

**GENOA CHARTER TOWNSHIP BOARD**

**December 5, 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: November 21, 2016
3. Request for approval of appointments to boards with terms that expired November 20, 2016 as recommended by Bill Rogers.
4. Request approval to adjust special assessment amounts levied on the 2016 Winter Tax Roll as requested by the Township Treasurer for Parcel 4711-05-400-025 – adding sewer/water connection fee.

**Approval of Regular Agenda:**

5. Request for approval of a charitable gaming license for Mt. Brighton Adaptive Sports Program with dates of January 21, 2017, February 4 2017, and February 11, 2017.
6. Request for approval of a fireworks display for Mt. Brighton for a New Year's Eve Celebration Fireworks Show as requested by Michael Freeland from ACE Pyro LLC.
7. Request for approval of a resolution of support Livingston County Emergency Management.

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: December 5, 2016

TOWNSHIP GENERAL EXPENSES: Thru December 5, 2016	\$25,072.27
November 30, 2016 Monthly Payroll	\$10,988.91
December 1, 2016 Longevity Payroll	\$11,112.81
December 2, 2016 Bi Weekly Payroll	\$78,275.41
OPERATING EXPENSES: Thru December 5, 2016	\$407,912.86
TOTAL:	<u>\$533,362.26</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
11/22/2016	33287	ANGELA WILLIAMS	54.50
11/22/2016	33288	BUSINESS IMAGING GROUP	687.46
11/22/2016	33289	CNA SURETY	100.00
11/22/2016	33290	COMCAST	161.44
11/22/2016	33291	COOPER'S TURF MANAGEMENT	995.00
11/22/2016	33292	DELUXE FOR BUSINESS	203.02
11/22/2016	33293	DYKEMA GOSSETT, PLLC	343.00
11/22/2016	33294	EHIM, INC	5,106.25
11/22/2016	33295	FEDERAL EXPRESS	58.14
11/22/2016	33296	LANDSCAPE DESIGN & ASSOCIATES	550.00
11/22/2016	33297	MHOG UTILITIES	403.52
11/22/2016	33298	MICHIGAN OFFICE SOLUTIONS	115.80
11/22/2016	33299	NEOPOST USA INC	2,500.00
11/22/2016	33300	OFFICE EXPRESS INC.	425.70
11/22/2016	33301	PRESS & ARGUS	300.00
11/22/2016	33302	US BANK EQUIPMENT FINANCE	1,698.34
11/22/2016	33303	WAL MART STORES	189.44
11/29/2016	33304	A T & T	34.60
11/29/2016	33305	CHASE CARD SERVICES	1,098.12
11/29/2016	33306	DTE ENERGY	155.38
11/29/2016	33307	JACOB SAPIENZA	50.00
11/29/2016	33308	MICHAEL ARCHINAL	500.00
11/29/2016	33309	MICHIGAN ASSESSOR'S ASSOC	150.00
11/29/2016	33310	MICHIGAN ASSN.MUNICIPAL CLERKS	60.00
11/29/2016	33311	NETWORK SERVICES	817.78
11/29/2016	33312	PRINTING SYSTEMS	47.84
11/29/2016	33313	SEWARD PECK & HENDERSON PLLC	6,087.02
11/29/2016	33314	TOTAL ADMINISTRATIVE SERVICES	2,179.92

**FNBCK TOTALS:**

Total of 28 Checks:	25,072.27
Less 0 Void Checks:	0.00
<b>Total of 28 Disbursements:</b>	<b>25,072.27</b>

Check Register Report For Genoa Charter Township  
For Check Dates 11/30/2016 to 11/30/2016 - *monthly*

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2016	FNBCK	EFT44	FLEX SPENDING (TASC)	83.33	83.33	0.00	Open
11/30/2016	FNBCK	EFT45	INTERNAL REVENUE SERVICE	2,764.95	2,764.95	0.00	Open
11/30/2016	FNBCK	EFT46	PRINCIPAL FINANCIAL	500.00	500.00	0.00	Open
11/30/2016	FNBCK	EFT47	PRINCIPAL FINANCIAL	394.21	394.21	0.00	Open

Totals: Number of Checks: 004 3,742.49 3,742.49 0.00

Total Physical Checks: 4

Total Check Stubs: 4

\*Dir. Dep.\*  
6,603.66

*CK# 12495* *642.76*

\$ 10,988.91

Check Register Report For Genoa Charter Township  
For Check Dates 11/30/2016 to 11/30/2016

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/30/2016	FNBCK	12495	LOWE, DIANA	696.00	642.76	0.00	Open

Totals: Number of Checks: 001 696.00 642.76 0.00

Total Physical Checks: 1

Total Check Stubs: 1

Check Register Report For Genoa Charter Township  
For Check Dates 12/01/2016 to 12/01/2016

*Longevity*

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/01/2016	FNBCK	EFT48	INTERNAL REVENUE SERVICE	2,087.51	2,087.51	0.00	Open
<b>Totals:</b>				Number of Checks: 001	2,087.51	2,087.51	0.00
Total Physical Checks:					+	9025.30	
Total Check Stubs:				1			

\$ 11,112.81

Check Register Report For Genoa Charter Township  
For Check Dates 12/01/2016 to 12/01/2016

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/01/2016	FNBCK	12496	ARCHINAL, MICHAEL C	750.00	662.86	0.00	Open
12/01/2016	FNBCK	12497	ESTRADA, DAVID	500.00	461.75	0.00	Open
12/01/2016	FNBCK	12498	HANUS, CAROL A	750.00	692.63	0.00	Open
12/01/2016	FNBCK	12499	HUNT, ROBIN L	1,000.00	636.82	0.00	Open
12/01/2016	FNBCK	12500	LINDBERG, TAMMY J	750.00	692.62	0.00	Open
12/01/2016	FNBCK	12501	MCCRIRIE, GARY T	750.00	604.49	0.00	Open
12/01/2016	FNBCK	12502	MROCZKA, LAURA L	500.00	396.32	0.00	Open
12/01/2016	FNBCK	12503	ROJEWSKI, DEBRA L	1,000.00	813.88	0.00	Open
12/01/2016	FNBCK	12504	RUTHIG, AMY D	1,000.00	923.50	0.00	Open
12/01/2016	FNBCK	12505	SKOLARUS, PAULETTE A	1,000.00	923.50	0.00	Open
12/01/2016	FNBCK	12506	TATARA, GREGORY	500.00	460.12	0.00	Open
12/01/2016	FNBCK	12507	VAN TASSELL, ADAM J	750.00	602.43	0.00	Open
12/01/2016	FNBCK	12508	VANMARTER, KELLY K	750.00	692.63	0.00	Open
12/01/2016	FNBCK	12509	WILLIAMS, ANGELA	500.00	461.75	0.00	Open
<b>Totals:</b>				Number of Checks: 014	10,500.00	9,025.30	0.00

Total Physical Checks: 14  
Total Check Stubs:

For Check Dates 12/02/2016 to 12/02/2016 - *Bi-weekly*

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/02/2016	FNBCK	EFT40	FLEX SPENDING (TASC)	1,035.09	1,035.09	0.00	Open
12/02/2016	FNBCK	EFT41	INTERNAL REVENUE SERVICE	19,498.86	19,498.86	0.00	Open
12/02/2016	FNBCK	EFT42	PRINCIPAL FINANCIAL	1,475.00	1,475.00	0.00	Open
12/02/2016	FNBCK	EFT43	PRINCIPAL FINANCIAL	2,179.72	2,179.72	0.00	Open
<b>Totals:</b>				24,188.67	24,188.67	0.00	
				Number of Checks: 004			
Total Physical Checks:						*Dir. Dep.*	
Total Check Stubs:				4		54,086.74	
						<u>54,086.74</u>	
						<b>78,275.41</b>	

11/29/2016 02:52 PM  
User: Angie  
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
CHECK DATE FROM 11/17/2016 - 11/29/2016

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
11/29/2016	3771	AT&T LONG DISTANCE	70.00
592FN TOTALS:			
Total of 1 Checks:			70.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			70.00

11/29/2016 02:52 PM  
User: Angie  
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
CHECK DATE FROM 11/17/2016 - 11/29/2016

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
11/29/2016	3065	BRIGHTON ANALYTICAL , L.L.C.	67.00
11/29/2016	3066	PVS NOLWOOD CHEMICALS, INC	932.00
593FN TOTALS:			
Total of 2 Checks:			999.00
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			999.00

11/29/2016 02:51 PM  
User: Angie  
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
CHECK DATE FROM 11/17/2016 - 11/29/2016

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
11/21/2016	3798	CHASE CARD SERVICES	1,908.15
11/21/2016	3799	WEX BANK	2,584.54
11/28/2016	3800	GENOA TOWNSHIP	400,000.00
11/29/2016	3801	A.K. SERVICES	150.00
11/29/2016	3802	GREG TATARA	500.00
11/29/2016	3803	HUMPHRISS	250.00
11/29/2016	3804	JACOB MITCHELL	30.45
11/29/2016	3805	SPIRIT OF LIVINGSTON	1,420.72
503FN TOTALS:			
Total of 8 Checks:			406,843.86
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			406,843.86

11/29/2016 02:55 PM  
User: Angie  
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
CHECK DATE FROM 11/17/2016 - 11/29/2016

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 595FN PINE CREEK OPERATING FUND #595			
11/24/2016	2175	LIVINGSTON PRESS & ARGUS Void Reason: WRONG AMOUNT OF BILL ON CHECK	120.00 V
595FN TOTALS:			
Total of 1 Checks:			120.00
Less 1 Void Checks:			120.00
Total of 0 Disbursements:			0.00

**GENOA CHARTER TOWNSHIP BOARD**  
**November 21, 2016**  
**Regular Meeting**

**MINUTES**

Clerk Skolarus called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Genoa Township Hall. The following board members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jim Mortensen, Diana Lowe, Jean Ledford and Terry Croft. Also present were Township Manager Michael Archinal, Township Attorney Joe Steward and twelve persons in the audience.

The Oath of Office was administered to the newly-elected Genoa Township Board members by Township Clerk Skolarus. The meeting was turned over to Supervisor Rogers.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Hunt and supported by Mortensen to approve all items listed under the Consent Agenda as requested. The motion carried unanimously.

**1. Payment of Bills.**

**2. Request to Approve Minutes: November 7, 2016**

**Approval of Regular Agenda:**

Moved by Ledford and supported by Mortensen to approve for action all items listed under the Regular Agenda as requested. The motion carried unanimously.

**3. Request for approval of the Principles of Governance and Endorsement by the newly-elected Board.**

Moved by Ledford and supported by Mortensen to approve the Principles of Governance as requested. The motion carried unanimously.

**4. Request to approve the 2017 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by the Township Assessor.**

Moved by Hunt and supported by Skolarus to approve the 2017 instructions, guidelines, and worksheet for poverty exemptions as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

**5. Request for approval of Resolution No. 161121 – The Right of Michigan to Protect our Natural Resources.**

It was the consensus of the board that letters should be written individually to address this problem. No formal action was taken by the board.



**6. Request to approve the Environmental Impact Assessment (11-16-2016) corresponding to the site plan for an expansion of 34 parking spaces for Brighton Dermatology located at 6888 Grand River Avenue in Brighton. The request is petitioned by Howard Lipkin.**

Dr. Lipkin was in attendance for the meeting. He approved the six-foot vinyl fence as a screen for nearby property to the south. Moved by Mortensen and supported by Lowe to approve the environmental impact assessment dated 11-16-2016 subject to the following:

- 1.) All conditions of the Planning Commission being satisfied.
- 2.) A performance guarantee pursuant to Zoning Ordinance Section 21.03 shall be provided to ensure the completion of all required site improvements prior including the fence. The performance guarantee shall be provided prior to issuance of a land use permit for the additional parking.
- 3.) A fence along the south side of the retention basin and adjacent to nearby property owners will run the entire length of the property from property line to property line and will be a 6' tall vinyl privacy fence to provide better screening from the adjacent residential homeowners

The motion carried unanimously.

**Correspondence:**

Cleary University appealed the Grand Oaks Paving Assessment. Hunt – There was a public hearing and notices were sent to all property owners asking for objections. There was no response from Cleary University and the final roll was approved. Their request is too late to be considered by the board. No formal action was taken by the board. Hunt will send a formal response to Cleary University.

Comcast advised the board that costs to residents for service will be increased.

**7. Request to enter into closed session to discuss pending litigation pursuant to MCL 15.268 § 8 (c).**

Moved by Hunt and supported by Ledford to enter into closed session to discuss pending litigation. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

The closed session of the board was adjourned. The regular meeting was resumed at 8:08 and adjourned.



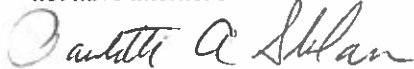
Paulette Skolarus, Clerk  
Genoa Charter Township Board

GENOA CHARTER TOWNSHIP BOARD SYNOPSIS  
MINUTES: 11/07/2016 & 11/21/2016

The following requests were approved by the Township Board at the November meetings:

- Payment of Bills
- Minutes Oct. 17, 2016 and Nov. 7, 2016
- Clarified a discrepancy between the rules and regulations related to the sale of cemetery lots in Chilson Hills Cemetery
- Approved - The Fiscal Year 2017 budget for Howell Area Parks and Recreation Authority
- Approved - The Fiscal Year 2017 Proposed Budget Amendment to DPW Fund 501
- Discussed – A request from April Gago, M.D. to consider an ordinance to prohibit open burning near medical practices
- Approved – A request from Dewey E. and Pamela H. Thomas to amend a consent agreement to allow use as a floral design and art studio
- Approved – The removal of a dangerous building at 692 Red Oaks
- Approved – The recommendation from Kim Lane regarding insurance with the Township
- Approved the MHOG salary range adjustments
- Approved - Resolutions honoring the service of Township Board members Gary McCririe, Linda Rowell and Todd Smith
- Approved - Principles of Governance and Endorsement by the newly-elected Board
- Approved - 2017 poverty guidelines
- Discussed - a Resolution to Protect our Natural Resources
- Approved - Environmental Impact Assessment for Brighton Dermatology
- Discussed - a request from Cleary University for change of assessment
- Entered into closed session to discuss pending litigation

The Minutes may be viewed in their entirety at [www.genoa.org](http://www.genoa.org) or call (810) 227-5225 and request a copy if you do not have internet service available to you.



Paulette A. Skolarus, Clerk

Bill Rogers, Supervisor

(Liv. Daily 11/25/2016 monthly publication)

# MEMORANDUM

TO: Township Board  
FROM: Michael Archinal  
DATE: 12/1/2016  
RE: Board Appointments

The Township Supervisor is recommending the following appointments:

## PLANNING COMMISSION

We are statutorily allowed only one Board Trustee on the Planning Commission. Because two of our existing Planning Commission members successfully ran for the Township Board one of them must be replaced. Jim Mortensen will remain on the Planning Commission and Diana Lowe will not be reappointed. Jill Rickard is proposed for appointment. A copy of her resume is attached.

**The motion is to appoint Jill Rickard to complete the term vacated by Diana Lowe with a term expiring on 6/30/2017 and to reappoint Jim Mortensen to a term expiring 11/20/2020.**

## ZONING BOARD OF APPEALS

**The motion is to reappoint Jean Ledford as Board Representative to the Zoning Board of Appeals for a term expiring 11/20/2020 and Dean Tengel to a term expiring 6/30/2017.**

## BOARD OF REVIEW

**The motion is to appoint Ron Matkin, Chris Grajek, Marianne McCreary and Patricia Petrat (as alternate) to a term expiring 12/31/2017.**

## HOWELL AREA PARKS AND RECREATION AUTHORITY

**The motion is to appoint Diana Lowe and Terry Croft as an alternate mto a term expiring 11/20/2020**

## SEMCOG

**The motion is to appoint Paulette Skolarus and Terry Croft to SEMCOG for a term expiring 11/20/2020**

GENOA/OCEOLA SEWER AND WATER AUTHORITY

The motion is to appoint Bill Rogers (as required by the Articles of Incorporation) and Robin Hunt for a term expiring 11/20/2020.

MHOG

The motion is to appoint Bill Rogers (as required by the Articles of Incorporation) and Robin Hunt for a term expiring 11/20/2020.

FOIA COORDINATOR

The motion is to reappoint Michael Archinal for a term expiring 11/20/2020.

BRIGHTON FIRE AUTHORITY

The motion is to reappoint Jim Mortensen and appoint Bill Rogers for a term expiring 11/20/2020.

