

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 19, 2007
6:30 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Call to the Public

Approval of Consent Agenda:

- 1. Payment of Bills**
- 2. Approval of Minutes: February 5, 2007**
- 3. Request for approval of a new entertainment permit on a 2006 Class C licensed business located at 900 S. Latson, Howell, MI 48843, Genoa Township, Livingston County, from RWJW Corp. (Buffalo Wild Wings) as submitted by James J. Womac and representative Robert Kramer.**
- 4. Request for approval of the 2007-2008 Schedule of Meetings.**
- 5. Request approval to adjust special assessment and tax bill in regards to Parcel ID#4711-22-302-197 as it pertains to the Tri-Lakes Sewer Assessment as requested by the property owners, Jeffrey & Gina Gangnier, and submitted by the Treasurer.**

Approval of Regular Agenda:

- 6. Review of REU calculations for a proposed Ice Cream Shop located in the Shops of Westbury.**
- 7. Discussion regarding participation in the Howell Recreational Authority as submitted by Boardmember Todd Smith.**

Correspondence

Member Discussion

Adjournment

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

Feb 5, 2007

6:30 p.m.

MINUTES

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Steve Wildman and Jim Mortensen. Also present were Township Manager Michael Archinal and three persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Ledford, supported by Wildman, to approve all items listed under the Consent Agenda. The motion carried unanimously.

1. Payment of Bills

2. Approval of Minutes: January 16, 2007

3. Request for approval to remove the refuse charge of \$90.00 and administration fee of \$.90 from the 2006 Winter Tax Bill, Parcel ID #4711-02-301-075, vacant property as submitted by Treasurer Hunt.

4. Request for approval of special use, impact assessment and site plan for a 61,600 sq. ft. medical office and retail building located at 7526 W. Grand River, Sec. 13, petitioned by Talon Development Group, LLC.

5. Request for approval of appointment of Patricia Petrat as the alternate to Board of Review as submitted by Supervisor McCririe.

Approval of Regular Agenda:

Moved by Mortensen, supported by Smith, to approve for action all items listed under the Regular Agenda. The motion carried unanimously.

6. Presentation by Julie Hall from SELCRA.

Ms. Hall provided an overview of the work being done by SELCRA this past year. She advised the board that 188 families from Genoa Township had used their services this last quarter and that they would be asking for an increase of approximately \$800.00 in funding from the township for the next fiscal year. No formal action was taken by the board.

7. Consideration of resolution to allow Township Manager to purchase additional credit service through the Municipal Employee's Retirement System.

Moved by Skolarus, supported by Smith, to approve the resolution as requested. The motion carried unanimously.

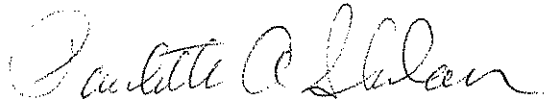
8. Resolution to transfer ownership of a Resort Class C Liquor License from Emily's Restaurant to Oak Pointe Country Club.

Moved by Ledford, supported by Skolarus, to approve the transfer of the Class C Liquor License as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith. Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None.

9. Resolution to transfer ownership of Resort Class C Liquor License from Clubcorp USA, Inc. to CCA Golf Course Holdco, LLC.

Moved by Hunt, supported by Mortensen, to approve the transfer of the Class C Liquor License as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith. Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None.

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



Paulette A. Skolarus
Genoa Township Clerk

(Press/argus 02/14/07)

Amy

From: Polly

Sent: Monday, February 12, 2007 1:17 PM

To: Amy

Amy, please include the following request on the Agenda for Feb. 19, 2007. Thanks, Polly

Request for approval of a new entertainment permit on a 2006 Class C licensed business located at 900 S. Latson, Howell, MI 48843, Genoa Township, Livingston County, from RWJW Corp. (Buffalo Wild Wings) as submitted by James J. Womac and representative Robert Kramer.

2/12/2007



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

FOR MLCC USE ONLY

Request ID # 391430

Business ID # 149966

LOCAL APPROVAL NOTICE

[Authorized by MCL 436.1501]

January 30, 2007

GENOA TOWNSHIP

FEB 09 RECD

RECEIVED

TO: GENOA TOWNSHIP BOARD
2911 DORR RD
BRIGHTON, MI 48116-9436

APPLICANT: RWJW CORP.
Home Address and Telephone No. or Contact Address and Telephone No:

CONTACT
JAMES J. WOMAC, 7999 LEE ROAD, BRIGHTON, MI 48116 PH: 810-220-6064 OR 517-545-2100

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division as (517) 366-4634.

dh

**PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN
TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS**

RESOLUTION

At a _____ meeting of the _____
(Regular or Special) (Township Board, City or Village Council)

called to order by _____ on _____ at _____ P.M.

The following resolution was offered:

Moved by _____ and supported by _____

THAT THE REQUEST FROM RWJW CORP., REQUESTING A NEW ENTERTAINMENT PERMIT ON 2006 CLASS C LICENSED BUSINESS LOCATED AT 900 S LATSON, HOWELL, MI 48843, GENOA TOWNSHIP, LIVINGSTON COUNTY.

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
(Township Board, City or Village Council) (Regular or Special)

meeting held on _____
(Date)

(Signed) _____
(Township, City or Village Clerk)

SEAL

(Mailing address of Township, City or Village)

(3) This section shall not apply to any hotel or any licensee under this act.

(4) This section shall not be construed to repeal or amend section 1019.

(5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.

History: 1998, Act 58, Imd. Eff. Apr. 14, 1998; Am. 2006, PA 131 of 2006, Eff. May 5, 2006.

436.1914 Alcohol vapor devices prohibited; penalty.

Sec. 914. (1) Except as provided in subsection (3), a person shall not use or offer for use, possess, sell, or offer for sale an alcohol vapor device.

(2) A person who violates subsection (1) is guilty of a misdemeanor punishable in the manner provided for in section 909.

(3) The commission may jointly promulgate rules with the department of community health to allow for the sale or use of an alcohol vapor device for research purposes.

History: Added 2005, Act 320, Imd. Eff. Dec. 27, 2005.

436.1915 Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.

Sec. 915. (1) Alcoholic liquor shall not be consumed on the public highways.

(2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.

(3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.

(4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.

(5) As used in this section:

(a) "Local governmental unit" means a county, city, township, village, or charter authority.

(b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

History: 1998, Act 58, Imd. Eff. Apr. 14, 1998.

436.1916 Entertainment, dance, or topless activity permits; issuance; prohibited activity; exceptions; permits issued under administrative rule; fees; definitions.

Sec. 916. (1) An on-premises licensee shall not allow monologues, dialogues, motion pictures, still slides, closed circuit television, contests, or other performances for public viewing on the licensed premises unless the licensee has applied for and been granted an entertainment permit by the commission. Issuance of an entertainment permit under this subsection does not allow topless activity on the licensed premises.

(2) An on-premises licensee shall not allow dancing by customers on the licensed premises unless the licensee has applied for and been granted a dance permit by the commission. Issuance of a dance permit under this subsection does not allow topless activity on the licensed premises.

(3) An on-premises licensee shall not allow topless activity on the licensed premises unless the licensee has applied for and been granted a topless activity permit by the commission. This section is not intended to prevent a local unit of government from enacting an ordinance prohibiting topless activity or nudity on a licensed premises located within that local unit of government. This subsection applies only to topless activity permits issued by the commission to on-premises licensees located in counties with a population of 95,000 or less.

(4) The commission may issue to an on-premises licensee a combination dance-entertainment permit or topless activity-entertainment permit after application requesting a permit for both types of activities.

(5) An on-premises licensee shall not allow the activities allowed by a permit issued under this section at any time other than the legal hours for sale and consumption of alcoholic liquor.

(6) An extended hours permit is required for an on-premises licensee to engage in any of the following activities on the licensed premises at any time other than the legal hours for the sale and consumption of alcoholic liquor:

(a) Monologues, dialogues, motion pictures, still slides, closed circuit television, contests, other performances for public viewing on the licensed premises, if holding a permit for those activities.

