

**GENOA CHARTER TOWNSHIP**  
**Regular Meeting**  
**January 19, 2010 (Tuesday)**  
**6:30 p.m.**

**AGENDA**

Call to order

Pledge of Allegiance:

Call to the Public:

**Approval of Consent Agenda:**

1. Payment of Bills
2. Request to approve minutes: 1-4-10
3. Request approval to enter into agreements to collect 2010 summer school property taxes with Hartland Consolidated Schools, Brighton Area Schools and Howell Public Schools as submitted by the Township Treasurer.
4. Request for approval of the 2010 poverty guidelines for poverty exemption as submitted by the Township Assessor.

**Approval of Regular Agenda:**

5. Discussion of a 5-year budget projection for the Township general fund thru 2014 as presented by Township Clerk.
6. Request to authorize a publication and set public hearing for February 1, 2010 at 6:30 p.m. for approval of amendments to Zoning Ordinance Articles 3,6,7,8,9,11,12,13,14,16,18,19,23,and 25.

Correspondence

Member Discussion

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: January 19, 2010

TOWNSHIP GENERAL EXPENSES: Thru January 19, 2010	\$87,900.81
January 8, 2010 Bi-Weekly Payroll	\$34,930.20
OPERATING EXPENSES: Thru January 19, 2010	\$85,263.99
TOTAL:	\$208,095.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
25874	Administ	Total Administrative Services	01/08/2010	596.12
25875	Equitabl	Equivest Unit Annuity Lock Box	01/08/2010	220.00
25876	Clearwat	Clearwater Systems	01/11/2010	45.15
25877	EHIM	EHIM, INC	01/11/2010	380.10
25878	WASTE MA	Waste Management	01/11/2010	444.00
25879	GANNETT	PRESS & ARGUS	01/08/2010	452.80
25880	GENOA ES	Genoa Township Escrow	01/08/2010	37.80
25881	AMER IMA	American Imaging, Inc.	01/19/2010	27.59
25882	CONTINEN	Continental Linen Service	01/19/2010	50.78
25883	COOPERST	Cooper's Turf Management LLC	01/19/2010	10,800.00
25884	DTE LAKE	DTE Energy	01/19/2010	753.69
25885	GORDONFO	Gordon's Food Services	01/19/2010	130.65
25886	HEIKKINE	Heikkinen Law Firm	01/19/2010	200.00
25887	HWL CHAM	Howell Area Chamber Of Commere	01/19/2010	450.00
25888	LANGWORT	Langworthy Strader Leblanc	01/19/2010	1,856.25
25889	MASTER M	Master Media Supply	01/19/2010	267.54
25890	MMTA	Michigan Municipal Treas. Assn	01/19/2010	50.00
25891	WASTE MA	Waste Management	01/19/2010	69,972.00
25892	WIRELESS	Wireless Zone	01/19/2010	21.99
25893	Lincoln	Lincoln Financial	01/19/2010	1,144.35
<b>Report Total:</b>				<b>87,900.81</b>

Accounts Payable  
Computer Check Register



User: diane

Printed: 12/30/2009 - 10:20

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25874	Administ	Total Administrative Services	01/08/2010		596.12
				Check 25874 Total:	596.12
9842	AETNA LI	Aetna Life Insurance & Annuity	01/08/2010		25.00
				Check 9842 Total:	25.00
9843	EFT-FED	EFT- Federal Payroll Tax	01/08/2010		3,835.33 2,056.11 2,056.11 480.87 480.87
				Check 9843 Total:	8,909.29
9844	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/08/2010		443.34
				Check 9844 Total:	443.34
25875	Equitabl	Equivest Unit Annuity Lock Box	01/08/2010		220.00
				Check 25875 Total:	220.00
9845	FIRST NA	First National Bank	01/08/2010		300.00 2,632.18 21,804.28

Check 9845 Total:

24,736.46

Report Total:

34,930.21

**First National  
Direct Deposit  
JANUARY 8, 2010  
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,043.82
Amy Ruthig		\$923.87
Angela Williams		\$1,016.52
Carol Hanus		\$1,286.25
Dave Estrada		\$1,015.61
Debbie Hagen		\$293.11
Deborah Rojewski		\$2,288.61
Diane Zerby		\$416.27
<b>Genoa Township</b>	<b>\$24,736.46</b>	
Greg Tatara		\$2,336.03
Judith Smith		\$1,155.68
Karen J. Saari		\$946.39
Kelly VanMarter		\$1,998.01
Laura Mroczka		\$1,565.07
Michael Archinal		\$2,745.73
Renee Gray		\$953.99
Robin Hunt		\$1,245.04
Sue Sitner		\$431.18
Tammy Lindberg		\$908.83
Tesha Humphriss		\$2,166.45
<b>Total Deposit</b>		<b>\$24,736.46</b>

EFT #: \_\_\_\_\_  
INTERNET: \_\_\_\_\_  
CHECK BOOK: \_\_\_\_\_

2:27 PM  
01/08/10

**#592 OAK POINTE WATER/SEWER FUND**  
**Payment of Bills**  
December 30, 2009 through January 11, 2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/07/2010	1640	DTE ENERGY	Electric Service 10/29 - 11/30/09	-7,973.66
Check	01/07/2010	1641	AT & T	Dec 19, 09 - Jan 21, 2010	-182.89
Check	01/07/2010	1642	AT & T Long Distance	Inv 849302503	-0.21
Check	01/07/2010	1643	BRIGHTON ANALYTICAL	Inv #'s 1209-66033, 66083, 66108	-268.00
Check	01/07/2010	1644	EVERGREEN OUTDOOR, INC	December 2009 invoices	-1,055.00
Check	01/07/2010	1645	FONSON, INC.	Inv 8791	-346.50
Check	01/07/2010	1646	K & J Electric, INC	Inv 5049	-60.00
Check	01/07/2010	1647	KENNEDY INDUSTRIES INC.	Inv 518175	-11,130.00
Check	01/07/2010	1648	State of Michigan'	Biosolids land application fee/dry tons for 09	-888.36
Check	01/07/2010	1649	UIS PROGRAMMABLE SERVICES	Inv 530335423	-322.00
Check	01/07/2010	1650	USA Bluebook	Inv 951234	-461.80
Check	01/07/2010	1651	WASTE MANAGEMENT	Inv 3763015-1389-5	-81.66
<b>TOTAL</b>					<b>-22,770.08</b>

2:28 PM  
01/08/10

**#592 OAK POINTE W/S**  
**Capital Improvement**  
**Payment of Bills**  
December 30, 2009 through January 11, 2010

Type    Date    Num    Name    Memo    Amount

no checks issued

2:40 PM  
01/08/10

**#593 LAKE EDGEWOOD W/S FUND**  
**Payment of Bills**  
December 30, 2009 through January 11, 2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/07/2010	1661	DTE Energy	Electric Service Nov 27, 09 - Dec 31, 09	-3,938.64
Check	01/07/2010	1662	Mancuso & Cameron	RE: Chloride Enforcement Matter	-225.00
<b>TOTAL</b>					<b>-4,163.64</b>

2:43 PM  
01/08/10

### #595 PINE CREEK W/S FUND

#### Payment of Bills

December 30, 2009 through January 11, 2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/06/2010	2053	City of Brighton		-56,834.55
TOTAL					-56,834.55

2:47 PM  
01/08/10

### #503 DPW UTILITY FUND

#### Payment of Bills

December 30, 2009 through January 11, 2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/07/2010	1379	J.J.Jinkleheimer	Inv 22050	-768.75
Check	01/07/2010	1380	Mancuso & Cameron	Dec 17, 09 billing	-487.50
Check	01/07/2010	1381	SEVERN TRENT ENVIRONMENTAL SERVICES	Inv STES 2044490	-193.49
Check	01/07/2010	1382	HOWELL TRUE VALUE HARDWARE		-45.98
TOTAL					-1,495.72

2:50 PM  
01/08/10

### #504 DPW RESERVE FUND

#### Payment of Bills

December 30, 2009 through January 11, 2010

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



**GENOA CHARTER TOWNSHIP**  
**Regular Meeting**  
**January 4, 2010**

**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 approximately ten persons in the audience.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Smith, supported by Ledford, to approve items one thru three and moving item four to the regular agenda for discussion. The motion carried unanimously.

