

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

June 17, 2013

6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public*:

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to approve minutes: June 3, 2013
3. Request for approval of a fireworks application for Pepper Bergin located at 4292 Highcrest on July 2, 2013.
4. Request for approval of a fireworks application for Kurt Price located at 5393 Wildwood Drive on July 4, 2013.

Approval of Regular Agenda:

5. Presentation by Lindhout and Associates concerning the reconstruction at the Mt. Brighton Ski Hill.
6. Request for reconsideration of a request from Cheryl Gatt for a Class C Liquor License for leased space the F & N Center as previously considered by the administrative committee.
7. Request for approval of an amendment to the Road Improvement Fund 261 to allow for an overlay to Coon Lake Road [approximately 2 miles] as recommended by the administrative committee.
8. Consider approval of a proposal from Alpine Land Surveying to re-determine the 100-year flood zone for Lake Chemung at a cost not to exceed \$1,000.

9. Consider approval of a resolution to add Genoa Charter Township as a full voting member in the Southeast Livingston County Recreation Authority.

10. Request for approval of newsletter articles to be published July 2013.

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: June 17, 2013

TOWNSHIP GENERAL EXPENSES: Thru June 17, 2013	\$153,918.54
June 7, 2013 Bi Weekly Payroll	\$76,153.85
OPERATING EXPENSES: Thru June 3, 2013	\$88,537.63
TOTAL:	<u>\$318,610.02</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
29711	SHELL	Shell	05/30/2013	39.12
29712	SPRINGBR	Springbrook Software, Inc.	05/30/2013	5,976.09
29713	AmerConc	American Concrete Leveling	05/31/2013	200.00
29714	AT&T Fax	AT&T	05/31/2013	68.21
29715	Clearwat	Clearwater Systems	05/31/2013	45.50
29716	Evolving	Evolving Technologies	05/31/2013	1,664.16
29717	ICCMA	ICMA	05/31/2013	1,511.40
29718	LAKESIDE	Lakeside Service Company, Inc.	05/31/2013	3,552.00
29719	MASTER M	Master Media Supply	05/31/2013	86.98
29720	MITWSP	Michigan Township Association	05/31/2013	5,627.92
29721	OEX	Office Express Inc.	05/31/2013	77.94
29722	TRI COUN	Tri County Supply, Inc.	05/31/2013	121.32
29724	Equitabl	Equivest Unit Annuity Lock Box	06/07/2013	685.00
29725	AMERAWAR	American Awards & Engraving	06/06/2013	9.00
29726	BORDINE	Bordine Nursery	06/06/2013	278.96
29727	BUS IMAG	Business Imaging Group	06/06/2013	51.58
29728	DTE LAKE	DTE Energy	06/06/2013	1,196.47
29729	Duncan	Duncan Disposal Systems	06/06/2013	76,905.60
29730	Economic	Economic Development Council o	06/06/2013	20,000.00
29731	ENVSYSRE	ESRI, INC.	06/06/2013	3,302.46
29732	MASTER M	Master Media Supply	06/06/2013	610.28
29733	Net serv	Network Services Group, L.L.C.	06/06/2013	789.00
29734	Perfect	Perfect Maintenance Cleaning	06/06/2013	1,093.75
29735	Stonebri	SBS Group	06/06/2013	2,000.00
29736	STRUCTUR	Structure Tec	06/06/2013	1,768.80
29737	AMER IMA	Applied Imaging	06/07/2013	9.10
29738	BROWN	Douglas Brown	06/07/2013	34.75
29739	Clearwat	Clearwater Systems	06/11/2013	52.00
29740	COOPERST	Cooper's Turf Management LLC	06/11/2013	4,941.75
29741	DitchWit	Ditch Witch Sales of Michigan	06/11/2013	974.00
29742	GORDONFO	Gordon's Food Services	06/11/2013	225.00
29743	HUBBELL	Hubbell, Roth, Clark, Inc.	06/11/2013	214.46
29744	LEO'S CU	Leo's Custom Sprinkler Service	06/11/2013	193.80
29745	LSL	LSL Planning, Inc.	06/11/2013	895.48
29746	Mancuso	Mancuso & Cameron, P.C.	06/11/2013	2,550.00
29747	MBH	MBH Marketing, LLC	06/11/2013	15,819.41
29748	Net serv	Network Services Group, L.L.C.	06/11/2013	45.00
29750	OEX	Office Express Inc.	06/11/2013	138.43
29751	TRI COUN	Tri County Supply, Inc.	06/11/2013	163.82

Report Total:

153,918.54

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 05/31/2013 - 14:49

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
29723	AETNA LI	Aetna Life Insurance & Annuity	06/07/2013		25.00
			Check 29723 Total:		25.00
11107	EFT-FED	EFT- Federal Payroll Tax	06/07/2013		8,057.73 4,423.13 4,423.13 1,034.42 1,034.42
			Check 11107 Total:		18,972.83
11108	EFT-PENS	EFT- Payroll Pens Ln Pyts	06/07/2013		1,914.76
			Check 11108 Total:		1,914.76
11109	EFT-TASC	EFT-Flex Spending	06/07/2013		871.10
			Check 11109 Total:		871.10
29724	Equitabl	Equivest Unit Annuity Lock Box	06/07/2013		685.00
			Check 29724 Total:		685.00
11110	FIRST NA	First National Bank	06/07/2013		250.00 2,480.00 48,978.87 75.00

Check 11110 Total:

51,783.87

Report Total:

2 checks 74,252.56
+ 1901.29

\$ 76,153.85

Genoa Charter Township
User: diane

Payroll
Computer Check Register

Printed: 05/31/13 14:05
Batch: 607-06-2013

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>		<u>Amount</u>
12050	06/07/2013	Galinac	Kristina Galinac	641.86
12051	06/07/2013	Juhl	Joshua Juhl	1,259.43
Total Number of Employees: 2		Total for Payroll Check Run:		1,901.29

12:10 PM

#595 PINE CREEK W/S FUND
Payment of Bills
 May 29 through June 11, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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no checks issued

12:11 PM

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
 May 29 through June 11, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	06/07/2013	2360	Brighton Analytical L.L.C.	Lake Edgewood WWTP	-308.00
Check	06/07/2013	2361	Cooper's Turf Management	Inv. #10618 4/30/13	-110.00
Check	06/07/2013	2362	JWC Environmental, LLC	Inv. #52330 5/14/13	-1,825.96
Check	06/07/2013	2363	DTE Energy	Service from 4/26/13 - 5/30/13	-5,318.81
Total					-7,562.77

1:06 PM

#592 OAK POINTE WATER/SEWER FUND
Payment of Bills
 May 29 through June 11, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	06/04/2013	2691	DTE ENERGY	Billing from 04-29-13 - 5-29-13	-8,874.99
Check	06/04/2013	2692	CONSUMERS ENERGY	Billing from 05/01/2013-05/30/2013	-121.11
Check	06/11/2013	2693	BRIGHTON ANALYTICAL, LLC	Invoices 5/10/13 - 5/24/13	-402.00
Check	06/11/2013	2694	COOPERS TURF MANAGEMENT, LLC	Inv. #10629 - 04/30/13	-300.00
Check	06/11/2013	2695	DUBOIS COOPER ASSOCIATES INCORPORATED		-2,001.00
Check	06/11/2013	2696	GENOA TWP UTILITY FUND	Inv. #196 - 6/4/13	-35,986.34
Check	06/11/2013	2697	G/O SEWER AUTHORITY	Inv. #190 - 5/21/13	-59.75
Check	06/11/2013	2698	M & K Jetting and Televising	Inv. #13270 - 5/30/13	-495.00
Check	06/11/2013	2699	SWF RESTORATION, Inc.	Inv. #1533 - 5/14/13 & #1534 - 5/14/13	-3,355.27
Check	06/11/2013	2700	HACH Company	Inv. #8288821 5/8/13	-1,383.71
Check	06/11/2013	2701	FONSON, INC.	Inv. #10571 - 5/17/13	-714.00
Check	06/11/2013	2702	NORTHWEST PIPE AND SUPPLY, INC.	Inv. #119873 - 05/01/13	-24.90
Check	06/11/2013	2703	STANDARD ELECTRIC	Inv. #1737650-00 - 5/2/13 - Customer #210405-	-25.41
Check	06/11/2013	2704	Utilities Instrumentation Service	Inv. #530341263 - 5/20/13	-5,425.00
Check	06/11/2013	2705	Dykema Gossett PLLC	Inv. #1512794 - 5/8/13	-297.22
Check	06/11/2013	2706	HOWELL TRUE VALUE HARDWARE	Inv. #063876 5/8/13	-172.95
Total					-59,638.65

#503 DPW UTILITY FUND
Payment of Bills
May 29 through June 11, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	05/30/2013	2477	Shell Fleet Plus	Acct #065-332-306 - Closing Date 5-13-13	-5,268.43
Check	05/30/2013	2478	Nicholas Stankevich	Mileage Reimbursement for WW Exam	-480.25
Check	05/30/2013	2479	Springbrook Software, Inc.	Annual Maintenance 7/1/13 - 6/30/14	-6,026.67
Check	05/31/2013	2480	State of Michigan	Certification Renewal - David Miller	-95.00
Check	06/06/2013	2481	Jim Aulette	Mileage Reimbursement - State Exam on 5/23/1	-38.42
Check	06/06/2013	2482	Caitlin Nims	Mileage Reimbursement - State Exam on 5/23/1	-38.42
Check	06/06/2013	2483	PAETEC	Account #2119355	-40.08
Check	06/07/2013	2484	Ashley Repke	Mileage Reimb/GIS Parking on 6/6/13	-146.53
Check	06/07/2013	2485	Advanced Auto Parts	Inv/Trans #8082314823443 5/28/13	-87.98
Check	06/07/2013	2486	Business Imaging Group	Inv. #226398 dated 5/10/13	-416.76
Check	06/07/2013	2487	Grainger	Account #862003803	-640.86
Check	06/07/2013	2488	NORTHWEST PIPE & SUPPLY	Inv. #1085 & Inv. #119971	-802.38
Check	06/07/2013	2489	Victory Lane Quick Oil Change	Inv. #2755 - 5/30/13	-98.44
Check	06/07/2013	2490	Clearwater Systems	Stmt #497385 Acct #17003 5/31/13	-125.50
Check	06/07/2013	2491	Blackburn Mfg. Co.	Inv. #0439531-IN - Cust #0029954 5/15/13	-269.40
Check	06/07/2013	2492	Grainger	Inv. #9152727120 5/28/13	-1,020.05
Check	06/07/2013	2493	NORTHWEST PIPE & SUPPLY	Inv. #1147 5/28/13	-296.71
Check	06/07/2013	2494	USABlueBook	Inv. #966151 5/21/13 - Cust #916363	-1,103.35
Check	06/07/2013	2495	Advantage Marketing	Inv. #0203270-IN 5/29/13	-1,050.00
Check	06/11/2013	2496	LOWE'S		-3,290.98
Total					-21,336.21

GENOA TOWNSHIP ELECTION COMMISSION

Special Meeting
June 3, 2013

MINUTES

Clerk Skolarus called the regular meeting of the Election Commission to order at 6:25 p.m. The following commission members were present: Paulette Skolarus, Todd Smith and Jean Ledford. Also present were Township Board members: Gary McCririe, Robin Hunt, Jim Mortensen and Linda Rowell. In addition were Township Manager Michael Archinal and three persons in the audience.

Moved by Ledford and supported by Smith to approve the agenda as presented. The motion carried unanimously.

1. Request for approval of officials to work the Aug. 6, 2013 Election with regard to the Howell Carnegie Library Request.

A. Recommendation to the Township Board.

Moved by Smith and supported by Ledford to recommend approval of officials for the August 6, 2013 election. The motion carried unanimously.

B. Reaffirmation of the salaries to be paid to officials.

Salaries will remain the same as previously approved for the 2012 Election Year.

The meeting was adjourned at 6:30 p.m.

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
June 3, 2013

MINUTES

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. All persons listed above remained for the regular meeting of the board.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Skolarus and supported by Mortensen to approve all items listed under the Consent Agenda with the addition of an approval for election officials scheduled for Aug. 6, 2013. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve minutes: May 20, 2013.

3. Consider approval of the Township Millage Rate at .8146.

4. Request for approval of officials scheduled to work the Aug. 6, 2013 election as recommended by the Election Commission.

Approval of Regular Agenda:

Moved by Smith and supported by Ledford to approve for action all items listed under the regular agenda with the addition of a request for approval of a fireworks display. The motion carried unanimously.

5. Consider approval of the purchase of Heavy Duty resin wood waste receptacles for Genoa Park at a cost of \$4,445.00.

Moved by Mortensen and supported by Skolarus to approve the purchase as requested considering that a comparison in cost was received from other distributors. The motion carried unanimously.

6. Consider options related to the replacement of the main Township Hall printer/copier/scanner.

Moved by Skolarus and supported by Ledford to approve the purchase or lease of the printer/copier/scanner after the administrative committee determines the following: Interest rate applicable, residual value after five years and the cost of lease vs. purchase. A report on the findings will be provided to the board at the next regular meeting. The motion carried unanimously

7. Request for approval of a fireworks display as requested by Oak Pointe Country Club on West Crooked Lake (July 3, 2013).

Moved by Smith and supported by Mortensen to approve the request by Oak Pointe County Club as presented. The motion carried unanimously.

Administrative Business:


The first phase of construction on Red Oaks will begin on June 17th.

A letter or email will be sent to Pine Creek homeowners asking for a deferral of their request for consideration until all concerns from other agencies can be addressed.

SEMCOG will be holding a meeting at the Genoa Township Hall on Wednesday at 12:00 noon.

Howell Area Parks & Recreation Authority has regretfully accepted the resignation of Debbie Mikula and will be seeking a new director.

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


Paulette A. Skolarus
Genoa Charter Township Clerk

(Press/argus 06/07/2013)

2013

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

Authority: 2011 PA 256 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.																	
<input type="checkbox"/> Agricultural or wildlife fireworks	<input type="checkbox"/> Articles Pyrotechnic	<input checked="" type="checkbox"/> Display Fireworks																
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes	<input type="checkbox"/> Public Display	<input type="checkbox"/> Private Display																
NAME OF APPLICANT Pepper Bergin	ADDRESS 4292 Nighcrest Dr Elm	AGE (18 or over) 59																
IF A CORPORATION, NAME OF PRESIDENT	ADDRESS																	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT	ADDRESS	TELEPHONE NUMBER																
NAME OF PYROTECHNIC OPERATOR Jordan Kwiatkowski	ADDRESS 31862 Wellston Warren 48093	AGE (18 or over) 26																
NO. YEARS EXPERIENCE 8 yrs	NO. DISPLAYS 60	WHERE All Michigan Wolverine Fireworks, Ace Pyro Great Lakes fireworks, American fireworks																
NAME OF ASSISTANT Jarrod Kwiatkowski	ADDRESS 31862 Wellston	AGE 25																
NAME OF OTHER ASSISTANT	ADDRESS	AGE																
EXACT LOCATION OF PROPOSED DISPLAY 3751 Nighcrest Dr, Brighton, Mich 48116																		
DATE OF PROPOSED DISPLAY July 2nd, 2013																		
TIME OF PROPOSED DISPLAY DUSK																		
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT no need for storage - Brought and shot same day.																		
AMOUNT OF BOND OR INSURANCE (To be set by local government) 1,000,000.00	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Professional Program Insurance Brokerage																	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 371 Bel Marin Keys Blvd, Suite 220, Novato, Ca 94949-5662																		
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED																	
<table border="0"> <tr> <td>Here is the shell count for the show</td> <td></td> </tr> <tr> <td>1.75" lidu aerial shells 288</td> <td>um.</td> </tr> <tr> <td>2.5" lidu aerial shells 188</td> <td></td> </tr> <tr> <td>3" kylin aerial shells 366</td> <td></td> </tr> <tr> <td>4" kylin aerial shells 146</td> <td></td> </tr> <tr> <td>5" union aerial shells 96</td> <td></td> </tr> <tr> <td>6" union aerial shells 50</td> <td></td> </tr> <tr> <td>16 barrage cakes size range from 55mm-70mm bore</td> <td></td> </tr> </table>			Here is the shell count for the show		1.75" lidu aerial shells 288	um.	2.5" lidu aerial shells 188		3" kylin aerial shells 366		4" kylin aerial shells 146		5" union aerial shells 96		6" union aerial shells 50		16 barrage cakes size range from 55mm-70mm bore	
Here is the shell count for the show																		
1.75" lidu aerial shells 288	um.																	
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4" kylin aerial shells 146																		
5" union aerial shells 96																		
6" union aerial shells 50																		
16 barrage cakes size range from 55mm-70mm bore																		
SIGNATURE OF APPLICANT Pepper Bergin	DATE 6.3.2013																	

Permit for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

Authority: 2011 PA 256	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only.