(b) Patron dancing, if holding a permit for that activity.

(c) The performance or playing of an orchestra, piano, or other types of musical instruments or singing or the viewing of any publicly broadcast television transmission from a federally licensed station.

(7) The commission may issue an extended hours permit to either of the following:

(a) A licensee not holding an entertainment, dance, or combination dance-entertainment permit, who desires to conduct activities described under subsection (11).

(b) A licensee who already holds, or submits an application for, an entertainment, dance, or combination dance-entertainment permit in order to conduct activities allowed by the permit.

(8) The applicant for only an extended hours permit shall obtain the local approval for the extended hours permit under subsection (10). An applicant for an extended hours permit who holds an entertainment, dance, or combination dance-entertainment permit shall obtain the local approval for the entertainment, dance, or combination dance-entertainment permit under subsection (10) as well as local approval for the extended hours permit under subsection (10). The commission shall waive the conditions contained in R 436.1437(1) of the Michigan administrative code relative to the application for an extended hours permit.

(9) An on-premises licensee issued an extended hours permit shall not allow customers on the licensed premises during the time period provided by the extended hours permit unless the activity, and only that activity, allowed by the extended hours permit is occurring. The issuance of an extended hours permit does not authorize any of the following:

(a) Topless activity.

(b) Except as otherwise provided under this subdivision, gaming as that term is defined in section 2 of the Michigan gaming control and revenue act, the Initiated Law of 1996, MCL 432.202. A licensee holding a casino license issued under the Michigan gaming control and revenue act, the Initiated Law of 1996, MCL 432.201 to 432.226, may conduct gaming pursuant to the casino license only.

(c) Keno or other gaming authorized under the McCauley-Traxler-Law-Bowman-McNeely lotte y act, 1972 PA 239, MCL 432.1 to 432.47.

(d) The extension of hours for the serving of alcoholic liquor.

(e) The extension of hours for the consumption of alcoholic liquor as provided for in R 436.1403 of the Michigan administrative code.

(10) Before the issuance of any permit under this section, the on-premises licensee shall obtain the approval of all of the following:

(a) The commission.

(b) Except in cities with a population of 1,000,000 or more, the local legislative body of the jurisdiction within which the premises are located.

(c) The chief law enforcement officer of the jurisdiction within which the premises are located or the entity contractually designated to enforce the law in that jurisdiction.

(11) The following activities are allowed without the granting of a permit under this section:

(a) The performance or playing of an orchestra, piano, or other types of musical instruments, or singing.

(b) Any publicly broadcast television transmission from a federally licensed station.

(12) In the case of a licensee granted an entertainment or dance permit under R 436.1407 of the Michigan administrative code who, after January 1, 1998, extended the activities conducted under that permit to regular or full-time topless activity, that licensee shall apply to the commission for a topless activity permit under this section within 60 days after April 14, 1998 in order to continue topless activity. Except as otherwise provided for in this subsection, this section applies only to entertainment or dance permits issued after April 14, 1998.

(13) The fees imposed by the commission for a permit under this section remain the same as the fees imposed under a permit issued under R 436.1407 of the Michigan administrative code.

(14) Except as otherwise provided, this section does not change the renewal or application process for a license under section 501 or the renewal process for permits issued under R 436.1407 of the Michigan administrative code.

(15) As used in this section:

(a) "Nudity" means exposure to public view of the whole or part of the pubic region; the whole or part of the anus; the whole or part of the buttocks; the whole or part of the genitals; or the breast area including the nipple or more than 1/2 of the area of the breast.

(b) "Topless activity" means activity that includes, but is not limited to, entertainment or work-related activity performed by any of the following persons on the licensed premises in which the female breast area, including the nipple, or more than 1/2 of the area of the breast, is directly exposed or exposed by means of see-through clothing or a body stocking:

(i) A licensee.

(ii) An employee, agent, or contractor of the licensee.

(iii) A person acting under the control of or with the permission of the licensee.

History: 1998, Act 58, Imd. Eff. Apr. 14, 1998; Am. 2005, PA 259, Imd. Eff. Dec. 15, 2005.

436.1917 Liability of vendor.

Sec. 917. (1) A person who engages in the business of selling or keeping for sale alcoholic liquor in violation of this act, whether as owner, clerk, agent, servant, or employee, is equally liable, as principal, both civilly and criminally, for the violation of this act.

GENOA TOWNSHIP
SCHEDULE OF MEETINGS
April 2, 2007 thru March 31, 2008

Meetings will be held at the Genoa Township Hall located at 2911 Dorr Road. The Township Board meets at 6:30 p.m., the Zoning Board of Appeals meet at 6:30 p.m. The Planning Commission holds a work session at 6:30 p.m. with the regular meeting beginning at 7:00 p.m.

Regular meetings of the Township Board are generally scheduled for the first and third Monday of every month. The Planning Commission generally meets the second and if necessary, the fourth Monday; and the Zoning Board of Appeals meets the Tuesday following the second regular meeting of the Township Board. Holidays will occasionally disrupt the meeting schedules.

TOWNSHIP BOARD SCHEDULE

April 2 & 16, 2007	October 1 & 15, 2007
May 7 & 21, 2007	November 5 & 19, 2007
June 4 & 18, 2007	December 3 & 17, 2007
July 2 & 16, 2007	January 7 & 22, 2008
August 6 & 20, 2007	February 4 & 18, 2008
September 4 & 17, 2007	March 3 & 17, 2008

PLANNING COMMISSION SCHEDULE

April 9, 2007	October 9, 2007
May 14, 2007	November 12, 2007
June 11, 2007	December 10, 2007
July 9, 2007	January 14, 2008
August 13, 2007	February 11, 2008
September 10, 2007	March 10, 2008

ZONING BOARD OF APPEALS SCHEDULE

April 17, 2007	October 16, 2007
May 22, 2007	November 13, 2007
June 19, 2007	December 11, 2007
July 17, 2007	January 23, 2008
August 21, 2007	February 19, 2008
September 18, 2007	March 18, 2008

Signed: Paulette A. Skolarus
Genoa Township Clerk
(Policy/schedule of meetings)

Notice Posted on Front Display
February 2007 thru March 2008

**Genoa Township
2911 Dorr Rd.
Brighton, MI 48116
(810)227-5225**

Memo

To: Genoa Township Board
From: Robin L. Hunt, Treasurer
CC: Jeffrey & Gina Gangnier
Date: 2/12/2007
Re: Request to reduce Sewer Assessment 4711-22-302-197

I have received written request from property owners, Jeffrey & Gina Gangnier, of 4354 Highcrest to reduce the Tri-Lakes Sewer Assessment to reflect the demolition of a duplex and the building of a single family home.

In 1991 when the sewer system was built in the Tri-Lakes area there was a duplex located on the above property, therefore the assessment roll was approved for 2 R.E.U.'s. to be levied against this parcel.

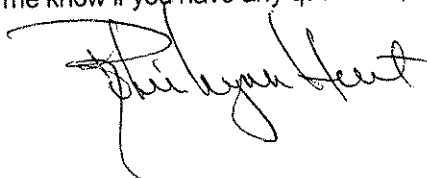
In 2004 the new owners, Jeffrey & Gina Gangnier demolished the duplex and rebuilt a single family home. They are therefore requesting a reduction to the special assessment roll as of 2004.

I am recommending that the Board consider approval of refunding the amount charged for the additional R.E.U. on the 2004 Winter Tax bill of \$484.50 and the additional amount paid on the 2005 Winter Tax bill of \$476.00, giving a total refund amount of \$960.50. In addition I am looking for approval to reduce the remaining principal balance on the sewer assessment, from \$3,400.00 to \$1,700.00. If approved, the remaining 4 years of the Tri-Lakes Sewer Assessment will be levied as a single family home, \$425.00 annual principal payment plus interest at a rate of 2%.

I am also looking for Township Board approval to reduce the Tri-Lakes Sewer Assessment levied on the 2006 Winter tax bill from \$935.00 to \$467.50 as well as a reduction to the administrative fee of \$4.68.

