

GENOA CHARTER TOWNSHIP
Board of Trustees
Regular Meeting
February 4, 2013
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 22, 2013.
3. Request for approval to authorize the purchase of 200 White Pines, 200 Blue Spruce and 200 Norway Spruce from the Livingston Conservation District in the amount of \$960.
4. Request for approval to accept the quotation from Lincoln Office Solutions in the amount of \$6,896.37 for the installation of two new cubicle work stations and related electrical work.

Approval of Regular Agenda:

5. Request for approval of Resolution #1 (Proceed with the Project and District Preparation of the Plans and Cost Estimates) for the Lake Chemung Aquatic Weed Control Project Special Assessment Project.
6. Request for approval of Resolution #2 (Approve the Project, Scheduling the First Hearing and Directing the Issuance of Statutory Notices) for the Lake Chemung Aquatic Weed Control Project Special Assessment Project.
7. Update regarding the Red Oaks Paving Project.
8. Request for approval for design services proposal from Tetra Tech for the Mystic/Mountain Paving Project in the amount of \$25,000.
9. Discussion and direction to staff regarding public comment in the Township Board agenda.

Correspondence
Member Discussion
Call to the Public
Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 4, 2013

TOWNSHIP GENERAL EXPENSES: Thru February 4, 2013	\$22,009.21
February 1, 2013 Bi Weekly Payroll	\$69,268.04
February 1, 2013 Monthly Payroll	\$14,946.51
OPERATING EXPENSES: Thru February 4, 2013	\$468,707.05
TOTAL:	<u>\$574,930.81</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
29411	ARCHINAL	Michael Archinal	01/15/2013	310.48
29412	DetMar1	Detroit Marriott Ren Center	01/15/2013	298.66
29413	DetMar2	Detroit Marriott Ren Center	01/15/2013	389.13
29414	DetMar3	Detroit Marriott @ Ren Center	01/15/2013	389.13
29415	DetMar4	Detroit Marriott Ren Center	01/15/2013	298.66
29416	LEDFORD	Jean Ledford	01/15/2013	325.48
29417	MORTENSE	H.J. Mortensen	01/15/2013	316.48
29418	ROWELL	Linda Rowell	01/15/2013	145.48
29419	SMITH T	Todd Smith	01/15/2013	310.48
29420	Court	Courtyard by Marriott	01/17/2013	389.13
29421	Courtyar	Courtyard by Marriott	01/17/2013	389.13
29422	DetMar1	Detroit Marriott Ren Center	01/22/2013	447.99
29423	AMER IMA	Applied Imaging	01/23/2013	89.00
29424	AT&TLONGAT	T Long Distance	01/23/2013	2.90
29425	DTE EN	DTE Energy	01/23/2013	206.10
29426	LANGWORT	Langworthy Strader Leblanc	01/23/2013	2,247.56
29427	mhog	MHOG Utilities	01/23/2013	107.27
29428	SOM-TRE	State Of Mich- Dept Of Treasur	01/23/2013	5,832.67
29429	Equitabl	Equivest Unit Annuity Lock Box	02/01/2013	685.00
29430	Allstar	Allstar Alarm LLC	01/25/2013	270.00
29431	ARCHINAL	Michael Archinal	01/25/2013	500.00
29432	CARDM	Chase Card Services	01/25/2013	2,921.43
29433	Clearwat	Clearwater Systems	01/25/2013	54.00
29434	COMCAST	Comcast	01/25/2013	101.04
29435	DYKEMA	Dykema Gossett PLLC	01/25/2013	128.00
29436	Evolving	Evolving Technologies	01/25/2013	1,282.00
29437	GREATLA	Greatland Corporation	01/25/2013	50.60
29438	LC REG D	Livingston Co. Register Of Dee	01/25/2013	180.00
29439	Lincoln	Lincoln National Life Ins Co.	01/25/2013	2,154.22
29440	MASTER M	Master Media Supply	01/25/2013	284.20
29441	MI AS AS	Michigan Assessor's Assoc	01/25/2013	56.25
29442	Net serv	Network Services Group, L.L.C.	01/25/2013	45.00
29443	VERIZONW	Verizon Wireless	01/25/2013	335.91
29444	WALMART	Walmart Community	01/25/2013	175.83
29445	Americ G	American General Life Insuranc	01/25/2013	290.00

Report Total:

22,009.21

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/24/2013 - 16:04

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
11032	AETNA LI	Aetna Life Insurance & Annuity	02/01/2013		25.00
			Check 11032 Total:		25.00
11033	EFT-FED	EFT- Federal Payroll Tax	02/01/2013		7,016.08 4,007.93 4,007.93 937.33 937.33
			Check 11033 Total:		16,906.60
11034	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/01/2013		1,914.76
			Check 11034 Total:		1,914.76
11035	EFT-TASC	EFT-Flex Spending	02/01/2013		871.10
			Check 11035 Total:		871.10
29429	Equitabl	Equivest Unit Annuity Lock Box	02/01/2013		685.00
			Check 29429 Total:		685.00
11036	FIRST NA	First National Bank	02/01/2013		275.00 2,715.00 45,044.97 75.00

Check 11036 Total:

48,109.97

Report Total:

68,512.43

payroll ^{ck} #12032

+ 955.61

\$ 69,268.04

Genoa Charter Township
User: diane

Payroll
Computer Check Register

Printed: 01/24/13 15:35
Batch: 602-02-2013

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>	<u>Amount</u>
12032	02/01/2013	Galinac Kristina Galinac	755.61
Total Number of Employees: 1			Total for Payroll Check Run: 755.61

**First National
Direct Deposit
FEBRUARY 1, 2013
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$48,109.97	
Aaron Korpela		\$1,185.95
Adam Van Tassell		\$1,055.95
Alex Chimpouras		\$1,922.47
Amy Ruthig		\$1,061.51
Angela Williams		\$814.55
Ashley Repke		\$1,207.18
Caitlin Nims		\$1,076.88
Carol Hanus		\$1,210.14
Craig Bunkoske		\$1,598.07
Daniel Schlack		\$1,693.34
Dave Estrada		\$1,296.44
David Miller		\$1,869.16
Deborah Rojewski		\$1,540.72
Diane Zerby		\$390.17
Erin Daksiewicz		\$574.40
Greg Tatara		\$2,444.59
Jacob Mitchell		\$880.49
James Aulette		\$2,072.87
Jeffrey Meyers		\$1,397.81
Jenifer Kern		\$683.26
Jonathan Morton		\$1,304.17
Judith Smith		\$1,205.01
Karen J. Saari		\$971.69
Kelly VanMarter		\$2,044.94
Kimberly MacLeod		\$971.26
Kristen Sapienza		\$390.93
Kyle Mitchell		\$1,164.18
Laura Mroczka		\$1,669.73
Martin Reich		\$1,568.52
Michael Archinal		\$2,726.27
Robin Hunt		\$1,337.13
Scott Lowe		\$1,837.87
Steven Anderson		\$1,560.24
Susan Sitner		\$505.54
Tammy Lindberg		\$980.66
Tesha Humphriss		\$1,895.88
Total Deposit		\$48,109.97

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/23/2013 - 16:13

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
11028	EFT-FED	EFT- Federal Payroll Tax	02/01/2013		1,910.77 896.45 896.45 209.64 209.64
Check 11028 Total:					4,122.95
11029	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/01/2013		235.37
Check 11029 Total:					235.37
11030	EFT-TASC	EFT-Flex Spending	02/01/2013		88.43
Check 11030 Total:					88.43
11031	FIRST NA	First National Bank	02/01/2013		10,449.76 50.00
Check 11031 Total:					10,499.76
Report Total:					14,946.51

**First National
Direct Deposit
FEBRUARY 1, 2013
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$10,499.76	
Adam Van Tassel		\$536.43
Gary McCririe		\$2,257.18
H.J. Mortensen		\$1,226.70
Jean Ledford		\$760.94
Linda Rowell		\$786.12
Paulette Skolarus		\$3,240.26
Todd Smith		\$1,692.13
Total Deposit		<u><u>\$10,499.76</u></u>

**#503 DPW UTILITY FUND
Payment of Bills
January 7 - 31, 2013**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/15/2013	2320	Chase Card Services	12/08/2012-01/07/2013	-1,659.08
Check	01/15/2013	2321	Complete Battery Source, Inc.	Invoice # 269042BRI	-10.20
Check	01/15/2013	2322	Clearwater Systems	Ticket # 282634	-60.00
Check	01/15/2013	2323	Staples Credit Plan	12/06/12-12/28/12 Acct # 6145 0400	-99.85
Check	01/18/2013	2324	Genoa Township	Repay General Fund for DPW Expenses	-400,000.00
Check	01/24/2013	2325	U.S. POSTMASTER	MHOG postage due - deposit acct	-30.00
Check	01/24/2013	2326	Greg Tatara	Monthly auto allowance - Feb 2013	-500.00
Check	01/24/2013	2327	Tesha Humphriss	Monthly auto allowance - Feb 2013	-500.00
Check	01/24/2013	2328	Thom Publiski	CPR Training	-1,640.00
Check	01/24/2013	2329	Red Wing Shoe Store	Inv 1703	-200.00
Check	01/24/2013	2330	Ashley Repke	Reimbursement of mileage	-61.59
Check	01/24/2013	2331	Water Environment Federation	Renewal - Greg Tatara ID 1789194	-107.00
Check	01/25/2013	2332	Verizon Wireless	January 2013 billing	-243.68
Check	01/30/2013	2333	Business Imaging Group	Inv 22405	-73.52
Check	01/30/2013	2334	Red Wing Shoe Store	Inv 1719	-200.00
Check	01/30/2013	2335	Shell Fleet Plus	Inv 065332306301	-3,687.19
Grand Total					-409,072.11

#592 OAK POINTE WATER/SEWER FUND
Payment of Bills
January 7 - 31, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/23/2013	2598	SCHUTZ & CO., INC	Inv 3291 dated 12/18/2012	-599.90
Check	01/23/2013	2599	AT&T	Acct 810-227-4883 026 3	-95.01
Check	01/23/2013	2600	Bullseye Telecom	Inv # 15637018	-705.95
Check	01/30/2013	2601	Eco Smart Water Treatment	Inv GT0001 dated 1/22/2013	-2,200.00
Grand Total					-3,600.86

#593 LAKE EDGEWOOD WATER/SEWER FUND
Payment of Bills
January 7 - 31, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/23/2013	2301	BullsEye Telecom	Inv # 15655793	-474.99
Check	01/23/2013	2302	Consumers Energy	Dec 8, 12 - Jan 8, 13 billing	-792.55
Check	01/23/2013	2303	MHOG Utilities	7817 Bendix - 9/12-12/12	-13.92
Grand Total					-1,281.46

#595 PINE CREEK WATER/SEWER FUND
Payment of Bills
January 7 - 31, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/07/2013	2104	City of Brighton	Acct 003054-000 10/12-12/12	-54,202.62
Check 2105 issued in Dec, 12 and listed in Dec Board Packet					
Check	01/07/2013	2106	Pfeffer, Hanniford & Palka	Services from Oct - Dec, 2012	-550.00
Grand Total					-54,752.62

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
January 22, 2013 (Tuesday)

MINUTES

Clerk Skolarus 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: Paulette Skolarus, Robin Hunt, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal and five persons in the audience.

Skolarus asked that Trustee Smith be appointed to chair the meeting in lieu of Supervisor McCririe's absence. Moved by Ledford and supported by Hunt to appoint Smith chairman of the regular meeting of the board.

A Call to the Public was made with the following response: Ron Jones – Please consider a 2nd call to the public, the letters from constituents should be read and do more research before moving forward with the request from Howell Parks and Recreation.

Approval of Consent Agenda:

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

1. Payment of Bills.

2. Request to approve minutes: Jan. 7, 2013 Jan. 14, 2013

3. Request for approval of a resolution approving charitable gaming licenses as required by MCL.432.102 for Three 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 Township Clerk 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 Hunt.

Approval of Regular Agenda:

Moved by Skolarus and supported by Mortensen to approve for action all items listed under the regular agenda as presented. The motion carried unanimously.

6. Receive presentation from SELCRA and direct staff regarding further action.

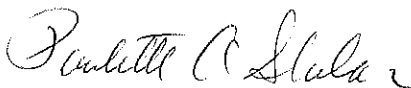
Derek Smith, the Director of SELCRA, addressed the board concerning possible membership in SELCRA. Smith – Genoa Township is taking the lead in recreation and I am here to advocate for support. Smith provided a brochure and update of the changes made since he assumed the position of director. In the 1970's the schools passed a recreation and senior millage and those funds are being received by the schools. Genoa's support is expected to be \$27,899.00 or \$34.00 per participants within the program.

The board raised concerns about a levy for the entire township by SELCRA when the township also supported Howell Area Parks and Recreation. Hunt expressed concern with possible debt that could be incurred by the authority. Skolarus asked if the Articles of Incorporation could be modified to specifically address precincts within the township. This action would agree with the articles adopted by Howell Area Parks and Recreation. SELCRA should also consider reimbursement to Genoa for the damage that was done to the soccer fields and Smith had no objection.

7. Review of questions related to membership in the Howell Area Parks and Recreation Authority.

Archinal was asked to provide and compare the by-laws of both organizations and provide a list of benefits and objections. The six concerns that were raised in Archinal's memorandum of 01/18/2013 should also be addressed. That analysis would also include legacy costs and debt.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:55 p.m.



Paulette A. Skolarus
Genoa Charter Township Clerk

(Press/argus 02/01/2013)

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/1/13

RE: Tree Seedling Give-Away

For the last few years we have given away free seedlings at one of our spring yard-waste collection events. The trees are purchased from the Livingston Conservation District and distributed on a first come first served basis. Left over trees are handed out at the Township Hall during regular business hours. The program is very popular and I would like to continue it. In addition to authorization to purchase please consider yourselves formally invited to help hand out the trees. Although the weather in early April has often times been pretty bad it is a good opportunity to meet your constituents and Board participation has been light in the past. Last year we purchased a total of 900 trees and had a lot left over. Please consider the following action:

Moved by _____, supported by _____, to authorize the purchase of 200 White Pines, 200 Blue Spruce and 200 Norway Spruce from the Livingston Conservation District in the amount of \$960.

Livingston Conservation District

2013 Spring Tree Seedling Order Form ~ Order deadline March 25th @ 5:00p.m.

All orders must include payment for processing. Mail order form and payment to: LCD P.O. Box 916 Fowlerville, MI 48836

Tree Pick-up will be April 13, 2013 9:00am-1:00pm at the Livingston Road Commission Garage 3535 Grand Oaks Dr., Howell (2-2 indicates the trees have spent two years in a seed bed and two years in a transplant bed. Likewise, 3-0 indicates three years in a seed bed and zero years in a transplant bed. Transplants have a larger root system than regular seedlings. The Livingston Conservation District distributes only the best nursery stock at an affordable price.)

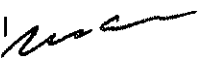
For a description and picture of all products and to order online, visit www.livingstoncd.org

CONIFERS	Size	10	20	50	100	Quantity	Cost
2-2 White Pine	20"-36"	\$25.00	\$40.00	\$85.00	\$160.00		
2-2 Blue Spruce	12"-18"	\$25.00	\$40.00	\$85.00	\$160.00		
2-2 Norway Spruce	16"-24"	\$25.00	\$40.00	\$85.00	\$160.00		
2-2 White Spruce	16"-24"	\$25.00	\$40.00	\$85.00	\$160.00		
3-0 Red Cedar	18"-24"	\$23.00	\$38.00	\$83.00	\$155.00		
DECIDUOUS TREES	Size	10	20	50	100	Quantity	Cost
Sugar Maple	12"-18"	\$23.00	\$38.00				
Tulip Poplar	12"-18"	\$23.00	\$38.00				
Red Maple	18"-24"	\$23.00	\$38.00				
Red Oak	18"-24"	\$23.00	\$38.00				
Quaking Aspen	24"-36"	\$23.00	\$38.00				
SHRUBS/BUSHES	Size	10	20	50	100	Quantity	Cost
Silky Dogwood	24"-36"	\$ 23.00	\$ 38.00				
American Hazelnut	12"-18"	\$ 23.00	\$ 38.00				
Common Lilac	12"-18"	\$23.00	\$38.00				
Highbush Cranberry	18"-24"	\$23.00	\$38.00				
Serviceberry	18"-24"	\$23.00	\$38.00				
Ninebark	24"-36"	\$23.00	\$38.00				
Nannyberry	24"-36"	\$23.00	\$38.00				
MARKING FLAGS					Quantity	Cost	
Red Flag Markers 24'	10 for \$2.00	30 for \$5.50	50 for \$8.00	100 for \$14.00			
FLOWERS	Sold individually - Perennials \$7.50 ea. in 1 gallon pot						
Please visit our website to read details on each plant www.livingstoncd.org							
						Quantity	Cost
Amsonia tabernaemontana (Bluestar)							
Asclepias incarnata (Red Milkweed)							
Astilbe (Peach Blossom)							
Baptisia australis (False Indigo)							
Campanula persicifolia (Peachleaf Bellflower)							
Dianthus (Firewitch)							
Echinacea (Lucky Star)							
Echinacea (Prairie Splendor)							
Geum coccineum (Koi)							
Lavandula Hidcote Superior (Lavender)							
Monarda bradburiana (Eastern Beebalm)							
Monarda fistulosa (Wild Bergamot)							
Ratibida pinnata (Grey-headed Coneflower)							
Salvia Caradonna (Meadow Sage)							
Solidago rugosa (Fireworks)							
Thermopsis villosa (False Lupine)							
Name: Address: City: _____ State: _____ Zip: _____ Email: _____ PH# _____						Subtotal	\$
						6% sales tax	\$
						Optional Donation	\$
						TOTAL	\$



MEMORANDUM

TO: Township Board

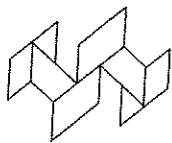
FROM: Michael Archinal 

DATE: 2/1/13

RE: Planning Department Cubicle Design

Attached you will find a quotation for the installation of new cubicle dividers and related furniture for the amount of \$6,896.37. This upgrade is intended to more efficiently use existing office space and provide an additional work area. Basically the work area behind the receptionist desk will be divided into two work areas with associated storage and related internal electrical. Please consider the following action:

Moved by _____, supported by _____, to accept the quotation from Lincoln Office Solutions in the amount of \$6,896.37 for the installation of two new cubicle work stations and related electrical work.



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
(313) 295-3077
(313) 295-2877 Fax

Quotation

Table with 5 columns: Quote Number, Quote Date, Customer Order Number, Customer Number, Account Representative, Project Number. Row 1: 8223, 01/23/13, , GENOA, PAUL STOUGH,

QUOTE TO: GENOA TOWNSHIP
2911 DORR ROAD
Brighton, MI 48116

SHIP TO: GENOA TOWNSHIP
2911 DORR ROAD
PLANNING DEPARTMENT
Brighton, MI 48116

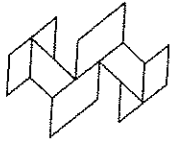
P: 1.810.227.5225

P: 1.810.227.5225

Terms: NET 10 DAYS

Main table with 5 columns: Line, Quantity, Catalog No./Description, Unit Price, Extended Amount. Includes 6 line items for frames and junctions, plus a terms section at the top.

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
 P.O. Box 336
 Taylor, MI 48180
 (313) 295-3077
 (313) 295-2877 Fax

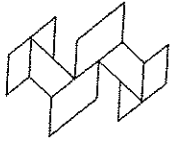
Quotation

Page 2 of 4
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
8223	01/23/13		GENOA	PAUL STOUGH	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
7	1	Junction-T, Change of height, 45 to 55 to 55 application	37.84	37.84
8	1	Kit-Power, 2+2, 4 circuit, 36W	94.60	94.60
9	1	Kit-Power, 2+2, 4 circuit, 42W	94.60	94.60
10	3	Receptacle-System ground, Line 1, 4 circuit, 2+2	16.34	49.02
11	1	Receptacle-System ground, Line 2, 4 circuit, 2+2	16.34	16.34
12	3	Receptacle-System ground, Line 3, 4 circuit, 2+2	16.34	49.02
13	2	Receptacle-System ground, Line 4, 4 circuit, 2+2	16.34	32.68
14	4	Cover-Base, Plain, 24W BASIC :4761 COFFEE	17.20	68.80
15	3	Base cover-Power, 36L BASIC :4761 COFFEE	16.34	49.02
16	4	Base cover-Power, 42L BASIC :4761 COFFEE	16.34	65.36
17	4	Tile-Enhanced, Tackable acoustical, 36W x 10H	63.21	252.84
18	4		72.67	290.68

ACCEPTED BY _____ TITLE _____ DATE _____



LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
 P.O. Box 336
 Taylor, MI 48180
 (313) 295-3077
 (313) 295-2877 Fax

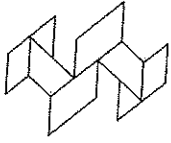
Quotation

Page 3 of 4
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
8223	01/23/13		GENOA	PAUL STOUGH	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
19	4	Tile-Enhanced, Tackable acoustical, 42W x 10H	32.25	129.00
20	4	Tile-Enhanced, Non tackable, 24W x 20H OPTIONS * * OPTIONS * *	52.03	208.12
21	2	Tile-Enhanced, Tackable acoustical, 24W x 20H	39.99	79.98
22	2	Tile-Enhanced, Non tackable, 36W x 20H OPTIONS * * OPTIONS * *	69.23	138.46
23	2	Tile-Enhanced, Tackable acoustical, 36W x 20H	42.57	85.14
24	2	Tile-Enhanced, Non tackable, 42W x 20H OPTIONS * * OPTIONS * *	77.83	155.66
25	6	Tile-Enhanced, Tackable acoustical, 42W x 20H	184.08	1,104.48
26	4	Worksurface-Straight, 1/2 cord drop, 23 1/2D x 78W	47.73	190.92
27	4	Cantilever, On module application BASIC :4761 COFFEE	9.89	39.56
28	4	Bracket, Flush mount worksurface	17.55	70.20
29	2	Reinforcing channel, 57W	263.16	526.32

ACCEPTED BY _____ TITLE _____ DATE _____






LINCOLN OFFICE SOLUTIONS

25355 Ecorse Road
 P.O. Box 336
 Taylor, MI 48180
 (313) 295-3077
 (313) 295-2877 Fax

Quotation

Page 4 of 4
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project Number
8223	01/23/13		GENOA	PAUL STOUGH	

Line	Quantity	Catalog No./Description	Unit Price	Extended Amount
30	2	 Universal; Bin-Over the case, Montage application, 36W	271.76	543.52
31	1	 Universal; Bin-Over the case, Montage application, 42W	389.15	389.15
32	4	 Pedestal-2 box / 1 file, Waterfall pull, 23 1/2D x 15W x 27H	90.30	361.20
33	2	Light-Shelf, 17 watt, Magnetic normal power factor ballast,	22.36	44.72
34	4	Cord-Starter, Package quantity 1, Daisy chain, 6 1/2L in ft	5.59	22.36
35	1	Wire manager-Vertical, 13H PLASTIC :6000 BLACK	547.50	547.50
INSTALLATION SERVICE AS FOLLOWS: *RECEIVE DELIVER NEW PRODUCT				

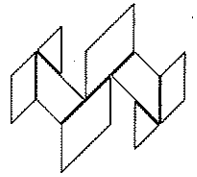
QUOTATION TOTALS

Sub Total	<u>6,896.37</u>
MICHIGAN NON-TAXABLE- GOVERNMENT	0.00
Grand Total	<u>6,896.37</u>

Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.

