

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

April 20, 2015

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: April 6, 2015

3. Request for a fireworks display permit submitted by Calvin Heckman Jr. for a display scheduled July 18, 2015 at Mt. Brighton sponsored by the Brighton Alumni Reunion.

4. Request for a fireworks display permit submitted by Calvin Heckman Jr. for a display scheduled July 4, 2015 with a rain date of July 5, 2015 at Tri-Lakes Association.

Approval of Regular Agenda:

5. Introduction for a proposed rezoning of 1.11 acres of land located at 3838 E. Grand River (Parcel #4711-05-400-025) from Regional Commercial District (RCD) to Non-Residential Planned Unit Development (NR-PUD) and authorization of statutory notice for a public hearing on May 4, 2015.

6. Request to direct staff to initiate a special assessment district for the completion of the West Northshore reconstruction project.

7. Discussion regarding litter in the rights-of-way in Genoa Township.

8. Consider approval of employment contracts.

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: April 20, 2015

TOWNSHIP GENERAL EXPENSES: Thru April 20, 2015	\$87,363.55
April 10, 2015 Bi Weekly Payroll	\$80,540.68
OPERATING EXPENSES: April 20, 2015	\$85,550.53
TOTAL:	<u>\$253,454.76</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
31629	chimpour	Alex Chimpouras	04/08/2015	22.50
31630	Clearwat	Clearwater Systems	04/08/2015	97.50
31631	COMCAST	Comcast	04/08/2015	324.02
31632	Duncan	Duncan Disposal Systems	04/08/2015	79,292.10
31633	ETNA SUP	Etna Supply Company	04/08/2015	83.97
31634	GORDONFO	Gordon's Food Services	04/08/2015	169.91
31635	MMTA	Michigan Municipal Treas. Assn	04/08/2015	50.00
31636	Net serv	Network Services Group, L.L.C.	04/08/2015	171.60
31637	Perfect	Perfect Maintenance Cleaning	04/08/2015	1,855.00
31638	Schindle	Schindler Elevator Corporation	04/08/2015	893.04
31639	USBNA	US Bank, N.A.	04/08/2015	1,371.66
31640	CONSUMER	Consumers Energy	04/10/2015	339.75
31641	CONTINEN	Continental Linen Service	04/10/2015	102.90
31642	DTE LAKE	DTE Energy	04/10/2015	1,025.76
31643	LincolnO	Lincoln Office Solutions, Inc.	04/10/2015	1,459.39
31644	OEX	Office Express Inc.	04/10/2015	104.25

Report Total: 87,363.35

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 04/02/2015 - 13:54

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13305	EFT-FED	EFT- Federal Payroll Tax	04/10/2015		7,790.16 4,510.85 4,510.85 1,054.95 1,054.95
Check 13305 Total:					18,921.76
13306	EFT-PENS	EFT- Payroll Pens Ln Pyts	04/10/2015		2,904.25
Check 13306 Total:					2,904.25
13307	EFT-PRIN	EFT-Principal Retirement 457	04/10/2015		1,095.00
Check 13307 Total:					1,095.00
13308	EFT-ROTH	EFT-Principal Roth	04/10/2015		1,115.00
Check 13308 Total:					1,115.00
13309	EFT-TASC	EFT-Flex Spending	04/10/2015		1,133.04
Check 13309 Total:					1,133.04
13310	FIRST NA	First National Bank	04/10/2015		3,590.00 51,781.63

Check 13310 Total:

55,371.63

Report Total:

80,540.68

11:02 AM
04/13/15

#503 DPW UTILITY FUND
Payment of Bills
03/31/2015 through 04/12/2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/06/2015	3169	K/E Electric Supply Corp	Boom Truck Clamps	-201.50
Bill Pmt -Check	04/06/2015	3170	LexJet LLC	DPW Plotter	-518.00
Bill Pmt -Check	04/06/2015	3171	MWEA	Jim Aulette Fundamentals of Activated Sludge i	-125.00
Bill Pmt -Check	04/06/2015	3172	USABlueBook	Tools DPW	-725.30
Bill Pmt -Check	04/07/2015	3173	Brighton Urgent Care		-60.00
Bill Pmt -Check	04/07/2015	3174	D Hill Environmental	Jonny Sharp-D& C Exam Prep Class	-150.00
Bill Pmt -Check	04/07/2015	3175	MWEA	Jonny Sharpe-Fundamentals of Activated Studge 1	-125.00
Bill Pmt -Check	04/07/2015	3176	Red Wing Shoe Store		-600.00
Bill Pmt -Check	04/07/2015	3177	TalentWise Inc	Back Ground Check	-216.00
Total					-2,720.80

11:20 AM

#593 LAKE EDGEWOOD W/S FUND
Payment of Bills
March 31 through April 12, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/06/2015	2719	City Of Brighton		-15,823.55
Bill Pmt -Check	04/06/2015	2720	Cooper's Turf Management	Snow plowing at LE	-53.00
Bill Pmt -Check	04/06/2015	2721	DTE Energy	Electric Bills	-74.76
Bill Pmt -Check	04/06/2015	2722	GENOA TWP DPW FUND		-11,476.87
Bill Pmt -Check	04/06/2015	2723	Genoa/Oceola Sewer Authority	GRINDER PUMP REPAIR Oct1 to Dec 31-2014	-1,232.00
Bill Pmt -Check	04/06/2015	2724	PVS NOLWOOD CHEMICALS, INC	Invoice #470684	-882.00
Bill Pmt -Check	04/06/2015	2725	USA BLUE BOOK	Supplies	-215.40
Bill Pmt -Check	04/10/2015	2726	Brighton Analytical L.L.C.	Laboratory costs	-77.00
Bill Pmt -Check	04/10/2015	2727	Charter Township of Brighton	LE Utility bill 1-01-2015 to 3-31-2015	-880.00
Bill Pmt -Check	04/10/2015	2728	Consumers Energy		-320.97
Bill Pmt -Check	04/10/2015	2729	DTE Energy	Electric Bills	-128.63
Total					-31,164.18

10:58 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

March 31 through April 12, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/06/2015	3282	EJ USA, Inc.	Parts	-886.78
Bill Pmt -Check	04/06/2015	3283	GENOA TWP DPW FUND	Maintenance/ Billing April 2015	-39,496.66
Bill Pmt -Check	04/06/2015	3284	HOWELL RENTAL	Rent gas mixer-Cement	-35.00
Bill Pmt -Check	04/06/2015	3285	Northern Pump & Well	Booster Pumps	-3,759.33
Bill Pmt -Check	04/06/2015	3286	STANDARD ELECTRIC	Oak Pointe	-284.94
Bill Pmt -Check	04/07/2015	3287	DTE ENERGY	Electric bill	-1,609.73
Bill Pmt -Check	04/10/2015	3288	DTE ENERGY	Electric bill	-1,775.09
Bill Pmt -Check	04/10/2015	3289	BRIGHTON ANALYTICAL, LLC	Laboratory costs	-335.00
Total					-48,182.53

11:00 AM

#595 PINE CREEK W/S FUND

Payment of Bills

March 31 through April 12, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	04/06/2015	2141	GENOA TWP - DPW FUND	metered Billings	-3,483.02
Total					-3,483.02

Draft
GENOA TOWNSHIP ELECTION COMMISSION
Special Meeting
April 6, 2015

MINUTES

Clerk Skolarus called the special meeting of the Election Committee to order at 6:25 p.m. at the Genoa Township Hall. The following members were present constituting a quorum for the transaction of business: Paulette Skolarus, Jean Ledford and Todd Smith. Also present were: Gary McCririe, Robin Hunt, Jim Mortensen and Linda Rowell. In addition there were three persons in the audience.