Display Fireworks		
ISSUED TO: <u>Pepper Bergin</u>	AGE (18 or over) <u>39</u>	
ADDRESS <u>4292 Highest Dr, Brighton, MI 48116</u>		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS		
<p>Here is the shell count for the show</p> <p>1.75" lido aerial shells 288</p> <p>2.5" lido aerial shells 188</p> <p>3" kylin aerial shells 366</p> <p>4" kylin aerial shells 146</p> <p>5" union aerial shells 96</p> <p>6" union aerial shells 50</p> <p>16 barrage cakes size range from 55mm-70mm bore</p>		
EXACT LOCATION OF DISPLAY OR USE <u>3751 Highest Dr, Brighton, Mich. 48116</u>		
CITY, VILLAGE, TOWNSHIP <u>Genoa</u>	DATE	TIME
BOND OR INSURANCE FILED <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT	

Issued by action of the Legislative Body of a

City Village Township of _____ on the _____ day of _____

 (Signature and Title of Legislative Body Representative)

THIS FORM IS VALID FOR THE YEAR SHOWN ONLY

To The Board of Genoa Township:

I am requesting a permit for a fireworks display at 3751 Highcrest Dr, Brighton, Michigan on July 2nd, 2013 with a rainday of July 3rd.

I have submitted the application along with the requested documents for your approval. I am using a new company this year that I am excited about as he seems to have the same enthusiasm for fireworks as I do.

Thank you for your consideration in granting this permit.

Sincerely
Pepper Bergin

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	4-MI-099-54-5K-01232
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Chief, Federal Explosives Licensing Center (FELC) <i>Christopher R. Reers</i>	Expiration Date	October 1, 2015
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Name
KWIATKOWSKI, JORDAN

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**31862 WELLSTON
WARREN, MI 48093-**

Type of License or Permit

54-USER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

KWIATKOWSKI, JORDAN
31862 WELLSTON
WARREN, MI 48093-

Jordan Kwiatkowski
Licensee/Permittee Responsible Person Signature

Position/Title

Jordan Kwiatkowski

9-17-12

PRODUCER (415) 475-4300
 PROFESSIONAL PROGRAM INSURANCE BROKERAGE
 371 BEL MARIN KEYS BLVD., SUITE 220
 NOVATO CA 94949-5662

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
 ABC DISPLAY FIREWORKS
 31862 WELLSTON
 WARREN, MI 48093

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	LLOYD'S OF LONDON	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY	PY/13-0037	/ /	/ /	EACH OCCURENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 50,000
		<input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person) \$
		GEN'L AGGREGATE LIMIT APPLIES PER				PERSONAL AND ADV INJURY \$
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		/ /	/ /	GENERAL AGGREGATE \$ 2,000,000
		AUTOMOBILE LIABILITY		/ /	/ /	PRODUCTS - COMP/OP AG \$
		<input type="checkbox"/> ANY AUTO		/ /	/ /	EACH ACCIDENT \$
		<input type="checkbox"/> ALL OWNED AUTOS		/ /	/ /	COMBINED SINGLE LIMIT (Ea. accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS		/ /	/ /	BODILY INJURY (Per person) \$
		<input type="checkbox"/> HIRED AUTOS		/ /	/ /	BODILY INJURY (Per accident) \$
		<input type="checkbox"/> NON-OWNED AUTOS		/ /	/ /	PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY		/ /	/ /	AUTO ONLY-EA. ACCIDENT \$
		<input type="checkbox"/> ANY AUTO		/ /	/ /	OTHER THAN AUTO ONLY: EA ACC \$
				/ /	/ /	AGG \$
		EXCESS/UMBRELLA LIABILITY		/ /	/ /	EACH OCCURENCE \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE		/ /	/ /	AGGREGATE \$
		<input type="checkbox"/> DEDUCTIBLE		/ /	/ /	\$
		<input type="checkbox"/> RETENTION \$		/ /	/ /	\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		/ /	/ /	WC STATUTORY LIMITS OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?		/ /	/ /	E.L. EACH ACCIDENT \$
		If yes, describe under SPECIAL PROVISIONS below		/ /	/ /	E.L. DISEASE-EA EMPLOYEE \$
		OTHER				E.L. DISEASE-POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 GENOA TOWNSHIP IS ADDITIONAL INSURED AS RESPECTS THE JULY 2, 2013 FIREWORKS DISPLAY AT 3751 HIGHCREST DR, BRIGHTON, MI 48114

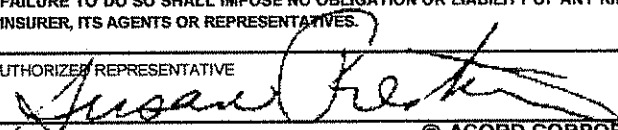
CERTIFICATE HOLDER

CANCELLATION

GENOA TOWNSHIP
 TOWNSHIP HALL
 2911 DORR RD.
 BRIGHTON, MI 48116

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



To who it may concern:

All fireworks brought for the display on July 2, 2013 will be fired. If for some reason a cue does not fire during the display after the display we will hand fire the shells. If they are default shells then they are taking apart and destroyed. There will be no need for contingency storage for this display. If you have any questions or concerns please give me a call at 586 859-9898

Thanks,

Jordan Kwiatkowski
ABC Display Fireworks
President



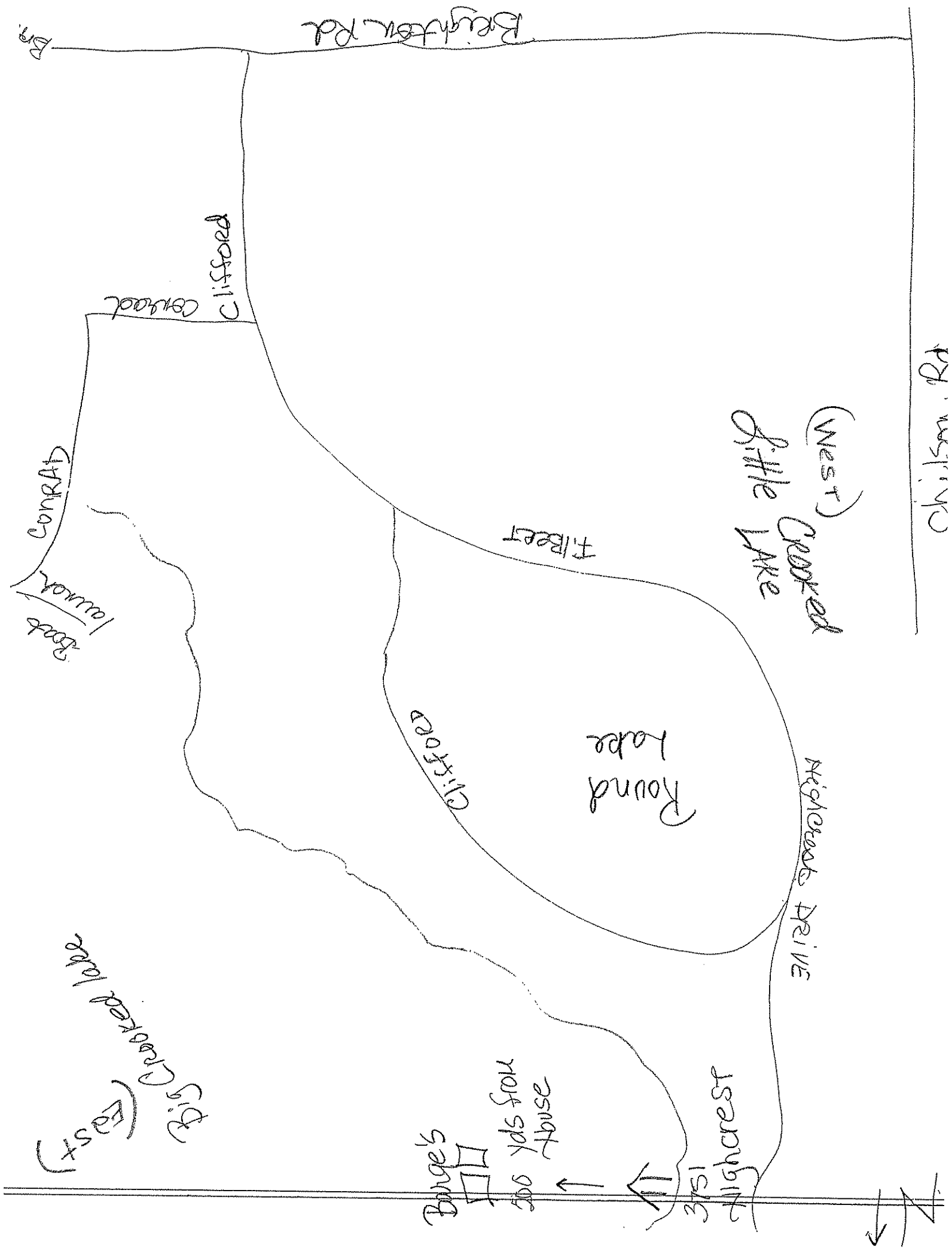
Private Firework Display

July 2, 2013

Dusk

Risk Assessment-Safety Procedures

The firework display will be shot from three 28 foot barrages. The barrages will be 500 feet from the shoreline. There will be no spectators, buildings, or trees in the way. The largest shell fired in the display will be six inches. The show will be electric fired from the shoreline with a wireless firing system. All mortar racks will be mounted into the barrage with bolts, screws, and nails. There will be a small watercraft in the water with a ABC employee incase anything was to happen during the display. On that boat, there will be two twenty-pound fire extinguishers, and a fifty pound water extinguisher. Also racks, and cakes will be secured with sand bags to help weight them down, and help prevent tipping over. There will be a total of six men working this display. There will be two shooters, two watch men, one safety officer, and the lead operator.



Brighton Rd

B.P.

Clifford

Clifford

CONRAD

Boots
Lawson

F. BEET

Clifford

Round
Lake

(West)
Cleared
Little Lake

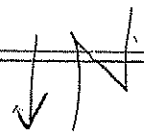
Highcrest Drive

Chilsum Rd

Big Cleared Lake
(East)

Burge's
House
500 yds from
house

3751
Highcrest



BOAT LAUNCH

WEST LANDS

See last years Diagram

Big Crooked Lake

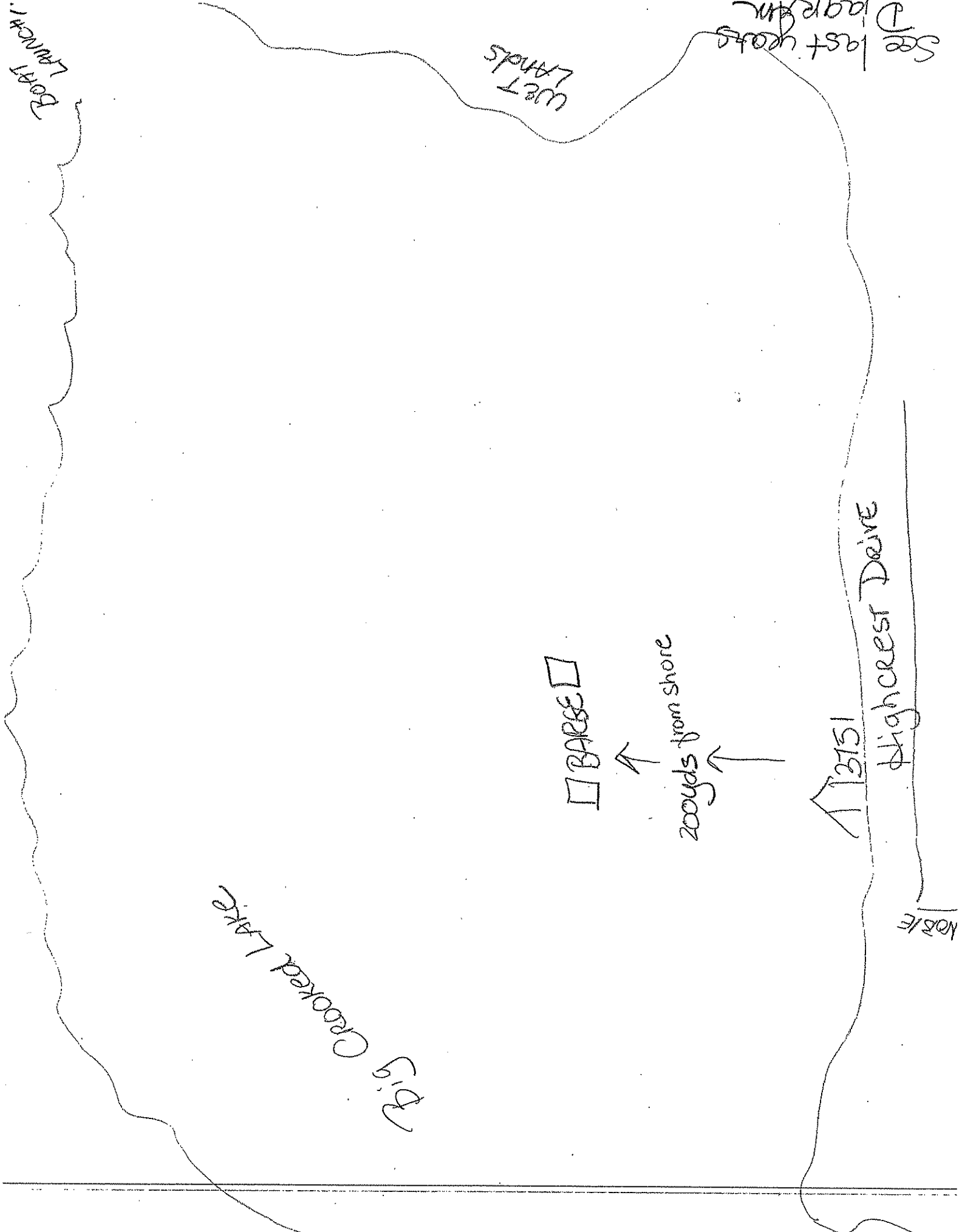
□ BARGE □

↑
200yds from shore
↑

↑ 3151

Highest Dive

NOB/E



2013

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

Authority: 2011 PA 266 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
---	---

<input type="checkbox"/> Agricultural or wildlife fireworks	<input type="checkbox"/> Articles Pyrotechnic	<input type="checkbox"/> Display Fireworks
<input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes	<input checked="" type="checkbox"/> Public Display	<input type="checkbox"/> Private Display
NAME OF APPLICANT <i>Kurt Price</i>	ADDRESS <i>5393 Wildwood DR</i>	AGE (18 or over) <i>47</i>
IF A CORPORATION, NAME OF PRESIDENT	ADDRESS	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT	ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR <i>Rick Hennigar</i>	ADDRESS <i>325 Highlake, Ann Arbor</i>	AGE (18 or over) <i>63</i>
NO. YEARS EXPERIENCE <i>20</i>	NO. DISPLAYS <i>80+</i>	WHERE
NAME OF ASSISTANT <i>Joseph CVBART</i>	ADDRESS <i>6294 Lucerne, Brighton</i>	AGE <i>50</i>
NAME OF OTHER ASSISTANT	ADDRESS	AGE
EXACT LOCATION OF PROPOSED DISPLAY <i>5393 Wildwood DR Howell, MI. 300ft NE FROM WATERS Edge</i>		
DATE OF PROPOSED DISPLAY <i>JULY 4th 2013</i>		
TIME OF PROPOSED DISPLAY <i>10:00 PM (on Lake Chemung)</i>		
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT		
AMOUNT OF BOND OR INSURANCE (To be set by local government) <i>1,000,000</i>	NAME OF BONDING CORPORATION OR INSURANCE COMPANY <i>LLOYDS OF London P.P.I.B</i>	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY <i>371 BEL MARIN KEYS BLVD. suite 220 NOVATO, CA</i>		
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED	
<i>APPROX 90</i>	<i>3" AERIAL SHELLS</i>	
<i>" 75</i>	<i>4" AERIAL SHELLS</i>	
<i>" 30</i>	<i>MULTI-SHOT CAKES FROM 5/8 DIA TO 3" DIA</i>	
SIGNATURE OF APPLICANT <i>Malcolm Price</i>		DATE <i>6-14-13</i>



DEPARTMENT OF JUSTICE

Bureau of Alcohol, Tobacco,
Firearms and Explosives

Martinsburg, WV 25405

April 1, 2013

Phoenix Fireworks LLC
P.O. Box 254
Brighton, MI 48114

901090:CRR/SCC
5400
File Number: 4-MI-00957

Premises Address: 880 Deadwood, Brighton, MI 48114

Dear Sir:

This letter acknowledges receipt of your timely application to renew your Federal explosives license/permit 4MI00957.

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is not able to process your application prior to the expiration date of your license/permit. However, Federal law allows you to continue operations under your current license/permit until such time as ATF completes processing your application. See 5 U.S.C. § 558. This letter, or as explained below, a follow-up letter, will serve as your license/permit until we complete action on your renewal. It is referred to as a Letter of Authorization (LOA).

