

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
November 2, 2015
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Approval of Consent Agenda:

1. Payment of Bills.
2. Request to Approve Minutes: Oct. 19, 2015
3. Request to amend the Homestead Drive Road Improvement Special Assessment Roll to remove Parcel # 4711-28-202-032 levied in error.
4. Request for approval of a recommendation from the Election Commission for salaries related to the November 3, 2015 election and those scheduled for 2016.
5. Request for approval of a silent auction [Annual Snowflake Festival] sponsored by the Three Fires Elementary PTO on Jan. 29, 2016 from 6-8 p.m.

Approval of Regular Agenda:

6. Discussion of a policy related to the payment of bills and public meetings related to a payment of bill policy adopted in December 5, 2011.
7. Consider request from Howell Area Parks and Recreation Authority for a one-time payment of \$20,000 to alleviate a budget deficit.
8. Consider request from Cromaine District Library for placement of a Little Free Library on the Township Hall property.
9. Consider approval of a moratorium on Medical Marijuana Facilities for a period of one year as recommended by staff.
10. Request to approve purchase of a postage meter at a cost not to exceed \$4,070.00 and a folder/insertter at a cost not to exceed \$7,894.00 from Neopost.

Correspondence
Member Discussion
Adjournment

*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: November 2, 2015

TOWNSHIP GENERAL EXPENSES: Thru November 2, 2015	\$84,220.39
October 23, 2015 Bi Weekly Payroll	\$77,652.13
November 2, 2015 Monthly Payroll	\$11,350.74
OPERATING EXPENSES: Thru November 2, 2015	\$27,521.48
TOTAL:	<u>\$200,744.74</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
32158	USPS	United States Postal Service	10/14/2015	27.29
32159	RELIANCE	Reliance Standard Life Insuran	10/15/2015	2,371.62
32160	Unum	Unum Provident	10/15/2015	2,504.30
32161	WEX	WEX Bank	10/15/2015	31.50
32162	A T & T	A T & T	10/19/2015	161.52
32163	BLUE CRO	Blue Cross & Blue Shield Of Mi	10/19/2015	27,919.46
32164	BullsEye	BullsEye Telecom	10/19/2015	291.70
32165	CONTINEN	Continental Linen Service	10/19/2015	102.90
32166	EHIM	EHIM, INC	10/19/2015	6,331.66
32167	GENOADPW	Genoa Township DPW Fund	10/19/2015	274.71
32168	livcty	Livingston County Treasurer	10/19/2015	72.00
32169	LSL	LSL Planning, Inc.	10/19/2015	2,565.19
32170	Mancuso	Mancuso & Cameron, P.C.	10/19/2015	3,760.00
32171	PRINTING	Printing Systems	10/19/2015	1,051.21
32172	Stonebri	SBS Group	10/19/2015	3,500.00
32173	Tetra Te	Tetra Tech Inc	10/19/2015	420.00
32174	VERIZONW	Verizon Wireless	10/19/2015	583.82
32175	Porubsky	Melonic Porubsky	10/19/2015	108.00
32176	Economic	Economic Development Council o	10/21/2015	21,500.00
32177	Allstar	Allstar Alarm LLC	10/22/2015	25.00
32178	DTE LAKE	DTE Energy	10/22/2015	52.61
32179	FED EXPR	Federal Express Corp	10/22/2015	26.83
32180	LEO'S CU	Leo's Custom Sprinkler Service	10/22/2015	90.00
32181	LIVCP&A	Livingston Press & Argus	10/22/2015	1,460.00
32182	RELIANCE	Reliance Standard Life Insuran	10/22/2015	2,371.62
32183	Unum	Unum Provident	10/22/2015	2,379.20
32184	VERIZONW	Verizon Wireless	10/22/2015	250.61
32185	CARDM	Chase Card Services	10/23/2015	2,502.04
32186	COMC	Comcast	10/23/2015	136.87
32187	Dyk	Dykema Gossett, PLLC	10/23/2015	1,093.30
32188	WALMART	Walmart Community	10/23/2015	255.43

Report Total: 84,220.39

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 10/15/2015 - 15:39

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13440	EFT-FED	EFT- Federal Payroll Tax	10/23/2015		7,737.66 4,540.17 4,540.17 1,061.80 1,061.80
Check 13440 Total:					18,941.60
13441	EFT-PENS	EFT- Payroll Pens Ln Pyts	10/23/2015		2,678.88 72.53
Check 13441 Total:					2,751.41
13442	EFT-PRIN	EFT-Principal Retirement 457	10/23/2015		1,067.00
Check 13442 Total:					1,067.00
13443	EFT-ROTH	EFT-Principal Roth	10/23/2015		565.00
Check 13443 Total:					565.00
13444	EFT-TASC	EFT-Flex Spending	10/23/2015		1,069.97
Check 13444 Total:					1,069.97

Report Total:

24,394.98

Bi Weekly 10/23/15
Payroll
53,257.15
77,652.13

Accounts Payable

Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 10/22/2015 - 10:49

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13445	EFT-FED	EFT- Federal Payroll Tax	11/02/2015		1,952.99 687.59 687.59 160.81 160.81
Check 13445 Total:					3,649.79
13446	EFT-PENS	EFT- Payroll Pens Ln Pyts	11/02/2015		394.21
Check 13446 Total:					394.21
13447	EFT-ROTH	EFT-Principal Roth	11/02/2015		200.00
Check 13447 Total:					200.00
13448	EFT-TASC	EFT-Flex Spending	11/02/2015		83.33
Check 13448 Total:					83.33
13449	FIRST NA	First National Bank	11/02/2015		7,023.41
Check 13449 Total:					7,023.41
Report Total:					11,350.74

#595 PINE CREEK W/S FUND

Payment of Bills

October 14 - 30, 2015

Type Date Num Name Memo Amount

no checks issued

11:16 AM

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

October 14 - 30, 2015

Type Date Num Name Memo Amount

no checks issued

#503 DPW UTILITY FUND

Payment of Bills

October 14 - 30, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	10/19/2015	3392	SBS Group, LLC	SBS Twp Portal subscription Renew 10-1 to 9-3016	-2,500.00
Bill Pmt -Check	10/19/2015	3393	WEX Bank	Fleet fuel purchases-Sept 2015	-2,067.51
Bill Pmt -Check	10/15/2015	3394	U.S. POSTMASTER	MHOG billing July-Sept 2015	-1,512.47
Bill Pmt -Check	10/19/2015	3395	Mancuso & Cameron		-40.00
Bill Pmt -Check	10/19/2015	3396	Verizon Wireless	Phone Sept 7 to Oct 6 2015	-287.47
Bill Pmt -Check	10/30/2015	3397	Greg Tatara	Nov. Monthly Car Allowance	-500.00
Bill Pmt -Check	10/30/2015	3398	HUMPHRISS	Nov. Car Allowance	-250.00
Bill Pmt -Check	10/30/2015	3399	LAHRA	Nov Member Meeting	-25.00
Bill Pmt -Check	10/19/2015	3400	LOWE'S	9-3 to 10-1-2015	-1,059.63
Bill Pmt -Check	10/22/2015	3401	Chase Card Services		-2,593.74
Bill Pmt -Check	10/22/2015	3402	Staples Credit Plan		-167.91
				Total	-11,003.73

11:18 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

October 14 - 30, 2015

Type Date Num Name Memo Amount

Bill Pmt -Check	10/19/2015	3457	Bullseye Telecom	003CA32, 003CACC	-754.16
Bill Pmt -Check	10/19/2015	3458	Genoa Township G/O New User Fund	Deposit to 489-000-084-592	-15,300.00
Bill Pmt -Check	10/22/2015	3459	AT&T(2)	Telephone Service 10-7 thru 11-6-15	-87.59
Bill Pmt -Check	10/23/2015	3460	AT & T	Telephone Internet Service 9-12-15 TO 10-1	-65.00
Bill Pmt -Check	10/23/2015	3461	STATE OF MICHIGAN	Ref. No G99962109	-311.00
				Total	-16,517.75

DRAFT

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
October 19, 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. The following board members were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were: Township Manager Michael Archinal and approximately 12 persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Skolarus and supported by Ledford to approve all items listed under the consent agenda as requested and correcting the Minutes of Oct. 5, 2015 to include a call to the public with a response. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: Oct. 5, 2015

Approval of Regular Agenda:

Moved by Smith and supported by Rowell to approve for action all items listed under the regular agenda as requested with the addition of an item 6 related to the schedule of meetings and holidays. The motion carried unanimously.

3. Presentation by Ken Palka of Pfeffer, Hanniford and Palka with reference to the annual audit for the Fiscal Year ending March 31, 2015.

Palka thanked the board for their continued support. He complimented the Treasurer and Clerk on the smooth process in completing the audit. An overview of his cover letter dated Aug. 21, 2015 was presented. Concerns were raised with regard to the existing software and that changes needed to be made. The audit suggestion to “establish control over the financial reporting process” was considered. The board will be provided with a flow-chart establishing the process being used by the office for payment of expenditures and receipt of revenue.

4. Request to accept the audit as submitted by the Township Auditors: Pfeffer, Hanniford and Palka.

Moved by Rowell and supported by Mortensen to accept/ receive the audit as submitted. The motion carried unanimously.

5. Request for approval of Resolution No. 5 [confirming the special assessment roll] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.

A call to the public was made with the following response: Bob Hutchison – I congratulate the board on their fiscal success. I am not pleased that the Road Commission isn't paying for this road. Mark Bignell – This is disappointing. Grand Oaks Place Arena will be paying \$24,000.00 is excessive.

Moved by Ledford and supported by Skolarus to approve Resolution No. 5 (confirming the special assessment roll) as submitted. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

6. Discussion of meeting dates and holidays for the calendar year beginning Jan. 1, 2016.

Moved by Skolarus and supported by Rowell to approve the meeting dates as requested with the elimination of the second meeting in December related to the Township Board. The motion carried unanimously.

SELCRA – A meeting of all township boards has been scheduled for Nov. 11, 2015.