**1. Payment of Bills**

**2. Request to approve minutes: 12-7-09**  
**Joint meeting minutes: 11-30-09**

**3. Request for approval to remove a special assessment levied on the 2009 winter tax roll for parcel #4711-05-201-154 (X2514- \$190.97 plus administrative fee) as requested by the Township Treasurer Hunt.**

**Approval of Regular Agenda:**

Moved by Smith, supported by Wildman, to approve for action all items listed under the regular agenda. The motion carried unanimously.

**4. Request for approval to enter into an agreement between Genoa Charter Township, Howell Area Parks and Recreation Authority, and the Southeastern Livingston County Recreation Authority concerning the lease of the Township athletic fields located to the east of the township hall.**

Moved by Smith, supported by Wildman, to approve the agreement with the following addition: either party may withdraw from the agreement with a 12 month notice. The amended agreement was voted and carried unanimously.

**5. Request for approval of an impact assessment for a proposed 6,854 sq. ft. Chapel located at the Chaldean Camp on the east side of Kellogg Road, North of Grand River Avenue, petitioned by Bishop Abraham M. Abraham.**

Church officials advised the board that any other uses of the church would be contained within the building. Receptions for weddings or other events would be held in the other buildings of the camp.

Moved by Ledford, supported by Hunt, to approve the impact assessment with the following conditions:

1. The insertion of noise control measures will be added under “e” of the impact assessment received 12/29/2009;
2. Dust control measures will be taken;
3. The church’s outdoor service is planned to be held just once per year – near August 15<sup>th</sup>;
4. The township engineer’s letter dated 12/09/2009 will be complied with;
5. The fire department’s letter dated 12/07/09 will be complied with.

The motion carried unanimously.

**6. Request to approve a construction management contract with B.D. Donovan Builders for construction of a park pavilion.**

Moved by Mortensen, supported by Smith, to approve a construction management contract with B.D. Donovan Builders at a cost of \$197,619.55 plus a 5% contingency with the contract subject to attorney review and administrative committee approval for any changes. The motion carried unanimously.

The meeting was adjourned at 6:55 p.m.



Paulette A. Skolarus  
Genoa Township Clerk

(Press/argus 01/09/2010)

# Memo

**To:** Genoa Township Board  
**From:** Robin Hunt  
**Date:** 1/13/2010  
**Re:** Summer Tax Collection

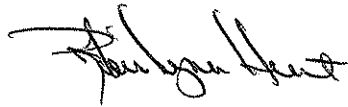
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Please consider for approval my request to enter into agreements with Brighton Area Schools, Hartland Consolidated Schools and Howell Public Schools for the Collection of 2010 Summer School Property Taxes.

As in prior years the school districts are looking to impose a summer property tax levy in 2010 of 100% of the annual school district non-homestead property taxes.


At this time the Hartland Consolidated Schools is the only district that has formally adopted the agreement. However, I do anticipate both the Brighton and Howell School boards will be adopting the agreements within the next few weeks.

I am proposing that the agreements remain the same as last year for all of the districts, with a cost \$3.00 per parcel.



# Memo

**To:** Genoa Township Board

**From:** Debra L. Rojewski 

**Date:** 1/4/2010

**Re:** Instructions for poverty exemption, guidelines for poverty exemption, Poverty Exemption application and Poverty Exemption worksheet.

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I would like the Genoa Township Board to adopt these guidelines for the 2010 Board of Review. The township is required to adopt guidelines that set income levels for our poverty exemption guidelines. The State of Michigan also requires that poverty exemption guidelines are established by the townships local assessing unit and we shall include an asset level test. An asset level test means the amount of cash, fixed assets or other property that could be used or converted to cash for use in payment of property taxes.

The income levels the township is using were supplied by the State of Michigan. I have attached the income levels which are the Federal Poverty Guidelines that were supplied to us from the State of Michigan. If you have any further questions feel free to contact me.

