

GENOA CHARTER TOWNSHIP
Board of Trustees
Regular Meeting
January 22, 2013 (Tuesday)
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 7 and 14, 2013.
3. Request for approval of a resolution approving charitable gaming licenses as required by MCL.432.102 for 3 Fires Elementary PTO of Howell.
4. Request to reaffirm the amended agreement with Brighton Area School, Howell Public Schools, Pinckney Community Schools, Hartland Consolidated Schools and LESA allowing the local clerk to conduct elections under the guidelines submitted and recommended by Skolarus.
5. Request for approval to enter into agreements to collect 2013 summer school property taxes with Hartland Consolidated Schools, Brighton Area Schools, Howell Public Schools and LESA as submitted by the Township Treasurer.

Approval of Regular Agenda:

6. Receive presentation from SELCRA and direct staff regarding further action.
7. Review of questions related to membership in the Howell Area Parks and Recreation Authority.

Correspondence
Member Discussion
Adjournment



CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: January 22, 2013

TOWNSHIP GENERAL EXPENSES: Thru January 22, 2013	\$143,042.18
January 18, 2013 Bi Weekly Payroll	\$71,140.09
OPERATING EXPENSES: Thru January 22, 2013	\$61,949.04
TOTAL:	<u>\$276,131.31</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
29372	AMER PLA	American Planning Association	01/04/2013	465.00
29373	CONTINEN	Continental Linen Service	01/04/2013	96.43
29374	Duncan	Duncan Disposal Systems	01/04/2013	77,010.60
29375	LivCTrea	Livingston County Treasurer	01/04/2013	3,418.61
29376	mlgma	Michigan Local Gov't Mgmt Asso	01/04/2013	55.00
29377	MMTA	Michigan Municipal Treas. Assn	01/04/2013	50.00
29378	Net serv	Network Services Group, L.L.C.	01/04/2013	45.00
29379	ROCKET	Rocket Enterprise Inc	01/04/2013	75.00
29380	VERIZONW	Verizon Wireless	01/04/2013	677.34
29381	WALMART	Walmart Community	01/04/2013	375.40
29382	BUS IMAG	Business Imaging Group	01/07/2013	432.02
29383	DTE LAKE	DTE Energy	01/07/2013	1,304.47
29384	LC REG D	Livingston Co. Register Of Dee	01/07/2013	26.00
29385	LIVON GA	Livonia-garden City Fire Ext	01/07/2013	188.00
29386	PFEFFER	Pfeffer, Hanniford, Palka	01/07/2013	2,750.00
29387	Rotary	Rotary Club of Brighton	01/07/2013	359.12
29388	Clearwat	Clearwater Systems	01/08/2013	42.00
29389	COOPERST	Cooper's Turf Management LLC	01/08/2013	3,790.00
29390	GANNETT	Livingston Press & Argus	01/08/2013	180.00
29391	GORDONFO	Gordon's Food Services	01/08/2013	187.60
29392	HWL CHAM	Howell Area Chamber Of Commere	01/08/2013	450.00
29393	Perfect	Perfect Maintenance Cleaning	01/08/2013	778.00
29394	THE FENC	The Fence Spot	01/08/2013	3,420.00
29395	Mancuso	Mancuso & Cameron, P.C.	01/10/2013	6,945.83
29396	Perfect	Perfect Maintenance Cleaning	01/10/2013	1,168.45
29397	StateOfM	State of Michigan	01/10/2013	69.33
29398	Equitabl	Equivest Unit Annuity Lock Box	01/18/2013	685.00
29399	LANGWORT	Langworthy Strader Leblanc	01/11/2013	1,327.50
29400	MASTER M	Master Media Supply	01/11/2013	1,003.96
29402	ATT& IL	AT&T	01/15/2013	110.40
29403	BLUE CRO	Blue Cross & Blue Shield Of Mi	01/15/2013	25,118.72
29404	BullsEye	BullsEye Telecom	01/15/2013	1,060.75
29405	CONSUMER	Consumers Energy	01/15/2013	510.63
29406	EHIM	EHIM, INC	01/15/2013	5,483.18
29407	ETNA SUP	Etna Supply Company	01/15/2013	2,765.00
29408	Tetra Te	Tetra Tech Inc	01/11/2013	325.00
29409	MASTER M	Master Media Supply	01/15/2013	81.17
29410	VERIZONW	Verizon Wireless	01/15/2013	211.67

Report Total: 143,042.18

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/10/2013 - 15:40

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
11022	AETNA LI	Aetna Life Insurance & Annuity	01/18/2013		25.00
				Check 11022 Total:	25.00
11023	EFT-FED	EFT- Federal Payroll Tax	01/18/2013		7,334.82 4,169.39 4,169.39 975.10 975.10
				Check 11023 Total:	17,623.80
11024	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/18/2013		1,914.76
				Check 11024 Total:	1,914.76
11025	EFT-TASC	EFT-Flex Spending	01/18/2013		871.10
				Check 11025 Total:	871.10
29398	Equitabl	Equivest Unit Annuity Lock Box	01/18/2013		685.00
				Check 29398 Total:	685.00
11026	FIRST NA	First National Bank	01/18/2013		275.00 2,715.00 46,955.43 75.00

Check 11026 Total:

50,020.43

Report Total:

71,140.09

**First National
Direct Deposit
JANUARY 18, 2013
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$50,020.43	
Aaron Korpela		\$1,273.19
Adam Van Tassell		\$1,055.55
Alex Chimpouras		\$1,920.26
Amy Ruthig		\$943.95
Angela Williams		\$936.50
Ashley Repke		\$1,206.70
Caitlin Nims		\$973.93
Carol Hanus		\$1,209.65
Craig Bunkoske		\$2,034.48
Daniel Schlack		\$1,528.12
Dave Estrada		\$1,100.24
David Miller		\$1,866.38
Deborah Rojewski		\$1,540.04
Diane Zerby		\$755.98
Duane Chatterson		\$3,459.22
Erin Daksiewicz		\$534.76
Greg Tatara		\$2,442.38
Jacob Mitchell		\$912.43
James Aulette		\$1,322.38
Jeffrey Meyers		\$1,276.32
Jenifer Kern		\$452.59
Jonathan Morton		\$969.82
Judith Smith		\$1,205.14
Karen J. Saari		\$971.16
Kelly VanMarter		\$2,043.30
Kimberly MacLeod		\$789.20
Kristen Sapienza		\$505.50
Kyle Mitchell		\$1,050.66
Laura Mroczka		\$1,668.92
Martin Reich		\$1,568.67
Michael Archinal		\$2,723.68
Robin Hunt		\$1,337.27
Scott Lowe		\$1,624.39
Steven Anderson		\$1,559.17
Susan Sitner		\$410.62
Tammy Lindberg		\$980.18
Tesha Humphriss		\$1,867.70
Total Deposit		<u><u>\$50,020.43</u></u>

12:41 PM
01/15/13

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

January 8 - 15, 2013

Type	Date	Num	Name	Memo	Amount
Check	01/14/2013	2293	Brighton Analytical L.L.C.	Dec 2012-Jan. 2013 invoices	-308.00
Check	01/14/2013	2294	M & K Jetting and Televising	Inv # 12703-12/18/2012	-1,305.00
Check	01/14/2013	2295	STATE OF MICHIGAN	Inv 796116 Biosolids Land Application Fee	-910.25
Check	01/14/2013	2296	GENOA TWP-DPW FUND	Maintenance/billing fees Jan 2013	-9,338.66
Check	01/14/2013	2297	Tetra Tech Inc.	Inv # 50637550	-58.11
Check	01/14/2013	2298	COOPER'S TURF MANAGEMENT	Inv 10450	-50.00
Check	01/14/2013	2299	Auto Zone	Inv 2170034117	-17.79
Check	01/14/2013	2300	Clearwater Systems	Service Work Order 316811 dated 12/27/2012	-127.50
Grand Total					-12,115.31

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

January 8 - 15, 2013

Type	Date	Num	Name	Memo	Amount
Check	01/14/2013	2584	BRIGHTON ANALYTICAL, LLC	Nov - Dec 2012-Jan 2013 invoices	-670.00
Check	01/14/2013	2585	Tetra Tech, Inc.	Inv # 50637538 & 50637549	-526.89
Check	01/14/2013	2586	USA Bluebook	Inv # 845234 & 836680	-2,707.20
Check	01/14/2013	2587	STATE OF MICHIGAN	Inv 796117	-768.95
Check	01/14/2013	2588	DUBOIS COOPER ASSOCIATES INCORPORATEI	Inv 151373	-763.70
Check	01/14/2013	2589	GENOA TWP UTILITY FUND	Maintenance/Billing fees Jan 2013	-36,464.50
Check	01/14/2013	2590	FONSON, INC.	Inv 10366 & 10371	-1,770.05
Check	01/14/2013	2591	Utilities Instrumentation Service	Inv #'s 530340417	-238.00
Check	01/14/2013	2592	FASTENAL	Inv MIBRG69359	-22.66
Check	01/14/2013	2593	Wolverine Power Systems, Inc.	Inv # 0071315-IN	-622.48
Check	01/14/2013	2594	TRUE VALUE HARDWARE	Invoice# 062002	-59.98
Check	01/14/2013	2595	STANDARD ELECTRIC	Inv 11733642-00 dated 12/20/2012	-18.80
Check	01/14/2013	2596	NORTHWEST PIPE AND SUPPLY, INC.	Inv 118071 dated 12/05/2012	-5.72
Check	01/14/2013	2597	PVS Nolwood Chemicals, Inc	Inv 391500 dated 01/09/2013	-1,172.00
Grand Total					-45,810.93

#595 PINE CREEK W/S FUND

Payment of Bills

January 8 - 15, 2013

Type Date Num Name Memo Amount

no checks issued

#503 DPW UTILITY FUND

Payment of Bills

January 8 - 15, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/08/2013	2311	Belle Tire	inv 21852078	-691.96
Check	01/08/2013	2312	LOWE'S	Acct 9900 641641 8 Dec 2012	-449.70
Check	01/10/2013	2313	Spirit of Livingston	inv 8071	-266.42
Check	01/14/2013	2314	Monroe Truck Equipment, Inc.	Invoice # 212161 Dated 11/07/2012	-375.00
Check	01/14/2013	2315	Applied Imaging	Invoice # 442343 dated 12/21/2012	-115.95
Check	01/14/2013	2316	Port City Communications, inc.	Invoice # 4444010120130 Monthly Line Charge 1/01	-193.24
Check	01/14/2013	2317	SWANN'S CLOTHING STORE	Invoice # 6084-6088-6089	-394.91
Check	01/14/2013	2318	Victory Lane Quick Oil Change	Invoice # 21865-21883-22204-22008	-166.42
Check	01/15/2013	2319	U.S. POSTMASTER	MHOG Billings- Oct-Dec 2012	-1,369.20
Grand Total					-4,022.80

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
January 7, 2013

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, Linda Rowell, Jim Mortensen and Todd Smith. Also present were Township Manager Michael Archinal; Township Attorney Frank Mancuso and seven persons in the audience.

Call to the Public was made with Jim Delcamp asking if the board had received his correspondence.

Approval of Consent Agenda:

Moved by Hunt and supported by Mortensen to approve all items listed under the consent agenda as submitted. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve minutes: December 3, 2012.

3. Introduction for Rezoning of property located on the south side of Grand River Avenue between Hughes Road and Kellogg Road (11-14-100-014, 11-14-200-011) from Rural Residential/Town Center (RR/TC) to Conditional Office Service District (COSD) and authorization of statutory notice for a public hearing on January 14th, 2013.

4. Receive the annual Planning Commission report for 2012 submitted by the Assistant Township Manager.

5. Request for approval of the 2013 Michigan Township Association Conference budget.

Approval of Regular Agenda:

Moved by Mortensen and supported by Hunt to approve for action all items listed under the regular agenda changing the resolution number on petition 6 to 130107. The amended agenda was approved unanimously.

6. Request for approval of Resolution 130107 establishing guidelines for granting of poverty exemptions from property taxes pursuant to MCL 211.7u and establishing beginning date for the Board of Review for the year 2013.

Moved by Skolarus and supported by Mortensen to approve the guidelines as requested. The motion carried unanimously.

7. Request for approval of an agreement with AT&T for an antenna lease on the Oak Pointe Water Tower with 4-G service with \$9,600.00 to be paid annually to the lessor.

Moved by Mortensen and supported by Hunt to approve the agreement as reviewed by Attorney Frank Mancuso. The motion carried unanimously.

8. Discussion and possible action regarding membership in the Howell Area Parks and Recreation Authority.

Deb Mikula, Director of Howell Parks and Recreation, addressed the board asking for a renewal of the agreement with the authority and an annual contribution of \$100,000.00. Smith complimented the director on the outstanding job being performed by her office. The board raised the following concerns:

- SELCRA may request that Genoa join their authority which would place additional financial burden on the township.
- Brochures offering programs were not being mailed to all township residents.
- Who would be responsible for the authority debt should they be dissolved.
- Can the township revert to the previous obligation should we join SELCRA at some time in the future.
- A copy of the amendment to the Articles of Incorporation will be provided.
- Considering the small number of persons using the recreation programs, Genoa should not be designated Tier 2.

The board took no formal action. The board will continue discussion at the next regular meeting scheduled for Tuesday, Jan. 22, 2012.

9. Request to consider approval of a wage schedule for the Township Utility Department as requested by Dr. Tatara.

Moved by Mortensen and supported by Skolarus to approve the wage scale for all Utility Department staff with the effective date of Jan 7, 2013. The motion carried unanimously.

Correspondence was reviewed.

10. Request to enter into closed session for discussion of pending litigation pursuant to Section 8(e) of the 1976 Open Meetings Act.

Moved by Hunt and supported by Smith to enter into closed session. The motion carried by roll call vote as follows: Ayes – Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – Ledford.

The closed session was adjourned and the regular meeting re-opened and then adjourned at 8:30 p.m.

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

Paulette A. Skolarus
Genoa Charter Township Clerk

Press/Argus 01/11/2013)

GENOA CHARTER TOWNSHIP BOARD

Special Meeting
January 14, 2013

MINUTES

Supervisor McCririe called the special meeting of the Genoa Charter Township Board to order at 6:00 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, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal; Township Assistant Manager Kelly VanMarter and eight persons in the audience.

A Call to the Public was made with no response.

Approval of Regular Agenda:

1. Request for approval of rezoning agreement, impact assessment, rezoning plan and adoption of Ordinance #Z-13-01 to amend the zoning map of Genoa Charter Township by rezoning property located on the south side of Grand River Avenue between Hughes Road and Kellogg Road involving parcel numbers 11-14-100-014 and 11-14-200-011 from Rural Residential/Town Center (RR/TC) to Conditional Office Service District (conditional OSD) petitioned by Dakkota Integrated Systems.

VanMarter was asked to review the residential equivalent users and bike/walk path for this site.

A. Disposition of Rezoning Agreement.

Moved by Skolarus and supported by Ledford to approve the Rezoning Agreement with reference to Attorney Frank Mancuso's letter of Jan. 4, 2013. The motion carried unanimously.

B. Disposition of Impact Assessment.

Moved by Ledford and supported by Smith to approve the Environmental Impact Assessment (11/26/2012) correcting typographical errors. The motion carried unanimously.

C. Disposition of Rezoning Site Plan.

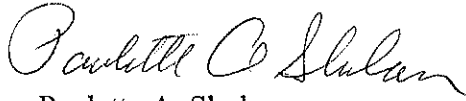
Moved by Hunt and supported by Skolarus to approve the Rezoning Site Plan as submitted. The motion carried unanimously.

D. Approval and adoption of Ordinance Z-13-01.

Moved by Ledford and supported by Hunt to approve Ordinance Z-13-01 amending the Zoning Map of the township on the south side of Grand River between Hughes and Kellogg Roads from

RR/TC to conditional OSD. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

The Special Meeting of the Genoa Charter Township Board was adjourned at 6:13 p.m.



Paulette A. Skolarus
Genoa Township Clerk

(Press/argus 01/18/2013)



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Three Fires Elementary PTO of Howell
NAME OF ORGANIZATION CITY

county of Livingston, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.



McLaren, Karen <karen@threefirespto.org>

Fw: Membership renewal at Parent Booster USA - completed

1 message

c_mrakitsch@yahoo.com <c_mrakitsch@yahoo.com>

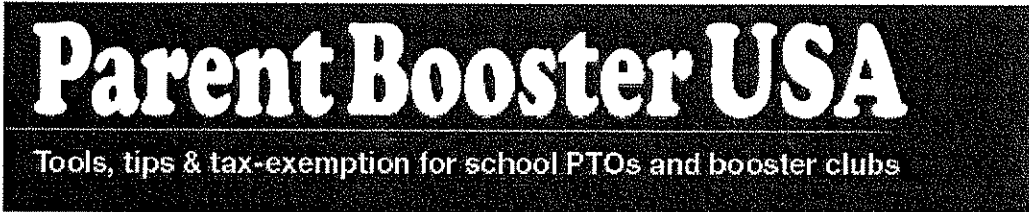
Sat, Dec 1, 2012 at 8:54 AM

To: karenmcl@aol.com, karen@threefirespto.org, poolgirl0402@hotmail.com, jlsbubs1@yahoo.com, kjgarp@comcast.net

Connected by DROID on Verizon Wireless

-----Original message-----

From: Parent Booster USA <admin@parentbooster.org>
To: Cheryl Mrakitsch <c_mrakitsch@yahoo.com>
Sent: Sat, Dec 1, 2012 03:58:46 GMT+00:00
Subject: Membership renewal at Parent Booster USA - completed



MEMBERSHIP & TAX-EXEMPT STATUS CERTIFICATION

This certifies that the

Three Fires Elementary PTO

**is a *subordinate member* in good-standing
of Parent Booster USA, Inc. through**

12/31/2013

**and as a result is recognized by the Internal Revenue Service as
tax-exempt under section 501(c)(3) of the Internal Revenue Code.**

**INFORMATION ABOUT FEDERAL
TAX-EXEMPT STATUS UNDER
SECTION 501(C)(3) OF THE
INTERNAL REVENUE CODE.**

**CONFIRMING PARENT BOOSTER'S EXEMPT STATUS.
PARENT BOOSTER USA'S FEDERAL TAX-EXEMPT
STATUS, AND ITS HOLDING OF A GROUP EXEMPTION**

Membership in Parent Booster USA must be renewed annually to maintain tax-exempt status. To renew membership go to: parentbooster.org.

Parent Booster USA, Inc. is a North Carolina nonprofit corporation recognized by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Parent Booster USA, Inc. also has been issued a *group exemption letter* by the IRS that recognizes Parent Booster USA's subordinate organization members as tax-exempt under section 501(c)(3). Parent Booster USA annually provides the IRS with an updated list of its subordinate organizations in good standing. Subordinate organizations in good-standing are provided with this certificate to confirm their federal tax-exempt status.

LETTER, MAY BE CONFIRMED ON THE IRS WEBSITE AS FOLLOWS:

1. Go to www.irs.gov
2. Click on "Charities & Non-profits"
3. Click on "Search for Charities"
4. Click on "Exempt Organizations Select Check"
5. Click the radio button next to "Are eligible to receive tax-deductible contributions"
6. Enter Parent Booster USA's EIN – 30-0281785 in the EIN field
7. Click "Search"

Parent Booster USA's listing should appear. Under "Deductibility Status" it says "GROUP". If you click on "GROUP" an explanation regarding the group letter ruling that exempts the organization's subordinates appears.

**13506 Summerport Village Pkwy #304, Windermere, FL 34786
Ph: 1.800.353.5616 ♦ Fax: 866.334.6421 ♦ Info@ParentBooster.org**

Date of this notice: 10-12-2011

Employer Identification Number:
45-3575903

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:
1-800-829-4933

THREE FIRES ELEMENTARY PTO
4125 CROOKED LAKE RD
HOWELL, MI 48843

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 45-3575903. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). ~~Additionally, if you are required to file an annual information return, you may be required to file it electronically.~~ Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMERCIAL SERVICES**

Date Received

OCT 12 2011

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

FILED

OCT 13 2011

Administrator
Bureau of Commercial Services

Name Three Fires Elementary PTO		
Address 4125 Crooked Lake Road		
City Howell	State MI	ZIP Code 48843

Tran Info:1 17163737-1 10/11/11
CHK#: 3691 Amt: \$20.00
EFFECTIVE DATE: 10/11/11
TO: ATSON ROAD SCHOOL PTO

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

70996H

**ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)**

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Three Fires Elementary PTO

ARTICLE II

The purpose or purposes for which the corporation is organized are:

The corporation is organized and will be operated exclusively for charitable purposes within the meaning of 501(c)(3) of the Internal Revenue Code. Specifically, the corporation is organized to promote, support and enhance programs at Three Fires Elementary School and schools within the Howell Public School District.