The regular meeting and public hearing of the board was adjourned at 7:35 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township

Gary McCririe, Supervisor
Genoa Charter Township

GENOA CHARTER TOWNSHIP BOARD SYNOPSIS
MINUTES: 10/05/2015 and 10/19/2015

The following requests were approved by the Township Board at the October 5, 2015 and October 19, 2015 meetings:

- Payment of Bills
- Minutes from 09/21/15 & 10/05/2015
- Approved - Resolution No. 5 for the Homestead Drive Road
- Approved - Resolution No. 3 & 4 for the Grand Oaks Drive Road Improvement Project
- Tabled – A presentation by Ken Palka with reference to the annual audit
- Approved - Changes to the employee healthcare benefits at the recommendation of the Human Resources Director
- Tabled - A recommendation from the Election Commission
- Discussed - Correspondence received from SELCRA with regard to their inclusion into the Brighton Area School District.
- Moved - To closed session to discuss pending litigation MCL 15.268 § 8 (e)
- Accepted - The audit as submitted by the Township Auditors Ken Palka
- Approved - Resolution No. 5 for the Grand Oaks Drive Road Improvement Project
- Approved - Meeting dates and holidays for the calendar year beginning Jan. 1, 2016

The minutes may be viewed in their entirety at www.genoa.org or call (810) 227-5225 and request a copy if you do not have internet service available to you.

Paulette A. Skolarus, Clerk

Gary McCririe, Supervisor

(Liv. Daily 09/23/2015 monthly publication)

**Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
810-227-5225**

Memo

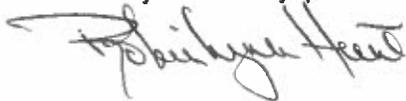
To: Genoa Township Board
From: Robin L. Hunt, Township Treasurer
Date: 10/28/2015
Re: Correction to the Homestead Drive Road Improvement Special Assessment District

Please consider my request to amend the Special Assessment Roll for the Homestead Drive Road Improvement Project that was confirmed on 10/05/15. As you may recall Edward Schrock questioned the Board on whether his vacant parcel was assessed, to which I replied it was not. However, upon further review I did find Mr. Schrock's vacant parcel, #4711-28-202-032, was included on the roll in error.

If approved the removal of this parcel will revise the amount levied per parcel from \$2,858.00 to \$2,904.00 changing the annual levy from \$571.60 to \$580.80.

I have attached the revised roll reflecting my correction request as well as an amortization table showing the amount to be levied per parcel, per year for 5 years.

Please let me know if you have any questions. Thank you for your consideration.



Special Assessment Roll for GENOA TOWNSHIP
Roll for Year 2015
Population: Special Assessment District (090815)
Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
090815 Homestead Rd 2016	4711-21-401-001 LEEK, J. BRIAN & DEBORAH K.	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-002 PERRI ROSEMARY	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-004 GADBAW SHANE & KINI	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-006 GADBAW, SHANE P. & KINI J.	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-008 ANDREWS LAND TITLE STANDARD 9.3	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-012 REA, RONALD & ANNA D.	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-015 MCLEAN BRIAN & GAIL	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-021 ECKHOLD BARRY J	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-023 PEREIRA DENNIS S & PATRICIA C	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-024 REIMONDO DONALD & KAREN	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-026 PEAL, MICHAEL & MARY ANN TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-21-401-027 DAVIS DONALD	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-100-023 LIBLER JEFFREY & MARY S	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-100-024 ROSE CREEK LANE LLC	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-100-025 LANCASTER BLAKE N & SAUNDRA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-100-026 BROOKS MICHAEL & BERNA STREET-	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-001 BROWN, ANGELA & CURT	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-002 OSWALT, GEOFFREY	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-003 THORNE STEPHANIE TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00

Roll for Year 2015
Population: Special Assessment District (090815)
Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
090815 Homestead Rd 2016	4711-28-201-004 HARTLEY WILLIAM	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-005 RACINE TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-006 WOOD PETER DENISE & DANIELLE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-007 ST. GERMAIN MARK LIVING TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-011 TUCZAK, FRANK D. & LORI	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-012 FLEMING, THOMAS & DIANA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-013 LANZON, OLIVER & NANCY	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-014 MANCINI KAREN & LEO LTS 9.3	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-017 SIRLS LARRY & LISA LIFE ESTATE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-018 JELNICKI REVOCABLE TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-019 ELLERHOLZ PATRICK	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-020 SECHRIST THOMAS H & ROSEMARY J	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-021 BRUDER PETER H TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-022 KOWALCZYK, JOSEPH	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-023 HERRON DOUGLAS & POH KIM	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-026 CASOLI DANIEL J & CHRISTINE K	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-027 SCHROCK, EDWARD & JUSTINA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-028 KORENCHUK, DENNIS - TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-029 ROJOWSKI, STANLEY	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00

Roll for Year 2015
Population: Special Assessment District (090815)
Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
090815 Homestead Rd 2016	4711-28-201-031 SAVEDES MARIE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-032 HEIDER THOMAS L	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-033 ZAMMIT, VICTOR & PATRICIA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-035 WLODARCZAK JON & DANIELLE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-038 WACLAWEK, MURIEL MCGRATH	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-042 GROTEHUIS BRUCE G	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-044 KOZAR PATRICIA & DAVE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-045 LEWIS, JACK	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-046 WILSON SCOTT, JERALD JR & GARRICK	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-047 MC DONALD, KURT & NANCY	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-050 WHITE CRAIG R.	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-052 CLEMENTS, SCOTT & CYNTHIA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-053 CLARK, PAYTON III & KIM	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-054 WEATHERLY RICHARD TRUST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-055 MCCORD MATTHEW M & KIMBERLY L	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-056 WILLIAMS JACKIE & LYNDALIFE EST	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-201-057 VARNEY, BENJAMIN & KATHRYN	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-001 BROWN CURT & ANGELA	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-005 GOODLING, CHESTER & LOUISE	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00

Special Assessment Roll for GENOA TOWNSHIP

Roll for Year 2015
Population: Special Assessment District (090815)
Special Population Both Active and Inactive Parcels

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Addtl Penlty Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
090815 Homestead Rd 2016	4711-28-202-007 KIRCHOFF, ALAN	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-016 HARMAN THORIN B	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-021 MCGRATH JULIE ANN	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-025 DUNN, JOHN & KAREN	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
090815 Homestead Rd 2016	4711-28-202-031 SCHROCK, EDWARD & JUSTINA	0.00 0.00	0.00		0.00	0.00 0.00	0.00
090815 Homestead Rd 2016	4711-28-202-035 SHANLIAN LESLIE M	0.00 0.00	0.00		0.00	2,904.00 0.00	2,904.00
Total Parcels: 63		0.00 0.00	0.00		0.00	180,048.00 0.00	180,048.00

Amortization Table
Special Assessment: 090815 Homestead Rd 2016. Year Started: 2016
Info for 4711-28-202-035, Declining Balance Method
Current Principal: 2,904.00, APR Interest: 0.0000000

Period	Payment	Toward Interest	Toward Principal	Outstanding
2016	580.80	0.00	580.80	2,323.20
2017	580.80	0.00	580.80	1,742.40
2018	580.80	0.00	580.80	1,161.60
2019	580.80	0.00	580.80	580.80
2020	580.80	0.00	580.80	0.00
	2,904.00	0.00	2,904.00	

** THIS AMORTIZATION TABLE DISPLAYS A SCHEDULE OF PAYMENTS BASED ON THE NUMBER OF YEARS,
** STARTING YEAR, AND INTEREST RATE OF SPECIAL ASSESSMENT DISTRICT 090815 (Homestead Rd 2016).
** IT DOES NOT TAKE INTO CONSIDERATION PAYOFFS OR ADVANCE PAYMENTS

Date: Oct. 20, 2015

To: Genoa Charter Township Board
From: Genoa Township Election Commission

As of this date a special election for Howell Bonding, LESA and the Brighton Library has been scheduled for Tuesday, November 3, 2015. State changes in the payment of election officials now requires reporting on a W-2 with taxes withheld if requested by the employee. In consideration of taxes now being paid the Election Commission is requesting an increase in compensation for all persons working the Nov. 3, 2015 election and those tentatively scheduled for 2016 as follows:

- Poll Workers will be paid \$225.00 per diem.
- Co-Chairmen will be paid \$275.00 per diem. Co-Chairmen, in addition to other responsibilities, are expected to return to the township hall for the final tally of votes cast and a review of all documents.
- Election officials working the precincts or absent voter counting board after 10:00 p.m. will be paid an additional \$12.00 per hour – prorated on the quarter hour.
- Staff working the election will be paid at their regular rate, plus time and a half over 8 hours.
- The setup of the precinct is paid @ \$12.00 per hour plus mileage for any person assisting Adam.
- Additional part time/temporary and permanent help will be paid at \$13.50 per hour starting salary for the processing of absent voter ballots and working the receiving board.
- Poll workers attending mandated instructional classes will be paid \$25.00 for attending the class.
- The Election Commission will be paid a per diem of \$150.00.

Election/salaries

October 12, 2015

Paulette A. Skolarus
Genoa Township Clerk
2911 Dorr Rd
Brighton, MI 48116

Ms. Skolarus,

We are sending this letter to ask for permission to have a silent auction at our annual Snowflake Festival January 29, 2016. We will be asking for donated items from local businesses to be auction off.

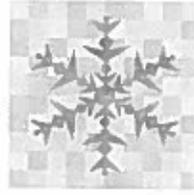
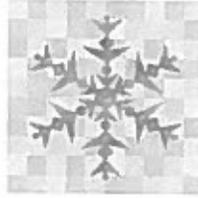
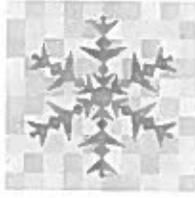
Our EIN # is 45-3575903 and our last license number was R19807. This is a fundraiser festival sponsored by the PTO.

