

**GENOA CHARTER TOWNSHIP BOARD**

**April 18, 2016**

**Regular Meeting and Public Hearing**

**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: April 4, 2016

**Approval of Regular Agenda:**

3. Call to the Public with regard to the first public hearing of the East Coon Lake Trail Road Improvement Project scheduled for Summer 2016.
4. Request for approval of Resolution No. 3 [approving the project, cost estimates, special assessment district and causing the Special Assessment Roll to be prepared] for the East Coon Lake Trail Road Improvement -Project Summer 2016.
5. Request for approval of Resolution No. 4 [acknowledging the filing of the Special Assessment Roll, scheduling the second hearing and directing the issuances of statutory notices for the East Coon Lake Trail Road Improvement -Project Summer 2016.
6. Consider acceptance of a legal services proposal from Seward, Peck & Henderson.

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: April 18, 2016

TOWNSHIP GENERAL EXPENSES: Thru April 18, 2016	\$159,706.12
April 8, 2016 Bi Weekly Payroll	\$92,147.59
OPERATING EXPENSES: Thru April 18, 2016	\$146,995.74
TOTAL:	<u>\$398,849.45</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
32656	LC REG D	Livingston Co. Register Of Dec	04/06/2016	12.00
32657	OEX	Office Express Inc.	04/06/2016	174.92
32658	Perfect	Perfect Maintenance Cleaning	04/06/2016	565.00
32659	PRINTING	Printing Systems	04/06/2016	180.28
32660	Sapienza	Kristen Renee Sapienza	04/06/2016	39.42
32661	Schindle	Schindler Elevator Corporation	04/06/2016	936.84
32662	DTE LAKE	DTE Energy	04/07/2016	863.49
32663	Mancuso	Mancuso & Cameron, P.C.	04/07/2016	520.00
32664	COMCAST	Comcast	04/11/2016	324.38
32665	DTE EN	DTE Energy	04/11/2016	139.87
32666	GORDONFO	Gordon's Food Services	04/11/2016	289.08
32667	Net serv	Network Services Group, L.L.C.	04/11/2016	45.00
32668	WEX	WEX Bank	04/11/2016	31.40
32669	BLUE CRO	Blue Cross & Blue Shield Of Mi	04/18/2016	30,957.09
32670	CONSUMER	Consumers Energy	04/18/2016	259.18
32671	CONTINEN	Continental Linen Service	04/18/2016	108.02
32672	Duncan	Duncan Disposal Systems	04/18/2016	79,279.20
32673	Economic	Economic Development Council o	04/18/2016	22,000.00
32674	Election	Election Systems & Software	04/18/2016	1,235.10
32675	ETNA SUP	Etna Supply Company	04/18/2016	2,272.50
32676	GRAING	GRAINGER	04/18/2016	62.22
32677	MICHAS	Michigan Assoc. of Planning	04/18/2016	650.00
32678	PRINTING	Printing Systems	04/18/2016	562.38
32679	Seward	Seward Peck & Henderson PLLC	04/18/2016	12,225.75
32680	Tetra Te	Tetra Tech Inc	04/18/2016	5,973.00
<b>Report Total:</b>				<b>159,706.12</b>

Genoa Charter Township  
User: cindy

Electronic Clearinghouse  
Distribution Report

Printed: 04/04/16 09:21  
Batch: 608-04-2016

Account Number	Debit	Credit	Account Description
1-000-002-000	0.00	64,019.10	Cash-checking Account Only
101-000-259-000	64,019.10	0.00	Payroll Direct Deposit
	64,019.10	64,019.10	
<b>Report Totals:</b>	<b>64,019.10</b>	<b>64,019.10</b>	

Accounts Payable  
Computer Check Register

**Genoa Township**

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 04/01/2016 - 09:50

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13600	EFT-FED	EFT- Federal Payroll Tax	04/08/2016		10,187.50 5,202.57 5,202.57 1,216.74 1,216.74
Check 13600 Total:					23,026.12
13601	EFT-PENS	EFT- Payroll Pens Ln Pyts	04/08/2016		2,317.20 72.53
Check 13601 Total:					2,389.73
13602	EFT-PRIN	EFT-Principal Retirement 457	04/08/2016		1,007.00
Check 13602 Total:					1,007.00
13603	EFT-ROTH	EFT-Principal Roth	04/08/2016		615.00
Check 13603 Total:					615.00
13604	EFT-TASC	EFT-Flex Spending	04/08/2016		444.43 646.21
Check 13604 Total:					1,090.64

Report Total:

28,128.49

## #592 OAK POINTE WATER/SEWER FUND

## Payment of Bills

March 30 through April 11, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/08/2016	3595	CONSUMERS ENERGY	GAS SERVICE	-192.18
Bill Pmt -Check	04/08/2016	3596	DTE ENERGY	3-3-16 to 3-30-16	-1,153.23
Bill Pmt -Check	04/11/2016	3597	DTE ENERGY	3-3-16 to 3-30-16	-2,971.10
Bill Pmt -Check	04/11/2016	3598	ALEXANDER CHEMICAL CORPORATION	CHEMICALS	-1,867.20
Bill Pmt -Check	04/11/2016	3599	Automation Direct	Supplies	-942.00
Bill Pmt -Check	04/11/2016	3600	CLEARWATER KINETICO	5090 Glenway Dr	-65.00
Bill Pmt -Check	04/11/2016	3601	COOPERS TURF MANAGEMENT, LLC	Snow plowing-March-2016	-336.00
Bill Pmt -Check	04/11/2016	3602	EJ USA, Inc.	Supplies	-201.70
Bill Pmt -Check	04/11/2016	3603	ETNA SUPPLY COMPANY	supplies	-504.89
Bill Pmt -Check	04/11/2016	3604	GENOA TWP -GENERAL FUND	Reimburse Meter fund 502-000-665-000	-1,640.00
Bill Pmt -Check	04/11/2016	3605	GENOA TWP DPW FUND	Maintenance/ Billing Fees April 2016	-36,951.03
Bill Pmt -Check	04/11/2016	3606	GRAINGER	SUPPLIES	-293.69
Bill Pmt -Check	04/11/2016	3607	HOWELL TRUE VALUE HARDWARE		-104.86
Bill Pmt -Check	04/11/2016	3608	NELSON TANK ENGINEERING & CONSULTING	Repainting Booster Station	-3,210.00
Bill Pmt -Check	04/11/2016	3609	NORTHWEST PIPE AND SUPPLY, INC.		-250.40
Bill Pmt -Check	04/11/2016	3610	Rosemount Inc.	Supplies	-4,606.71
Bill Pmt -Check	04/11/2016	3611	STANDARD ELECTRIC		-718.87
Bill Pmt -Check	04/11/2016	3612	Utilities Instrumentation Service	Services at Oak Point WTP	-3,297.82
<b>Total</b>					<b>-59,306.68</b>

## #593 LAKE EDGEWOOD W/S FUND

## Payment of Bills

March 30 through April 11, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/04/2016	2933	Brighton Analytical L.L.C.		-154.00
Bill Pmt -Check	04/06/2016	2934	City Of Brighton	Acct #003053-000 003052-000	-19,969.23
Bill Pmt -Check	04/06/2016	2935	DTE Energy	Electric Bills 3-4-2016 to 4-1-2016	-3,627.35
<b>Total</b>					<b>-23,750.58</b>