BROWNFIELD REDEVELOPMENT AUTHORITY

The motion is to appoint members as follows:

John Kirsch	term expires 11/20/2017
Terry Croft	term expires 11/20/2018
Diana Lowe	term expires 11/20/2018
Jean Ledford	term expires 11/20/2018
Jim Mortensen	term expires 11/20/2018
Bill Rogers	term expires 11/20/2019
Paulette Skolarus	term expires 11/20/2019
Robin Lynn Hunt	term expires 11/20/2019

ELECTION COMMISSION

The motion is to appoint Jean Ledford and Diana Lowe to a term expiring 11/20/2020.

Please consider the following action:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the appointments of Genoa Charter Township Officials and recommended by the Township Supervisor.

## **Jill M. Rickard, P.E**

3703 Honors Way ♦ Howell, Michigan 48843  
jason.rickard@comcast.net

(810) 360-7702

### **SUMMARY**

- 22 years of progressive Civil Engineering and Project Management experience within the design and construction industry.
- Experienced with management and staffing of design and construction inspection personnel
- Strong knowledge and experience in the following:
  - ◇ Construction Management –
    - Contracting and Scheduling of Contractors
    - Financial Management
    - Personnel Administration
    - Preparation and Execution of Project Budgets
    - Identification and Resolution of Complex Problems
  - ◇ Engineering Management
    - Interpretation and Application of design standards
    - Site Assessment and Planning
    - Infrastructure Planning and Design
    - Storm Water Management Planning and Design
    - Preparation of detailed project budgets and opinions of probable cost
    - Planning and Coordination of Construction Responsibilities
    - Computer aided drafting and design (civil land desktop/autocad)
- Experienced in project presentations and marketing

### **EXPERIENCE**

#### **Northville Township Civil Engineer, Northville, Michigan**

**June 2005 - Currently**

#### **Township Engineer**

- Developed the first long term Capital Improvement Plans for the Township Infrastructure
- Work on Design/Construction of Public Infrastructure (water, storm, sanitary, and roads)
- Oversaw all construction (private development and public improvements) within the Township
- Directed and Reviewed Consultants Work
- Supervised, instructed and coordinated construction inspection staff
- Financial Management (pay request, change orders etc) for municipal projects
- Oversaw and Managed the Townships MS4 program
- Reviewed Private Development Projects for Conformance with the Twp Standards
- Attended Board Meetings, and meeting with other municipalities on the Directors behalf
- Sought and Applied for Grants for Public Projects
- Prepared engineered plans and specifications and bid documents for Twp projects (first projects done in house in township history)
- Presented Projects for Consideration to the Director
- Simplified and Streamlined Procedures for better QA/QC
- Updated township sanitary sewer district maps and provided use analysis
- Acted on behalf of the director in his absence

#### **CEI Alpha (aka Lake Engineering), Brighton, Michigan**

**June 2002 - May 2004**

#### **Project Manager/Project Engineer**

- Developed the scope, schedule and budget for multiple large-scale, multi-phased, multi-use projects and managed project submittal deadlines and construction schedules.
- Supervised, coordinated and prepared plans, specifications, and cost estimates for multiple projects.

- Prepared or directed the preparation and modification of reports, specifications, plans, environmental impact statements, and traffic analysis
- Analyzed, planned and provided engineering design, drafting and design oversight for complete commercial and residential site developments.

## **Jill M. Rickard, P.E. cont.**

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- Prepared, designed and coordinated application packages to acquire local, county and state permits.
- Applied storm water modeling theories, concepts and methodologies to design of on-site, above ground, and below ground storm water retention facilities
- Prepared Soil Erosion, Sedimentation and Pollution Control Plans
- Prepared traffic control plans
- Conducted meetings with developers, and clients to ascertain project needs
- Represented Clients at public meetings and with local and state permit agencies
- Conducted Field Inspections

### **OTHER EXPERIENCE**

**Rowe Engineering, Engineer**

**City of Ann Arbor, Project Engineer**

**Orchard Hiltz and McCliment, Project Engineer**

**City of Farmington Hills, Project Engineer**

### **EDUCATION AND REGISTRATIONS**

- ❖ **B.S. Civil Engineering (concentration environmental engineering), Michigan Technological University 1994**
- ❖ **Graduate Certificate in Public Administration, Eastern Michigan University 2009**
- ❖ **Masters of Science Construction Management – Eastern Michigan University December 2012**
- ❖ **Professional Engineer (Michigan 6201048141)**
- ❖ **Certified Industrial Storm Water Operator (I-09466)**

Genoa Charter Township  
2911 Dorr Road  
Brighton, MI 48116  
810-227-5225

# Memo

**To:** Genoa Township Board  
**From:** Robin L. Hunt, Township Treasurer  
**Date:** 11/29/16  
**Re:** Correction to 2016 Winter Tax Roll

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I am requesting Board Approval to adjust the 2016 Winter tax bill to add the Sewer/Water Connection Fees, Special Assessment code X2676, in the amount of \$6,928.83 to Parcel ID #4711-05-400-025, 3838 E. Grand River, PKJJ, LLC (Red Olive Restaurant).

The Genoa Township Board previously approved an "Agreement for Payment of Connection Fee Charge" to allow payment over 5 years rather than require payment in full at the time of land use.

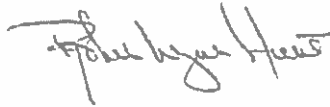
Due to an oversight this parcel was not included in our special assessment totals were turned over to Livingston County on October 1<sup>st</sup>.

The requested change is as follows:

**Parcel #4711-05-400-025 – Add Sewer/Water Connection Fee**

Addition to Tax Roll      X2676 + \$6,928.83

I have attached a copy of the previously approved agreement for your information. Please let me know if you have any questions. Thank you for your consideration.





**GENOA CHARTER TOWNSHIP**

**AGREEMENT FOR PAYMENT OF CONNECTION FEE CHARGE**

THIS AGREEMENT for Payment of Connection Fee Charges (the "Agreement") is made as of this 21<sup>st</sup> day of July, 2015 by and between Genoa Charter Township, a Charter Township whose address is 2911 Dorr Road, Brighton, Michigan 48116 (the "Township") and, PKJJ, LLC, a Michigan limited liability company, whose address is 26444 Taft Road, Novi, Michigan 48375 (the "Owner").

WHEREAS, the Owner owns certain real estate located within the Township, the legal description of which is attached as Exhibit A (the "Property"), and which Property is identified as Tax Code Number 4711-05-400-025 and located at 3838 E. Grand River, Howell, Michigan 48843;

WHEREAS, the Township has constructed a municipal water and sanitary sewer system (the "System") to serve certain areas of the Township, including the Property;

WHEREAS, in connection with the construction and financing of the Water System providing service to the Property (Grand River Water District), a special assessment or other charge has been levied on the Property based on the original estimate that there were 6 Residential Equivalent Users ("REUs") associated with the Property;

WHEREAS, in connection with the Sewer System providing service to the Property, a credit has been levied on the Property based on the former 2,922 sq. ft. restaurant calculated at 2.4 REU per 1,000 square feet for a total of 7 Residential Equivalent Users ("REUs") associated with the Property;

WHEREAS, the Owner has proposed to demolish the existing building and construct a new 3,848 square feet restaurant which will need an additional 3.23 Water and 2.23 Sewer REUs associated with the Property;

WHEREAS, the Township's standard policy is for the respective property owner to pay the charge for the additional REUs associated with such property (the "Additional Charge") in a single lump sum payment to the Township, such Additional Charge being equal to the difference between the number of REUs associated with the prior use of the Property and the number of REUs based on the revised use of the Property, multiplied by the current per REU charge;

WHEREAS, the Township Board has approved an exception to the standard policy for the payment of the Additional Charge associated with the Property;

WHEREAS, the Township and the Owner wish to enter into this Agreement to document the manner of the payment of the Additional Charge.

NOW, THEREFORE, in consideration of mutual promises, performances, covenants and payment obligations of the parties, it is hereby agreed as follows:

**Section 1. Original Assessment.** The parties confirm that a special assessment and additional connection charges have been previously levied on the Property, based on a use of 6 Water and 7 Sewer REUs for the Property.

**Section 2. Additional REUs and Additional User Charge.** Based on the Owner's revised plans for the Property, the Township has determined that there will be 9.23 REUs associated with the Property. As a result of such additional use, the Owner is obligated to pay to the Township \$25,517 for water and \$16,056 for sewer for a combined total of \$41,573 (the "Property Owner's Additional Charge") as a charge for the additional REUs associated with the Property, such amount equaling 3.23 Water REUs multiplied by the current per REU charge of \$7,900 and 2.23 Sewer REUs multiplied by the current per REU charge of \$7,200.

**Section 3. Payment of the Property Owner's Additional Charge.** Instead of paying the Property Owner's Additional Charge in a lump sum payment, the Owner has requested to pay such charge in six installment payments, plus interest. Accordingly, the Property Owner's Additional Charge shall be paid as follows: \$6,928.84 shall be paid by the Property Owner to the Township as to the date of this Agreement and the Property Owner shall pay five additional principal payments on the following dates:

<u>Payment Date</u>	<u>Principal Amount Due</u>
December 1, 2016	\$6,928.83
December 1, 2017	\$6,928.83
December 1, 2018	\$6,928.83
December 1, 2019	\$6,928.83
December 1, 2020	\$6,928.83

In addition to the principal amounts set forth above, on each such payment date the Property Owner shall pay accrued interest on the total outstanding principal amount of the Property Owner's Additional Charge at the rate of 5% per annum.

**Section 4. Special Assessment Lien.** The Owner and the Township agree that this Agreement shall constitute a special assessment lien on the Property in the amount of the Property Owner's Additional Charge pursuant to Act 188, Public Acts of 1954, as amended, MCL 41.721 et seq. ("Act 188"). The Owner specifically acknowledges that it is entitled to certain public hearings and notices pursuant to the provisions of Act 188, and the Owner voluntarily agrees to waive its rights to such public hearings and notices. The Owner specifically agrees that the special assessment lien created by this Agreement is a valid and binding lien,

enforceable in accordance with the terms of Act 188 and the laws of the State of Michigan. The Township shall have all of the rights to enforce this lien as provided under Act 188 and the laws of the State of Michigan, including but not limited to imposing penalties and additional interest, placing delinquent special assessments on the Township's ad valorem property tax roll, selling the Property at a tax sale and disconnecting the Property from the Water/Sewer System. The Owner agrees that this Agreement, or a memorandum of this Agreement, may be recorded with the Livingston County Register of Deeds office. The Owner warrants, agrees and covenants with the Township that it shall take no action to challenge the lien created hereby and the Owner warrants, agrees and covenants that it will not take any other steps to question the legal effect of the lien created by this Agreement. The Owner acknowledges that the lien created by this Agreement shall run with the land and shall be paid in accordance with this Agreement by any future owner of the Property. Furthermore, the Property Owner's Additional Charge shall be paid regardless of whether the Property makes full use of the additional 2.23 Sewer REUs and/or the 3.23 Water REUs associated with the Property.

**Section 5. Payment of Full Amount of Property Owner's Additional Charge.** In the event that the Owner challenges the enforceability of this Agreement, or in the event that the Township is prohibited for any reason from collecting the amounts due under Section 3 or any other section of this Agreement, then the Owner agrees to immediately pay to the Township the full amount of the Property Owner's Additional Charge that the Owner has not previously paid to the Township.

**Section 6. Operation and Maintenance Costs.** In addition to the original special assessment levied on the Property and the Property Owner's Additional Charge, the Property and the users of the Water/Sewer System located on the Property shall be subject to continuing operating and maintenance ("O&M") charges in accordance with the Township's policies and ordinances. The Property and the users of the Water/Sewer System shall also be subject to all other connection fees, tap in fees and other fees and charges for use of the System as set forth in any and all applicable Township policies and ordinances.

**Section 7. Property.** The Owner represents and warrants that it has fee simple legal title to the Property.

**Section 8. Ordinance Compliance.** The Owner acknowledges that the Owner is subject to and will comply with all present and future Township ordinances pertaining to the use of the Water and Sewer System.

**Section 9. Entire Agreement, Modification, Severability.** This Agreement contains the entire understanding between the parties and any representations, inducements, promises or agreements, oral or otherwise, entered into prior to the execution of this Agreement are null and void and will not alter the conditions set forth herein. The Agreement shall not be modified in any manner, except by an instrument in writing executed by the parties. If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be declared invalid or unenforceable, the remainder of the terms of the Agreement shall remain in full force and effect and shall not be affected by any such declaration.

**Section 10. Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

**Section 11. Due Authorization and Other Agreements.** The Owner agrees that the execution of this Agreement has been duly authorized by the Owner and does not conflict with any agreement, contract, instrument or other undertaking to which the Owner is a party.

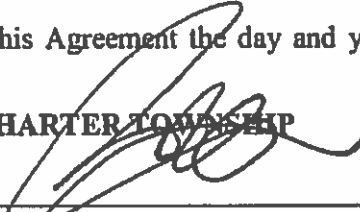
**Section 12. Governing Law.** The laws of the State of Michigan shall govern the validity, performance and enforcement of this Agreement.

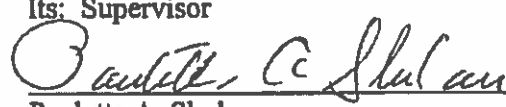
**Section 13. Effective Date.** This Agreement shall be effective as of the date first written above.

*[Signatures appear on the following pages.]*

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year above written.

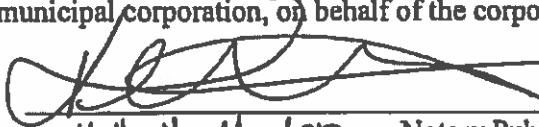
**GENOA CHARTER TOWNSHIP**

By:   
Gary McCrie  
Its: Supervisor

By:   
Paulette A. Skolarus  
Its: Clerk

STATE OF MICHIGAN     )  
  ) SS  
COUNTY OF LIVINGSTON)

The foregoing Agreement was acknowledged before me this 21<sup>st</sup> day of July, 2015, by Gary McCrie and Paulette A. Skolarus, the Supervisor and Clerk respectively of Genoa Charter Township, a Michigan municipal corporation, on behalf of the corporation.

  
Kelly Van Marter, Notary Public,  
Livingston County, Michigan  
Acting in Livingston County.  
My commission expires: 3/8/2020

OWNER:


By: 

Its: Dilip KC

Vice President

STATE OF MICHIGAN     )  
  ) SS  
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me this 21<sup>st</sup> day of JULY 2015, by  
DILIP KC

  
Kelly VanMarker, Notary Public,  
Livingston County, Michigan  
Acting in LIVINGSTON County.  
My commission expires: 3/8/2020

**DRAFTED BY AND WHEN RECORDED RETURN TO:**

Frank J. Mancuso, Jr.  
MANCUSO & CAMERON, PC  
722 E. Grand River Ave.  
Brighton, MI 48116  
(810) 225-3300

---

**Exhibit A**  
**Legal Description of the Property**

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The land situated in the County of Livingston, Township of Genoa, State of Michigan, is described as follows:

**PARCEL NO. 2:**

Part of the Southeast 1/4 of Section 5, T2N, R5E, Genoa Township, Livingston County, Michigan, described as follows: Commencing at the Southeast corner of said Section 5; thence North 02 degrees 11' 26" East 548.49 feet along the East line of said Section and the centerline of Latson Road; thence North 60 degrees 51' 00" West 982.34 feet along the centerline of Grand River Avenue to the Point of Beginning; thence South 01 degree 29' 10" West 456.45 feet; thence North 60 degrees 51' 00" West 120.00 feet; thence North 01 degree 29' 10" East 456.45 feet; thence South 60 degrees 51' 00" East 120.00 feet along said centerline of Grand River Avenue to the Point of Beginning.

**EASEMENT PARCEL:**

Together with an easement for ingress and egress over a 50 foot wide strip of land being more particularly described as follows: Commencing at the Southeast corner of Section 5, T2N, R5E, Genoa Township, Livingston County, Michigan; thence North 02 degrees 11' 26" East 548.49 feet along the East line of said Section and the centerline of Latson Road; thence North 60 degrees 51' 00" West 925.89 feet along the centerline of Grand River Avenue to the Point of Beginning; thence South 01 degree 29' 10" West 173.79 feet, thence North 88 degrees 30' 50" West 50.00 feet; thence North 01 degree 29' 10" East 200.00 feet; thence South 60 degrees 51' 00" 56.45 feet along said centerline of Grand River Avenue to the Point of Beginning.

