

GENOA CHARTER TOWNSHIP BOARD
Public Hearing and Regular Meeting
April 1, 2019
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: March 18, 2019

Approval of Regular Agenda:

3. Request for approval of Resolution No. 1 (to proceed with the project and direct preparation of the plans and cost estimates) for Edwin Drive Road Maintenance Project (Summer 2019).
4. Request for approval of Resolution No. 2 (to approve the project, schedule the first hearing, and direct issuance of statutory notices) for the Edwin Drive Road Maintenance Project (Summer 2019).
5. Request for approval of a partnership with the Economic Development Council of Livingston County and Ann Arbor SPARK in the amount of \$23,283.09.
6. Discussion regarding future use for the Genoa Charter Township Park.

Correspondence

Member Discussion

Adjournment

<p>*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.</p>
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CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: April 1, 2019

TOWNSHIP GENERAL EXPENSES: Thru April 1, 2019	\$1,273,885.91
March 22, 2019 Bi Weekly Payroll	\$95,726.99
OPERATING EXPENSES: Thru April 1, 2019	\$398,700.76
TOTAL:	<u>\$1,768,313.66</u>

Check Date	Check	Vendor Name	Amount
Bank FNBACK CHECKING ACCOUNT			
03/13/2019	35114	PUBLIC FINANCIAL MANAGEMENT INC.	1,100.00
03/13/2019	35115	SAFEBUILT STUDIO	4,345.30
03/18/2019	35116		0.00 V
		Void Reason: PRINTED ON CHECK BY MISTAKE	
			37.32
03/18/2019	35117	AT&T	37,456.83
03/18/2019	35118	BLUE CROSS & BLUE SHIELD OF MI	566.44
03/18/2019	35119	CONSUMERS ENERGY	71.55
03/18/2019	35120	LAURA GAMBINO	500,000.00 V
03/18/2019	35121	GENOA TWP FUTURE ROADS #261	
		Void Reason: NEEDED 2 CKS	
			150,000.00
03/18/2019	35122	GENOA TWP ROAD PROJECTS #264	50,000.00
03/18/2019	35123	GENOA TWP BUILDING & GROUND FND 271	500,000.00
03/18/2019	35124	GENOA TOWNSHIP PARKS & RECREATION	174.14
03/18/2019	35125	TRI COUNTY SUPPLY, INC.	1,840.85
03/18/2019	35126	US BANK EQUIPMENT FINANCE	374.75
03/18/2019	35127	VERIZON WIRELESS	164.00
03/18/2019	35128	WELLNESS IQ	300,000.00
03/18/2019	35129	GENOA TWP FUTURE ROADS #261	200,000.00
03/18/2019	35130	GENOA TWP FUTURE ROADS #261	3,566.27
03/20/2019	35131	DELTA DENTAL	3,223.52
03/20/2019	35132	EHIM, INC	622.12
03/20/2019	35133	FEDERAL EXPRESS	670.52
03/20/2019	35134	LIVINGSTON PRESS & ARGUS	2,702.42
03/20/2019	35135	GUARDIAN	172.00
03/20/2019	35136	LCGIS	257.55
03/20/2019	35137	MASTER MEDIA SUPPLY	55.68
03/20/2019	35138	TERRY CROFT	1,598.75
03/20/2019	35139	CHASE CARD SERVICES	14.00
03/21/2019	35140	AMERICAN AWARDS & ENGRAVING	1,099.60
03/21/2019	35141	DYKEMA GOSSETT, PLLC	3,202.11
03/21/2019	35142	FIRST IMPRESSION PRINT & MARKETING	30.00
03/21/2019	35143	LIVINGSTON COUNTY REGISTER OF DEEDS	1,496.31
03/21/2019	35144	US POSTAL SERVICE	12.57
03/25/2019	35145	AT&T	373.21
03/25/2019	35146	COMCAST	7,535.00
03/25/2019	35147	NEOFUNDS	251.93
03/25/2019	35148	WALMART COMMUNITY	500.00
03/26/2019	35149	MICHAEL ARCHINAL	371.17
03/26/2019	35150	GENWORTH LIFE	

FNBACK TOTALS:

Total of 37 Checks:
 Less 2 Void Checks:
 Total of 35 Disbursements:

1,773,885.91
 500,000.00
 1,273,885.91

Check Register Report For Genoa Charter Township
 For Check Dates 03/22/2019 to 03/22/2019

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/22/2019	FNBCK	12897	CIACIUCH, CAMERON M	1,316.92	642.56	400.00	Open
03/22/2019	FNBCK	12898	MATKIN, RONALD	800.00	738.80	0.00	Open
03/22/2019	FNBCK	EFT322	FLEX SPENDING (TASC)	1,032.12	1,032.12	0.00	Open
03/22/2019	FNBCK	EFT323	INTERNAL REVENUE SERVICE	21,969.58	21,969.58	0.00	Open
03/22/2019	FNBCK	EFT324	PRINCIPAL FINANCIAL	3,636.00	3,636.00	0.00	Open
03/22/2019	FNBCK	EFT325	PRINCIPAL FINANCIAL	2,063.65	2,063.65	0.00	Open
Totals:				30,818.27	30,082.71	400.00	
					Dir. Dep.		
Total Physical Checks:				2	65,664.28		
Total Check Stubs:				4			
					\$95726.99		

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
03/19/2019	4530	ADVANCE AUTO PARTS	14.98
03/19/2019	4531	ADVANCED REHABILITATION TECHNOLOGY	4,700.00
03/19/2019	4532	AT&T	148.11
03/19/2019	4533	BRIGHTON ANALYTICAL , L.L.C.	370.00
03/19/2019	4534	COOPER'S TURF MANAGEMENT LLC	1,155.00
03/19/2019	4535	CSM MECHANICAL, LLC	7,190.00
03/19/2019	4536	GENOA TOWNSHIP D.P.W. FUND	21,380.42
03/19/2019	4537	GENOA TOWNSHIP DFW FUND	18,509.67
03/19/2019	4538	K & J ELECTRIC, INC.	3,120.00
03/19/2019	4539	KENNEDY INDUSTRIES	340.00
03/19/2019	4540	TETRA TECH INC	35.75
03/19/2019	4541	T.H. EIFERT	2,100.00
03/19/2019	4542	TLS CONSTRUCTION	1,059.50
03/19/2019	4543	USA BLUEBOOK	1,042.41
03/25/2019	4544	AT&T LONG DISTANCE	41.58
03/25/2019	4545	BRIGHTON ANALYTICAL , L.L.C.	370.00
03/25/2019	4546	CONSUMERS ENERGY	312.99
592FN TOTALS:			
Total of 17 Checks:			61,890.41
Less 0 Void Checks:			0.00
Total of 17 Disbursements:			61,890.41

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
03/18/2019	3559	BRIGHTON ANALYTICAL , L.L.C.	67.00
03/18/2019	3560	CONSUMERS ENERGY	821.21
03/19/2019	3561	ADVANCED REHABILITATION TECHNOLOGY	3,000.00
03/19/2019	3562	COOPER'S TURF MANAGEMENT LLC	577.50
03/19/2019	3563	GENOA TOWNSHIP D.P.W. FUND	11,061.58
03/19/2019	3564	HARTLAND SEPTIC SERVICE, INC.	2,400.00
03/19/2019	3565	HUBBELL, ROTH & CLARK, INC	1,632.00
03/19/2019	3566	KENNEDY INDUSTRIES	730.50
03/26/2019	3567	BRIGHTON ANALYTICAL , L.L.C.	321.50
593FN TOTALS:			
Total of 9 Checks:			20,611.29
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			20,611.29

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
03/12/2019	4578	CHASE CARD SERVICES	2,187.62
03/12/2019	4579	PORT CITY COMMUNICATIONS, INC.	260.50
03/12/2019	4580	STAPLES CREDIT PLAN	165.48
03/13/2019	4581	AMERICAN RED CROSS	1,485.00
03/13/2019	4582	GENOA TOWNSHIP	200,000.00
03/14/2019	4583	UNITED STATES POSTAL SERVICE	159.32
03/18/2019	4584	VERIZON WIRELESS	767.81
03/18/2019	4585	WEX BANK	2,806.23
03/19/2019	4586	BUSINESS IMAGING GROUP	2,154.75
03/19/2019	4587	BYRUM ACE HARDWARE	17.31
03/19/2019	4588	RED WING BUSINESS ADVANTAGE ACCOUNT	566.98
03/19/2019	4589	SENSUS USA, INC	1,949.94
03/19/2019	4590	STANDARD ELECTRIC	87.13
03/19/2019	4591	STERLING TALENT SOLUTIONS	80.00
03/19/2019	4592	TETRA TECH INC	4,560.00
03/19/2019	4593	TRUE VALUE HARDWARE	18.99
03/19/2019	4594	VICTORY LANE QUICK OIL CHANGE	80.98
03/22/2019	4595	HOME DEPOT CREDIT SERVICES	1,594.02
03/22/2019	4596	ST JOHN PROVIDENCE OCC HEALTH HOWEL	70.00
03/26/2019	4597	DPW RESERVE FUND #504	39,000.00
03/26/2019	4598	DPW RESERVE FUND #504	1,000.00
03/26/2019	4599	GENOA TOWNSHIP	31,887.00
03/26/2019	4600	GENOA TOWNSHIP	24,700.00
03/26/2019	4601	GREG TATARA	700.00

503FN TOTALS:

Total of 24 Checks:	316,299.06
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	316,299.06

Pine Creek Checks
No A/P checks issued for this Board Packet

GENOA CHARTER TOWNSHIP BOARD
Public Hearing and Regular Meeting
March 18, 2019

MINUTES

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

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Croft and supported by Lowe to approve all items listed under the consent agenda and moving Item 4 to the regular agenda for further discussion. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: March 4, 2019

3. Request for approval of a proposal from Michigan Office Supply for the purchase and installation of a new wide format copier generator with a General Fund obligation not to exceed \$7,500.00.

Approval of Regular Agenda:

Moved by Ledford and supported by Lowe to approve for action all item listed under the consent agenda with the addition of item 4. The motion carried unanimously.

4. Request for approval of a state bid purchase of a Dodge Ram for the Manager's Department at a cost less trade-in of \$17,061.

Moved by Mortensen and supported by Lowe to approve the purchase of the Dodge Ram Truck as requested. The motion carried unanimously.

5. Public hearing on budgets related to General Fund Budgets 101, 212, 261, 264, 270, and 271 for the fiscal year beginning April 1, 2019 through March 31, 2020 as submitted by Skolarus.