9:51 AM

**#595 PINE CREEK W/S FUND**

**Payment of Bills**

March 30 through April 11, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/06/2016	2163	City of Brighton	Account #00354-000	-36,032.04
				<b>Total</b>	<b>-36,032.04</b>

9:44 AM

**#503 DPW UTILITY FUND**

**Payment of Bills**

March 30 through April 11, 2016

Type	Date	Num	Name	Memo	Amount
		3548	void		
Bill Pmt -Check	04/04/2016	3549	Brighton Urgent Care	CDL Examst Physical -Recertification	-225.00
Bill Pmt -Check	04/04/2016	3550	BS&A Software	Utility Bill Data Conversion	-23,350.00
Bill Pmt -Check	04/04/2016	3551	MWEA		-470.00
Bill Pmt -Check	04/04/2016	3552	State of Michigan (2)	Jim Aulette- Storm Water Exam	-30.00
Bill Pmt -Check	04/06/2016	3553	Roys Autoworks Corp	2011 Ford Pickup F250 Super Duty	-520.01
Bill Pmt -Check	04/06/2016	3554	Port City Communications, I	4-1-2016 to 4-30-2016	-263.44
Bill Pmt -Check	04/07/2016	3555	American Red Cross	Adult First Aid/CPR/AED Training	-1,140.00
Bill Pmt -Check	04/07/2016	3556	WEX Bank	Closing Date 3-31-2016	-1,907.99
				<b>Total</b>	<b>-27,906.44</b>



draft

**GENOA CHARTER TOWNSHIP BOARD**

**April 4, 2016  
Regular Meeting**

**MINUTES**

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

Supervisor McCririe was not present for the meeting. Skolarus asked that Ms. Rowell be appointed Chair of the regular meeting in his absence. Moved by Smith and supported by Mortensen to appoint Ms. Rowell Chair of the meeting. The motion carried unanimously.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Smith and supported by Mortensen to approve all items listed under the consent agenda correcting the minutes to add “trustees” to pg. 3, para 3. At the request of Township Attorney Mancuso to add “Ms. Stillianos, acting as Power of Attorney for her mother, Marie Helvery, agreed to the conditions set forth in the March 17, 2016 correspondence from Attorney Mancuso and further agreed to permit the Livingston County Building Department to inspect the barn regarding possible structural issues.” The motion carried unanimously.

**1. Payment of Bills.**

**2. Request to Approve Minutes: March 21, 2016**

**Approval of Regular Agenda:**

Moved by Ledford and supported by Smith to approve for action all items listed under the regular agenda as requested. The motion carried unanimously.

**3. Request for approval of Resolution No. 1 (to proceed with the project and direct the preparation of plans and cost estimates) for the East Coon Lake Trail Road Improvement Project for the summer of 2016.**

A call to the public was made with the following response: Alan Patterson – I will be out of the state for the first public hearing and wanted to go on record that I have no objection to the project.

Moved by Smith and supported by Skolarus to approve resolution No. 1 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen and Skolarus. Nays – None. Absent – McCririe.

**4. Request for approval of Resolution No. 2 (to approve the project, scheduling the first hearing and directing the issuance of statutory notices) for the East Coon Lake Trail Road Improvement Project for the summer of 2016.**

Moved by Smith and supported by Skolarus to approve Resolution No. 2 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen and Skolarus. Nays – None. Absent – McCrie.

**5. Review of impact assessment and final PUD site plan for the proposed Gilden Woods child care facility located on the north side of Grand Oak Drive in Howell on parcel #11-08-200-012. The project is located within the Livingston Commons Phase 2 Planned Unit Development and is petitioned by BBI Holdings, LLC.**

**A. Disposition of Environmental Impact Assessment**

Moved by Smith and supported by Ledford to approve the Environmental Impact Assessment submitted 03/17/2016 as requested. The motion carried unanimously.

**B. Disposition of Final PUD Site Plan**

Moved by Smith and supported by Skolarus to approve the Final PUD Site Plan as requested with the following conditions:

1. The requirements of the Brighton Area Fire Department shall be complied with.
  2. Tap fees will be paid at the time of Land Use Permit issuance.
- The motion carried unanimously.

**6. Review of a special land use, impact assessment and sketch plan to allow for outdoor storage located at 5775 Brighton Pines Court, Brighton on parcel #11-15-200-025. The request is petitioned by CRW Plastics.**

**A. Disposition of Special Land Use**

Moved by Ledford and supported by Hunt to approve the Special Land Use Permit (for outdoor storage) as requested. The motion carried unanimously.

**B. Disposition of Environmental Impact Assessment**

Moved by Ledford and supported by Smith to approve the Environmental Impact assessment dated 02/15/2016 as requested. The motion carried unanimously.

**C. Disposition of Sketch Plan**

Moved by Hunt and supported by Smith to approve the Sketch Plan dated Feb. 24, 2016 as requested. The motion carried unanimously.

**Other Business:**

Smith – Four new persons were hired by Howell Area Parks and Recreation. The Marshmallow Drop is scheduled for April 15, 2016 (tickets must be purchased in advance).

Archinal – Genoa Township is no longer issuing waivers for roofing and window repair. All applications will be completed through the County Building Department.

The regular meeting of the Genoa Charter Township Board was adjourned at 6:45 p.m.

Paulette A. Skolarus, Clerk  
Genoa Charter Township Board

Gary McCririe, Supervisor  
Genoa Charter Township Board

(Livingston Press Monthly publication last Friday of the month)

Resolution No. 3 – East Coon Lake Trail Road Improvement Project  
Reimbursement Special Assessment Project (Summer 2016)

**TOWNSHIP OF GENOA**

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the “Township”) held at the Township Hall on April 18, 2016, at 6:30 p.m., there were

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

ABSENT: None.

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

**Resolution Approving Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared**

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

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

WHEREAS, The Board of Trustees of the Township has declared its intention to make the improvement and tentatively designated the special assessment district against which the cost of the improvement is to be assessed is described in Exhibit A;

WHEREAS, on April 18, 2016 a public hearing was held to hear any objections to the petition, to the improvement and to the special assessment district and notice of the hearing was provided pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board approves the completion of the Project and approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as “Plans and Cost Estimates for the East Coon Lake Road Improvement Project and Reimbursement Special Assessment Project (Summer 2016).” ;

2. The Township Board approves the sufficiency of the Petition for the improvement;

3. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for six years @ 0% interest;

4. The Township Board 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;

5. The Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll stating that the roll was made pursuant to a resolution of the Township Board adopted on a specified date, and that in making the assessment roll the supervisor, according to his or her best judgment, has conformed in all respects to the directions contained in the resolution and the statutes of the State of Michigan;

6. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded;

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

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

NO: None.

ABSENT: None.

#### 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 Township Clerk

## EXHIBIT A

### EAST COON LAKE TRAIL ROAD IMPROVEMENT PROJECT (A Private Road)

#### DESCRIPTION OF PROJECT A SIX-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

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

- Brush hog saplings under 3" in diameter, brush, and weeds 4' to 6' off edges of the road.
- Import/place (average thickness) 2" 21AA crush concrete base to supplement existing gravel base and adjust drainage as needed with up to 600 tons @\$24.00/ton with a small windrow of gravel left along the edges to grade down after paving for shoulders.
- Grade and compact gravel base for drainage in prep for new asphalt paving.
- Construct a compacted 2" MDOT #1100L, 20AA hot mixed asphalt leveling course with 605 tons.
- Apply an SS-1h bond coat for asphalt adhesion
- Construct a compacted 2" MDOT #1100T, 20AA hot mixed asphalt wearing course with 605 tons.
- Grade down edge of road gravel windrows for 4" – 6" wide gravel shoulders.
- Expenses related to publications and mailings.