*****End of Quotation*****

ACCEPTED BY _____ TITLE _____ DATE _____



Lincoln Office Solutions

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
313-295-3077
313-295-2877 Fax

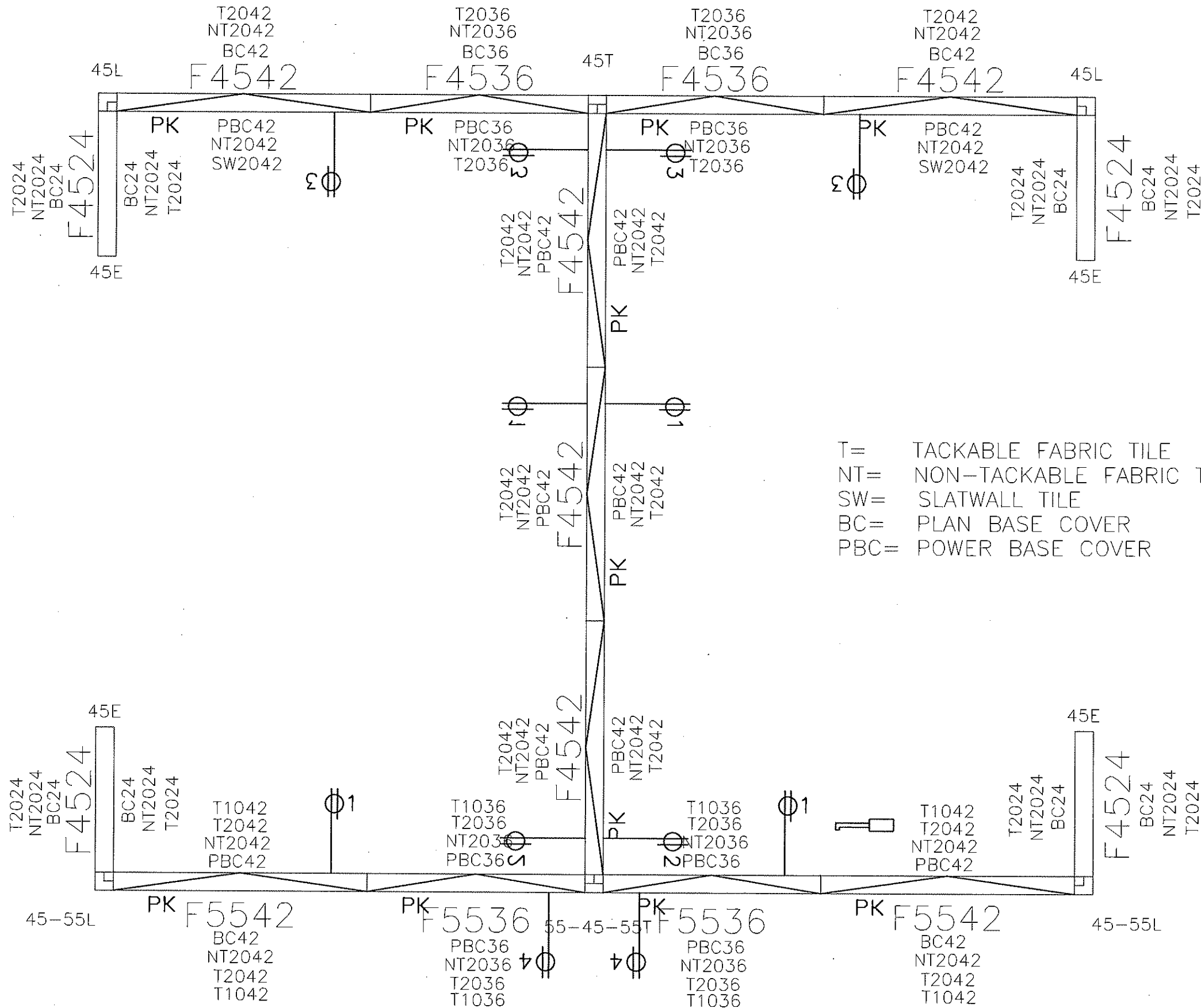
GENOA TOWNSHIP
2911 DORR RD.

GENOA TOWNSHIP, MI.

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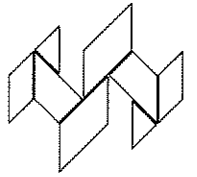
Table with multiple empty rows for revisions.

Revisions	
Scale	DO NOT SCALE
Designed By	PIET LINDHOUT
Drawn By	PJS
Date	01-22-2013



PROPOSED
PANEL PLAN

PLANNING
DEPARTMENT



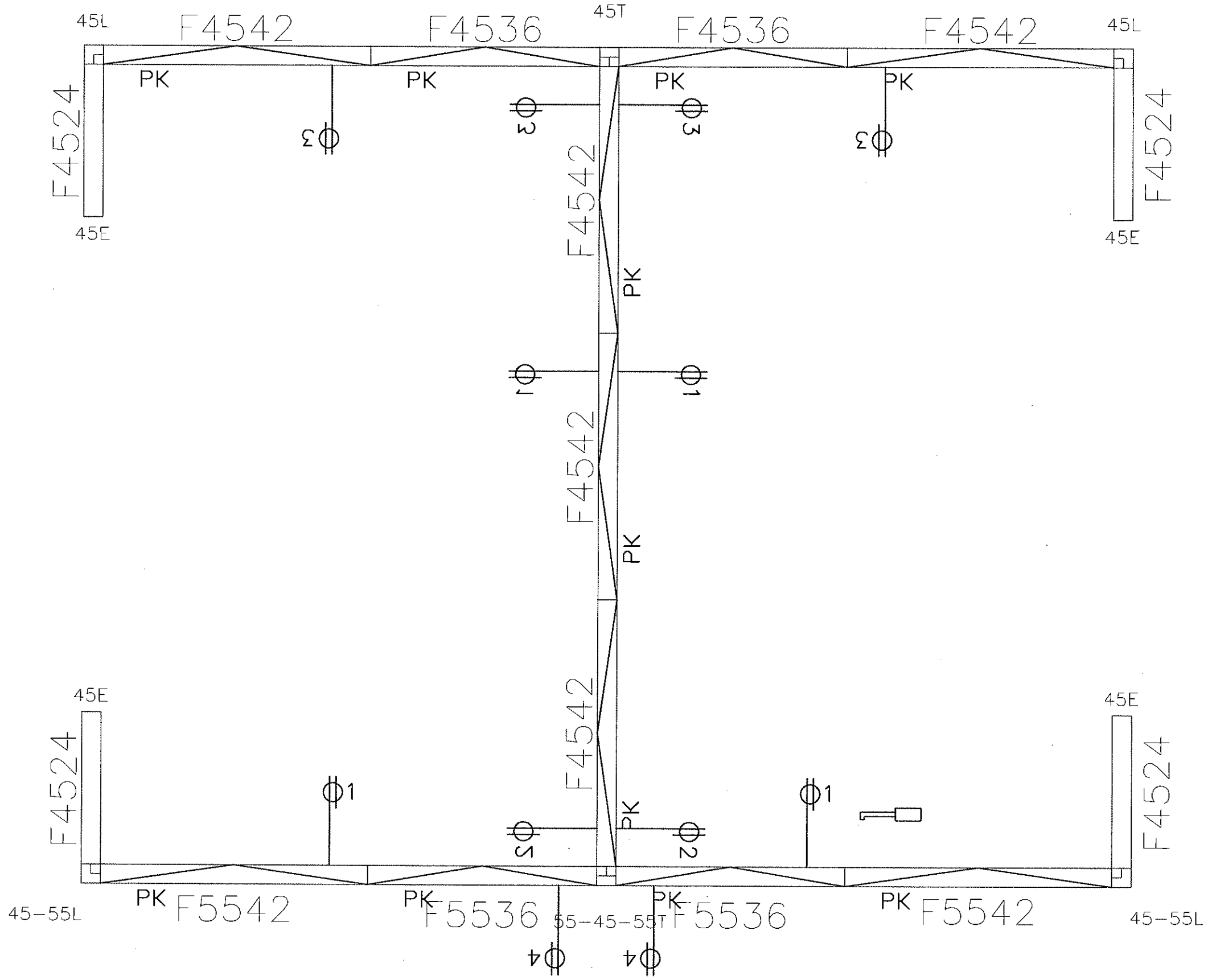
Lincoln Office Solutions

25355 Ecorse Road
P.O. Box 336
Taylor, MI 48180
313-295-3077
313-295-2877 Fax

GENOA TOWNSHIP
2911 DORR RD.

GENOA, TOWNSHIP, MI.

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Revisions	
Scale	DO NOT SCALE
Designed By	PIET LINDHOUT
Drawn By	PJS
Date	01-22-2013

PROPOSED PANEL
ELECTRICAL PLAN

PLANNING
DEPARTMENT

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/1/13

RE: Lake Chemung Aquatic Weed Control

The Lake Chemung weed control special assessment district has been in place since 2003. This evening you are being asked to consider resolutions 1 and 2. Resolution 1 directs preparation of plans and Resolution 2 schedules the first public hearing and directs issuance of statutory notice. There is a policy question as to whether vacant properties should be included in the district. They have not been included in the past. There are 72 vacant parcels that would be added. Please note that two different Exhibit B documents have been prepared. One includes vacant properties and one does not. The total project cost has also increased significantly. An analysis of how the two proposals would affect the pro-rata share of costs will be provided Monday night. Please consider approval of the appropriate resolution when you have decided how you would like to proceed.

Resolution #1 – Lake Chemung Aquatic Weed Control Project
Special Assessment Project (Summer 2013)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on February 4, 2013, at 6:30 p.m., there were

PRESENT: McCririe, Skolarus, Hunt, Mortensen, Ledford, Smith and Rowell.

ABSENT:

The following preamble and resolution were offered by and seconded by .

**Resolution to Proceed with the
Project and Direct
Preparation of the Plans and Cost Estimates**

WHEREAS, the Board of Trustees of the Township desires to create a special assessment district for an Aquatic Weed Control Project for Lake Chemung within the Township as described in Exhibit A (the “Project”);

WHEREAS, the Board of Trustees of the Township has received a letter asking for the renewal of an existing special assessment district for Lake Chemung and determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project.

2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Clerk.

A vote on the foregoing resolution was taken and was as follows:

YES: Ledford, Smith, Hunt, Rowell, Mortensen, McCririe and Skolarus.

ABSENT:

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board (Feb. 4, 2013), at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A. Skolarus
Genoa Charter Township Clerk

EXHIBIT A

DESCRIPTION OF PROJECT
A FIVE YEAR SPECIAL ASSESSMENT DISTRICT
WITH PROJECTED COSTS AS FOLLOWS:

The unit cost for the project will consist of:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$269,000.00
(including publications and mailings for the establishment of the special assessment district)

Resolution #2 – Lake Chemung Aquatic Weed Control Project
Special Assessment Project (Summer 2013)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township of Livingston County, Michigan, (the “Township”) held at the Township Hall on February 4, 2013, at 6:30 p.m., there were

PRESENT: McCririe, Skolarus, Hunt, Mortensen, Smith, Rowell and Ledford.

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____.

**Resolution to Approve the Project,
Scheduling the First Hearing
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has approved the Lake Chemung Aquatic Weed Control Project within the Township as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the special assessment district for the Project has been tentatively determined by the Township and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intent to proceed with the Project.

2. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project and the proposed Special Assessment District for the Project which is known as the Lake Chemung Aquatic Weed Control Project”(Summer 2013) Special Assessment District.

3. The public hearing will be held on Monday, February 18, 2013 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.

4. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before February 7, 2013. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

5. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before February 8, 2013 and once on or before February 15, 2013. The notice shall be in a form substantially similar to the notice attached as Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES: Smith, Hunt, Wildman, Mortensen, Rowell, McCririe and Skolarus.

NO: None.

ABSENT:

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A. Skolarus
Genoa Charter Township Clerk

EXHIBIT A

DESCRIPTION OF PROJECT
A FIVE YEAR SPECIAL ASSESSMENT DISTRICT
WITH PROJECTED COSTS AS FOLLOWS:

The unit five year cost for the project will consist of:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$269,000.00 (including publications and mailings for the establishment of the special assessment district)

EXHIBIT B

Genoa Charter Township
Livingston County, Michigan

NOTICE OF PUBLIC HEARING
UPON A PROPOSED LAKE CHEMUNG AQUATIC WEED CONTROL PROJECT
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on Feb. 18, 2013, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district for aquatic weed control, and to hear any objections thereto and to the proposed project.

The project (the "Project") will consist of the following:

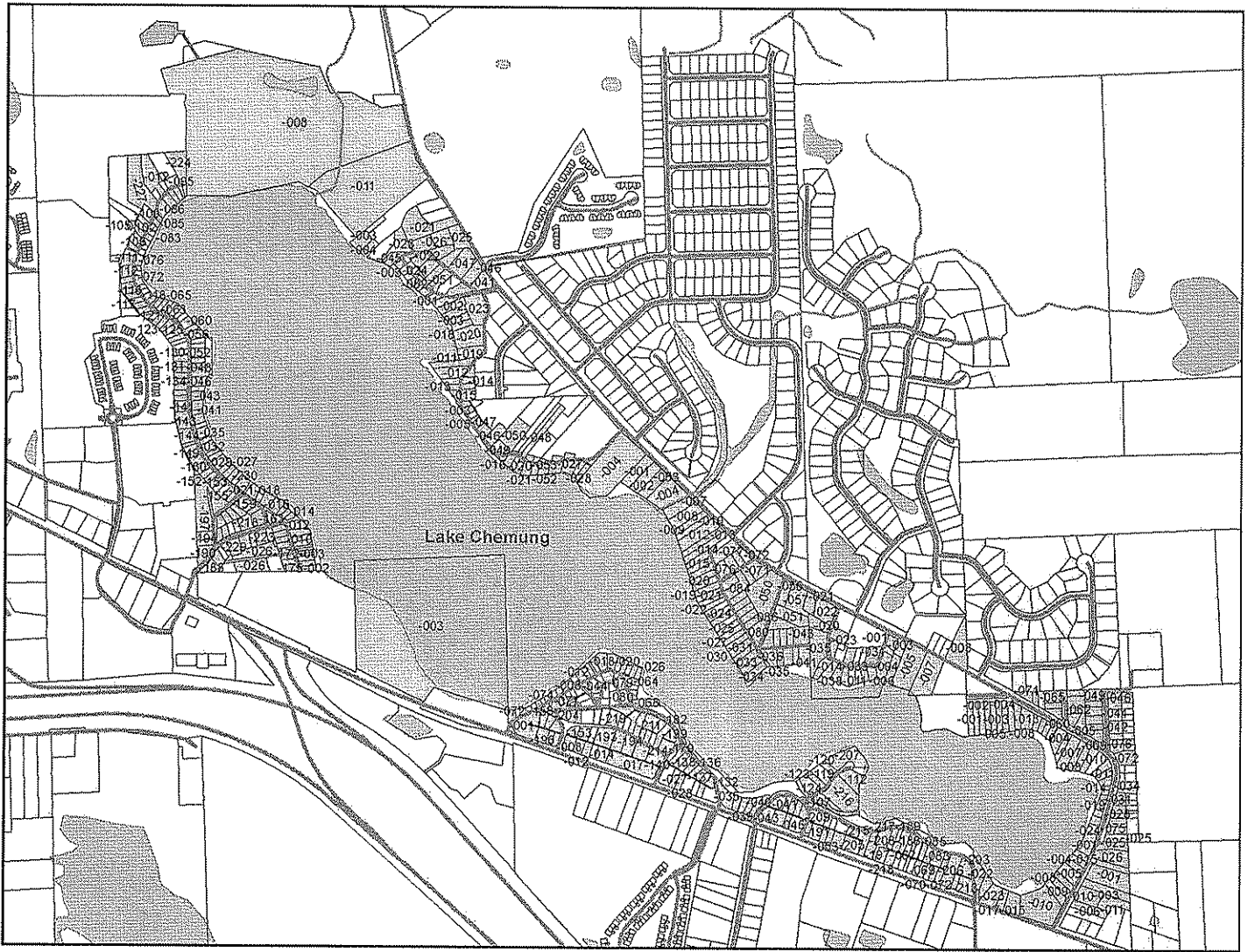
	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$269,000.00 (including publications and mailings for the establishment of the special assessment district). **The estimate cost to each parcel is expected to be 102.00 annually beginning in the summer of 2013**

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map and includes the specific properties that are identified by the following permanent parcel numbers:

- 4711-03-300-003 4711-09-201-070 4711-09-201-211 4711-10-201-010 4711-10-301-038 4711-11-300-026
- 4711-03-300-004 4711-09-201-071 4711-09-201-212 4711-10-201-012 4711-10-301-039 4711-11-301-001
- 4711-03-300-011 4711-09-201-072 4711-09-201-213 4711-10-201-013 4711-10-301-040 4711-11-301-002
- 4711-03-300-021 4711-09-201-075 4711-09-201-214 4711-10-201-014 4711-10-301-041 4711-11-301-003
- 4711-03-300-022 4711-09-201-076 4711-09-201-215 4711-10-201-015 4711-10-301-043 4711-11-301-004
- 4711-03-300-023 4711-09-201-078 4711-09-201-217 4711-10-201-016 4711-10-301-045 4711-11-301-005
- 4711-03-300-025 4711-09-201-079 4711-09-201-218 4711-10-201-017 4711-10-301-046 4711-11-301-006
- 4711-03-300-026 4711-09-201-080 4711-09-201-223 4711-10-201-018 4711-10-301-048 4711-11-301-007
- 4711-03-301-002 4711-09-201-081 4711-09-201-224 4711-10-201-019 4711-10-301-051 4711-11-301-008
- 4711-03-301-003 4711-09-201-082 4711-09-201-227 4711-10-201-020 4711-10-301-052 4711-11-301-009
- 4711-03-301-004 4711-09-201-083 4711-09-201-228 4711-10-201-021 4711-10-301-053 4711-11-301-012

4711-09-201-026	4711-09-201-147	4711-10-102-047	4711-10-202-004	4711-10-301-182	4711-11-302-069
4711-09-201-027	4711-09-201-148	4711-10-102-051	4711-10-202-006	4711-10-301-187	4711-11-302-070
4711-09-201-028	4711-09-201-149	4711-10-102-064	4711-10-202-008	4711-10-301-188	4711-11-302-071
4711-09-201-029	4711-09-201-150	4711-10-102-065	4711-10-202-009	4711-10-301-189	4711-11-302-072
4711-09-201-030	4711-09-201-152	4711-10-102-066	4711-10-202-010	4711-10-301-190	4711-11-302-073
4711-09-201-031	4711-09-201-153	4711-10-102-067	4711-10-202-011	4711-10-301-191	4711-11-302-075
4711-09-201-032	4711-09-201-155	4711-10-102-068	4711-10-202-012	4711-10-301-193	4711-11-302-076
4711-09-201-034	4711-09-201-157	4711-10-102-069	4711-10-202-014	4711-10-301-194	4711-11-302-077
4711-09-201-035	4711-09-201-158	4711-10-102-070	4711-10-202-020	4711-10-301-196	4711-11-304-001
4711-09-201-037	4711-09-201-159	4711-10-102-071	4711-10-202-021	4711-10-301-197	4711-11-304-003
4711-09-201-041	4711-09-201-161	4711-10-102-072	4711-10-202-022	4711-10-301-199	4711-11-304-006
4711-09-201-043	4711-09-201-162	4711-10-102-073	4711-10-202-023	4711-10-301-203	4711-11-304-010
4711-09-201-045	4711-09-201-163	4711-10-102-074	4711-10-202-024	4711-10-301-204	4711-11-304-011
4711-09-201-046	4711-09-201-168	4711-10-102-077	4711-10-202-031	4711-10-301-205	4711-11-305-001
4711-09-201-048	4711-09-201-169	4711-10-102-078	4711-10-202-033	4711-10-301-206	4711-11-305-003
4711-09-201-050	4711-09-201-170	4711-10-102-079	4711-10-202-035	4711-10-301-207	4711-11-305-004
4711-09-201-051	4711-09-201-171	4711-10-102-080	4711-10-202-038	4711-10-301-208	4711-11-305-005
4711-09-201-052	4711-09-201-172	4711-10-102-083	4711-10-301-001	4711-10-301-209	4711-11-305-007
4711-09-201-055	4711-09-201-174	4711-10-200-003	4711-10-301-006	4711-10-301-210	4711-11-305-008
4711-09-201-056	4711-09-201-175	4711-10-200-004	4711-10-301-007	4711-10-301-211	4711-11-305-009
4711-09-201-058	4711-09-201-176	4711-10-200-005	4711-10-301-008	4711-10-301-212	4711-11-305-010
4711-09-201-060	4711-09-201-179	4711-10-200-007	4711-10-301-010	4711-10-301-213	4711-11-305-015
4711-09-201-061	4711-09-201-184	4711-10-200-008	4711-10-301-012	4711-10-301-214	4711-11-305-017
4711-09-201-062	4711-09-201-186	4711-10-201-001	4711-10-301-014	4711-10-301-215	4711-11-305-020
4711-09-201-063	4711-09-201-188	4711-10-201-002	4711-10-301-017	4711-10-301-216	4711-11-305-022
4711-09-201-065	4711-09-201-190	4711-10-201-003	4711-10-301-027	4711-10-301-217	4711-11-305-023
4711-09-201-066	4711-09-201-193	4711-10-201-004	4711-10-301-028	4711-10-301-218	
4711-09-201-067	4711-09-201-194	4711-10-201-007	4711-10-301-032	4711-10-301-219	
4711-09-201-068	4711-09-201-197	4711-10-201-008	4711-10-301-035	4711-11-300-015	
4711-09-201-069	4711-09-201-210	4711-10-201-009	4711-10-301-037	4711-11-300-025	



(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public inspection. The Township Board has received a letter from residents asking that the district be renewed for five years. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the Feb. 4, 2013 hearing or within such further time as the To township Board may grant.

This notice is given by order of the Genoa Township Board.

Dated: February 4, 2013

Paulette A. Skolarus
Genoa Township Clerk

(Press/Argus 02/08/2013 & 02/15/2013)

EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

PAULETTE A. SKOLARUS, being first duly sworn, deposes and says that she personally prepared for mailing, and did on February 7, 2013 send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Paulette A. Skolarus
Genoa Charter Township Clerk

Resolution #2 – Lake Chemung Aquatic Weed Control Project
Special Assessment Project (Summer 2013)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township of Livingston County, Michigan, (the “Township”) held at the Township Hall on February 4, 2013, at 6:30 p.m., there were

PRESENT: McCririe, Skolarus, Hunt, Mortensen, Smith, Rowell and Ledford.

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____.

**Resolution to Approve the Project,
Scheduling the First Hearing
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has approved the Lake Chemung Aquatic Weed Control Project within the Township as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the special assessment district for the Project has been tentatively determined by the Township and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intent to proceed with the Project.

2. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project and the proposed Special Assessment District for the Project which is known as the Lake Chemung Aquatic Weed Control Project”(Summer 2013) Special Assessment District.

3. The public hearing will be held on Monday, February 18, 2013 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.

4. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit B and shall be mailed by first class mail on or before February 7, 2013. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

5. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before February 8, 2013 and once on or before February 15, 2013. The notice shall be in a form substantially similar to the notice attached as Exhibit B.

A vote on the foregoing resolution was taken and was as follows:

YES: Smith, Hunt, Wildman, Mortensen, Rowell, McCririe and Skolarus.

NO: None.

ABSENT:

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A. Skolarus
Genoa Charter Township Clerk

EXHIBIT A

DESCRIPTION OF PROJECT
A FIVE YEAR SPECIAL ASSESSMENT DISTRICT
WITH PROJECTED COSTS AS FOLLOWS:

The unit five year cost for the project will consist of:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$269,000.00 (including publications and mailings for the establishment of the special assessment district)

EXHIBIT B

Genoa Charter Township
Livingston County, Michigan

NOTICE OF PUBLIC HEARING
UPON A PROPOSED LAKE CHEMUNG AQUATIC WEED CONTROL PROJECT
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on Feb. 18, 2013, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district for aquatic weed control, and to hear any objections thereto and to the proposed project.