Since we have not completed processing your application, you may supply a copy of this letter to other licensees/permittees, e.g., your distributors, for the next six months (or until we complete action on your renewal, if that occurs in less than six months) as evidence of your licensed/permitted status. If we have not completed processing your application for renewal within six months of the date of this letter, we will send you another letter, which will also be valid for six months (or until we complete action on your renewal, if that occurs in less than six months). This is of course contingent upon your remaining entitled to continue operations under your current license/permit.

Please direct questions or concerns regarding this letter to Sandy Curtis at 304-616-4406.

Sincerely,


Christopher R. Reeves

Chief, Federal Explosives Licensing Center

ATF web address: www.atf.gov



LICENSE/PERMIT (18 U.S.C. CHAPTER 40, EXPLOSIVES)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555) you may engage in the activity specified in this license/permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. See "WARNING" and "NOTICES" on back.

DIRECT ATF CORRESPONDENCE TO	Christopher R. Reeves Chief, Federal Explosives Licensing Center (FELC) Bureau of Alcohol, Tobacco, Firearms and Explosives 244 Needy Road Martinsburg, West Virginia 25405 Telephone: 1-877-283-3352, Fax: 1-304-616-4481	BUSINESS PERMIT NUMBER	4-MI-093-24-3E-00957
			EXPIRATION DATE

NAME: PHOENIX FIREWORKS LLC Premises Address CHANGES? You must notify the FELC at least 10 days before the move.

880 DEADWOOD BRIGHTON, MI 48114

TYPE OF LICENSE OR PERMIT: 24-IMPORTER OF LOW EXPLOSIVES

CHIEF, FEDERAL EXPLOSIVES LICENSING CENTER (FELC)
Christopher R. Reeves
Christopher R. Reeves

PURCHASING CERTIFICATION
I certify that this is a true copy of a license/permit issued to me to engage in the activity specified
Mailing Address CHANGES? You must notify the FELC at least 10 days before the change.
PHOENIX FIREWORKS LLC
PO BOX 254
BRIGHTON, MI 48114

(SIGNATURE OF LICENSEE/PERMITTEE)

The licensee/permittee named herein shall use a reproduction of this license/permit to assist a transferor of explosives to verify the identity and status of the licensee/permittee as provided in 27 CFR Part 555. The signature on each reproduction must be an ORIGINAL signature.

CERTIFICATE OF INSURANCE

ISSUE DATE 6/3/2013

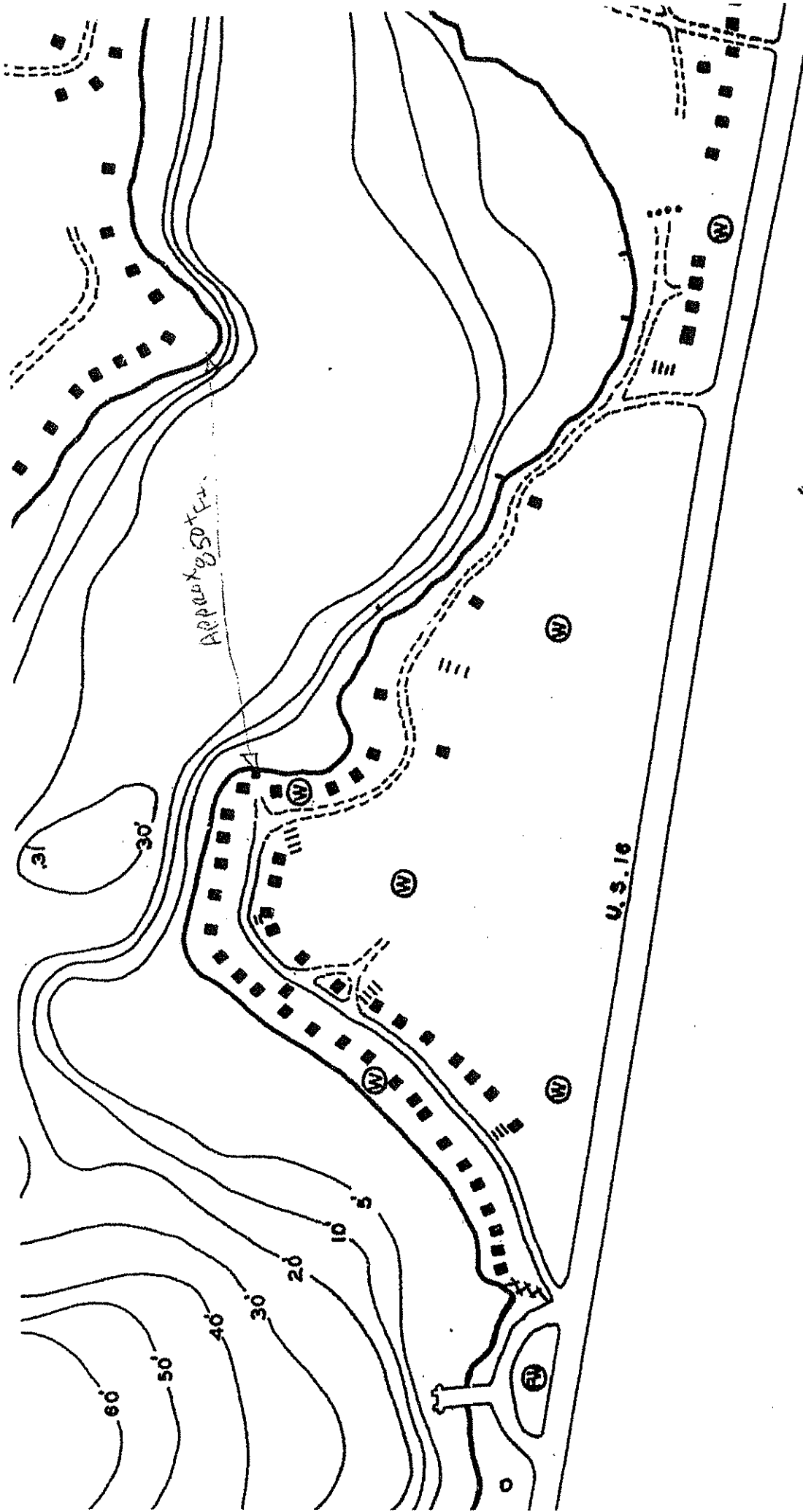
PRODUCER PROFESSIONAL PROGRAM INSURANCE BROKERAGE 371 BEL MARIN KEYS BLVD., SUITE 220 NOVATO CA, 94949-5662	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURER(S) AFFORDING COVERAGE	
	INSURER A: LLOYD'S OF LONDON
	INSURER B:
	INSURER C:
	INSURER D:

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY CLAIMS MADE GEN'L AGGREGATE LIMIT APPLIES PER POLICY	PY/13-0093	06/03/2013	06/03/2014	EACH ACCIDENT \$ 1,000,000
					MEDICAL EXP (Any one person) \$
					FIRE LEGAL LIABILITY \$ 50,000
					GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY — ANY AUTO — ANY OWNED AUTOS — SCHEDULED AUTOS — HIRED AUTOS — NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	EXCESS LIABILITY FOLLOWING FORM				EACH ACCIDENT \$
					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTHER \$
					E.L. EACH ACCIDENT \$
					E.L. DISEASE-EA EMPLOYEE \$
					E.L. DISEASE-POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Property owner Kurt Price and Township of Genoa, Livingston Co. MI are additional insureds as respects the 07/04/2013 (RD: 07/05/2013) fireworks display located at 5393 Wildwood Drive, Howell, MI.

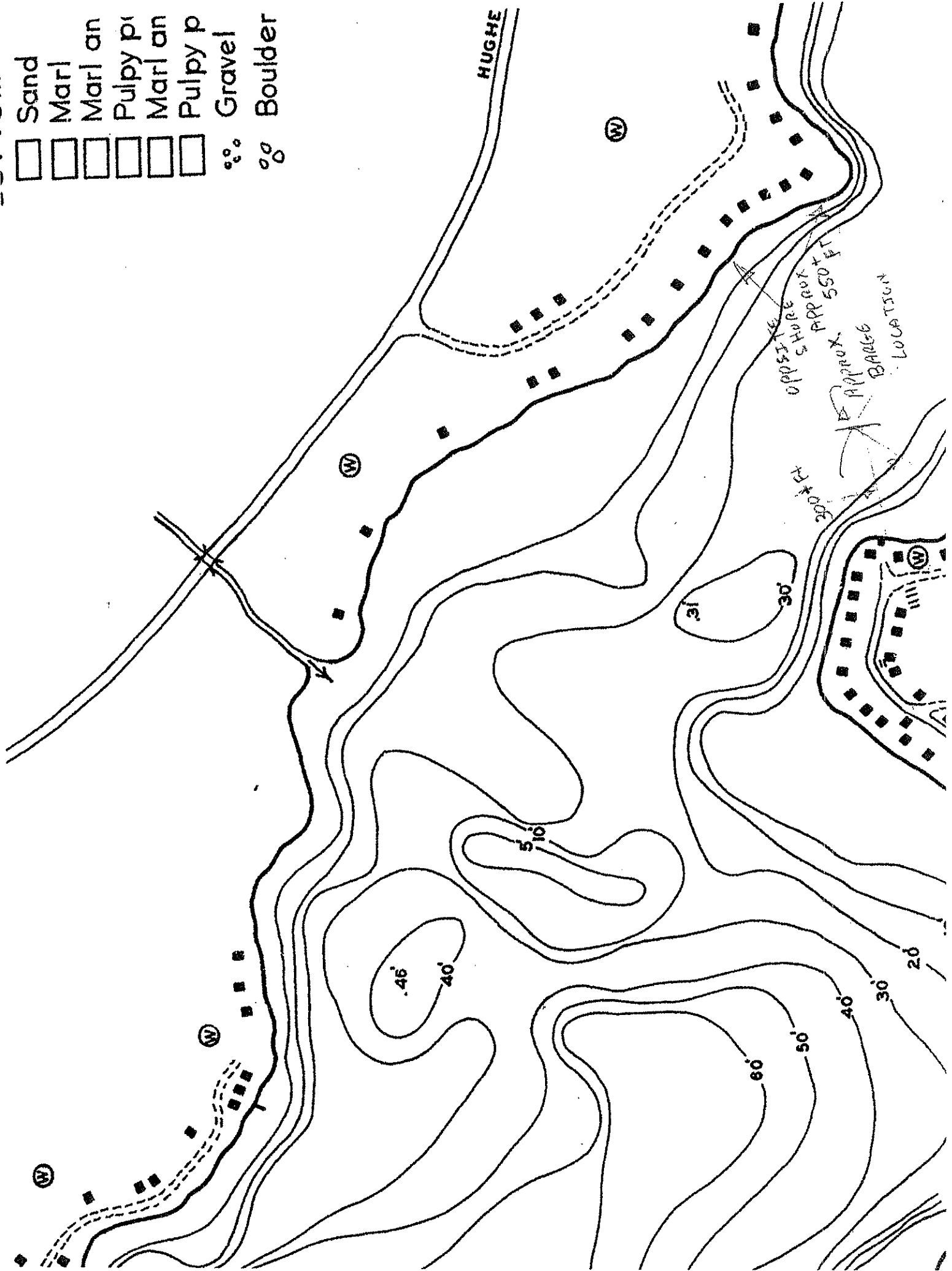
CERTIFICATE HOLDER Kurt Price 5393 Wildwood Dr. Howell, MI. 48843-9183	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE



Approx Dist 8
 Shows to Shows
 From 533 Water



- Sand
- Marl
- Marl an
- Pulpy pi
- Marl an
- Pulpy p
- ⊙ Gravel
- ⊙ Boulder



Kathleen Murphy

From: Kelly VanMarter
Sent: Wednesday, June 05, 2013 2:20 PM
To: Piet Lindhout
Cc: Kathleen Murphy
Subject: Mt. Brighton

Piet,

I'd love to ask you to present the Mt. Brighton plans to the Township Board at their meeting on June 17th, 2013 at 6:30pm. The proposed changes will be approved administratively, but since it is such a vast improvement and significant investment in the community I think it would be great for the Board to see it.

Sincerely,

Kelly VanMarter, AICP
Assistant Township Manager/Community Development Director



Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Direct: (810) 224-5823, Phone: (810) 227-5225, Fax: (810) 227-3420
E-mail: kelly@genoa.org, Url: www.genoa.org



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 7150 Harris Drive, P.O. Box 30005 - Lansing, Michigan 48909-7505
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, along with certification from the clerk, or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)

called to order by _____ on _____ at _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____
 that the application from _____
(name of applicant)

for the following license(s): _____

to be located at _____

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
 council/board at a _____ meeting held on _____
(regular or special) (date) (township, city, village)

Name and title of authorized clerk (please print): _____

Signature of authorized clerk and date: _____

Phone number and e-mail of authorized officer: _____

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Polly

From: Cheryl Gatt <cmgatt@charter.net>
Sent: Monday, June 03, 2013 5:34 PM
To: Polly
Subject: license

Hi Polly -

I got your message today -

you denied me for a liquor license.....why?

Based on what?

How many people were on this vote?

I need this in written this morning why?

Did you need me to fill out an application?

Did you need a property lease intent to lease agreement?

Also -

why were you asking me if Kelly and I resolved the tap in fee's
when you had me on speaker phone the other night at your home
when we were talking at 930pm
what does the tap in fee's have anything to do with you in the liquor license dept.?

Please respond only in writing to all my questions

thank you -
cheryl Gatt

Polly

From: Polly
Sent: Tuesday, May 28, 2013 12:02 PM
To: Polly
Subject: Fwd: my info for liquor license

Sent from my iPhone

Begin forwarded message:

From: Cheryl Gatt <cmgatt@charter.net>
Date: May 25, 2013, 2:48:48 PM EDT
To: Polly <pskolarus@genoa.org>
Subject: Re: my info for liquor license

Polly -

I would also like you to know that I am from Howell - we originally moved out here to Genoa township in 1996

in the North Shore subdivision - we were one of the very 1st homes that was custom built in there and I was on the women's activity board. I have seen and watched Howell Genoa and Howell has grown.

I love our county and town and that's why I am so adamant about bringing my restaurant to Howell where it is very much needed and desired after talking with many people in the county.

I forgot to mention I was also very big into sports and being a team mom and very well known throughout the county.

If my memory serves me correctly.....you had a house off Dorr Rd & Challis ? you were trying to sell and you were building next door - I met you and your husband as you showed us your house for sale.

----- Original Message -----

From: Cheryl Gatt
To: Polly @ Genoa Twp
Sent: Saturday, May 25, 2013 2:36 PM
Subject: my info for liquor license

Hello Polly -

Per your request during our brief phone conversation yesterday here is info about me you wanted - its a partial biz plan some things are for the bank only and not typed therefore outside the biz plan.

Just to give you a little more info about me.....

I have 2 teen boys and have been very active in their schools, classes, PTO, church I was class mom every year for both boys and their teachers

Polly

From: Polly
Sent: Tuesday, May 28, 2013 12:04 PM
To: Polly
Subject: Fwd: my info for liquor license
Attachments: BIZ info for Polly @ Genoa Twp.doc; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Cheryl Gatt" <cmgatt@charter.net>
To: "Polly" <pskolarus@genoa.org>
Subject: Re: my info for liquor license

Polly -

I am sorry - I didn't attach my info - oops - lets try this again - shall we.
Thank you - I take my work very seriously - this business means the world to me -
I am very excited to bring this concept to life in Genoa Twp -
I am curious what the process is to get a license - Lansing told me some things
but I read other things last night..hmmm

Again the biz plan I attached does not have some collected info and other info is for the bank
only

Let me know if this is enough info.....

Keeping my fingers crossed -

Cheryl

----- Original Message -----

From: Polly<<mailto:pskolarus@genoa.org>>
To: Cheryl Gatt<<mailto:cmgatt@charter.net>>
Sent: Saturday, May 25, 2013 3:07 PM
Subject: Re: my info for liquor license

Cheryl, it sounds like you have a wonderful life. I was also very impressed with your
presentation at the board meeting. I am sorry that I was not clear in my request. I just needed
your experience and your plans for that site. I will, however, bring the information you provided
to the administrative committee for review and let you know their response. Polly

Sent from my iPad

On May 25, 2013, at 2:51 PM, "Cheryl Gatt"

<cmgatt@charter.net<mailto:cmgatt@charter.net>> wrote:

Hello Polly -

Per your request during our brief phone conversation yesterday here is info about me you wanted - its a partial biz plan some things are for the bank only and not typed therefore outside the biz plan.

Just to give you a little more info about me.....