Commonly known as: 3838 E. Grand River

Tax No. 11-05-400-025

## Polly

---

**From:** Louis Porter <lporter@friedporter.com>  
**Sent:** Friday, November 18, 2016 10:06 AM  
**To:** Mike Archinal; Kathleen Murphy  
**Cc:** Dennis Tierney (dtierney1@vailresorts.com); Jim Munson (jvm98@aol.com); Polly  
**Subject:** FW: Mt. Brighton Adaptive Sports Program  
**Attachments:** SCAN0218.jpg; Articles of Incorporation and Certificate of Correction.pdf; MT Brighton Tax Exemp Letter.pdf; BYLAWS as amended 2-12-15.docx; MTB\_AdaptiveBrochure\_8.5x11\_2016\_V4bleeds.pdf

Dear Mr. Archinal:

I sent the information below to your Township Clerk. I think it is self-explanatory and this kind of request may well be very routine to you, though it is not to me. We received the request for a "Local Governing Body Resolution For Charitable Gaming License" from the Charitable Gaming Division on November 15<sup>th</sup>. Thanking you in advance for your consideration and any help you can give us, here is what I wrote the Clerk:

I am writing to inquire about securing a "Local Governing Body Resolution For Charitable Gaming License" from Genoa Township in the form attached hereto and to enlist your help and support.

Mt. Brighton Adaptive Sports Program is a Michigan Nonprofit Corporation organized to provide adaptive sports and recreational activities to persons with disabilities. A copy of the articles is attached hereto. It has received its IRS determination letter as being tax exempt under IRS Code 501(c)(3) a copy of which is also attached.

Mt. Brighton Adaptive Sports Program registered with State of Michigan, Department of Attorney General as charitable organization which can be verified through the Office of Attorney General's website (subject to his disclaimers) at <http://www.ag.state.mi.us/CharitableTrust/>

I have also attached the bylaws of the organization for review.

Mt Brighton Adaptive Sports has been providing adaptive sports training at Mt. Brighton and at other locations, (e.g., scuba and tennis) for two years and has engaged in various fundraising activities. For example, in cooperation with Mt Brighton itself (VR US Holdings, Inc., i.e., "Vail") conducting fundraising on those properties through, for example a golf outing and a fun run.)

I am the incorporator of Mt. Brighton Adaptive Sports Program and I am on the Board of the organization. The object of the charitable gaming license application (raffles) is of course fundraising, at Mt Brighton in Genoa Township, conducting raffles which would be regulated by the Charitable Gaming Division of the Michigan Lottery. Mt Brighton Adaptive Sports Program is anticipating holding adaptive training days and an adaptive race on specified dates. See the attached brochure. The organization seeks to



hold raffles on two of the dates set forth in brochure (January 21, 2017 and February 4, 2017) and one on February 11, 2017.

We would be happy to provide you with whatever additional information would be necessary to enlist your support and that of a majority of the township board of trustees. If possible we would love to have the matter put on the agenda from Monday December 5<sup>th</sup>. I have copied the President of Mt. Brighton Adaptive Sports Program, Jim Munson, and its Treasurer Dennis Tierney.

Thank you for your attention to this matter and any advice you can give us.

Sincerely,

*/s/*

Louis J. Porter  
Fried Porter, PLLC  
29800 Telegraph Rd  
Southfield, MI 48034  
Cell: (517) 410 2954



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

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

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

called to order by \_\_\_\_\_ ON \_\_\_\_\_  
DATE

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_  
NAME OF ORGANIZATION CITY

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

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

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

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

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 20 2014

MT BRIGHTON ADAPTIVE SPORTS PROGRAM  
C/O DENNIS TIERNEY  
983 PEARSON DR  
MILFORD, MI 48381

Employer Identification Number:  
46-3746372  
DLN:  
17053247372024  
Contact Person:  
GINGER L JONES ID# 31646  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 29, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947

## **MISSION:**

Mt. Brighton Adaptive Sports Program will assist children and adults with disabilities to participate in outdoor recreation both through scholarships for lessons and through grants to purchase adaptive equipment.



**MT BRIGHTON**  
where epic begins

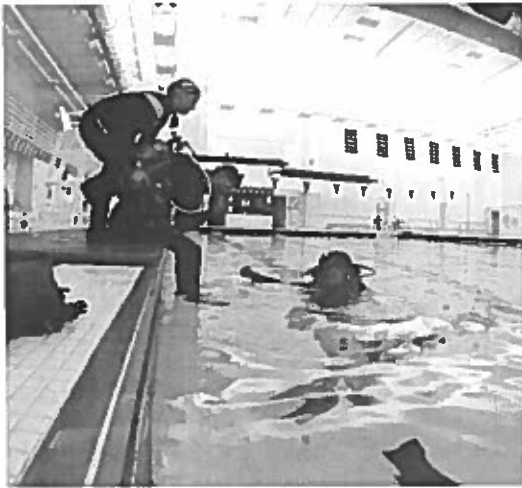
4141 Bauer Rd.  
Brighton, MI  
48116

## **MT.BRIGHTON ADAPTIVE SPORTS**



**strive**  
RECREATIONAL THERAPY

**MT BRIGHTON**  
*where epic begins*



## SCUBA PROGRAM

MBAS helps to offer introductory SCUBA diving experiences free of charge to persons with disabilities through Huron SCUBA, Snorkel & Adventure Travel and divers can become PADI or HSA certified starting at \$499 per diver. Mt Brighton Adaptive Sports will provide scholarships to off set part of that cost.

**Scuba Program location:**  
 Huron SCUBA, Snorkel  
 & Adventure Travel  
 4816 Jackson Road,  
 Ann Arbor, MI  
 48103

## SKIING PROGRAM

This season our goal is to extend the thrill of skiing and snowboarding to guests of all ages and abilities. This is accomplished with a large variety of adaptive equipment to assess individual needs prior to arrival and to ensure that the appropriate equipment is available. Specially trained professional instructors also tailor each lesson to the needs of the participant for a safe, yet unforgettable experience.

We are recognized as a leader in providing first class training to people of all abilities.

1 HOUR LESSON	\$35
HALF DAY LESSON	\$74
FULL DAY LESSON	\$119
LIFT TICKET	\$20
EQUIPMENT RENTAL	\$15
HELMET RENTAL	\$4

Adaptive lesson scholarships are available.

## LEARN TO SKI DATES:

**Adaptive training days:**

Saturday, January 7th  
 Saturday, January 21st  
 Friday, February 3rd

**Adaptive Race:**

Saturday, February 4th



We would like to thank Strive Recreational Therapy Services and also the Christopher & Dana Reeve Foundation Quality of Life grants program for providing funding to our organization, which help give greater independence to individuals living with paralysis. This grant will provide our community with services and education that will truly enhance all our lives.

## LEARN MORE:

**Mt Brighton Adaptive Sports**  
 810.229.9581 ext. 324  
 mtbadaptive@gmail.com  
 MtBAdaptiveSports.com

**GET INVOLVED**

The Mt. Brighton Adaptive program has many opportunities for volunteers. Not a skier or snowboarder? That's ok we can also utilize your gifts and talents in the areas of social media, photography, fundraising and public relations.

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**  
**FILING ENDORSEMENT**

***This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT***

***for***

***MT. BRIGHTON ADAPTIVE SPORTS PROGRAM***

***ID NUMBER: 71512U***

***received by facsimile transmission on May 28, 2014 is hereby endorsed.***

***Filed on May 29, 2014 by the Administrator.***

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



***Sent by Facsimile Transmission***

***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 29th day of May, 2014.***

***Alan J. Schefke, Director  
Corporations, Securities & Commercial Licensing Bureau***

CSC/LCD-502 (Rev. 01/14)

<b>MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES &amp; COMMERCIAL LICENSING BUREAU</b>		
Date Received		
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	
Name Louis J. Porter		
Address 28800 Telegraph Road		
City Southfield	State MI	ZIP Code 48034
		EFFECTIVE DATE:

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

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

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

**ARTICLE I**

The name of the corporation is:

MI. Brighton Adaptive Sports Program

**ARTICLE II**

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

a) 1. To provide people with disabilities an opportunity to experience sports as a recreational activity in which they may participate;

2. To afford a frequent natural sports and recreation environment for people with disabilities for the purpose of producing positive psychological and therapeutic results;

3. To develop a nucleus of sports and recreation programs and competent instructors to carry the program throughout the nation.

Continued on last page.

**ARTICLE III**

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

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

05/28/2014 2:03PM (GMT-04:00)

**ARTICLE III (cont.)**

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")

None

b. The description and value of its personal property assets are: (if none, insert "none")

None

c. The corporation is to be financed under the following general plan:

Charitable donations, fund raisers,

d. The corporation is organized on a Directorship basis.  
(Membership or Directorship)

**ARTICLE IV**

1. The name of the resident agent at the registered office is:

Dennis Tierney

2. The address of its registered office in Michigan is:

983 Pearson Dr., Milford, MI. 48381, Michigan 48381  
(Street Address) (City) (ZIP Code)

3. The mailing address of the registered office in Michigan if different than above:

\_\_\_\_\_, Michigan \_\_\_\_\_  
(Street Address or PO Box) (City) (ZIP Code)

**ARTICLE V**

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

Residence or Business Address

Louis Porter 2587 Woodhill Dr., Okemos, Mi. 48864



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

Article II Continued:

- 4. To conduct other activities consistent with a charitable, non profit organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.
  - b) To purchase, acquire, own, hold, manage, lease, use and enjoy, sell, exchange, subdivide, mortgage, convey in trust, improve, cultivate, develop, construct, maintain, equip, operate and generally deal in real property, good, wares and merchandise, personal property of every kind and description
  - c) To enter into, make, perform, and carry out contracts of any kind for any lawful purpose without limit as to the amount with any person firm, or corporation, municipality, county, state or federal government, or other municipal or governmental subdivision.
  - d) To borrow money, to issue notes, bonds, debentures and other obligations from time to time for the purposes of this corporation, and to secure the same by mortgage, pledge, deed of trust, or otherwise, or to issue the same unsecured.
  - e) To lend money, to purchase, acquire, hold on guaranty, sell, assign, transfer, mortgage, pledge or otherwise dispose of and deal in shares, bonds, debentures, notes, or any other indebtedness of any person, firm, or corporation and whether now or hereafter organized and existing; and while a holder thereof to exercise all the rights, powers, and privileges of ownership, including the right to vote thereon to the same extent as a natural person.
  - f) To accept gifts, donations, and receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and to apply the principal or interest as may be directed by the donor thereof, or as the board of directors of the corporation may determine in the absence of such directions, in aid and furtherance of the purposes set forth hereinabove
  - .g) To do all other acts necessary or expedient for the administration of the affairs and to attain the purposes of the corporation.
  - h) To exercise all other such powers not otherwise enumerated herein as are authorized by the Michigan Nonprofit Corporation Act as the same may exist from time to time. Notwithstanding any of the above statements of purposes or powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.
- Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.
- Furthermore, the powers and authority of the corporation shall be exercised so that:
- a) No part of the income of the corporation shall inure to the benefit of any officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation effecting one or more of its purposes), and no officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate property upon dissolution of the corporation.
  - b) The corporation shall distribute its income for each taxable year at the same time and in such manner so as not to subject to tax under section 4942 of the Internal Revenue Code of 1986, as amended, and the corporation shall not engage in any act of self dealing as defined in Section 4941(d) of the code; retain any excess business holdings as defined in Section 4943(c) of the code; make any investment in such manner as to subject the corporation to tax under Section 4944 of the code; or Make any taxable expenditure as defined in Section 4945(d) of the Code.
- Continued on a separate page which is attached hereto.

I, (We), the incorporator(s) sign my (our) name(s) this 28<sup>th</sup> day of May, 2014

Louis J. Porter

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**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

**FILING ENDORSEMENT**

**This is to Certify that the CERTIFICATE OF CORRECTION**

**for**

**MT. BRIGHTON ADAPTIVE SPORTS PROGRAM**

**ID NUMBER: 71512U**

**received by facsimile transmission on June 9, 2014 is hereby endorsed.**

**Filed on June 9, 2014 by the Administrator.**

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

**Effective Date: May 29, 2014**



**Sent by Facsimile Transmission**

**In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 9th day of June, 2014.**

**Alan J. Schefke, Director  
Corporations, Securities & Commercial Licensing Bureau**

CSCLUCD-402 (Rev. 01/14)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU		
Date Received	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	
Name	EFFECTIVE DATE:	
Louis J. Porter		
Address		
29800 Telegraph Road		
City	State	ZIP Code
Southfield	MI	48034

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

[Empty box for signature or date]

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

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

**ARTICLE I**

The name of the corporation is:

Mt. Brighton Adaptive Sports Program

**ARTICLE II**

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

- a) 1. To provide people with disabilities an opportunity to experience sports as a recreational activity in which they may participate;
- 2. To afford a frequent natural sports and recreation environment for people with disabilities for the purpose of producing positive psychological and therapeutic results;
- 3. To develop a nucleus of sports and recreation programs and competent instructors to carry the program throughout the nation.

Continued on last page.

**ARTICLE III**

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

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

05/28/2014 2:03PM (GMT-04:00)

06/09/2014 2:57PM (GMT-04:00)



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

Article II Continued:

- 4. To conduct other activities consistent with a charitable, non profit organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.
  - b) To purchase, acquire, own, hold, manage, lease, use and enjoy, sell, exchange, subdivide, mortgage, convey in trust, improve, cultivate, develop, construct, maintain, equip, operate and generally deal in real property, good, wares and merchandise, personal property of every kind and description
  - c) To enter into, make, perform, and carry out contracts of any kind for any lawful purpose without limit as to the amount with any person firm, or corporation, municipality, county, state or federal government, or other municipal or governmental subdivision.
  - d) To borrow money, to issue notes, bonds, debentures and other obligations from time to time for the purposes of this corporation, and to secure the same by mortgage, pledge, deed of trust, or otherwise, or to issue the same unsecured.
  - e) To lend money, to purchase, acquire, hold on guaranty, sell, assign, transfer, mortgage, pledge or otherwise dispose of and deal in shares, bonds, debentures, notes, or any other indebtedness of any person, firm, or corporation and whether now or hereafter organized and existing; and while a holder thereof to exercise all the rights, powers, and privileges of ownership, including the right to vote thereon to the same extent as a natural person.
  - f) To accept gifts, donations, and receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and to apply the principal or interest as may be directed by the donor thereof, or as the board of directors of the corporation may determine in the absence of such directions, in aid and furtherance of the purposes set forth hereinabove
  - .g) To do all other acts necessary or expedient for the administration of the affairs and to attain the purposes of the corporation.
  - h) To exercise all other such powers not otherwise enumerated herein as are authorized by the Michigan Nonprofit Corporation Act as the same may exist from time to time. Notwithstanding any of the above statements of purposes or powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.
- Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.
- Furthermore, the powers and authority of the corporation shall be exercised so that:
- a) No part of the income of the corporation shall inure to the benefit of any officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation effecting one or more of its purposes), and no officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate property upon dissolution of the corporation.
  - b) The corporation shall distribute its income for each taxable year at the same time and in such manner so as not to subject to tax under section 4942 of the Internal Revenue Code of 1986, as amended, and the corporation shall not engage in any act of self dealing as defined in Section 4941(d) of the code; retain any excess business holdings as defined in Section 4943(c) of the code; make any investment in such manner as to subject the corporation to tax under Section 4944 of the code; or Make any taxable expenditure as defined in Section 4945(d) of the Code.
- Continued on a separate page which is attached hereto.

I, (We), the incorporator(s) sign my (our) name(s) this 28<sup>th</sup> day of May, 2014

Liam J. Porter

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05/28/2014 2:03PM (GMT-04:00)

06/09/2014 2:57PM (GMT-04:00)

**Article II continued**

c) No part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office, except as such activities may be permitted by law, regulation, or authoritative interpretation of the Internal Revenue Code.

**Article VI**

In the event of dissolution, the residual assets of the corporation shall be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c) (3) and 170(c) (2) of the Internal Revenue Code of 1986 or corresponding sections of any subsequent Internal Revenue Tax code to be exclusively devoted or used by them in furtherance of exempt purposes, or to the Federal, State, or local government for exclusively public purposes.

