

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
November 16, 2020
6:30 p.m.

If required, this meeting may alternatively be held by electronic remote access in response to COVID-19. If a remote meeting is required, the public may participate in the meeting/public hearing through Zoom access by computer and smart phone. A link will be posted at genoa.org as necessary.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Consent Agenda:

Request for approval of the consent agenda:

- 1. Payment of Bills.
- 2. Request to Approve Minutes: November 2, 2020

Regular Agenda:

Request for approval of the regular agenda:

- 3. Issuance of the Oath of Office to the newly-elected Genoa Township Board.
- 4. Receive budget presentation and Genoa Township participation rates from Tim Church, Director Howell Parks and Recreation Authority.
- 5. Request for approval of the Emergency Management Resolution 201116 as requested by the Assessor.
- 6. Request to approve the Inter-Governmental Agreement for the Designated Assessor.

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: November 16, 2020

TOWNSHIP GENERAL EXPENSES: Thru November 16, 2020	\$10,068.46
November 3, 2020 Election Payroll	\$22,027.18
November 12, 2020 Election Payroll	\$1,104.25
November 13, 2020 Bi Weekly Payroll	\$101,003.21
OPERATING EXPENSES: Thru November 16, 2020	\$59,199.09
TOTAL:	<u>\$193,402.19</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
10/30/2020	36346	DTE ENERGY	26.59
10/30/2020	36347	DYKEMA GOSSETT, PLLC	928.00
10/30/2020	36348	GREATLAND CORPORATION	75.95
10/30/2020	36349	MASTER MEDIA SUPPLY	138.48
10/30/2020	36350	PIVOT POINT PARTNERS LLC	2,810.00
11/02/2020	36351	GREAT HARVEST BREAD CO OF BRIGHTON	228.00
11/02/2020	36352	JET'S PIZZA	513.54
11/04/2020	36353	DTE ENERGY	608.86
11/04/2020	36354	FEDERAL EXPRESS	47.93
11/04/2020	36355	MICHIGAN MUNICIPAL TREAS. ASSN	75.00
11/04/2020	36356	PERFECT MAINTENANCE CLEANING	565.00
11/04/2020	36357	STATE OF MICHIGAN	525.00
11/04/2020	36358	TETRA TECH INC	1,290.00
11/04/2020	36359	TRI COUNTY SUPPLY, INC.	414.25
11/04/2020	36360	ANGELA WILLIAMS	190.85
11/06/2020	36361	CHILSON HILLS BAPTIST CHURCH	200.00
11/06/2020	36362	CHURCH OF THE NAZARENE	200.00
11/06/2020	36363	CLEARY UNIVERSITY	200.00
11/06/2020	36364	COMMUNITY BIBLE CHURCH	200.00
11/06/2020	36365	DTE ENERGY	121.83
11/06/2020	36366	DTE ENERGY	215.81
11/06/2020	36367	HORNUNG ELEMENTARY SCHOOL	200.00
11/06/2020	36368	HOWELL PUBLIC SCHOOLS	200.00
11/06/2020	36369	MARY KRENCICKI	35.87
11/06/2020	36370	LINDA GALLERANI	17.25
11/06/2020	36371	RICHARD BOROWIEC	40.25

FNBCK TOTALS:

Total of 26 Checks:	10,068.46
Less 0 Void Checks:	0.00
Total of 26 Disbursements:	10,068.46

Check Register Report For Genoa Charter Township
For Check Dates 11/03/2020 to 11/03/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2020	FNBACK	13294		315.00	315.00	0.00	Cleared
11/03/2020	FNBACK	13295		315.00	315.00	0.00	Cleared
11/03/2020	FNBACK	13296		315.00	315.00	0.00	Cleared
11/03/2020	FNBACK	13297		230.00	220.22	0.00	Cleared
11/03/2020	FNBACK	13298		315.00	315.00	0.00	Open
11/03/2020	FNBACK	13299		315.00	315.00	0.00	Cleared
11/03/2020	FNBACK	13300		230.00	220.22	0.00	Open
11/03/2020	FNBACK	13301		265.00	265.00	0.00	Open
11/03/2020	FNBACK	13302		230.00	212.40	0.00	Cleared
11/03/2020	FNBACK	13303		265.00	257.62	0.00	Open
11/03/2020	FNBACK	13304		265.00	251.09	0.00	Open
11/03/2020	FNBACK	13305		230.00	220.22	0.00	Cleared
11/03/2020	FNBACK	13306		230.00	204.53	0.00	Cleared
11/03/2020	FNBACK	13307		230.00	230.00	0.00	Open
11/03/2020	FNBACK	13308		230.00	230.00	0.00	Open
11/03/2020	FNBACK	13309		280.00	258.58	0.00	Open
11/03/2020	FNBACK	13310		230.00	220.22	0.00	Open
11/03/2020	FNBACK	13311		35.00	35.00	0.00	Cleared
11/03/2020	FNBACK	13312		230.00	220.22	0.00	Cleared
11/03/2020	FNBACK	13313		230.00	230.00	0.00	Cleared
11/03/2020	FNBACK	13314		230.00	230.00	0.00	Cleared
11/03/2020	FNBACK	13315		230.00	230.00	0.00	Cleared
11/03/2020	FNBACK	13316		315.00	301.61	0.00	Open
11/03/2020	FNBACK	13317		230.00	230.00	0.00	Cleared
11/03/2020	FNBACK	13318		315.00	276.38	0.00	Cleared
11/03/2020	FNBACK	13319		350.00	319.50	0.00	Cleared
11/03/2020	FNBACK	13320		230.00	230.00	0.00	Open
11/03/2020	FNBACK	13321		230.00	220.22	0.00	Open
11/03/2020	FNBACK	13322		230.00	220.22	0.00	Open
11/03/2020	FNBACK	13323		230.00	220.22	0.00	Cleared

Check Register Report For Genoa Charter Township
For Check Dates 11/03/2020 to 11/03/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2020	FNBCK	13324		265.00	253.74	0.00	Open
11/03/2020	FNBCK	13325		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13326		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13327		280.00	268.10	0.00	Cleared
11/03/2020	FNBCK	13328		280.00	258.58	0.00	Open
11/03/2020	FNBCK	13329		230.00	220.22	0.00	Open
11/03/2020	FNBCK	13330		230.00	227.99	0.00	Cleared
11/03/2020	FNBCK	13331		265.00	251.09	0.00	Cleared
11/03/2020	FNBCK	13332		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13333		350.00	323.97	0.00	Open
11/03/2020	FNBCK	13334		280.00	268.10	0.00	Cleared
11/03/2020	FNBCK	13335		350.00	323.00	0.00	Cleared
11/03/2020	FNBCK	13336		315.00	301.61	0.00	Open
11/03/2020	FNBCK	13337		265.00	253.74	0.00	Cleared
11/03/2020	FNBCK	13338		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13339		265.00	253.74	0.00	Cleared
11/03/2020	FNBCK	13340		230.00	220.22	0.00	Open
11/03/2020	FNBCK	13341		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13342		315.00	257.52	0.00	Cleared
11/03/2020	FNBCK	13343		265.00	257.62	0.00	Open
11/03/2020	FNBCK	13344		230.00	216.69	0.00	Cleared
11/03/2020	FNBCK	13345		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13346		265.00	253.74	0.00	Cleared
11/03/2020	FNBCK	13347		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13348		350.00	344.65	0.00	Cleared
11/03/2020	FNBCK	13349		280.00	246.68	0.00	Open
11/03/2020	FNBCK	13350		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13351		315.00	301.61	0.00	Open
11/03/2020	FNBCK	13352		265.00	257.62	0.00	Cleared
11/03/2020	FNBCK	13353		265.00	257.62	0.00	Cleared

Check Register Report For Genoa Charter Township
 For Check Dates 11/03/2020 to 11/03/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/03/2020	FNBCK	13354		230.00	220.22	0.00	Open
11/03/2020	FNBCK	13355		280.00	268.10	0.00	Cleared
11/03/2020	FNBCK	13356		265.00	265.00	0.00	Cleared
11/03/2020	FNBCK	13357		265.00	253.74	0.00	Open
11/03/2020	FNBCK	13358		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13359		280.00	280.00	0.00	Cleared
11/03/2020	FNBCK	13360		265.00	253.74	0.00	Open
11/03/2020	FNBCK	13361		315.00	292.99	0.00	Cleared
11/03/2020	FNBCK	13362		265.00	265.00	0.00	Open
11/03/2020	FNBCK	13363		230.00	220.22	0.00	Open
11/03/2020	FNBCK	13364		280.00	271.98	0.00	Open
11/03/2020	FNBCK	13365		230.00	220.22	0.00	Open
11/03/2020	FNBCK	13366		265.00	265.00	0.00	Open
11/03/2020	FNBCK	13367		315.00	315.00	0.00	Cleared
11/03/2020	FNBCK	13368		315.00	289.57	0.00	Open
11/03/2020	FNBCK	13369		280.00	280.00	0.00	Cleared
11/03/2020	FNBCK	13370		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13371		315.00	315.00	0.00	Cleared
11/03/2020	FNBCK	13372		230.00	230.00	0.00	Cleared
11/03/2020	FNBCK	13373		230.00	230.00	0.00	Open
11/03/2020	FNBCK	13374		230.00	230.00	0.00	Open
11/03/2020	FNBCK	13375		230.00	220.22	0.00	Cleared
11/03/2020	FNBCK	13376		315.00	292.99	0.00	Open
11/03/2020	FNBCK	EFT507	INTERNAL REVENUE SERVICE	367.18	367.18	0.00	Cleared
Totals:							
			Number of Checks: 084	22,027.18	21,243.59	0.00	
			Total Physical Checks: 83				
			Total Check Stubs: 1				

Check Register Report For Genoa Charter Township
For Check Dates 11/12/2020 to 11/12/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/12/2020	FNBCK	13378		14.00	14.00	0.00	Open
11/12/2020	FNBCK	13379		60.00	42.06	0.00	Open
11/12/2020	FNBCK	13380		14.00	13.40	0.00	Open
11/12/2020	FNBCK	13381		129.42	129.42	0.00	Open
11/12/2020	FNBCK	13382		98.00	93.83	0.00	Open
11/12/2020	FNBCK	13383		14.00	13.40	0.00	Open
11/12/2020	FNBCK	13384		115.04	110.15	0.00	Open
11/12/2020	FNBCK	13385		28.29	26.12	0.00	Open
11/12/2020	FNBCK	13386		14.00	14.00	0.00	Open
11/12/2020	FNBCK	13387		14.00	14.00	0.00	Open
11/12/2020	FNBCK	13388		14.00	13.40	0.00	Open
11/12/2020	FNBCK	13389		14.00	14.00	0.00	Open
11/12/2020	FNBCK	13390		14.00	13.40	0.00	Open
11/12/2020	FNBCK	13391		42.00	40.21	0.00	Open
11/12/2020	FNBCK	13392		14.00	14.00	0.00	Open
11/12/2020	FNBCK	13393		98.00	98.00	0.00	Open
11/12/2020	FNBCK	13394		265.00	257.62	0.00	Open
11/12/2020	FNBCK	13395		60.00	55.41	0.00	Open
11/12/2020	FNBCK	13396		35.00	33.51	0.00	Open
11/12/2020	FNBCK	13397		14.00	14.00	0.00	Open
11/12/2020	FNBCK	EFT512	INTERNAL REVENUE SERVICE	33.50	33.50	0.00	Open

Totals:	Number of Checks:	021	1,104.25	1,057.43	0.00
Total Physical Checks:		20			
Total Check Stubs:		1			

Check Register Report For Genoa Charter Township
 For Check Dates 11/13/2020 to 11/13/2020

