

GENOA CHARTER TOWNSHIP BOARD

**March 7, 2016
Regular Meeting
6:30 p.m.**

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: February 15, 2016 and February 24, 2016
3. Request to authorize the direct purchase of a vactor truck from an internal new user account and set up a loan repayment schedule from the DPW Budget as requested by Utility Director Greg Tataara.
4. Consider approval of a request from Livingston County for \$3,000 to support a Michigan DNR Trust Fund grant application for Fillmore County Park.

Approval of Regular Agenda:

5. Receive a report from Brighton Area Fire Authority Chief Mike O'Brian.
6. Introduction of a proposed rezoning and authorization of statutory notice for a public hearing on March 21, 2016 concerning 27.80 acres of land located on the east side of Chilson Road south of Grand River on parcel 4711-06-400-015. The application is petitioned by The Lockwood Companies and the requested rezoning is from Medium Density Residential (MDR) to High Density Residential (HDR).
7. Approval of a software purchase from BS&A Software as requested by the Treasurer.
8. Request to approve a proposal from Classic Carpet in the amount of \$15,540.81 for new carpet at the Township Hall.

Correspondence
Member Discussion
Adjournment

*Citizen's 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 may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: March 7, 2016

TOWNSHIP GENERAL EXPENSES: Thru March 7, 2016	\$149,543.90
February 26, 2016 Bi Weekly Payroll	\$76,922.76
March 1, 2016 Monthly Payroll	\$10,584.19
OPERATING EXPENSES: Thru March 7, 2016	\$140,963.20
TOTAL:	<u>\$378,014.05</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
32531	BUS IMAG	Business Imaging Group	02/16/2016	462.42
32532	CONSUMER	Consumers Energy	02/16/2016	492.27
32533	J & P	J & P Carpentry, LLC	02/16/2016	1,130.00
32534	LivCTrea	Livingston County Treasurer	02/16/2016	1,023.69
32535	PRINTING	Printing Systems	02/16/2016	1,166.56
32536	ATT& IL	AT&T	02/18/2016	161.89
32537	BLUE CRO	Blue Cross & Blue Shield Of Mi	02/18/2016	30,326.01
32538	BullsEye	BullsEye Telecom	02/18/2016	311.73
32539	EHIM	EHIM, INC	02/18/2016	6,139.11
32540	FIRST IM	First Impression Print & Marketing	02/18/2016	1,753.17
32541	RELIANCE	Reliance Standard Life Insuran	02/18/2016	2,739.58
32542	Tetra Te	Tetra Tech Inc	02/18/2016	1,758.80
32543	Unum	Unum Provident	02/18/2016	2,813.20
32544	USBNA	US Bank, N.A.	02/18/2016	1,656.84
32545	VERIZONW	Verizon Wireless	02/18/2016	333.12
32546	J & P	J & P Carpentry, LLC	02/19/2016	355.00
32547	Petrat	Patricia Petrat	02/19/2016	69.26
32548	COMC	Comcast	02/24/2016	140.56
32549	LIVCP&A	Livingston Press & Argus	02/24/2016	335.00
32550	MICHAS	Michigan Assoc. of Planning	02/24/2016	125.00
32551	VERIZONW	Verizon Wireless	02/24/2016	300.24
32552	WALMART	Walmart Community	02/24/2016	337.10
32553	2/24	2/24 Community Church	02/29/2016	200.00
32554	CARDM	Chase Card Services	02/29/2016	2,204.82
32555	GenCurre	Genoa Twp Current Tax Fund	02/29/2016	1,066.77
32556	SPIRIT L	Spirit Of Livingston	02/29/2016	25.00
32557	WEX	WEX Bank	02/29/2016	31.50
32558	FED EXPR	Federal Express Corp	02/29/2016	56.50
32559	ARCHINAL	Michael Archinal	02/29/2016	500.00
32560	Net serv	Network Services Group, L.L.C.	02/29/2016	4,065.50
32562	A T & T	A T & T	03/07/2016	43.78
32563	BRANVAN	Brandon VanMarter	03/07/2016	150.00
32564	DTE EN	DTE Energy	03/07/2016	139.87
32565	Duncan	Duncan Disposal Systems	03/07/2016	79,289.20
32566	GENOA TW	Genoa Township	03/07/2016	403.52
32567	Grundy	Grundy Ace of Howell	03/07/2016	15.12
32568	MASTER M	Master Media Supply	03/07/2016	905.88
32569	Neopost	Neopost USA Inc	03/07/2016	3,000.00
32570	NeopostU	Neopost USA Inc	03/07/2016	238.00
32571	Perfect	Perfect Maintenance Cleaning	03/07/2016	565.00
32572	PFEFFER	Pfeffer, Hanniford, Palka	03/07/2016	2,550.00
32573	RUTHIG A	Amy Ruthig	03/07/2016	162.89

Report Total: 149,543.90

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 02/18/2016 - 13:38

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13571	EFT-FED	EFT- Federal Payroll Tax	02/26/2016		7,406.77 4,494.95 4,494.95 1,051.24 1,051.24
Check 13571 Total:					18,499.15
13572	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/26/2016		2,917.20 72.53
Check 13572 Total:					2,989.73
13573	EFT-PRIN	EFT-Principal Retirement 457	02/26/2016		1,007.00
Check 13573 Total:					1,007.00
13574	EFT-ROTH	EFT-Principal Roth	02/26/2016		615.00
Check 13574 Total:					615.00
13575	EFT-TASC	EFT-Flex Spending	02/26/2016		444.43 646.21
Check 13575 Total:					1,090.64

Report Total:

24,201.52
payroll
2/26 52,721.24
\$76,922.76

Genoa Charter Township
User: cindy

Electronic Clearinghouse
Distribution Report

Printed: 02/18/16 15:06
Batch: 626-02-2016

Account Number	Debit	Credit	Account Description
101-000-002-000	0.00	52,721.24	Cash-checking Account Only
101-000-259-000	52,721.24	0.00	Payroll Direct Deposit
	52,721.24	52,721.24	
Report Totals:	52,721.24	52,721.24	

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 02/22/2016 - 15:52

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13576	EFT-FED	EFT- Federal Payroll Tax	03/01/2016		1,904.06 647.56 647.56 151.44 151.44
Check 13576 Total:					3,502.06
13577	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/01/2016		394.21
Check 13577 Total:					394.21
13578	EFT-TASC	EFT-Flex Spending	03/01/2016		83.33
Check 13578 Total:					83.33
13579	FIRST NA	First National Bank	03/01/2016		6,604.59
Check 13579 Total:					6,604.59
Report Total:					10,584.19

11:52 AM

#595 PINE CREEK W/S FUND

Payment of Bills

February 16 through March 7, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	03/07/2016	2161	. Pfeffer, Hanniford & Palka		-800.00
Total					-800.00

11:56 AM

#503 DPW UTILITY FUND

Payment of Bills

February 16 through March 7, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/16/2016	3507	Chase Card Services	01/08/16 to 02/07/2016	-1,970.52
Bill Pmt -Check	02/16/2016	3508	State of Michigan (2)		-70.00
Bill Pmt -Check	02/16/2016	3509	US Post Master	payment to mail bills	353.41
Bill Pmt -Check	02/18/2016	3510	Verizon Wireless	Jan 7- Feb 6-2016	-287.83
Bill Pmt -Check	02/23/2016	3511	Brighton Urgent Care	Brian Czuprenski	-75.00
Bill Pmt -Check	02/23/2016	3512	State of Michigan (2)	Jon Sharp	-70.00
Bill Pmt -Check	02/29/2016	3513	Greg Tatara	March 2016 Car Allowance	-500.00
Bill Pmt -Check	02/29/2016	3514	HUMPHRISS	March 2016 Car Allowance	-250.00
Bill Pmt -Check	02/29/2016	3515	Spirit of Livingston	Shirts	-319.46
Bill Pmt -Check	02/29/2016	3516	NETWORK SERVICES		-439.50
Bill Pmt -Check	03/07/2016	3517	Abe's Auto Glass, Inc.		-199.00
Bill Pmt -Check	03/07/2016	3518	Business Imaging Group	Printing	-162.04
Bill Pmt -Check	03/07/2016	3519	ESRI	Server Workgroup 2 Cores License	-4,500.00
Bill Pmt -Check	03/07/2016	3520	Grainger	Storage Racks-Shelf level	-609.51
Bill Pmt -Check	03/07/2016	3521	NETWORK SERVICES	Domain Name Registration (2) 1 yr	-40.00
Bill Pmt -Check	03/07/2016	3522	Pfeffer-Hanniford-Palka	Services Jan1 to Jan 31-2016	-3,500.00
Bill Pmt -Check	03/07/2016	3523	Red Wing Shoe Store	Jim Aulette-Boots	-200.00
Total					-12,839.45

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

February 16 through March 7, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/16/2016	2912	Consumers Energy	Gas bills 1/8-16 to 2-5-2016	-439.12
Bill Pmt -Check	02/16/2016	2913	Deluxe for Business	checks for Lake Edgewood	-355.23
Bill Pmt -Check	02/16/2016	2914	DTE Energy	Electric Bills 12-31 to 2-2-2016	-338.33
Bill Pmt -Check	02/17/2016	2915	void		
Bill Pmt -Check	02/18/2016	2916	Bull'sEye Telecom	01/10-02/09/2016	-311.11
Bill Pmt -Check	03/07/2016	2917	Brighton Analytical L.L.C.		-747.00
Bill Pmt -Check	03/07/2016	2918	Hubbell, Roth & Clark, Inc	Project # 20150947.21	-3,589.24
Bill Pmt -Check	03/07/2016	2919	Pfeffer, Hanniford & Palka		-3,000.00
Bill Pmt -Check	03/07/2016	2920	USA BLUE BOOK	Supplies	-16.97
Total					-8,797.00

11:40 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

February 16 through March 7, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/29/2016	3562	Genoa Twp Oak Pointe Sewer Bond	Payment on Sewer Bond	-103,144.18
Bill Pmt -Check	03/07/2016	3563	HOWELL TRUE VALUE HARDWARE	Supplies	-13.74
Bill Pmt -Check	03/07/2016	3564	K & J Electric, INC	Job Name Oak Point Water Treatment Plar	-1,393.00
Bill Pmt -Check	03/07/2016	3565	Kerr Pump and Supply	Supplies	-2,814.00
Bill Pmt -Check	03/07/2016	3566	MICHIGAN CAT	RF-WO-5943359	-425.00
Bill Pmt -Check	03/07/2016	3567	NELSON TANK ENGINEERING & CON	Repair/Repainting	-1,200.00
Bill Pmt -Check	03/07/2016	3568	Pfeffer, Hanniford & Palka		-5,100.00
Bill Pmt -Check	03/07/2016	3569	Sherwin-Williams		-735.71
Bill Pmt -Check	03/07/2016	3570	STANDARD ELECTRIC		-731.42
Bill Pmt -Check	03/07/2016	3571	United States Plastic Corp.	Customer #297975	-181.60
Bill Pmt -Check	03/07/2016	3572	USA Bluebook	SUPPLIES	-2,102.60
Bill Pmt -Check	03/07/2016	3573	WIN-911 Software	Annual Renewal of Software Maintenance a	-495.00
Bill Pmt -Check	03/02/2016	3574	Utilities Instrumentation Service	MHOG00.8.196	-190.50
Total					-118,526.75

draft

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 15, 2016

DRAFT

MINUTES

Supervisor McCririe called the regular meeting of the board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were: Township Manager Michael Archinal; Township Attorney Frank Mancuso and approximately 15 persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

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

1. Payment of Bills.

2. Request to Approve Minutes: Feb. 1, 2016

Approval of Regular Agenda:

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

3. Public hearing for the Sundance Trail Road Improvement Project Special Assessment District.

A. Call to the Property Owners and to the Public

A call to property owners and the public was made with the following response: Amy Ackley – Wagon Road should have to pay additional money toward this project since they benefit. There are an additional 130 homes that use this road every day without paying. Mike Ackley – Who verifies the signatures on the petitions? McCririe – The assessing office. Diane Warden – The County is responsible for roads according to P.A. 51. They should have this in their budget. Trucks entering Stonegate are destroying our road. Can any developer be responsible or pay? McCririe – There is no mechanism in the law to make them pay. Steve Clare – I am in support of the project. Our roads are in bad shape. Letters were received from Mark and Linda Battison concerning the assessment.

