

**GENOA CHARTER TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 6, 2012
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: January 17, 2012
3. Request for approval of the following employee contracts: Assessor, Deputy Assessor, Utility Director, Engineer and Planning Director as recommended by the Administrative Committee.
4. Request for approval regarding prepayment of Genoa- Ocoola Wastewater Treatment Plant Improvement Bonds, Series 2001.
5. Request for approval of the schedule of meetings thru December 2012.
6. Consider approval of an agreement with Livingston County Economic Development Council to provide economic development services.

Approval of Regular Agenda:

7. Request for approval of the 2012 System Labor and Equipment Percentage Allocation and the DPW budget ending March 31, 2013 as presented by the Utility Director.
8. Request for approval of the Township Utility Department wage schedule for the sewer and water operational staff.
9. Request for approval to adopt the Genoa Charter Township Utility Department Professional Development Policy.
10. General and Special Revenue fund budgets 2012 and 2013
 - A. Request for an amendment to Township budgets ending fiscal year March 31, 2012.
 - B. Review of first draft of proposed Township budgets for the fiscal year ending March 31, 2013.
11. Consider entering into a closed session to discuss the potential purchase or lease of real property.

Correspondence
Member Discussion
Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE : February 6, 2012

TOWNSHIP GENERAL EXPENSES: Thru February 6, 2012	\$222,840.95
January 20, 2012 Bi-Weekly Payroll	\$66,716.18
February 1, 2012 Monthly Payroll	\$11,081.42
February 3, 2012 Bi-Weekly Payroll	\$65,818.06
OPERATING EXPENSES: Thru February 6, 2012	\$49,441.33
TOTAL:	<u>\$415,897.94</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
28154	Administ	Total Administrative Services	01/20/2012	930.72
28155	Equitabl	Equivest Unit Annuity Lock Box	01/20/2012	905.00
28156	MISDU	Michigan State Disbursement Un	01/20/2012	207.13
28157	Administ	Total Administrative Services	02/01/2012	227.27
28158	Allstar	Allstar Alarm LLC	01/18/2012	270.00
28159	AmerAqua	American Aqua	01/18/2012	42.75
28160	ARCHINAL	Michael Archinal	01/18/2012	66.14
28161	AT&TLONG	AT&T Long Distance	01/18/2012	4.93
28162	ATT& IL	AT&T	01/18/2012	106.24
28163	Bhavsar	Janice Bhavsar	01/18/2012	68.75
28164	BLUE CRO	Blue Cross & Blue Shield Of Mi	01/18/2012	24,238.94
28165	BullsEye	BullsEye Telecom	01/18/2012	1,051.89
28166	Clearwat	Clearwater Systems	01/18/2012	56.00
28167	CONSUMER	Consumers Energy	01/18/2012	529.15
28168	Court	Courtyard by Marriott	01/18/2012	447.99
28169	Courtyar	Courtyard by Marriott	01/18/2012	259.42
28170	DTE LAKE	DTE Energy	01/18/2012	1,334.81
28171	EHIM	EHIM, INC	01/18/2012	1,280.89
28172	ETNA SUP	Etna Supply Company	01/18/2012	10,935.00
28173	GTFPPR	GenoaTwp-Fut Paths,Pks & Rec	01/18/2012	150,000.00
28174	HWL CHAM	Howell Area Chamber Of Commere	01/18/2012	450.00
28175	LEDFORD	Jean Ledford	01/18/2012	238.74
28176	Lincoln	Lincoln National Life Ins Co.	01/18/2012	2,289.48
28177	LINDHOUT	Lindhout Associates Architects	01/18/2012	715.00
28178	LivCTrea	Livingston County Treasurer	01/18/2012	341.60
28179	MASTER M	Master Media Supply	01/18/2012	289.29
28180	MCCRIRIE	Gary McCririe	01/18/2012	238.74
28181	MI Soc P	Michigan Association of Planni	01/18/2012	49.00
28182	MMTA	Michigan Municipal Treas. Assn	01/18/2012	50.00
28183	MORTENSE	H.J. Mortensen	01/18/2012	188.74
28184	RIGGS	Ann Riggs	01/18/2012	68.75
28185	RYNICKE	Antoinette Rynicke	01/18/2012	68.75
28186	SMITH T	Todd Smith	01/18/2012	238.74
28187	Tetra Te	Tetra Tech Inc	01/18/2012	455.00
28188	TRI COUN	Tri County Cleaning Supply Inc	01/18/2012	156.90
28189	WATSON V	Victor Watson	01/18/2012	68.75
28190	CARDM	Chase Card Services	01/26/2012	1,100.15
28191	DTE EN	DTE Energy	01/26/2012	208.10
28192	Mancuso	Mancuso & Cameron, P.C.	01/26/2012	11,594.50
28193	mhog	MHOG Utilities	01/26/2012	105.68
28194	AMER PLA	American Planning Association	01/26/2012	450.00
28195	ARCHINAL	Michael Archinal	01/26/2012	500.00
28196	AT&T Fax	AT&T	01/26/2012	105.81
28197	BROWN	DOUGLAS BROWN	01/26/2012	12.55
28198	COMCAST	COMCAST	01/26/2012	101.04
28199	CRAMPTON	Crampton Electric Co., Inc.	01/26/2012	640.52
28200	MASTER M	Master Media Supply	01/26/2012	403.12
28201	SHELL	Shell	01/26/2012	80.89
28202	VERIZONW	Verizon Wireless	01/26/2012	552.41
28203	WALMART	Walmart Community	01/26/2012	62.18
28204	Administ	Total Administrative Services	02/03/2012	930.72
28205	Equitabl	Equivest Unit Annuity Lock Box	02/03/2012	905.00
28206	MISDU	Michigan State Disbursement Un	02/03/2012	207.13
28207	VION	Vion Holdings LLC	02/03/2012	76.12
28208	SOM-TRE	State Of Mich- Dept Of Treasur	02/07/2012	5,934.53

Report Total:

222,840.95

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/13/2012 - 12:54

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28154	Administ	Total Administrative Services	01/20/2012		930.72
			Check 28154 Total:		930.72
10218	AETNA LI	Aetna Life Insurance & Annuity	01/20/2012		25.00
			Check 10218 Total:		25.00
10219	EFT-FED	EFT- Federal Payroll Tax	01/20/2012		7,012.17 2,647.42 3,908.09 914.00 914.00
			Check 10219 Total:		15,395.68
10221	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/20/2012		574.80
			Check 10221 Total:		574.80
28155	Equitabl	Equivest Unit Annuity Lock Box	01/20/2012		905.00
			Check 28155 Total:		905.00
10222	FIRST NA	First National Bank	01/20/2012		300.00 2,875.00 45,502.85

Check 10222 Total:

48,677.85

28156

MISDU

Michigan State Disbursement Un 01/20/2012

FIPS 2616300

207.13

Check 28156 Total:

207.13

Report Total:

66,716.18

**First National
Direct Deposit
JANUARY 20, 2012
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$48,677.85	
Aaron Korpela		\$1,005.97
Adam Van Tassell		\$1,098.40
Alex Chimpouras		\$1,910.01
Amy Ruthig		\$985.95
Angela Williams		\$875.59
Brian Bastian		\$0.00
Caitlin Nims		\$907.97
Carol Hanus		\$1,213.03
Craig Bunkoske		\$1,831.38
Daniel Schlack		\$1,209.73
Dave Estrada		\$1,280.08
David Miller		\$1,903.07
Deborah Rojewski		\$2,386.55
Dennis Smith		\$134.14
Diane Zerby		\$593.17
Duane Chatterson		\$1,675.07
Eric Hartman		\$0.00
Greg Tatara		\$2,480.20
James Aulette		\$1,291.21
Jeffrey Meyers		\$1,214.51
Jenifer Kern		\$537.20
Joe Szabelski		\$1,120.97
Judith Smith		\$1,189.14
Karen J. Saari		\$974.00
Kelly VanMarter		\$1,981.55
Kimberly MacLeod		\$957.38
Kristen Sapienza		\$355.39
Kyle Mitchell		\$866.16
Laura Mroccka		\$1,677.85
Martin Reich		\$1,571.93
Michael Archinal		\$2,906.08
Renee Gray		\$1,034.84
Richard Bigham		\$1,721.59
Robin Hunt		\$1,364.41
Scott Lowe		\$1,220.88
Steven Anderson		\$1,697.08
Susan Sitner		\$651.60
Tammy Lindberg		\$980.38
Tesha Humphriss		\$1,873.39
Total Deposit		\$48,677.85

Accounts Payable

Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/18/2012 - 12:31

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28157	Administ	Total Administrative Services	02/01/2012		227.27
			Check 28157 Total:		227.27
10223	EFT-FED	EFT- Federal Payroll Tax	02/01/2012		1,706.38 447.70 660.92 154.55 154.55
			Check 10223 Total:		3,124.10
10224	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/01/2012		212.66
			Check 10224 Total:		212.66
10225	FIRST NA	First National Bank	02/01/2012		7,467.39 50.00
			Check 10225 Total:		7,517.39
			Report Total:		11,081.42

**First National
Direct Deposit
FEBRUARY 1, 2012
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$7,517.39	
Adam Van Tassel		\$548.50
Gary McCririe		\$2,304.01
H.J. Mortensen		\$433.06
Jean Ledford		\$323.90
Paulette Skolarus		\$3,233.53
Steve Wildman		\$330.49
Todd Smith		\$343.90
Total Deposit		<u><u>\$7,517.39</u></u>

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/27/2012 - 13:01

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28204	Administ	Total Administrative Services	02/03/2012		930.72
			Check 28204 Total:		930.72
10226	AETNA LI	Aetna Life Insurance & Annuity	02/03/2012		25.00
			Check 10226 Total:		25.00
10227	EFT-FED	EFT- Federal Payroll Tax	02/03/2012		6,767.59 2,610.95 3,854.19 901.42 901.42
			Check 10227 Total:		15,035.57
10228	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/03/2012		574.80
			Check 10228 Total:		574.80
28205	Equitabl	Equivest Unit Annuity Lock Box	02/03/2012		905.00
			Check 28205 Total:		905.00
10229	FIRST NA	First National Bank	02/03/2012		300.00 2,875.00 44,888.72

Check 10229 Total: 48,063.72

28206 MISDU Michigan State Disbursement Un 02/03/2012
FIPS 2616300 207.13

Check 28206 Total: 207.13

28207 VION Vion Holdings LLC 02/03/2012
Feb 3, 2012 pay 76.12

Check 28207 Total: 76.12

Report Total: 65,818.06

**First National
Direct Deposit
FEBRUARY 3, 2012
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$48,063.72	
Aaron Korpela		\$1,169.74
Adam Van Tassell		\$1,101.72
Alex Chimpouras		\$1,913.47
Amy Ruthig		\$1,103.82
Angela Williams		\$738.67
Brian Bastian		\$0.00
Caitlin Nims		\$952.72
Carol Hanus		\$1,216.49
Craig Bunkoske		\$2,041.83
Daniel Schlack		\$1,528.74
Dave Estrada		\$1,105.13
David Miller		\$654.67
Deborah Rojewski		\$2,404.82
Dennis Smith		\$0.00
Diane Zerby		\$654.85
Duane Chatterson		\$1,432.71
Eric Hartman		\$0.00
Greg Tatara		\$2,483.66
James Aulette		\$1,213.65
Jeffrey Meyers		\$1,188.95
Jenifer Kern		\$544.96
Joe Szabelski		\$797.88
Judith Smith		\$1,197.79
Karen J. Saari		\$975.44
Kelly VanMarter		\$1,985.02
Kimberly MacLeod		\$1,110.84
Kristen Sapienza		\$608.66
Kyle Mitchell		\$882.80
Laura Mroczka		\$1,686.50
Martin Reich		\$1,580.59
Michael Archinal		\$2,924.35
Renee Gray		\$1,038.31
Richard Bigham		\$1,725.05
Robin Hunt		\$1,373.06
Scott Lowe		\$1,538.21
Steven Anderson		\$1,700.54
Susan Sitner		\$627.39
Tammy Lindberg		\$983.84
Tesha Humphriss		\$1,876.85
Total Deposit		<u><u>\$48,063.72</u></u>

10:31 AM

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

January 11 - 30, 2012

Type	Date	Num	Name	Memo	Amount
Check	01/12/2012	2091	Brighton Analytical L.L.C.	Inv #'s 1211-75477 & 0112-75533	-154.00
Check	01/12/2012	2092	GENOA TWP-DPW FUND	10/1/11 - 12/31/11 Common Costs	-578.65
Check	01/12/2012	2093	KENNEDY INDUSTRIES, INC.	Inv # 535153 dated 1/7/2012	-240.00
Check	01/12/2012	2094	PVS NOLWOOD CHEMICALS, INC	Inv 343127 & Credit memos	-122.00
Check	01/12/2012	2095	Tetra Tech Inc.	Inv #'s 50525790 & 50525800	-950.91
Check	01/24/2012	2096	BullsEye Telecom	Inv # 13457102	-345.64
Check	01/24/2012	2097	Consumers Energy	Service from 12/6/11 - 1/6/12	-911.71
Check	01/24/2012	2098	City Of Brighton	Northstar #2/Lake Edge 10/1-12/31/2011	-13,410.15
Check	01/24/2012	2099	Genoa/Oceola Sewer Authority	VOID: Maintenance/billing fees January 2012	0.00
Check	01/24/2012	2100	AT&T	Acct 053465-1001 001	-32.99
Check	01/24/2012	2101	MHOG Utilities	7817 Bendix - 09/30/11-12/31/2011	-38.78
Grand Total					-16,784.83