Please consider the following action:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to

**Approve the 2010 Instructions for poverty exemption, guidelines for poverty exemption, Poverty exemption application and Poverty exemption worksheet as submitted.**

**RESOLUTION # 090220  
GENOA CHARTER TOWNSHIP  
COUNTY OF LIVINGSTON, MICHIGAN**

**RESOLUTION ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY  
EXEMPTIONS FROM PROPERTY TAXES PURSUANT TO MCL 211.7u AND  
ESTABLISHING BEGINNING DATE FOR THE BOARD OF REVIEW**

At a regular meeting of the Board of Trustees of Genoa Charter Township, County of Livingston, State of Michigan, held on January 19, 2010, the following Resolution was moved, supported and adopted.

RECITALS:

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.70;

NOW, THEREFORE BE IT RESOLVED that to be eligible for a poverty exemption pursuant to MCL 211.7u in the Township of Genoa, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file a completed and notarized application; file copies of federal and state income tax returns for all persons residing in the homestead, including property tax credit forms and/or Statement of Benefits Paid from Michigan Department of Social Services or Social Security Administration; meet local (Genoa Charter Township) poverty income standards;

BE IT FURTHER RESOLVED that the applicant must have an annual household income less than the amounts shown in Attachment A;

BE IT FURTHER RESOLVED that the applicant must have an annual taxable and/or non-taxable dividend income less than \$1,000;

BE IT FURTHER RESOLVED that the applicant's asset level, excluding the homestead, may not exceed \$30,000;

BE IT FURTHER RESOLVED that the applicant may not have ownership interest in any real estate other than the homestead;

BE IT FURTHER RESOLVED that a poverty exemption may be granted for only one year at a time;

BE IT FURTHER RESOLVED that for the 2010 tax year the Genoa Charter Township Board of Review will begin its proceedings on Tuesday, March 2, 2010;

BE IT FURTHER RESOLVED that the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for poverty exemption;

BE IT FURTHER RESOLVED that the board of review may request from the applicant any supporting documents which may be utilized in determining a poverty exemption request;

BE IT FURTHER RESOLVED that the completed poverty exemption application must be filed after January 1, but before the day prior to the last day of the board of review in the year for which exemption is sought;

BE IT FURTHER RESOLVED that the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED that the board of review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified, in writing, the reasons for deviating from the policy and guidelines for poverty exemption;

BE IT FURTHER RESOLVED that to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

## ATTACHMENT A

### POVERTY LEVEL GUIDELINES FOR 2010 TAX YEAR

FAMILY UNIT	HOUSEHOLD INCOME
Family of 1:	\$10,800
Family of 2:	\$14,600
Family of 3:	\$18,300
Family of 4:	\$22,100
Family of 5:	\$25,800
Family of 6:	\$29,500
Family of 7:	\$33,300
Family of 8:	\$37,000
For each additional person add:	\$ 3,700

## BOARD OF REVIEW POVERTY EXEMPTION CHECK LIST

ASSESSOR'S  
OFFICE USE

PETITIONER'S  
USE



PROOF OF OWNERSHIP (Warranty Deed).



FORM FROM ASSESSORS OFFICE COMPLETELY FILLED OUT



COPY OF FEDERAL INCOME TAX RETURN ( For everyone in household).



COPY OF STATE INCOME TAX RETURN (For everyone in household).



TOTAL OF HOUSEHOLD INCOME (Included everyone).



TOTAL OF ALL ASSETS



COPIES OF ALL LIABILITIES AND ASSETS (Bills, Bank Statements, Credit Cards, Medical Bills, Stocks, Bonds) LISTED ON FORM.