DRAFT

B. Request for approval of Resolution #5 [confirming the special assessment roll] for the Sundance Trail Road Improvement Project Special Assessment District.

Moved by Skolarus and supported by Mortensen to approve Resolution 5 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

4. Third review for draft of all General Fund Budgets related to the Fiscal Year beginning April 1, 2016 through March 31, 2017.

The budget for the next fiscal year was reviewed. No formal action was taken by the board. A notice of the March 21, 2016 meeting of the board will be published and placed on the website.

5. Request for approval of budget and rate proposals for the Lake Edgewood Sanitary Sewer System, the Oak Pointe Sanitary Sewer System and the Oak Pointe Water System as recommended by Utility Director Greg Tatara.

A. Moved by Smith and supported by Rowell to approve the revised budget for the Fiscal Year ending 03/31/2016 for the Lake Edgewood Sewer System. The motion carried unanimously.

B. Moved by Ledford and supported by Smith to approve the Lake Edgewood Sanitary Sewer Service budget for the Fiscal Year beginning 04/01/2016 thru 03/31/2017 and to approve the metered sewer charge from \$6.62/1000 gallons to \$6.82/1000 gallons and to increase the flat rate sewer charges from \$120.00/quarter to \$123.60/quarter with rate increases effective for the next billing cycle. The motion carried unanimously.

C. Moved by Mortensen and supported by Rowell to approve the revised budget for the Fiscal Year ending 03/31/2016 for the Oak Pointe Sewer System. The motion carried unanimously.

D. Moved by Rowell supported by Hunt to approve the Oak Pointe Sewer System budget for the 2017 fiscal year. The motion carried unanimously.

E. Moved by Skolarus and supported by Mortensen to approve the revised budget for the Fiscal Year ending 03/31/2016 for the Oak Pointe Water System. The motion carried unanimously.

F. Moved by Skolarus and supported by Ledford to approve the budget for the Fiscal Year beginning 04/01/2016 thru 03/31/2017 with an increase from \$3.12/1000 gallons to \$3.45/1000 gallons effective for the next billing cycle. The motion carried as follows: Ayes – Ledford, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – Smith.

6. Request for approval of 2016-2021 Intergovernmental Operations Contract, Allocation Percentage and Fiscal Year 2017 Operating Budget as recommended by Utility Director Greg Tatara.

A. Moved by Smith and supported by Rowell to approve the 2016-2017 allocation percentage as requested by Tatara. The motion carried unanimously.

B. Moved by Smith supported by Mortensen to approve the Fiscal Year DPW Operation Budget as requested. The motion carried unanimously.

C. Moved by Ledford and supported by Mortensen to approve the 2016 amended and restated Utility Service Agreement. The motion carried unanimously.

7. Request to modify sanitary sewer service for Tax Parcel ID 11-11-100-024 by increasing area from 3 to 7.18 acres, decreasing density from 3 lots to 2 lots and allowing grinder pumps.

Moved by Smith and supported by Mortensen to approve the increase in the sanitary service district as requested with the following conditions:

1. Parcel 2 will be the only parcel to be accessed off of Oak Bend Court;
2. The 2 parcels must be served by a gravity sewer system;
3. The Connection Fee associated with adding this property to the district must be paid with the Land Use Permit to install the sanitary sewer;
4. The sewer system must be publicly owned;
5. All requirements of the utility system, including construction plan review, approval and permitting shall be met;
6. Wetland permits shall be obtained where required;
7. Lot splits are not part of this agreement and shall be subject to the land division process in compliance with the Township Zoning Ordinance;
8. Access to Oak Bend Court shall be limited to the 2.18 acre Parcel B as depicted on the conceptual plan.

The motion carried unanimously.

8. Consider approval of two Requests to Change Authorizations from Tetra Tech for preparation of easement legal descriptions in the amount of \$6,650 and geotechnical investigation and final contract preparation in the amount of \$6,000. These changes are related to the 2016 Grand River Sidewalk Project.

Moved by Smith and supported by Hunt to approve the changes as requested. The motion carried unanimously.

9. Receipt of the Brighton Area Fire Authority Annual Report.

No formal action was taken by the board.

10. Receive 2016 Compensation Analysis from the Human Resources Director.

Moved by Smith and supported by Rowell to adjust four clerical positions as follows:

- Assessing assistant \$14.00 per hour
- Clerk's assistant \$14.00 per hour

- Receptionist \$14.50 per hour
- Treasurer's Assistant \$15.35 per hour
- Each with reviews after 6 months of employment

The motion carried unanimously.

The regular and public meeting of the board was adjourned at 8:00 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township

Gary McCrie, Supervisor
Genoa Charter Township

GENOA CHARTER TOWNSHIP BOARD
Special Meeting
February 24, 2016

MINUTES

Supervisor McCririe called the special meeting of the Genoa Charter Township Board to order at 1:00 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Robin Hunt, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal, Township Assistant Manager Kelly VanMarter, Dr. Marlo Rencher, Executive Director, Center for Innovation and Entrepreneurship, Cleary University, Pat McGow, Principle with Miller, Canfield, Paddock and Stone and two persons in the audience.

A call to the public was made with no response.

Township Manager Mike Archinal addressed the Board and explained that a Local Development Finance Authority (LDFA) allows the use of tax increment financing to fund public infrastructure improvements. Tax increment financing or TIF allows a local government to freeze the tax base within a specific district and uses the revenues generated by reassessment or new development to finance selected improvements within the district. SMART Zones are specially created LDFA's designed to spur the growth of technology related or research oriented businesses and employment opportunities.

Last July Governor Snyder signed HB 4226 into law. This legislation allowed for the creation of nine SMART zone satellites. SMART Zones have a 15 year sunset. If a parent SMART zone establishes a satellite this sunset is extended another 15 years. Sterling Heights established their SMART Zone in 2008. They are seeking to extend their term. The Michigan Economic Development Corporation requires applications for the nine expanded zones by July of 2016.

This concept was first discussed a couple of years ago when Ann Arbor was seeking a satellite. The cities of Brighton and Howell made application. The Township was not included because it did not have an existing LDFA. Their application was not successful in part because there was no university presence in their jurisdictions.

When the Township was approached by Sterling Heights last October the intent was to include Genoa Township and the Cities of Brighton and Howell. One of the quirks in the statute is that multi-jurisdictional LDFA's have to be approved by the County Board of Commissioners which may present a challenge. Also the MEDC and Department of Treasury are not necessarily enamored with the SMART zone legislation. Expanding the proposed district to include three jurisdictions may have an adverse impact on the application. Sterling Heights doesn't really care who they take to the dance. Their primary goal is to extend their sunset.

The salient point of the SMART zone legislation for us is that the other taxing entities are not allowed to opt out as they could under a regular LDFA. School operating and state education taxes are captured at 50% above the base year. The schools are made whole by the State. This is one reason why the Department of Treasury is not overjoyed by large districts.

How the revenue created by the SMART zone TIF will be distributed would still need to be determined. The entire capture would not accrue to Genoa. The Cleary University portion would help fund business innovation, incubation and technology. These factors are the prima facie reason for SMART zones. It seems to me that the more resources we dedicate to Dr. Rencher's efforts the more successful our application will be.

Dr. Rencher describes that the State is not creating any new SMART zones and only satellite SMART zones are being allowed. It is unclear if the SMART zone program will be extended after this round so opportunities to participate are very limited. The SMART zone would provide an opportunity to partner with Sterling Heights and try to build upon their successes. Sterling Heights is the center of advanced manufacturing for defense and automotive purposes and supports 20% of the world's workforce in the industry.

There are many existing programs in the County and at Cleary University that can be enhanced with funding from the SMART zone. Cleary currently facilitates the "Leg Up Livingston" and has an existing business incubator that supports 12 start-ups. Cleary currently offers an MBA program in Analytics and Innovation Technology and they have the unique ability to be flexible and tailor programs to help local companies grow. With the help of the SMART zone Cleary hopes to focus efforts on workforce development, corporate innovation and start-up assistance.

Kelly VanMarter reviewed the draft SMART zone district boundaries and discussed the development potential within the area. The proposed district has Cleary University at the center and encompasses 325 parcels on 1,656 acres. Within the area, it is estimated that 60% of the land is either vacant or has opportunity for redevelopment. The draft SMART zone area was created to help make some assumptions and to create a pro forma in an attempt to forecast possible capture amounts.

Mike Archinal presented the draft pro forma showing what the possible tax capture could mean over the term of the SMART zone. A modest 5% growth value was used to extrapolate the data and project the capture values.

Trustee Mortensen questioned how the Fire Department would be impacted by this concept as an example. He questioned if they would participate in the revenue from growth. Pat McGow responded that they would not share in the growth within the district area for the term of the zone. Trustee Rowell is encouraged that this could be used to help fund infrastructure and to attract businesses to the area. Trustee Mortensen is troubled by the loss of 15 million dollars in revenue to the local taxing authorities over the course of the 15 years. Mr. McGow clarifies that since the school districts are made whole by the state, the impact on the locals is actually much less. In the pro forma presented today, the schools portion of the capture is around 10 million which will remain funded through the State so the impact on the locals is actually around 5 million over the 15 years.

Trustee Smith indicated that he is supportive of this concept and would like to see it go forward. Trustees Mortensen and Rowell and Treasurer Hunt indicate they are supportive of the Township making application on its own. Trustee Mortensen would need a clearer idea of how the money is spent and who decides what it is spent on. Supervisor McCrie believes that this would help the incubator and would help foster a great relationship between the Township and Cleary University. He would like

to see the concept move forward with some additional details being provided about the logistics. Treasurer Hunt asks for a layout of what the intentions of the SMART zone would be.

Trustee Mortensen asked about who decided who the board of directors is and wants to see a business plan that details how the money would be spent. He is cautious about any financial or legal risks associated with doing this.

2:02 pm – Trustee Smith is excused from the meeting.

Mr. Pat McGow explains that he is a public finance attorney and has worked extensively with LDFAs. The LDFA Board of Directors has 11 members, 7 of which are appointed by the Township Board. The remaining members are to consist of 1 County representative, 1 University representative, and 2 representatives from the Schools. The LDFA Board is responsible for dispersing the funds acquired from the district. The LDFA plan and budget must be approved by the Township Board. The LDFA can issue bonds with the Township's full faith and credit and the increment can be used to pay debt.

Trustee Rowell asked what the downside to the Township could be. Supervisor McCririe responded that the tax increment revenue can only be used in the district area and is not available Township wide. Pat McGow states that the characterization that the taxing entities are taking a loss isn't really accurate because it is more a projected loss than an actual loss. The key is that the growth that is occurring to generate the increment wouldn't come unless the SMART zone was in place to help drive the growth. In theory, these entities are made whole when financing ends and the values of properties have increased.


Trustee Mortensen asked when they can change their mind if they decide not to proceed. Mr. McGow responded that after the application is due it will take another 6-9 months to create the district and the plan so you are likely looking at early 2017 before you would be getting a plan approved. The steps involved are to first create the district by defining its boundaries, and then you establish the Board followed by creating the plan.

Trustee Ledford asked if the LDFA Board Members can also be members of the Township Board. Mr. McGow confirms that it can be the same members but it is not necessarily recommended.

Township Manager Mike Archinal thanked the Board for their support and indicated that he would proceed by working with Sterling Heights on the application.

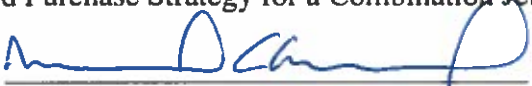
Moved by Ledford, support by Mortensen to adjourn the special meeting of the Genoa Charter Township Board at 2:24 p.m.

Minutes submitted by:


Kelly K. VanMarter



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: March 3, 2016
RE: Ammended Purchase Strategy for a Combination Jet Rodder and Vacuum Truck
MANAGER REVIEW: 

.....

At the December 7, 2015 meeting of the Genoa Township Board, a motion was passed to:
“...allow the ordering of a vactor truck, as specified in the Jack Doheny Quotation dated November 4, 2015 with said vehicle to be leased for five years. Further that an attempt will be made by Dr. Tatara to include language with reference to the cancellation policy. All language related to this purchase will be reviewed by the Township Attorney.”