We have included a flier for our festival. Our festival is to include baskets made up with donated items from each classroom to be in our basket raffle, this is not part of the silent auction. We sell tickets for \$1 and draw a winner. We will also have PTO sponsored face painting, music and other activities still to be determined. We will have a bake sale as well.

Thank you for your consideration in this matter.

Sincerely,

Three Fires Elementary PTO
Lisa A. Taucher - President
Penny Warnecke - Vice President
Allison Collins - Secretary
Jodie Austin - Treasurer



Please join us for our Annual Snowflake
Festival – January 29, 2016 - 6:00–8:00

Activities will include but not limited to:

Face Painting

Bake Sale

Cake Walk

Basket

Silent Auction

Music/Dancing

Purchase tickets for \$1 each and try your luck at
a wonderful basket made up by our classrooms!! This
is a PTO sponsored event.

DRAFT
Genoa Charter Township Michigan
Board Meeting Cancellation and Bill Payment Policy

1. **Introduction:**

Pursuant to MCL 41.72a (1), annually, the Township Board provides by resolution the time and place of its regular meetings. If a time set for a regular meeting of the Township Board is a holiday, as designated by the township Board, the regular meeting shall be held at the same time and place on the next day that is not a holiday provided there is no conflict with other scheduled meetings.

MCL 41.75 provides in part that the Township Board shall approve claims against the Township and authorize payment of allowed claims.

2. **Purpose:**

Genoa Charter Township is committed to the highest standards of Michigan Townships in the payment of bills and invoices.

3. **Policy Statement:**

(a) Once the schedule of the time and place of the Township Board meetings is established, meetings will not be cancelled without Board approval except in the case of adverse weather, lack of a quorum, or in the event of an emergency such as a fire, tornado, flood, etc.

(i) Only one Board meeting is scheduled in a particular month and/or the Board approves a scheduling change; or

(ii) A meeting is cancelled because of weather, lack of quorum or emergency and cannot be rescheduled and held within three (3) business days;

(b) Board approval is required in advance before payment of bills, except in the following circumstances:

(iii) See "Bill Payment Policy adopted by the board for 12/05/2011

(iv) Bills paid under this Policy shall be paid with the signatures of two (2) of the following Township officials: (i) the Treasurer or the Deputy Treasurer; (ii) the Clerk or the Deputy Clerk; or the Supervisor and other appointee. These bills shall be dated with the date of payment and post-audited at the board meeting following payment.

Genoa Charter Township

Bill Payment Policy Adopted by the Board

Final amendment: Dec. 5, 2011

- 1. Utilities such as electric, gas, sewer and similar where payment prior to approval of the board avoids a late payment of penalty.**
- 2. Postage not to exceed \$2,000.00.**
- 3. Normal and customary payroll and per diems for employees, elected and appointed officials.**
- 4. Payroll taxes.**
- 5. Insurance premiums.**
- 6. Two representatives of the administrative committee may approve payment of any bill provided that the previously approved budget allows for remittance.**

Policy/bill payment



925 W. Grand River Ave.
Howell, Michigan 48843
517.546.0693
517.546.6018 Fax
www.howellrecreation.org

"Communities coming together to enrich lives by promoting active and healthy lifestyles"

DATE: October 21, 2015

TO: Supervisor McCririe & Genoa Township Board of Trustees

Dear Board of Trustees;

I come to you this evening to request a onetime additional contribution from our participating members of the Howell Area Parks & Recreation Authority to alleviate a short term cash flow shortage.

Over the past 6 months we have experienced periodic cash flow shortages and while all employees have been paid in full and on time, we have had to delay some payments to our vendors, instructors and suppliers. At this point we are current with all payments but we will not be able to meet our needs from mid-November to the end of this calendar year without the additional contribution.

We have completed cash flow projections, attached, that indicate the need for the additional contribution that will not only get us through this calendar year but also through 2016.

At the HAPRA board meeting on Tuesday, October 20, 2015 I was instructed to present our request to the Boards of each of the participating members.

Our request is for an additional contribution of \$ 20,000 to be paid as soon as possible.

Thank you for your consideration.

Respectfully,

Paul F. Rogers
Executive Director
Howell Area Parks & Recreation Authority

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
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ARTICLE I

NAME AND OFFICE

The name of the Authority shall be and is the “Howell Area Parks and Recreation Authority”, hereinafter referred to as the “Authority”. The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or at such other location as may be designated by the Board of the Authority.

ARTICLE II

DEFINITIONS

The terms “authority,” “board,” “participating municipality,” “park,” “recreational purposes,” “swimming pool,” “and territory of the Authority” as used in these Articles of Incorporation shall be as now or hereafter defined in Section 1 of Michigan Public Act 321 of 2000, as amended (“Act 321”), that being MCL 123.1133, *et seq.* Other terms shall have such meaning as may be specified in the various provisions of these Articles of Incorporation.

ARTICLE III

PARTICIPATING MUNICIPALITIES AND TERRITORY

The participating and creating municipalities of the Authority are the City of Howell, portions of Genoa Township containing precinct 1, 2, 3, 5, 9, 10, Township of Marion and the precincts of the Township of Oceola which are contained in the Howell Public School District, in the County of Livingston, Michigan, all of which are hereby designated and referred to in these Articles as the “participating municipalities.” The “territory of the Authority” shall be all of the combined territory of the participating municipalities as stated in this paragraph.

ARTICLE IV

PURPOSE

The purpose of the Authority shall be to construct, operate, maintain and/or improve recreational facilities, including, but not limited to, parks, swimming pools, recreation centers, auditoriums and any other facilities authorized by Section 5 of Act 321, to acquire land for recreation purposes authorized by Section 5 of Act 321, and to provide recreational services as authorized by Act 321.

ARTICLE V

POWERS

The Authority shall be a body corporate with power to sue or be sued in any court in the State of Michigan. Its jurisdiction shall include all of the total territory embraced within the described boundaries of its participating municipalities, as defined in Article III of these Articles, as now constituted or hereafter changed through annexation, detachment, consolidation or change of municipal identity.

The Authority shall possess all of the powers specified in Act 321 and all other laws of the State of Michigan and all the powers necessary to carry out the purposes thereof and those powers incidental thereto. It may acquire property by purchase, lease, grant, gift, devise, land contract or installment purchase contract, either within or outside its corporate limits, and may hold, manage,

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control, sell (if the assets are owned by the authority), exchange or lease owned property for a system of parks and public recreational facilities including, but not limited to, related buildings, structures, sports fields, apparatus, equipment, pathways, waterways, athletic courts and pools used in connection with the operation of a parks and recreation program. It may acquire, by purchase, lease or otherwise, and succeed to any or all of the rights, obligations and property of the cities or townships, or any parts thereof, toward lands and structures within the territorial limits of the Authority comprising parks and recreational facilities. Upon approval of these Articles of Incorporation, no approval of the electors shall be necessary for the Authority to acquire and/or manage parks and facilities located within or outside the Authority. The Authority may sell or lease owned lands and facilities within or outside the Authority's boundaries. The Authority may exercise all powers in the management and control of Authority property, including the extent of use by persons residing outside the boundaries of the Authority, and in the administration of the Authority, whether such powers are expressly enumerated or not.

ARTICLE VI

TERM

The Authority shall continue in existence perpetually or until dissolved by the majority vote of each of the then participating municipalities. A participating municipality shall not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE VII

FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of ~~January~~ July in each year and shall end on the last day of ~~December~~ June of the same subsequent year.

ARTICLE VIII

GOVERNING BOARD

The Authority shall be directed and governed by an odd number Board of Trustees, known as the "Howell Area Parks and Recreation Authority Board" and hereinafter sometimes referred to as the "Board," which shall be made up of one member selected by the governing body of each participating municipality, each of whom shall be an elected official of said participating municipality or the township or city which shall encompass said participating municipality if that participating municipality is a district; and a member selected by the Howell Public Schools Board of Education who shall reside within the Authority's jurisdictional boundaries. The Recreation Authority Board will appoint one resident who shall reside within the Authority's jurisdictional boundaries to the Board, if needed, to meet the required odd number of members. An individual appointed by the Recreation Authority Board under this provision shall not reside in the same municipality as the individual selected by the Howell Public Schools Board of Education. This appointed member shall serve a term of not more than two (2) years and shall be eligible for reappointment. This appointed member shall not be an elected official of any participating municipality. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective participating municipality, or in the case of the member selected by the Howell Public Schools Board of Education with the Secretary of the Howell Public Schools Board of Education, or in the case of the member selected by the Board, with the Secretary of the Board.

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The Recreation Authority Board, the governing body of each participating municipality, and the Howell Public Schools Board of Education may appoint an alternate member who shall attend meetings and vote and otherwise act at such meetings in the absence of the member appointed by such governing body. Alternate members must meet the requirements as set forth in this Article VIII.

The Authority shall not employ members of the Board, or members of their immediate families, in any position other than one which is voluntary and unpaid. Each year in July, the board shall elect officers at an organizational meeting including: Chairman, Vice Chairman, Secretary, and Treasurer. Officers shall serve until the organizational meeting of the following year or until their respective successors shall be selected and qualified. No selection to the Authority and no selection of an officer shall be deemed to be invalid because it was not made with or at the time specified in these Articles. Any Board member may be removed at any time for cause or without cause by action of the governing body that selected such member.

ARTICLE IX

COMPENSATION

Pursuant to the requirements of Act 321, members of the Authority Board shall not be compensated for their service by the Authority. Each member of the Board shall, however, be entitled to reimbursement for all expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE X

VACANCY

In the event of a vacancy on the Board, the governing body selecting such representative shall fill the vacancy as expediently as possible.