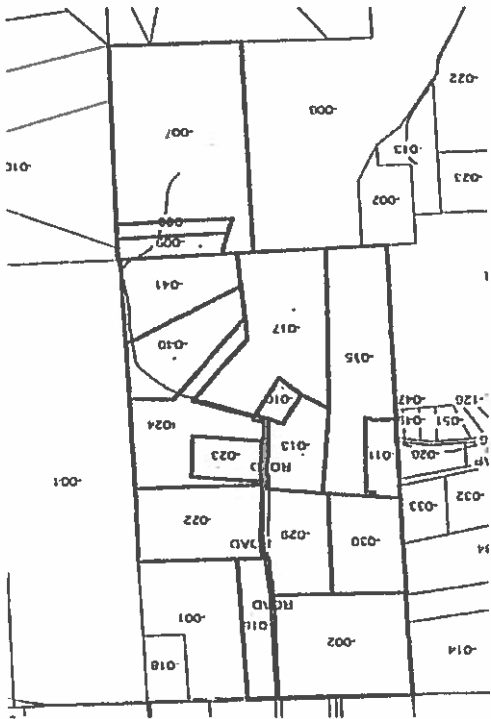
The bid relative to this project (including publications) is \$125,000.00 projected for work to begin in May of 2016. The project costs will be divided on a benefit basis between 17 parcels situated on East Coon Lake Trail at approximately \$7,352.94 with annual payments of \$1,225.49 beginning in the summer of 2016.

EXHIBIT B

EAST COON LAKE TRAIL ROAD IMPROVEMENT PROJECT  
PARCELS INCLUDED IN THE SPECIAL ASSESSMENT DISTRICT

The Project is being designed to serve the properties in the Special Assessment District, which district includes the specific properties that are identified by the following permanent parcel numbers:

4711-30-100-002	4711-30-100-010	4711-30-100-011	4711-30-100-013
4711-30-100-015	4711-30-100-016	4711-30-100-017	4711-30-100-022
4711-30-100-023	4711-30-100-024	4711-30-100-029	4711-30-100-030
4711-30-100-040	4711-30-100-041	4711-30-300-007	4711-30-300-008
4711-30-300-009			



Resolution No. 4 – East Coon Lake Trail Road Improvement  
Reimbursement Special Assessment Project (Summer 2016)

**TOWNSHIP OF GENOA**

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the “Township”) held at the Township Hall on April 18, 2016, at 6:30 p.m., there were

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

ABSENT: None

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**Resolution Acknowledging the Filing of the Special  
Assessment Roll, Scheduling the Second Hearing,  
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the East Coon Lake Trail Road Improvement project within the Township as described in Exhibit A (the “Project”) and 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 Township Supervisor has prepared the Special Assessment Roll entitled “Special Assessment Roll for the East Coon Lake Trail Road Improvement Program Reimbursement Special Assessment Project (Summer 2016)” (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.
2. The Township Board acknowledges that the Township Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the direction of the Township Board and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.
3. 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 to review and hear objections on the Proposed Roll.
4. The second public hearing will be held on Monday, May 2, 2016 at 6:30 p.m. at the offices of Genoa Township, Livingston County, Michigan.
5. 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 April 19, 2016. Following the mailing of the notices, the Township Clerk shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit C.

6. 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 April 21, 2016 and April 29, 2016. The notice shall be in a form substantially similar to the notice attached as Exhibit B-2.

7. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

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

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

NO: None.

ABSENT. None.

#### 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

### EAST COON LAKE TRAIL ROAD IMPROVEMENT PROJECT (A Private Road)

#### DESCRIPTION OF PROJECT A SIX-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

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

1. Brush hog saplings under 3" in diameter, brush, and weeds 4' to 6' off edges of the road
2. Import/place (average thickness) 2" 21AA crush concrete base to supplement existing gravel base and adjust drainage as needed with up to 600 tons @\$24.00/ton with a small windrow of gravel left along the edges to grade down after paving for shoulders
3. Grade and compact gravel base for drainage in prep for new asphalt paving
4. Construct a compacted 2" MDOT #1100L, 20AA hot mixed asphalt leveling course with 605 tons
5. Apply an SS-1h bond coat for asphalt adhesion
6. Construct a compacted 2" MDOT #1100T, 20AA hot mixed asphalt wearing course with 605 tons
7. Grade down edge of road gravel windrows for 4" – 6" wide gravel shoulders
8. Expenses related to publications and mailings

The bid relative to this project (including publications) is \$125,000.00 projected for work to begin in May of 2016. The project costs will be divided on a benefit basis between 17 parcels situated on East Coon Lake Trail at approximately \$7,352.94 with six annual payments of \$1,225.49 beginning in the summer of 2016.

:

EXHIBIT B

Genoa Charter Township  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
EAST COON LAKE TRAIL ROAD IMPROVEMENT PROJECT (Summer 2016)  
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 May 2, 2016, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to hear any objections to the petition, to the improvement and to the special assessment district:

GENOA CHARTER TOWNSHIP  
EAST COON LAKE TRAIL ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)  
(A six-year program with costs as follows)

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

- Brush hog saplings under 3" in diameter, brush, and weeds 4' to 6' off edges of the road
- Import/place (average thickness) 2" 21AA crush concrete base to supplement existing gravel base and adjust drainage as needed with up to 600 tons @\$24.00/ton with a small windrow of gravel left along the edges to grade down after paving for shoulders
- Grade and compact gravel base for drainage in prep for new asphalt paving
- Construct a compacted 2" MDOT #1100L, 20AA hot mixed asphalt leveling course with 605 tons
- Apply an SS-1h bond coat for asphalt adhesion
- Construct a compacted 2" MDOT #1100T, 20AA hot mixed asphalt wearing course with 605 tons
- Grade down edge of road gravel windrows for 4" – 6" wide gravel shoulders
- Mailing and publication expenses

**Total amount per parcel - \$7,352.94 @ 0% interest; Amount per year for six- years - \$1,225.49**

**Periodic redeterminations of cost may be made without a change in the special assessment district and without further notice to record owners or parties in interest in the property.**

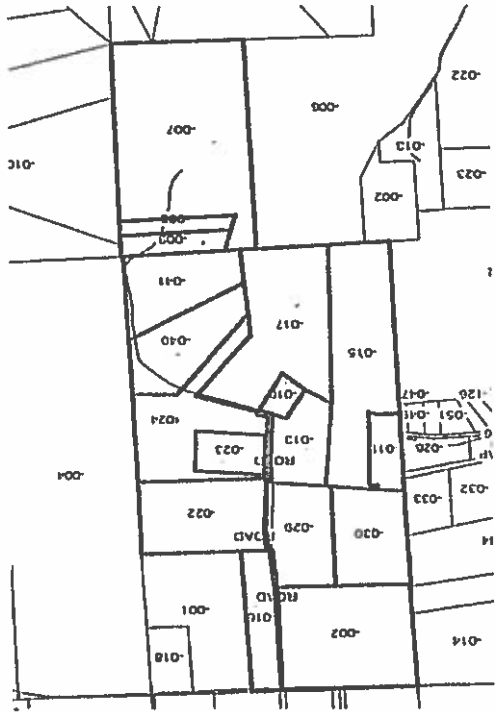
2. The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-30-100-002  
4711-30-100-015  
4711-30-100-023  
4711-30-100-040  
4711-30-300-009