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

1. Consideration of a recommendation to the Township Board for approval of a list of persons to work as precinct chairmen and poll workers for the Sales Tax Increase Election scheduled for May 5, 2015.

Skolarus advised the board that she was aware of the anti-nepotism policy that was adopted in December. She asked that the board approve the precinct chairpersons and poll workers for this election. Certification of election officials is mandated by the state every two years and was done in 2014. The county will not be conducting classes again until 2016. Chairpersons primarily work the computers and close the polls and in addition to the position being difficult there are many persons who are reluctant to accept that responsibility. The only criteria required by the state are that the worker be 18 years of age and a registered voter in Michigan. This May election is managed by the township but will be completely reimbursed by the State of Michigan.

Moved by Smith and supported by Ledford to recommend approval of the schedule as submitted, contingent upon future elections following the anti-nepotism policy. The motion carried unanimously.

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
April 6, 2015

MINUTES

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

A Call to the Public was made with Paul Wholihan – The Township conducted a recent election asking for road millage that was voted down. The CIP plan includes some of those same roads for reconstruction. Is this really necessary? McCririe – The Planning Commission will schedule a public hearing concerning these projects.

Approval of Consent Agenda:

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

1. Payment of Bills.

2. Request to Approve Minutes: March 16, 2015

3. Request to Approve Minutes: March 30, 2015 Special Joint Planning Commission/Township Board Meeting

Approval of Regular Agenda:

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

4. Request for approval of a list of persons scheduled to work as precinct chairmen and poll workers for the Sales Tax Increase Election for May 5, 2015 as recommended by the Election Commission.

Moved by Mortensen and supported by Skolarus to approve the election officials as requested. The motion carried as follows: Ayes – Ledford, Smith, Hunt, Mortensen, Skolarus and McCririe. Nay – Rowell.

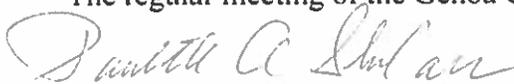
5. Request to go into closed session to discuss the purchase of real property for which a purchase a purchase agreement has not been entered.

Moved by Ledford and supported by Mortensen to enter into closed session at 6:50 p.m. to discuss the purchase of real property. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

The regular meeting of the board was reopened at 7:00 p.m.

Moved by Mortensen and supported by Skolarus to approve the offer to purchase as discussed in the closed session of the board.

The regular meeting of the Genoa Charter Board was adjourned at 7:05 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township

PAPERWORK TO OBTAIN FIREWORKS DISPLAY PERMIT
2015

The following information is required to secure a permit for fireworks display in Genoa Charter Township:

1. BFS-999 Application for Fireworks Display Permit 2015
2. Letter to Genoa Charter Township Board requesting said permit.
3. Certificate of Insurance.
4. Current ATF Letter of Clearance for Explosives License or Permit.
5. Contingency letter addressing the disposal of any/all fireworks at the show site that do not get used.
6. Map of the location site for fireworks display.

Upon completion of presenting all aforementioned documents to the Township Clerk/Deputy Clerk for review, the application will be presented at the next scheduled Township Board meeting for review/approval.

Upon approval of the proposed fireworks display, the Township Clerk/Deputy Clerk will complete the document BFS-49e, Permit for Fireworks Display for said applicant with notarization seal.

Copy will be retained by the Township for all 2015 Fireworks Display Permits Issued.

/sms

2015

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 258 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 type="checkbox"/> Public Display	<input checked="" type="checkbox"/> Private Display
NAME OF APPLICANT CALVIN HECKMAN Jr	ADDRESS 4263 CLIFFORD RD	AGE (18 or over) 57	
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 CALVIN HECKMAN Jr	ADDRESS 4263 CLIFFORD RD	AGE (18 or over) 57	
NO. YEARS EXPERIENCE 21	NO. DISPLAYS 50	WHERE MICHIGAN / INDIANA	
NAME OF ASSISTANT ROBERT PELCHER Jr	ADDRESS 4127 CLIFFORD RD	AGE 53	
NAME OF OTHER ASSISTANT Tom IAFRATE	ADDRESS 5734 N LATSON RD	AGE 52	
EXACT LOCATION OF PROPOSED DISPLAY MT BRIGHTON 4141 BAUER RD			
DATE OF PROPOSED DISPLAY SAT July 18th		TIME OF PROPOSED DISPLAY 10:15 PM	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1128 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT PICK UP DAY of Show From Rkm Fireworks Approved BUNKER - MAGAZINE STORAGE AREA EDWARDS Berg			
AMOUNT OF BOND OR INSURANCE (To be set by local government)		NAME OF BONDING CORPORATION OR INSURANCE COMPANY LLOYDS of London	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED		
72	3" Asst Ariel Shells		
72	4" " " "		
30	5" " " "		
12	6" " " "		
6	8" " " "		
15	MULTI shot CAKES		
SIGNATURE OF APPLICANT Calvin Heckman Jr			DATE

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be made to the legislative body of a city, village or township board. A permit shall be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the issuing political jurisdiction.

1. The Applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in Operator's section.
2. A non-resident applicant shall appoint a Michigan attorney or resident agent in writing to be the applicant's legal representative upon whom all process in any action or proceeding may be served.
3. The pyrotechnic operator is the person in charge of the display. The legislative body shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
4. Indicate the total amount of fireworks proposed for the display or use, such as 10 aerial bombs, 30 aerial rocket bursts, etc.
5. Indicate the manner and place of storage within the political jurisdiction of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.
6. The issuing political jurisdiction shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
7. The application is valid for the year shown at the top right corner of the application.
8. Permit fees shall be established by the legislative body and shall be retained by same.
9. This permit is issued in compliance with 2011, PA 256.

Genoa Twp Board,

I am requesting A Permit for
A fireworks Display for The Brighton
Alumni Assn to Be held @ MT
Brighton on SAT July 18th, There
IS NO BACK up date for This Display
AS This is A CLASS Reunion. Along
with This request you will find My
Cert of INS, BATF License, site
MAP And Contingency ltr of
disposal of unused fireworks.