**Article VII**

To the maximum extent permitted by the Nonprofit Corporations Act, no volunteer director or volunteer officer to the corporation, or member shall be personally liable for monetary damages for a breach of the director's or officer's fiduciary duty, except for (1) a breach of the director's or officer's duty of loyalty to the corporation or its members; (2) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law; violation of section 551(1) of the Nonprofit Corporations Act; (4) a transaction from which the director or officer derived an improper personal benefit; (5) an act or omission occurring before the effective date of the provision granting limited liability; (6) An act or omission that is grossly negligent.

The corporation assumes all liability to any person other than the corporation, or its members, for all acts or omissions of a volunteer director occurring on or after January 1, 1988 incurred in the good faith performance of the volunteer director's duties.

The corporation assumes the liability for all acts or omissions of a volunteer director, volunteer officer, or other volunteer occurring on or after the effective date of the provision granting limited liability if all of the following are met: (1) the volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority; (2) The volunteer was acting in good faith; (3) the volunteer's conduct did not amount to gross negligence or willful and wanton misconduct; (4) the volunteer's conduct was not an intentional tort; (5) the volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in section 3135 of the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being section 600.3135 of the Michigan Compiled Laws.

**BYLAWS**  
**Mt. Brighton Adaptive Sports Program**

**ARTICLE I – Offices**

The principal office of the Corporation shall be located as determined from time to time by the Board of Directors or as the affairs of the Corporation may require.

**ARTICLE II – Purpose**

The primary purpose of this organization shall be to improve the quality of life for persons with physical and cognitive disabilities through sports and recreation activities. The goal is to produce psychological, physiological, and therapeutic benefits for the participants.

In furtherance of such purpose, the Corporation shall have the right to perform such activities as are set forth in the Articles of Incorporation and permitted by the laws of the state of Michigan concerning the business of this Corporation.

Notwithstanding any other purpose set forth herein, the Corporation is organized solely and exclusively for charitable, educational and beneficial purposes and the Corporation shall not carry on any activity not permitted to be carried on by:

1. A corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 as revised (or corresponding provision of any future United States Internal Revenue law);
2. A corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 as revised (or the corresponding provision of any future United States Internal Revenue law).

**ARTICLE III – Members**

**Section 1. Number, Classes, Sub-Classes and Limitations.**

There shall be two classes of membership in this corporation which shall consist of:

- A. Individual members.
- C. Donors

The Board of Directors of the Corporation may, in its discretion, from time to time, admit additional members upon such terms and conditions as it deems necessary and in the best interests of the Corporation, including imposition or waiver of membership fees in general or selected cases. The creation of any such membership or memberships shall be on a uniform and equally applicable basis calculated not to discriminate in favor of or against any person or class of persons.

**Section 2. Admission of New Members.**

The Board of Directors may admit new members to the Corporation subject to the limitations of Section 1 above.

**Section 3. Expulsion or Withdrawal of Members.**

The Board, acting by a two-thirds vote, may expel any member without refunding any membership fees. A member may withdraw from the Corporation at any time by giving written notice to the Secretary of the Corporation. Such notice shall, on its face, be binding and it shall not be necessary for the Board of Directors to accept such withdrawal to make it effective.

**Section 4. Transferability of Membership.**

Membership in this organization shall not be transferable or assignable.

**Section 5. Membership Fees.**

Membership fees shall be as determined from time to time by the Board of Directors.

**ARTICLE IV – Voting Rights**

**Section 1. Individual Members.**

Individual members shall have voting rights in the Corporation as set forth in Article of the Bylaws.

**Section 3. Donors**

Donors shall have no voting rights in the Corporation.

**ARTICLE V – Directors**

**Section 1. Number, Election and Term of Office.**

The initial Board of Directors shall be selected by the Incorporators. The Board of Directors of the Corporation shall consist of six (6) at-large directors selected by the Board of Directors. Each director shall hold office until a successor shall be elected or upon his or her resignation, death, removal by two-thirds vote of the Board of Directors of the Corporation. All directors of this Corporation shall be dues paying members. Each representative elected to the Board of Directors of the Corporation shall be elected for a three year term unless sooner removed. Concurrent three-year terms may not be served. A minimum one-year break in service is required. Terms of the directors shall



be staggered such that not more than three new directors shall be elected in any one year, except in the event of resignation, death, or removal.

## **Section 2. Powers.**

The affairs of the Corporation shall be managed by its Board of Directors and said Board of Directors shall have such powers, subject to limitations imposed by law, as provided in the Articles of Incorporation or by these Bylaws. All corporate powers shall be exercised by or under the authority of the Board of Directors and the business affairs of the Corporation shall be controlled by the Board of Directors.

## **Section 3. Committees.**

The Board of Directors may appoint an executive committee or special committees consisting of one or more persons and delegate to such committees any of the powers and authority of the Board in the management of the business and affairs of the Corporation, except the power to adopt, amend or repeal Bylaws, which shall remain exclusively vested in the full Board of Directors of the Corporation. The Board of Directors shall have the power to prescribe the manner in which the proceedings of any committee shall be conducted.

## **Section 4. Place of Meetings.**

All meetings of the Board of Directors shall be held at the principal office of the Corporation or at any other place designated, at any time, by a resolution of the Board of Directors or by written consent of all members of the Board or by written notice from the President. Such meetings may also be held by means of conference telephone or similar communications equipment by means of which all participants can be properly identified and all can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

## **Section 5. Regular Meetings.**

Regular meetings of the Board of Directors shall be held at such time as the Board of Directors shall direct. The Board will meet a minimum of twice annually. Written notice of the time, place and purpose of such meetings shall be given each of the directors by the Secretary or President of the Corporation by placing same in the United States mail, postage prepaid, or by email, correctly addressed to each director. Deposit of such notice in the United States mail shall be deemed delivery of same. Such notice shall be given at least sixty (60) days prior to the date on which the meeting will be held.

## **Section 6. Special Meetings.**

Special meetings of the Board of Directors for any purpose may be called at any time by any three directors. Written notice of the time, place and purpose of such special meetings shall be given each of the directors by the Secretary or the President of the

Corporation by placing same in the United States mail, postage prepaid, or by email, correctly addressed to each director. Deposit of such notice in the United States mail shall be deemed delivery of same. Such notice shall be given at least ten (10) days prior to the date on which the meeting will be held.

**Section 7. Waiver of Notice.**

The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be valid as though made at a duly convened meeting of the Board of Directors if a quorum be present and if, either before or after the meeting, each of the directors present signs a waiver of notice or consents to such meeting on approval of the minutes thereof. Provided further, that any director who is present at any meeting of the Board of Directors and who does not object at the opening of the meeting to the time, date and place or manner of calling the meeting and who does not object at the opening of discussion of any subject to the inclusion of such subject as being outside the purpose of the meeting, is thereby deemed to have consented to the date, time, place, purpose, and call of the meeting and has thereby waived any notice requirements therefore. All such waivers, consents or approvals shall be filed with the corporate records or made part of the minutes of the meeting.

**Section 8. Quorum.**

At all the meetings of the Board of Directors, three-fifths of the authorized and seated directors shall constitute a quorum for the transaction of business.

**Section 9. Adjournment.**

A majority of the directors present may adjourn any Board meeting to meet again at a stated time and place, provided that nothing in this section shall abridge or change the special meeting provision of Section 6 of this Article.

**Section 10. Informal Action by Directors.**

Any action required or permitted to be taken at a meeting of the directors of the Corporation may be taken without a meeting if a consent, in writing, setting forth the action so taken shall be signed by all the directors. Such consent shall have the same force and effect as a unanimous vote of the directors at a regular meeting.

**Section 11. Removal.**

A director may be removed by the vote of three of the directors present, at a valid meeting of the Board of Directors pursuant to notice and call. When a motion to remove a director is made and seconded, the director subject to the action shall be given a full and fair opportunity to hear and answer the asserted factual basis for the motion and if said director is not present at the meeting at which such motion is made, the motion shall be tabled until the director is given notice of the motion and the subsequent action

upon the motion shall be postponed until the next duly convened regular or special meeting of the Board of Directors.

#### **Section 12. Removal for Absence.**

Upon certification in writing by the Secretary of the Corporation of the Board of Directors that any director has missed two (2) consecutive meetings of the Board without notice to the Secretary, in advance of the meeting, that he or she would be unable to attend or without having sent a written statement of the reason for his or her absence to the Secretary subsequent to the meeting and before the next regularly scheduled meeting of the Board of Directors, then immediately and without requiring the further action of the Board, said director shall be removed and shall cease to be a director of the Corporation. The Board may, at any duly called meeting, reinstate said member in the same status and capacity as he or she had prior to removal.

#### **Section 13. Manner of Acting.**

Except as otherwise set forth, all matters shall be decided by a majority of the directors present at the meeting of the Board of Directors. In the event of a tie vote, the vote of the president shall be added to resolve the tie.

### **ARTICLE VI – Officers**

#### **Section 1. Officers.**

The officers of the Corporation shall be a President, one or more Vice-Presidents, a Secretary and a Treasurer. Such offices shall be held only by dues paying members of the Corporation. The Corporation may also, at the discretion of the Board of Directors, appoint such assistant secretaries and assistant treasurers as the Board may from time to time deem appropriate. The offices of Secretary and Treasurer may be combined and the Board of Directors may create and appoint other offices from time to time as the business of the Corporation requires. The officers shall not have voting power.

#### **Section 2. Election**

The officers of the Corporation shall be elected by the Board of Directors and shall hold office for one year or until their successors by duly elected and qualified to serve.

#### **Section 3. Authority**

The officers of the Corporation shall have such authority and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine and delegate to them.

#### **Section 4. Removal.**

Any officer may be removed by a vote of the Directors at a duly convened regular or special meeting of the Board of Directors.

#### **Section 5. Vacancy.**

A vacancy in any office because of death, resignation, removal, disqualification or for any other cause shall be filled by the Board of Directors at a regular or special meeting.

#### **Section 6. President.**

Subject to the supervisory powers of the Board of Directors, the President shall be the chief executive officer of the Corporation and shall have the authority to direct and control the business and officers of the Corporation. The President shall preside at all meetings of the Board of Directors and shall have the general powers and duties of management usually vested in the office of the president of a corporation and shall have such other powers and duties as may be prescribed and delegated by the Board of Directors or by these Bylaws.

#### **Section 7. Vice President**

In the absence or disability of the President, the Vice President shall perform all of the duties of the President and, when so acting, shall have all of the powers and be subject to the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties as may be delegated by these Bylaws, the Board of Directors or the President of the Corporation.

#### **Section 8. Secretary**

The Secretary shall keep or cause to be kept a book of minutes of all meetings of the directors of the Corporation at the principal office of the Corporation or such other places as the Board of Directors may designate. The Secretary shall keep or cause to be kept at the principal office or such other place as the Board of Directors may designate, a membership role containing the name and address of each member. In any case where membership is terminated, such termination shall be recorded. The Secretary shall give or cause to be given such notice or notices of all meetings required by these Bylaws or by law to be given and shall keep the seal of the Corporation in safe custody. Assistant Secretaries shall perform the same duties as the Secretary, subject to the direction and control of the Secretary and the President of the Corporation.

#### **Section 9. Treasurer.**

The Treasurer shall keep and maintain at the principal office of the Corporation or such other place as the Board of Directors may designate the financial records of the Corporation and shall be responsible for the annual fiscal report of the Corporation. The Treasurer shall also maintain and be responsible for such bank accounts as the Board of Directors may designate to be kept by the Corporation. The Treasurer shall be

responsible for collecting dues from the dues paying members, collection and management of all contributions made to the Corporation and disbursement of corporate funds for purposes authorized by the Board of Directors or the President of the Corporation under authority of the Board of Directors.

#### **Section 10. Delegation to Staff.**

The Board of Directors may delegate the responsibilities of any officer to designated staff as follows:

A. The day-to-day management responsibilities of the President may be delegated to the Executive Director, who shall be the Chief Operating Officer.

B. The record keeping responsibilities of the Secretary may be delegated to the Executive Director and his or her staff.

C. The accounting record keeping, financial reporting and general fiscal management responsibilities of the Treasurer may be delegated to the Executive Director and his or her staff.

### **ARTICLE VII – Miscellaneous**

#### **Section 1. Inspection of Corporate Records.**

The books of account and minutes of meetings of the Board of Directors and any of its committees shall be open to inspection on written demand by any member or director at any reasonable time and for a purpose reasonably related to his or her interests as a member or director of the Corporation. Such inspection shall be made in person.

#### **Section 2. Checks and Drafts.**

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable on behalf of the Corporation shall be signed by two individuals the Board of Directors may, from time to time, appoint.

#### **Section 3. Contracts.**

The Board of Directors may authorize any officer or agent to enter into any contract or execute any instrument in the name of or on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless authorized by the Board of Directors, no officer, agent or employee of the Corporation shall have the power to bind the Corporation by any contract, engagement or to pledge its credit or to render it liable for any purpose or to any amount.

#### **Section 4. Checking and Savings Accounts.**

The Corporation shall keep and maintain such bank accounts, checking accounts and savings accounts or other depositories for disbursement and receipts of monies according to the financial policies of the Board of Directors.

**Section 5. Records and Books for Accounting.**

The Corporation shall keep accurate records, books and other necessary documentation, in appropriate accounting form, of all grants, donations, bequests or other contributions to the Corporation and shall report such contributions to the Internal Revenue Service annually or as said service may, from time to time, require.

**ARTICLE VIII – Amendments**

The Board of Directors shall have the sole power to make, amend and repeal the Bylaws of the Corporation by a vote of a majority of the Board of Directors at any regular meeting of the Board of Directors or at any special meeting of the Board of Directors called for that purpose.

KNOW ALL PERSONS BY THESE PRESENTS that I, the undersigned duly appointed

Secretary of the Corporation, do hereby certify that the above and foregoing Bylaws were adopted as the Bylaws of the Corporation at a regular meeting of the Board of Directors on the 5th day of June, 2014, and that the same do now constitute by Bylaws of this Corporation.

\_\_\_\_\_/s/\_\_\_\_\_  
Taylor Ogilvie  
Secretary of the Corporation

As amended February 12, 2015



Mr. Gary McCririe

29 November 2016

Township Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

Here is our completed application packet for Mt. Brighton's 2016 New Year's Celebration Fireworks Show. On behalf of the management of Mt. Brighton, we are requesting that you Forward this application to the Genoa Township Board for review and consideration.

All concerned parties agree with the operational plan set forth in the enclosed application, and have met collectively to discuss the plan prior to approval.

Please contact me with any questions or comments you may have regarding this application package. We look forward to providing yet another safe and enjoyable display for the community. Hope to see you there !

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Freeland", is written over the word "Sincerely,".

Michael Freeland PG/CS

Vice President, Marketing

ACE Pyro, LLC



**Mr. Gary McCririe**

**29 November 2016**

Township Supervisor

Genoa Township

2911 Dorr Road

Brighton, MI 48116

Dear Mr. McCririe:

Per the requirements of Genoa Township's Permit process and BFS-999 Fireworks Display Permit application, This letter serves to notify that any and all 1.3g Fireworks not used, surplus, Faulty for return ("Dud") or otherwise unusable 1.3g product will not be kept at the proposed Display site set forth in our attached application packet. No onsite storage will take place; 1.3g Fireworks will be shipped directly from out ATF Approved Type 4 Magazine(s), set up at the Display site, and used. Any and all unused product will return to said magazine(s) directly.

