

GENOA CHARTER TOWNSHIP BOARD

**January 3, 2017
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: December 5, 2016

Approval of Regular Agenda:

3. Request for approval of a Performance Resolution for Government Agencies required for work permits in MDOT right-of-way.
4. Request for approval of a demolition contract for 692 Red Oaks in the amount of \$5,000.
5. Request to enter into closed session to discuss pending litigation pursuant to MCL 15.268 § 8 (e).

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: January 3,2017

| | |
|--------------------------------------------------|---------------------|
| TOWNSHIP GENERAL EXPENSES: Thru January 3 , 2017 | \$281,743.53 |
| December 16 , 2016 Bi Weekly Payroll | \$79,920.01 |
| December 30, 2016 Bi Weekly Payroll | \$81,092.55 |
| December 30, 2016 Quarterly Payroll | \$5,201.08 |
| December 30, 2016 Monthly Payroll | \$6,245.22 |
| OPERATING EXPENSES: Thru January 3 , 2017 | \$260,103.94 |
| TOTAL: | <u>\$714,306.33</u> |

| Check Date | Check | Vendor Name | Amount |
|------------------------------------|-------|----------------------------------------------|------------|
| Bank FNBCK CHECKING ACCOUNT | | | |
| 12/01/2016 | 33315 | MASTER MEDIA SUPPLY | 16.34 |
| 12/01/2016 | 33316 | MMRMA | 13,134.35 |
| 12/02/2016 | 33317 | APEX SOFTWARE | 705.00 |
| 12/02/2016 | 33318 | DTE ENERGY | 890.27 |
| 12/02/2016 | 33319 | GENOA OCEOLA NEW USER | 2,635.94 |
| 12/02/2016 | 33320 | GENOA TOWNSHIP L/E W. WATER DEBT | 666.73 |
| 12/02/2016 | 33321 | GENOA TWP - CURRENT TAX FUND | 813.72 |
| 12/02/2016 | 33322 | IRON MOUNTAIN | 35.00 |
| 12/02/2016 | 33323 | JESSICA BUTTERMORE | 19.17 |
| 12/02/2016 | 33324 | LIVINGSTON COUNTY CLERK | 4,273.66 |
| 12/02/2016 | 33325 | LIVINGSTON COUNTY CLERK | 4,201.10 |
| 12/02/2016 | 33326 | VERIZON WIRELESS | 271.25 |
| 12/06/2016 | 33327 | CONTINENTAL LINEN SERVICE | 113.43 |
| 12/06/2016 | 33328 | DELUXE FOR BUSINESS | 83.98 |
| 12/06/2016 | 33329 | KELLY VANMARTER | 54.20 |
| 12/06/2016 | 33330 | LSL PLANNING, INC. | 1,095.40 |
| 12/06/2016 | 33331 | MASTER MEDIA SUPPLY | 284.94 |
| 12/06/2016 | 33332 | PERFECT MAINTENANCE CLEANING | 565.00 |
| 12/06/2016 | 33333 | PRINTING SYSTEMS | 204.72 |
| 12/06/2016 | 33334 | RIZZO ENVIRONMENTAL SERVICES | 79,314.80 |
| 12/06/2016 | 33335 | UNUM PROVIDENT | 2,745.82 |
| 12/07/2016 | 33336 | COOPER'S TURF MANAGEMENT | 60.00 |
| 12/07/2016 | 33337 | DTE ENERGY | 72.97 |
| 12/07/2016 | 33338 | ETNA SUPPLY COMPANY | 6,000.00 |
| 12/07/2016 | 33339 | GORDON FOOD SERVICE | 295.38 |
| 12/07/2016 | 33340 | NETWORK SERVICES | 100.00 |
| 12/09/2016 | 33341 | APPLIED IMAGING | 204.94 |
| 12/09/2016 | 33342 | BRIGHTON AREA CHAMBER OF COMM | 200.00 |
| 12/09/2016 | 33343 | COMCAST | 326.45 |
| 12/09/2016 | 33344 | DEBRA ROJEWSKI | 62.37 |
| 12/09/2016 | 33345 | GREATLAND CORPORATION | 177.57 |
| 12/09/2016 | 33346 | LIVINGSTON COUNTY CLERK | 6.13 |
| 12/09/2016 | 33347 | SPIRIT OF LIVINGSTON | 64.80 |
| 12/09/2016 | 33348 | TAMMY LINDBERG | 137.26 |
| 12/13/2016 | 33349 | BLUE CROSS & BLUE SHIELD OF MI | 29,570.88 |
| 12/14/2016 | 33350 | AMERICAN AQUA | 272.80 |
| 12/14/2016 | 33351 | BLUE CROSS & BLUE SHIELD OF MI | 28,745.44 |
| 12/14/2016 | 33352 | BULLSEYE TELECOM | 382.23 |
| 12/14/2016 | 33353 | CONSUMERS ENERGY | 294.54 |
| 12/14/2016 | 33354 | KERN CONTRACTING LLC | 500.00 |
| 12/14/2016 | 33355 | NETWORK SERVICES | 467.50 |
| 12/14/2016 | 33356 | SEWARD PECK & HENDERSON PLLC | 6,217.95 |
| 12/16/2016 | 33357 | AT&T | 177.45 |
| 12/16/2016 | 33358 | DTE ENERGY | 83.63 |
| 12/16/2016 | 33359 | EHIM, INC | 4,135.74 |
| 12/16/2016 | 33360 | HUBBELL, ROTH & CLARK, INC | 1,130.00 |
| 12/16/2016 | 33361 | VERIZON | 373.13 |
| 12/16/2016 | 33363 | UNUM PROVIDENT | 2,963.18 |
| 12/20/2016 | 33364 | DYKEMA GOSSETT PLLC | 98.00 |
| 12/20/2016 | 33365 | ETNA SUPPLY COMPANY | 3,645.00 |
| 12/20/2016 | 33366 | IMAGE 360 | 150.00 |
| 12/20/2016 | 33367 | MASTER MEDIA SUPPLY | 235.67 |
| 12/20/2016 | 33368 | PRESS & ARGUS | 140.00 |
| 12/20/2016 | 33369 | US BANK EQUIPMENT FINANCE | 1,832.10 |
| 12/22/2016 | 33370 | CHASE CARD SERVICES | 722.27 |
| 12/22/2016 | 33371 | COMCAST | 161.44 |
| 12/22/2016 | 33372 | NETWORK SERVICES | 45.00 |
| 12/22/2016 | 33373 | PANERA BREAD | 220.59 |
| 12/22/2016 | 33374 | RIZZO ENVIRONMENTAL SERVICES | 79,302.30 |
| 12/22/2016 | 33375 | | 0.00 |
| | | Void Reason: PRINTED REPORT ON CHECK STOCK | |
| 12/22/2016 | 33376 | | 0.00 |
| | | Void Reason: PRINTED REPORT ON CHECK STOCK | |
| 12/22/2016 | 33378 | LIVINGSTON COUNTY CLERKS ASSOC | 44.00 |
| 12/30/2016 | 33377 | | 0.00 |
| | | Void Reason: PRINTED PAYROLL CHECK ON CHECK. | |
| FNBCK TOTALS: | | | |
| Total of 63 Checks: | | | 281,743.53 |
| Less 3 Void Checks: | | | 0.00 |
| Total of 60 Disbursements: | | | 281,743.53 |