A. A call to the public was made with no response.

B. Disposition of budgets requested.

Moved by Mortensen and supported by Lowe to allow for a 2% salary increase for all elected officials. The motion carried unanimously. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Moved by Lowe and supported by Mortensen to allow for a 2% salary increase for all staff and Township Boards. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Moved by Skolarus and supported by Croft to increase the cost of refuse collection, disposal, large item pickup and recycling from \$131.00 to \$141.00 annually. The motion carried by roll call vote as

follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Moved by Lowe and supported by Ledford to increase application fees for the Zoning Board of Appeals from \$125.00 to \$215.00 for residential, and from \$300.00 to \$395.00 for commercial, with signs \$300.00. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Moved by Hunt and supported by Croft to amend the 2018/2019 budgets for funds 101, 212, 261, 264, 270, and 271 as recommended by the Skolarus. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Moved by Lowe and supported by Mortensen to approve budgets 101, 212, 261, 264, 270, and 271 for the fiscal year beginning April 1, 2019 and ending March 31, 2020 as recommended by the Skolarus. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

6. Request for approval of the following Debt Service Fund Budgets for the Fiscal Year ending March 31, 2020: Fund 852, 857-859, 870, 872, and 873 as provided by Treasurer Hunt.

Moved by Skolarus and supported by Ledford to approve Debt Service Funds 852, 857, 859, 870, 872, and 873 as recommended by Hunt. The motion carried unanimously

7. Consideration of a recommendation for approval of a preliminary site condominium plan and impact assessment for a proposed 19 unit site condominium called Moretti Estates. The property in question is located on approximately 30.8 acres at 4242 Bauer Road (parcel # 4711-26-200-002) on the west side of Bauer Road, between White Pines Drive and Challis Road. The request is petitioned by John Moretti.

A. Disposition of Environmental Impact Assessment (02/19/2019)

Moved by Lowe and supported by Ledford, to approve the Impact Assessment dated February 19, 2019 related to preliminary site condominium approval for Moretti Estates. The motion carried unanimously.

B. Disposition Recommendation of Preliminary Site Condominium Plan (02/20/2019)

Moved by Skolarus and supported by Hunt, to approve the preliminary site condominium plan for Moretti Estates dated February 20, 2019, subject to the following:

1. The following documents will be required with a final submittal:
 - a. Condominium documents (Master Deed and By-Laws);
 - b. A detailed landscape plan;
 - c. Building designs/renderings; and
 - d. A detail of the residential entrance signage.
2. With regard to the landscape plan, additional plantings shall be provided to create a buffer north of the entrance drive for the existing home located immediately north of the entrance, which is not part of the condominium
3. The Township attorney shall review the condominium documents.
4. The condominium documents shall include:
 - a. A caution to the homeowners about the extra sensitivity to environmental factors affecting the drainage into Mudd Lake.

- b. Language ensuring protection of the wetlands, natural feature setback and undisturbed wooded areas.
 - c. Private Road Maintenance provisions including the financial and maintenance assurances required by Ordinance.
 - d. Inclusion of the remainder parcel which is not part of the condominium in regard to the private road. The remainder land shall be included in access, maintenance and financial obligations associated with the road. The documents shall also provide for future development of the remainder parcel to be included in the condominium.
5. An easement regarding access, maintenance and financial obligations for the remainder property giving them rights to the private road.
 6. The petitioner shall provide approval by the Health Department regarding the location of the existing septic field on the north property that is to remain relative to its potential impact on Lot #15's well and septic field.
 7. The petitioner should review the landscaping plan to ensure that trees planted will not interfere with septic fields.
 8. The petitioner shall provide approval by the Road Commission regarding the location of the entrance.
 9. The petitioner will follow recommendations made by the Township engineer in the letter dated February 25, 2019 and the Brighton Area Fire Authority letter dated March 4, 2019.
 10. Determination on how refuse will be handled before the petitioner returns for approval of the final site plan.

The motion carried unanimously.

8. Request to enter into a closed session pursuant to state statute MCL. 15.268 (e) for pending litigation regarding Genoa Charter Township vs. Healy Homes.

Moved by Croft and supported by Ledford to move to closed session at 7:05 p.m. to discuss pending litigation. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

Move by Ledford and supported by Croft to move to open session at 8:01 p.m. The regular meeting of the Board was opened and adjourned by a motion from Hunt and supported by Croft at 8:02 p.m.

Respectfully submitted,



Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Resolution #1 – Edwin Drive Road Maintenance Project
Special Assessment Project (Summer 2019)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on April 1, 2019, at 6:30 p.m., there were:

PRESENT: Ledford, Croft, Mortensen, Lowe, Rogers, Hunt and Skolarus.

ABSENT: None

The following preamble and resolutions were offered by _____, and seconded by _____,

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

WHEREAS, the Board of Trustees of the Township desires to create a special assessment district for the Edwin Drive Road Maintenance Project (Summer 2019) within the Township as described in Exhibit A (the "Project");

WHEREAS, the Board of Trustees of the Township has received petitions from owners of property on Edwin Drive and determined to proceed with the Project in accordance with Act 188, Michigan Public Acts of 1954, as amended;

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954 as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the project, the location of the Project and an estimate of the cost of the Project.
2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Clerk.

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

YES:

NO:

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that: (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board of Trustees at a meeting of the Township Board (April 1, 2019), at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A. Skolarus
Genoa Charter Township Clerk
April 1, 2019

EXHIBIT A

EDWIN DRIVE ROAD MAINTENANCE PROJECT (Summer 2019)

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

- Total cost of the project: \$18,988.00
- Total parcels: 15
- Total amount per parcel: \$1,265.87
- Amount per year for FIVE years @ 0% Interest: \$253.17
- Homeowners signing the petition: 53%

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

- An initial application of 204 tons of crushed asphalt
- Grading of Edwin Drive twice a year
- Five yards of material added in years 2, 3, 4 and 5 for spot repair
- Two applications of chloride per year
- Snow removal
- Miscellaneous maintenance
- Township costs for publications and mailings

K B Road Grading, LLC
2611 Parklawn
Brighton, MI 48114

Estimate

Date	Estimate #
1/16/2019	2403

Phone/Fax: 810-220-3373

Mobile: 517-404-2600

kbogos@comcast.net

Name / Address
ROCHELLE HUNTSMAN 1662 EDWIN DR. BRIGHTON, MI 48114

Description	Qty	Rate	Total
2019 prices for Edwin Dr. With Special Assessment, please add 7-10% per year to allow for future price increases.			
Grade Edwin Dr. - suggest 2 times a year	2	250.00	500.00
Crushed Asphalt, delivered, priced per ton - applied with the spring grading	204	17.50	3,570.00
Spread & Work-in Material, priced per ton.	204	4.50	918.00
Chloride application	2	425.00	850.00
Snow removal - 3 to 6", per push	6	80.00	480.00
Snow plowed - 6" or over, per push	2	120.00	240.00
Signs, if necessary	1	150.00	150.00
Estimate good for 30 days. Prices are estimated due to availability of material and location.	Total		\$6,708.00

ACCEPTANCE OF PROPOSAL:
The above prices, specifications & conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.
Payment to be made as follows: 50% DEPOSIT REQUIRED BEFORE JOB STARTS, BALANCE DUE UPON COMPLETION.
Date: _____ Customer Signature: _____

K B Road Grading, LLC
2611 Parklawn
Brighton, MI 48114

Estimate

Date	Estimate #
2/13/2019	2406

Phone/Fax: 810-220-3373

Mobile: 517-404-2600

kbogos@comcast.net

Name / Address
ROCHELLE HUNTSMAN 1662 EDWIN DR. BRIGHTON, MI 48114

Description	Qty	Rate	Total
2020 prices for Edwin Dr.			
Grade Edwin Dr. - suggest 2 times a year	2	250.00	500.00
Crushed Asphalt, delivered, 5 yds - for spot repair	2	170.00	340.00
Chloride application	2	450.00	900.00
Snow removal - 3 to 6", per push	6	85.00	510.00
Snow plowed - 6" or over, per push	2	130.00	260.00

Estimate good for 30 days. Prices are estimated due to availability of material and location.	Total	\$2,510.00
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ACCEPTANCE OF PROPOSAL:
The above prices, specifications & conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.

Payment to be made as follows: 50% DEPOSIT REQUIRED BEFORE JOB STARTS, BALANCE DUE UPON COMPLETION.

Date: _____ Customer Signature: _____

K B Road Grading, LLC
2611 Parklawn
Brighton, MI 48114

Estimate

Date	Estimate #
2/13/2019	2407

Phone/Fax: 810-220-3373

Mobile: 517-404-2600

kbogos@comcast.net

Name / Address
ROCHELLE HUNTSMAN 1662 EDWIN DR. BRIGHTON, MI 48114

Description	Qty	Rate	Total
2021 prices for Edwin Dr.			
Grade Edwin Dr. - suggest 2 times a year	2	250.00	500.00
Crushed Asphalt, delivered, 5 yds - for spot repair	2	170.00	340.00
Chloride application	2	450.00	900.00
Snow removal - 3 to 6", per push	6	85.00	510.00
Snow plowed - 6" or over, per push	2	130.00	260.00

Estimate good for 30 days. Prices are estimated due to availability of material and location.	Total	\$2,510.00
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ACCEPTANCE OF PROPOSAL:
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You are authorized to do the work as specified.
Payment to be made as follows: 50% DEPOSIT REQUIRED BEFORE JOB STARTS, BALANCE DUE UPON COMPLETION.
Date: _____ Customer Signature: _____

K B Road Grading, LLC
2611 Parklawn
Brighton, MI 48114

Estimate

Date	Estimate #
2/13/2019	2408

Phone/Fax: 810-220-3373

Mobile: 517-404-2600

kbogos@comcast.net

Name / Address
ROCHELLE HUNTSMAN 1662 EDWIN DR. BRIGHTON, MI 48114

Description	Qty	Rate	Total
2022 prices for Edwin Dr.			
Grade Edwin Dr. - suggest 2 times a year	2	260.00	520.00
Crushed Asphalt, delivered, 5 yds - for spot repair	2	175.00	350.00
Chloride application	2	475.00	950.00
Snow removal - 3 to 6", per push	6	90.00	540.00
Snow plowed - 6" or over, per push	2	135.00	270.00

Estimate good for 30 days. Prices are estimated due to availability of material and location.	Total	\$2,630.00
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ACCEPTANCE OF PROPOSAL:
The above prices, specifications & conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.
Payment to be made as follows: 50% DEPOSIT REQUIRED BEFORE JOB STARTS, BALANCE DUE UPON COMPLETION.
Date: _____ Customer Signature: _____

K B Road Grading, LLC
2611 Parklawn
Brighton, MI 48114

Estimate

Date	Estimate #
2/13/2019	2409

Phone/Fax: 810-220-3373

Mobile: 517-404-2600

kbogos@comcast.net

Name / Address
ROCHELLE HUNTSMAN 1662 EDWIN DR. BRIGHTON, MI 48114

Description	Qty	Rate	Total
2023 prices for Edwin Dr.			
Grade Edwin Dr. - suggest 2 times a year	2	260.00	520.00
Crushed Asphalt, delivered, 5 yds - for spot repair	2	175.00	350.00
Chloride application	2	475.00	950.00
Snow removal - 3 to 6", per push	6	90.00	540.00
Snow plowed - 6" or over, per push	2	135.00	270.00

Estimate good for 30 days. Prices are estimated due to availability of material and location.	Total	\$2,630.00
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ACCEPTANCE OF PROPOSAL:
The above prices, specifications & conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.