Sincerely,

Michael Freeland PG/CS

Vice President, Marketing

ACE Pyro, LLC





U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Federal Explosives Licensing Center  
244 Needy Road  
Martinsburg, West Virginia 25405

901090: CRR/FLS  
5400  
File Number: 4MH12625

09/18/2014

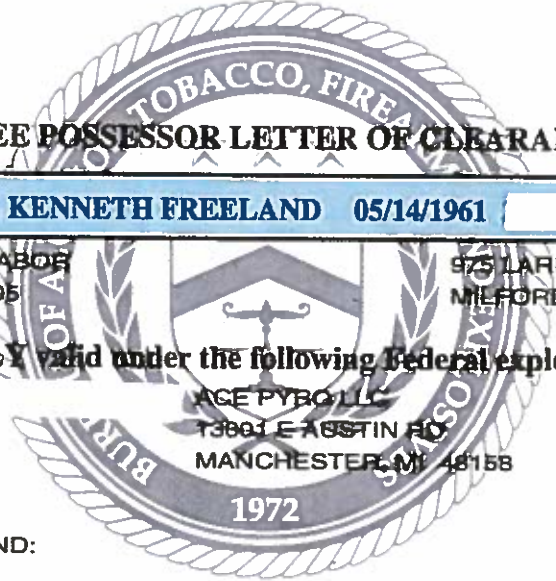
SUBJECT: EMPLOYEE POSSESSOR LETTER OF CLEARANCE for:

**MICHAEL KENNETH FREELAND 05/14/1961**

GENERAL LABORER  
(248)676-2305

975 LARIVEE LANE  
MILFORD, MI 48381

and is ONLY valid under the following Federal explosives license/permit:



ACE PYROLL  
13801 EASTMIN HO  
MANCHESTER, MI 48158  
1972

Dear MICHAEL FREELAND:

You have been approved to transport, ship, receive or possess explosive materials as an employee possessor under the Federal explosive license or permit indicated above. This clearance is only valid under the license or permit referenced above.

Sincerely,

Christopher R. Reeves  
Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

Mail: ATF  
Chief, FELC  
Attn.: LOC Correction  
244 Needy Road  
Martinsburg, West Virginia 25405

Fax: 1-304-616-4401  
Chief, FELC  
Attn.: LOC Correction

Call toll-free: 1-877-283-3352

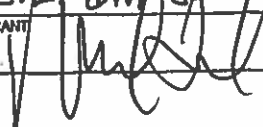
MICHAEL KENNETH FREELAND

Employee Possessor Letter of Clearance for:



Application for Fireworks Display Permit  
Michigan Department of Labor & Economic Growth  
Bureau of Fire Services  
P.O. Box 30700  
Lansing, MI 48909  
517-241-8847

**2016**

Authority: Compliance: Penalty:	1968 PA 358 Voluntary Permit will not be issued	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Agricultural Pest Control		DATE OF APPLICATION <b>29 NOV 2016</b>	
NAME OF APPLICANT <b>MICHAEL FREELAND/ACE PYRO, LLC</b>		ADDRESS <b>P.O. BOX 2, MANCHESTER, MI 48158</b>	AGE (18 or over) <b>55</b>
IF A CORPORATION, NAME OF PRESENT <b>AARON ENZER</b>		ADDRESS <b>P.O. BOX 2, MANCHESTER, MI 48158</b>	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT <b>N/A</b>		ADDRESS <b>N/A</b>	TELEPHONE NUMBER <b>N/A</b>
NAME OF PYROTECHNIC OPERATOR <b>MICHAEL FREELAND</b>		ADDRESS <b>975 LARIVEE, MILFORD, MI 48381</b>	AGE (18 or over) <b>55</b>
NO. YEARS EXPERIENCE <b>23</b>	NO. DISPLAYS <b>150+</b>	WHERE <b>MI, OH, IN, IA, ND, WY AND 20+ /yr IN JR MICH.</b>	
NAME OF ASSISTANT <b>CHRIS RENEMA</b>		ADDRESS <b>1231 HAWTHORNE GROSSE POINTE WOODS, MI 48236</b>	AGE <b>29</b>
NAME OF OTHER ASSISTANT <b>JOSHUA McANURCH</b>		ADDRESS <b>20237 EUKHATA, HARPER WOODS, MI 48228</b>	AGE <b>35</b>
EXACT LOCATION OF PROPOSED DISPLAY <b>FROM TOP OF SKI HILL BEHIND MAIN LOOGE; EXACT LOCATION 42° 32' 20.96" N 83° 48' 33.47" WEST</b>			
DATE OF PROPOSED DISPLAY <b>31 DEC 2016</b>		TIME OF PROPOSED DISPLAY <b>2:00 HRS EST; DURATION 16 MIN MAX</b>	
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED		
<b>150 +</b>	<b>2.5" AERIAL SHELLS</b>		
<b>288 +</b>	<b>3.0" AERIAL SHELLS</b>		
<b>75 +</b>	<b>4.0" AERIAL SHELLS</b>		
<b>2 EA</b>	<b>1" CAKE (MULTI-SHOT) ITEMS</b>		
<b>2 EA</b>	<b>1.4g LANCEWORK</b>		
	<b>NOTHING FOLLOWS</b>		
MANNER AND PLACE OF STORAGE PRIOR TO DISPLAY (Subject to Approval of Local Fire Authorities) <b>NO ONSITE STORAGE; DIRECT SHIPMENT FROM OUT ATF APPROVED TYPE III MAGAZINE(S)</b>			
AMOUNT OF BOND OR INSURANCE (To be set by local government) <b>10,000,000.00 TEN MILLION DOLLARS</b>		NAME OF BONDING CORPORATION OR INSURANCE COMPANY <b>THE PARTNERS GROUP, LTD.</b>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <b>11225 S.E. 60TH STREET, SUITE #110, BELLEVUE, WA 98004</b>			
SIGNATURE OF APPLICANT 		<b>29 NOV 2016</b>	



Google Earth



SHOOT LOCATION, MT

GPS:  $42^{\circ} 32' 20.96'' N$ ;  $83^{\circ} 48' 33.47'' W$   
PER NFPA 1123, 280' (TWO HUNDRED EIGHTY FEET) REQUIRED;  
ACTUAL DISTANCE TO CROWD AND STRUCTURES (IN PHOTO) IS 729'  
(SEVEN HUNDRED TWENTY-NINE FEET)



2911 Dorr Rd  
Brighton Michigan, 48116 USA  
[www.genoa.org](http://www.genoa.org)

# **Emergency Management Resolution**

**Support Emergency Operations Plan  
General Emergency Management Guidelines  
Emergency Management Response Procedures and  
Emergency Action Guidelines**

**Adopted Date: December 5, 2016**

**Effective Date: December 5, 2016**

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**Genoa Township  
2911 Dorr Road  
Brighton, Michigan USA  
Phone: 810-227-5225 Fax: 810-227-3420  
[www.genoa.org](http://www.genoa.org)**

## Table of Contents

### Emergency Management Resolution

## Table of Contents

Genoa Charter Township- EMERGENCY MANAGEMENT RESOLUTION	3
<i>Article 1 – Short Title</i>	3
<i>Article 2 – Definitions</i>	3
<i>Article 3 – Emergency Management Coordinator; Appointment</i>	5
<i>Article 4 – Emergency Management Coordinator; Duties</i>	5
<i>Article 5 – Emergency Management Liaison; Duties</i>	6
<i>Article 6 – Township Supervisor, Powers; Duties</i>	7
<i>Article 7 – Governor Declaration Request</i>	9
<i>Article 8 – Volunteers; Appointment; Reimbursement</i>	9
<i>Article 9 – Disaster Contingency Fund</i>	9
<i>Article 10 – Rights of Disaster Relief Force</i>	10
<i>Article 11 – Temporary Seat of Government</i>	10
<i>Article 12 – Liability</i>	10
<i>Article 13 – Sovereignty</i>	11
<i>Article 14 – Repeals</i>	11
<i>Article 15 – Annual Review</i>	11
<i>Article 16 – Effective Date</i>	11
ROLL CALL VOTE:	11
CERTIFICATION	11
Support Emergency Operations Plan	13
Signature Page	14
Introduction to the Plan	15
Purpose	15
Scope	15
Plan Maintenance and Implementation	15
Emergency Management Program Oversight	16
Basic Information	17
Community Profile	17
Emergency Management Authority	17
Response Resources	17
Emergency Management Organization	18
Line of Succession	19
General Emergency Management Guidelines	20
Emergency Response Procedures	22

Addendum	24
<i>EMERGENCY ACTION GUIDELINES</i>	24
<i>ATTACHMENT A: Directions and control</i>	24
Functional Guidelines:	
<i>ATTACHMENT B: Fire Services</i>	26
Functional Guidelines:	
<i>ATTACHMENT B: APPENDIX 1: Fire Services</i>	27
Hazmat Response Guidelines:	
<i>ATTACHMENT C: Law Enforcement</i>	28
Functional Guidelines:	
<i>ATTACHMENT D: Warning and Communications</i>	29
Emergency Guidelines:	
<i>ATTACHMENT E: Public Information</i>	30
Emergency Guidelines:	
<i>ATTACHMENT F: Damage Assessment</i>	31
Emergency Guidelines:	
<i>ATTACHMENT G: Public Works</i>	32
Emergency Guidelines:	
<i>ATTACHMENT G: APPENDIX 1: Public Works</i>	34
Hazmat Response Guidelines:	
<i>ATTACHMENT H: Emergency Medical Services</i>	35
Emergency Guidelines:	
<i>ATTACHMENT I: Human Services</i>	36
Emergency Guidelines:	
Appendix 1	37
<i>HUMAN SERVICES: Resources and Support Services</i>	
Appendix 2:	40
<i>AREA GENERAL COMMUNITY EMERGENCY SERVICES</i>	
Appendix 3:	42
<i>EMERGENCY RESTORATION DAMAGE SERVICES</i>	

**Genoa Township – EMERGENCY MANAGEMENT RESOLUTION**

**WHEREAS**, Genoa Township has elected to be incorporated into the Livingston County Emergency Management Program; and

**WHEREAS**, by becoming part of the county emergency management program, Genoa Township and Livingston County have certain responsibilities to each other; and

**WHEREAS**, this Support Emergency Operations Plan has been developed to identify the responsibilities between Genoa Township and Livingston County in regards to pre-disaster emergency management activities and to provide for Genoa Township government agencies to respond to various types of emergencies or disasters that affect the community.

**WHEREAS**, this support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document; and

**WHEREAS**, the support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan and review of this support plan shall be accomplished concurrently with the county plan,

**NOW THEREFORE, BE IT RESOLVED**, that Genoa Township adopts and approves this Resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Genoa Township by being part of the Livingston County emergency management program; to appoint the County Emergency Management Coordinator as the Genoa Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township Board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended; said Resolution is as follows:

**A RESOLUTION** to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Genoa Township by being part of the Livingston County Emergency Management Program; to appoint the County Emergency Management Coordinator as the Genoa Township Emergency Management Coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the township board may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

**Article 1 - Short Title**

**Section 101.** This resolution shall be known as the “Emergency Management Resolution.”

**Article 2 – Definition**

**Section 201.** For the purpose of this resolution, certain words used herein are defined as follows:

(a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.

(b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ices storm, tornado, windstorm, wave action, earthquake, plane crash, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.



- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Livingston County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for Genoa Township is the Livingston County emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. Genoa Township has elected to be part of the Livingston County emergency management program.
- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) “Local state of emergency” means a declaration by the Township Supervisor pursuant to the act and this resolution which implements the response and recovery aspects of the Livingston County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

### **Article 3 - Emergency Management Coordinator; Appointment**

**Section 301.** By the authority of this resolution the township supervisor hereby appoints the Livingston County Emergency Management Coordinator as the emergency management coordinator for Genoa Township. In addition to acting for, and at the direction of, the County Administrator, the Emergency Management Coordinator will also act for, and at the direction of, the Township Supervisor.

**Section 302.** A line of succession for the Livingston County Emergency Management Coordinator has been established and is listed in the Genoa Township Emergency Operations Plan.

### **Article 4 - Emergency Management Coordinator; Duties**

**Section 401.** The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following <sup>1</sup>:

- (a) Direct and coordinate the development of the Livingston County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Genoa Township municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.

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<sup>1</sup> Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies

#### **Article 5 - Emergency Management Liaison; Duties**

**Section 501.** By the authority of this resolution the Township Supervisor has appointed a liaison, as defined in the Plan Introduction IV, for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.

- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

**Section 502.** The Township Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator: Primary liaison is the Fire Chief, first alternate is the Deputy Fire Chief, and Second Alternate is the Police Chief.

**Article 6 – Township Supervisor: Powers; Duties**

**Section 601.** On an annual basis, the Township Supervisor shall review the eligibility and performance of the Emergency Management Coordinator and provide a written recommendation to the Township in conjunction with the Budget approval process.

**Section 602.** The Township Supervisor shall, review the effectiveness of the Livingston County Emergency Operations Plan as the plan relates to the municipality every year. With the assistance of the municipal liaison, he/she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the township supervisor shall certify the plan to be current and adequate for Genoa Township.<sup>2</sup>

**Section 603.** When circumstances within the township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Township Supervisor may declare a local state of emergency. Such a declaration shall be promptly filed with the Livingston County Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Township Board.

**Section 604.** If the Township Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Township Board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Township Board unless specifically provided herein.

**Section 605.** The Township Supervisor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.

- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, or is not possible due to the nature of the disaster, the Township Supervisor may, until the Township Board convenes, waive procedures and formalities otherwise required pertaining to the following:
  - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
  - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$250,000.
  - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
  - (4) Employ temporary workers.
  - (5) Purchase and distribute supplies, materials, and equipment.
  - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.<sup>3</sup>

**Section 606.** If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the township within or without the physical limits of the township as ordered by the Governor or the Director of the Department of State Police in accordance with the act.<sup>4</sup>

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<sup>2</sup> Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

<sup>3</sup> Act 390, as amended, sec.12 (2) provides this authority.

<sup>4</sup> Act 390, as amended, sec. 10 (1) (h) provides this authority.

### **Article 7 - Governor Declaration Request**

**Section 701.** If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Township Supervisor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Livingston County Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.<sup>5</sup>

### **Article 8- Volunteers; Appointment; Reimbursement**

**Section 801.** Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.<sup>6</sup>

### **Article 9 - Disaster Contingency Fund**

**Section 901.** A disaster contingency fund is hereby created in the budget of not less than \$250,000. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

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<sup>5</sup> Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act

<sup>6</sup> Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

## **Article 10 - Rights of Disaster Relief Force**

**Section 1001.** In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.

## **Article 11 - Temporary Seat of Government**

**Section 1101.** The township board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

## **Article 12 – Liability**

**Section 1201.** As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.<sup>7</sup>

**Section 1202.** As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

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which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

<sup>7</sup> Act 390, as amended, sec. 11 (2-8) discusses liability.

**Article 13 – Sovereignty**

**Section 1301.** Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

**Article 14 – Repeals**

**Section 1401.** All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

**Article 15 - Annual Review**

**Section 1501.** This resolution shall be reviewed annually by the Township Board in conjunction with the adoption of the Budget and changes shall be made if necessary.

**Article 16 - Effective Date**

**Section 1601.** This resolution shall have immediate effect.

**[End Resolution Text]**

**ROLL CALL VOTE:**

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

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RESOLUTION DECLARED:** \_\_\_\_\_

**CERTIFICATION**

I, Paulette Skolarus, being the duly elected Clerk of the Township of Genoa, Livingston County, Michigan hereby certify that:

(1) The foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on December 5, 2016;

(2) The original of such resolution is on file in the records of the Clerk’s 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) The minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

**DATE: December 5, 2016**

\_\_\_\_\_  
**Paulette Skolarus, Genoa Township Clerk**

**Genoa Township**

**Support Emergency Operations Plan**

**A Support Plan to  
County Emergency Operations Plan/  
Emergency Action Guidelines**

**Date: December 5, 2016**

**Signature page**

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Genoa Township in support to the Livingston County Emergency Operations Plan.

The plan provides a framework for the Township to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Board under Resolution No. \_\_\_\_\_ dated: December 5, 2016. It supersedes all previous plans.

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William Rogers, Genoa Township Supervisor

Date

## **Genoa Township**

# **Introduction to the Plan**

### **Purpose**

Genoa Township has elected to be incorporated into the Livingston County Emergency Management Program. By becoming part of the county emergency management program, Genoa Township and Livingston County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between Genoa Township and Livingston County in regards to pre-disaster emergency management activities. It also provides for Genoa Township government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the up-to-date standards of the Livingston County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

### **Scope**

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies.

Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions.

In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well.

Through this plan, Genoa Township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

### **Plan Maintenance and Implementation**

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by the Genoa Township Board every year in conjunction with the Budget, or whenever the Elected Officials change, and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain its current with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.

### **Emergency Management Program Oversight**

Genoa Township has appointed the **Fire Chief** to serve as the Municipal Emergency Management Liaison responsible for working with the County Emergency Management Coordinator in matters pertaining to emergency management for the municipality. Pursuant the requirements in P.A. 390, of 1976, as amended, Section 19, Livingston County has adopted a resolution that incorporates Genoa Township into its emergency management program, necessary for disaster assistance.