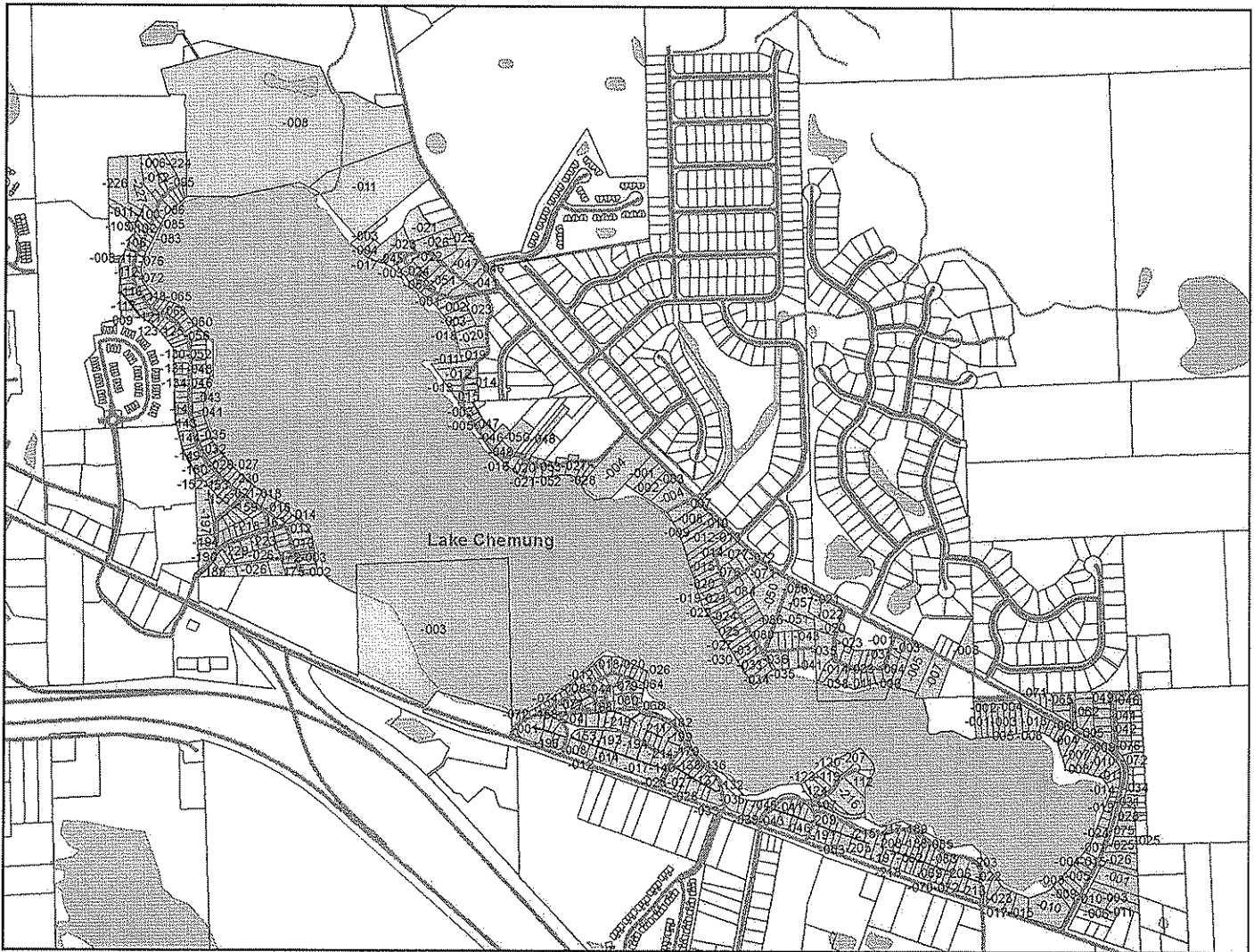
The project (the "Project") will consist of the following:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$269,000.00 (including publications and mailings for the establishment of the special assessment district). **The estimate cost to each parcel is expected to be annually beginning in the summer of 2013**

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map and includes the specific properties that are identified by the following permanent parcel numbers:

4711-03-300-003	4711-09-201-065	4711-09-201-194	4711-10-200-004	4711-10-301-014	4711-10-301-209
4711-03-300-004	4711-09-201-066	4711-09-201-197	4711-10-200-005	4711-10-301-017	4711-10-301-210
4711-03-300-011	4711-09-201-067	4711-09-201-210	4711-10-200-007	4711-10-301-025	4711-10-301-211
4711-03-300-017	4711-09-201-068	4711-09-201-211	4711-10-200-008	4711-10-301-027	4711-10-301-212
4711-03-300-021	4711-09-201-069	4711-09-201-212	4711-10-201-001	4711-10-301-028	4711-10-301-213
4711-03-300-022	4711-09-201-070	4711-09-201-213	4711-10-201-002	4711-10-301-029	4711-10-301-214
4711-03-300-023	4711-09-201-071	4711-09-201-214	4711-10-201-003	4711-10-301-031	4711-10-301-215
4711-03-300-025	4711-09-201-072	4711-09-201-215	4711-10-201-004	4711-10-301-032	4711-10-301-216
4711-03-300-026	4711-09-201-074	4711-09-201-216	4711-10-201-007	4711-10-301-033	4711-10-301-217
4711-03-301-002	4711-09-201-075	4711-09-201-217	4711-10-201-008	4711-10-301-035	4711-10-301-218
4711-03-301-003	4711-09-201-076	4711-09-201-218	4711-10-201-009	4711-10-301-037	4711-10-301-219



(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public inspection. The Township Board has received a letter from residents asking that the district be renewed for five years. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the Feb. 4, 2013 hearing or within such further time as the Township Board may grant.

This notice is given by order of the Genoa Township Board.

Dated: February 4, 2013

Paulette A. Skolarus
Genoa Township Clerk

(Press/Argus 02/08/2013 & 02/15/2013)

EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

PAULETTE A. SKOLARUS, being first duly sworn, deposes and says that she personally prepared for mailing, and did on February 7, 2013 send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Paulette A. Skolarus
Genoa Charter Township Clerk

MEMORANDUM

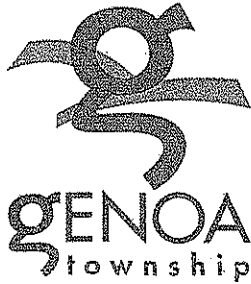
TO: Township Board

FROM: Michael Archinal 

DATE: 2/1/13

RE: Red Oaks Paving SAD

Please find attached final plans, a revised cost estimate and proposed schedule for the Red Oaks 2013 paving project. I am pleased to advise you that the project is on schedule and is within proposed budget. We will have a bid opening near the middle of April and should have a request for bid award before you for your May 6, 2013 meeting. The process will include an early June public information meeting. This item is before you for informational purposes only. No action is required this evening.



Red Oaks Paving SAD
75% Owner's Review Mtg
HRC JN 20120678
January 18, 2013

- **Plan Review**

1. 3 Phase Construction

- **Proposed Schedule**

- | | |
|-------------------------------|-----------------------|
| 1. Final Plan Review | Mtg Feb 2013 |
| 2. Plans Available to Bidders | March 2013 |
| 3. Open Bids | April 2013 |
| 4. Award Recommendation Ltr | April __, 2013 |
| 5. Award Contract | May 6, 2013 Board Mtg |
| 6. Public Info Mtg | Early June 2013 |
| 7. Start Construction | Mid June 2013 |
| 8. Complete Construction | Late August 2013 |
| 9. Project Closeout | November 2013 |

- **Review Construction Cost Estimate**

- **Review Existing Drainage**

1. Onsite & Offsite

- **Specs Available at Next Mtg**

1. Special Twp Requirements



Red Oaks Paving SAD
 Genoa Township
 Construction Cost Estimate
 HRC JN 20120678
 January 18, 2013

No	Item	Qty	Unit Price	Total Cost
1	Inlet Protection	10 ea	\$50.00	\$500.00
2	Silt Fence, 36 inch	1,250 ft	\$2.00	\$2,500.00
3	Pavt, Rem	665 syd	\$2.50	\$1,662.50
4	Butt Joint	970 ft	\$5.00	\$4,850.00
5	HMA Base Crushing and Shaping	31,260 syd	\$2.00	\$62,520.00
6	Shoulder, CI III, 3 inch	5,470 syd	\$2.00	\$10,940.00
7	Culv, Rem, Less than 24 inch	1,660 ft	\$6.00	\$9,960.00
8	Culv, CSP, 12 inch	860 ft	\$25.00	\$21,500.00
9	Culv, CSP, 15 inch	400 ft	\$35.00	\$14,000.00
10	Culv, CSP, 18 inch	400 ft	\$45.00	\$18,000.00
11	Culv, Cleanout	750 ft	\$5.00	\$3,750.00
12	HMA, 13A	6,415 ton	\$65.00	\$416,975.00
13	Hand Patching	90 ton	\$100.00	\$9,000.00
14	HMA Approach	200 ton	\$100.00	\$20,000.00
15	Concrect Approach, 6 inch	420 syd	\$30.00	\$12,600.00
16	Approach, CI III, CIP	205 cyd	\$10.00	\$2,050.00
17	Greenbelt Restoration	16,150 syd	\$2.00	\$32,300.00
18	Mailbox, Relocate	254 ea	\$50.00	\$12,700.00
19	Dr Structure Cover, Adj	46 ea	\$250.00	\$11,500.00
20	Dr Structure Cover	17,250 lbs	\$1.50	\$25,875.00
21	Dr Structure Cover, Reconst	25 ft	\$150.00	\$3,750.00
22	Subgrade Undercutting, 21AA	600 cyd	\$30.00	\$18,000.00
23	Geogrid, TX 130S	700 syd	\$3.00	\$2,100.00
24	Geofabric	700 syd	\$2.00	\$1,400.00
25	Color Audio Video Route Survey	1 LS	\$5,000.00	\$5,000.00
26	Maintaining Traffic	1 LS	\$3,000.00	\$3,000.00
27	Dust Control	1 LS	\$5,000.00	\$5,000.00
28	Mobilization	1 LS	\$10,000.00	\$10,000.00

Total \$741,432.50

Sanitary Sewer Cover Removal & Replacement \$29,625.00

Paving SAD Construction Subtotal \$711,807.50

GENOA TOWNSHIP

LIVINGSTON COUNTY, MICHIGAN

RED OAKS PAVING SAD

HUBBELL, ROTH AND CLARK, INC. JOB NO. 20120678

PLAN INDEX

DESCRIPTION	SHEET No.
COVER SHEET	1
PROJECT NOTES	1
PROJECT DETAILS	2
CROSS SECTIONS	3
KEY PLAN	4
PLAN SHEETS	5 THRU 9



Gary McCririe

Chairman

Polly Skolarus

Clerk

Robin Hunt

Treasurer

Jean Ledford

Trustee

Jim Mortensen

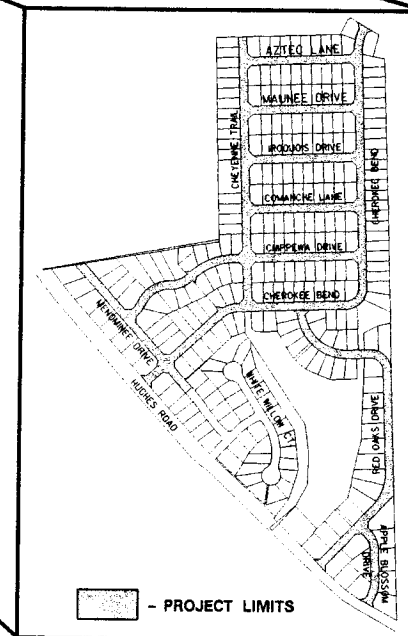
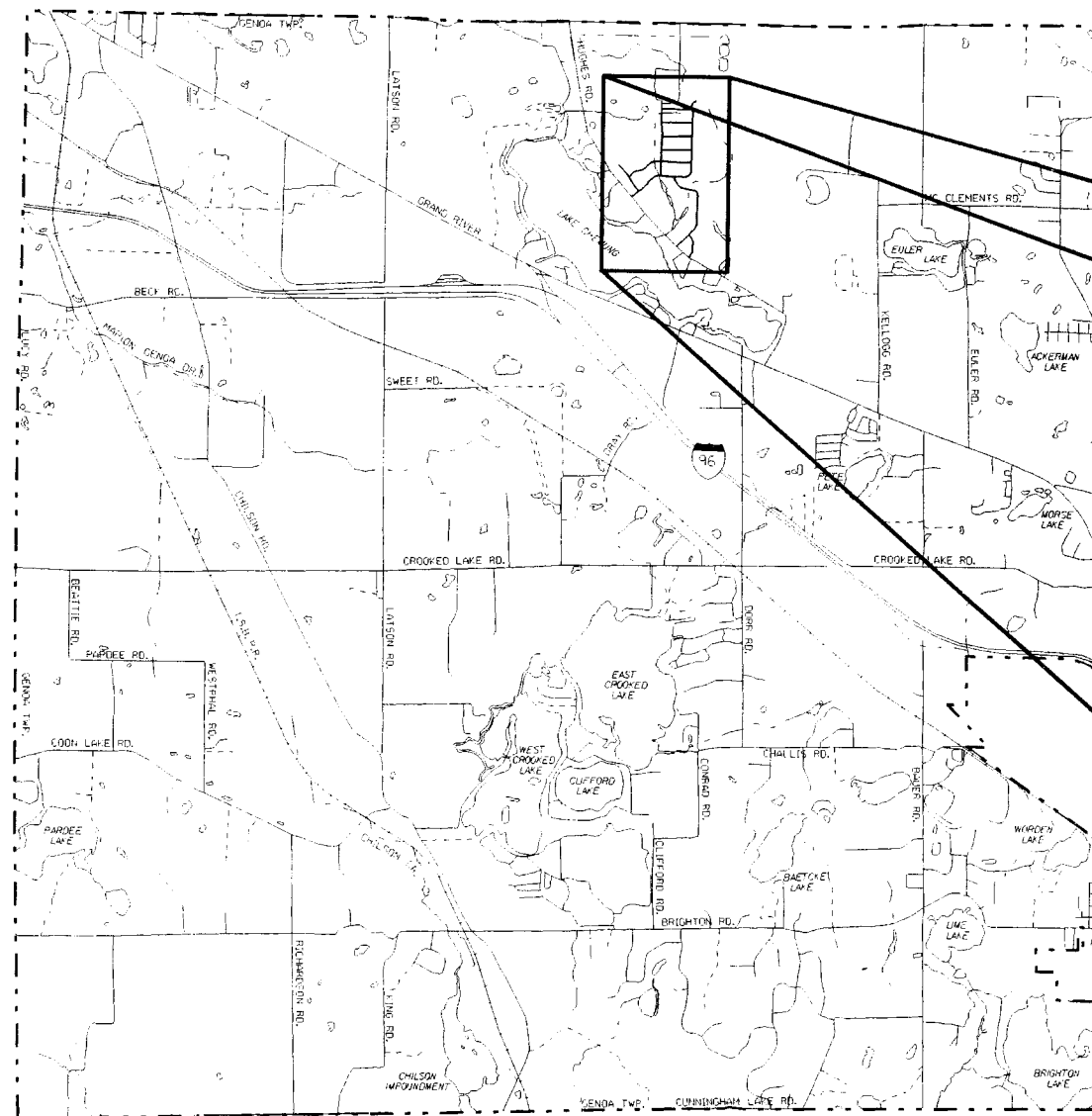
Trustee

Linda Rowell

Trustee

Todd Smith

Trustee



PROJECT LOCATION

LOCATION MAP



NO SCALE



HUBBELL, ROTH & CLARK, INC.
Consulting Engineers

105 WEST GRAND RIVER AVE.
HOWELL, MICHIGAN 48843-7755

PHONE: (248) 454-6300
DIRECT PHONE: (517) 552-9199
FAX: (517) 552-6099

WEB SITE: <http://www.hrc-engr.com>

GEORGE E. HUBBELL	MICHAEL P. DARGA
-------------------	------------------

USER NAME: j10000
 SECTION FILE: I:\PROJECTS\2012\20120678\20120678.dwg
 PLOT DATE: 11/14/2012 10:58 AM
 PLOT TIME: 11:54 AM 2013 16:38

RED OAKS PAVING SAD - 20120678

ABBREVIATIONS

Table with 2 columns: Abbreviation and General description. Includes P.O.R., P.O.B., P.O.E., H.C.P., B.M., MSE, ST., SAN., W.M., R.O.W., T.C., T/C, F.J., S.S.L., C.I.P., C.S.B., H.O.D.

UTILITIES

THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM SURVEYS AND FROM UTILITY RECORD MAPS. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO NOTIFY THE PROPER UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR IS RESPONSIBLE TO VERIFY ALL EXISTING UTILITIES AND THEIR LOCATIONS AS PART OF THE CONSTRUCTION OF THIS PROJECT.

THE FOLLOWING UTILITY COMPANIES HAVE FACILITIES WITHIN THE PROJECT LIMITS:

NAME & ADDRESS OF UTILITY

CONSUMERS ENERGY

1015 LATSON HOWELL, MI 48843 (517) 545-5737 RICK ZIELINSKI

DTE ENERGY - DETROIT EDISON

ATT

COMCAST

OWNERS OF PUBLIC UTILITIES WILL NOT BE REQUIRED TO MOVE POLES OR STRUCTURES THAT ARE NOT WITHIN GRADING OR STRUCTURE LIMITS. IN ORDER TO FACILITATE THE OPERATION OF CONSTRUCTION EQUIPMENT, CONTRACTOR TO COORDINATE WITH UTILITY OWNERS FOR TEMPORARY SUPPORT OR RELOCATION (IF NEEDED) AT HIS EXPENSE. THIS WILL ALSO INCLUDE LIGHT POLES.

THE CONTRACTOR SHALL, BEFORE EACH DAYS WORK, OR WHEN MOVING TO A NEW AREA OF WORK, DETERMINE AND EVALUATE THE LOCATION OF ALL UNDERGROUND FACILITIES IN THE AREA. IF LOCATION STAKES HAVE BEEN MOVED OR DO NOT APPEAR CORRECT, THE CONTRACTOR SHALL NOT EXCAVATE UNTIL ALL UTILITIES HAVE HAD AN OPPORTUNITY TO CHECK OR RE-STATE THEIR LOCATIONS. ANY DELAYS INCURRED DUE TO CHECKING OR RE-STATEING OF UTILITIES SHALL NOT BE A BASIS FOR ADDITIONAL COMPENSATION.

ALL GAS FACILITIES SHALL BE PROTECTED AND SUPPORTED PER DISTRIBUTION STANDARDS AND CONSUMERS ENERGY SPECIFICATIONS.

PRIOR TO WORK ON FACILITIES BELONGING TO THE ABOVE AGENCIES, A MINIMUM OF 72 HOURS NOTICE MUST BE GIVEN IN ORDER TO INSURE PROPER INSPECTION BY THE RESPECTIVE AGENCIES.

ALL EXPLORATORY WORK REQUIRED FOR LOCATING EXISTING UTILITIES SHALL NOT BE PAID FOR SEPARATELY.

THE CONTRACTOR SHALL LOCATE ALL ACTIVE UNDERGROUND UTILITIES PRIOR TO STARTING WORK, AND SHALL CONDUCT HIS OPERATIONS IN SUCH A MANNER AS TO INSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.

FOR PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL DIAL (800) 482-7171 A MINIMUM OF 3 FULL WORKING DAYS, EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS, PRIOR TO EXCAVATING IN THE VICINITY OF UTILITY LINES. ALL "MISS-DIG" PARTICIPATING MEMBERS WILL THU BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS-DIG" ALERT SYSTEM.

THE SOIL EROSION CONTROLS WILL BE MAINTAINED WEEKLY AND AFTER EVERY STORM EVENT BY THE CONTRACTOR.

UTILITY NOTE NO. 1

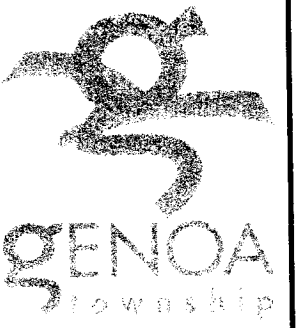
The utility conditions information provided herein by Hubbell, Roth & Clark ("HRC") shall not be construed as any form of certification, warranty, express or implied, or purchase or order by HRC regarding the actual location of the utilities in question. HRC does not have actual knowledge of the utility locations. Instead, the information provided is based on information obtained from others and/or construction drawings of HRC that have not been verified to be "as-built" conditions. The information is being provided as a courtesy, and should not be relied upon for actual utility locations. HRC has applied "best-efforts" that additional work and investigation would be necessary in order to verify the actual location of the utilities, and that HRC could provide this service for an additional fee.

Providing this information shall not create any form of contractual or other relationship between HRC and any entity involved in the project. HRC's contract on this project is with the Owner, City of Howell.

The foregoing utility condition information is provided to (Contractor), for their use only, consistent with the installation outlined above.

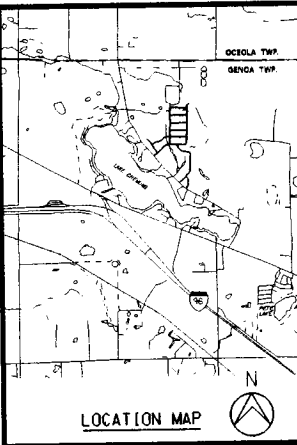
LEGEND

Legend table with columns: ITEM, EXISTING, PROPOSED. Lists various utility items like BUILDING, STORM SEWER, SANITARY UNDERDRAIN, WATERMAIN, GAS MAIN, U.S. TELEPHONE, U.G. ELECTRIC, U.G. ELEC. & TELE., U.G. CABLE TV, FENCE, OVER-HEARD WIRE, REMOVE CURB & GUTTER, TRANSVERSE LINE & TRANSVERSE POINT, BENCH MARK SYMBOL, DECIDUOUS TREE, DECIDUOUS SHRUB, CONIFEROUS TREE, CONIFEROUS SHRUB, STUMP, SQUARE & ROUND CATCHBASINS & INLETS IN PAVEMENT, STORM MANHOLE & PIPE END, UNSPECIFIED MANHOLE, RISER & DOWN SPOUT, PUMP STATION, FIRE HYDRANT, GATE VALVE, GATE WELL & WELL, WATER STOP BOX & SPRINKLER HEAD, METER PIT, UTILITY POLE, LIGHT POLE, GUY WIRE ANCHOR, UNDERGROUND MARKER, RISER, GAS VALVE, GAS BOX & BLOW OFF, SOIL BORING, DRAINAGE FLOW, RIGHT-OF-WAY, PROPERTY LINE, SLOPE STAKE LINE, HYDRANT, GATE VALVE & BALL VALVE, SAVE SYMBOL, ABANDON & REMOVAL SYMBOLS, LANDMARK TREE, STRUCTURE ADJUSTMENT.



HRC HUBBELL, ROTH & CLARK, INC Consulting Engineers 105 W. GRAND RIVER AVE. HOWELL, MICHIGAN 48843 PHONE: (248) 484-8300 DIRECT PHONE: (517) 862-0100 FAX: (517) 862-4099 WEB SITE: http://www.hrc-enr.com

Revision table with columns: DATE, 1-18-13, 75% OWNER'S REVIEW. Includes fields for DESIGNED, DRAWN, CHECKED, APPROVED.



GENOA TOWNSHIP RED OAKS PAVING SAD

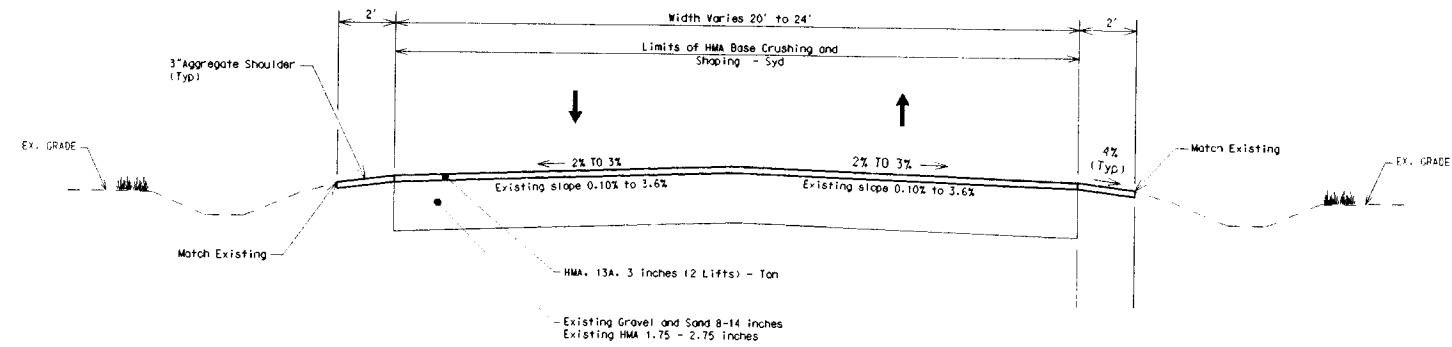
COUNTY MICHIGAN

PROJECT NOTES

Table with 2 columns: HRC JOB NO. (20120678), SCALE (NO SCALE), DATE (12-10-12), SHEET NO. (1 OF 1).