4711-30-100-010  
4711-30-100-016  
4711-30-100-024  
4711-30-100-041

4711-30-100-011  
4711-30-100-017  
4711-30-100-029  
4711-30-300-007

4711-30-100-013  
4711-30-100-022  
4711-30-100-030  
4711-30-300-008



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 examination from the date of this notice until and including the date of the public hearing and may be examined at the hearing.
5. The Township Board of Trustees has by Board Resolution decided to proceed with the project in accordance with Act No. 188, Michigan Public Acts 1954, as amended and received petitions signed by owners of more than fifty-eight percent (58%) of the total frontage within the East Coon Lake Trail Road Improvement Project within the Township in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.
6. The Supervisor of the Township has reported to the Township Board of Trustees and filed in the office of the Township Clerk for public examination a special assessment roll prepared by him covering all properties within the Special Assessment District benefited by the proposed East Coon Lake Trail Road Improvement Project (the "Project"). Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the construction of the Project and work incidental thereto within the aforesaid East Coon Lake Trail Road Improvement assessment district as more particularly shown on the plans of the Township engineers on file with the Township Clerk at 2911 Dorr Road, Brighton, Michigan 48116 which assessment is in the total amount of \$125,000.00. Said roll may be examined at the office of the Township Clerk during regular business hours until the time of said hearing and may further be examined at the hearing.
7. The assessing officer has further reported that the assessment against each parcel of land within said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said district.
8. Record owners and any party in interest of land have the right to object in person or to file written objections to the special assessment roll, to the petition, to the improvement and to the special assessment district. Any person objecting in writing to the special assessment roll, the petition, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the May 2, 2016 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.
9. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

This notice is given by order of the Genoa Township Board Dated: April 18, 2016

Paulette A. Skolarus, Clerk  
Genoa Charter Township

Exhibit B-2  
GENOA CHARTER TOWNSHIP  
Livingston County, Michigan

NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED EAST COON LAKE TRAIL  
ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT FOR THE PROJECT

(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 May 2, 2016, 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:

GENOA CHARTER TOWNSHIP – EAST COON LAKE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)

and to hear any objections to the petition, to the improvement and to the special assessment district. The Township Board may revise, correct, amend or change the plans, estimate of cost, or special assessment district.

The East Coon Lake Special Road Improvement Project is a Six-year program at a cost of \$125,000.00 for improvement to East Coon Lake Trail (from Coon Lake Road to the end of the cul-de-sac). The total amount per parcel is \$7,352.94; the amount per parcel per year is: \$1,225.50 (including publication and mailing cost).

(2) The Project is being designed to serve the properties in the Special Assessment District, described above.

(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 examination from the date of this notice until and including the date of the public hearing and may be examined at the hearing.

(5) The Township has received petitions signed by owners of more than fifty-eight percent (58%) of the total frontage within the East Coon Lake Road Improvement Project within the Township in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.

(6) Record owners and any party in interest of land have the right to object in person or to file written objections to the petition, to the improvement and to the special assessment district. Any person objecting in writing to the petition, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the April 18, 2016 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.

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

Dated: April 18, 2016

Paulette A. Skolarus, Clerk  
Genoa Charter Township Board

(LCP 04/22/2016 and 04/29/ 2016)

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 April 19, 2016, 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, Clerk  
Genoa Charter Township

March 25, 2016

Gary McCririe  
Genoa Township Board  
2911 Dorr Road  
Brighton, Michigan 48116

---

**RE: Proposal for Township Attorney Position**

---

Dear Mr. McCririe:

Thank you for the opportunity to submit a proposal for the Township Attorney position. Below is the proposal of Seward Peck & Henderson ("SPH").

**BACKGROUND**

Founded in 2015, SPH is a relatively new and expanding law firm in downtown Royal Oak. SPH's attorneys are backed by state of the art technology and knowledgeable support staff. Though they maintain a diverse practice and provide a broad spectrum of legal services, they focus on and specialize in municipal law.

SPH's attorneys have consistently received recognition for their excellence in the practice of law. SPH's seasoned and accomplished partners have been recognized as *Leaders in the Law* by Michigan Lawyers Weekly, *Top Rated Lawyers* by Martindale-Hubbell, *Super Lawyers* by Michigan Super Lawyers, and *Top Lawyers* by dBusiness Magazine and Michigan Top Lawyers. SPH's young and innovative legal minds have been recognized as *Rising Stars* by Michigan Super Lawyers, *Top Lawyers* by Michigan Top Lawyers, and *Top Women Attorneys in Michigan* by Hour Detroit.





SPH's attorneys aim to exceed their clients' expectations. They are committed to developing cost-effective and result-oriented solutions. They are dedicated to providing efficient and high quality representation. And they are willing to go the extra mile.

## TEAM

T. Joseph Seward is a partner and a founding member of SPH. He has been practicing law and representing municipal clients since 1983. His resume is attached as **Exhibit A**.

Lindsey A. Peck is a partner and a founding member of SPH. She has been practicing law and representing municipal clients since 2010. Her resume is attached as **Exhibit B**.

Kali M. L. Henderson is a partner and a founding member of SPH. She has been practicing law and representing municipal clients since 2012. Her resume is attached as **Exhibit C**.

## EXPERIENCE

**General.** SPH's attorneys have represented and advised municipal agencies, departments, appointed and elected officials, officers, and employees in various capacities — defense counsel, general counsel, and educator. They have assisted municipal clients with analysis and management of intergovernmental relations, development of strategic plans, and facilitation of employee relations. They have provided representation and consultation to boards, commissions, councils, departments, and other levels of government on virtually every issue that arises in the context of municipal governance. Some of the issues on which they have provided representation and consultation include, without limitation: zoning and land use, intergovernmental operating agreements and other government contracts, public utilities, public disclosure obligations, public works infrastructure projects and improvements, ordinance enforcement and prosecution, insurance, labor and employment, administrative law, and public policy. They have attended meetings to advise elected and appointed officials on complex and sensitive matters of public concern.



**Zoning and Land Use.** SPH's attorneys have vast experience in zoning, land use, and growth management. They have provided representation and consultation on land use planning issues, special use permits, variances, riparian rights, and takings. They have kept abreast of state and federal opinions to ensure that decisions of planning commissions and zoning boards of appeals withstand legal challenges and coincide with the latest legislative developments. Based on their representation in *Livingston Christian Schools v. Genoa Township*, they are now intimately familiar with Genoa Township's zoning regulations.

**Statutory Law.** SPH's attorneys have extensive experience in handling claims based on statutes that subject municipal corporations and their elected or appointed officials, officers, and employees to liability. They have defended claims arising out of or related to the Governmental Immunity Act, the Freedom of Information Act, the Open Meetings Act, the Concealed Pistols Licensing Act, the Drain Code, the Public Health Code (including but not limited to the ambulance/emergency care provisions and the forfeiture provisions), the Mental Health Code, the Revised Judicature Act (including but not limited to the public nuisance provisions and the mandamus provisions), the Elliott-Larsen Civil Rights Act, the Persons With Disabilities Civil Rights Act, the Whistleblowers' Protection Act, and other legislative schemes that impact municipal clients.