## Genoa Township

# Basic Information

### Community Profile

**Location.** Genoa Township is situated in town 2 North, range 5 East of Livingston County.

**Major Industries.** The township has very limited industrial and commercial development. The Brighton Area Fire Authority has on file, and will update annually in conjunction with the annual facilities inspection, a record of each industrial and commercial industry in the township.

**Railway Risks.** We have approximately 13.73 miles of rail running through our Twp. that may or may not have unknown hazardous materials aboard.

**Expressway Risks,** We have approximately 6.22 miles of expressway running through our Twp. that may or may not have unknown materials hazard aboard.

**Underground Pipeline,** We have approximately 11.06 miles of underground pipeline that runs through the western part of the Twp and south of I-96.

**General Hazard Vulnerabilities.** More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

**Extremely Hazardous Materials Locations.** Within the community, there are no sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

### Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the Genoa Township Supervisor may declare a local state of emergency for Genoa Township. In the Township Supervisor's absence, pursuant to local legislation, the Manager is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the Township Supervisor to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Genoa Township has been a recipient of federal preparedness assistance; a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

### Response Resources

Genoa Township maintains two fulltime departments responsible for providing public safety and welfare

to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of Genoa Township, the Brighton Area Fire Authority Chief may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

### Emergency Management Organization

The Genoa Township emergency management organization consists of six departments responsible for conducting activities in response to emergencies within the community. These six departments have been assigned specific emergency functions the municipality has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County's Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care for themselves in an emergency.

The Township Supervisor serves as the incident manager for municipal coordination. At his/her side is the emergency management liaison, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

### Line of Succession

The table lists the functions, assigned agencies, primary point of contact, alternate personnel, and phone number, alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Function	Agency	Primary Contact	24 hr Contact Number
<b>Direction, Control , and Coordination</b>	Township Supervisor	William Rogers	586-713-1222
1 <sup>st</sup> Alternate		Michael Archinal	517-861-7918
2 <sup>nd</sup> Alternate		Kelly Van Marter	517-861-7917
<b>Communications and Warning</b>	911 Dispatch	Chad Chewning	810-588-8421
1st Alternate		Joni Harvey	517-715-3683
2 <sup>nd</sup> Alternate		On Duty Supervisor	517-546-9111
<b>Damage Assessment</b>	Assessor	Debra Rojewski	517-376-0978
1st Alternate		Sharon Stone	734-358-6526
2 <sup>nd</sup> Alternate		Laura Mroczka	517-376-0977
<b>Fire Services</b>	Brighton Area Fire Authority	Michael O'Brian	810-459-0116
1st Alternate		Michael Evans	810-360-5363
2 <sup>nd</sup> Alternate		Jim Tester	810-343-2474

<b>Public Health and Human Services</b>	<b>Public Health</b>	<b>Dianne McCormick</b>	<b>517-404-9451</b>
1st Alternate	Deputy Health Officer	Elaine Brown	517-404-1946
2 <sup>nd</sup> Alternate	Emergency Preparedness Coordinator	Ray Porter	517-375-7137
<b>Emergency medical Services</b>	<b>EMS Director</b>	<b>Kevin Wilkinson</b>	<b>517-304-4310</b>
1st Alternate	EMS Supervisor	John Waters	517-404-1158
2 <sup>nd</sup> Alternate	Finance manager	Janine Dunning	517-304-9961
<b>Public Information</b>	<b>Supervisor</b>	<b>William Rogers</b>	<b>586-713-1222</b>
1st Alternate		Michael Archinal	517-861-7918
2 <sup>nd</sup> Alternate		Kelly Van Marter	517-861-7917
<b>Law Enforcement</b>	<b>Livingston County Sheriff</b>	<b>Michael Murphy</b>	<b>517-404-3888(C) 810-991-1445(H)</b>
1st Alternate	Lieutenant	Lynch	517-816-1331(C) 517-546-5174(H)
2 <sup>nd</sup> Alternate	Lieutenant	Sanborn	517-404-8240(C) 810-588-6241(H)
<b>Public Works</b>	<b>MHOG Director</b>	<b>Greg Tatara</b>	<b>810-623-4725</b>
1st Alternate		Dave Miller	810-623-0838
2 <sup>nd</sup> Alternate		Alex Chimpouras	810-588-7900



## Genoa Township

# General Emergency Management Guidelines

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the Genoa Township. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

1. Report to the local Emergency Operations Center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
2. Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
3. Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
4. Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
5. Assists in the development, review and maintenance of the plan and of the County EOP.
6. Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
7. Maintain a list of resources available by the departments/agencies.
8. Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
9. Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
10. Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
11. Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the Municipal Emergency Management Liaison and the County Emergency Management Coordinator.
12. Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
13. Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
14. Make recommendations to the Township Supervisor regarding protective actions.

16. Record significant events and decisions throughout the duration of the emergency, and forward the information to the County Emergency Management Coordinator for logging in MI CIMS.
17. Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.

All emergency response agencies are considered to be available to respond.

## Genoa Township

# Emergency Response Procedures

The following are procedures that Genoa Township conducts and coordinates with the county in response to a local state of emergency.

1. Assure that the municipal emergency response agencies, elected officials and the County Emergency Management Coordinator are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, do so, using the following sequenced guidelines:
  - The Emergency Management Liaison advises the Township Supervisor and coordinates all emergency response actions.
  - The Township Supervisor declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
  - A local state of emergency declaration is forwarded to the county office.
  - **The emergency management liaison activates the emergency operations center. The EOC is located at 2755 Dorr Rd. Brighton MI 48116. If this location is unavailable an alternate location is at Station 31, 615 W. Grand River Brighton MI 48116**
  - Emergency response agencies are notified through telephone, smart messaging, Livingston County Central Dispatch by the Municipal Emergency Management Liaison to report to the EOC.
  - The Township Supervisor directs departments/agencies to respond to the emergency situation in accordance to each agency's functional guidelines indicated in the attachments to this plan.
  - The Township Supervisor issues directives as to travel restrictions on local roads and recommends protective actions from the commanding agency. Protective action recommendations will be based on weather forecasting and if the incident complexity increases due to inability to respond rapidly and with a "ready" supply of resources to mitigate the incident.
  - Notify the public of the situation, through the Public Information Official, and take appropriate actions.
  - Keep the County Emergency Management Coordinator informed of the situation and actions taken.
  - If municipal resources become exhausted or if special resources are needed, request county assistance through the County Emergency Management Coordinator.

4. If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:

Activate the County Emergency Operations Center

- Activate the County Emergency Operations Plan/Emergency Action Guidelines
- Respond with county resources as requested
- Activate mutual aid agreements
- Coordinate county resources with municipal resources
- Notify MSP/EMHSD District Coordinator.
- Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
- Assist the municipality with prioritizing and allocating resources.
- If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Township Supervisor of Genoa Township if the situation occurs solely within the confines of the municipality.
- If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the County Emergency Management Coordinator and Municipal Emergency Management Liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

## Addendum

### Genoa Township

## EMERGENCY ACTION GUIDELINES

The following attachments provide guidelines for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E: Public Information
- Attachment F: Damage Assessment
- Attachment G: Public Works
- Attachment H: Emergency Medical Services
- Attachment I: Human Services

Each agency assigned is responsible for maintaining the guidelines, as well as approving any changes to the guidelines or changes to the official responsible for implementation.

### ATTACHMENT A: Direction and Control

The Township Supervisor, with support from the Emergency Management Liaison and Livingston County Sheriff, is responsible for directing and controlling emergency management operations.

The following guidelines represent a checklist of actions that the Township Supervisor and Liaison must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: County Annex A Direction and Control” to each attachment

#### Functional Guidelines:

1. Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
2. Declare a local state of emergency or disaster and notify the County Emergency Management Office.
3. Generate and disseminate information to the public via the Public Information Officer.
4. Provide for continuity of operations.

5. Activates and maintains the local emergency operations center.
6. Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
7. Maintain record of activity regarding decisions on emergency actions.
8. Review and evaluate assessment data.
9. Maintain liaison with state and federal officials.
10. Coordinate with County officials in response and recovery efforts.
11. Coordinate and conduct information sharing activities to identify potential and enacted WMD or terrorism activities, and mobilize and direct resources in response to such incidents.
12. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
13. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
14. Coordinate with State and federal officials in collecting and sharing terrorism related information.

AGENCY	TITLE OF CONTACT/NAME
Genoa Township	Township Supervisor/ William Rogers

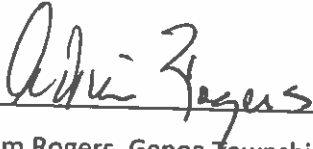
The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Michael Archinal	517-861-7918
Kelly Van Marter	517-861-7917

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE / NAME	AGENCY
Michael Archinal	517-861-7918
Kelly Van Marter	517-861-7917

The Township Supervisor has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



9/26/16

William Rogers, Genoa Township Supervisor

Date

**ATTACHMENT B: Fire Services**

The Brighton Area Fire Authority is responsible for fire service activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex E, Fire Services.

**Functional Guidelines:**

1. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.
2. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency; including assistance to regional specialty teams such as, but not limited to the Regional Response Team or other Technical Response Teams.
3. Coordinates with County EMC and the State of Michigan in the decontamination and monitoring of affected citizens and emergency workers after exposure to CBRNE hazards.
4. Assumes primary responsibility for emergency alerting of the public.
5. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
6. Provides resources for fire services response and rescue operations.
7. Assists in salvage operations and debris clearance.
8. Advises elected officials about fire and rescue activities.
9. Conduct safety analysis of the emergency, inform and recommend corrections to the Township Supervisor.
10. Respond to hazardous materials spills in accordance to the procedures in Appendix 1.
11. Assist in search and rescue operations.

The following agency is responsible for this annex:

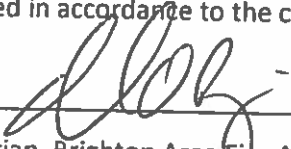
AGENCY	TITLE/ NAME
Brighton Area Fire Authority	Fire Chief / Michael O'Brian



The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Michael Evans	Brighton Area Fire Authority
Jim Tester	Brighton Area Fire Authority

The Brighton Area Fire Authority Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



9/16/16

Mike O'Brian, Brighton Area Fire Authority Chief

Date

**ATTACHMENT B: APPENDIX 1: Fire Services**

**HAZMAT RESPONSE Guidelines**

The Brighton Area Fire Authority is responsible for the response to hazardous materials spills in conjunction with the Livingston County Hazardous Materials Team. Response will be in accordance to the following procedures.

1. Assume incident command upon arrival at the scene.
2. Establish scene security or coordinate with other available agencies to establish scene security.
3. Monitor and evaluate environmental health risks or hazards from hazardous materials releases.
4. Inspect possible sources of contamination.
5. Provide technical assistance and liaison with other appropriate agencies or organizations for the remediation of hazardous waste releases and other contamination sources.
6. Disseminate information to the Emergency Operations Center Public Information Officer on hazardous material releases issues.
7. Makes protective action recommendations based on severity and complexity of incident type.
8. Ensure PPE is appropriate for responders based on incident.
9. Prior to proceeding with cleanup, analyze and evaluate the safety of the spill by a certified Safety Officer/technician.
10. Decontaminate equipment and gear.

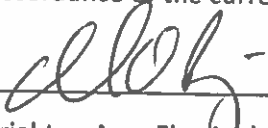
The following agency is responsible for this annex:

AGENCY	TITLE/ NAME
Brighton Area Fire Authority	Fire Chief / Michael O'Brian

The line of succession for representing the HAZMAT services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
BN Chief Fire Marshall (HAFD) Jamil Czubenko	Livingston County HAZMAT
Julie Dailey	Livingston County HAZMAT

The Brighton Area Fire Authority Chief has reviewed and approves the assigned guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.



9/16/16

Mike O'Brian, Brighton Area Fire Authority Chief

Date



**PUBLIC SAFETY**

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Livingston County EOP: Law Enforcement Annex F Public Safety and Security.

Responsible Agency: Livingston County Sheriff's Department

**Public Safety Checklist**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	<b>Response activities</b>
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
*	Implement urban search and rescue capabilities, including animals. (SMALL SCALE)
	Investigate incident and provide intelligence information to county, state and federal officials.
	<b>Transportation</b>
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	<b>Assistance to other agencies</b>
	Assist Warning function in warning the public, when necessary.
	Assist families isolated by the effects of the disaster.

**PUBLIC SAFETY**

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County Sheriff's Department	Sheriff/ Michael Murphy

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Lieutenant/ Lynch	LCSD
Lieutenant/ Sanborn	LCSD

Livingston County Sheriffs Department is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL/ PRINT NAME	DATE
<i>Michael J. Murphy</i> / Michael J. Murphy	8/30/16

## COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex in the Livingston County EOP: County Annex B Communications and Warning.

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Responsible Agency: 911 Dispatch Center

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### Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Communication links</b>
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications include telephone, cell phone, radios, pagers, etc.
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include telephone, cell phone, radios, pagers, etc.)
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	<b>Disaster warning and information</b>
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include sirens.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	<b>Official notification</b>
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

**COMMUNICATIONS AND WARNING**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
911 Dispatch	911 Dispatch Deputy Director/Chad Chewning

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Operations Mgr/ Joni Harvey	911 Dispatch
On duty Dispatch Supervisor	911 Dispatch

Chad Chewning, 911 Dispatch Deputy Director, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL/ PRINT NAME	DATE
 <b>chadchewning</b>	8/29/16



## **ATTACHMENT E: Public information**

The Township Supervisor, is responsible for public information activities.

The following guidelines represent a checklist of actions that the Public Information Official must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex C, Public Information.

### **Emergency Guidelines:**

1. Function as the sole point of contact for the news media and public officials.
2. Collect information from municipal emergency response agencies located in the emergency operations center and other locations.
3. Prepare news releases to be disseminated to the local media.
4. Conduct press tours of disaster area(s) within the community.
5. Establish a **Public Information Center at Genoa Township Hall 2911 Dorr Rd. Brighton Michigan 48116** to become the central point from which news releases are issued unless otherwise announced elsewhere.
6. Establish and maintain contact with the County Public Information Official if the County's Emergency Operations Plan is activated.
7. Coordinate public information activities with the county Public Information Officer if the County Emergency Operations Center is activated.
8. Assist the county in establishing a Joint Information Center (JIC).
9. Assist the county with establishing a Rumor Control Center.
10. Assist the Municipal Emergency Management Liaison in developing and distributing education material on the hazards that face the municipality.
11. Develop and maintain Emergency/Public Information procedures.
12. Maintain a log and file of all information released to the media.



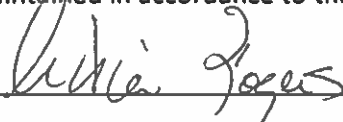
The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Genoa Township	Supervisor/ William Rogers

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Michael Archinal	Genoa Township
Kelly Van Marter	Genoa Township

The Township Supervisor has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



Nov. 21, 2016

William Rogers, Genoa Township Supervisor

Date

**ATTACHMENT F: Damage Assessment**

The Assessing Department is responsible for damage assessment activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex D, Damage Assessment.

**Emergency Guidelines:**

1. Record initial information from first responders such as law enforcement, fire services, and public works.
2. If necessary, activate the damage assessment team which consists of the following agencies:
  - Assessing Department - responsible for public damage assessment.
  - Assessing Department - responsible for individual damage assessment.
3. Provide information to the Municipal Emergency Management Liaison. The Liaison will provide assessment data to the County. The information will be included with the countywide damage assessment data logged through the MI CIMS Damage Assessment Board.
4. If the situation warrants, assist the Township Supervisor with the preparation of a local state of emergency declaration and forward to the County Emergency Management Coordinator.
5. Prepare a request for county assistance in conjunction with the Municipal Emergency Management Liaison.
6. Plot damage assessment information on status boards in the Municipal Emergency Operations Center.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the municipal public information official.

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Genoa Township Assessor's Office	Assessor/ Debra Rojewski

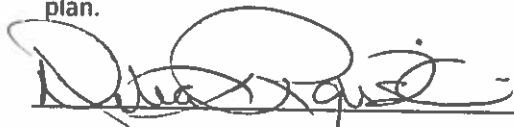
The line of succession for representing the DA function during a response to an emergency or disaster situation is:

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The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Sharon Stone	Genoa Township
Laura Mroczka	Genoa Township

The Assessing Department official has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

  
\_\_\_\_\_

Debra L. Rojewski, MAAO, Genoa Township Assessor

9/14/16

Date

## **ATTACHMENT G: Public Works**

The Brighton Area Fire Authority with the support of the MHOG is responsible for Public Works activities. The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP, Annex J, Critical Infrastructure and Key Resources.