Payment to be made as follows: 50% DEPOSIT REQUIRED BEFORE JOB STARTS, BALANCE DUE UPON COMPLETION.

Date: _____ Customer Signature: _____

2019 ²
6708

2020 2510

17 properties

2021 2510

5 years

2022 2630

2023 2630

3798

16,988

5 | 18988

2,000 Admin.

\$224/year

18,988

17 | 3798

Polly

From: rhuntsm3@aol.com
Sent: Thursday, February 14, 2019 7:35 AM
To: Mike Archinal
Cc: Polly
Subject: 2019 Estimate from K B Road Grading
Attachments: CUsersKenAppDataLocalTempEst_2403_from_K_B_Road_Grading_LLC_5576.pdf

Hi Mike and Polly,

K&B gave me an updated estimate there are 5 individual estimates going out 5 years 2019 through 2023. I have put a call into TSI on 2.6.19 and I contacted them again yesterday. I'm giving them until next Wed. 2.20.19 to submit their estimate if, I do not receive their est. then Edwin residents would like to move forward with K&B.

Rochelle Huntsman

>

> Dear Rochelle :

>

> Please review the attached estimate. Feel free to contact us if you
> have any questions.

>

> We look forward to working with you.

>

> Sincerely,

>

> K B Road Grading

> 810-220-3373

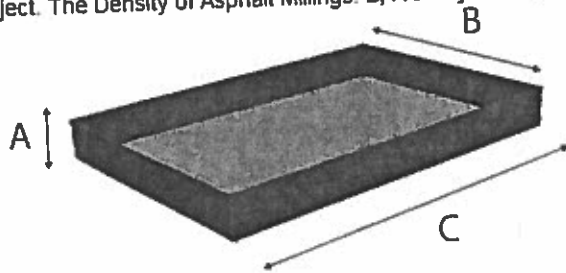
Polly

From:
Sent:
To:
Cc:
Subject:
Attachments:

Mike Archinal
Wednesday, February 06, 2019 4:18 PM
rhuntsm3@aol.com
Robin Hunt; Bill Rogers; Polly; Kelly VanMarter
Edwin Drive
DOC162.pdf

Calculate Asphalt Millings

Type in inches and feet of your project and calculate the estimated amount of **Recycled Materials** in cubic yards, cubic feet and Tons, that your need for your project. The Density of Asphalt Millings: 2,410 lb/yd³ or 1.21 t/yd³ or 0.8 yd³/t



A: Depth inches
B: Width feet
C: Length feet

Coverage (Square feet)	18,000 sq ft
Volume (Cubic feet)	4,500 cu ft
Volume (Cubic yards)	166.7 cu yd
Estimated amount (Pounds)	401,667 lb
Estimated amount (Tons)	200.83 ton
Amount +15% compression	230.96 ton

Prices for Asphalt Millings

Rochelle,

From what I have read I really don't think you want to go less than 3" of thickness and, as we discussed, it would make more sense to do this in year 1 and spread the costs over the term of the SAD. I assumed a width of 20'. This is somewhat less than our private road standard but seemed consistent with what was there when I drove the site today. I also attached a better map for the project limits. Let me know what you find out from contractors. If the annual cost comes up too high we can talk about spreading it over more years. Once you get firm numbers I can set up an informational meeting and send out notices.

Michael C. Archinal, AICP MPA

Polly

From: rhuntsm3@aol.com
Sent: Friday, February 01, 2019 8:16 AM
To: Polly
Subject: Re: Edwin Dr Special Assessmeant

Good morning Polly,

I was wondering if you received the estimate I emailed you yesterday? Would you be able to have a tax breakdown for each home? I thought maybe if I had that for them see when I went around to have him sign the petition then \$3,462.00 if they saw the breakdown it wouldn't seem so bad. I know I have 11 houses on board though I keep in consideration people could change their mind. Thank you for all your help. Have a nice weekend!

Rochelle

Sent from my iPhone

> On Jan 30, 2019, at 7:32 PM, Polly <pskolarus@genoa.org> wrote:

>

> Rochelle, You can move forward with your one estimate, but there may be others in your neighborhood who would like to see a second estimate. There is plenty of time to complete a special assessment district because nothing will go forward until spring when the road can be worked on. Let me know how to move forward. To create a special assessment district only takes four weeks from the time you submit your petition. Call me tomorrow and we can talk about it. Polly

>

> Sent from my iPad

>

>> On Jan 30, 2019, at 5:11 PM, "rhuntsm3@aol.com" <rhuntsm3@aol.com> wrote:

>>

>> Hi Polly,

>>

>> It's Rochelle when we last spoke there is a meeting set up for Monday, February 4th at 5:45 PM. It was mentioned that I needed 2 bids, I've made phone calls I've emailed companies and replies I have received they are not taking on new clients at this time, I don't get return phone calls or emails back or they need to wait until the snow melts. I have one estimate from K&B. I know we were wanting to move forward with the Special Assessment to get the petition signed by the 10 residence on bored. Do we need to postpone our meeting on February 4th or can we move forward with the one estimate I have?

>>

>> Rochelle Huntsman

Public Act 188 of 1954 Proceedings


PETITION FOR ROAD IMPROVEMENT
For Edwin Drive, Genoa Charter Township, Livingston County, MI

We, the undersigned, pursuant to the provisions of Public Act 188, as amended, do hereby petition the Genoa Charter Township Board to establish a special assessment district for the purpose of road improvement and maintenance, including but not limited to, road grading, gravel, dust control, snow plowing, sanding, salting, tree trimming, emergency tree removal, washout repair, legal fees and signage for the private road known as Edwin Drive. Fifty-one (51%) percent or more of the property owners of Edwin Drive who will benefit, request this improvement by petitioning the Genoa Charter Township Board.

We, the undersigned, do consent to the allocation of cost by special assessment to each benefited property for the improvement to be assessed against each property within the special assessment district to be formed. Further, it is understood that the estimated cost for the district is \$18,988.00. Further, it is understood that the benefited property owners will be assessed on the summer 2019 tax roll for the Road Improvement project to be implemented in the summer of 2019, estimated at \$253.17 a year per parcel. Further, that this request will be in place for five years at 0% interest with the establishment of this special assessment district. The costs thereof, including expenses connected with publications, permits and legal costs will be assessed against each parcel of land within said proposed district and will be divided into equal annual installments in accordance with MCL 41.721 as amended.

	Signature of All Property Owners	Printed Name	Address	Date
✓ 1.		Michael Gault	11652 Edwin Dr	3/25/19
2.	Rochelle Huntsman		11662 Edwin Dr.	3.25.19

STATE OF MICHIGAN
County of Livingston

I, , depose and say that he/she circulated the foregoing petition, and that each signature is of an owner of property fronting upon one of the aforementioned streets in Genoa Charter Township, Livingston County, Michigan.






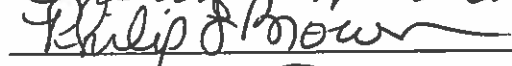

 Rochelle Huntsman 3.27.19
Signature of Circulator

Public Act 188 of 1954 Proceedings

PETITION FOR ROAD IMPROVEMENT
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	Signature of All Property Owners	Printed Name	Address	Date
3.		Kelly Groomes	1655 Edwin	3/25/19
		MARY GROOMES	1655 Edwin	3/25/19
4.		ROBERT BENSCHBACH	1601 Edwin	3-25-19
5.		Michael Refalo	1619 Edwin Dr	3-25-19
6.		Sharon Helmka	1660.3 Edwin Dr	3/25/19
7.		Philip Brown	1681 Edwin DR	3-26-19
		Diane Brown	1681 Edwin DR	3-26-19

STATE OF MICHIGAN
County of Livingston

I, Rochelle Huntsman, depose and say that he/she circulated the foregoing petition, and that each signature is of an owner of property fronting upon one of the aforementioned streets in Genoa Charter Township, Livingston County, Michigan.

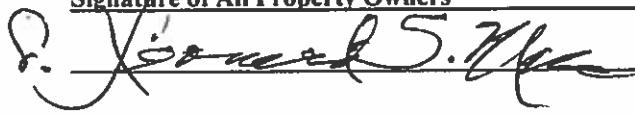
 3.27.19
Signature of Circulator

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Signature of All Property Owners	Printed Name	Address	Date
	Leonard Male	9539 Hillcrest Dr. (address) 1673 Edwin Dr.	Plymouth, MI 48170 3/26/19

STATE OF MICHIGAN
County of Livingston

I, Rochelle Huntsman, depose and say that he/she circulated the foregoing petition, and that each signature is of an owner of property fronting upon one of the aforementioned streets in Genoa Charter Township, Livingston County, Michigan.

 3.27.19
Signature of Circulator

Memo

To: MIKE
From: DEBRA ROJEWSKI 
Date: 3/28/2019
Re: EDWIN ROAD IMPROVEMENT

MIKE,

I HAVE RESEARCHED THE PETITION FOR EDWIN ROAD IMPROVEMENT AND FOUND THE FOLLOWING:

15 PARCELS IN THE DISTRICT

8 SIGNATURES IN FAVOR OF THE DISTRICT

53.33% OF SIGNATURES ARE IN FAVOR OF THE ROAD WORK.