ARTICLE III

The corporation is organized upon a Nonstock basis.
(Stock or Nonstock)

If organized on a stock basis, the total number of shares which the corporation has authority to issue is na. If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

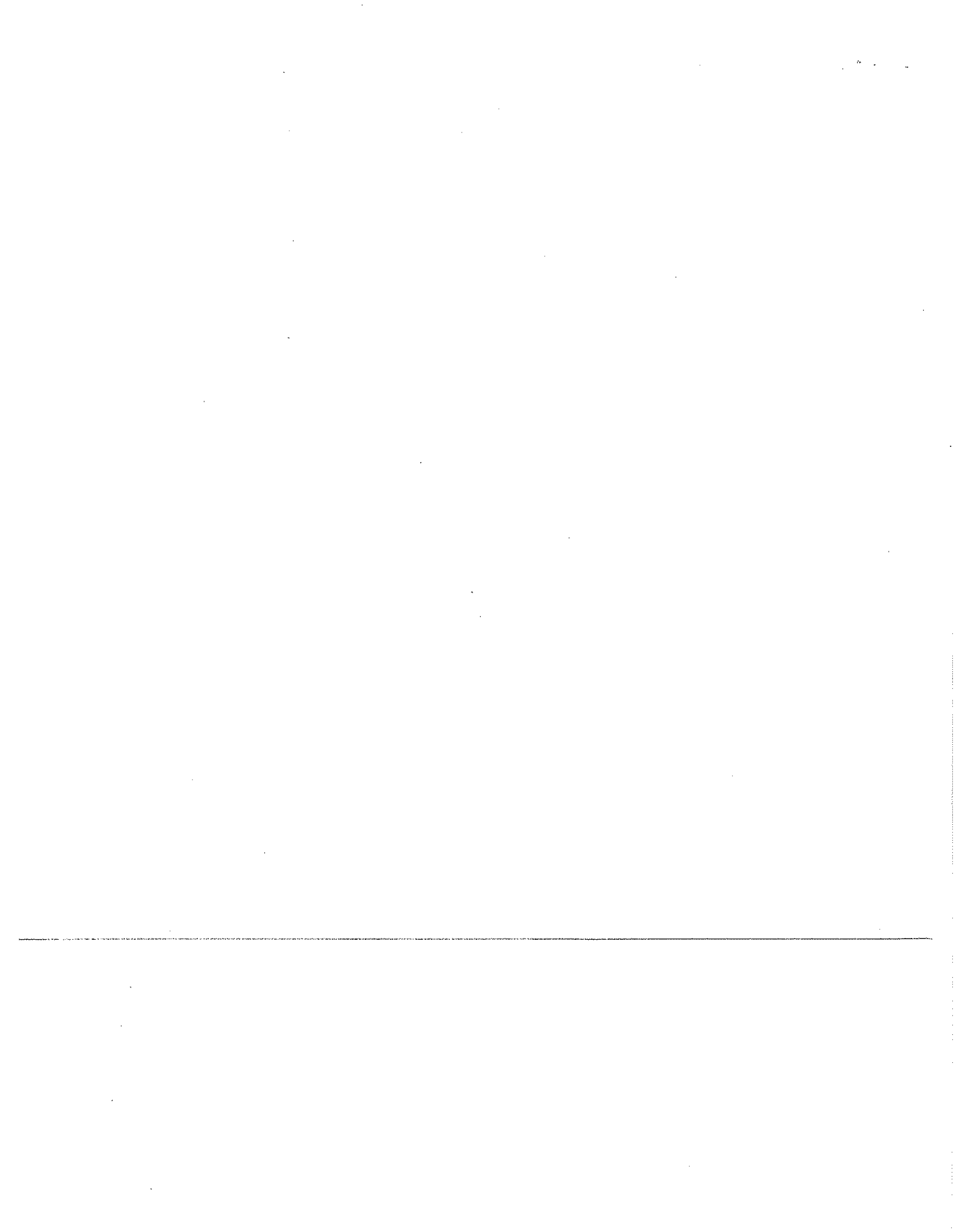
100

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

na

(We), the incorporator(s) sign my (our) name(s) this 1st day of October, 2011

Meryl Mabitoch



Three Fires Elementary PTO Bylaws

Adopted October 17, 2011

ARTICLE 1: Name and Purpose

Section 1.1 Name. The name of this organization shall be Three Fires Elementary PTO. PTO being defined as Parent Teacher Organization.

Section 1.2 Purpose. The corporation is organized and will be operated exclusively for charitable purposes within the meaning of 501(c)(3) of the Internal Revenue Code. Specifically, the corporation is organized to promote, support and enhance programs at Three Fires Elementary School and schools within the Howell Public School District.

ARTICLE II: Membership

Section 2.1 Qualification. All parents, guardians or other persons with a child enrolled and attending Three Fires Elementary School and members of the licensed teaching staff shall be considered voting members of the PTO. The Principal and Assistant Principal(s) shall be non-voting, advisory members of the PTO.

Section 2.2 Rights and responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the PTO, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.3 Quorum. The members present at any membership meeting of the PTO, provided at least three (3) general and three (3) Executive Board members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In the event, any urgent matter (meaning something that cannot wait until the next scheduled meeting) brought before the membership at a meeting at which a quorum is not present shall be discussed and decided by the Executive Board.

Section 2.4 Meetings. Regular meetings shall be held monthly, except during June, July and August, at the School, on a date and time pre-established by the Executive Board. Special meetings may be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

ARTICLE III: Executive Board

Section 3.1 Membership. The Executive Board shall consist of the elected officers, two teacher representatives and the School Principal. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The teacher representatives act as liaison between the School teachers and the PTO.

Section 3.2 Authority. The affairs, activities and operation of the PTO shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the PTO.

Section 3.3 Meetings. The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the PTO.

Section 3.4 Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.5 Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of the Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.6 Participation in Meeting by Conference Telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 3.7 Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the PTO's business are allowed to be reimbursed with documentation in accordance with the PTO's financial policies, and prior approval.

ARTICLE IV: Officers and Their Elections

Section 4.1 Officers. The officers of this organization shall include one President, one Vice-President, one Secretary, and one Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.2 Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Members are in good standing if they have either regularly attended the monthly meetings, volunteered for activities or have held a Special Committee / Chairperson position.

Section 4.3 Election. A nominating committee composed of the current Vice President and at least one additional member shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor.

Officers shall be selected at the April meeting of the PTO by written ballot by the members in attendance. No absentee ballots will be permitted. Officers shall assume their official duties on August 1st of the school year following their election.

Section 4.4 Term. Officers shall serve a one-year term. There is no limit on the number of one-year terms an officer may serve.

Section 4.5 Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 4.6 Removal from Office. Any officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.

ARTICLE V: Duties of Officers

Section 5.1 President. The President shall:

- a) Be the principal executive officer of the PTO and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the PTO;
- b) Be a member of the Executive Board;
- c) Preside at all meetings of the Executive Board and all meetings of the membership;
- d) Vote only in the case of a tie in a vote of the Executive Board or the membership.
- e) Prepare each meeting's agenda;

- f) Represent the PTO at district-wide meetings or other meetings outside of the organization;
- g) Assist in the total coordination of all committees and the PTO as a whole;
- h) Spend no more than \$100 on any one item or combination of related items, not included in the budget, without consent of the general membership;
- i) Sign checks, notes, etc. in the absence of the Treasurer;
- j) Appoint special committees as needed.

Section 5.2 Vice-President. The Vice-President shall:

- a) Be a member of the Executive Board;
- b) In the absence of the President, shall perform the duties of the President;
- c) Select and appoint the chairperson of all Standing and Special Committees and shall be an ex-officio member of all committees of the PTO;
- d) Oversee the publicity and web communications chair;
- e) Review all bank statements and reconciliations;
- f) Perform such other duties as are assigned by the President of the Executive Board;

Section 5.3 Secretary. The Secretary shall:

- a) Be a member of the Executive Board;
- b) Keep the minutes of the proceedings of the membership and the Executive Board;
- c) Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting;
- d) Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO;
- e) Hold a copy of the PTO Bylaws and parliamentary procedures and make each available upon request to any PTO member at any PTO or Executive Board meeting;
- f) Provide a printed copy of the Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting;
- g) See that all notices are duly given in accordance with these Bylaws;
- h) Manage and keep an accurate tally of the volunteer records and,
- i) In general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.4 Treasurer. The Treasurer shall:

- a) Be a member of the Executive Board;
- b) Act as custodian of funds and perform all banking activities of the PTO;
- c) Maintain up-to-date, accurate financial records of the PTO;
- d) Receive all funds of the PTO, including, but limited to, donations, fundraising sales and contributions;
- e) Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other time upon request of the Executive Board;
- f) Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills timely and disburse funds as authorized by the Executive Board;
- g) Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)(3) status, as applicable; and maintain accurate records of such; Filing of these returns may require Treasurer to work into the following school year. This will be done in cooperation with the new Treasurer.
- h) Complete all financial updates by the close of the fiscal year and provide a full year-end report;

ARTICLE VI: Funds

Section 6.1 Budget. The Executive Board shall present to the membership at the November meeting of the membership, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the PTO during the year, including serving as approval for anticipated expenditures. Any substantial (more than \$100) deviation from the budget must be approved in advance by membership.

Section 6.2 Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO.

Section 6.3 Loans. No loans shall be made by the PTO to anyone.

Section 6.4 Checks. All checks, drafts, or other orders for the payment of money on behalf of the PTO shall be signed by the Treasurer or President. Any reimbursement made payable to the Treasurer will be signed by the President and any reimbursement made payable to the President will be signed by the Treasurer.

Section 6.5 Banking. The Treasurer shall deposit all funds of the PTO to the credit of the PTO in such banks, trust companies or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds and/or orders of payment.

Section 6.6 Financial Controls. The PTO shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the PTO shall maintain separation of financial controls so that, minimally:

- a) All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- b) Checks exceeding \$1,000 must be endorsed by at least two officers;
- c) The Vice-President or other person without check signing authority designated by the Board shall review all bank statements; and,
- d) A committee of at least two (2) persons without check signing authority shall annually audit all finances, or hire and supervise an outside accountant or auditing firm to conduct a review of financial records.

Section 6.7 Financial Report. The Treasurer shall present a financial report at each membership meeting of the PTO and shall prepare a final report at the close of the year in accordance with the PTO's financial policies. The Executive Board shall have the report and the accounts examined annually by two officers and/or members without check signing authority. If the PTO grosses more than \$100,000 per year, the financial practices and accounts should be reviewed by a professional independent auditor, such as a certified public accountant (CPA).

Section 6.8 Fiscal Year. The fiscal year of the PTO shall be from August 1 to July 31 but may be changed by resolution of the Executive Board.

Section 6.9 Record Retention. All records of the PTO shall be maintained and destroyed in accordance with the law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year end Treasurer's financial report / statement	Store in corporate record book	Permanent.
Treasurer's reports, periodic	Compile and file records on a yearly basis	Three years. Store w/financial records. Destroy after three years.
Bank statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis	Seven years. Store w/financial records. Destroy after seven years.
Tax Returns	Compile and file records on a yearly basis	Permanent.

Section 6.10 Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE VII: Conflicts of Interest

Section 7.1 Existence of Conflict, Disclosure. Directors, officers, and contractors of the PTO should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the PTO. A conflict of interest may exist when the direct, personal, financial or other interest(s) any director, officer, staff member or contractor competes or appears to compete with the interests of the PTO. If any such conflict of interest arises, the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is subject of the possible conflict.

Section 7.2 Nonparticipation in Vote. The person having the conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.3 Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.4 Annual Review. A copy of this interest statement shall be furnished to each officer, school staff, member or contractor who is presently serving the PTO, or who hereafter becomes associated with the PTO. This policy shall be reviewed annually for information and guidance of officers, school staff, members and contractors, and new officers, school staff, members and contractors shall be advised of the policy upon undertaking the duties of their offices.

Section 7.5 Political Policy. The organization shall not directly or indirectly participate or intervene in any way in the publishing or distributing of statements in any political campaign on behalf of or in opposition of any candidate for public office. This organization may take a stand on millage elections, issues or any legislation directly affecting the school.

ARTICLE VIII: Parliamentary Authority

Sections 8.1 Rules. The rules contained in **Robert's Rules of Order**, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of the rules shall be held by the Secretary and be made available at each meeting.

Section 8.2 Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 8.3 Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least five (5) PTO Members shall submit the revision request to the Secretary; and
- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

ARTICLE IX: Dissolution

Karen Mc Laren
11/6/2015

Section 9.1 Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 9.2 Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO pre-approved expenses and then either:

- 1) A vote shall be taken by the PTO Membership to spend the remaining funds on an item or items that benefit the students; or
- 2) The remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the fund shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

ADOPTED AT THE PTO MEETING IN OCTOBER 17, 2011 BY UNANIMOUS VOTE.

Cheryl Mrakitsch, Treasurer
Cheryl Mrakitsch

1/7/2013

NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)

Ward/Precinct	Count
INTERMEDIATE SCHOOL DISTRICT: LIVINGSTON ESA	
JURISDICTION: ANTRIM TOWNSHIP	
00001	117
TOTAL - ANTRIM TOWNSHIP	117
JURISDICTION: BRIGHTON CHARTER TOWNSHIP	
00001	1,733
00002	1,461
00003	1,618
00004	1,417
00005	1,037
00006	1,915
00007	1,625
00008	1,220
00009	2,335
TOTAL - BRIGHTON CHARTER TOWNSHIP	14,361
JURISDICTION: BRIGHTON CITY	
00001	1,822
00002	1,513
00003	1,607
00004	1,030
TOTAL - BRIGHTON CITY	5,972
JURISDICTION: COHOCTAH TOWNSHIP	
00001	1,966
TOTAL - COHOCTAH TOWNSHIP	1,966
JURISDICTION: CONWAY TOWNSHIP	
00001	2,303
TOTAL - CONWAY TOWNSHIP	2,303
JURISDICTION: DEERFIELD TOWNSHIP	
00001	786
00002	1,551
TOTAL - DEERFIELD TOWNSHIP	2,337
JURISDICTION: DEXTER TOWNSHIP	
00003	258
TOTAL - DEXTER TOWNSHIP	258
JURISDICTION: GENOA TOWNSHIP	
00001	1,773
00002	865
00003	1,661
00004	1,333
00005	1,671
00006	2,087
00007	851
00008	1,244
00009	1,406

NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)

Ward/Precinct	Count
INTERMEDIATE SCHOOL DISTRICT: LIVINGSTON ESA	
JURISDICTION: GENOA TOWNSHIP	
00010	1,291
00011	673
00012	130
TOTAL - GENOA TOWNSHIP	14,985
JURISDICTION: GREEN OAK TOWNSHIP	
00002	1,633
00003	353
00004	282
00005	1,467
00007	1,045
00008	1,285
00009	434
TOTAL - GREEN OAK TOWNSHIP	6,499
JURISDICTION: HAMBURG TOWNSHIP	
00001	2,648
00002	1,967
00003	2,321
00004	1,160
00005	1,918
00006	2,626
00007	1,517
00008	1,363
TOTAL - HAMBURG TOWNSHIP	15,520
JURISDICTION: HANDY TOWNSHIP	
00001	1,411
00002	1,991
00003	2,243
TOTAL - HANDY TOWNSHIP	5,645
JURISDICTION: HARTLAND TOWNSHIP	
00001	2,188
00002	2,385
00003	2,530
00004	2,076
00005	1,631
TOTAL - HARTLAND TOWNSHIP	10,810
JURISDICTION: HOWELL CITY	
00001	2,270
00002	2,138
00003	2,434
TOTAL - HOWELL CITY	6,842
JURISDICTION: HOWELL TOWNSHIP	
00001	1,872
00002	1,643

NUMBER OF REGISTERED VOTERS

LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)

Ward/Precinct	Count
INTERMEDIATE SCHOOL DISTRICT: LIVINGSTON ESA	
JURISDICTION: HOWELL TOWNSHIP	
00003	1,602
TOTAL - HOWELL TOWNSHIP	5,117
JURISDICTION: IOSCO TOWNSHIP	
00001	1,097
00002	1,547
TOTAL - IOSCO TOWNSHIP	2,644
JURISDICTION: LOCKE TOWNSHIP	
00001	13
TOTAL - LOCKE TOWNSHIP	13
JURISDICTION: MARION TOWNSHIP	
00001	2,066
00002	2,005
00003	1,488
00004	2,010
TOTAL - MARION TOWNSHIP	7,569
JURISDICTION: OCEOLA TOWNSHIP	
00001	2,580
00002	2,258
00003	2,269
00004	1,654
TOTAL - OCEOLA TOWNSHIP	8,761
JURISDICTION: PUTNAM TOWNSHIP	
00001	1,343
00002	1,918
00003	1,621
00004	1,233
TOTAL - PUTNAM TOWNSHIP	6,115
JURISDICTION: TYRONE TOWNSHIP	
00004	1,471
TOTAL - TYRONE TOWNSHIP	1,471
JURISDICTION: UNADILLA TOWNSHIP	
00001	411
TOTAL - UNADILLA TOWNSHIP	411
JURISDICTION: WEBSTER TOWNSHIP	
00002	73
TOTAL - WEBSTER TOWNSHIP	73
JURISDICTION: WHITE OAK TOWNSHIP	
00001	100
TOTAL - WHITE OAK TOWNSHIP	100

1/7/2013

NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)

4

Ward/Precinct	Count
<hr/>	
INTERMEDIATE SCHOOL DISTRICT: LIVINGSTON ESA	
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TOTAL - LIVINGSTON ESA	119,889
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GRAND TOTAL	119,889
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LIVINGSTON EDUCATIONAL SERVICE AGENCY
INTERMEDIATE SCHOOL DISTRICT (LESA)
ELECTION COORDINATING COMMITTEE MEETING REPORT
THURSDAY, JANUARY 17, 2013, 10:30 A.M.
CONFERENCE ROOM 1
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Livingston Educational Service Agency (LESA)
Intermediate School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within
Livingston Intermediate School District (LESA):

Brighton Charter Township
Cohoctah Township
Conway Township
Deerfield Township
Genoa Charter Township
Green Oak Charter Township
Hamburg Township
Handy Township
Hartland Township
Howell Township
Iosco Township
Marion Township
Oceola Township
Putnam Township
Tyrone Township
Unadilla Township
Brighton City
Howell City
Locke Township, Ingham County
White Oak Township, Ingham County
Antrim Township, Shiawassee County
Dexter Township, Washtenaw County
Webster Township, Washtenaw County

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

- a. Election Coordinating Committee must meet **in early 2013** to review the Report the Committee filed with the Secretary of State on February 5, 2009.
- b. **Beginning January 1, 2013, MCL 168.305 (2) requires all school district election coordinating committees to meet at 4-year intervals (or earlier if deemed necessary by the chairperson of the school district election coordinating committee) to review and, if necessary, alter the election arrangements set forth in the committee's most recent report. These plans will be binding on the participating jurisdictions until an altered report is filed.**
- c. **Although consolidated election legislation (MCL 168.642c) requires that school board elections be held in November of even years, school election plans must continue to be filed to cover the arrangements for conducting any other special school district election that may be held.**
- d. **After meeting, the Election Coordinating Committee must: 1) notify the Secretary of State in writing that its previous Report is not being altered or 2) notify the Secretary of State of any agreed-upon alterations.**

GENERAL INFORMATION

Handouts:

- a. **School District Map.**
- b. **Voter Registration Count per Municipal Precinct.**

ORGANIZATION OF SCHOOL DISTRICT SPECIAL ELECTION RELATED DUTIES

Duties a city or township clerk has a right to assume at local clerk's option:

- a. The law provides that the clerk of any city or township that falls within the Intermediate School District can opt to conduct the School District's special elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the Intermediate School District's special elections in his or her city or township.

- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Duties the county clerk can direct city and township clerks to perform at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the Intermediate School District's special elections; provide voting equipment for the conduct of the School District's special elections; provide the list of election inspectors for that city or township; and notify the School District's electors of precinct and polling place location changes.

<p style="text-align: center;">LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES PERFORMED TO ADMINISTER INTERMEDIATE SCHOOL DISTRICT'S SPECIAL ELECTIONS</p>

The following are the election related duties and responsibilities performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the Intermediate School District's Board.
- b. Create special election **in** QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to Intermediate School District.

The following are the election related duties and responsibilities performed at the local level:

- a. Conduct Intermediate School District's special elections using municipal precincts.
- b. Provide voting equipment for School District's special elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)
- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **and in accordance with Election Law**.
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the Intermediate School District's special election as required by law.

- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history in QVF.
- r. Prepare reimbursement request to Intermediate School District.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"
and conduct the Intermediate School District's special elections
in his or her city or township?

- a. The clerk of any city or township that falls within the Intermediate School District can opt to conduct the School District's special elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Who will handle the election duties for those portions of the Intermediate School District in which a city or township clerk does not choose to "opt in" to conduct the Intermediate School District's special elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the Intermediate School District's special elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct city or township's special elections using municipal precincts.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **or utilize Electronic Poll Book.**
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.

- g. Update voter history in QVF.
- h. Prepare reimbursement request to school district.

SPECIAL STAND-ALONE ELECTIONS

Who will handle the election duties for those portions of the Intermediate School District in which a special stand-alone election is held for the Intermediate School District?

- a. Provided the Intermediate School District notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Intermediate School District electors within Locke Township, Ingham County, will vote at the Conway Township Hall, Precinct #1 polling place location; the Intermediate School District electors within White Oak Township, Ingham County, will vote at the Iosco Township Hall, Precinct #1 polling place location; the Intermediate School District electors within Antrim Township, Shiawassee County, will vote at the Conway Township Hall, Precinct #1 polling place location; the Intermediate School District electors within Dexter Township, Washtenaw County, will vote at the Putnam Township **Hall, Precinct #3 polling place location**; and the Intermediate School District electors within Webster Township, Washtenaw County, will vote at the Hamburg Township Hall , Precinct #4 polling place location.
- b. Provided the Intermediate School District notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Locke, White Oak, Antrim, Dexter, and Webster Township Clerks will do the following:
 - 1) send notices to those registered voters affected by the polling place location changes within 60 days prior to the special stand-alone election; 2) distribute absent voter ballot applications based upon past practice **and in accordance with Election Law**; 3) forward all completed, returned absent voter ballot applications to the respective Township Clerks (Conway, Iosco, Hamburg, and Putnam) upon verification of voters' signatures with master cards; 4) forward QVF precinct poll lists to the respective Township Clerks (Conway, Iosco, Putnam, and Hamburg) prior to the Intermediate School District's special stand-alone election; 5) copy master cards, or provide personnel to verify master card information on Election Day while the polls are open, or provide some other acceptable (cost-effective) means to verify the voters' signatures and eligibility-
-the method used to be determined by the local clerk of record and the other local clerk conducting the election; 6) update their voter

history in the QVF following the Intermediate School District's special stand-alone election; and 7) prepare their reimbursement requests to the Intermediate School District.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED

- Page 2: Statutory requirement to conduct January meeting: Amended Paragraphs a and b; Added Paragraphs c and d.**
- Page 2: Handouts: Amended Paragraphs b and c; Relabeled Paragraphs a and b.**
- Pages 2-3: Duties a city or township clerk has a right to assume at local clerk's option: Amended Paragraph c.**
- Page 3: The following are the election related duties and responsibilities performed at the county level: Amended Paragraph b.**
- Pages 4-5: The following are the election related duties and responsibilities performed at the local level: Amended Paragraphs e and q.**
- Page 5: Is there any city or township clerk who wishes to "opt in" and conduct the Intermediate School District's special elections in his or her city or township? Amended Paragraph a.**
- Pages 5-6: Who will handle the election duties for those portions of the Intermediate School District in which a city or township clerk does not choose to "opt in" to conduct the Intermediate School District's special elections? Amended Paragraphs c and g.**
- Pages 6-7: Who will handle the election duties for those portions of the Intermediate School District in which a special stand-alone election is held for the Intermediate School District? Amended Paragraph a (changed polling location for Unadilla Township and Dexter Township Pinckney School District electors) and Paragraph b.**
- Page 7: Last Sentence in Addendum: Changed polling location for Dexter Township Pinckney School District voters.**
- Page 8: Last Paragraph, First Sentence: Amended date.**

ADDENDUM

Dexter and Webster Townships, Washtenaw County, have agreed to "opt in" to conduct an election for their registered voters within the LESA Intermediate School District if the special election date coincides with another election already being held in their respective townships on that date; otherwise, Hamburg Township has agreed to "fold in" Webster Township's Pinckney School District voters into Precinct #4, located at the Hamburg Township Hall, and Putnam Township has agreed to "fold in" Dexter Township's Pinckney School District voters into Precinct #3, located at the Putnam Township Hall.

LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)
 INTERMEDIATE SCHOOL DISTRICT
 ELECTION COORDINATING COMMITTEE

Member Roster

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy
 Member Municipalities:

Jurisdiction	Contact Person
Livingston Educational Service Agency (LESA)	Asst. Superintendent of Finance & Administrative Services R. Michael Hubert
Brighton Charter Township	Clerk Ann M. Bollin
Cohoctah Township	Clerk Brenda L. Meek
Conway Township	Clerk Cindy Dickerson
Deerfield Township	Clerk Alfred Mattioli
Genoa Charter Township	Clerk Paulette A. Skolarus
Green Oak Charter Township	Clerk Michael H. Sedlak
Hamburg Township	Clerk James A. Neilson
Handy Township	Clerk Laura A. Eisele
Hartland Township	Clerk Larry J. Hopkins
Howell Township	Deputy Clerk Debra J. Johnson
Iosco Township	Clerk Daniel A. Delmerico
Marion Township	Clerk Tammy L. Beal
Oceola Township	Clerk Kathleen E. McLean
Putnam Township	Clerk Sally D. Guyon
Tyrone Township	Clerk Keith L. Kremer
Unadilla Township	Clerk Linda J. Topping
Brighton City	Clerk Diana Lowe
Howell City	Clerk Jane L. Cartwright
Locke Township	Clerk Dorothy G. Hart* (Opted Out)
White Oak Township	Clerk Leela A. Vernon* (Opted Out)
Antrim Township	Clerk Susan McGahey* (Opted Out)
Dexter Township	Clerk Harley Rider
Webster Township	Clerk Mary Heller

This amended Report is binding on the undersigned municipalities until January 31, 2017, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 9 and 10 have executed this Report by and through their respective duly authorized representatives as indicated:

Margaret M. Dunleavy
Livingston County Clerk
Election Coordinator

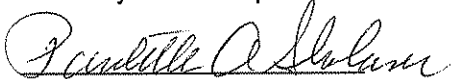
R. Michael Hubert, CPA
Asst. Superintendent, Finance &
Administrative Services
Livingston Educational Service
Agency (LESA)

Ann M. Bollin
Brighton Charter Township Clerk

Brenda L. Meek
Cohoctah Township Clerk

Cindy Dickerson
Conway Township Clerk

Alfred Mattioli
Deerfield Township Clerk


Paulette A. Skolarus
Genoa Charter Township Clerk

Michael H. Sedlak
Green Oak Charter Township Clerk

James A. Neilson
Hamburg Township Clerk

Laura A. Eisele
Handy Township Clerk

Larry J. Hopkins
Hartland Township Clerk

Debra J. Johnson
Howell Township Deputy Clerk

Daniel A. Delmerico
Iosco Township Clerk

Tammy L. Beal
Marion Township Clerk

Kathleen E. McLean
Oceola Township Clerk

Sally D. Guyon
Putnam Township Clerk

Keith L. Kremer
Tyrone Township Clerk

Linda J. Topping
Unadilla Township Clerk

Diana Lowe
Brighton City Clerk

Jane L. Cartwright
Howell City Clerk

Dorothy G. Hart
Locke Township Clerk
Ingham County

Leela A. Vernon
White Oak Township Clerk
Ingham County

Susan McGahey
Antrim Township Clerk
Shiawassee County

Harley Rider
Dexter Township Clerk
Washtenaw County

Mary Heller
Webster Township Clerk
Washtenaw County

NUMBER OF REGISTERED VOTERS
PINCKNEY COMMUNITY SCHOOL DISTRICT

Ward/Precinct	Count
SCHOOL DISTRICT:	PINCKNEY COMMUNITY SCHOOLS
JURISDICTION:	DEXTER TOWNSHIP
00003	260
TOTAL - DEXTER TOWNSHIP	260
JURISDICTION:	GENOA TOWNSHIP
00012	130
TOTAL - GENOA TOWNSHIP	130
JURISDICTION:	HAMBURG TOWNSHIP
00002	1,947
00003	2,306
00004	1,154
00005	1,892
00006	2,597
00007	1,515
00008	1,346
TOTAL - HAMBURG TOWNSHIP	12,757
JURISDICTION:	MARION TOWNSHIP
00004	62
TOTAL - MARION TOWNSHIP	62
JURISDICTION:	PUTNAM TOWNSHIP
00001	1,325
00002	1,672
00003	1,582
00004	1,217
TOTAL - PUTNAM TOWNSHIP	5,796
JURISDICTION:	UNADILLA TOWNSHIP
00001	251
TOTAL - UNADILLA TOWNSHIP	251
JURISDICTION:	WEBSTER TOWNSHIP
00002	73
TOTAL - WEBSTER TOWNSHIP	73
TOTAL - PINCKNEY COMMUNITY SCHOOL	19,329
GRAND TOTAL	19,329

PINCKNEY COMMUNITY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING REPORT
THURSDAY, JANUARY 17, 2013, 10:30 A.M.
CONFERENCE ROOM 1
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Pinckney Community School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL- INTRODUCTIONS
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within
Pinckney Community School District:

Genoa Charter Township
Hamburg Township
Marion Township
Putnam Township
Unadilla Township
Dexter Township, Washtenaw County
Webster Township, Washtenaw County

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

- a. Election Coordinating Committee must meet **in early 2013** to review the Report the Committee filed with the Secretary of State on February 5, 2009.
- b. **Beginning January 1, 2013, MCL 168.305 (2) requires all school district election coordinating committees to meet at 4-year intervals (or earlier if deemed necessary by the chairperson of the school district election coordinating committee) to review and, if necessary, alter the election arrangements set forth in the committee's most recent report. These plans will be binding on the participating jurisdictions until an altered report is filed.**

- c. **Although consolidated election legislation (MCL 168.642c) requires that school board elections be held in November of even years, school election plans must continue to be filed to cover the arrangements for conducting any other special school district election that may be held.**
- d. **After meeting, the Election Coordinating Committee must:** 1) notify the Secretary of State in writing that **its** previous Report is **not being altered** or 2) **notify the Secretary of State of any agreed-upon alterations.**

GENERAL INFORMATION

Handouts:

- a. **School District Map.**
- b. **Voter Registration Count per Municipal Precinct.**

ORGANIZATION OF SCHOOL DISTRICT ELECTION RELATED DUTIES

Duties a city or township clerk has a right to assume
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls in the school district can opt to conduct the school district's **special** elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the school district's **special** elections in his or her city or township.
- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Duties the county clerk can direct city and township clerks to perform
at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the school district's elections; provide voting equipment for the conduct of the school district's elections; provide the list of election inspectors for that city or township; and notify the school district's electors of precinct and polling place location changes.

**LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES
PERFORMED TO ADMINISTER THE SCHOOL DISTRICT'S ELECTIONS**

The following are the election related duties and responsibilities performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the school district's board.
- b. Create special election in QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to school district.

The following are the election related duties and responsibilities performed at the local level:

- a. Conduct school district's special elections using municipal precincts.
- b. Provide voting equipment for school district's **special** elections.
- c. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)
- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **and in accordance with Election Law.**

- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the school election as required by law.
- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history in QVF.
- r. Prepare reimbursement request to school district.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"
and conduct the school district's **special** elections in his or her city or township?

- a. In an instance where a local school district falls in more than a single city or township, the clerk of any city or township that falls in the district can opt to conduct the school district's **special** elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other

members of the city council or township board. Such agreements are binding for **four** years.

Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's special elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the school district's **special** elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct township or city's special elections.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **or utilize Electronic Poll Book**.
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.
- g. Update voter history in QVF.
- h. Prepare reimbursement request to school district.

SPECIAL STAND-ALONE ELECTIONS

Who will handle the election duties for those portions of the Pinckney School District in which a special stand-alone election is held for the Pinckney School District?

- a. Provided the school district notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Pinckney School District electors within Marion Township **and Unadilla Township, Livingston County, and Dexter Township, Washtenaw County, will vote at Precinct #3, located at the Putnam Township Hall, 3280 West M-36, Pinckney;** and the Pinckney School District electors within Webster Township, Washtenaw County, will vote at Precinct #4, located at the Hamburg Township Hall, 10405 Merrill Road, Hamburg.

b. Provided the school district notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Marion, Unadilla, Dexter, and Webster Township Clerks will do the following:

- 1) send notices to those registered voters affected by the polling place location changes within 60 days prior to the special stand-alone election; 2) distribute absent voter ballot applications based upon past practice **and in accordance with Election Law**; 3) forward all completed, returned absent voter ballot applications to the respective Township Clerks (Putnam and Hamburg) upon verification of voters' signatures with master cards; 4) forward QVF precinct poll lists to the respective Township Clerks (Putnam and Hamburg) prior to the school district's special stand-alone election; 5) copy master cards, or provide personnel to verify master card information on Election Day while the polls are open, or provide some other acceptable (cost-effective) means to verify the voters' signatures and eligibility—the method used to be determined by the local clerk of record and the other local clerk conducting the election; 6) update their voter history **in** the QVF following the school district's special stand-alone election; and 7) prepare their reimbursement requests to the school district.

c. Provided the school district notifies the Livingston County Clerk's Office at least 90 days prior to a special non-stand-alone election, the Dexter and the Webster Township Clerks have agreed to conduct such an election for the school district if an election is already being conducted in their respective townships on that date. In the above situation, the Pinckney School District electors within Dexter Township will vote at their regular municipal polling location at the Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, and the Pinckney School District electors within Webster Township will vote at their regular municipal polling location at the Webster Township Hall, 5665 Webster Church Road, Dexter.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED

Pages 1-2: Statutory requirement to conduct January meeting: Amended Paragraphs a and b; Added Paragraphs c and d.

Page 2: Handouts: Deleted Paragraph a; Amended Paragraphs b and c; Relabeled Paragraphs a and b.

Page 2: Duties a city or township clerk has a right to assume at local clerk's option: Amended Paragraphs a, b, and c.

Page 3: The following are the election related duties and responsibilities performed at the county level: Deleted Paragraphs a, d, and k; Amended Paragraph c; Relabeled Paragraphs a through j.

Pages 3-4: The following are the election related duties and responsibilities performed at the local level: Amended Paragraphs a, b, e, and q.

Pages 4-5: Is there any city or township clerk who wishes to "opt in" and conduct the school district's "special" elections in his or her city or township? Amended Paragraph a; Deleted 3 Paragraphs pertaining to odd-year November regular elections.

Pages 5-6: Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's "special" elections? Amended Paragraphs a, c, and g; Deleted 3 Paragraphs pertaining to odd-year November regular elections.

Pages 5-6: Who will handle the election duties for those portions of the Pinckney School District in which a special stand-alone election is held for the Pinckney School District? Amended Paragraph a (changed polling location for Unadilla Township and Dexter Township Pinckney School District electors) and Paragraph b.

Page 7: Last Sentence in Addendum: Changed polling location for Dexter Township Pinckney School District voters.

Page 8: Last Paragraph, First Sentence: Amended date.

ADDENDUM

Dexter and Webster Townships, Washtenaw County, have agreed to "opt in" to conduct an election for their registered voters within the Pinckney School District if the special election date coincides with another election already being held in their respective townships on that date; otherwise, Hamburg Township has agreed to "fold in" Webster Township's Pinckney School District voters into Precinct #4, located at the Hamburg Township Hall, and Putnam Township has agreed to "fold in" Dexter Township's Pinckney School District voters into Precinct #3, located at the Putnam Township Hall.

PINCKNEY COMMUNITY SCHOOLS
ELECTION COORDINATING COMMITTEE
Member Roster

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy
Member Municipalities:

Jurisdiction	Contact Person
Pinckney Community Schools	Asst. Superintendent Linda Moskalik
Genoa Charter Township	Clerk Paulette A. Skolarus
Hamburg Township	Clerk James A. Neilson
Marion Township	Clerk Tammy L. Beal
Putnam Township	Clerk Sally D. Guyon
Unadilla Township	Clerk Linda J. Topping
Dexter Township	Clerk Harley Rider
Webster Township	Clerk Mary Heller

This amended Report is binding on the undersigned municipalities until January 31, 2017, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 9 and 10 have executed this Report by and through their respective duly authorized representatives as indicated:

Margaret M. Dunleavy
Livingston County Clerk
Election Coordinator

Linda Moskalik
Assistant Superintendent
Pinckney Community Schools

Paulette A. Skolarus
Genoa Charter Township Clerk

James A. Neilson
Hamburg Township Clerk

Tammy L. Beal
Marion Township Clerk

Sally D. Guyon
Putnam Township Clerk

Linda J. Topping
Unadilla Township Clerk

Harley Rider
Dexter Township Clerk

Mary Heller
Webster Township Clerk

1/7/2013

NUMBER OF REGISTERED VOTERS
HARTLAND CONSOLIDATED SCHOOL DISTRICT

Ward/Precinct	Count
SCHOOL DISTRICT:	HARTLAND CONSOLIDATED SCHOOLS
JURISDICTION:	BRIGHTON CHARTER TOWNSHIP
00006	1,915
00007	1,625
TOTAL - BRIGHTON CHARTER TOWNSI	3,540
JURISDICTION:	DEERFIELD TOWNSHIP
00001	786
00002	741
TOTAL - DEERFIELD TOWNSHIP	1,527
JURISDICTION:	GENOA TOWNSHIP
00011	673
TOTAL - GENOA TOWNSHIP	673
JURISDICTION:	HARTLAND TOWNSHIP
00001	2,188
00002	2,385
00003	2,530
00004	2,076
00005	1,631
TOTAL - HARTLAND TOWNSHIP	10,810
JURISDICTION:	OCEOLA TOWNSHIP
00004	1,654
TOTAL - OCEOLA TOWNSHIP	1,654
JURISDICTION:	TYRONE TOWNSHIP
00004	1,471
TOTAL - TYRONE TOWNSHIP	1,471
TOTAL - HARTLAND CONSOLIDATED SCH	19,675
GRAND TOTAL	19,675

HARTLAND CONSOLIDATED SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING REPORT
THURSDAY, JANUARY 17, 2013, 10:30 A.M.
CONFERENCE ROOM 1
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Hartland Consolidated School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within
Hartland Consolidated School District:

Brighton Charter Township
Deerfield Township
Genoa Charter Township
Hartland Township
Oceola Township
Tyrone Township
Cromaine District Library

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

- a. Election Coordinating Committee must meet **in early 2013** to review the amended Report the Committee filed with the Secretary of State on February 5, 2009.
- b. **Beginning January 1, 2013, MCL 168.305 (2) requires all school district election coordinating committees to meet at 4-year intervals (or earlier if deemed necessary by the chairperson of the school district election coordinating committee) to review and, if necessary, alter the election arrangements set forth in the committee's most recent report. These plans will be binding on the participating jurisdictions until an altered report is filed.**

- c. **Although consolidated election legislation (MCL 168.642c) requires that school board elections be held in November of even years, school election plans must continue to be filed to cover the arrangements for conducting any other special school district election that may be held.**
- d. **After meeting, the Election Coordinating Committee must:** 1) notify the Secretary of State in writing that **its** previous Report is **not being altered** or 2) **notify the Secretary of State of any agreed-upon** alterations.

GENERAL INFORMATION

Handouts:

- a. **School District Map.**
- b. **Voter Registration Count per Municipal Precinct.**

ORGANIZATION OF SCHOOL DISTRICT ELECTION RELATED DUTIES

Duties a city or township clerk has a right to assume
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls in the school district can opt to conduct the school district's **special** elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the school district's **special** elections in his or her city or township.
- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Duties the county clerk can direct city and township clerks to perform
at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the school district's elections; provide voting equipment for the conduct of the school district's elections; provide the list of election inspectors for that city or township; and notify the school district's electors of precinct and polling place location changes.

**LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES
PERFORMED TO ADMINISTER THE SCHOOL DISTRICT'S ELECTIONS**

The following are the election related duties and responsibilities
performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the school district's board.
- b. Create special election in QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist city/township clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to school district.

The following are the election related duties and responsibilities
performed at the local level:

- a. Conduct school district's special elections using municipal precincts.
- b. Provide voting equipment for school district's **special** elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)

Hartland Consolidated School District Amended Agreement (January 17, 2013)

- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **and in accordance with Election Law.**
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the school election as required by law.
- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history in QVF.
- r. Prepare reimbursement request to school district.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"
and conduct the school district's **special** elections in his or her city or township?

- a. In an instance where a local school district falls in more than a single city or township, the clerk of any city or township that falls in the district can opt to conduct the school district's **special** elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's **special** elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the school district's **special** elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct township or city's special elections.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **or utilize Electronic Poll Book**.
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.
- g. Update voter history **in** QVF.
- h. Prepare reimbursement request to school district.

SPECIAL STAND-ALONE ELECTIONS

What if a special stand-alone election is held for the
Hartland School District?

The school district will make every reasonable effort to notify the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED

Pages 1-2: Statutory requirement to conduct January meeting: Amended Paragraphs a and b; Added Paragraphs c and d.

Page 2: Handouts: Deleted Paragraph a; Amended Paragraphs b and c; Relabeled Paragraphs a and b.

Page 2: Duties a city or township clerk has a right to assume at local clerk's option: Amended Paragraphs a, b, and c.

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Pages 3-4: The following are the election related duties and responsibilities performed at the local level: Amended Paragraphs a, b, e, and q.

Pages 4- 5: Is there any city or township clerk who wishes to "opt in" and conduct the school district's "special" elections in his or her city or township? Amended Paragraph a.

Page 5: Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's "special" elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk): Amended Paragraphs a, c, and g.

Page 6: Last Paragraph, First Sentence: Amended date.

**HARTLAND CONSOLIDATED SCHOOLS
ELECTION COORDINATING COMMITTEE
Member Roster**

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy
Member Municipalities:

Jurisdiction	Contact Person
Hartland Consolidated Schools	Assistant Superintendent R. Scott Bacon
Brighton Charter Township	Clerk Ann M. Bollin
Deerfield Township	Clerk Alfred Mattioli
Genoa Charter Township	Clerk Paulette A. Skolarus
Hartland Township	Clerk Larry J. Hopkins
Oceola Township	Clerk Kathleen E. McLean
Tyrone Township	Clerk Keith L. Kremer
Cromaine District Library	Director Cecilia Ann Marlow

This Report is binding on the undersigned municipalities until January 31, **2017**, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed

on Pages 6 and 7 have executed this Report by and through their respective duly authorized representatives as indicated:

Margaret M. Dunleavy
Livingston County Clerk
Election Coordinator

R. Scott Bacon
Assistant Superintendent
Hartland Consolidated Schools

Ann M. Bollin
Brighton Charter Township Clerk

Alfred Mattioli
Deerfield Township Clerk

Paulette A. Skolarus
Genoa Charter Township Clerk

Larry J. Hopkins
Hartland Township Clerk

Kathleen E. McLean
Oceola Township Clerk

Keith L. Kremer
Tyrone Township Clerk

Cecilia Ann Marlow, Director
Cromaine District Library

1/7/2013

NUMBER OF REGISTERED VOTERS
HOWELL PUBLIC SCHOOL DISTRICT

Ward/Precinct	Count
SCHOOL DISTRICT:	HOWELL PUBLIC SCHOOLS
JURISDICTION:	BRIGHTON CHARTER TOWNSHIP
00002	1,461
TOTAL - BRIGHTON CHARTER TOWNSHIP	1,461
JURISDICTION:	COHOCTAH TOWNSHIP
00001	1,197
TOTAL - COHOCTAH TOWNSHIP	1,197
JURISDICTION:	DEERFIELD TOWNSHIP
00002	810
TOTAL - DEERFIELD TOWNSHIP	810
JURISDICTION:	GENOA TOWNSHIP
00001	1,773
00002	865
00003	1,661
00005	1,671
00009	1,406
00010	1,291
TOTAL - GENOA TOWNSHIP	8,667
JURISDICTION:	HANDY TOWNSHIP
00001	18
TOTAL - HANDY TOWNSHIP	18
JURISDICTION:	HOWELL CITY
00001	2,270
00002	2,138
00003	2,434
TOTAL - HOWELL CITY	6,842
JURISDICTION:	HOWELL TOWNSHIP
00001	1,606
00002	1,643
00003	1,596
TOTAL - HOWELL TOWNSHIP	4,845
JURISDICTION:	IOSCO TOWNSHIP
00002	546
TOTAL - IOSCO TOWNSHIP	546
JURISDICTION:	MARION TOWNSHIP
00001	2,066
00002	2,005
00003	1,488
00004	1,947
TOTAL - MARION TOWNSHIP	7,506
JURISDICTION:	OCEOLA TOWNSHIP
00001	2,580

NUMBER OF REGISTERED VOTERS
HOWELL PUBLIC SCHOOL DISTRICT

Ward/Precinct	Count
SCHOOL DISTRICT:	HOWELL PUBLIC SCHOOLS
JURISDICTION:	OCEOLA TOWNSHIP
00002	2,258
00003	2,269
TOTAL - OCEOLA TOWNSHIP	7,107
JURISDICTION:	PUTNAM TOWNSHIP
00002	227
TOTAL - PUTNAM TOWNSHIP	227
TOTAL - HOWELL PUBLIC SCHOOLS	39,226
GRAND TOTAL	39,226

HOWELL PUBLIC SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING REPORT
THURSDAY, JANUARY 17, 2013, 10:30 A.M.
CONFERENCE ROOM 1
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Howell Public School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within
Howell Public School District:

Brighton Charter Township
Cohoctah Township
Deerfield Township
Genoa Charter Township
Handy Township
Howell Township
Iosco Township
Marion Township
Oceola Township
Putnam Township
Howell City

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

- a. Election Coordinating Committee must meet **in early 2013** to review the Report the Committee filed with the Secretary of State on February 5, 2009.
- b. **Beginning January 1, 2013, MCL 168.305 (2) requires all school district election coordinating committees to meet at 4-year intervals (or earlier if deemed necessary by the chairperson of the school district election coordinating committee) to review and, if necessary, alter the election arrangements set forth in the committee's most recent report. These plans will be binding on the participating jurisdictions until an altered report is filed.**

- c. **Although consolidated election legislation (MCL 168.642c) requires that school board elections be held in November of even years, school election plans must continue to be filed to cover the arrangements for conducting any other special school district election that may be held.**
- d. **After meeting, the Election Coordinating Committee must: 1) notify the Secretary of State in writing that its previous Report is not being altered or 2) notify the Secretary of State of any agreed-upon alterations.**

GENERAL INFORMATION

Handouts:

- a. **School District Map.**
- b. **Voter Registration Count per Municipal Precinct.**

ORGANIZATION OF SCHOOL DISTRICT ELECTION RELATED DUTIES

Duties a city or township clerk has a right to assume
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls in the school district can opt to conduct the school district's **special** elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the school district's **special** elections in his or her city or township.
- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Duties the county clerk can direct city and township clerks to perform
at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the school district's elections; provide voting equipment for the conduct of the school district's elections; provide the list of election inspectors for that city or township; and notify the school district's electors of precinct and polling place location changes.

LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES
PERFORMED TO ADMINISTER THE SCHOOL DISTRICT'S ELECTIONS

The following are the election related duties and responsibilities
performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the school district's board.
- b. Create special election in QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to school district.

