	\$10.00		
37. Gas Burning Fireplace	\$30.00			24. V.A.V Boxes	\$10.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$20.00			25. Unit Ventilators/PTAC Units	\$10.00		
9. Solar; set of 3 panels - fluid transfer (includes piping)	\$20.00			26. Unit Heaters (terminal units)	\$10.00		
10. Gas piping; each opening-new installation (residential)	\$5.00			27. Fire Suppression/Protection (includes piping) - Minimum \$20.00	\$.75/head		
11. Air Conditioning (includes split systems) RTU-cooling only	\$30.00			28. Coils (Heat/Cool)	\$30.00		
12. Heat Pumps/Geothermal (complete residential)	\$30.00			29. Refrigeration (split system)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$5.00			30. Chiller	\$25.00		
Tanks				Inspections			
14. Aboveground*** (other than LP)	\$20.00			31. Cooling Towers	\$30.00		
38. Aboveground connection	\$20.00			32. Compressor/Condenser	\$20.00		
15. Underground*** (other than LP)	\$25.00			33. Special Insp. (Pertaining to sale of building)	\$50.00		
39. Underground connection	\$25.00			34. Additional Inspection	\$30.00		
16. Humidifiers/Air Cleaners	\$10.00			35. Final Inspection	\$30.00	1	\$30.0
Piping (minimum fee \$25.00)				36. Certification Fee	\$20.00		
17. Fuel Gas Piping	\$.05/ft			TOTAL FEE			
40. Process Piping	\$.50/ft						
41. Hydronic Piping	\$.05/ft						
42. Refrigeration Piping	\$.05/ft						
Premanufactured Unit Fees**							
44. Administration Fee	\$30.00	1					
45. Per Inspection Fee	\$65.00						
43. Exhausters	\$15.00						

* See VII. Fee Clarification Item #2
 ** Do not include Application fee or Final Inspection Fee for this item
 *** See VII. Fee clarification Items #14 and #15.
 NOTE: Under special circumstances Genoa Twp. will assess an hourly fee for inspection services at a rate of \$65.00 per hour.

IX. Instructions for completing Application

General: Mechanical work shall not be started until the application for permit has been filed with Genoa Township. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspection line, providing as much advance notice as possible. Please leave the **permit number** and **address** when calling the inspection line.

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

October 27, 2011

Bureau of Construction Codes
Construction Code Commission
2501 Woodlake Circle
Okemos MI 48864

DRAFT

RE: Genoa Charter Township
Application to Enforce the Stille-DeRossett-Hale
Single State Construction Code

Honorable Commissioners,

I am in receipt of the Decision rendered by the Commission at its October 5, 2011 meeting. The purpose of this letter is to address the Findings listed in Mr. Poke's October 17, 2011 correspondence point by point. As stated in my September 12, 2011 correspondence Genoa Charter Township has severed any and all ties with any private inspection services firm. I believe we have addressed all of the items of concern as detailed below:

1. The BS & A Building Inspection module is installed.
2. Genoa Charter Township has in its possession all codes and standards referenced in Chapter 35 of the Michigan Building Code, Chapter 15 of the Michigan Mechanical Code and Chapter 13 of the Michigan Plumbing Code.
3. The Building Department Budget has been revised to include a line item for electrical, mechanical and plumbing inspection services (amount: \$12,450). Page 6 of the application includes the revised budget. As previously submitted, an analysis of fees charged by other jurisdictions shows that our proposed fees are reasonable and competitive.
4. The Building permit fee has been revised to reflect an administrative base fee and a fee for each inspection for renovation work. These changes are highlighted on pages 27 and 29 of the application.
5. Last year Livingston County issued approximately \$71,000 in building permits for Genoa Township (with slightly higher permit fees). To handle this amount of workload we have proposed a budget of \$65,859 (with slightly lower permit fees). The budget on page 6 of the application now includes a line for revenue explaining the nexus between fees and the cost of providing building department services.
6. The plumbing permit application has deleted the reference to irrigation as suggested. Page 42 of the application verifies that this item has been deleted.

7. The Construction Board of Appeals procedures have been revised to include the suggested language. Page 46 of the application includes this addition.
8. The employment agreements for the plumbing/mechanical inspector and the electrical inspector have been executed and are included in the application on pages 20 and 26.
9. The Mechanical Permit Application is based on the State of Michigan application. Verbiage has been added to clarify that fees will be based on inspections related to service connections and not fixture counts. Page 39 of the application includes this additional language.
10. The Plumbing Permit Application is based on the State of Michigan application and permit. Verbiage has been added to clarify that fees will be based on inspections related to service connections and not fixture counts. Page 42 of the application includes this additional language.
11. Please note the names of the proposed mechanical/plumbing and electrical inspectors.

We are confident that our application will satisfy the Construction Code Commission of our qualification by experience and training to administer and enforce the Single State construction Code Act and the code and all related acts and rules as required by MCL 125.1508b(6). I look forward to addressing any questions you may have related to the materials contained herein. I would also be happy to meet with you.

Respectfully Submitted,

Michael C. Archinal, MPA; AICP
Township Manager

Cc: Township Board
Dennis S. Smith, CBO;CFI
Frank Mancuso, Esq., Township Attorney
Kelly VanMarter, AICP, Planning Director
Tessa Humphriss, P.E. Engineer
Dr. Gregory Tatara, Utility Director



October 27, 2011

Irvin J. Poke, AIA
Director, Bureau of Construction Codes
2501 Woodlake Circle
Okemos MI 48864

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

RE: Application to Administer and Enforce

Mr. Poke,

At the end of the October 5, 2011 meeting you suggested that we make application before the deadline for the next quarterly Construction Code Commission meeting to allow time for your staff to review the materials and make comment. This will allow us the opportunity to perfect our application to the Commission's satisfaction and gain approval at the January 4, 2011 meeting. To that end please find attached a draft letter addressed to the Commission and a revised application.

To make your review easier we have highlighted all changes in the application and reference said changes point by point in the cover letter. The changes are tabbed in the attached ring binder. This is intended to save your staff from the arduous task of a line by line review. The application is exactly what was before the Commission on October 5th except for the noted changes. The employment agreements cannot be signed until approved by the Township Board at their 11/7/11 meeting. They are provided in draft form for your review.

We appreciate this opportunity and are confident we can satisfy the requirements laid before us. We also appreciate any assistance your staff can provide. We will await your comments, make corrections and deliver an application that addresses items of concern. Should you have any questions please do not hesitate to contact me.

Best regards,

Michael C. Archinal, Manager
Genoa Charter Township

Encl.

Cc: Genoa Charter Township Board
Kelly VanMarter; Genoa Charter Township Planning Director
Dennis S. Smith CBO/CFI
Correspondence

SUPERVISOR
Gary T. McCririe

CLERK
Paulette A. Skolarus

TREASURER
Robin L. Hunt

TRUSTEES
H. James Mortensen
Jean W. Ledford
Todd W. Smith
Steven Wildman

MANAGER
Michael C. Archinal


TO: Township Board

FROM: Gary McCririe

RE: SPARK/EDC agreement

As you are aware there have been on-going discussions between SPARK and the Livingston County EDC to provide economic development services to the county after the retirement of the current EDC director. Attached are the documents explaining the proposal, the services, and how SPARK has and will assist Genoa Township and Livingston County in this endeavor. This offers all of us an opportunity to enter a new era of collaboration and cooperation in a difficult economic time.