10:25 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

January 11 - 30, 2012

Type	Date	Num	Name	Memo	Amount
Check	01/13/2012	2277	BRIGHTON ANALYTICAL, LLC	Inv # 0112-75532 & 75489	-268.00
Check	01/13/2012	2278	CONSUMERS ENERGY	Billing from 11/29/2011 - 12/29/2011	-604.29
Check	01/13/2012	2279	BBVA Compass Bank	Inv 107906	-675.00
Check	01/13/2012	2280	FONSON, INC.	Inv # 9848	-2,942.54
Check	01/13/2012	2281	GENOA TWP UTILITY FUND	Common costs Oct - Dec 2011	-2,701.66
Check	01/13/2012	2282	G/O SEWER AUTHORITY	VOID: Maintenance/billing fees January 2012 G	0.00
Check	01/13/2012	2283	Advance Auto Parts	Inv 8082134047383	-29.88
Check	01/13/2012	2284	USA Bluebook	Inv # 544722	-1,002.95
Check	01/13/2012	2285	TETRA TECH, INC.	Inv 50525799, 5788, 5785	-1,703.59
Check	01/13/2012	2286	Tractor Supply Credit Plan	Acct 6035012 0324 0252	-46.95
Check	01/26/2012	2287	AT&T	Acct 810-227-4883 026 3	-92.27
Check	01/26/2012	2288	Bullseye Telecom	Inv # 13445295 dated 1/9/2012	-576.12
Check	01/26/2012	2289	Daniel Schlack	Reimburse for purchase of 2 burrs (hand grinde	-35.00
Check	01/26/2012	2290	Genoa Township G/O New User Fund	Capital Improve. Repayment Nov, Dec 2011, Ja	-8,210.00
Grand Total					-18,888.25

10:20 AM

#595 PINE CREEK W/S FUND**Payment of Bills**

January 11 - 30, 2012

Type	Date	Num	Name	Memo	Amount
Check	01/24/2012	2088	Mancuso & Cameron, P.C.	RE: Pine Creek Escrow	-37.50

Grand Total **-37.50**

10:39 AM

#504 DPW RESERVE FUND**Payment of Bills**

January 11 - 30, 2012

Type	Date	Num	Name	Memo	Amount
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no checks issued

10:35 AM

#503 DPW UTILITY FUND**Payment of Bills**

January 11 - 30, 2012

Type	Date	Num	Name	Memo	Amount
Check	01/12/2012	1959	Chase Card Services	Acct 5582 5086 3893 2167	-1,953.62
Check	01/12/2012	1960	Clearwater Systems	Inv 755866	-14.00
Check	01/12/2012	1961	Jenifer Kern	VOID: Reimbursement ck mtg for org changes	0.00
Check	01/12/2012	1962	LOWE'S	Statement from Dec 2011	-1,360.91
Check	01/12/2012	1963	NORTHWEST ENERGY	Acct 532-97250-2	-155.19
Check	01/12/2012	1964	Kimberly MacLeod	VOID: Reimbursement ck - gift cards ee's pass	0.00
Check	01/12/2012	1965	MWEA	Membership renewal - J. Szabelski	-58.00
Check	01/12/2012	1966	PAETEC	January 2012 statement	-27.25
Check	01/12/2012	1967	Port City Communications, Inc.	Answering service - Jan 2012	-119.08
Check	01/12/2012	1968	Staples Credit Plan	Office supplies Dec 2011	-194.58
Check	01/12/2012	1969	SWANN'S CLOTHING STORE	Inv 5047 Bibs - Alex Chimpouras	-99.98
Check	01/12/2012	1970	Tractor Supply Co.	VOID: Acct 6035 3012 0324 0252 GJE, RGJE	0.00
Check	01/12/2012	1971	Victory Lane Quick Oil Change	Inv 17072	-33.99
Check	01/13/2012	1972	Tractor Supply Co.	Acct 6035 3012 0324 0252	-218.66
Check	01/17/2012	1973	U.S. POSTMASTER	MHOG Quarterly Billing Oct-Dec 2011	-1,269.32
Check	01/18/2012	1974	Genoa Township Petty Cash	Reimburse Petty Cash	-193.97
Check	01/18/2012	1975	LAKE EDGEWOOD OPERATING	Refund to LE for overpayment re: K. Palka	-1,426.17
Check	01/26/2012	1976	MHOG Utilities	Credit card fees - Aug - Dec 2011	-5,728.76
Check	01/26/2012	1977	Carol Hanus	Toll free #/internet service Jan 2012	-124.33
Check	01/26/2012	1978	Verizon Wireless	Inv # 2685738326	-252.94
Check	01/26/2012	1979	TESHA HUMPHRISS	Monthly car allowance Feb 2012	-500.00

Grand Total **-13,730.75**

GENOA CHARTER TOWNSHIP
Public Hearing and Regular Meeting
Jan. 17, 2012

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, Steve Wildman, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal, Township Attorney Doug Cameron and ten persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Smith supported by Ledford, to approve all items listed under the Consent Agenda as requested. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve minutes: January 3, 2012

3. Request for approval to enter into agreements to collect 2012 summer school property taxes with Hartland Consolidated Schools, Brighton Area Schools, Howell Public Schools and LESA as submitted by the Township Treasurer.

4. Request for approval to rescind Ordinance #110221-A for the administration and enforcement of the Stille-DeRossett Hale Single State Construction Code.

5. Request for approval to rescind the following agreements: Code official employment agreement, Plumbing and mechanical inspector employment agreement and Electrical inspector employment agreement.

6. Receive the annual Planning Commission report for 2011 submitted by the Township Planning Director.

Approval of Regular Agenda:

Moved by Mortensen supported by Wildman, to approve for action all items listed under the regular agenda as submitted. Smith asked to abstain from discussion because of a previous relationship with Industrial Resin Recycling. The motion carried unanimously.

7. Consider revocation of a special use permit for Industrial Resin Recycling and compel compliance with Township Ordinance utilizing all remedies under law as appropriate.

Planning Director Kelly VanMarter, Fire Chief Michael O'Brian and Neil Nielson (Counsel for the Brighton Area Fire Authority) addressed the board concerning the response to the conditions asked of Industrial Resin Recycling since Dec. 5, 2011 meeting. According to the minutes of Dec. 5th the following issues were to be addressed by Resin Recycling:

- All fire issues will be resolved as determined by fire inspectors;
- There will be a 20% reduction in outdoor storage each month with removal of all materials within five months;
- Necessary permits will be obtained;
- This item is tabled until the January 17th regular meeting of the board.
- Industrial Resin Recycling will provide aerial photos (to be compared with those photos submitted this evening) of work as it progresses with regard to the removal of outdoor storage

O'Brien advised the board that there had been some reduction in the 58 fire violations that had been previously cited; however some corrections created other violations. Some aspects of the inspection were not accessible because of storage within the building. We focused on getting the interior corrected because exits were blocked with discarded cardboard and other materials. Emergency lighting needed to be in place so employees could safely exit the facility. There is outside fuel storage without a permit. At this time a fire truck could not enter the rear of the facility should there be a fire. I would be placing my fire fighters in danger if they had to enter the site. A video of the site made while driving through the facility indicated that there were still numerous problems related to the cleanup and access for fire vehicles.

VanMarter advised the board that she could not determine the actual reduction in materials stored on the site according to the aerial views. Some effort had been made but permits were not obtained as required.

Nielsen suggested that the petitioner provide of \$500,000.00 bond sufficient to clean up the facility.

Lawrence Coogan addressed the board on behalf of Resin. There has been a 25% reduction in storage materials. We estimate that there are 5400 pallets on the site and 1700 have been removed since Dec. 5, 2011. In addition half of the fire issues have been resolved. A \$500,000.00 bond was thought to be excessive.

Moved by Hunt supported by Ledford, to revoke the Special Use Permit for Industrial Resin Recycling and compel compliance with Township Ordinance utilizing all remedies under law as appropriate. The motion carried as follows: Ayes – Ledford, Hunt, Wildman, Mortensen and McCririe. Nay – Skolarus. Abstain – Smith.

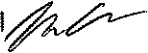
The Public Hearing and Regular Meeting of the Genoa Charter Township Board was adjourned at 7:40 p.m.



Paulette A. Skolarus
Genoa Township Clerk

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/3/12

RE: Contract Amendments

Please find attached amended contracts for several key Township personnel: Planning Director, Utility Director, Assessor, Deputy Assessor and Engineer. The amendments reflect a 2% wage adjustment for employees who have previously had their wages frozen. One contractual employee has not had a freeze yet and will be receiving no compensatory changes for 2012. These adjustments are for calendar 2012 and are retroactive to January 1st. There are no other changes except for a reference in the Township Engineer's contract to some work being performed at a remote location. You will note that the Billing Specialist and Deputy Utility Director positions are now categories under the Utility Department Wage Scale. Please consider the following action:

Moved by _____, supported by _____, to approve the contracts as presented.

GENOA TOWNSHIP
ASSESSOR

THIS AGREEMENT is made by the and between GENOA TOWNSHIP, with offices at 2911 Dorr Rd., Brighton, Michigan 48116, hereinafter referred to "Employer" and Debra Lee Rojewski, of 9380 VanBuren Rd., Fowlerville, Michigan 48836, hereinafter referred to as "Assessor"

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, Debra Rojewski, is qualified and has fulfilled the requirements established by the State Assessors Board for Level III certification in assessment administration and is willing as an assessor to undertake an assessment of the Township as required by the General Property Tax Law, and;

WHEREAS, the Township desires Debra Lee Rojewski, as an Assessor, to undertake the assessment of properties located within the Township;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Parties agree that the term of this contract is from January 1, 2012 to December 31, 2012.
2. The Township agrees that it shall, in consideration of the rendering of service, pay to Debra Rojewski the gross sum of \$74,460 for the contract term. The annual salary shall be paid in twenty-six installments.
 - a. The Township agrees to pay an automobile allowance of \$4,000.00.
 - b. The Township agrees to pay annually, the sum of \$5,000 in lieu of hospital insurance.
 - c. The Township 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.
 - d. The Township agrees to pay life insurance premiums for the life insurance policy currently in effect on the Assessor's life. Not to exceed \$300.00 annually.
 - e. The Township agrees to pay reasonable cost for the Assessor's attendance at the Annual Michigan Assessor's Conference, including conference fees, mileage, food and housing.
 - f. The Township agrees to pay for the assessor's membership for the Livingston County Assessor's Association and the Southeast Michigan Assessor's Association.
3. The contract may be terminated without cause by the Township upon the giving of thirty (30) days notice to the assessor. Likewise, the assessor may terminate the contract on thirty days notice to the Township.

4. The Township agrees that both the Township and Debra Rojewski shall have full and free access to all records of the Township as they pertain to the assessment of property located within the Township. It is further agreed that all work done by Debra Rojewski shall be considered as the property of the Township.
5. It is further agreed that the Townships liability hereunder for damages, regardless of the form of action, shall not exceed the total amount paid for services under this contract.
6. The Township agrees that it shall provide to Debra Rojewski a suitable office, located at the Township Hall, for the meeting of the public and for the performance of assessor's duties.
7. Debra Rojewski agrees that she shall be responsible and answerable to the Township Board and the Township Supervisor regarding the completing of her duties under this agreement. Debra Rojewski shall report to the Township at such times as she is requested to do so by any elected official of the Township or by the Township Manager.
8. Debra Rojewski agrees to perform all functions necessary and incident to the performance of the duties of an assessor as required by the General Property Tax Act, with the exception of those duties that are required to be performed by the Supervisor and the Supervisor only. By way of example, and not limitation, Debra Rojewski agrees to assist in performing the following acts:
 - a. Perform appraisal of the value of all the real and personal property within the Township,
 - b. Compute and prepare the assessment roll,
 - c. Prepare and mail changes in Assessment,
 - d. Prepare publication notice of Board of Review,
 - e. Provide assistance to the Board of Review,
 1. Attend all meetings and hearings,
 2. Defend assessment roll,
 3. Prepare mailing of address
 - f. Defend assessments at the Tax Tribunal,
 - g. Prepare the warrant,
 - h. Add all new construction to the tax roll,
 - i. Maintain property record cards and maps,
 - j. Prepare and process changes to assessment roll (names, addresses, etc.)
 - k. Make all land divisions (splits),
 - l. Maintain up-to-date assessment roll for public and staff use,
 - m. Meet with the public at large to discuss assessment of property,
 - n. Attend meetings of the Livingston County Assessor's Association,
 - o. Assist in daily operation of the Township Hall as directed by elected officials of the Township and the Manager,
 - p. Perform other duties as requested by the Township Board and the Manager,
 - q. Process, prepare and spread special assessments.

9. Debra Rojewski agrees that she shall keep, during the term of this agreement, keep in force and effect automobile liability insurance with a minimum coverage of \$300,000/\$300,000 limits for bodily injury and \$20,000 limits for property damage, and that she shall supply Genoa Township copies of the policy and declarations for the insurance policy received by her during the term hereof.
10. Debra Rojewski further conveys that she will not, during this term hereof, engage in assessing work for any other municipality. However, upon request made to the Township Board, the Board may hereafter grant to employee permission to perform assessing related work for other municipalities during hours when employee is not required by the terms of this contract to be performing duties for Genoa Township.
11. Debra Rojewski further covenants to the Township that she shall devote her time and attention to her employment and she shall perform her duties to the best of her ability and in accordance with the General Property Tax Law and the rules and directives of the State Assessors Board.
12. Debra Rojewski shall be deemed at all times to be an employee of the Township

IN WITNESS WHEREOF, the parties have executed the agreement on the dates indicated.

WITNESSETH:

GENOA TOWNSHIP:

By: _____
 Gary T. McCririe, Supervisor
 Dated: _____, 2012

By: _____
 Paulette A. Skolarus, Clerk
 Dated: _____, 2012

 Debra L, Rojewski
 Dated: _____, 2012

GENOA CHARTER TOWNSHIP
DEPUTY ASSESSOR

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 Laura Lee Mroczka, of 10585 Concord, Pinckney, MI hereinafter referred to as "Deputy Assessor".

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, Laura Lee Mroczka is qualified and has fulfilled the requirements established by the State Assessors Board for Level III certification in assessment administration and is willing as an Deputy Assessor to undertake an assessment of the Township as required by the General Property Tax Law, and;

WHEREAS, the Township desires Laura Lee Mroczka, as a Deputy Assessor, to undertake the assessment of properties located within the Township;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Employer hereby employs Deputy Assessor and Deputy Assessor hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The term of this Agreement is approximately 1 year commencing January 1, 2012 and terminating December 31, 2012, unless sooner terminated by either party.
3. The duties of the Deputy Assessor shall include such work as may be required by employer. The Deputy Assessor shall work 40 hours per week and, in addition, shall attend Board of Review meetings as directed by the Township Assessor, Supervisor or Manager.
4. Deputy Assessor 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.
5. Employer agrees to pay Deputy Assessor and Deputy Assessor agrees to accept as compensation, the gross sum of \$57,120, for the term of the contract. The sum shall be paid to the Deputy Assessor in equal bi-weekly payments during the term of the contract.
6. The Township agrees that it will periodically contribute to a qualified Deferred Compensation Retirement Plan ten (10%) of the employee's salary during each year of the contract term in conformance with the Genoa Charter Township Personnel Manual.