Thank You

Calvin Heckman Jr

H 810 227-6307

C 313-304-0579

4263 Clifford Rd

Brighton Area Fire Dept on site

For This Show 10pm - 11pm July 18th

① ENGINE / MAN POWER

① GRASS RIG / MAN POWER

Certificate of Insurance

6198

Issue Date: 3/31/2015

PRODUCER
 Professional Program Insurance Brokerage
 371 Bel Marin Keys Blvd., Suite #220
 Novato, California 94949

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.

INSURERS AFFORDING COVERAGE

INSURED
 RKM Fireworks Company & St. Evans, Inc.
 27383 May Street
 Edwardsburg, MI 49112

INSURER A: Underwriter's at Lloyd's, 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 (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/14-0148	10/8/2014	10/8/2015	EACH ACCIDENT	\$1,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate holder is additional insured as respects the following:

Date(s) of Display:	7/18/2015
Location:	Mt Brighton Ski Area 4141 Bauer Rd Brighton, MI 48116
Additional Insured:	Brighton Alumni Association
Rain Date(s):	
Type of Display:	Aerial Fireworks Display

CERTIFICATE HOLDER

Brighton Alumni Association
 c/o BHS
 7878 Brighton 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

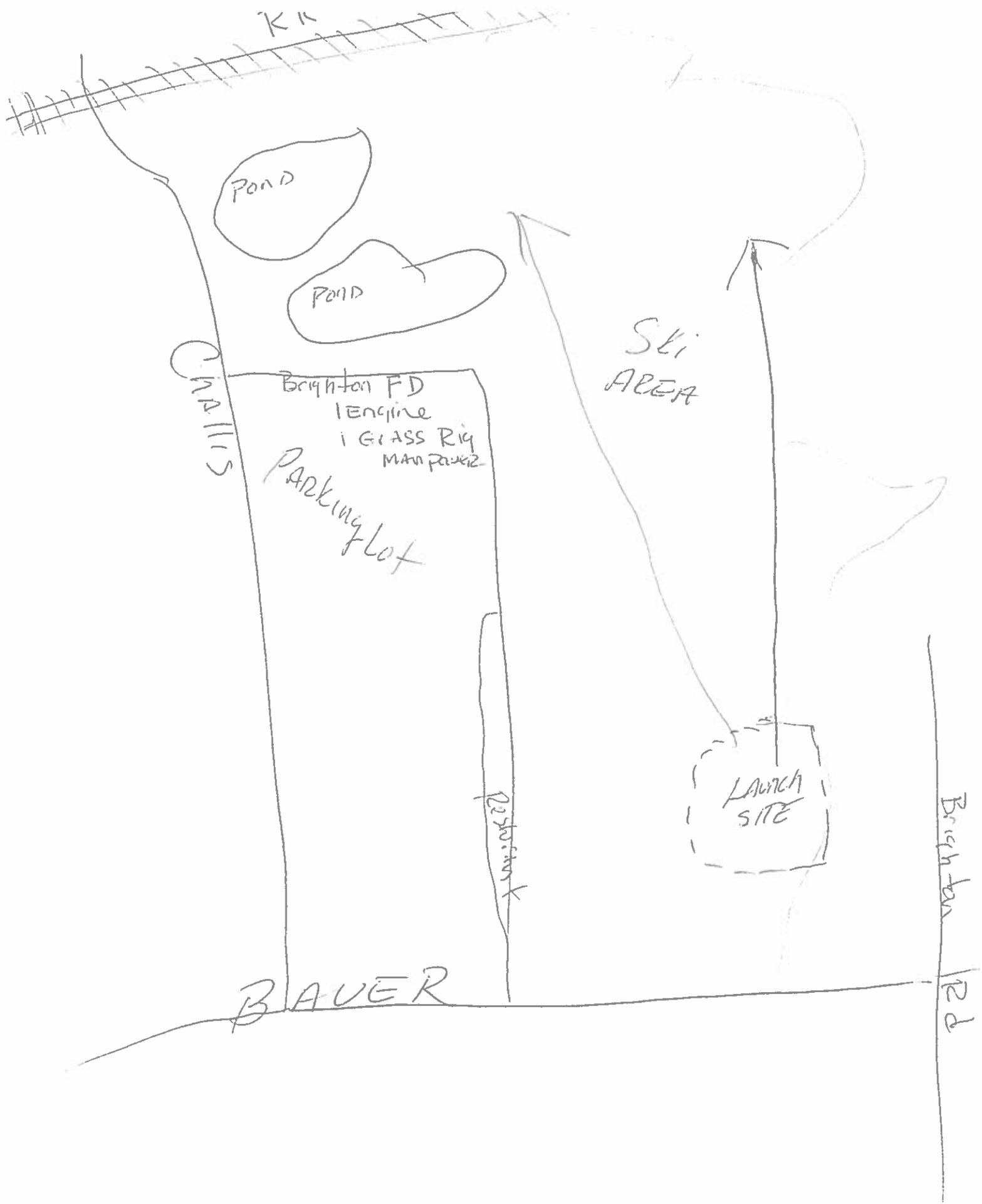
To whom it may concern;

This is a contingency letter for any and all fireworks at the show that do not get used or do not fire for any reason will be transported back to back to the registered bunker they were picked up from RKM fireworks in Edwardsburg Mi.

Sincerely

A handwritten signature in cursive script that reads "Calvin Heckman Jr". The signature is written in black ink and is positioned above the printed name.

Calvin Heckman Jr



POND

POND

Ski
AREA

Brighton FD
1 Engine
1 GRASS RIG
MAN POWER

PARKING LOT

Chellis

RESTAURANT

LAUNCH
SITE

BAUER

Brighton Rd

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6. Map of the location site for fireworks display.

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Authority: 2011 PA 258 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 type="checkbox"/> Public Display	<input checked="" type="checkbox"/> Private Display
NAME OF APPLICANT CALVIN HECKMAN Jr		ADDRESS 4263 Clifford Rd	AGE (18 or over) 57	
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 CALVIN HECKMAN Jr		ADDRESS 4263 Clifford Rd	AGE (18 or over) 57	
NO. YEARS EXPERIENCE 21	NO. DISPLAYS 50	WHERE MICHIGAN / INDIANA		
NAME OF ASSISTANT ROBERT PELCHER Jr		ADDRESS 4127 CLIFFORD RD	AGE 53	
NAME OF OTHER ASSISTANT TOM IAFRATE		ADDRESS 5734 N. LATSON RD	AGE 52	
EXACT LOCATION OF PROPOSED DISPLAY WATERS EDGE @ 4127 CLIFFORD Rd				
DATE OF PROPOSED DISPLAY SAT JULY 4th 2015		TIME OF PROPOSED DISPLAY 10:12 PM		
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1128 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT. PICK UP DAY of Show from RKM Fireworks Approved Bunker MAGIZINE STORAGE AREA EDWARDS BERG MI				
AMOUNT OF BOND OR INSURANCE (To be set by local government)		NAME OF BONDING CORPORATION OR INSURANCE COMPANY LLOYDS of London		
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY				
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED		
60	3"	Asst	Ariel Shells	
60	4"	"	"	
24	5"	"	"	
12	6"	"	"	
6	8"	"	"	
12	12"	"	"	
12	12"	multi	Shot CAKES	
SIGNATURE OF APPLICANT Calvin Heckman Jr			DATE	

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be made to the legislative body of a city, village or township board. A permit shall be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the issuing political jurisdiction.