Please consider the following motion; "Moved by _____, supported by _____ to commit \$20,000 annually, beginning January 2012, to the Livingston County EDC for services provided by SPARK, conditional upon the review and approval by the township attorney and the administrative committee of a written agreement between Genoa Township and the Livingston County EDC."



10 October 2011

Michael J. Kennedy
**Economic Development Council
of Livingston County**
1240 Packard Drive, Suite 101
Howell, MI 48843

Dear Mr. Kennedy:

Thank you for providing Ann Arbor SPARK with the opportunity to respond to your request for a proposal to provide economic development services for the Economic Development Council of Livingston County. I have discussed this opportunity with my staff leadership team and the board leadership of Ann Arbor SPARK. We are confident that we can provide our highly regarded set of programs to the benefit of Livingston County.

Five years ago community leaders from a variety of industry sectors led by now Governor Rick Snyder collaborated to invest in a regional economic development initiative. A unique private-public partnership was created to make the Ann Arbor region the place for innovative businesses to thrive. Strategic partnerships and a policy of open source economic development have propelled SPARK to unparalleled success. The board of Ann Arbor SPARK adopted the following mission statement: Ann Arbor SPARK will be the driving force in establishing the Ann Arbor Region as a desired place for business expansion and location...by identifying and meeting the needs of business at every stage, from those that are established to those working to successfully commercialize innovations.

For your information, I have attached a copy of Ann Arbor SPARK's latest financial Annual Report and listings of the Board of Director and Executive Committee membership.

SPARK Services

Business Development

Ann Arbor SPARK will work cooperatively and aggressively to help Livingston County's businesses grow larger, stronger and more competitive. The Ann Arbor region's thriving private economy is due in large part to an aggressive business retention effort. Each year, Ann Arbor SPARK visits regularly with companies in the region from a variety of industry sectors. SPARK works in partnership with the Michigan Economic Development Corporation (MEDC) to help growing companies identify appropriate sites, apply for incentives and explore financing operations.

Entrepreneurship

Ann Arbor SPARK collaborates regularly with the University of Michigan, MEDC, regional partners, and the private sector to help turn entrepreneurial thinking into start-up businesses. SPARK's Business Acceleration team has helped hundreds of companies through any one of its three business incubators; The Michigan Life Sciences Innovation Center in Plymouth; SPARK East in Downtown Ypsilanti; and SPARK Central in Downtown Ann Arbor. SPARK helps entrepreneurs through education and training; mentorship; and specialized funding programs to help their growth.

Talent

The SPARK talent team works tirelessly for both the region's job seekers and employers to help connect them with opportunities that are right for them. SPARK has created a talent portal, now licensed for use throughout the State of Michigan, for other economic development partners assisting in this endeavor in their own regions.

SPARK Benefits

Brand Recognition

The Ann Arbor USA brand is known internationally due to the University of Michigan's strong global reach. Ann Arbor SPARK leverages this brand wherever we go to recruit companies to the region, provide resources to businesses, and demonstrate that innovation and talent is thriving.

Public-Private Partnerships

Ann Arbor SPARK is able to provide high quality services due in large part from supportive public and private sector partners that comprise our Board of Directors and Executive Committee.

Contributing Organizations

Altarum	Ann Arbor Board of Realtors	AnnArbor.Com	Arboretum Ventures	Bank of America
Bank of Ann Arbor	Baracuda Networks	Biotechnology Business Consultants	Community Foundation Southeast MI	OGE Energy
Eastern Michigan University	Fifth Third Bank	First Martin Corp.	Flatout Bread	GDI InfoTech
IMRA America	ITC Holdings	MEDC	Michigan Works	Miller Canfield
NSF International	ProQuest	Rudolph Libbe	SI Company	Thomson Reuters
Toyota Technical Center	UM Health System	United Bank and Trust	University of Michigan	Washtenaw Community College
Yeo & Yeo	Ann Arbor LDFA & DDA	City of Ann Arbor	Ann Arbor Township	City of Chelsea
City of Saline	City of Ypsilanti & DDA	Patefield Township	3rd DDA	Superior Township
Village of Manchester	Washtenaw County	Ypsilanti Township		

Proposal

We have crafted a budget based on SPARK's most recent financial operating data and the specifications outlined in the request for proposal. The most effective way to integrate Livingston into the SPARK model is to:

- Add a full time Senior Economic Development position focused on Livingston
- Add a MEDC business development position based on MEDC's proposed assignments to Ann Arbor SPARK for the region
- Maintain current administrative assistant support in Livingston
- Provide oversight of economic development activity by SPARK's CEO and Vice President of Business Development
- Provide back office including: IT, marketing and communication, funding opportunities, and web access to economic development data
- Lease space for an economic development office (provided by Livingston County EDC) in Livingston County that best exemplifies the SPARK culture. Space should provide office space for business development representatives, administrative support, and conference rooms.
- Add Livingston County stakeholder representative to the SPARK Board of Directors and representative(s) to the SPARK Executive Committee.
- Make an annual presentation to a joint meeting of the Economic Development Council, Livingston Board of Commissioners, and other municipal stakeholders to be hosted by Ann Arbor SPARK in Livingston County.
- Create annual performance metrics to be established by a three year funding agreement.

Proposed Budget

Ann Arbor SPARK proposed the following budget for consideration by Livingston County and the other municipal stakeholders:

• Salaries and Benefits	\$ 230,850
• Office Lease	Provided by LC EDC
• Office Expenses	\$ 25,550
• Marketing and Recruitment	\$ 10,000
• Information Technology	\$ 19,100
• Indirect/Administration	<u>\$ 50,380</u>
• Total Contract Amount	\$335,880

On behalf of the Board of Directors and Executive Committee of Ann Arbor SPARK, I want to thank the leadership of Livingston County for this opportunity. Ann Arbor SPARK is committed to open source regional economic development. We look forward to the possibility of a long and productive relationship with Livingston County to advance our region's economic future.

Sincerely,

Paul Krutko
President and Chief Executive Officer

Economic Development Council of Livingston County Income Budget and Anticipated Expenses