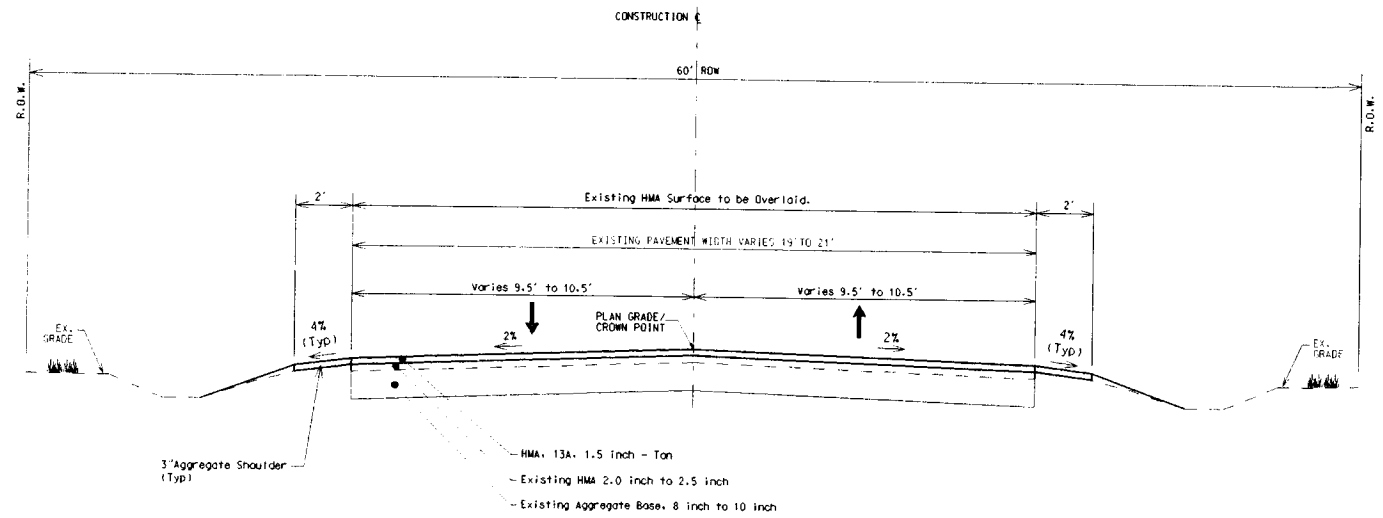
CALL 811 MISS DIG 72 HOURS (8 WORKING DAYS) BEFORE YOU DIG 1-800-482-7171 or 811 CALL811.COM (TOLL FREE)

TIME: 17-JAN-2013 16:48
 FILE: I:\MS\GIS\Projects\Roads\Roads22\DWG\CLB_TBL_13MSP\Roads\Roads22.dwg
 USER: CLB
 DESIGNED: J.L.C. 12/10/12
 DRAWN: J.L.C. 12/10/12
 CHECKED: J.L.C. 12/10/12
 APPROVED: J.L.C. 12/10/12



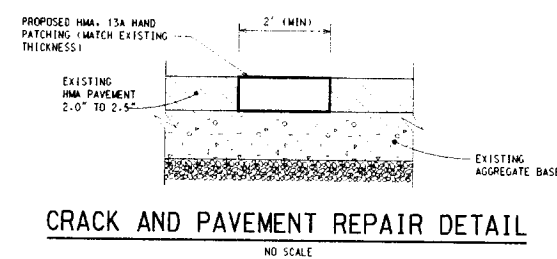
- NOTES:**
- SUBGRADE UNDERCUTS WILL BE MADE AS NECESSARY. THIS WILL BE DETERMINED IN THE FIELD BY THE ENGINEER.
 - EXCAVATION FOR GRAVEL SHOULDER INCIDENTAL TO THE ITEM SHOULDER, CL 111, 3 INCH -5YD.
 - GRADE CRUSHED HMA MATERIAL TO IMPROVE CROSS-SLOPE AND MATCH EXISTING ELEVATION AT EDGE OF SHOULDER AND DRIVEWAYS.

- TO APPLY:**
- AZTEC
 - IRROQUOIS
 - CHIPPEWA
 - CHEYENNE
 - WALINEE
 - COMANCHE
 - CHEROKEE BEND
 - MEMORINEE

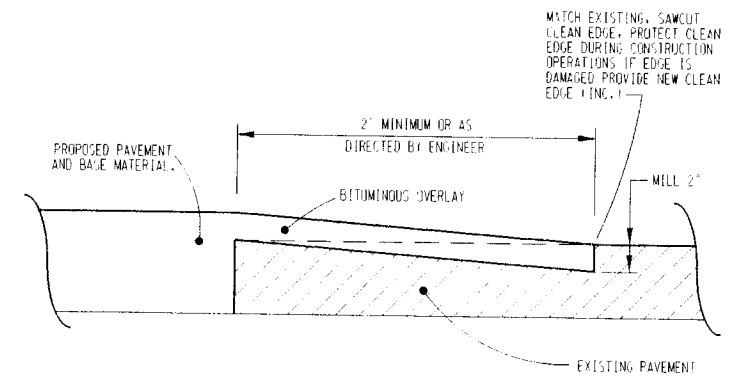


- NOTES:**
- HMA CRACK & PAVEMENT REPAIRS WILL BE MADE AS NECESSARY. THIS WILL BE DETERMINED IN THE FIELD BY THE ENGINEER. SEE CRACK AND PAVEMENT REPAIR DETAIL.
 - EXCAVATION FOR GRAVEL SHOULDER INCIDENTAL TO THE ITEM SHOULDER, CL 111, 3 INCH -5YD.

- TO APPLY:**
- RED OAKS DRIVE
 - APPLE BLOSSOM

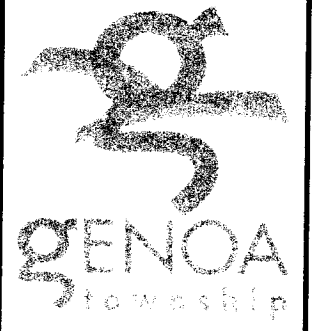


- NOTES:**
- LIMITS OF CRACK REPAIR TO BE DETERMINED IN THE FIELD BY THE ENGINEER.
 - SAWCUT & REMOVE PAVEMENT 2" WIDE, CENTERED ON THE CRACK.
 - CLEANING & PREPPING THE AGGREGATE BASE TO BE INCLUDED IN THE UNIT PRICE FOR HAND PATCHING.
 - Paid for as:
Part, Rem -5yd
Hand Patching -Ton



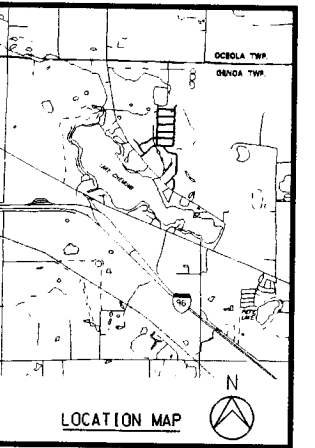
HMA APPLICATION CHART			
ITEM	RATE PER APPLICATION (PER COURSE)	PERFORMANCE GRADE	COURSE
HMA 13A	165 LBS./5YD	PG 64-22	WEARING (AWI = 220)
HMA 13A	165 LBS./5YD	PG 64-22	BASE
HMA 13A	165-275	PG 64-22	HAND PATCHING *
HMA BOND COAT (INCLUDED IN COST OF HMA)	0.10 GAL./5YD.		FOR INFO ONLY NOT A PAY ITEM

* HMA 13A USED FOR HAND PATCHING TO BE INSTALLED IN MIN. 1.5 INCH TO 2.5 INCH MAX LIFTS AT 110 LBS/17" -5YD



HRC
HUBBELL, ROTH & CLARK, INC.
Consulting Engineers
106 W. GRAND RIVER AVE.
HOWELL, MICH. 48843
PHONE: (817) 852-6199
FAX: (817) 852-4099
WEB SITE: <http://www.hrc-enr.com>

DATE	ADDITIONS AND/OR REVISIONS
1-18-13	75% OWNER'S REVIEW
DESIGNED	M. P. D.
DRAWN	D. M. J.
CHECKED	
APPROVED	J. B.



GENOA TOWNSHIP
RED OAKS PAVING SAD

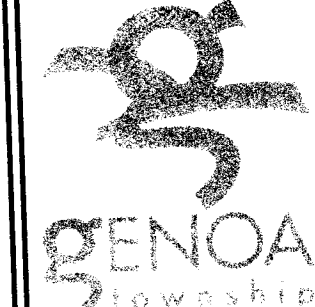
COUNTY: MICHIGAN

TYPICAL SECTIONS

HRC JOB NO. 20120678	SCALE NO SCALE
DATE 12-10-12	SHEET NO. 3 OF 3



CALL 811 72 HOURS (8 WORKING DAYS) BEFORE YOU DIG
1-800-482-7171
or 811
CALL 811.COM (TOLL FREE)



HRC
HUBBELL, ROTH & CLARK, INC.
Consulting Engineers

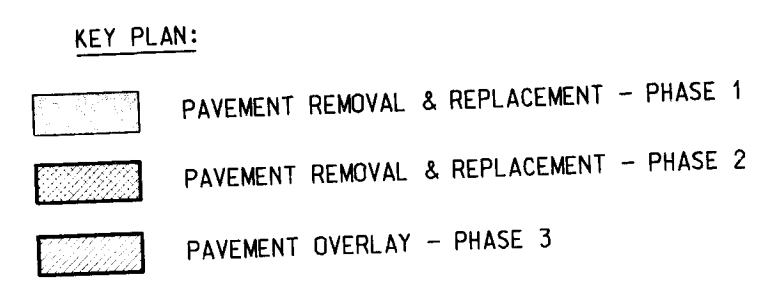
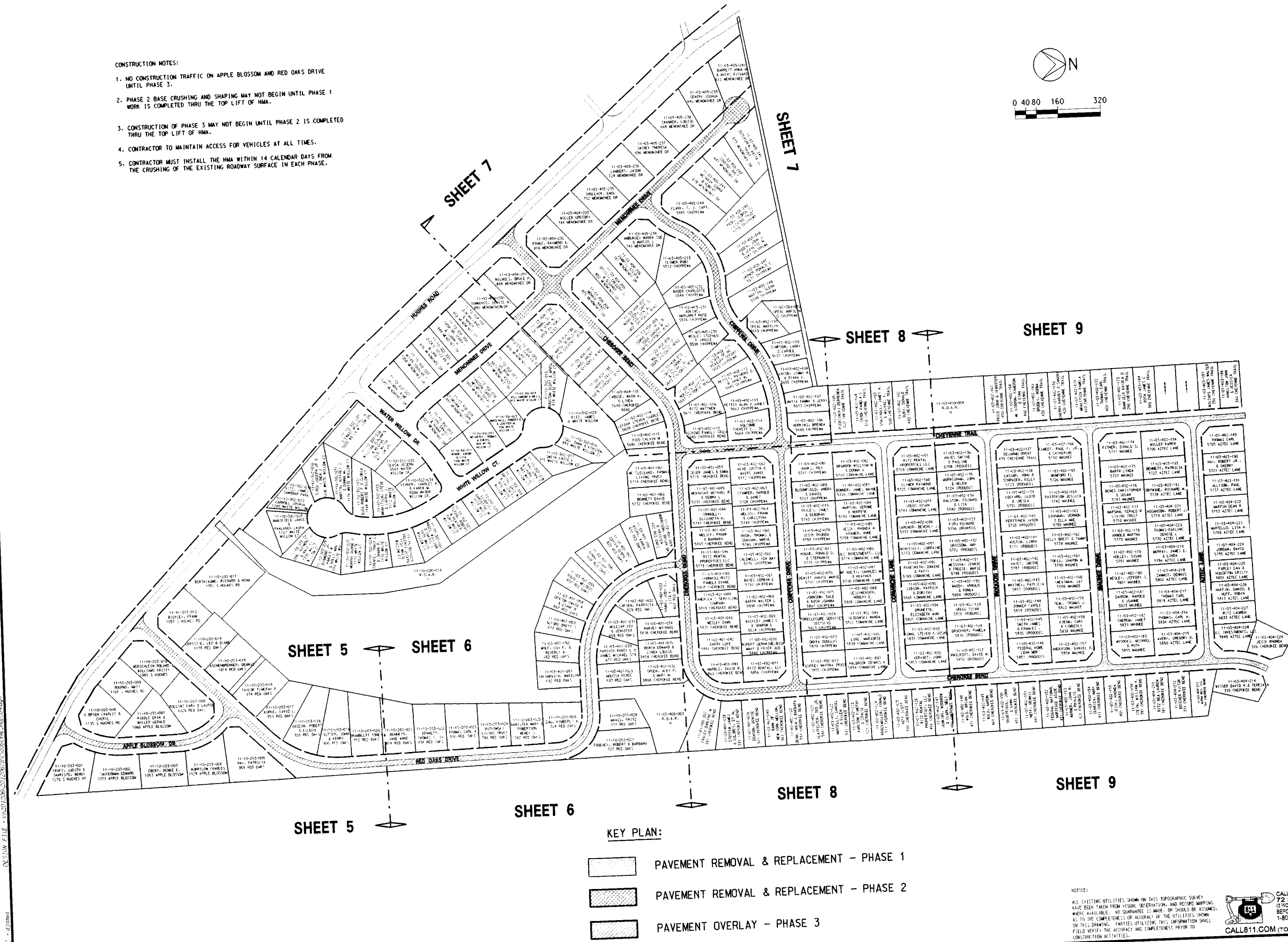
888 HULET DRIVE P.O. BOX 824
BLOOMFIELD HILLS, MICH. 48303 - 0824

PHONE: (248) 454-4300
FAX (1st Floor): (248) 484-6912
FAX (2nd Floor): (248) 338-2662
WEB SITE: <http://www.hrc-anr.com>

- CONSTRUCTION NOTES:**
1. NO CONSTRUCTION TRAFFIC ON APPLE BLOSSOM AND RED OAKS DRIVE UNTIL PHASE 3.
 2. PHASE 2 BASE CRUSHING AND SHAPING MAY NOT BEGIN UNTIL PHASE 1 WORK IS COMPLETED THRU THE TOP LIFT OF HMA.
 3. CONSTRUCTION OF PHASE 3 MAY NOT BEGIN UNTIL PHASE 2 IS COMPLETED THRU THE TOP LIFT OF HMA.
 4. CONTRACTOR TO MAINTAIN ACCESS FOR VEHICLES AT ALL TIMES.
 5. CONTRACTOR MUST INSTALL THE HMA WITHIN 14 CALENDAR DAYS FROM THE CRUSHING OF THE EXISTING ROADWAY SURFACE IN EACH PHASE.



FILE: 11-10-2013 16:38
 PER: TBL - JAMES/STAFF/INSTRUMENTATION/STAFF
 USER: TBL - JAMES/STAFF/INSTRUMENTATION/STAFF
 DESIGN: FILE: 11-10-2013 16:38
 USER: TBL - JAMES/STAFF/INSTRUMENTATION/STAFF



DATE	75% OWNER'S REVIEW	ADDITIONS AND/OR REVISIONS
1-18-13		
DESIGNED	M.P.D.	
DRAWN	D.W.J.	
CHECKED		
APPROVED	J.B.	
11-20-2016 2:02:06 PM C:\0808key.mxd_04.dgn		

GENOA TOWNSHIP	
RED OAKS PAVING SAD	
COUNTY	MICHIGAN
KEY PLAN	
HP# JOB NO.	SCALE
20120678	NO SCALE
DATE	SHEET NO.
12-10-12	4

NOTICE:
ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC SURVEY HAVE BEEN TAKEN FROM VISUAL OBSERVATION AND RECORD DRAWINGS. WHERE AVAILABLE, NO GUARANTEE IS MADE, OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING. PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY THE ACCURACY AND COMPLETENESS PRIOR TO CONSTRUCTION ACTIVITIES.

CALL MISS DIG
72 HOURS
BEFORE YOU DIG
1-800-482-7171
OF 811
CALL811.COM (TOLL FREE)

DATE: 12-10-12

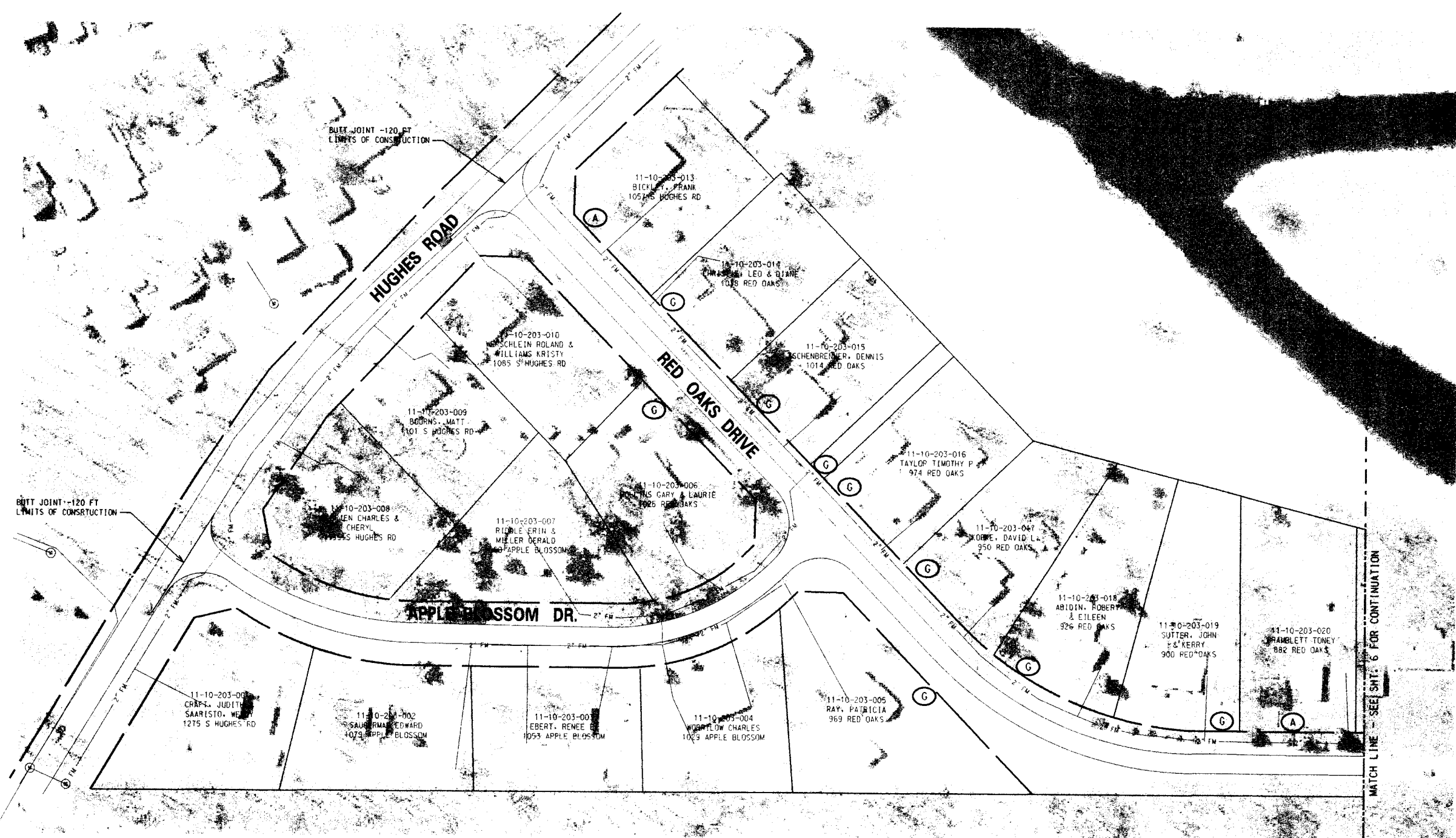
DESIGNER: J. B. HUBBELL

PROJECT: RED OAKS PAVING

SCALE: 1" = 60'

DATE: 12-10-12

PROJECT: RED OAKS PAVING



BUTT JOINT - 120 FT LIMITS OF CONSTRUCTION

BUTT JOINT - 120 FT LIMITS OF CONSTRUCTION

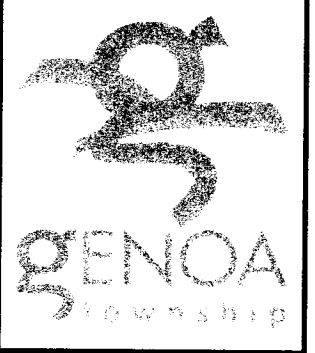
MATCH LINE - SEE SMT. 6 FOR CONTINUATION

- DRIVEWAYS**
- (G) - GRAVEL
 - (A) - ASPHALT
 - (C) - CONCRETE

QUANTITIES THIS SHEET		
ITEM	QTY	UNIT
Butt Joint	540	Syd
Pavt. Rem	1,500	Syd
Shoulder, CL III, 3 inch	685	Syd
Culv. Rem. Less than 24 inch		Ft
Culv. CSP, 12 inch		Ft
Culv. CSP, 15 inch		Ft
Culv. CSP, 18 inch		Ft
Culv. End Sect. CSP, 15 inch		Ft
Culv. End Sect. CSP, 18 inch		Ft
HMA, 13A	415	Ton
Hand Patching	210	Ton
HMA Approach		Ton
Concrete Approach, 6 inch		Syd
Approach, CL III, CIP		Cyd
Dr. Structure Cover, Adj		Ea
Dr. Structure Cover		Lbs
Dr. Structure Cover, Reconst		Ft
Dr. Structure, Clean and Paint		Ea

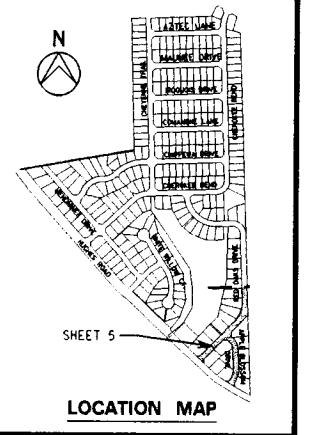
NOTICE:
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 FAX (1st Floor): (248) 464-8312
 FAX (2nd Floor): (248) 398-2992
 WEB SITE: http://www.hrc-engr.com

DATE	ADDITIONS AND/OR REVISIONS
1-18-13	75% OWNER'S REVIEW
DESIGNED	M.P.D.
DRAWN	D.M.J.
CHECKED	
APPROVED	J.B.