7. The Township agrees to pay for continuing education required for Deputy Assessor's certification including program costs, mileage and reasonable lodging expenses.
8. The Township agrees to pay for the Deputy Assessor's membership in the Michigan, County of Livingston, and Southeast Michigan Assessor's Association.
9. Employer agrees to pay Deputy Assessor a car allowance of \$6,000 per year paid in 26 equal installments.
10. Employer agrees to pay Deputy Assessor for reasonable incidental expenses incurred in relation to activities approved by the Township.
11. The Township agrees to pay a reasonable cost for the deputy assessor's attendance at the Annual Michigan Assessor's Conference, including conference fees, mileage, food and lodging.
12. Deputy Assessor shall have all other benefits as described in the Genoa Charter Township Personnel and Policy Manual as may be modified from time to time by the Employer.
13. The contract may be terminated without cause by the Township upon the giving of thirty (30) day, notice to the Deputy Assessor. Likewise, the Deputy Assessor may terminate the contract on thirty (30) days, notice to the Township.
14. The Township agrees that both the Township and Deputy Assessor shall have full and free access to all records of the Township as they pertain to the assessment of property located within the Township. It is further understood that all work done by Deputy Assessor shall be considered as the property of the Township.
15. It is further agreed that the Township's liability hereunder for damages, regardless of the form of action, shall not exceed the total amount paid for services under this contract.
16. The Township agrees that it shall provide to the Deputy Assessor a suitable office, located at the Township Hall, for the meeting of the public and for the performance of Deputy Assessor's duties.
17. The Deputy Assessor agrees that she shall be responsible and answerable to the Township Board, the Township Supervisor and the Assessor regarding the completing of her duties under this agreement. The Deputy Assessor shall report to the Township at such times as she is requested to do so by any elected official of the Township or by the Township Manager.
18. Deputy Assessor agrees that she shall, during the term of this agreement, keep in force and effect automobile liability insurance with minimum coverage of 300,000/\$300,000 limit for bodily injury and \$20,000 limits for property damage,

and that she shall supply to Genoa Charter Township copies of the policy and declarations for the insurance policy received by her during the term hereof.

19. 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 premium not to exceed \$300.00.
20. The Agreement shall be binding upon and inure to the benefit of the Deputy Assessor and her heirs and assigns and personal representatives and the Charter Township of Genoa, a general law township.

IN WITNESS WHEREOF, the parties have executed the agreement on the dates indicated.

WITNESSETH:

GENOA CHARTER TOWNSHIP –
EMPLOYER

By: _____

Gary T. McCririe

It's Supervisor

Dated: _____

By: _____

Paulette A. Skolarus

It's Clerk

Dated: _____

DEPUTY ASSESSOR

Laura Lee Mroczka

Dated: _____

GENOA TOWNSHIP
UTILITY DIRECTOR

THIS AGREEMENT is made by and between, GENOA TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Gregory Michael Tatara, 720 Glenlivet Street, Howell, Michigan 48843, hereinafter referred to as "Utility Director".

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, Gregory Michael Tatara is qualified and is willing to undertake the duties and responsibilities associated with the position of Utility Director, and;

WHEREAS, the Township desires Gregory Michael Tatara to be employed as Genoa Township Utility Director;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Employer hereby employs Utility Director and Utility Director hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The term of this Agreement is approximately twelve (12) months commencing January 1, 2012 and terminating December 31, 2012, unless sooner terminated by either party.
3. The duties of the Utility Director shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Utility Director shall attend Township Board, Marion, Howell, Oceola & Genoa Water Authority, and Genoa-Oceola Sewer Authority meetings as directed by the Township Supervisor or Manager.
4. Utility Director 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.
5. Employer agrees to pay Utility Director and Utility Director agrees to accept as compensation, the gross base salary of \$84,150 per year. The sums shall be paid to Utility Director in equal biweekly payments during the term of the contract.
6. The Township agrees that it will participate in the Municipal Employees Retirement System (MERS) on the Utility Director's behalf. The Township will contribute the amount necessary to provide a B-2 Benefit. It is understood that the MERS benefit is in lieu of the Township's normal defined contribution pension plan.
7. Employer agrees to provide Utility Director a vehicle and fuel for reasonable business use to carry out the duties of Utility Director.
8. Employer agrees to pay Utility Director for incidental expenses incurred in relation to activities approved by the Township.
9. Utility Director 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 as referenced in Article 6 above, and that the Utility Director shall receive three weeks of paid vacation.
10. The Township, upon the giving of thirty (30) days notice to the Utility Director, may terminate the contract without cause. Likewise, the Utility Director may terminate the contract on thirty (30) days notice to the Township.

11. The Township agrees that both the Township and Utility Director shall have full and free access to all records of the Township as they pertain to the management of water and sewer utilities. It is further understood that all work done by Utility Director shall be considered as the property of the Township.
12. The Township agrees that it shall provide to the Utility Director a suitable office, located at the Township Hall, for the meeting of the public and for the performance of Utility Director's duties.
13. The Utility Director agrees that he shall be responsible and answerable to the Township Board, and the Township Manager regarding the completing of his duties under this agreement. The Utility Director shall report to the Township at such times as he is requested to do so by any elected official of the Township or by the Township Manager.
14. The Agreement shall be binding upon and inure to the benefit of the Utility Director and his heirs and assigns and personal representatives and the Township of Genoa.

IN WITNESS WHEREOF, the parties have executed the agreement on the dates indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____

UTILITY DIRECTOR

Gregory Michael Tatara

Dated: _____

**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 one (1) year commencing January 1, 2012 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 contract 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 full time in accordance with the Genoa Township Personnel and Policy Manual and, in addition, shall attend Township Planning Commission meetings, Marion, Howell, Oceola & Genoa Water Authority meetings, and Genoa-Oceola Sewer Authority meetings. The Engineer shall also attend Township Board 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 \$75,990 per year prorated on a monthly basis for a term of 12 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) Employer agrees to pay for travel and expenses for the Engineer to attend one continuing education seminar of the American Society of Civil Engineers per year.
- 12) Employer agrees to pay for the Engineer's State of Michigan license fees. The employer agrees to pay for the Engineer's annual membership fees for the American Society of Civil Engineering (ASCE) and the Michigan Water Environment Association (MWEA).
- 13) 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.
- 14) 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. It is understood that the Engineer may perform some of her assigned tasks from a remote location outside of the Township Hall.
- 15) The effective date of this agreement is January 1, 2012.
- 16) 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 February 6, 2012 and Tesha Humphriss, Engineer, has set her hand and seal, on the date indicated.

Engineer – EMPLOYEE

GENOA CHARTER TOWNSHIP - EMPLOYER

 Tesha L. Humphriss
 Dated:

By: _____
 Gary T. McCririe
 Its Supervisor
 Dated:

By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated:

**GENOA CHARTER TOWNSHIP
PLANNING DIRECTOR**

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 Kelly VanMarter, of 967 Oakcrest Road, Howell, Michigan 48843, hereinafter referred to as "Planning Director".

1. Employer hereby employs Planning Director and Planning Director 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, 2012 and terminating December 31, 2013, unless sooner terminated by either party.
3. The duties of the Planning Director shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Planning Director shall work full time in accordance with the Genoa Township Personnel and Policy Manual and, shall regularly attend Township Planning Commission meetings and attend Township Board meetings as directed by the Township Manager.
4. Planning Director 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.
5. Employer agrees to pay Planning Director and Planning Director agrees to accept as compensation, the gross sum of \$71,000 for the term of the contract. The sums shall be paid to Planning Director in equal biweekly payments during the term of the contract.
6. Employer agrees to pay Planning Director for incidental expenses incurred in relation to activities approved by the Township.
7. Planning Director 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.
8. Employer agrees to pay Planning Director a car allowance of \$2,500 per year paid in equal biweekly payments during the term of the contract.

9. Employer agrees to pay Planning Director a life insurance allowance of \$300 per year paid annually.
10. The Agreement shall be binding upon and inure to the benefit of the Planning Director and her heirs and assigns and personal representatives and the Township of Genoa, a general law Township.

IN WITNESS WHEREOF, the Township, the Planning Director, through its Supervisor and Clerk, have executed this Agreement after grant of Authority to do so by the Genoa Township Board on _____ and Kelly VanMarter, the Planning Director, has set her hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____, 2012

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____, 2012

PLANNING DIRECTOR

Kelly K. VanMarter

Dated: _____, 2012

Date: 2/01/12

To: Genoa Township Board

From: Robin Hunt

As you may recall in 2010 I worked with Ken Palka of Pfeffer Hanniford & Palka and Jim Kiefer of Dykema Gossett, LLC to analyze all of the outstanding Bonds regarding existing debt on Genoa Township special assessments. At that time the Township was able to approve early pre-payments on two of our districts.

Genoa Township, in conjunction with Oceola Township, now has the opportunity to pay-off existing Bonds in regards to the Genoa Oceola Wastewater Treatment Plant Improvement Bonds, Series 2001.

This Bond Issue was a joint project with Oceola Township so prepayment of the Bonds can only be done if both Townships approve. I have been working with Oceola Township on this and they are prepared to move forward as well.

Please find attached for your consideration the "Direction Regarding Prepayment of Bonds." If approved by both Townships the Genoa Oceola Sewer Authority will then authorize notice to the Trustee to prepay the Bonds.

Please let me know if you have any questions.

DIRECTION REGARDING PREPAYMENT OF BONDS

To: Genoa-Oceola Sewer and Water Authority
Attention: Gary McCririe

From: Robin Hunt, Treasurer of Genoa Charter Township (the "Township")

Re: Prepayment of Outstanding Bonds

Date: February ___, 2012

The purpose of this Direction is to provide formal notice to the Genoa-Oceola Sewer and Water Authority (the "Authority") of the Township's request that the Authority prepay on June 1, 2012 the outstanding bonds issued by the Authority, dated September 1, 2001, entitled "Wastewater Treatment Plant Improvement Bonds, Series 2001" (the "Bonds"). In connection with the prepayment, the Township agrees to transfer its share of the debt service on the Bonds to the Authority prior to the time that the amounts are due to the Paying Agent for such Bonds for the prepayment.

The Township also requests that the Authority send the enclosed Direction to Redeem Bonds to The Bank of New York Mellon Trust Company, which is the Paying Agent for the Bonds.

Please let me know if you have any questions regarding this request.

GENOA CHARTER TOWNSHIP

By: _____
Robin Hunt
Its: Treasurer

**GENOA TOWNSHIP
SCHEDULE OF MEETINGS
January 1, 2012 thru December 31, 2012**

Meetings will be held at the Genoa Township Hall located at 2911 Dorr Road. The Township Board meets at 6:30 p.m., the Zoning Board of Appeals meet at 6:30 p.m. The Planning Commission meets at 6:30 p.m.

Regular meetings of the Township Board are generally scheduled for the first and third Monday of every month. The Planning Commission generally meets the second and if necessary, the fourth Monday; and the Zoning Board of Appeals meets the third Tuesday of each month. Holidays will occasionally disrupt the meeting schedules.

TOWNSHIP BOARD SCHEDULE

January 3 (Tues.) & 17 (Tues.), 2012	July 16, 2012
February 6 & 20, 2012	August 6 & 20, 2012
March 5 & 19, 2012	September 4 (Tues) & 17, 2012
April 2 & 16, 2012	October 1 & 15, 2012
May 7 & 21, 2012	November 5 & 19, 2012
June 4 & 18, 2012	December 3, 2012

PLANNING COMMISSION SCHEDULE

January 9, 2012	July 9, 2012
February 13, 2012	August 13, 2012
March 12, 2012	September 10, 2012
April 9, 2012	October 9(Tues.), 2012
May 14, 2012	November 12, 2012
June 11, 2012	December 10, 2012

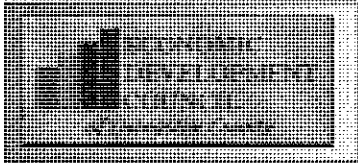
ZONING BOARD OF APPEALS SCHEDULE

January 18, 2012 (Wed.)	July 17, 2012
February 21, 2012	August 21, 2012
March 20, 2012	September 18, 2012
April 17, 2012	October 16, 2012
May 15, 2012	November 13, 2012
June 19, 2012	December 11, 2012

Signed: Paulette A. Skolarus
Genoa Township Clerk

Notice Posted on Front Display
January 2012 thru December 2012

(Policy/schedule of meetings)



Summary of Economic Development Services outlined in the partnership agreement between the Local Governmental Partners and the Economic Development Council of Livingston County.

Existing businesses within each of the partnering local governmental units will be included in the Ann Arbor SPARK/MEDC Livingston County business retention and expansion program.

- Events & seminars, critical business introductions, incentive assistance, real estate analysis for relocations, and connections to business resources.

Existing businesses within each of the partnering local governmental units will be included in Ann Arbor SPARK/MEDC Livingston County employee training efforts with Michigan Works and MTEC.

- Education events, workforce grants through Michigan Works

Existing businesses, facilities, developed sites and potential developable sites within each the partnering local governmental units will be included in the inventory for Ann Arbor SPARK's business attraction program.

Ann Arbor SPARK's Livingston County staff would develop a community profile for partnering local governmental units to be included in the overall profile of the region that is presented to potential businesses via Ann Arbor SPARK's business attraction program.

Ann Arbor SPARK's Livingston County staff would meet with staff from the partnering local governmental units to review and evaluate their existing zoning and master plan as it pertains to business development.

Ann Arbor SPARK's Livingston County staff will prepare a quarterly county wide economic development activity report for distribution to all governmental partners.

- Project successes, new investment, new FTE jobs, retention visits, events & seminars.

Governmental partners will be invited to the EDC's annual membership meeting.

- Ann Arbor SPARK and the MEDC will present the County, Regional & State economic development activity & outlook.

Each of the partnering local governmental units will appoint a committee member to represent each unit in their Region. The committee members from each region will appoint a representative to serve as an EDC board member.

SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of __January__, 2012 between **GENOA CHARTER TOWNSHIP**, a Michigan Municipal Corporation, of 2911 Dorr Road, Brighton, MI 48116, Michigan hereinafter referred to as "Township", 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 Township for purposes of promoting both the economic expansion of local business and industry currently located within the Township as well as establishing new businesses and industries within the Township. The EDC will enter into a contract services agreement 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 Township 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 Township agrees to pay to the EDC \$18,000.00 per year, for two years, on or before March 31st of each year, for services furnished under this Agreement to be rendered for the calendar year to the

Township by the EDC which shall specifically describe whatever services have been performed by the EDC for economic development in and for the Township. At the sole discretion and option of the Township, Township may agree to for one additional year at the rate of \$18,000.00 provided Township determines that the EDC has provided enough services to warrant such an extension and payment.

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 calendar 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 each calendar year 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 Township.
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:

GENOA CHARTER TOWNSHIP

Gary T. McCririe, Supervisor

Paulette Skolarus, Clerk

**ECONOMIC DEVELOPMENT COUNCIL
OF LIVINGSTON COUNTY**

Michael J. Kennedy, EDC Chair

Scott C. Griffith, EDC Vice-Chair



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 2, 2012
RE: Approval of DPW Budget for FY Ending 2013

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting is the approval of the consolidated utility systems allocation percentage and the DPW Department Budget for FY Ending March 31, 2013.

The contract between Genoa Township, the Marion, Howell, Ocoola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Ocoola (G-O) Sewer and Water Authority requires that each board approve the annual DPW Budget and the proposed allocation for the upcoming fiscal year. However, prior to discussing these two action items, I wanted to highlight some of the key aspects of the 9-month to actual report for the DPW Budget. The DPW Budget covers the expenses associated with Genoa Township personnel who jointly work to operate the two Genoa Sewer Systems of Oak Pointe and Lake Edgewood, as well as the G-O and MHOG systems. Prior to reviewing the 2013 Budget, we wanted to review some of the highlight of the 9-Month Budget to Actual Report, for the first year of this operational practice:

- As the Board may recall, changing from Severn Trent services to in-house operations was projected to save approximately \$124,000 annually in combined labor costs amongst the four participating sewer and/or water systems.
- Over and above these original savings, to date, the DPW budget is \$103,648 under budget! Ken Palka has projected that approximately \$59,064 will be returned to the systems following the annual audit, which means a cash return of over \$18,000 for the Oak Pointe and Lake Edgewood Systems.

The main reasons for the surplus this first year are outlined below:

- We successfully managed our overtime (Line Item 630.91). At 9-Month to actual we have spent \$30,574 of the original \$84,630, or 36% of the budget.
- We have not been fully staffed for a majority of this year. For instance, our Human Resources position was not filled until June and we have been short an operator for most of the year. In addition, our in house engineer was part time from April 2011 – December 2011.
- We did not pay a full year of health insurance costs, the DPW started on April 8, 2011, and most employees were not eligible for insurance until May 1, 2011.

Allocation Percentage

Presented is the proposed allocation percentage for the 2012/2013 budget. As operational priorities, duties, and time on tasks vary from system to system depending on the season, weather, and mechanical problems, this allocation percentage provides a consistent and accurate methods to charge for operator time and equipment. For the past year, we operated under the historic allocation percentages utilized by Severn Trent Services. This meant that 30.5% of all labor and equipment expenses were allocated to the GO System. Based on updated customer numbers, daily checks, flow, and other operational considerations, we are proposing that the new allocation be adjusted to 29.33% for the Genoa System, representing a change of -1.17%. With the new DPW Budget discussed below, this represents a decrease in labor and equipment charges for the Genoa Townships systems of \$18,165 from the previous year.

FY Ending 2013 DPW Budget

Following are some of the key highlights of the proposed budget:

- We have learned a great deal in operating a large department this past year, and as result we have added 3 new budget line items, which are highlighted on the attached budget:
 - Line Item 615 budgets for credit cards fees paid by the DPW Budget for customers taking advantage of the on-line credit card bill payment option
 - Line item 616 (Employee Health/Background/Recruiting) addresses expenses associated with this aspect of our labor force. Having employees requires occupational health costs such as respirator testing, drug testing, and physicals.
 - Having in-house employees carries certain risks such as un-employment compensation, potential lawsuits from dismissal or harassment, or disability. As a result, to protect all parties, Ken Palka recommended we establish a personnel reserve fund should any of these unfortunate incidents occur, despite our best efforts. Line item 701 addresses this potential liability.
 - We have further split the insurance categories in the budget for better tracking in the future of these significant expenditures.
 - We plan to add a critical missing piece of our staff in FY 2013, which is an engineering technician to the Director and Engineer. Too often, we conduct tasks such as lead sheet look up, coordination of new construction, and records retention tasks that would be more suited to an administrative assistant. Also, we could greatly use assistance on organizing and maintaining the vast amount of utility information under our jurisdiction. This will allow our expertise and time to focus more upon planning, capital improvements and overall system management.

We are pleased to report, that even with these additions, we are proposing a budget that exceeds this year's budget that still represents a savings of over \$100,000 annually over the previous cost by bringing operation in-house.

Moved by _____, supported by _____ to approve the 2012 System Labor and Equipment Percentage Allocation and the DPW Budget for FY Ending 2013.

**Proposed
2012 System Labor Equipment Percentage Calculation**

System	Customers	%	Mile of Pipe	%	Avg. Daily Flow (10/1/10 - 9/30/11)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps & Hydrants	%	Total Avg.
MHOG	4,250	39.54%	125	45.29%	1,320,000	45.39%	7	31.67%	8	36.36%	\$2,019,550	40.44%	1,411	65.51%	43.46%
Genoa-Oceola	4,029	37.48%	90	32.61%	910,000	31.29%	7.1	32.13%	4	18.18%	\$1,723,001	34.50%	92	4.27%	27.21%
Oak Pointe Sewer	1,221	11.36%	34	12.32%	212,000	7.29%	2	9.05%	4	18.18%	\$567,201	11.36%	417	19.36%	12.70%
Oak Pointe Water	827	7.69%	15	5.43%	329,000	11.31%	5	22.62%	3	13.64%	\$351,560	7.04%	146	6.78%	10.65%
Lake Edgewood	422	3.93%	12	4.35%	137,000	4.71%	1	4.52%	3	13.64%	\$332,335	6.66%	88	4.09%	5.98%
Total	10,749	100.00%	276	100.00%	2,908,000	100.00%	22.1	100.00%	22	100.00%	\$4,993,647	100.00%	2,154	100.00%	100.00%

System	Existing Allocation %	Calculated	Difference
MHOG	42.89%	43.46%	0.57%
Genoa-Oceola	26.61%	27.21%	0.60%
Oak Pointe Sewer	13.63%	12.70%	-0.93%
Oak Pointe Water	10.49%	10.65%	0.16%
Lake Edgewood	6.38%	5.98%	-0.40%

Billing Accounts Only

System	Customers
Marion Sewer	727
Lake Edgewood Water	200
Pine Creek Wtr & Swr	350

GENOA TOWNSHIP - DPW FUND #503

BUDGET TO ACTUAL REPORT & PROPOSED 2013 BUDGET

BUDGET FOR THE YEAR ENDING 3/31/2012

ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2011	BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% EXPENSE BUDGET REMAINING	REVISED ESTIMATED BUDGET FOR 1 YR ENDING 3/31/2012	PROPOSED BUDGET FOR 1 YR ENDING 3/31/2013
REVENUES							
400	FEES - EXCLUDING OPER LABOR						
401	GENOA TWP. (ENGR. ONLY)	12,822	15,000	(2,178)		15,000	23,000
402	MARION SEWER (BILLING ONLY)	11,122	14,500	(3,378)		14,500	14,500
403	PINE CREEK WATER/SEWER (BILLING ONLY)	10,359	14,000	(3,641)		14,000	14,000
404	LAKE EDGEWOOD WATER (BILLING ONLY)	3,084	4,100	(1,016)		4,100	4,100
	SUBTOTAL - FEES EXCLUDING OPER LABOR	37,387	47,600	(10,213)		47,600	55,600
410	FEES - INCLUDING OPER LABOR						
411	OAK POINTE WATER/SEWER	324,156	449,030	(124,874)		436,413	437,574
412	MHOG WATER	576,411	798,461	(222,050)		776,025	814,431
413	LAKE EDGEWOOD SEWER	85,743	118,773	(33,030)		115,434	112,064
415	GENOA/OCEOLA SEWER	357,892	495,385	(137,493)		481,738	509,910
	SUBTOTAL - FEES INCLUDING OPER LABOR	1,344,202	1,861,649	(517,447)		1,809,610	1,873,979
420	OTHER INCOME	1,883	500	1,383		2,000	
440	INTEREST INCOME	0	75	(75)		0	
	SUBTOTAL - OTHER INCOME	1,883	575	1,308		2,000	0
	TOTAL REVENUE	1,383,472	1,909,824	(526,352)		1,859,210	1,929,579
EXPENDITURES							
600	AUDIT/ACCOUNTING SERVICES	3,900	7,000	3,100	44.29%	7,000	7,000
601	AUTO/TRUCK EXPENSES						
601.1	ALLOWANCE	2,700	2,400	(300)		4,500	7,200
601.2	GASOLINE	31,265	48,000	16,735		48,000	48,000
601.3	LOAN PAYBACK	48,111	64,147	16,036		64,147	64,147
601.4	REPAIRS/MAINTENANCE	8,306	10,000	1,694		10,000	10,000
	TOTAL AUTO/TRUCK EXPENSES	90,382	124,547	34,165	27.43%	126,647	129,347
602	ADMINISTRATIVE EXPENSES						
602.1	RECEIPTING	22,500	30,000	7,500		30,000	30,000
602.2	OFFICE RENT & SUPPLY	15,000	20,000	5,000		20,000	20,000
	TOTAL ADMINISTRATIVE EXPENSES	37,500	50,000	12,500	25.00%	50,000	50,000
603	COMPUTER/SW EXPENSES	8,374	15,000	6,626	44.17%	18,000	15,000
604	CONFERENCES & DUES	4,871	11,500	6,629	57.64%	7,000	10,000
606	CONTINGENCY	0	5,000	5,000	100.00%	0	5,000
608	EMPLOYER'S PAYROLL TAXES						
608.1	ADMINISTRATION	16,724	24,571	7,847		23,000	21,896
608.2	OPERATORS	42,352	69,463	27,111		62,000	65,719
	TOTAL EMPLOYER'S PAYROLL TAXES	59,076	94,034	34,958	37.18%	85,000	87,615
612	INSURANCE						
612.1	EMPLOYEES - ADMINISTRATION	30,292	47,956	17,664		42,000	49,869
612.2	EMPLOYEES - OPERATORS	160,710	271,308	110,598		225,000	255,765
612.3	VEHICLES/OTHER	7,508	8,000	492		7,508	8,000
	TOTAL INSURANCE	198,510	327,264	128,754	39.34%	274,508	313,634
613	LEGAL FEES	0	1,500	1,500	100.00%	0	1,500
615	Credit Card Fees	0	0	0		0	10,000
616	Employee Health/Background/Recruiting	0	0	0		0	2,400
617	OFFICE EXPENSES/CC FEES	13,212	4,000	(9,212)	-230.30%	20,000	4,000
618	OTHER EXPENSES	1,474	1,000	(474)	-47.40%	2,000	1,000
619	POSTAGE & SHIPPING	4,343	7,000	2,657	37.96%	7,000	7,000
627	RETIREMENT						
627.1	ADMINISTRATION	19,671	26,836	7,165		26,836	27,370
627.2	OPERATORS	52,897	78,455	25,558		78,455	80,829
	TOTAL RETIREMENT	72,568	105,291	32,723	31.08%	105,291	108,199
630	SALARIES						
630.1	SALARIES - ADMIN	200,348	284,863	84,515	29.67%	275,000	273,700
630.8	SALARIES - OPERATIONS - STRAIGHT TIME	502,185	713,120	210,935		700,000	734,440
630.91	SALARIES - OPERATIONS - OVERTIME	30,574	84,630	54,056		50,000	87,045
	TOTAL SALARIES - OPERATIONS	532,759	797,750	264,991	33.22%	750,000	821,485
	TOTAL SALARIES - ADMIN & OPERATIONS	733,107	1,082,613	349,506	32.28%	1,025,000	1,095,185
640	SUPPLIES & TOOLS	2,285	10,000	7,715	77.15%	5,000	5,000
651	TELEPHONE						
652	CUSTOMER LINE	1,185	2,000	815		2,000	2,000
653	ANSWERING SERVICE	1,151	2,700	1,549		2,700	2,700
654	MOBILE PHONES	13,561	16,200	2,639		18,000	18,000
	TOTAL TELEPHONE	15,897	20,900	5,003	23.94%	22,700	22,700
700	TRANSFERS TO EQUIPMENT RESERVES	22,500	30,000	7,500	25.00%	30,000	30,000
701	TRANSFERS TO PERSONNEL RESERVES	0	0	0	0.00%	10,000	10,000
705	UNIFORMS & PROTECTIVE CLOTHING	11,825	12,600	775	6.15%	15,000	15,000
	TOTAL EXPENDITURES	1,279,824	1,909,249	629,425	32.97%	1,800,146	1,929,579
	CHANGE IN FUND BALANCE	103,648	575	103,073		59,064	0
	BEGINNING FUND BALANCE	59,664	59,664	0		59,664	59,664
	ENDING FUND BALANCE	163,312	60,239	103,073		118,728	59,709
		12/31/11	3/31/12				3/31/13



MEMO

TO: Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 1, 2012
RE: Salary Guidelines for Utility Staff

MANAGER REVIEW: 

.....

Attached for the Board's consideration is an update to the Utility Department Wage Scale, previously approved by the Board. The Board's approval is requested for updates to the Wage Scale to be used during the upcoming performance and salary reviews.

Background and Supporting Documentation

Attachment 1 contains the proposed hourly wage structure broken down by position/title, and each of the minimum, 50th percentile and maximum hourly wages for each position. Six previously existing positions within the department were added from the previous year's analysis. All salary ranges were updated to reflect the current data contained within PayScale's Reporting Wage Tool, a commercially available resource for salary comparison.

Six existing positions were added to the wage scale in order to capture all job functions within the department, including some previously covered by contractual arrangements. The compilation of all positions in the wage scale will allow for fair salary adjustments during the salary review period for all job functions.