**Constitutional Law.** SPH's attorneys are well-versed in constitutional law. They have defended a wide array of claims involving constitutional challenges to legislative enactments and executive actions. They have defended civil rights claims under 42 U.S.C. § 1983 — most of which have been based on the First Amendment, the Second Amendment, the Fourth Amendment, the Fifth Amendment, the Eighth Amendment, or the Fourteenth Amendment — and civil conspiracy claims under 42 U.S.C. § 1985. They have handled claims against supervisory officials that relate to actions ascribed to their subordinates. They have also handled claims against municipal corporations (or officials vested with policy-making authority) that relate to policies, practices, and customs. They are intimately familiar with immunity doctrines, among other doctrines that impact liability exposure.

**Tort Law.** SPH's attorneys are also well-versed in tort law. They have defended statutory tort claims based on the exceptions to governmental immunity — the highway exception, the motor vehicle exception, the public building exception, the medical care exception, and the proprietary function exception — as well as statutory tort claims arising out of water and sewage disposal systems. They have defended intentional tort claims for false imprisonment, false arrest, assault, battery, malicious prosecution, abuse of process, defamation, invasion of privacy, tortious interference, fraud, intentional infliction of emotional distress, conversion, trespass, and the like. They have also defended tort claims for negligence, gross negligence, negligent infliction of emotional distress, and public nuisance.



***Labor and Employment.*** SPH's attorneys are well-versed in Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Family and Medical Leave Act, the Whistleblowers' Protection Act, the Elliott-Larsen Civil Rights Act, and the Persons with Disabilities Civil Rights Act. They have investigated and handled claims involving sex, race, age, religious, ethnic, and disability discrimination or harassment. They have participated in labor negotiations, conducted arbitrations, and defended employment claims in court.

***Public Projects and Improvements.*** SPH's attorneys have handled claims arising out of public works infrastructure projects and improvements. For example, they have prosecuted and defended breach of contract claims based on construction contracts and statutory performance bonds.

## RESPONSIVENESS

SPH's attorneys adhere to a policy of responding to e-mails and returning phone calls within 24 hours. But they recognize that Genoa Township, like all other townships, may encounter situations that require immediate action. Rest assured that they will be accessible and responsive to Genoa Township's needs.

Mr. Seward and Ms. Henderson, both of whom head SPH's litigation department, are frequently in and out of the office. However, they are accessible by cell phone when they are out of the office. Ms. Peck, who heads SPH's appellate department, is frequently in the office. She, too, is accessible by cell phone when she is out of the office.

## DISCIPLINE AND MALPRACTICE

SPH's attorneys have never been disciplined or censured. SPH's attorneys have never been threatened with or subject to a malpractice action.

## CONFLICTS OF INTEREST

SPH's attorneys are not aware of any past or present client relationships from which a conflict of interest may arise if Genoa Township selects SPH for the Township Attorney position.



## REFERENCES

### *City of Southfield*

Name/Title: Sue Ward-Witkowski, City Attorney  
Address: 26000 Evergreen Road ▪ Southfield, Michigan 48076  
Telephone: (248) 796-5770  
e-Mail: sward@cityofsouthfield.com

### *Waterford Township*

Name/Title: Louis Feurino, HR Director and Risk Manager  
Address: 5200 Civic Center Drive ▪ Waterford, Michigan 48329  
Telephone: (248) 618-7525  
e-Mail: LFeurino@twp.waterford.mi.us

### *Olympia Entertainment*

Name: Kathleen Nemecek, Risk Manager  
Address: 2211 Woodward Avenue ▪ Detroit, Michigan 48201  
Telephone: (313) 471-6264  
e-Mail: Kathleen.Nemecek@ilitchholdings.com

### *Livingston County*

Name/Title: Jennifer Palmbo, HR and Labor Relations Director  
Address: 304 East Grand River, Suite 203 ▪ Howell, Michigan 48843  
Telephone: (517) 546-1010  
e-Mail: JPalmbo@livgov.com



**Wayne County Airport Authority**

Name/Title: Edward Glomb, Retired Chief of Police  
Telephone: (734) 576-9540  
e-Mail: Edward.Glomb@gmail.com

**PROPOSED FEE SCHEDULE**

Attorney Hourly Rate.....\$ 160.00  
Paralegal Hourly Rate.....\$ 115.00  
Support Staff Hourly Rate.....\$ 0.00

---

Thank you for your consideration. If you have any questions or require any additional information, please do not hesitate to contact T. Joseph Seward (jseward@sph-pllc.com or 248.733.3582) or Lindsey A. Peck (lpeck@sph-pllc.com or 248.733.3583).

Very truly yours,

**SEWARD PECK & HENDERSON**



# **EXHIBIT A**

*T. Joseph Seward's Resume*

## EXPERIENCE

### SEWARD PECK & HENDERSON (2015—Present)

Partner and Founding Member

#### *Concentrations*

- Handle municipal litigation and insurance defense litigation

#### *Achievements*

- Recognized as *Top Lawyer* by Michigan Top Lawyers

### CUMMINGS MCCLOREY DAVIS & ACHO (1985—2015)

Partner, Equity Partner, and Managing Partner

#### *Concentrations*

- Started handling business law litigation and transitioned to handling environmental tort litigation
- Focused primarily on handling municipal litigation and insurance defense litigation
  - Handled more than fifty trials involving police liability and obtained only two adverse verdicts
  - Handled cases that led to significant appellate decisions, including but not limited to: *Van Dike v. AMF*, 146 Mich. App. 176 (1985); *Ostoin v. Waterford Township Police Department*, 189 Mich. App. 334 (1991); *Malcolm v. City of East Detroit*, 437 Mich. 132 (1991); *Page v. City of Southfield*, 45 F.3d 128 (6th Cir. 1995); *Horace v. City of Pontiac*, 456 Mich. 744 (1998); *Bradley v. City of Ferndale*, 148 Fed. Appx. 499 (6th Cir. 2005); *Kowalski v. City of Livonia*, 267 Mich. App. 517 (2005); *Willett v. Waterford Township*, 271 Mich. App. 38 (2006); *Odom v. Wayne County*, 482 Mich. 459 (2008); *Dunn v. Matatall*, 549 F.3d 348 (6th Cir. 2008); *Bowers v. Livingston County*, 426 Fed. Appx. 371 (2011); *Latits v. Phillips*, 298 Mich. App. 109 (2012); *Auto Owners v. Olympia Entertainment*, 310 Mich. App. 132 (2015)

#### *Achievements*

- Recognized as *Leader in the Law* and *Policeman's Advocate* by Michigan Lawyers Weekly
- Recognized as *Super Lawyer* by Michigan Super Lawyers
- Recognized as *Top Lawyer* by Michigan Top Lawyers
- Recognized as *Top Lawyer* in Litigation and Insurance by dBusiness Magazine

#### *Presentations*

- Presented to the FBI National Academy on Police Liability

### BUCHANAN & BUCHANAN (1983—1985)

Associate Attorney

#### *Concentration*

- Focused on personal injury defense litigation

## EDUCATION

DETROIT COLLEGE OF LAW, Juris Doctor (1983)