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/13/2020	FNBCK	13377	WENNERBERG, VIRGINIA M	435.00	401.72	0.00	Open
11/13/2020	FNBCK	EFT508	FLEX SPENDING (TASC)	826.79	826.79	0.00	Open
11/13/2020	FNBCK	EFT509	INTERNAL REVENUE SERVICE	24,256.83	24,256.83	0.00	Open
11/13/2020	FNBCK	EFT510	PRINCIPAL FINANCIAL	3,056.00	3,056.00	0.00	Open
11/13/2020	FNBCK	EFT511	PRINCIPAL FINANCIAL	2,036.56	2,036.56	0.00	Open
Totals:				30,611.18	30,577.90	0.00	
Total Physical Checks:				1	Dir. Dep.		
Total Check Stubs:				4	<u>70,425.31</u>		
							\$ 101,003.21

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
10/28/2020	5102	HOME DEPOT CREDIT SERVICES	973.87
10/28/2020	5103	HOME DEPOT CREDIT SERVICES	1,236.09
11/06/2020	5104	PORT CITY COMMUNICATIONS, INC.	327.11
11/06/2020	5105	STATE OF MICHIGAN	95.00
11/06/2020	5106	SPIRIT OF LIVINGSTON	4,760.84
11/09/2020	5107	TRACTOR SUPPLY CO.	181.96
503FN TOTALS:			
Total of 6 Checks:			7,574.87
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			7,574.87

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
1/04/2020	5068	MHOG WATER AUTHORITY	42,939.33
1/05/2020	5069	BRIGHTON ANALYTICAL LLC	185.00
1/05/2020	5070	DTE ENERGY	4,679.56
1/09/2020	5071	DTE ENERGY	881.34
592FN TOTALS:			
Total of 4 Checks:			48,685.23
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			48,685.23

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
11/30/2020	3858	BRIGHTON ANALYTICAL LLC	67.00
11/30/2020	3859	DTE ENERGY	28.58
12/04/2020	3860	BRIGHTON ANALYTICAL LLC	67.00
12/09/2020	3861	BRIGHTON ANALYTICAL LLC	67.00
12/09/2020	3862	CONSUMERS ENERGY	120.12
12/09/2020	3863	DTE ENERGY	2,630.38
		Void Reason: PAID ONE INVOICE FROM WRONG CK ACCT	
12/09/2020	3864	DTE ENERGY	2,589.29
593FN TOTALS:			
Total of 7 Checks:			5,569.37
Less 1 Void Checks:			2,630.38
Total of 6 Disbursements:			2,938.99

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

7,574.87
 48,685.23
 2,938.99
 59,199.09

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
November 2, 2020**

MINUTES

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

A Call to the Public was made with Rita Croft inquiring concerning signage at polling places. Skolarus responded that signs at polling places were unlimited during elections.

Consent Agenda:

Request for approval of the consent agenda

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

1. Payment of Bills.

2. Request to Approve Minutes: October 19, 2020

Regular Agenda:

Request for approval of the regular agenda:

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

3. Conduct second reading and consider for adoption ordinance number Z-20-04 regarding Zoning Ordinance Text Amendments involving changes to Article 16 entitled "Sign Standards."

Moved by Hunt and supported by Lowe to amend the zoning ordinance with reference to temporary signs in residential areas to allow ten (10) small temporary signs instead of five (5) small temporary signs with a minimum separation of ten (10) feet and adopt ordinance Z-20-04 with regard to Article 16 of the Sign Standards as requested by VanMarter The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers Nays – None.

4. Request for approval of Township employee benefit changes as presented by the Human Resources Director.

Moved by Lowe and supported by Croft to approve the benefit changes as requested by the Human Resources Director Kim Lane with a 5.9% projected increase in cost. The motion carried unanimously.

5. Request for approval of Resolution 201102 establishing the 2021 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski.

Moved by Skolarus and supported by Hunt to approve resolution 201102 as requested by Rojewski. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None.

Archinal provided an update on Grand River sidewalk project.

The regular meeting of the Genoa Charter Township board was adjourned at 7:00 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township Board

**2021 HAPRA
COMBINED BUDGET**

	2020 APPROVED BUDGET	2021 Proposed BUDGET
DESCRIPTION		
REVENUES		
FUND 208 - ADMINISTRATION	565,050.00	\$647,550.00
FUND 213 - AQUATIC CENTER	\$130,500.00	\$0.00
FUND 214 - YOUTH SPORTS	\$129,660.00	\$133,660.00
FUND 215 - ENRICHMENT	\$91,000.00	\$0.00
FUND 216 - FESTIVALS & EVENTS	\$212,000.00	\$149,011.00
FUND 217 - PRESCHOOL	\$55,830.00	\$54,330.00
FUND 218 - HEALTHY & WELLNESS	\$23,500.00	\$61,250.00
FUND 219 - SUMMER CAMP	\$42,500.00	\$45,000.00
FUND 220 - BEACH - BOAT LAUNCH	\$53,500.00	\$54,887.00
FUND 221 - TEEN CENTER	\$74,150.00	\$72,455.00
FUND 223 - DOG PARK	\$13,000.00	\$10,550.00
FUND 224 - TRANSPORTATION	\$15,500.00	\$10,000.00
TOTAL Revenues	\$1,406,190.00	\$1,238,693.00
Expenditures		
FUND 208 - ADMINISTRATION	565,050.00	\$647,550.00
FUND 213 - AQUATIC CENTER	\$130,500.00	\$0.00
FUND 214 - YOUTH SPORTS	\$129,660.00	\$133,660.00
FUND 215 - ENRICHMENT	\$91,000.00	\$0.00
FUND 216 - FESTIVALS & EVENTS	\$212,000.00	\$149,011.00
FUND 217 - PRESCHOOL	\$55,830.00	\$54,330.00
FUND 218 - SENIOR CENTER	\$23,500.00	\$61,250.00
FUND 219 - SUMMER CAMP	\$42,500.00	\$45,000.00
FUND 220 - BEACH - BOAT LAUNCH	\$53,500.00	\$54,887.00
FUND 221 - TEEN CENTER	\$74,150.00	\$72,455.00
FUND 223 - DOG PARK	\$13,000.00	\$10,550.00
FUND 224 - TRANSPORTATION	\$15,500.00	\$10,000.00
TOTAL Expenditures	\$1,406,190.00	\$1,238,693.00
TOTAL REVENUES	\$1,406,190.00	\$1,238,693.00
TOTAL EXPENDITURES	\$1,406,190.00	\$1,238,693.00
NET OF REVENUES & EXPENDITURES	\$0.00	\$0.00

GL NUMBER	DESCRIPTION	2020		2020 YTD BALANCE 07/31/2020	% BDGT USED	2,021 PROPOSED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 208 - PARKS & REC AUTHORITY						
Revenues						
Dept 751 - RECREATION / PARKS DEPARTMENT						
208-751-587.001	PK/RC MARION TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	75.00	110,000.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	75.00	110,000.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	75.00	110,000.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	105,000.00	105,000.00	78,750.00	75.00	110,000.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	75.00	110,000.00
	NONRESIDENT MEMBERSHIP					4,000.00
	FACILITY MEMBERSHIPS					25,000.00
208-751-651.020	BENNETT BLDG RENTAL FEES	14,500.00	11,000.00	3,200.00	29.09	14,500.00
	GYMNASIUM RENTALS					14,500.00
208-751-651.022	OCEOLA BLDG RENTAL FEES	14,500.00	2,045.00	2,045.00	100.00	30000
208-751-651.040	YOUTH SERVICES RENTAL	500.00	0.00	0.00	0.00	
208-751-665.000	INVESTMENT INTEREST	300.00	300.00	243.77	81.26	300.00
208-751-671.002	MISC REVENUES	250.00	250.00	605.00	242.00	250.00
208-751-675.055	BEACH MANAGEMENT FEES	4,000.00	3,000.00	0.00	0.00	4,000.00
208-751-675.075	DOG PARK MAINT SERV FEES	6,000.00	5,000.00	0.00	0.00	5,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	546,595.00	399,843.77	73.15	647,550.00
TOTAL REVENUES		565,050.00	546,595.00	399,843.77	73.15	647,550.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

208-751-702.001	SAL & WAGES DIRECTOR	61,500.00	61,500.00	38,076.90	61.91	66,000.00
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	35,500.00	35,500.00	19,265.28	54.27	35,500.00
208-751-702.004	SAL & WAGES - OPERATIONS MGR	28,500.00	33,500.00	17,367.59	51.84	33,500.00
208-751-702.024	SAL & WAGES -MARKETING	37,960.00	37,960.00	20,951.00	55.19	37,960.00
208-751-702.030	SAL & WAGES FRONT OFFICE	35,000.00	35,000.00	13,371.88	38.21	73,000.00
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	45,000.00	45,000.00	10,909.44	24.24	45,000.00
208-751-713.000	EMPLOYER SHARE FICA	18,300.00	18,300.00	9,323.57	50.95	22,260.00
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	13,000.00	13,000.00	3,973.86	30.57	13,000.00
208-751-714.002	EMP DISABILITY /LIFE INSURANCE	1,900.00	1,900.00	1,371.72	72.20	2,400.00

208-751-714.004	ICMA RETIREMENT	21,000.00	21,000.00	500.00	2.38	21,000.00
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00	320.17	21.34	1,500.00
208-751-730.000	POSTAGE	15,000.00	1,000.00	690.27	69.03	3,000.00
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	1,500.00	1,246.19	83.08	3,000.00
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,000.00	0.00	0.00	0.00	2,000.00
208-751-751.000	GASOLINE & DIESEL FUEL	0.00	800.00	584.86	73.11	1,200.00
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	35,000.00	20,444.20	58.41	30,000.00
208-751-804.000	CONTRACTUAL SERVICES	500.00	500.00	572.10	114.42	13,000.00
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	0.00	0.00	1,950.00	100.00	
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	5,000.00	5,000.00	4,474.00	89.48	5,000.00
208-751-850.000	COMMUNICATION - TELEPHONES	7,000.00	7,000.00	4,216.70	60.24	
208-751-850.008	COMMUNICATION - INTERNET & CABLE	2,800.00	1,700.00	662.23	38.95	19,200.00
208-751-850.030	COMMUNICATIONS INTERNET YOUTH CNTR	2,100.00	2,100.00	935.06	44.53	1,200.00
208-751-860.000	TRAVEL	5,000.00	2,500.00	1,031.65	41.27	2,500.00
208-751-900.000	MARKETING, PRINTING & PUBLISHING	20,000.00	4,000.00	1,954.67	48.87	4,000.00
208-751-910.000	INSURANCE	30,000.00	30,000.00	13,570.84	45.24	50,000.00
208-751-920.000	UTILITIES - ELECTRICITY BENNETT	6,500.00	6,500.00	1,759.84	27.07	6,500.00
208-751-920.001	UTILITIES - GAS BENNETT	5,500.00	5,500.00	3,210.16	58.37	5,500.00
208-751-920.002	UTILITIES - WAT / SEW BENNETT	1,800.00	1,800.00	1,068.52	59.36	1,800.00
208-751-920.003	UTILITIES - RUBBISH BENNETT	700.00	700.00	385.65	55.09	700.00
208-751-920.012	UTILITIES - ELEC/OCEOLA	4,000.00	1,500.00	1,359.66	90.64	15,600.00
208-751-920.013	UTILITIES - GAS/OCEOLA	2,500.00	1,250.00	986.54	78.92	12,000.00
208-751-920.014	UTILITIES - WATER/OCEOLA	500.00	150.00	92.52	61.68	3,600.00
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	600.00	200.00	185.44	92.72	1,500.00
208-751-920.030	UTILITIES - ELECTRICTY YOUTH CNTR	3,500.00	3,500.00	1,500.75	42.88	
208-751-920.031	UTILITIES - GAS YOUTH CNTR	2,500.00	2,500.00	959.38	38.38	
208-751-920.032	UTILITEIS - WATER/SEWER YOUTH CNTR	800.00	800.00	356.67	44.58	
208-751-930.000	GROUNDS MAINTENANCE BENNETT	4,000.00	4,000.00	1,690.00	42.25	4,000.00
208-751-930.006	REPAIR & MAINT - VEHICLES	0.00	500.00	259.86	51.97	500.00
208-751-930.014	GROUND MAINTENANCE OCEOLA	15,000.00	6,500.00	6,380.00	98.15	25,000.00
208-751-930.015	GROUNDS MAINTTENANCE YOUTH CTR	1,500.00	1,200.00	90.00	7.50	
208-751-931.000	BLDG R & M AND SUPPLIES BENNETT	8,000.00	8,000.00	3,141.39	39.27	6,000.00
208-751-931.014	BLDG R & M OCEOLA	3,000.00	1,300.00	1,242.14	95.55	12,000.00
208-751-931.030	BUILDING R & M YOUTH CNTR	4,000.00	4,000.00	1,578.79	39.47	
208-751-940.000	EQUIPMENT RENTAL	8,500.00	10,000.00	5,626.95	56.27	10,000.00
208-751-940.040	RENT 214 N WALNUT	23,000.00	23,000.00	12,850.53	55.87	
208-751-956.000	MISCELLANEOUS	3,500.00	3,500.00	871.80	24.91	1,000.00
208-751-956.003	BANK CHARGES & FEES	5,000.00	5,000.00	3,913.22	78.26	6,000.00
208-751-957.000	EDUCATION / TRAINING	2,500.00	2,500.00	0.00	0.00	2,000.00