I have 2 teen boys and have been very active in their schools, classes, PTO, church I was class mom every year for both boys and their teachers the teachers, principals and moms and parents and kids know me I love kids, family and people I constantly host safe fun activities for kids and families in our home. People know me for "bringing people together" hosting all types of events and my ability to do so at all sizes.

We belong to a Luxury RV Resort 2 hours away were we have been for 10 years we I volunteered and worked as the activities director, planning banquets, events of all types with food and alcohol indoors and out, having to deal with special licensing for kids, food, boating, liquor and music thru the State of Michigan.

I am married (21 years now) into a huge Maltese family where I host all the holidays and functions of 30 to 300 people. This I have also done since I was young growing up with my family. Its in my blood and genes.

My father was the Garden City Police Dept Chief for 35 years very well known, loved and respected throughout all the counties. My father trained and was and I am very good friends with Sheriff Bob Bezott and his family. As well as Todd Lezod the retired detective. I have remained friends with all the Garden City Police and Firemen.

I have a clean and safe driving record and history.

I have friends and family members who own restaurants with liquor whom I have assisted them with parties and many other things in their businesses.

When I owned my own Wedding - Party planning business many banquet facilities begged me to incorporate my business in with theirs as they loved my experience and personality. Finally I did thru a friend of ours - whose banquet & Restaurant we were going to buy, did our business plan etc.

I ran my business out of his for years and assisted him before during and after my business was in his.

I worked very closely networking with all the local Banquet & Restaurants were I built a very respectful relationship with all the owners, managers and staff.

I worked very closely with banquets and restaurants in assisting brides, couples, and all events with the managers, kitchen staff, hotel staff, limo, photographers, florists, etc

I had a fantastic reputation with all my vendors as well.

Per your request during our brief phone conversation yesterday here is info about me you wanted - its a partial biz plan some things are for the bank only and not typed therefore outside the biz plan.

Just to give you a little more info about me.....

I have 2 teen boys and have been very active in their schools, classes, PTO, church

I was class mom every year for both boys and their teachers the teachers, principals and moms and parents and kids know me

I love kids, family and people I constantly host safe fun activities for kids and families in our home.

People know me for "bringing people together" hosting all types of events and my ability to do so at all sizes.

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I hope this information is helpful - please let me know if there is anything else you need -

Sincerely -
Cheryl Gatt

Business Plan

Gattsby's, LLC
Cheryl Gatt
871 Latson Road
Howell, MI 48843
(517) 294-6816
cmgatt@charter.net

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EXECUTIVE SUMMARY

The Michigan and National Restaurant Association, and many trendy States, have proven Gattsby's is today's desired trend. 1st Lady Michelle Obama are forcing schools and restaurants to change due to our deadly obese and health ratings. Gattsby's offers both a quick service Bakery - Coffee counter and a cozy fireplace where you can enjoy your coffee and pastry along with a full service Trendy, Classy fine dining Restaurant where our wait staff will serve you.

Event Room/s – Gattsby's will also have a separate room with Smart TV's with webcam's for business meetings. These rooms can accommodate up to 90 people for Business meetings, bridal, baby showers, fundraisers, small weddings, Baptism luncheons, Wedding Rehearsal, Funeral Luncheon, Sports Banquets, Trade Shows, private parties, holiday brunches and more.

Outdoor dining – Gattsby's will offer out door dining where they may enjoy the fresh air and their beverages and meals on our patio.

Gattsby's menu will be Fresh – Light – Healthy – Mediterranean, Italian, only high quality, packed with color and flavor with proper proportions, easily accommodating those who suffer diabetes, heart disease, Celiac Disease, Gluten Free, Vegan, Vegetarian, special diet, trying to loose or watch their weight, those who appreciate healthy foods not battered, deep fried like 80% of our restaurants.

Delivery - Finally a place you can call to deliver Pastries, Breakfast, Lunch or Dinner, Danishes, and cookies.

Cater - A place who will deliver to corporate meetings, funeral homes, Scrapbook Gatherings, Book Clubs, Football and Sporting Events and much, much more.

Gattsby's will be owned and operated by Gattsby's LLC. The creator and managing member of the company, is Cher Gatt.

Cheryl has over 25 years in the restaurant, banquet, consulting business along with management, sales, networking and marketing. This detailed plan covers the required elements to succeed in today's competitive restaurant market.

Being organized, very detailed and goal driven I documented a comprehensive blueprint for success. Proven marketing techniques and operational system will allow managements to be proactive rather than reactive to the conditions and obstacles associated with opening a new restaurant concept.

Having a sound operational plan allows management to focus on building sales and profit. With extreme confidence that the systems incorporated in this business plan will yield a calculated return for a given sales volume.

COMPANY DESCRIPTION

What:

Restaurant with Bakery and Banquet Room/s

Name:

Gattsby's Is a LLC Limited Liability Corporation.

Who:

Cheryl Gatt will be Owner and Manager

What:

We are interested in 4 buildings each being 70ft deep by 20 wide = consuming 5600 sq ft.

Where:

Corner of Latson Road Howell, MI and Grand River – the busiest section of Howell, MI

When:

As soon as we come to agreement, draw up contracts, start construction, take approximately 5 months to finish from time of agreement and permits and bank approval.

Why:

To Bring Fresh, Healthy Food and Banquet Room/s to Howell and Livingston County

Theme:

Trendy - Casual – Elegant - Upbeat

Hours:

Staffing – 1 to 2 hours Before opening and 1 to 2 hours after Closing

Operating – Mondays – Closed for Deliveries, Meetings & Cleaning

Tuesdays, Wednesdays & Thursdays 7am to 10pm

Fridays & Saturdays 7am to 11pm

Unique Concept

Work with local schools to pick up card board to use in their recycling program
So they earn money for their school equipment and supplies

Work with Howell Nature Center to pick up food waste daily for their animals.

Host baking cooking and nutrition classes teach kids and adults how cooking with healthy foods prevents obesity and health problems and more convenient and profitable.

Donate left over food to the homeless and shelters.

BUSINESS CONCEPT

Gattsby's will be a moderately priced, serving pastries, danishes, coffee's tea's, fresh light breakfasts, lunches and a variety of dinners, and banquet menu's.
Because our concept is Fresh - we will never batter or deep fry anything!

We are all about fresh and healthy foods and portions, and accommodating the county and sounding counties with my concept.

Breakfast prices will range from \$5 to \$15 dollars per person

Lunch prices will range from \$5 to \$20 dollars per person

Dinner prices will range from \$15 to \$50 dollars per person

Banquets will range from \$15 to \$50 dollars per person

The Dining experience is expected to last 1 to 1 ½ hours. Guests will be greeted by greeter and escorted to their seats where they will enjoy background music and the décor of New Italian. Diner style tables and chairs will be transformed for dinner with a table cloth, and a candle.

The restaurant will seat approximately 70 guests between the bar area and the tables.

Gattsby's will also deliver all products and meals and cater trays of food to businesses and event's.

The location chosen is in a strip mall surrounded by other businesses and is located in the busiest main 4 corners of Howell, MI where Meijers, Walmart, banks, the new expressway is coming, Home Depot, Lowes, Staples, and many other stores and restaurants that do not offer anything like Gattsby's.

Having talked to many people in Livingston county they are very excited to have this concept come to Howell offering all the foods, services, prices and atmosphere.

I have a great support staff that knows how, where and when to market my business as do I know how to market, network and barter as I was extremely successful in my Wedding and Party Catering Business and my sales career.

Sample Menu

MORNINGS

Bagels, Cream Cheeses, Jams
Bakery with Baked Goods to Purchase
Breakfast Pizza
Cappuccino
Coffees
Cream of Wheat
Crepes
Danishes
Fruit
Fruit Smoothies
Granola
Juices
Lattes
Muffins
Oatmeal
Quiche
Tea Scones & Jan
Teas
Yogurt

Lunches

Appetizers
Chicken Pot Pies
Fruit
Pasta's
Pastas
Quiche
Salads
Soups
Stone Oven Pizza's
Veggie Platter
Yogurt

Dinners

Chicken Dishes
Gourmet Desserts
Italian – Mediterranean Dishes
Pasta Dishes
Salads
Seafood Dishes
Soups
Steak Dishes

Catering

A menu of the above items

Banquet

A menu of the above items

DESIGN / LAYOUT

MANAGEMENT TEAM

Owner / Manager

- Preparing reports at the end of the shift/week, including staff control, food control and sales.
- Creating and executing plans for sales, profit and staff development.
- Planning and coordinating restaurant and banquet events and menus.

Front-of-house:

- Coordinating the entire operation of the restaurant during scheduled shifts.
- Managing staff and providing them with feedback.
- Responding to customer complaints.
- Ensuring that all employees adhere to the company's uniform standards.
- Meeting and greeting customers and organizing table reservations.
- Advising customers on menu and wine choice.
- Recruiting, training and motivating staff.
- Organizing and supervising the shifts of kitchen, waiting and cleaning staff.

Housekeeping:

- Maintaining high standards of quality control, hygiene, and health and safety.
- Checking stock levels and ordering supplies.
- Preparing cash drawers and providing petty cash as required.
- Helping in any area of the restaurant when circumstances dictate.

Floor Manager

- Must ensure that restaurant staff is adequately trained for their positions and have a thorough understanding of the duties associated with their jobs, knowing the food and beverages. Employees must also receive ongoing training on new policies and procedures as they are incorporated.
- provide prompt, customer-pleasing service while still making profit off of the sales for the period. Also manage the employees present within the restaurant at all times, ensuring that every customer gets greeted and treated with the very best service, food and experience possible.
- Must "maintain proper inventories, ensure compliance with proper cash control procedures and complete related accounting and administrative reports as needed." Ensuring that employees follow policies and do not overuse inventoried product, ensuring accurate inventory counts, overseeing and ensuring accurate transactions at the register and keeping accurate records of cash on hand are all keys to ensuring that the company remains financially profitable.

Kitchen Manager

- Managing kitchen staff and providing them with feedback.
- Ensuring that all employees adhere to the company's uniform standards.
- Recruiting, training and motivating staff.
- Maintaining high standards of quality control, hygiene, and health and safety.
- Checking stock levels and ordering supplies.

Cheryl R. Gatt

1112 Gray Fox Court • Howell, Michigan 48843

Home (517) 552-3031 • Cellular (517) 294-6816 • Email cmgatt@charter.net

Banquet & Restaurant Management / Sales

Extremely motivated, organized, goal driven, innovative, entrepreneurial executive that I am, and with over 20 years experience in the fast paced Restaurant & Banquet Coordinating and Management business.

Having my own business for over 20 years and working in and with several banquet and restaurants along with my sales and marketing skills and on going training resulted in exceptional leadership, closing skills, communication, and organizational skills.

Because of my integrity, pleasant, confident personality, I easily establish strong long lasting relationships while achieving and closing most sales, guaranteeing repeat sales while increasing and exceeding revenue.

STRENGTHS / QUALITIFICATIONS / SKILLS

- ✓Event Coordinating and Decorating
- ✓Contract Negotiation, Purchasing
- ✓Extensive food directing experience and banquet operations
- ✓Product and Market Research and Analyze
- ✓Budgeting & cost Controls
- analytical skills
- ✓Teambuilding/Training/Supervising
- ✓Strategic Marketing and Sales
- ✓Profit and Growth Strategies
- ✓Business, Restaurant & Kitchen Design
- ✓Organizational Skills
- ✓Establish, Execute & Close Sales
- ✓Conduct effective weekly staff meetings
- ✓Advertising Ideas and Solutions
- ✓Extremely Detailed & Creative
- Maintaining
- ✓Identify & develop business opportunities in the local & surrounding communities
- ✓Design, Menu's, Flyers, Newsletters, Trade Show Materials and more
- ✓Front & Back of House Operations
- ✓Create and Host Five Star Dining
- ✓Hospitality Management
- ✓Work effectively in fast-paced environment
- ✓Ability to think strategically with supportive
- ✓5 Star Guest Service Excellence
- ✓Vendor/Inventory Management
- ✓Excellent computer, office, & clerical skills
- ✓Hiring, training & coaching employees
- ✓Reliable, Professional, Responsible
- ✓Business-to-Business Sales
- ✓Strong Communication Skills
- ✓Trade Show Presentations
- ✓Outstanding Client Relationship Building &

RV Sales Agent

DEC. 2010 to April 2012

General RV * Wixom, MI

- Successfully grew sales thru trade shows, vendors, clients, advertisements and website
- Designed all my advertising newsletters, flyers, post cards, trade show specials, RV coupons, camper coupons, magazine, newspaper ads, signs, pictures, portfolios, welcome packets.
- Built & maintained client relationships successfully selling RV's valued at \$10k to \$200K
- Developed sales strategies, personal goals.
- Worked closely with manufacture reps staying updated on new and popular makes and models.
- Demonstrated the features, functions and the benefits of RV's.
- Closely monitored inventory levels and in stock products.
- Made my clients priority making sure I addressed their needs to final delivery and weeks later.
- Researched and studied cutting edge and emerging industry trends.
- Sold 12 RV's at my first RV Trade Show
- Trained new employee's on RV's, become organized, selling techniques, up-selling.
- Motivated owner, managers and employees with contests and incentives.
- Exceeded clients expectation by putting their needs first while employing cost effective methods.
- Corrected operational inefficiencies thru observing and customer feedback
- Created spread sheets of daily products and show products for easier knowledge.
- Worked with Canadian Clients to advertise and promote myself
- Maintained Budget, profit sheet
- Interviewed, Trained, Scheduled employees
- Worked closely with web designer re-designing website

EVENTS COORDINATOR AND ACTIVITIES DIRECTOR

SEPT. 2008 to July 2010

River Ridge RV Resort * Stanwood, MI

- Planned, coordinated, managed, catered, decorated activities, banquets, festivals & all events.
- Ensured timely & consistent service resulting in satisfied guests.
- Scheduled, supervised & trained staff, ordered food, products, implemented banquet menu.
- Created Floral and balloon arrangements
- Closely monitored inventory levels , maintained Budget, & profit sheet
- Successfully grew sales thru trade shows, vendors, clients, advertisements and website
- Designed all newsletters, flyers, post cards, menus, trade show specials, RV coupons, camper coupons, magazine, newspaper ads, signs, pictures, portfolios
- Designed and decorated entrances, cork boards, information area, welcome packets
- Interviewed, and Trained employees
- Motivated owner, managers and employees with contests and incentives.
- Corrected operational inefficiencies thru observing and customer feedback
- Created and conducted Trade Shows, Children, Family and Adult Events and Activities
- Got the campers motivated to participate in the events and activities
- Worked closely with web designer re-designing website

Rental Consultant

Feb. 1996 to Nov. 1998

Apartment Search * Novi, MI

- Consulted clients to find housing
- Presented floor plans, pictures, information of housing
- Made appointments for clients to see apartments
- Mapped out directions to each property
- Followed up with clients after visiting property
- Trade shows

Entrepreneur, Coordinator and Decorator

1989 to 1997 and 2000 to 2006

Cheryl's Wedding and Party Boutique * Redford, and Howell, MI

- Planned, coordinated, managed, catered, decorated weddings and events of all types
- Worked closely with Banquet Halls, Bakeries, Limo Companies, Bands, DJ's and Wholesalers earning their business and on going referrals being #1 in 3 counties.
- Floral and balloon arrangements, Custom decorations
- Invitations items and accessories
- Sales, marketing, advertising
- Interpersonal and business communications
- Consultations and quotes
- Merchandise displays
- Accounts receivable and payable
- Shipping, receiving
- Bookkeeping, payroll
- Inventory, order products,
- Hiring, training employees
- Trained individuals how to start a business
- Held classes and seminars how to make floral and balloon arrangements
- Maintained budget and profit sheet
- Trade shows
- Maintained property knowledge and relationship with managers.
- Successfully grew sales thru trade shows, vendors, clients, advertisements and website
- Designed all my advertising newsletters, flyers, post cards, trade show specials, RV coupons, camper coupons, magazine, newspaper ads, signs, pictures, portfolios, welcome packets.
- Developed sales strategies, personal goals.

Restaurant & Banquet Manager

Jan. 1989 to Nov. 1998

Bronze Wheel Banquet & Restaurant * Dearborn Heights, MI

- Planned, coordinated, managed, catered, decorated weddings and events of all types
- Sales, marketing, advertising
- Interpersonal and business communications
- Consultations and quotes
- Supervised dining room and banquet rooms.

AWARDS & ACCOMPLISHMENTS

I successfully formed and managed my own Wedding and Party Planning and Decorating business, doubling sales every year for over 15 years. I had yearly contracts with City officials, Mayors, Governors, Ford Motor Company, General Motors, Masco Corporation, and Sysco Corporation.

I was highly recognized, preferred, and recommended thru out counties, banquet halls, individuals, and businesses.