Yearly Operating Budget

\$363,000

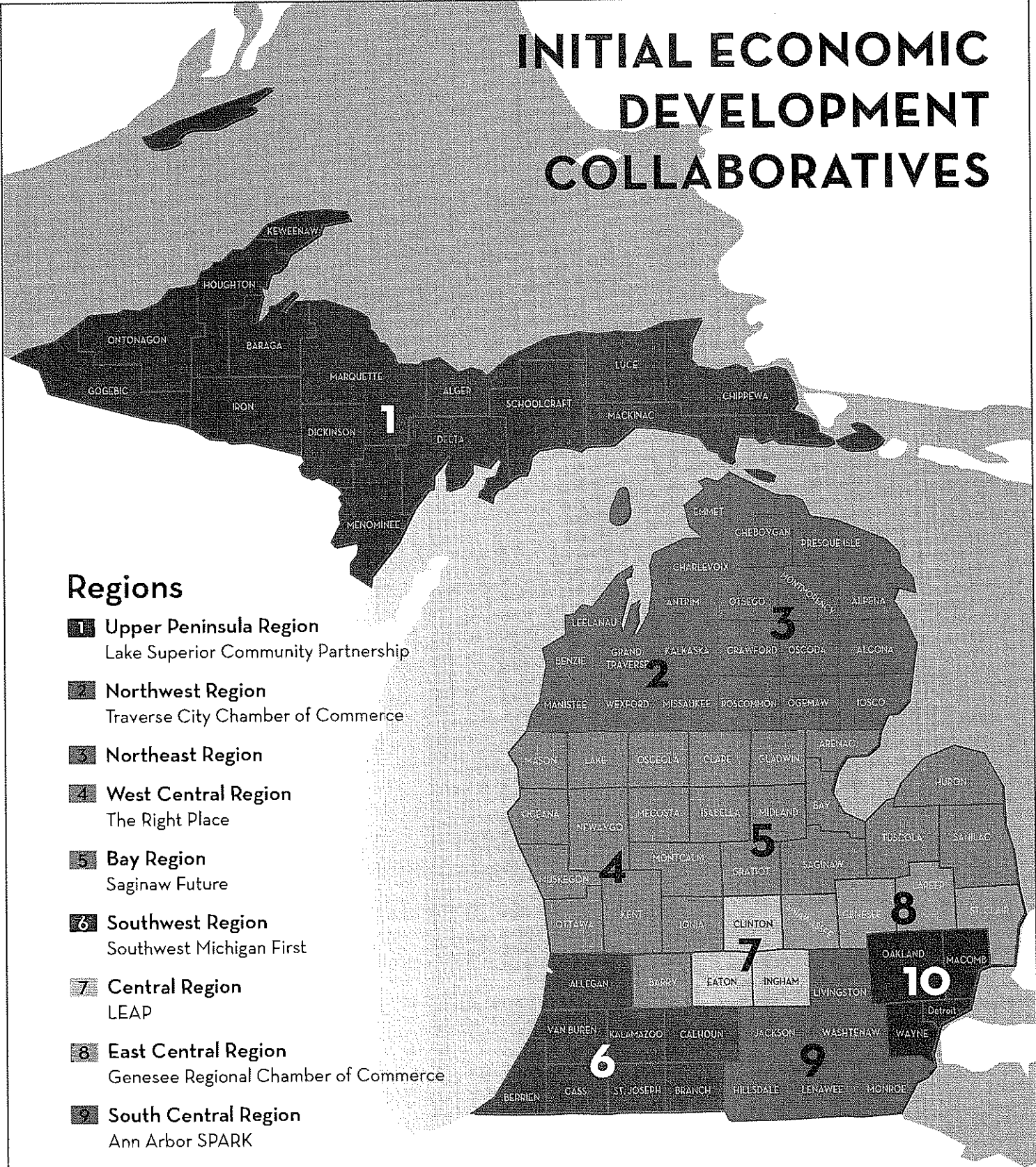
Includes \$336,000 of Contracted Services from Ann Arbor SPARK

Summary of Anticipated Yearly Expenses

Consumable Supplies		\$1,200
Dues & Publications		\$1,000
Equip. Lease	Included in Contracted Services	\$0
Fundraising Materials		\$500
Insurance		\$2,200
Accounting		\$2,500
Annual Meeting		\$3,200
Web page		\$800
Payrole	Included in Contracted Services	\$0
Rent		\$12,000
Utilities / Phone / Internet		\$3,600
Mileage & Travel	Included in Contracted Services	\$0
Contracted Services		\$336,000
Total Yearly Expenses		\$363,000

Office furniture required for additional staff shall be purchased with re-allocated 2011 EDC funds.

INITIAL ECONOMIC DEVELOPMENT COLLABORATIVES



Regions

- 1** Upper Peninsula Region
Lake Superior Community Partnership
- 2** Northwest Region
Traverse City Chamber of Commerce
- 3** Northeast Region
- 4** West Central Region
The Right Place
- 5** Bay Region
Saginaw Future
- 6** Southwest Region
Southwest Michigan First
- 7** Central Region
LEAP
- 8** East Central Region
Genesee Regional Chamber of Commerce
- 9** South Central Region
Ann Arbor SPARK
- 10** Southeast Region
Oakland County PCDC
Macomb County PED
Wayne County EDGE
Detroit Economic Growth Corp

DRAFT

INITIAL ECONOMIC DEVELOPMENT COLLABORATIVES

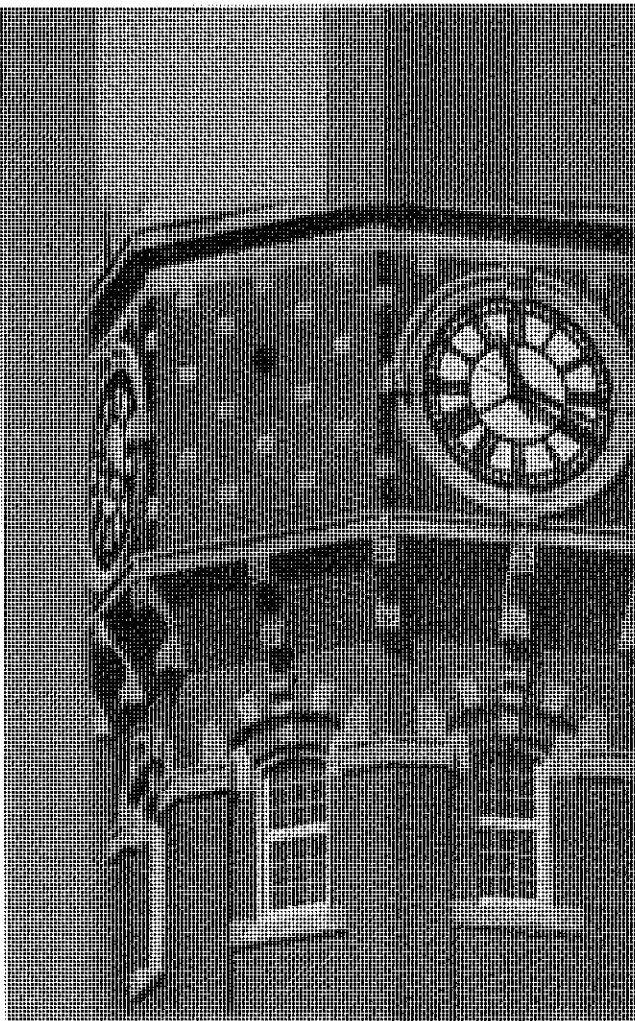
These initial collaboratives begin with the alignment of service providers' representatives which will create teams of resources within each region.