208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	9,690.00	5,035.00	0.00	0.00	20,630.00
208-751-970.030	LEASEHOLD IMP YOUTH CNTR	5,000.00	30,000.00	14,335.79	47.79	
208-751-980.000	OFFICE EQUIPMENT	400.00	400.00	0.00	0.00	12,000.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	2,000.00	2,000.00	173.17	8.66	0.00
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	16,000.00	20,000.00	17,946.40	89.73	16,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	546,595.00	269,729.35	49.35	647,550.00
TOTAL EXPENDITURES		565,050.00	546,595.00	269,729.35	49.35	647,550.00
Fund 208 - PARKS & REC AUTHORITY:						
TOTAL REVENUES		565,050.00	546,595.00	399,843.77	73.15	647,550.00
TOTAL EXPENDITURES		565,050.00	546,595.00	269,729.35	49.35	647,550.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	130,114.42	100.00	0.00

Fund 214 - YOUTH SPORTS

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

214-751-650.006	GENOA SOCCER FIELD RENTALS	14,000.00	8,000.00	1,055.00	13.19	14,000.00
214-751-650.050	PROGRAM FEES - VOLLEYBALL	4,000.00	0.00	1,070.00	100.00	4,000.00
214-751-650.051	PROGRAM FEES - ENRICHMENT	11,660.00	1,000.00	240.00	24.00	11,660.00
214-751-650.053	PROGRAM FEES - SOCCER	67,000.00	35,000.00	30,981.00	88.52	67,000.00
214-751-650.054	PROGRAM FEES - BASKETBALL	20,000.00	20,000.00	195.00	0.98	22,000.00
214-751-650.094	PROGRAM FEES - SOFTBALL	3,500.00	0.00	0.00	0.00	3,500.00
214-751-650.096	DROP IN SPORTS	2,000.00	2,000.00	610.00	30.50	4,000.00
214-751-651.009	PAGE FIELD RENTAL	6,500.00	0.00	0.00	0.00	6,500.00
214-751-678.095	SPONSORSHIP FEES	1,000.00	1,000.00	0.00	0.00	1,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	67,000.00	34,151.00	50.97	133,660.00
TOTAL REVENUES		129,660.00	67,000.00	34,151.00	50.97	133,660.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	41,600.00	38,000.00	19,290.00	50.76	41,600.00
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATORS	9,500.00	6,650.00	3,608.38	54.26	15,850.00
214-751-702.083	SAL & WAGES - YOUTH FACILITIES COOR	0.00	0.00	34.13	100.00	5,000.00
214-751-713.000	EMPLOYER SHARE FICA	3,900.00	3,400.00	1,781.72	52.40	4,400.00
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	0.00	1,000.00
214-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	600.00	406.98	67.83	600.00
214-751-714.004	ICMA RETIREMENT	4,160.00	0.00	0.00	0.00	4,160.00
214-751-740.000	OPERATING SUPPLIES	2,000.00	0.00	46.48	100.00	2,000.00
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,200.00	0.00	0.00	0.00	1,000.00
214-751-740.081	OPER SUPP/ SOCCER	17,000.00	8,000.00	0.00	0.00	17,000.00
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	3,000.00	2,700.00	2,648.00	98.07	3,500.00
214-751-801.017	BACKGROUND CHECKS	750.00	500.00	70.00	14.00	500.00
214-751-804.008	CONTRACT SERV - INSTRUCTORS	3,500.00	0.00	0.00	0.00	2,500.00
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	4,500.00	3,000.00	1,380.00	46.00	4,500.00
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	24,000.00	12,000.00	9,423.00	78.53	24,000.00
214-751-840.000	DUES & MEMBERSHIPS	200.00	180.00	180.00	100.00	200.00
214-751-860.000	CONFERENCE /TRANSPORTATION	1,400.00	0.00	0.00	0.00	500.00
214-751-920.002	UTILITIES - WAT / SEW	0.00	0.00	912.64	100.00	2,400.00
214-751-942.001	PORTA JOHN RENTALS	1,800.00	900.00	0.00	0.00	2,400.00
214-751-957.000	EDUCATION / TRAINING	50.00	50.00	0.00	0.00	50.00
214-751-964.001	PROGRAM REFUNDS	500.00	500.00	225.00	45.00	500.00
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	9,000.00	7,000.00	6,342.50	90.61	
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	83,480.00	46,348.83	55.52	133,660.00
Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN						

214-999-999.099	ESTIMATED CY FUND BALANCE	0.00	(16,480.00)	0.00	0.00	
Total Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN		0.00	(16,480.00)	0.00	0.00	
TOTAL EXPENDITURES		129,660.00	67,000.00	46,348.83	69.18	133,660.00
Fund 214 - YOUTH SPORTS:						
TOTAL REVENUES		129,660.00	67,000.00	34,151.00	50.97	133,660.00
TOTAL EXPENDITURES		129,660.00	67,000.00	46,348.83	69.18	133,660.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(12,197.83)	100.00	0.00

Fund 216 - FESTIVALS

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	27,000.00	27,000.00	18,340.20	67.93	29,011.00
216-751-671.013	MISC REVENUES - SPECIAL EVENTS	0.00	0.00	2,361.50	100.00	0.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	45,000.00	15,000.00	19,090.00	127.27	17,000.00
216-751-678.041	STREET VENDOR FEES MELON	25,000.00	4,000.00	(850.00)	(21.25)	10,000.00
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	0.00	0.00	0.00	18,000.00
216-751-678.044	MIDWAY MELON FESTIVAL	9,000.00	0.00	0.00	0.00	0.00
216-751-678.046	MISC REVENUE MELON FEST	500.00	500.00	0.00	0.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	6,500.00	6,000.00	5,000.00	83.33	4,000.00
216-751-678.048	PROGRAM FEES MELON RUN	22,000.00	10,000.00	1,456.76	14.57	22,000.00
216-751-678.049	FOOD VENDOR FEES MELON	9,000.00	5,000.00	4,400.00	88.00	9,000.00
216-751-678.050	SPONSORSHIP FEES LEGEND	14,000.00	14,000.00	1,833.00	13.09	6,000.00
216-751-678.051	VENDOR FEES LEGEND	1,000.00	1,000.00	0.00	0.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	6,000.00	6,000.00	2,500.00	41.67	4,000.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	22,000.00	22,000.00	210.00	0.95	22,000.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	6,000.00	6,000.00	6,713.00	111.88	8,000.00
216-751-678.075	PROGRAM FEES DOC MAY RIDE	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	117,500.00	61,054.46	51.96	149,011.00
TOTAL REVENUES		212,000.00	117,500.00	61,054.46	51.96	149,011.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT						
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,000.00	40,000.00	23,368.12	58.42	44,000.00
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	5,000.00	0.00	0.00	0.00	0.00
216-751-702.103	SALARY & WAGES STAFF	10,000.00	1,500.00	786.93	52.46	10,000.00
216-751-713.000	EMPLOYER SHARE FICA	4,500.00	4,500.00	1,664.89	37.00	4,131.00
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	6,250.00	10,700.00	11,463.02	107.13	14,000.00
216-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	750.00	425.60	56.75	750.00
216-751-714.004	ICMA RETIREMENT	4,400.00	0.00	0.00	0.00	4,400.00

216-751-727.000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00
216-751-730.000	POSTAGE	100.00	0.00	0.00	0.00	100.00
216-751-740.000	OPERATING SUPPLIES	100.00	0.00	7.30	100.00	0.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	11,500.00	11,500.00	13,897.43	120.85	20,000.00
216-751-740.100	OPER SUPP ENTERTAINMENT	30,000.00	7,000.00	2,500.00	35.71	0.00
216-751-740.102	OPER SUPP MELON FESTIVAL	15,000.00	5,000.00	114.00	2.28	24,000.00
216-751-740.104	OPER SUPP FESTIVAL TENT	14,000.00	0.00	0.00	0.00	0.00
216-751-740.106	OPER SUPP MELON RUN	8,000.00	5,000.00	95.00	1.90	0.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	6,000.00	6,000.00	27.22	0.45	20,000.00
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	11,000.00	11,000.00	0.00	0.00	0.00
216-751-804.075	CONTRACT SERVICES SPECIAL EVENTS	2,000.00	2,000.00	4,418.00	220.90	0.00
216-751-804.112	CONTRACT SERVICES MELON RUN	2,000.00	0.00	0.00	0.00	0.00
216-751-804.113	CONTRACT SERVICES CITY MELON	9,500.00	2,000.00	0.00	0.00	0.00
216-751-804.114	CONTRACT SERVICES CITY LEGEND	8,000.00	3,450.00	0.00	0.00	0.00
216-751-804.210	CONTRACT SERV LEGEND OF SLEEPY HOWELL	600.00	0.00	0.00	0.00	0.00
216-751-804.212	CONTRACT SERV HEADLESS HORSEMAN RUN	2,000.00	2,000.00	0.00	0.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	1,000.00	1,000.00	180.00	18.00	180.00
216-751-860.000	CONFERENCE /TRANSPORTATION	2,000.00	250.00	233.88	93.55	250.00
216-751-900.000	PRINTING & PUBLISHING	5,000.00	2,000.00	1,038.50	51.93	2,000.00
216-751-942.001	PORTA JOHN RENTALS	8,000.00	1,500.00	0.00	0.00	5,000.00
216-751-956.000	MISCELLANEOUS	0.00	0.00	2,868.00	100.00	0.00
216-751-957.000	EDUCATION / TRAINING	100.00	50.00	0.00	0.00	100.00
216-751-964.001	PROGRAM REFUNDS	300.00	300.00	178.45	59.48	0.00
216-751-970.000	CAPITAL OUTLAY EQUIP	1,000.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	117,500.00	63,266.34	53.84	149,011.00
TOTAL EXPENDITURES		212,000.00	117,500.00	63,266.34	53.84	149,011.00
Fund 216 - FESTIVALS:						
TOTAL REVENUES		212,000.00	117,500.00	61,054.46	51.96	149,011.00

TOTAL EXPENDITURES	212,000.00	117,500.00	63,266.34	53.84	149,011.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	(2,211.88)	100.00	0.00