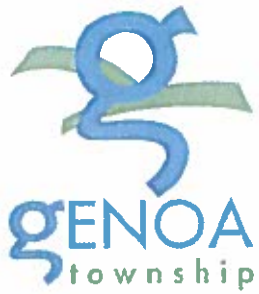
IF YOU HAVE ANY FURTHER QUESTIONS OR COMMENTS, PLEASE FEEL FREE TO CONTACT ME.

County: 47 LIVINGSTON Unit: GENOA CHARTER TOWNSHIP

***** Owner's Name *****	**** Parcel Number ****	2019 March BOR S.E.V. Taxable	Class	Zone	* Property Address	* PRE %	Trans
CHRISTENSEN ARTHUR & HORNBECK	4711-11-100-003	94,600 73,721	401	LDR	1622 EDWIN DR	100.000	0.00
BIERSCHBACH ROBERT	4711-11-100-018	135,600 109,192	401	LDR	1601 EDWIN DR	100.000	0.00
REFALO MICHAEL	4711-11-100-019	53,600 44,676	401	LDR	1619 EDWIN DR	0.000	0.00
BROWN, PHILIP & DIANE	4711-11-302-041	48,400 39,536	401	LRR	1681 EDWIN DR	100.000	0.00
MALE, LEONARD S.	4711-11-302-042	69,800 55,153	401	LRR	1673 EDWIN DR	0.000	0.00
HELMKA, SHARON & JOSEPH	4711-11-302-044	82,700 70,663	401	LRR	1663 EDWIN DR	100.000	0.00
GROOMES, KELLY & MARY	4711-11-302-046 <i>into 080</i>	51,400 39,154	401	LRR	1655 EDWIN DR	100.000	0.00
FRY MARK & DEBRA	4711-11-302-049	83,000 83,000	401	LRR	1636 EDWIN DR	100.000	100.00
GAUNT MICHAEL J	4711-11-302-051	76,400 57,260	401	LRR	1652 EDWIN DR	100.000	0.00
KOVANIS, HARALMBOS	4711-11-302-052	43,400 32,844	401	LRR	1666 EDWIN DR	0.000	0.00
DONNELLO JEFFREY	4711-11-302-055	92,400 66,692	401	LRR	1670 EDWIN DR	100.000	0.00
FOGUTH MATTHEW & SHELBY	4711-11-302-056	94,100 82,704	401	LRR	1676 EDWIN DR	100.000	0.00
HUNTSMAN ROCHELLE	4711-11-302-073	65,900 65,900	401	LRR	1662 EDWIN DR	100.000	100.00
CUFFE DENNIS	4711-11-302-076	109,000 79,838	401	LRR	1695 EDWIN DR	0.000	0.00
GUBALA WAYNE	4711-11-302-077	69,600 59,904	401	LRR	1689 EDWIN DR	100.000	0.00

Totals for all Parcels: Count= 15, S.E.V.= 1,169,900, Taxable= 960,237

8 Signatures



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

March 19, 2019

Edwin Drive Property Owner

RE: Road Improvement

Dear Sir or Madam,

As you are aware Edwin Drive is in very poor condition. Genoa Township has been contacted regarding a road improvement project in your neighborhood. This letter is intended to answer some questions and offer some alternatives.

Public Act 188 of 1954 allows for special property tax assessments for certain improvements. Genoa has a long history of using special assessments for road improvements, street lighting, water and sewer installation and aquatic weed control on lakes. Several subdivisions in Genoa have successfully petitioned the Township Board to specially assess their properties for road improvements. For this project to move forward at least 51% of the property owners must file a petition supporting the project. The Township Board assesses these projects over a period of time. Although the Township Board ultimately determines the length of the term the summary that follows contemplates an 5-year payback. The Township currently charges no interest.

The requested work includes the installation and shaping of 204 tons of crushed asphalt in the first year. The project will also include funds for road improvement and maintenance. Snow plowing, road grading and chloride application will be provided. The total project cost is \$18,988 over five years.

Based on the following assumptions:

- 17 Parcels *15 one parcel removed one parcel combined*
- Construction cost estimate of \$18,988
- 5-year payback with no interest

\$ 253.17

The assessment would equate to approximately ~~\$224~~ per parcel per year.

You are invited to attend an informational meeting on Monday, March 25, 2019 at 6:00 PM at the Genoa Township Hall located at 2911 Dorr Road. I will explain the project, the special assessment process and answer any questions you may have. Petitions will be available for you to distribute and/or sign. The petitions

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



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

have very specific language required by state statute. All owners of a property must sign a petition for it to be valid. For example if a husband and wife are on a deed they *both* have to sign.

If you are unable to attend or if you have any questions please feel free to contact me at 810.227.5225 or via email at mike@genoa.org.

Best regards,

Michael Archinal
Manager

Cc: Township Board
Correspondence

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Craft

Diana Lowe

MANAGER

Michael C. Archinal

Resolution #2 – Edwin Drive Road Maintenance
Special Assessment Project (Summer 2019)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township of Livingston County, Michigan (the “Township”) held at the Township Hall on April 1, 2019 at 6:30 p.m. there were

PRESENT: Ledford, Croft, Hunt, Mortensen, Skolarus, Lowe and Rogers.

ABSENT: None

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

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

WHEREAS, the Board of Trustees of the Township has approved the Edwin Drive Road Maintenance Project (Summer 2019) within the Township as described in Exhibit A (the “Project”);

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intention to proceed with the Project.
2. The Board of Trustees of the Township hereby declares its intention to make the improvement and tentatively designates the special assessment district against which the cost of the improvement and maintenance is to be assessed as described in Exhibit B.
3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project and the proposed Special Assessment District for the Project which is known as the “Edwin Drive Road Maintenance Special Assessment District (Summer 2019).”
4. The public hearing will be held on April 15, 2019 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.

5. The Township Manager is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Manager shall be similar to the notice attached as Exhibit C and shall be mailed by first class mail on or before April 4, 2019. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit D.
6. The Township Manager is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before April 5, 2019 and once on or before April 12, 2019. The notice shall be in a form substantially similar to the notice attached as Exhibit C.

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

YES:

NO: None.

ABSENT: None.

CLERK'S CERTIFICATE

The Undersigned, being duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board of Trustees at a meeting of the Township Board (April 1, 2019), at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act. No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A Skolarus
Genoa Charter Township Clerk
April 1, 2019

EXHIBIT A

EDWIN DRIVE ROAD MAINTENANCE PROJECT (Summer 2019)

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

- Total cost of the project: \$18,988.00
- Total parcels: 15
- Total amount per parcel: \$1,265.87
- Amount per year for FIVE years @ 0% Interest: \$253.17
- Homeowners signing the petition: 53%

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

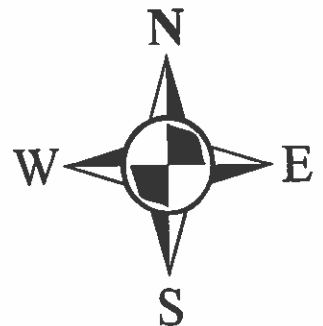
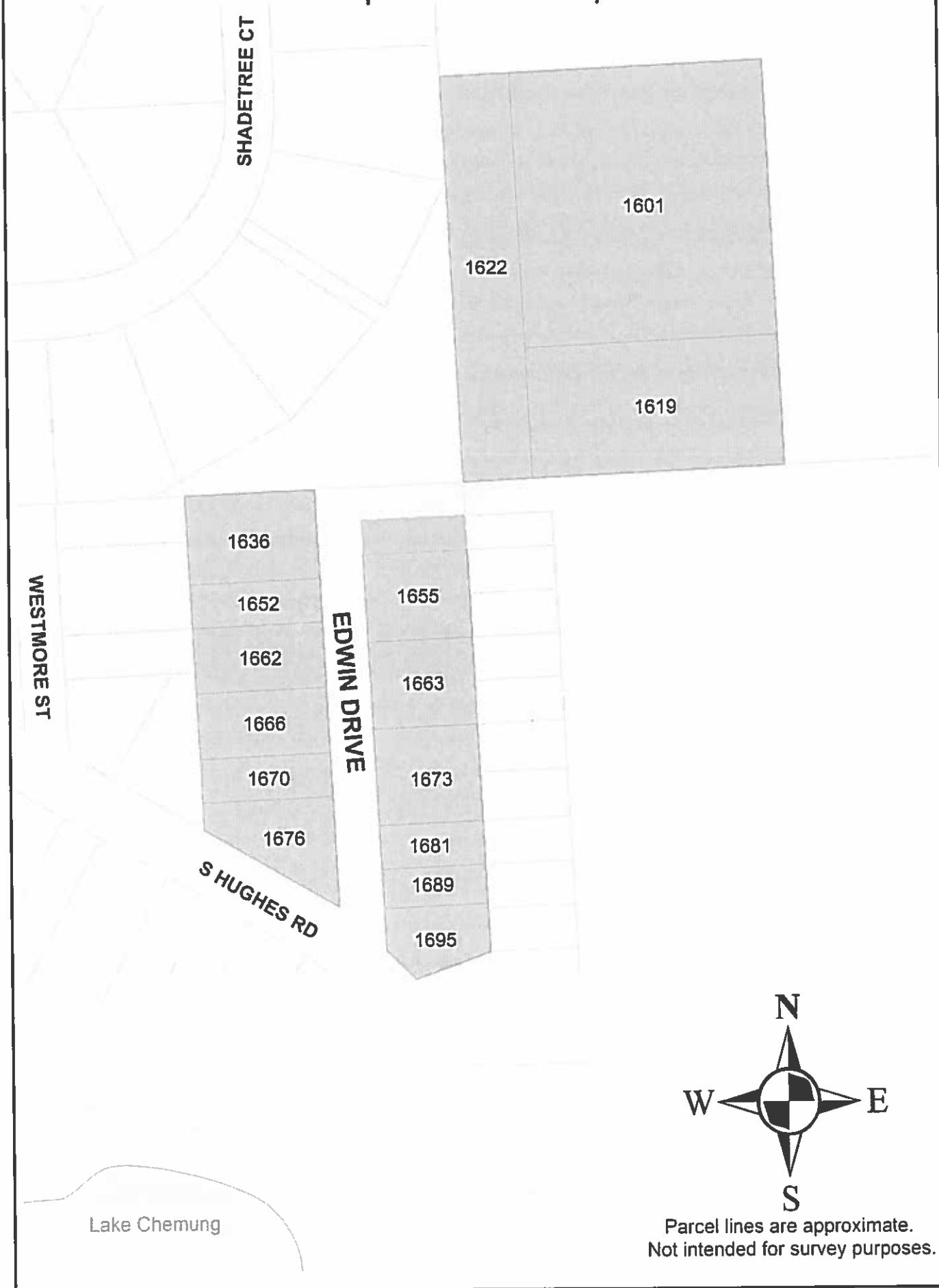
- An initial application of 204 tons of crushed asphalt
- Grading of Edwin Drive twice a year
- Five yards of material added in years 2, 3, 4 and 5 for spot repair
- Two applications of chloride per year
- Snow removal
- Miscellaneous maintenance
- Township costs for publications and mailings

EXHIBIT B

The Project (Edwin Drive Road Maintenance Summer 2019) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-11-100-003	4711-11-100-018	4711-11-100-019
4711-11-302-041	4711-11-302-042	4711-11-302-044
4711-11-302-049	4711-11-302-051	4711-11-302-052
4711-11-302-055	4711-11-302-056	4711-11-302-073
4711-11-302-076	4711-11-302-077	4711-11-302-080

Edwin Drive Special Assessment District Proposed Area Map



Parcel lines are approximate.
Not intended for survey purposes.