Since that time, we have worked with Jack Doheny to order the specified truck, obtain language on cancellation, issue a purchase order to lease the vehicle, and obtain the lease documents from US Bank Corp., who would be the leasing agency. Upon review of the lease agreement, Mr. Mancuso raised several questions related to taxability of the asset, which were addressed to Mr. Ken Palka, and are summarized below in italics:

- 1. Is there any risk of an event that would cause an Event of Taxability?*
- 2. The agreement provides that if the Property (i.e., the Vactor Truck) becomes subject to taxation, Genoa pays the tax.*
- 3. In the Michigan Addendum, this sections states that Genoa represents its purchase of the Vactor Truck will not cause Genoa to violate MCL 123.721 of which the applicable portion provides that the Township's outstanding balance of all purchases of real and personal property, exclusive of interest, shall not exceed 1 – 1/4 % of the taxable value of the real and personal property in the Township on the date of the Agreement (which hasn't been signed yet). It is anticipated that the Agreement will be entered into in late April or May.*
- 4. The Property Schedule states that the Township will comply with Section 141 of the IRC*
- 5. We should check that Section 265(b)(3)(B) of the IRC applies or if the Township will comply with the 18 month exception under Treas Reg 1.148-7(d).*
- 6. Verify if we should check the third line (Twp not subject to sales/use tax and no tax-exemption certificate is issued by the state).*

Mr. Palka, consulted with Attorney James Kiefer of Dykema regarding these questions, and it was determined that to comply with the taxation concerns addressed, we would have to invest time as well as spend several thousand dollars annually to have the bond attorney prepare and submit the necessary documents. As a result, it was the recommendation of Mr. Palka to directly purchase the vactor truck and forego the lease process. Through this direct purchase, we ultimately will save costs on interest and annual filing fees.

I have attached as reference for the board the quotation from Doheny highlighting a cash purchase price of the vactor truck we have specified for \$371,732. This purchase will be made from an internal new user sewer fund, which will loan the money to the DPW fund. The loan will be amortized for 5 years with annual payments to be made from the DPW fund to the new user sewer fund. The DPW fund will bill each Utility System that uses the vactor truck based on the percentage of time the vehicle is in each system in a given year. Prior to finalizing the internal loan that will be used to purchase the vactor truck, the terms will be reviewed and approved by Mr. Palka.

Based on the above explanation, we are asking the Board to consider the following motion:

Moved by _____, supported by _____ to authorize the direct purchase of the specified vactor truck from an internal new user sewer account and setting up a loan repayment schedule from the DPW Budget, contingent upon approval of the loan by the Township Accountant.



777 DOHENY COURT
PO BOX 609
NORTHVILLE MI 48167
t 248.349.0904
f 248.349.2774

Mr. Greg Tatara
Utility Director
M.H.O.G Sewer and Water Authority
c/o Genoa Charter Township
2911 Dorr Rd.
Brighton, MI 48166

November 4, 2015

Dear Mr. Tatara,

This proposal is for a new Vactor mounted on a 2016 Freightliner FL114 4x2 chassis per attached National Contract Pricing (Build Sheet Attached):

One (1) 2016 VACTOR Model 2110-SE combination sewer vacuum & high pressure jet rodder with centrifugal fan and 10 cubic yard debris hopper capacity, equipped with the following:

Hopper

10 Cubic Yard Hopper

48" Dump Height

Exten Steel Construction

Cylindrical, 1/4" Steel Debris Body

Double Acting Hydraulic Dump Hoist

Full Opening Rear Door

Flat Rear Door w-Hydraulic Locks and Open/Close

Debris Body Flush Out System

Debris Body Load Limit Alarm / Light

Dual Stainless Steel Ball Float Shut-Off Located at Rear

6" Knife Valve/Rear Door With Camloc Located 3:00 Position With Fixed

Basket Screen

Submersible Trash Pump - Internal Mounted - Forward Wall In Body / Includes Internal Screen / 2.5 X 25' Drain Hose And Hose Holder

Internal Perforated Screen for Pump-Off System

Centrifugal Separator Rear Mounted (Plus Style)

Folding Pipe Rack / Curbside

Folding Pipe Rack / Street Side

Splash Shield - Bolted To Body Flange Rear Door

Lube Manifold

Laminated Lube Chart

Debris Body Vacuum Relief System, at Inlet Of Vacuum Mover

Debris Inlet Deflector Plate In Debris Body

Water Tank Accessories

Digital GPM Flow Indicator with Low Water Alarm & Light
Digital Water Pressure Gauge
Air Purge System Utilizing Chassis Air System
3" Y-Strainer In Lieu Of 2" At Water Tank Fill
1000 Gallon Water Capacity - Standard On 5, 10, 12 Yd Units
Aluminum Water Tanks
Liquid Float Level Indicator

Vacuum System Accessories

38" Aluminum Centrifugal Fan Compressor - Hydrostatic Drive via 2:1
Stepup Transmission

Boom Accessories

Boom Transport Cradle
8 Ft. Hydraulic Telescopic Boom With 180 Degree Rotation
Remote Push Button Pendant Control With 35' Cable
Joystick Control For Boom Function (1) - Front
T300 Omnex Remote Control Belly Pack: Wired Or Wireless Capability
(Activates All Boom Functions (Up/Down ,Left/Right, In/Out) Vacuum Relief
On/Off, Rodder Pump On/Off, Throttle Up/Down, E-Stop, Hose Reel Pay
In/Pay Out, Hose Reel Speed Control, Water Pressure Control)

High Pressure Water Pump

80 Gpm / 2500 Psi Water System Operating Pressure, rated at the nozzle
end of the hose - ILO 60gpm/2000psi (Use 1" hose)
Upgrade To Extreme Cold Weather Recirculation System – 20 Gpm (Fan
Machines)
Accumulator System For Jet Rodder Water System
3" Y-Strainer @ Water Pump With 3" Drain Valve
Performance Package for Water System: Hydraulic Variable Flow, Dual
PTO's, Dual Hydraulic Pumps
Catch Basin Cleaning Water System: 20 Gpm At 600 Psi
Water Relief Valve, 1" - For Vactor Water Pump
Mid-Ship Handgun Coupler
Front And Rear Handgun Couplers
Hydro Excavation Kit / Retractable Reel W / 50' X 3 / 8" Hose, Handgun &
Plumbing
Side Mounted Water Pump
Fan Flush Out System
Water Flow Meter

Hose Reel Accessories

600' X 1" Piranha Sewer Hose/2500 Psi (In Lieu Of Std Hose)
Indexing-Automatic Hose Level Wind Guide
Hose Footage Counter - Mechanical Roller
Digital Footage Counter and Recorder
Hose Reel Manual Hydraulic Extend or Retract
Hose Reel Chain Cover (Full)

Handgun Hose Reel - Spring Retractable Reel With 50' Hose Assembly
Nozzle Storage Rack
Rodder Pump Drain Valves (2)
Telescoping Rotating Hose Reel With Dual Controls Having 800' x 1" Hose Capacity

Front Station And Controls

Tachometer - Chassis
Tachometer and Hourmeter for Auxiliary Engine
Hourmeter For Water Pump Operation
Hourmeter For PTO Operation

Light Accessories

Vansco-Electronic Package
Color Coded Sealed Electrical System
Circuit Breakers
L.E.D. Split Arrow Traffic Controller-Two Piece 10 Lights - Rear Only
Hand Light With Bumper Plug
DOT 3 - 6 LED Light System - (2) Mirror Mounted, (2) Mid-Ship, (2) Rear
LED-Work Lights (2) On Standard Boom
LED-Work Light At Operator Station (Each)
LED Mid-Ship Turn Signals

Chassis Accessories

1+1 Dealer Vector Manuals
(2) Tow Hooks: Front
(2) Tow Hooks: Rear
Electronic Back-Up Alarm
Safety Cone Storage Rack - Post Type
(2) 16H x 12D x 18W Toolboxes Located At Front Bumper
16W x 30H x 96D Full-Width Aluminum Toolbox Behind Cab
48W x 20H x 12D Aluminum Toolbox Mounted At Fan Inlet
Aluminum Under Engine Toolbox (Weather Proof Lockable)
Aluminum Fenders
Mud Flaps

Paint

Module - Dupont (Wet-On-Wet)
Vector Body Decal-Multi Color
BODY COLOR: White
CAB COLOR: White

Spare Parts And Accessories

(1) 1 In. - 15 Degree Sand Nozzle (#60307)
(1) 1 In. - 15 Degree Penetrator Nozzle (#60308)
1" Nozzle Pipe
(1) Additional 1 in. Leader Hose 25 ft.

Basic Pipe Package:

- (1) 8 In. X 3' Aluminum Pipe
- (2) 8 In. X 5' Aluminum Pipe
- (1) 8 In. X 6'6 In. Catch Basin Tube
- (4) 8 In. Quick Clamps
- (1) Flexible Hose Guide
- (1) Emergency Flare Kit
- (1) 5# Fire Extinguisher
- (1) Catch Basin Handle Assembly
- (1) Hydrant Wrench

Vactor 2100 Series Module Warranty

- Module Warranty: 2-Year Parts and Labor (included per NIPA Contract)
- Water Tanks: 10-Year Parts and Labor
- Debris Tank: 5-Year Parts and Labor
- Rodder Pump Warranty: 2-Year Parts and Labor
- Centrifugal Compressor/Housing Warranty: 5-Year Parts and Labor

Chassis

- 2016 Freightliner 114SD 4x2, Cummins ISL9, 370HP, Allison 3000RDS
- Automatic Transmission
- Freightliner Chassis Warranty: 1-Year / 100,000 Mi.
- Cummins Engine Warranty: 2-Year / 100,000 Mi.
- Allison Transmission Warranty: 3 Year (3000 RDS)
- Operator Safety Training And Maintenance Training

2016 Vactor per Contract Price Schedule: \$ 371,732.00

Please see attached lease payment options

Thank you for your consideration of this proposal.

Sincerely yours,



Dave Snyder
 Municipal Account Manager
 248-939-3223
 DaveSnyder@DohenyCompanies.com

This quotation becomes a contract for delivery and payment of the merchandise listed above only when signed by the customer or one of its officers.

Customer: Genoa Township, Michigan

By: _____

Date: _____



LIVINGSTON COUNTY, MICHIGAN

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

304 E. Grand River Avenue - Suite 201
Howell MI 48843

CAROL S. GRIFFITH, Chairwoman
STEVEN E. WILLIAMS, Vice-Chairperson

TEL: (517) 546-3520
FAX: (517) 546-7266

February 10, 2016

Genoa Charter Township Board of Trustees
c/o Gary McCrie, Supervisor
2911 Dorr Road
Brighton, MI 48116

Dear Genoa Charter Township Board Members,

It has now been two years since the Livingston County Parks & Open Space Advisory Committee applied for a Michigan Department of Natural Resources (MDNR) Trust Fund for Phase I development of Fillmore County Park. As a committee we have decided to once again apply for grant funding, although with the following alternative approach:

We will simultaneously apply for a MDNR Passport Grant, a Natural Resources Trust Fund Grant and a Land and Water Conservation Fund. After preliminary scoring is received for all three grant applications, we will proceed with the one (1) grant application that has the greatest chance of success based upon preliminary scoring and consultation with MDNR Grants Management Staff.

We will be requesting a lesser amount of grant funding from the MDNR. We have determined that a viable Phase I development of Fillmore County Park will require a development budget ranging from \$131,000 to \$172,000, therefore, our grant request will range from \$45,000 to \$86,000 depending on which one of the three grant applications submitted is successful (see attached Project Cost Estimate, Budget/Funds Source).

The scaled back development budget for Fillmore County Park will no longer include the substantial expense of a multi-use playfield, however, it will enable a Phase I development that at a minimum includes: a park entrance drive; entrance signage and gate; parking lot with paved ADA spaces; security barriers; various signage, and a 5K natural trail.

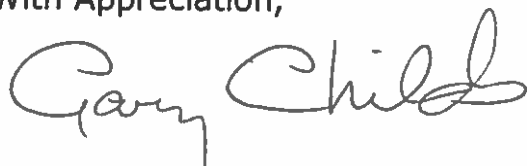
We would like to respectfully request that the \$3,000 match that you previously committed to the 2014 MDNR Trust Fund grant be applied as a match for the 2016 MDNR grant application. Although we are not in need of the actual funds at this time, it would greatly improve the success of the MDNR grant application if we could get a letter of commitment from the Genoa Charter Township Board of Trustees that indicates your continued support of this project and the amount of matching funds that the Township would be willing to contribute.