Check Register Report For Genoa Charter Township
For Check Dates 12/16/2016 to 12/16/2016

Bi Weekly

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------------------|-------|--------------|--------------------------|-----------------------|-----------------------|----------------|--------|
| 12/16/2016 | FNBCK | EFT49 | FLEX SPENDING (TASC) | 1,035.09 | 1,035.09 | 0.00 | Open |
| 12/16/2016 | FNBCK | EFT50 | INTERNAL REVENUE SERVICE | 19,832.32 | 19,832.32 | 0.00 | Open |
| 12/16/2016 | FNBCK | EFT51 | PRINCIPAL FINANCIAL | 1,525.00 | 1,525.00 | 0.00 | Open |
| 12/16/2016 | FNBCK | EFT52 | PRINCIPAL FINANCIAL | 2,179.72 | 2,179.72 | 0.00 | Open |
| Totals: | | | | 24,572.13 | 24,572.13 | 0.00 | |
| | | | | Number of Checks: 004 | Dir. Dep. | | |
| Total Physical Checks: | | | | | 52,649.98 | | |
| Total Check Stubs: | | | | 4 | | | |

\$77,222.11
CK# 12513
2697.90
\$79,920.01

Check Register Report For Genoa Charter Township
For Check Dates 12/16/2016 to 12/16/2016

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------------------|-------|--------------|-------------------------|-------------|-----------------------|----------------|--------|
| 12/16/2016 | FNBCK | 12511 | < Check added as Void > | 0.00 | 0.00 | 0.00 | Void |
| 12/16/2016 | FNBCK | 12513 | ROGERS, WILLIAM C | 3,595.60 | 2,697.90 | 0.00 | Open |
| Totals: | | | | 3,595.60 | 2,697.90 | 0.00 | |
| Total Physical Checks: | | | | 2 | | | |
| Total Check Stubs: | | | | | | | |

Payroll ID: 18

Pay Period End Date: 12/31/2016 Check Post Date: 12/30/2016 Bank ID: FNBCK

Bi Weekly

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

| Pay Code Id | Hours | OT Hours | Cur. Amnt. | YTD Amnt.* | Ded/Exp Id | Cur. Amnt. | YTD Amnt.* |
|-----------------|--------|----------|------------|-------------|-------------|------------|------------|
| CELL PHONE REIM | 0.00 | 0.00 | 58.50 | 760.50 | FITW | 760.73 | 9,874.13 |
| IN LIEU MED INS | 0.00 | 0.00 | 356.67 | 4,636.71 | MEDICARE_EE | 78.41 | 1,055.82 |
| LONGEVITY | 0.00 | 0.00 | 0.00 | 1,000.00 | MIPF | 83.33 | 1,083.29 |
| PP PER DIEM | 0.00 | 0.00 | 0.00 | 3,720.00 | ROTH | 500.00 | 1,400.00 |
| SALARY | 173.33 | 0.00 | 4,366.66 | *56,765.86* | SITW | 191.19 | 2,395.71 |
| TRUSTEE - DIEM | 4.00 | 0.00 | 768.00 | 7,776.00 | SOCSEC_EE | 335.29 | 4,514.55 |

| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD | Dir. Dep. |
|-----------------------|------------------|------------------|---------------------|---------------|-----------|
| 5,549.83 | 0.00 | 1,948.95 | 3,600.88 | 74,659.07 | 3,600.88 |

Check Register Report For Genoa Charter Township
For Check Dates 12/30/2016 to 12/30/2016

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------|-------|---------------------------|--------------------------|-------------|-----------------------|----------------|---------|
| 12/30/2016 | FNBCK | EFT53 | FLEX SPENDING (TASC) | 83.33 | 83.33 | 0.00 | Open |
| 12/30/2016 | FNBCK | <i>Monthly</i> EFT54 | INTERNAL REVENUE SERVICE | 2,111.01 | 2,111.01 | 0.00 | Open |
| 12/30/2016 | FNBCK | <i>12/30/16</i> EFT55 | PRINCIPAL FINANCIAL | 450.00 | 450.00 | 0.00 | Cleared |
| 12/30/2016 | FNBCK | EFT60 | FLEX SPENDING (TASC) | 1,037.66 | 1,037.66 | 0.00 | Open |
| 12/30/2016 | FNBCK | <i>Bi Weekly</i> EFT61 | INTERNAL REVENUE SERVICE | 19,634.31 | 19,634.31 | 0.00 | Open |
| 12/30/2016 | FNBCK | <i>12/30/16</i> EFT62 | PRINCIPAL FINANCIAL | 1,475.00 | 1,475.00 | 0.00 | Open |
| 12/30/2016 | FNBCK | EFT63 | PRINCIPAL FINANCIAL | 2,179.72 | 2,179.72 | 0.00 | Open |