1. The Applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in Operator's section.
2. A non-resident applicant shall appoint a Michigan attorney or resident agent in writing to be the applicant's legal representative upon whom all process in any action or proceeding may be served.
3. The pyrotechnic operator is the person in charge of the display. The legislative body shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
4. Indicate the total amount of fireworks proposed for the display or use, such as 10 aerial bombs, 30 aerial rocket bursts, etc.
5. Indicate the manner and place of storage within the political jurisdiction of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.
6. The issuing political jurisdiction shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
7. The application is valid for the year shown at the top right corner of the application.
8. Permit fees shall be established by the legislative body and shall be retained by same.
9. This permit is issued in compliance with 2011, PA 256.

Genoa, Twp Board

I AM requesting A Permit for
A fireworks Display on July 4th 2015
with A BACK UP DATE of July 5th
2015 @ The waters EDGE of 4127
Clifford Rd. A long with This request
you will find my Cert of INS,
BATE license, Site map. And Contingency
letter of disposal of UN used Fireworks.

Thank you

CALVIN HECKMAN Jr

810 227-6307

Cell 313-304-0579

4263 Clifford Rd



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

901090: CRR/FLS
 5400
 File Number: 4MI00995

11/07/2012

SUBJECT: EMPLOYEE POSSESSOR LETTER OF CLEARANCE for:

CALVIN HECKMAN **09/05/195f**

SHOOTER/ OPERATOR
 (810)227-6307

4263 CLIFFORD RD
 BRIGHTON, MI 48116

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

RKM FIREWORKS CO
 27383 MAY ST
 EDWARDSBURG, MI 49112

Dear CALVIN HECKMAN:

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

Sincerely,

Christopher R. Reeves

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

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

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

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

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

WWW.ATF.GOV

CALVIN HECKMAN

Employee Possessor Letter of Clearance for:

Certificate of Insurance

6200

Issue Date: 3/31/2015

PRODUCER
 Professional Program Insurance Brokerage
 371 Bel Marin Keys Blvd., Suite #220
 Novato, California 94949

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.

INSURERS AFFORDING COVERAGE

INSURED
 RKM Fireworks Company & St. Evans, Inc.
 27383 May Street
 Edwardsburg, MI 49112

INSURER A: Underwriter's at Lloyd's, 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 (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/14-0148	10/8/2014	10/8/2015	EACH ACCIDENT	\$1,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is additional insured as respects the following:

Date(s) of Display:	7/4/2015
Location:	Crooked Lake
Additional Insured:	Tri Lakes Association
Rain Date(s):	7/5/2015
Type of Display:	Aerial Fireworks Display

CERTIFICATE HOLDER

Tri Lakes Association
 4263 Clifford
 Brighton, MI 48116

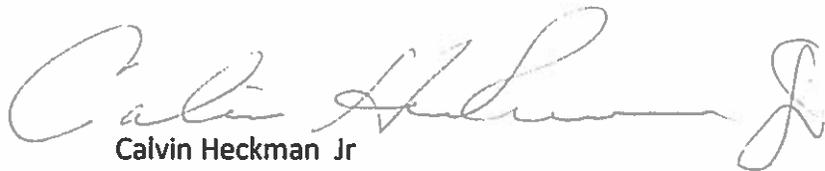
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS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


 AUTHORIZED REPRESENTATIVE

To whom it may concern;

This is a contingency letter for any and all fireworks at the show that do not get used or do not fire for any reason will be transported back to back to the registered bunker they were picked up from RKM fireworks in Edwardsburg Mi.

Sincerely

A handwritten signature in cursive script, appearing to read "Calvin Heckman Jr.", written in dark ink. The signature is fluid and extends across the width of the page.

Calvin Heckman Jr

EAST Crooked
AKA

Big
Crooked

Boat
Launch

Skusa Dr

Conrad

Clifford Rd

Brighton Rd

Shot
Site

#127*

Round
Lake

LOCATION
MAP



MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager/Community Development Director
DATE: April 15, 2015
RE: Red Olive Rezoning
Ordinance No. Z-15-01

MANAGERS REVIEW: _____


In consideration of the recommendations by the Township Planning Commission (1/12/15) and the Livingston County Planning Commission (2/18/15) please find the attached proposed Ordinance Number Z-15-01 for your review. The proposed ordinance involves the rezoning of the former Prairie House Restaurant property located at 3838 E. Grand River from Regional Commercial District to Non-Residential Planned Unit Development.

As required pursuant to the Charter Township Act (Act 359 of 1947) the Board is being asked to introduce the proposed rezoning and to set a hearing for deliberation of the ordinance. Staff is requesting the official hearing in this regard be set for the Monday, May 4, 2015 regular scheduled meeting. A draft publication in regard to this hearing is also attached.

As such please consider the following action:

Moved by _____, supported by _____ to introduce the proposed ordinance and to set a public hearing before the Township Board on Monday, May 4th, 2015 for the purpose of considering the proposed zoning map amendment (Z-15-01) which involves the rezoning of 1.11 acres of land located at 3838 E. Grand River Avenue (Parcel 4711-05-400-025) from Regional Commercial District (RCD) to Non-Residential (NR-PUD).

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Powell

ORDINANCE NO. Z-15-01

AN ORDINANCE ENTITLED AN ORDINANCE TO AMEND THE ZONING MAP OF THE CHARTER TOWNSHIP OF GENOA BY REZONING 1.11 ACRES OF LAND LOCATED AT 3838 E. GRAND RIVER (4711-05-400-025) FROM REGIONAL COMMERCIAL DISTRICT (RCD) TO NON-RESIDENTIAL PLANNED UNIT DEVELOPMENT (NR-PUD)

THE CHARTER TOWNSHIP OF GENOA HEREBY ORDAINS that the Zoning Map, as incorporated by reference in the Charter Township of Genoa's Zoning Ordinance, is hereby amended as follows:

Real property situated on the south side of Grand River Avenue, west of Latson Road which is part of the Southeast 1/4 of Section 5, T2N-R5E, Genoa Charter Township, Livingston County, Michigan, more particularly described as follows:

Commencing at the Southeast Comer of Section 5, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan; thence N02° 11'26"E 548.49 feet along the East line of said Section and the centerline of Latson Road; thence N60°51'00"W 982.34 feet along the centerline of Grand River Avenue to the POINT OF BEGINNING; thence S 01° 29'10"W 456.45 feet; thence N60°51'00"W 120.00 feet; thence N01°29'10"E 456.45 feet; thence S60°51'00"E 120.00 feet along said centerline of Grand River Avenue to the Point of Beginning. Subject to and together with easements and restrictions affecting title to the above described premises.