The salary ranges for the job functions added are in alignment with our original scale approved by the Board on February 17, 2011.

Conclusion

This research was completed to ensure that proposed wages are in alignment with the respective positions within the sewer and water operational staff across the region. Research of current market conditions, staffing, and historical information along with industry standards support our recommended rate structure.

Based on the above explanation and the attached documents, please consider the following motion:

Moved by _____, supported by _____ to approve the Township Utility Department wage schedule for the sewer and water operational staff with an effective date of February 7, 2012.

Genoa Township DPW Department Salary Guidelines
Updated February 2012

POSITION/TITLE	HOURLY START RATES		
	Minimum Starting Hourly Wage	Wage Study - 50th Percentile	Maximum Hourly Wage
SUPPORT SERVICES GROUP			
Billing Specialist	\$15.00	\$18.99	\$26.00
Administrative Assistant (Part-Time)	\$11.50	\$14.19	\$18.50
Engineering Technician (Part-Time)	\$16.00	\$19.00	\$22.00
Human Resources Manager (Part-Time)	\$20.00	\$21.51	\$28.00
WASTEWATER GROUP			
Deputy Wastewater Treatment & Collection (Salaried/Exempt)	\$28.50	\$33.36	\$35.00
WWTP Supervisor (Salaried/Exempt)	\$24.00	\$25.26	\$30.00
Senior Collection Supervisor (Salaried/Exempt)	\$22.00	\$22.93	\$27.00
WWTP Operator IV	\$18.00	\$18.31	\$20.00
WWTP Operator III	\$16.00	\$16.76	\$18.00
WWTP Operator II	\$14.00	\$15.53	\$16.00
WWTP Operator I	\$12.00	\$13.55	\$14.00
Field Operator IV	\$18.00	\$18.72	\$20.00
Field Operator III	\$16.00	\$17.05	\$18.00
Field Operator II	\$14.00	\$15.71	\$16.00
Field Operator I	\$12.00	\$14.07	\$14.00
WATER GROUP			
Deputy Water Treatment & Distribution (Salaried/Exempt)	\$28.50	\$33.36	\$35.00
WTP Supervisor (Salaried/Exempt)	\$24.00	\$25.26	\$30.00
Senior Distribution Supervisor (Salaried/Exempt)	\$22.00	\$22.93	\$27.00
WTP Operator IV	\$18.00	\$18.31	\$20.00
WTP Operator III	\$16.00	\$16.76	\$18.00
WTP Operator II	\$14.00	\$15.53	\$16.00
WTP Operator I	\$12.00	\$13.55	\$14.00
Field Operator IV	\$18.00	\$18.72	\$20.00
Field Operator III	\$16.00	\$17.05	\$18.00
Field Operator II	\$14.00	\$15.71	\$16.00
Field Operator I	\$12.00	\$14.07	\$14.00
SEASONAL			
Summer Field Intern	\$10.00	<i>no data available</i>	\$12.00
Summer Field Intern	\$10.00		\$12.00

Notes:

Wage Study Data was obtained through PayScale, a global online compensation database
Data in red represents positions previously held contractual agreements or not otherwise previously approved



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 2, 2012
RE: Genoa Charter Township DPW Department – Professional Development

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting is the approval of Utility Department Professional Development Policy. The original policy, adopted on March 7, 2011 as part of the revised Genoa Township Employee Handbook Revisions was vague, stating simply:

Employees will be reimbursed for allowable costs if the following conditions are met:

- *Prior approval is obtained from the employee's supervisor and the Township Utility Director or Deputy Utility Director.*
- *The license/certification or training being sought directly relates to an employee's current job responsibilities or one to which the employee can reasonably aspire within the Department.*

Approval will be subject to the availability of Township funds and the relevance of the training to the Township needs. If an employee meets the requirements listed above, the Township Utility Department will cover up to \$500 per fiscal year, for approved professional development expenses. A fiscal year is defined from April 1st to March 31st.

The goal of the revised policy, a copy of which is attached, is to provide clarification on the professional development policy to cover license exams, incentive programs, and professional memberships.

It is important for the Board to note that in consideration of this policy, we are regulated by the State to have licensed operators in charge of our facilities for protection of public health. The more educated and licensed our staff is, the better reputation we have amongst regulators, better redundancy in permit compliance, and improved operational knowledge. Therefore, we encourage our staff to obtain licenses and appreciate the efforts outside of work hours to study and prepare for examinations. Additionally, it should be noted that many organizations, including Severn Trent who used to operate our facilities, gave raises upon completing and passing an exam. Obtaining a license is only part of the consideration for obtaining a salary increase; meeting expectations, good performance, experience, increase in responsibilities, and attitude also weigh heavily into the overall decision. However, to acknowledge the value these efforts bring to the Department, we have developed a licensure incentive program for your consideration. This program which will be run through payroll provides a reward for obtaining a new certification.

Finally, several changes have recently been enacted at the State Level requiring individuals to pay for exam fees and renewal fees on top of continuing education requirements implemented by the State. This revised policy also addresses these new state requirements.

Based on the above summary, please consider the following motion:

Moved by _____, supported by _____ to adopt the Genoa Charter Township Professional Development Policy effective February 7, 2012.

GENOA CHARTER TOWNSHIP UTILITY DEPARTMENT

PROFESSIONAL DEVELOPMENT POLICY

I. Purpose and Introduction

The Professional Development policy has been implemented because the Township Utility Department feels that it is important to encourage and promote the required continuous technical and professional advancement of its employees. In addition to the State of Michigan requiring continuing professional development for those licensed professionals involved in the sewer and water treatment industry, this education additionally benefits the employees, as well as the safety of citizens we provide service to.

The Township strives to maximize professional potential in a way that is equitable among staff and mindful of the cost of this investment. The following components encompass our approach to fostering professional development.

II. Scope

This policy applies to all regular full-time and regular part-time Utility Department employees. The Township will cover the allowable costs if the following conditions are met:

- The license/certification or training being sought directly relates to an employee's current job responsibilities or one to which the employee can reasonably aspire within the Department.
- Prior approval is obtained from the employee's supervisor and the Township Utility Director or Deputy Utility Directors.

Generally speaking, certifications/licenses and training expenses that are covered under this policy include a) exam fees for obtaining a relevant license, b) expenses for training directly related to water and sewer operation, c) continuing education credits (CEC's) for license maintenance, d) professional and technical memberships, and e) conferences and seminars.

Specific examples of reimbursable licenses/certifications include, but are not limited to, Municipal Wastewater Treatment Plant Operator, Storm Water Operator, Drinking Water and Wastewater System Operator, Distribution Operator, Industrial Wastewater Treatment Plant Operator, etc.

The Township will also consider reimbursement for tuition-based classes that will enhance the employee's job related skill set.

III. Employee Responsibility

In the event the Township covers the cost for a professional exam and/or training at the request of an employee, and the employee voluntarily resigns prior to the test or class occurring, the employee is responsible for repayment of all expenses covered in accordance with this policy.

Each employee is provided an allowance of \$600.00 per fiscal year to use for approved professional development expenses. Expenses that meet the criteria, as described in the Scope of this policy and further clarified below, will be deducted out of this budget. A fiscal year is defined from April 1st to March 31st. Funds that are not used within the fiscal year will be forfeited.

Reimbursements for covered expenses as outlined in this policy are obtained by submitting a completed Reimbursement Request Form and proof of completion to the employee's supervisor for his/her signature. For allowable expenses that don't require proof, employees can work directly with Human Resources so that a request for payment can be sent to the governing authority. Human Resources will track each employee's professional training expenses. It is also expected that the employee will co-manage his/her budget. Unless approved by the Utility Director in advance, each employee cannot exceed a total of \$600 for approved professional development expenses per fiscal year as stated above.

IV. Exam / Licensing and Licensure Incentive Program

The Township will cover the cost for license application and exam fees associated with obtaining sewer and water licenses as long as the cost does not exceed the employee's allotted budget.

The Township will not reimburse if the employee withdraws from an exam, unless the withdrawal was requested by the Township. Should the employee fail the exam, one subsequent exam attempt at the specific level will be reimbursed 50% by the Township. Time required for review courses, sitting for exams, etc. are the employee's responsibility. This includes mileage and travel time to testing and/or exam sites.

Because of the personal time associated with preparation for a license exam, and because exam certifications improve our standing as a Utility as viewed by the Michigan Department of Environmental Quality, upon receipt of the employee's professional registrations, the employee will be rewarded with an incentive provided through payroll according to the following table:

<u>Type of License:</u>	<u>Incentive Amount:</u>
D4, D3, S4, S3, D, C, F4, F3	\$54 per license
D2, D1, S2, S1, B, A, F2, F1	\$108 per license

Recognition for multiple licenses will be honored regardless if the cost was covered by the Township or by the employee.

V. License Maintenance

The Township will cover the cost for the continual renewal of professional licenses as long as the cost does not exceed the employee’s allotted budget. Continuing education credits (CEC’s) are necessary to maintain licenses, registrations and certifications. It is the responsibility of the licensed professional to maintain his/her records of continuing education activities and to submit the record to their registration board upon request.

VI. Professional and Technical Organizations

The Township encourages active participation in technical and professional organizations and will pay annual dues to organizations for each employee, provided they are directly related to job duties. Memberships may be paid with the approval of the Utility Director who will assess the overall benefit to the Department. Specific examples of such organizations include, but are not limited to, American Water Works Association, Michigan Water Environment Association, Water Environment Federation, American Society of Civil Engineers, Society of Human Resource Management, etc.

VII. Conferences and Seminars

Employees may obtain approval by the Utility Director to attend professional conferences or seminars to give a technical presentation or accept an award on behalf of the Utility Department. The technical presentation should be reviewed with the Utility Director prior to presentation. Approval will be subject to the availability of funds, work schedule, and the relevance of the conference to the Department’s needs. Meal, travel, and registration expenses may also be covered with advanced approval.

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

Appr. 11/7/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED 3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES							
000-403-000	CURRENT REAL PROP TAXES	6,756	820,000	(813,244)	X	810,000	815,000
000-407-000	DELINQUENT TAXES - REAL/PER	1,370	0	1,370	X	1,500	0
000-423-000	COLLECT FEES/EXCESS OF ROLL	2,454	321,000	(318,546)	X	319,000	330,000
000-423-100	COLLECTION FEES - SCHOOLS	26,448	0	26,448			0
000-445-000	PENALTIES & INTEREST ON TAXES	1,093	2,200	(1,107)		2,200	2,200
000-475-000	ORDINANCE FINES	152	0	152	X	150	0
000-476-000	LICENSES & PERMITS	8,467	12,500	(4,033)		12,500	13,000
000-476-100	CABLE FRANCHISE FEES	227,271	260,000	(32,729)	X	280,000	300,000
000-477-000	METRO ACT FEES	0	13,500	(13,500)		13,500	13,500
000-480-000	TRAILER FEES	2,191	3,500	(1,309)		3,500	4,000
000-501-000	GRANT - WIND TURBINE	0	0	0		0	0
000-574-000	STATE SHARED REVENUES	871,251	1,100,000	(228,749)	X	1,300,000	1,325,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	25,150	25,000	150		25,000	33,500
000-631-000	REFUSE COLLECTION FEES	560,296	755,000	(194,704)		755,000	780,000
000-664-000	INTEREST INCOME	7,235	8,000	(765)		8,000	8,000
000-676-000	ADMIN FEE/DPW FUND (RENT)	37,500	50,000	(12,500)		50,000	50,000
000-676-100	ADMIN FEE/LIQUOR LAW FUND	2,625	3,500	(875)		3,500	3,500
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	0	115,000	(115,000)		115,000	117,000
000-678-700	WHITE PINES/STREET LIGHTING	0	650	(650)		650	730
000-695-000	OTHER MISC REVENUE	3,511	5,000	(1,489)		5,000	5,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	2,749	4,000	(1,251)		4,000	3,000
000-700-000	TRANS -IN BUILDING RESERVE FUND	0		0	X	79,000	
	TOTAL REVENUES	1,786,519	3,498,850	(1,712,331)		3,787,500	3,803,430

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

Appr. 11/7/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED 3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
EXPENDITURES & TRANSFERS OUT TO OTHER FUNDS							
101-703-000	TRUSTEES - SALARIES	14,780	31,620	16,840	53.26%	31,620	32,300
171-703-000	SUPERVISOR - SALARY	37,485	49,980	12,495	25.00%	49,980	49,980
191-703-000	ELECTION - SUPPLIES/SALARIES	4,215	20,000	15,785	78.93%	20,000	60,000
209-703-000	CONTRACTUAL - SALARIES	227,136	310,000	82,864	26.73%	310,000	310,000
210-801-000	PROFESSIONAL - LEGAL	54,174	75,000	20,826	27.77%	75,000	75,000
215-703-000	CLERK - SALARY	36,735	48,980	12,245	25.00%	48,980	48,980
223-801-000	PROFESSIONAL - AUDITOR	10,650	17,000	6,350	37.35%	17,000	18,000
241-801-000	PROFESSIONAL - ENGR./PLANNING	19,253	30,000	10,747	35.82% X	25,000	30,000
241-802-000	PROFESSIONAL - IN HOUSE ENGR	12,822	15,000	2,178	14.52% X	18,000	20,000
243-801-000	TAX ROLL PREPARATION	0	0	0		0	0
247-703-000	BOARD OF REVIEW - SALARIES	478	8,000	7,522	94.03%	8,000	12,000
247-964-000	TAX CHARGEBACKS	14,294	20,000	5,706	28.53%	20,000	20,000
253-703-000	TREASURER - SALARY	36,735	48,980	12,245	25.00%	48,980	48,980
265-775-000	REPAIRS AND MAINTENANCE	55,579	90,000	34,421	38.25%	90,000	75,000
265-910-000	INSURANCE	226,452	310,000	83,548	26.95%	310,000	350,000
265-920-000	UTILITIES - ELECTRIC/GAS	14,154	16,000	1,846	11.54% X	19,000	20,000
284-703-000	SALARIES - OTHER	185,443	267,500	82,057	30.68%	267,500	255,000
284-704-000	RETIREMENT	69,247	95,000	25,753	27.11%	95,000	80,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	45,870	75,000	29,130	38.84%	75,000	75,000
284-720-000	MESC - UNEMPLOYMENT TAXES	0	20,000	20,000	100.00%	20,000	20,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	49,250	75,000	25,750	34.33%	75,000	75,000
284-850-000	TELEPHONE	14,465	17,000	2,535	14.91% X	19,000	21,000
284-861-000	MILEAGE & TRAVEL EXPENSES	9,257	20,000	10,743	53.72%	20,000	15,000
284-957-000	DUES	16,576	25,000	8,424	33.70%	25,000	20,000
284-958-000	MTG. FEES & MISC EXPENSES	8,856	30,000	21,144	70.48%	30,000	25,000