INITIAL REGIONAL ALIGNMENT

Business Development Managers (BDM)
Community Assistance Team (CA Team)
Urban Economic Development Team
Michigan Small Business Technology
Development Centers (MI-SBTDCs)
Michigan Manufacturing Technology Center
(MMTC)
Michigan Department of Transportation
(MDOT)

FUTURE REGIONAL ALIGNMENT

Michigan State Housing Development Authority
(MSHDA)
Procurement Technical Assistance Centers
(PTAC)
Talent and workforce organizations
Michigan Department of Agriculture and Rural
Development (MDARD)
United State Department of Agriculture (USDA)
Other state and federal agencies



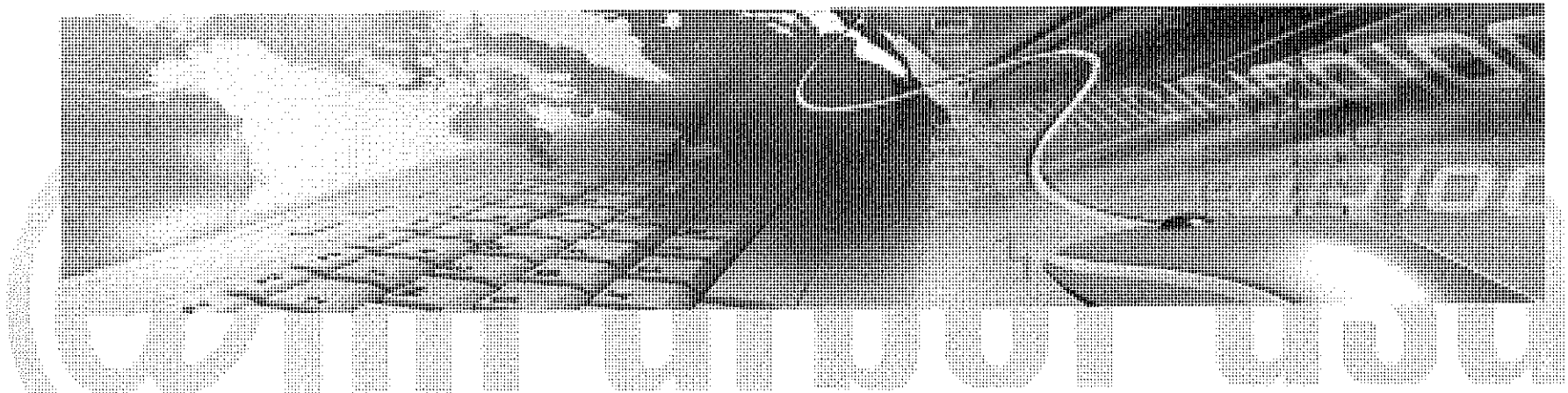
EXPRESS
SPARK
CENTRAL INNOVATION

2010 Successes
2011 Opportunities

Presentation to Livingston
County Economic Development
Council

@nn arbor usa

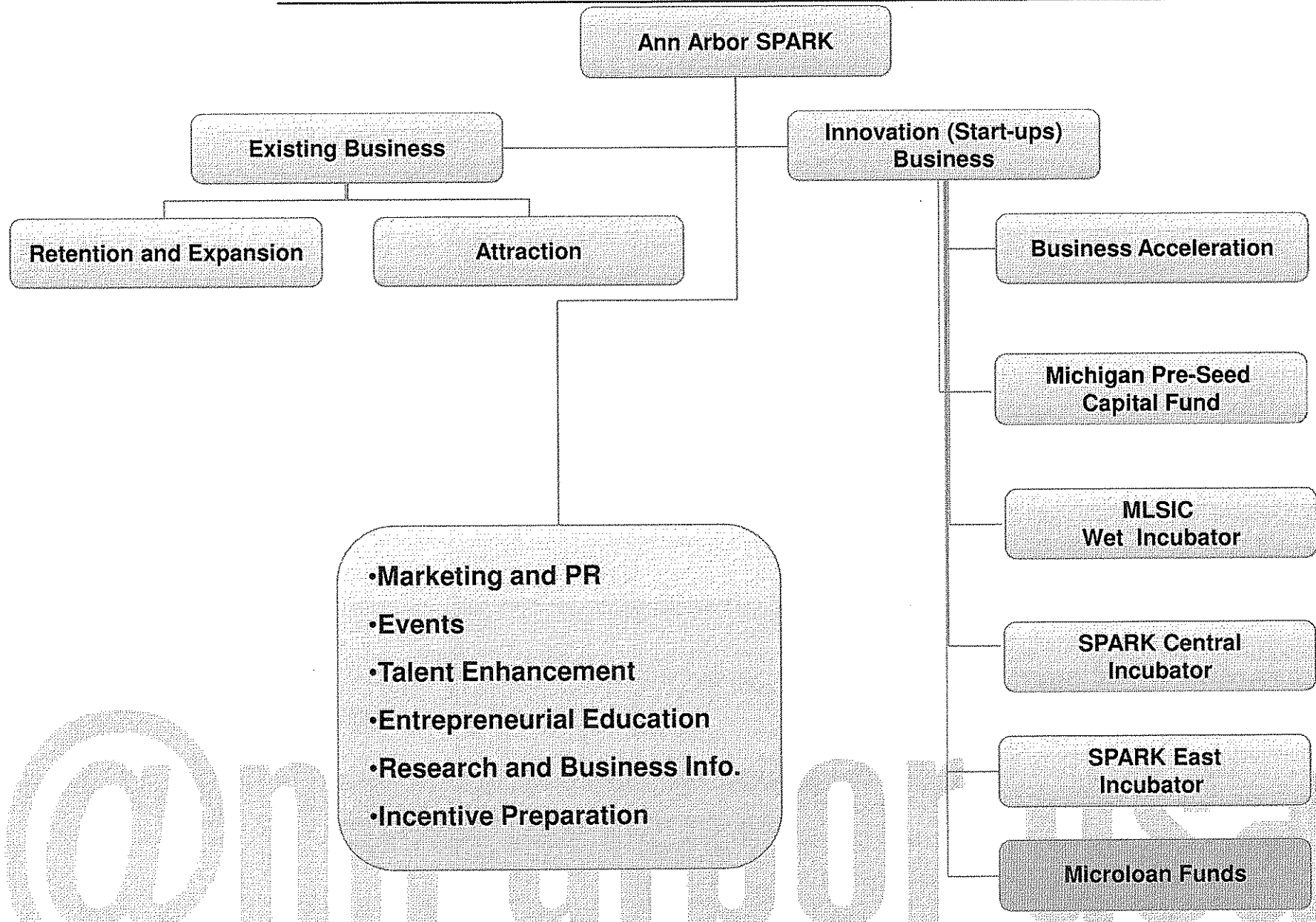
“SPARK” will be the *driving force in establishing the greater Ann Arbor region as a desired place for business expansion and location...* by identifying and meeting the needs of business at every stage, from those that are established to those working to successfully commercialize innovations.