1989 to 2006

#1 most preferred Wedding and Event Coordinator / decorator from all clients

#1 most referred Wedding and Event Coordinator / decorator from all vendors

#1 most referred Wedding and Event Coordinator / decorator from banquet halls, limo companies, photographers, local businesses, chamber of commerce's expo's and more

Feb 1996 to Nov. 1998 Received Awards for:

Most successful, knowledgeable, dedicated Sales Consultant 3 out of 3 years

Most successful knowledgeable, dedicated Sales Consultant 26 months out of 36

Most preferred & dedicated sales consultant award for 36 months out of 36 months

MARKET ANALYSIS

According to the 2012 / 2013 National and Michigan Restaurant Association – The restaurant industry is projected to register its fourth consecutive year in sales in 2013, reaching over \$660.50 billion, a 3.8 percent increase from 2012 of \$636.40 billion. Full service, quick service, catering are at an all time high. Full service is responsible for \$208.1 billion a 2.9% increase over 2012 sales of \$202.2 billion. In addition to social and convenience factors, frequent customers choose restaurants for to eat food they don't make at home. Three out of four customers said they can't duplicate the flavor their favorite restaurant can. 71% said restaurants are an essential part of their lifestyle today. And 53% takeout food is essential to the way they live.

Dining Decisions – customers based why they go to a restaurant –
94% recommended by family or friend
82% Ease of parking
68% they would be more likely to use delivery service if it were offered
64% Review in newspaper, magazine, etc
49% Trendy or exclusive restaurant
45% Advertisement or promotion by email
60% use internet to view website, menu and info before going
42% use internet to place an order for carryout
72% are more likely to revisit the restaurant that offers a frequent diner program

97% Said Good service still tops list of attributes,
93% then good value and enjoyable atmosphere.
90% said they come because they had their favorite menu items
80% said they want a healthier menu to get away from fried & unhealthy foods

Trends for 2013
Healthier Menu's for adults and kids
Locally sourced produce, meats and seafood
Gluten Free Items
Mini bite size desserts & appetizers
Favorites
#1 Italian

2013 Trends
Vegetarian appetizers
Ethnic foods - Flatbread appetizers
Home made Desserts
Bite Size Desserts & Appetizers
Savory desserts
Half size / smaller portions

Overview

The success of Gattsby's will be achieved by serving healthy food, providing friendly service and employing an aggressive creative marketing plan to build customer traffic. Today's market requires good food, service and creative marketing to be successful. At Gattsby's we will constantly strive to enthusiastically win more customers by being proactive rather than reactive in our marketing efforts.

Management will endeavor to create and maintain a positive, appealing image for the restaurant. This image will be consistently portrayed throughout all marketing channels and sales promotions. The following exemplifies some of the strategies we will use to drive more sales.

Customer Database

Gattsby's will aggressively seek to build a database of our guests. Guests will have an opportunity to be included in the database so they can participate in our promotions such as birthday or anniversary cards, frequent diner program, contests and more.

Frequent Diner

The restaurant's marketing plan will include an active Frequent Diner program. This program will allow us to reward our guests for their continued patronage. The program shall have flexibility to allow us to be creative in our reward structure. Additionally, it should allow us to adapt to changing marketing trends.

We will implement a Frequent Diner program as a function of our POS (Point of Sale) system.

Email / Texts Campaign

We will build a customer database for an effective email marketing strategy. We will give our customers the option to receive email and or Texts directly to their cell phone of specials, coupons, fun events and contests we will be offering.

Signage

We will have a lit sign on the building and 2 at both roads a flashing sign announcing upcoming events.

Mailer Campaign

Gattsby's will take advantage of our customer database by implementing a consistent Direct mail strategy for birthday savings and special catering and banquet promotions.

Community / Charity Involvement

The general manager will be responsible for identifying community organizations such as City and State officials, churches, sports teams and other clubs and have an active role in promoting these organizations through participation, donations, and sponsorship.

Business Relationships

Gattsby's will lend itself to obtain favorable benefits from strategic business relationships. Our appeal as a moderately priced full service restaurant positions us as a likely destination for workers during lunch.

We will also do a significant amount of carryout, catering and delivery business.

The general manager will actively pursue business relationships that will be very beneficial to both Gattsby's and businesses.

4 Walls Marketing

In house marketing will be heavily promoted. Management will constantly find methods to promote the restaurant to our guest on a daily basis.

Our staff will be trained and encouraged to promote suggestive selling techniques, Up-selling to our customers will be emphasized on a daily basis.

Public Relations

The general manager will be entrusted with the task generating positive PR for Gattsby's. Likely solutions for advancing the restaurants public image may include the hiring of a public relations consultant or firm as deemed necessary by the general manager. Possible publicity opportunities include the promotion of charitable events, press releases and columnist reviews.

OPERATION'S

Overview

Management will establish sound operating guidelines by which to conduct the day to day operations for Gattsby's. Policies, systems and procedures will be adopted and documented using the combined resources of Restaurant Owner.com and the previous experiences and training from the management team. Our membership at Restaurant owner.com provides the management team with valuable, up to date resources to assist in the startup and operation of Gattsby's. The site contains thousands of articles, download tools, videos, books, and other resources packed with practical insights on marketing, customer service, restaurant startup, business management, menu promotion, staffing, training, keeping staff and much, much more. Cheryl already printed and organized these materials and management will have access to this when ever needed.

Staffing

Gattsby's is expected to employ anywhere from 30 to 40 people. Management has adopted an effective interview process designed to staff the restaurant with highly qualified people with the best attitudes. Each applicant will be rated and evaluated according to a pre-defined set of standards adopted to each position. Background checks will be utilized for designated positions.

Position	Full Time	Part Time	Pay Range
General Manager	1		\$60,000 + Equity
Chef / Baker	1		\$40,000 a year
Asst Cooks	3	3	\$10 an hour
Bakery / Clean Up		4	\$7.50 an hour
Wait Staff		8	\$3.00 an hour plus tips
Pizza Makers		4	\$7.50 an hour
Dish Washers		4	\$7.50 an hour
Bar Tender		1	\$5.00 an hour plus tips
Delivery Persons		4	\$7.50 an hour plus tips
Banquet Staff		6	\$10.00 an hour plus gratuity

Training

We have a very extensive detailed written training program with reference check for every position that will be provided to every staff person and posted in their work area and kept in the managers training manual.

All new hires and employees will be given training manuals and quizzed once a month on cleanliness, customer service, safety, health laws, job functions, attitude survey on self and others.

Daily Operations

Gattsby's will be opened 6 days a week, for early morning coffee, pastries and light breakfasts, lunches, dinners and cocktails with multiple shifts.

Schedules will be written and posted by the General Manager. The schedule will allow management to increase or decrease hourly labor according to sales volume in order to control labor cost.

Management will oversee and approve all ordering, receiving, maintaining sufficient inventory to meet production demands.

Checklists will be posted and implemented for every shift to reference and follow.

The entire restaurant layout has been designed for efficiency and flexibility to accommodate the fluctuation in customer traffic and peak meal periods.

Guests will be greeted by a friendly professional dressed host/ess and given the option to go to the bakery for quick service, or be seated and waiting on in the dining room or at the bar. Awaiting guests will have the option of sitting at the bar or waiting in the wait area.

The guests will be given a full menu and weekly specials. The wait-staff will expedite the customers order ensuring proper temperature, entering the order into the POS system while monitoring tables to ensure beverages are refilled, dishes are cleared, and guests given desserts, their bill and are accommodated.

The wait-staff will make sure he/she gives a thank you note with their receipt and gets their contact information so that we may send them birthday, holiday, events and specials savings

The kitchen preparation line has been designed to be operated by a minimum of 2 cooks/bakers and a maximum of 4 cooks, this allows to be adjusted to business volume. Shift changes for all staff will entail cleanup, restocking, and preparation. All monies will be settled at the end of each shift. The closing shift will involve designated closing duties that will leave the restaurant clean and fully prepared for the next day opening crew.

Customer Service

Training programs will teach our employees about service attitudes, customer perception and how to deal with guest complaints and too much alcohol. Mondays we will be closed to payroll, thorough cleaning, deliveries, re-stocking, hold our weekly meeting, additional training, review policy, increase guest satisfaction, keep a good communication between staff and management.

All guest complaints will be empathetically acknowledged by the staff and immediately referred to management.

Written programs will be in place with various types of complaints.

More serious complaints will be documented.

Suppliers

Sysco, GFS, Lipari, US Foods, Pepsi, Liquor and Beer suppliers will compete for our business to ensure we are given the quality of food and service and reasonable prices and work with our schedule for deliveries.

Management Controls / POS System

Accounting
Bar Tab and Dine in Tabs
Cash Audits
Credit Card Processing
Customer Loyalty & Gift Cards
Daily Cash Control
Daily, Weekly, Monthly, Yearly Prime Cost Reports
Employee Time Card and Scheduling
Export Reports
Free Tech Support
Host and Table Management
Inventory
Management Documents
Menu Scheduling & Pricing
Payables
Payroll Processing
Purchasing Records
Reservations and Waiting List
Safety and liability reviews
Touch Friendly Menu
Video Surveillance

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 6/13/13

RE: Coon Lake Road Overlay

Last week we met with the Livingston County Road Commission for a Red Oaks paving project pre-construction meeting. At this meeting Mike Craine mentioned that Marion Township was going to sign a contract with LCRC to do an overlay project on Coon Lake Road ending at the Genoa/Marion jurisdictional boundary. The Road Commission has received very favorable unit pricing for asphalt tonnage this year. He asked if we would be interested in participating in this project because of unit pricing and the fact that a contractor will be mobilized. It is also not best practice to end an improvement at a jurisdictional boundary (unless the improvement is on *our* side of the boundary).

This project was not budgeted. We do have a significant amount of money in Fund #261 Road Improvement. This fund was always the set aside for large projects such as the Latson Interchange. Any additional outlay related to the interchange will be for the Latson Road path and will be paid for out of the Parks and Recreation fund. Expenditures out of #261 for the interchange were related to right-of-way acquisition. The acquisition phase has been complete for some time. Now that the interchange is under construction I believe it is appropriate to utilize Fund #261 for large capital road improvement projects.

Coon Lake is in very poor shape and is in need of improvement. Attached you will find a budget to actual report prepared by the Clerk's office and a letter from LCRC describing the project and estimating a cost of \$340,000 for approximately two miles of overlay.

Please consider the following action:

Moved by _____, supported by _____, to amend Road Improvement Fund #261 and authorize the Township Clerk and Supervisor to execute contracts with the Livingston County Road Commission for an asphalt overlay on Coon Lake Road at a cost of \$340,000.

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013 & 3/31/2014

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR YEAR ENDING 12/31/2012	ACTUAL FOR YEAR ENDING 2/11/2013	2/18/2013 2ND AMENDMENT FOR BUDGET ENDING 3/31/2013	BUDGET FOR THE YEAR ENDING 3/31/2014	6/17/2013 1ST AMEND. BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES						
000-664-000	INTEREST INCOME	0	653	1,000	1,000	1,000
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	200,000	250,000	250,000
	TOTAL REVENUES	<u>200,000</u>	<u>200,653</u>	<u>201,000</u>	<u>251,000</u>	<u>251,000</u>
EXPENDITURES						
441-968-000	I/96 LATSON INTERCHANGE	277,239	537,702	538,000		
906-968-001	COON LAKE ROAD OVERLAY					340,000
906-956-000	MISC	535	596	1,500	1,500	1,500
	TRANSFERS OUT	0		0		
	TOTAL EXPENDITURES	<u>277,774</u>	<u>538,298</u>	<u>539,500</u>	<u>1,500</u>	<u>341,500</u>
	NET REVENUES/EXPENDITURES	<u>(77,774)</u>	<u>(337,645)</u>	<u>(338,500)</u>	<u>249,500</u>	<u>(90,500)</u>
	BEGINNING FUND BALANCE	<u>1,249,055</u>	<u>1,171,281</u>	<u>1,171,281</u>	<u>833,636</u>	<u>833,636</u>
	ENDING FUND BALANCE	<u><u>1,171,281</u></u>	<u><u>833,636</u></u>	<u><u>832,781</u></u>	<u><u>1,083,136</u></u>	<u><u>743,136</u></u>

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

June 4, 2013

Mr. Michael Archinal, Manager
2911 Dorr Road
Brighton, MI 48116

Re: Coon Lake Road Pavement Rehabilitation Estimate

Dear Mr. Archinal,

We have recently taken bids for a county wide Hot Mix Asphalt pavement preservation program. Marion Township has contracted with us to pave their portion of Coon Lake Road stopping at the Genoa Township Line.

As we discussed the HMA bid prices are very favorable and it would be advantageous to pave the remaining portion of Coon Lake Road in Genoa Township in conjunction with the Marion Township project if possible.

The Genoa portion of Coon Lake Road currently carries approximately 4,300 vehicles per day. The pavement is currently in fair condition with a Paser Rating of 4. The Transportation Asset Management Council recommends an HMA overlay to preserve the pavement at this stage.

The estimate based on the 2013 Pavement Preservation Program bid prices for Coon Lake Road is **\$340,000**. The estimate includes HMA wedging to improve the crown for drainage and rideability. Installing a 2.0 inch HMA overlay with aggregate shoulders, altogether with the necessary related work.

If you have any questions regarding this estimate, please contact me.

Sincerely,



Jodie Tedesco, P.E.
County Highway Engineer

Cc: M.Craine

General Ledger

Detailed Trial Balance

Genoa Township

User: angie
 Printed: 06/04/2013 - 3:58
 Period 1 to 12, 2013

2911 Dorr Road
 Brighton, MI 48116
 (810) 227-5225

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
264	Road Projects Fund					
ASSETS						
264-000-002-000	Cash-checking Account Only					
04/30/2012 CR 01 000051	Cash Receipts Batch 030.04.2012			62.00	0.00	
05/01/2012 AP 02 000005	AP Manual Cks 2171264-2171264, 05/01/2012			0.00	1,750.00	
06/04/2012 AP 03 000005	AP Manual Cks 2182264-2182264, 06/04/2012			0.00	300.00	
06/04/2012 AP 03 000010	AP Manual Cks 2183264-2183264, 06/04/2012			0.00	10,374.00	
06/04/2012 CR 03 000011	Cash Receipts Batch 004.06.2012			10,543.47	0.00	
06/30/2012 GL 03 000080	Bank Service Charge 2012			0.00	12.92	
08/01/2012 AP 05 000009	AP Manual Cks 2184264-2184264, 08/01/2012			0.00	1,500.00	
08/13/2012 AP 05 000027	AP Manual Cks 2185264-2185264, 08/13/2012			0.00	2,751.00	
09/04/2012 AP 06 000005	AP Manual Cks 2186264-2187264, 09/04/2012			0.00	4,345.60	
09/27/2012 AP 06 000055	AP Manual Cks 2189264-2189264, 09/27/2012			0.00	24,333.75	
09/17/2012 AP 06 000060	AP Manual Cks 2188264-2188264, 09/17/2012			0.00	6,235.00	
10/01/2012 AP 07 000007	AP Manual Cks 2190264-2190264, 10/01/2012			0.00	1,890.00	
10/01/2012 AP 07 000008	AP Manual Cks 2191264-2191264, 10/01/2012			0.00	10,587.50	
10/02/2012 AP 07 000009	AP Manual Cks 2192264-2192264, 10/02/2012			0.00	88,132.83	
10/03/2012 AP 07 000013	AP Manual Cks 2193264-2193264, 10/03/2012			0.00	1,140.00	
10/04/2012 CR 07 000018	Cash Receipts Batch 003.10.2012			558.15	0.00	
10/30/2012 GL 07 000027	ck # 2139 not cashed. JE per KP 10/10/12			3,500.00	0.00	
10/10/2012 AP 07 000028	AP Manual Cks 2194264-2194264, 10/10/2012			0.00	150.00	
10/12/2012 CR 07 000047	Cash Receipts Batch 010.10.2012			2,469.49	0.00	
10/12/2012 AP 07 000053	AP Manual Cks 2195264-2195264, 10/12/2012			0.00	2,100.00	
10/31/2012 GL 07 000089	October 2012 Service Charge			0.00	107.62	
11/12/2012 AP 08 000035	AP Manual Cks 2197264-2198264, 11/12/2012			0.00	3,637.50	
11/19/2012 AP 08 000060	AP Manual Cks 2199264-2203264, 11/19/2012			0.00	19,263.10	
11/30/2012 GL 08 000081	November 2012 Service Charge			0.00	107.15	
12/11/2012 AP 09 000020	AP Manual Cks 2204264-2204264, 12/11/2012			0.00	615.00	
12/13/2012 AP 09 000030	AP Manual Cks 2205264-2205264, 12/13/2012			0.00	2,697.51	
12/17/2012 CR 09 000041	Cash Receipts Batch 017.12.2012			1,718.18	0.00	
12/19/2012 CR 09 000048	Cash Receipts Batch 018.12.2012			1,718.17	0.00	
01/04/2013 AP 10 000013	AP Manual Cks 2206264-2206264, 01/04/2013			0.00	1,958.51	
01/08/2013 AP 10 000025	AP Manual Cks 2207264-2207264, 01/08/2013			0.00	615.00	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
01/11/2013 AP 10 000034	AP Manual Cks 2208264-2210264, 01/11/2013			0.00	9,781.11	
01/11/2013 CR 10 000036	Cash Receipts Batch 010.01.2013			29,409.93	0.00	
01/15/2013 AP 10 000037	AP Manual Cks 2211264-2211264, 01/15/2013			0.00	626.40	
01/31/2013 GL 10 000069	January 2013 Service Charge			0.00	24.00	
02/14/2013 AP 11 000026	AP Manual Cks 2212264-2214264, 02/14/2013			0.00	11,770.90	
02/27/2013 CR 11 000048	Cash Receipts Batch 026.02.2013			0.00	50,000.00	
02/27/2013 GL 11 000050	correction to cash receipts 15621 & 15622			250,000.00	0.00	
02/27/2013 GL 11 000051	correction to cash deposit JE48			50,000.00	0.00	
02/27/2013 CR 11 000056	Cash Receipts Batch 027.02.2013			100,000.00	0.00	
02/28/2013 GL 11 000060	February 2013 Service Charge			0.00	284.88	
03/05/2013 AP 12 000012	AP Manual Cks 2215264-2215264, 03/05/2013			0.00	1,300.00	
03/12/2013 AP 12 000029	AP Manual Cks 2216264-2216264, 03/12/2013			0.00	3,362.20	
03/18/2013 AP 12 000041	AP Manual Cks 2217264-2219264, 03/18/2013			0.00	4,580.24	
03/18/2013 AP 12 000043	AP Manual Cks 2220264-2220264, 03/18/2013			0.00	112.64	
03/18/2013 CR 12 000050	Cash Receipts Batch 018.03.2013			67,287.59	0.00	
03/31/2013 GL 12 000086	March 2013 Monthly Interest			52.68	0.00	
03/31/2013 GL 12 000086	March 2013 Service Charge			0.00	294.60	
03/31/2013 GL 12 000086	Reverse previous Service Charges			72.00	0.00	
264-000-002-000 Totals:			300,921.22	517,391.66	266,740.96	551,571.92
264-000 ASSETS Totals:			300,921.22	517,391.66	266,740.96	551,571.92
ASSETS Totals:			300,921.22	517,391.66	266,740.96	551,571.92
264 Totals:			0.00	300,921.22	517,391.66	266,740.96
Report Totals:			0.00	300,921.22	517,391.66	266,740.96