Fund 217 - PRESCHOOL

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT						
217-751-651.007	REC FEE/PRESCHOOL TUITION	50,400.00	42,000.00	9,429.88	22.45	50,400.00
217-751-651.030	REGISTRATION FEE	2,680.00	2,680.00	2,065.00	77.05	2,400.00
217-751-675.015	PRESCHOOL FUNDRAISING	2,750.00	3,930.00	0.00	0.00	1,530.00
217-751-675.040	DONATIONS - GENERAL	0.00	1,000.00	575.00	57.50	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	49,610.00	12,069.88	24.33	54,330.00
TOTAL REVENUES		55,830.00	49,610.00	12,069.88	24.33	54,330.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT						
217-751-702.023	SAL & WAGES PRESCHOOL	47,500.00	43,000.00	17,565.26	40.85	47,500.00
217-751-713.000	EMPLOYER SHARE FICA	3,630.00	3,300.00	1,343.75	40.72	3,630.00
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,500.00	0.00	0.00	0.00	0.00
217-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00
217-751-740.028	OPER SUPP/PRESCHOOL	2,000.00	1,000.00	233.63	23.36	2,000.00
217-751-801.017	BACKGROUND CHECKS	50.00	50.00	0.00	0.00	50.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00	112.00	28.00	400.00
217-751-957.000	EDUCATION / TRAINING	150.00	150.00	10.00	6.67	150.00
217-751-964.001	PROGRAM REFUNDS	0.00	1,400.00	0.00	0.00	0.00
217-751-980.000	OFFICE EQUIPMENT	200.00	150.00	149.70	99.80	200.00
217-751-980.015	PRESCHOOL EQUIPMENT	300.00	60.00	58.06	96.77	300.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	49,610.00	19,472.40	39.25	54,330.00
TOTAL EXPENDITURES		55,830.00	49,610.00	19,472.40	39.25	54,330.00
Fund 217 - PRESCHOOL:						
TOTAL REVENUES		55,830.00	49,610.00	12,069.88	24.33	54,330.00
TOTAL EXPENDITURES		55,830.00	49,610.00	19,472.40	39.25	54,330.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(7,402.52)	100.00	0.00

Fund 218 - HEALTH/WELLNESS

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT						
218-751-590.000	GRANTS	1,000.00	3,000.00	0.00	0.00	3,000.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	4,000.00	4,000.00	643.25	16.08	5,500.00
	PROGRAM FEES - FITNESS					14,000.00
	PROGRAM FEES - FITNESS INSURANCE					12,000.00
	PROGRAM FEES - TRAVEL					13,000.00
218-751-675.009	DONATIONS / PKS & RECS SENIORS	2,500.00	5,500.00	6,168.10	112.15	1,000.00
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00	3,750.00	50.00	7,500.00
218-751-675.100	FUNDRAISING ENRICHMENT	2,500.00	2,500.00	352.69	14.11	750.00
218-751-678.012	MEMBERSHIP FEES	4,000.00	4,000.00	3,790.00	94.75	4,000.00
218-751-678.030	SPONSORSHIPS	2,000.00	2,000.00	0.00	0.00	500.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	28,500.00	14,704.04	51.59	61,250.00
TOTAL REVENUES		23,500.00	28,500.00	14,704.04	51.59	61,250.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT						
218-751-702.000	SAL & WAGES SITE COORDINATOR	0.00	115.00	114.88	99.90	0.00
218-751-702.027	SAL & WAGES SENIORS	18,500.00	18,500.00	7,662.41	41.42	35,568.00
218-751-713.000	EMPLOYER SHARE FICA	1,500.00	1,500.00	185.55	12.37	2,720.00
218-751-727.000	OFFICE SUPPLIES	0.00	200.00	67.97	33.99	50.00
218-751-730.000	POSTAGE	700.00	700.00	0.00	0.00	962.00
218-751-740.032	OPER SUPP/SENIORS	1,000.00	1,000.00	298.78	29.88	100.00
	OPER SUPP/FITNESS					7,500.00
218-751-804.008	CONTRACT SERV - INSTRUCTORS	500.00	500.00	160.00	32.00	10,000.00
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	900.00	900.00	0.00	0.00	500.00
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	90.00	200.00
218-751-860.000	CONFERENCE /TRANSPORTATION	100.00	485.00	0.00	0.00	100.00
218-751-957.000	EDUCATION / TRAINING	100.00	100.00	0.00	0.00	50.00
218-751-964.001	PROGRAM REFUNDS	0.00	1,300.00	0.00	0.00	500.00

218-751-967.002	GRANT EXPENSES	0.00	3,000.00	0.00	0.00	3,000.00
218-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	1,138.44	100.00	0.00
218-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00	136.59	100.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	28,500.00	9,944.62	34.89	61,250.00
TOTAL EXPENDITURES		23,500.00	28,500.00	9,944.62	34.89	61,250.00
Fund 218 - SENIOR CENTER:						
TOTAL REVENUES		23,500.00	28,500.00	14,704.04	51.59	61,250.00
TOTAL EXPENDITURES		23,500.00	28,500.00	9,944.62	34.89	61,250.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	4,759.42	100.00	0.00

Fund 219 - SUMMER DAY CAMP

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT						
219-751-651.003	SUMMER CAMP	40,000.00	40,000.00	11,800.00	29.50	40,000.00
219-751-651.025	SPECIALTY CAMPS	2,500.00	2,500.00	1,395.00	55.80	5,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	13,195.00	31.05	45,000.00
TOTAL REVENUES		42,500.00	42,500.00	13,195.00	31.05	45,000.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT						
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	2,200.00	2,200.00	1,853.18	84.24	2,800.00
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	4,410.00	4,410.00	0.00	0.00	5,684.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	24,165.00	24,165.00	8,576.75	35.49	25,821.00
219-751-713.000	EMPLOYER SHARE FICA	2,400.00	2,400.00	656.12	27.34	2,600.00
219-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS	500.00	500.00	204.75	40.95	320.00
219-751-740.033	OPER SUPP/SUMMER CAMP	1,500.00	1,500.00	650.50	43.37	650.00
219-751-740.041	OPERATING SUPPLIES SNACKS	1,000.00	1,000.00	168.09	16.81	500.00
219-751-740.042	FIELD TRIPS	6,000.00	6,000.00	0.00	0.00	6,000.00
219-751-801.017	BACKGROUND CHECKS	125.00	125.00	54.50	43.60	125.00
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	117.30	100.00	0.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	25.00	25.00	243.27	973.08	250.00
219-751-957.000	EDUCATION / TRAINING	75.00	75.00	0.00	0.00	250.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	12,524.46	29.47	45,000.00
TOTAL EXPENDITURES		42,500.00	42,500.00	12,524.46	29.47	45,000.00
Fund 219 - SUMMER DAY CAMP:						
TOTAL REVENUES		42,500.00	42,500.00	13,195.00	31.05	45,000.00
TOTAL EXPENDITURES		42,500.00	42,500.00	12,524.46	29.47	45,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	670.54	100.00	0.00

Fund 220 - CITY PARK/BOAT LAUNCH

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

220-751-649.001	CONCESSION SALES - PARK	8,500.00	8,500.00	0.00	0.00	9,887.00
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	45,000.00	45,000.00	100.00	45,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	45,000.00	84.11	54,887.00
TOTAL REVENUES		53,500.00	53,500.00	45,000.00	84.11	54,887.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

220-751-702.000	SAL & WAGES MANAGER	10,800.00	10,800.00	9,067.66	83.96	12,572.00
220-751-702.028	SAL & WAGE SEASONAL PARK	22,000.00	22,000.00	9,361.01	42.55	22,000.00
220-751-702.040	SAL & WAGES PARK SUPERVISORS	7,500.00	7,500.00	5,657.00	75.43	7,500.00
220-751-713.000	EMPLOYER SHARE FICA	2,200.00	2,200.00	1,879.20	85.42	3,215.00
220-751-740.000	OPERATING SUPPLIES	500.00	500.00	490.37	98.07	500.00
220-751-740.037	CONCESSION SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00
220-751-801.000	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00
220-751-801.017	BACKGROUND CHECKS	200.00	200.00	0.00	0.00	100.00
220-751-970.000	CAPITAL OUTLAY EQUIP	1,300.00	1,300.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	26,455.24	49.45	54,887.00
TOTAL EXPENDITURES		53,500.00	53,500.00	26,455.24	49.45	54,887.00
Fund 220 - CITY PARK/BOAT LAUNCH:						
TOTAL REVENUES		53,500.00	53,500.00	45,000.00	84.11	54,887.00
TOTAL EXPENDITURES		53,500.00	53,500.00	26,455.24	49.45	54,887.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	18,544.76	100.00	0.00

Fund 221 - TEEN CENTER

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

221-751-649.000	CONCESSION SALES TEEN	3,500.00	2,700.00	1,278.00	47.33	3,500.00
221-751-650.005	PROGRAM FEES TEENS	7,500.00	7,500.00	378.00	5.04	11,955.00
221-751-675.010	DONATIONS - TEEN	15,000.00	5,000.00	1,512.00	30.24	5,000.00
221-751-675.012	UNITED WAY - TEENS	27,000.00	27,000.00	13,500.00	50.00	27,000.00
221-751-675.110	FUNDRAISING	12,000.00	12,000.00	0.00	0.00	20,000.00
221-751-679.100	GRANTS > \$1000	9,150.00	9,150.00	0.00	0.00	5,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	63,350.00	16,668.00	26.31	72,455.00
TOTAL REVENUES		74,150.00	63,350.00	16,668.00	26.31	72,455.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

221-751-702.026	SAL & WAGES TEEN MANAGERS	32,800.00	32,800.00	17,250.81	52.59	32,800.00
221-751-702.035	SAL & WAGES TEEN COORDINATOR	18,500.00	14,230.00	2,877.04	20.22	9,020.00
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	7,800.00	0.00	0.00	0.00	13,195.00
221-751-713.000	EMPLOYER SHARE FICA	4,500.00	3,600.00	1,420.40	39.46	4,260.00
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	3,500.00	4,800.00	3,085.82	64.29	4,200.00
221-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	550.00	0.00	0.00	550.00
221-751-714.004	ICMA RETIREMENT	3,500.00	3,500.00	0.00	0.00	3,500.00
221-751-727.000	OFFICE SUPPLIES	50.00	100.00	65.39	65.39	950.00
221-751-740.000	OPERATING SUPPLIES	400.00	265.00	0.00	0.00	300.00
221-751-740.003	OPER SUPPLIES/T-SHIRTS	200.00	275.00	270.50	98.36	200.00
221-751-740.015	OPER SUPP/CONCESSIONS	1,000.00	1,280.00	732.58	57.23	1,500.00
221-751-740.036	OPER SUPPLIES - TEENS	300.00	300.00	219.11	73.04	1,200.00
221-751-840.000	DUES & MEMBERSHIPS	150.00	180.00	180.00	100.00	180.00
221-751-860.000	CONFERENCE /TRANSPORTATION	800.00	800.00	212.50	26.56	600.00
221-751-900.000	PRINTING & PUBLISHING	100.00	100.00	75.00	75.00	0.00
221-751-979.025	FREUDENBURG GRANT EXP	0.00	570.00	568.89	99.81	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	63,350.00	26,958.04	42.55	72,455.00

TOTAL EXPENDITURES		74,150.00	63,350.00	26,958.04	42.55	72,455.00
Fund 221 - TEEN CENTER:						
TOTAL REVENUES		74,150.00	63,350.00	16,668.00	26.31	72,455.00
TOTAL EXPENDITURES		74,150.00	63,350.00	26,958.04	42.55	72,455.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(10,290.04)	100.00	0.00

Fund 223 - DOG PARK

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

223-751-675.071	DOG PK DONATION - CONST	0.00	0.00	2.83	100.00	0.00
223-751-675.074	DOG PARK SALES - FOBS	13,000.00	9,500.00	3,530.00	37.16	10,550.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	9,500.00	3,532.83	37.19	10,550.00
TOTAL REVENUES		13,000.00	9,500.00	3,532.83	37.19	10,550.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