**GENOA TOWNSHIP
 RED OAKS PAVING SAD**

COUNTY: MICHIGAN

PLAN SHEET

HRC JOB NO. 20120678	SCALE 1" = 60'
DATE 12-10-12	SHEET NO. 5 OF

TIME - 17-JAN-2013 16:37

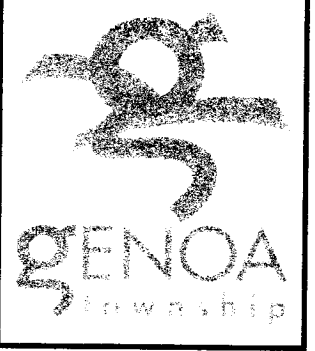
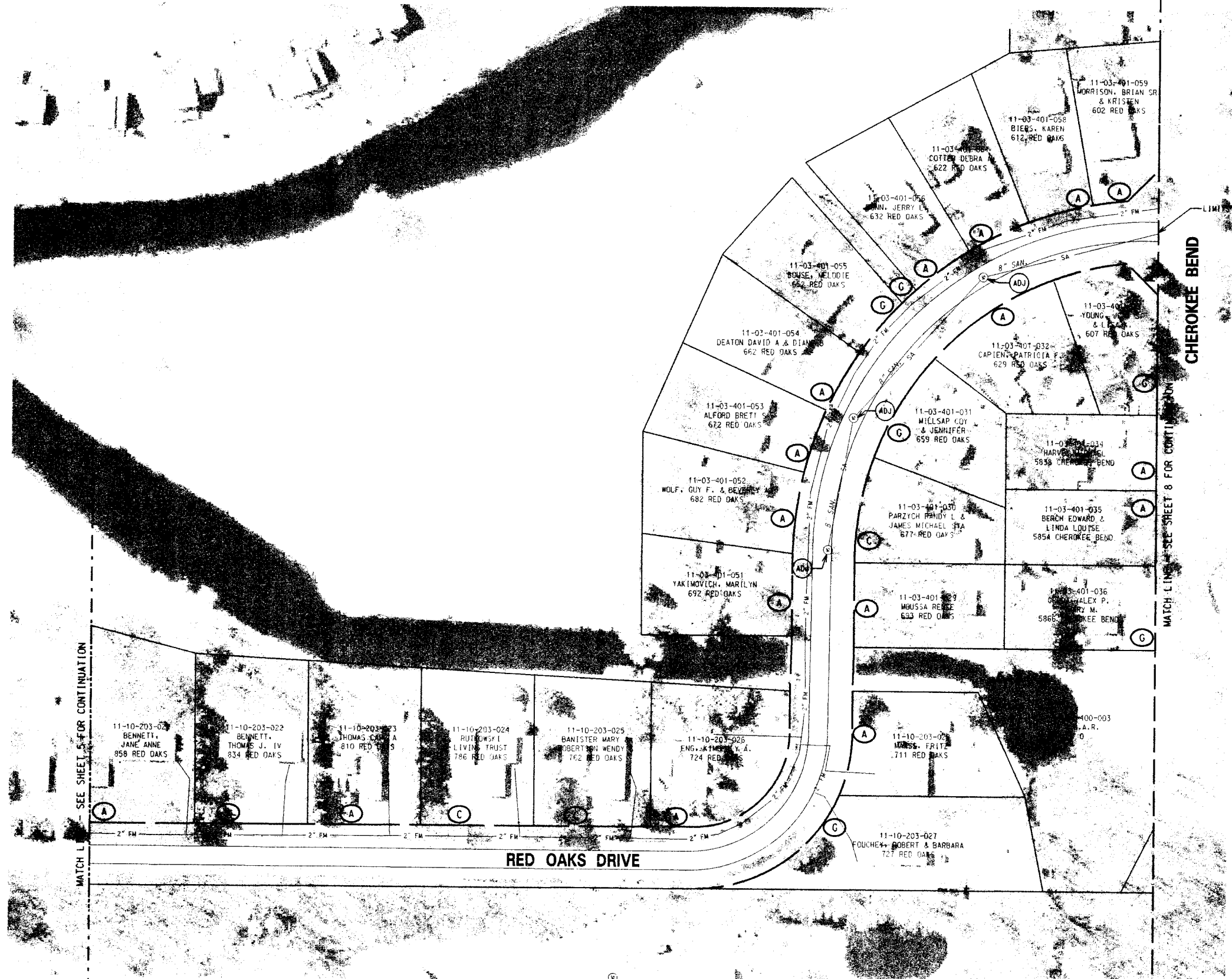
PEX_TBL - JAMES@hrc-engineering.com

CLF_TBL - JAMES@hrc-engineering.com

QUELE - \VDR000\91800

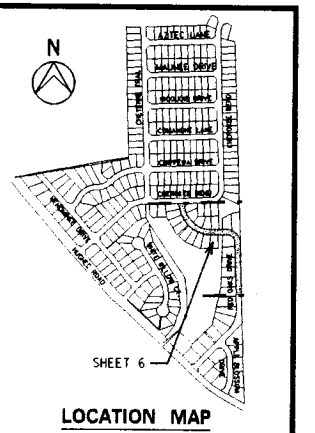
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USER NAME - JAMES



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DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	M.P.D.
DRAWN	D.M.J.
CHECKED	
APPROVED	J.B.
V:\2012\2012-06-20\75%OWNERS\2012-06-20.dgn	



GENOA TOWNSHIP
RED OAKS PAVING SAD
 COUNTY MICHIGAN
 PLAN SHEET
 HRC JOB NO. 20120678 SCALE 1"= 60'
 DATE 12-10-12 SHEET NO. 6 OF 6

- DRIVEWAYS**
- (G) - GRAVEL
 - (A) - ASPHALT
 - (C) - CONCRETE

QUANTITIES THIS SHEET

ITEM	QTY	UNIT
Butt Joint	430	Syd
Pavt. Rem	1,170	Syd
Shoulder, CL III, 3 inch	640	Syd
Culv. Rem. Less than 24 inch		Ft
Culv. CSP, 12 inch		Ft
Culv. CSP, 15 inch		Ft
Culv. CSP, 18 inch		Ft
Culv. End Sect. CSP, 15 inch		Ft
Culv. End Sect. CSP, 18 inch		Ft
HMA, 13k	325	Ton
Hand Patching	160	Ton
HMA Approach		Ton
Concrete Approach, 6 inch		Syd
Approach, CL III, CIP		Cyd
Dr Structure Cover, Adj	3	Ea
Dr Structure Cover	1,125	Lbs
Dr Structure Cover, Reconst		Ft
Dr Structure, Clean and Point	3	Ea

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USER NAME: j1/jones
 DESIGN FILE: I:\2012\20120678\SC\20120678.DWG
 CUB: TEL: (248) 650-2222 FAX: (248) 650-2222
 TIME: 11:45 AM 12/10/12



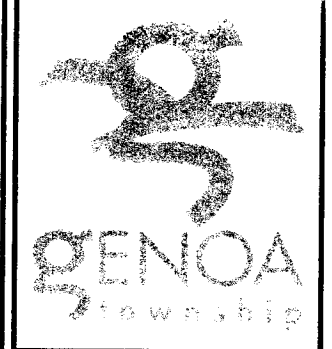
MATCH LINE - SEE SHEET 8 FOR CONTINUATION

- DRIVEWAYS**
- (G) - GRAVEL
 - (A) - ASPHALT
 - (C) - CONCRETE

QUANTITIES THIS SHEET		
ITEM	QTY	UNIT
Butt Joint		Syd
HMA Base Crushing and Shaping	10,145	Syd
Shoulder, CL III, 3 inch	1,190	Syd
Culv. Rem. Less than 24 inch		Ft
Culv. CSP, 12 inch		Ft
Culv. CSP, 15 inch		Ft
Culv. CSP, 18 inch		Ft
Culv. End Sect. CSP, 15 inch		Ft
Culv. End Sect. CSP, 18 inch		Ft
HMA, 13A	1,840	Ton
Hand Patching		Ton
HMA Approach		Ton
Concrete Approach, 6 inch		Syd
Approach, CL III, CIP		Cyd
Dr Structure Cover, Adj	11	Ea
Dr Structure Cover	4,125	Lbs
Dr Structure Cover, Reconst		Ft
Dr Structure, Clean and Point	11	Ea

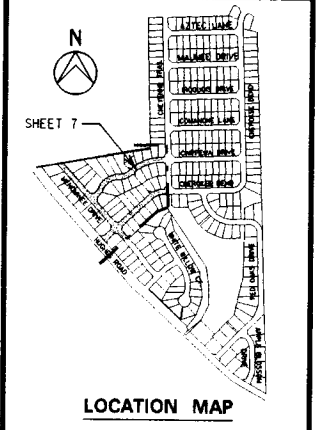
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DATE	ADDITIONS AND/OR REVISIONS
1-18-13	75% OWNER'S REVIEW
DESIGNED	M.P.D.
DRAWN	D.M.J.
CHECKED	
APPROVED	J.B.



GENOA TOWNSHIP
RED OAKS PAVING SAD
 COUNTY: MICHIGAN
PLAN SHEET

HRC JOB NO.	SCALE
20120678	1" = 60'
DATE	SHEET NO.
12-10-12	7

DATE: 17-JAN-2013 16:37

PCN: TEL: 1-800-338-2262

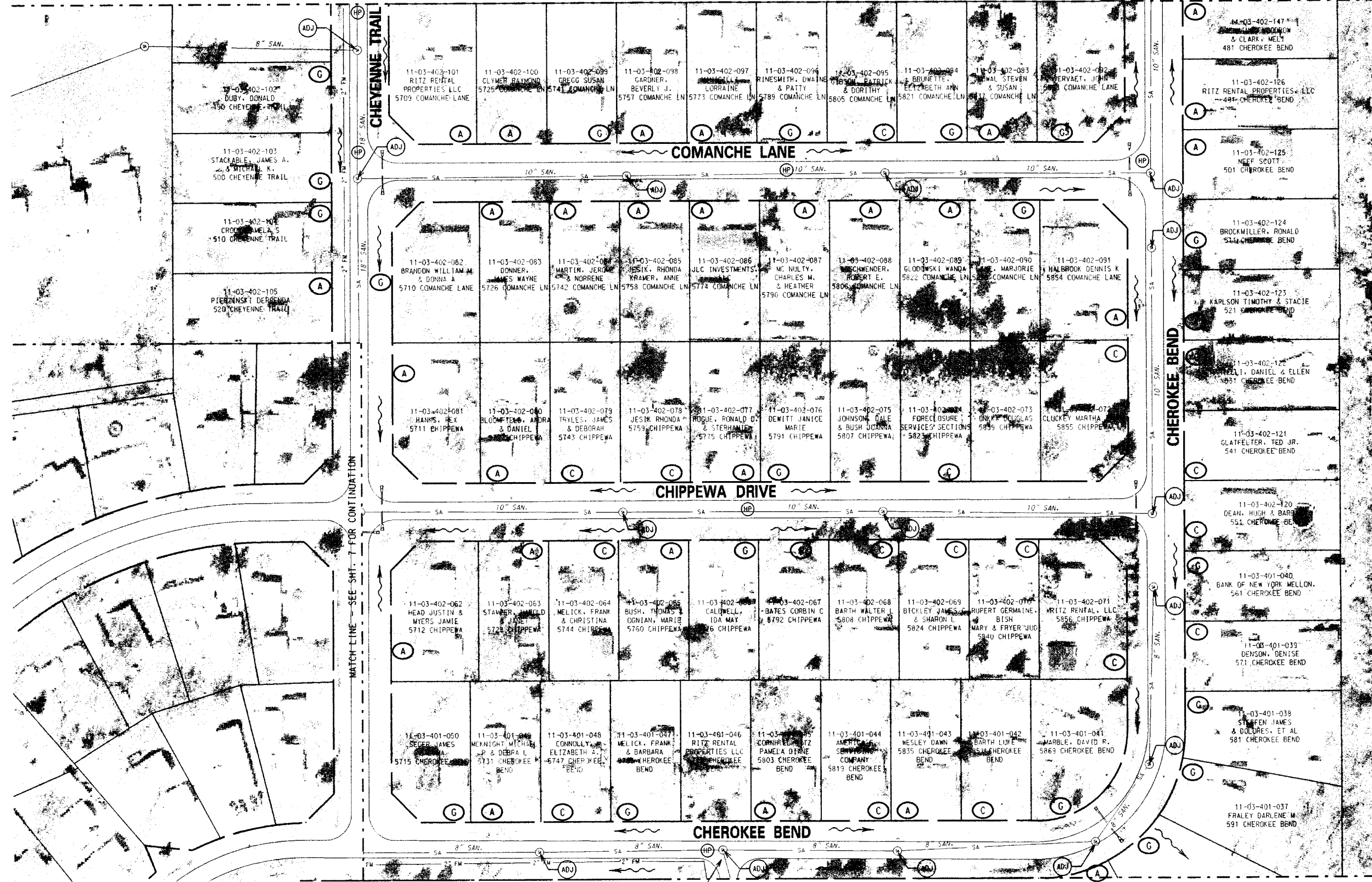
DATE: 17-JAN-2013 16:37

DATE: 17-JAN-2013 16:37

DATE: 17-JAN-2013 16:37

DATE: 17-JAN-2013 16:37

MATCH LINE - SEE SHT. 9 FOR CONTINUATION



MATCH LINE - SEE SHT. 6 FOR CONTINUATION

ADJUST INTERSECTION GRADES TO MATCH 1.5 INCH HMA OVERLAY ON RED OAKS DRIVE

RED OAKS DRIVE

DRIVEWAYS

- (G) - GRAVEL
- (A) - ASPHALT
- (C) - CONCRETE

QUANTITIES THIS SHEET

ITEM	QTY	UNIT
Butt Joint		Syd
HMA Base Crushing and Shaping	9,600	Syd
Shoulder, CL III, 3 inch	1,440	Syd
Culv. Rem. Less than 24 inch		Ft
Culv. CSP, 12 inch		Ft
Culv. CSP, 15 inch		Ft
Culv. CSP, 18 inch		Ft
Culv. End Sect. CSP, 15 inch		Ft
Culv. End Sect. CSP, 18 inch		Ft
HMA, 1 1/2	1,745	Ton
Hand Patching		Ton
HMA Approach		Ton
Concrete Approach, 6 inch		Syd
Approach, CL III, C/P		Cyd
Dr Structure Cover, Adj	15	Ea
Dr Structure Cover	5,625	Lbs
Dr Structure Cover, Reconst		Ft
Dr Structure, Clean and Paint	15	Ea

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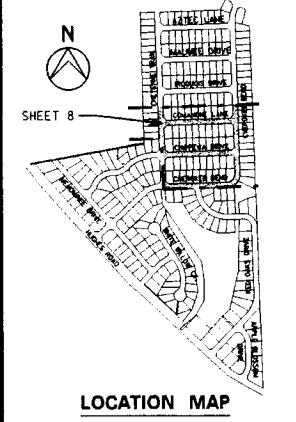


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DATE	ADDITONS AND/OR REVISIONS
1-18-13	75% OWNER'S REVIEW
DESIGNED	M.P.D.
DRAWN	D.M.J.
CHECKED	
APPROVED	J.B.



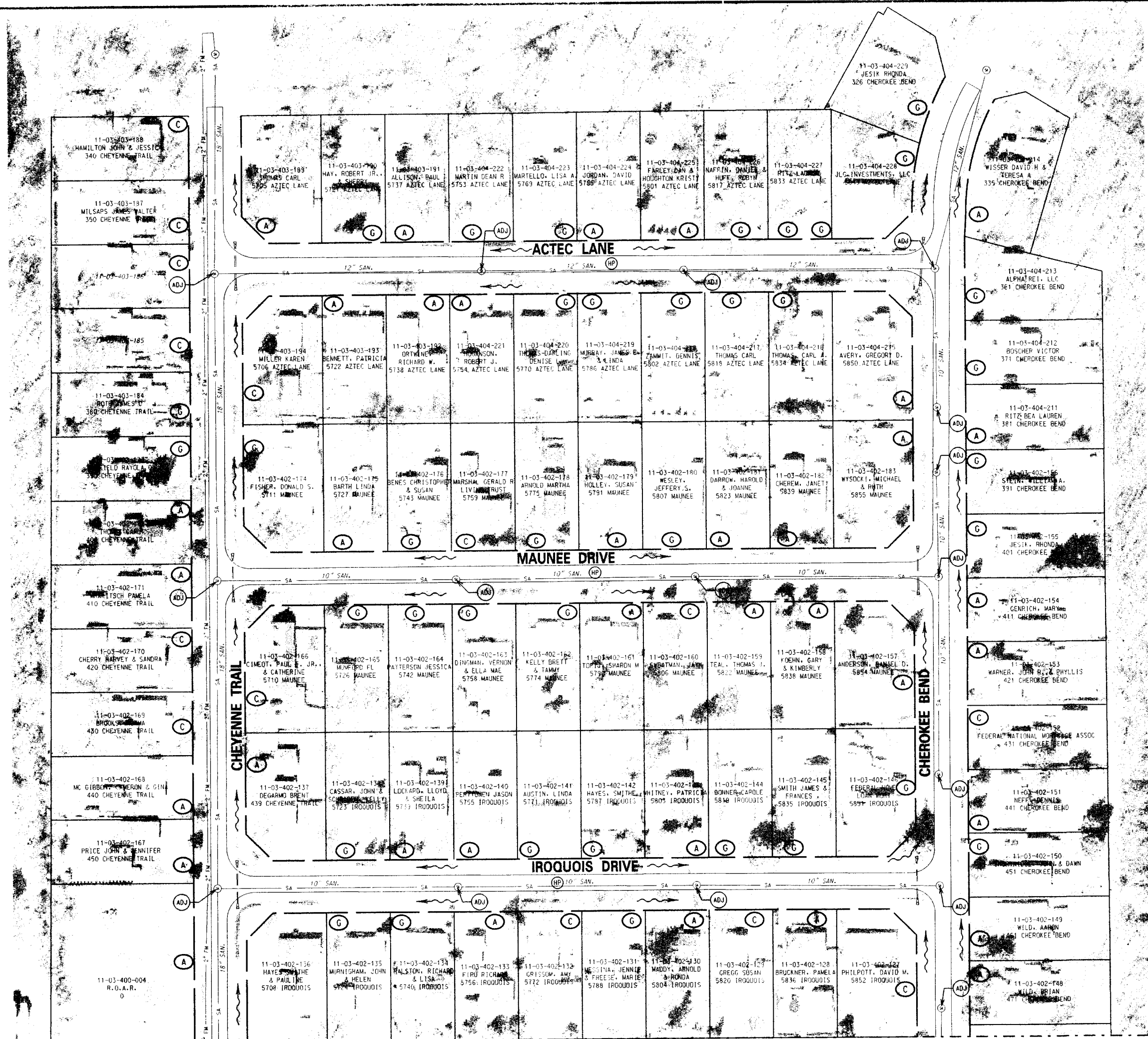
GENOA TOWNSHIP RED OAKS PAVING SAD

COUNTY MICHIGAN

PLAN SHEET

HRC JOB NO. 20120678	SCALE 1" = 60'
DATE 12-10-12	SHEET NO. 8 OF

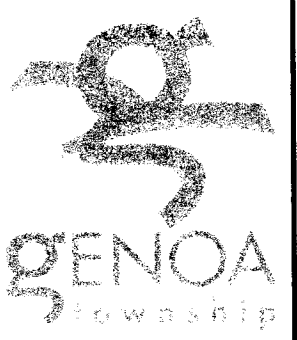
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 DESIGN FILE: \\va301206\301206\9000\9000.dwg
 GEFEE - \\va301206\301206\9000\9000.dwg
 CUG TEL: 1-800-850-8500
 PEN TEL: 1-800-850-8500
 TIME: 11-JAN-2013 16:37



- DRIVEWAYS**
- (G) - GRAVEL
 - (A) - ASPHALT
 - (C) - CONCRETE

QUANTITIES THIS SHEET

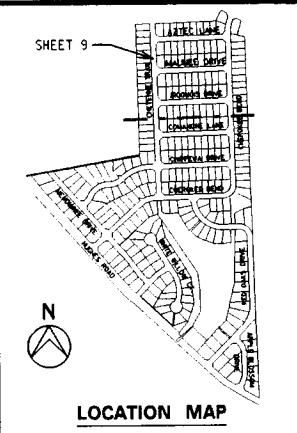
ITEM	QTY	UNIT
Butt Joint		Syd
HMA Base Crushing and Shaping	11,515	Syd
Shoulder, CL III, 3 inch	1,515	Syd
Culv. Rem. Less than 24 inch		Ft
Culv. CSP, 12 inch		Ft
Culv. CSP, 15 inch		Ft
Culv. CSP, 18 inch		Ft
Culv. End Sect. CSP, 15 inch		Ft
Culv. End Sect. CSP, 18 inch		Ft
HMA, 1 1/2	2,090	Ton
Hand Patching		Ton
HMA Approach		Ton
Concrete Approach, 6 inch		Syd
Approach, CL III, CIP		Cyd
Dr. Structure Cover, Adj	17	Eo
Dr. Structure Cover	6,375	Lbs
Dr. Structure Cover, Reconst		Ft
Dr. Structure, Clean and Paint	17	Eo



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DESIGNED	M.P.D.
DRAWN	D.M.J.
CHECKED	
APPROVED	J.B.



**GENOA TOWNSHIP
 RED OAKS PAVING SAD**

COUNTY: MICHIGAN

PLAN SHEET

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 BEFORE YOU DIG
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 OR 811

HRC JOB NO. 20120678 SCALE 1" = 60'
 DATE 12-10-12 SHEET NO. 9 OF 81

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/1/13

RE: Mystic/Mountain Road
Design Phase Services Proposal

On November 5, 2012 the Township Board approved an advance in the amount of \$50,000 for engineering services for the Mystic/Mountain paving project. At a meeting with the Livingston County Road Commission it was recommended that a design services proposal in the amount of \$25,000 would be an appropriate way to proceed. This phase will primarily focus on infrastructure related to drainage, pavement conditions, recommended improvements and opinion of probable costs. The original \$50,000 you approved is inclusive of the \$25,000 described in this proposal. Please consider the following action:

Moved by _____, supported by _____, to approve a design services proposal from Tetra Tech for the Mystic/Mountain Paving Project in the amount of \$25,000.

GENOA CHARTER TOWNSHIP

Regular Meeting

Nov. 5, 2012

6:30 p.m.

MINUTES

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

A Call to the Public was made with the following response: Jim Rowell – Mountain Road needs work. Bill Taylor provided a one page letter to the board acting as the Road Improvement Committee. The request asks that the board not consider the \$50,000.00 in engineering as part of the contribution by the township to the road improvement project.

Sgt. Thompson of the Michigan State Police asked if the board had any concerns or issues with the State Police. The board did not have any questions.

Bob Richards provided a copy of a flyer to McCririe for review.

Phil Magee – We need a county wide millage for our roads. Will you continue to do this work piecemeal for the next 30 years? Karen – Will we be able to pay this off without interest? McCririe – Yes. Bonnie Spicher – Now is the time to fix our roads. Our roads are looking worse and property values will change as a result.

Terry Davis – There are safety issues related to drainage. The Sundance and Mountain intersection is a skating rink. Victor Watson – Can this cost be written off in our taxes? McCririe – No.

Jim Mitte – Will the \$50,000.00 be assessed? McCririe – This expense will be part of the project should it move forward either now or in the future. Mitte – The road is sound and I am opposed. This would cause a hardship for many retirees.

Approval of Consent Agenda:

Moved by Hunt and supported by Mortensen to approve items 1 and 3 under the consent agenda and move the minutes of Oct. 15, 2012 to the regular board for discussion. The motion carried unanimously.

1. Payment of Bills.



2. Request for approval to advance \$50,000 for engineering for the Mystic, Mountain and Milroy Subdivision Road improvement project.

Approval of Regular Agenda:

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

3. Request to approve minutes: October 15, 2012.

Moved by Ledford and supported by Hunt to approve the Oct. 15, 2012 Minutes of the Board correcting Page two with reference to the second public hearing concerning East and West Crooked Lakes. The meeting will be held Dec. 3, 2012. The motion carried unanimously.

4. Request for approval of special use application, impact assessment and site plan for proposed storage of hazardous materials in above ground storage tanks within existing outdoor storage area, petitioned by Transtar Autobody Technologies.

A. Disposition of Special Use

Moved by Skolarus and supported by Mortensen to approve the Special Use Permit for accessory outdoor storage of hazardous materials involving the construction of six solvent tanks consisting of four 3,500 gallon and 5,000 gallon tanks. The motion carried unanimously.

B. Disposition of Impact Assessment

Moved by Hunt and supported by Skolarus to approve the environmental impact assessment including the PIP plan dated 09/05/2012 as submitted. The motion carried unanimously.