Shall be rezoned from RCD (Regional Commercial District) to NR-PUD (Non-Residential Planned Unit Development) Classification.

Severability If any provision of this Ordinance is found to be invalid, than the remaining portions of this Ordinance shall remain enforceable.

Effective Date This Ordinance shall be effective upon publication in a newspaper of general circulation as required by law.

On the motion to adopt the Ordinance the following vote was recorded:

Yeas: _____

Nays: _____

Absent: _____

I hereby approve the adoption of the foregoing Ordinance this ____ day of _____, 2015.

Paulette Skolarus
Township Clerk

Gary McCrie
Township Supervisor

Township Board First Reading: April 20, 2015
Date of Publication of Proposed Ordinance: proposed May 1, 2015
Township Board Second Reading and Public Hearing: proposed May 4, 2014
Township Board Adoption:
Date of Publication of Ordinance Adoption:
Effective Date:

**BOARD OF TRUSTEES
GENOA CHARTER TOWNSHIP,
LIVINGSTON COUNTY, MICHIGAN**

**NOTICE OF PROPOSED ZONING MAP AMENDMENT
MAY 4, 2015**

Pursuant to Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board will be considering an ordinance to amend the zoning map of the Charter Township of Genoa at 6:30 p.m. on Monday, May 4, 2015. The property proposed for rezoning is approximately 1.11 acres in Section 05, located at 3838 E. Grand River, being Parcel No. 4711-05-400-025 and is requested to be rezoned from Regional Commercial District (RCD) to Non-Residential Planned Unit Development (NR-PUD). The complete text of the proposed ordinance is available for public inspection at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116, Monday through Friday from 9:00a.m. to 5:00p.m.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Kelly VanMarter
Assistant Township Manager/Community Development Director

(Press/Argus 05-01-15)

MEMORANDUM

TO: Township Board

FROM: Michael Archinal *ma*

DATE: 4/16/2015

RE: Northshore Entrance

At your January 20th meeting the Board asked that an informational meeting be held to determine support for a project to reconstruct the west entrance to the Northshore Subdivision. Notices were sent to 317 affected properties and a meeting was held on April 15, 2015. A copy of the notice letter is included for your review. Seventeen people attended the meeting along with the Manager of the Northshore property maintenance company and a representative from D & H Asphalt. All attendees were in support of the project. We did not receive any phone calls or letters of objection.

As described in the notice letter the total project cost is \$31,728 with a 25% Township contribution of \$7,932. The Northshore Homeowners Association will pay \$11,898 with the remaining balance of \$11,898 spread over the 317 benefiting parcels on the December 2015 tax bill at a pro rata share of \$37.53.

Please consider the following action:

Moved by _____, supported by _____, to direct staff to initiate a special assessment district for the completion of the West Northshore entrance reconstruction project

Moved by Skolarus and supported by Ledford to approve the proposal with the understanding that work will begin relative to the 2015/16 General Fund Budget. The motion carried unanimously.

11. Discussion regarding paving of the NorthShore Subdivision west entrance.

It was the consensus of the Board that an informational meeting will be held at the Township Hall to determine support for this project from the residents of North Shore. Should the project move forward it will be through a special assessment district initiated by the Township. The low bidder, D & H Asphalt, will be invited to respond to questions or concerns raised by residents.

12. Request to enter into a closed session to discuss pending litigation pursuant to MCL 15.268 § 8 (e).

Moved by Rowell and supported by Ledford to enter into closed session to discuss pending litigation at 7:45 p.m. The motion carried by roll call vote as follows: Ayes – Ledford, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – Smith.

The regular meeting of the Township Board was reopened at 8:10 p.m. and adjourned.

Mortensen asked that regular scheduled meetings of the Township Board be cancelled only for lack of quorum, disaster or inclement weather. No further action was taken by the Board.

The regular meeting of the board was adjourned at 8:15 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

(LD 01/23/2015)



March 27, 2015

To: Genoa Township Residents at North Shore Communities

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

As you may be aware the North Shore Community has been discussing a road improvement project within your community for about a year. The primary entrance to your subdivision, Lakewood Shores Drive, is in very poor repair and bids have been received from three companies that have work approval from the Livingston County Road Commission. The Low bidder is D & H Asphalt Company with a bid of \$30,728.00. Additional charges of approximately \$1,000.00 will cover mailings and publications as required by law under Act 188 of 1954.

This project involves The Woods, North Shore Commons, North Shore Village, North Shore Commons West and the Hills of North Shore. Genoa Township participation includes a 25% sharing in the cost and 0% interest. Your associations have agreed to pay 50% of the balance out of their association dues. Genoa Township is being asked to levy the balance on your tax bill for December 2016. The calculation for this single payment is \$31,728.00 less the Township contribution of \$7,932.00 less your association payment of \$11,898.00, with the balance of \$11,898.00 divided equally between 317 parcels within North Shore for a single charge to your December property tax bill in the amount of \$37.53.

This letter is being written to invite you to an informational meeting scheduled for April 15, 2015 at the Genoa Township Hall, 2911 Dorr Road, Brighton, MI at 6:30 in the evening. D & H Asphalt will provide an overview of the project. Should this meeting end in a positive tone, the township board would initiate this special assessment district. The district would include two mailings (*as required by law*) and two publications in our local paper. The first hearing would be a notice similar to what is presented at the informational meeting and the second would be the actual cost to be levied on your December tax bill. The hearings are primarily held to hear any objections to the project.

Attached is a commitment to repay the township from your association presidents and a copy of the bid from D & H Asphalt.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

H. James Mortensen
Jean W. Ledford
Todd W. Smith
Linda Rowell

MANAGER

Michael C. Archinal

Paulette A. Skolarus, Clerk
Genoa Charter Township

D & H ASPHALT COMPANY

P.O. BOX 729
 10063 INDUSTRIAL DR.
 HAMBURG, MI 48139

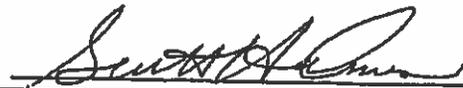
Estimate

Date	Estimate #
10/29/2014	58362

Name / Address
YOUR PEACE OF MIND ATTN: KARIN WHITTING PO BOX 2148 HOWELL, MI 48844

Customer Fax	Rep	Project
517-552-4476	SWH	LAKEWOOD SHORES BLVD
Description		Total
<ul style="list-style-type: none"> - APPROXIMATELY 13,000 SQUARE FEET - PULVERIZE EXISTING ASPHALT - FINE GRADE AND COMPACT - HAUL AWAY SPOILS - PAVE WITH 2-1/2 INCHES COMPACTED BITUMINOUS 13A ASPHALT - PAVE WITH 1-1/2 INCHES COMPACTED BITUMINOUS 36A ASPHALT <p>*ESTIMATE IS BASED ON 2014 SUPPLIER COSTS. 2015 SUPPLIER COSTS CURRENTLY NOT AVAILABLE.</p>		30,728.00
		Total
		\$30,728.00

Signature



Phone #	Fax #	E-mail
810-231-3501	810-231-3393	dandhasphalt@sbcglobal.net

yourpeaceofmind.