I will also be processing a check request for the Genoa Township General Fund to refund \$170.00 to Jeffrey & Gina Gangnier for refuse collection charged at the duplex rate on the 2004 and 2005 Winter Tax bills. There was an additional \$80.00 on the 2004 Winter tax and an additional \$90.00 on the 2005 Winter Tax.

Please let me know if you have any questions,



Jeff and Gina Gangnier
4354 Highcrest Dr.,
Brighton, MI 48116

GENOA TOWNSHIP

FEB 13 2007

RECEIVED

February 11, 2007

Genoa Township Board
2911 Dorr Rd.
Brighton, MI 48116

Dear Genoa Township Board Members:

As of September 9, 2004, parcel I.D. # 11-22-302-197, otherwise known as 4352 and 4354 Highcrest Drive homes were demolished. We have a Certificate of Completion for the Demolition from the Livingston County Building Department dated 9-9-04, Permit # BLD2004-02649 for your reference. As of November 2005, we received our Certificate of Occupancy to live in one house, known as 4354 Highcrest Drive, with one sewer. Since September of 2004, we have been taxed for two sewer assessments. Can you please look at this and make a change, so we will no longer be responsible for paying for two sewer tax assessments. We would also like to be reimbursed for the assessment payments that we have already paid for since September 2004.

Thank you for your time.

Sincerely,

Jeff and Gina Gangnier



Genoa Township

2911 Dorr Road • Brighton, Michigan 48116 • (810) 227-5225 • Fax (810) 227-3420 • Email: www.genoa.org

January 22, 2007

Michael Juergens
4831 Oak Tree Court
Brighton MI 48116

RE: Ice Cream Shop Connection Fees

Mr. Juergens,

I have reviewed the information you have provided. I have also visited the South Lyon facility and spoken with the City of South Lyon regarding water usage and floor plans. I offer the following:

1. The REU calculation provided by Amy Ruthig was based on a 1620 square foot space.
2. You note that the lease space is actually 1458 square feet.
3. This would adjust her calculations as follows:
4. 1458 sq. ft. @ 1.5 REU per 1,000 square feet 2.19 REU

Less Previously Paid:

1458 sq. ft. @ .25 REU per 1,000 sq. ft.	.36 REU
<hr/>	
1.83 REU	

New Connection Charge

Water 1.83 REU @ \$3,000	\$5,490
Sewer 1.83 REU @ \$3,100	\$5,673
<hr/>	
Total	\$11,163

5. An average home uses 22,500 gallons per quarter
6. The bill you provided from South Lyon shows quarterly usage of 36,540 gallons.
7. $36,540 / 22,500 = 1.62$.
8. I received a comparable history from the City of Brighton for the Dairy Queen store. This store's usage far exceeds the usage of the South Lyon store and

Supervisor
Gary T. McCriire

Clerk
Paulette A. Skolarus

Treasurer
Robin L. Hunt

Manager
Michael C. Archinal

Trustees

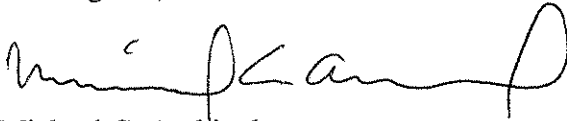
H. James Mortensen • Jean W. Ledford • Todd W. Smith • Steven Wildman

calculates to approximately 4 REU. I believe the Brighton Dairy Queen is substantially different from the store you are proposing.

9. When I visited the South Lyon store at 11:30 on a weekday it was closed.
10. Water and sewer systems are based on peak demands not average usage. The shop is only open part of the day. Residential uses tend to spread their consumption out over the entire day. For this reason commercial uses are assigned a, "peaking factor" for design; typically 3.5. Applying a peaking factor to the information you provided would yield an REU charge far in excess of the amount quoted above.

In summation I find that the connection fee of \$11,163 is appropriate. I wish you luck in your endeavor. A meter package may also need to be purchased including the appropriate sized meter and a Meter Interface Unit. Please contact our Utility Department at 517.546.1339 prior to land use permit issuance. If you have any questions, or if you require additional information, please do not hesitate to contact me.

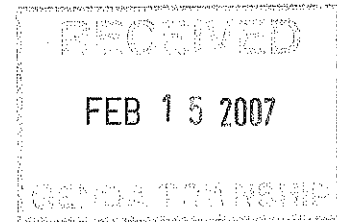
Best regards,

A handwritten signature in black ink, appearing to read "Michael C. Archinal". The signature is fluid and cursive, with a large loop at the end.

Michael C. Archinal
Township Manager

Cc: Amy Ruthig
Greg Tatare; Utility Director
Correspondence File

Feb 15, 2007



Dear Township Board-

My wife and I are proposing to open a high quality, efficiently run, upscale Ice Cream Shop in Genoa Twp. We have put over a year of research into design, product and equipment.

We are using low maintenance ice cream machines that do not use water as a coolant. We are not offering fountain drinks. Bottled water will be available. The demand on the water system is minimal. I am offering as evidence the water bills of the South Lyon Carvel Ice Cream store that my shop is modeled after.

I am asking the township to recalculate the water tap fees for this store which I (and every professional that I have asked) find overly excessive.

Based on the Carvel usage model (even using their highest usage figures!), My fee should be no larger than 1.62 REU - .25 REU (previously paid) = 1.37 REU

Water	1.37REU @ \$3000	\$4110
Sewer	1.37REU @ \$3100	\$4247
	Total	\$8357

The Carvel store is located across the street from South Lyon High School and its restrooms are frequently used by non-customers. I anticipate our store water and sewer usage to be even less.

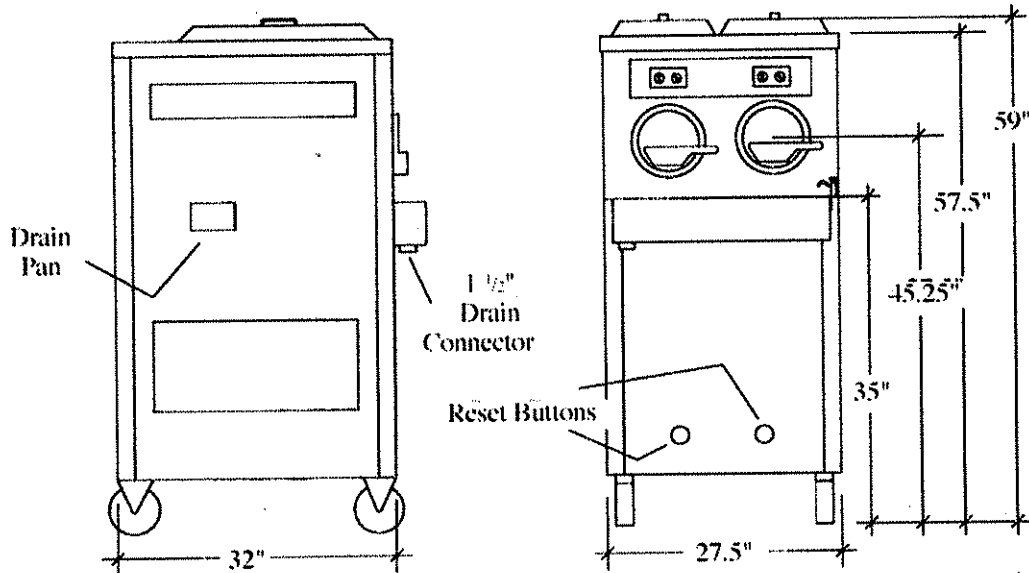
My wife and I have been Genoa Twp residents for over 10 years. We hope to employ area residents and run a successful shop. We are asking that the township to make it slightly easier for us to get into business and provide a wonderful experience for all to enjoy.

Thank You -

Mike & Leslie Juergens

Included are descriptions and specifications of the ice cream machines we intend to purchase.