ARTICLE XI

MEETINGS

Meetings of the Authority shall be held as required and at least quarterly at such time and place as shall be prescribed by resolution of the Board. Each member of the Board shall have one vote. Special meetings of the Board may be called by the Chairperson, or any two (2) members thereof, by written notice to the time, place and purposes thereof, upon each member of the Board, personally, or by leaving it at his or her place of residence at least twenty-four (24) hours prior to the time of such meeting, or by depositing the same in the U.S. Post Office or mail box within the limits of the Authority, at least seventy-two (72) hours prior to the time of such meeting, enclosed in a sealed envelope properly addressed to such member at his or her home address or office address, whichever shall have been designated by the member, with postage fully prepaid. If a member has not designated a mailing address for Board purposes, notice must be mailed to both the member's home and office addresses. Any meeting of the Board shall be held, and any notice therefore shall be given, in accordance with the provisions of Act 267, Public Acts of Michigan, 1976, as amended. (Open Meetings Act.) Any member may waive notice of any special meeting either before or after the holding thereof. At least a majority of the voting members of the Board shall be required for a quorum. The Board shall act by motion or resolution. A vote of the majority of the members of the Board who are present at any meeting, at which a quorum is

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present, shall be sufficient for passage of any motion or resolution. However, notwithstanding anything herein to the contrary, any vote regarding the annual budget, capital expenditures, projected revenues, projected expenditures, budget and budget amendments, shall only be voted upon by a vote of the majority of the members of the Board, and not the majority which would otherwise constitute a quorum.

The Board shall have the right to adopt rules governing its procedures, which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation. The Board shall keep a record of its proceedings, which record shall be signed by the Secretary and open to the public. All votes shall be "Yes," "No" or "Abstain," provided where the vote is unanimous, it shall only be necessary to so state.

ARTICLE XII

DUTIES OF BOARD AND OFFICERS

The Chairperson of the Board shall be the presiding officer thereof, and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as herein otherwise provided, the Chairperson and Board Members shall not have any executive or administrative functions other than as a member of the Board. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Secretary shall be the recording officer of the Board. The Treasurer shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal there from shall follow the approved financial policies as accepted by the Board of Trustees. All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties. The Authority shall pay the cost of the bonds.

ARTICLE XIII

REVENUE SOURCES, BUDGETING, AND FINANCING THE AUTHORITY

Revenue Sources

The Authority shall have the power to assess and collect fees, rents, tolls, excises, and service charges; to borrow money and issue revenue bonds in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended; to borrow money and issue bonds on the credit of the Authority a sum not to exceed 2 mills of the taxable value of the taxable property within the territory of the Authority for the purpose of acquiring, owning, purchasing, constructing, maintaining or operating a system of parks and recreational facilities or any combination thereof; and to appropriate money annually for Authority purposes and to lay and collect taxes for Authority purposes in a sum not to exceed one (1) mill provided that it is approved in each participating municipality by a vote of the electorate, as provided in Act 321, and to raise revenue by any other levy or bond issuance authorized by Act 321. The term of any bond, note, land contract, installment purchase contract or other borrowed money shall not extend beyond the last day of the fiscal year of a property tax authorized under Article XIII.

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Financing the Authority

A. **Financial Contribution From Each Participating Municipality Until Millage Election**

Beginning in FY07/08, the participating municipalities may choose from two different funding levels of either \$100,000 or \$57,980 year. Starting in FY 08/09 the lower contribution rate will rise by the Consumer Price Index for the proceeding year. The \$100,000 level shall remain the same until the lower tier equals \$100,000 level then all contributions under this formula will rise by the Consumer Price Index for the proceeding year. Residents of municipalities who choose to participate at \$100,000 level will be entitled to the lowest program fee structure. Residents of municipalities who choose to fund at the \$57,980 level will generally be assessed a premium program fee equaling the percentage difference between the \$100,000 level and the lower level for service. Once the contribution rates are equalized to \$100,000 then all residents of participating municipalities will be charged the same program fees. Any resident of a nonparticipating municipality will be generally charged two times the normal program fee. Annual financial contributions shall be made quarterly to the Authority.

It is the intent of the participating municipalities and these Articles that the question of a property tax levy as authorized by Section 11 of Act 321 will be put to the electorate with the earliest date of 2010 or at such subsequent time as the board shall determine. In the event said levy shall be approved, the funding mechanism in subsection B will replace the funding mechanism in this subsection. In the event that the levy is not approved by the voters, or any future renewal of such levy is not approved by the voters, it is the intent of these Articles, without further action being required, that the Authority will dissolve, and said dissolution will be conducted in accordance with Article XV of these Articles, unless two-thirds (2/3rds) of the participating municipalities shall, by resolution of their governing bodies within 90 days of the failure of the millage question, determine that the Authority should continue. In the event that two-thirds of the participating municipalities resolve to continue the Authority, all participating members not so resolving will put the question to their governing bodies and resolve to either continue the Authority or withdraw from the Authority. Any withdrawal shall be conducted in accordance with Article XIV of these Articles. In the event two-thirds, or more, participating members shall elect to continue the Authority following the failure of a millage question, the funding pattern set forth in the first paragraph of this section shall be followed unless and until the remaining participating municipalities amend these Articles to state a new funding mechanism and/or formula.

B. **Property Tax Levy**

As an alternative to the financial contribution formula in subsection A of this section, the Authority may levy a tax on all taxable property within the territory of the Authority as authorized by Section 11 of Act 321. For so long as the Authority is funded by a levy as authorized by Section 11 of Act 321, the imposition of such a levy shall preclude the Board and/or Authority from requiring any further financial contributions from each participating municipality. Nothing in this paragraph shall be construed as preventing a participating municipality, by action of its governing body, from providing additional contributions to the Authority, for either general or a specific use.

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C. Rollover Funding During Initial Operations

In addition to the above sources, the Authority may, during its first year of operations and additionally until the approval of the Property Tax Levy envisioned by this Article, be funded in part or whole via allocation of funds already designated for recreational activities by the participating municipalities. Any funds allocated directly from any participating municipality under this paragraph shall be credited toward that participating municipality's share under any budgetary computations under paragraph A for the first year or part thereof of operations of the Authority. Prior to commencement of the Property Tax Levy, the Authority Board shall make arrangements for the management and accounting of the Authority's finances by contract or through internal accounting by one of the participating municipalities.

Budgeting

D. Budget Process During Periods Not Funded by Property Tax Levy

For so long as the Authority is not financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these articles, the mandates of this paragraph shall apply to the Authority's budgeting process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning ~~January 1 July 1~~. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the participating municipalities no later than ~~November 1 March 1~~ of each year. The proposed budget shall provide for contributions from the member municipalities which are not greater than those which would be arrived at using the formula utilized in subparagraph A of this Article. After the approval of the proposed budget by the governing bodies of a two-thirds majority of the participating municipalities, the Board shall give final approval to the Authority budget for the next fiscal year. The budget may be amended from time to time upon approval by the governing bodies of a two-thirds majority of the participating municipalities. As used herein, the Howell School Board shall not be considered a participating municipality, nor shall its approval be required at any stage of the budget process.

E. Budget Process During Periods Funded by Property Tax Levy

During any period in which the Authority is financed by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles, the mandates of this paragraph shall apply to the Authority's budgeting process, and shall supercede the mandates of paragraph (D) of this Article. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning ~~January 1 July 1~~. The Board shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure that said budget is approved prior to ~~January 1 July 1~~ of the year it is to commence. The Board's approval by majority vote shall be the final approval required for the budget. The budget may be amended from time to time upon approval of a majority of the Board. Nothing in this subsection shall be construed to require a participating municipality to fund the Authority with any general fund monies without the approval of said funding by that participating municipality's governing body, which shall retain the discretion to approve or deny general fund monies to the Authority during the time periods to which this subsection applies. During any period in which the Authority shall cease to be funded by a Property Tax Levy as provided in Section 11 of Act 321 and Article XIII (B) of these Articles,

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the budget procedure

followed shall be that found in Paragraph (D) of this Article, which shall supercede this Paragraph during all such times.

F. Accounting and Budgeting Practices

The accounting and budgeting practices of the Authority shall conform with standard accounting practices, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XIV.

PARTICIPATING MUNICIPALITY WITHDRAWAL

A participating municipality shall not withdraw from the Authority during the period that a tax is authorized to be levied by the electors of the Authority.

A participating municipality may withdraw from the Authority, subject to the limitation in the first paragraph of this Article, by resolution of the participating municipality's legislative body approving the withdrawal, a certified copy of the resolution shall be provided to the Board at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date for the withdrawal. Notwithstanding these requirements, any withdrawal occurring pursuant to subsection A of Article XIII shall be deemed to be effective on the last day of the fiscal year, with the only notice requirement being the Authority's receipt of a resolution of withdrawal enacted by the withdrawing member's governing body on or before 90 days prior to the last day of the fiscal year.

A participating municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the participating municipality was a part of the Authority. The proportion of the Authority's debts for which a participating municipality remains liable as a result of this withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the participating municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer remain with the Authority as a result of the participating municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XV

DISSOLUTION OF AUTHORITY

The Authority may be dissolved by the concurring resolution of the governing body of each participating municipality of the Authority at the time of such dissolution, or by operation of subsection A of Article XIII following failure of a millage and subsequent failure of the governing bodies of at least two-thirds of the participating members to resolve to continue the

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Authority. Prior to dissolution of the Authority any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any

assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the participating municipalities of the Authority at the time of the dissolution based upon each participating municipality's most recent financial contribution to the Authority. Any land, buildings, and/or facilities that were contributed to the Authority by a participating municipality and is maintained, owned, or operated by the Authority shall revert back to the originating municipality. Any land purchased by the authority or donated shall be sold and the proceeds distributed according to the 1) the formula in Article XIII, paragraph A, if the participating municipalities, at the time of dissolution, are directly funding the Authority's budget or 2) according to the formula arrived at by dividing the state equalized value of the real property in each participating municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution. In all instances, the participating municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the participating municipalities pursuant to this Article shall be assigned by the participating municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF"), or the Land and Water Conservation Fund (hereinafter the "LWCF"), the following procedure shall control the disposition of said lands. All lands purchased or developed with MNRTF or LWCF funds, in whole or in part, must be maintained as public outdoor recreation land in perpetuity, unless said lands are replaced with land of equivalent fair market value and recreational usefulness, unless said lands, instead of being purchased, are leased for the purpose of developing public outdoor recreation facilities for a period of at least twenty (20) years when assistance is from MNRTF funds or at least twenty-five (25) years when assistance is from LWCF funds. Accordingly, to comply with MNRTF and LWCF mandates in the event of dissolution, the participating municipality in which the lands acquired or developed with MNRTF or LWCF funds are located shall assume title and control of said lands, and shall be required to maintain said lands as public outdoor recreation land in perpetuity, or until the expiration of any lease of the lands from any party to the Authority or its successors whose original period was twenty (20) years or longer, whichever is greater, unless said lands are replaced with land of equivalent fair market value and recreational usefulness. All long-term obligations for the maintenance or public recreation land established by any other recreation grant program that may be offered by the Michigan Department of Natural Resources in the future shall similarly be followed should the Authority receive grant assistance from said future grant program. Said lands shall be transferred to the participating municipality in which the lands are located, and said transfer shall not be credited, set-off, or computed against any other allocation under this Article's dissolution procedure, nor shall any credit, computation, or set-off be made in recognition of any maintenance costs associated with said lands.