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

Apr. 11/7/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED 3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
284-959-000	APPLICATION FEES EXPENSES	9,943	15,000	5,057	33.71%	15,000	15,000
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	18,525	28,000	9,475	33.84%	28,000	28,000
301-703-000	ORDINANCE OFFICER - SALARY	34,219	44,880	10,661	23.75% X	45,625	46,000
336-999-001	FIRE SUB STATION EXPENSES	4,833	5,000	167	3.34% X	6,000	8,000
441-801-010	ROAD IMPROVEMENT	226,182	225,000	(1,182)	-0.53% X	230,000	200,000
441-803-000	REFUSE COLLECTION	666,068	870,000	203,932	23.44% X	890,000	900,000
441-803-100	REFUSE BULKY ITEM DISPOSAL	7,308	10,000	2,692	26.92%	10,000	10,000
441-804-000	DUST CONTROL/CHLORIDE	48,806	60,000	11,194	18.66%	60,000	50,000
441-971-000	WHITE PINES ST. LIGHTING	619	800	181	22.63%	800	800
751-881-000	RECREATION	68,698	85,000	16,302	19.18%	85,000	85,000
916-962-000	DRAINS AT LARGE	0	35,000	35,000	100.00%	35,000	35,000
929-977-000	CAPITAL OUTLAY	65,472	75,000	9,528	12.70% X	85,000	85,000
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	200,000	200,000	0	0.00%	200,000	200,000
966-999-011	TRANS - OUT SELCRA REIMB. FUND	10,000	10,000	0	0.00%	10,000	10,000
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	0	0		0	100,000
966-999-027	TRANS - OUT PARKS & RECREATION #270	350,000	725,000	375,000	51.72%	725,000	379,000
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	60,000	60,000	0	0.00%	60,000	0
966-999-110	CONTINGENCIES	0	0	0		0	50,000
	TOTAL EXPENDITURES/TRANSFERS OUT	2,934,579	4,163,740	1,229,161		4,203,485	3,958,040
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT	(1,148,060)	(664,890)	(483,170)		(415,985)	(154,610)
	BEGINNING FUND BALANCE	2,452,516	2,452,516	0		2,452,516	2,036,531
	ENDING FUND BALANCE	1,304,456	1,787,626	(483,170)		2,036,531	1,881,921
		12/31/11	3/31/2012			3/31/2012	3/31/2013

GENOA TOWNSHIP - LIQUOR LAW FUND #212
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

APPR 3/21/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
000-570-000	STATE SHARED REVENUE	13,004	12,500	504	13,000
000-664-000	INTEREST INCOME	0	8	(8)	0
000-695-000	OTHER INCOME	0	0	0	0
	TOTAL REVENUES	13,004	12,508	496	13,000
EXPENDITURES					
000-956-000	MISC. EXPENSE	200	500	300	500
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	6,000	8,000	2,000	8,000
330-704-000	RETIREMENT	600	800	200	800
330-715-000	PAYROLL TAXES	480	640	160	640
330-716-000	LIQ. LAW ADMIN FEES - GENOA	2,625	3,500	875	3,500
	TOTAL EXPENDITURES	9,905	13,440	3,535	13,440
	NET REVENUES/EXPENDITURES	3,099	(932)	4,031	(440)
	BEGINNING FUND BALANCE	3,021	3,021	0	2,089
	ENDING FUND BALANCE	6,120	2,089	4,031	1,649
		<u>12/31/11</u>	<u>3/31/2012</u>		<u>3/31/2013</u>

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

appr 3/21/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
000-664-000	INTEREST INCOME	0	1,500	(1,500)	1,000
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	0	200,000
	TOTAL REVENUES	200,000	201,500	(1,500)	201,000
EXPENDITURES					
441-968-000	I/96 LATSON INTERCHANGE	283,528	800,000	516,472	200,000
906-956-000	MISC	438	500	62	1,500
	TRANSFERS OUT	0	0	0	0
	TOTAL EXPENDITURES	283,966	800,500	516,534	201,500
	NET REVENUES/EXPENDITURES	(83,966)	(599,000)	515,034	(500)
	BEGINNING FUND BALANCE	1,249,055	1,249,055	0	650,055
	ENDING FUND BALANCE	1,165,089	650,055	515,034	649,555

GENOA TOWNSHIP - ROAD/LAKE REIMBURSEMENT FUND #264
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

appr 7/18/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	FINAL YEAR ASSESSED	PROPOSED 2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES							
000-664-000	INTEREST INCOME	773	1,250	(477)		1,000	1,000
453-672-000	ASSESSMENTS - CHEMUNG WEED	29,902	33,000	(3,098)	JULY 2012	32,180	32,180
460-672-100	ASSESSMENTS - PARDEE LAKE 2	0	19,000	(19,000)	DEC. 2015	25,200	25,200
NEW	ASSESSMENTS - CROOKED LAKE WEED	0	20,000	(20,000)	DEC. 2012	0	0
NEW	ASSESSMENTS - FENDT DRIVE	2,500	39,750	(37,250)	DEC. 2015	35,462	35,462
000-699-000	OPERATING TRANS IN FROM GF	0	0	0			100,000
	OTHER INCOME	0	0	0			
	TOTAL REVENUES	33,175	113,000	(79,825)		93,842	193,842
EXPENDITURES							
453-801-000	LAKE CHEMUNG WEEDS	50,268	48,000	(2,268)		55,000	55,000
451-695-000	MISC.	1,400	2,500	1,100		2,500	2,500
460-801-000	PARDEE LAKE WEEDS	19,260	22,000	2,740		22,000	22,000
463-802-000	CROOKED LAKE WEEDS	0	20,000	20,000		0	0
999-999-000	TRANSFER OUT - GF	0	0	0		0	0
	OTHER ROADS	0	2,000	2,000		2,000	2,000
	OTHER LAKES	0	2,000	2,000		2,000	2,000
	TOTAL EXPENDITURES	70,928	96,500	25,572		83,500	83,500
	NET REVENUES/EXPENDITURES	(37,753)	16,500	(54,253)		10,342	110,342
	BEGINNING FUND BALANCE	541,780	541,780	0		541,780	552,122
	ENDING FUND BALANCE	504,027	558,280	(54,253)		552,122	662,464

GENOA TOWNSHIP - FUTURE DEV. PARKS & REC. FUND #270
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

APPR 11/7/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED 3rd AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES						
000-664-000	INTEREST INCOME	1,409	1,000	409	1,000	1,000
000-699-000	OPERATING TRANS IN FROM GF	350,000	725,000	(375,000)	725,000	379,000
000-699-001	MISC REVENUE	0	500	(500)	500	500
	TOTAL REVENUES	351,409	726,500	(375,091)	726,500	380,500
EXPENDITURES						
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	200,470	200,000	(470)	200,000	130,000
330-697-000	BIKE PATH ADDITIONS	146,426	250,000	103,574	175,000	225,000
536-972-200	I-96 INTERCHANGE WALK	0	500,000	500,000	45,000	455,000
330-695-000	MISCELLANEOUS	790	7,000	6,210	700	1,500
	TOTAL EXPENDITURES	347,686	957,000	609,314	420,700	811,500
	NET REVENUES/EXPENDITURES	3,723	(230,500)	234,223	305,800	(431,000)
	BEGINNING FUND BALANCE	385,687	385,687	0	385,687	691,487
	ENDING FUND BALANCE	389,410	155,187	234,223	691,487	260,487

GENOA TOWNSHIP - BLDG RESERVE FUND #271
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

APPR 3/21/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED 2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES						
000-664-000	INTEREST INCOME	596	650	(54)	650	650
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	60,000	60,000	0	60,000	0
	MISC INCOME	0	0	0	0	0
	TOTAL REVENUE	60,596	60,650	(54)	60,650	650
EXPENDITURES						
	OPERATING TRANS OUT - GF				79,000	0
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0	0	0
	OTHER	0	250	250	250	250
	TOTAL EXPENDITURES	0	250	250	79,250	250
	NET REVENUES/EXPENDITURES	60,596	60,400	196	(18,600)	400
	BEGINNING FUND BALANCE	218,790	218,790	0	218,790	200,190
	ENDING FUND BALANCE	279,386	279,190	196	200,190	200,590

GENOA TOWNSHIP - SELCRA REIMBURSEMENT FUND #505
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

(NEW FOR 3/31/2012)

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
400	TRANS IN FROM GF	10,000	10,000	0	10,000
420	OTHER INCOME	0	0	0	0
440	INTEREST INCOME	0	0	0	20
	TOTAL REVENUE	10,000	10,000	0	10,020
EXPENDITURES					
500	REIMBURSEMENTS TO RESIDENTS	0	9,999	9,999	9,999
501	EQUIPMENT	0	0	0	
502	MISC.	0	0	0	
	TOTAL EXPENDITURES	0	9,999	9,999	9,999
	NET CHANGE IN FUND BALANCE	10,000	1	9,999	21
	BEGINNING FUND BALANCE	0	0	0	1
	ENDING FUND BALANCE	10,000	1	9,999	22

GENOA TOWNSHIP
GENERAL & SPECIAL REVENUE FUNDS
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/2012

	ok	ok	ok	ok	ok	ok	ok	#503	#504	OK	#505	TOTAL
	#101	#212	#261	#264	#270	#271	#271	#503	#504	OK	#505	TOTAL
	G/F	LIQ LAW FUND	FUTURE RD IMPROVEMENT	RD/LK IMPR ADV. FUND	PARKS/REC. FUND	BLDG/GROUND RES. FUND	BLDG/GROUND RES. FUND	DPW/UTILITY FUND	DPW/RESERVE FUND		SELCRA REIMB. FUND	ALL FUNDS
REVENUES	3,787,500	12,508	201,500	93,842	726,500	60,650	60,650	1,859,210	30,025		10,000	6,781,735
EXPENDITURES	4,203,485	13,440	800,500	83,500	420,700	79,250	79,250	1,800,146	0		9,999	7,411,020
NET REVENUES/EXPENDITURES	(415,985)	(932)	(599,000)	10,342	305,800	(18,600)	(18,600)	59,064	30,025		1	(629,285)
BEGINNING FUND BALANCE 4/1/11	2,452,516	3,021	1,249,055	541,780	385,687	218,790	218,790	59,664	5,643		0	4,916,156
ENDING FUND BALANCE 3/31/2012	2,036,531	2,089	650,055	552,122	691,487	200,190	200,190	118,728	35,668		1	4,286,871

GENOA TOWNSHIP
GENERAL & SPECIAL REVENUE FUNDS
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/2013

	#101	#212	#261	#264	#270	#271	#271	#503	#504	#505	TOTAL
	G/F	LIQ LAW FUND	FUTURE RD IMPROVEMENT	RD/LK IMPR ADV. FUND	PARKS/REC. FUND	BLDG/GROUND RES. FUND	BLDG/GROUND RES. FUND	DPW/UTILITY FUND	DPW/RESERVE FUND	SELCRA REIMB. FUND	ALL FUNDS
REVENUES	3,803,430	13,000	201,000	193,842	380,500	650	650	1,929,579	40,030	10,020	6,572,051
EXPENDITURES	3,958,040	13,440	201,500	83,500	811,500	250	250	1,929,579	14,000	9,999	7,021,808
NET REVENUES/EXPENDITURES	(154,610)	(440)	(500)	110,342	(431,000)	400	400	0	26,030	21	(449,757)
BEGINNING FUND BALANCE 4/1/12	2,036,531	2,089	650,055	552,122	691,487	200,190	200,190	118,728	35,668	1	4,286,871
ENDING FUND BALANCE 3/31/2013	1,881,921	1,649	649,555	662,464	260,487	200,590	200,590	118,728	61,698	22	3,837,114



P.O. Box 397 ♦ Bath, MI 48808
Ph 517-641-7377 ♦ Fax 517-641-7388
www.mi-wea.org

February 1, 2012

Greg Tataara
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116-9498

Dear Greg,

Congratulations! On behalf of the MWEA Awards Committee, it is my pleasure to inform you that you have been selected to receive the **Public Utility Management Professional of the Year Award**. This award is given to a worthy individual who has demonstrated outstanding dedication to an employer and to the MWEA, has excelled in Public Utilities Management, and has publicly promoted the water environment profession. The award will be presented to you at the **Awards Luncheon on Tuesday, June 26th** as part of the *2012 MWEA Annual Conference* which will be held at Boyne Mountain Resort, June 24-27, 2012.

Attached is an information sheet that we would like you to fill out and email to the MWEA Office at mwea@mi-wea.org by May 1st. This will tell us a little more about yourself so that we can include it in the Awards Presentation. Also, please email a photograph of yourself for the Awards Presentation (JPEG file format).

We sincerely hope you will be able to attend the luncheon, if not all of the conference, to receive this well deserved honor and recognition by your peers. If you plan to attend the entire conference, registration materials will be mailed out in March and we ask that you register yourself at that time. You can also register online at www.mi-wea.org when registration becomes available.

Please RSVP to the MWEA Office by May 1st, 2012 to let us know if you are able to attend the Awards Luncheon. If you are unable to attend, we will forward the award to you following the conference.

Again, congratulations from the entire MWEA Board of Directors and all its members. If you have any questions, please feel free to contact me or Karlyn Wickham at the MWEA Office at 517-641-7377.