The following are the election related duties and responsibilities
performed at the local level:

- a. Conduct school district's special elections using municipal precincts.
- b. Provide voting equipment for school district's **special** elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)

- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **and in accordance with Election Law.**
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the school election as required by law.
- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history **in** QVF.
- r. Prepare reimbursement request to school district.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"
and conduct the school district's **special** elections in his or her city or township?

- a. In an instance where a local school district falls in more than a single city or township, the clerk of any city or township that falls in

the district can opt to conduct the school district's **special** elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's **special** elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the school district's **special** elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct township or city's special elections.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **or utilize Electronic Poll Book.**
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.
- g. Update voter history in QVF.
- h. Prepare reimbursement request to school district.

Who will handle the election duties for those portions of the Howell Public School District in which a special stand-alone election is held for the Howell School District?

- a. Provided the school district notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Howell School District electors within Handy Township will vote at the Howell Township Hall, Precinct #2 polling place location, and the Howell School District electors within Putnam Township will vote at the Marion Township Hall, Precinct #3 polling place location.

- b. Provided the school district notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Handy and Putnam Township Clerks will do the following:
- 1) send notices to those registered voters affected by the polling place location changes within 60 days prior to the special stand-alone election; 2) distribute absent voter ballot applications based upon past practice **and in accordance with Election Law**; 3) forward all completed, returned absent voter ballot applications to the respective Township Clerks (Howell and Marion) upon verification of voters' signatures with master cards; 4) forward QVF precinct poll lists to the respective Township Clerks (Howell and Marion) prior to the school district's special stand-alone election; 5) copy master cards, or provide personnel to verify master card information on Election Day while the polls are open, or provide some other acceptable (cost-effective) means to verify the voters' signatures and eligibility—the method used to be determined by the local clerk of record and the other local clerk conducting the election; 6) update their voter history **in** the QVF following the school district's special stand-alone election; and 7) prepare their reimbursement requests to the school district.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED

- Pages 1-2: Statutory requirement to conduct January meeting: Amended Paragraphs a and b; Added Paragraphs c and d.**
- Page 2: Handouts: Deleted Paragraph a; Amended Paragraphs b and c; Relabeled Paragraphs a and b.**
- Page 2: Duties a city or township clerk has a right to assume at local clerk's option: Amended Paragraphs a, b, and c.**
- Page 3: The following are the election related duties and responsibilities performed at the county level: Deleted Paragraphs a, d, and k; Amended Paragraph c; Relabeled Paragraphs a through j.**
- Pages 3-4: The following are the election related duties and responsibilities performed at the local level: Amended Paragraphs a, b, e, and q.**
- Pages 4-5: Is there any city or township clerk who wishes to "opt in" and conduct the school district's "special" elections in his or her city or township? Amended Paragraph a.**
- Page 5: Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's "special" elections? Amended Paragraphs a, c, and g.**

Pages 5-6: Who will handle the election duties for those portions of the Howell School District in which a special stand-alone election is held for the Howell School District? Amended Paragraph b.

Page 7: Last Paragraph, First Sentence: Amended date.

HOWELL PUBLIC SCHOOLS
ELECTION COORDINATING COMMITTEE

Member Roster

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy

Member Municipalities:

Jurisdiction	Contact Person
Howell Public Schools	Associate Superintendent Richard P. Terres
Brighton Charter Township	Clerk Ann M. Bollin
Cohoctah Township	Clerk Brenda L. Meek
Deerfield Township	Clerk Alfred Mattioli
Genoa Charter Township	Clerk Paulette A. Skolarus
Handy Township	Clerk Laura A. Eisele
Howell Township	Deputy Clerk Debra J. Johnson
Iosco Township	Clerk Daniel A. Delmerico
Marion Township	Clerk Tammy L. Beal
Oceola Township	Clerk Kathleen E. McLean
Putnam Township	Clerk Sally D. Guyon
Howell City	Clerk Jane L. Cartwright

This Report is binding on the undersigned municipalities until January 31, 2017, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 7 and 8 have executed this Report by and through their respective duly authorized representatives as indicated:

Margaret M. Dunleavy
Livingston County Clerk
Election Coordinator

Richard P. Terres
Associate Superintendent
Howell Public Schools

Ann M. Bollin
Brighton Charter Township Clerk

Brenda L. Meek
Cohoctah Township Clerk

Alfred Mattioli
Deerfield Township Clerk

Paulette A. Skolarus
Genoa Charter Township Clerk

Laura A. Eisele
Handy Township Clerk

Debra J. Johnson
Howell Township Deputy Clerk

Daniel A. Delmerico
Iosco Township Clerk

Tammy L. Beal
Marion Township Clerk

Kathleen E. McLean
Oceola Township Clerk

Sally D. Guyon
Putnam Township Clerk

Jane L. Cartwright
Howell City Clerk

NUMBER OF REGISTERED VOTERS
BRIGHTON AREA SCHOOL DISTRICT

Ward/Precinct	Count
SCHOOL DISTRICT:	BRIGHTON AREA SCHOOLS
JURISDICTION:	BRIGHTON CHARTER TOWNSHIP
00001	1,733
00003	1,618
00004	1,417
00005	1,037
00008	1,220
00009	2,335
TOTAL - BRIGHTON CHARTER TOWNSHIP	9,360
JURISDICTION:	BRIGHTON CITY
00001	1,822
00002	1,513
00003	1,607
00004	1,030
TOTAL - BRIGHTON CITY	5,972
JURISDICTION:	GENOA TOWNSHIP
00004	1,333
00006	2,087
00007	851
00008	1,244
TOTAL - GENOA TOWNSHIP	5,515
JURISDICTION:	GREEN OAK TOWNSHIP
00002	1,633
00003	353
00004	282
00005	1,467
00007	1,045
00008	1,285
00009	434
TOTAL - GREEN OAK TOWNSHIP	6,499
JURISDICTION:	HAMBURG TOWNSHIP
00001	2,648
TOTAL - HAMBURG TOWNSHIP	2,648
TOTAL - BRIGHTON AREA SCHOOLS	29,994
GRAND TOTAL	29,994

BRIGHTON AREA SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING REPORT
THURSDAY, JANUARY 17, 2013, 10:30 A.M.
CONFERENCE ROOM 1
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Brighton Area School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within
Brighton Area School District:

Brighton Charter Township
Genoa Charter Township
Green Oak Charter Township
Hamburg Township
Brighton City

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

- a. Election Coordinating Committee must meet **in early 2013** to review the amended Report the Committee filed with the Secretary of State on February 5, 2009.
- b. **Beginning January 1, 2013, MCL 168.305 (2) requires all school district election coordinating committees to meet at 4-year intervals (or earlier if deemed necessary by the chairperson of the school district election coordinating committee) to review and, if necessary, alter the election arrangements set forth in the committee's most recent report. These plans will be binding on the participating jurisdictions until an altered report is filed.**

- c. **Although consolidated election legislation (MCL 168.642c) requires that school board elections be held in November of even years, school election plans must continue to be filed to cover the arrangements for conducting any other special school district election that may be held.**

- d. **After meeting, the Election Coordinating Committee must:** 1) notify the Secretary of State in writing that **its** previous Report is not being altered or 2) **notify the** Secretary of State **of any agreed-upon** alterations.

GENERAL INFORMATION

Handouts:

- a. **School District Map.**

- b. **Voter Registration Count per Municipal Precinct.**

ORGANIZATION OF SCHOOL DISTRICT ELECTION RELATED DUTIES

Duties a city or township clerk has a right to assume
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls in the school district can opt to conduct the school district's **special** elections in his or her city or township.

- b. A clerk making this choice must perform all of the duties associated with the conduct of the school district's **special** elections in his or her city or township.

- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Duties the county clerk can direct city and township clerks to perform
at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the school district's elections; provide voting equipment for the conduct of the school district's elections; provide the list of election inspectors for that city or township; and notify the school district's electors of precinct and polling place location changes.

LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES
PERFORMED TO ADMINISTER THE SCHOOL DISTRICT'S ELECTIONS

The following are the election related duties and responsibilities
performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the school district's board.
- b. Create special election **in** QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to school district.

The following are the election related duties and responsibilities
performed at the local level:

- a. Conduct school district's special elections using municipal precincts.
- b. Provide voting equipment for school district's **special** elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)

Brighton Area School District Amended Agreement (January 17, 2013)

- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **and in accordance with Election Law.**
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the school election as required by law.
- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history **in** QVF.
- r. Prepare reimbursement request to school district.

DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT
ELECTION COORDINATING COMMITTEE MEETING

Is there any city or township clerk who wishes to "opt in"
and conduct the school district's **special** elections in his or her city or township?

- a. In an instance where a local school district falls in more than a single city or township, the clerk of any city or township that falls in the district can opt to conduct the school district's **special** elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for **four** years.

Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's **special** elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the school district's **special** elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct township or city's special elections.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **or utilize Electronic Poll Book.**
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.
- g. Update voter history in QVF.
- h. Prepare reimbursement request to school district.

SPECIAL STAND-ALONE ELECTIONS

What if a special stand-alone election is held for the
Brighton Area School District?

The school district will notify the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED

- Pages 1-2: Statutory requirement to conduct January meeting: Amended Paragraphs a and b; Added Paragraphs c and d.**
- Page 2: Handouts: Deleted Paragraph a; Amended Paragraphs b and c; Relabeled Paragraphs a and b.**
- Page 2: Duties a city or township clerk has a right to assume at local clerk's option: Amended Paragraphs a, b, and c.**
- Page 3: The following are the election related duties and responsibilities performed at the county level: Deleted Paragraphs a, d, and k; Amended Paragraph c; Relabeled Paragraphs a through j.**
- Pages 3-4: The following are the election related duties and responsibilities performed at the local level: Amended Paragraphs a, b, e, and q.**
- Page 5: Is there any city or township clerk who wishes to "opt in" and conduct the school district's "special" elections in his or her city or township? Amended Paragraph a.**
- Page 5: Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's "special" elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk): Amended Paragraphs a, c, and g.**
- Page 6: Last Paragraph, First Sentence: Amended date.**

**BRIGHTON AREA SCHOOLS
ELECTION COORDINATING COMMITTEE
Member Roster**

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy
Member Municipalities:

Jurisdiction	Contact Person
Brighton Area Schools	Nick Fiani, Secretary Board of Education
Brighton Charter Township	Clerk Ann M. Bollin
Genoa Charter Township	Clerk Paulette A. Skolarus
Green Oak Charter Township	Clerk Michael H. Sedlak
Hamburg Township	Clerk James A. Neilson
Brighton City	Clerk Diana Lowe

This Report is binding on the undersigned municipalities until January 31, **2017**, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 6 and 7 have executed this Report by and through their respective duly authorized representatives as indicated:

Margaret M. Dunleavy
Livingston County Clerk
Election Coordinator

Secretary, Board of Education
Brighton Area Schools

Ann M. Bollin
Brighton Charter Township Clerk

Paulette A. Skolarus
Genoa Charter Township Clerk

Michael H. Sedlak
Green Oak Charter Township Clerk

James A. Neilson
Hamburg Township Clerk

Diana Lowe
Brighton City Clerk

Memo

Date: January 18, 2013

To: Genoa Township Board

From: Robin Hunt

Re: 2013 Summer Tax Collection

Please consider for approval my request to enter into agreements with Brighton Area Schools, Hartland Consolidated Schools, Howell Public Schools and the Livingston Education Service Agency (LESA) for the collection of 2013 Summer School Property Taxes.

Howell Public Schools will be levying 100% of the total School Operating, non-homestead property taxes, and 50% of the school debt property taxes on the 2013 Summer Tax. Hartland Consolidated Schools and the Brighton Area School District will be levying 100% of the School Operating, non-homestead property taxes, and LESA intends to collect 100% of their levy on properties within the Brighton, Hartland and Howell School districts.

I am proposing that the agreements remain the same as last year for all of the districts, with a charge of \$3.00 per parcel. For your information I have attached a breakdown of the amount billed to the Schools for the 2012 Summer Tax Collection.

2012 Summer Taxes	Parcel Count	Fee Per Parcel	Total Billed
S.E.T.	82	\$ 2.50	\$ 205.00
Non-Homestead:			
Brighton Schools	620	\$ 3.00	\$ 1,860.00
Hartland Schools	91	\$ 3.00	\$ 273.00
Howell Schools	5,250	\$ 3.00	\$ 15,750.00
Livingston ISD	2,844	\$ 3.00	\$ 8,532.00
Total Billed:	8,887		\$ 26,620.00

SELCRA

Creating Community through People, Parks & Programs!



Yours! South Eastern Livingston County Recreation Authority

Derek O. Smith, CPRP
Director
SELCRA
125 South Church Street
Brighton, MI 48116

January 17, 2013

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

Dear Mike,

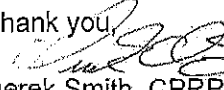
Over the past several years SELCRA has enjoyed great success providing award-winning recreation services to the community. With a new identity as a strong placemaker, we have fostered public support and built many new partnerships with local businesses and organizations. During this time Genoa Township residents, businesses and visitors have enjoyed receiving the stewardship the authority provides without being a member.

As I've mentioned in the past, I have great respect for the Genoa Township Board and their commitment to providing excellent recreation amenities to their residents. I would like to request being placed on the January 22, 2013, Genoa Township Board of Trustees meeting agenda to update the board on SELCRA's success; review SELCRA's revised Articles of Incorporation regarding joining the authority and the benefits of being a member; and begin discussions on how we collectively can achieve our mutual goal of serving the community with excellence.

I have attached the following items for review:

- Revised SELCRA Articles of Incorporation
- 2012 Participation numbers for all municipalities
- 2012 SELCRA Newsletters (January 2013 edition available Jan 23, 2013)

Paper copies can be provided upon request.

Thank you,

Derek Smith, CPRP



125 S Church St, Brighton, MI 48116
Ph: 810-299-4140 | Fax: 810-299-4210
MRPA Design Award Winning www.selcra.com!

ARTICLES OF INCORPORATION

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

First Amended and Restated

These First Amended Articles of Incorporation ("Articles") are adopted by the City of Brighton, Green Oak Charter Township, and The Charter Township of Brighton, each a municipal corporation located in the County of Livingston, State of Michigan, for the purpose of creating, establishing and incorporating an authority under and pursuant to the provisions of Michigan Public Act 321 of 2000, as amended ("Act 321"), that being MCL 123.1133 et seq.

ARTICLE I

NAME AND OFFICE

The name of the Authority shall be and is the "Southeastern Livingston County Recreation Authority" or "SELCRA", hereinafter sometimes referred to as the "Authority". The principal office of the Authority shall be located at 125 S. Church St, Brighton, Michigan, or at such other location as may be designated by the Board of the Authority.

ARTICLE II

DEFINITIONS

The terms "authority," "district," "board," "participating municipality," "park," "recreational purposes," "swimming pool," and "territory of the authority," as used in these Articles shall be as now or hereafter defined in Section 1 of Act 321.

Other terms shall have such meaning as may be specified in the various provisions of these Articles.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating municipalities of this Authority are the City of Brighton, Green Oak Charter Township and The Charter Township of Brighton, in the County of Livingston, Michigan, and any other municipalities or districts that may join as set forth in Article XVI, which are hereby designated as the "participating municipalities." The territory of the Authority shall be all of the combined territory of the participating municipalities.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be and is to provide recreational services as outlined in the authorization contained in Act 321.

ARTICLE V

POWERS

This Authority shall be a body corporate with power to sue or be sued in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the corporate boundaries of its participating municipalities as set forth in Article III, as now constituted or as hereafter expanded through annexation, consolidation or change of municipal identity. The Authority shall possess all of the powers now or hereafter granted by Act 321, or by any other applicable statute of the State of Michigan and by these Articles, and those incident thereto. In addition, it shall possess all powers necessary to carry out its purposes and those incident thereto. The enumeration of any powers herein shall not be construed as a limitation upon its general powers unless the context shall clearly indicate otherwise. The Authority may adopt a corporate seal, and may alter the seal, and use it by causing it or a facsimile thereof to be affixed, impressed, or reproduced in any other manner.

ARTICLE VI

TERM

This Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the participating communities. A participating municipality shall not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of July in each year and shall end on the 30th day of June of the next year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by a Board of Trustees, known as the "Southeastern Livingston County Recreation Authority Board" or "SELCRA Board," and

hereinafter sometimes referred to as the "Board," which shall be made up of two members selected by the governing body of each participating municipality, each of whom at the time of selection shall be a qualified elector residing within the territorial boundaries of his or her respective participating municipality; and one member-at-large who shall be selected by the remaining members of the Board, who at the time of selection shall be a qualified elector of the territorial area of the Authority at large.

Members of the Board shall serve a term of two years, beginning with the first day of January next following his or her respective appointment. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating community.

A member of the Board shall not be an employee of SELCRA.

Each year in January, the Board shall elect officers at an organizational meeting including: Chairperson, a Vice-Chairperson and a Secretary, each of who shall be a member of the Board, and a Treasurer, who may or may not be a member of the Board. Each year the Board may select an Assistant Secretary and an Assistant Treasurer, each of whom shall not be a member of the Board. Such officers shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. No selection to the Board and no selection of an officer shall be deemed invalid because it was not made within or at the time specified in these Articles. Any Board member may be removed by the appointing participating municipality for good cause shown after a public hearing. The member-at-large may be removed by the action of the remainder of the Board for good cause shown after a public hearing.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of Act 321, the members of the Board shall not be compensated for their services by the Authority. Each member of the Board shall be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

In the event of a vacancy on the Board, other than the at-large member, the governing body of the participating municipality who selects such representative shall fill the vacancy for the unexpired term as expeditiously as possible and in no event to exceed ninety (90) days from the date such vacancy occurs. Should a vacancy occur in the at-large member appointment, the Board shall fill the vacancy for the unexpired term as expeditiously as possible and in no event to exceed ninety (90) days from the date such

vacancy occurs.

In the case of the temporary absence or disability of any officer, the Board may appoint some person temporarily to act in his or her stead, except that in the event of the temporary absence or disability of the Chairperson, the Vice-Chairperson shall so act.

ARTICLE XI

MEETINGS

Meetings of the Board shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson, or any two (2) members thereof, by serving written notice of the time, place and purposes thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least (24) hours prior to the time of such meeting, or by depositing the same in a U.S. Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home address or office address with postage fully prepaid. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended, the "Open Meetings Act". Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the members of the Board shall be required for a quorum. The Board shall act by motion or resolution. A vote of the majority of the members of the Board who are authorized to vote on such matters shall be sufficient for passage.

The Board shall have the right to adopt bylaws governing its procedures, which are not in conflict with the terms of any statute of the State of Michigan or of these Articles. The Board shall keep minutes of its proceedings, which journal shall be signed by the Secretary and open to the public. All votes shall be "Yes" or "No" or "Abstain," provided where the vote is unanimous, it shall only be necessary to so state.

ARTICLE XII

BOARD AND OFFICER DUTIES

The Chairperson of the Board shall be the presiding officer thereof. Except as herein otherwise provided, the Chairperson shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All monies shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal therefrom shall be signed by two persons, which persons shall be the

Secretary, the Treasurer or the chief administrative employee of the Authority, or their respective written designees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The cost of such bonds shall be paid by the Authority. The officers of the Board shall have such powers and duties as may be conferred upon them by the Board and Act 321.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law. By January 31st of each year, the Board shall approve an annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1.

The Authority shall have the power to assess and collect fees, levy and collect taxes, and accept grants or contributions as authorized by Act 321.

Financing The Authority

A. Financial Contributions From Each Participating Municipality Without a Property Tax Levy

The recreation programs administered by the Authority shall be provided substantially on a fee based basis and budgeted revenues shall be derived substantially from such program fees. The annual budget shall also provide for the necessary funding required from each participating municipality for the next fiscal year, calculated as follows in (i) below. Fees paid by residents of the participating municipalities shall not be considered financial contributions of the participating municipalities.

To assist all participating municipalities in their respective annual budget planning processes, the Board shall provide all participating municipalities by January 31st of each year with 1) a draft budget indicating the total dollar amount of municipal support that will be required for SELCRA's upcoming fiscal year, 2) full report of the number of participants for the previous two calendar years broken out by activity and by municipality, and 3) the percentage of all participants during those two years by municipality.

(i) Establishing the yearly contribution of each participating municipality

That portion of the upcoming annual budget required from each participating municipality shall be \$23.00 per participant from each participating municipality, averaged for the previous two calendar years. For purposes of this section, a "participant" is defined as an individual registered for a single SELCRA activity - a single

person registered in three activities is considered three "participants" for purposes of this section. Each participating municipality acknowledges its annual contribution percentage may be increased or decreased based on the change in the number of its participants averaged for the previous two calendar years. The Authority may increase or decrease the current \$23.00 per participant charge set forth above by obtaining the consent of all the participating municipalities. If any participating municipality pays less than its required yearly contribution as set forth above, its users fees shall be adjusted as set forth in (ii) below.

(ii) Impact on user fees of payment of less than the required contributions set forth in (i) above.

Each participating municipality shall make its annual payment to the Authority in one (1) installment, payable no later than July 30th of each calendar year.

In the event a participating municipality makes no payment toward its required annual contribution as established in (i) above, its residents user fees shall be assessed as an "out of district" user as defined below.

In the event some, but not all, of the required annual contribution is made by a participating municipality, its user fees shall be increased proportionally to the decrease in its contribution (i.e. if a participating municipality's contribution is 20% less than established in (i) above, its user fees shall be increased by dividing the 20% reduction by 2 and adding it to the "in district fees", which, in this example, then becomes 110% of the "in district user fee").

An "out of district" user is defined as a user who has registered for a program offered by the Authority but is not a resident of a participating municipality.

B. Financial Contributions From Each Participating Municipality With a Property Tax Levy

As an alternative to the financial contribution formula in subsection A, above, the Authority may levy a tax on all taxable property within the territory of the Authority as authorized by the Act. For so long as the Authority is funded by a levy as authorized by the Act, the imposition of such a levy shall preclude the Board and/or the Authority from requiring any further financial contributions from each participating municipality. Nothing in this paragraph shall be construed as preventing a participating municipality, by action of its governing body, from providing additional contributions to the Authority, for either general or specific purposes.

Budget

The Board shall prepare a proposed annual operations and capital budget reflecting the proposed revenues and expenditures to be made for operating and maintaining the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed

budget by a majority vote of the members of the Board in such a manner as to assure submission of the budget to the participating municipalities no later than January 31 of each year. A letter will be provided to each participating municipality within thirty (30) days of adoption by the Board providing for contributions from the participating municipalities as set forth in subsections A and B above. The budget may be amended from time to time upon approval of the Board, but none of the participating municipalities funding contribution may be increased without the consent of that participating municipality.