November 19, 2014

To Whom It May Concern,

The board of North Shore Community is requesting support and commitment from Genoa Township for the asphalt replacement at the west entrance of Lakewood Shores Drive. This project is to commence in 2015. North Shore Community is requesting the following from Genoa Township:

- Genoa Township to fund the project two years at 0% interest
- Genoa Township to pay 25% of the cost associated with this project.

Respectfully,

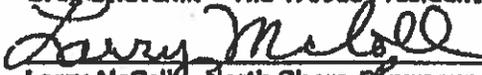
The Board of North Shore Community



Greg Shevchik - The Woods President

11-19-14

Date



Larry McColl - North Shore Commons President

11-19-14

Date



Kevin Gerkin - North Shore Village President

11-20-14

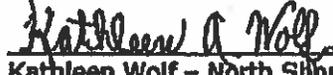
Date



Dan Henderson - Hills of North Shore President

11-19-14

Date



Kathleen Wolf - North Shore Commons West President

11-19-2014

Date

North Shore Community commits to repay Genoa Township the cost associated with this project minus Genoa's 25% portion. North Shore Community will repay this amount within the two years



Karin Witting - Property Manager North Shore Community

11-24-14

Date

Property. Different. Customized. Good Business. Management.

P.O. Box 2148 Howell, MI 48844 p: 517.545.3900 f: 517.552.4476 e: yym@yyminc.com

MEMORANDUM

TO: Township Board

FROM: Michael Archinal *Ma.A.*

DATE: 4/16/2015

RE: Employment Contracts

For your consideration this evening are employment contracts for the Assistant Township Manager/Community Development Director, Assessor, Deputy Assessor, Zoning Official and myself. Contracts, except for the Zoning Official's, will be sent under a separate email. The intent of these contracts is to remove the sunset term on each, default to the personnel manual for matters such as compensation in lieu of health insurance and to tie compensation changes to annual budget reviews. I look forward to discussing this matter with you on Monday night.

Please consider the following action:

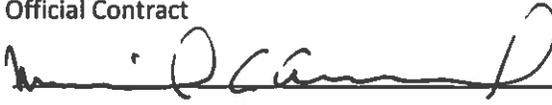
Moved by _____ **, supported by** _____ **, to approve the employment contracts**
as presented.



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager
DATE: April 16, 2015
RE: Zoning Official Contract

MANAGER'S REVIEW: 

As you may recall, I requested a compensation increase for the Zoning Official over 3% during approval of the budget. A justification for this increase was prepared for the administrative committee and is attached hereto for your reference. Given discussions at the Board table during budget review the administrative committee recommended that such a request not be moved forward until a later date.

As stated in the attached materials, I value Ron's contributions and would like to retain his services as long as possible. At the direction of the administrative committee, I have prepared the attached contract. This contract provides for compensation changes upon completion of certain milestones as follows:

- 1.) \$3,000 for completion of the Master's Degree program in Public Administration from Wayne State University. Ron has been working towards this goal for the past 2 years and expects to complete the requirements in December 2015.
- 2.) 2,500 for accreditation by the American Institute of Certified Planners. Mr. Akers is taking the examination towards this goal in May 2015.

The proposed contract also provides that Mr. Akers or the Township provide 30 day notice for termination of employment. I respectfully request your favorable review of this item. This arrangement is similar to what was provided to me many years ago when I was at a comparable stage in my career. Thank you in advance for your consideration. As always, please feel free to contact me with any questions or comments you have in this regard.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Ron Akers – Salary Increase Justification

Mr. Akers was hired as the Township Ordinance Official in May of 2013. His starting pay was \$45,000 and his job description is included as Exhibit A for your reference. In regard to the attached job description, Mr. Akers has exceeded all expectations. He has received perfect marks in his performance reviews and consistently performs his job duties with little to no training or supervision. He has worked closely with the Zoning Board of Appeals and has achieved great success on educating and empowering them to use critical thinking and sound decision making when deliberating variance requests. Ron was instrumental in keeping the department running smoothly during my maternity leave and he has become without question an invaluable asset to my department and the Township. I believe Mr. Akers is due a salary increase beyond a cost of living adjustment.

To further this request, with my support Ron has taken initiative to assume additional rolls and responsibilities beyond his initial job description. These items include training and general oversight of new Ordinance Officer, updating Township Capital Improvement Plan, assisting with Zoning Ordinance updates, researching recreation and grant opportunities, and performing specialized GIS mapping projects .

My final point in regard to his position relates to market trends for similar positions. During a recent review of planning and zoning related classifieds I noticed that compensation rates are on the rise. Of particular concern was the number of openings, in similar communities with his qualifications that have a starting pay range exceeding his current rate. The closest comparable that I could find was Oshtemo Charter Township which is located outside of Kalamazoo. Based on my discussions with their Human Resources Director, they are looking to hire either an entry level intern type at between \$38,000 and \$42,000 or if they get an applicant with experience would be looking between \$42,000 and \$50,000. I feel strongly that Ron would qualify for the higher end of this scale. In addition to the job in Oshtemo Township, the table below shows similar open positions currently being advertised with the hiring range:

Community	Title	Salary Range	Comments
Oshtemo Charter Township	Zoning Administrator	\$42,000 - \$50,000	Very Similar Position
Pittsfield Charter Township	Planning and Zoning Administrator	Up to \$60,000	Has Additional Duties
City of Walker	Staff Planning/Zoning Administrator	\$49,000 - \$64,000	Has Additional Duties
East Bay Charter Township	Planner/Zoning Administrator	\$50,000 - \$60,000	Has Additional Duties

I have attached the postings and descriptions for each of these jobs hereto for your reference as Exhibit B. With all due respect I would like to encourage your consideration of a 5% salary increase for Mr. Akers for the reasons noted above. This amount would increase his current salary by \$2,317.50 or from \$46,350 to \$48,667.50. As always I am happy to answer any questions you might have in this regard and I appreciate your deliberation on this request.