C. Disposition of Site Plan

Moved by Ledford and supported by Mortensen to approve the site plan as submitted with the following conditions:

1. An as-built site plan meeting the standards of the Township Engineer and Section 18.04 of the Zoning Ordinance shall be provided for township records prior to the issuance of a final certificate of occupancy for the project.
2. All requirements of the Brighton Area Fire Authority shall be met.
3. The waste receptacle located on the south side of the building shall be moved to the loading dock area or to a location not visible from the parking lot or public street. The new location of the receptacle must be shown on the as-built site plan required in item 1 above. The motion carried unanimously.

5. Consideration of an agreement for payment of tap fees with Country Corners Shopping Center LLC.

Moved by Mortensen and supported by Ledford to approve the execution of the Agreement for Payment of Connection Fee Charge with Country Corners Shopping Center, L.L.C. and to authorize the Township Treasurer to levy a special assessment on parcel 4711-04-300-010 for



TETRA TECH

January 22, 2013

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

**Re: Mystic Mountain Roads Reconstruction Project
Design Phase Services Proposal**

Mr. Archinal:

Pursuant to our recent meeting, Tetra Tech is pleased to present the following proposal for design engineering services on the road reconstruction project for Mystic and Mountain Roads.

BACKGROUND

The Township has received requests from the property owners along Mystic and Mountain Roads for assistance in repairing or reconstructing the roads in their neighborhood. The Livingston County Road Commission (LCRC) has performed a survey of the project area and compiled preliminary plans for the reconstruction of the roadways using new curb and gutter and bituminous paving. The LCRC has also engaged a geotechnical consultant and investigated the existing road construction by means of shallow cores through the pavement and into the subsurface layers. A cost opinion was prepared from the preliminary plans and presented to the public for their comment.

At a recent meeting with the Township and LCRC, it was expressed that the LCRC would not have staff available to complete the design due to its current workload. The Township would like to review the preliminary design and determine if there are any alternate means to upgrade the condition of the existing roadway at a lower anticipated cost and then prepare a final design for the improvements. A detailed scope of services is outlined below:

SCOPE OF SERVICES

- Utilizing the topographic mapping and preliminary plans supplied by the Township from LCRC, we will visit the project area to determine the current condition of the roadway and note areas which may need only repairs versus full reconstruction.
- Prepare a standard cross-section for the roadway assuming the use of bituminous wedge curbs and a pavement design suitable for the projected traffic loading.

- Complete an analysis of the slopes of the existing driveways affected by the road reconstruction.
- Review condition of existing drainage structures and provide recommendations for repair or reconstruction. The outlets from the catch basins to the ultimate drainage areas are anticipated to be in good condition and will not require additional design effort.
- Prepare an opinion of probable construction cost for the improvements and review with the Township.
- Assist the Township in a presentation of the material to the property owners.
- Assist the Township in obtaining a permit from LCRC for the proposed road improvements.
- Incorporate any permit conditions in the final plans for the Township's use in obtaining construction quotes for the work.

Assumptions

- This proposal was written to outline Tetra Tech's scope of services through the design phase of this project. We will provide a separate proposal for construction phase services once the final scope of services is determined.
- Technical specifications will be provided on the plan sheets or referenced to MDOT standards. No project manual is anticipated being prepared.

SCHEDULE

Pursuant to your verbal direction, we are proceeding with the design phase immediately. We anticipate the following schedule for the project.

Task	Completion Date
Construction Plans	March 2013
Presentation to Property Owners	April 2013
Obtain Construction Bids /Award of Contract	May 2013

COMPENSATION

Compensation for our services will be based on our hourly billable rates, plus subconsulted services multiplied by 1.15, plus in-house reimbursable expenses. We propose a budget of \$25,000 for this phase of the project.

Please review this proposal and if you approve, please sign in the space below and return one original copy of this proposal for our records. Our Standard Terms and Conditions are attached and considered part of this proposal.

Mr. Michael Archinal, Manager
Mystic Mountain Roads Reconstruction Project
Design Phase Services Proposal
January 22, 2013
Page 3

We appreciate the opportunity to provide continuing professional services to Genoa Township.

Please call if you have any questions.

Sincerely,



Gary J. Markstrom, P.E.
Unit Vice President

Attachments: Tetra Tech Standard Terms and Conditions

PROPOSAL ACCEPTED BY GENOA TOWNSHIP

BY: _____

TITLE _____ **DATE** _____



Tetra Tech of Michigan, PC Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

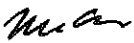
Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/1/13

RE: Agenda Management: Calls to the Public

A question was raised at the last meeting regarding a second call to the public to the Township Board agenda. The second call would come at the end of the meeting after the regular agenda is finished. A review of other local legislative bodies indicates a mix of how this is handled. For example Brighton Township has a second call to the public while the City of Howell does not.

While opportunities to receive public input should always be encouraged I have never quite understood the efficacy of a second call. The meeting's business has been conducted and the decisions have been rendered. It seems intuitive that the purpose of public comment is to somehow effect decisions made by the public body. I do not really see a downside to adding the second call but allowing someone the opportunity to say, "I agree with what you did on item number 5" or, "You were wrong on item #6" seems kind of disingenuous.

For your consideration I have included an agenda from Plainfield Charter Township that includes the following footnote:

**Citizens' comments – In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items will be offered by the Chairman as they are presented.*

Providing an opportunity to comment on each agenda item (which has generally been our practice anyway) will improve the public perception that their comments are relevant and that they are being listened to. Opening every agenda item to public comment may become a burden. We generally have low audience participation. The Board may wish to consider adding this footnote until meeting length or meeting control becomes a problem.

Please consider action directing staff to modify future agendas as appropriate.



**CHARTER TOWNSHIP OF PLAINFIELD
KENT COUNTY, MICHIGAN
6161 BELMONT AVENUE NE, BELMONT, MICHIGAN 49306-9609
(616) 364-8466**

**REGULAR BOARD MEETING
FEBRUARY 4, 2013**

Regular Board meeting – 7:00 P.M.

1. Call to order
2. Invocation – Pastor Michael Befus, Vineyard North Church
3. Pledge of Allegiance – Scott Harvey
4. Citizens' comments*
5. Review Consent Agenda
 - a. Approve the January 7, 2013 regular meeting minutes
 - b. Approve the January 31, 2013 special meeting minutes
 - c. Recommend approval of the Haiti Foundation Against Poverty 5K race on March 23, 2013 to the Kent County Road Commission
 - d. Approve the purchase of 15 sets of firefighter turnout gear from Douglass Safety Systems, LLC totaling \$25,875
 - e. Approve the cathodic protection repairs to be done by Corpro for three tanks totaling \$18,500
 - f. Approve the well and pump testing and servicing to be done by Raymer totaling \$2,200
 - g. Approve the 2013 UCMR3 water testing to be conducted by UL, LLC totaling \$2,005
 - h. Approve the Declaration and Notice regarding the 10 Mile Archery Center and authorize execution by the Superintendent
 - i. Approve the preparation of the Drinking Water Revolving Fund Project Plan
 - j. Approve the request from American Legion Post 47 for a Special Liquor License for outdoor events on May 18-19, 2013; May 27-28, 2013; July 20-21, 2013; September 2-3, 2013; and September 7-8, 2013
 - k. Approve the Michigan Department of Transportation performance resolution for governmental agencies
 - l. Approve the amendment to the 2013 Rates & Charges to amend the fee for copies of public records
 - m. Approve the appointment of Bob DeLano as an alternate to the Board of Review
 - n. Receive the Water Department, Passports, Fire Department, Building Permits, Ordinance Enforcement, and Investments for December 2012
 - o. Approve Accounts payable in the amount of \$1,494,676.61
6. Approval of Agenda (including consent agenda and accounts payable)
7. Presentation
 - a. Jason Springer & Chris DeYoung from Rogueview Community TV
8. Closed Session - Pursuant to the Michigan Open Meetings Act; MCL 15.268 (d) to consider purchase or lease of real property up to the time an option to purchase or lease that real property is obtained
 - a. Consider partnering with the Comstock Park DDA on future property acquisitions
9. Public Hearing
 - a. Proposed Municipal Civil Infractions ordinance amendments
 - i. Consider adopting the proposed municipal civil infraction ordinance amendments
10. Old Business
 - a. None
11. New Business
 - a. Consider the request from Rogueview Community TV for \$68,460 for the equipment upgrade needed to continue providing the Public, Educational, and Governmental (PEG) Access channel
 - b. First consideration of the proposed Liquor Licensing Ordinance
12. Superintendent's comments
13. Board members' comments
14. Adjournment

***Citizens' comments** - In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items will be offered by the Chairman as they are presented.



January 22, 2013

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

Supervisor McCririe

I have enclosed a \$1000.00 check. This is a sponsorship check to be used for the 2013 Easter Egg Hunt. If you have any questions please feel free to contact me.

A handwritten signature in black ink, appearing to read 'Parks + Rec'.

Thank you,

A handwritten signature in black ink, appearing to read 'Julie Garavaglia'.

Julie Garavaglia
ITC Holdings
Community Relations
248-946-3505 Office



November 12, 2012

Dear Supervisor:

Please find enclosed a print version of the Cromaine District Library's 2011-2012 Annual Report.

We are deeply grateful for the continued support of our communities. Their comments, suggestions for improvements, and, yes, complaints are all included in this report. It is also available online at www.cromaine.org under Cromaine News & Information.

Over the past four years, we've seen a drop of \$250,000 in property tax revenue, an issue with which I know you are familiar. We have made several strategic cost-cutting decisions, including changing three full-time positions (opened by resignation or retirement) to part-time positions without benefits, as well as a great deal of "tightening up" on operating supplies. We continue to strive for greater energy efficiency wherever possible.

Our most recent audit for fiscal year 2011-2012 will be found at the Michigan Department of Treasury, Local Unit Audit Reports for 2012 (link:

http://www.michigan.gov/documents/treasury/478001CromaineDistrictLibrary20120917_398372_7.pdf).

Our "savings" for an emergency building issue—some of which loom on our near horizon, including replacement of the 33-year-old elevator (required for families with preschoolers and older adults to reach the principal floor for event programming) and significant repair and replacement of our Village building's air conditioning.

3688 N. Hartland Road • P. O. Box 308 • Hartland, Michigan 48353

P: 810.632.5200 • F: 810.632.7351

WWW.CROMAINE.ORG

Page Two

A new strategic plan, revised vision and values, adopted May 2012, are shared in the annual report. The objectives for the short-term are defined; long-term we see Cromaine as a center for user-created content, a place for increased community interaction. Today and tomorrow, we have and will maintain our values of investing in future generations, having a welcoming and friendly environment, and supporting community connection.

As we conclude the Geek the Library awareness effort (funded by the Melinda and Bill Gates Foundation to increase public awareness of public library funding), Cromaine as an institution and Cromaine staff, including me, will continue to emphasize that we care about what you care about. What matters to our residents, to you, is what matters to us. I hope and expect that our classes, events, collection, and stewardship of your community's resources meet your expectations of your community library.

Sincerely,

A handwritten signature in cursive script that reads "Ceci Marlow".

Cecilia Ann Marlow
Library Director

CROMAINE LIBRARY



Annual Report

2011-2012

In the Village

3688 N Hartland Rd • Phone: 810.632.5200

Crossroads Branch

1788 N Old US 23 • Phone: 810.632.7480

WWW.CROMAINE.ORG

October, 2012

One recent workshop instructor said that the best story a library can tell in its annual report is “How We Spent Your Money.”

I can tell you that we spent your money, your tax dollars, on what you have asked for—

- two physical places, both desired and used, plus the equipment you count on, like computers;
- books, audio, DVD, ebooks, downloadable audiobooks, magazines and online resources;
- staff that are increasingly expert in new technologies as well as traditional services, like which book to read next or story time;
- opportunities to learn more about the interests you have from music to early literacy and a variety of means, including the print newsletter, to make sure you know about them.

And, despite a projected 7% loss of revenue from those taxes in the year this report covers, Cromaine District Library has met your need to keep traditional open hours, staffing levels that sustain events and collections, and a place for you to connect to learn, to enjoy, and to people—each other in book clubs, writers and ereader groups; library experts to learn more about technology; and musicians, storytellers, and performers who bring “culture” alive. And, still, we continue to “put a little aside” each year in order to assure the maintenance of our aging buildings—the Village library now 85 years old and its addition now 32 years old.

What follows are lists, charts, a couple photos, and, most important to us, your comments and those of your friends and neighbors about Cromaine. We exist to meet this community’s needs—whether its once-a-year tax forms, or a weekly storytime experience for a precocious two-year-old. Please be sure to keep us informed about what works, what’s missing, where we understood your need, and where we didn’t “get it.” A tradition woven into the fabric of the quality of life in this community, Cromaine is also the launch vehicle for your children, your teens, and your future wherever that may take you.

Cecilia Ann Marlow, Library Director

ACCOMPLISHMENTS 2011-2012

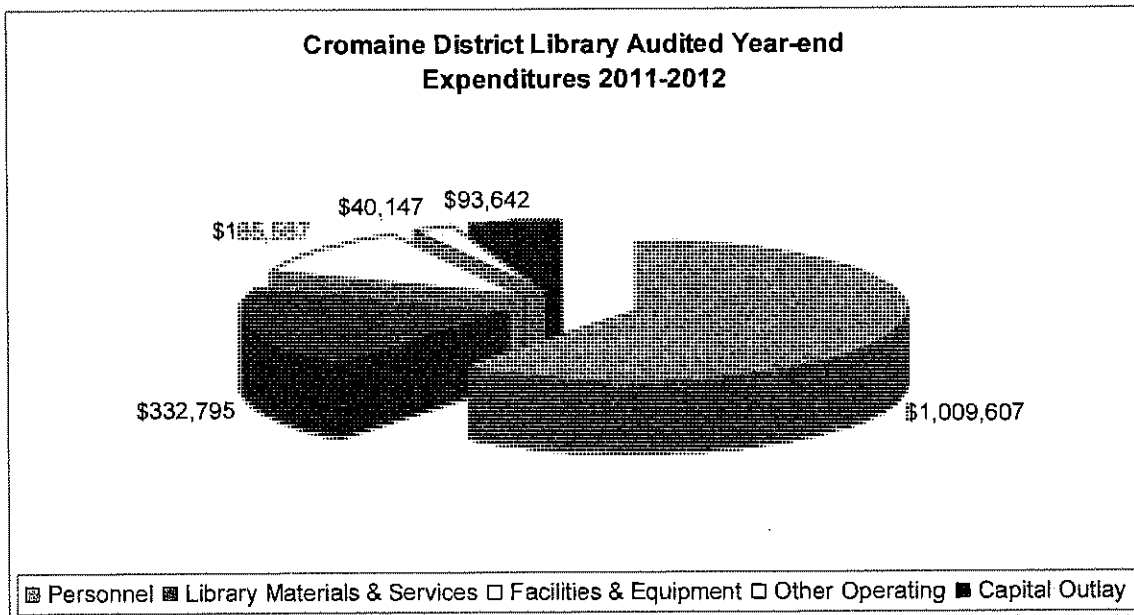
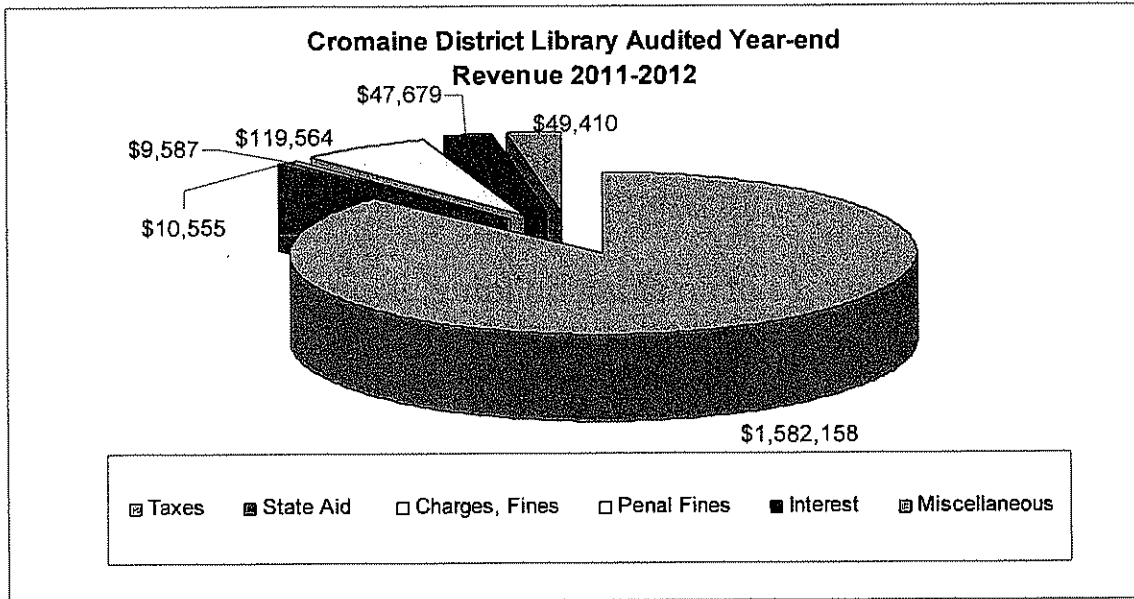
- Continued strategic cost-cutting has met the promise to live within our means without reduced open hours or closures for a day-week.
- Held large-scale collaborative community-wide Big Read event, “The Adventures of Tom Sawyer.” Cromaine received the only Big Read grant award (\$9,000) from the National Endowment for the Arts in the State of Michigan for this time period. In 30 days, this Big Read offered 55 events at 10 venues for 5,928 adults and students.
- Awarded “The Great Michigan Read” from Michigan Humanities Council, providing “Arc of Justice” books and readers guides.
- Awarded “The Way We Worked” Smithsonian Exhibit, one of six locations in the state and the only one in southeastern Michigan (coming December 2012).
- Awarded Michigan Center for the Book Grant support for Big Read 2012 (\$450).
- Michigan Notable Books Author tour selected our community, one of 50 statewide (with a grant of \$400)—Colleen Fisher appeared June 9!
- PNC Early Literacy Station opened with AWE Learning computers thanks to PNC Foundation support (\$16,100!).
- Livingston Reads community-wide read of “The Hunger Games,” supported by Friends of Cromaine (\$500).
- Continued cooperative classes with Village Manor Retirement and Garden Gate Montessori—and new outreach to Farms Intermediate.
- Continued collaboration with Livingston County’s libraries to exhibit at Community Connect, Regional Job Fair, and Senior Power Day.
- Continued support of Livingston County Literacy Coalition with tutors now helping local high school graduates meet community college entrance requirements in reading.
- Implemented Family Drive-in Movies August Friday nights and Cromaine Campfires with folk music, ghost stories, and singalong for June Thursday nights.
- Volunteers gave a total of 2,552.5 hours for the year (over 600 more than the previous year) averaging 49 hours per week.
- Added OverDrive collection of e-books for your Nook and Kindle; also now purchasing added e-book licenses for just Cromaine patrons.
- For staff cost-cutting, merged Adult and Youth departments into one.

- Added new E-resources Librarian position; added new Learning Events Assistant position through reallocation of staff hours. Created a Business focus role for one of the adult librarians to support the community's economic growth and career improvement.
- Implemented new ereader users group, Tween Techies (5th and 6th graders create comic strips and stop-motion animation with Ipad).
- Rearranged and reduced nonfiction collection to increase lighting and navigability; added shelving where possible to increase more popular media collections at branch; increased automated delivery of bestsellers to meet demand.
- Through collaboration with The Library Network, connected the Village library to fiber optic, improving speed of services at that location.
- Continued maintenance of an aging building, including duct cleaning, replacement and repair of wood trim on 1980 building.
- Increased size of print newsletter to meet patron requests for more event information while reducing cost of printing.
- Replaced worn furnishings at the Village location; provided study tables and chairs in lounge area at Crossroads to meet tutoring and group study needs improving and increasing seating at both locations.
- Began lending, not just borrowing, in MeLCat while also intensifying the I_Want practice of interloan or purchase before MeLCat.
- Reconstructed and improved the virtual library---www.cromaine.org—and increased mobile services, including adding the library's online catalog to the library's Facebook page.
- Created "technology sandboxes" at each service desk, including Ipad3, Nook Tablet, and Kindle Fire for use in the library, in addition to continued laptop check-out at Crossroads.
- Completed and adopted a new Strategic Plan with four short-term goals:
 1. Continue to provide a physical space for the vision.
 2. Review conceptual [building] design, costs, and appropriateness as library services continues to evolve
 3. Seize opportunities for greater fiscal stability
 4. Explore added revenue streams

Our Vision: Cromaine District Library is the Place to Connect to learn, to enjoy, and to people. Our Values: Investing in future generations; Friendly and welcoming to all; Community Connection.

FINANCIAL CROMAINE

The audit of Fiscal Year 2011-2012 was presented to the Library Board of Trustees and accepted September 20, 2012. It is filed with the Michigan Department of Treasury and available there online for review. A snapshot of Cromaine's financial status is shown below in the charts.



Fiscal year 2011-2012 saw another projected decrease in revenue of 7%--over \$250,000 reduction (15%) in property taxes alone during the period of 2008-2011. Cromaine continued to live within its means. Another open full-time position was converted to an unbenefited part-time position without sacrificing services to the public; savings also permitted the addition of a new-to-libraries position, Learning Events Assistant, that allowed reallocation of staffing dollars for more effective and consistent public service.

The installation of a new more efficient boiler plus improved controls provided significant energy savings, coupled with a milder winter. Savings were found in printing when the three-panel newsletter was expanded to four panels, but with reduced cost. Vendor discounts through collaborations allowed the continued upgrade of technology and gifts permitted the addition of new technology, such as iPads.

Through careful monitoring and cost-cutting when opportunity arose to do so without a reduction of services, a savings of over \$234,000 was achieved. This is an important continued effort to be prepared for the next major repair or replacement. The air conditioning system for the Village location had several problems over the 2012 summer and one estimate for replacement is \$100,000. The elevator is one of the oldest in the territory for the current elevator maintenance company and it, too, had many problems this year. In the three-floor building being unable to move materials and people between floors would greatly reduce the library's services, especially services to children and teens. Initial estimate to refurbish the elevator is \$50,000.

The pursuit and receipt of grants and gifts, including in-kind services, is vital to the continued ability to meet the needs of this community. Cromaine is deeply grateful to its dedicated Friends of Cromaine group that sorts, stores, displays, sells, and packs the thousands of books and media that the community donates each year. Their commitment to fund \$14,000 in events such as The Big Read and summer music, materials such as the OverDrive e-books, and provide the exciting prizes for summer reading, as well as supplying the maintenance agreements and paper that permit visitors to copy in both Cromaine locations is amazing and very welcome. PNC, the Michigan Humanities Council, the Smithsonian, the National Endowment for the Humanities—all exceptional partners bringing exceptional opportunities to the Cromaine community.

STATISTICAL CROMAINE

Cromaine uses both objective data to measure usage, as well as subjective and anecdotal data to measure value. Below is the chart of consistently collected objective data.