Totals: Number of Checks: 007 ~~26,971.03~~ ~~26,971.03~~ 0.00

Total Physical Checks:

Total Check Stubs: 7

24,326.69
+ 56,765.86
81,092.55

Payroll ID: 17

Pay Period End Date: 12/31/2016 Check Post Date: 12/30/2016 Bank ID: FNBCK

Quarterly

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

| Pay Code Id | Hours | OT Hours | Cur. Amnt. | YTD Amnt.* | Ded/Exp Id | Cur. Amnt. | YTD Amnt.* |
|-----------------|-------|----------|------------|------------|-------------|------------|------------|
| BOARD OF REVIEW | 0.00 | 0.00 | 0.00 | 550.00 | FITW | 30.95 | 427.73 |
| PC CHAIR | 6.00 | 0.00 | 1,068.00 | 4,272.00 | MEDICARE_EE | 82.86 | 531.65 |
| PLANNING MINUTE | 2.00 | 0.00 | 300.00 | 1,350.00 | SITW | 42.95 | 212.31 |
| PP PER DIEM | 8.00 | 0.00 | 1,344.00 | 7,920.00 | SOCSEC_EE | 354.16 | 2,273.18 |
| TRUSTEE - DIEM | 0.00 | 0.00 | 0.00 | 11,916.00 | | | |
| ZBA CHAIR | 3.00 | 0.00 | 534.00 | 2,136.00 | | | |
| ZBA MINUTES | 3.00 | 0.00 | 450.00 | 1,800.00 | | | |
| ZBA PER DIEM | 12.00 | 0.00 | 2,016.00 | 6,720.00 | | | |

| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD | Dir. Dep. |
|-----------------------|------------------|------------------|---------------------|---------------|-------------------------------|
| 5,712.00 | 0.00 | 510.92 | 5,201.08 | 36,664.00 | 4,270.21 + 930.87 = \$5201.08 |

Check Register Report For Genoa Charter Township

For Payroll ID: 17 Check Date: 12/30/2016 Pay Period End Date: 12/31/2016

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------------------|-------|--------------|----------------------|-----------------------|-----------------------|----------------|--------|
| 12/30/2016 | FNBCK | 12514 | GRAJEK, CHRISTOPHER | 336.00 | 310.29 | 0.00 | Open |
| 12/30/2016 | FNBCK | 12515 | MCCREARY, MARIANNE S | 504.00 | 465.44 | 0.00 | Open |
| 12/30/2016 | FNBCK | 12516 | MCMANUS, JOHN | 168.00 | 155.14 | 0.00 | Open |
| Totals: | | | | | | | |
| | | | | Number of Checks: 003 | 1,008.00 | 930.87 | 0.00 |
| Total Physical Checks: | | | | 3 | | | |
| Total Check Stubs: | | | | | | | |

Check Register Report For Genoa Charter Township
For Check Dates 12/30/2016 to 12/30/2016

monthly

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------|-------|-----------------------|---------------------------------------------------|-------------|-----------------------|----------------|--------|
| 12/30/2016 | FNBCK | EFT53 | FLEX SPENDING (TASC) | 83.33 | 83.33 | 0.00 | Open |
| 12/30/2016 | FNBCK | EFT54 | INTERNAL REVENUE SERVICE <i>monthly/quarterly</i> | 2,111.01 | 2,111.01 | 0.00 | Open |
| 12/30/2016 | FNBCK | EFT55 | PRINCIPAL FINANCIAL | 450.00 | 450.00 | 0.00 | Open |
| Totals: | | | | | | | |
| | | Number of Checks: 003 | | 2,644.34 | 2,644.34 | 0.00 | |

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 18

Pay Period End Date: 12/31/2016 Check Post Date: 12/30/2016 Bank ID: FNBCK

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

| Pay Code Id | Hours | OT Hours | Cur. Amnt. | YTD Amnt.* | Ded/Exp Id | Cur. Amnt. | YTD Amnt.* |
|-----------------|--------|----------|------------|------------|-------------|------------|------------|
| CELL PHONE REIM | 0.00 | 0.00 | 58.50 | 760.50 | FITW | 760.73 | 9,874.13 |
| IN LIEU MED INS | 0.00 | 0.00 | 356.67 | 4,636.71 | MEDICARE_EE | 78.41 | 1,055.82 |
| LONGEVITY | 0.00 | 0.00 | 0.00 | 1,000.00 | MIPF | 83.33 | 1,083.29 |
| PP PER DIEM | 0.00 | 0.00 | 0.00 | 3,720.00 | ROTH | 500.00 | 1,400.00 |
| SALARY | 173.33 | 0.00 | 4,366.66 | 56,765.86 | SITW | 191.19 | 2,395.71 |
| TRUSTEE - DIEM | 4.00 | 0.00 | 768.00 | 7,776.00 | SOCSEC_EE | 335.29 | 4,514.55 |

| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD |
|-----------------------|------------------|------------------|---------------------|---------------|
| 5,549.83 | 0.00 | 1,948.95 | 3,600.88 | 74,659.07 |