General Ledger
Detailed Trial Balance

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

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Period 1 to 3, 2014

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
261	Road Improvement Fund					
ASSETS						
261-000-001-000	Cash Savings & Investment					
	261-000-001-000 Totals:		0.00	0.00	0.00	0.00
261-000-002-000	Cash					
	261-000-002-000 Totals:		0.00	0.00	0.00	0.00
261-000-002-100	Due to Fund 490-Cash					
04/30/2013 GL 01 000062	April 2013 Service Charge			0.00	6.48	
04/30/2013 GL 01 000062	April 2013 Monthly Interest			8.82	0.00	
	261-000-002-100 Totals:		53,683.35	8.82	6.48	53,685.69
261-000-002-200	Road Improvement Fund					
	261-000-002-200 Totals:		287,215.49	0.00	0.00	287,215.49
261-000-002-300	Road Improvement					
04/30/2013 GL 01 000062	April 2013 Monthly Interest			27.28	0.00	
	261-000-002-300 Totals:		242,897.27	27.28	0.00	242,924.55
261-000-002-400	Road Improvement Fund					
04/30/2013 GL 01 000062	April 2013 Monthly Interest			28.09	0.00	
	261-000-002-400 Totals:		250,026.01	28.09	0.00	250,054.10
261-000-003-000	Certificate Of Deposit					

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	261-000-003-000 Totals:		0.00	0.00	0.00	0.00
261-000-003-010	Sa Receivable					
	261-000-003-010 Totals:		0.00	0.00	0.00	0.00
261-000-005-000	Cash Restr Wtr Capital Rplcm					
	261-000-005-000 Totals:		0.00	0.00	0.00	0.00
261-000-006-000	Prepaid Exp-Drainage Project					
	261-000-006-000 Totals:		0.00	0.00	0.00	0.00
261-000-084-101	Due from General Fund					
	261-000-084-101 Totals:		0.00	0.00	0.00	0.00
	261-000 ASSETS Totals:		833,822.12	64.19	6.48	833,879.83
	ASSETS Totals:		833,822.12	64.19	6.48	833,879.83
LIABILITIES						
261-000-214-200	Due to Fund 490					
	261-000-214-200 Totals:		0.00	0.00	0.00	0.00
261-000-214-250	Due to General Fund					
	261-000-214-250 Totals:		0.00	0.00	0.00	0.00
261-000-214-260	Due To Reim Road Proj #264					
	261-000-214-260 Totals:		0.00	0.00	0.00	0.00
261-000-214-270	Deferred Rev-Drainage Project					
	261-000-214-270 Totals:		0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	261-000 LIABILITIES Totals:		0.00	0.00	0.00	0.00
	LIABILITIES Totals:		0.00	0.00	0.00	0.00
FUND BALANCE						
261-000-390-000	Fund Balance					
	261-000-390-000 Totals:		(833,822.12)	0.00	0.00	(833,822.12)
261-000-398-000	Change In Fund Balance					
	261-000-398-000 Totals:		0.00	0.00	0.00	0.00
	261-000 FUND BALANCE Totals:		(833,822.12)	0.00	0.00	(833,822.12)
	FUND BALANCE Totals:		(833,822.12)	0.00	0.00	(833,822.12)
REVENUE						
261-000-400-000	Revenue Control	0.00				
	261-000-400-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-664-000	Interest	1,000.00				
04/30/2013 GL 01 000062	April 2013 Monthly Interest			0.00	28.09	
04/30/2013 GL 01 000062	April 2013 Monthly Interest			0.00	8.82	
04/30/2013 GL 01 000062	April 2013 Monthly Interest			0.00	27.28	
	261-000-664-000 Totals:	Var: 935.81	1,000.00	0.00	64.19	(64.19)
261-000-664-010	Special Assessment Interest	0.00				
	261-000-664-010 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-664-020	Special Assessment - Principal	0.00				
	261-000-664-020 Totals:	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
261-000-672-000	Special Assessment Principal	0.00				
	261-000-672-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-673-000	Contributions from Developer	0.00				
	261-000-673-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-695-000	Other	0.00				
	261-000-695-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-699-000	Operating Transfer In	250,000.00				
	261-000-699-000 Totals:	250,000.00	0.00	0.00	0.00	0.00
	Var: 250,000.00					
	261-000 REVENUE Totals:	251,000.00	0.00	0.00	64.19	(64.19)
	REVENUE Totals:	251,000.00	0.00	0.00	64.19	(64.19)
EXPENSE						
261-000-700-000	Expenditure Control	0.00				
	261-000-700-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-700-010	Expenditure	0.00				
	261-000-700-010 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-999-000	Twp 25% trans to Road Projects	0.00				
	261-000-999-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-000-999-010	Trans To Fut Rd Imprvmt #261	0.00				
	261-000-999-010 Totals:	0.00	0.00	0.00	0.00	0.00
	261-000 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
261-330	(No Description)					
261-330-717-000	Misc./Audit Expense	0.00				
	261-330-717-000 Totals:	0.00	0.00	0.00	0.00	0.00
	261-330 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
261-441	Public Works					
261-441-968-000	I96/Latson Interchange	0.00				
	261-441-968-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-441-968-060	Genoa Estates Road Improvement	0.00				
	261-441-968-060 Totals:	0.00	0.00	0.00	0.00	0.00
261-441-968-100	White Horse Dr Rd Improvement	0.00				
	261-441-968-100 Totals:	0.00	0.00	0.00	0.00	0.00
	261-441 EXPENSE Totals:	0.00	0.00	0.00	0.00	0.00
261-906	(No Description)					
261-906-956-000	Misc Expense	1,500.00				
04/30/2013 GL 01 000062	April 2013 Service Charge			6.48	0.00	
	261-906-956-000 Totals:		Var: 1,493.52	6.48	0.00	6.48
261-906-991-000	Principal On Long Term Debt	0.00				
	261-906-991-000 Totals:	0.00	0.00	0.00	0.00	0.00
261-906-995-000	Interest On Long Term Debt	0.00				
	261-906-995-000 Totals:	0.00	0.00	0.00	0.00	0.00
	261-906 EXPENSE Totals:	1,500.00	0.00	6.48	0.00	6.48

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	EXPENSE Totals:	1,500.00	0.00	6.48	0.00	6.48
	261 Totals:	249,500.00	0.00	70.67	70.67	(0.00)
	Report Totals:	249,500.00	0.00	70.67	70.67	(0.00)

General Ledger
Detailed Trial Balance

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Period 1 to 3, 2014

Genoa Township

2911 Dorr Road
Brighton, MI 48116
(810) 227-5225

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
261 ASSETS	Road Improvement Fund					
261-000-002-000	Cash					
	261-000-002-000 Totals:		0.00	0.00	0.00	0.00
	261-000 ASSETS Totals:		0.00	0.00	0.00	0.00
	ASSETS Totals:		0.00	0.00	0.00	0.00
	261 Totals:	0.00	0.00	0.00	0.00	0.00
	Report Totals:	0.00	0.00	0.00	0.00	0.00

General Ledger
Detailed Trial Balance

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

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Period 1 to 3, 2014

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
270	Parks & Recreation					
ASSETS						
270-000-002-100	Parks & Rec Improvement					
04/01/2013 AP 01 000006	AP Manual Cks 5125-5125, 04/01/2013			0.00	300.00	
04/03/2013 AP 01 000008	AP Manual Cks 5126-5126, 04/03/2013			0.00	2,882.80	
04/08/2013 CR 01 000018	Cash Receipts Batch 002.04.2013			1,150.00	0.00	
04/09/2013 AP 01 000020	AP Manual Cks 5127-5127, 04/09/2013			0.00	300.00	
04/24/2013 AP 01 000049	AP Manual Cks 5128-5128, 04/24/2013			0.00	3,053.65	
04/30/2013 GL 01 000062	April 2013 Monthly Interest			54.89	0.00	
05/01/2013 AP 02 000004	AP Manual Cks 5129270-5129270, 05/01/2013			0.00	159.10	
05/03/2013 CR 02 000012	Cash Receipts Batch 002.05.2013			1,150.00	0.00	
270-000-002-100 Totals:			445,634.18	2,354.89	6,695.55	441,293.52
270-000 ASSETS Totals:			445,634.18	2,354.89	6,695.55	441,293.52
ASSETS Totals:			445,634.18	2,354.89	6,695.55	441,293.52
270 Totals:			0.00	445,634.18	2,354.89	6,695.55
Report Totals:			0.00	445,634.18	2,354.89	6,695.55

General Ledger
Detailed Trial Balance

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Period 1 to 3, 2014

Genoa Township

2911 Dorr Road
Brighton, MI 48116
(810) 227-5225

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
264 ASSETS	Road Projects Fund					
264-000-001-100 04/30/2013 GL 01 000062	Cash Savings & Investment April 2013 Monthly Interest			44.42	0.00	
	264-000-001-100 Totals:		253,798.38	44.42	0.00	253,842.80
	264-000 ASSETS Totals:		253,798.38	44.42	0.00	253,842.80
	ASSETS Totals:		253,798.38	44.42	0.00	253,842.80
	264 Totals:	0.00	253,798.38	44.42	0.00	253,842.80
	Report Totals:	0.00	253,798.38	44.42	0.00	253,842.80

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	12/12 YTD Budget	Variance	% Var
101-301-703-000	Salary/Ordinance Officer	.00	4,000.00	4,000.00	100.00	8,842.60	48,000.00	39,157.40	81.58
101-336-999-001	Fire Sub Station Expenses-Dorr	.00	166.67	166.67	100.00	233.03	2,000.00	1,766.97	88.35
101-441-801-010	Road Improvement	.00	16,666.67	16,666.67	100.00	0.00	200,000.00	200,000.00	100.00
101-441-803-000	Dump Maintenance	.00	75,000.00	75,000.00	100.00	153,161.20	900,000.00	746,838.80	82.98
101-441-803-100	Lg/Bulky Item Disposal	.00	833.33	833.33	100.00	0.00	10,000.00	10,000.00	100.00
101-441-804-000	Dust Control/chloride	.00	5,833.33	5,833.33	100.00	0.00	70,000.00	70,000.00	100.00
101-441-971-000	White Pines/st Lighting	.00	66.67	66.67	100.00	127.56	800.00	672.44	84.06
101-751-881-000	Recreation	.00	8,333.33	8,333.33	100.00	100,000.00	100,000.00	0.00	0.00
101-916-962-000	Drain At Large	.00	2,916.67	2,916.67	100.00	0.00	35,000.00	35,000.00	100.00
101-929-977-000	Capital Outlay	.00	6,250.00	6,250.00	100.00	44,032.83	75,000.00	30,967.17	41.29
101-966-999-010	Trans out Future Rd Impr #261	.00	20,833.33	20,833.33	100.00	0.00	250,000.00	250,000.00	100.00
101-966-999-011	Selcra Reimbursement	.00	1,083.33	1,083.33	100.00	0.00	13,000.00	13,000.00	100.00
101-966-999-013	Adv For Road Projects #264	.00	41,666.67	41,666.67	100.00	0.00	500,000.00	500,000.00	100.00
101-966-999-027	Fut Dev Parks & Rec.#270	.00	20,833.33	20,833.33	100.00	0.00	250,000.00	250,000.00	100.00
101-966-999-110	Contingencies	.00	3,333.33	3,333.33	100.00	0.00	40,000.00	40,000.00	100.00
	EXPENSES Totals:	0.00**	363,856.68**	363,856.68**	100.00	545,257.23**	4,366,280.00**	3,821,022.77**	87.51**
Report Totals:									
	REVENUE Total	0.00****	324,541.67****	324,541.67****	100.00	324,058.72****	3,894,500.00****	3,570,441.28****	91.68****
	EXPENSE Total	0.00****	363,856.67****	363,856.67****	100.00	545,257.23****	4,366,280.00****	3,821,022.77****	87.51****
	INCOME Total	0.00****	-39,315.00****			-221,198.51****	-471,780.00****		