Cromaine Library 2011-2012

Year-End Statistics

	Current Year	Previous Year	% Change
CIRCULATION			
Adult books	78,906	75,089	5.08%
Children's books	67,911	76,200	-10.88%
Young Adult books	13,277	14,638	-9.30%
Magazines	8,618	9,920	-13.13%
Non-Print	95,538	95,285	0.27%
**** Misc.	9,958	3,534	181.78%
MELCAT Received	2,169	7,108	-69.49%
In-House Use	172,471	251,889	-31.53%
Total Circulation	448,848	533,663	-15.89%
Collection			
Added	19,634	17,982	9.19%
Withdrawn	24,311	12,602	92.91%
Owned	97,567	103,357	-5.60%
Cardholders			
Resident	14,215	14,291	-0.53%
Non-resident	2,099	2,053	2.24%
Total	16,314	16,344	-0.18%
Resident Cardholders added	1,308	1,640	-20.24%
Cardholders added	1,634	1,986	-17.72%
Visits/Village (July - June)	130,965	133,160	-1.65%
Visits/Crossroads (July - June)	74,174	79,798	-7.05%
Programs			
Adult	170	114	49.12%
Senior	33	22	50.00%
Youth	403	400	0.75%
Teen	36	38	-5.26%
Total	642	574	11.85%
Attendance			
Adult	5,998	2,735	119.31%
Senior	802	1,197	-33.00%
Youth	10,347	7,634	35.54%
Teen	2,298	290	692.41%
Total	19,445	11,856	64.01%

Reference Transactions			
Adult	6,126	7,166	-14.51%
Youth	7,164	7,799	-8.14%
Crossroads	6,167	7,380	-16.44%
Total	19,457	22,345	-12.92%
Technology			
Internet Use	34,453	43,303	-20.44%
Youth LAN	4,404	4,116	7.00%
Web Page Visits	139,196	127,445	9.22%
Database Use	10,522	7,532	39.70%
Self Check Use (included in Total Circulation)	51,957	51,035	1.81%
Total population	24,789	25,055	-1.06%
Circulation per capita	18.11	21.30	-14.99%
Program atten. per capita	0.78	0.47	65.77%
Visits per capita	8.28	8.50	-2.64%
Ref. trans per capita	0.78	0.89	-11.99%
Cardholders as % of population	66%	65%	0.89%
Circ per volume	4.60	5.16	-10.90%
*** Includes:Fast adds, Kits, Ref, DAB, ILL, MAP)			

Consistent with many reports from public libraries, a shift from traditional print and media to electronic materials, has affected circulation (the use of library materials). The “Misc.” category includes all e-books and downloadable audiobooks and increased dramatically. An increase of 471% is seen in the first quarter of FY 2012-13. Still, adult books continue to have increased circulation most likely due to Cromaine’s commitment to purchase what patrons request—from clock repair manuals to survival and living on nothing guidebooks to romance paperbacks. An added emphasis on acquiring bestsellers in adult fiction, nonfiction, and media has permitted Cromaine to hold the line as consumers turn more frequently to the costly but “instant” satisfaction at a cost that Netflix, On Demand, iTunes, and Amazon provides.

The shift from physical and print to online and virtual is also seen in the drop of physical visits coupled with increase in database use and web site visits. The increase in attendance without an increase in physical visits may seem an anomaly, except that more events and programs are held outside and in other locations, due to a lack of space at Cromaine. Attendance is up—but entering other doors.

THE COMMUNITY'S REVIEWS OF CROMAINE

Throughout the year, we collect the stories we hear from patrons both in the library and out of the library. This subjective, anecdotal information may be the truest measure of the success, or lack, of Cromaine.

Patron John Klosterhouse stopped by to say "Hello!" to Sue S. He said what a great library Cromaine is and complemented Sue on her excellent personal service. He appreciates the book suggestions Sue gives him.

"A patron just left mentioning to me that Herb is an excellent computer instructor."

Patron Robert Henshaw says that his Cromaine Library card is the most important card in his wallet!

Posted on Cromaine's Facebook page as a comment on the Museum Adventure Pass post: Tenely Smith I LOVE my library! So many books and so much more. Thanks!

A patron came in and thanked Amy for her help on a project he was working on. He was so excited to have found everything he needed at the U of M Library Amy had referred him to. Great job, Amy!

I can't believe it but I think I just completely filled my summer calendar with library programs!! I just registered the kids (and myself) for 7 events and penciled in on our calendar of all the Wednesday nite concerts and Friday nite movies, too. Add in the Summer Reading Program and... oh my, are we going to busy!! Just wanted to say THANK YOU to you and all the Cromaine staff for always putting together such a great selection of youth programs. We LOVE it!!

Good morning ladies, I just wanted to show you Josh's latest puppet creation. This is all imagined, created and hand-stitched by Josh. I'm so impressed with his dedication to completing this and I wanted to share it with you. All of that Jim Henson studying is paying off! This kid really used the library to enhance his learning! A true product of the Cromaine library!



Great Program. **More** early childhood ed.-- As a daycare worker, the state requires 12 hrs. each year, and with budget cuts, training is no longer free, nor do daycares pay for employee training anymore. Thanks so much for doing this. It saves \$ to us

serving children and making minimum wage or close to it. With the 2 MSU classes [at Cromaine] this month, as well as your partnership with Garden Gate Montessori, I will have 6 free hrs, (halfway there !!) this month!! Thanks again!!

Posted on Facebook

“I love Cromaine Library. It is the best library I have ever come across.”

Phil Smith, CSPA teacher, Cromaine volunteer sent this and it is for everyone who brings these programs to life.

“Ceci-I just wanted to thank you and your staff for all the work involved in bringing the Big Read to our community again. Cromaine may not be my official 'home' library, but having it close by gives me the opportunity to attend your programs. It was wonderful to be able to have my students witness a college professor discuss his passion last week, and I was so pleased that many of the students attended the array of programs you offered. Last night with "Mark Twain" capped a great month of programming, the community was able to witness classic theatre. I know my students will remember his chat for years to come. Thanks again for all you do for our Livingston County community.---Phil”



This one is for the Friends—a local pastor and his wife typically come to the book sales, but she was out of town for the spring one. He came with a list of her authors and the titles she had already read, and five of the Friends all joined in to search for him for new ones she hadn't read yet. He was very impressed with their kindness and service.

Another happy customer at church informed me that the American Girl Tea (part of the Tom Sawyers' Adventures Camp) was “just wonderful.” Her daughter had invited a friend and together they attended Becky Thatcher's Tea and enjoyed it immensely. She loves everything Cromaine is doing.

From Michigan Center for the book Blog –by Karren Reish

“Cromaine District Library is great at taking a book and taking off from the book discussion into a wide range of events for different ages and interests. Their latest is the 2012 One Book, *The Hunger Games*. Take a look at some of their program ideas.” She included our entire calendar of events!!

A patron who identified herself only as "just one of the residents" wants to commend Amy in particular. Her family has a newborn baby and the patron had a question and Amy is bringing a book for her from Commerce Twp library. But Amy went way beyond that, out of her way, to follow through and get more information more immediately for this patron. She said that all the staff at both places are “great, gracious, like family, swell,” but that Amy's service was “out of the way and should be commended.”



A patron stopped me at church to tell me how wonderful the Hunger Games event was. Her daughter, Dani, had invited three girlfriends to go to the movie and then join the Hunger Games at the library later that day. The girls were required to have read the book first, before they could participate. One of them didn't get it read until after the event at the library filled and was on the waiting list. Dani talked with me about letting in her friend; since we typically have no-shows, I checked with Carolyn who said okay. The girls had a back-up plan

of two of them participating as one (taking turns, etc.). It worked out. Mom said that they had an incredible time, it was so exciting, so well-planned, so well-done and tied to the book. A peak experience for four young women connecting to each other, the book, and the library.

A gentleman just came in and returned a book he had out that had gone to lost. He apologized and said he had gotten a good job because of the book. He said we would never know the full impact the library and the book has had on his life. The book was *INBOUND MARKETING*.

Patron from Flint visited the library for our Big Read Kickoff. She stopped by the Circulation Desk to say that our library is "PHENOMENAL." "She has never been in a nicer library." She is a "Mark Twain Nut," and will be back through the month of April for the programs.

Patron stopped by to pick up a free copy of "Tom Sawyer" to read to his grandchildren. He said "I have never been up to the 2nd Floor it is really NEAT. I will have my grandchildren for all of next week and I will be bringing them here."

Thank YOU Ms. Pat! You are what makes the little kids look forward to going to the library!

We really appreciate the lovely storytime program, the amazing Harry Potter programs, tween techies, homeschool book clubs, hunger games events, and all of the wonderful youth programs. More than any library we have ever gone to, the staff in the youth department and circulation are so friendly and patient with the kids and the parents, (even troublesome toddlers!) and really make us feel like you are glad we came! The Cromaine Library truly is one of a kind - with family friendly policies and an overall attitude of kindness.

A few weeks ago I ran into an old friend at the library and enjoyed catching up. Just 2 weeks later I ran into another friend that let me know that that very friend

had just been diagnosed with end stages cancer. Now I am on a list to hear updates on her condition and I am helping bring her family meals. It made me feel very grateful that the library served as a community meeting place or I would have not been a part of this. Having a library as a free place the community can gather serves such an important role to cement the community, creating and renewing the bonds between friends and neighbors. Thanks you for creating this useful community meeting place for people of all ages. Please forward this feedback on to the director, although I am sure they hear positive comments often! Thank you!

7-year-old Elise stopped by the desk and whispered that the library is her favorite place because she's a bookworm!

At the conclusion of an interview with Jessica Mathews from WHMI 93.5, off the recorder, she shared that Cromaine has the best programmed, most exciting and interesting calendar of any of Livingston. She said, "yeah, sure, we all know there's less money, but you guys keep delivering."

Cynthia Simpson, another librarian and mom of 3 at CSA, stopped in at Crossroads today while I was here to print some material for an interview the next day. Cynthia said wonderful wonderful things about Cromaine—the best library around, her preferred library, love Jeanne, so user-centered, the staff is so warm and welcoming and always helps with whatever she's doing. She went on and on—kudos to all who have contributed to her expert opinion of this library's services!

From Volunteer and librarian Nancy Fisher – For Volunteer Livingston
"Volunteer Voices" Blog

In June, 2010, I was lucky enough to stumble across a Volunteer Livingston ad by Cromaine District Library. Wow!! There began my association with a service-oriented, forward-thinking library. My first project involved working with the Youth Librarian to create links for the library's webpage featuring homework help sites. This came at a time when I was really seeking an intellectually meaningful pursuit and boy did this fit the bill! In chatting with the folks at the library, I inquired whether they were doing any outreach to the senior populations (a particular interest of mine), including those in assisted living facilities. To their credit, they leapt at a suggestion to conduct monthly book talks at a community senior center. These sessions have proven to be more than just a win-win. They are a **triple** win. Cromaine District Library is bringing books and the love of reading to seniors who otherwise may not have physical access to the library. The seniors have the opportunity to hear about new, engaging books they may not have discovered on their own. Many of the books have drawn on historical events, local history and inspiring, interesting events and people. The talks generally stimulate some kind of discussion revolving around the seniors' experience or viewpoints and also provide for nostalgic reminiscence. I especially remember that after a discussion of a light-hearted book populated by some colorful Catholic nuns, one of the seniors called me over to show me a time-worn

photo of his sister in her Nun habit, which he lovingly kept in his wallet. Although the Volunteer Coordinator and the librarians at Cromaine District Library have repeatedly expressed their sincere thanks to me for leading these booktalks, I don't think they'll ever realize how indebted I am to them for offering me this opportunity to connect with a terrific, special group of seniors. Spending time with the seniors is like being enveloped in a room full of wisdom. Every month, I look forward to engaging with folks who have a love of reading and are who are willing to listen to me chat about it.

A patron said that Hilary was "a God-send" for teaching her how to use her Kindle. She couldn't have beamed any brighter when she talked to me about how she now knows how to use it.

A patron said "I knew if I hung in with you, the library would get wireless up and running. It was worth the wait and I thank you."

At Crossroads a patron brought up the new James Patterson in Books In Demand and said, "Wow, I don't have to go on a wait list."

A patron came in and said thanks for all the good books she has read due to staff suggestions.

I said hello to a patron using the public Internet computer. He asked me if I go and say hello to find out what the patrons need. When I replied yes, he said that he was very glad that the librarians show this interest in the patrons. (Roving reference is working!)

Subject: A quick thanks for your library's homework helper page... :)
Message: Hello there, I hope this isn't a bother, but I just wanted to take the time to send you a quick thank you note on behalf of my students and myself. My name is Emily and I'm a 5th grade teacher for some lovely students at Morgantown Elementary. We just wanted to let you know that your page (<http://www.cromaine.org/youth/children/homework>) has been such a great reference for many of their homework assignments and projects so a big thank you from Mrs. Rawlins' class :)

My family is very thankful for Cromaine Library. I am always telling people how much money we save by using the library. I can't tell you how many people did not know we had DVDs. They are shocked when I tell them that they do not have to pay for the DVD rental. Their taxes do. I have even got people from other districts to use their library to save money. My in-laws from Burton have not bought a DVD since I told them to get them at their local library.

A patron dropped in at Crossroads with a flyer for a performance duo she'd like to see us use this summer during Summer Reading Club. She also said that last summer's SRC was absolutely the best she's ever experienced at Cromaine and is really looking forward to the next one.

Friend of the Library Penny Halstead told me that being a friend of the library is so much more fun now that Ceci is here. The Friends feel appreciated and enjoy pitching in to help.

One of our patrons came to me today and announced she had found a job! She was very grateful for our encouragement and having frequent access to the library's resources, computers, internet, etc.

MJ showed me and three patrons how to use Novelist at Crossroads tonight. The first man was thrilled about it, the second man needed help with similar books and MJ printed a list for him. A third patron overheard all this while looking at the DVDs and asked MJ to show her the site, also. Thanks MJ for all the help.

A patron stopped in at Crossroads to copy 9 pages from a current issue magazine. She was very happy we had it available and said that we 'beat out' the Grosse Pointe libraries. They did not have the magazine available. (Martha Stewart Living magazine)

Posted from a very satisfied Excel class participant:
What Herb covered, with the help of his friend, was well worth an hour of my time. I am a self taught Excel person and I learned 5-6 little tricks that were very helpful. I also went home and figured out how to do the numbering I wanted. And I showed people at work the next day - the experts who didn't know that feature even existed. I will check out the website you suggest and I made note of your being at Cromaine from noon to 4. There are a few other things I can't figure out how to conquer and will also come up with a total list of ten questions. I keep on hiding columns and can't find them,!!! They are in Excel Heaven.

I had just finished putting 2 new hot DVD out and within 5 minutes a patron exclaimed "My lucky day" "This library is great"

I just received a very nice compliment about us from a patron this morning. She said that she recently discovered Cromaine this summer after visiting several libraries in the area and we are her favorites! Just wanted to pass this on so you all know how much your hard work and "warm smiles" are appreciated!

With only one laptop for sale, there was bound to be someone disappointed. And there was. A young man (maybe 16) who, when I stated outright that the first person in line would be getting the laptop, got all downcast and left the line and the sale. Another patron (not there for the sale) heard the story. They happened to have a laptop that was to be replaced. The person who beat out the young man went the extra mile and determined who he was by looking at the yearbook. The patron with the laptop came through. The young man was in our database and I called him. The stipulations from the donating patron are that he still pay the library the \$40 and that sometime in his life, he pay this forward. The stipulation

by the patron ON the library is that there is no further mention of this to the patron. But it's too sweet a story about community and our patrons to not share it with you-all.

I emailed a patron to let her know I had ordered the parenting books she had requested and she replied with "thank you so much for the quality service you provide to us."

A man called who had been referred by a Cromaine patron. He was told that we gave exceptional service in genealogy and that we are the place to go to get help and get started. This gentleman is a Tyrone resident, Fenton Schools, so doesn't have a card. He'll get one, but after talking him through how to get to HeritageQuest online via mel.org with his drivers license, he is geeked and plans to attend the October Daughters of American Revolution event at Cromaine on genealogy.

Patron came in and wanted to be sure I knew that this library is THE BEST. When she talks with other parents in theater, they ask where does she get all her stuff and ideas and materials. She says Cromaine. She says, "You are doing it ALL right!"

I would like you to know Janice and another librarian at Crossroads, Herb and Joe worked many hours with me to get a book on my IPOD and I think I got it. No matter, I really appreciated their help. Please let them know I am making progress thanks to their assistance.

(Ceci responded to an I_Want email, telling the patron the book was ordered for her and would be available in about three weeks):
Wow, it's that simple?! You guys are awesome!!!!

Two West Bloomfield patrons came in to register for library cards with us. They said it was because of all of our online services! Our "third branch" is becoming famous!

Just wanted to note the great comments and HUGE smiles on the faces of the patrons leaving the Medieval Potluck and Hogwarts Magic show on the 27th. I was manning the door as the families left and nearly every adult said they had a great time, with a few "We hope you'll do this agains" thrown in. My face was sore from grinning – that guy was a total hoot!!

What follows are the comments we've received in writing.

Materials

Get Captain America books

Put mysteries back up front. They were easier to get to.

Would like "Fine Homebuilding" magazine.

I checked out the book "Looking at Architecture" and found p. 42 extremely offensive. It was a picture of a building with people in sexual positions carved on the outside.

According to your computer, you do not have the September and October issues of Nintendo Power, and according to the website the Nintendo Power October issue is out, so you have apparently stopped your subscription. I would like you to continue it.

Patron would like this month's Wood Magazine, all amateur woodworkers would use the magazine

Patron would like e books for kindle

Would like access to ProQuest for Sanborn Fire Insurance Maps

Request from author to order copy of American Poet for young patrons

Request to receive program handouts on Planting a Fairy Garden-unable to attend the program

Request from author to get his book, Tears of a Rose in to circulation

Do you accept college books?

Journalist had questions on library funding and also would like to have a book launch here

Did the library receive its copies of the tile book that a class did?

Request for books coming in on CD

Author asking library to stock their book-It's Not Personal:Lessons I have learned on Difficult Behavior regarding bullying

Author asking library to stock Pals Forever: Memoirs of a Labrador in his Own Words

Thank you for acquiring Tom Sawyer in larger print

Do you have access to ProQuest which is the holder for Sanborn Fire Insurance Maps? Does Howell or Brighton have it?

I think a wider variety of music would be a nice improvement. I love reading but always am finding myself listening to music while cleaning, cooking, or eating.

Thank you for all the wonderful assortment of magazines available for checkout. Better collection than bigger libraries I've been to.

Author asking for library to stock-Apart From Love

Request for The Heart is a Lonely Hunter and/or A Woman's Worth

Would like to suggest another consumer resource to add to list: MySears has more than a million members who write unbiased reviews.

Suggestions from a teacher on links for kids on Cromaine website

Editor would like to suggest link on web page

Suggestion to link MySearsCommunity to the Community Information Page

Complaint that DVD was R rated in such small print it could only be read by magnifying glass-several e-mails on this

CD not checked in that was borrowed from another library

Request to include coupon resources to website link

3 Complaints on the misleading hour sign on the drop box at the Village.

PLUS 452 requests for specific books, DVDs, audiobooks, music CDs, magazines, and ebooks through the I_Want email address.

Building & Equipment

There was no desk area to plug in laptops for working. It was an inconvenience and would be helpful for students in the future.

I'm not sure if this will be in the libraries' price range, but purchasing touch screen computers for all the computers, just like the kid ones, so movies aren't needed and pictures can be taken with the web cam.

Would like hours and days changed on the outside sign as they change.

Request for purse hook for ladies restroom at Cross Roads

During Tornado warning in March a patron did not feel safe in the lower level with all of the glass around which is where the current plan has them go.

Note that Comcast would be a Branch to help clear up issues

Patron complaining about clarity of open hours sign at village

Personnel

Need a library cat.

More color.

Doing a good job. Lots of information just not what I'm looking for.

Thank you for always helping and for having great programs.

Thanks to Mrs Pat for the great story time for little kids. Staff is so friendly, big thank you for Cromaine being a friendly free place for the community

Big thank you for supplying books for the troops –twice

Big Thank you for all of the work on the Big Read Program

“Quiet” is not enforced by library staff; library staff itself is, on occasion, quite loud. “Quiet” signs and “please set your cell phone to silent” signs may help, especially if enforced by the library staff.

Services

Don't let adults use the kids' computers.

Request to be removed from e-mail list as they have left the district

Had trouble with self check out, would like directions up as to where to put the card to scan.

Bring in a speaker or give a presentation about Wolf Management in Michigan.

Would like to start a support group for newly diagnosed cancer patients and possibly have meetings here.

I have noticed countless kids that have gone down to the first floor and played computer games while on the computer. Being a young adult myself, I also respect and acknowledge that many teens and adults like me need these same computers for our studies. With the ongoing problem of noisiness and availability of computers, I want to suggest that there be a rule set up for at least the first floor of computers to settle this problem.

Used a computer in the downstairs adult area; terribly uncomfortable. After a short while, chair really hurt my bottom and the desk was a little too high for me. Uncomfortable time working on computer.

Dance.

More theater camp classes.

History pictures.
Baton.
Activities and more music.
Tech support expert to give hands-on assistance with iPod.
Downloadables – more hands on experience.
More technology – love downloadables.
Need computers for downloadables.
More Anime nights.
Text message notices do not tell what the notice is for, i.e., pickup, overdue or pre-overdue.
Thank you for thinking of us when you move books over and up (mystery ones)
Asking for meetings to attend for government class
Patron would prefer e-mail to phone notifications, but can't find where to change it.
Patron wanted to cancel reservation, but wasn't sure how to do it on line
Patron checked out a CD and wondered if the library can e-mail her when it is due.
Patron wonders how to update membership online as they are out of town and would like to check out an e-book
Display case-would like to reserve it for May for a Memorial Day Exhibit by Community Council
Could not find open clerical position on the website.
Patron would like suggestions for book for her book club
Would like clarification of dates for Book sale-site says 17-18, Sat & Sun-website has different dates.
Request for book sales to be open the same time as the library
Patron requested books when they owe on 3 items that have not been returned.
The books were ordered as others will also like them. Asked to come in and straighten this out.
Patron broke a CD and want to know what to do.
Asking for online application for open positions.
Request to be allowed to take online exams at Cromaine-need proctor to sign form
Request to allow church to hold weekly group
Comment on child creating a puppet after Jim Hensen study-proud of the library
Patron request for information on renewing library cards for the family and marching in parade for the Library
Comment from patron on statement of concern that staff members that watched the film didn't comment-statement of access for minors was sent and if needed requested to come in and talk about the situation
Request if Library has archived Livingston Press articles from 2007.
Great response from the Fairy Garden Program
Question if there is an historical society that would like pictures of Hartland in the horse and buggy time
Patron paid for replacement DVD at Crossroads and wanted to make sure their account was credited
Patron felt \$1.00 for a fax was too much as she already pays taxes

Patron will not let young son come to the library due to group of kids that hang around in the parking lot

Question on summer reading program can you count mangas as books?

Request for a link to nightschool.org on Cromaine website

Request for partnership with Living Senior.com

Thank you for all the great services, summer concerts, summer reading programs. Great selection of youth programs

Patron loves accessing data on line-but has problems completing tasks-thinks it is a site problem

Patron has a quantity of adult and children's books to donate.

Found employment application, but needs e-mail address to send it to.

Patron renewed checked out books

Patron trying to renew DVDs online for 2 days, screen goes to portal and does not renew

Junior at Hartland wishes to attend meeting for Government class

Can I return a mel interloan to its home library or does it have to be returned to Cromaine first?

Community Council would like to reserve the display case for May for a Memorial exhibit.

Patron would prefer e-mail to phone notifications, can't find where to change it.

Question on where a patron's library card number is

Request to be able to post a patron's book club on a bulletin board

Patron would like time to teach some students to learn to use their kindle fire to download books

Patron e-mailed change of address

Howell library notified that customer "not in good standing with them" said they were coming to Cromaine for books.

Patron complained with issues using the online books-error message is displayed

Question if hiring at the Library-2

Patron questioning if they have a Howell Library card can the use that at Cromaine?

Thank you for all of the exciting upcoming events

Request of list of all big read books the library has been involved with

Patron received a new MP3 player and is having difficulty downloading books, asking for help

Patron asked for a posting of current board meeting minutes

Patron looking at WWII diary of former Hartland resident and wondered if there were any comments made when he donated the diary how they were transcribed from the notebook

Patron does not understand how to renew a book online

Patron having difficulty placing a hold on a book online

Offer from a traditional fiddler, singer/storyteller to perform

Patron complaint that they are not getting their e-mails when a book is on hold for them-go back to calls-2

Patron checking that their library card is not working online

Patron checking if library has Access for online learning class through Microsoft office

Patron suggestion of adding Mesothelioma Cancer Alliance as a link
 Patron wishes to donate books
 Patron sent in change of phone number
 Question if library is hiring
 Note that the library has Genesee Obituaries
 Patron stated she had return a sound recording, but it still showed open on her account.
 Complaint that the Crossroads branch seems to have technical difficulties with internet. & printing 50% of the time
 Question if the library has a night where patrons can come in with e-readers and get held
 Question if a library card is required to register for a program
 Local author requests use of library in Sept for a book launch-Discover Your Woman Within
 Suggestion from patron when the location of programs are announced instead of just Community Room you also state Village Library to make the location clear.
 Relay for Life single team asked if they could bring a can in for donations and "feet" that can be signed
 Notification that host for upcoming Rocks and Fossils passed away. Advise whether to
 cancel program
 Note from another library asking for information on someone that was featured at Cromaine
 Request to partner on project for MBA program students
 Note that Scout Adventures added Cromaine as a link for family friendly adventures
 Complaint on the website regarding Mel Cat regarding e books is confusing
 Patron trying to download audio book to PC and when it asked for Library-Cromaine was not on the list

Lastly, we have a list of the suggestions Cromaine patrons have made for improvements—in materials, services, and classes/events. We take these to heart and, if outside the scope of the library's intent as a center of self-directed education, the suggestion will be passed onto another appropriate group in the community.