EXHIBIT C

**GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING
UPON A PROPOSED EDWIN DRIVE ROAD MAINTENANCE PROJECT
AND SPECIAL ASSESSMENT DISTRICT (Summer 2019)**

NOTICE IS HEREBY GIVEN:

- (1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on April 15, 2019 at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district and to hear any objections thereto and to the proposed project.

**GENOA CHARTER TOWNSHIP – EDWIN DRIVE ROAD MAINTENANCE PROJECT
AND SPECIAL ASSESSMENT DISTRICT (Summer 2019)
(A five-year program with costs as follows)**

- Total cost of the project: \$18,988.00
- Total parcels: 15
- Total amount per parcel: \$1,265.87
- Amount per year for FIVE years @ 0% Interest: \$253.17
- Homeowners signing the petition: 53%

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

- An initial application of 204 tons of crushed asphalt
- Grading of Edwin Drive twice a year
- Five yards of material added in years 2, 3, 4 and 5 for spot repair
- Two applications of chloride per year
- Snow removal
- Miscellaneous maintenance
- Township costs for publications and mailings

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

4711-11-100-003	4711-11-100-018	4711-11-100-019
4711-11-302-041	4711-11-302-042	4711-11-302-044
4711-11-302-049	4711-11-302-051	4711-11-302-052
4711-11-302-055	4711-11-302-056	4711-11-302-073
4711-11-302-076	4711-11-302-077	4711-11-302-080

- (3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.
- (4) The preliminary plans and cost estimates for the proposed project and the boundaries of the Special Assessment District are now on file in the office of the Township Clerk for public inspection. The Township Board has received petitions signed by more than 50 percent of property owners within the proposed district. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the April 15, 2019 hearing or within such further times as the Township Board may grant.

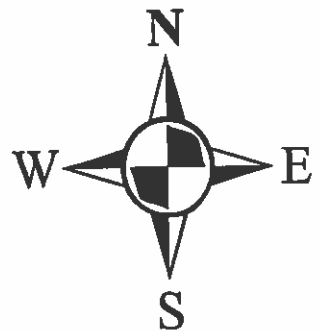
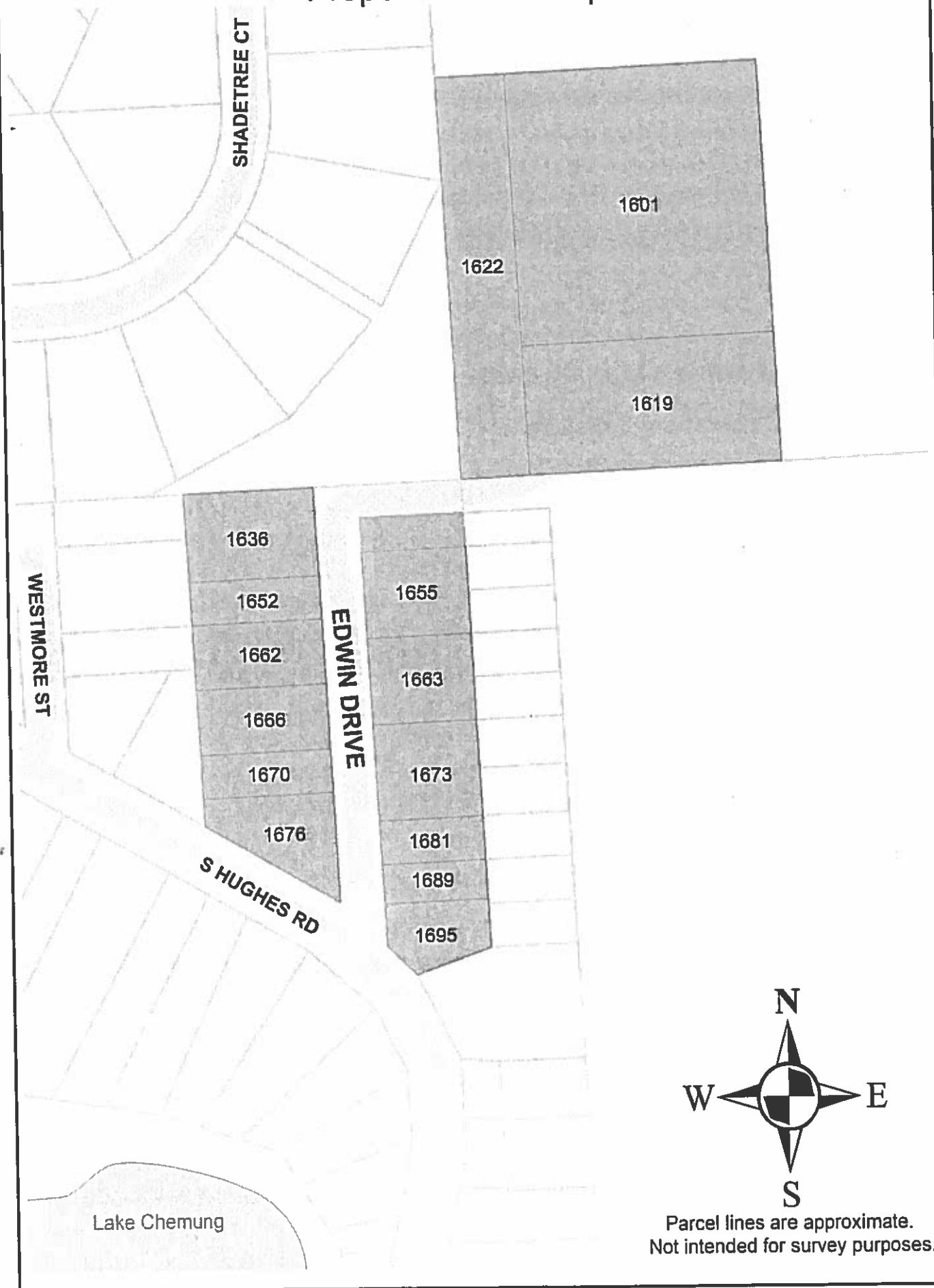
This notice is given by order of the Genoa Charter Township Board.

Dated April 1, 2019

Michael C. Archinal
Genoa Charter Township Manager

(Press/Argus 4/5/2019 & 4/12/2019)

Edwin Drive Special Assessment District Proposed Area Map



Parcel lines are approximate.
Not intended for survey purposes.

EXHIBIT D

AFFIDAVIT OF MAILING

STATE OF MICHIGAN

COUNTY OF LIVINGSTON

MICHAEL C. ARCHINAL, being first duly sworn, deposes and says that he personally prepared for mailing, and did on April 2, 2019, send by first-class mail, the notice of public hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of Genoa Charter Township; that he personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that he personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Michael C. Archinal
Genoa Charter Township Manager
April 2, 2019



218 E. Grand River, Brighton, MI 48116 | 810.588.6382

Mike Archinal, Township Manager
Genoa Township
2911 Dorr Road
Brighton, MI 48116

Dear Mr. Archinal:

On behalf of the Economic Development Council of Livingston County and Ann Arbor SPARK, I would like to thank you for your support during 2018. It is because of your continued support that we can achieve our mission of advancing the region by encouraging and supporting business acceleration, attraction and retention.

Through our partnership with Ann Arbor SPARK, staff collaborates with business, academic, government and community investor partners to promote healthy business retention and growth. SPARK's team can serve as an extension of your team, providing consultation and data on projects that will positively impact economic development in your area. SPARK serves as liaison between business and the community, helping our community to be proactive in our approach to supporting business growth.

We have prepared the annual invoice for your support in 2019 (enclosed). If you would like us to make a presentation to your board or council regarding this support, or the economic development successes in your community, please contact me. We sincerely appreciate partnership and look forward to working with you and your team again this year.

Thank you for your support. Thank you for your generosity. Thank you for making our work possible.

Most sincerely,

James Wickman
Chairman, Economic Development Council of Livingston County

Enclosure



Economic Development Council of
Livingston County

218 East Grand River Ave.
Upper Level
Brighton, MI 48116

Invoice

Date	Invoice #
3/20/2019	1242

Bill To
Genoa Township 2911 Dorr Road Brighton, MI 48116

Quantity	Description	Rate	Amount
	Municipal Partnership Investment 2019	23,283.09	23,283.09
Thank you for your support!		Total	\$23,283.09

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 3/29/2019

RE: Genoa Park Property

I was asked to explore the feasibility of installing a basketball court at the Township Park. Attached is information related to this concept. The idea is to install a multi-purpose amenity which could be used for basketball, tennis, volleyball and roller hockey. I am seeking input from the Board on these options as well as the overall concept. Lighting and fencing are other variables

The location was selected because of its proximity to parking and the minimal amount of site preparation required. Additionally I like the fact that this facility would be removed from the playground and soccer fields providing separation for different age groups using the facilities.

I look forward to discussing this project with you on Monday night.