ARTICLE XVI

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Third Second Amended

EMPLOYEES

The Board may employ such personnel and employees as it may consider desirable and may retain from time to time the services of attorneys, accountants, and other consultants, as the Board considers necessary to carry out the purpose of the Authority.

The Board shall appoint a Director of Parks and Recreation of the Authority who shall be the chief administrative employee of the Authority, and who shall, as determined by the Board, have sufficient qualifications and experience necessary to serve as the chief administrative officer of the Authority. The Director shall administer the activities conducted and services provided by the

Authority on a daily basis as may be more fully determined by the Board. The Director will serve at the pleasure of the Board.

ARTICLE XVII

AUDIT

The Board shall procure an annual audit, consistent with the requirements of Section 27 of Act 321, to be made of the books, records and financial transactions of the Authority by a certified public accountant. Three copies of the audit report prepared by the certified public accountant shall be furnished to each participating municipality. The books and records of the Authority shall be open for inspection by any participating municipality at all reasonable times.

ARTICLE XVIII

STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private agencies; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321. In the event that any grant, loan or contribution shall require a long term obligation as to the use, maintenance, or operation of a specific piece of property, the approval of the governing body of the participating municipality in which such property is located shall be required prior to the acceptance of the grant, loan, or contribution by the Authority.

ARTICLE XIX

INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds of the Authority. The board must approve the treasurer's investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XX

EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Third Second Amended

ARTICLE XXI

PUBLICATION

These Articles of Incorporation shall be published not less than once in a newspaper generally circulated within the participating municipalities, before they are adopted. The adoption of these Articles of Incorporation by a participating municipality shall be evidenced by an endorsement on these Articles by the clerk of such participating municipality. Upon adoption of these Articles of Incorporation by each of these participating municipalities, a printed copy thereof shall be filed with the Secretary of State.

ARTICLE XXII

EFFECTIVE DATE

The Authority shall become effective upon the filing of certified copies of these Articles with the Secretary of State, as provided in the preceding Article.

ARTICLE XXIII

AMENDMENTS

These Articles of Incorporation may be amended at any time so as to permit any county, city, village or township to become a participating municipality of the Authority, if such amendment to the Articles of Incorporation are adopted by the legislative body of such county, city, village or township proposing to become a member, and if such amendment is adopted by the legislative body of each participating municipality of which the Authority is composed. Other amendments may be made to these Articles of Incorporation at any time if adopted by the legislative body of each participating municipality of which the Authority is composed. This requirement shall apply to all amendments to the articles, including those which would otherwise be exempted by paragraph (4) of Section 5 of Act 321. Any such amendment shall be published, endorsed, and certified and printed copies thereof filed in the same manner as the original Articles of Incorporation.

ARTICLE XXIV

REVERSION OF LEASES OF EXISTING PARK LAND

In the event that any land leased to the Authority shall, during the Authority's stewardship and lease of said lands, be improved or developed, in whole or in part, with the assistance of Michigan Natural Resources Trust Fund ("MNRTF") and/or Land and Water Conservation Fund ("LWCF") monies, the Authority shall, throughout the Authority's stewardship and lease of the lands, be responsible for maintaining said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements. In the event of the dissolution of the Authority, or any other termination of the Authority's lease for any reason, the participating municipality which holds title to the lands shall maintain said lands in accordance with all grant requirements attendant to funding under the MNRTF and/or LWCF requirements, in perpetuity for those obligations occurring pursuant to LWCF requirements, and for the entire period of the grant or original lease of the property, whichever is longer, for those obligations occurring under the MNRTF. The requirements of this paragraph shall not be utilized in any way in determining any calculations, credits, or set-offs in regards to any dissolution arrangements under Article XV of these Articles.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Third ~~Second~~ Amended

ARTICLE XXV

MISCELLANEOUS

These Articles of Incorporation may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The captions in these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.

These Articles have been adopted by the governing bodies of the: City of Howell, the Township of Genoa, the Township of Marion and the Township of Oceola, as set forth in the following endorsements, and in witness whereof the Mayor and City Clerk of the City of Howell, Supervisor and Township Clerk of the Township of Genoa, Supervisor and Township Clerk of the Township of Marion and Supervisor and Township Clerk of the Township of Oceola, have endorsed thereon the statement of such adoption.

Mayor, City of Howell

Clerk, City of Howell

The foregoing Articles of Incorporation were adopted by the City Council of the City of Howell, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, ~~2015.~~ 2015.

Supervisor, Township of Genoa

Clerk, Township of Genoa

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Genoa, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, ~~2015.~~ 2015.

Supervisor, Township of Marion

Clerk, Township of Marion

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Marion, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, ~~2015.~~ 2015.

ARTICLES OF INCORPORATION
HOWELL AREA PARKS AND RECREATION AUTHORITY
Third ~~Second~~ Amended

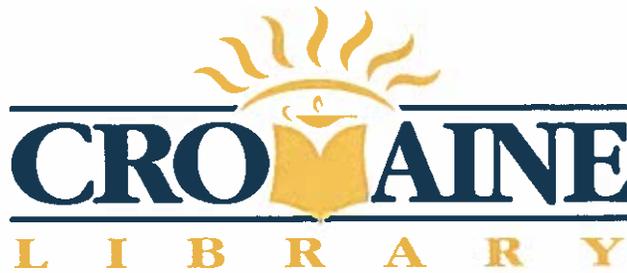
Supervisor, Township of Oceola

Clerk, Township of Oceola

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Oceola, Livingston County, Michigan, at a meeting duly held on the ____ day of _____, 2015.
~~2009.~~