- Food programs
- Travel, cultural
- More kids stuff
- More science
- Sports classes
- Talent show
- Art
- Alice in Wonderland exhibit
- Inkheart exhibit
- Salt shaker for popcorn
- Family movies
- More Harry Potter
- Lord of the Rings exhibit
- Classic cars during concern
- Tiered classes for basic to expert
- More herbology
- More herb-plant growing

- More specific ereader model group
- Ereader for Tech Zoo 1
- Class for downloading ebooks
-
- More family movies
- More family events
- Cartoon class
- More music
- Psychic readings
- Tarot cards
- WICCA
- More religion and mythology
- Psychology of music
- Chess
- Local history
- Decorating class
- More history talks
- Naturopathic doctor
- Nutritionist
- Couponing class
- More genealogy
- Genealogy with Internet
- Returning to college as an adult
- More retirement planning
- Gardening
- Organic gardening
- Grandparent-grandchild activities
- More for seniors
- Cooking matters from Gleaners
- Herb walk
- More comics
- More author talks
- Photography
- Sci-fi horror author
- Graphic novel artist
- More computer classes
- Geocaching
- Gun shooting
- Glass painting
- More craft
- Stained glass
- More on-stroke painting
- More on ebooks
- More on ereaders
- Jump rope contest
- More art and craft, including altered books
- First aid class
- Rodeo
- Legos
- Anything on history, science, or art
- More American Girl events
- More astronomy programs
- US Presidents, Constitution
- More survival or hunting skills
- Lincoln log contest
- Juggling
- Magic
- 3-day astronomy
- Local history, early American
- Wine making
- Home brewing
- Local history and women in history
- More family game nights
- Coin collecting for kids
- Family game night
- Late afternoon story time
- True facts on politics
- Local hiking trails
- Financial information
- Stephenie Myer come to talk about Twilight
- More intellectual
- Men in history
- World history
- Animals
- History behind Star Wars

Usage Statistics for genoa.org

Summary Period: January 2013
Generated 01-Feb-2013 00:25 EST

[\[Daily Statistics\]](#) [\[Hourly Statistics\]](#) [\[URLs\]](#) [\[Entry\]](#) [\[Exit\]](#) [\[Sites\]](#) [\[Referrers\]](#) [\[Search\]](#) [\[Agents\]](#) [\[Locations\]](#)

Monthly Statistics for January 2013		
Total Hits	265594	
Total Files	149377	
Total Pages	83711	
Total Visits	15245	
Total kB Files	6953132	
Total kB In	3	
Total kB Out	173	
Total Unique Sites	6361	
Total Unique URLs	3916	
Total Unique Referrers	1378	
Total Unique User Agents	1415	
	Avg	Max
Hits per Hour	356	1868
Hits per Day	8567	22360
Files per Day	4818	12701
Pages per Day	2700	10651
Visits per Day	491	1333
kB Files per Day	224295	442591
kB In per Day	0	1
kB Out per Day	6	35
Hits by Response Code		
Undefined response code	74	
Code 200 - OK	149377	
Code 206 - Partial Content	353	
Code 301 - Moved Permanently	292	
Code 302 - Found	1199	
Code 304 - Not Modified	94038	
Code 400 - Bad Request	20	
Code 404 - Not Found	20241	

Daily usage for January 2013

Daily Statistics for January 2013																
Day	Pages		Visits		Sites		kB In		kB Out							
1	12405	4.67%	4671	3.13%	2929	3.50%	453	2.97%	292	4.59%	143034	2.06%	1	20.00%	35	20.22%
2	11401	4.29%	5380	3.60%	2650	3.17%	538	3.53%	361	5.68%	185768	2.67%	0	0.00%	0	0.00%
3	10947	4.12%	5327	3.57%	2529	3.02%	575	3.77%	397	6.24%	202395	2.91%	1	20.00%	34	19.94%
4	9660	3.64%	4989	3.34%	2785	3.33%	533	3.50%	357	5.61%	253498	3.65%	1	20.00%	34	19.94%
5	3749	1.41%	3457	2.31%	1827	2.18%	445	2.92%	297	4.67%	147748	2.12%	0	0.00%	0	0.00%
6	3867	1.46%	3463	2.32%	1725	2.06%	439	2.88%	288	4.53%	223128	3.21%	0	0.00%	0	0.00%
7	11576	4.36%	5543	3.71%	3126	3.73%	481	3.16%	326	5.12%	334143	4.81%	0	0.00%	0	0.00%
8	22360	8.42%	12701	8.50%	10651	12.72%	1333	8.74%	1056	16.60%	381975	5.49%	1	20.00%	34	19.94%
9	13676	5.15%	5626	3.77%	3247	3.88%	617	4.05%	515	8.10%	220548	3.17%	0	0.00%	0	0.00%
10	10605	3.99%	4620	3.09%	2516	3.01%	427	2.80%	286	4.50%	189344	2.72%	1	20.00%	34	19.95%
11	8474	3.19%	4753	3.18%	2941	3.51%	402	2.64%	288	4.53%	246268	3.54%	0	0.00%	0	0.00%
12	2870	1.08%	2647	1.77%	1476	1.76%	347	2.28%	211	3.32%	227535	3.27%	0	0.00%	0	0.00%
13	3325	1.25%	3059	2.05%	1891	2.26%	378	2.48%	260	4.09%	199143	2.86%	0	0.00%	0	0.00%
14	10861	4.09%	5376	3.60%	3107	3.71%	469	3.08%	319	5.01%	339052	4.88%	0	0.00%	0	0.00%
15	10146	3.82%	4999	3.35%	2537	3.03%	481	3.16%	346	5.44%	442591	6.37%	0	0.00%	0	0.00%
16	10221	3.85%	4722	3.16%	2464	2.94%	483	3.17%	360	5.66%	237273	3.41%	0	0.00%	0	0.00%
17	11127	4.19%	5301	3.55%	3020	3.61%	598	3.92%	389	6.12%	242744	3.49%	0	0.00%	0	0.00%
18	5654	2.13%	4538	3.04%	2504	2.99%	490	3.21%	317	4.98%	230354	3.31%	0	0.00%	0	0.00%
19	3808	1.43%	3524	2.36%	2071	2.47%	388	2.55%	241	3.79%	151290	2.18%	0	0.00%	0	0.00%
20	4436	1.67%	4043	2.71%	2301	2.75%	409	2.68%	277	4.35%	152582	2.19%	0	0.00%	0	0.00%
21	5617	2.11%	4901	3.28%	2316	2.77%	471	3.09%	373	5.86%	203487	2.93%	0	0.00%	0	0.00%
22	10520	3.96%	5758	3.85%	2964	3.54%	523	3.43%	385	6.05%	221473	3.19%	0	0.00%	0	0.00%
23	12295	4.63%	5576	3.73%	3136	3.75%	458	3.00%	332	5.22%	324203	4.66%	0	0.00%	0	0.00%
24	7948	2.99%	4666	3.12%	2342	2.80%	477	3.13%	339	5.33%	165617	2.38%	0	0.00%	0	0.00%
25	7660	2.88%	4416	2.96%	2251	2.69%	471	3.09%	342	5.38%	216445	3.11%	0	0.00%	0	0.00%
26	4038	1.52%	3659	2.45%	2145	2.56%	395	2.59%	271	4.26%	157706	2.27%	0	0.00%	0	0.00%
27	3184	1.20%	2895	1.94%	1335	1.59%	369	2.42%	250	3.93%	127378	1.83%	0	0.00%	0	0.00%

28	8242	3.10%	4450	2.98%	2101	2.51%	461	3.02%	328	5.16%	153752	2.21%	0	0.00%	0	0.00%
29	8126	3.06%	4617	3.09%	1988	2.37%	448	2.94%	362	5.69%	251949	3.62%	0	0.00%	0	0.00%
30	8640	3.25%	4704	3.15%	2262	2.70%	465	3.05%	334	5.25%	206527	2.97%	0	0.00%	0	0.00%
31	8156	3.07%	4996	3.34%	2574	3.07%	509	3.34%	362	5.69%	174181	2.51%	0	0.00%	0	0.00%

Hourly usage for January 2013



Hourly Statistics for January 2013																
Hour	In			Out			Pages			kB In			kB Out			
	Avg	Total	%	Avg	Total	%	Avg	Total	%	Avg	Total	%	Avg	Total	%	
0	200	6218	2.34%	105	3273	2.19%	72	2233	2.67%	4451	137972	1.98%	0	0	0.00%	
1	183	5685	2.14%	88	2734	1.83%	68	2138	2.55%	4815	149258	2.15%	0	0	0.00%	
2	178	5523	2.08%	84	2634	1.76%	66	2046	2.44%	5335	165391	2.38%	0	0	0.00%	
3	162	5046	1.90%	71	2203	1.47%	58	1817	2.17%	3566	110561	1.59%	0	0	0.00%	
4	199	6186	2.33%	105	3269	2.19%	86	2696	3.22%	4921	152554	2.19%	0	1	19.94%	
5	192	5954	2.24%	96	2977	1.99%	77	2412	2.88%	3084	95617	1.38%	0	0	0.00%	
6	225	6998	2.63%	124	3865	2.59%	87	2719	3.25%	7504	232636	3.35%	0	0	0.00%	
7	271	8405	3.16%	166	5163	3.46%	110	3433	4.10%	4822	149494	2.15%	0	0	0.00%	
8	418	12961	4.88%	292	9053	6.06%	184	5711	6.82%	12952	401497	5.77%	0	0	0.00%	
9	534	16584	6.24%	309	9609	6.43%	161	5000	5.97%	10972	340119	4.89%	0	0	0.00%	
10	550	17078	6.43%	294	9127	6.11%	144	4487	5.36%	15427	478245	6.88%	0	0	0.00%	
11	575	17832	6.71%	304	9434	6.32%	131	4089	4.88%	13351	413890	5.95%	0	0	0.00%	
12	576	17877	6.73%	312	9692	6.49%	159	4937	5.90%	13886	430460	6.19%	0	0	0.00%	
13	559	17357	6.54%	278	8637	5.78%	129	4003	4.78%	12258	379996	5.47%	0	0	0.00%	
14	586	18169	6.84%	312	9698	6.49%	153	4759	5.69%	13095	405946	5.84%	0	1	19.94%	
15	525	16305	6.14%	288	8948	5.99%	136	4234	5.06%	12576	389850	5.61%	0	1	19.95%	
16	525	16292	6.13%	275	8555	5.73%	120	3734	4.46%	13524	419245	6.03%	0	0	0.00%	
17	398	12364	4.66%	261	8114	5.43%	148	4603	5.50%	14689	455364	6.55%	0	0	0.00%	
18	360	11188	4.21%	218	6780	4.54%	127	3953	4.72%	13566	420547	6.05%	0	0	0.00%	
19	325	10079	3.79%	197	6121	4.10%	103	3205	3.83%	6518	202058	2.91%	0	1	19.94%	
20	289	8988	3.38%	182	5653	3.78%	102	3168	3.78%	8890	275600	3.96%	0	0	0.00%	
21	275	8555	3.22%	178	5536	3.71%	106	3290	3.93%	8217	254724	3.66%	0	0	0.00%	
22	252	7825	2.95%	157	4892	3.27%	93	2900	3.46%	11402	353459	5.08%	0	0	0.00%	
23	197	6125	2.31%	110	3410	2.28%	69	2144	2.56%	4473	138649	1.99%	0	1	20.22%	

Top 30 of 3916 Total URLs			
#	URL	kB Out	URL

1	12788	4.81%	11920	0.17%	0	0.00%	0	0.00%	/css/style.css
2	12740	4.80%	94465	1.36%	0	0.00%	0	0.00%	/js/wymeditor/jquery.wymeditor.pack.js
3	12704	4.78%	4355	0.06%	0	0.00%	0	0.00%	/js/roundtabs.js
4	12674	4.77%	5596	0.08%	0	0.00%	0	0.00%	/js/dropdowns.js
5	12673	4.77%	4328	0.06%	0	0.00%	0	0.00%	/css/print.css
6	12673	4.77%	4034	0.06%	0	0.00%	0	0.00%	/js/headersearch.js
7	12591	4.74%	70851	1.02%	0	0.00%	0	0.00%	/js/jquery/jquery.js
8	8781	3.31%	45106	0.65%	0	0.00%	0	0.00%	/
9	7632	2.87%	41440	0.60%	0	0.00%	0	0.00%	/admin/searchreview
10	3060	1.15%	19955	0.29%	0	0.00%	0	0.00%	/robots.txt
11	1857	0.70%	7099	0.10%	0	0.00%	0	0.00%	/departments/assessing/data
12	1594	0.60%	2194	0.03%	0	0.00%	0	0.00%	/img/favicon.ico
13	965	0.36%	6863	0.10%	0	0.00%	0	0.00%	/meetings/minutes
14	951	0.36%	8084	0.12%	0	0.00%	0	0.00%	/meetings/boardminutes/1
15	856	0.32%	6871	0.10%	0	0.00%	0	0.00%	/government/boards/board
16	732	0.28%	4048	0.06%	0	0.00%	0	0.00%	/favicon.ico
17	731	0.28%	2874	0.04%	0	0.00%	0	0.00%	/articles/article/billpay
18	672	0.25%	8648	0.12%	0	0.00%	0	0.00%	/government/boards/planningcommission
19	667	0.25%	7514	0.11%	0	0.00%	0	0.00%	/government/boards/zoningboard
20	635	0.24%	3622	0.05%	0	0.00%	0	0.00%	/departments/utilities/watersewer
21	619	0.23%	5680	0.08%	0	0.00%	0	0.00%	/meetings/boardminutes/2
22	617	0.23%	5449	0.08%	0	0.00%	0	0.00%	/meetings/boardminutes/3
23	525	0.20%	3094	0.04%	0	0.00%	0	0.00%	/departments/utilities/refuse
24	468	0.18%	4763	0.07%	0	0.00%	0	0.00%	/government/ordinances/ordinance-zoning
25	457	0.17%	15752	0.23%	0	0.00%	0	0.00%	/articles/article/platmaps
26	441	0.17%	2464	0.04%	0	0.00%	0	0.00%	/government/contact
27	435	0.16%	2503	0.04%	0	0.00%	0	0.00%	/government/employment
28	431	0.16%	2097	0.03%	0	0.00%	0	0.00%	/search
29	407	0.15%	3401	0.05%	0	0.00%	0	0.00%	/departments/assessing
30	392	0.15%	6078	0.09%	0	0.00%	0	0.00%	/news/bulletins

[View All URLs](#)

Top 10 of 3916 Total URLs By kB F									
#	URL	Visits	kB In	kB Out	URL				
1	31	0.01%	484175	6.96%	0	0.00%	0	0.00%	/contentfiledata/download/1319
2	62	0.02%	224459	3.23%	0	0.00%	0	0.00%	/contentfiledata/download/61
3	84	0.03%	219347	3.15%	0	0.00%	0	0.00%	/contentfiledata/download/1314
4	8	0.00%	150870	2.17%	0	0.00%	0	0.00%	/contentfiledata/download/1320
5	62	0.02%	132665	1.91%	0	0.00%	0	0.00%	/newsbulletinfiledata/download/41
6	36	0.01%	121717	1.75%	0	0.00%	0	0.00%	/contentfiledata/download/159
7	129	0.05%	107439	1.55%	0	0.00%	0	0.00%	/newsbulletinfiledata/download/38
8	54	0.02%	107019	1.54%	0	0.00%	0	0.00%	/contentfiledata/download/540
9	12740	4.80%	94465	1.36%	0	0.00%	0	0.00%	/js/wymeditor/jquery.wymeditor.pack.js
10	45	0.02%	77128	1.11%	0	0.00%	0	0.00%	/contentfiledata/download/161

Top 10 of 2592 Total Entry Pages				
#	URL	Visits	URL	
1	8781	3.31%	3699	24.64%

2	1857	0.70%	339	2.26%	/departments/assessing/data
3	635	0.24%	284	1.89%	/departments/utilities/watersewer
4	525	0.20%	264	1.76%	/departments/utilities/refuse
5	457	0.17%	194	1.29%	/articles/article/platmaps
6	317	0.12%	165	1.10%	/articles/article/park
7	407	0.15%	133	0.89%	/departments/assessing
8	435	0.16%	125	0.83%	/government/employment
9	392	0.15%	102	0.68%	/news/bulletins
10	965	0.36%	92	0.61%	/meetings/minutes

Top 10 of 1922 Total Exit Pages					
#	Visits	Percentage	Visits	Percentage	URL
1	8781	3.31%	677	11.96%	/
2	1857	0.70%	131	2.31%	/departments/assessing/data
3	965	0.36%	60	1.06%	/meetings/minutes
4	731	0.28%	55	0.97%	/articles/article/billipay
5	457	0.17%	46	0.81%	/articles/article/platmaps
6	635	0.24%	43	0.76%	/departments/utilities/watersewer
7	435	0.16%	38	0.67%	/government/employment
8	525	0.20%	34	0.60%	/departments/utilities/refuse
9	951	0.36%	29	0.51%	/meetings/boardminutes/1
10	278	0.10%	28	0.49%	/community/links

Top 30 of 6361 Total Sites					
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23	448	0.17%	445	0.30%	37763	0.54%	0	0.00%	0	0.00%	142	0.93%	crawl-66-249-73-21.googlebot.com
24	436	0.16%	347	0.23%	18249	0.26%	0	0.00%	0	0.00%	27	0.18%	12.168.4.36
25	436	0.16%	294	0.20%	67643	0.97%	0	0.00%	0	0.00%	33	0.22%	76-203-248-175.lightspeed.livnmi.sbcglobal.net
26	435	0.16%	435	0.29%	14446	0.21%	0	0.00%	0	0.00%	14	0.09%	160-36-84-49.s43.a014.ap.plala.or.jp
27	432	0.16%	403	0.27%	29293	0.42%	0	0.00%	0	0.00%	175	1.15%	msnbot-65-55-24-239.search.msn.com
28	424	0.16%	423	0.28%	2568	0.04%	0	0.00%	0	0.00%	197	1.29%	123.151.148.176
29	422	0.16%	409	0.27%	83038	1.19%	0	0.00%	0	0.00%	5	0.03%	91.232.96.36
30	413	0.16%	410	0.27%	3429	0.05%	0	0.00%	0	0.00%	251	1.65%	123.151.148.183

[View All Sites](#)

Top 10 of 6361 Total Sites By kB F													
#										kB Out	Visits		Hostname
1	4496	1.69%	4415	2.96%	891404	12.82%	0	0.00%	0	0.00%	346	2.27%	crawl-66-249-73-38.googlebot.com
2	2335	0.88%	2323	1.56%	436364	6.28%	0	0.00%	0	0.00%	234	1.53%	208.115.113.82
3	2209	0.83%	2194	1.47%	389603	5.60%	0	0.00%	0	0.00%	200	1.31%	208.115.113.92
4	2587	0.97%	2578	1.73%	233968	3.36%	0	0.00%	0	0.00%	462	3.03%	spider-199-21-99-125.yandex.com
5	289	0.11%	201	0.13%	172090	2.48%	0	0.00%	0	0.00%	7	0.05%	c-107-5-119-187.hsd1.mi.comcast.net
6	968	0.36%	963	0.64%	100846	1.45%	0	0.00%	0	0.00%	1	0.01%	173.193.219.168-static.reverse.softlayer.com
7	258	0.10%	161	0.11%	97775	1.41%	0	0.00%	0	0.00%	18	0.12%	c-71-238-173-42.hsd1.mi.comcast.net
8	422	0.16%	409	0.27%	83038	1.19%	0	0.00%	0	0.00%	5	0.03%	91.232.96.36
9	385	0.14%	353	0.24%	73588	1.06%	0	0.00%	0	0.00%	6	0.04%	adsl-99-150-175-99.dsl.sfldmi.sbcglobal.net
10	436	0.16%	294	0.20%	67643	0.97%	0	0.00%	0	0.00%	33	0.22%	76-203-248-175.lightspeed.livnmi.sbcglobal.net

Top 30 of 1378 Total Referrers

23	22	0.01%	http://search.yahoo.com/mobile/s
24	22	0.01%	http://yandex.ru/yandsearch
25	18	0.01%	http://isearch.avg.com/search
26	18	0.01%	http://pimufa.ru/
27	18	0.01%	http://www.google.co.uk/url
28	17	0.01%	http://www.google.com/imgres
29	16	0.01%	http://investcanadas.net/news.php
30	16	0.01%	http://www.genoa.org
View All Referrers			

Top 20 of 799 Total Search Strings			
#	Count	Percentage	Search String
1	380	18.25%	genoa township
2	151	7.25%	genoa township mi
3	114	5.48%	genoa township michigan
4	59	2.83%	mhog
5	57	2.74%	genoa township assessor
6	35	1.68%	genoa twp mi
7	32	1.54%	genoa twp
8	31	1.49%	genoa.org
9	16	0.77%	mhog water authority
10	16	0.77%	www.genoa.org
11	13	0.62%	genoa
12	11	0.53%	genoa township mi assessor
13	11	0.53%	township of genoa treasurer

13	2928	1.10%	Mozilla/5.0 (compatible; MSIE 9.0; Windows NT 6.1; Trident/5.0)
14	2718	1.02%	Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.9.2.8) Gecko/20100721 Firefox/3.6.8
15	2629	0.99%	Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; GTB7.4; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.4
View All User Agents			

Usage by Location for January 2013



Top 30 of 88 Total Locations											
#							kB Out		Location		
1	114517	43.12%	16063	10.75%	442245	6.36%	0	0.00%	0	0.00%	Non-Profit Organization
2	64699	24.36%	54813	36.69%	2431252	34.97%	0	0.00%	0	0.00%	Network
3	44455	16.74%	40038	26.80%	2382018	34.26%	0	0.00%	0	0.00%	US Commercial

Adam VanTassell

From: Kristian Sixbery <kristi.sixbery@gfs.com>
Sent: Thursday, January 31, 2013 10:37 AM
To: Adam VanTassell
Subject: Re: Pavilion use

Hi Adam,

Thanks for going out there and checking for me. Especially on this wintry day! And yes, our fingers are crossed for decent snowfall for sledding. Good ole' MI weather, 60 and snowy all in the same week ☺

Glad the heaters will be in working order. It gives the kids a nice place to warm up and eat a snack with the tables there. Yes, the bathrooms were open, just making sure they didn't get locked up for some reason. So that is a relief to be able to use those.

Thanks again for your help. We just LOVE this park, year round! What a gem!

Kristi Sixbery
Gordon Food Service
Brighton Fleet Maintenance
Parts Coordinator
VM #68220

Thanks,

Adam

From: Kristian Sixbery [mailto:kristi.sixbery@gfs.com]

Sent: Thursday, January 31, 2013 9:26 AM

To: info

Subject: Pavilion use

Hello,

We are planning a birthday party at the sledding hill this Saturday. We would like to utilize the pavilion while we are there as well. I was told there was push button heaters at the pavilion. We stopped yesterday to check it out and they didn't appear to be working when I pushed the button a few times. I wanted to bring this to your attention and see if they would be fixed for Saturday. Also, will the restrooms be open for use on Saturday as well? We will also be using the plug outlets for creek nets.