Sincerely,

Joe Keefe, Awards Committee Chair
(734) 675-2190 email: Joseph.keefe@unitedwater.com

President

Kari Saganski
616-437-7356
ksaganski@synagro.com

President-Elect

Dave Vago, P.E.
734-947-9700
dvago@wadetrim.com

Vice President

Christine Kosmowski
269-966-0712
cmkosmowski@ci.battle-creek.mi.us

Past President

Tim Lynch
269-983-7719
tlynch@gtm.net

Secretary-Treasurer

Todd Wibright
616-457-0720
wibrightr@cityofgrandville.com

Assist. Secretary-Treasurer

Michelle LaRose, P.E.
734-222-9690
michelle.farose@cardno.com

Association Directors

Joe Keefe
734-675-2190
joseph.keefe@unitedwater.com

Tim Sikma
248-640-3355
timothy.sikma@unitedwater.com

Federation Delegates

Brian Ross
517-648-8863
bross@gcdcwws.com

Bob Scheuerman
(517) 337-9459
bscheue@cityofeastlansing.com

Executive Director

Jerry Harte
517-641-7377
jerry@mi-wea.org



We Recycle



“Serving The Plastics Industry”
ISO 9001 Certified

Bob Houston
Industrial Resin Recycling Inc.
1480 Grand Oaks Dr.
Howell, Michigan 48844

February 02, 2012

Genoa Charter Township
Board of Trustees
2911 Dorr Road
Brighton, Michigan 48116

Re: Industrial Resin Recycling / Board of Trustee's meeting January 16th 2012

Board Members,

I would ask the Board of Trustee's to allow me to be added to the agenda for February 6th 2012 Meeting. At that time I will ask the Board to reconsider the decision to terminate the Special Land Use Permit for industrial Resins.

Since the last meeting, we have been diligent in continuing to bring our property to a level that is agreeable with the Board. As outlined, we have completed the following:

- All fire Code violations have been corrected. We have paid **\$9100.00** to the Brighton Fire Department for inspections and violations. We have also retained an independent Fire Consultant to work with us ongoing. Proper permits, drawings, and inspections have been completed. We have requested a follow up inspection that is scheduled for 02/03/2012.
- All Fuel Tanks have been relocated to another facility.
- Access Road has been opened and gravel has been spread to allow the fire department equipment access around the building.
- Outside Storage has been reduced by 50%. I have included pictures for your review.

Given an additional 30 days, we would continue to reduce the levels of outside storage to meet our Original Site Plan. As weather would allow, we will plant trees, shrubs and grass.

We would much prefer to spend our time and money complying with the Boards direction than in court. Thank you again for your consideration.

Sincerely



Bob Houston

February 2, 2012

Mr. Mike O'Brian

I have been retained by Industrial Resins as a consultant to assist in becoming compliant with the 58 life safety violations his company has received. I have visited the site on three separate occasions and have discussed with Bob Houston and Ron McIntyre the items that need to be accomplished to become compliant. I was at the site on Wednesday February 1, 2012 and did a walk through inspection with Ron McIntyre. The majority of the issues have been mitigated and they are still working on the few items that are left. I am sure that they will be ready for an inspection by Friday February 3, 2012. They have made great strides in resolving the problems that existed, as I am sure you will discover during your inspection. If you have any questions please don't hesitate to call.

Cordially,


Daniel Wilhelm

313-580-5590

DANIEL M. WILHELM
Melvindale, Michigan

EDUCATION

2008 – 2010	Schoolcraft College	Fire Inspector I Fire Inspector II Plans Examiner
2002	Schoolcraft College	Fire Officer I Fire Officer II Fire Officer III
1989	Henry Ford Community College	Fire Science
1986	Detroit Fire Academy	Firefighter I & II

PROFESSIONAL EXPERIENCE

2008 –2012	City of Melvindale, Fire Chief City of Melvindale, Fire Marshal City of Melvindale, Fire Inspector City of Melvindale, Fire Investigator
1986 – 2008	City of Melvindale Firefighter and Fire Officer

PROFESSIONAL DEVELOPMENT

2011	School Craft College	International Association of Special Investigative Units- Fall Conference
2011	Michigan State University	NFPA Fall Conference

2011	Structural & Mobil Property Fire Investigation	M.A.P.C. - 8 hrs
2011	Michigan Arson School	Mt. Pleasant, Mi. -- May 24 hrs
2011	Oakland Community College	Trends in Fire Investigation-April 14hrs
2011	State Farm Insurance	Arson Trends Seminar - March
2011	IAAI CFITrainer.net	Explosion Dynamics
2011	IAAI CFITrainer.net	Fire and Explosion Investigations : Utilizing NFPA 1033 and 921
2011	IAAI CFITrainer.net	Insurance and Fire Investigation 4-Hrs.
2011	IAAI CFITrainer.net	A Ventilation-Focused Approach to Impact of Building Structures and Systems on Fire 4-Hrs
2011	IAAI CFITrainer.net	Investigating Fatal Fires 4 Hrs
2011	IAAI CFITrainer.net	Electrical Safety 3- Hrs
2011	IAAI CFITrainer.net	Documenting the Event 4-Hrs
2011	IAAI CFITrainer.net	Introduction to Evidence 4-Hrs
2011	IAAI CFITrainer.net	Fundamentals of Interviewing 4 - Hrs
2011	IAAI CFITrainer.net	An Analysis of the Station Nightclub Fire 4-Hrs
2011	IAAI CFITrainer.net	Vacant and Abandoned Buildings: Hazards and Solutions 4 - Hrs
2011	IAAI CFITrainer.net	Ethics and the Fire Investigator 3- Hrs
2011	IAAI CFITrainer.net	Search and Seizure 4- Hrs
2011	IAAI	Fire Investigation Regional Seminar- 7 Hrs
2010	IAAI	Expert Courtroom Testimony Program- 40 Hrs
2010	NFPA	Fire Inspector II Program

2010	Michigan State Police- Tustin	Fire Investigation School-Advanced Class – 36 Hrs
2010	Michigan State University	NFPA Winter Conference
2010	John E. Reid & Associates	Interviewing and Interrogation
2010	John E. Reid & Associates	Interviewing and Interrogation- Advanced Course
2010	Oakland County Association of Arson & Fire Investigators Inc.	Anatomy of a Fire Investigation – 16 Hrs
2010	IAAI – Mt. Pleasant	Michigan Arson School – 24 Hrs
2010	IAAI CFITrainer.net	Fundamentals of Residential Building Construction 3 – Hrs
2010	IAAI CFITrainer.net	Introduction to Fire Dynamics and Modeling 4-Hrs
2010	IAAI CFITrainer.net	Critical Thinking Solves Cases 4- Hrs
2010	IAAI CFITrainer.net	Physical Evidence at the Fire Scene 4-Hrs
2010	IAAI CFITrainer.net	Arc Mapping Basics 4 -Hrs
2010	IAAI CFITrainer.net	Effective Investigation and Testimony 3-Hrs
2010	IAAI CFITrainer.net	Motive, Means, and Opportunity: Determining Responsibility in an Arson Case 4-Hrs
2010	IAAI CFITrainer.net	UPDATED 2009- The Scientific Method for Fire and Explosion Investigation 3-Hrs
2010	Michigan State University	NFPA Fall Conference
2010	Roco Rescue Corporation	Custom Rescue Refresher Training Confined Space & Structural Rope - 20 Hrs
2010	Public Agency Training Council	Hands –On Electrical Fire/Arson Investigation 20 Hr
2010	Fred Pryor Seminars	Criticism & Discipline Skills for Managers
2009	NFPA	Plans Examiner

2009	Michigan State Police-Tustin	Fire Investigation School – 40 Hrs
2009	Public Agency Training Council	Fire/Arson Fatality Fire Scene Investigation 16 Hrs
2009	Metropolitan Detroit Fire Inspectors Society	Fire Safety Officer for Motion Picture/Television
2009	National Board on Fire Service Professional Qualifications	Fire Investigator NFPA-1033
2009	Michigan State University	NFPA Winter Conference-09
2009	Michigan State University	NFPA Fall Conference -09
2009	National Board on Fire Service Professional Qualifications	Fire Investigator
2008	NFPA	Certified Fire Inspector I Program
2005	Emergency Management Institute	Incident Command System – 16 Hrs
2002	Michigan State Police	Detection of Arson and Suspicious Fires
2002	Michigan State Police	Clandestine Drug Lab Awareness
1997	United States Army Chemical School	Toxic Agent Training Chemical/Biological Counter-Measures
1995	State of Michigan	Hazardous Materials Tech Level Hazardous Materials Operations – 80 Hrs
1994	Roco Rescue Corporation	Confined Space/Structural Rescue
1992	Michigan Dept of State Police	Hazardous Materials Awareness
1991	International Association of Arson Investigators	Fire and Arson Investigation – 6 Hrs
1987	Wyandotte Hospital	Emergency Medical Technician Paramedic

PROFESSIONAL ASSOCIATION

IAAI- Certified Fire Investigator

IASIU - International Association of Special Investigation Units – Michigan Chapter
IAAI-MI (International Association of Arson Investigators Michigan Chapter)
IAAI (International Association of Arson Investigators)
Southeast Michigan Chiefs Association
Downriver Mutual Aid Chiefs Association
IAFF (International Association of Fire Fighters)
Michigan Fire Inspectors Society
NFPA (National Fire Protection Association)
Member of Downriver Mutual Aid Fire Investigation Task Force
Member of Downriver Emergency Response Team

LICENSES

EMT
Paramedic
Qualified Fire Fighter I & II
Qualified Fire Officer I, II & III
Hazardous Materials Awareness Level
Hazardous Materials Operations Level
Hazardous Materials Technician Level
Hazardous Materials Instructor
Michigan State Certified Fire Inspector I
Michigan State Certified Fire Inspector II
Michigan State Certified Plans Examiner
Wayne County Technical Support Team

PROFESSIONAL AWARDS

Letter of Commendation ~ 5/14/2000
Letter of Commendation ~ 3/4/97
Letter of Commendation – 8/27/91
Certificate of Appreciation – 6/7/89
Fireman of the Year – 1989

EXISTING SUBGRADE

TYPICAL OUTSIDE STORAGE AREA






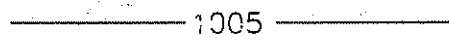
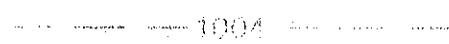
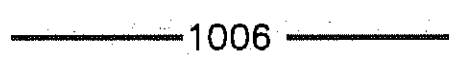

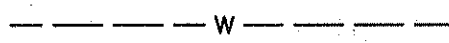
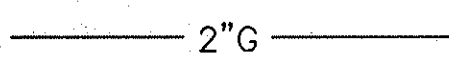


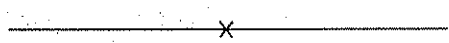
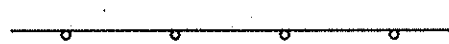




NO SCALE

Reviewed for Code Compliance
Livingston County Building Department

APPROVED
By [Signature]
Date 1-24-12

1-24-12

LEGEND

	LIGHT POLE
	EXTERIOR BUILDING LIGHT
	SIGN
	UTILITY POLE
	TELEPHONE RISER
	MAJOR EXIST. CONTOUR - 5' IN
	MINOR EXIST. CONTOUR - 1' IN
	PROPOSED CONTOUR
	EXISTING SANITARY SEWER
	EXISTING WATER MAIN
	GAS MAIN
	UNDERGROUND TELEPHONE LINE
	OVERHEAD ELECTRIC LINE
	FENCE LINE
	GUARDRAIL
	DITCH CENTERLINE, TOE OF SLOPE
	DIRECTION OF DRAINAGE
	EXISTING DECIDUOUS TREE
	EXISTING EVERGREEN TREE

Livingston County
 Department of Building and Safety Engineering
 2300 E. Grand River Howell Michigan 48843
 (517) 546-3240, 3290, 3000

Permit Plan Review Comment and Correction List

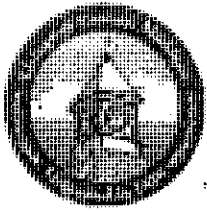
Permit	BLD 2012-00070	Date	1/24/12
Name	Industrial Resin Recycling	Contractor	Andrew Smith
Address	1480 Grand Oaks Drive	Designer	Patrick Keough
Use Group	F	Engineer	
Const. Type	3B Assumed	Reviewer	Jim Rowell
Project Description	Interior remodel ---Adding fire rated doors and blocking in 1 overhead door		

THE FOLLOWING INSPECTIONS ARE REQUIRED

CODE#		
	Foundations and / or Posts	<input type="checkbox"/>
	Backfill – After the damproofing and pea gravel are complete but before the backfill is placed	<input type="checkbox"/>
	Rough Framing – After rough mechanical, electrical and plumbing inspections are approved	<input type="checkbox"/>
	Compaction – Any Concrete work	<input type="checkbox"/>
	Open Ceiling	<input type="checkbox"/>
	Insulation	<input type="checkbox"/>
	Drywall if part of a fire separation assembly	<input type="checkbox"/>
	Final Building – After all-is complete including grading	<input checked="" type="checkbox"/>
	Other - Inspections noted above as applicable	<input checked="" type="checkbox"/>

The following is a list of corrections and comments specific to this project. In lieu of adding these corrections to the plans, these sheets may be signed by the permit holder. By signing these sheets the permit holder certifies that he has knowledge of these required corrections. The signed correction sheets will become a part of the approved plans and must remain with the approved plans. Approved plans must be on the job site for inspectors at time of inspections, including these sheets.

Comment and Corrections
 All Michigan Building Codes and IFC codes apply. Directional exit signage may be required on these doors or as required by the Brighton Area Fire Marshal's office.