### **Emergency Guidelines:**

1. Maintain transportation routes.
2. If necessary, coordinate activities designed to control the flow of flood water, including sandbagging, emergency diking, and pumping operations.
3. Coordinate travel restrictions/road closures within the municipality.
4. Identify evacuation routes.
5. Assist with traffic control.
6. Assist with access control.
7. Assist with urban search and rescue activities, i.e., persons trapped in damaged buildings or under heavy debris/objects, etc.
8. Assist private utilities with the shutdown and coordination of restoration of gas and electric services.
9. Assist with transportation of essential goods, i.e., food, medical supplies, etc.
10. As necessary, establish a staging area for public works and utilities.
11. Report damage information to the Damage Assessment Team.
12. If necessary, assist with damage surveys for the federal public assistance grant program.
13. If the county Emergency Operations Center is activated, establish and maintain contact with the person representing public works.
14. Notify Law Enforcement of the location(s) of disabled vehicles.

15. Inspect critical infrastructure and other public utilities for safety.

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
MHOG Director	MHOG Director/ Greg Tatara

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Dave Miller	MHOG
Alex Chimpouras	MHOG

The Brighton Area Fire Authority has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

  
 Greg Tatara, MHOG Director

September 14, 2016

Date

## ATTACHMENT G: APPENDIX 1: Public Works

### Hazmat Response Guidelines

1. The Public Works Department will support the Fire Department in response efforts according to the following:
2. Assist the Brighton Area Fire Authority in the cleanup of contaminated soils and transport to appropriate dump sites.
3. Evaluates inland waters conditions and makes recommendations to Brighton Area Fire Authority Chief on response actions.
4. Provides heavy equipment and diking materials to support the Brighton Area Fire Authority's response hazardous materials incidents.
5. Advise the incident commander of any safety concerns.
6. Ensure personnel use adequate personal protection equipment.
7. Decontaminate equipment and gear.
8. Operation and deactivation if necessary, of residential grinder pumps and all waste water collection and treatment systems.
9. Function as the liaison with the operators of the City of Brighton & City of Howell to ensure safety of the water provided, if MHOG is compromised.
10. Facilitate and provide for the services of private equipment/excavation contractors as needed.
11. The Director of MHOG and Utilities has reviewed and approves these guidelines. These will be maintained in accordance to the current standards of the county's emergency plan.

  
Greg Tatar, MHOG Director

September 14, 2016  
Date



**EMERGENCY MEDICAL SERVICES**


The Emergency Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Emergency Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex in the Livingston County EOP: Health and Medical Annex H.

Responsible Agency: Livingston County EMS

**EMERGENCY MEDICAL SERVICES**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Patient care</b>
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	<b>Public health</b>
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.

KEVIN LUSTIGANSON  


EMERGENCY MEDICAL SERVICES

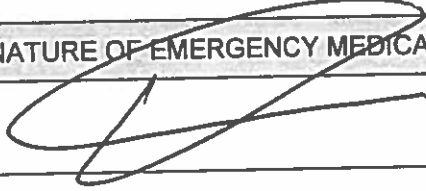
The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County EMS	EMS Director Kevin Wilkinson

The line of succession for representing the Emergency Medical Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
John Waters	Livingston County EMS
Janine Dunning	Livingston County EMS

Kevin Wilkinson, Livingston County EMS Director, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Emergency Medical Services function.

SIGNATURE OF EMERGENCY MEDICAL OFFICIAL/ PRINT NAME	DATE
 K WILKINSON	08/25/16

**PUBLIC HEALTH AND HUMAN SERVICES**

This function is concerned with issues related to the provision of public health and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

Public Health and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the the Livingston County EOP: Annex G, Human Services.

Responsible Agency: Livingston County Health Department

**PUBLIC HEALTH AND HUMAN SERVICES**

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	<b>Disaster-related needs</b>
	Coordinate activities with municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	<b>Protective action</b>
	Provide staff and resources to evaluate open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.
	Pre-identified shelter locations include: See Livingston County Hazard Mitigation Plan (2009), Pages 182 & 183.

**PUBLIC HEALTH AND HUMAN SERVICES**

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County Health Dept	Dianne McCormick

The line of succession for representing the Public Health and Human Services function during a response to an emergency or disaster situation is:

TITLE/ NAME	AGENCY
Deputy Health Officer/ Elaine Brown	Livingston County Health Dept
Emergency Preparedness Coordinator / Ray Porter	Livingston County Health Dept

Dianne McCormick, Livingston County Health Department, is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Human Services function.

SIGNATURE OF PUBLIC HEALTH AND HUMAN SERVICES OFFICIAL/ PRINT NAME	DATE
<i>Dianne McCormick</i>	8/30/16

**Appendix 1**  
**Human Services:**  
**Resources and Support Services**

**SCHOOLS**

Three Fires Elementary School	4125 Crooked Lake Road- Howell School District
Maltby Middle School	4740 Bauer Road- Brighton School District
Hornung Elementary	4680 Bauer Road- Brighton School District
Eastern Michigan University, EMU Brighton	2250 Genoa Business Park Drive
Cleary University/ Livingston Campus	3750 Cleary Drive
Flex Tech High School	7707 Conference Center Dr. Brighton

**SENIOR HEALTH CARE FACILITIES**

Village of Woodland	Senior Housing	7533 Grand River
St. Joseph Mercy Woodland	Heath Care Facility	7575 Grand River
Health Center		

**CRITICAL CARE NON-SCHOOL FACILITIES**

Brighton Cooperative Pre-School	Child Care	4440 Brighton Road
IXL Kids	Child Care	5424 E. Grand River
School Bell	Child Care	7172 W. Grand River

**MAJOR EMPLOYERS**

Wal-Mart	3850 W. Grand River
Meijer Inc.	3883 E. Grand River

**INDUSTRIAL/PARKS AREAS**

Brighton Pines Industrial Park	Dorr road just north of I-96
Sterling Drive Industrial Park Sterling	Drive is on W. side of Dorr Road, just N. of I-96
Euler Road/Pless Dr. Industrial Area	Euler is N. off Grand River in Section 13

Gentech	Grand Oaks Drive
Grand Oaks Industrial Drive	1153-1481 Grand Oaks Dr. (S. of Grand River/N of I-96)
Grand Oaks W. Industrial Park	520-1100 Victory Dr.
Parkway Industrial	Drive Parkway is on the S. side of Grand River in Section 9 near I-96

**HIGH DENSITY HOUSING/MANUFACTURED HOUSING**

Sylvan Glen Mobile Home Estates	6600 E. Grand River	482 Homes
Brighton Village Manufactured Home Community	7500 W. Grand River	196 Homes
Fairlane Estates Mobile Home Park	2195 E. Grand River	60 Homes

**REGULATED DAMS**

Brighton Lake Dam	At South Ore Creek
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**EMERGENCY SHELTERS**

Three Fires Elementary School	4125 Crooked Lake
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**HAZORDUS SUBSTANCE SITES**

Grostick Farm	6875 McClements
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**SEWER AND WATER TREATMENT PLANTS**

Oceola/Genoa Township Sewer Plant	Sewer Treatment Plant	12241 Chilson Road
Lakewood Sewer Plant	Sewer Treatment Plant	Breckenridge Road
Oak Point Sewer Plant	Sewer Plant	Brighton Road
Lake Edgewood Water Plant	Water Treatment Plant	Breckenridge Road
Genoa Twp./Oak Point Water Plant	Water Treatment Plant	Brighton Road

**PUBLIC WORKS**

Livingston County Road Commission	3535 Grand Oaks Drive
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**EMERGENCY SERVICES**

Genoa Township EMS Base	EMS	3577 Grand Oaks Drive
Brighton Area Fire Dept.	Fire Station	2755 Dorr Road
Livingston County East Complex	Government	2300 E. Grand River
Genoa Township Hall	Government	2911 Dorr Road

**APPENDIX 2  
AREA GENERAL COMMUNITY EMERGENCY SERVICES**

COMPANY/ORGANIZATION	Type of service
<p><b>American Red Cross – Mid-Michigan Chapter</b> 1800 East Grand River Ave., Lansing, MI 48909 Phone: 517-484-7461/Fax: 517-484-3799 Serving Clare, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Livingston &amp; Shiawassee Counties Web Site for Emergency Services: <a href="http://www.redcross.org/local/mi/emergency-services">http://www.redcross.org/local/mi/emergency-services</a></p>	<ul style="list-style-type: none"><li>• Emergency food, clothing, temporary shelter and personal care items to disaster victims as needed.</li><li>• Facilitate inquiries from concerned family members outside the disaster area</li><li>• Referrals to agencies for long-term needs</li><li>• Emergency services outside of Michigan</li><li>• Trained volunteers from Michigan are regularly called upon to provide emergency relief throughout</li></ul>
<p><b>Livingston County Office:</b> 1372 West Grand River Ave., Howell, Michigan 48843 Phone: 517-546-0326/Fax: 517-546-0886 Local Contacts: Shirley Jackson/John Boris</p>	
<p><b>American Red Cross – Southeastern Michigan Chapter</b> 100 Mack Avenue, Detroit, Michigan 48201 Phone: 313-833-4440/Fax: 313-833- 4461 Serving Washtenaw, Oakland, Other SE Michigan Counties</p>	
<p><b>Ann Arbor Offices</b> 4624 Packard Road, Ann Arbor, Michigan 48108 Phone: 734-971-5300</p>	
<p><b>F.E.M.A. – LIVINGSTON COUNTY C.E.R.T. PROGRAM (LIVINGSTON COUNTY COMMUNITY EMERGENCY RESPONSE TEAM)</b></p>	<ul style="list-style-type: none"><li>• Local FEMA/CERT Team Services</li></ul>
<p><b>Month and year the CERT Program was started:</b> June 2009 <b>Geographic Area:</b> LIVINGSTON (County) <b>Point of Contact:</b> Bruce Pollock Livingston County CERT Coordinator Livingston County Community Emergency Response Team 300 S. Highlander Way Howell, MI 48843</p>	
<p>(517) 878-0138 (517) 546-5008 <a href="mailto:n8wwx@yahoo.com">n8wwx@yahoo.com</a></p>	
<p><b>CERT Web</b> Site: <a href="http://co.livingston.mi.us/emergencyManagement/Cert.htm">http://co.livingston.mi.us/emergencyManagement/Cert.htm</a></p>	



**DISASTER ASSISTANCE RESPONSE TEAM (D.A.R.T.)**

Mailing Address: DART, Inc., 1211 W. Grand River Ave., Howell, Michigan  
48843

Web Sites: <http://brightonareafire.com/news-events/disaster-assistance-response-team/>

<http://dartliv.org/>

Contact Person: Roy Seifried – Phone: 517-546-0347/E-mail:  
[rstuff8@comcast.net](mailto:rstuff8@comcast.net)

**BELFOR PROPERTY RESTORATION SERVICES – Michigan**

Ann Arbor Area Offices: 2643 East Michigan Avenue, Ypsilanti, Michigan  
48198. Phone: 734-261-7764

Local Contact Person - Belfor Property Restoration Representative:  
Denny Hughes – Business Line: 734-245-4738; Cell Phone 810-623-1059;  
E-mail: [denny.hughes@us.belfor.com](mailto:denny.hughes@us.belfor.com)

Web Site: <https://www.belfor.com/en/us/belfor-usa-offices/michigan>

Emergency Services 24/7 Phone Number: 800-856-3333

- The Livingston County DART is made up of dedicated men and women looking to serve their community. DART provides services by responding to larger incidents and taking care of our first responders. This service provides proper nutrition, warm gloves, and other resources to first responders.
- Web page for services provided:  
<http://dartliv.org/services.html>

- Water Damage
- Fire Damage
- Storm Damage
- Mold Damage
- Recovery Services

**APPENDIX 3  
EMERGENCY RESTORATION DAMAGE SERVICES  
(EQUIPMENT CONTRACTORS)**

**COMPANY/ORGANIZATION**

**BOB MYERS EXCAVATING, INC.**  
8111 Hammel Road, Brighton, Michigan 48116  
Office: 810-231-2044/Fax: 810-231-9790  
Contact Persons:  
Mike Myers – Mobile Phone: 810-217-6350  
Bob Myers – Mobile Phone: 810-217-6359

**Type of service**

- Excavating Services

**BELFOR PROPERTY RESTORATION SERVICES – Michigan**

**Ann Arbor Area Offices:** 2643 East Michigan Avenue, Ypsilanti, Michigan  
48198. Phone: 734-261-7764

Local Contact Person - Belfor Property Restoration Representative:  
Denny Hughes – Business Line: 734-245-4738; Cell Phone 810-623-1059; E-  
mail: [denny.hughes@us.belfor.com](mailto:denny.hughes@us.belfor.com)

- Water Damage
- Fire Damage
- Storm Damage
- Mold Damage
- Recovery Services

Web Site: <https://www.belfor.com/en/us/belfor-usa-offices/michigan>

Emergency Services 24/7 Phone Number: 800-856-3333

**TLS Construction**

5833 Annabette  
Howell, MI 48855  
Phone: 517-404-5590 Contact: [matt@tlsoutdoors.com](mailto:matt@tlsoutdoors.com)

- Excavating Contractor

**Fonson Company Inc.**

7644 Whitmore Lake Rd  
Brighton, MI  
Fax: 810-231-5404 Phone: 81-231-5188  
Contact Person: Peter D. Scodeller (President)-[pete@fonsoninc.com](mailto:pete@fonsoninc.com)

- Grading & Excavating Services

**Young's Environmental Cleanup, Inc.**

G-5305 N Dort Hwy  
Flint, MI 48505  
Fax: 810-789-3606 Phone: 800-496-8647

- Environmental Services

Cromaine District Library  
Regular Board Meeting  
Thursday, October 20, 2016

APPROVED

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson  
Members Absent: None  
Staff Present: Director Marlow, Barbara Rentola, Janice Yaklin  
Guests: Peter Bruder

- I. President Lewis called the meeting to order at 7:03 p.m. in the Community Room of the Cromaine District Library in the Village.
  
- II. **Approval of agenda** Agenda Approval  
Member Black moved to approve the agenda, seconded by Member Cafmeyer. Passed unanimously.
  
- III. **Approval of Consent Agenda** Consent Agenda Approval  
Member DeRosier moved to approve the consent agenda, seconded by Member Cafmeyer. Passed unanimously.
  - A. Approval of 9/15/16 regular meeting minutes.
  - B. Acknowledge receipt of the September Financial Reports and payment of September invoices totaling \$69,171.81 and payroll obligations totaling \$64,868.68.
  - C. Director's Report
  - D. Committee Reports

Community Relations	October 10
Personnel Committee	October 4
Planning Committee	October 5
Finance Committee	October 12
  
- IV. **Call to the Public:** Call to the Public  
The call to the public had no response, other than hellos.
  
- V. **Director's Report Update** – The Director shared the following verbally: Director's Update  

Volunteers gave 252.75 hours last month; 202 by adults. Cromaine has had so many teens volunteer for the school year that, at this time, no more applications can be accepted. The teens REGULARLY appear, complete lots of tasks, do an incredible job on bulletin boards, and, in general, are very helpful.

Cromaine has again accepted a Hartland High School work-study intern for this fall semester. It is a good way for young people to develop work habits with a job coach from the schools and it enables some of the less exciting tasks, like shelving magazines, to get accomplished.

The first Construction Committee meeting was held October 19. This group is led by Gene Ferrera, Project Manager, and includes Dan Whisler, Library Director, Scott, Tom Aguilaro, and whatever contractors, engineers, or others

need to be present to get clarification or assist in decision-making. This meeting included Mike Craig, Rewold's Engineer, who has been working with all of the submittals. The minutes from that meeting were forwarded to the Planning Committee. If the rest of the trustees would also like to receive them, please let the Director know. (Most do want them, so they will be sent to all.) The group meets every two weeks.

The Director met two weeks ago and again today with Dan Whisler to discuss finishes, including wall paint, flooring, cabinetry colors and patterns. Dan and Jennifer Michalski, the Daniels and Zermack Interior Design person for this project, have met with the Youth staff and the teens on the Teen Advisory Board. Color palette and general finishes, plus the design of the spaces were presented, discussed, and adjusted based on those meetings. The Library Director has final say on all of the finishes. Shortly, a presentation board will be prepared and Dan and/or Jennifer will present to the Planning Committee and then to the Board of Trustees, possibly in November, but definitely by December.