223-751-740.000	OPERATING SUPPLIES	2,600.00	1,900.00	18.29	0.96	2,000.00
223-751-801.018	MANAGEMENT SERVICES	6,000.00	5,000.00	0.00	0.00	5,000.00
223-751-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	0.00	150.00
223-751-910.000	INSURANCE	500.00	500.00	0.00	0.00	500.00
223-751-920.002	UTILITIES - WAT / SEW	400.00	0.00	0.00	0.00	400.00
223-751-930.000	REPAIR & MAINTENANCE	300.00	100.00	0.00	0.00	300.00
223-751-967.071	DOG PARK CONSTRUCTION	500.00	0.00	0.00	0.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,200.00	2,000.00	880.00	44.00	2,200.00
223-751-970.000	CAPITAL OUTLAY EQUIP	350.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	9,500.00	898.29	9.46	10,550.00
TOTAL EXPENDITURES		13,000.00	9,500.00	898.29	9.46	10,550.00
Fund 223 - DOG PARK:						
TOTAL REVENUES		13,000.00	9,500.00	3,532.83	37.19	10,550.00
TOTAL EXPENDITURES		13,000.00	9,500.00	898.29	9.46	10,550.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,634.54	100.00	0.00

Fund 224 - TRANSPORTATION

2,021
PROPOSED

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

224-751-675.041	UNITED WAY TRANSPORTATION	10,000.00	10,000.00	5,000.00	50.00	10,000.00
224-751-678.031	SPONSORSHIP FEES - TRANSPORTATION	5,500.00	2,000.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	12,000.00	5,000.00	41.67	10,000.00
TOTAL REVENUES		15,500.00	12,000.00	5,000.00	41.67	10,000.00

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

224-751-804.900	CONTRACT SERVICES LETS	8,500.00	5,000.00	1,334.00	26.68	5,000.00
224-751-804.905	CONTRACT SERVICES TRANSPORTATION	7,000.00	7,000.00	3,539.00	50.56	5,000.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	12,000.00	4,873.00	40.61	10,000.00
TOTAL EXPENDITURES		15,500.00	12,000.00	4,873.00	40.61	10,000.00
Fund 224 - TRANSPORTATION:						
TOTAL REVENUES		15,500.00	12,000.00	5,000.00	41.67	10,000.00
TOTAL EXPENDITURES		15,500.00	12,000.00	4,873.00	40.61	10,000.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	127.00	100.00	0.00

Course Demographics

Participation Counts

Grand Totals

Total Registrations:	348	0 - 9:	122	50 - 59:	15
Total Males:	155	10 - 19:	120	60 - 69:	27
Total Females:	193	20 - 29:	0	70 - 79:	12
Total Other:	0	30 - 39:	2	80 - 89:	23
Total Online:	177	40 - 49:	2	90 - 99:	14
Total In-House:	171			>99:	11
Total Resident:	348				
Total Non-Resident:	0				

Genoa Township	348
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**Course Demographics
Participation Counts**

Grand Totals

Total Registrations:	687	0 - 9:	279	50 - 59:	22
Total Males:	294	10 - 19:	182	60 - 69:	58
Total Females:	393	20 - 29:	10	70 - 79:	28
Total Other:	0	30 - 39:	17	80 - 89:	59
Total Online:	335	40 - 49:	12	90 - 99:	8
Total In-House:	352			>99:	12
Total Resident:	687				
Total Non-Resident:	0				

Genoa Township	687
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Course Demographics

Participation Counts

Grand Totals	
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Total Registrations:	723	0 - 9:	375	50 - 59:	18
Total Males:	316	10 - 19:	128	60 - 69:	40
Total Females:	407	20 - 29:	10	70 - 79:	37
Total Other:	0	30 - 39:	27	80 - 89:	44
Total Online:	385	40 - 49:	30	90 - 99:	2
Total In-House:	338			>99:	12
Total Resident:	723				
Total Non-Resident:	0				

Genoa Township	723
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Membership Demographics

Memberships:	15
Members:	15
Males:	3
Females:	12
Other:	0
Resident:	15
Non-Resident:	0

0 - 9:	0	50 - 59:	1
10 - 19:	0	60 - 69:	4
20 - 29:	0	70 - 79:	5
30 - 39:	0	80 - 89:	2
40 - 49:	0	90 - 99:	3
		>99:	0

	Memberships	Members
Genoa Township	15	15



Membership Demographics

Memberships:	125
Members:	125
Males:	43
Females:	82
Other:	0
Resident:	125
Non-Resident:	0

0 - 9:	0	50 - 59:	7
10 - 19:	38	60 - 69:	27
20 - 29:	2	70 - 79:	21
30 - 39:	4	80 - 89:	14
40 - 49:	4	90 - 99:	8
		>99:	0

	Memberships	Members
Genoa Township	125	125



Membership Demographics

Memberships:	289
Members:	289
Males:	89
Females:	200
Other:	0
Resident:	289
Non-Resident:	0

0 - 9:	1	50 - 59:	29
10 - 19:	66	60 - 69:	69
20 - 29:	5	70 - 79:	57
30 - 39:	8	80 - 89:	28
40 - 49:	14	90 - 99:	12
		>99:	0

	Memberships	Members
Genoa Township	289	289





2911 Dorr Rd
Brighton Michigan, 48116 USA
www.genoa.org

Emergency Management Resolution 201116

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

Adopted Date: November 16, 2020

Effective Date: November 16, 2020

**Genoa Township
2911 Dorr Road
Brighton, Michigan USA
Phone: 810-227-5225 Fax: 810-227-3420
www.genoa.org**

Table of Contents

Emergency Management Resolution

Table of Contents

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

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

Genoa Township – EMERGENCY MANAGEMENT RESOLUTION

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

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

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

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

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

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

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

Article 1 - Short Title

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

Article 2 – Definition

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

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.
- (b) “Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ices storm, tornado, windstorm, wave action, earthquake, plane crash, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

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

Article 3 - Emergency Management Coordinator; Appointment

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

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

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following¹:

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

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

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

Article 5 - Emergency Management Liaison; Duties

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

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

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

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

Article 6 – Township Supervisor: Powers; Duties

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

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

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

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

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

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

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

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

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

³ Act 390, as amended, sec.12 (2) provides this authority.

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

Article 7 - Governor Declaration Request

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

Article 8- Volunteers; Appointment; Reimbursement

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

Article 9 - Disaster Contingency Fund

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

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

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

Article 10 - Rights of Disaster Relief Force

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

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

Article 11 - Temporary Seat of Government

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

Article 12 – Liability

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

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

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

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

Article 13 – Sovereignty

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

Article 14 – Repeals

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

Article 15 - Annual Review

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

Article 16 - Effective Date

Section 1601. This resolution shall have immediate effect.

[End Resolution Text]

ROLL CALL VOTE:

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

AYES: Croft, Hunt, Lowe, Mortenson, Skolarus, Rogers

NAYS: None

ABSENT:

RESOLUTION DECLARED: Adopted

CERTIFICATION

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

(1) The foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on November 16, 2020;

(2) The original of such resolution is on file in the records of the Clerk's office;

(3) The meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended);
And,

(4) The minutes of such meeting were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE: November 16, 2020



Paulette Skolarus, Genoa Township Clerk

Genoa Township

Support Emergency Operations Plan

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

Date: November 16, 2020

Signature page

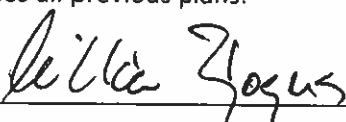
Date: November 16, 2020

To all Recipients:

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

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

This plan was adopted by the Board under Resolution No. 201116 dated November 16, 2020. It supersedes all previous plans.



11/16/2020

William Rogers, Genoa Township Supervisor

Date

Genoa Township

Introduction to the Plan

Purpose

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

Scope

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

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

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

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

Plan Maintenance and Implementation

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

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

Emergency Management Program Oversight

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

Genoa Township

Basic Information

Community Profile

Location. Genoa Township is situated in Town 2 North, Range 5 East of Livingston County.

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

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

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

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

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

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

Emergency Management Authority

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

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

Response Resources

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

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

Emergency Management Organization

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

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

Line of Succession

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

Function	Agency	Primary Contact	24 hr Contact Number
Direction, Control, and Coordination	Township Supervisor	William Rogers	586-713-1222
1 st Alternate		Michael Archinal	517-861-7918
2 nd Alternate		Kelly Van Marter	517-861-7917
Communications and Warning	911 Dispatch	Chad Chewning	810-588-8421
1st Alternate		Leane Lowe	517-715-3779
2 nd Alternate		On Duty Supervisor	517-546-9111
Damage Assessment	Assessor	Debra Rojewski	517-376-0978
1st Alternate		Jessica Buttermore	517-861-6426
2 nd Alternate		Laura Gambino	517-376-0977
Fire Services	Brighton Area Fire Authority	Michael O'Brian	810-459-0116
1st Alternate		Michael Evans	810-360-5363
2 nd Alternate		Jim Tester	810-343-2474

Public Health and Human Services	Public Health	Dianne McCormick	517-404-9451
1st Alternate	Deputy Health Officer	Elaine Brown	517-404-1946
2 nd Alternate	Emergency Preparedness Coordinator	Lindsay Gestro	517-375-7137
Emergency medical Services	EMS Director	David Feldpausch	517-304-4310
1st Alternate	EMS Deputy Director	Amy Chapman	517-861-1446
2 nd Alternate	Administrative Supervisor	Tod Horner	517-540-7875
Public Information	Supervisor	William Rogers	586-713-1222
1st Alternate		Michael Archinal	517-861-7918
2 nd Alternate		Kelly Van Marter	517-861-7917
Law Enforcement	Livingston County Under Sheriff	Jeff Warder	517-231-1734(C)
1st Alternate	Lieutenant	Nast	517-404-0250(C)
2 nd Alternate	Lieutenant	Sanborn	517-404-8240(C)
Public Works	MHOG Director	Greg Tatara	810-623-4725
1st Alternate		Jim Aulett	517-672-9653
2 nd Alternate		Alex Chimpouras	810-588-7900

Genoa Township

General Emergency Management Guidelines

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

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

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

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

Genoa Township

Emergency Response Procedures

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

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

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

Activate the County Emergency Operations Center

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

Addendum

Genoa Township

EMERGENCY ACTION GUIDELINES

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

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

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

ATTACHMENT A: Direction and Control

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

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

Functional Guidelines:

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

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

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

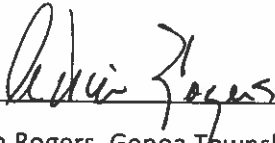
The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

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

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

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

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



William Rogers, Genoa Township Supervisor

9/18/20

Date

ATTACHMENT B: Fire Services

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

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

Functional Guidelines:

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

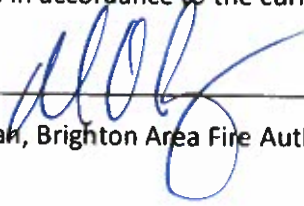
The following agency is responsible for this annex:

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

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

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

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



9.22.2020

Mike O'Brian, Brighton Area Fire Authority Chief

Date

ATTACHMENT B: APPENDIX 1: Fire Services

HAZMAT RESPONSE Guidelines

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

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

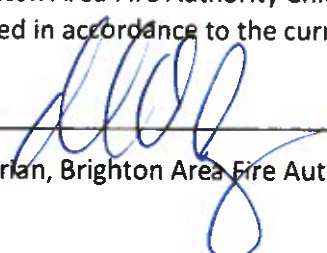
The following agency is responsible for this annex:

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

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

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

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



Mike O'Brian, Brighton Area Fire Authority Chief

9.27.2020

Date

ATTACHMENT C: Law Enforcement

The Livingston County Sherriff's Department, is responsible for law enforcement activities.

The following guidelines represent a checklist of actions that department officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Law Enforcement Annex F Public Safety and Security.