Dir. Dep.
3,600.88 - *monthly payroll*
+ 2644.34

\$6245.22

| Check Date | Check | Vendor Name | Amount |
|-------------------------------|-------|--------------------------------|----------|
| Bank 503FN DPW-UTILITIES #503 | | | |
| 12/06/2016 | 3806 | BRIGHTON URGENT CARE | 120.00 |
| 12/06/2016 | 3807 | MMRMA | 8,744.21 |
| 12/07/2016 | 3808 | ACCIDENT FUND | 6,082.00 |
| 12/07/2016 | 3809 | AUTO ZONE | 10.99 |
| 12/07/2016 | 3810 | BLACKBURN MFG. CO. | 312.60 |
| 12/07/2016 | 3811 | BUSINESS IMAGING GROUP | 89.39 |
| 12/07/2016 | 3812 | CRUISERS | 1,168.00 |
| 12/07/2016 | 3813 | GRAINGER | 45.43 |
| 12/07/2016 | 3814 | PAETEC | 33.87 |
| 12/07/2016 | 3815 | PORT CITY COMMUNICATIONS, INC. | 335.94 |
| 12/07/2016 | 3816 | RED WING SHOE STORE | 182.74 |
| 12/07/2016 | 3817 | ROYS AUTOWORKS CORP | 80.00 |
| 12/07/2016 | 3818 | TRACTOR SUPPLY CO. | 649.59 |
| 12/07/2016 | 3819 | USA BLUEBOOK | 514.43 |
| 12/07/2016 | 3820 | VICTORY LANE QUICK OIL CHANGE | 228.43 |
| 12/07/2016 | 3821 | GFG INSTRUMENTATION | 163.84 |
| 12/09/2016 | 3822 | LOWE'S | 2,500.42 |
| 12/13/2016 | 3823 | BS&A SOFTWARE | 9,775.00 |
| 12/13/2016 | 3824 | CHASE CARD SERVICES | 2,499.85 |
| 12/13/2016 | 3825 | OHM ENGINEERING ADVISORS | 7,942.00 |
| 12/13/2016 | 3826 | STAPLES CREDIT PLAN | 388.38 |
| 12/13/2016 | 3827 | WEX BANK | 2,300.02 |
| 12/15/2016 | 3828 | POSTMASTER | 172.07 |
| 12/20/2016 | 3829 | GRUNDY ACE OF HOWELL | 8.47 |
| 12/20/2016 | 3830 | LUCITY, INC | 862.50 |
| 12/20/2016 | 3831 | OHM ENGINEERING ADVISORS | 6,172.00 |
| 12/20/2016 | 3832 | ROYS AUTOWORKS CORP | 898.35 |
| 12/20/2016 | 3833 | SPIRIT OF LIVINGSTON | 462.50 |
| 12/20/2016 | 3834 | VERIZON WIRELESS | 288.48 |
| 12/20/2016 | 3835 | VICTORY LANE QUICK OIL CHANGE | 73.98 |
| 12/22/2016 | 3836 | FEDERAL EXPRESS CORP | 20.52 |
| 12/22/2016 | 3837 | ROBIN WITJES | 54.00 |

503FN TOTALS:

| | |
|----------------------------|-----------|
| Total of 32 Checks: | 53,180.00 |
| Less 0 Void Checks: | 0.00 |
| Total of 32 Disbursements: | 53,180.00 |

| Check Date | Check | Vendor Name | Amount |
|-------------------------------------------|-------|-----------------------------------|------------|
| Bank 592FN OAK POINTE OPERATING FUND #592 | | | |
| 12/02/2016 | 3772 | DTE ENERGY | 4,035.98 |
| 12/02/2016 | 3773 | GENOA TWP OAK POINTE SEWER BOND | 104,634.37 |
| 12/02/2016 | 3774 | MMRMA | 2,092.19 |
| 12/07/2016 | 3775 | CONSUMERS ENERGY | 116.32 |
| 12/07/2016 | 3776 | FERGUSON WATERWORKS #3386 | 2,635.25 |
| 12/07/2016 | 3777 | GENOA OCEOLA SEWER AUTHORITY | 747.23 |
| 12/07/2016 | 3778 | GRUNDY ACE OF HOWELL | 8.98 |
| 12/07/2016 | 3779 | HUBBELL, ROTH & CLARK, INC | 2,423.86 |
| 12/07/2016 | 3780 | MISS DIG SYSTEM, INC | 792.44 |
| 12/07/2016 | 3781 | NORTHWEST PIPE & SUPPLY | 608.20 |
| 12/07/2016 | 3782 | PRECISON CLIMATE SERVICES INC. | 3,700.80 |
| 12/07/2016 | 3783 | STANDARD ELECTRIC | 58.24 |
| 12/07/2016 | 3784 | TLS CONSTRUCTION LLC | 1,738.56 |
| 12/07/2016 | 3785 | UTILITIES INSTRUMENTATION SERVICE | 1,040.00 |
| 12/09/2016 | 3786 | CONSUMERS ENERGY | 207.82 |
| 12/13/2016 | 3787 | BULLSEYE TELECOM | 463.53 |
| 12/20/2016 | 3788 | AMERICAN AQUA | 1,398.00 |
| 12/20/2016 | 3789 | AT&T | 108.09 |
| 12/20/2016 | 3790 | AT&T LONG DISTANCE | 79.00 |
| 12/20/2016 | 3791 | EJ USA, INC. | 1,131.66 |
| 12/20/2016 | 3792 | GENOA TOWNSHIP DPW FUND | 36,951.03 |
| 12/20/2016 | 3793 | HARTLAND SEPTIC SERVICE, INC. | 205.00 |
| 12/20/2016 | 3794 | HUBBELL, ROTH & CLARK, INC | 390.83 |
| 12/20/2016 | 3795 | TLS CONSTRUCTION LLC | 20,214.12 |
| 12/20/2016 | 3796 | UTILITIES INSTRUMENTATION SERVICE | 845.00 |