- ✓ Attract and retain high-value, knowledge-intensive, diverse workers
- ✓ Innovation in products, services and delivery
- ✓ Ann Arbor USA (brand entire region)
- ✓ Proactive versus reactive
- ✓ “Open Source Economic Development”
- ✓ Statewide Collaboration/Partnerships

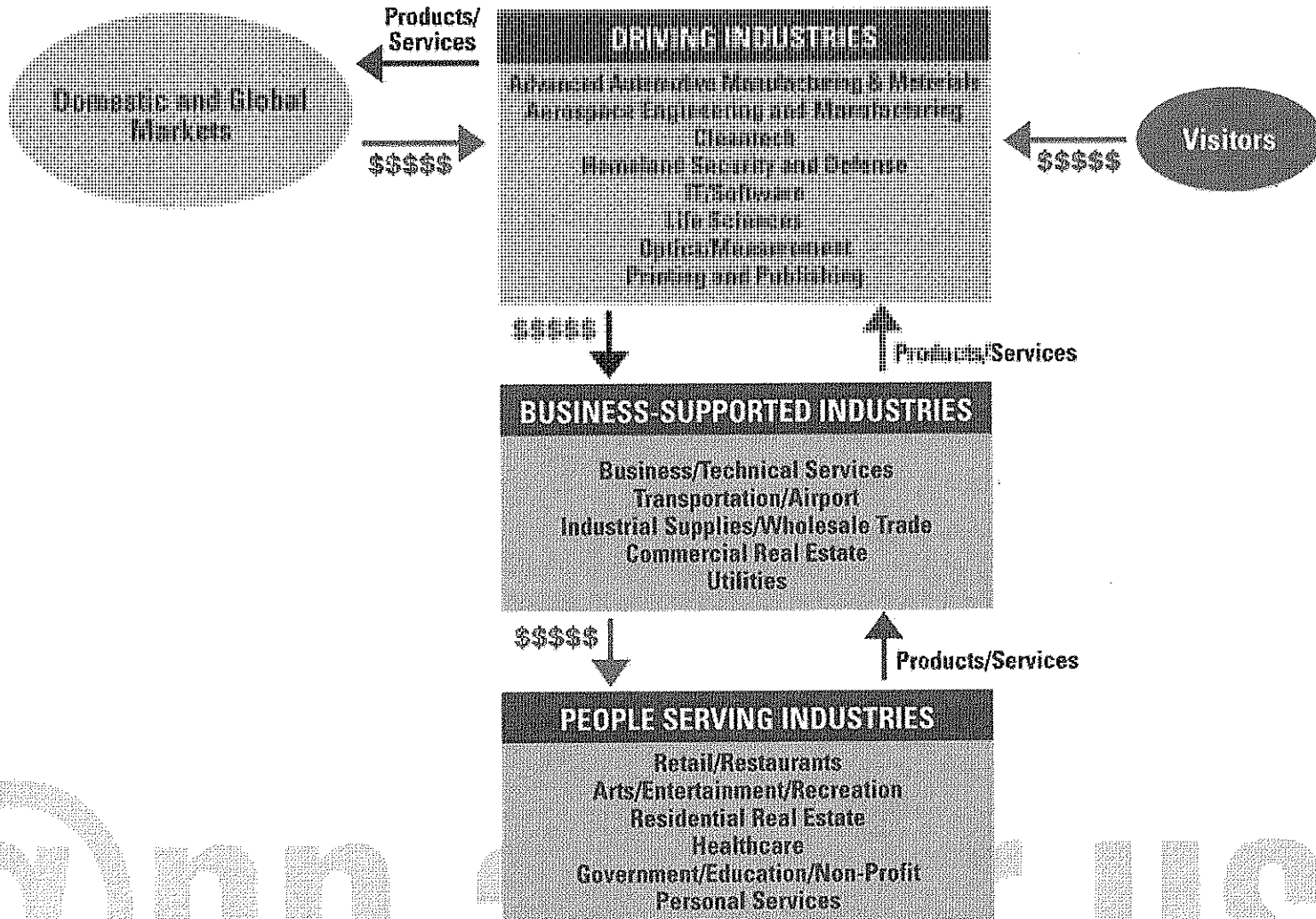
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- **Public – Private partnership** among academia, business, government and not-for-profit organizations
- **Governed** by a dynamic board, executive committee and officers
- **Led** by superior caliber employees, consultants and volunteers
- **To be funded** by all members of the partnership

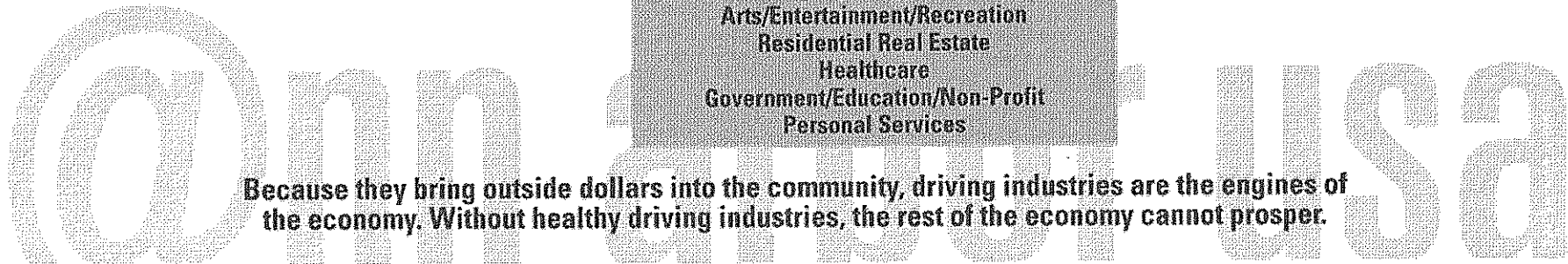




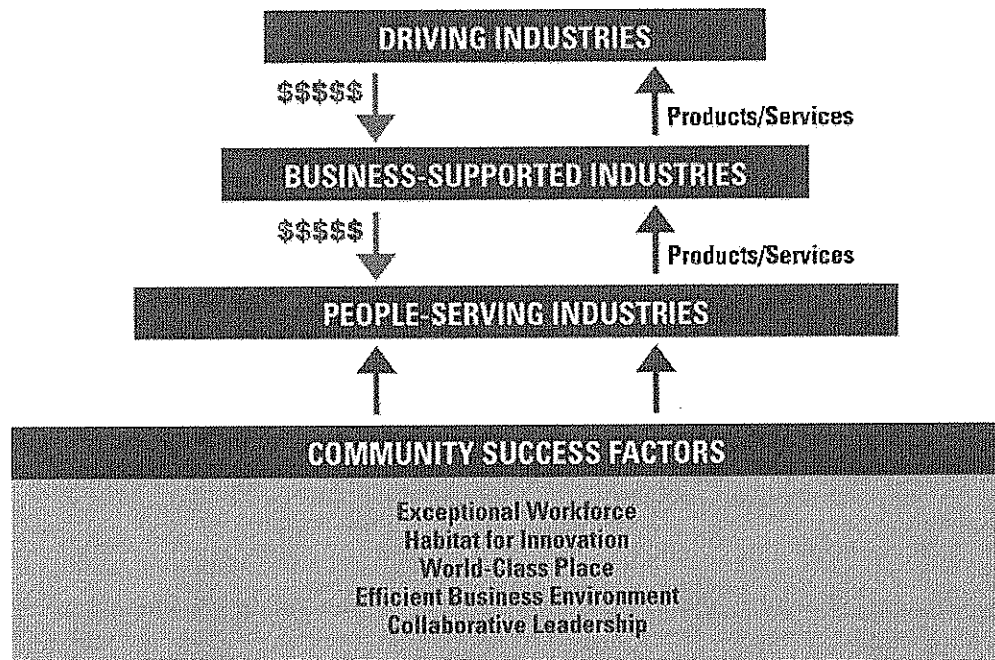
Outward-Oriented Industries Drive Rest of the Economy



Because they bring outside dollars into the community, driving industries are the engines of the economy. Without healthy driving industries, the rest of the economy cannot prosper.