The Board may approve a budget that results in an obligation of the Authority that extends beyond the Authority's current fiscal year only if the Authority's fund balance at the time of adoption has sufficient funds to satisfy that obligation, as well as all other outstanding obligations, or all of the participating municipalities approve of the obligation. As a part of the budget process, the Board shall inform the participating municipalities of any such obligations.

ARTICLE XIV

PROPERTY

The Authority shall possess all the powers necessary to carry out the purposes thereof and those incident thereto. It may acquire property by purchase, lease, grant, gift, devise, land contract, installment purchase contract, or condemnation, either within or outside its territory, and may hold, manage, control, sell, exchange or lease such property. For the purpose of condemnation, it may proceed under the provisions of Act 149, Public Acts of Michigan, 1911, as now hereafter amended, Act 87, Public Acts of Michigan, 1980, as now or hereafter amended, or any other appropriate statute. Notwithstanding the right by the Authority to acquire real property under the Act, the approval of all the participating municipalities governing bodies is required to acquire or convey property, prior to such acquisition or conveyance taking place.

ARTICLE XV

WITHDRAWAL OF PARTICIPATING MUNICIPALITY

A participating municipality may withdraw from the Authority by resolution of the municipality's legislative body approving the withdrawal, a certified copy of which resolution shall be provided to the Board not less than six (6) months prior to the end of the fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority. Once the Authority receives a certified copy of the resolution approving the withdrawal of a participating municipality, and continuing until the actual withdrawal, the Authority shall not be allowed to expend funds or incur obligations other than as already budgeted by the Authority in its current fiscal budget, unless both of the withdrawing municipality's representatives to the Board concur in the action.

A participating municipality that withdraws from the Authority shall remain liable for a percentage of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The percentage of the Authority's debts for which a withdrawing municipality remains liable shall be a) the same percentage as that participating municipality's percentage of the funding of the Authority as set forth in Article XIII A.(i), if the participating municipalities at the time of withdrawal are directly funding the Authority's budget; or b) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal, if the Authority is funded by a levy.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XVI

JOINING THE AUTHORITY

Any municipality or district, as those terms are defined in Act 321, may become a participating municipality in the Authority upon adoption by the governing body of that municipality or district of the following:

- a. the Articles and Bylaws in effect at the time;
- b. a resolution acknowledging it will be bound by all the terms and conditions contained within the Articles and Bylaws as they have been amended;
- c. an agreement with the other participating municipalities as to the financial contribution, if any, of the municipality or district with the existing participating municipalities for the remainder of the fiscal year of the Authority;
- d. the unanimous consent of the participating municipalities.

For a municipality or district to become a participating municipality in the Authority, a majority of the electors of the municipality or district proposed to be included in the territory of the Authority shall approve a tax that the Authority has been authorized to levy by a vote of the electors of the Authority under MCL 123.1141.

ARTICLE XVII

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality at the time of such dissolution. Prior to dissolution of the

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ARTICLE XVII

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality at the time of such dissolution. Prior to dissolution of the

Authority any outstanding indebtedness of the Authority shall be paid.

Any real estate, buildings, and/or facilities that were contributed to the Authority by a participating municipality and is maintained, owned or operated by the Authority shall revert back to the originating municipality. Any other real estate owned by the Authority shall be sold and the proceeds distributed according to the 1) formula set forth in Article XIII, if the participating municipalities, at the time of dissolution, are directly funding the Authority's budget; or (2) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution, if the Authority is funded by a levy.

In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or real property purchased with such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

ARTICLE XVIII

EMPLOYEES

The Authority may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants as the Authority considers necessary to carry out the purposes of the Authority.

ARTICLE XIX

AUDIT

The Board shall cause an annual audit to be made of the books, records and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating municipality. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XX

FEDERAL OR STATE GRANTS IN AID

The Authority shall have the power to apply for and accept grants, loans, or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all things necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321.

ARTICLE XXI

INVESTMENT

The Treasurer of the Authority, when authorized by resolution of the Board, may invest general funds of the Authority. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan. The Authority shall adopt an investment policy.

ARTICLE XXII

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessment and no writ of attachment or writ of execution be levied upon the property of the Authority.

ARTICLE XXIII

PUBLICATION

These Articles shall be published once in the Authority's local publication of record. One printed copy of the Articles, certified as a true copy thereof, with the dates and places of publication, shall be filed with the Secretary of State within thirty (30) days after the execution and adoption.

The clerk of The Charter Township of Brighton, Livingston County, Michigan, is hereby designated as the person to cause these Articles to be published, certified and filed as aforesaid. In the event he or she shall be unable to act or shall neglect to act, then the clerk of any of the other participating municipalities shall act in his or her stead.

ARTICLE XXIV

EFFECTIVE DATE

The authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXV

AMENDMENT

Amendments may be made to these Articles at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. Any such amendment shall be endorsed, published, and certified and printed copies thereof filed

in the same manner as the original Articles of Incorporation, except that the filed and printed copies shall be certified by the recording officer of the Authority.

ARTICLE XXVI

MISCELLANEOUS

These Articles may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The captions in these Articles are for convenience only and shall not be considered as part of these Articles or in any way limiting or amplifying the terms and provisions hereof.

These Articles have been adopted by the City of Brighton, Green Oak Charter Township, and The Charter Township of Brighton, as set forth in the following endorsements, and in witness whereof the Mayor and City Clerk of the City of Brighton, the Supervisor and Township Clerk of Green Oak Charter Township, and the Supervisor and Township Clerk of The Charter Township of Brighton have endorsed thereon the statement of such adoption.

The foregoing Articles of Incorporation were adopted by the city council of the City of Brighton, Livingston County, Michigan, at a meeting duly held on the 1st day of March, 2012.

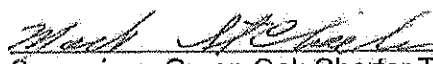


Mayor, City of Brighton



Clerk, City of Brighton

The foregoing Articles of Incorporation were adopted by the township board of Green Oak Charter Township, Livingston County, Michigan, at a meeting duly held on the 1st day of December 2011, 2012.



Supervisor, Green Oak Charter Township



Clerk, Green Oak Charter Township

The foregoing Articles of Incorporation were adopted by the township board of
The Charter Township of Brighton, Livingston County, Michigan, at a meeting duly held
on the 16 day of January, 2012.



Supervisor, The Charter Township of Brighton



Clerk, The Charter Township of Brighton

SELCRA January - December 2012 Programs and Participation

YOUTH SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER
Soccer Spring	776	270	156	132	121	56	41
Soccer Fall	652	224	137	119	102	42	28
Baseball Softball	790	263	132	173	110	64	48
Baseball Tournament	210	58	35	40	29	19	28
Basketball	694	136	83	133	61	44	237
Flag Football	383	126	61	93	43	28	32
Lacrosse	211	69	26	53	34	22	7
Volleyball	94	28	14	12	30	7	3
ADULT SPORTS							
Basketball	327	96	36	24	28	22	121
Softball	325	68	29	48	16	21	143
Open Gyms							
PROGRAMS							
DDD	1075	301	213	197	142	94	128
Challenger Camps	146	39	25	21	24	19	18
Hershey Track & Field	141	35	21	32	12	23	18
Basketball Clinics	57	16	10	7	14	5	5
BaseBall Clinics	83	24	13	20	12	9	5
Track Clinics	34	17	5	4	2	4	2
Eggstravaganza	120	37	14	29	27	3	10
Date Nights	68	8	2	28	24	4	2
Golf Outing	106	37	27	19	6	13	4
Tridge or Treat	1500						
Gymnastics	146	33	27	23	36	12	15
Fencing	14	6	2	3	3	0	0
TaeKwon Do	43	10	11	6	8	6	2
Snowsports	29	8	4	6	6	0	5
Equestrian	23	9	3	4	5	1	1
Archery	62	15	8	15	12	1	11
Ump/Ref Training	66	26	5	17	11	5	2
DDA Summer Series	650						
Tennis	43	14	10	12	4	3	0

Golf Clinics	16	3	2	4	3	1	3
After School	310	85	63	78	62	18	4
Outdoor Adventures	18	7	3	5	1	0	2
Stand Up Paddleboard	13	3	1	2	4	1	2
Skatecamps	9	3	0	4	0	1	1
Skatepark	1818	527	251	346	255	132	307
2012 Totals	11052	2601	1429	1709	1247	680	1235
2011 Totals	9692	2283	1198	1578	1180	606	1343
Average 2011/12		2442	1313	1643	1213	643	1289
x \$23.00 per Articles		\$ 56,166.00	\$ 30,199.00	\$ 37,789.00	\$ 27,899.00		
percentage		28%	17%	19%	14%	8%	13%
BCC Rentals	57	14	12	8	4	4	15

SELGRA!

MRPA
Michigan Recreation
and Park Association



Award Winners

SELGRA 2012 Spring/Summer NEWSLETTER

SOUTH
EASTERN
LIVINGSTON
COUNTY
RECREATION
AUTHORITY

SPECIAL
POINTS OF
INTEREST:

Brighton DDA
Partnership

Investing in
Community

GOVPM \$15K
Sponsorship

INSIDE THIS
ISSUE:

SELGRA 2
Director
elected
MRPA Pres.

SELGRA 2
Magazine!

DDA 2
Partnership

Investing in 3
Community

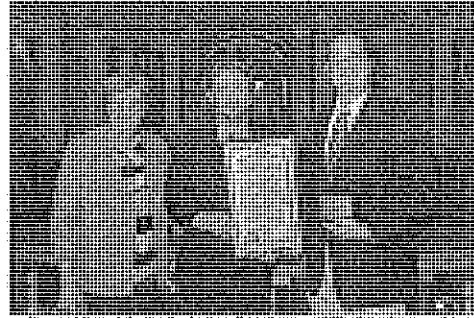
GOVPM 3
Sponsorship

GOVPM 4
MRPA
Award

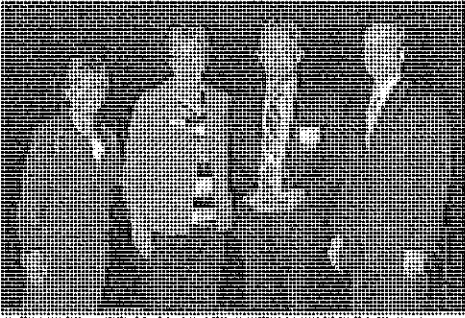
Program 4
Spotlight

Like us!

SELGRA Wins Governor's Council on Physical Fitness, Health and Sports "Outstanding Organization Award"



Featured from left: Kim Igo, Director, President and CEO of the Governor's Council on Physical Fitness, Health and Sports; Governor's Council member, Dan Claitor; and SELGRA Director, Steve Smith.



Featured from left: Mike Liscio, Governor's Council member of the Governor's Council on Physical Fitness, Health and Sports; Governor's Council member, Derek Smith; and Lieutenant Governor, Brian Calley.

SELGRA is proud to announce that it has been selected as the recipient of the Governor's Council on Physical Fitness, Health and Sports "Outstanding Organization Award" for the year 2012. This award is presented to organizations that have demonstrated exceptional leadership and commitment to promoting physical fitness, health and sports in Michigan. SELGRA's dedication to providing high-quality recreational programs and facilities throughout Livingston County has been recognized by the Governor's Council. The award ceremony was held at the Governor's Residence in Lansing, Michigan, where SELGRA representatives were joined by Governor's Council members, the Lieutenant Governor, and other state officials. SELGRA Director Steve Smith expressed his gratitude for the honor and his commitment to continuing to provide excellent recreational opportunities for all residents of Livingston County.

The Governor's Council on Physical Fitness, Health and Sports is a state agency that promotes and coordinates physical fitness, health and sports programs throughout Michigan. The Council is composed of members from various state agencies, including the Department of Health and Human Services, the Department of Education, and the Department of Natural Resources. The Council's mission is to encourage and support physical fitness, health and sports programs that improve the quality of life for all Michigan residents. The "Outstanding Organization Award" is one of the highest honors bestowed by the Council, and it recognizes organizations that have made significant contributions to the promotion of physical fitness, health and sports in Michigan. SELGRA's selection as the 2012 award winner is a testament to the organization's dedication to providing exceptional recreational programs and facilities for all residents of Livingston County.

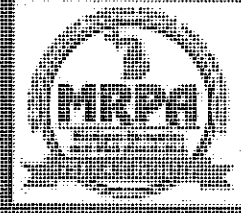


- Home
- Winning
- South
- Latest
- Hampton
- County
- Recreation
- Authority
- Visit the
- MRPA
- Marketing
- Award
- Winning
- advertisement
- Your
- Community
- Recreation
- Resource
- Center

Director elected as MRPA President

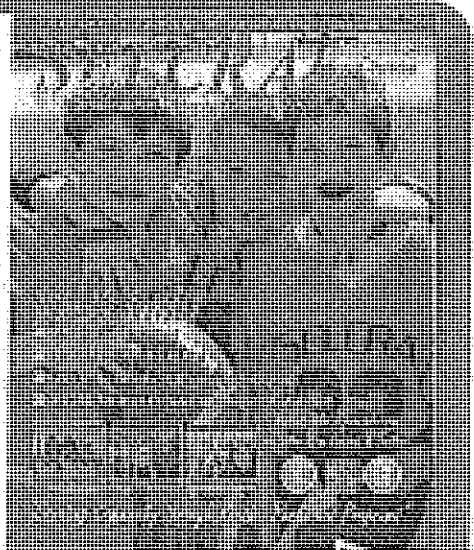
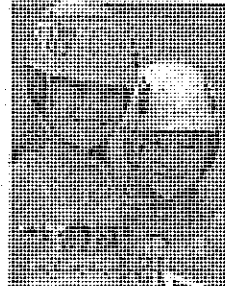
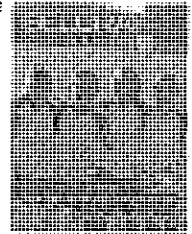


Mr. [Name] was elected as the President of the MRPA for the year 2012. He has been a member of the MRPA since 1984 and has served in various capacities over the years. He is currently the Director of the [Organization].

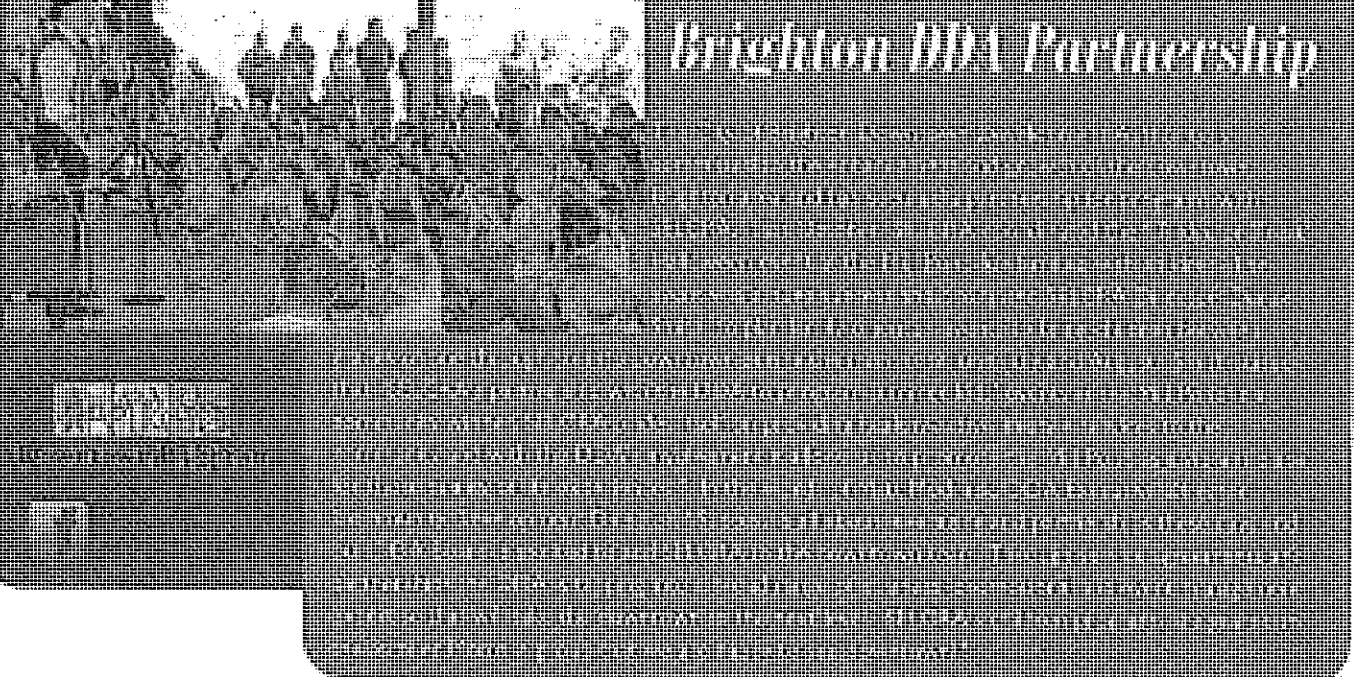


SELORA Magazine!

SELORA Magazine is your Community Recreation Publication! SELORA has made great strides in providing our residents with a bi-monthly magazine that highlights how our services contribute to Livingston County's quality of life and placemaking. "Placemaking Through Recreation" facts are identified throughout SELORA Magazine to advocate how important recreation services are in making Livingston County a wonderful place to live, work and play!

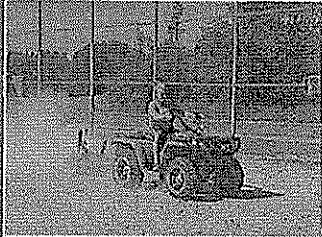


Brighton ADA Partnership



Investing in the Community

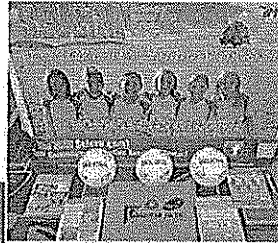
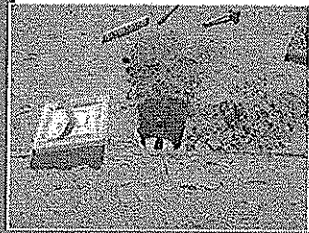
Field renovations, equipment and youth scholarships!



This summer SELCRA and the SELCRA Foundation have made significant investments to improve our programs by upgrading equipment, assisting the Brighton Area School's (BAS) with field renovation projects, and providing the community with scholarships for programs. Since April, the SELCRA Foundation (through the BP/Corrigan Oil Grant) has

given \$3,000 for Maltby Intermediate School soccer field renovations, \$2,000 for soccer equipment replacement and over \$1,500 in youth scholarships. SELCRA has also invested in over \$5,000 in new bases, field materials and equipment at BAS baseball fields. Additionally, over \$10,000 was dedicated to replacing baseball and softball

equipment that raised safety concerns for our youth participants. SELCRA is committed to providing programs and facilities that promote safety and excellent quality of life services for the community. We would like to thank the SELCRA Foundation and its partners for their continued support!



SELCRA Foundation

Green Oak Village Place Mall commits

\$15K to SELCRA programs!

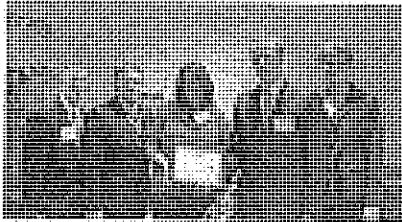


For the 2012—13 SELCRA fiscal year, the Green Oak Village Place Mall (GOVPM) has committed to a one-year partnership agreement totaling \$15,000 in sponsorships for several SELCRA events and programs. GOVPM has been a longtime partner of the authority and jumped on the opportunity to continue their support on a larger scale. For their commitment to SELCRA, GOVPM will be the title sponsor of SELCRA's renowned Daddy Daughter Dance, Family Camp Out, Walk Michigan, Golf Outing and Movie at the Mall programs. The agreement also includes SELCRA Teen Advisory Council programs including the Teen Road Rally, Summer Smash, Mystery Trips, and Dodgeball Tournament. As community partners, SELCRA's is committed to delivering recreation services at an optimal level to all area residents. Looking towards the future of recreation in the area, SELCRA will continue to rely on community partners like GOVPM as we strive to fulfill that commitment. Through recreation and community support, SELCRA achieves its vision of

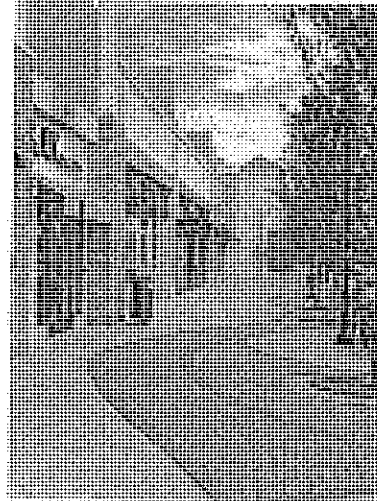


"Creating Community through People, Parks and Programs."

Green Oak Village Place Mall receives Michigan Recreation and Park Association Community Service Award



Award Winner



Nominated by the Southeastern Livingston County Recreation Authority (SELCRA) for their continued support of community recreation, the Green Oak Village Place Mall received a Community Service Award on March 14 at the Michigan Recreation and Parks Association's (MRPA) 2012 Community Service Awards in East Lansing. The awards were presented to groups and organizations that support parks and recreation in Michigan.

The Green Oak Village Place Mall is SELCRA's strongest commercial community supporter. In 2011 alone Green Oak Village Place and their tenants sponsored over \$14,000 to SELCRA programs. In addition to sponsorships, for over 4 years Mall Manager Sean Valentino has also provided SELCRA with a store-front mall storage area and is the Vice-Chair of the SELCRA Foundation. Sean has also implemented the SELCRA Foundation Jean's Day Friday Benefit raising over \$600 for the foundation on its inaugural date. The Green Oak Village Place Mall and Manager Sean Valentino are committed to recreation and placemaking philosophies that make a difference in our community. Without their support SELCRA would not be able to provide many quality of life recreational services to the community.



Program Spotlight!

On June 14, 2012 from 5pm - 8pm the SELCRA Teen Advisory Council (STAC) hosted its first ever Teen Mic Night at Two Brother's Coffee in Downtown Brighton. Twelve (12) performers from all around, even as far as White Lake, came to show off their

musical talents. Two Brother's Coffee was a standing room only as spectators watched these very talented teens rock the night away with their guitars, keyboards, and even a ukulele! The event was a huge success and everyone enjoyed a night in downtown Brighton!



two brothers coffee
Where Friends Gather



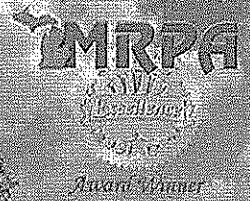
SELCRA



Yours!

SOUTH EASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

SELCRA



SELCRA NEWSLETTER

ANNUAL PARTICIPATION REPORT

JAN - FEB 2012

SPECIAL POINTS OF INTEREST:

SELCRA 2011 Highlights

Thank you!