Model M-202 Ross Frozen Custard Machine



SPECIFICATIONS

HOPPER CAPACITY 6 Gallons of liquid mix
(per hopper unit)

DIMENSIONS	in.	cm.
Frozen Custard Machine		
Width	27.5	69.9
Depth	32	81.3
Height Overall	57.5	146.1
Floor Clearance	6	15.2

(2) Air Cooled Condensing Units

Width	38	96.5
Depth	28	71.1
Height Overall	18	45.7

WEIGHTS	lbs.	kgs.
Frozen Custard Machine		
Air	645	293.2
Air (Crated)	945	429.6
Water	845	384.1
Water (Crated)	1,100	500

(2) Air Cooled Condensing Units

Net per Unit	198	90
Crated per Unit	285	130

ELECTRICAL	Breaker Size	Pole (P) Wire (W)
208-230/60/1 Air	20A-Per Barrel	2P 3W
	20A-Per Condenser	2P 3W
208-230/60/1 Water	30A-Per Barrel	2 P 3W
208-230/60/3 Air	15A-Per Barrel	3P 4W
	20A-Per Condenser	3P 4W
208-230/60/3 Water	20A-Per Barrel	3P 4W
115/60/1	15A-Hopper Condenser	

BEATER MOTOR (2) 2 HP motors

REFRIGERATION SYSTEM

- (2) 3 HP Condensing Units
- R-404A Refrigerant
- Hopper Refrigeration: R-134A Refrigerant

AIR COOLED:

- Remote condenser w/enclosure
- (1) 5/8" Suction per Barrel
- (1) 3/8" Liquid per Barrel

WATER COOLED:

- ~~Water Inlet (Hose Adapter)~~
- ~~Water Drain (3/4" OD Copper)~~
- ~~Connection located in the back of the machine~~

OPTIONS:

- Dipping cabinet
- Dipping trough
- Multifunction switch for specialty products

OPTIONAL DIPPING TROUGH:

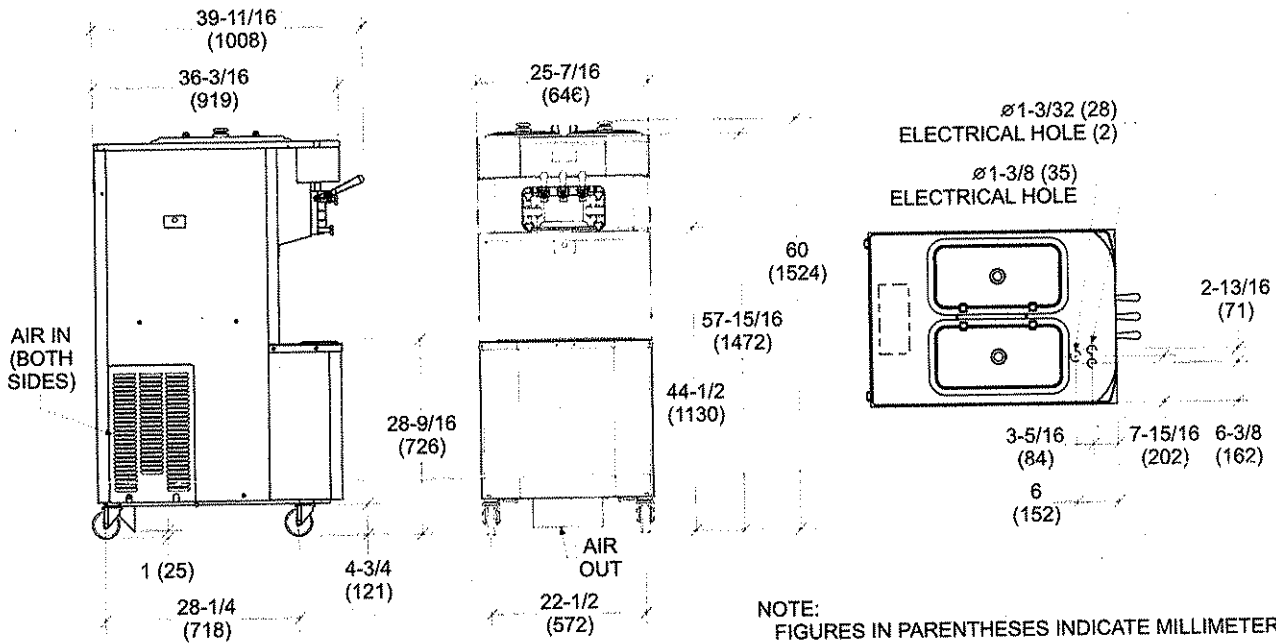
- Attached to the front of the machine
- (1) 1 1/2" Drain Connector
- (1) 5/16" O.D. Tubing Inlet



STOELTING

502 Hwy. 67 • Kiel, WI 53042
920-894-2293 • 800-558-5807
Fax: 920-894-2292

C712 Soft Serve Freezer



TOP VIEW - OPERATOR END
ALL CONNECTIONS LOCATED UNDERSIDE OF BASE

NOTE: FIGURES IN PARENTHESES INDICATE MILLIMETERS.

	lbs.	kgs.
Weights		
Net	748	339.3
Crated	875	396.9
	cu. ft.	cu. m.
Volume	66.5	1.88

	in.	mm.
Dimensions		
Width	25-7/16	646
Depth	36-3/16	919
Height	60	1524
Floor Clearance	4-3/4	121

*Mounted on standard casters

Electrical	Maximum Fuse Size		Minimum Circuit Ampacity		Poles (P) Wires (W)
	Left	Right	Left	Right	
208-230/60/1 Air	30	30	25	23	2P 3W
208-230/60/1 Air, Syrup	35	30	26	23	2P 3W
208-230/60/1 Water	30	30	24	23	2P 3W
208-230/60/3 Air	25	25	19	18	3P 4W
208-230/60/3 Air, Syrup	25	25	21	18	3P 4W
220-240/50/1 Air	30	25	22	20	2P 3W
380-415/50/3N~ Air	12	12	11	9	4P 5W

This unit may be manufactured in other electrical characteristics. Refer to the local Taylor Distributor for availability. (For exact electrical information, always refer to the data label of the unit.)

Bidding Specs

Electrical: Volt _____ Hz _____ ph _____
 Neutral: Yes No Cooling: Air Water NA

Options: _____

Specifications

Electrical

Two dedicated electrical connections are required. See the Electrical chart for the proper electrical requirements. Manufactured to be permanently connected. Consult your local Taylor distributor for cord & receptacle specifications as local codes allow.

Beater Motor

Two, 1.5 HP.

Refrigeration System

Two, 9,500 BTU/hr. R404A.
 Separate Hopper Refrigeration (SHR), One, 400 BTU/hr. R134a.
 (BTUs may vary depending on compressor used.)

Air Cooled

Minimum 3" (76 mm) around all sides. Install the deflector provided to prevent recirculation of warm air. Minimum air clearances must be met to assure adequate air flow for optimum performance.

Water Cooled

Water inlet and drain connections under side of base 1/2" FPT.

Options

- Cone Dispenser
- Drain Adaptor (for ease of rinsing & cleaning)
- Draw Valve Lock Kit
- Faucet
- Hopper Locks
- Panel Spinner
- Syrup Rail (Integrated)
- Syrup Rail Kit (side mount)

Continuing research results in steady improvements; therefore, these specifications are subject to change without notice.



Taylor Company,
A Division of Carrier Commercial Refrigeration, Inc.

Printed in U.S.A.