Cash Projection for 2015-2016

		Revenue	Expense	INT	Balance	% change			
	Beginnin	93,961.76				(rev-exp)/rev	rev-exp	participation	
2010-2011	July	152,131.63	108,799.37	29.33	137323.35	28.50%	43361.59	127,175.00	
	August	46,466.34	103,379.68	22.44	80432.45	-122.38%	(56890.90)		
	Sept	98,667.24	102,441.41	14.45	76672.73	-3.81%	(3759.72)		
	Oct	88,894.79	82,652.46	19.18	82934.24	7.04%	6261.51	40,435.00	
	Nov	57,971.97	84,943.18	15.37	55978.40	-46.49%	(26955.84)		
	Dec	55,675.54	63,889.42	9.70	47774.22	-14.73%	(8204.18)	25,000.00	
	Jan	98,074.43	40,412.56	20.39	105456.48	58.80%	57682.26	40,435.00	
	Feb	49,873.33	88,287.26	14.32	67056.87	-76.97%	(38399.61)		
	Mar	103,437.68	108,674.68	13.20	61833.07	-5.05%	(5223.80)	65,435.00	
	April	85,578.68	59,849.92	19.24	87581.07	30.08%	25748.00		
	May	60,518.93	93,757.08	14.98	54357.90	-54.88%	(33223.17)		
	June	161,035.55	85,752.70	13.49	129654.24	46.75%	75296.34	25,000.00	
							-1.53134	35,692.48	
2011-2012	July	172,420.99	99,109.77	34.34	202999.80	42.53%	73345.56	150,580.00	
	August	77,938.59	135,791.01	31.82	145179.20	-74.16%	(57820.60)		
	Sept	118,723.31	109,467.17	28.56	154463.90	7.82%	9284.70	25,000.00	
	Oct	64,376.22	107,257.09	29.98	111613.01	-66.53%	(42850.89)		
	Nov	114,341.16	84,120.53	24.38	141858.02	26.45%	30245.01	25,000.00	
	Dec	52,909.10	81,262.38	26.72	113531.46	-53.51%	(28326.56)	25,000.00	
	Jan	76,074.11	77,645.20	23.68	111984.05	-2.03%	(1547.41)		
	Feb	104,225.24	103,362.55	24.17	112870.91	0.85%	886.86	50,000.00	
	Mar	63,759.61	75,639.67	22.98	101013.83	-18.59%	(11857.08)		
	April	84,241.28	100,923.81	18.84	84350.14	-19.78%	(16663.69)		
	May	82,082.06	100,551.99	16.42	65896.63	-22.48%	(18453.51)	25,000.00	
	June	117,850.35	81,590.51	11.72	102168.19	30.77%	36271.56	25,000.00	
							-1.48658	-27,486.05	
2012-2013	July	160,590.78	139,337.87	22.33	123443.43	13.25%	21275.24	128,970.00	
	August	188,579.44	119,981.53	38.05	192079.39	36.39%	68635.96	50,000.00	
	Sept	101,399.83	105,535.09	40.90	187985.03	-4.04%	(4094.36)		
	Oct	82,096.30	131,679.67	34.49	138436.15	-60.33%	(49548.88)		
	Nov	111,951.73	118,790.62	27.81	131625.07	-6.08%	(6811.08)	25,000.00	
	Dec	50,234.84	91,384.35	24.80	90500.36	-81.82%	(41124.71)		
	Jan	132,847.42	78,271.55	25.19	145101.42	41.09%	54601.06	50,000.00	
	Feb	99,036.23	128,655.92	25.90	115507.63	-29.87%	(29593.79)	25,000.00	
	Mar	52,172.62	98,108.06	20.20	69592.39	-87.97%	(45915.24)		
	April	84,951.29	102,493.81	14.28	52064.15	-20.63%	(17528.24)	25,000.00	
	May	198,211.78	113,844.77	35.90	136467.06	42.57%	84402.91	50,000.00	
	June	86,358.46	115,436.85	27.96	107416.63	-33.63%	(29050.43)		
							-1.91074	5,248.44	
FESTIVALS RUN BY HAPRA									
2013-2014	July	156,694.89	162,779.72	22.48	101354.28	-3.87%	(6062.35)	75,000.00	
	August	136,979.16	145,503.71	17.92	92847.65	-6.21%	(8506.63)		
	Sept	118,182.78	135,316.53	13.11	75727.01	-14.48%	(17120.64)		
	Oct	194,934.80	142,117.16	28.94	128573.59	27.11%	52846.58	150,000.00	
	Nov	86,511.38	134,245.28	24.09	80863.78	-55.13%	(47709.81)		
	Dec	51,263.49	128,378.41	9.01	3757.87	-150.38%	(77105.91)		
	Jan	150,156.45	92,764.79	6.85	61156.38	38.22%	57398.51	75,000.00	
	Feb	39,477.02	66,849.52	10.40	33794.28	-69.29%	(27362.10)		
	Mar	95,113.62	89,227.64	5.10	39685.36	6.19%	5891.08	25,000.00	
	April	94,962.58	102,002.77	4.28	32649.45	-7.41%	(7035.91)	25,000.00	
	May	103,302.70	120,211.59	4.38	15744.94	-16.36%	(16904.51)		
	June	244,169.13	84,999.43	3.80	174918.44	65.19%	159173.50	126,600.00	
							-1.86434	67,501.81	
2014-2015	July	326,878.44	204,562.47	33.71	297268.12	37.43%	122349.68	203,200.00	
	August	113,256.05	166,274.24	34.68	244284.61	-46.77%	(52983.51)	53,225.00	
	Sept	222,065.89	188,984.06	38.72	277405.16	14.91%	33120.55	126,600.00	
	Oct	90,499.45	150,876.45	29.58	217057.74	-66.66%	(60347.42)		
	Nov	57,886.81	121,007.23	21.32	153958.64	-108.96%	(63099.10)		
	Dec	40,265.38	117,537.16	14.66	76701.52	-191.80%	(77257.12)		
	Jan	68,523.63	96,787.42	10.43	48448.16	-41.23%	(28253.36)		
	Feb	44,775.33	84,080.17	4.26	9147.58	-87.76%	(39300.58)		
	Mar	75,917.00	72,949.34	1.97	12117.21	3.91%	2969.63		
	April	89,459.38	92,819.97	2.63	8759.25	-3.75%	(3357.96)	25,000.00	deferred
	May	130,951.71	116,354.06	4.60	23361.50	11.15%	14602.25		
	June	171,840.90	95,890.93	4.48	99315.95	44.20%	75954.45	84,675.00	def ju-spt
							-4.35337	-75,602.49	
2015	July	121,176.34	189,047.73	6.16	31450.72	-56.00%	(67865.23)	25,806.25	july-sept
	August	163,851.41	146,295.21	5.77	49012.69	10.72%	17561.97	50,000.00	oct-dec
	Sept	160,048.10	120,328.47	4.83	88737.15	24.82%	39724.46	50,806.25	oct-dec



October 21, 2015
Genoa Township Board of Trustees
2911 Dorr Road
Brighton, MI 48116

Re: Consideration of Proposal for Placement of Cromaine District Library Little Free Library

Dear Board of Trustees:

The Cromaine District Library is requesting that the township consider the placement of a Little Free Library on township offices' property. The Little Free Library has been generously constructed by the Legacy students and is of wood construction prepared for outside use. The library has approximate dimensions of 28" h x 11.5" d x 20" w and includes a 4x4 8'h pole to be installed at an appropriate height. Pictures of the Little Free Library proposed for placement at Genoa Township are attached.

The purpose of a Little Free Library is to promote literacy and the love of reading through a free book exchange as well as to build a sense of community. The Friends of Cromaine Library have generously agreed to provide the initial collection of discarded or gently used library materials for children and adults to be placed in the free library. Cromaine District Library will be responsible for periodically inspecting the library and restocking it with items including brochures and information on Cromaine events, classes and programs for the community.

Genoa Township, being located at the southwest portion of the Hartland Consolidated School District, has residents who are unaware of the access to Cromaine District Library and the many support services we have to offer every member of a family. There are also non-residents that can benefit from use of our programs and library materials through reciprocal borrowing. The Little Free Library can enhance this awareness as well as promote literacy and a sense of place. Genoa Township has already provided such a beautiful opportunity to the community through soccer fields, playgrounds, a sledding hill, and nature trails, that this would be one additional enhancement to those community services.

If Genoa Township is favorable to this proposal the following questions would need to be approved by the Board of Trustees:

- With changing weather, is it possible for the Little Free Library to be installed prior to the ground freezing?
- If the Little Free Library can't be installed before winter, could it be temporarily placed in the interior of township offices?
- At what exterior location would you like the library installed? Would Genoa Township have maintenance services available to install the library?

We greatly appreciate your consideration of this proposal and the opportunity to provide outreach to our community.

Cecilia Ann Marlow
Library Director



LITTLE FREE LIBRARIES ARE HERE!



Little Free Libraries are a great way to share books with your neighbors. They are a simple, easy-to-use way to provide a place where anyone can borrow a book. They are a great way to promote literacy and reading in your community.

SEARCH HERE





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: October 28, 2015
RE: MORATORIUM ON MEDICAL MARIJUANA FACILITIES

MANAGER'S REVIEW: 

Case law developments and pending legislation concerning medical marijuana in Michigan have prompted staff to begin discussions on necessary zoning ordinance amendments. We have recently issued one permit for a medical marijuana retail pharmacy and subsequently have received a significant increase in inquiries and requests related to the Township's regulation of medical marijuana facilities. After discussions with the Township Manager and Township Attorney I believe the most appropriate course of action is for the Planning Commission to examine the issue and develop language to address facilities associated with dispensing, selling or growing medical marijuana.

To give us time to react to potential changes in the state law and to develop regulations to address these uses, I recommend to the Board of Trustees a moratorium for a maximum of one year on permits, approvals, certificates and/or licenses for the sale and/or dispensation of medical marijuana and for all medical marijuana facilities, including, but not limited to, medical marijuana growing or use facilities. The Township Attorney has drafted the attached Resolution for your consideration and I respectfully request the following action:

A motion to approve Resolution 151102 and adopt the moratorium prohibiting the establishment of any medical marijuana facility for a maximum of one year while the Planning Commission develops zoning language for Board consideration to regulate such facilities.

(Action must be by Roll Call Vote)

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

**GENOA CHARTER TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

RESOLUTION NO. 151102

At the regular meeting of the Board of Trustees of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on Monday, November 2, 2015 there were:

PRESENT:

ABSENT:

The Following preamble and resolution were offered by _____ and seconded by _____:

**RESOLUTION ESTABLISHING MORATORIUM REGARDING
THE ESTABLISHMENT OF BUSINESSES ENGAGED IN THE
DISPENSATION OR DISTRIBUTION OF MARIJUANA**

WHEREAS, the use of medical marijuana for a debilitating medical condition is presently governed in Michigan pursuant to MCL 333.26423 and rules, if any, to be issued by the State Department of Community Health under MCL 333.26425;

WHEREAS, the Michigan Department of Community Health has issued a pronouncement that the current law does not authorize dispensaries for marijuana;

WHEREAS, the question of whether and how local units of government are required to provide for zoning and other regulation relating to the dispensing or distribution of marijuana remains an issue of discussion and debate, including for example, within the Michigan Municipal League;

WHEREAS, House Bill 4209 known as the "Medical Marijuana Facilities Licensing Act" (the "MMFLA") was passed by the Michigan House of Representatives on October 7, 2015;

WHEREAS, The MMFLA as passed by the Michigan House of Representatives provides that the application process for a state operating license requires written approval by the municipality in which the marijuana facility is to be located and further provides that the municipality could enact an ordinance to authorize, and limit the number of one or more types of marijuana facilities within its boundaries; charge an annual local licensing fee; and enact other ordinances related to marijuana facilities such as zoning ordinances;

WHEREAS, the Township is desirous of providing for an informed deliberative process in order to consider whether it should adopt an ordinance to authorize, and limit the number of one or more types of marijuana facilities within its boundaries; charge an annual local licensing fee; and/or enact other ordinances related to marijuana facilities such as zoning ordinances

NOW, THEREFORE, upon motion by _____, supported by _____,

IT IS RESOLVED THAT, the following moratorium is implemented:

- a. A moratorium prohibiting the establishment of any marijuana facility associated with the dispensing, distribution, selling or growing of marijuana other than at the residence of a qualifying patient who has been issued and possesses a registry identification card or at the residence of a qualified caregiver who has been issued and possesses a registry identification card as allowed and defined by Act 1 of 2008 Initiated Law of 2008 Michigan Medical Marijuana Act is hereby adopted, effective immediately upon the adoption of this resolution. It shall remain in effect for one (1) year. This resolution does not restrict a licensed physician from prescribing marijuana compliant with state law.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

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

YES: _____

NO: _____

ABSENT: _____

CERTIFICATION OF CLERK

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

Paulette A. Skolarus, Genoa Charter Township Clerk



MEMORANDUM

TO: Honorable Board of Trustees
FROM: Robin Hunt, Treasurer
Adam VanTassell
DATE: November 2, 2015
RE: Postage Meter purchase

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

MANAGER'S REVIEW:

Recently the Genoa Township postage meter (purchased in 2007) has been experiencing increasingly frequent mechanical breakdowns. The current postage machine was discontinued and it is anticipated that maintenance costs will continue to rise as parts become scarce.