WAYNE STATE UNIVERSITY, Bachelor of Arts in Political Science (1979)

# **EXHIBIT B**

*Lindsey A. Peck's Resume*



# LINDSEY A. PECK

Work: (248) 733-3583

Mobile: (989) 948-1962

e-Mail: lpeck@sph-llc.com

## EXPERIENCE

### SEWARD PECK & HENDERSON PLLC, Partner and Founding Member (June 2015 – Present)

#### Practice Areas

- Focus on appellate practice, municipal law, and personal injury defense
- Handle appeals in United States Court of Appeals for Sixth Circuit, Michigan Supreme Court, and Michigan Court of Appeals as head of Appellate Department
- Handle cases in United States District Court for Eastern District of Michigan, Livingston County Circuit Court, Oakland County Circuit Court, and Wayne County Circuit Court as member of Litigation Department

#### Achievements

- Recognition as *Top Lawyer* by Michigan Top Lawyers (2015)

### CUMMINGS MCCLOREY DAVIS & ACHO PLC, Associate Attorney (September 2010 – June 2015)

#### Practice Areas

- Focused on appellate practice, municipal law, and personal injury defense
- Handled appeals in United States Court of Appeals for Sixth Circuit, Michigan Supreme Court, and Michigan Court of Appeals
- Handled cases in United States District Court for Eastern District of Michigan, Livingston County Circuit Court, Oakland County Circuit Court, Wayne County Circuit Court, Monroe County Circuit Court, and Ingham County Circuit Court

#### Achievements

- Named to Hour Detroit's List of *Top Women Attorneys in Michigan*
- Recognized as *Rising Star* by Michigan Super Lawyers (2015)
- Recognized as *Rising Star* by Michigan Super Lawyers (2014)
- Recognized as *Rising Star* by Michigan Super Lawyers (2013)

## EDUCATION

### MICHIGAN STATE UNIVERSITY COLLEGE OF LAW, Juris Doctor, *cum laude* (2010)

#### Memberships/Achievements

- Placement on Dean's List (multiple semesters)
- Recipient of Jurisprudence Achievement Award in Research, Writing & Advocacy II (awarded to student with highest grade)
- Member of Geoffrey Fieger Trial Practice Institute
  - Recipient of *Bernard J. Fieger Scholarship* (awarded to "most promising student")
- Member of Moot Court & Trial Advocacy Board, Appellate Division
  - Recipient of First Place Appellate Brief Award in *All-School Appellate Advocacy Competition* at Michigan State University College of Law
  - Recipient of Top Appellate Brief Award in *Irving R. Kaufman Memorial Securities Law Moot Court Competition* at Fordham University School of Law
  - Recipient of Top Appellate Brief Award in *Civil Rights and Liberties Competition* at Emory University School of Law
  - Recipient of First Place Team Award in *Civil Rights and Liberties Competition* at Emory University School of Law

#### Presentations

- Presenter at *How to Write an Effective Brief* (seminar sponsored by American Constitution Society)

### UNIVERSITY OF MINNESOTA, TWIN CITIES CAMPUS, Bachelor of Arts in Psychology, *cum laude* (2006)

#### Memberships/Achievements

- Placement on Dean's List (multiple semesters)
- Member of Psi Chi, the International Honor Society in Psychology

# **EXHIBIT C**

*Kali M. L. Henderson's Resume*

# Kali M. L. Henderson

Licensed November 2012

khenderson@sph-llc.com

(248) 733-3588

.....  
**Selected as *Rising Star* by Michigan Super Lawyers 2014 & 2015**

**Selected as *Top Women Attorneys Rising Star* by Hour Detroit 2015**

**Recognized as *Top Lawyer* by Michigan Top Lawyers 2015**  
.....

## ***EXPERIENCE***

### **Partner & Founding Member • Seward Peck & Henderson PLLC**

June 2015 through Present • Royal Oak, Michigan

- *Practice Includes a Heavy Focus on Civil Litigation, Insurance Defense, and Municipal Law*
- *Appearances Before Michigan District Courts, Michigan Circuit Courts, Michigan Court of Appeals, Federal Eastern District Court, Federal Bankruptcy Court, and Federal Sixth Circuit Court of Appeals*

### **Associate Attorney • Cummings, McClorey, Davis & Acho, P.L.C.**

August 2012 through June 2015 • Livonia, Michigan

- *Practice Included a Focus on Civil Litigation, Insurance Defense, Utilities Law, and Municipal Law*
- *Appearances Before Michigan District Courts, Michigan Circuit Courts, Michigan Court of Appeals, Federal Eastern District Court, Federal Bankruptcy Court, and Federal Sixth Circuit Court of Appeals*
- *Presented on **Litigation Avoidance** to Local Law Enforcement Department*

## ***EDUCATION***

### **Juris Doctor • University of Detroit Mercy School of Law**

Cum Laude • 2009 – 2012

- *Member of Moot Court Board of Advocates, Executive Board & Competed Nationally Twice (2010-2012);*
- *Member of Law Review (2010-1012);*
- *Member Dean's Honor Society and Recipient of Dean's Scholarship (2010-2012);*
- *Received Book Awards for highest grade in Applied Legal Theory and Analysis, Federal Jurisdiction, and International Law;*
- *Clerkship with Fildew Hinks PLLC/John J. Conway P.C. working on issues regarding ERISA, Class Action Insurance Claims, Municipal Law, and Employment Law (2011-2012)*
- *Served as Research and Tutorial Assistant for Professor Karen M. Henning*

### **Bachelor of Arts • Michigan State University**

James Madison College of Public Affairs • 2008

- *Received Bachelor of Arts Degree in Political Theory & Constitutional Democracy*
- *Completed Internship with Fieger, Fieger, Kenney, Johnson & Giroux P.C. (2007)*

70-5000 4/18/16



United States Department of Agriculture

Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Dear Sir or Madam:**

United States Department of Agriculture's Rural Development Agency is committed to helping improve the economy and quality of life in rural America. Through our programs, we help rural Americans in many ways. We offer loans, grants and loan guarantees to support essential services such as housing, economic development, health care, first responder services and equipment, and water, electric and communications infrastructure.

Attached is a USDA, Rural Development Program Guide for your use in exploring the programs that are offered for Community Development. Please review and if you have any questions please contact me at (517) 242-5844. I would be happy to discuss our numerous programs with you.

Thank you for your time.

A handwritten signature in black ink, appearing to read "B.J. Haire".

B.J. Haire  
Area Specialist

### COMMUNITY FACILITY DIRECT AND GUARANTEED LOANS AND GRANTS

**Purpose:** Direct loans and grants may be made for essential community facilities, such as hospitals; clinics; nursing homes; ambulatory care centers and vehicles; police and fire stations, vehicles and equipment; jails; communication centers; adult and child foster care centers; courthouses; airports; schools; libraries; etc. Loans and grants are available to public entities such as municipalities, counties, and special-purpose districts, as well as to nonprofit corporations and tribal governments in areas of up to 20,000 in population. Priority is given to applicants in rural communities with populations of 5,000 or less. For grant funding, the facility must serve areas where the median household income of the population is either below the poverty line or below 90 percent of the State non-metropolitan median household income, whichever is higher. Applicants must have the legal authority to borrow and repay loans, to pledge security for loans, and construct, operate, and maintain the facilities. They must also be financially sound and able to organize and manage the facility effectively. Repayment of the loan must be based on tax assessments, revenues, fees, or other sources of money sufficient for operation and maintenance, reserves, and debt retirement. Guaranteed loans are made and serviced by lenders such as banks, savings and loans, mortgage companies which are part of bank holding companies, banks of the Farm Credit System, or insurance companies regulated by the National Association of Insurance Commissioners. Guaranteed loans may guarantee up to 90% of any loss of interest or principal on the loan.