We will also be making this request of two other local municipalities that committed \$2,000 to \$3,000, the Livingston County Board of Commissioners who committed \$10,000 from General Fund Contingency, and the Livingston County Foundation that committed a total of \$35,000 towards the original MDNR grant. Lastly, the committee will pair these funds with \$32,800 in donated labor through the Sheriff's Work Alternative Program (SWAP).

The Livingston County Parks & Open Space Advisory Committee is dedicated to the development and future use of Fillmore County Park and hope that this collaborative approach will be acceptable to Genoa Charter Township.

Please let us know if we can address any questions or concerns your Board may have.

With Appreciation,



Gary Childs, Chair
Livingston County Parks & Open Space Advisory Committee



Kathleen Kline-Hudson, Director
Livingston County Department of Planning

c: Mike Archinal, Township Manager

Project Cost Estimate, Budget/Funds Source
Proposed 2016 Grant Application, Recreation Passport, LWCF and Trust Fund Programs
Fillmore County Park Development, Phase 1

Cost Estimate	Proposed Passport	Proposed LWCF	Proposed Trust Fund
<u>Scope Item</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Entrance Drive	16,100	16,100	16,100
Gravel Lot	10,300	10,300	10,300
Multi Use Playfield	7,000	17,000	12,000
Barrier Free Agg Path			
Access Path		6,500	
Restroom Building		26,600	
Backstops			
Entry Sign	5,300	5,300	5,300
Wayfinding (6)	6,300	6,300	6,300
TF/ RP/ LWCF Sign	1,100	1,100	1,100
Security Gate	8,400	0	8,400
Barrier Free Parking Signs	300	300	300
Security Barriers	3,200	3,200	3,200
Topographic Survey	7,700	7,700	7,700
SK Nature Trail	47,600	47,600	47,600
Permit Fees	1,500	1,500	1,500
Engineering Design	<u>16,200</u>	<u>22,500</u>	<u>16,200</u>
Total	\$131,000	\$172,000	\$136,000

Budget/ Fund Sources

<u>Local Match Funds Commitment</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
Livingston County Foundation	\$35,000	\$35,000	\$35,000
Marion Township	\$3,000	\$3,000	\$3,000
Genoa Township	\$3,000	\$3,000	\$3,000
City of Howell	\$2,000	\$2,000	\$2,000
Anonymous Donation	\$200	\$200	\$200
Livingston County	<u>\$10,000</u>	<u>\$10,000</u>	<u>\$10,000</u>
Subtotal Funds Commitments	\$53,200	\$53,200	\$53,200
<u>In Kind Local Match Commitment</u>			
L.C. Community Svcs Donated Labor	\$32,800	\$32,800	\$32,800
Total Local Match	86,000	86,000	86,000
<i>Match Percentage</i>	<i>65.65%</i>	<i>50.00%</i>	<i>63.24%</i>
Grant Amount	45,000	86,000	50,000
<i>Grant Percentage</i>	<i>34.35%</i>	<i>50.00%</i>	<i>36.76%</i>
Total Project Amount	\$131,000	\$172,000	\$136,000

8. Discussion regarding the FY 2013/2014 through 2018/2019 Capital Improvements Program.

- The Board requested that the Manager work with the Road Commission to see if there are plans for a light at Hampton Ridge Boulevard and if so what is timing and who would own and maintain a signal.
- There was no support for a band shell.
- The Board would prefer to let the County take the lead on providing baseball/softball facilities.
- In regard to acquisition, the Township should include it in the plan but should look to leverage Township funds by getting grants.
- The consensus of the Board was that sidewalks and pathways should be a priority.
- Road effort of \$250,000 is supported towards maintaining the limestone roads we have to the best of our ability. Include adding limestone to Crooked Lake east of Latson Road.
- There is no support for seeking additional cemetery land but utilizing existing land would be supported.
- Keep senior center and a professional survey on the radar as possible future considerations.

9. Consideration of a request from Livingston County for financial support of a MDNR Trust Fund grant application for park development on the Filmore property.

Moved by Hunt, Support by Skolarus to contribute up to \$3,000 because the project is within our jurisdiction and it would be a pledge towards matching funds from a grant. The motion passed.

10. First review of the FY 2014/2015 Budget – consider increasing the annual refuse collection fee from \$110 to \$113.30.

Moved by Hunt and supported by Ledford to leave it at \$110. The motion failed as follows: Ayes (3) –Ledford, Hunt, Rowell. Nays (4) – McCririe, Mortensen, Skolarus, Smith.

Moved by Smith and supported by Skolarus to increase refuse collection by the amount of the federal Consumer Price Index in our disposal contract in the effective year. This will cover the incremental increase in cost to the Township. The motion passed as follows: Ayes (4) – McCririe, Mortensen, Skolarus and Smith. Nays (3) – Ledford, Hunt, Rowell.

Trustee Rowell would like to see no increase in elected official and appointed official pay in the next budget. Trustee Smith makes a point that any comparison study would need to be an apples to apples comparison including services offered, SEV, population, etc. Trustee Mortensen states that the Clerk, Treasurer, and Supervisor are livelihood positions and they should be competitive and adjusted for inflation. Additionally, they should be adjusted every year so that they don't fall behind and create a gap. No further action was taken by the board.

11. Consider approval of February 2014 Township Newsletter articles

BRIGHTON AREA FIRE AUTHORITY

FIRESTAT *ANNUAL REPORT*

2015



COMMUNITY RISK REDUCTION

2015 PUBLIC EDUCATION DETAILS

Sessions	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Pub-Ed Presentation	8	20	35	28	91
CPR	2	3	3	3	11
School Drill	13	15	11	19	58
Smoke alarm installs	47	25	32	114	218
Total Public Education Details					378



TRAINING

2015 TRAINING SUMMARY

1896	Training Classes & Training Sessions Attended by BAFA Personnel
7722	BAFA Attendees at Training Classes & Training Sessions
22,315	Total Hours Spend by BAFA Personnel in Training Classes & Training Sessions

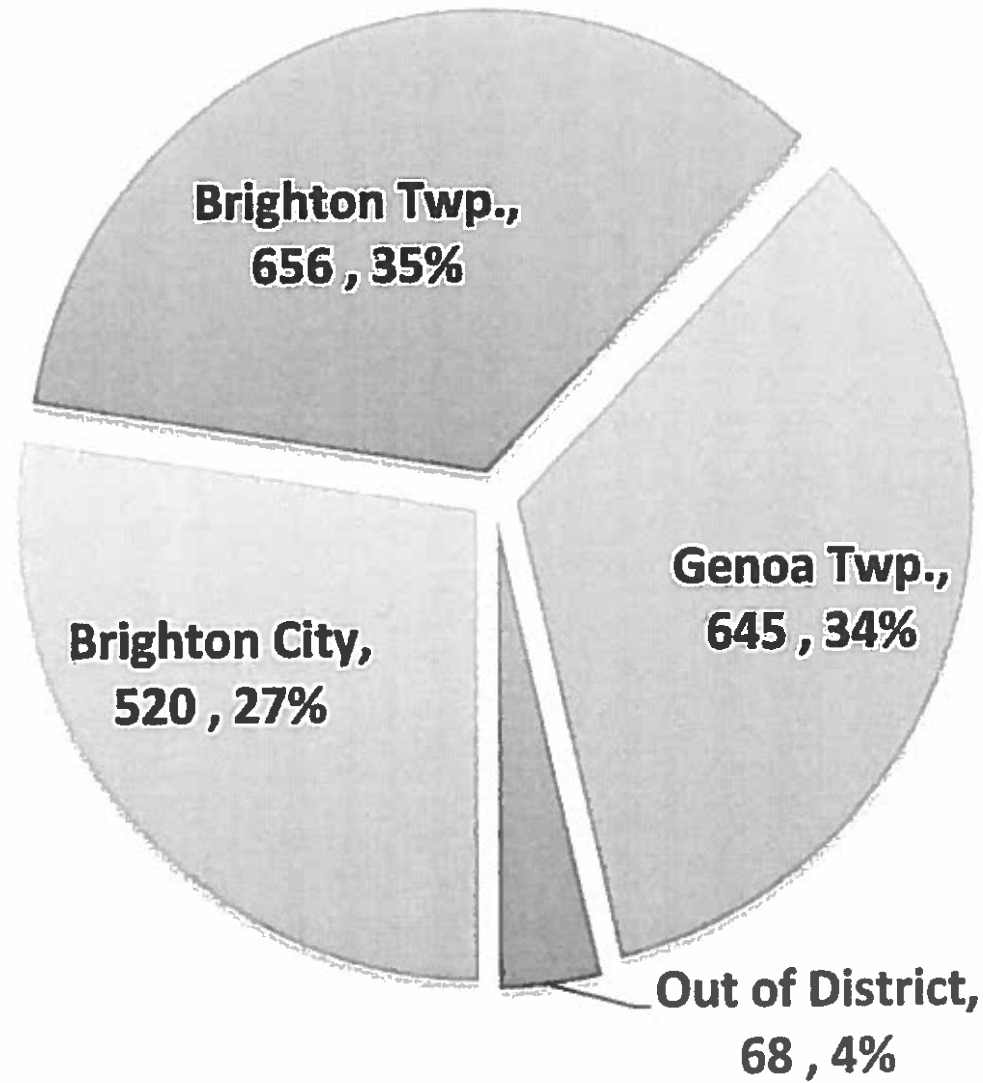


FIRE INSPECTION ACTIVITY - 2015

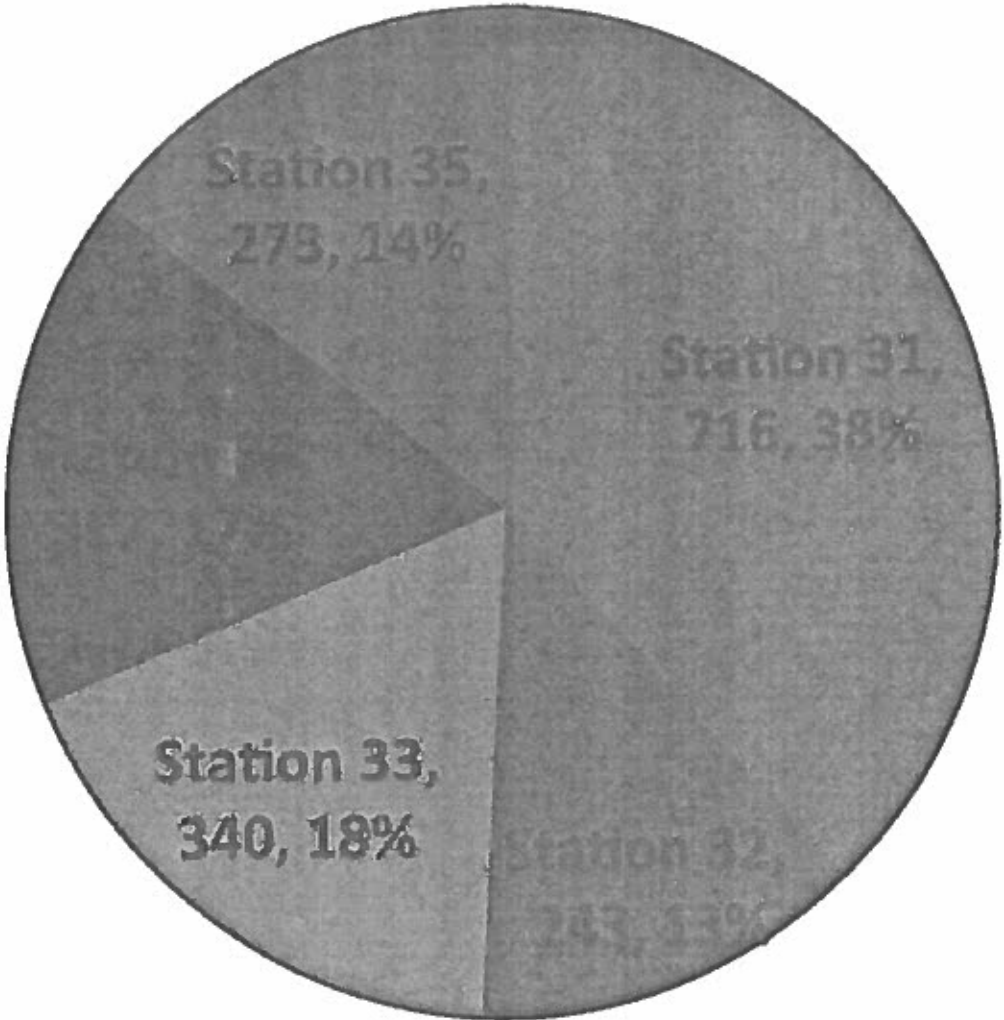
INSPECTIONS:	2015	2014	CHANGE
FIRE SAFETY INSPECTION	1051	692	52%
COMPLAINT INVESTIGATIONS	39	20	95%
C of O INSPECTIONS	82	44	86%
SPECIALTY & MISCELLANEOUS INSP.	50	37	35%
RE-INSPECTIONS	869	545	59%
NEW CONSTRUCTION INSPECTIONS	133	61	118%
GRAND TOTALS:	2224	1399	59%
VIOLATIONS CITED	2005	2242	-11%
CITATIONS ISSUED	0	0	n/a
FIRE INVESTIGATIONS	20	19	5%
PLANS REVIEWED:			
SITE PLANS	72	59	22%
BUILDING PLAN REVIEW	60	22	173%
FIRE PROTECTION SYSTEM PLANS	99	40	148%
MISCELLANEOUS REVIEWS	17	27	-37%
TOTALS:	248	148	68%