Functional Guidelines:

1. Develops and maintains procedures for the Livingston County Sherriff's Department.
2. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
3. Establishes security and protection of critical facilities.
4. Provides traffic and access control in and around affected areas.
5. Assists with emergency alerting and notification of threatened population.
6. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
7. In cooperation with the Brighton Area Fire Authority, performs search and rescue operations.
8. Implement any curfews ordered by the Township Supervisor.
9. Provides access control to affected areas.
10. Provide emergency assistance to persons with special/functional needs.
11. Assists the medical examiner with mortuary services.
12. Coordinate urban search and rescue activities.
13. Investigate incident and provide intelligence information to state and federal officials.

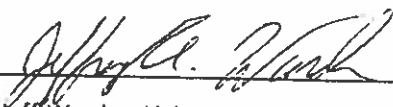
The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County Sheriff's Department	Under Sheriff/ Jeff Warder

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

TITLE/ NAME	AGENCY
Lieutenant/ Nast	LCSD
Lieutenant/ Sanborn	LCSD

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


 Jeff Warder, Livingston County Under Sherriff

10/8/20
 Date

ATTACHMENT D: Warning and Communications

The Livingston County Dispatch is responsible for warning and communications activities.

The following guidelines represent a checklist of actions that department officials must use for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: County Annex B Communications and Warning.

Emergency Guidelines:

1. Communicate and advise the following individuals via telephone, pager, smart messaging, sirens, etc. when necessary based on the plan:
 - a. Township Supervisor.
 - b. Municipal Emergency Management Liaison.
 - c. County Emergency Management Coordinator.
 - d. Municipal Emergency Operations Center representatives.
2. Ensure all agencies represented in the municipal Emergency Operations Center have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of radios, telephones, cell phones, pagers, sirens, etc.
3. Establish communications with the county Emergency Operations Center if activated. The communications equipment available for this link is i.e., LEIN, telephone, fax, pagers, sirens, etc.
4. Establish communications with the Incident Command Post, if established.
5. Activate the severe weather warning system in accordance to the procedures listed with central dispatch.
6. Ensure the public warning system provides notification to special needs populations identified in the community, i.e., elderly, hearing impaired, non-English speaking, and others. The system consists of sirens, door-to-door, telephone fan out, local news media, or social media.
7. Contact and warn special facilities and locations, such as schools, hospitals, nursing homes, major industries, institutions, and place of public assembly. The methods of warning and contacting these locations consist of sirens, personal contact, telephone, etc.

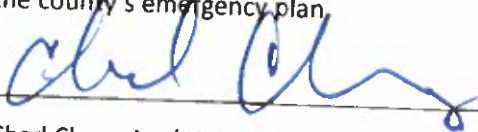
The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
911 Dispatch	911 Dispatch Director/Chad Chewing

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

TITLE/ NAME	AGENCY
Deputy Director / Chad Chewning	911 Dispatch
Operations Mgr/ Leane Lowe	911 Dispatch
On Duty Supervisor	911 Dispatch

The Livingston County Dispatch ~~Deputy~~ Director has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.



10/20/20

Chad Chewning/ Livingston County Dispatch ~~Deputy~~ Director

Date

ATTACHMENT E: Public information

The Township Supervisor, is responsible for public information activities.

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

Emergency Guidelines:

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

The following agency is responsible for this annex:

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

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

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

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

William Rogers

9/18/20

William Rogers, Genoa Township Supervisor

Date

ATTACHMENT F: Damage Assessment

The Assessing Department is responsible for damage assessment activities.

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

Emergency Guidelines:

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


The following agency is responsible for this annex:

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

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

TITLE/ NAME	AGENCY
Jessica Buttermore	Genoa Township
Laura Gambino	Genoa Township

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


Debra L. Rojewski, MAAO, Genoa Township Assessor

9/18/2020
Date

ATTACHMENT G: Public Works

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

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

Emergency Guidelines:

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

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

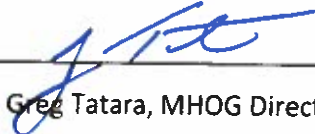
The following agencies are responsible for this annex:

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

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

TITLE/ NAME	AGENCY
Jim Aulett	MHOG
Alex Chimpouras	MHOG

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


 Greg Tatara, MHOG Director

07/18/2020
 Date

ATTACHMENT G: APPENDIX 1: Public Works

Hazmat Response Guidelines

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


Greg Tatara, MHOG Director

11/10/2020
Date

ATTACHMENT H: Emergency Medical Services

The Livingston County Emergency Medical Services is responsible for emergency medical service activities.

The following guidelines represent a checklist of actions that agency officials must consider for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Health and Medical Annex H.

Emergency Guidelines:

1. Evacuate nursing homes, hospitals, and other medical facilities.
2. Assist with decontamination.
3. Coordinate emergency medical care to victims with Livingston County Emergency Medical Service.
4. Establish a staging area for emergency medical equipment.
5. Identify a facility to be used as a temporary morgue if necessary.
6. Coordinate with hospitals and shelter managers to staff medical teams at shelters.
7. When appropriate, coordinate field units’ participation in damage assessment activities.
8. Ensure that emergency medical teams responding on-scene have established an on-scene medical command post and a medical commander.

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Livingston County EMS	EMS Director/ David Feldpausch

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

TITLE/ NAME	AGENCY
Deputy Director/Amy Chapman	Livingston County EMS
Administrative Supervisor/ Tod Horner	Livingston County EMS

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

David Feldpausch

10-20-2020

David Feldpausch, EMS Director

Date

ATTACHMENT I: Human Services

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

The following guidelines represent a checklist of actions that must be considered for providing an effective response to an emergency or disaster situation. This annex relates to the following annex in the Livingston County EOP: Annex H, Human Services

Emergency Guidelines:

1. Coordinate activities of municipal agencies/departments which provide human service type services.
2. Open and manage shelters in the municipality.
3. Set up canteen to feed emergency workers in the municipality.
4. Provide food and clothing to municipality workers and victims of disaster residing in the municipality.
5. Assist the county with establishing a Rumor Control Center.
6. Arrange for provision of Crisis Counseling or Critical Incident Stress Debriefing (CISD) for both victims and identified disaster workers.
7. If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services. If the county Emergency Operations Center is not activated, establish and maintain contact with the county Human Services Official directly at the county Department of Human Services.
8. Coordinate with ARC and other pertinent organizations for the distribution of emergency clothing for disaster victims.

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT/ NAME
Michigan Department of Health and Human Services (MDHHS)	Livingston County Director/Jennifer Tate

Jennifer Tate, Michigan Department of Health and Human Services, Livingston County, has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan

Jennifer Tate

Jennifer Tate, MDHHS, Livingston County Director

10-26-20

Date

ATTACHMENT J: Public Health

The purpose of the Public Health annex is to protect, preserve, and promote the health and safety of the people of Livingston County. Included in the public health annex is Environmental Health Services are responsible for improving and protecting the public health, welfare, and environment through inspection programs, educational outreach, and as a last resort, enforcement powers conveyed through the State of Michigan Public Health Code and the Livingston County Sanitary Code. Personal and Preventive Health Services are designed to protect and improve the health status of the community; prevent and/or control the disease, disability and death associated with communicable disease.

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

Emergency Guidelines:

- 1. Investigation and Control of Communicable Diseases:** Coordinate with Michigan Department of Community Health (MOCH), local hospitals/care centers, and local healthcare providers in the investigation of communicable disease outbreaks.
 - Disease Tracking: Implement disease tracking procedures to determine numbers of persons and area affected. Determine the potential for spread of disease. Assess incident for feasibility of non-pharmaceutical interventions (personal Protective Equipment (PPE), travel restriction, self-quarantine, hand hygiene and respiratory etiquette).
 - Isolation and Quarantine: Implement isolation and quarantine as necessary. Assure the living needs/medical requirements of residents in quarantine/isolation are met.
 - Security: assess security needs and coordinate with EOC to obtain resources.
 - Health Advisories: Issue health advisories (with the designated PIO) as appropriate.
 - Mass vaccinations: Provide for mass vaccinations (including personnel and supplies) or other control actions as directed by MDHHS.
 - Mass Prophylaxis: Coordinate distribution of antidotes, drugs, vaccines, etc.
 - Request and coordinate the Strategic National Stockpile as necessary.
- 2. Public Information:** When the Emergency Operations Center is opened and a media center established through the emergency management program, Public Health Agencies will coordinate the release of information with the designated Public Information Officer (PIO). Work with other agencies/organizations to resolve problems/concerns and issue appropriate public health warnings and directives.
- 3. Family Reunification:** Set up a family reunification site and utilize Livingston County Medical Reserve Corps (MRC) to assist with reunification of those affected by an

emergency or disaster with family or guardians.

Environmental Health Functions

1. **Water sources:** Coordinate the monitoring of public and private water sources, issue appropriate public health advisories/orders (with the designated PIO), and provide information for disinfection, treatment, or alternative water sources.
2. **Water Distribution:** Coordinate the provision and distribution of water (bulk or bottled) to specific locations identified by the EOC.
3. **Sewage Disposal:** Coordinate the monitoring of public and private disposal systems, inspect private on-site sewage disposal systems as needed, assist in monitoring effluent discharge, and issue appropriate public health warnings/advisories (with designated PIO).
4. **Licensed Food Service Establishments:** Inspect licensed food service establishments and/or those temporarily established for emergency workers/disaster victims, including sanitation oversight of any activated shelters or reception centers. Issue advisories (with the designated PIO) on food preservation, disposal of adulterated products, or consumption of homegrown and other products. Work as liaison with the department of agriculture for food and retail outlets.
5. **Public Swimming Pools:** Campgrounds, Children's Camps, and Bathing Beaches: In the affected area, inspect, sample, issue advisories/warnings (with the designated PIO) and suspend operating licenses if necessary.
6. **Pets infestation/Control:** Investigate and make recommendations for pest infestations such as rats, flies, mosquitoes. Control measures may be ordered and implemented.
7. **Nuisance Abatement:** Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris (i.e. grass, brush, garbage, etc.,) from becoming a health hazard. Advise local government of the need for such emergency ordinances, if necessary.
8. **Coordinate with Waste Removal:** Work with the Department of Natural Resources (DNR) and waste removal companies to arrange for special pickup and disposal of incident debris, rubbish, etc.
9. **Hazardous Waste:** Work closely with the Michigan Department of Environment, and Great Lakes, and Energy (EGLE) to coordinate and verify accuracy of advice released (with the designated PIO) on the disposal of hazardous materials.
10. **Diseased Animals:** Advise Animal Control of need to quarantine and/or monitor diseased animals. If destruction of an animal becomes necessary, then oversee proper disposal of that animal.
11. **Pets:** Refer issues relating to transport and care of pets to the county Animal Control Officer. Coordinate activities between Animal Control and local veterinarians. Issue advisories (with the designated PIO) about care and evacuation of pets.
12. **Consultations Related to Exposures:** In cases involving possible exposure to infectious, chemical, radiological, or biological contaminants or nerve agents, Public Health may provide consultations to acute care centers and emergency response agencies.

The following agency is responsible for this annex:

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

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

TITLE/ NAME	AGENCY
Deputy Health Officer/ Elaine Brown	Livingston County Health Dept.
Emergency Preparedness Coordinator / Lindsay Gestro	Livingston County Health Dept.

Dianne McCormick, Livingston County Health Department, has reviewed and approves the assigned responsibilities. These responsibilities will be maintained in accordance to the current standards of the county's emergency plan.