### WATER AND WASTE DISPOSAL DIRECT AND GUARANTEED LOANS AND GRANTS

**Loan purpose:** Direct loans may be made to develop water and wastewater systems, including solid waste disposal and storm drainage, in rural areas and to cities and towns with a population of 10,000 or less. Funds are available to public entities, such as municipalities, counties, special-purpose districts, and Indian tribes. In addition, funds may be made available to corporations operated on a not-for-profit basis. Priority will be given to public entities, in areas with less than 5,500 people, to restore a deteriorating water supply, or to improve, enlarge, or modify a water facility or an inadequate waste facility. Also, preference will be given to requests which involve arsenic problems and the merging of small facilities and those serving low-income communities and target areas. Applicants must be unable to obtain funds from other sources at reasonable rates and terms. The maximum term for all loans is 40 years; however, no repayment period will exceed State statutes or the useful life of the facility. Interest rates may be obtained from Rural Development Area offices. Guaranteed loans may be made for the same purpose as direct loans. They are made and serviced by lenders such as banks and savings and loan associations. Normally, guarantees will not exceed 80 percent on any loss of interest and principal on the loan.

**Grant purpose:** Reduce water and waste disposal costs to a reasonable level for users of the system. Eligible applicants and purposes are the same as for loans. Predevelopment Planning Grants and SEARCH Grants may be available, if needed, to assist in paying costs associated with developing a complete application for a proposed water or wastewater project. For more information please contact any Rural Development Area Office and request a "Processing Guide-Predevelopment Planning/SEARCH Grants" and a "Predevelopment Planning Grant/SEARCH Information Sheet."

### SOLID WASTE MANAGEMENT GRANTS AND TECHNICAL ASSISTANCE AND TRAINING GRANTS

**Solid Waste Management Grant Purpose:** Make grants to public and private nonprofit organizations to provide technical assistance and/or training to associations located in rural areas and to cities and towns with a population of 10,000 or less to reduce or eliminate pollution of water resources, and improve planning and management of solid waste facilities. Assistance may be provided to enhance operator skills in operations and maintenance, identify threats to water resources, and reduce the solid waste stream.

**Technical Assistance and Training Grant Purpose:** Make grants to nonprofit organizations to provide technical assistance and/or training to associations located in rural areas and to cities and towns with a population of 10,000 or less. Assistance may be provided to identify and evaluate solutions to water and waste disposal problems, to improve the operation and maintenance of existing water and waste disposal facilities, and to assist associations in preparing applications for water and waste disposal facilities.

### RURAL WATER AND WASTE WATER TECHNICAL ASSISTANCE

**Purpose:** Provide on-site technical assistance to help assure cost effective operation of rural water and sewer systems. RD can assist rural water and sewer systems, with day-to-day operational, financial and management problems. The assistance is provided at no charge by Michigan Rural Water Association or Rural Communities Assistance Program and may be requested by officials of rural water/sewer systems or by Rural Development personnel. It compliments supervisory assistance provided by Rural Development.

### APPLICATIONS

Information about the water and waste disposal programs and advice on how to assemble information to determine engineering feasibility, economic soundness, cost estimates, organization, financing and management matters, may be obtained from Rural Development Area offices listed on the attached map. Please contact them for an information or application meeting before you proceed. It is important to bring in the Rural Development Officials early in project development.

3001 Coolidge Road • Suite 200 • East Lansing, MI 48823  
Phone: (517) 324-5156 • Fax: (517) 324-6225 • TDD: (517) 324-5189 • Web: <http://www.rurdev.usda.gov/ml>

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."

To file a complaint of discrimination write USDA, Director, Office of Civil Rights  
1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

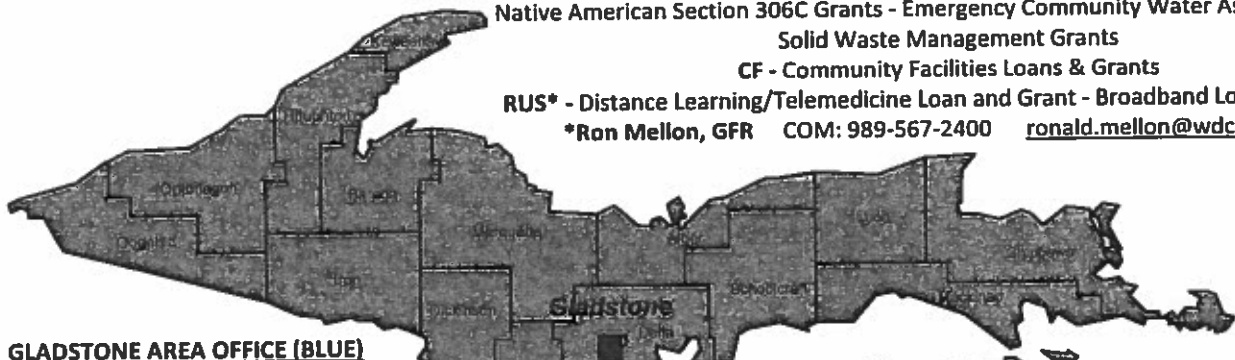
# USDA – RURAL DEVELOPMENT COMMUNITY PROGRAMS

## Community Facilities (CF) and Water/Sewer (WEP)

**WEP - Water/ Wastewater Disposal Loans/Grants – Predevelopment Planning/SEARCH Grants**  
**Native American Section 306C Grants - Emergency Community Water Assistance Grants**  
**Solid Waste Management Grants**  
**CF - Community Facilities Loans & Grants**  
**RUS\* - Distance Learning/Telemedicine Loan and Grant - Broadband Loans and Grants**  
**\*Ron Mellon, GFR COM: 989-567-2400 [ronald.mellon@wdc.usda.gov](mailto:ronald.mellon@wdc.usda.gov)**

### STATE OFFICE

**Christine M. Maxwell, Director (5208)**  
**Patrick Grover, Specialist (5196)**  
**Joshua Church, Specialist (5197)**  
**Andrew H. Granskog, Env. Engineer (5209)**  
**James Ryan, Architect (5195)**  
**3001 Coolidge Road, Suite 200**  
**East Lansing, MI 48823**  
**COM: 517-324-5156**  
[chris.maxwell@mi.usda.gov](mailto:chris.maxwell@mi.usda.gov)  
[patrick.grover@mi.usda.gov](mailto:patrick.grover@mi.usda.gov)  
[joshua.church@mi.usda.gov](mailto:joshua.church@mi.usda.gov)



### GLADSTONE AREA OFFICE (BLUE)

**Donald Gerrie, Area Director**  
**Duane Reid, Specialist (WEP)**  
**Brenda Stevenson, Specialist (WEP)**  
**Jim Yoder, Specialist (CF)**  
**2003 Minneapolis**  
**Gladstone, MI 49837**  
**COM: 906-428-1060 ext. 6**  
[duane.reid@mi.usda.gov](mailto:duane.reid@mi.usda.gov)  
[jim.yoder@mi.usda.gov](mailto:jim.yoder@mi.usda.gov)  
[brenda.stevenson@mi.usda.gov](mailto:brenda.stevenson@mi.usda.gov)