2015 INCIDENTS BY COMMUNITY



2015 INCIDENTS BY STATION



FIRE INCIDENTS TYPES & LOSS ANALYSIS – 2015

Type Code	Type Description	Department		Brighton City		Brighton Twp.		Genoa Twp.	
		2015	Estimated \$ Loss	2015	Estimated \$ Loss	2015	Estimated \$ Loss	2015	Estimated \$ Loss
100	Fire, Other	5	\$2,000	2	\$0	2	\$0	1	\$2,000
111	Building fire	49	\$1,628,300	8	\$618,300	9	\$671,000	7	\$339,000
112	Fires in structure other than in a building	3	\$300	3	\$300	0	\$0	0	\$0
113	Cooking fire, confined to container	11	\$11,500	6	\$9,000	3	\$0	2	\$2,500
114	Chimney or flue fire, confined to chimney or flue	4	\$0	0	\$0	1	\$0	3	\$0
116	Fuel Burner/Boiler fire	1	\$35,000	0	\$0	1	\$35,000	0	\$0
118	Trash or Rubbish fire	2	\$0	0	\$0	0	\$0	1	\$0
121	Fire in mobile home used as fixed property	2	\$150	0	\$0	0	\$0	2	\$150
130	Mobile property (vehicle) fire, Other	2	\$7,110	0	\$0	1	\$2,110	1	\$5,000
131	Passenger vehicle fire	22	\$132,700	4	\$25,500	8	\$32,500	9	\$74,700
132	Road freight or transport vehicle fire	7	\$26,000	0	\$0	0	\$0	7	\$26,000
138	Off-road vehicle or heavy equipment fire	2	\$56,000	0	\$0	0	\$0	2	\$56,000
140	Natural vegetation fire, Other	4	\$0	2	\$0	0	\$0	2	\$0
141	Forest, woods or wildland fire	2	\$0	0	\$0	0	\$0	2	\$0
142	Brush or brush-and-grass mixture fire	7	\$0	0	\$0	3	\$0	2	\$0
143	Grass fire	21	\$0	1	\$0	10	\$0	10	\$0
151	Outside rubbish, trash or waste fire	3	\$0	1	\$0	1	\$0	1	\$0
153	Construction or demolition landfill fire	2	\$0	0	\$0	2	\$0	0	\$0
154	Dumpster or other outside trash receptacle fire	5	\$0	2	\$0	2	\$0	1	\$0
160	Special outside fire, Other	1	\$0	0	\$0	0	\$0	0	\$0
162	Outside equipment fire	2	\$0	0	\$0	1	\$0	0	\$0
		157	\$1,899,060	29	\$653,100	44	\$740,610	53	\$505,350



2015 INCIDENT TYPE REPORT

Incident Type	2015	2014	Difference	% Change
1-Fire	157	140	17	12%
2-Overpressure/Expl.	2	0	2	N/A
3-EMS	1032	863	169	20%
4-Hazardous Condition	187	196	-9	-5%
5-Service Call	98	83	15	18%
6-Good Intent	206	194	12	6%
7-False Call	202	223	-21	-9%
8-Severe Weather	3	3	0	N/A
9-Other	2	5	-3	N/A
TOTAL	1889	1707	182	11%



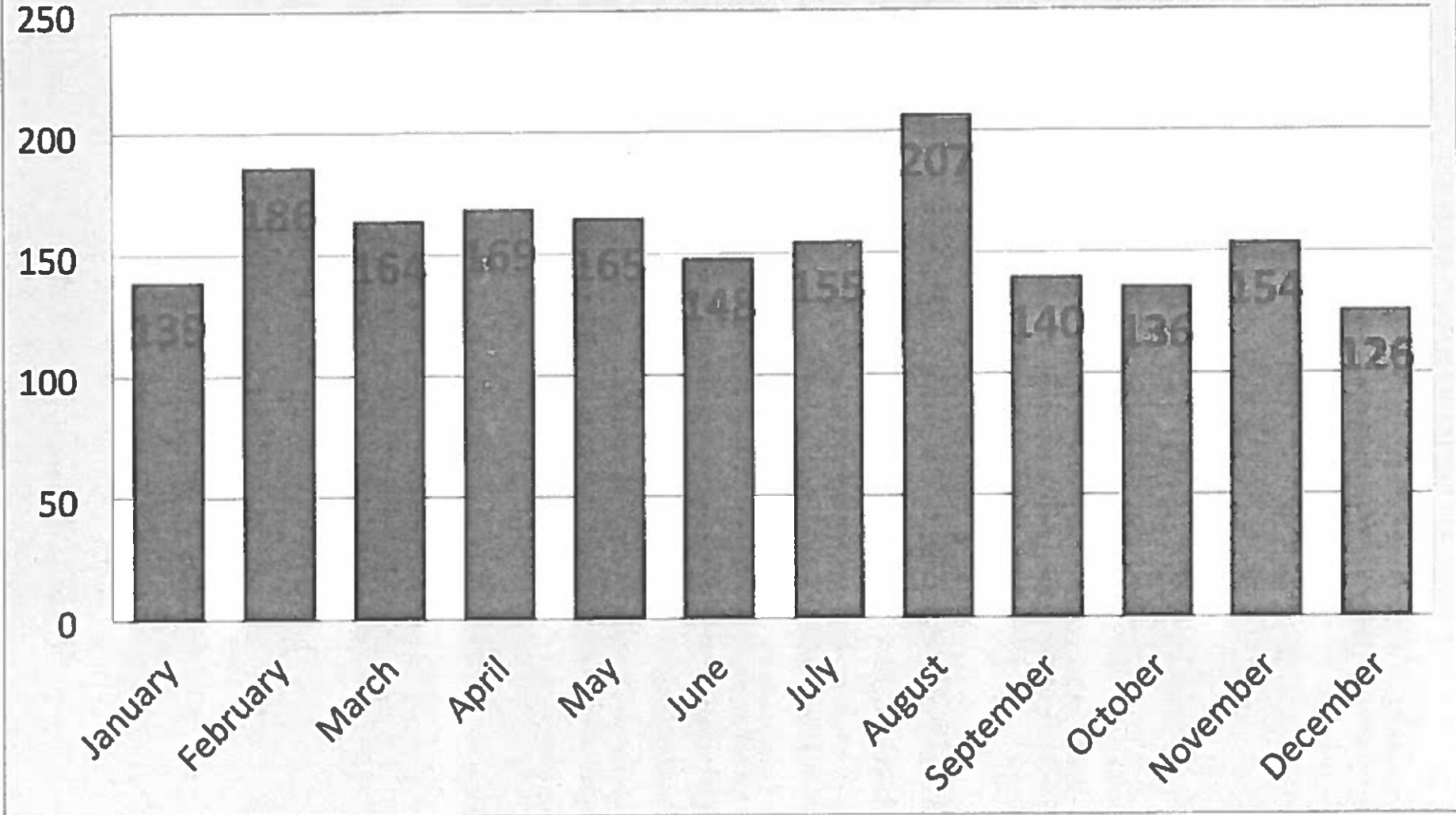
INCIDENT ACTIVITY REPORT by STATION

2015

Incident Type	Sta.31	Sta.32	Sta.33	Sta.34	Sta.35
1 - Fire	56	25	19	28	29
2 - Overpressure/Explosion	1	0	0	0	1
3 - Rescue EMS	365	124	207	183	153
4 - Hazardous Condition	62	28	35	31	31
5 - Service Call	37	14	11	20	16
6 - Good Intent	93	26	41	24	22
7 - False Call	100	24	27	31	20
8 - Severe Weather	2	0	0	0	1
9 - Special Incident Type	0	2	0	0	0
TOTAL	716	243	340	317	273