Dianne McCormick

Dianne McCormick, Livingston County Public Health Director

9/28/2020

Date

Appendix 1
Human Services:
Resources and Support Services

SCHOOLS

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

SENIOR HEALTH CARE FACILITIES

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

CRITICAL CARE NON-SCHOOL FACILITIES

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

MAJOR EMPLOYERS

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

INDUSTRIAL/PARKS AREAS

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

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

HIGH DENSITY HOUSING/MANUFACTURED HOUSING

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

REGULATED DAMS

Brighton Lake Dam	At South Ore Creek
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EMERGENCY SHELTERS

Three Fires Elementary School	4125 Crooked Lake
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HAZORDUS SUBSTANCE SITES

Grostick Farm	6875 McClements
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SEWER AND WATER TREATMENT PLANTS

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

PUBLIC WORKS

Livingston County Road Commission	3535 Grand Oaks Drive
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EMERGENCY SERVICES

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

**APPENDIX 2
AREA GENERAL COMMUNITY EMERGENCY SERVICES**

COMPANY/ORGANIZATION	Type of service
<p>American Red Cross – Mid-Michigan Chapter 1800 East Grand River Ave., Lansing, MI 48912 Phone: 517-702-3306 Serving Clare, Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Livingston & Shiawassee Counties Web Site for Emergency Services: http://www.redcross.org/local/mi/emergency-services</p>	<ul style="list-style-type: none">• Emergency food, clothing, temporary shelter and personal care items to disaster victims as needed.• Facilitate inquiries from concerned family members outside the disaster area• Referrals to agencies for long-term needs
<p>American Red Cross – Southeastern Michigan Chapter 100 Mack Avenue, Detroit, Michigan 48201 Phone: 313-833-4440/Fax: 313-833-4461 Serving Washtenaw, Oakland, Other SE Michigan Counties</p>	<ul style="list-style-type: none">• Emergency services outside of Michigan• Trained volunteers from Michigan are regularly called upon to provide emergency relief throughout
<p>Ann Arbor Offices 4624 Packard Road, Ann Arbor, Michigan 48108 Phone: 734-971-5300</p>	
<p>F.E.M.A. – LIVINGSTON COUNTY C.E.R.T. PROGRAM (LIVINGSTON COUNTY COMMUNITY EMERGENCY RESPONSE TEAM)</p>	<ul style="list-style-type: none">• Local FEMA/CERT Team Services
<p>Month and year the CERT Program was started: June 2009 Geographic Area: LIVINGSTON (County) Point of Contact: Bruce Pollock Livingston County CERT Coordinator Livingston County Community Emergency Response Team 300 S. Highlander Way Howell, MI 48843 (517) 878-0138 (517) 546-5008 n8www@yahoo.com CERT Web Site: http://co.livingston.mi.us/emergencyManagement/Cert.htm</p>	

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

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

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

<http://dartliv.org/>

Contact Person: Roy Seifried – Phone: 517-546-0347/E-mail:

rstuff8@comcast.net

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

BELFOR PROPERTY RESTORATION SERVICES – Michigan

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

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

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


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

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

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

COMPANY/ORGANIZATION	Type of service
BOB MYERS EXCAVATING, INC. 8111 Hammel Road, Brighton, Michigan 48116 Office: 810-231-2044/Fax: 810-231-9790 Contact Persons: Mike Myers – Mobile Phone: 810-217-6350 Bob Myers – Mobile Phone: 810-217-6359	<ul style="list-style-type: none">• Excavating Services
BELFOR PROPERTY RESTORATION SERVICES – Michigan Ann Arbor Area Offices: 2643 East Michigan Avenue, Ypsilanti, Michigan 48198. Phone: 734-261-7764 Local Contact Person - Belfor Property Restoration Representative: Denny Hughes – Business Line: 734-245-4738; Cell Phone 810-623-1059; E-mail: denny.hughes@us.belfor.com Web Site: https://www.belfor.com/en/us/belfor-usa-offices/michigan Emergency Services 24/7 Phone Number: 800-856-3333	<ul style="list-style-type: none">• Water Damage• Fire Damage• Storm Damage• Mold Damage Recovery Services
TLS Construction 5833 Annabette Howell, MI 48855 Phone: 517-404-5590 Contact: matt@tlsoutdoors.com	<ul style="list-style-type: none">• Excavating Contractor
Fonson Company Inc. 7644 Whitmore Lake Rd Brighton, Mi Fax: 810-231-5404 Phone: 81-231-5188 Contact Person: Peter D. Scodeller (President)- pete@fonsoninc.com	<ul style="list-style-type: none">• Grading & Excavating Services
Young's Environmental Cleanup, Inc. G-5305 N Dort Hwy Flint, MI 48505 Fax: 810-789-3606 Phone: 800-496-8647	<ul style="list-style-type: none">• Environmental Services

Memo

To: GENOA TOWNSHIP BOARD MEMBERS
From: DEBRA ROJEWSKI, ASSESSOR 
Date: November 16, 2020
Re: **State Mandated Designated Assessor**

Honorable Board Members;

Attached is the Inter-governmental Agreement for the Designated Assessor signed by the Board of Commissioners for you to take to your board meeting. I would like to remind you this is only if you become non-compliant with the AMAR audit. **This is not for assessing services.**

The AMAR is once every five years. If the assessor is not compliant with any of the requirements they are asked to submit a corrective action plan and correct the mistakes. The following year the STC reviews the corrections and either passes the unit or fails the unit. Should you fail the second round you become non-compliant.

By signing this agreement it will still leave your unit options if becoming non-compliant should happen. First you can get a new assessor. They will have to be a MAAO or MMAO. I would strongly support this option.

Second, you can let the STC take jurisdiction of your roll, they will supply someone to get the roll in compliance or you can contract the work yourself.

Third, if neither of those options are right for you, you can use the Designated Assessor.

Signing the contract will make you compliant with the new law and not cost your unit anything for the next five years at which time the process will be presented again.
If you have any questions please let me know.

Thank you

Interlocal Agreement for Livingston County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2025

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for Livingston County, a majority of the Assessing Districts in Livingston County, and the individual put forth as the proposed Designated Assessor. Livingston County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Livingston, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the Assessing Districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

BACKGROUND INFORMATION

Livingston County proposes that Edward K. VanderVries (R-7530) serve as the Designated Assessor for the following Assessing Districts within Livingston County: Townships of Conway, Cohoctah, Deerfield, Tyrone, Handy, Howell, Oceola, Hartland, Iosco, Marion, Genoa, Brighton, Unadilla, Putnam, Hamburg, & Green Oak. The Cities of Howell, Brighton, & Fenton. Included as an addendum to this AGREEMENT are the Livingston County SEV totals by unit, and a listing of the total number of parcels, by classification, within each Assessing District.

Once the Designated Assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an Assessing District at a mutually agreeable location. The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an Assessing District is subject to the Designated Assessor process.

QUALIFICATIONS OF DESIGNATED ASSESSOR

1. Edward K. VanderVries is currently certified as a Michigan Master Assessing Officer (MAAO). Certification number R-7530. Edward K. VanderVries is currently an owner of V&V Assessing LLC.
2. Mr. VanderVries has been the assessor of record for many complex assessing jurisdictions and currently serves in that role for the Cities of Portage, Marshall, & Hart. He also serves in that role for the Townships of Union, Sheridan, Moran, Holton, & Laketon. Mr. VanderVries is also the Equalization Director for Oceana County.
3. There are no known conflicts of interest between the Designated Assessor and Livingston County or any Assessing Districts within the County.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an Assessing District in Livingston County shall act as the Assessor of Record for that Assessing District. When acting as the Assessor of Record for an Assessing District, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an Assessing District within Livingston County shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Within days of being appointed as the Designated Assessor for an Assessing District, the Designated Assessor shall prepare and transmit to the Assessing District's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an Assessing District within Livingston County, shall:

1. **Attendance at Board of Review Meetings**

The Designated Assessor, or his designee, shall attend all March, July, and December Board of Review meetings. It is agreed that if an Assessing District does not have an existing resolution allowing for alternative dates for July and December Boards of Review, they will adopt one.

2. **Duties and Responsibilities related to Assessment Appeals**

The Designated Assessor, or his designee, shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, answering and filing petitions, preparing and submitting evidence and other such information necessary to properly defend such appeal, and he or his designee appearing at all hearings or meetings as may be necessary for defending such appeals. All of the foregoing regarding appeals to the small claims division of the Michigan Tax Tribunal is deemed to be included the services compensated pursuant to the terms and provisions of this agreement.

All other appeals to the Full Claims Division of the Michigan Tax Tribunal, State Tax Commission, or other court, the Assessing District shall obtain competent legal counsel at its expense. If counsel shall desire assistance of the Designated Assessor in the defense of such appeals, additional fees for preparing appraisals, analyses, and/or consultation, shall be reviewed and approved by the Assessing District and agreed upon in a case-by-case basis. The Designated Assessor shall be available to the Assessing District as an expert witness on behalf of the Assessing District in any proceedings. Compensation for travel associated with such proceedings shall be reimbursed by Assessing District.

3. **Reporting Requirements and responsibility to meet with local unit officials**

On or before December 31 of each year, at the Assessing Districts request, the Designated Assessor shall prepare written recommendations and conclusions regarding the current state of the Assessing Districts Assessment Rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Designated Assessor, should be taken to achieve maximum equity and uniformity in the assessment process and compliance with State Tax Commission guidelines and rules and regulations.

4. **Any and all obligations of local unit assessing staff members**

If an Assessing Unit employs any certified assessing staff other than the Assessor of Record, those staff members will remain employees of the Assessing District. Those staff members will continue to conduct their duties as they understand them under the supervision of the Designated Assessor. If changes in duties are identified as necessary by the Designated Assessor, those changes will be discussed with the employee and the Assessing District prior to implementation. No existing staff member will be terminated by the Designated Assessor without the prior approval of the Assessing District.

5. Responsibilities of Designated Assessor while not acting as an assessor of record for an Assessing District under this agreement

The Designated Assessor will have no official duties of record pertaining to this agreement until such time as he is appointed the Designated Assessor of Record for an Assessing District under this agreement. Upon their request, the Designated Assessor will meet with an Assessing District to discuss potential solutions of any deficiencies identified by AMAR to avoid any formal action by the State Tax Commission.

6. Requirement to remain certified and in good standing

The Designated Assessor shall maintain his Michigan Master Assessing Officer certification and remain in good standing with the requirements of the State Tax Commission.

7. Non-exclusivity

Nothing in this Agreement prevents or limits the Designated Assessor from serving as the Designated Assessor, Certifying Assessor, Assessor of Record, Equalization Director, or in any other assessing capacity in any City, Township, County, or Assessing District jurisdiction in Michigan.

**DUTIES AND RESPONSIBILITIES OF LIVINGSTON COUNTY AND
ASSESSING DISTRICTS WITHIN LIVINGSTON COUNTY**

The Parties to this AGREEMENT understand and agree that the Assessing Districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Access to required documents and information

While under contract with the Designated Assessor, the Assessing District will provide reasonable access to all assessing records, documents, databases, and information. This shall include remote access to the Assessing District's computer and network resources if available.

2. Policies and procedures

Furnish the Designated Assessor with any applicable local policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the Assessing District's assessor of record including technology, equipment, facilities, personnel, etc. that may apply to him or his designee.

3. Provide any technology, equipment, and workspace

The Assessing District will provide necessary technology, equipment, and workspace for the Designated Assessor to carry out their requirements under this Agreement.

DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an Assessing District that is required to contract with the Designated Assessor and that Assessing District shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the Assessing District's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

1. Fee Structure

Should the Designated Assessor process be invoked, the annual fees for providing oversight, preparation and administration of the annual assessment roll will be based on a per parcel basis with the following fee schedule:

Agricultural Real	\$16.00 per parcel
Commercial Real	\$18.00 per parcel
Industrial Real	\$18.00 per Parcel
Residential Real	\$16.00 per parcel
Other Real	\$16.00 per parcel
Personal Property	\$15.00 per parcel
Special Act Parcels	\$20.00 per parcel

Should the necessity of a re-appraisal be necessary to bring an Assessment District into AMAR compliance the per parcel fee for such service, for real property, is \$80.00 per parcel.