SUPERIOR SPORTS, LLC
 1250 N. OPDYKE RD.
 AUBURN HILLS, MI 48326



office: 248-342-3826
 fax: 248-499-6141
 email: tim@sportcourtni.com
 website: www.sportcourtni.com

Client: Mike Archinal
 Address:
 City/Zip:
 phone:

Sales Representative:
Tim Barnes
 cell # (248) 342-3826

COMPONENTS	PRICING	#UNITS	OPTION #1 60'x94'	OPTION #2	OPTION #3
			5,640 SQ. FT.	SQ. FT.	SQ. FT.
LIGHT UNITS					
double LED hoop light	600.00				
double LED light fixture	1995.00	4	7980.00		
BASKETBALL HOOP SYSTEMS					
ultimate 72" adjustable hoop	1895.00	2	3790.00		
ultimate 60" adjustable hoop	1595.00				
BASKETBALL PAD SET	235.00	2	470.00		
pole	110.00				
backboard	95.00				
anchor	95.00				
NET ADJUSTMENT SYSTEM	249.00	1	249.00		
NET POLE (ONE POLE)	549.00	2	1098.00		
MULTIPURPOSE NETS					
15' or 20' with cable	120.00				
24' with cable	140.00				
30' or 40' with cable	170.00				
tennis net	225.00	1	225.00		
REBOUNDER					
10'x10'	995.00				
10'x20'	1695.00				
BALL CONTAINMENT					
10' ball containment (per LF)	30.00	214	6420.00		
4' ball containment (per LF)	24.00				
SPORTS GEAR					
fun pack	359.00				
fun pack with rack	425.00				
hockey set	549.00				
painted shuffle board	439.00				
painted pickleball lines	399.00	1	399.00		
painted tennis lines	525.00				
painted 3 pt. and key	350.00	2	700.00		
BATTING CAGE					
12x12x60 batting cage	4000.00				
10x10x60 batting cage	3500.00				
SPORTS SURFACING (PER FT)	4.49		25323.60		
COMPONENT SUBTOTAL			46654.60		
freight			1500.00		
installation			950.00		
tax 6%			exempt?		
reinforced concrete with rerod prep and base	4.25	sq. ft.	23970.00 provided		
COURT SYSTEM TOTAL			\$ 73,074.60	\$ -	\$ -

HOMEOWNER IS RESPONSIBLE FOR ELECTRICAL CONNECTIONS, PERMITS, EASEMENTS AND HOMEOWNER ASSOC. APPROVAL

Customer Signature _____ Date _____
 Sport Court Signature _____ Date _____

GENOA TOWNSHIP, MICHIGAN BASKETBALL COURT

401 S. WASHINGTON SQUARE
LANSING MI 48933
PHONE: 517-315-3830 FAX 517-484-8140

www.tetra-tech.com



TETRA TECH

PROJECT LOCATION:
GENOA TOWNSHIP MICHIGAN

CLIENT INFORMATION:
GENOA TOWNSHIP

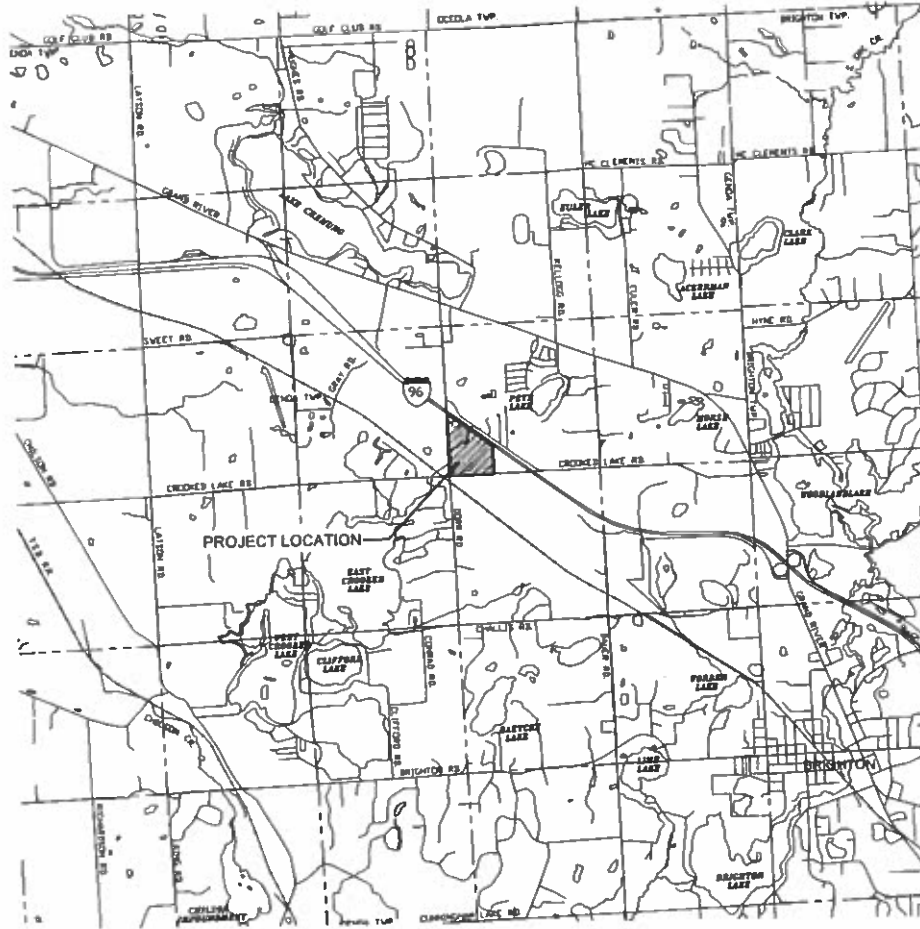
TI PROJECT No.:
200-12736-19002

CLIENT PROJECT No.:

PROJECT DESCRIPTION / NOTES:
INSTALLATION OF BASKETBALL COURT AND PATHWAY RELOCATION.

ISSUED:

VICINITY MAP:



LOCATION MAP
SCALE 1"=200'

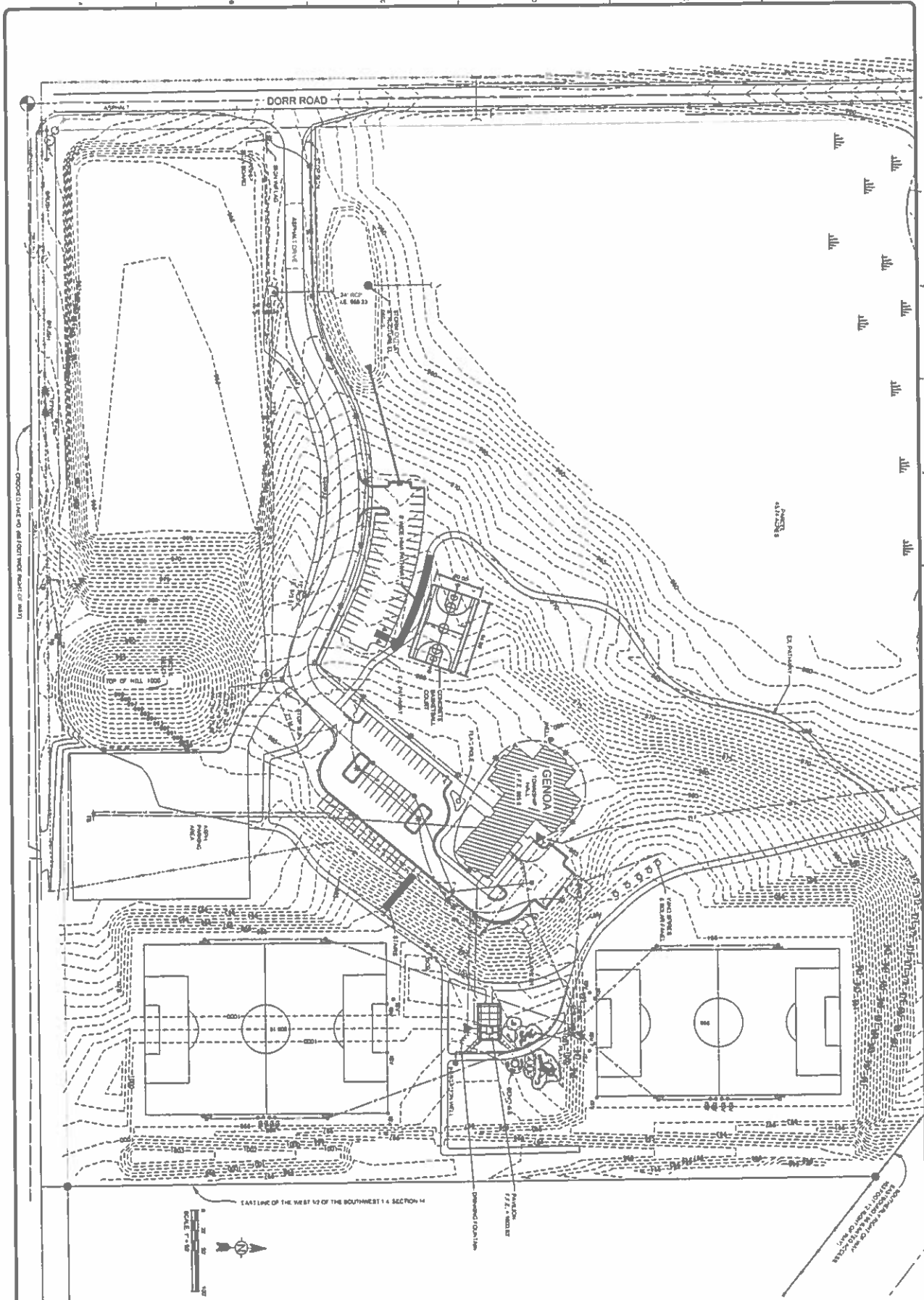


SHEET INDEX

- | | |
|-------|---------------|
| G-001 | GENERAL NOTES |
| C-101 | SITE PLAN |
| C-102 | GRADING PLAN |
| C-103 | SESC PLAN |