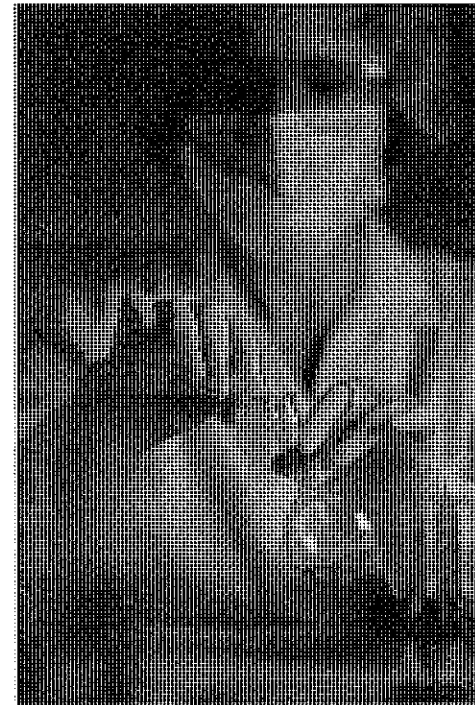
Community Success Factors Shaped By Our Public-Private Partnership



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Focus on a finite set of emerging technologies or industry sectors

- Advanced Automotive Manufacturing and Materials
- Aerospace Engineering and Manufacturing
- Cleantech
- Homeland Security and Defense
- IT / Software
- Life Sciences
- Optics / Measurement
- Printing and Publishing



Broadened Regional Economic Development Effort

- Comprehensive package of assets and resources
- Definable metropolitan image, clear message
- Private sector appeal
- Breaks down barriers to increased collaboration
- Positive narrative for the region

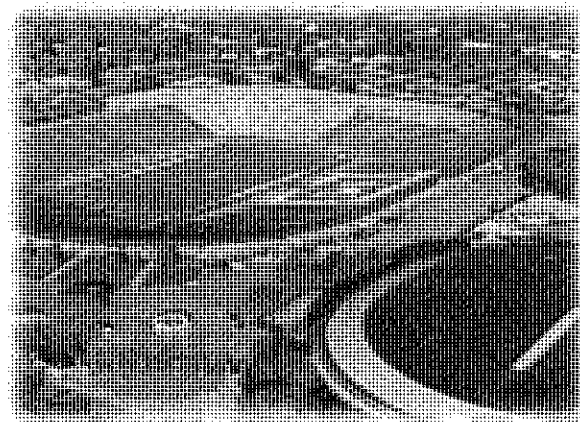
- Visible leadership in attraction
- Grow the business attraction and retention effort
- Scale and amplify acceleration and startup support
- Continue to emphasize talent

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- Engage regional partners
- Focus on building out the entrepreneurial ecosystem
- Benchmark and develop clear metrics
- Ensure services to Ann Arbor and Washtenaw
- Financial Sustainability

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- 42 company growth projects creating:
 - \$151 million in new investment commitments
 - 1,425 new jobs
- Assisted 62 innovation start-ups
- Awarded 12 pre-seed investments and 30 microloans
- Nurturing 60 incubator tenants
- Assisted 400 companies with 1,300 job postings



2006 – 2010 YTD Results

- 176 project successes - \$1.25 billion new investment commitments
- 10,474 new jobs and 6,236 jobs retained
- Assisted 278 innovation start-ups
- 54 Pre-Seed investments in 52 companies (\$225k/company average)
- 48 Microloans in 46 companies (\$39k/company average)
- 177 tenants in three regional incubators
- Leveraged community investments to over \$34 million – through Federal and State grants, equipment donation to MIED, foundations and other sources
- Assisted 1,401 companies with 4,105 job postings
- Assisted 4,300+ job seekers with employment searches

Economic Development Council of Livingston County

Minimum Partnership Investment Levels

Yearly Operating Budget

\$363,000

Includes \$336,000 of Contracted Services from Ann Arbor SPARK

3-Year Investment Level Commitments

2012 - 2014

County	40%
Local Governmental Units	40%
Non-Governmental Partners	20%

\$145,200
\$145,200
\$72,600

Governmental Partners

2011 Taxable Value

County	\$7,160,389,033	100%
--------	-----------------	------

	Yearly Investment
\$145,200	\$150,000

Northwest Quadrant

Conway Twp	\$105,279,843	1.47%
Cohoctah Twp	\$106,518,072	1.49%
Handy Twp	\$145,919,710	2.04%
Howell Twp	\$252,168,061	3.52%
Village of Fowlerville	\$95,766,510	1.34%
Howell	\$284,123,923	3.97%

\$2,135	\$2,500
\$2,160	\$2,500
\$2,959	\$3,000
\$5,114	\$5,000
\$1,942	\$2,500
\$5,762	\$6,000

Northeast Quadrant

Deerfield Twp	\$147,573,210	2.06%
Tyrone Twp	\$390,503,605	5.45%
Oceola Twp	\$405,664,588	5.67%
Hartland Twp	\$543,825,511	7.59%

\$2,993	\$2,500
\$7,919	\$8,000
\$8,226	\$8,000
\$11,028	\$12,000

Southwest Quadrant

Iosco Twp	\$116,020,159	1.62%
Marion Twp	\$344,164,543	4.81%
Unadilla Twp	\$106,628,151	1.49%
Putnam Twp	\$222,762,710	3.11%
Village of Pinckney	\$68,949,960	0.96%

\$2,353	\$2,500
\$6,979	\$8,000
\$2,162	\$2,500
\$4,517	\$4,500
\$1,398	\$2,500

Southeast Quadrant

Genoa Twp	\$941,542,129	13.15%
Brighton Twp	\$871,282,910	12.17%
Hamburg Twp	\$866,485,557	12.10%
Green Oak Twp	\$774,010,871	10.81%
Brighton	\$371,199,010	5.18%

\$19,093	\$20,000
\$17,668	\$18,000
\$17,571	\$18,000
\$15,696	\$16,000
\$7,527	\$8,000

Non-Governmental Partners

2011 Investment Increase

Michigan Works	\$6,000	0%
Business	\$23,000	55%
Utilities	\$13,750	45%
Financial	\$6,000	50%

\$8,000	\$6,000
\$35,600	\$26,000
\$20,000	\$20,000
\$9,000	\$9,000

Total Yearly Investment

\$363,000 **\$363,000**

From: Paul Krutko [mailto:Paul@annarborusa.org]

Sent: Tuesday, October 25, 2011 3:41 PM

To: Belinda Pefers

Cc: Mike Kennedy

Subject: a little more info

Here is an email I received from MEDC this afternoon.....

From: Martin Dober [mailto:doberm@michigan.org]

Sent: Tuesday, October 25, 2011 2:58 PM

To: Mandy Rossman; Erin Wiley

Cc: Paula Sorrell

Subject: RE: Something I need to send to Livingston today

The statute that established the 21st Century Jobs Fund was amended to include Agricultural and Information Technology opportunities, among anything else that the Michigan Strategic Fund deems as innovative technology. So, the focus of the program has been widened. The website has not been updated to reflect that change.