2010/2011 Participation Comparison

INSIDE THIS ISSUE:

SELCRA 2011 Highlights 2

Testimonials 2

New Sponsorship Guide 3

Volunteering 3

Thank you sponsors and partners 3

2010 Participation Numbers 4

2011 Participation Numbers 5

News from the SELCRA Director

The Southeastern Livingston County Recreation Authority is very proud to present to its communities and supporters this newsletter and annual report for the year ending December 31, 2011. Over the past year SELCRA has committed itself to becoming a fiscally responsible authority, programming to the needs of the community, fostering successful partnerships, and paving the road for long term success. SELCRA's commitment to serving the

community with excellence was recognized with two Michigan Recreation and Park Association Awards, increased sponsorship revenues, new partnerships, successful programs and growing participation numbers. As 2012 gets underway, we are even more committed to providing excellent quality of life recreation services at an affordable price to our residents. We would like to thank the City of Brighton, the Charter Township of

Brighton, and Green Oak Charter Township for their continued support of SELCRA and the programs and services provided to our community. Together with your support, YOUR SELCRA provides essential services that make our community a vibrant place to live in the 21st Century!

Derek O. Smith, CPRP
SELCRA Director



SELCRA—Placemakers for the 21st Century!



Parks and Recreation are the "Original 3rd Place" of placemaking...
As described by urban sociologist Ray Oldenburg, "third places or great good places, are public places on neutral ground where people can gather and interact. In contrast to first places (home) and second places (work), third places allow people to put aside their concerns and simply enjoy the company and conversation around them. Third places host the regular, voluntary, informal and happily anticipated gatherings

of individuals beyond the realms of home and work." SELCRA programs and services provide third place "gatherings" and promote community placemaking benefits including:

- Sustaining and Defining Community Identity
- Supporting and Enhancing the Local Economy
- Building and Creating Opportunities for Meaningful Contact
- Improving Accessibility
- Promoting a Sense of Place and Comfort
- A Community for All People

The Southeastern Livingston County Recreation Authority is proud to support our municipalities and will continue to provide quality of life experiences that enhance our community's identity, support the local economy, build meaningful contact, improve accessibility, and promote a sense of place for all residents and visitors.



Yours!

Award
Winning /
Placemaking

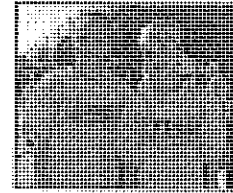
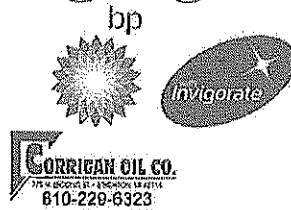
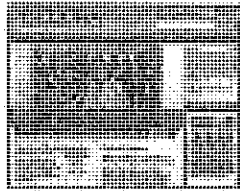
South
Eastern
Livingston
County
Recreation
Authority!

The NEW
MRPA Award
Winning
selcra.com!

Your
Community
Recreation
Resource
Center!



SEL CRA 2011 Highlights!



ADMINISTRATION

- Selected as the 2012 MRPA Web Design Award Winner
- Director Derek Smith selected as the 2012 MRPA Recreation Leadership Award Winner
- New ActiveNet Website and Registration System
- Revised Articles of Incorporation adopted
- SELCRA Foundation Board Assembled
- 2011-15 Multi-Jurisdictional Parks and Recreation Master Plan completed
- First full year of Brighton Community Center Management

PARTNERS/SPONSORS

- SELCRA Foundation: receives \$10k grant from BP/Corrigan Oil
- DDA/BAF/SEL CRA Tridge or Treat
- \$1,500 Cox Enterprises, LTD soccer ball sponsorship
- Dick's Sporting Goods equipment donation \$3,500
- SELCRA Golf Outing raises \$6,500



PROGRAMS

- First ever Family Camp Out at HCMA
- Frosty 5k with HCMA
- Increased Maltby After-school Program and added Scranton
- First ever house youth baseball tournament
- 2 Hershey Track and Field State Champs/ National Finalists
- Largest British Soccer Camp in Michigan by raising campers to 151
- Summer Smash at Meijer Skate Park raises \$700
- Tim Whalen Volunteer Coach of the Year
- Teen Council Formed
- Over 13,000 volunteer hours



Testimonials from our Community

"I am happy to report that the Payatas Football Club in the Phillipines received the SELCRA soccer uniforms you donated last summer. Thank you very much for your kind generosity. I greatly appreciate it!"
...Mark Mangune

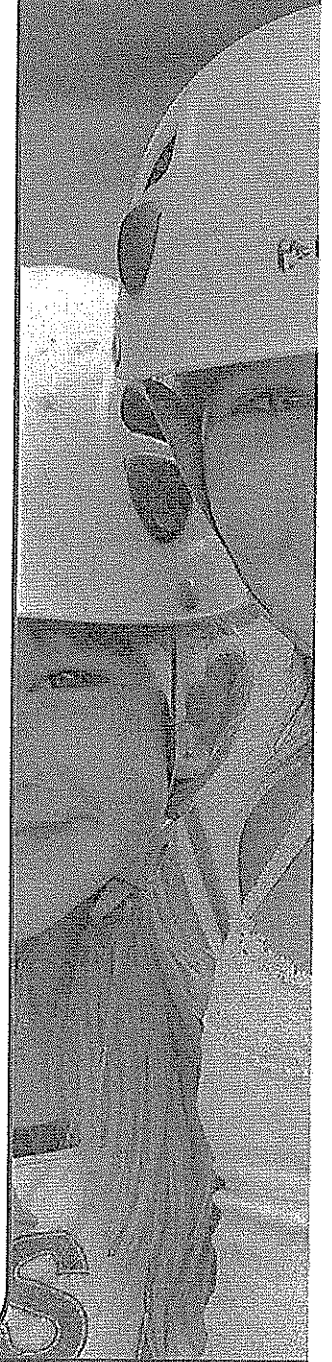
"My son Andrew is in Mike's Archery class. This is the first class I have taken with SELCRA and I just wanted you to know how impressed I was with the commitment to excellence and especially to the children. He is so great at what he does and my son has enjoyed his class immensely—thank you again for everything!"
...Carolyn Vettor (Tubbs)

"My husband and I brought our 5-year old son to Trick or Treat at the Mill Pond and he had THE BEST time! He just loved all of the characters. He gave each and every character a great big hug, and some of them even got a couple hugs. He didn't even care about the candy. We have never before attended an event like this and thought it was fantastic! Thank you so very much to you, the Brighton Fire Dept, SELCRA, Downtown Brighton, the volunteers and anyone else that helped bring this event to the children in our area. What a wonderful time!" Sincerely
...Nicole Fossum

January-December 2010 Programs and Participation

Sports	Participation	BT	COB	GOI	GI	Other
Youth Sports						
Soccer - 2 seasons	1476	507	236	317	252	164
Baseball	890	278	127	215	154	116
Basketball	362	118	40	84	79	41
Flag Football	448	182	72	99	63	32
Lacrosse	183	58	25	35	29	36
Volleyball	96	24	8	16	31	17
Adult Sports						
Open Gyms	709	155	48	107	70	329
Basketball	329	70	18	33	32	176
Softball	226	37	31	35	34	89
Clinics						
Lacrosse	14	7	1	2	1	3
Baseball Clinic	22	10	1	7	3	1
T-Ball clinic	16	8	3	2	3	0
Volleyball	49	19	4	6	13	7
Basketball clinics	136	42	15	26	45	18
Referee Training	31	14	2	2	7	6
Tournaments						
Youth Basketball	202	24	8	18	12	140
Programs						
CS-Fitness (Ham. Fitness)	47	17	8	5	10	7
Chili Cook Off/Sled Race	61	10	6	3	8	34
Daddy Daughter Dance	1108	319	160	194	204	231
Mother/Son events	42	14	5	10	4	9
Challenger Soccer Camps	131	39	18	27	22	25
Movies at the Mall						
Hershey Track and Field	130	35	15	31	20	29
Eggstravaganza	379	112	52	77	63	75
Golf Outing	98	24	30	16	8	20
Detroit Lions Football Camp						
Wolf Lake 5k Running	17	3	0	1	0	13
Tae Kwon Do	84	20	10	23	12	19
Skiing Snowboarding	34	18	1	3	2	10
Equestrian	8	1	1	3	3	0
Archery	31	8	3	8	5	7
Summer CS Camps	11	1	1	3	4	2
Youth Tennis Camps	102	43	21	14	18	6
Pomp camp	10	3	0	1	5	1
Cheer clinic	10	2	4	3	1	0
Golf Camps and Clinics	9	3	0	2	4	0
Meijer Skate Park	977	288	135	199	161	194
Maltby After School	429	77	45	147	81	79
Howloween - Dog Contest	43	13	7	9	7	7
Track Clinic(s)	22	9	4	2	3	4
TOTALS	Participation	BT	COB	GOI	GI	Other
Totals	8972	2612	1165	1785	1473	1947

NOTE: Some line item discrepancies are due from a change in registration / reporting systems in 2011.

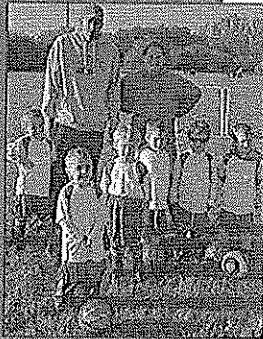


January-December 2011 Programs and Participation

Sports	Participation	BT	GOB	GOJ	GT	Other	Vol Hrs
Youth Sports							
Soccer Spring	759	258	108	150	136	107	2880
Soccer Fall	633	208	111	136	96	82	2752
Baseball/Softball	836	259	127	210	143	97	2880
Basketball	603	122	54	96	52	279	1920
Flag Football	336	123	46	77	50	40	1600
Lacrosse	127	42	18	29	21	17	
Volleyball	41	12	5	10	6	8	576
Adult Sports							
Basketball	277	56	28	22	35	136	
Softball	223	38	11	26	22	126	
Open Gym Volleyball	0	0	0	0	0	0	
Open Gym Basketball	51	18	16	17	0	0	
Open Gym Pickleball	156	38	14	31	22	51	
Camps and Clinics							
Flag Football	30	11	4	8	3	4	
Basketball	102	27	19	18	22	16	
Lacrosse	Clinics were moved to Maltby After School program						
Baseball/T-ball Clinic	146	41	21	32	32	20	
Volleyball	36	11	4	11	6	4	
Basketball clinics	102	27	19	18	22	16	
Ref Clinics	30	11	4	8	3	4	
Tournaments							
Youth Baseball	266	91	36	68	32	39	
Youth Basketball	270	10	30	20	0	210	
Programs							
Daddy Daughter Dance	1041	296	166	184	159	236	200
Challenger Soccer Camps	156	46	24	31	24	31	
Movies at the Mall							88
Hershey Track and Field	138	34	15	27	13	49	100
Eggstravaganza	87	19	19	15	20	14	40
Family Campout	5	3	0	1	1	0	
Golf Outing	104	21	35	1	3	44	90
Detroit Lions Football Camp							
DDA Halloween	400						80
Gymnastics	85	14	12	21	22	16	
Fencing	19	5	1	1	9	3	
Tae Kwon Do	51	12	19	7	4	9	
Skiing Snowboarding	38	14	2	7	4	11	
Equestrian	16	2	6	3	2	3	
Archery	74	26	19	17	4	8	
Carousel Acres	2	0	0	2	0	0	
Youth Tennis Camps	48	19	10	5	7	7	
Golf Camps and Clinics	12	5	4	2	0	1	
Friday Football Frenzy	1150						
Skate Park	576	169	88	115	89	115	40
Maltby After School	295	83	43	78	60	31	
Summer Smash Concerts	287	84	44	58	45	56	40
Howloween - Dog Contest	43	13	7	9	7	7	10
Outdoor Adventure	8	2	2	0	2	2	
Field Clean-up							20
Track Clinic	31	11	7	7	2	4	
Stand Up Paddle Board	2	2	0	0	0	0	
TOTALS	Participation	BT	GOB	GOJ	GT	Other	Vol Hrs
Totals	9692	2283	1198	1578	1180	1903	13316

Volunteering

Community and Individual Benefits



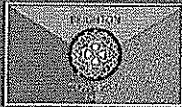
Tim Whalen—2011 Volunteer Coach of the Year!

In today's busy society, it can be hard to think about finding time to volunteer. However, the benefits of volunteering are enormous, both to individuals, their family's and the community. Volunteering encourages interaction between people and can strengthen the bond with the community. When people volunteer they're proactively

improving the life of others in the community. The right volunteer opportunity can also help an individual find friends, reach out to the community, learn new skills and even advance their career. Volunteering can even help protect their mental and physical health. At SELCRA, we offer a wide variety of volunteer opportunities and greatly

rely on our volunteers for the success of the authority. Under the current financial structure, SELCRA could not survive without our volunteers. We truly are YOUR authority! Thank you for all of your time and efforts!

2011 Volunteers hours:
 Sports 12,608
 Programs 738
 Total Volunteer Hrs 13,346



Thank You Sponsors and Partners

The South Eastern Livingston County Recreation Authority recognizes the importance of working with partners and sponsors both in the public and private sectors. As community partners, our commitment is to ensure that recreation services are being offered at an optimal level to all area residents. Throughout the year, SELCRA relies greatly on the community's support as we strive to provide quality of life services with excellence. Through recreation and community support, SELCRA achieves its vision of "Creating Community through People, Parks and Programs."

The following list is a brief snapshot of some of the partners that supported SELCRA in 2011.



- Green Oak Village Place
- Ameriprise Financial
- Hale & Carrico, P.C., Dentistry
- Cooper & Binkley Jewelers
- ArtVentures
- Presidential Cleaners
- Siomka Orthodontics
- Pawsitively Spoiled
- Bordine Nursery
- Jack's Custard
- Grasshopper Gardens Landscape
- Lucky Duck Toys
- The Wedding Cake Art & Design
- The Family Puppy
- Salsaritas
- BP/Corrigan Oil Company
- Dick's Sporting Goods
- Cox Enterprises, LTD
- Brighton DDA
- Brighton Area Fire Dept
- Huron Clinton Metro Auth
- Brighton State Recreation Area
- Brighton Junior Football
- Brighton Youth Football
- Hamburg Fitness Center
- T-Bone's Tavern
- TSS Photography
- Meijer's
- Tim Horton's
- Kumon of Brighton
- Stillwater
- Brighton Area Schools
- Country Lane Flower Shop
- Brighton Tuxedo Shop
- Rotterdam Jewelers
- Zasko's Painting and Décor
- Sylvan Learning
- Keller Williams
- Michigan Recreation and Park Association
- Brighton Garden Club
- Heavner's Canoe Rental
- Buffalo Wild Wings
- SELCRA Foundation
- Brighton Lacrosse



Visit us on the web at www.selcra.com!

The New www.selcra.com!

Community Recreation Resource Center!

SEL CRA
 145 South Church St
 Brighton, MI 48115

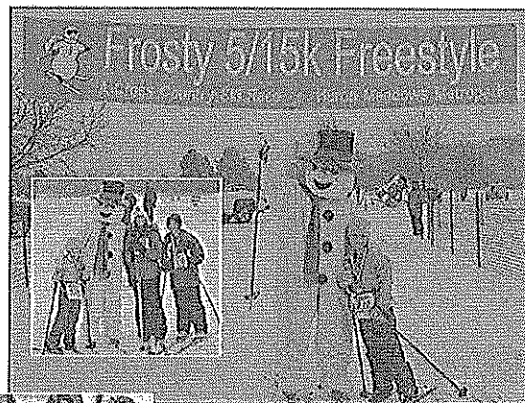
870-299-6100
www.selcra.com

Program Spotlight!

In partnership with Huron Meadows Metropark and REI, SELCRA added the first ever kids classes and race to the annual "Frosty 5/15k Freestyle" race at Huron Meadows!


Over 50 kids participated in a series of instructional skiing classes and then enjoyed their first Frosty Race on January 14th. Even without snow, the classes were so popular that even some parents signed up to learn!

We would like to thank Huron Meadows Metropark for their continued support of SELCRA and we look forward to next year's race!



MEMORANDUM

TO: Township Board

FROM: Michael Archinal, Manager 

DATE: 1/18/13

RE: Howell Area Parks & Recreation Authority

At the last Board meeting it was decided that Trustees would direct questions regarding enhanced HAPRA participation to me and I would compile a list of questions and submit them to Deb Mikula. I have received the following questions:

1. What are the relative SEV's of Genoa Township and other members of HPRA (portions of those communities actually in the Authority)? Presumably these would be the financial exposures of each in the event of HPRA liquidation with debts outstanding.
2. Does increasing the funding to \$100,000 affect the above exposure above in any way?
3. Should we (and can we) make the funding cancellable at any time vs. automatic annual renewal with CPI adjustment?
4. Is there any way to identify and quantify the split of Genoa Township participants in HPRA and Selcra? Participation in HPRA seems low relative to other communities.
5. What should be our ongoing relationship be with the two recreation associations?
6. Do the Articles of Incorporation apply to the entire Township or just to the precincts listed?

Also on the agenda this evening is a presentation from Derek Smith, Director of SELCRA and a request for Genoa to join SELCRA as a member. As a community largely split between HAPRA and SELCRA our residents utilize programs and receive benefit from both organizations. I am prepared to undertake an analysis of program utilization, SEV and population. Given the import of the questions at hand and the significant dollars they represent I am asking the Board to review the questions listed above and offer direction. Is there anything else I can research to assist you as you consider recreation in the context of membership in SELCRA as well as enhanced membership in HAPRA?

This item is for discussion only. Not action is requested at this time.

Howell Area Parks & Recreation Authority
Annual Appeal to Marion and Genoa Township
January 2, 2013

As the Howell Area Parks & Recreation Authority begins our strategic and master planning for the next five years, we are approaching the trustees of Genoa Township and Marion Township to consider becoming full members at the \$100,000 level of the Howell Area Parks & Recreation Authority. This request comes to you as budgets for the Authority and for each of the townships are being developed for the new fiscal year. It also gives us the opportunity as we begin our planning for spring and summer programs to keep your intentions in mind, thereby giving your residents full access to our programs and services at the lowest fees possible.

At the heart of Livingston County, the Howell area continues to grow...with over 3,200 new residents in Marion Township between the 2000 and 2010 census and close to 3,900 new residents in Genoa Township. Those that move here are all looking for quality of life and a unique place to reside that celebrates and promotes a sense of place. Without doubt, we believe that parks and recreation opportunities are an essential component of a strong, vibrant and dynamic community.

Quality parks, recreational facilities and enrichment activities strengthen community pride and sense of place, promote health and wellness, contribute to a healthy economy and preserve natural and cultural resources. Residents in this community have long valued neighborhood and community parks as special natural places where they can relax, walk, meditate, and enjoy family time. Through diverse and innovative programming, and broad partnerships, the Howell Area Parks & Recreation Authority plays an important role in creating a healthy and active community. Below are just a few of the reasons why recreational programs and quality parks are essential to our sense of place and community enhancement:

Recreational programs provide organized, structured, enjoyable activities for all ages. The diverse range of recreational programs offered by the Howell Area Parks & Recreation Authority offers everyone the opportunity to develop the skills necessary to successfully and confidently engage in sports, dance, the arts and other social activities. Public recreation leagues and classes offer seniors, adults and children alike the opportunity to interact with coaches and teachers who often turn into mentors and role models. Quality recreational programs facilitate safety, good sportsmanship and community participation.

Public Parks (i.e. Howell City Park, Genoa and Oceola Township Athletic Fields, and Marion Township Disc Golf Course) provide thousands of residents in our community with the opportunity to be physically active. Physical activity is an essential part of an individual's efforts to stay healthy, fight obesity and prevent chronic conditions. Having close-to-home access to places where one can recreate is one of the most important factors linking whether people will become active and stay that way.

Parks have true economic benefits. Proximity to a developed regional or community park improves property value. The economic benefits of parks and recreation areas are diverse, but one of the most significant is the increase in value of private land adjacent or near protected public land. The proximity of parks to residential areas leads to increased value of private land, a higher tax base and many economic benefits to a community including increased local and regional revenue from heritage tourism, steady jobs, and numerous small business benefits. Park and recreation areas are economic engines that improve the quality of life and make communities livable and desirable for business and homeowners.

Parks and Recreation facilitate social interactions that are critical to maintaining community cohesion and pride. Parks and recreation facilities provide meeting places where community members can develop social ties, and where healthy behavior is modeled and admired. People gather to share experiences, socialize and to build community bonds. These public areas are often the glue that holds the community together and the means to maintaining and improving future positive social interactions.

Leisure activities improve moods, reduce stress and obesity, and enhance a sense of wellness. In an increasingly complex world, more and more people are placing a high value on achieving the feelings of relaxation and peacefulness that contact with nature, recreation and exposure to natural open spaces bring. People go to the park and to recreation facilities to change or uplift their mood, to reinvigorate themselves and to decrease the anxieties of daily life.

Community recreation services provide a refuge of safety for at-risk youth. Many parents are rightfully concerned with the dangers of unstructured “hanging-out” or unsupervised after-school activities. Community recreation programs provide children with a safe refuge and a place to play, which are important in reducing at-risk behavior such as drug use and gang involvement. Recreational programs led by trained leaders offer children healthy role models and give valuable life lessons to help steer youth to a future of promise and opportunity for success.

In 2006, four municipalities (the City of Howell, Oceola, Marion and Genoa Townships) joined forces and created the Howell Area Parks & Recreation Authority. Our goal then as it is now...to provide our community with the very best in recreational programs and leisure time activities. On July 1, 2008 the Howell Area Parks & Recreation Authority took its first steps as a stand-alone organization and transitioned out of a department within the City of Howell and we have re-defined ourselves as a creative, credible and collaborative organization. Now, almost 5 years later, our budget has grown from \$750,000 to over \$1 million, our financials reflect a healthy fund balance, volunteerism is strong, programming is unique and creative, and we continue to document close to 67,000 individuals taking advantage of our youth and adult sports leagues, enrichment classes, aquatic classes, beach and boat launch patronage, special events, teen center, senior center, preschool and summer day camp.

As you are aware, our operating budget is supported not only by participation fees but by contributions that are provided by four municipalities. Since the creation of the Authority, the

City of Howell and Oceola Township have contributed \$100,000 annually to the overall operations, while this last year showed Genoa and Marion Township each contributing \$62,790.