PROPERTY ADDRESS

25740 PONTIAC TRAIL
CYCLE SECTION ACCOUNT NO.
1 T PONT-025740-0000-00
FROM TO

FIRST CLASS MAIL
U.S. POSTAGE
PAID
SOUTH LYON MI
PERMIT NO. 16

05/31/2006 09/12/2006

WA	36540	R	0	36.54	46.41
SW	36540	R	0	36.54	89.89
F					6.00

BILLING DATE	10/01/2006	AMOUNT DUE	142.30
AFTER	10/31/2006	PAY THIS LATE AMOUNT	156.53

CARVEL ICE CREAM
25740 PONTIAC TRAIL
SOUTH LYON MI 48178

*pl 10/12
16.53*

Water + Sewer
Usage
CARVEL Ice Cream

FROM: Michael Juerge

CARVEL Ice Cream
25740 Pontiac Trail
South Lyon, MI
Sept Oct Nov 06

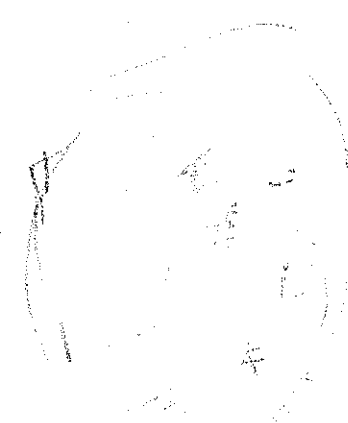
1000 GALLONS

WA	23.14	16.53
SW	44.80	16.53
F	6.00	

Meter 36540 Previous
53071 Current
16531 USAGE

73.94

Acct No PONT-025740-0000-00



Genoa Township

The following equivalent user factors will be used to assess tap-in fees. For purposes of this table, an equivalent user is defined as that quantity of wastewater discharged from an ordinary single family dwelling. The volume of wastewater generated by an equivalent user is defined in each sanitary sewer district. In computing charges for commercial, industrial, or multiple residences, the number of units for which charges are made shall be determined from the following equivalent user factors. Where square footage is used in the calculation of equivalent users, it shall mean the entire square footage inside the building. When the use of a building changes substantially the number of equivalent users for the new use, a supplemental tap-in fee will be assessed for the increased use.

Equivalent User Table

USER	UNIT FACTOR
Auto Dealers	0.40 per 1,000 sq. ft.
Auto Repair/Collision – Body Shop	1.00 per shop plus 0.5 per 1,000 sq. ft.
Banks	0.25 per employee station
Banquet Hall	1.8 per 1,000 sq.ft.
Barber Shops	1.00 per shop plus 0.1 per chair after 2
Bars (including bars within restaurants)	4.00 per 1,000 sq. ft.
Beauty Shops	1.00 per shop plus 0.15 per booth
Bed & Breakfast Establishments	1.0 per building plus 0.2 per guest room
Boarding Houses	1.00 per building plus 0.2 per bedroom
Boarding Schools	0.27 per bed
Bowling Alleys (w/o bars or lunch)	0.16 per alley
Bowling Alleys (with bar and/or lunch)	0.60 per alley
Car Wash (production line w/o recycle)	10.00 per single production line
Car Wash (production line with recycle)	5.00 per single production line
Car Wash (self service)	1.25 per stall
Child Care Centers	1.00 per premise plus 0.05 per person
Churches	0.25 per 1,000 sq. ft.(minimum 1.0 unit)
Cleaners (pick-up only)	1.00 per shop
Cleaners (pressing facilities)	1.25 per press
Clinics	0.50 per doctor (minimum 1.0 unit)
Convalescent Homes	1.00 per premise plus 0.5 per bedroom
Convents	1.0 per premise plus 0.25 per bedroom
Country Clubs & Athletic Clubs	1.50 per 1,000 sq. ft.
Doctor's Office	1.0 per premise plus 0.5 per exam

		room
Drug Stores	0.40	per 1,000 sq. ft. (minimum 1.0 unit)
Factories (exclusive of industrial flow)	0.50	per 1,000 sq. ft.
Fire Stations	0.20	per stationed firefighter/ 24 hours
Fire Stations (Volunteer)	1.00	per premise
Florist	1.10	per 1,000 sq. ft.
Fraternal Organizations (members only)	1.00	per hall
Fraternal Organizations (members/rentals)	2.00	per hall plus bar, restaurant, etc.
Funeral Homes	1.50	per 1,000 sq. ft. plus residence
Garden Center (nursery)	1.0	per premise plus 0.5 per employee
Government Office	0.40	per 1,000 sq. ft.
Grocery Stores & Markets	1.10	per 1,000 sq. ft.
Hospitals	1.09	per bed
Hotels & Motels (private baths)	0.25	per bedroom plus bar, restaurant, etc.
Industrial Buildings (exclusive of wet process)	0.50	per 1,000 sq. ft.
Laundry (self service)	0.54	per washer
Lumber Yard	1.00	per each 15 employees
Mobile Homes	1.00	per pad
Multiple Family Residence	1.00	per dwelling unit
Office Building	0.40	per 1,000 sq. ft.
Pet Shops	1.10	per 1,000 sq. ft.
Pool Halls	0.10	per table
Post Office	1.00	per 1,000 sq. ft.
Printing Shop	0.50	per 1,000 sq. ft.
Public Institutions (other than hospitals)	0.75	per 1,000 sq. ft.
Research & Testing Laboratories	0.75	per 1,000 sq. ft.
Restaurants (fast food)	10.00	per restaurant
Restaurants (meals w/service & dishes)	2.50	per 1,000 sq. ft.
Restaurants (take out)	1.50	per 1,000 sq. ft.
Retail Stores	0.15	per 1,000 sq. ft.
Rooming Houses (no meals)	0.25	per room
Schools (w/o showers and/or pool)	1.00	per classroom
Schools (with showers and/or pool)	1.50	per classroom
Senior Citizen Apartments	0.33	per apartment unit
Service Station – Gas Service	0.50	per pump
Service Station – with auto repair	1.00	per premise plus .15 per stall
Service Station – with mini mart	1.0	per premise plus .5 per 1,000 sq. ft. of building
Skating Rinks	0.40	per 1,000 sq. ft.
Snack Bar (drive-in)	2.50	per 1,000 sq. ft.
Swimming Pools	3.00	per 1,000 sq. ft.

Single Family Residence	1.00	per residence
Sport Centers	0.05	per employee
Stores (other than specifically listed)	0.25	per 1,000 sq. ft.
Tennis Clubs	0.08	per member
Tennis or Handball (indoor club)	0.50	per court
Theaters (drive-in)	0.03	per car space
Theaters	0.01	per seat
Tourist Courts (individual bath units)	0.27	per cubicle
Trailer Parks (central bath units)	0.40	per trailer
Veterinary Facility	2.00	per veterinarian
Veterinary Facility with kennel	1.50	per facility plus 0.1 per kennel
Warehouse & Storage	0.10	per 1,000 sq. ft.

Where building size and number of employees are both known, the equivalent water factors shall be based on the highest projected flow factor.

Classifications not specifically listed shall be assigned values as determined by the Township, but no facility shall be assigned less than one unit.

Where multiple businesses exist at one location (shopping centers, hotels with restaurant and or bar facilities, etc.) the various businesses will be combined for equivalents.

In cases of expansion or change of existing water/sewer uses, connection fees shall be levied in accordance with the current connection fee schedule based upon the difference in the current and expanded or changed use.

In cases where an application for water and/or sewer service has been made for property which is contiguous to an existing water and/or sewer special assessment district such water and or sewer service may be granted *only after the following fees have been paid:*

1. All Connection Fees.
2. An up-front lump-sum capital charge equivalent to the pro-rata share of what would have been the property's assessment costs if the property were in the district, for the remaining term of the assessment. The capital charge will be placed in the debt service fund for future debt service payments on the special assessment. The properties in the SAD (Special Assessment District) will have their remaining assessments reduced by their pro-rata share of the capital share.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 19, 2007