LIVINGSTON COUNTY BUILDING DEPARTMENT

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

Voice 517.546.3240

FAX 517.546.7461

Printed

1/27/2012 -

12:52:58PM

Receipt #: 1720120000000000087

Date: 1/27/2012 12:52:55PM

Line Items:

Case No	Tran Code	Description	Revenue Account No	Amount Paid
BLD2012-00070		Permit fee	542-000-478.001	30.00
Line Item Total:				\$30.00

Payments:

Method	Payer	Bank No	Check No	Confirm No	How Received	Amount Paid
Cash	ARROW BUILDING		cash		In Person	30.00
Payment Total:						\$30.00
Balance						



Livingston County Department of Building & Safety Engineering

2300 E. Grand River Ste. 104
 Howell, MI 48843-7580
 517.546.3240 * 517.546.3290 * 517.546.3000
 517.546.7461 FAX

PERMIT #: **BLD2012-00070**
 APPLIED: 1/19/2012
 ISSUED: 1/27/2012
 EXPIRES: 7/27/2012

24 Hour Inspection Line- 517.546.3830 *see brochure*

SITE ADDRESS: 1480 GRAND OAKS DR HOWELL 48843
 PARCEL NO.: 11-08-100-010
 TOWNSHIP: Genoa Township

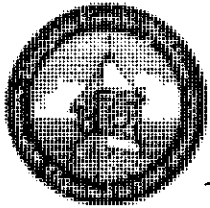


<u>OWNER</u> D C REAL PROPERTIES LLC 1480 GRAND OAKS BLVD HOWELL MI 48843	<u>PRIMARY APPLICANT</u> 	<u>CONTRACTOR</u> ANDREW C SMITH 5220 HOWELL RD E WEBBERVILLE MI 48892
--	----------------------------------	---

PROJECT DESCRIPTION: Installing and Replacing Exterior Fire rated door and Blocking in Overhead Door opening to maintain fire wall integrity. All Michigan Building Codes and International Fire Codes apply. Directional Exit Lighting may be required by the Brighton Area Fire Marshal and the International Fire Code

TYPE OF WORK:	ALT	AREA	
TYPE OF USE:	COM		
CENSUS CATEGORY:	437	Bldg. Sq. Footage:	0 sf
ZONING:		1ST FLR:	0 sf
		2ND FLR:	0 sf
		BASEMENT:	0 sf
		GAR/CARPORT:	0 sf
		OTHER:	0 sf
		NUMBER OF UNITS:	0
		STORIES:	0
		BUILDING HEIGHT:	0 ft

FEES			
Type	By	Date	Amount
PLRV	CAS	1/23/2012	\$75.00
PERM	CAS	1/27/2012	\$30.00
Total:			\$105.00



LIVINGSTON COUNTY BUILDING DEPARTMENT

2300 E. Grand River Ave., Suite 104

Howell, MI 48843-7580

Voice 517.546.3240

FAX 517.546.7461

Printed

1/23/2012 - 1:41:40PM

Receipt #: 1020120000000000138

Date: 1/23/2012 1:41:32PM

Line Items:

Case No	Tran Code	Description	Revenue Account No	Amount Paid
BLD2012-00070		Plan Review Fee	542-000-611.000	75.00
Line Item Total:				\$75.00

Payments:

Method	Payer	Bank No	Check No	Confirm No	How Received	Amount Paid
Check	ANDREW SMITH		2500		In Person	75.00
Payment Total:						\$75.00

Balance



WAIVER NO. 012-003

Land Use Waiver
 Genoa Township • 2911 Dorr Rd. • Brighton, MI 48116
 Phone (810) 227-5225 • Fax (810) 227-3420

1. PROJECT INFORMATION			
Site Address: <u>1480 GRAND OAKS DR</u>			
2. OWNER/APPLICANT INFORMATION			
Owner Name: <u>[Redacted] D.C. REAL PROPERTIES</u>		Phone No.: <u>517 294-0140</u>	
Owner Address: <u>1480 GRAND OAKS DR</u>	City: <u>HOWELL</u>	State: <u>MI</u>	Zip: <u>48842</u>
Applicant is: Owner <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Lessee <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Other:			
Applicant Name: <u>ANDREW SMITH</u>		Phone No.: <u>517 294 0140</u>	
Applicant Address: <u>5220 HOWELL RD</u>	City: <u>WEBBERVILLE</u>	State: <u>MI</u>	Zip: <u>48897</u>
3. TYPE OF IMPROVEMENT			
<input type="checkbox"/> Demolition <input type="checkbox"/> Water Connection <input type="checkbox"/> Sewer Connection <input type="checkbox"/> Interior Work/Repairs <input type="checkbox"/> Driveway <input type="checkbox"/> Roofing <input type="checkbox"/> Basement Finish <input checked="" type="checkbox"/> Other (please explain): <u>4 DOORS 1 GARAGE DOOR FILL IN BLOCK OPENING</u> <u>Replace 3 existing doors and 1 existing garage door. Install 1 new door on east elevation.</u>			
If interior work is being done, please complete the following: VALUE OF IMPROVEMENT \$ <u>3000⁰⁰</u>			
_____ Square Feet of Improved Area _____ Full Baths (#) _____ Half Baths (#) _____ Fireplaces (Y/N)			
4. SIGNATURE OF APPLICANT			
I hereby certify that all information and data attached to and made part of this application are true and accurate and to the best of my knowledge and belief. I also certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws, codes and ordinances of the State of Michigan and Genoa Township. Private covenants and restrictions are potentially enforceable by private parties. A Land Use Waiver is valid for a period of 12 months from the date of issue. Any modification to location, size, or dimensions must be approved by Genoa Township.			
Signature of Applicant: <u>[Signature]</u>			Date: <u>1-18-12</u>
FOR OFFICE USE ONLY			
1. ASSESSING APPROVAL			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Approved by: _____	Date: _____
2. ZONING APPROVAL → → → →		Parcel I.D. No.: <u>15-08-100-010</u>	Zoning: <u>IND</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Approved by: <u>[Signature]</u>	Date: <u>1/19/2012</u>
Comments/Conditions: <u>Amended 1/23/12 - amended drawings - no changes, new notation</u>			

Genoa Charter Township 2011 Winter Tax

4711-08-100-010

MESSAGE TO TAXPAYER

THE 2011 WINTER TAXES ARE DUE FEBRUARY 29, 2012. TO AVOID PENALTIES, PAYMENT MUST BE RECEIVED IN OUR OFFICE BY THE DUE DATE. OFFICE HOURS ARE MON-FRI 9:00-5:00. PAYMENTS CAN BE MADE AT THE TWP, ONLINE, OR PAY BY MAIL TO: GENOA TOWNSHIP, 2911 DORR RD., BRIGHTON, MI 48116. CREDIT CARD PAYMENTS CANNOT BE MADE AT THE TOWNSHIP.

ROBIN L. HUNT, TREASURER

PAYMENT INFORMATION

THIS TAX IS DUE BY: 02/29/2012

WHEN PAYING IN PERSON PLEASE BRING THIS ENTIRE FORM WITH YOU FOR A STAMPED PAID RECEIPT. GENOA TOWNSHIP OFFICES WILL BE CLOSED FOR THE HOLIDAYS 12/23, 12/26, 12/30 & 1/2/12.

DURING THE WINTER TAX COLLECTION SEASON, GENOA TOWNSHIP WILL HAVE A DROP OFF AREA IN THE LOBBY FOR ANYONE INTERESTED IN DONATING TO THE GLEANERS COMMUNITY FOOD BANK.

PROPERTY INFORMATION

Property Assessed To:
D C REAL PROPERTIES LLC
1480 GRAND OAKS BLVD
HOWELL, MI 48843

HOWELL

Prop #: 4711-08-100-010
Prop Addr: 1480 GRAND OAKS DR

School: 47070

Legal Description:

SEC 8 T2N R5E, COM AT N 1/4 COR, TH S 87°12'58"W 496.99 FT, TH S 02°06'23"E 1389.93 FT TO POB, TH S 02°06'23"E 431.60 FT, TH SE'LY ARC LEFT 299.89 FT CORD BEARING S 19°48'31"E 295.14 FT, TH S 84° 54'03"W 278.38 FT, TH N 49°45'12"W 1083.54 FT, TH N 88°02'55"E 989 FT TO POB 10 AC M/L 1984 SPLIT FR 001

BALANCE OF DESCRIPTION ON FILE

OPERATING FISCAL YEARS

The taxes on bill will be used for governmental operations for the following fiscal year(s):

County:	01-01-11 - 12-31-11
Twn/Cty:	04-01-10 - 03-31-11
School:	07-01-10 - 06-30-11
State:	10-01-10 - 09-30-11

Does NOT affect when the tax is due or its amount

TAX DETAIL

Taxable Value:	435,200	Mort Code:	301 INDUSTRIAL-IMP
State Equalized Value:	435,200	Class:	301
P.R.E. %:	0.0000		

Princ. Residence Exemption Has Reduced Bill By: 0.00

Taxes are based upon Taxable Value.
1 mill equals \$1.00 per \$1000 of Taxable Value.
Amounts with no millage are either Special Assessments or other charges added to this bill.

DESCRIPTION	MILLAGE	AMOUNT
COUNTY AMBULANCE	0.30000	130.56
KCMA - PARKS	0.21460	93.39
VETERANS RELIEF	0.05000	21.76
GENOA ALLOC	0.81460	354.51
HO SCHOOL DEBT	4.29000	1,867.00
HO LIBRARY	0.69200	301.15
BR FIRE AUTH	1.25000	544.00
GR OAKS WA EXT		512.12

Total Tax	7.61120	
Administration Fee		38.24
TOTAL AMOUNT DUE		3,862.73
PREV. PAYMENTS		
BALANCE DUE		3,862.73

Mort Code

Pay this tax to:

GENOA CHARTER TOWNSHIP
2911 DORR RD.
BRIGHTON, MI 48116
810-227-5225

IF PAYING IN PERSON PLEASE BRING ENTIRE FORM WITH YOU FOR A STAMPED PAID RECEIPT

THIS TAX IS DUE BY: 02/29/2012

2011 Winter Tax for Prop #: 4711-08-100-010

TAXPAYER NOTE: Is your name & mailing address correct? If not, please make corrections below. Thank You.

Property Addr: 1480 GRAND OAKS DR

4711-08-100-010

To: D C REAL PROPERTIES LLC
1480 GRAND OAKS BLVD
HOWELL MI 48843

Make Check Payable To: GENOA TOWNSHIP

TOTAL AMOUNT DUE: 3,862.73

Amount Remitted: _____



Livingston County Department of Building & Safety Engineering

2300 E. Grand River Ste. 104
 Howell, MI 48843-7580
 517.546.3240 * 517.546.3290 * 517.546.3000
 517.546.7461 FAX

PERMIT #: BLD2012-00070

APPLIED: 1/19/2012
 ISSUED: 1/27/2012
 EXPIRES: 7/27/2012

24 Hour Inspection Line- 517.546.3830 *see brochure*

SITE ADDRESS: 1480 GRAND OAKS DR HOWELL 48843
PARCEL NO.: 11-08-100-010
TOWNSHIP: Genoa Township



<u>OWNER</u> D C REAL PROPERTIES LLC 1480 GRAND OAKS BLVD HOWELL MI 48843	<u>PRIMARY APPLICANT</u>	<u>CONTRACTOR</u> ANDREW C SMITH 5220 HOWELL RD E WEBBERVILLE MI 48892
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PROJECT DESCRIPTION: Installing and Replacing Exterior Fire rated door and Blocking in Overhead Door opening to maintain fire wall integrity. All Michigan Building Codes and International Fire Codes apply. Directional Exit Lighting may be required by the Brighton Area Fire Marshal and the International Fire Code

TYPE OF WORK:	ALT	<u>AREA</u>	
TYPE OF USE:	COM	Bldg. Sq. Footage:	0 sf
CENSUS CATEGORY:	437	1ST FLR:	0 sf
ZONING:		2ND FLR:	0 sf
<u>Occupancy Groups</u>		BASEMENT:	0 sf
1: F2	2:	GAR/CARPORT:	0 sf
3:	4:	OTHER:	0 sf
<u>Construction Types</u>		NUMBER OF UNITS:	0
1:	2:	STORIES:	0
3:	4:	BUILDING HEIGHT:	0 ft

FEES			
Type	By	Date	Amount
PLRV	CAS	1/23/2012	\$75.00
PERM	CAS	1/27/2012	\$30.00
Total:			\$105.00

ALL approval and rejection tags must be left on site until job completion. Removal may result in additional fees.

R.K. HOPPE CORP.
 53125 GRAND RIVER AVENUE P.O. BOX 208
 NEW HUDSON, MI. 48165
 (248) 437-7071 FAX (248) 437-7852

Ex-1 107

TO:	Industrial resin Recycling	FROM:	Dan Perry
ATTN:	Pat	DATE:	1/11/12
EMAIL:	pc@industrialresin.com	PAGE:	1 of 1
RE:	Door quote request		

Hollow Metal Frames & Doors:

- (2) Frames 3068 x 16ga. x 5-3/4" depth x punched & dimpled for bolt-in x welded
 Outside dimensions = 40" x 82" x 5-3/4"
- (1) Door 3068 x 18ga. x flush x insulated x galvanized x fire rated x prepared for
 cylindrical lock
- (1) Door 3068 x 18ga. x flush x insulated x galvanized x fire rated x no lock prep

Finish Hardware:

- (6) Ball bearing hinges BB1279 4-1/2" x 4-1/2" x satin chrome x security pins
- (1) Cylindrical lever lock x commercial grade x satin chrome
- (2) Sets of weather strip 160 V x 3068
- (2) Door sweeps 200 NA x 36"
- (2) Aluminum thresholds 424 x 36" x 4" x 1/2"

Total: \$1,095.00 (w tax)

- All installation by others.

Thank you,


 Dan Perry
 dperry@rkhoppe.com

Expansion Bolt

Please phone (248) 437-7071 if there are questions or problems with this FAX transmission)

FONSON, INC.

LOAD TIME AND TICKET

Site Development / Road Builders / Sewer and Water

7644 Whitmore Lake Road Brighton, MI 48116 (810) 231-5188

ORDER DATE

CUSTOMER'S NAME

DELIVERY DATE

ADDRESS

TRUCK NO.

DRIVER SIGNATURE

FROM: LOADING PLACE

TO: UNLOADING PLACE

FOR
HOURLY
RATED
HAULS

STARTING TIME

QUITTING TIME

TOTAL HOURS

REGULAR RATE

\$ PER HOUR

QUANTITY

DESCRIPTION

PRICE

AMOUNT

SAND: CL II - CL III - BANK RUN

GRAVEL: 21AA - 21A - 22A - 23A

CRUSHED CONCRETE - FINES

CRUSHED CONCRETE - 1 1/2-3" CLEAN

14.13 126984

ACCOMULATION

SUBTOTAL

RECEIVED BY

SALES TAX

TOTAL

We assume no responsibility for damage to driveways, sidewalks, curbs, lawn or landscaping.

NO. 35061

White - Original
Yellow - Trucker
Pink - Customer Copy

ELE 2011-11127

County of Livingston
Dept. of Building & Safety Engineering

The FINAL ELECTRIC
work in this building has been inspected and been approved and
work may proceed.

ADDRESS 1480 GRAND OAKS

INSPECTOR G. C. DATE 12-7-11