Staff has been investigating postage machines through various vendors in anticipation of a replacement that would meet the Township's current mailing needs. In addition to a postage machine, the Township has been utilizing an automatic folding machine (purchased prior to 2004) in an attempt to reduce staff time spent preparing large mailings. However, staff still spends considerable time and effort stuffing hundreds to thousands of envelopes every year.

Staff has identified the NS-700 Postage meter and the DS-63 Folder/Inserter from Neopost as the best solutions for the Township after an in-house demonstration. Utilizing these machines will render the staff time needed for tax and assessment mailings from days to a matter of hours. The Folder/Inserter outperforms the current folding machine by automating both folding and envelope insertion, eliminating the need for it to be done manually.

Staff recommends the following purchases which have been pre-negotiated through the State of Michigan through the MiDEAL program (<http://www.michigan.gov/localgov>):

Moved by _____, supported by _____, to approve the postage meter proposal from Neopost at a cost not to exceed \$4,070.00

Moved by _____, supported by _____, to approve the folder/inserter proposal from Neopost at a cost not to exceed \$7,894.00

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

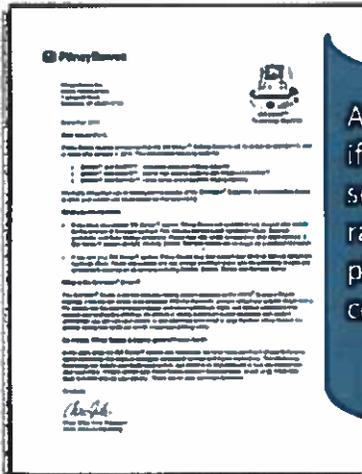
Linda Powell

Your DM Series Mailing System is Being Discontinued!

If your company has one of these Pitney Bowes machines:



You should have received this letter:



At the end of your lease (or after 2016 if you own your system), PB may limit service agreement renewals, postal rate updates, rate change protection plans, and the availability of parts and consumable supplies.



Pitney Bowes has decided to discontinue the DM500, DM800, DM900 and DM1000 Series mailing systems. If you have one of these models, it's days are numbered. So, get ready for the hard push by your current vendor to buy the replacement Connect+ mailing system, which may significantly increase your overall supply costs!

Don't get rushed into a decision by "special offers" that "expire soon." At Neopost, we offer a very different customer experience. Talk to us before you concede to another Pitney Bowes contract. Your Neopost Representative:

Rep Name

Amanda Davis

Rep Email

a.davis@neopost.com

Rep Phone

724-288-5992

neopost 



Mail Processing Solution

Genoa Township

Amy Luketic
Account Executive
(810) 772-1333
a.luketic@neopost.com
Detroit Branch

Issued:
10/23/15

Valid until:
11/23/15

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of Neopost USA. These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.

Neopost guides and supports organizations in how they **send** and **receive** communications and goods, helping them to better **connect** with their customers.

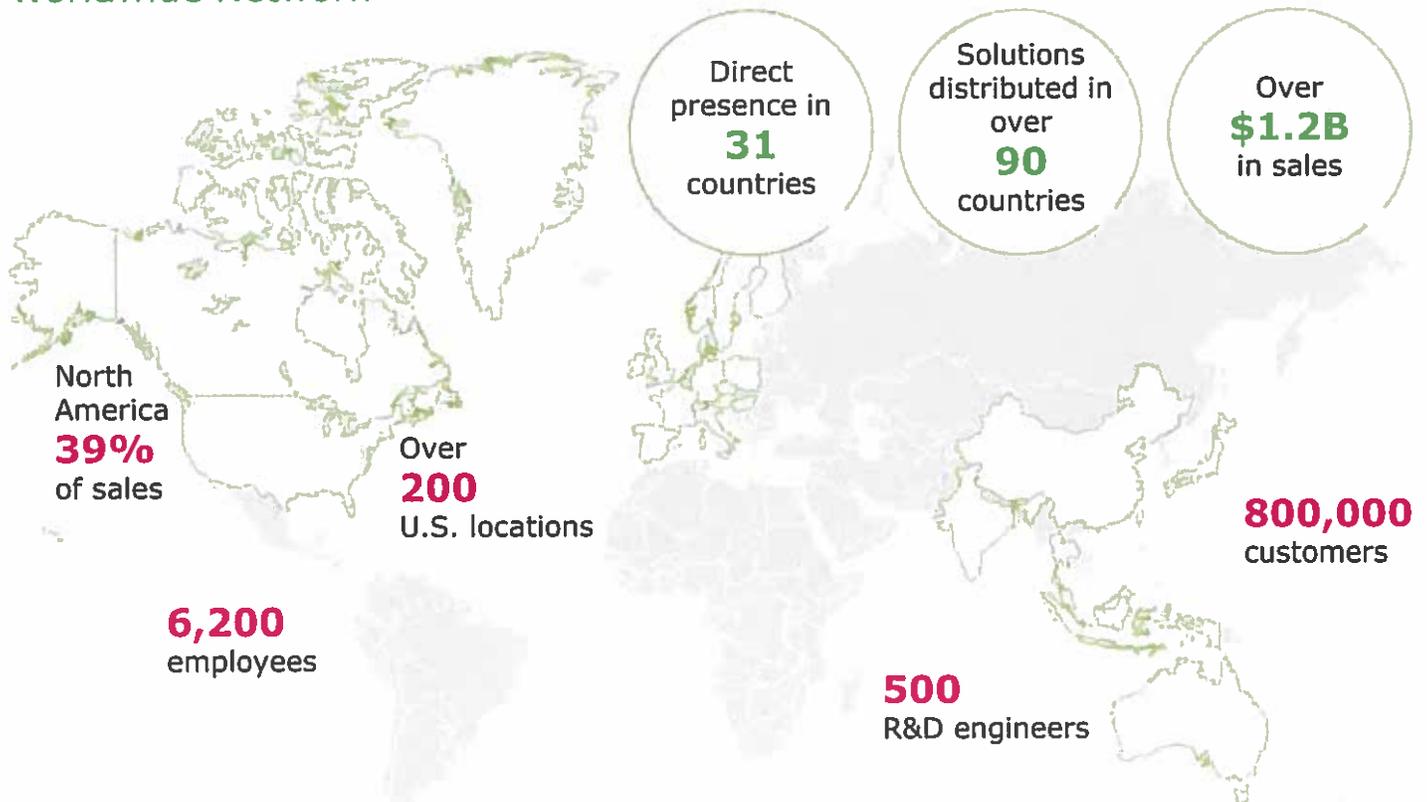
Founded in 1924, Neopost has grown to become a global leader in mailing solutions, and a major player in digital communications and shipping solutions.

Neopost provides a wide range of hardware, software and services tailored to organizations of all sizes.

We believe that people are the key to business success. Our decentralized operational philosophy fosters local customer relationships based on accessibility, responsiveness and trust.



A Worldwide Network



Global Coverage With a Strong Local Presence

Neopost provides organizations of all sizes and industries with a wide range of hardware, software and services that optimize the exchange of print, parcel and digital media. From data to delivery, via truck plane or internet, whether electronic or paper, arriving in an envelope, box or inbox, Neopost has solutions for your business. **Send. Receive. Connect.**



Data Quality

Manage customer information to make it more accurate and actionable. Eliminate costly undeliverable mail.



Output Management

Create dynamic, personalized documents that are optimized for print-to-mail or electronic delivery.



Document Production

Produce low-cost, high-resolution color documents at high speeds. Extend your in-house printing capabilities.



Mail Addressing

Print addresses onto thousands of envelopes or postcards per hour. Create stand-out direct mail pieces.



Mail Assembly

Eliminate expensive manual labor by automating paper folding, envelope stuffing and wafer seal application.



Mail Processing

Meter mail and track postage spending with a system that matches your volume and reporting requirements.



Parcel Processing

Ship any volume through multiple carriers, increase parcel processing efficiency and reduce shipping costs.



Mail & Package Receiving

Open a whole day's mail in minutes. Track the arrival, movement and delivery of packages at your facility.



Furniture & Supplies

Improve workflows with mail center furniture. Keep your systems running smoothly with genuine Neopost supplies.



IN-700

Mailing System

Product Overview



- Internet-connected iMeter™ postage meter provides access to a suite of powerful Apps
- Modern, ergonomic design that supports a variety of sleek weighing platforms
- Efficiency at your fingertips with an extra large color touchscreen interface
- Mixed-size automatic feeder handles different mail shapes with no manual adjustments
- Exclusive Postal Rate Wizard offers guided selection across 140 USPS® rates and services
- Automatic secure sealing and a built in postage label dispenser enhance productivity

Additional Features

- Quiet inkjet printing w/low ink email alerts
- Processing speed up to 140 letters/min.
- Envelope thickness up to 5/8"
- Auto-downloaded postal rate updates
- 6 Rate shortcut keys & 9 job/imprint memories
- 8 Standard and 2 customizable ad slogans
- 10 customizable text messages
- Automatic mail class inscriptions
- Date received printing for incoming mail
- 70-department account tracking (expandable)
- PIN-protected access for up to 50 operators
- MyNeopost account w/postage usage reporting
- NeoFunds® bill-for-postage service

System Dimensions

Mailing System with tray (Length x Depth x Height)	50" x 18" x 13"
Weight	52 lbs.

Environmental Commitment

The IN-700 carries Neopost's Eco Label. The Eco label signifies the implementation of green strategies surrounding raw materials, packaging and energy consumption to reduce or eliminate impact on the environment.



The IN-700 is compliant with environmental regulations and Energy Star.



DS-63

Document Folder/Inserter

Product Overview



- Its low noise level, ease-of-use, and compact design make DS-63 ideal for any environment
- Color touchscreen controls with graphical user guidance and wizard-based programming
- Multi-format FlexFeeders can process document sizes from full sheets to short inserts
- Load'n Go® performs automated setup based on materials you place in the trays
- With PowerFold® DS-63 can tri-fold up to 5 pages together, neatly and silently
- Ensures accurate mail piece contents with exclusive Secure'n Feed® technology

Additional Features

Processing speed up to 2,200 envelopes/hr.