TOWNSHIP GENERAL EXPENSES; Thru February 19, 2007	\$183,727.79
FEBRUARY 9, 2007, BI-WEEKLY PAYROLL	\$28,974.02
OPERATING EXPENSES; Thru February 19, 2007	\$241,385.41
TOTAL:	<u>\$ 454,087.22</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Void Amount</u>	<u>Check Amount</u>
22588	Administ	Total Administrative Services	02/09/2007	0.00	241.90
22589	Equitabl	Equivest Unit Annuity Lock Box	02/09/2007	0.00	745.00
22590	IRISH CO	Irish Construction Company	02/07/2007	0.00	22,511.70
22591	US POSTA	US Postal Service	02/12/2007	0.00	258.10
22592	Abes	Abe's Auto Glass	02/19/2007	0.00	245.00
22593	ACE HARD	Ace Hardware	02/19/2007	0.00	18.01
22594	AMER IMA	American Imaging, Inc.	02/19/2007	0.00	408.54
22595	ARCHINAL	Michael Archinal	02/19/2007	0.00	500.00
22596	AT&TLONG	AT&T Long Distance	02/19/2007	0.00	50.97
22597	BLUE CRO	Blue Cross & Blue Shield Of Mi	02/19/2007	0.00	12,971.61
22598	BUS IMAG	Business Imaging Group	02/19/2007	0.00	2.32
22599	CONSUMER	Consumers Energy	02/19/2007	0.00	667.93
22600	CONTINEN	Continental Linen Service	02/19/2007	0.00	86.68
22601	COXKRIS	Kristi Cox	02/19/2007	0.00	275.00
22602	DTE ENER	DTE Energy	02/19/2007	0.00	1,032.94
22603	FIRST IM	First Impression Print & Marketing	02/19/2007	0.00	1,855.00
22604	G/O SWAT	Go Swath	02/19/2007	0.00	300.00
22605	GANNETT	Gannett Michigan Newspapers	02/19/2007	0.00	979.70
22606	GenTLEOP	Genoa Twp-Lake Edge Operating	02/19/2007	0.00	3,304.70
22607	GENTOPO	Genoa Twp-Oak Pointe Operating	02/19/2007	0.00	22,444.94
22608	GenTwPC	Genoa Twp-Pine Creek Operating	02/19/2007	0.00	7,074.80
22609	GUARDIAN	Guardian Alarm	02/19/2007	0.00	170.82
22610	HEIKKINE	Heikkinen Law Firm	02/19/2007	0.00	1,756.00
22611	LDMI	LDMI Telecommunications	02/19/2007	0.00	20.01
22612	LOWES	Lowe's	02/19/2007	0.00	1,011.88
22613	MAGUIRE	Maguire Mailing Systems	02/19/2007	0.00	155.93
22614	MASTER M	Master Media Supply	02/19/2007	0.00	743.98
22615	mhog	MHOG	02/19/2007	0.00	20,374.00
22616	MPA	Lawrence R. Heslip	02/19/2007	0.00	2,638.00
22617	Net serv	Network Services Group, L.L.C.	02/19/2007	0.00	1,183.00
22618	Perfect	Perfect Maintenance Cleaning	02/19/2007	0.00	738.00
22619	SevernT	Severn Trent Environmental Services, IN	02/19/2007	0.00	19.54
22620	SIMPGR	SimplexGrinnell LP	02/19/2007	0.00	366.25
22621	som - dm	State of Michigan	02/19/2007	0.00	3,000.00
22622	SWANNS	Swann's Clothing Store	02/19/2007	0.00	20.30
22623	TATARAG	Greg Tatara	02/19/2007	0.00	125.40
22624	Telcom W	Telcom Wiring Services	02/19/2007	0.00	720.00
22625	TERZO	Terzo & Bologna Inc.	02/19/2007	0.00	7,500.00
22626	WASTE MA	Waste Management	02/19/2007	0.00	67,075.56
22627	ZEP	Zep Manufacturing Company	02/19/2007	0.00	134.28

Report Total: 0.00 183,727.79

**First National
Direct Deposit
February 9, 2007
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,047.84
Amy Ruthig		\$930.43
Angela Williams		\$371.64
Barb Kries		\$929.31
Beverly Wilson		\$614.70
Carol Hanus		\$1,135.05
Dave Estrada		\$1,333.40
Deborah Rojewski		\$2,153.48
Donald Poduda		\$147.76
Genoa Township	\$20,238.25	
Greg Tatara		\$2,131.46
H.J. Mortensen		\$738.54
Judith Smith		\$1,005.30
Karen J. Saari		\$832.94
Kelly VanMarter		\$0.00
Laura Mroczka		\$1,188.78
Mary Krencicki		\$589.65
Michael Archinal		\$2,305.36
Renee Gray		\$916.74
Robin Hunt		\$1,192.74
Tammy Lindberg		\$673.13
Total Deposit		<u><u>\$20,238.25</u></u>

EFT #: _____
INTERNET: _____
CHECK BOOK: _____

Accounts Payable
Computer Check Register



User: angie
Printed: 02/05/2007 - 11:21
Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
22588	Administ	Total Administrative Services	02/09/2007		241.90
			Check 22588 Total:		241.90
9263	AETNA LI	Aetna Life Insurance & Annuity	02/09/2007		25.00
			Check 9263 Total:		25.00
9264	EFT-FED	EFT- Federal Payroll Tax	02/09/2007		3,180.87 1,710.46 1,710.46 400.02 400.02
			Check 9264 Total:		7,401.83
9265	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/09/2007		322.04
			Check 9265 Total:		322.04
22589	Equitabl	Equivest Unit Annuity Lock Box	02/09/2007		745.00
			Check 22589 Total:		745.00
9266	FIRST NA	First National Bank	02/09/2007		1,160.00 19,078.25

Check 9266 Total:

20,238.25

Report Total:

28,974.02

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

January 1 thru February 19, 2007

Date	Num	Name	Memo	Amount
01/25/2007	501	Pfeffer, Hanniford & Palka	Invoice #686	-5,150.00
01/31/2007	502	AT & T		-274.66
01/31/2007	503	AAA SERVICE NETWORK		-465.95
01/31/2007	504	BRIGHTON ANALYTICAL LLC		-416.00
01/31/2007	505	CORRIGAN OIL COMPANY		-77.55
01/31/2007	506	CRAMPTON ELECTRIC CO., INC.		-2,264.94
01/31/2007	507	GENOA TWP UTILITY FUND		-5,923.00
01/31/2007	508	GRAINGER		-54.20
01/31/2007	509	JEFF HADLEY		-86.92
01/31/2007	510	LIVINGSTON COUNTY DRAIN COMMISSSION		-1,157.09
01/31/2007	511	MICHIGAN PIPE AND VALVE		-144.00
01/31/2007	512	MPA TRUCKING		-850.00
01/31/2007	513	REULAND ELECTRIC		-371.53
01/31/2007	514	STANDARD ELECTRIC		-186.95
01/31/2007	515	STATE OF MI		-4,773.53
01/31/2007	516	UIS PROGRAMMABLE SERVICES		-840.52
01/31/2007	517	USA Bluebook		-30.78
01/31/2007	518	WASTE MANAGEMENT		-83.25
01/31/2007	519	WATER MASTERS LLC		-3,415.00
02/05/2007	520	SEVERN TRENT ENVIRONMENTAL SERVICES, INC.		-24,826.79
02/05/2007	521	VOID	VOID:	0.00
02/07/2007	522	CONSUMERS ENERGY	Gas	-1,078.21
02/07/2007	523	DTE ENERGY	Electric	-6,925.96
02/07/2007	524	SEVERN TRENT ENVIRONMENTAL SERVICES,	Supplies- OP water/sewer	-463.97
02/07/2007	525	FONSON, INC.	Supplies-OP water/sewer	-2,013.50
02/07/2007	526	AAA SERVICE NETWORK	clean/check heating	-230.00
02/07/2007	527	FASTENAL	supplies	-485.61
02/07/2007	528	USA Bluebook	Supplies-OP Water	-241.11
02/07/2007	529	NORTHWEST PIPE AND SUPPLY, INC.	Supplies- OP-sewer/water	-851.11
02/07/2007	530	LIVINGSTON COUNTY DRAIN COMMISSSION	VOID: LCDC Service-OP	0.00
02/07/2007	531	VELOCITY PUMPS	Pump rebuilds	-695.00
02/07/2007	532	BRIGHTON ANALYTICAL LLC	Water Testing	-104.00
02/07/2007	533	GENOA TWP -OAK POINTE NEW USER FUND	06/30/06 Audit	-20,685.00
02/07/2007	534	GENOA TWP -LAKE EDGEWOOD	06/30/06 Audit	-4,774.24
02/13/2007	535	TTMPS	Professional Services	-3,756.95
02/13/2007	536	MPA TRUCKING	snow plowing	-1,790.00
02/13/2007	537	VELOCITY PUMPS	Grinder Rebuild	-1,057.50
02/13/2007	538	GENOA TWP -GENERAL FUND	audit 06/30/2006	-20,589.00
02/13/2007	539	USA Bluebook	supplies	-250.60
02/13/2007	540	BRIGHTON ANALYTICAL LLC	water testing	-194.00
02/13/2007	541	CONCRETE CONSTRUCTION. INC.	Chemical Storage Modification	-1,730.00
02/13/2007	542	CRAMPTON ELECTRIC CO., INC.	Station # 57	-1,833.35
02/13/2007	543	SEVERN TRENT ENVIRONMENTAL SERVICES,	Services for February 2007	-24,657.27
			TOTAL	-145,799.04