Three immediate benefits to the residents of Marion and Genoa Township would be realized with full membership in the Howell Area Parks & Recreation Authority:

- All residents would be allowed two (2) free annual passes to Howell City Park and Thompson Lake Boat Launch during the summer season (currently \$40/sticker).
- Once the contribution rates for all municipalities are equalized to \$100,000 then all residents of participating municipalities will be charged the same program fees. We would revert to a two-tier participation fee schedule for most programs: residents and non-residents. Participation fees would be 50% lower than non-resident participation fees (this benefit would begin with the Spring 2013 programs). Once all municipalities are contributing \$100,000 then all contributions would be increased yearly by the Consumer Price Index (CPI). We would NOT need to revise our Articles of Incorporation, as Article XIII, Section A already speaks to how we would move forward if all municipalities came in as full members.
- We believe that participation in all of our programs and services will grow significantly by those living in Genoa and Marion Townships when lower fees are put into place so that they can take part in active and healthy lifestyles. Overall participation numbers for each municipality for 2011 and boat launch patronage for 2010 were:
City of Howell: 14,346
Oceola Township: 6,810
Genoa Township: 2,861
Marion Township: 3,447
Non-residents: 7,093
Drop-in, Free, Aquatic Center, and unknown residency programs: 32,922
Boat Launch Patronage for 2010: approximately 10,000 (last time counted)

We sincerely hope that you will consider our request to join the City of Howell and Oceola Township as full members in the Howell Area Parks & Recreation Authority. The additional annual fee is negligent, compared to the overall benefits and quality of life experiences that will be provided and available to your residents.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

ARTICLE I

NAME AND OFFICE

The name of the Authority shall be and is the "Howell Area Parks and Recreation Authority", hereinafter referred to as the "Authority". The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or at such other location as may be designated by the Board of the Authority.

ARTICLE II

DEFINITIONS

The terms "authority," "board," "participating municipality," "park," "recreational purposes," "swimming pool," "and territory of the Authority" as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Michigan Public Act 321 of 2000, as amended ("Act 321"), that being MCL 123.1133, *et seq.* Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating and creating municipalities of the Authority are the City of Howell, portions of Genoa Township containing precinct 1, 2, 3, 5, 9, 10, Township of Marion and the precincts of the Township of Oceola which are contained in the Howell Public School District, in the County of Livingston, Michigan, all of which are hereby designated and referred to in these Articles as the "participating municipalities." The "territory of the Authority" shall be all of the combined territory of the participating municipalities as stated in this paragraph.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be to construct, operate, maintain and/or improve recreational facilities, including, but not limited to, parks, swimming pools, recreation centers, auditoriums and any other facilities authorized by Section 5 of Act 321, to acquire land for recreation purposes authorized by Section 5 of Act 321, and to provide recreational services as authorized by Act 321.

ARTICLE V

POWERS

The Authority shall be a body corporate with power to sue or be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the described boundaries of its participating municipalities, as defined in Article III of these Articles, as now constituted or hereafter changed through annexation, detachment, consolidation or change of municipal identity.

The Authority shall possess all of the powers specified in Act 321 and all other laws of the State of Michigan and all the powers necessary to carry out the purposes thereof and those powers incidental thereto. It may acquire property by purchase, lease, grant, gift, devise, land contract or installment purchase contract, either within or outside its corporate limits, and may hold, manage,

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

control, sell (if the assets are owned by the authority), exchange or lease owned property for a system of parks and public recreational facilities including, but not limited to, related buildings, structures, sports fields, apparatus, equipment, pathways, waterways, athletic courts and pools used in connection with the operation of a parks and recreation program. It may acquire, by purchase, lease or otherwise, and succeed to any or all of the rights, obligations and property of the cities or townships, or any parts thereof, toward lands and structures within the territorial limits of the Authority comprising parks and recreational facilities. Upon approval of these Articles of Incorporation, no approval of the electors shall be necessary for the Authority to acquire and/or manage parks and facilities located within or outside the Authority. The Authority may sell or lease owned lands and facilities within or outside the Authority's boundaries. The Authority may exercise all powers in the management and control of Authority property, including the extent of use by persons residing outside the boundaries of the Authority, and in the administration of the Authority, whether such powers are expressly enumerated or not.

ARTICLE VI

TERM

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of July in each year and shall end on the last day of June of the subsequent year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by an odd number Board of Trustees, known as the "Howell Area Parks and Recreation Authority Board" and hereinafter sometimes referred to as the "Board," which shall be made up of one member selected by the governing body of each participating municipality, each of whom shall be an elected official of said participating municipality or the township or city which shall encompass said participating municipality if that participating municipality is a district; and a member selected by the Howell Public Schools Board of Education who shall reside within the Authority's jurisdictional boundaries. The Recreation Authority Board will appoint one resident who shall reside within the Authority's jurisdictional boundaries to the Board, if needed, to meet the required odd number of members. An individual appointed by the Recreation Authority Board under this provision shall not reside in the same municipality as the individual selected by the Howell Public Schools Board of Education. This appointed member shall serve a term of not more than two (2) years and shall be eligible for reappointment. This appointed member shall not be an elected official of any participating municipality. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality, or in the case of the member selected by the Howell Public Schools Board of Education with the Secretary of the Howell Public Schools Board of Education, or in the case of the member selected by the Board, with the Secretary of the Board.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

The Recreation Authority Board, the governing body of each participating municipality, and the Howell Public Schools Board of Education may appoint an alternate member who shall attend meetings and vote and otherwise act at such meetings in the absence of the member appointed by such governing body. Alternate members must meet the requirements as set forth in this Article VIII.

The Authority shall not employ members of the Board, or members of their immediate families, in any position other than one which is voluntary and unpaid. Each year in July, the board shall elect officers at an organizational meeting including: Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. No selection to the Authority and no selection of an officer shall be deemed to be invalid because it was not made with or at the time specified in these Articles. Any Board member may be removed at any time for cause or without cause by action of the governing body that selected such member.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of Act 321, members of the Authority Board shall not be compensated for their service by the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

In the event of a vacancy on the Board, the governing body selecting such representative shall fill the vacancy as expeditiously as possible.

ARTICLE XI

MEETINGS

Meetings of the Authority shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson, or any two (2) members thereof, by written notice to the time, place and purposes thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the U.S. Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home address or office address, whichever shall have been designated by the member, with postage fully prepaid. If a member has not designated a mailing address for Board purposes, notice must be mailed to both the member's home and office addresses. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended. (Open Meetings Act.) Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the voting members of the Board shall be required for a quorum. The Board shall act by motion or resolution. A vote of the majority of the members of the Board who are present at any meeting, at which a quorum is

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

present, shall be sufficient for passage of any motion or resolution. However, notwithstanding anything herein to the contrary, any vote regarding the annual budget, capital expenditures, projected revenues, projected expenditures, budget and budget amendments, shall only be voted upon by a vote of the majority of the members of the Board, and not the majority which would otherwise constitute a quorum.

The Board shall have the right to adopt rules governing its procedures, which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a record of its proceedings, which record shall be signed by the Secretary and open to the public. All votes shall be "Yes," "No" or "Abstain," provided where the vote is unanimous, it shall only be necessary to so state.

ARTICLE XII

DUTIES OF BOARD AND OFFICERS

The Chairperson of the Board shall be the presiding officer thereof, and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as herein otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal there from shall follow the approved financial policies as accepted by the Board of Trustees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

Revenue Sources

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and issue revenue bonds in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended; to borrow money and issue bonds on the credit of the Authority a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a system of parks and recreational facilities or any combination thereof; and to appropriate money annually for Authority purposes and to lay and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in Act 321, and to raise revenue by any other levy or bond issuance authorized by Act 321. The term of any bond, note, land contract, installment purchase contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

Financing the Authority

A. Financial Contribution From Each Participating Municipality Until Millage Election

Beginning in FY07/08, the participating municipalities may choose from two different funding levels of either \$100,000 or \$57,980 year. Starting in FY 08/09 the lower contribution rate will rise by the Consumer Price Index for the proceeding year. The \$100,000 level shall remain the same until the lower tier equals \$100,000 level then all contributions under this formula will rise by the Consumer Price Index for the proceeding year. Residents of municipalities who choose to participate at \$100,000 level will be entitled to the lowest program fee structure. Residents of municipalities who choose to fund at the \$57,980 level will generally be assessed a premium program fee equaling the percentage difference between the \$100,000 level and the lower level for service. Once the contribution rates are equalized to \$100,000 then all residents of participating municipalities will be charged the same program fees. Any resident of a nonparticipating municipality will be generally charged two times the normal program fee. Annual financial contributions shall be made quarterly to the Authority.

It is the intent of the participating municipalities and these Articles that the question of a property tax levy as authorized by Section 11 of Act 321 will be put to the electorate with the earliest date of 2010 or at such subsequent time as the board shall determine. In the event said levy shall be approved, the funding mechanism in subsection B will replace the funding mechanism in this subsection. In the event that the levy is not approved by the voters, or any future renewal of such levy is not approved by the voters, it is the intent of these Articles, without further action being required, that the Authority will dissolve, and said dissolution will be conducted in accordance with Article XV of these Articles, unless two-thirds (2/3rds) of the participating municipalities shall, by resolution of their governing bodies within 90 days of the failure of the millage question, determine that the Authority should continue. In the event that two-thirds of the participating municipalities resolve to continue the Authority, all participating members not so resolving will put the question to their governing bodies and resolve to either continue the Authority or withdraw from the Authority. Any withdrawal shall be conducted in accordance with Article XIV of these Articles. In the event two-thirds, or more, participating members shall elect to continue the Authority following the failure of a millage question, the funding pattern set forth in the first paragraph of this section shall be followed unless and until the remaining participating municipalities amend these Articles to state a new funding mechanism and/or formula.

B. Property Tax Levy

As an alternative to the financial contribution formula in subsection A of this section, the Authority may levy a tax on all taxable property within the territory of the Authority as authorized by Section 11 of Act 321. For so long as the Authority is funded by a levy as authorized by Section 11 of Act 321, the imposition of such a levy shall preclude the Board and/or Authority from requiring any further financial contributions from each participating municipality. Nothing in this paragraph shall be construed as preventing a participating municipality, by action of its governing body, from providing additional contributions to the Authority, for either general or a specific use.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

C. Rollover Funding During Initial Operations

In addition to the above sources, the Authority may, during its first year of operations and additionally until the approval of the Property Tax Levy envisioned by this Article, be funded in part or whole via allocation of funds already designated for recreational activities by the participating municipalities. Any funds allocated directly from any participating municipality under this paragraph shall be credited toward that participating municipality's share under any budgetary computations under paragraph A for the first year or part thereof of operations of the Authority. Prior to commencement of the Property Tax Levy, the Authority Board shall make arrangements for the management and accounting of the Authority's finances by contract or through internal accounting by one of the participating municipalities.

Budgeting

D. Budget Process During Periods Not Funded by Property Tax Levy

For so long as the Authority is not financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these articles, the mandates of this paragraph shall apply to the Authority's budgeting process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the participating municipalities no later than March 1 of each year. The proposed budget shall provide for contributions from the member municipalities which are not greater than those which would be arrived at using the formula utilized in subparagraph A of this Article. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the participating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the participating municipalities. As used herein, the Howell School Board shall not be considered a participating municipality, nor shall its approval be required at any stage of the budget process.

E. Budget Process During Periods Funded by Property Tax Levy

During any period in which the Authority is financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the mandates of this paragraph shall apply to the Authority's budgeting process, and shall supercede the mandates of paragraph (D) of this Article. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to July 1 of the year it is to commence. The Board's approval by majority vote shall be the final approval required for the budget. The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. During any period in which the Authority shall cease to be funded by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the budget procedure

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

followed shall be that found in Paragraph (D) of this Article, which shall supercede this Paragraph during all such times.

F. Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV.

PARTICIPATING MUNICIPALITY WITHDRAWAL

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal, a certified copy of the resolution shall be provided to the Board at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. Notwithstanding these requirements, any withdrawal occurring pursuant to subsection A of Article XIII shall be deemed to be effective on the last day of the fiscal year, with the only notice requirement being the Authority's receipt of a resolution of withdrawal enacted by the withdrawing member's governing body on or before 90 days prior to the last day of the fiscal year.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XV

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality of the Authority at the time of such dissolution, or by operation of subsection A of Article XIII following failure of a millage and subsequent failure of the governing bodies of at least two-thirds of the participating members to resolve to continue the Authority. Prior to dissolution of the Authority any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the participating municipalities of the Authority at the time of the dissolution based upon each participating municipality's most recent financial contribution to the Authority. Any land, buildings, and/or facilities that were contributed to the Authority by a participating municipality and is maintained, owned, or operated by the Authority shall revert back to the originating municipality. Any land purchased by the authority or donated shall be sold and the proceeds distributed according to the 1) the formula in Article XIII, paragraph A, if the participating municipalities, at the time of dissolution, are directly funding the Authority's budget or 2) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF"), or the Land and Water Conservation Fund (hereinafter the "LWCF"), the following procedure shall control the disposition of said lands. All lands purchased or developed with MNRTF or LWCF funds, in whole or in part, must be maintained as public outdoor recreation land in perpetuity, unless said lands are replaced with land of equivalent fair market value and recreational usefulness, unless said lands, instead of being purchased, are leased for the purpose of developing public outdoor recreation facilities for a period of at least twenty (20) years when assistance is from MNRTF funds or at least twenty-five (25) years when assistance is from LWCF funds. Accordingly, to comply with MNRTF and LWCF mandates in the event of dissolution, the participating municipality in which the lands acquired or developed with MNRTF or LWCF funds are located shall assume title and control of said lands, and shall be required to maintain said lands as public outdoor recreation land in perpetuity, or until the expiration of any lease of the lands from any party to the Authority or its successors whose original period was twenty (20) years or longer, whichever is greater, unless said lands are replaced with land of equivalent fair market value and recreational usefulness. All long-term obligations for the maintenance or public recreation land established by any other recreation grant program that may be offered by the Michigan Department of Natural Resources in the future shall similarly be followed should the Authority receive grant assistance from said future grant program. Said lands shall be transferred to the participating municipality in which the lands are located, and said transfer shall not be credited, set-off, or computed against any other allocation under this Article's dissolution procedure, nor shall any credit, computation, or set-off be made in recognition of any maintenance costs associated with said lands.

ARTICLE XVI

EMPLOYEES

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

The Board shall appoint a Director of Parks and Recreation of the Authority who shall be the chief administrative employee of the Authority, and who shall, as determined by the Board, have sufficient qualifications and experience necessary to serve as the chief administrative officer of the Authority. The Director shall administer the activities conducted and services provided by the

Authority on a daily basis as may be more fully determined by the Board. The Director will serve at the pleasure of the Board.

ARTICLE XVII

AUDIT

The Board shall procure an annual audit, consistent with the requirements of Section 27 of Act 321, to be made of the books, records and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating municipality. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XVIII

STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321. In the event that any grant, loan or contribution shall require a long term obligation as to the use, maintenance, or operation of a specific piece of property, the approval of the governing body of the participating municipality in which such property is located shall be required prior to the acceptance of the grant, loan, or contribution by the Authority.

ARTICLE XIX

INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds of the Authority. The board must approve the treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XX

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXI

PUBLICATION

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption of these Articles of

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

Incorporation by each of these participating municipalities, a printed copy thereof shall be filed with the Secretary of State.

ARTICLE XXII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXIII

AMENDMENTS

These Articles of Incorporation may be amended at any time so as to permit any county, city, village or township to become a participating municipality of the Authority, if such amendment to the Articles of Incorporation are adopted by the legislative body of such county, city, village or township proposing to become a member, and if such amendment is adopted by the legislative body of each participating municipality of which the Authority is composed. Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (4) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXIV

REVERSION OF LEASES OF EXISTING PARK LAND

In the event that any land leased to the Authority shall, during the Authority's stewardship and lease of said lands, be improved or developed, in whole or in part, with the assistance of Michigan Natural Resources Trust Fund ("MNRTF") and/or Land and Water Conservation Fund ("LWCF") monies, the Authority shall, throughout the Authority's stewardship and lease of the lands, be responsible for maintaining said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements. In the event of the dissolution of the Authority, or any other termination of the Authority's lease for any reason, the participating municipality which holds title to the lands shall maintain said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements, in perpetuity for those obligations occurring pursuant to LWCF requirements, and for the entire period of the grant or original lease of the property, whichever is longer, for those obligations occurring under the MNRTF. The requirements of this paragraph shall not be utilized in any way in determining any calculations, credits, or set-offs in regards to any dissolution arrangements under Article XV of these Articles.

ARTICLE XXV

MISCELLANEOUS

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

These Articles have been adopted by the governing bodies of the: City of Howell, the Township of Genoa, the Township of Marion and the Township of Oceola, as set forth in the following endorsements, and in witness whereof the Mayor and City Clerk of the City of Howell, Supervisor and Township Clerk of the Township of Genoa, Supervisor and Township Clerk of the Township of Marion and Supervisor and Township Clerk of the Township of Oceola, have endorsed thereon the statement of such adoption.

Mayor, City of Howell

Clerk, City of Howell

The foregoing Articles of Incorporation were adopted by the City Council of the City of Howell, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Genoa

Clerk, Township of Genoa

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Genoa, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Marion

Clerk, Township of Marion

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Marion, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Oceola

Clerk, Township of Oceola

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Oceola, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2009.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

ARTICLE I

NAME AND OFFICE

The name of the Authority shall be and is the "Howell Area Parks and Recreation Authority", hereinafter referred to as the "Authority". The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or at such other location as may be designated by the Board of the Authority.

ARTICLE II

DEFINITIONS

The terms "authority," "board," "participating municipality," "park," "recreational purposes," "swimming pool," "and territory of the Authority" as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Michigan Public Act 321 of 2000, as amended ("Act 321"), that being MCL 123.1133, *et seq.* Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating and creating municipalities of the Authority are the City of Howell, portions of Genoa Township containing precinct 1, 2, 3, 5, 9, 10, Township of Marion and the precincts of the Township of Oceola which are contained in the Howell Public School District, in the County of Livingston, Michigan, all of which are hereby designated and referred to in these Articles as the "participating municipalities." The "territory of the Authority" shall be all of the combined territory of the participating municipalities as stated in this paragraph.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be to construct, operate, maintain and/or improve recreational facilities, including, but not limited to, parks, swimming pools, recreation centers, auditoriums and any other facilities authorized by Section 5 of Act 321, to acquire land for recreation purposes authorized by Section 5 of Act 321, and to provide recreational services as authorized by Act 321.

ARTICLE V

POWERS

The Authority shall be a body corporate with power to sue or be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the described boundaries of its participating municipalities, as defined in Article III of these Articles, as now constituted or hereafter changed through annexation, detachment, consolidation or change of municipal identity.

The Authority shall possess all of the powers specified in Act 321 and all other laws of the State of Michigan and all the powers necessary to carry out the purposes thereof and those powers incidental thereto. It may acquire property by purchase, lease, grant, gift, devise, land contract or installment purchase contract, either within or outside its corporate limits, and may hold, manage,

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

control, sell (if the assets are owned by the authority), exchange or lease owned property for a system of parks and public recreational facilities including, but not limited to, related buildings, structures, sports fields, apparatus, equipment, pathways, waterways, athletic courts and pools used in connection with the operation of a parks and recreation program. It may acquire, by purchase, lease or otherwise, and succeed to any or all of the rights, obligations and property of the cities or townships, or any parts thereof, toward lands and structures within the territorial limits of the Authority comprising parks and recreational facilities. Upon approval of these Articles of Incorporation, no approval of the electors shall be necessary for the Authority to acquire and/or manage parks and facilities located within or outside the Authority. The Authority may sell or lease owned lands and facilities within or outside the Authority's boundaries. The Authority may exercise all powers in the management and control of Authority property, including the extent of use by persons residing outside the boundaries of the Authority, and in the administration of the Authority, whether such powers are expressly enumerated or not.

ARTICLE VI

TERM

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of July in each year and shall end on the last day of June of the subsequent year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by an odd number Board of Trustees, known as the "Howell Area Parks and Recreation Authority Board" and hereinafter sometimes referred to as the "Board," which shall be made up of one member selected by the governing body of each participating municipality, each of whom shall be an elected official of said participating municipality or the township or city which shall encompass said participating municipality if that participating municipality is a district; and a member selected by the Howell Public Schools Board of Education who shall reside within the Authority's jurisdictional boundaries. The Recreation Authority Board will appoint one resident who shall reside within the Authority's jurisdictional boundaries to the Board, if needed, to meet the required odd number of members. An individual appointed by the Recreation Authority Board under this provision shall not reside in the same municipality as the individual selected by the Howell Public Schools Board of Education. This appointed member shall serve a term of not more than two (2) years and shall be eligible for reappointment. This appointed member shall not be an elected official of any participating municipality. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality, or in the case of the member selected by the Howell Public Schools Board of Education with the Secretary of the Howell Public Schools Board of Education, or in the case of the member selected by the Board, with the Secretary of the Board.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

The Recreation Authority Board, the governing body of each participating municipality, and the Howell Public Schools Board of Education may appoint an alternate member who shall attend meetings and vote and otherwise act at such meetings in the absence of the member appointed by such governing body. Alternate members must meet the requirements as set forth in this Article VIII.

The Authority shall not employ members of the Board, or members of their immediate families, in any position other than one which is voluntary and unpaid. Each year in July, the board shall elect officers at an organizational meeting including: Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. No selection to the Authority and no selection of an officer shall be deemed to be invalid because it was not made with or at the time specified in these Articles. Any Board member may be removed at any time for cause or without cause by action of the governing body that selected such member.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of Act 321, members of the Authority Board shall not be compensated for their service by the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

In the event of a vacancy on the Board, the governing body selecting such representative shall fill the vacancy as expeditiously as possible.

ARTICLE XI

MEETINGS

Meetings of the Authority shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson, or any two (2) members thereof, by written notice to the time, place and purposes thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the U.S. Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home address or office address, whichever shall have been designated by the member, with postage fully prepaid. If a member has not designated a mailing address for Board purposes, notice must be mailed to both the member's home and office addresses. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended. (Open Meetings Act.) Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the voting members of the Board shall be required for a quorum. The Board shall act by motion or resolution. A vote of the majority of the members of the Board who are present at any meeting, at which a quorum is

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

present, shall be sufficient for passage of any motion or resolution. However, notwithstanding anything herein to the contrary, any vote regarding the annual budget, capital expenditures, projected revenues, projected expenditures, budget and budget amendments, shall only be voted upon by a vote of the majority of the members of the Board, and not the majority which would otherwise constitute a quorum.

The Board shall have the right to adopt rules governing its procedures, which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a record of its proceedings, which record shall be signed by the Secretary and open to the public. All votes shall be "Yes," "No" or "Abstain," provided where the vote is unanimous, it shall only be necessary to so state.