592FN TOTALS:

| | |
|----------------------------|------------|
| Total of 25 Checks: | 186,626.50 |
| Less 0 Void Checks: | 0.00 |
| Total of 25 Disbursements: | 186,626.50 |

| Check Date | Check | Vendor Name | Amount |
|-------------------------------------------|-------|--------------------------|--------|
| Bank 595FN PINE CREEK OPERATING FUND #595 | | | |
| 10/24/2016 | 2176 | LIVINGSTON PRESS & ARGUS | 60.00 |
| 595FN TOTALS: | | | |
| Total of 1 Checks: | | | 60.00 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 1 Disbursements: | | | 60.00 |

| Check Date | Check | Vendor Name | Amount |
|----------------------------------------------|-------|------------------------------|-----------|
| Bank 593FN LAKE EDGEWOOD OPERATING FUND #593 | | | |
| 12/06/2016 | 3067 | DTE ENERGY | 4,797.23 |
| 12/06/2016 | 3068 | MMRMA | 421.00 |
| 12/09/2016 | 3069 | BRIGHTON ANALYTICAL , L.L.C. | 67.00 |
| 12/09/2016 | 3070 | HUBBELL, ROTH & CLARK, INC | 831.64 |
| 12/09/2016 | 3071 | MICHIGAN CAT | 1,125.00 |
| 12/09/2016 | 3072 | PVS NOLWOOD CHEMICALS, INC | 882.00 |
| 12/09/2016 | 3073 | USA BLUEBOOK | 394.47 |
| 12/13/2016 | 3074 | BULLSEYE TELECOM | 358.35 |
| 12/13/2016 | 3075 | CONSUMERS ENERGY | 288.85 |
| 12/20/2016 | 3077 | BRIGHTON ANALYTICAL , L.L.C. | 603.00 |
| 12/20/2016 | 3078 | GENOA TOWNSHIP D.P.W. FUND | 10,468.90 |
| 593FN TOTALS: | | | |
| Total of 11 Checks: | | | 20,237.44 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 11 Disbursements: | | | 20,237.44 |

GENOA CHARTER TOWNSHIP BOARD
December 5, 2016
Regular Meeting

MINUTES

Supervisor Rogers called the regular meeting of the board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Diana Lowe, Jim Mortensen, and Terry Croft. Also present were: Township Manager Michael Archinal and four persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

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

1. Payment of Bills.

2. Request to Approve Minutes: 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:

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

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.

Moved by Skolarus and supported by Croft to approve the charitable gaming license for Mt. Brighton as requested. The motion carried unanimously.

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.

Moved by Mortensen and supported by Croft to approve the fireworks display for Mt. Brighton as requested. The motion carried unanimously.

7. Request for approval of a Resolution No. 161205 of support Livingston County Emergency Management.

Moved by Hunt and supported by Skolarus to approve the Resolution No. 161205 in support of Livingston County Emergency Management as requested. The motion carried by roll call vote as follows: Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – Ledford.

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



Paulette A. Skolarus, Clerk
Genoa Charter Township

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

- 5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
- 6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: _____

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
 (Name of Board, etc)

of the _____ of _____
 (Name of GOVERNMENTAL AGENCY) (County)

at a _____ meeting held on the _____ day

of _____ A.D. _____.

Signed _____ Title _____



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

To: Genoa Township Board of Trustees
 From: Sharon Stone, Ordinance Officer
 RE: Decision on contractor for demolition of 692 Red Oaks
 DATE: December 27, 2016

Manager Review: 

The Township staff has pursued and agreed to the removal of the dangerous Building at 692 Red Oaks. Applying the Abandoned and Dangerous Building Ordinance, the proper notification and hearings have been held to ensure compliance with the Township code. Three bids have been obtained for the removal of the home and the shed covering the well.

| | |
|-----------------------------------|---------|
| Michigan Demolition & Excavation | \$5,000 |
| Regal Rigging and Demolition Inc. | \$5,000 |
| Landshaper Services LLC. | \$7,500 |

At this time my recommendation would be for the bid to go to Michigan Demolition & Excavation due to the fact they the Township has a working rapport with this company.

The bids have been included with this packet for review

Recommended Motion

Moved by _____, Supported by _____, to modify or accept the Hearing Officers order set forth and outlined in the supporting packet.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ladford
 H. James Mortensen
 Terry Croft
 Diana Lowe

MANAGER

Michael C. Archinal



517-881-9293

A Limited Liability Company

MichiganDemolition@Comcast.Net

4788 Cornell Okemos MI 48864

Brian VanOrder

Quote Date: 12/1/16

Sharon Stone
Zoning Officer

Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Phone: (810) 227-5225, Fax: (810) 227-3420
E-mail: Sharon@genoa.org, Url: www.genoa.org

| Job: Demolition of mobile home and shed 692 Red Oak Howell MI | Price: |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Demo and removal of house and shed. No garage. If Livingston county permits are to be obtained add: No demo permit fee with Genoa twp. | \$4,500 \$500 |

THANK YOU!

Sharon Stone-Francis

From: Brian VanOrder <michigandemolition@comcast.net>
Sent: Friday, December 16, 2016 8:04 AM
To: Sharon Stone-Francis
Subject: Re: Red Oaks Demolition

I will include backfill, grass seed, and straw at no additional cost. But not until spring.

Brian VanOrder, General Manager
Michigan Demolition & Excavation, LLC
517-881-9293

On December 15, 2016 at 2:07 PM Sharon Stone-Francis <Sharon@genoa.org> wrote:

Hi Brian

Your bid will go to the board on January 3, 2016 and they will make a decision from there. They did have one question and that was if the bid included backfilling to grade, seed and mulch? If the bid not include this then you also submit a bid with this included.

Thanks

Sharon Stone

Zoning Officer

Genoa Charter Township

2911 Dorr Road, Brighton, Michigan 48116

Phone: (810) 227-5225, Fax: (810) 227-3420

E-mail: Sharon@genoa.org, Url: www.genoa.org

LANDSHAPER SERVICES LLC.

11330 Buno rd.
Brighton, Mi 48114
517-202-7172

Quote for: Genoa twp.
2911 Dorr rd.
Brighton, Mi 48116

Scope of work:
of work: 692 Red Oaks

Location

Howell, MI 48843

Demo home, small attached shed and deck.
Remove all debris from site grade and seed.

Cost \$ 7500.00 for complete job.

Landshaper Services LLC. is fully insured, a will issue a certificate If Quote is accepted.

Dallas Wimbrow_____

Genoa twp. agent_____

Regal Rigging and Demolition Inc.

2440 Highland Road · Howell, Mi. 48843



(517) 548-7744 · Fax (517) 548-7806

November 21, 2016

To: Sharon Stone
Genoa Twp 810-227-5225
<mailto:mcs4diverse@gmail.comsharon@genoa.org>

Re: House Demolition
692 Red Oaks Dr
Brighton, MI 48116

Demolition and disposal of 879 sq ft house and shed. Remove walkways and foundations and backfill to grade. Seed and mulch. Topsoil is extra if required.