Martin

Basically what this means is that MEDC investment programs have now been expanded to include agriculture.....so now Ann Arbor SPARK would be in a position to package projects for financial assistance that support agricultural companies and projects.

Paul Krutko

President and Chief Executive Officer

Ann Arbor SPARK

201 S. Division Street, Suite 430, Ann Arbor MI 48104

Phone: (734) 527-9140 | Fax: (734) 761-9062

paul@AnnArborUSA.org | www.AnnArborUSA.org

Secretary/Treasurer and Fellow Member

Vice Chair Elect

International Economic Development Council

Ann Arbor SPARK is host of the 2013 IEDC Spring Conference ~ June 9-11, 2013





Community Development Block Grant Farm to Food and Downtown Infrastructure Pre-Applications

9/9/2011

Questions and Answers submitted through September 23, 2011.

Dear Local Government Official:

The Michigan Economic Development Corporation (MEDC) is accepting Pre-Applications for new projects under the State of Michigan's Community Development Block Grant (CDBG) Farm to Food and Downtown Infrastructure Grant (DIG) programs. Submissions for the 2011 program funding cycles will be accepted until October 21, 2011. As a community leader, you are encouraged to review the program criteria identified and determine if your community is eligible to apply for funding under one of these programs.

The purpose of these CDBG programs is to accelerate community and economic development while providing benefit to low- and moderate-income persons in Michigan. Eligible, participating communities are those on the Low and Moderate Income Communities and Project Area List.

The CDBG Farm to Food program is designed to assist communities seeking to construct, rehabilitate, acquire, expand or improve a facility for the support of a three to four-season farmers market. Activities eligible for funding include construction, acquisition, expansion of and/or improvements to new or existing farmers markets located in eligible low and moderate income communities. Farm to Food grants under \$50,000 will not be considered.

The CDBG DIG program is designed to assist communities seeking to improve infrastructure in their downtown district. This program is designed to provide public infrastructure improvement funding for areas located in a traditional downtown. Improvements can include projects in the downtown district such as: streets and roads, sidewalks, parks, curbs, gutters, sewer, water, lighting, parking facilities, street furniture, landscaping and wayfinding. Acquisition (property and/or easements) is not an eligible activity that can be funded with grant, local or other funds. DIG grants under \$100,000 will not be considered.

Each program's priorities and criteria are outlined in the Pre-Application and will be used when selecting projects for funding. Applicants must clearly state and explain how the proposed project activities requested for funding will benefit all residents of the community.

Communities awarded Farm to Food and/or DIG grants in 2010 are not eligible to apply. Due to funding limitations, only one submission per community is allowed. Communities may apply for either grant program, but not both. Project term of work will be limited to one year.

Please note, federal regulations prohibit the use of CDBG funds for projects that have already started or have contractually obligated funds. Project activities (both CDBG and non-CDBG) cannot have begun and/or been incurred, except for preliminary engineering cost estimates. After the Pre-Application has been submitted, no changes to the project scope of work or grant increases will be allowed.

The maximum grant award cannot exceed \$750,000. The total amount of grant funds available is \$1,500,000 for the Farm to Food program and \$3,000,000 for the DIG program. Communities may request CDBG funds for grant administration. The maximum amount of CDBG funding that will be allowed for administration is \$5,000 for grants up to \$500,000 or \$10,000 for grants up to \$750,000.

Submission Instructions:

If you determine you have an eligible project which qualifies for either the Farm to Food or the DIG program, please download and complete the corresponding program Pre-Application.

Return one completed Pre-Application signed by the authorized local government official via email and one via U.S. mail. Electronic Pre-Application submissions should be sent to CDBG@michigan.org. Include the Pre-Application, pictures, project cost/engineering estimates, additional documentation and maps as attachment(s) in the email. Mailed Pre-Applications should be sent to:

Michigan Strategic Fund
c/o Michigan Economic Development Corporation
Community Development Block Grant
300 N. Washington Square
Lansing, MI 48913

Applicants must address ALL items in the Pre-Application to be considered for funding. Incomplete applications will not be reviewed. One

www.michigan.gov
(To Print, use your browser's print function)

Release Date: January 11, 2011
Last Update: January 11, 2011

Department of Agriculture adds rural development to mission

FOR IMMEDIATE RELEASE
Tuesday, Jan. 11, 2011

Contact: Geralyn Lasher
517-335-6397
lasherg@michigan.gov

LANSING, MI - Governor Rick Snyder has signed an executive order officially adding rural development to the Department of Agriculture's mission.

The executive order - his second since taking office on Jan. 1 - follows through on his pledge to make sure all of Michigan moves forward without leaving some behind. "This should be seen as more than just a symbolic name change," Snyder said. "This should be seen as a clear signal that my administration intends to work with the agriculture industry to help it grow in order to bring more and better jobs to our rural areas, which are suffering with some of the highest unemployment rates in the state."

As director of the newly-renamed Department of Agriculture and Rural Development, Keith Creagh has been charged by the governor with integrating resources across government in order to make infrastructure improvements and expand educational opportunities that will make producers of food and other agricultural products anchors in rural communities, providing sustainable, long-term jobs. "We already have a lot of the necessary tools at our disposal, it's just a matter of making sure they are used wisely," Creagh said.

To that end, Creagh has already had discussions with Department of Transportation Director Kirk Steudle about making smart investments in infrastructure to enhance economic growth in rural areas. Creagh also said it is important to expand educational opportunities.

"Agriculture today is a high tech industry that relies on trained professionals with knowledge of the newest methods from biology and chemistry to packing and shipping. Expanding educational opportunities will give Michigan's agricultural producers a competitive edge and ensure jobs are available for recent graduates who want to stay in their home communities," Creagh said.

The Department of Agriculture and Rural Development will focus on expanding agriculture's role in Michigan's economy by making sure regulations are based on sound science and expanding programs such as the Michigan Agriculture Environmental Assurance Program, which aims to help farmers run environmentally-sound operations.

It will also work to improve customer service by providing technical assistance to food processors and farmers that need help solving permit and regulation issues.

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SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of __January____, 2011 between **UNIT OF GOVERNMENT**, a Michigan Municipal Corporation, of ADDRESS, Michigan hereinafter referred to as the "**TYPE LOCAL GOVERNMENTAL UNIT**", and the **ECONOMIC DEVELOPMENT COUNCIL OF LIVINGSTON COUNTY**, a Michigan non-profit corporation, having its registered office at 1240 Packard Dr. #101, Howell, Michigan, hereinafter referred to as the "EDC".