2015 INCIDENTS BY MONTH

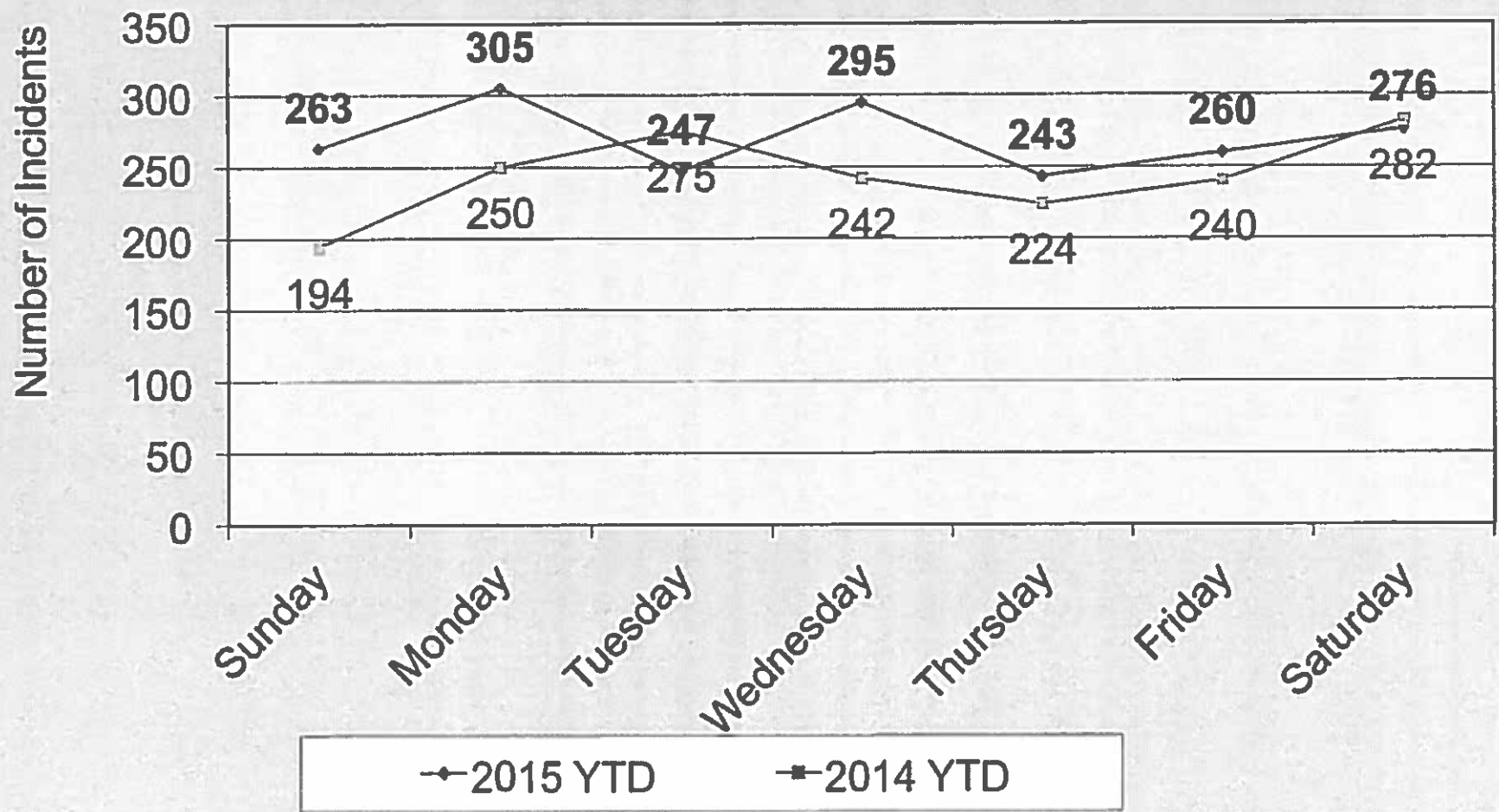


All Incidents by Day of Week

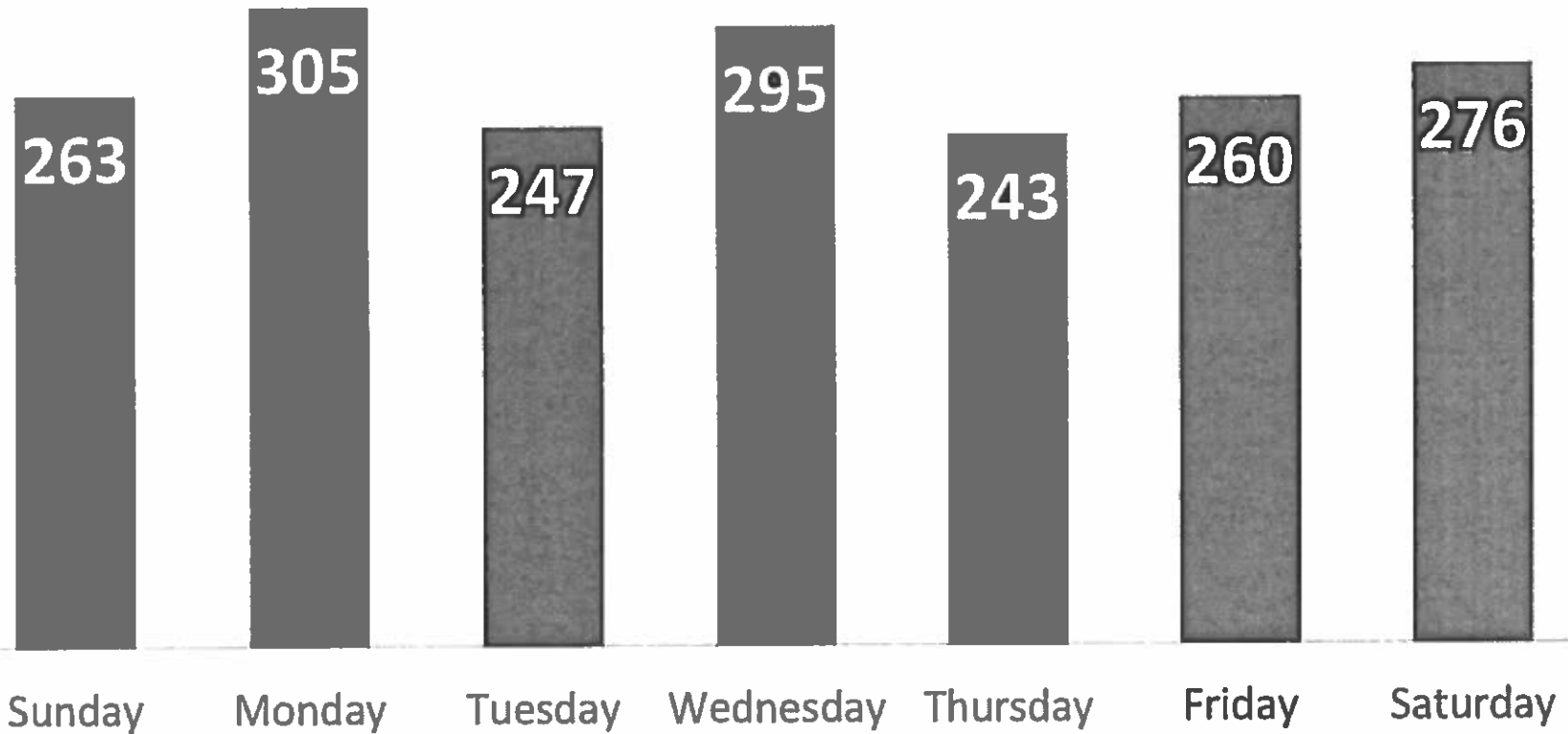
Day of Week	2015	2014	%Change
Sunday	263	194	36%
Monday	305	250	22%
Tuesday	247	275	-10%
Wednesday	295	242	22%
Thursday	243	224	8%
Friday	260	240	8%
Saturday	276	282	-2%
TOTAL	1889	1707	11%



Incidents by Day of Week 2015 vs. 2014



2015 INCIDENTS BY DAY OF WEEK

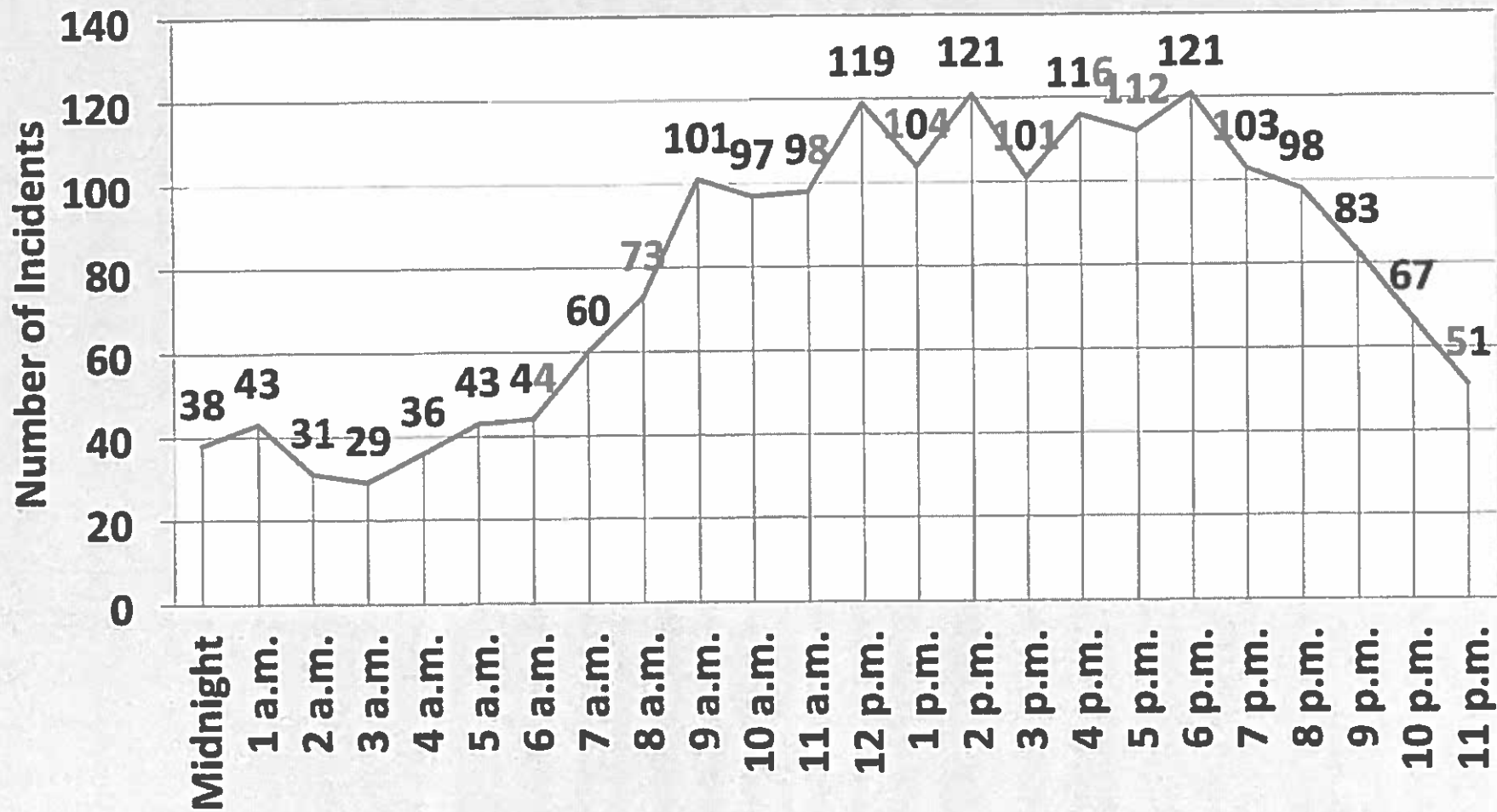


Incidents by Day of Week/Shift 2015

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	41	25	35	24	24	24	35
0601-1200	52	81	64	95	69	58	59
1201-1800	86	109	97	92	81	100	99
1801-0000	84	90	51	84	69	78	83