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

January 1 thru February 19, 2007

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/01/2007	1001	Pfeffer, Hanniford & Palka	Invoice #686	-1,050.00
01/31/2007	1002	Brighton Analytical L.L.C.		-201.00
01/31/2007	1003	GENOA TWP UTILITY FUND		-2,003.00
01/31/2007	1004	PVS NOLWOOD CHEMICALS, INC		-784.80
01/31/2007	1005	STATE OF MICHIGAN		-3,650.00
02/05/2007	1006	SEVERN TRENT ENVIRONMENTAL SERVICES, INC		-11,248.73
02/05/2007	1007	VOID	VOID:	0.00
02/07/2007	1008	DTE Energy	Electric	-379.66
02/07/2007	1009	SEVERN TRENT ENVIRONMENTAL SERVICES,	supplies	-174.84
02/07/2007	1010	HACH COMPANY		-23.25
02/07/2007	1011	NORTHWEST PIPE AND SUPPLY, INC		-130.96
02/07/2007	1012	PVS NOLWOOD CHEMICALS, INC		-714.80
02/07/2007	1013	GENOA TWP-GENERAL FUND	06/30/06 Audit	-8,578.00
02/07/2007	1014	GENOA TWP-OAK POINTE OPERATING	06/30/06 Audit	-65.17
02/13/2007	1015	USA BLUE BOOK	Supplies	-118.48
02/13/2007	1016	Tetra Tech MPS	Professional Services	-2,964.63
02/13/2007	1017	Consumers Energy	Gas Service	-1,005.04
02/13/2007	1018	Brighton Analytical L.L.C.	water testing	-134.00
02/13/2007	1019	DTE Energy	Electric 12/28/06-01/31/07	-3,716.24
02/13/2007	1020	SEVERN TRENT ENVIRONMENTAL SERVICES,	Services for February 2007	-11,248.73
			TOTAL	-48,191.33

#595 PINE CREEK W/S FUND

Payment of Bills

January 1 thru February 19, 2007

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/01/2007	2001	Pfeffer, Hanniford & Palka	Invoice #686	-200.00
02/13/2007	2002	GENOA TWP-LAKE EDGEWOOD OPERATING	06/30/06 Audit	-6,868.98
02/13/2007	2003	GENOA TWP-GENERAL FUND	reimburse GF #101 for final payment of bill's fo	-40,326.06
			TOTAL	-47,395.04

Howell Area Recreation

December Work Session

Howell Recreation

- October Work Session Results
 - Consensus to continue current level of programming.
 - Agreement that the City can not continue to subsidize the program at the same level.
 - Concern expressed by township partners about current structural costs.
 - Preference not to use a three tier fee system.
- Confirmed need to decide next step for providing recreation opportunities for the Authority area.

Howell Recreation

- Three models to consider going forward
 - 1. Maintain current Recreation Commission/City Department with adjustment in contribution & fees.
 - 2. City goes it alone with no township contributions and substantial adjustment in fees.
 - 3. Start-up Recreation Authority to takeover operations.

Breakdown of Costs

Function	Expenditure	Revenue (fees)
Sports	\$127,185	\$94,460
Preschool	\$59,179	\$59,032
Enrichment	\$81,196	\$56,500
Teen Center	\$14,416	\$9,887
Special Events	\$46,611	\$27,914
Boat Ramp	\$46,216	\$15,500
Senior Services	\$71,098	\$6,250
Administration	\$225,118	\$3,000
Facility Variable Costs	\$157,584	\$25,500
Facility Fixed Costs	\$171,004	\$12,500
Neighborhood Parks	\$37,107	\$0
TOTAL	\$1,036,714	\$310,543

Revenue/Expenditure Categories

- Sports: all Youth and Adult sports leagues & special events.
- Preschool: Part-time curriculum for 3 & 4 year olds.
- Enrichment: Activities for all ages designed to involve participants in new experiences such as art, culture, entertainment, etc.
- Teen Center: Part-time facility for ages 13-17 to “hang out.”
- Special Events: Specific activities as part of holiday or community event.
- Senior Services: Social and education activities & resources for elders.

Revenue/Expenditure Categories

- Administration: Director and part-time support staff, non-allocated printing, supplies, banking fees, and communications.
- Facility Variable Costs: Costs of facilities being in use for activities and events i.e. utilities, maintenance, and equipment.
- Facility Fixed Costs: Costs of facilities being in existence; minimal maintenance to avoid decay i.e. utilities and supplies.
- Boat Ramp: Services associated with boat access to Lake Thompson.
- Neighborhood Parks: Maintenance of small parks throughout the City.

Financial Analysis

- Staff feels that fees can be adjusted upward a minimum of 14% without loss of participation and potentially significantly more in subsequent periods.
- Each program will be evaluated on case by case basis.
- Initial review of operations has identified several areas with potential cost savings of \$100,000.

Howell Recreation

- Total Fees \$307,043
- Total Expenditures \$999,607 (excludes Neighborhood Parks)
- Costs do not include City support services such as IT, Human Resources, City Manager, Payroll, and Finance.
- Costs do include reduction of full-time Office Manager to part-time staff, approximately \$50,000 savings

Option One – “As is”

- Continue with Recreation Commission
 - Increase fees and contributions by partnering communities.
 - Continues with established format.
 - Provides some stability for the recruitment of new director.
 - Limits potential growth of programs and facilities.

As-is Model		
	Expenditures	Revenues
Sports	127,185	107,684
Preschool	59,179	59,032
Enrichment	81,196	67,700
Teen Center	14,416	9,887
Special Events	46,611	31,237
Seniors Services	71,098	6,250
Administration	236,118	33,500
Administrative Supp	35,000	
Barnard: Variable	43,975	
Barnard: Fixed	32,874	
Bennett: Variable	102,609	
Bennett: Fixed	52,505	
Page Field Fixed	53,322	9,120
Beach/Boat Ramp	46,216	17,670
Beach/Boat Fixed	11,276	
City Park	21,028	5,130
TOTAL	\$ 1,034,608	\$ 347,210
Township Contribution		\$ 300,000
City Contribution		\$ 387,398

Option Two – Go it Alone

- City provides services with no township contributions.
 - Addresses concerns about assuming existing/legacy costs of operations.
 - City becomes sole manager of operations.
 - Significant increase in non-resident fee structure.
 - Allows City to continue programs that others may not want.
 - Programs may be lost due to substantial fee adjustment that may lower participation.

Go it Alone Model		
	Expenditures	Revenues
Sports	127,185	107,684
Preschool	59,179	59,032
Enrichment	81,196	67,700
Teen Center	14,416	9,887
Special Events	46,611	31,237
Seniors Services	71,098	6,250
Administration	236,118	33,500
Barnard: Variable	43,975	
Barnard: Fixed	32,874	
Bennett: Variable	102,609	
Bennett: Fixed	52,505	
Page Field Fixed	53,322	9,120
Beach/Boat Ramp	46,216	17,670
Beach/Boat Fixed	11,276	
City Park	21,028	5,130
TOTAL	\$ 999,608	\$ 347,210
Township Contribution		\$ -
City Contribution		\$ 652,398

Option Three – Recreation Authority

- Start-up Recreation Authority Operations
 - Continues multi-jurisdictional cooperation.
 - Increase in fees and partner community subsidies.
 - Allows for direct input in program operations by all communities.
 - Multi-year funding commitment from all parties.
 - Eventual goal is for program to become self-sustaining by either fees or operational millage.
 - Allows for expansion of programs throughout the Authority area.