Account	Description	Current Actual	Current Budget	Variance	% Var	Year to Date Actual	12/12 YTD Budget	Variance	% Var
Fund Number: 101									
REVENUE									
101-000-403-000	Current Real Property Tax	.00	69,166.67	69,166.67	100.00	5,851.56	830,000.00	824,148.44	99.29
101-000-423-000	Collect Fees/excess Of Roll	.00	27,916.67	27,916.67	100.00	0.00	335,000.00	335,000.00	100.00
101-000-445-000	Penalties & Interest On Taxes	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-476-000	Licenses & Permits	.00	0.00	0.00	0.00	3,350.00	0.00	-3,350.00	0.00
101-000-476-100	Cable Franchise Fees	.00	27,500.00	27,500.00	100.00	83,349.85	330,000.00	246,650.15	74.74
101-000-477-000	Metro Act Revenue	.00	1,125.00	1,125.00	100.00	0.00	13,500.00	13,500.00	100.00
101-000-480-000	Trailer Fees	.00	333.33	333.33	100.00	278.50	4,000.00	3,721.50	93.04
101-000-574-000	State Shared Revenue	.00	110,416.67	110,416.67	100.00	222,269.00	1,325,000.00	1,102,731.00	83.22
101-000-608-000	Charges For Serv-appl Fees	.00	2,791.67	2,791.67	100.00	6,945.00	33,500.00	26,555.00	79.27
101-000-631-000	Refuse Collection Fees	.00	65,000.00	65,000.00	100.00	1,245.00	780,000.00	778,755.00	99.84
101-000-664-000	Interest	.00	833.33	833.33	100.00	708.82	10,000.00	9,291.18	92.91
101-000-676-000	Admin Fee/utility-operating	.00	4,166.67	4,166.67	100.00	0.00	50,000.00	50,000.00	100.00
101-000-676-100	Adm Fee Liquor Law	.00	291.67	291.67	100.00	0.00	3,500.00	3,500.00	100.00
101-000-678-300	Taxes On Land Transfer	.00	12,083.33	12,083.33	100.00	0.00	145,000.00	145,000.00	100.00
101-000-678-700	White Pines/street Lighting	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-695-000	Other/Cemetery/ Schools	.00	0.00	0.00	0.00	60.99	0.00	-60.99	0.00
101-000-699-001	School Elections	.00	2,916.67	2,916.67	100.00	0.00	35,000.00	35,000.00	100.00
	REVENUE Totals:	0.00**	324,541.68**	324,541.68**	100.00	324,058.72**	3,894,500.00**	3,570,441.28**	91.68**
EXPENSES									
101-101-703-000	Salaries/Trustees	.00	2,916.67	2,916.67	100.00	5,956.97	35,000.00	29,043.03	82.98
101-171-703-000	Salaries/Twp Supervisor	.00	4,290.00	4,290.00	100.00	12,869.82	51,480.00	38,610.18	75.00
101-191-703-000	Salaries/Election	.00	2,500.00	2,500.00	100.00	12.15	30,000.00	29,987.85	99.96
101-209-703-000	Contractual Salaries	.00	27,916.67	27,916.67	100.00	62,772.49	335,000.00	272,227.51	81.26
101-210-801-000	Prof.Contr./Legal	.00	10,416.67	10,416.67	100.00	13,912.92	125,000.00	111,087.08	88.87
101-215-703-000	Salaries/Twp Clerk	.00	4,208.33	4,208.33	100.00	12,613.23	50,500.00	37,886.77	75.02
101-223-801-000	Prof. Contr. Auditor	.00	1,833.33	1,833.33	100.00	2,450.00	22,000.00	19,550.00	88.86
101-241-801-000	Prof.Consulting/Eng/Planning	.00	4,166.67	4,166.67	100.00	5,084.97	50,000.00	44,915.03	89.83
101-241-802-000	Engineering/In House	.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-247-703-000	Bd of Review Salaries	.00	1,000.00	1,000.00	100.00	0.00	12,000.00	12,000.00	100.00
101-247-964-000	Refunds & Chargebacks	.00	1,666.67	1,666.67	100.00	832.06	20,000.00	19,167.94	95.84
101-253-703-000	Salaries/Twp Treasurer	.00	4,208.33	4,208.33	100.00	9,673.76	50,500.00	40,826.24	80.84
101-265-775-000	Repairs & Maintenance	.00	7,500.00	7,500.00	100.00	21,998.92	90,000.00	68,001.08	75.56
101-265-910-000	Insurance BC/BS & MCM	.00	22,916.67	22,916.67	100.00	27,162.15	275,000.00	247,837.85	90.12
101-265-920-000	Util:Electricity & Nat.Gas	.00	1,666.67	1,666.67	100.00	2,913.33	20,000.00	17,086.67	85.43
101-284-703-000	Salaries	.00	22,500.00	22,500.00	100.00	52,035.02	270,000.00	217,964.98	80.73
101-284-704-000	Retirement	.00	8,166.67	8,166.67	100.00	-18,480.44	98,000.00	116,480.44	118.86
101-284-715-000	Employer's Share Fica	.00	6,250.00	6,250.00	100.00	11,364.84	75,000.00	63,635.16	84.85
101-284-720-000	M.E.S.C.	.00	1,666.67	1,666.67	100.00	0.00	20,000.00	20,000.00	100.00
101-284-727-000	Printng, Postage, Ofc Supplies	.00	6,250.00	6,250.00	100.00	15,118.58	75,000.00	59,881.42	79.84
101-284-728-000	Economic Development	.00	1,666.67	1,666.67	100.00	-20,000.00	20,000.00	40,000.00	200.00
101-284-850-000	Telephone	.00	1,750.00	1,750.00	100.00	3,530.01	21,000.00	17,469.99	83.19
101-284-861-000	Mileage & Travel Expense	.00	1,666.67	1,666.67	100.00	2,332.64	20,000.00	17,667.36	88.34
101-284-957-000	Dues	.00	2,083.33	2,083.33	100.00	7,599.32	25,000.00	17,400.68	69.60
101-284-958-000	Meeting Fees & Misc. Expenses	.00	2,083.33	2,083.33	100.00	2,272.63	25,000.00	22,727.37	90.91
101-284-959-000	Appl Fees Expenses	.00	2,083.33	2,083.33	100.00	4,381.40	25,000.00	20,618.60	82.47
101-284-959-001	Planning /ZBA Salaries	.00	2,666.67	2,666.67	100.00	453.24	32,000.00	31,546.76	98.58

Alpine Land Surveying, Inc.
4237 Curtis Road, Highland, Michigan 48357
Phone: 248.887.3722 Fax: 248.889.8876

June 13, 2013

Genoa Charter Township
2911 Dorr Road
Brighton, Michigan 48116

RE: Quote of Surveying Services

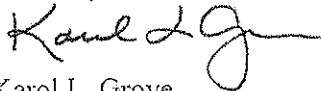
I am sending this letter to confirm the cost of completing a new determination of the Special Flood Zone Hazard Area (100 year flood zone) on Lake Chemung.

I will complete a Survey which will include as-built elevations of the current outlet for Lake Chemung. The data collected will be used to submit a request to the State of Michigan Department of Environmental Quality (DEQ) for a re-determination of the 100 year flood zone for Lake Chemung. The total cost of the surveying fee's will not exceed \$1000.

If you would like us to proceed with scheduling the above named Survey, please sign and date the copy of this letter in the space supplied below and return the signed copy to my office. Payment will be due once the survey work is completed and the request is submitted to the DEQ.

Please feel free to contact me if you have any additional questions or concerns.

Sincerely,



Karol L. Grove
Licensed Professional Surveyor #39075


I hereby accept the terms as described above and would like you to proceed with the work as described.

Name

Date

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 6/13/13

RE: SELCRA Amendment to Articles of Incorporation

As we have discussed over the last several months, the SELCRA Board has asked that Genoa Township consider full membership in the organization. The process to accomplish this is relatively simple. The Township Attorney will have the appropriate action prepared for your consideration on Monday night.

SURVEY COMMENTS AND RESPONSE

by paulette skolarus

All members of the Genoa Township Board care for this community. We care for the future of our children and love Genoa Township just as it is. We, too, do not want to lose the rural atmosphere that we all love. We all want Genoa Township to stay the same – Naturally Spectacular. Unfortunately, we cannot stop development because we do not own the land and a person has a right to develop their land.

For those of you who completed the survey from the April Newsletter, we thank you. As a result of that survey and considering comments that were received the following information is provided for clarification:

Comment: NO MORE TAXES.

Response: Genoa Township's tax base is .8146, one of the lowest in Livingston County. Our tax base will only change if an increase is approved by the voters. Changes related to future land use will not affect taxes. The survey was not specifically about taxes but instead about how residents would like to see development south of I-96 at the Latson Road interchange. *Note: The majority of your local property tax funds our public schools.*

Comment: I DO NOT WANT TO PAY MORE TAXES TO PAY FOR SEWER/WATER THAT WILL BENEFIT BUSINESSES.

Response: Sewer and water costs are not charged to township residents unless they are included in the water or sewer district. Residents do not have to pay for services provided to others.

Comment: THE GREED OF REVENUE AND TAX BASE SHOULD NOT BE THE DECIDING FACTOR IN DEVELOPMENT SOUTH OF THE NEW INTERCHANGE.

Response: Most of your tax dollars are school taxes. There will be very little benefit to the tax revenue of the township with this development. The tax base is not a factor in the development along Nixon Road.

Comment: REPAIR THE ROADS AND STOP WASTING MONEY ON BIKE PATHS, SOCCER FIELDS, LIGHTING AND SIGNS.

Response: Many of our residents want bike paths, soccer fields and recreation within our community. Roads are the responsibility of the Livingston County Road Commission or the Michigan Department of Transportation and not Genoa Township. We do spend nearly half a million dollars on roads within the township each year primarily for gravel, chloride and assistance to subdivisions wanting to repair/reconstruct their roads. This year the township will spend \$610,000.00 on road improvement projects. This is unique to Genoa Township as other communities do not use their General Fund dollars for road repair or maintenance.

Comment: WHAT DO WE NEED TO DO TO PAVE CROOKEDLAKE ROAD TO THE SCHOOL?

Response: One mile of blacktop road will cost in excess of one-million dollars. The only way roads may

be improved within Genoa Township is with a road millage and a bond issue specifically dedicated to that enterprise.

Comment: A BIKE PATH IS NOT NEEDED AT THIS TIME ON NIXON ROAD.

Response: The Michigan Department of Transportation is constructing a path to the railroad tracks and then stopping. Extending the bike path will be at the least cost if it is completed in conjunction with the road improvement project for Nixon Road

Comment: OUR AREA IS ALREADY TOO CONGESTED. THE OPEN FEELING OF COUNTRY LIFE IS BEING TAKEN AWAY. I STRONGLY OPPOSE DEVELOPMENT SOUTH OF THE NEW INTERCHANGE.

Response: Genoa owns the property the township hall sits on. All other property within the township is owned by others. The Master Plan designates possible future use of a property while the zoning determines the current use of that property. The owner requests the use within the zoning classification. We cannot deny a person's use of their land just because we don't want to see development. The public is encouraged to provide input on how they want the community to grow.

Comment: CODE ENFORCEMENT DOES NOTHING TO SUPPORT THE RESIDENTS AND PLACES THE ONUS ON THE VICTIM WHO HAS TO PAY.

Response: Genoa Township does not have a police department. Our Zoning Official makes sure that our ordinance governing property is adhered to. He receives complaints about fences, dogs, noise, etc. There is no charge to use this service.

Comment: WE NEED TO INCREASE POLICE PRESENCE.

Response: Some local communities have passed millage to support a police department. Genoa relies on the State Police and the Sheriff's office. Additional police protection would mean an increase in taxes.

Comment: FARMERS FEED AMERICA, NOT SUBDIVISIONS. KEEP IT RURAL.

Response: We only have two working farms in Genoa Township. Farming has left our community a long time ago. We must honor the rights of the property owner when they want to develop their land. It has been many, many years since the township board last approved a subdivision in our community.

In life we wear many hats

...is this one yours?



Brighton Area Fire Authority is seeking Genoa Township community willing to serve their neighbors as a Paid On-Call Firefighter! *No experience necessary!* Training is provided. If you're ready to wear another hat, apply online at www.brightonareafire.com or in person at:

Station 31 @ 615 W. Grand River Ave. Brighton, MI

Special Election
Howell District Library Millage Proposal
August 6, 2013

The Howell Carnegie District Library will hold a special election on Tuesday, August 6, 2013. This election will follow the Howell School District boundaries. Requests for absent voter ballots will be mailed to our standing file of registered voters in precincts 1 – 2 – 3 – 5 – 9 – 10. An application is also available on line at www.genoa.org. Applications may be mailed to Genoa Charter Township Attention: Paulette Skolarus @ 2911 Dorr Road, Brighton, MI or dropped in the drop box at the front of the township hall. Applications may also be faxed to (810) 227-3420.

This proposal is as follows: Shall the limitation on the amount of taxes which may be imposed on taxable property within the Howell District Library district be increased in an amount not to exceed 4/10 of 1 mill (\$0.40 on each \$1,000 of taxable value) for a period of 20 years, beginning in the year 2013 and ending in the year 2031, inclusive, as new additional millage for the purpose of providing funds for Library purposes. It is estimated that 4/10 of 1 mill would raise approximately \$820,000.00 when first levied in 2013. Yes _____ No _____



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

June 10, 2013

Greg Tartara, Utility Director
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: RAP

Dear Mr. Tartara:

I am pleased to inform you that your RAP applications were approved. The Committee authorized the following funding for your projects:

- SCADA Lake Edgewood Wastewater Treatment Plant – 50% funding up to \$7,000
- SCADA – Oak Pointe Sanitary Sewer System – 50% funding up to \$7,000

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Genoa Township of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds are contingent upon Genoa Township remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "CS/cik".

Charles Schwab
Director of Risk Management

CS/cik

cc: Paulette Skolarus, Genoa Township
Ibex Insurance Agency

12 Dorr 6/17/13



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY WATER RESOURCES DIVISION GENERAL PERMIT AUTHORIZATION

ISSUED TO:

Mr. Jan Pitzer
6261 Windemere Pointe
Brighton, Michigan 48116

No.	13-47-0027-P
Issued	June 3, 2013
Expires	June 3, 2018

This General Permit Authorization is being issued by the Michigan Department of Environmental Quality (MDEQ) under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and specifically:

- Part 301, Inland Lakes and Streams
- Part 325, Great Lakes Submerged Lands
- Part 303, Wetlands Protection

PROPERTY LOCATION: Project Address

Livingston County, Genoa Township
Town/Range 2N, 5E, Section 22

Permission is hereby granted, based on permittee's assurance of adherence to State of Michigan requirements, the applicable general permit category(s), and authorization conditions, to:

Authorized under General Permit Category(s): N

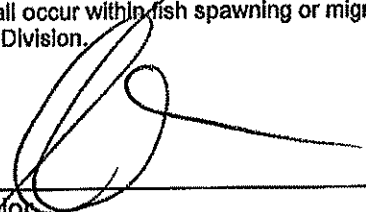
Authorized Activity: Construct a 46-foot long 6-foot wide boardwalk on helical piers at 3680 Dorr Road on East Crooked Lake with a 4-foot long by 4-foot wide wheel chair turn-around and a 10-foot by 12-foot platform at the lake ward end.

This General Permit Authorization is subject to the following limitations:

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of an authorization under this permit.
- B. The permittee, in exercising the authority granted by an authorization under this permit, shall not cause unlawful pollution as defined by Part 31, Water Resources Protection, of the NREPA.
- C. An authorization under this permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to the authorization.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of an authorization under this permit that the permittee give notice to public utilities in accordance with Act 53 of the Public Acts of 1974 and comply with each of the requirements of that Act.
- G. An authorization under this permit does not convey property rights, in either real estate or material; nor does it authorize any injury to private property or invasion of public or private rights; nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. An authorization under this permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state, when necessary, to protect his or her rights.
- I. Permittee shall notify the MDEQ within one week after the completion of the authorized activity.
- J. An authorization under this permit shall not be assigned or transferred without the written approval of the MDEQ.

- K. Failure to comply with conditions of an authorization under this permit may subject the permittee to revocation of the authorization and criminal and/or civil action as cited by the specific state act, federal act and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31, and wetland).
- M. In issuing an authorization under this permit, the MDEQ has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a General Permit Authorization, such information and data prove to be false, incomplete, or inaccurate, the MDEQ may modify, revoke, or suspend the General Permit Authorization, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents and representatives for any and all claims or causes of action arising from acts or omissions of the permittee or employees, agents, or representatives of the permittee undertaken in connection with this permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, the MDEQ may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.
- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from the MDEQ. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by the MDEQ prior to being implemented.
- Q. An authorization under this permit may be transferred to another person upon written approval of the MDEQ. The permittee must submit a written request to the MDEQ to transfer the permit to the new owner. The new owner must also submit a written request to the MDEQ to accept transfer. The new owner must agree, in writing, to accept all conditions of the authorization. A single letter signed by both parties which includes all the above information may be provided to the MDEQ. The MDEQ will review the request and if approved, will provide written notification to the new owner.
- R. Prior to initiating authorized construction, the permittee is required to provide a copy of the General Permit Authorization to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the authorization are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the General Permit Authorization to all subcontractors doing work authorized by the authorization.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by an authorization does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent.
- U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- W. Unless specifically stated in an authorization under this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the waterbody are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the MDNR, Fisheries Division.

Issued By _____


Carol Valer
Water Resources Division
517-373-7055

THIS GENERAL PERMIT AUTHORIZATION MUST BE SIGNED BY PERMITTEE TO BE VALID

I hereby assure that I have read, am familiar with, and agree to adhere to the terms and conditions of this authorization.