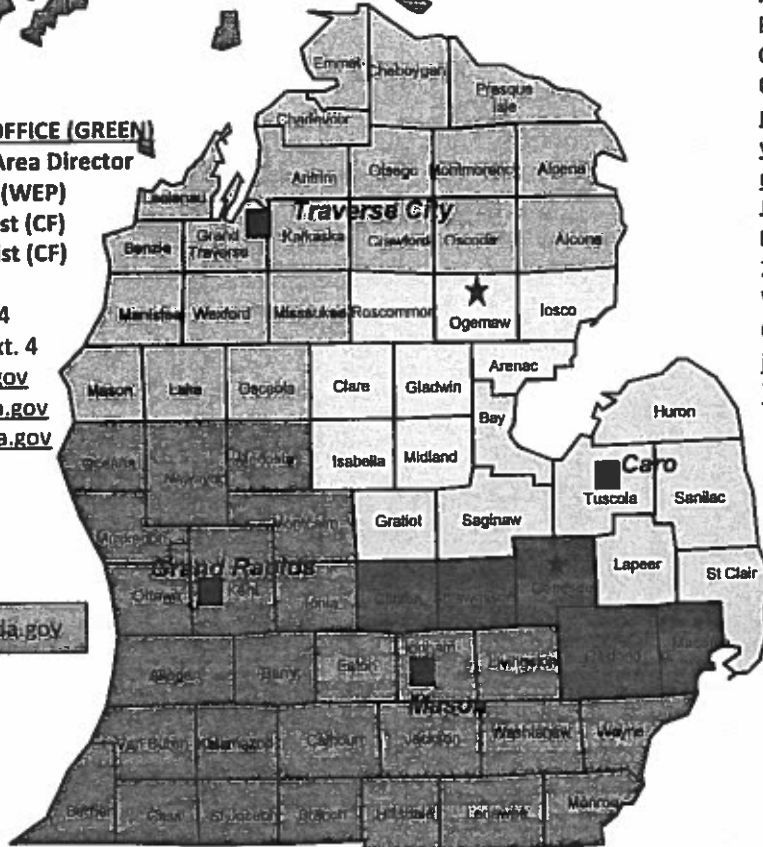
### TRAVERSE CITY AREA OFFICE (GREEN)

**Donald Gerrie, Acting Area Director**  
**Blake Smith, Specialist (WEP)**  
**Jennifer Wahr, Specialist (CF)**  
**Keith Sebright, Specialist (CF)**  
**1501 Cass St., Suite A**  
**Traverse City, MI 49684**  
**COM: 231-941-0951 ext. 4**  
[blake.smith@mi.usda.gov](mailto:blake.smith@mi.usda.gov)  
[jennifer.wahr@mi.usda.gov](mailto:jennifer.wahr@mi.usda.gov)  
[keith.sebright@mi.usda.gov](mailto:keith.sebright@mi.usda.gov)

### GRAND RAPIDS AREA OFFICE (PINK)

**Richie Youngblood, Area Director**  
**Paul Bristol, Specialist (WEP)**  
**Katherin Farwell, Specialist (CF)**  
**3260 Eagle Park Dr., Suite 107**  
**Grand Rapids, MI 49525**  
**COM: 616-942-4111 ext. 6**  
[paul.bristol@mi.usda.gov](mailto:paul.bristol@mi.usda.gov)  
[katherin.farwell@mi.usda.gov](mailto:katherin.farwell@mi.usda.gov)

Internet: [www.rd.usda.gov](http://www.rd.usda.gov)



### CARO AREA OFFICE (YELLOW)

**Paula Gromak, Area Director**  
**Wanda Dziwura, Specialist (WEP)**  
**Melissa Mora, Specialist (CF)**  
**PO Box 291, 1075 Cleaver Road**  
**Caro, MI 48723**  
**COM: 989-673-8173 ext. 6**  
[paula.gromak@mi.usda.gov](mailto:paula.gromak@mi.usda.gov)  
[wanda.dziwura@mi.usda.gov](mailto:wanda.dziwura@mi.usda.gov)  
[melissa.mora@mi.usda.gov](mailto:melissa.mora@mi.usda.gov)  
**Jackie Morgan, Specialist (CF – Lt Yellow)**  
**Kristy Aikens, Specialist (CF – Lt Yellow)**  
**240 W Wright Street**  
**West Branch MI 48661**  
**COM 989-345-5470 ext. 4**  
[jackie.morgan@mi.usda.gov](mailto:jackie.morgan@mi.usda.gov)  
[kristy.aikens@mi.usda.gov](mailto:kristy.aikens@mi.usda.gov)

### MASON AREA OFFICE (PURPLE)

**Paula Gromak, Acting Area Director**  
**525 N. Okemos Rd Suite 8**  
**Mason, MI 48854**  
**COM: 989-673-8173 ext. 120**  
**BJ Haire, Specialist (Lt Purple)**  
**COM: 517-676-4644 ext. 4**  
[bj.haire@mi.usda.gov](mailto:bj.haire@mi.usda.gov)  
**Mary Capizzo, Specialist (Dk Purple)**  
**1525 N. Elms Rd**  
**Flint, MI 48532**  
**COM: 810-230-8766 ext. 4**  
[mary.capizzo@mi.usda.gov](mailto:mary.capizzo@mi.usda.gov)

Updated March 4, 2016



## RURAL EMERGENCY RESPONDERS INITIATIVE

The Rural Development, through its community facilities program, provides funding for the Rural Emergency Responders Initiative to specifically strengthen the ability of rural communities to respond to local emergencies.

**Loan, grant or loan & grant funds are available based on the project and needs of the community.**

The community facilities program funds are used to support rural emergency responder efforts by financing needed equipment and services. These funds are available to public bodies, non-profit organizations, and recognized Indian tribes.

Funds may be used to finance equipment, vehicles, and/or buildings for the following types of projects:

- |   |  |
|---|--|
| <b>Fire Protection</b>                          | <b>Outpatient Care</b>                       |
| <b>Rescue/Ambulance</b>                         | <b>Physician's Clinics</b>                   |
| <b>Law Enforcement</b>                          | <b>Migrant Health Centers</b>                |
| <b>Civil Defense/Early Warning Systems</b>      | <b>Healthcare Office Buildings</b>           |
| <b>Mobile/Stationary Communications</b>         | <b>County Health Department Offices</b>      |
| <b>Emergency Responders Training Facilities</b> | <b>Food Preparation Distribution Centers</b> |
| <b>Hospitals</b>                                | <b>Animal Shelters</b>                       |

Rural Development, through its community facilities program, provides financial assistance to develop essential community facilities for public use in rural areas. These facilities include schools, libraries, childcare, hospitals, medical clinics, assisted living facilities, fire and rescue stations, police stations, community centers, public buildings and transportation

If you have any questions regarding the Rural Emergency Responders Initiative or other Community Facilities Programs please contact B.J. Haire, at (517) 242-5844 or by email [bj.haire@mi.usda.gov](mailto:bj.haire@mi.usda.gov) .