Hourly fee schedule for personnel are as follows:

MMAO Assessor	\$175.00 per Hour
MAAO Assessor	\$100.00 per Hour
MCAO Assessor	\$60.00 per Hour
Support Staff	\$45.00 per Hour

the fees above are for services performed by the Designated Assessor in 2021 and are subject to a 4% increase for subsequent years under this contract.

2. Payment Responsibility

All fees associated with serving as the Designated Assessor shall be paid directly by the Assessing District under contract within 30 days of invoicing.

3. Payment in the event of Death or Disability

In the event of Death or Disability of the Designated Assessor, only compensation for work performed and completed shall be made.

4. Identification of additional Costs

The following items are considered additional costs outside of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office:

- Setting up Tax Database for Tax Collection
- Printing or mailing of Tax Bills
- Printing or mailing of Assessment Change Notices, or Personal Property forms
- Appraisal work for Full Tribunal Appeals
- Expert Testimony

These additional costs shall be the responsibility of the Assessing District.

5. Contractor Relationship

All services provided by the Designated Assessor while under contract with the Assessing District will be further agreed to by contract with the Designated Assessor's company V&V Assessing LLC. V&V Assessing LLC will provide for general liability, workers' comp, professional errors and omissions insurance upon a mutually agreed amount indemnifying the Assessing District. The Designated Assessor is an employee of V&V Assessing LLC and any and all resources of V&V Assessing LLC provided to the Assessing District under this agreement would be further specified by contract subject to the fees and terms specified above.

6. Current V&V Assessing LLC Clients

The need to invoke the Designated Assessor is only necessary if an Assessing District is in substantial non-compliance with AMAR and a corrective action plan is not accepted or approved upon a follow up review. Should these events somehow occur with an existing client of V&V Assessing LLC, at the time of the execution of this agreement, V&V Assessing LLC would waive all costs associated with this agreement.

MISCELLANEOUS

1. Petition to State Tax Commission

Upon the execution of this Interlocal Agreement, the County shall petition the State Tax Commission to approve Edward K. VanderVries MMAO as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal agreements under MCL 211.10g(4)(a) until a suitable assessor is presented.

2. Nondiscrimination

The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this interlocal agreement.

Addendum 2

L-4411

2020

DATE 10/1/2020

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

PAGE 8 OF 9

REPORT OF PARCEL COUNT BY CLASS

(as prepared by the)

LIVINGSTON COUNTY EQUALIZATION DEPARTMENT

ASSESSMENT JURISDICTION	AGR	COM	IND	RES	DEV	EXE.	TOTAL REAL	TOTAL PERS.	TOTAL REAL & PERS
TOWNSHIPS:									
CONWAY	293	2	3	1,531	0	0	1,834	27	1,861
COHOCTAH	195	24	18	1,671	0	0	1,909	70	1,978
DEERFIELD	222	7	42	1,862	0	0	2,153	62	2,215
TYRONE	29	52	30	4,190	10	0	4,317	76	4,393
HANDY	200	224	75	3,027	0	0	3,526	332	3,858
HOWELL	106	155	73	3,280	0	0	3,614	368	3,982
OCEOLA	111	63	12	5,673	0	0	5,759	146	5,905
HARTLAND	81	252	26	5,437	10	0	5,806	365	6,171
IOSCO	250	7	4	1,789	0	0	2,050	46	2,096
MARION	93	48	11	5,225	0	0	5,377	140	5,517
GENOA	50	378	84	7,678	0	0	5,100	753	8,843
BRIGHTON	1	437	52	7,737	0	0	8,227	806	9,133
UNADILLA	144	41	4	1,954	0	0	2,143	81	2,224
PUTNAM	74	134	18	3,788	0	0	4,014	220	4,234
HAMBURG	9	132	27	10,062	0	0	10,230	255	10,485
GREEN OAK	<u>8</u>	<u>253</u>	<u>144</u>	<u>7,557</u>	<u>0</u>	<u>0</u>	<u>7,882</u>	<u>715</u>	<u>8,677</u>
TOTAL TWP	1,871	2,209	629	72,381	20	0	77,110	4,562	81,672
CITIES:									
HOWELL	0	364	31	2,693	0	0	3,098	513	3,611
BRIGHTON	0	293	54	3,023	0	130	3,500	818	4,318
FENTON	0	0	0	0	0	1	<u>1</u>	0	<u>1</u>
TOTAL CITIES	0	657	85	5,716	0	131	6,599	1,331	7,920
COUNTY TOTAL:	1,871	2,866	714	78,097	20	131	83,699	5,893	89,592

Addendum 3

Current State Equalized Values in the County by class, including special act values. Total number of parcels in the County by classification including special act roll within each Assessing District.

(A.) Real Property, SEV, as of 2020 March BOR:

<u>Property Class</u>	<u>SEV</u>	<u>Number of Parcels</u>
Agricultural Real	\$264,144,350	1,871 Parcels
Commercial Real	\$1,222,573,290	2,866 Parcels
Industrial Real	\$338,197,690	714 Parcels
Residential Real	\$10,042,217,988	78,089 Parcels
Timber-Cutover	\$0	0 Parcels
Developmental	\$8,864,500	20 Parcels

(B.) Personal Property, as of 2020 March BOR

<u>Property Class</u>	<u>SEV</u>	<u>Number of Parcels</u>
Agricultural Personal	\$0	0 Parcels
Commercial Personal	\$137,133,365	5452 Parcels
Industrial Personal	\$39,391,730	272 Parcels
Residential Personal	\$0	0 Parcels
Utility Personal	\$396,617,335	169 Parcels

(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR

Industrial Facilities Exemptions
Exemptions (Act 198 of 1974) \$38,829,120

List of unique, complex or high value properties within the County:

General Motors Proving Grounds, Brighton Township
Thai Summit, Howell City

HOWELL TOWNSHIP

HOWELL TOWNSHIP REPRESENTATIVE

Date

OCEOLA TOWNSHIP

OCEOLA TOWNSHIP REPRESENTATIVE

Date

HARTLAND TOWNSHIP

HARTLAND TOWNSHIP REPRESENTATIVE

Date

IOSCO TOWNSHIP

IOSCO TOWNSHIP REPRESENTATIVE

Date

MARION TOWNSHIP

MARION TOWNSHIP REPRESENTATIVE

Date

GENOA TOWNSHIP

GENOA TOWNSHIP REPRESENTATIVE

Date

BRIGHTON TOWNSHIP

BRIGHTON TOWNSHIP REPRESENTATIVE

Date

UNADILLA TOWNSHIP

UNADILLA TOWNSHIP REPRESENTATIVE

Date

PUTNAM TOWNSHIP

PUTNAM TOWNSHIP REPRESENTATIVE

Date

HAMBURG TOWNSHIP

HAMBURG TOWNSHIP REPRESENTATIVE

Date

GREEN OAK TOWNSHIP

GREEN OAK TOWNSHIP REPRESENTATIVE

Date

HOWELL CITY

HOWELL CITY REPRESENTATIVE

Date

BRIGHTON CITY

BRIGHTON CITY REPRESENTATIVE

Date

FENTON CITY

FENTON CITY REPRESENTATIVE

Date

DESIGNATED COUNTY ASSESSOR

EDWARD K. VANDERVRIES, MMAO

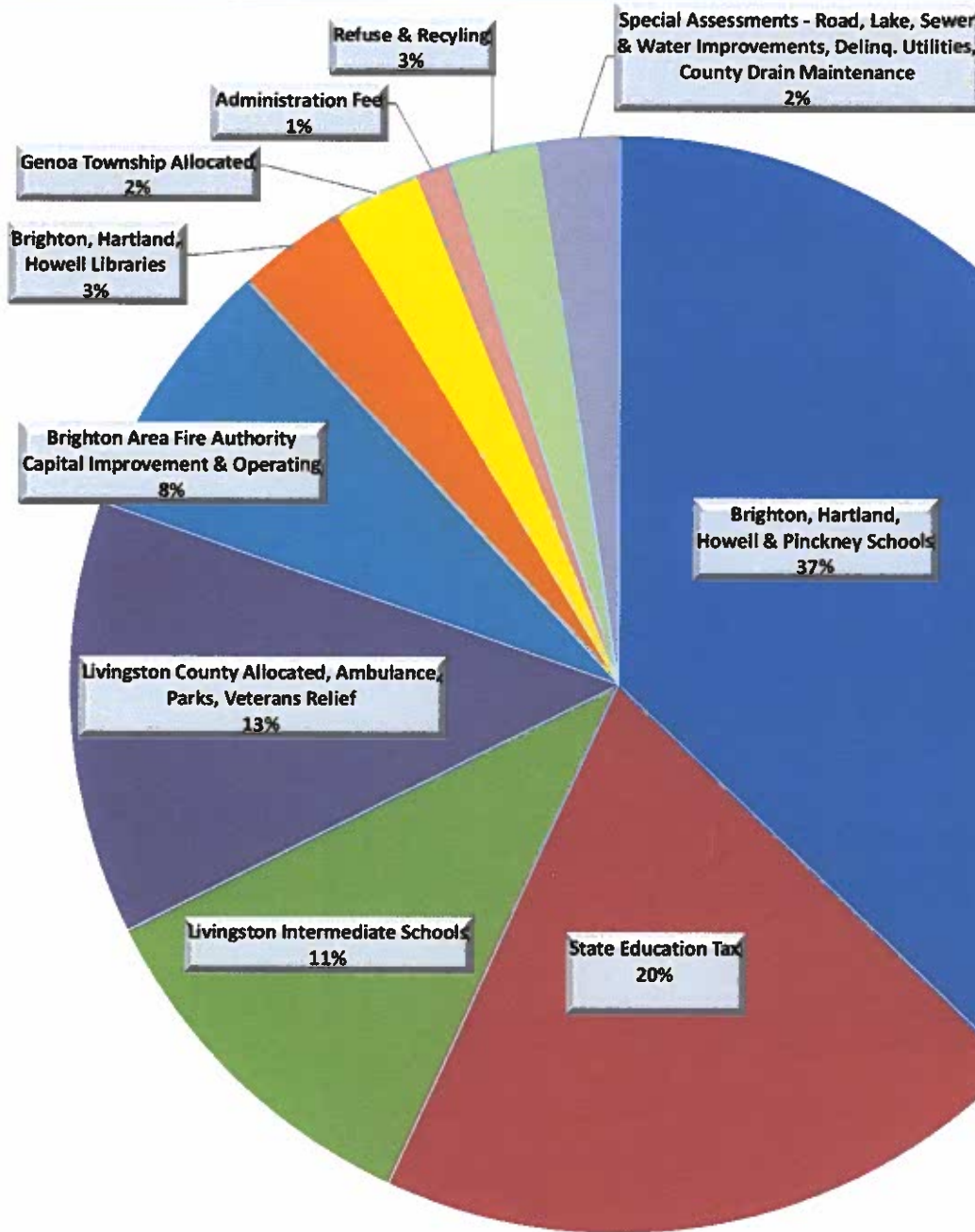
Date

Board Correspondence

Where Do Your Taxes Go?

2020 Summer & Winter Taxes

Robin L. Hunt, Genoa Township Treasurer



- Brighton, Hartland, Howell & Pinckney Schools \$14,137,389
- State Education Tax \$7,482,349
- Livingston Intermediate Schools \$4,096,011
- Livingston County Allocated, Ambulance, Parks, Veterans Relief \$4,873,600
- Brighton Area Fire Authority Capital Improvement & Operating \$2,948,319
- Brighton, Hartland & Howell Libraries \$1,229,327
- Genoa Township Allocated \$994,847
- Administration Fee \$357,428
- Refuse & Recycling \$1,030,660
- Special Assessments - Road, Lake, Sewer & Water Improvements, Drains, Delinq. Utilities \$918,485