2015 INCIDENTS BY TIME OF DAY

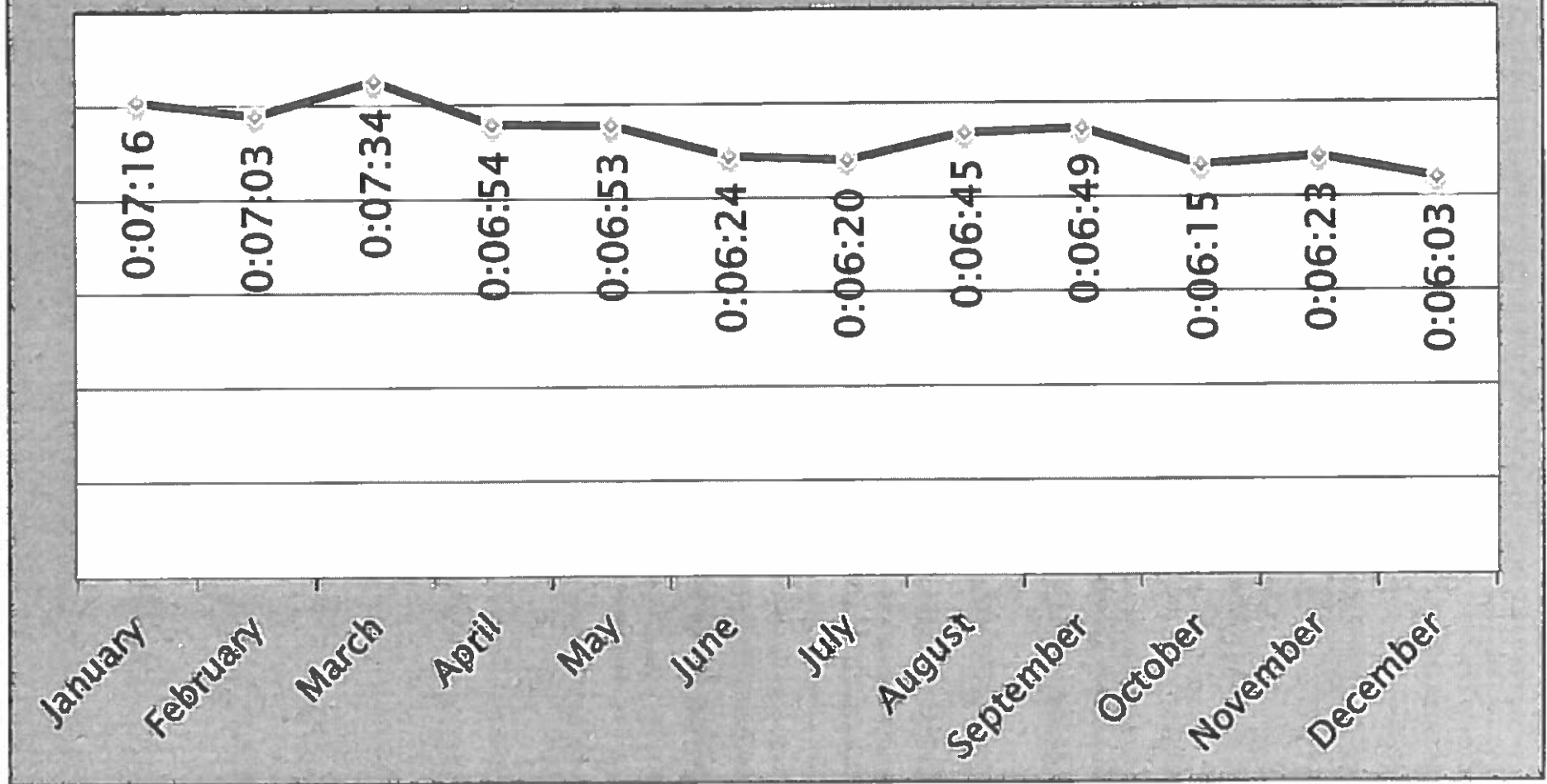


2015 AVERAGE RESPONSE TIMES - PRIORITY INCIDENTS

Station	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec	Annual Avg.
31	0:06:22	0:06:04	0:06:06	0:04:54	0:06:12	0:05:04	0:04:41	0:05:14	0:04:39	0:05:16	0:05:14	0:05:13	0:05:26
32	0:09:47	0:11:12	0:09:56	0:12:12	0:08:52	0:08:26	0:08:30	0:07:57	0:09:35	0:07:37	0:08:07	0:07:42	0:09:09
33	0:06:28	0:06:14	0:07:50	0:07:26	0:06:00	0:05:04	0:07:11	0:07:11	0:07:29	0:06:37	0:06:05	0:04:59	0:06:38
34	0:07:56	0:07:15	0:06:53	0:07:33	0:06:08	0:06:59	0:06:04	0:07:06	0:06:39	0:06:42	0:07:37	0:07:04	0:07:00
35	0:09:15	0:07:20	0:07:52	0:07:57	0:07:58	0:08:43	0:06:45	0:07:26	0:07:55	0:06:51	0:07:20	0:08:30	0:07:47
Month Avg.	0:07:16	0:07:03	0:07:34	0:06:54	0:06:53	0:06:24	0:06:20	0:06:45	0:06:49	0:06:15	0:06:23	0:06:03	0:06:45



2015 AVERAGE RESPONSE TIMES PRIORITY INCIDENTS



MUTUAL AID ANALYSIS 2015

Department	Given by BAFA	Received by BAFA
Green Oak	15	17
Howell	13	7
Hamburg	10	0
Hartland	11	7
Unadilla	1	0
Lyon Twp	2	1
Milford	2	0
Highland	1	0
Tech Rescue Team	1	0
Haz-Mat Team	1	0
TOTAL	57	32

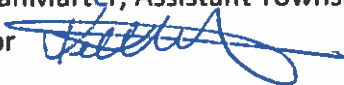




MEMORANDUM

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

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director 

DATE: March 3, 2016

RE: Lakeshore Village Phase 3 Rezoning
Ordinance No. Z-16-01

MANAGERS REVIEW: 
.....

Township staff has been working with Lockwood Companies (Lockwood) on a proposed expansion to the Lakeshore Village apartment complex. Lockwood has been successful in obtaining funding from the Michigan State Housing and Development Authority (MSHDA) on what would be a third phase of the existing project. MSHDA funding comes with very strict almost unreasonable deadlines for the developer to obtain local government approval. In response I have put together a very aggressive process timeline which would provide for the first hearing by the Township Board in advance of the Planning Commission meeting. I recognize that this is not normal protocol but I am hopeful the Board will support this schedule to get the applicant the authorizations needed to finalize their funding.

There is some risk inherent in this approach if the Planning Commission does not make a recommendation at their March 14, 2016 meeting. In the event this occurs, Township Staff will not publish the public hearing notice and the Board will be asked to reconsider the hearing date at your next meeting.

Therefore in consideration of the anticipated recommendations by the Township Planning Commission on March 14, 2016 and the Livingston County Planning Commission on March 16, 2016 please find the attached proposed Ordinance Number Z-16-01 for your review. The proposed ordinance involves the rezoning of 27.8 acres of land on Chilson Road from Medium Density Residential (MDR) to High Density Residential (HDR).

As required pursuant to the Charter Township Act (Act 359 of 1947) the Board is being asked to introduce the proposed rezoning and to set a hearing for deliberation of the ordinance. Staff is requesting the official hearing in this regard be set for the Monday,

SUPERVISOR

Gary T. McCrie

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

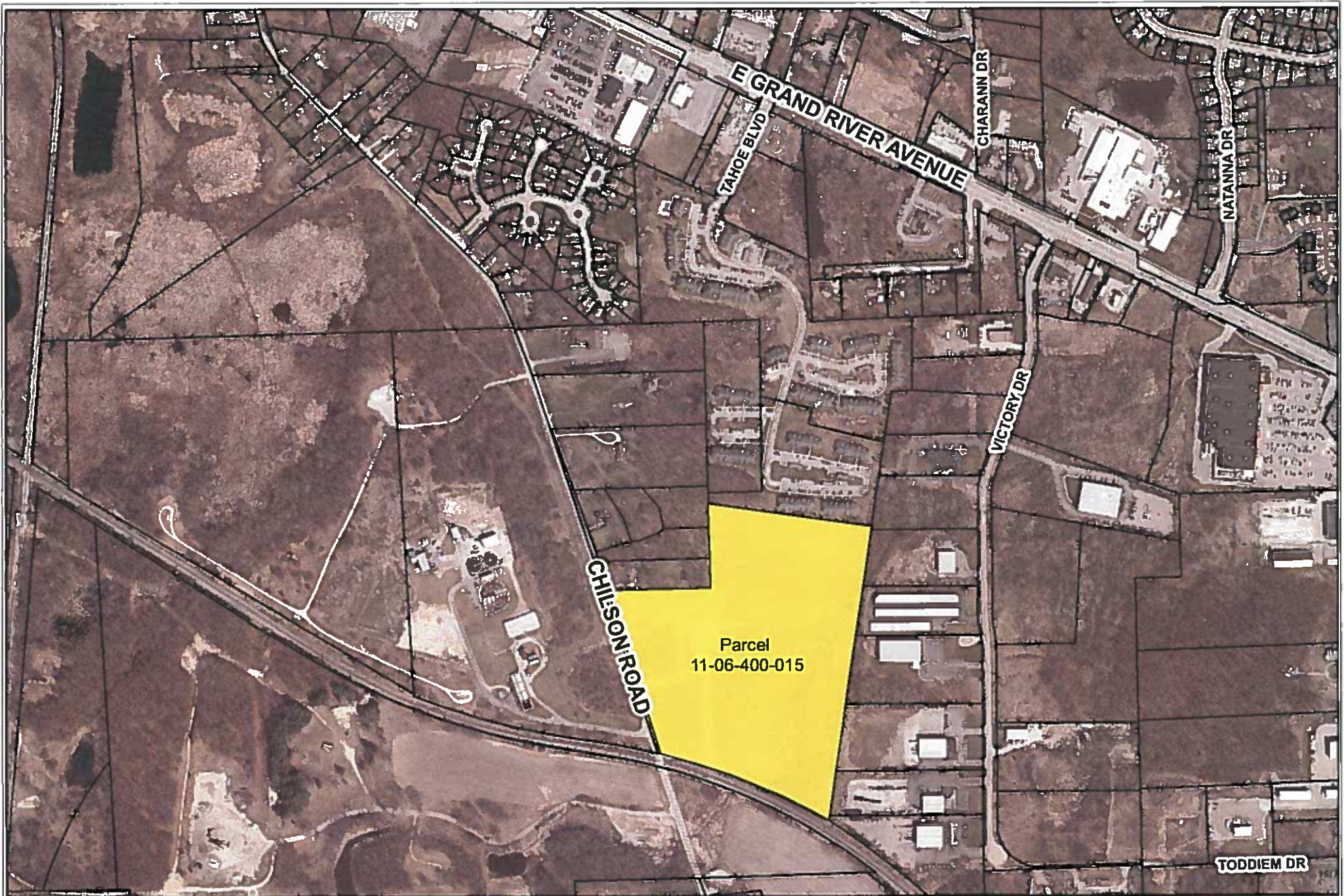
Todd W. Smith

Linda Rowell

March 21, 2016 regularly scheduled meeting. A draft publication in regard to this hearing is also attached.

In consideration of the aforementioned, I respectfully request the following action:

Moved by _____, supported by _____ to introduce the proposed ordinance and to set a public hearing before the Township Board on Monday, March 21, 2016 for the purpose of considering the proposed zoning map amendment (Z-16-01) which involves the rezoning of parcel 11-06-400-015 encompassing 27.80 acres of land from Medium Density Residential (MDR) to High Density Residential (HDR).



LAKESHORE VILLAGE PHASE 3 REZONING

Parcel lines are approximate. Not intended for survey purposes.

Aerial Photo from 2015
1/4 inch = 600 feet

ORDINANCE NO. Z-16-01

AN ORDINANCE TO AMEND THE ZONING MAP OF THE CHARTER TOWNSHIP OF GENOA BY REZONING PARCEL 4711-06-400-015 (27.80 ACRES) FROM MEDIUM DENSITY RESIDENTIAL (MDR) TO HIGH DENSITY RESIDENTIAL (HDR).

THE CHARTER TOWNSHIP OF GENOA HEREBY ORDAINS that the Zoning Map, as incorporated by reference in the Charter Township of Genoa's Zoning Ordinance, is hereby amended as follows:

Real property containing 27.80 acres with parcel ID number 4711-06-400-015 situated on the east side of Chilson Road, south of Grand River Avenue, which is more particularly described as follows:

Part Of The Southeast 1/4 Of Section 6, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan, More Particularly Described As Follows: Commencing At The East 1/4 Corner Of Said Section 6; Thence Along The North Line Of "Grand Oaks West Industrial Park," A Subdivision As Recorded In Liber 30 Of Plats On Pages 1-5 Of Livingston County Records, South 86 Degrees 35 Minutes 09 Seconds West, 330.00 Feet; Thence Along The West Line Of Said Subdivision, South 01 Degree 04 Minutes 01 Second East, 351.89 Feet; Thence Continuing Along Said West Line, South 86 Degrees 35 Minutes 09 Seconds West, 100.00 Feet; Thence Continuing Along Said West Line, South 07 Degrees 28 Minutes 54 Seconds West, 658.72 Feet To The Point Of Beginning Of The Parcel To Be Described; Thence Continuing Along Said West Line, South 07 Degrees 28 Minutes 54 Seconds West, 1427.53 Feet; Thence Along The Northerly Right-Of-Way Line Of The C&O Railroad, Northwesterly On An Arc Left, Having A Length Of 893.38 Feet, A Radius Of 2834.50 Feet, A Central Angle Of 18 Degrees 03 Minutes 31 Seconds And A Long Chord Which Bears North 67 Degrees 50 Minutes 07 Seconds West, 889.69 Feet; Thence Along The Centerline Of Chilson Road (66 Foot Wide Right-Of-Way), North 18 Degrees 44 Minutes 40 Seconds West, 809.27 Feet; Thence North 89 Degrees 00 Minutes 29 Seconds East, 487.21 Feet; Thence North 01 Degree 06 Minutes 44 Seconds West, 408.86 Feet; Thence South 82 Degrees 31 Minutes 05 Seconds East, 797.47 Feet, To The Point Of Beginning. Subject to and together with easements and restrictions affecting title to the above described premises.

Shall be rezoned from the Medium Density Residential (MDR) to the High Density Residential (HDR) zoning classification. The Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 184 of the Public Acts of 1943, as amended, reclassified the Property as a High Density Residential (HDR) District finding that such classification properly achieved the purposes of Section 22.04 of the Township's Zoning Ordinance (as amended),

Severability If any provision of this Ordinance is found to be invalid, than the remaining portions of this Ordinance shall remain enforceable.

Effective Date This Ordinance shall be effective upon publication in a newspaper of general circulation as required by law.

On the motion to adopt the Ordinance the following vote was recorded:

Yeas:

Nays:

Absent:

I hereby approve the adoption of the foregoing Ordinance this 21st day of March, 2016.