WHEREAS, in the current economic climate unemployment problems, static tax bases and a lack of some commercial services to serve growing areas are problems which are faced by many counties in Michigan; and

WHEREAS, a coordinated effort on the part of citizens and institutions, in Livingston County is desirable in order to solve the above problems and create industrial and commercial expansion and to promote the economic well-being and development of Livingston County; South Central Region; and of the TYPE OF UNIT OF GOVERNMENT; and

WHEREAS, the EDC has been formed for the purpose of developing jobs and the promotion of the economic development of Livingston County through the cooperation and participation of interested private and public organizations in the County; and

WHEREAS, a coordinated approach to the development of jobs and the promotion of economic development for Livingston County will aid the TYPE OF GOVERNMENTAL UNIT in its own economic development;

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

1. The EDC shall act as the UNIT OF GOVERNMENT'S agent with respect to economic development projects in and for the TYPE OF LOCAL GOVERNMENTAL UNIT for purposes of promoting both the economic expansion of local business and industry currently located within the TYPE OF LOCAL GOVERNMENTAL UNIT as well as establishing new businesses and industries within the TYPE OF LOCAL GOVERNMENTAL UNIT. The EDC will enter into a contract services agreemrnt with Ann Arbor SPARK to provide business retention, expansion and attraction services for three years beginning January 1, 2012. The EDC and Ann Arbor SPARK will meet with TYPE OF LOCAL GOVERNMENTAL UNIT to develop the criteria that shall be used to determine the success of the program. The EDC and Ann Arbor SPARK will hold joint annual status meetings with all participating governmental partners to present the program's progress and seek input from all of the participating governmental partners. The EDC and Ann Arbor SPARK will issue quarterly program activity summaries to all participating governmental partners.

2. The TYPE OF LOCAL GOVERNMENTAL UNIT agrees to pay to the EDC \$XXXX.XX per year, for three years, on or before March 31st of each year, for services furnished under this Agreement to be rendered for the calendar year to the TYPE OF LOCAL GOVERNMENTAL UNIT by the EDC which shall specifically describe whatever services have been performed and whatever expenses have been incurred on behalf of the TYPE OF LOCAL GOVERNMENTAL UNIT by the EDC for economic development in and for the TYPE OF LOCAL GOVERNMENTAL UNIT.
3. The EDC agrees to keep adequate books, records and accounts which will accurately reflect and account for the disposition of all funds coming into and disbursed by the EDC as a result of this Agreement, to make the same available for inspection by the TYPE OF LOCAL GOVERNMENTAL UNIT during normal business hours and to furnish to the TYPE OF LOCAL GOVERNMENTAL UNIT a complete financial audit by a certified public accountant with respect to its operations by no later than 60 days following the end of the EDC fiscal year end.
4. The EDC agrees to hold the TYPE OF LOCAL GOVERNMENTAL UNIT harmless from any and all liability which might result from its activities, and the EDC further agrees to carry such liability insurance in favor of the TYPE OF LOCAL GOVERNMENTAL UNIT as the TYPE OF LOCAL GOVERNMENTAL UNIT shall deem necessary to insure protection of the TYPE OF LOCAL GOVERNMENTAL UNIT from any and all liability.
5. Within ninety (90) days after the end of the EDC's fiscal year as described in paragraph 1 above, the EDC shall submit to the TYPE OF LOCAL GOVERNMENTAL UNIT a final written statement for all work and services performed under this Agreement. All data and work product related to the activities of the EDC and utilized or developed in performance of work in and for the TYPE OF LOCAL GOVERNMENTAL UNIT shall become the property of the TYPE OF LOCAL GOVERNMENTAL UNIT upon termination of this Agreement.
6. Both parties agree that this Agreement is subject to all applicable ordinances, resolutions and rules of the TYPE OF LOCAL GOVERNMENTAL UNIT.
7. That this Agreement shall be subject to such modifications as may be mutually agreeable to the contracting parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

WITNESSES:

UNIT OF GOVERNMENT

XX, position

XX, position

**ECONOMIC DEVELOPMENT COUNCIL
OF LIVINGSTON COUNTY**

Michael J. Kennedy, EDC Chair

Scott C. Griffith, EDC Vice-Chair

MEMORANDUM

TO: Township Board

FROM: Michael Archinal *Michael Archinal*

DATE: 11/18/11

RE: Recycling/Yard Waste Report

As you are aware we changed our refuse contractor in August. Part of this change included new services for our residents. One of the new programs was free recycling. Previously, residents who wished to recycle had to pay a monthly subscription fee. With our new contract recycling is included in the annual charge.

Another new service provided is optional curb side yard waste pick-up. This is a subscription service that was not available through our previous hauler. Duncan disposal has offered this service in addition to the free Township Hall yard waste drop-offs.

The following tables describe the popularity of these new programs:

RECYCLING (In tons)

MONTH	TRASH	RECYCLE	TOTAL
August	502.67	90.84	593.51
September	486.65	95.96	582.61
October	475.25	93.37	568.62
TOTAL	1,464.57	280.17	1,744.74

YARD WASTE COLLECTION (in tons)

MONTH	PARTICIPANTS	CURBSIDE TONNAGE	DROP-OFF TONNAGE	TOTAL
August	158	27.24	N/A	27.24
September	212	32.40	N/A	32.40
October	262	40.86	17.34	58.20
November	265	42.74	Incomplete	42.74+
TOTAL		143.24	17.34+	160.58+

To date our partnership with Duncan Disposal has diverted over 440.75 tons of material from landfills. This item is for information only. No Township Board action is required. Staff will continue to educate and encourage participation through newsletter articles, website updates and attachments to other materials such as utility and tax bills.

Adam VanTassell

To: Michael Suciu
Subject: RE: Barking Dogs

From: Michael Suciu [<mailto:uicusm@yahoo.com>]
Sent: Wednesday, November 02, 2011 5:14 PM
To: Adam VanTassell
Subject: Barking Dogs

Hi Adam

Do we in Genoa Twp. have any chance of adopting rules similar to the enclosed link for Los Angeles?

Thanks
Michael Suciu
Sunrise Park

<http://news.yahoo.com/los-angeles-approves-hefty-bite-barking-dogs-155522374.html>

LOS ANGELES (AP) — Barking dogs can lead to a hefty fine in Los Angeles.

The City Council on Tuesday approved an ordinance that fines owners of excessively barking dogs \$250 for a first offense, \$500 for a second and \$1,000 for a third if a Department of Animal Services hearing officer decides the pooch is barking too much.

City prosecutor Dov Lesel tells the Los Angeles Times (<http://lat.ms/tLCNjO>) that a dog's barking would be considered excessive if it continued for 10 minutes or more, or intermittently for a half-hour or more within a three-hour period.

The ordinance is expected to get Mayor Antonio Villaraigosa's signature. It would go into effect before the end of the year.

Correspondence



2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

November 9, 2011

Irvin J. Poke, AIA
Director, Bureau of Construction Codes
2501 Woodlake Circle
Okemos MI 48864

RE: Application to Administer and Enforce

Mr. Poke,

An application was delivered to your office on 10/28/11. I am hopeful that you or your staff will be able to provide comment so that we can place a revised final application on our 11/21/11 Township Board meeting agenda. In my cover letter I made reference to the fact that contracts with our inspectors were in draft form. The contracts have been executed and are enclosed for your review.

Again, I welcome the opportunity to receive your comments prior to our final submittal. We would like to meet with you and ask for your assistance in satisfying your requirements. Please also advise as to the final submittal date for the Construction Code Commission's January 4, 2012 meeting.

Best regards,

Michael C. Archinal, Manager
Genoa Charter Township

Encl.

Cc: Genoa Charter Township Board
Kelly VanMarter; Genoa Charter Township Planning Director
Dennis S. Smith CBO/CFI
Correspondence

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Steven Wildman

MANAGER

Michael C. Archinal