EXHIBIT A

ZONING OFFICIAL JOB DESCRIPTION

ZONING ADMINISTRATION:

- *Handle public relations in areas including citizen's questions regarding ordinances, complaints, and general information*
- *Provide information on land use applications, ordinances, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.*
- *Review and evaluate development, land use, permit applications, site plans, and variance applications. Examine applications for compliance with established plans, ordinances, and applicable local, state or federal regulation. Solicit input from appropriate staff, schedule hearings and actions, monitor through the approval process, prepare reports and related data as required.*
- *Interpret Township Ordinances and policies for developers, real estate professionals and the general public.*
- *Review and make decisions regarding land use permit applications and plans for conformance to the Township Zoning Ordinance. Responsible for permit application intake procedures; supervises permit intake by other staff. Responsible for the coordination of permitting with other staff, departments and technical consultants. Supervise the organization and maintenance of permit records and databases, and other periodic reports and handouts. Coordinate among other governmental agencies to aid citizens in obtaining their permit approvals from these agencies.*
- *Assist applicants, prepare reports and packets, serve as staff liaison, and attend meetings as representative to the Zoning Board of Appeals.*

ZONING COMPLIANCE:

- *Act as a proactive agent in the Township for improvement to the overall quality of life, by partnering with residents and business owners to seek compliance with ordinance requirements. Responsible for receiving and acting on zoning, nuisance, and unsafe structure complaints and undertaking enforcement action including any required investigations, inspections, written notices and reports, conducting hearings and maintaining a log with status of each complaint.*
- *Provide assistance to the Township Attorney in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, providing witness testimony in Circuit Court cases, prepare requests for proposals for demolition projects, and working with contractors to get dangerous buildings demolished.*
- *Perform field inspections and issue compliance certificates related to Land Use Permits and Planning Commission approval, as otherwise required.*

OTHER RELATED DUTIES AS ASSIGNED:

- *Provide service to the customers of our Township;*
- *Effectively utilize ArcGIS mapping software to create and provide maps and manage database as needed.*
- *Responsible for oversight and administration related to FEMA Flood Hazard Areas.*
- *Gather data, compile and evaluate information and carry out special duties such as research and writing reports and plans as needed and as directed by the Assistant Township Manager.*
- *Interdepartmental and outside agency activity coordination.*
- *Assists the various economic development, industrial development, marketing efforts, and other economic programs of the Township.*
- *Respond to or assist with responses to Freedom of Information Act requests.*

EXHIBIT B

Professional Planning Job listings provided from Michigan Association of Planning Website
<http://www.planningmi.org/jobs.asp>

Zoning Administrator

Oshtemo Charter Township

Oshtemo Charter Township, a growing community in southwest Michigan bordering the City of Kalamazoo, is accepting resumes for the full-time position of Zoning Administrator. Under the supervision of the Planning Director, this position fields a variety of zoning inquiries and permit reviews including building permits, signs, accessory buildings, cellular towers, and larger development reviews. The position provides assistance to the Planning Director with research tasks related to planning and zoning issues, site plan reviews, and report writing. Responsibilities will also include use of GIS for analysis and map production for various Township Departments. Attendance at evening meetings to provide recommendations and support to Planning Commission, Zoning Board of Appeals, Township Board, and/or other boards is required as needed.

Calls for a versatile, self-motivated individual with knowledge of local government processes and interpreting ordinances. Applicant must possess strong writing, speaking, and analytical skills. Candidates shall have completed or be in the process of completing coursework toward a degree in planning, geography, Geographic Information Systems, or a closely related field. Alternative qualifications will be considered. GIS knowledge is important. Please submit a copy of your transcript(s) with your resume. Resumes accepted until December 15, 2014. Compensation based upon experience. Applicants with a minimum two years of relevant experience preferred.

Resumes and/or questions may be submitted to:

Nate Strong

Human Resources Director

Oshtemo Charter Township

7275 West Main Street

Kalamazoo, MI 49009

nstrong@oshtemo.org

Posted December 2, 2014.

***KKV Comments - Similar Community and position. Per phone discussion with Mr. Strong – they are considering this an entry level position and looking for an intern type candidate. The salary range anticipated is \$38,000-\$42,000 for entry level. A more qualified candidate with experience would be looking at up to \$50,000 in the market.**

EXHIBIT B

*Professional Planning Job listings provided from Michigan Association of Planning Website
<http://www.planningmi.org/jobs.asp>*

Planning & Zoning Administrator

Pittsfield Charter Township

Pittsfield Charter Township (Washtenaw County) is accepting applications for the position of Planning & Zoning Administrator in its Utilities & Municipal Services Department. This is a Full-Time position with competitive benefits and salary. For more information including a complete job description, requirements, and information on how to apply, please visit www.pittsfield-mi.gov/Jobs. This position is open until filled. EOE

Posted January 12, 2015.

***KKV Comments - Community is very similar. This position involves more Planning Related duties, but the minimum qualifications are easily satisfied by Mr. Akers**

EXHIBIT B

Professional Planning Job listings provided from Michigan Association of Planning Website
<http://www.planningmi.org/jobs.asp>

Staff Planner / Zoning Administrator

City of Walker

The City of Walker, Michigan is seeking a community planning professional to administrate the daily planning and zoning operations. The selected applicant can expect to perform a broad range of complex, deadline-based assignments relative primarily to the schedules of the Walker Planning Commission and Zoning Board of Appeals. The selected applicant will be capable of mature interpersonal communication with city residents, officials, fellow staff members and the development community. The selected applicant will also be skilled in report writing; site plan review and design; time management; Microsoft Office products; GIS technologies; ordinance enforcement, development and analysis; and the application of Michigan laws related to planning and zoning.

This position requires a minimum of a Bachelor's degree in community planning, public administration, natural resources management, landscape architecture or closely related fields. Also required is a minimum of three years of relevant experience. AICP certification or eligibility is preferred. This is a full-time position with a salary range of \$48,926 to \$63,603.

Qualified candidates should submit a cover letter, resume and City of Walker application to:

Human Resources – Walker City Hall
4243 Remembrance Road NW
Walker, MI 49534.

Applications and the job description are available at www.ci.walker.mi.us. Applications will be accepted until January 23, 2015. The City of Walker is an Equal Opportunity Employer.

Posted December 22, 2014.

***KKV Comments - Similar demographics. Located outside of Grand Rapids (home of Meijer). This position involves more Planning Related duties, but the minimum qualifications would be easily satisfied by Mr. Akers**

EXHIBIT B

*Professional Planning Job listings provided from Michigan Association of Planning Website
<http://www.planningmi.org/jobs.asp>*

East Bay Charter Township

Planner/Zoning Administrator

East Bay Charter Township (population 10,000) is seeking an experienced Planner/Zoning Administrator. This position requires an AICP Certification, a Bachelor's Degree in municipal planning or related field preferred, but extensive planning, zoning and code enforcement experience may be acceptable. Three to five years experience in township planning and zoning work related field, with working knowledge of planning and zoning laws, ordinances, and procedures.

Responsibilities include coordinating site plan reviews, planning studies, updating and maintaining the Master Plan and zoning map, development and review of Township planning and zoning policies and ordinances. Candidate should possess excellent verbal and written communications skills. Salary DOQ. Excellent benefit package.

Please send cover letter and resume to Att. Glen Lile, East Bay Charter Township, 1965 N. Three Mile Road, Traverse City, MI. 49696. NO PHONE CALLS PLEASE.

Posted December 16, 2014.

***KKV Comments - Suburb of Traverse City. Smaller demographically. This position involves more Planning Related duties, but Mr. Akers would be qualified to apply.**

**GENOA CHARTER TOWNSHIP
ZONING OFFICIAL**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Ron Akers, of 2494 Cora Street, Wyandotte, Michigan 48192, hereinafter referred to as "Zoning Official".