Paulette Skolarus
Township Clerk

Gary McCririe
Township Supervisor

Township Board First Reading: March 7, 2016
Date of Publication of Proposed Ordinance: March 18, 2016
Township Board Second Reading and Adoption: March 21, 2016
Date of Publication of Ordinance Adoption: March 27, 2016
Effective Date: March 27, 2016

**BOARD OF TRUSTEES
GENOA CHARTER TOWNSHIP,
LIVINGSTON COUNTY, MICHIGAN**

**NOTICE OF PROPOSED ZONING MAP AMENDMENT
MARCH 21, 2016**

Pursuant to Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board will be considering ordinance number Z-16-01 to amend the zoning map at 6:30 p.m. on Monday, March 21, 2016. The property proposed for rezoning is located on the east side of Chilson Road south of Grand River. The subject area involves approximately 27.80 acres on parcel 4711-06-400-015. The proposed rezoning is from Medium Density Residential (MDR) to High Density Residential (HDR). The complete text of the proposed ordinance is available for public inspection at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116, Monday through Friday from 9:00a.m. to 5:00p.m.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township.

Kelly VanMarter
Assistant Township Manager/Community Development Director

(Press/Argus 03-18-16)

Proposal for Software and Services, Presented to...

Genoa Township, Livingston County MI

March 2, 2016

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 8,892. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

General Ledger .NET	\$6,420
Accounts Payable .NET	\$5,455
Cash Receipting .NET	\$5,455
Payroll .NET	\$7,060
Timesheets .NET	\$3,985
AccessMyGov/Employee Self Services	\$4,240
Please select the features you would like to use. All of the features can be included without impacting the Annual Service Fee or Project Management and Implementation Planning Fee.	
<input type="checkbox"/> <u>Personal Employee, Financial, and YTD Info:</u> This requires the use of Payroll .NET. Enables employees to: view/request changes to "master" information such as dependents, addresses, and W4 information; view and reprint check and W2 history, and withholding and direct deposit information; view YTD totals and leave balances. Open enrollment is also available, but requires the use of Human Resources .NET.	
<input type="checkbox"/> <u>Employment Opportunities:</u> This requires the use of Human Resources .NET. Enables users to view currently available job postings.	
<input type="checkbox"/> <u>Timesheet Entry; My Timesheets:</u> This requires the use of Timesheets .NET. "Timesheet Entry" enables employees to enter timesheet info for other staff, and enables managers to view timesheets for their staff. "My Timesheets" enables employees to enter their own time.	
Subtotal	\$32,615

Data Conversions

Convert existing Springbrook data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$3,210
Accounts Payable (Import vendors via Generic Data Import)	\$2,730
Database Setup:	
Payroll (Manual Entry or Import of Employee Master File/Setup/YTD as of a Specified Date)	\$5,295
Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,500
Springbrook data extraction	\$2,000
Subtotal	\$14,735

No data conversion to be performed for:
Timesheets

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$8,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$1,000
General Ledger .NET	Days: 2	\$2,000
Accounts Payable .NET	Days: 2	\$2,000
Cash Receipting .NET	Days: 2	\$2,000
Payroll .NET	Days: 5	\$5,000
Timesheets	Days: 3	\$3,000
AMG/Employee Self Services	Days: 1	\$1,000
	Total: 16	Subtotal \$16,000

Cost Totals

Not including Annual Service Fees

Applications	\$32,615
Data Conversions	\$14,735
Project Management and Implementation Planning	\$8,000
Implementation and Training	\$16,000

Total Proposed **\$71,350**

Travel Expenses **\$1,245**

Grand Total (with Travel Expenses) **\$72,595**



Payment Schedule

- 1st Payment: **\$22,735** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$32,615** to be invoiced at start of training.
- 3rd Payment: **\$17,245** to be invoiced upon completion of training.

Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

General Ledger .NET	\$1,280
Accounts Payable .NET	\$1,090
Cash Receipting .NET	\$1,090
Payroll .NET	\$1,410
Timesheets .NET	\$800
AMG/Employee Self Services	\$850
Total Annual Service, New Purchases	\$6,520



Optional Item(s)

Cash Receipting Hardware

		Quantity		Cost
Epson Series Receipt Printer*	\$750	x	___ =	\$_____
Epson Series Receipt Printer* w/Check Scan	\$1,100	x	___ =	\$_____
APG Cash Drawer**	\$250	x	___ =	\$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	___ =	\$_____
Credit Card Reader	\$75	x	___ =	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer. Ithaca receipt printers are not compatible with Vista or Windows 7. The Epson Series replaces the Ithaca brand and is fully compatible with those operating systems.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?
 ___Epson ___Ithaca ___Other (please specify)_____*

Please provide the number of cash drawers that will be hooked up to the printer_____

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ∨ custom payment import/lock box import
- ∨ custom OCR scan-line
- ∨ custom journal export to an outside accounting system
- ∨ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

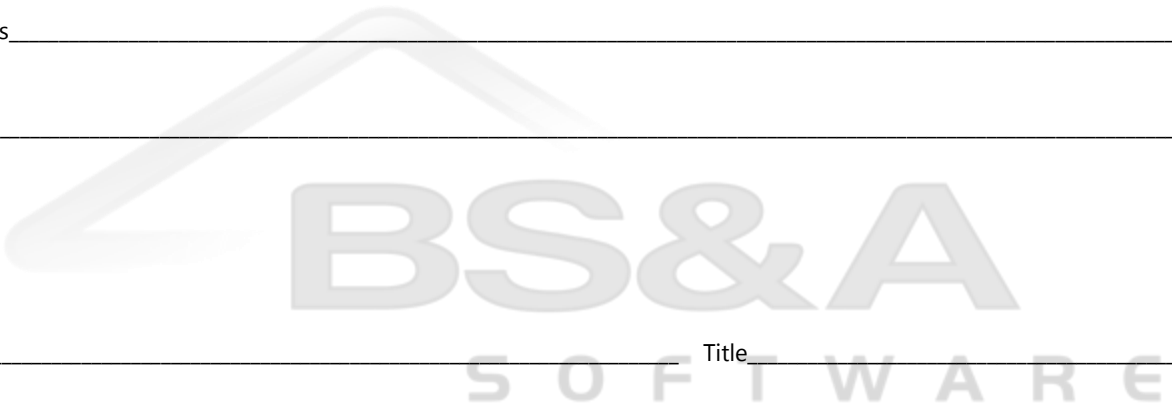
IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____





Where Value and Your Needs Comes First

2650 E. Grand River Ave
 Howell, MI 48843
 Phone 517-546-0001
 Fax 517-546-0000
sales@classiccarpetandfloorcovering.com

Proposal

Date: 3/2/2016
 Proposal / Invoice Number: 020916-D2
 Quotation For:

Customer name	Genoa Township
Contractor	Polly
Address	2911 Dorr Road
City, State, Zip	Brighton, MI 48116
Phone	810-227-5225
Alt Phone	
Emails	polly@genoa.org

Installation Area / Special Comments: RE: Township Hall Main Area, Board Room, Platform, Foyer & Kitchen Area

PLEASE MAKE SURE ALL NOTES BELOW ARE READ. WE ARE HERE TO ANSWER AND QUESTIONS YOU HAVE.

SALESPERSON	INSTALLATION DATE	SHIP VIA	F.O.B. POINT	PROPOSAL NUMBER	TERMS
Dee	Revised 3-2-16 Dee			1 of 1	Due on completion

QUANTITY	U of M	DESCRIPTION	UNIT PRICE	SUB TOTAL	%	TAX	AMOUNT
2847	sq.ft.	Mannington- Portella- St Croix(Reg Price \$4.75)-51 ctns	\$ 4.00	\$ 11,388.00	6%	\$ 683.28	\$ 12,071.28
4	@	4-gal buckets of Mannington Ultra Adhesive	\$ 99.00	\$ 396.00	6%	\$ 23.76	\$ 419.76
2847	sq.ft.	Take up and disposal of existing (Reg Price \$1.00)	\$ 0.50	\$ 1,423.50		\$ -	\$ 1,423.50
1	@	Upholstered Platform area	\$ 150.00	\$ 150.00		\$ -	\$ 150.00
2847	sq.ft.	Installation	\$ 0.73	\$ 2,078.31		\$ -	\$ 2,078.31
1	@	12 lin.ft. Roppe #205 trim for platform (due to using modular carpet tile)	\$ 75.00	\$ 75.00	6%	\$ 4.50	\$ 79.50
1	@	Installation Roppe trim piece	\$ 30.00	\$ 30.00		\$ -	\$ 30.00
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
		Furniture moving large items only or items discussed at time of measure. All small items and electronics must be moved by homeowner.	\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
		Deposit Required: \$9,000.00	\$ -	\$ -		\$ -	\$ -

Notes:
 Price does not include furniture moving.

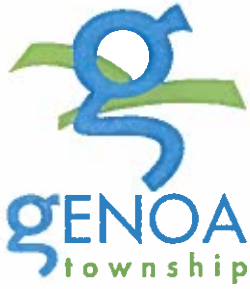
All Materials Guaranteed To Be As Specified and Ordered.
All Material Warranties Held By Manufacturers. Pricing of carpet and cushion will be held for 30 days from original proposal.
We reserve the right to correct clerical errors
Discounts and special pricing does not apply if Financed

THANK YOU FOR YOUR BUSINESS!

Date: 4/1/2016

SUB TOTAL	\$ 15,540.81
SALES TAX	6%
	\$ 711.54
()	
TOTAL	\$ 16,252.35
DEPOSIT	
BALANCE DUE	\$ 16,252.35
PAYMENT	
BALANCE	\$ 16,252.35

SIGNED: _____ Date: _____



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

February 25, 2016

Jodie Todesco, P.E.
Livingston County Road Commission
3535 Grand Oaks Drive
Howell MI 48843-8575

RE: Primary Road Pavement Preservation

Jodie.

Please consider this correspondence as Genoa Township's submission for the Primary Road Pavement Preservation partnership. We would like LCRC to consider a project on Hughes Road from Grand River to Forest Ponds. The length of this project is approximately 2,950 LF. Assuming a Base Repair/HMA Wedge Course/2.0" HMA Overlay Treatment this project should have a total cost of \$153,665. Genoa Township is proposing a Township contribution of \$85,000.

I trust this project description meets your needs at this time. Should you have any questions or if you require additional information please let me know.

Best regards,

Michael Archinal
Township Manager

Cc: Township Board
Kelly VanMarter, Assistant Township Manager

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

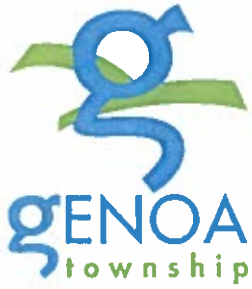
Jean W. Ledford

Todd W. Smith

Linda Rowell

MANAGER

Michael C. Archinal



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

February 26, 2016

Luke Bonner
Senior Economic Development Advisor
City of Sterling Heights
40555 Utica Road
Sterling Heights MI 48311-8009

RE: SmartZone Satellite

Dear Mr. Bonner,

I am pleased to let you know that the Genoa Township Board had a special session yesterday to discuss the SmartZone concept and the potential to partner with Sterling Heights as a satellite. The Board's response was unanimously favorable. I have been directed to place the item on our March 7, 2016 agenda as an action item.

Dr. Rencher and I will be meeting on Monday to discuss the application, the form of the LDFA Board and sharing formulae for captured revenue. We have retained the services of Pat McGow of Miller Canfield to assist us through this process. I do not foresee any obstacles in coordinating the application with Sterling Heights and Cleary University.

Thank you for your assistance and patience. We are excited about the opportunities that this mutually beneficial endeavor represents. I will keep you informed of our progress over the next few weeks.

Best regards,

Michael Archinal
Township Manager

Cc: Genoa Charter Township Board
Kelly VanMarter; Assistant Township Manager

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

MANAGER

Michael C. Archinal



To Board 3/7/16

February 22, 2016

Ms. Polly Skolarus, Clerk
Township of Genoa
2911 Dorr Rd.
Brighton, MI 48116

Dear Ms. Skolarus:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you a change to the channel lineup. Customers are being notified of this change via bill message.

Al Jazeera America (channel 107) has announced it will cease operations and its programming on April 12, 2016.

As always, feel free to contact me directly at 734-254-1557 with any questions you may have

Sincerely,

A handwritten signature in blue ink, appearing to read "Kyle V. Mazurek".

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

8