Total: \$5500.00

This agreement does not include and is the responsibility of Owner where applicable:

1. Environmental or Abatement work.

Other Terms:

1. Regal will not be held liable for any damages upon entering and exiting said property due to trafficking (i.e. curbs, gutters, spoils, concrete, driveways, grass, sprinklers, underground utilities, etc) except to the extent cause by Regal Rigging & Demolition including negligence on behalf of employees.
2. Regal shall maintain all necessary insurances.
3. Regal will complete the project within the project requirements.
4. Permits and stubs are the responsibility of Regal Rigging & Demolition.
5. Unknown conditions will result in additional costs.
6. Quote is good for 30 days.

Payment Terms:

50% deposit
50% upon completion.

Thank you,
Jeff LaFave
Director of Field Operations/Purchasing
517-404-1908
Please sign and return.

X _____

X _____



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

December 28, 2016

Mike Davis
7990 Whitmore Lake Road
Brighton MI 48116

Mr. Davis,

This correspondence is in response to your inquiry regarding whether or not a property you own in Green Oak Charter Township could be annexed into Genoa Charter Township. Land transfers between Townships are extremely rare in Michigan. Annexations between Cities and Townships are much more common and are usually driven by a need for municipal water or sewer. Annexations also typically do not create islands of one municipality in another jurisdiction.

The only two laws that I am aware of that might pertain to your request are The Intergovernmental Conditional Transfer Of Property By Contract Act of 1984 (PA 425) and the Urban Cooperation Act of 1967 (PA 7). PA 425 is intended to encourage economic development in the form of industrial or commercial enterprise or housing development. PA 7 is intended to provide more efficient delivery of municipal services such as waste collection, police and fire protection. Both laws involve very cumbersome processes and would require public hearings, significant legal review and the approval of both Township Boards. I have included copies of both statutes for your information.

Seeking a transfer of land from one jurisdiction to another for the purpose of securing a land division does not, in my opinion, meet the letter or intent of the statute. The property is not adjacent or even proximate to Genoa Township and the requirement for economic development or service efficiencies are not met. Further research into this matter would require us to incur legal expense which I cannot justify at this time. Any further discussion regarding this matter would most appropriately be prompted by the Green Oak Township Board. I trust this correspondence satisfies your needs at this time.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

Best regards,

Michael C. Archinal
Township Manager

Cc: Mark St. Charles, Green Oak Township Supervisor
✓ Genoa Township Board

Annexation Request

Whereas Michael & Sonja Davis ("PETITIONERS") own 5 acres of property ("DAVIS PROPERTY") located at 7990 Whitmore Lake Rd. in the Charter Township Green Oak (MI), and

Whereas James & Judy Sherman ("PETITIONERS") own 5 acres of property ("SHERMAN PROPERTY") located at 7978 Whitmore Lake Rd. in the Charter Township of Green Oak, and

Whereas PETITIONERS desire to relocate the DAVIS PROPERTY and SHERMAN PROPERTY to some venue outside the Charter Township of Green Oak, and

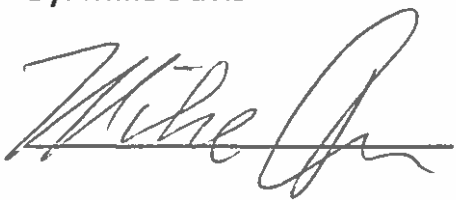
Whereas Genoa Township has a zoning ordinance which is practical and intelligent and a history of administering zoning matters with fairness in all of its dealings with Genoa Township residents.

WITNESSETH:

Be it known that PETITIONERS hereby request that the township board of Genoa Township take any and all actions necessary to annex the DAVIS PROPERTY and the SHERMAN PROPERTY and to make these parcels of land a permanent part of Genoa Township and be subject to all laws and ordinances of Genoa Township.

Respectfully submitted by PETITIONERS this 2nd day of December, 2016.

By: Mike Davis



By: Jim Sherman



For more information contact:

Mike Davis

Mobile (810)599-4245

e-mail: publisher@engraversjournal.com

Cromaine District Library
Regular Board Meeting
Thursday, November 17, 2016

PROPOSED

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent
Members Absent: Thompson
Staff Present: Director Marlow, Barbara Rentola, Janice Yaklin
Guests: Peter Bruder, Dan Whisler

- I. President Lewis called the meeting to order at 7:04 p.m. in the Community Room of the Cromaine District Library in the Village.

- II. **Approval of agenda** Agenda Approval
Member Cafmeyer moved to approve the agenda, seconded by Member Oemke. Passed unanimously.

- III. **Approval of Consent Agenda** Consent Agenda Approval
Member Black moved to approve the consent agenda, seconded by Member Cafmeyer. Passed unanimously.
 - A. Approval of 10/20/16 regular meeting minutes.
 - B. Acknowledge receipt of the October Financial Reports and payment of October invoices totaling \$140,966.14 and payroll obligations totaling \$64,673.09.
 - C. Director's Report
 - D. Committee Reports
 - Community Relations November 7
 - Personnel Committee cancelled
 - Planning Committee November 2
 - Finance Committee November 9

- IV. **Call to the Public:** Call to the Public
"Hello" from Peter Bruder.

- V. **Director's Report Update** – The Director shared the following verbally: Director's Update
President Lewis' emailed questions from the Finance Committee minutes: Regarding the new alarm system monthly maintenance: is this fee we have to pay every month? Yes. At this time, we pay an annual fee to Solucient of \$1,450 per year or \$120.84 per month (as noted in your line item budget for 2016-2017). It is for monitoring and one annual maintenance visit. Why do you prefer Central over the other two? I prefer Central because the sales rep verified with her techs each step of the way that they could do what we wanted AND then she gave us price breaks on top.