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, the Township desires Ron Akers, as Zoning Official, to undertake the requirements and duties of this position;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Employer hereby employs Zoning Official and Zoning Official hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The term of this Agreement begins on April 1, 2015 and will continue unless terminated by either party for any reason.
 - i. This Agreement may be terminated with or without cause by the Township upon giving a thirty (30) day notice to the Zoning Official. Likewise, the Zoning Official may terminate the agreement for any reason and agrees to give a thirty (30) day notice to the Township.
3. The duties of the Zoning Official shall include such work as may be required by Employer. The Zoning Official shall work full time in accordance with the Genoa Township Personnel and Policy Manual and, shall regularly attend Township Zoning Board of Appeals meetings and attend Township Planning Commission and Board meetings as directed by the Assistant Township Manager or Manager.
4. Zoning Official shall devote his entire time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
5. Employer agrees to pay Zoning Official and Zoning Official agrees to accept as compensation, the gross sum of \$47,740.50 at the onset of this agreement.
6. Employer agrees to increase Zoning Official's compensation upon the successful completion of the following achievements:
 - i. Salary amount shall be increased by \$3,000.00 upon Zoning Officials completion of the achievements specified for a Master's Degree in Public Administration.
 - ii. Salary amount shall be increased by \$2,500.00 upon certification by The American Institute of Certified Planners.

7. Zoning Official will be eligible for future salary adjustments in conjunction with annual budget recommendations as approved by the board. The sums shall be paid to Zoning Official in accordance with regular payroll practice at the Township.
8. Employer agrees to pay Zoning Official a per diem for attendance at meetings of the Zoning Board of Appeals, Planning Commission or Board. The per diem shall be equal to the going rate for Zoning Board of Appeal members.
9. The Township agrees that it will periodically contribute to a qualified Deferred Compensation Retirement Plan ten percent (10%) of the employee's salary during each year of employment in conformance with the Genoa Charter Township Personnel Manual.
10. Employer agrees to pay Zoning Official for incidental expenses incurred in relation to activities approved by the Township.
11. Zoning Official shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by Employer.
12. The Agreement shall be binding upon and inure to the benefit of the Zoning Official and his heirs and assigns and personal representatives and the Township of Genoa, a Charter Township.

IN WITNESS WHEREOF, the Township, the Zoning Official, through its Supervisor and Clerk, have executed this Agreement after grant of Authority to do so by the Genoa Township Board on 04/20/2015 and Ron Akers, the Zoning Official, has set his hand and seal, on the date indicated.

GENOA TOWNSHIP – EMPLOYER

By: _____
 Gary T. McCririe
 Its Supervisor
 Dated: _____

By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated: _____

ZONING OFFICIAL

By: _____
 Ron Akers
 Dated: _____



Livingston County
**911 Central Dispatch /
Emergency Management**

300 S. Highlander Way
Howell, Michigan 48843
Telephone 517.546.4620
Fax 517.546.5008



Jeffrey R. Boyd
Director
Michael D. Kinaschuk
Emergency Management Program Manager

*Ron,
Please attend.
WJ*

April 2, 2015

Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116

Dear Genoa Charter Township,

The Michigan Emergency Management Act, Public Act 390 of 1976, as amended, requires municipalities with populations of 10,000 or more to either appoint an emergency management coordinator for the municipality - or - develop a support emergency operations plan as part of the county emergency management program.

In discussions with the Michigan State Police Emergency Management & Homeland Security division, it is recommended that municipalities with populations nearing the 10,000 mark should also be included as a precaution to ensure coverage in the event of a disaster.

Livingston County is hosting a meeting to discuss these options further:

Date: **April 14, 2015**

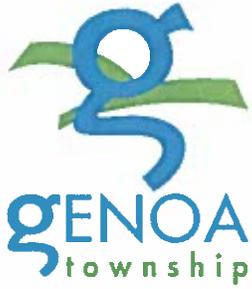
Time: **10:00am**

Location: **LaBelle Livingston County Public Safety Complex
1911 Tooley Road
Howell, MI 48843
Boyd Conference Room, Second Floor**

We look forward to meeting with you and we appreciate your participation in preparing for potential disasters within your community.

Sincerely,

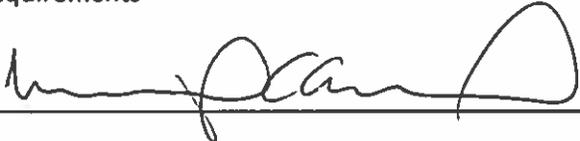
Michael D. Kinaschuk



MEMORANDUM

TO: Township Board of Trustees
FROM: Ron Akers, Zoning Official
DATE: 4/16/15

RE: Livingston County Emergency Operations Plan – Local Support Requirements

Manager Review: 

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

Recently I attended a meeting at Livingston County Central Dispatch/Emergency Management to discuss the requirements of the Michigan Emergency Management Act as it applies to municipalities with a population of 10,000 or greater.

The Michigan Emergency Management Act (MEMA) provides a process in order to promote emergency preparedness in a community. Among the items included in the MEMA is a process for receiving state assistance of up to \$100,000 if federal assistance does not become available after the Governor has declared a state of disaster or emergency. In order to be eligible for this funding, municipalities with a population of 10,000 or greater are required to do one of the following:

- A. Actively maintain a separate emergency management program.
- B. Be incorporated into a county emergency management program.

Genoa Township has an Emergency and Disaster Preparedness Ordinance which provides guidelines for the creation of a separate emergency management program which would, in turn require the creation of an Emergency Operations Plan (EOP). The process for initiating a separate program would be extensive and would duplicate many of the efforts already initiated by Livingston County. As our current emergency service providers in the community are regional in nature (i.e. Brighton Area Fire Authority, Livingston County Sheriff, Michigan State Police, etc.) and we do not have any emergency service personnel directly employed by the Township, it would be more efficient and realistic for us to incorporate into Livingston County's EOP.

In order to incorporate ourselves into Livingston County's EOP we need to create and adopt a Local Support Plan. Livingston County Emergency Management has provided the Township with a template to complete this task and representatives from the State of Michigan have offered to review our plan prior to submittal. After review by the State of Michigan, the Local Support Plan will come before the Township Board of Trustees for its adoption.

I hope that we never have need for these funds, but it is important that we meet these requirements and be prepared should an emergency or disaster be declared in our community. Due to this we will begin preparations to complete the Local Support Plan and bring it before the Township Board at a later date. Should anyone have any questions, comments or concerns please feel free to contact me.

SUPERVISOR
Gary T. McCririe

CLERK
Paulette A. Skolarus

TREASURER
Robin L. Hunt

MANAGER
Michael C. Archinal

TRUSTEES
H. James Mortensen
Jean W. Ledford
Todd W. Smith
Linda Rowell