Up to 2 FlexFeeders + 1 insert/BRE feeder

Stores 15 jobs in memory

Multi-sheet feeding

Cascade feeding (feeder linking)

Manual feed mode

Accumulate before folding

Fold types: Letter, z-fold, single, double parallel

Standard document sizes: Letter, legal

FlexFeeder capacity: Up to 325 sheets

Insert feeder capacity: 50 BREs or 325 coupons

Standard envelope sizes: #10, 6" x 9.5"

Envelope feeder capacity: 150

Tip-to-tip envelope sealing

System Dimensions

Measurements (Length x Depth x Height)	49" x 16.5" x 36"
Weight	165 lbs.



Current Situation:

DM-500 Pitney Bowes Mail System - support ending in 2016
Pay Meter Rental and Parts and Labor for service

Hand Folding and Outsourcing for key communications

Our Recommendation:

IN700 Mail System, 10# Scale

DS-63 Folder & Inserter

Pricing Considerations:

IN 700 Mailing System:

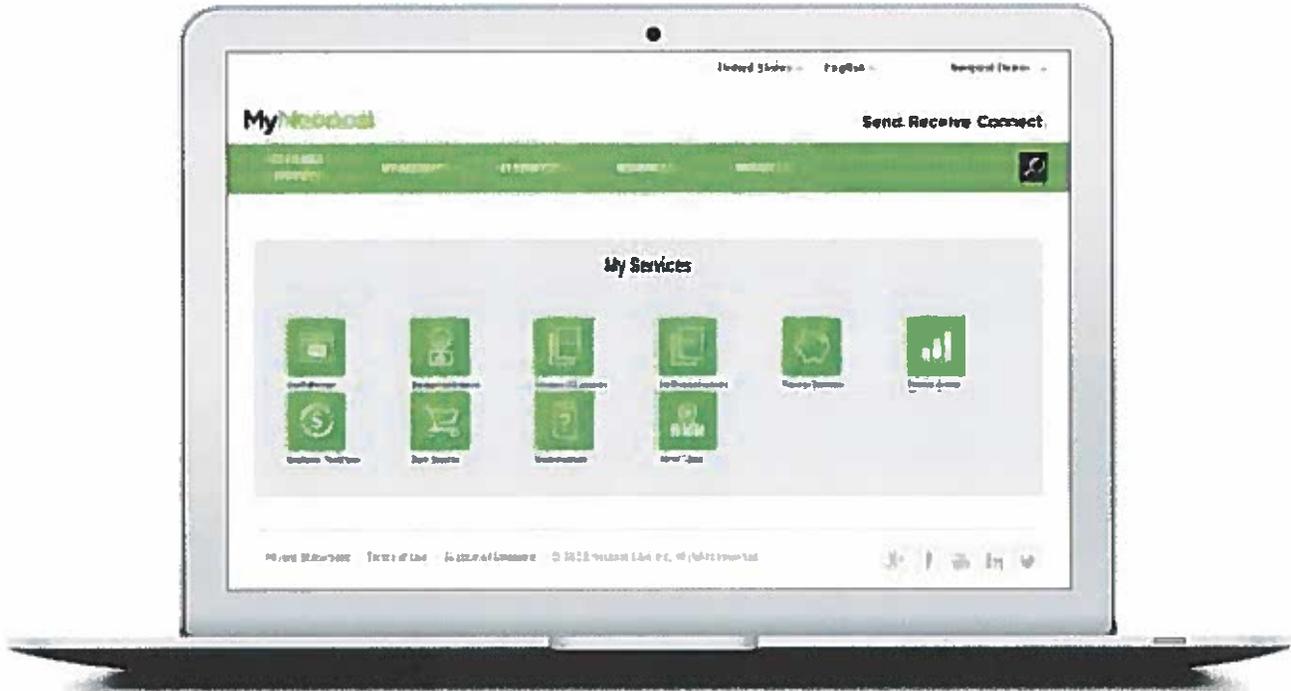
Retail Pricing \$6895

State Pricing \$4070

DS-63 2.5 Folder & Inserter:

Retail Pricing \$12,094

State Pricing \$7,894



Discover MyNeopost, Neopost USA's customer portal, accessible anytime from anywhere to manage your Neopost account

- Order supplies
- View real-time postage balances
- View and export postage spending activity
- View, print and pay Neopost, NeoFunds® and MailFinance invoices
- View product operating guides and tutorial videos
- Track USPS® shipments and Certified Mail™*
- View and export postage spending by department and postal class*
- Access online subscription services for shipping and multi-channel document delivery*



*Optional services

October 12, 2015

Dear Valued Business Customer:

Recently, DTE Energy released its new Corporate Citizenship report, which highlights DTE's environmental, financial and community successes, while acknowledging the challenges we face. I would like to share with you the highlights of the report.

The enclosed 2014 Citizenship Highlights provides key information about DTE Energy programs and performance across a wide range of topics that are important to our company's future.

The enclosed report includes:

- \$27 million in charitable contributions including nearly \$12 million invested by the DTE Energy Foundation, and \$10 million invested by the company to United Way and The Heat and Warmth Fund
- DTE's strategy to transform its generation mix from predominantly coal to a more balanced mix of coal, natural gas, renewables and nuclear
- Ways in which DTE uses technology to enhance customers' experience, including the DTE Energy Mobile App, DTE Energy Insight App, payment kiosks, paperless billing and guest pay
- \$2 billion spent on environmental control equipment to continue reducing emissions from our power plants, and a commitment to further reduce carbon emissions
- \$1.25 billion increased spending with Michigan-based suppliers from 2010-2014, with an additional commitment to spend \$5 billion more over the next five years

If you have any questions or comments about this report or your account, please feel free to contact your account manager, Julie Boomer, at 313.235.8877. Thank you for being a valued DTE Energy business customer.

Sincerely,



Claudette Harris
Manager, Major Account Services
Business Energy Account Management



DTE Energy's Aspiration is to be the best-operated energy company in North America and a force for growth and prosperity in the communities where we live and serve. This statement isn't an empty catchphrase like so many that litter cubicles across corporate America. It grew out of our employees' genuine desire to help build a better future for Michigan and its communities. It arose out of the economic crisis of 2009-2010, when we looked outward and saw a still struggling region. Our employees asked "what can we do to help?" Our answer to them: become a best-operated company that provides our customers with excellent service, and use our economic scale to help our communities grow and prosper.

Our Aspiration can only be realized through the exceptional energy of our 10,000 employees. To create a great company, our employees must be fully engaged and bring their best energy and focus to work every day. We measure engagement using the Gallup employee engagement survey, and I am very proud of our improvement over the last seven years. In 2014, we earned our third consecutive Gallup Great Workplace Award – the only utility to ever win this award.

An engaged workforce also is tightly linked to our customer satisfaction. We take great pride in the progress made in improving our customer service performance. We will continue our efforts to improve these outcomes, which now benchmark at or near the top of our peer group.

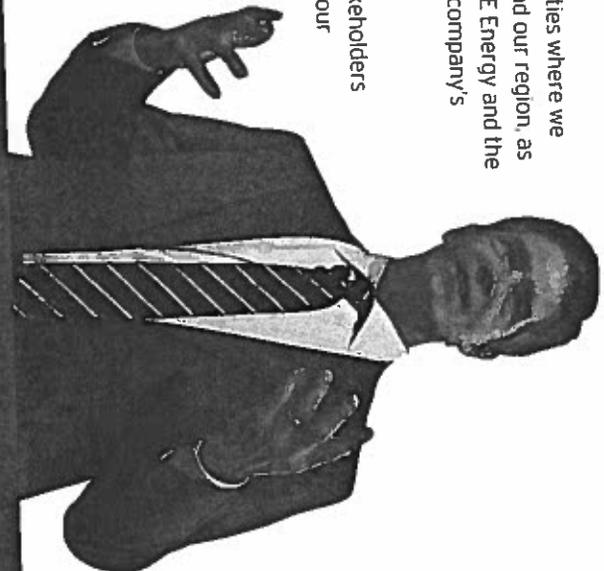
One of the most important strategic issues for DTE is the coming fundamental transformation of electric power production in Michigan and across the country. We absolutely agree it is time to move toward a cleaner, greener generation mix; however, the path to achieving those goals must also support both a thriving business climate in Michigan and the needs of low income customers.

Being a leading corporate citizen also means giving back to the communities where we live and serve. 2014 was an extraordinary year in the history of Detroit and our region, as we took the first steps toward a much brighter future. So in that light, DTE Energy and the DTE Energy Foundation provided by far the highest level of giving in our company's history: \$27 million.

This 2014-2015 Corporate Citizenship Highlights Report provides our stakeholders with a quick snapshot of the work we are focused on for our customers, our environment and our communities. For an in-depth look at our story, please see our full report at www.dtecitizenship.com. I also invite you to share your feedback at citizenship@dteenergy.com.

Gerry Anderson

Gerry Anderson
Chairman and CEO
DTE Energy



DTE Energy

DTE Energy saved the following resources by using 8,000 pounds of New E at Recirculation 100, made of 100% recycled fiber, designated Ancient Forest Friendly™ and manufactured with electricity that is offset with renewable energy certificates. Calculation based on 100% offset at Renewable Fund and other members of the

160	74,791	72	5,007	13,790
trees	gallons water	million energy BTUs	pounds solid waste	pounds greenhouse gas



150659/ED/140K/08-15

DTE Electric

2.1m electric customers in Michigan

53

7,600 square mile service territory

DTE Gas

1.2m gas customers in Michigan

14,700 square mile service territory

Power & Industrial Projects

69+ energy related facilities in 17 states

Gas Storage & Pipelines

2 storage fields in Michigan

2 ownership in interstate pipelines

2 gathering pipelines in Michigan and Pennsylvania

1 lateral pipeline in Pennsylvania and New York