ARTICLE XII

DUTIES OF BOARD AND OFFICERS

The Chairperson of the Board shall be the presiding officer thereof, and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as herein otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal there from shall follow the approved financial policies as accepted by the Board of Trustees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

Revenue Sources

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and issue revenue bonds in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended; to borrow money and issue bonds on the credit of the Authority a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a system of parks and recreational facilities or any combination thereof; and to appropriate money annually for Authority purposes and to lay and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in Act 321, and to raise revenue by any other levy or bond issuance authorized by Act 321. The term of any bond, note, land contract, installment purchase contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

Financing the Authority

A. Financial Contribution From Each Participating Municipality Until Millage Election

Beginning in FY07/08, the participating municipalities may choose from two different funding levels of either \$100,000 or \$57,980 year. Starting in FY 08/09 the lower contribution rate will rise by the Consumer Price Index for the proceeding year. The \$100,000 level shall remain the same until the lower tier equals \$100,000 level then all contributions under this formula will rise by the Consumer Price Index for the proceeding year. Residents of municipalities who choose to participate at \$100,000 level will be entitled to the lowest program fee structure. Residents of municipalities who choose to fund at the \$57,980 level will generally be assessed a premium program fee equaling the percentage difference between the \$100,000 level and the lower level for service. Once the contribution rates are equalized to \$100,000 then all residents of participating municipalities will be charged the same program fees. Any resident of a nonparticipating municipality will be generally charged two times the normal program fee. Annual financial contributions shall be made quarterly to the Authority.

It is the intent of the participating municipalities and these Articles that the question of a property tax levy as authorized by Section 11 of Act 321 will be put to the electorate with the earliest date of 2010 or at such subsequent time as the board shall determine. In the event said levy shall be approved, the funding mechanism in subsection B will replace the funding mechanism in this subsection. In the event that the levy is not approved by the voters, or any future renewal of such levy is not approved by the voters, it is the intent of these Articles, without further action being required, that the Authority will dissolve, and said dissolution will be conducted in accordance with Article XV of these Articles, unless two-thirds (2/3rds) of the participating municipalities shall, by resolution of their governing bodies within 90 days of the failure of the millage question, determine that the Authority should continue. In the event that two-thirds of the participating municipalities resolve to continue the Authority, all participating members not so resolving will put the question to their governing bodies and resolve to either continue the Authority or withdraw from the Authority. Any withdrawal shall be conducted in accordance with Article XIV of these Articles. In the event two-thirds, or more, participating members shall elect to continue the Authority following the failure of a millage question, the funding pattern set forth in the first paragraph of this section shall be followed unless and until the remaining participating municipalities amend these Articles to state a new funding mechanism and/or formula.

B. Property Tax Levy

As an alternative to the financial contribution formula in subsection A of this section, the Authority may levy a tax on all taxable property within the territory of the Authority as authorized by Section 11 of Act 321. For so long as the Authority is funded by a levy as authorized by Section 11 of Act 321, the imposition of such a levy shall preclude the Board and/or Authority from requiring any further financial contributions from each participating municipality. Nothing in this paragraph shall be construed as preventing a participating municipality, by action of its governing body, from providing additional contributions to the Authority, for either general or a specific use.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

C. Rollover Funding During Initial Operations

In addition to the above sources, the Authority may, during its first year of operations and additionally until the approval of the Property Tax Levy envisioned by this Article, be funded in part or whole via allocation of funds already designated for recreational activities by the participating municipalities. Any funds allocated directly from any participating municipality under this paragraph shall be credited toward that participating municipality's share under any budgetary computations under paragraph A for the first year or part thereof of operations of the Authority. Prior to commencement of the Property Tax Levy, the Authority Board shall make arrangements for the management and accounting of the Authority's finances by contract or through internal accounting by one of the participating municipalities.

Budgeting

D. Budget Process During Periods Not Funded by Property Tax Levy

For so long as the Authority is not financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these articles, the mandates of this paragraph shall apply to the Authority's budgeting process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the participating municipalities no later than March 1 of each year. The proposed budget shall provide for contributions from the member municipalities which are not greater than those which would be arrived at using the formula utilized in subparagraph A of this Article. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the participating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the participating municipalities. As used herein, the Howell School Board shall not be considered a participating municipality, nor shall its approval be required at any stage of the budget process.

E. Budget Process During Periods Funded by Property Tax Levy

During any period in which the Authority is financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the mandates of this paragraph shall apply to the Authority's budgeting process, and shall supercede the mandates of paragraph (D) of this Article. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning July 1. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to July 1 of the year it is to commence. The Board's approval by majority vote shall be the final approval required for the budget. The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. During any period in which the Authority shall cease to be funded by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the budget procedure

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

followed shall be that found in Paragraph (D) of this Article, which shall supercede this Paragraph during all such times.

F. Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV.

PARTICIPATING MUNICIPALITY WITHDRAWAL

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal, a certified copy of the resolution shall be provided to the Board at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. Notwithstanding these requirements, any withdrawal occurring pursuant to subsection A of Article XIII shall be deemed to be effective on the last day of the fiscal year, with the only notice requirement being the Authority's receipt of a resolution of withdrawal enacted by the withdrawing member's governing body on or before 90 days prior to the last day of the fiscal year.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XV

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality of the Authority at the time of such dissolution, or by operation of subsection A of Article XIII following failure of a millage and subsequent failure of the governing bodies of at least two-thirds of the participating members to resolve to continue the Authority. Prior to dissolution of the Authority any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the participating municipalities of the Authority at the time of the dissolution based upon each participating municipality's most recent financial contribution to the Authority. Any land, buildings, and/or facilities that were contributed to the Authority by a participating municipality and is maintained, owned, or operated by the Authority shall revert back to the originating municipality. Any land purchased by the authority or donated shall be sold and the proceeds distributed according to the 1) the formula in Article XIII, paragraph A, if the participating municipalities, at the time of dissolution, are directly funding the Authority's budget or 2) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF"), or the Land and Water Conservation Fund (hereinafter the "LWCF"), the following procedure shall control the disposition of said lands. All lands purchased or developed with MNRTF or LWCF funds, in whole or in part, must be maintained as public outdoor recreation land in perpetuity, unless said lands are replaced with land of equivalent fair market value and recreational usefulness, unless said lands, instead of being purchased, are leased for the purpose of developing public outdoor recreation facilities for a period of at least twenty (20) years when assistance is from MNRTF funds or at least twenty-five (25) years when assistance is from LWCF funds. Accordingly, to comply with MNRTF and LWCF mandates in the event of dissolution, the participating municipality in which the lands acquired or developed with MNRTF or LWCF funds are located shall assume title and control of said lands, and shall be required to maintain said lands as public outdoor recreation land in perpetuity, or until the expiration of any lease of the lands from any party to the Authority or its successors whose original period was twenty (20) years or longer, whichever is greater, unless said lands are replaced with land of equivalent fair market value and recreational usefulness. All long-term obligations for the maintenance or public recreation land established by any other recreation grant program that may be offered by the Michigan Department of Natural Resources in the future shall similarly be followed should the Authority receive grant assistance from said future grant program. Said lands shall be transferred to the participating municipality in which the lands are located, and said transfer shall not be credited, set-off, or computed against any other allocation under this Article's dissolution procedure, nor shall any credit, computation, or set-off be made in recognition of any maintenance costs associated with said lands.

ARTICLE XVI

EMPLOYEES

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

The Board shall appoint a Director of Parks and Recreation of the Authority who shall be the chief administrative employee of the Authority, and who shall, as determined by the Board, have sufficient qualifications and experience necessary to serve as the chief administrative officer of the Authority. The Director shall administer the activities conducted and services provided by the

Authority on a daily basis as may be more fully determined by the Board. The Director will serve at the pleasure of the Board.

ARTICLE XVII

AUDIT

The Board shall procure an annual audit, consistent with the requirements of Section 27 of Act 321, to be made of the books, records and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating municipality. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XVIII

STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321. In the event that any grant, loan or contribution shall require a long term obligation as to the use, maintenance, or operation of a specific piece of property, the approval of the governing body of the participating municipality in which such property is located shall be required prior to the acceptance of the grant, loan, or contribution by the Authority.

ARTICLE XIX

INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds of the Authority. The board must approve the treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XX

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXI

PUBLICATION

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption of these Articles of

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

Incorporation by each of these participating municipalities, a printed copy thereof shall be filed with the Secretary of State.

ARTICLE XXII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXIII

AMENDMENTS

These Articles of Incorporation may be amended at any time so as to permit any county, city, village or township to become a participating municipality of the Authority, if such amendment to the Articles of Incorporation are adopted by the legislative body of such county, city, village or township proposing to become a member, and if such amendment is adopted by the legislative body of each participating municipality of which the Authority is composed. Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (4) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXIV

REVERSION OF LEASES OF EXISTING PARK LAND

In the event that any land leased to the Authority shall, during the Authority's stewardship and lease of said lands, be improved or developed, in whole or in part, with the assistance of Michigan Natural Resources Trust Fund ("MNRTF") and/or Land and Water Conservation Fund ("LWCF") monies, the Authority shall, throughout the Authority's stewardship and lease of the lands, be responsible for maintaining said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements. In the event of the dissolution of the Authority, or any other termination of the Authority's lease for any reason, the participating municipality which holds title to the lands shall maintain said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements, in perpetuity for those obligations occurring pursuant to LWCF requirements, and for the entire period of the grant or original lease of the property, whichever is longer, for those obligations occurring under the MNRTF. The requirements of this paragraph shall not be utilized in any way in determining any calculations, credits, or set-offs in regards to any dissolution arrangements under Article XV of these Articles.

ARTICLE XXV

MISCELLANEOUS

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Second Amended

These Articles have been adopted by the governing bodies of the: City of Howell, the Township of Genoa, the Township of Marion and the Township of Oceola, as set forth in the following endorsements, and in witness whereof the Mayor and City Clerk of the City of Howell, Supervisor and Township Clerk of the Township of Genoa, Supervisor and Township Clerk of the Township of Marion and Supervisor and Township Clerk of the Township of Oceola, have endorsed thereon the statement of such adoption.

Mayor, City of Howell

Clerk, City of Howell

The foregoing Articles of Incorporation were adopted by the City Council of the City of Howell, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Genoa

Clerk, Township of Genoa

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Genoa, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Marion

Clerk, Township of Marion

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Marion, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2008.

Supervisor, Township of Oceola

Clerk, Township of Oceola

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Oceola, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2009.

To Board 01/22/13

Polly

From: Livingston County Addressing <addressing@co.livingston.mi.us>
Sent: Friday, January 11, 2013 3:33 PM
To: Amy Salowitz; Betty Beach; Bonnie Moore; Bruce Little; Amy Pashby; Amy Pashby; William Bloom; Laura Eisele; Laura Mroczka; Cyndi Dean; Mark Cetnor; Matt Faunt; Ron Smith; Sally Guyon; Sandra Hilty; Jim Berta; Jim Heaslip; Keith Kremer; Tim Johnson; Polly; Michael Sedlak; Carol Shaw; Donald Arbic; Joan Runyan; Consumers Address Corrections; Heather Parker; Milford Post Office; Brenda D. Jackson; Charlie Decator-Marion Twp; Consumers; Conway Twp; Hartland Twp; Carolyn Eaton; Brenda Meek; Christina Yaeger; Dan McDonald; Cecelia Deerfield Twp; Kelly Richter; Ellen @ Howell Schools; Amanda Fedewa; USPS; Fowlerville Post Office; Anne Allen; JAKE WARD; Jerry Young; Jill Smalley @Consumers; Judi Kempf-USPS; Carol Kachaterian Howell Schools; Katherine DeWachter; Green Oak Twp; Marilyn Ice-USPS Detroit; Marion Twp; Marion; Mary Scott@ LCP; Fenton Post Office; Hartland Post Office; Linda Moskalik Pinckney Transportation; Howell Twp; Hamburg Twp; Doreen Redinger; Hartland Post Office; Robert Oaks Stockbridge Postmaster; Sherrie Boak; Pinckney Post Office; Stacey Kaliszewski; Steven Soria; Sue Sitner; Deerfield Twp; Linda Topping
Cc: Greg Haines UPS Wixom; Kevin White UPS Wixom; Terry McFarland UPS Ypsi; Mark Rosswell UPS Flint; Tim Howley; Dave Nokken UPS Lansing; John Stafford UPS Wixom; Matt Young UPS North Center

For Your Information:

The Livingston County Board of Road Commissioners discussed re-naming Nixon Road to Latson Road at their Board meeting on Thursday, January 10, 2013. The resolution to re-name Nixon Road to Latson Road was approved unanimously by the Board of Road Commissioners. The house numbers will remain the same; only the road name will change from Nixon Rd to S Latson Rd. The new road name will take effect in conjunction with the opening of the overpass to motorists, which should be on or before September 1, 2013 depending on the construction schedule for the Latson Road interchange at I-96.

You will receive a reminder about the road name change a few weeks prior to the date the residents will begin using South Latson Road. When the overpass is open, we will proceed with our standard address correction process to retire the original addresses and issue new addresses to S Latson Rd. At this time, you will receive the typical list of addresses to be corrected including the parcel numbers, etc.

Please don't hesitate to contact us if you have any questions!

Leslie Coffman

GIS Addressing
Livingston County
304 E. Grand River
Suite 101
Howell MI 48843

517 540 8777
517 545 9608 Fax

Amy Ruthig

From: Charlie Domen <CDomen@displaymaxmerchandising.com>
Sent: Monday, January 07, 2013 2:00 PM
To: Amy Ruthig
Subject: RE: Site Plans

Hello Amy,

Thank you very much for all your help, your department has been a pleasure and a valuable resource to deal with.

Charles Domen
DisplayMax
2829 E Grand River Ave.
Howell, MI 48843
810-494-0400
810-494-0410 fax

-----Original Message-----

From: amy@genoa.org [<mailto:amy@genoa.org>]
Sent: Thursday, January 03, 2013 11:16 AM
To: Charlie Domen
Subject: Site Plans

Good Morning,

Per our conversation, I have attached the site plans for your building.
If you should have any questions, please feel free to contact me. Also, if you should need a copy printed out, just let me know.

Thank You,

Amy Ruthig
Genoa Charter Township
810-224-5822



January 7, 2013

Mr. Gary McCririe, Supervisor
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116

Dear Mr. McCririe,

Enclosed you will find a copy of the notice of a public hearing relative to a petition requesting the transfer of several parcels of property from the Howell Public Schools to the Brighton Area Schools.

The meeting has been scheduled and will be held on Wednesday, February 13, 2013, at 7:00 p.m., at the Livingston Educational Service Agency Education Center, 1425 W. Grand River, Howell, Michigan.

If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in cursive script, appearing to read "D. Campbell", is written above the typed name.

David Campbell
Superintendent

DC/jp

Enclosure

LIVINGSTON EDUCATIONAL SERVICE AGENCY

1425 W. GRAND RIVER

HOWELL, MI 48843

(517) 546-5550

NOTICE

In accordance with Part II of the School Code of 1976 (Sections 951, 952, 955, 961, 966, 971, and 976), a meeting of the Board of Education of the Livingston Educational Service Agency will be held on Wednesday, February 13, 2013 at 7:00 p.m., at the Livingston Educational Service Agency Education Center, 1425 W. Grand River, Howell, Michigan, for the purpose of conducting a public hearing relative to detaching from the Howell Public Schools and attaching to the Brighton Area Schools the following parcels of land:

Genoa Township, Section 21, Livingston County

Parcel Identification Number: 4711-21-301-007

Property Owner: Holm, Eric & Holly
3947 Broadmoor Ct.
Howell, MI 48843

SEC 28 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT 7

Parcel Identification Number: 4711-21-301-008

Property Owner: Placzek, Jeffrey & Laura
Broadmoor Ct.
Howell, MI 48843

SEC 28 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT 8

Parcel Identification Number: 4711-21-301-006

Property Owner: Poljan, Martin & Kristin
3948 Broadmoor Ct.
Howell, MI 48843

SEC 28 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT 6

Parcel Identification Number: 4711-21-301-009

Property Owner: McCreary, William & Marianne
3979 Broadmoor Ct.
Howell, MI 48843

SEC 21 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT # 9 COURT ORDERED
CASE #96-5312 GC PARCEL 6-A

Parcel Identification Number: 4711-21-301-004

Property Owner: Joseph, Jerrold & Janet
4000 Broadmoor Ct.
Howell, MI 48843

SEC 28 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT 4

Parcel Identification Number: 4711-21-301-010

Property Owner: Lieckfield Joint Living Trust
4015 Broadmoor Ct.
Howell, MI 48843

SEC 21 T2N R5E OAK POINTE HIGHLANDS ESTATES UNIT #10 COURT ORDERED
CASE #96-5312 GC PARCEL 6B

David Campbell, Superintendent
Livingston Educational Service Agency

Date: January 4, 2013



Memorandum

TO: Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director
Tesda Humphriss, Utility Engineer

DATE: January 16, 2013

RE: Response to Residential Correspondence Regarding Transporting Oak Pointe Flows to the Genoa-Oceola WWTP

At the January 7, 2013 meeting of the Genoa Township Board, Mr. James Delcamp of 4881 Clifford Road, presented a letter urging the Township Board to “Vote No” on a potential bond to consolidate wastewater treatment between the Oak Pointe and Genoa Oceola Systems. Mr. Delcamp cited Hamburg Township and California as examples of communities where the banning of salt was an effective strategy. The purpose of this correspondence is to update the Board on our careful evaluation and subsequent refutation of Mr. Delcamp’s suggested alternatives. Additionally we want to reaffirm why the Genoa-Oceola option provides the best long term economical solution for the residents of Oak Pointe. Finally, we submit this correspondence to address questions the Board may have in advance of the February 18th, 2013 meeting, during which we will request the Board’s approval of a design contract and a notice of intent to issue bonds.

History

In his correspondence, Mr. Delcamp states that Township Officials are both “anxious” and have “passion” to connect Oak Pointe to Genoa Oceola. However, the consolidation of the Oak Pointe and Genoa Oceola wastewater plants in Genoa Township into a single point of discharge has been a goal since submittal of the Remedial Action Plan in 2005 for the Oak Pointe site. In addition, the consolidation of all three of the Township’s wastewater treatment plants into one point of discharge has been a goal since the current Capital Improvement Plan was started in 2008. Consolidating wastewater systems, in addition to solving the sodium and chloride problem, saves money, reduces energy usage, reduces chemical usages, and improves efficiency of operation. In 2008, a Feasibility Study on this consolidation was prepared and grant opportunities were sought with Senators Levin and Stabenow and also Congressman Mike Rogers. Unfortunately, we were unable to obtain grants and the poor economy placed the project on hold. However, this past year with the formation of the Citizen’s Advisory Committee and public meetings, we believe there is sufficient public support within the Oak Pointe Community to support this project.

Additionally, it is important to note that staff spent a tremendous amount of time this past year in negotiations with the City of Brighton; in the hopes of identifying a lower cost alternative to the Genoa-Oceola Wastewater Treatment Plant. Through this exercise, we were able to determine that the Genoa-Oceola option is the lowest cost alternative available for solving the continued sodium and chloride violations for the residents of Oak Pointe.

Inspection Program

In his correspondence, Mr. Delcamp stated that Genoa Township should follow the success that Hamburg Township has achieved with an inspection program. Mr. Delcamp infers that Hamburg Township has achieved compliance and that our cost of \$75,000 annually for an inspection program is a “misstatement of the real cost.”

Recently, we spoke directly with Mr. Tony Randazzo, DPW Director for Hamburg Township regarding their inspection program. Mr. Randazzo confirmed each of our concerns with an inspection program. First, Hamburg Township has an easier time testing and inspecting as the majority of their collection system is comprised of grinder pumps, allowing for exterior testing of homes. For gravity connections, of which Oak Pointe is 75%, they have to have appointments with residents and sample their water internally. As we have contended, a main goal of the Township is to not enter individual homes for inspections, and this is not preferred by residents. Secondly, Mr. Randazzo confirmed our assertion that an inspection program would require a full time position. As Mr. Delcamp stated, they do hire a summer intern. However, they also must hire a laboratory technician to analyze each sample collected. As a result, these two positions, not including administrative assistance, constitute a full time employee dedicated to NaCl compliance. Additionally, Hamburg Township invested \$15,000 to purchase a sodium analyzer to reduce analytical cost. For Genoa Township to submit 1,200 samples would cost \$30,000 in analytical expense annually. Finally, it should be noted that Mr. Randazzo confirmed that an inspection program is temporary in achieving compliance. When Hamburg was performing inspections, they were able to bring sodium concentrations to a low of 151mg/L, which is still above the permitted concentration of 150 mg/L. Since the summer inspections have concluded, their concentrations are once again around 200 mg/L, and therefore home inspections will occur again this summer.

In conclusion, without constant, full time, and expensive inspections that are inconvenient and frustrating for residents, an inspection program is an ineffective compliance measure.

Non-Salt Alternatives

Mr. Delcamp stated in his letter that we did not evaluate non-salt alternatives. However, we did look at non-salt options to softening water. In addition to fully evaluating options to provide softened water to all Oak Pointe water customers, we also looked at other options. The low cost electromagnetic water softeners do not actually remove the calcium and magnesium ions from the water. The catalytic type, in theory, uses a process known as epitaxial crystallization to change calcium from a form that deposits scale (calcite) to a form that does not (aragonite). With electronic or magnetic systems, water’s calcium and magnesium ions are supposedly altered by passing through a magnetic field. Manufacturers of these types of water treatment systems offer subjective evidence of their effectiveness; however, traditional water hardness tests do not support their claims.

In addition, the purchase of a drinking water system that removes chemicals either through ion exchange and carbon absorption or reverse osmosis (RO) technology, will cost a resident several thousands of dollars. As an example of the expense to residents, we currently, we spend \$1,200 to install a single under the sink RO unit for the residents downstream of the Oak Pointe WWTP.

These systems require annual filter change out of \$75 annually and only serve one sink. Therefore, this cost does not address whole house water usage, causing staining in sinks, damage to hot water tanks, and staining of laundry. The cost for a whole house unit is substantially more expensive.

Surface Water Viability

A final concern brought by Mr. Delcamp was the potential regulation of salt discharge by the State. In conversations with our regulators, there is no indication that this is being pursued by either the Environmental Protection Agency or Michigan Department of Environmental Quality. Additionally, the only potential regulation that could impact surface water is a Total Dissolved Solids limit. These limits would be in the neighborhood of 500mg/l, which would make future salt concentrations much greater than those permitted in groundwater.

Cost of Maintaining the Oak Pointe Plant

One of the major considerations not included in Mr. Delcamp's letter is the cost to residents to upgrade and maintain the existing Oak Pointe plant should connection to Genoa-Oceola not occur. Studies performed by our engineering consultants estimate that the current Oak Pointe WWTP would require \$1.43 million in upgrades to bring the plant up to current operational standards. This cost estimated at \$22/qtr. per home, when added to the annual cost of inspections (\$15/qtr.) and potassium chloride (\$45/qtr.) totals \$82/qtr. Therefore, keeping the Oak Pointe Plant on line would cost \$22 per quarter more than the Genoa-Oceola option.

Conclusion

We appreciate Mr. Delcamp's concern and evaluation of alternatives. However, through our extensive evaluation and study over the past 7 years, we continue to fully recommend the Genoa-Oceola Wastewater Consolidation as the best alternative for our residents to have a long term solution with less the least amount of disruption and at the overall lowest cost.

We look forward to discussing this project in more detail on February 18, 2013. If you have any questions in the interim, please feel free to contact us.