Decisions made at the October meeting included the amendment of the Improvement Fund budget as a result of the audit and the adoption of the 2017 Closing Calendar. The Amended Improvement Fund Budget has been loaded to the web site. The 2017 Closing Calendar has been sent to TLN for the various functions regarding due dates and such in the TLN Shared Catalog and it has

been distributed to the library managers.

Volunteers gave 205.75 hours as adults and 54.25 as teens this past month.

The east wall has now been built on the addition and will be poured. Distributed tonight is a two-week look-ahead calendar provided by Frank Rewold & Son at the every-two-week Construction Committee meeting. Of course, some dates will change but it is good to have an idea of what to anticipate.

In a crowded parking lot due to the overlapping preschool story times, with a patron parked in the handicapped spot closest to the standing-open gate to the construction area, with preschool children playing around their parents on the edge of the traffic lane in front of the door and more preschoolers and caregivers crossing that traffic lane, the backhoe driver carefully and cautiously kept an eye on everyone and successfully backed out of the construction area and drove out the lane. Building in a confined space was going to be a challenge whether indoors (as in the overhead fire suppression pipe installation that's been happening) or in the parking lots. The crews have been exceptionally patient courteous and respectful of our role serving the public.

As reported via email, Loni Wetherell has accepted the position of 20-hour Circulation Assistant. Loni begins November 29.

Winnie Tripp who, unfortunately, again went out on a four-week leave for a recurrent liver infection plans to return November 22. If she is able to do so and is able to continue working, we will have no openings in the Circulation Department. With Crossroads hours reduced beginning December 1 and sufficient staffing will allow the Circulation staff to return to more customary work hours and workloads. It has been a challenging time and all have proven to be exceptionally flexible and especially attentive to maintaining customer service standards.

The Hartland Area Chamber of Commerce requests nominations from the members each year for Business Community Awards. There are six categories: Enterprise Award, Best New Business, Most Improved Business, Community Service, Chamber Member of the Year, and Ambassador. Self-nominations are welcomed. The Director has nominated Cromaine for the Enterprise Award which is essentially for longevity, but the criteria are stated as: "Established a landmark presence in the area; Significant involvement in and contribution to the Chamber and the Community; Excellence in business practices and conduct, providing a model for other businesses; Involvement in Chamber and civic/community activities." Cromaine may also be eligible for the Most Improved Award which focuses on physical improvements. The categories and prior winners, along with the nomination are included in the blue packet for your review.

Member Sargent asked if the November 10 and 11 fire suppression work in Circulation got done. The Director replied yes it was accomplished on time.

VI. Discussion

A. Strategic Plan VISION 2020: Design boards for renovation/reconfiguration project by Dan Whisler

Dan reviewed the two boards prefacing that design choices had two particular challenges - re-using existing Crossroads furnishings with their own color scheme and providing color choices which coordinate with existing finishes already in place at the Village. He described the teen area ceiling which is a floating panel with cove-type lighting and because that area will no longer have a lay-in (suspended tile) ceiling, the full height of the windows will show. He discussed the rationale of carpet color choices and specific paint areas for design.

Member Cafmeyer asked what the teens of the Teen Advisory Board had to say about the colors and design. Dan replied that they were very enthusiastic, liked the colors, and are eager to have their own distinctive and unique space. Member Cafmeyer expressed concern about salt and such on the royal blue teen carpet. Dan noted that there will be a lot of walk-off by that point and should not be a problem. Dan took this opportunity to explain the scope increase of replacing the linoleum in the first floor delivery area with walk-off carpet. This should reduce slip and fall in that area. He noted, too, that it is a trial for possibly replacing the carpet from front patron door all the way to the elevator in a ten-foot wide band with walk-off carpet when it is time. That will reduce weather damage in all other areas of the library, as well.

Dan discussed the Youth Program Room. He noted that there, too, a form of cove lighting will be used and it will be RGB (Red, Blue, Green LED) lighting that will allow different choices for light colors based on events or seasons. Because he had just learned that one of the specified laminates--the countertop for the 15-16' sink work counter in the program room--is no longer available, he asked the Board of Trustees for their thoughts. Member DeRosier asked about the different materials, especially if there is one that will be more durable than a laminate. Dan explained the various choices and estimated price increases with each choice. After discussion, the Director noted that there are two questions on the table: one is whether to change the kind of material for the counter and the other is to specify the color. Changing the material of the counter means a scope increase, which is an owner's cost increase. Member Oemke moved that the 15-16' work counter in the Youth Program Room be upgraded to the more durable solid surface material at an increase of cost not to exceed \$1,000. Member Black seconded the motion and it passed unanimously. It was agreed that the color choice will be worked out among the Interior Designer, Architect, and Library Director.

Dan explained the intent of the staff lounge area was to be restful. The work areas for staff again must coordinate with the carpets and finishes of the older areas but also "lead" the direction for future replacements.

Overall, the comments from the trustees were very favorable. Member Sargent commented that he loves the fabric specified for the Teen area. They like the colors and finishes. Dan commended Jennifer Michalski of Daniels-Zermack for the design.