Outstanding Issues

- Department has been in state of flux for many years.
- Has not had a permanent director for four years.
- New Director needs to be hired.
- Preliminary review of operation has identified several areas for cost savings.
- Department needs to continue/intensify function/process review.
- Human Resources Director & Labor Counsel reviewing potential staff transfer issues.

Four Models for Authority Operations

- 1. Authority assume all costs & operations
- 2. Authority assumes Recreation Programming and City retains operations of Boat Ramp, Beach and City Park.
- 3. Authority assume Recreation Programming, rents City facilities, assumes operations of Boat Ramp, Beach and City Park.
- 4. Authority assumes Recreation Programming and rents City Facilities. City retains operations of Boat Ramp and City Park

Recreation Authority- Scenario 1

- Recreation Authority assumes all operations and costs.
- Townships contribute \$100,000/year and City picks up balance of costs.
- Any savings achieved or increase in outside revenues reduces City's contribution until \$100,000 level is reached, then savings shared equally.

Authority Scenario 1

Recreation Authority Scenario 1		
	Expenditures	Revenues
Sports	127,185	107,684
Preschool	59,179	59,032
Enrichment	81,196	63,710
Teen Center	14,416	9,887
Special Events	46,611	31,237
Seniors Services	71,098	6,250
Administration	225,118	5,000
Administrative Support	35,000	
Barnard: Variable	53,275	10,000
Barnard: Fixed	32,874	
Bennett: Variable	104,308	18,500
Bennett: Fixed	52,505	
Page Field Fixed	53,322	9,120
Beach/Boat Ramp	46,216	17,670
Beach/Boat Fixed	11,276	
City Park	21,028	5,130
TOTAL	\$ 1,034,607	\$ 343,220
Township Contribution		\$ 300,000
City Contribution		\$ 391,387

Recreation Authority Scenario 2

- Authority assumes Recreation Program operations and takes over management and costs of Barnard and Bennett Center.
- Townships & City contribute maximum \$100,000/year. If a positive cash flow is achieved, communities reduce contributions.
- City retains operation of Boat Ramp, Page Field and City Park and Beach.
- Agreement about Boat Ramp and Beach Access to be determined. Rental fee will be charged for Page Field.

Authority Scenario 2

	Expenditures	Revenues			Expenditures	Revenues
Sports	127,185	107,684		Beach/Boat Ramp	46,216	17,670
Preschool	59,179	59,032		Page Field Fixed	53,322	9,120
Enrichment	81,196	63,710		City Park	21,028	5,130
Teen Center	14,416	9,887		Beach/Boat Fixed	11,276	
Special Events	46,611	31,237		TOTAL	\$ 131,841	\$ 31,920
Seniors Services	71,098	6,250		NET Expenditures		\$ 99,921
Administration	225,118	5,000		City Contribution to Authority		100,000
Administrative Support	35,000			TOTAL City Costs		\$ 199,921
Barnard: Variable	53,275	10,000				
Barnard: Fixed	32,874					
Bennett: Variable	104,308	18,500				
Bennett: Fixed	52,505					
TOTAL	\$ 902,765	\$ 311,300				
Township Contributions		\$ 300,000				
City Contribution		\$ 100,000				
Savings TBD		\$ 191,465				

Recreation Authority – Scenario 3

- Authority assumes Recreation Programming operations and rents Barnard and Bennett Centers from City.
- Townships & City Contribute maximum \$100,000/year. If a positive cash flow is achieved, communities reduce contributions.
- Authority operates Boat Ramp and Lake Access.
- City assumes maintenance and operation costs for Barnard and Bennett.

Authority Scenario 3

	Expenditures	Revenues			Expenditures	Revenues
Sports	127,185	107,684		Barnard: Variable	53,275	50,000
Preschool	59,179	59,032		Barnard: Fixed	32,874	
Enrichment	81,196	63,710		Bennett: Variable	104,308	103,500
Teen Center	14,416	9,887		Bennett: Fixed	52,505	
Special Events	46,611	31,237		TOTAL	\$ 242,962	\$ 153,500
Seniors Services	71,098	6,250		NET Expenditures		\$ 89,462
Administration	225,118	5,000		City Contribution to Authority		\$ 100,000
Administrative Support	35,000			TOTAL City Costs		\$ 189,462
Facility Rental	125,000					
Beach/Boat Ramp	46,216	17,670				
Page Field Fixed	53,322	9,120				
City Park	21,028	5,130				
Beach/Boat Fixed	11,276					
TOTAL	\$ 916,644	\$ 314,720				
Township Contributions		\$ 300,000				
City Contribution		\$ 100,000				
Savings TBD		\$ 201,924				

Recreation Authority – Scenario 4

- Authority assumes Recreation Programming operations and rents Barnard and Bennett Centers from City.
- Townships & City contribute maximum \$100,000/year. If a positive cash flow is achieved, communities reduce contributions.
- City assumes maintenance and operation costs for Barnard and Bennett. City retains operation of Boat Ramp, Page Field and City Park (beach).
- Agreement about Boat Ramp and Beach Access to be determine. Rental fee will be charged for Page Field.

Authority Scenario 4

	Expenditures	Revenues			Expenditures	Revenues
Sports	127,185	107,684		Barnard: Variable	53,275	50,000
Preschool	59,179	59,032		Barnard: Fixed	32,874	
Enrichment	81,196	63,710		Bennett: Variable	104,308	103,500
Teen Center	14,416	9,887		Bennett: Fixed	52,505	
Special Events	46,611	31,237		Page Field Fixed	53,322	9,120
Seniors Services	71,098	6,250		Beach/Boat Ramp	46,216	17,670
Facility Rental	125,000			Beach/Boat Fixed	11,276	
Administration	225,118	5,000		City Park	21,028	5,130
Administrative Support	35,000			TOTAL	\$ 374,804	\$ 185,420
TOTAL	\$ 784,803	\$ 282,800		NET Expenditures		\$ 189,384
Township Contribution		\$ 300,000		City Contribution to Authority		100,000
City Contribution		\$ 100,000		TOTAL City Costs		\$ 289,384
Savings TBD		\$ 102,003				

Revenue Options (Fee Increases)

assumes no change in participation

	Current	+14%	+25%	+50%	+100%
Sports	94,460	107,684	118,075	141,690	188,920
Preschool	59,032	67,296	73,790	88,548	118,064
Enrichment	56,500	63,710	70,625	84,750	113,000
Special Events	27,914	31,237	34,893	41,872	55,829
Beach/Boat Ramp	15,500	17,670	19,375	23,250	31,000
Administration	3,000	3,420	3,750	4,500	6,000
Barnard/ Bennett	25,000	28,500	31,250	37,500	50,000
City Park/ Page Field	12,500	14,250	15,625	18,750	25,000
TOTAL	293,906	333,767	367,383	419,860	587,813
Change from Current	0	+39,861	+73,477	+125,954	+293,907

Recommendations

- Complete function/process review.
- Begin process to start-up Recreation Authority.
- Four options for future operations under Authority:

RA = Recreation Authority Responsibility C = City Responsibility	1	2	3	4
Programming	RA	RA	RA	RA
Facilities (RA operates, C leases out)	RA	RA	C	C
Boat Ramp	RA	C	RA	C
City Park & Beach	RA	C	RA	C

Other Discussion Points

- Decision on who completes and implements Function/Process Review: City Management Staff or new director.
- Function/Process review to be finalized and implemented.
- Time-Frame/ Process for Recruitment of Director.
- Modification of Articles of Incorporation
 - Contribution Formula
 - Contribution Timing