GENOA TOWNSHIP



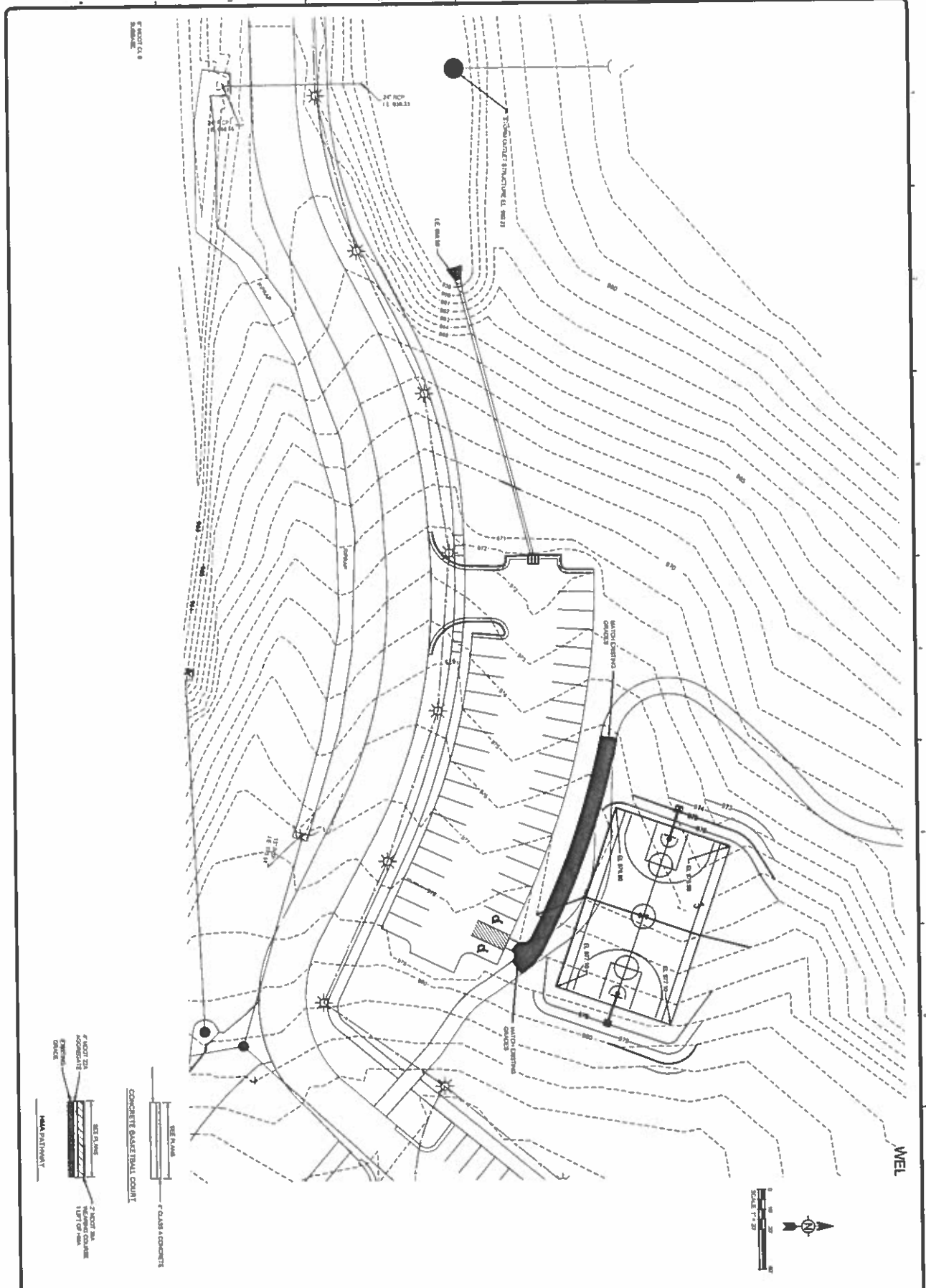
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 REVISION: [] DATE: [] BY: []

C-101

GENOA TOWNSHIP, MICHIGAN
 GENOA TOWNSHIP HALL
**BASKETBALL COURT
 SITE PLAN**

MARK	DATE	DESCRIPTION	BY





C-102

GENOA TOWNSHIP MICHIGAN
GENOA TOWNSHIP HALL
BASKETBALL COURT
GRADING PLAN

MARK	DATE	DESCRIPTION	BY
	5-26-13	ADD/REV A-11	ST
			ST
			ST
			ST
			ST
			ST
			ST
			ST
			ST
			ST



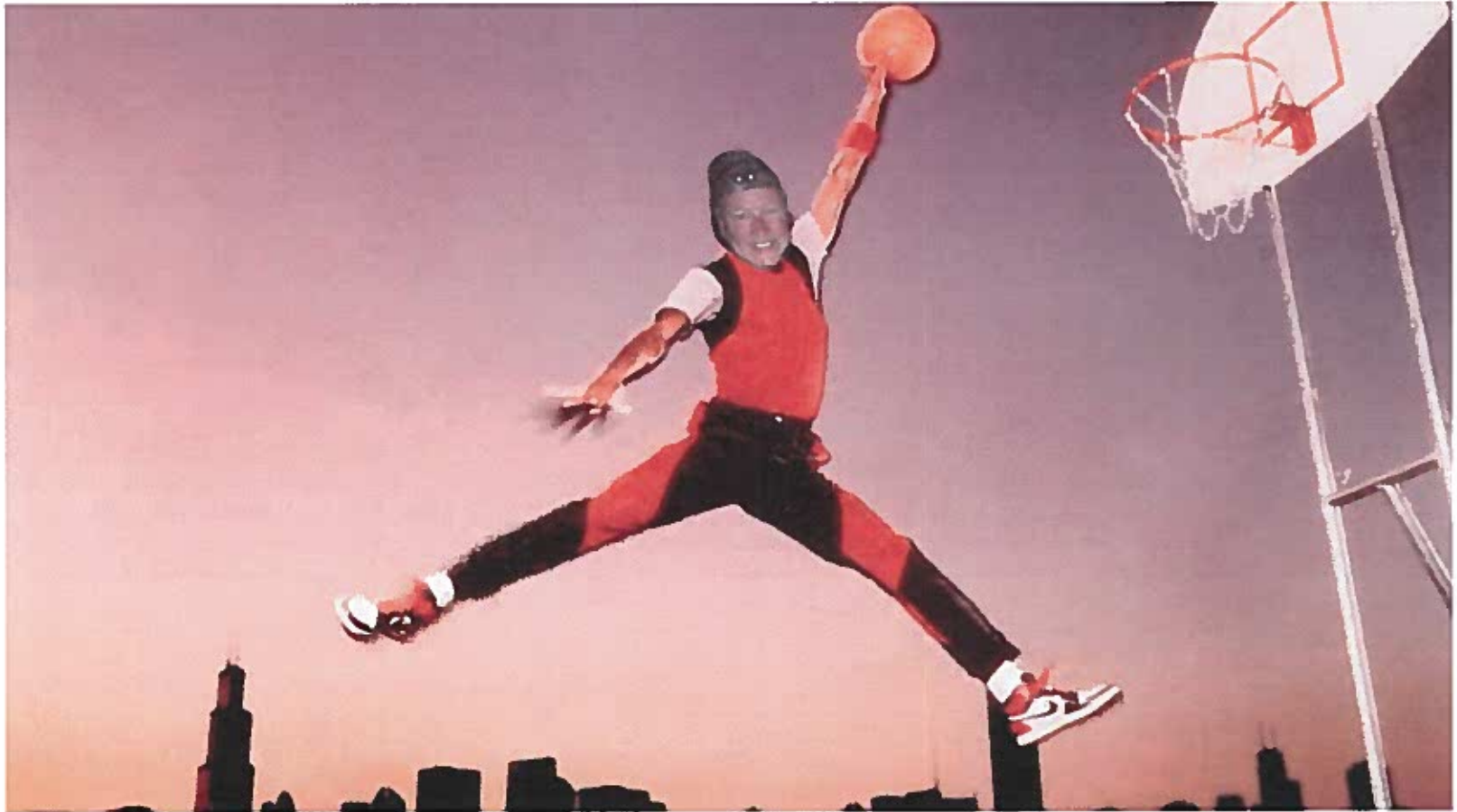
TETRA TECH

401 SOUTH HAMBURGTON SQUARE
LANSING, MI 48233
Ph: (313) 816-3970 FAX: (313) 866-2197









Board Correspondence

To Board 4/1/2019

Polly

From: BS&A Financial Management Support <FMSupport@bsasoftware.com>
Sent: Tuesday, March 19, 2019 12:42 PM
Subject: Chart of Accounts Change Project UPDATE

Hi there,

We here at BS&A recently received news from the State of Michigan that we would like to share with you. The State of Michigan has decided to delay the change chart of accounts deadline and make further changes before finalizing the updated uniform chart of accounts. We do not yet have information on what additional changes will be made or when they will require municipalities to be in compliance with the new changes. Due to the current uncertainty surrounding the situation, we are taking the State's advice and putting our process of assisting municipalities through these changes on hold. We anticipate resuming once the State has finalized the changes they would like to be made.

Currently, your municipality has inquired about our change chart of account process and you may be working on the initial documents we need to begin testing. While we appreciate any time and effort you've spent preparing these documents, we do not see any benefit in continuing to work on your spreadsheet or questionnaire. Once we receive a finalized uniform chart of accounts from the state, we will reach back out with a plan of action to work toward compliance for your municipality.

Thank you for your understanding,

BS&A Software Financial Management Support Team

Phone: 517-641-8900

Toll Free: 855-272-7638

Fax: 517-641-8960

Email: fmsupport@bsasoftware.com

Cromaine District Library
Regular Board Meeting
Thursday, February 21, 2019

APPROVED

Trustees Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent
Trustees Absent: Thompson
Staff Present: Director Marlow
Guests: Elizabeth Naylor

Prior to the meeting, Glenn Fischer, Technology Manager, shared lots of tips with trustees on how to use the nonprofit version of Google Mail. Trustees appreciated all the how-tos they learned to make their use of multiple google mail accounts more streamlined and to have better use of the Library's google mail account.

Also prior to the meeting, the trustees viewed the United for Libraries Short Takes for Trustees video on Advocacy. This was unable to be shown at the prior meeting due to technological difficulties, which then also plagued most trustees trying to view it at home.

- I. President Lewis called the meeting to order at 7:12 p.m. in the Community Room of the Cromaine Village Library.
- II. **Approval of agenda** Agenda Approval
Member Oemke moved to approve the agenda, seconded by Treasurer Sargent. Passed unanimously.
- III. **Approval of Consent Agenda** Consent Calendar Approval
Vice-President DeRosier asked that the minutes of the January 17, 2019 meeting be removed from the consent agenda. The minutes were added as Discussion Item G. Vice-President DeRosier moved to approve the consent agenda as amended, seconded by Member Oemke. Passed unanimously.
 - A. Approval of regular meeting minutes, 1/17/2019
 - B. Approval of special meeting minutes, 1/22/2019
 - C. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling \$142,780.35 and payroll obligations totaling \$94,180.93.
 - D. Director's Report
 - E. Committee Reports

Community Relations	Canceled
Finance	February 14
Personnel	February 7
Planning	Canceled
- IV. **Call to the Public:** Call to the Public
Elizabeth Naylor said that the library is nice and she wishes she could be here more often.
- VI. **Director's Report – Update and Comments from the Community** Director's Update
The Director's printed report was updated verbally with the following:

The Director met with Chuck Hughes, Scott Bacon, and Michelle Otis of the Schools at their request to discuss the version of draft lease agreement for the Hartland Music Hall which was given to them following this board's January 22, 2019 meeting. The team questioned why some things were removed, primarily the shared funds for repairs, and why some were added, primarily the on-going annual or every three-year inspections. The Director explained the rationale. She also suggested that if they wished to revise this version, she will return to the Board for their further review. But, that this version is acceptable to the Library Board and they are ready to proceed with legal review, if this version is acceptable to the Schools and the Foundation. After more discussion primarily about what the Library projects as operating costs and likely revenue, it was agreed that there would be no further revision from the Schools and that this draft lease agreement as revised by the Library Board would be taken to the Hartland Consolidated Schools Foundation for their review.