B. Michigan Library Association Annual Conference attendance by Trustees

MLA Conference Attendance

Five trustees were able to attend MLA this year. President Lewis reported on the three sessions she attended, including one on managing disruptions in meetings, one on toxic bosses, and one on library law. (Member Sargent commented that he is still waiting for her to send the power point of her presentation.) Member Oemke reported on the extensive outreach program at Capital Area District Library and the many venues Cromaine should consider adding and the Leave a Legacy program where the library becomes a venue for all nonprofits to benefit from library classes on planned giving and trusts. Member Cafmeyer reported on a session that both she and Member DeRosier attended about emergency and succession planning for director replacement. Member DeRosier noted that it is very important for Cromaine to have a succession plan and an emergency plan for hiring a director. The presenter is a consultant who has an agency to guide trustee boards in this process. With President Lewis' permission, the Director noted that Cromaine does have an emergency management system now for when she travels which she explained, and, moving to collaborative rather than hierarchical management for the last two years, wants to assure the board that there should be no gap in management requiring trustee intervention for day-to-day operations should an emergency occur. (Several trustees were unaware that President Lewis has received these plans). Because only President Lewis and Member Black were here when the Director was hired, she reviewed the consultant's process (an analysis of the library's needs, creation of a trustee subcommittee, recruiting and interviewing process, and cost for her 2008 hire). President Lewis assured the trustees that the Personnel Committee will address these concerns in committee. Member DeRosier asked that the trustees as a board make the decisions on hiring. President Lewis agreed. The Director noted that there is more than two years before it should be an issue. Member DeRosier said that the presenter advised there be no overlap of existing and future directors. (The Director shared this session's hand-out with the board at the meeting.) Member Cafmeyer was also excited about the business databases discussed in another session but it felt a bit over her head. Member DeRosier reported about the invaluable relationship between the trustees, Library Director, and the Friends and shared a chart that showed the various roles and responsibilities for each (from the Connecticut State Library). Member DeRosier promised to share more notes as she sorts through them.

C. 2016-2017 Nominations for Officers

The current slate of officers was reviewed. President Lewis nominated Doug Sargent to continue as Treasurer. Member Black seconded. Member Sargent accepted. President Lewis nominated Kathleen Oemke to continue as Secretary. Member Cafmeyer seconded. Member Oemke accepted. Member Sargent nominated Nancy Lewis to continue as President. Member Oemke seconded.

2016-2017 Nominations for Officers

Nancy Lewis accepted. President Lewis nominated Don Thompson to continue as Vice-President, in absentia. Member Cafmeyer seconded.

President Lewis invited all trustees to send her an email to indicate a desire to change or remain on the current committees and whether there is a desire to continue as chair or become a new chair. The slate of officers and appointment of committee members and chairs will be part of the January 2017 Organizational Meeting of the Board.

VII. Information

Upcoming meeting dates include:

Upcoming Meeting Dates

| | |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nov 30 | Planning Committee Meeting, 6:30 pm, 3 rd floor if possible |
| Dec 2 | Community Relations Committee Meeting, 10 am, Crossroads |
| Dec 6 | Personnel Committee Meeting, 6:30 pm, Director's Office |
| Dec 7 | Finance Committee, 4:00 pm, Director's Office; Celebration of Giving, 6:00-8:00 pm, 3 rd floor |
| Dec 8 | Board of Trustees meeting, (one week earlier than usual) 7:00 pm, third floor. NOTE: Member Oemke will need to take minutes in Barbara Rentola's absence. |

VIII. Agenda Items for Next Meeting

Items for Next Meeting

- Celebration of Giving event to thank donors and volunteers
- Board self-evaluation forms distributed
- Strategic Plan VISION 2020
- Resolution regarding health care
- Finance Committee reviews policies 6005, Investment of Library Funds; 6007, Investment Charter; 6015, Budget

IX. Call to the Public:

Public Call

Janice Yaklin noted that she was part of the 2008 Director Search Process which was a very thorough six-month process. She appreciates the board's attention and forethought.

X. Adjournment:

Adjournment

Motion by Member Sargent, seconded by Member Cafmeyer to adjourn at 8:38 pm.

MEMBER OEMKE, SECRETARY
Cromaine District Library Board

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 10/20/16 Proposed Regular Meeting Minutes
- October 2016 Financial Reports & Checks Issued Totals

Cromaine District Library – Board Meeting
November 17, 2016

- October 2016 CDL Investment Performance Report
- Director's Report 11/20/16
- Comments from the Community October 2016
- CDL Statistics for October 2016 & updated CDL 4-year Circulation Graph
- Community Relations Committee Minutes, 11/7/16
- Finance Committee Action/Decision List, 11/9/16
- Planning Committee Meeting Minutes, 11/2/16
- Board Standing Committee Assignments 2016-2017
- MLA Conference Reports with *Six Essential Tasks for Boards of Directors*
- 2017 Library Closing Calendar
- 10/19/16 Owner/Architect/GC #1 meeting minutes
- Look Ahead Construction Schedule as of 11/14/16
- Michigan Public Library Millage Results 2010 to November 2016
- *Succession Planning*, handout from john keister & associates
- 2016 CDL Library Trustees on the Ballot Bios
- 2017 Friends calendar bookmark
- *Board & Administrator*, November 2016

To Board 1/3/16



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

JAMIE CLOVER ADAMS
DIRECTOR

December 1, 2016

Shawn Shubel
Nectar Sweet Apiaries
345 Chilson Road
Howell, MI 48843

Dear Mr. Shubel:

On November 18, 2016, you contacted the Michigan Department of Agriculture and Rural Development (MDARD) regarding the status of your work to address an environmental complaint regarding the beekeeping and apiary management practices being followed on your property in Livingston County. The complaint was filed by Genoa Township and concerned whether you are following the Generally Accepted Agricultural and Management Practices for the Beekeeping and Apiary Management (Beekeeping GAAMPs).

You indicated that you have consulted with Ms. Gretchen Boyle at the MSU Extension Service for information on getting plants established to form a vegetative barrier between your bee colonies and adjacent developed property. You also described temporary measures that are being considered that will function as an effective barrier in conjunction with establishing and growing plants to provide a more permanent dense vegetative barrier; and indicated that these practices are being considered as an alternative to installing a fence along a portion of the north side of your property.

MDARD has scheduled a meeting with you and follow up inspection of your apiary for **Friday, December 2, 2016 at 10:00 a.m.** to review the provision of your plan to implement the aforementioned beekeeping and apiary management practices.

Thank you for your efforts to develop a plan to address the concerns regarding your beekeeping and apiary management practices. Feel free to call me at (517) 284-5619 if you have any further questions on this matter.

Sincerely,

A handwritten signature in cursive script that reads "Wayne W. Whitman".

Wayne W. Whitman
Environmental Manager

WWW:ot

cc: Kristin Esch, MDARD, Environmental Stewardship Division
Livingston County Clerk
Genoa Township Clerk