Permittee Signature

Date

cc: Genoa Township Clerk
Livingston County Drain Commissioner
Livingston County CEA

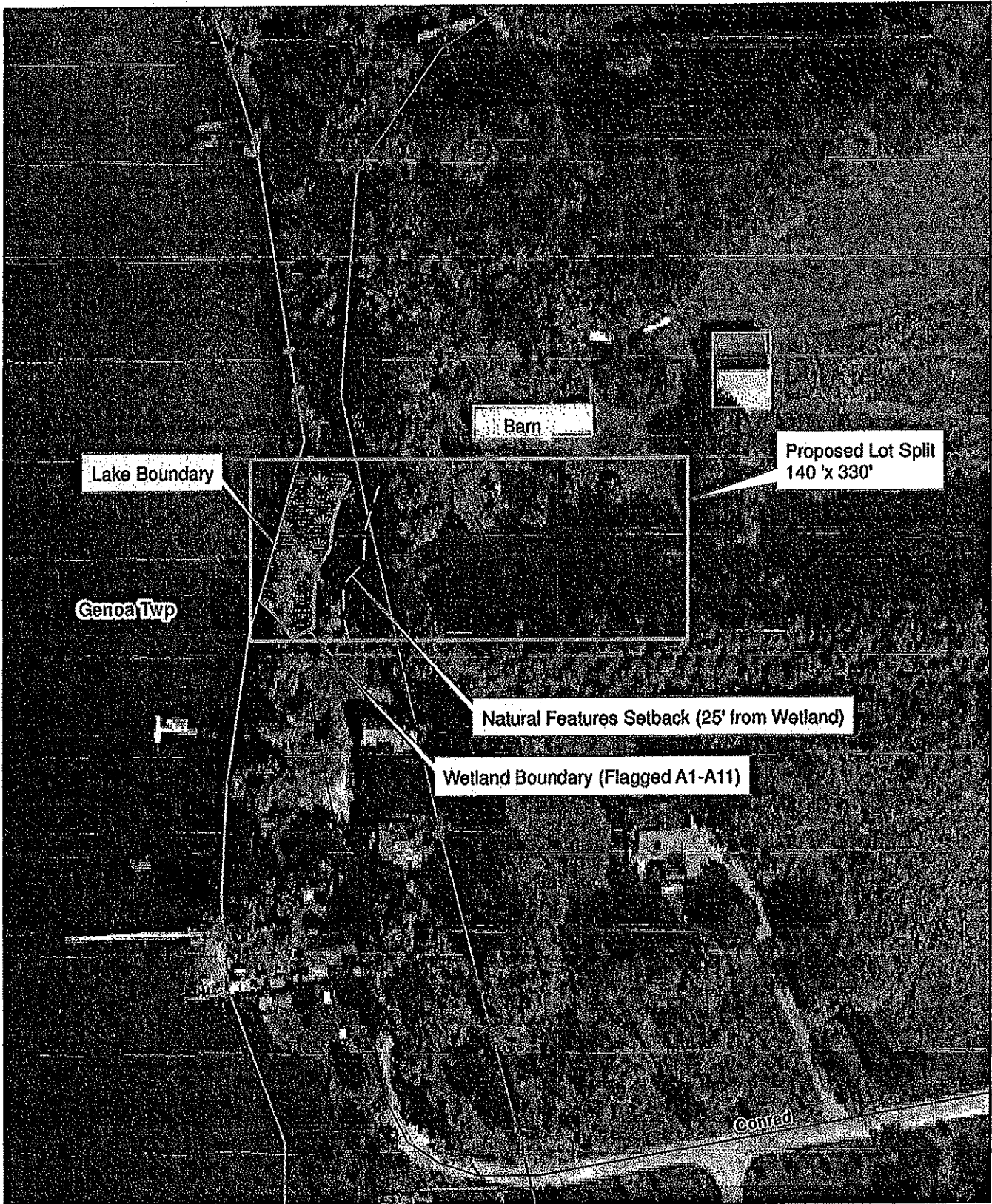



Figure 1. Wetland Delineation Map

Pitzer Potential Property
 3640 Dorr Road
 Sec 22, Genoa Twp
 Livingston County, Michigan
 Aerial Photograph: Google Earth 2011
 Map Created: 11/30/2012

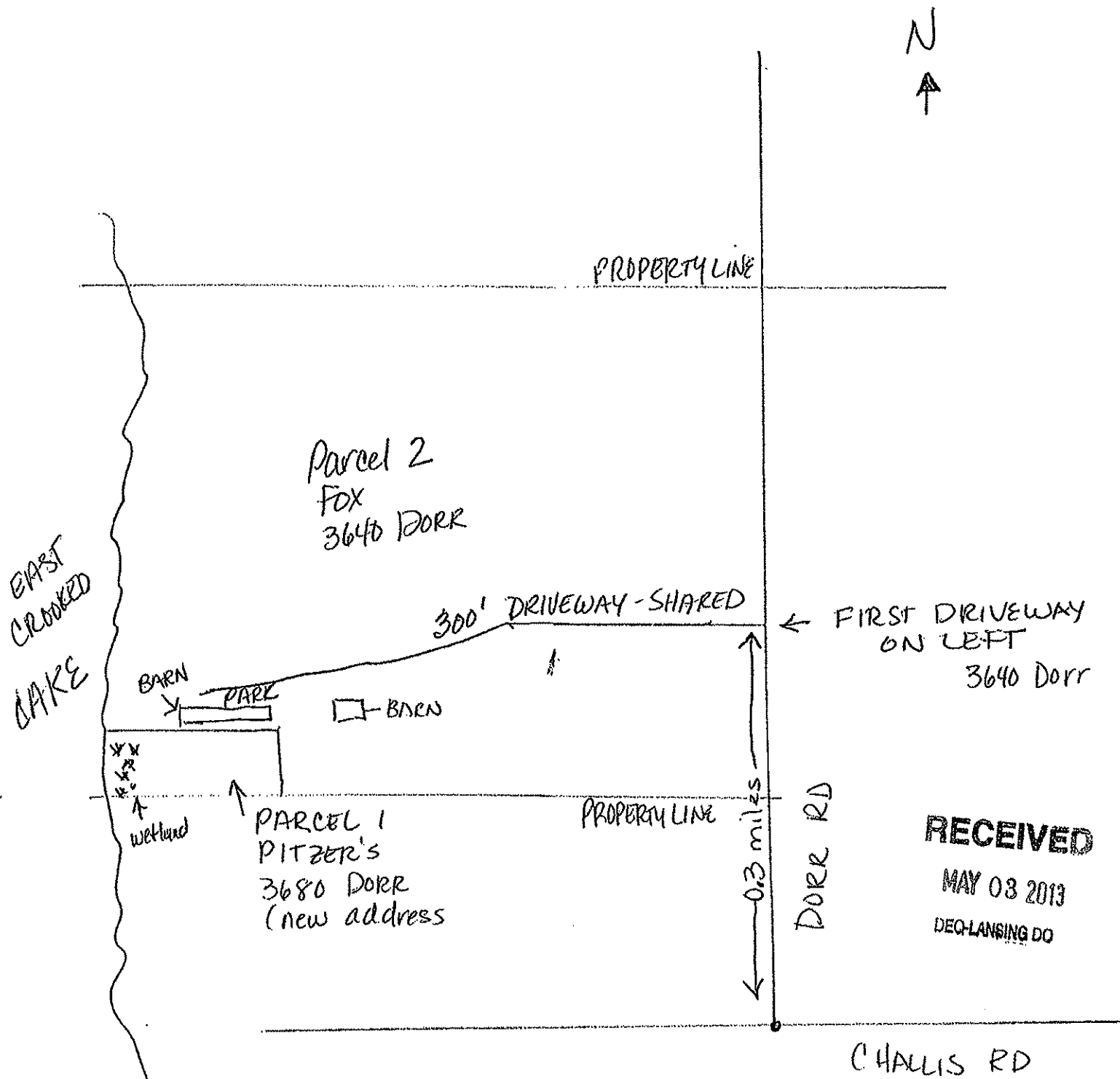
DEQ-LWMD
 File # 13-42-27P
RECEIVED
APPROVED PLANS
 Page 2 of 6
6/13/13 MAY 03 2013
 DEQ-LANSING DO

NISWANDER ENVIRONMENTAL, LLC



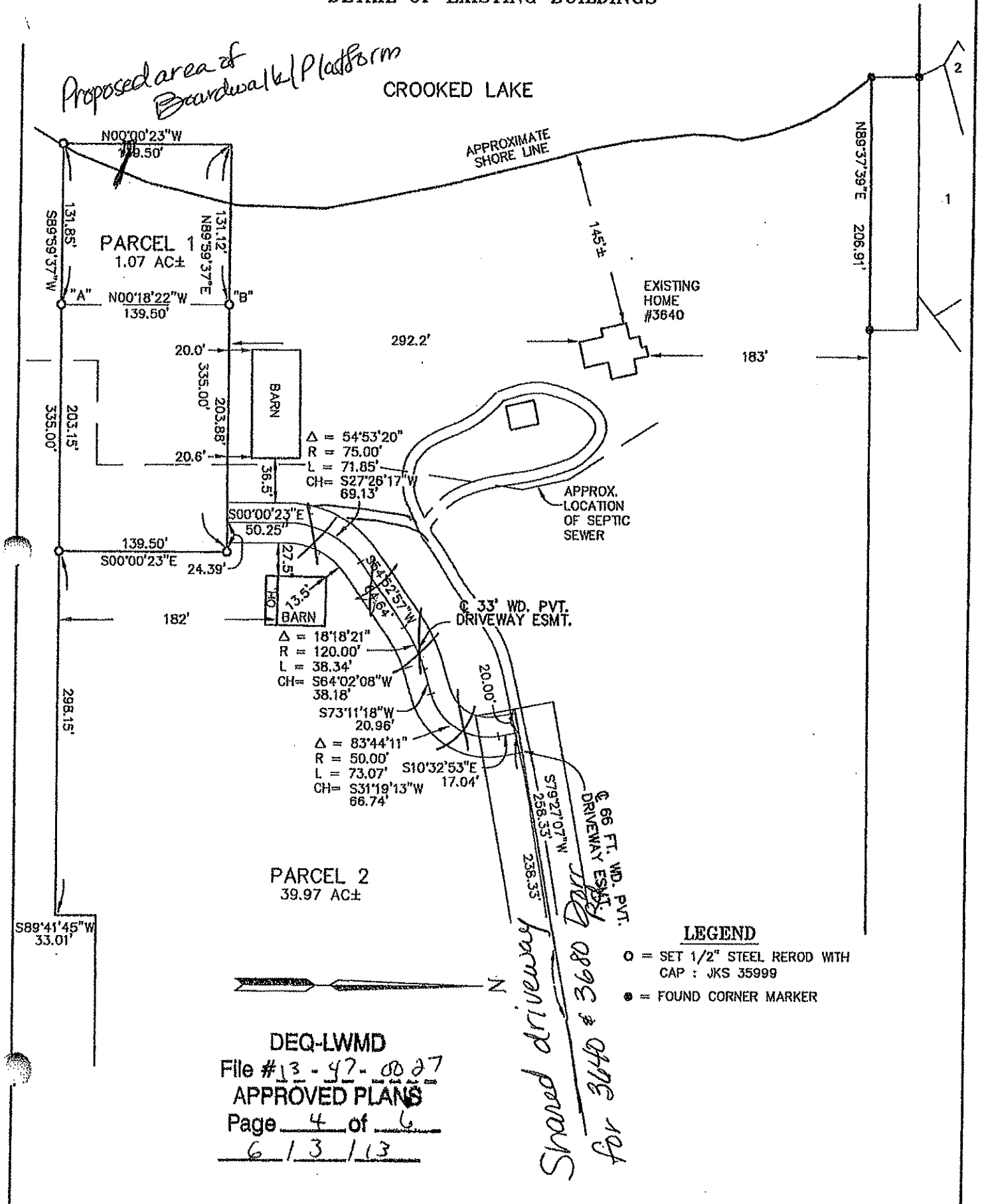
10524 E. Grand River Ave., Suite 103
 Brighton, MI 48118
 810.225.0509 Fax: 810.225.0653

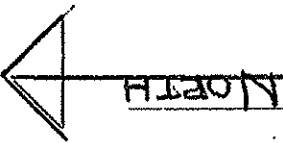
Exhibit A



Site plan for Jan Pitzer

DETAIL OF EXISTING BUILDINGS





NEIGHBOR

KATE FOX

3640 DORR RD.

DRIVEWAY

DEQ-LWMD

File # 13-47-2027

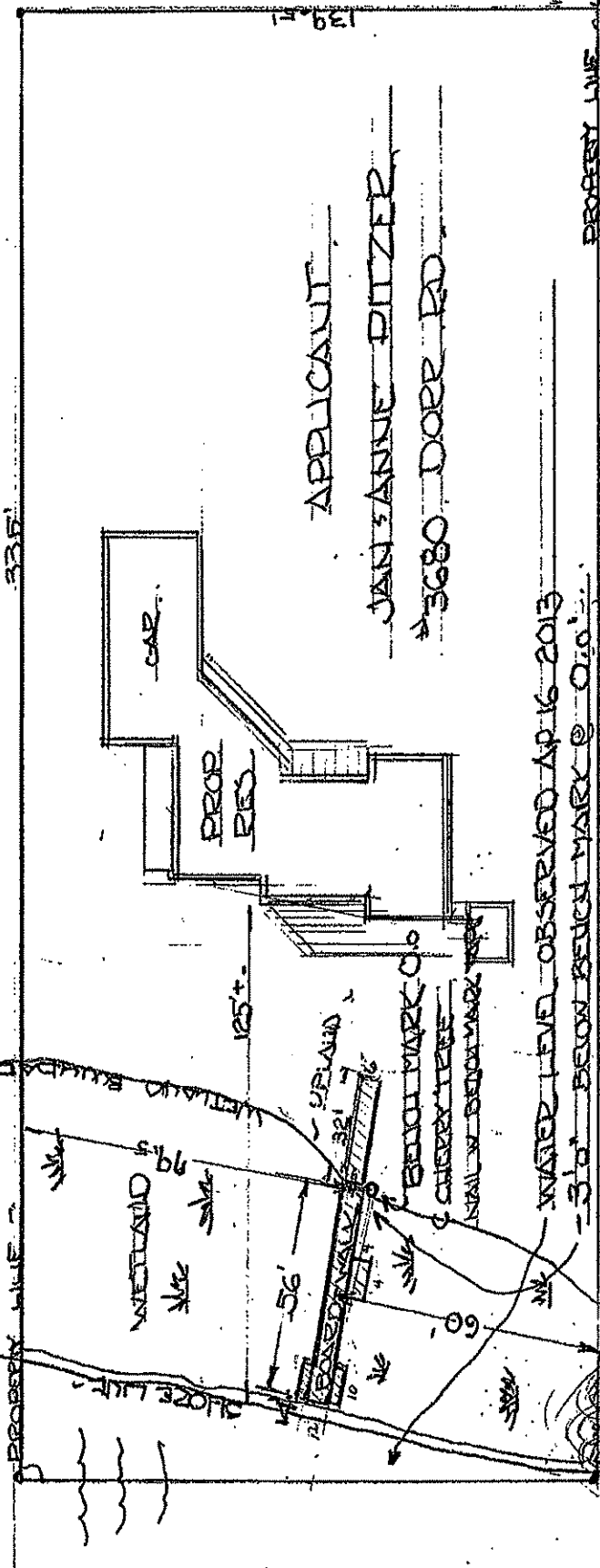
APPROVED PLANS

Page 5 of 6

6/3/13

EXS. OUTSIDG.

EAST CROOKED LAKE



RECEIVED
MAY 03 2013
DEQ-LANSING DO

WETLAND
 SITE PLAN PROP. BOARDWALK SCL 1:40
 JAN'ANNE PITZER APPLICANT
 EAST CROOKED LAKE WATERWAY
 GENCO TWP, LIVINGSTON COUNTY MI.
 10'± DECKING SHEETS
 APR 16 2013

NEIGHBOR - ?
 NONE OF DORR RD.



Notice of Authorization

Permit Number 13-47-0027-P

Issued: 06/03/2013

Expiration Date: 06/03/2018

The Michigan Department of Environmental Quality, Water Resources Division,
P.O. Box 30458, Lansing, Michigan 48909-7958, under provisions of the Natural Resources and
Environmental Protection Act, 1994 PA 451, as amended, and specifically:

- Part 31, Floodplain Regulatory Authority of the Water Resources Protection.
- Part 301, Inland Lakes and Streams.
- Part 303, Wetlands Protection.
- Part 315, Dam Safety.
- Part 323, Shorelands Protection and Management.
- Part 325, Great Lakes Submerged Lands.
- Part 353, Sand Dunes Protection and Management.

Authorized activity:

Construct a 46-foot long 6-foot wide boardwalk on helical piers at 3680 Dorr Road on East Crooked Lake with a 4-foot long by 4-foot wide wheel chair turn-around and a 10-foot by 12-foot platform at the lake ward end.

To be conducted at property located in: Livingston County, Waterbody: East Crooked Lake
Section 22 , Town 2N, Range 5E, Genoa Township.

Permittee: Mr. Jan Pitzer
6261 Windemere Pointe
Brighton, Michigan 48116

Carol Valor
Water Resources Division
517-373-7055

*This notice must be displayed at the site of work.
Laminating this notice or utilizing sheet protectors is recommended.*

Please refer to the above Permit Number with any questions or concerns.



Livingston County Department of Planning

June 10, 2013

Kathleen J. Kline-Hudson
AICP, PEM
Director

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

Robert A. Stanford
AICP, PEM
Principal Planner

Dear Mike,

Scott Barb
PEM
Principal Planner

Thank you for taking time out of your busy schedule to host and participate in the Livingston County Planning/SEMCOG Brown Bag Lunch on Green Infrastructure Visioning. We were very pleased with the great attendance we had, and we really appreciate the use of your beautiful Township facilities.

We're fortunate to have your participation in this Brown Bag Lunch Series. Thanks again for helping to make this program a success.

Sincerely,

Kathleen J. Kline-Hudson
Director

Scott Barb
Principal Planner

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

•
(517) 546-7555
Fax (517) 552-2347

•
Web Site
co.livingston.mi.us