March 1 the program and marketing team will launch a new series of topic-focused emails. This service will provide news, trends, highlight digital resources, and promote library and community services within a certain popular topic. We plan to launch one topic email per week for five weeks, then rotate. The topics are crafts, food, preschool families (birth to age 5), entertainment news, and resources for commuters. Each email will have a place to sign up for a topical email. The emails will go to the current list of ca. 5,500 recipients of our weekly events email and weekly "word from the director." We will watch subscriptions, opens, and clicks to see if these are popular during the trial period of at least two months. This is one more way of individualizing service, a trend called "the subscription economy" which was discussed during the American Library Association mid-winter conference. Another "concierge" service is in the works at Cromaine which will allow patrons to identify up to 15 authors that the patron wants to have "automatic" holds placed for any new releases. More information coming as that is worked through.

While the total of volunteer hours for this past four weeks is not ready – the one for the four weeks before that is! Adults gave 112 hours in January and teens gave 51.75 hours.

Questions for the Director: Treasurer Sargent asked when the Hartland Consolidated Schools Foundation meeting will be held. The Director replied that she does not have their date. At the meeting it was still to be set. Secretary Cafmeyer asked how many emails will be sent in one day. The Director replied that only one of the informative emails are sent in a day - the weekly events email goes out on Sunday morning, the word from the Director email goes out on Monday morning, and one of the topical emails will go out on Friday morning, beginning March 1. Secretary Cafmeyer said she would not want to have more than one email from the Library in a day. Treasurer Sargent asked if there was some way to calculate an average attendance per event so that there would be a way to anticipate drops in attendance. The Director replied that to get an average attendance across something like the 10-person only basket-making event on Monday night and the 1,500 student event of Carolyn at the high school would not be possible. The report did note that the drop in attendance for January was

likely due to weather and no kick-off event for the community read of "Orphan Train." Member Oemke noted that one report said that the grand opening for the Youth Program Room Play Time is March 1, but another says March 4. The Director said it has been finalized as Monday, March 4 at 1:00 pm, but unfortunately the Mackles are unable to attend. Treasurer Sargent shared that he shares most of the Library's Facebook posts (except those with children's photos) to his Facebook friends. He frequently receives comments from his friends outside the area about "I wish my library did that" and "what! Your library does great stuff."

VII. Discussion

A. Strategic Plan 2018-2022

Vice President DeRosier commented that she sees a lot of energy in the connections and outreach with the schools with students, teachers, and families. When she attended the Schools meeting on Monday night, it was great to hear the teacher who reported on the third grade reading efforts talk about the partnership with Cromaine Library. Member Oemke asked for more information about the Goal 4, Strategy 3 project. The Director explained that Wendy Shinde's goal project is to reach out to the Genoa Township residents (our smallest group) who do not have cards and send them a postcard touting our digital resources and inviting them to get a card. The Director would like that to also include a visit in the Township to actually issue the cards which Cromaine now has the technology to do.

Strategic Plan

B. Report from Hartland Township Visit

Vice President DeRosier and Member Oemke spoke during the three-minute public comment time at the Hartland Township meeting of February 19. Vice President DeRosier stated that they had picked the best, shortest meeting ever, used an alarm to time for three minutes, and complimented the Township trustees on their participation in the Library's strategic plan process. Member Oemke spoke first, then Vice President DeRosier who noted that she was given an extension on the three minutes by Supervisor Fountain. Member Oemke and Vice President DeRosier had distributed the hand-outs and the copies of "Orphan Train" prior to the meeting to each trustee. They were thanked for the copies of the book in particular. Two library card applications were given to the high school students in the audience who wanted cards when they heard about the Emagine benefit. It was a good experience, they believe. The next visit is to Brighton Township March 18 and Member Naylor and Vice President DeRosier plan to attend.

Report from
Hartland
Township Visit

C. Hartland Living Web Site Presentation

The Director showed the latest version of the Hartland Living web site and its features. This includes a News & Happening slider and section, the community calendar, and then sections on each of the Partners in Progress. The Director shared the planned roll-out of the Hartland Living brand from the logo to Facebook to the web site itself. In the first week of Hartland Living's Facebook page it had over 200 likes and over 200 followers. The Director noted that the trustees can look at progress by visiting dev.hartlandliving.com as the web site continues its development and to be aware that periodically in development,

Hartland Living
Web Site
Presentation

"gremlins" seem to pop up but then are addressed and go away. The Director commended the work of Stefanie Furge who has been tasked with getting four separate institutions moving in the same direction.

D. Coffee Cart Update

Vice President DeRosier provided a list of likely dates, all for youth programs, beginning February 27. She believes these will be good for "Coffee with a Trustee." The plan is for trustees to sign up to attend and be the "trustee," as available. Several trustees noted that they have conflicts, work schedules, or other complications during the day. After discussion, it seemed that the timing is most likely to start mid-March. President Lewis reported the costs at GFS for what is required. Vice President DeRosier had also checked the coffee at Costco. A copy of President Lewis' shopping list was to be made and Vice President DeRosier planned to cost compare at Costco. The Director asked if consideration had been given to location for the coffee and trustee. Member Oemke thought that the Tween area tables would work. The Director noted that during preschool story times, for example, there's quite a crowd of parents who want to be able to see the many siblings of the children while one child is in a program. In addition, the Tween area is also often occupied during the day. The Director suggested it might help with location to be in the Library prior to setting the dates for Coffees to see what kind of traffic and use already exists. She also suggested that the blue counter just inside the Youth area which has power for a coffee pot, has visibility of the children's area, and will be highly visible to anyone entering the second floor Youth area, might be a good location.

Coffee Cart
Update

E. Discussion of Board Advocacy Video

Vice President DeRosier commented that the video content seemed to focus on libraries that are funded by municipalities and the kind of advocacy that requires.

Discussion of
Board Advocacy
Video

F. Presentation of Employees' Work Goals' Progress

President Lewis stated it was good to see progress and even some completed goals. Member Oemke asked what Meagan Brown's program is. The Director replied that in March Meagan launches the 20- and 30-something Book Club. Interestingly, it was reported that Grace Kelch asked for time off to attend the Book Club, a vote of confidence in this goal which is one of the Strategic Plan objectives.

Presentation of
Employees'
Work Goals'
Progress

G. Meeting Minutes of January 17, 2019

Vice President DeRosier stated that she did not say what was reported in the minutes under Item VII.C., second paragraph, line 8. That is, she did not say she "will not support or provide for this [the Coffee with a Trustee effort] as a fundraiser." After discussion, the words "or provide for" will be removed from the minutes before publication.

Meeting Minutes
of January 17,
2019

VIII. Decision

A. Meeting Minutes of January 17, 2019

Member Oemke moved and Member Naylor seconded approval of the amended meeting minutes of January 17, 2019. Passed unanimously.

Meeting Minutes
of January 17,
2019

IX. Information

Upcoming meeting dates include:

Upcoming
Meeting Dates

Mar 7	Personnel Committee, 6:30 pm, Director's Office
Mar 13	Community Relations, 12:00 pm, South Meeting Room
Mar 13	Planning Committee, 1:00 pm, Director's Office
Mar 14	Finance Committee, 2:00 pm, Director's Office
Mar 21	Board of Trustees meeting, 7:00 pm, Community Room Member Oemke is unable to attend this meeting. This meeting will include an update from Community Relations Manager, Beth Schrader.

President Lewis reminded the Community Relations Committee and the Planning Committee members that the agendas for their meetings need to include choosing a Committee Chair.

President Lewis also noted that March 8 from 12-1:30 pm is the Black and Bling luncheon at Dunham Hills Golf Club. President Lewis and Member Oemke will attend.

X. Agenda Items for Next Meeting

Items for next
meeting

- Strategic Plan 2018-2022
- Board Operating Procedures
- Coffee with Trustees project

XI. Call to the Public

Public Call

Elizabeth Naylor said, "Books are awesome" and then shared a story about her conflicts with Connor regarding the value of books.

XII. Adjournment:

Adjournment

Motion by Treasurer Sargent, seconded by Vice President DeRosier to adjourn at 8:19 pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 1/17/19 Proposed Regular Meeting Minutes
- 1/22/19 Proposed Special Meeting Minutes
- January 2019 Financial Reports & Checks Issued Totals
- January 2019 CDL Investment Performance Report
- Director's Report 2/21/19

- CDL Statistics for January 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community January 2019
- Finance Committee Action/Decision List, 2/14/19
- Strategic Plan 2018-2022 Progress Report, 2/21/19
- 2019-2020 Wage Comparison Using 2019 DSLRT
- Employees' Work Performance Mid-year Goal Progress w/Director's Memo
- Replacement copies of policies 6020 & 6025
- Replacement Sticker for reviewed policy 6026
- *Board & Administrator*, February 2019
- 2018 Annual Report to the Community from the Human Services Collaborative Body
- List of February through May youth programs for "Coffee with a Trustee" events
- Board of Trustees Directory dated January 2019

To Board 4/1/19

Polly

From: Mike Archinal
Sent: Tuesday, March 26, 2019 9:41 AM
To: Michael Refalo
Cc: Polly
Subject: RE: Edwin Dr Meeting

Mike,

You are welcome.

Michael C. Archinal, AICP MPA
Manager
Genoa Charter Township
810.227.5225
mike@genoa.org



From: Michael Refalo [<mailto:Miker@elanengineering.com>]
Sent: Tuesday, March 26, 2019 9:27 AM
To: Mike Archinal
Subject: Edwin Dr Meeting

Hi Mike,

I wanted to thank Polly and you for working with us on the Edwin Dr. Road maintenance. The information on the approval process was helpful.

Have a nice day,

Mike Refalo
1619 Edwin Dr

MR

Michael W. Refalo Miker@elanengineering.com 800-334-5287 EXT 250 Direct 248-264-1404