One design decision that came up today and which the Director and Scott want the Board's input: The windows that have been specified have fixed muntins on both the interior and exterior of the glass. They most closely resemble the windows in the 1927 building. The Director has concern about the long-term maintenance of cleaning windows with fixed muntins, particularly at the height of the second story, including the upper rectangle, on the north and east sides of the building. We do not currently contract out that work. There are no muntins on the exterior currently. Exterior glass is cleaned twice per year. Interior glass, especially on the second floor, is cleaned four to six times per year, and the muntins can and often are removed for that, since the muntins are not fixed to the glass and lots of streaking happens. Aesthetically, fixed exterior and interior muntins will be more attractive – no shadow line. They may also have a small increase in energy efficiency, although it won't be as noticeable, since the greatest increase in energy efficiency will come from the new, much better windows. However, windows that do not have an exterior muntin and that have a removable interior muntin will be less costly to maintain in the long run. How important is the aesthetic difference compared to the long-term maintenance ease? The windows without fixed muntins may be slightly less expensive. Whatever we specify for the addition will be used to replace the 1980 windows when that project is possible. The board's consensus was to have no exterior muntins and muntins which can be removed on the interior, if possible.

Today's Halloween costume exchange saw some interesting usage. This event originated when Village Elementary was no longer able to store leftover costumes from year to year and suggested to Cromaine that a multi-school event be held. It was an exchange – bring one, get one – the first two years. This year the event started with nearly 10 boxes of leftover costumes. Rather than hold it at the end of school day on Friday, with few attending, the event was held on the second floor, during Toddler Story time. When costumes were being donated, but none taken, Jennifer Roth decided to make it a costume giveaway and to continue it throughout the day. These changes were shared on social media. This afternoon, one dad came in, asked if he needed to have something to exchange (which he didn't), and went away with costumes for

each of his five kids. Another parent whose basement flooded this past weekend (where the costumes were stored) walked away with costumes for six kids. A grandmother picked up dress-up costumes for her grandson. Being able to respond to what is really needed by the community is one of the terrific ways Cromaine staff serves.

As of the Construction Committee meeting of October 19, it looks like two closings of the Village Library will be needed. One is needed to disconnect the transformer. It has been determined that it has sufficient capacity to meet the needs of the existing and new building, but it must be leveled. DTE has decided it is not their transformer; Cromaine owns it, so it is Cromaine's responsibility to get that work done. DTE, however, has to be scheduled to turn the power off at the street. Their availability for this one day closure will determine the date. I have asked that, if possible, it be a Friday, which would be the shortest closure, although Crossroads would not be open to provide services.

The longer closure is planned for March 3-4-5-6, 2017, a Friday-Monday period. This is to dismantle the existing air handling equipment. It will be removed, not through the roof, but through the door and out the main entrance of the library. The contractor volunteered to do this over a weekend. The firm date will not be determined until mid-February. Once the air handling equipment is removed, the library will use temporary heating for one to two months.

Closures of sections of the library will be likely to permit the fire suppression installation. The most problematic of this is likely to be in the second floor Youth area. While the firm will begin work at 6:00 am in order to disrupt the public hours as little as possible, actually closing off areas will be needed for public safety. The Director asked that, if permits are finalized, the week of November 28 be considered for the installation in the Youth area. The actual dates and where the closings are happening will be communicated as much as possible, as early as possible to the staff and public.

Three recent donors have made note on their contributions that the gift is to "celebrate the addition going forward." One is a regular donor, one an infrequent but generous donor, and one brand new.

Cromaine's Call Me Ishmael selections and phone location were recently featured photographically in the global newsletter for Call Me Ishmael users, as reported by Emma Olmstead-Rumsey, Adult Services Librarian.

President Lewis invited questions for the director and comments. Member Oemke reported about the Friends of Cromaine quarterly meeting held October 18. She noted that the Director delivered her report which was well-received and the 2017 wish list which may have been shocking. The Friends will consider the wish list in January. The Director noted that she usually needs to call and find out the results of their consideration and usually the wish list is fully approved. President Lewis said that the wish list looks like it's half the customary. The Director said that usually the wish list is about \$10,000 and this one is \$6,000 because the next Big Read is not until 2018. But the wish list of equipment and furnishings at \$23,650 is out of the ordinary. On the other hand, the Friends have \$33,000 in the bank and have been saving to fund a building project like this for some time.

**VI. Discussion**

**A. Review of 1<sup>st</sup> Quarter Statistics**

President Lewis said, "kind of depressing" and invited other comments. Discussion followed about wireless usage, circulation and library card renewals. The Director will find out if online and phone system renewals count in circulation. Staff is already pursuing some way to count wireless usage, particularly in light of the report from Christine Lind Hage at the Livingston County Directors and Trustees meeting on October 19. There, she reported that at Rochester Hills Public library saw an increase of 274% in wireless usage between 2012 and 2016.

Review of 1<sup>st</sup>  
Quarter Statistics

**B. Presentation of Annual Report for 2015-2016**

President Lewis said "All the warm and fuzzy is lovely to read." Member Thompson said, "Staff, Director and Trustees - Nice job." There were no other comments.

2015-2016  
Annual Report

**C. Strategic Plan VISION 2020: Crossroads Additional Closing**

The recommendation was discussed in each of the board committee meetings. President Lewis believes the trustees have reached a consensus that the hours should be reduced due to lower usage and the move to close Crossroads permanently. The Director distributed the draft signage, bookmarks, and Q&A for staff and trustees to use. Member DeRosier expressed concern about how to get the message out. She urges that a big splash in Community Life is needed. The Director noted that it is too late for the November issue, but the December issue using the new Ignite template will include this information. Member DeRosier wants to be sure it is communicated widely. The Director will send a release to the customary media, but as seen recently in the reporting about the success of Hartland's soccer team, compared to Brighton's, Hartland tends not to get as much coverage. Every effort will be made to communicate the change of hours as thoroughly as possible as well as the closing date for the branch.

Strategic Plan  
VISION 2020

**D. Policy 1010 – Cooperation with Libraries & Other Organizations (Planning); Policy 6001 – Fund Balance (Finance); Policy 6002 – Revenue Distribution & Fund Accounting (Finance); Policy 6003– Fixed Assets (Finance); Policy 6004 – Gifts to the Library (Finance)**

There were no suggested revisions to the policies at the Committee meetings or at this meeting.

Policy Review

**E. Closing Calendar 2017**

There were no questions on the closing calendar for 2017. President Lewis noted that July 4 is in the middle of the week this year.

Closing Calendar  
2017

**VII. Decision**

**A. 2016-13 Resolution to Revise Improvement Fund Budget for 2015-16 Audit Transfer**

Member Sargent moved to approve Resolution 2016-13, Revise Improvement Fund Budget for 2015-16 Audit Transfer, Member Thompson

Resolution  
2016-13

seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson Nays: None APPROVED

**B. Resolution(s) to Revise Policies (as warranted)**

There were no revisions to policies warranting a decision.

**C. Motion to Approve Closing Calendar of 2017**

Member Cafmeyer moved to approve the Library Closing Calendar for 2017 as presented, seconded by Member Sargent. PASSED UNANIMOUSLY.

Motion of Approve 2017 Closing Calendar

**VIII. Information**

Upcoming meeting dates include:

Upcoming Meeting Dates

Nov 2	Planning Committee Meeting, 6:30 pm, Director's Office
Nov 3	Personnel Committee Meeting, 6:30 pm, Director's Office
Nov 7	Community Relations Committee Meeting, 10 am, Crossroads
Nov 9	Finance Committee, 4:00 pm, Director's Office
Nov 17	Board of Trustees meeting, 7:00 pm Village Community Rm

**IX. Agenda Items for Next Meeting**

- Strategic Plan VISION 2020

Items for Next Meeting

**X. Call to the Public:**

Peter Bruder said that he agrees with the decision to omit exterior mullions on the windows.

Janice Yaklin thanked the board for all they do.

The board discussed carpooling for the upcoming MLA conference attendance. The Director thanked Kate DeRosier and Paul Black for attending Hartland's State of the Township Address on Monday October 17. She was unable to attend. Member DeRosier represented Cromaine, along with Jan Sifferman of the schools and Katie Chuba of the Chamber of Commerce, in the presentation of the Volunteer of the Year to Dougie Fontaine.

Public Call

**XI. Adjournment:**

Motion by Member Thompson, seconded by Member Black to adjourn at 8:12 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY  
Cromaine District Library Board

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 9/15/16 Proposed Regular Meeting Minutes
- September 2016 Financial Reports & Checks Issued Totals
- September 2016 CDL Investment Performance Report
- Director's Report 10/20/16
- Comments from the Community September 2016
- CDL Statistics for September 2016 & updated CDL 4-year Circulation Graph
- Community Relations Committee Minutes, 10/10/16
- Finance Committee Action/Decision List, 10/12/16
- Personnel Committee Meeting Minutes, 10/4/16
- Planning Committee Meeting Minutes, 10/5/16
- First Quarter Statistics with Director's Memo
- DRAFT 2017 Library Closing Calendar
- Resolution 2016-13, Amending the Improvement Fund Budget for FY 2016-2017
- Director's Report to the Friends, October 2016 & 2017 Wish List
- Shared by the Library Director in her quarterly presentation to the Hartland Area Chamber of Commerce Board of Directors, Tuesday, September 13, 2016
- Draft *Crossroads Hours Change* Flyer
- Draft *Crossroads Hours Change* Bookmark
- Draft *Further Reduction of Crossroads' Hours; Closing Date Talking Points*
- *Board & Administrator*, October 2016





# Liv.Co **UPDATE**

Monthly News from the  
Livingston County Commissioners



December 2016



## Livingston County Board of Commissioners

District 1 - Kate Lawrence  
**(Board Chairwoman)**

District 2 - William Green

District 3 - David J. Domas

District 4 - Ronald VanHouten

District 5 - Donald S. Parker

District 6 - Steven E. Williams

District 7 - Carol S. Griffith  
**(Board Vice-Chairwoman)**

District 8 - Dennis L. Dolan

District 9 - Gary Childs

## Upcoming Meetings

12/5/2016 - General Government &  
Health & Human Services at 7:30 PM

12/7/2016 - Finance at 7:30 AM

12/12/2016 - Full Board at 7:30 PM

12/14/2016 - Parks & Open Spaces at  
8:30 AM

12/17/2015 - Full Board at 7:30 PM

12/19/2016 - Legislative Committee at  
6:30 PM followed by Infrastructure &  
Development & Public Safety at 7:30  
PM

12/21/2016 - Finance at 7:30 AM  
followed by Personnel Committee  
at 8:30 AM

12/27/2016 - Full Board at 7:30 PM

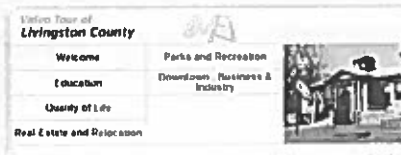
*"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside, and recreate in Livingston County."*

## Livingston County Bids Farewell to Sally Reynolds

The end of 2016 will bring a significant change to the Register of Deeds' office. Sally Reynolds has worked in the Register of Deeds office for 37 years and will be retiring at the end of this year. Sally ran successfully for the position of Register of Deeds in 2004 and was re-elected in 2008 and 2012. Her years of dedicated service and commitment as Livingston County's Register of Deeds have not gone without recognition. Sally was recently named "The Outstanding Register of Deeds for 2016" by the Michigan Society of Professional Surveyors. Livingston County thanks Sally for all that she has done to contribute to the growth and success of the County and wishes that health and happiness abound for her as she enters into the phase of much deserved retirement. Brandon Denby will replace Sally as Register of Deeds starting in January 2017. Livingston County warmly welcomes Brandon and will feature him in a future newsletter.



## Livingston County Showcase Videos



Did you know that you can take a video tour of Livingston County right at the bottom of the [www.livgov.com](http://www.livgov.com) home page?

These engaging videos were created in 2012, and Livingston County has just approved an agreement with CGI Communications, Inc. to create an updated series of professionally produced showcase videos. The videos aim to promote tourism, educate new residents and families, and attract new businesses to our area. In addition to creating the videos, CGI will also ensure that they are easily viewable on the County's official website even when browsing on a mobile device.

## Resolutions Passed by the Board of Commissioners & Appointments

- The job reclassification of a District Court Probation Officer to Lead Probation Officer has been approved.
- An agreement between the Livingston County Health Department and the Michigan Department of Environmental Quality (MDEQ) to conduct environmental health related services has been approved.
- A previously passed resolution was amended to allow the Treasurer to move forward with the process of accepting online payment for delinquent taxes.
- A budget amendment was approved for the remodeling of the Sheriff's Administrative Offices. Renovation of the offices will include painting, new ceiling tie, carpet, lighting and office furniture.
- A third quarter budget amendment to the fiscal year 2016 budget was authorized. A few of the adjustments involved in the amendment included an increase to DPW contracted services for the collection of Household Hazardous Waste, increase to Building Inspection's contracted services for the authorized purchase of permitting software, and adjustment to actuals for the Airport's operating supplies, gas/oil, facility services, and equipment repair that is offset by an increase in revenue for fuel sales.
- Modifications were adopted for the Non-Union Employees, Elected Officials, and Judges benefit plans for fiscal year 2017.
- The agreement reached between the Livingston County Courts, the Livingston County Board of Commissioners, and the Michigan Association of Public Employees representing Court employees has been approved.
- The 2017 Livingston County Budget has been adopted.
- A correction to the Apportionment report reflecting additions of the millages approved in the November 8th election was accepted.
- The Livingston County Trial Courts have been authorized to apply for the Department of Health and Human Services Substance Abuse and Mental Health Services Administration Grant for 2017. The grant would provide funding for staffing, treatment, testing, training, and other program-related expenses necessary to operate the Livingston County Adult Drug Treatment Court.
- A contract extension with North Eastern Uniform & Equipment, Inc. for uniforms for the Sheriff's Department, EMS, and Central Dispatch has been approved.
- Don Tinson II and Rob Roberts have been appointed to representative seats on the Sanitary Code Board of Appeals with terms expiring September 30, 2020.
- Ronald Van Houten has been appointed to a representative seat on the Livingston County Foundation Board of Directors with a term expiring on December 31, 2020.

*Please Note:* The Liv.Co Update highlights a portion of resolutions and work completed by the Livingston County Board of Commissioners. Please refer to the Board's meeting minutes for more information regarding specific resolutions. To be redirected to the Board's Meeting Minutes, please click [here](#) or visit [www.livgov.com](http://www.livgov.com).



## Polly

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**From:** Donna <djphelps@tdphelps.com>  
**Sent:** Wednesday, November 30, 2016 7:55 PM  
**To:** Polly  
**Subject:** Voter Registration Deactivation Request

Hi Polly -

My husband and I recently (2 weeks ago tomorrow) moved out of state.

I talked to someone at the main desk there on 11/16 (by phone) about taking my husband and me off the registered voter lists for Michigan/Genoa Township. I was told that when we registered to vote in Wisconsin, that whoever registered us in Wisconsin would send the information over to Michigan which would pull us off the lists in Genoa Township. Well, we registered to vote this afternoon in Wisconsin and I asked about that and how it would happen - just to make sure that it would. They said they do NOT have that ability, that only within the state of Wisconsin can they pull voters off another municipality's voter list.

SO... please make sure that we are NOT registered to vote in Michigan any longer. We officially moved on 11/17/16 when we sold our house and moved out of state.

We were registered as:

Thomas Andrew Phelps

and

Donna Jean Phelps

(formerly at) 4470 Clifford Road

Brighton, MI 48116

(former phone number 810-227-8334, now inactive, though possibly going to a Comcast VM but never to be heard by us)

We are currently registered (and now reside) at:

880 Garden Dr Apt 98

Sun Prairie, WI 53590-4169

Phone 608-318-1119

Let us know if there are any questions, or if there's anything else we need to do to make sure that this has happened.

You might also put the above address information in your files in case there is anything else that the Genoa Township Office needs to send us (or get hold of us) for any reason.

—Donna and Tom

**Donna Phelps**

[djphelps@tdphelps.com](mailto:djphelps@tdphelps.com)

and

**Thomas A Phelps**

[taphelps@tdphelps.com](mailto:taphelps@tdphelps.com)