SIGNED AND DATED

**WE CAN'T ACCEPT PAPERWORK UNLESS IT IS COMPLETE**

**PLEASE BRING THIS DOCUMENT BACK WHEN YOU TURN IN YOUR PAPERWORK.**

**AN "IN PERSON" APPOINTMENT WITH THE BOARD OF REVIEW MAY BE REQUIRED.**

INFORMATION VERIFIED AND RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

## APPLICATION FOR ONE YEAR POVERTY EXEMPTION

PARCEL NUMBER: _____	PROPERTY ADDRESS: _____
OWNERS NAME: _____	ARE YOU 65 YEARS OR OLDER: _____
ADDRESS: _____	DAYTIME PHONE: _____
SOCIAL SECURITY # _____	ARE YOU DISABLED? _____
LIST ALL OCCUPANTS OF THE HOME AND THEIR RELATIONSHIP:	
NAME	RELATIONSHIP
_____	_____
_____	_____
_____	_____
ATTACH ADDITIONAL PAGES IF NECESSARY	
NUMBER OF DEPENDENTS: _____	MARTIAL STATUS: _____
EMPLOYMENT STATUS:	
ARE YOU, YOUR SPOUSE OR OTHER MEMBERS OF THE HOUSEHOLD EMPLOYED?	
SELF: NO YES	EMPLOYER NAME AND ADDRESS: _____
SPOUSE: NO YES	EMPLOYER NAME AND ADDRESS: _____
OTHER MEMBERS OF THE HOUSEHOLD:	NO YES
NAME	EMPLOYER NAME AND ADDRESS
_____	_____
_____	_____
PROPERTY INFORMATION:	
YEAR PROPERTY WAS PURCHASED: _____	PURCHASE PRICE: _____
DO YOU OWN THE PROPERTY FREE AND CLEAR?	YES NO
IF NO, THAT IS THE UNPAID BALANCE? _____	_____
WHAT IS YOUR MONTHLY PAYMENT? _____	_____
ARE THE TAXES INCLUDED IN YOUR PAYMENT?	YES NO
ARE THE TAXES CURRENT?	YES NO
HAVE IMPROVEMENTS, ADDITIONS, CHANGES BEEN MADE TO THIS HOMESTEAD IN THE PAST TWO YEARS? _____ IF YES EXPLAIN: _____	
DO YOU OWN INTEREST IN ANY OTHER PROPERTY	YES NO
PLEASE LIST THE LOCATION, VALUE AND TYPE OF ADDITIONAL PROPERTY	
LOCATION	VALUE
TYPE	
_____	_____
_____	_____
_____	_____



## APPLICATION FOR ONE YEAR POVERTY EXEMPTION

INCOME:		MONTHLY AMOUNT	ANNUAL AMOUNT
TOTAL ESTIMATED HOUSEHOLD INCOME			
WAGES/SALARIES/TIPS		_____	_____
SOCIAL SECURITY/ SSI		_____	_____
PENSION OR RETIREMENT		_____	_____
INTEREST AND OR DIVIDENDS		_____	_____
RENTAL INCOME		_____	_____
BUSINESS OR ROYALTIES INCOME		_____	_____
DISABILITY PAYMENTS		_____	_____
GENERAL ASSISTANCE / ADC		_____	_____
ALIMONY		_____	_____
CHILD SUPPORT		_____	_____
UNEMPLOYMENT BENEFITS		_____	_____
OTHER INCOME FROM FAMILY		_____	_____
INCOME FROM LAND CONTRACT		_____	_____
DEPENDENTS INCOME		_____	_____
FOOD ASSISTANCE (FOOD STAMPS ECT)		_____	_____
ASSISTANCE WITH ELECTRIC OR GAS BILL (OLSHA OR SALVATION ARMY ECT.)		_____	_____
OTHER INCOME		_____	_____
TOTAL ANNUAL INCOME			_____
<b>ASSETS:</b>			
DO YOU HAVE?			
ADDITIONAL REAL ESTATE	NO YES		
BANK ACCOUNTS	NO YES	BALANCE _____	BANK: _____
CERTIFICATES OF DEPOSIT	NO YES	TYPE _____	AMOUNT: _____
STOCKS OR BONDS	NO YES	TYPE _____	AMOUNT: _____
401K OR 457	NO YES	TYPE _____	AMOUNT: _____
IRA OR ROTH	NO YES		AMOUNT: _____
RECREATIONAL VEHICLE S	NO YES		VALUE: _____
BOAT, SNOWMOBILE ECT.	NO YES		VALUE: _____
JEWELRY	NO YES		VALUE: _____
ART	NO YES		VALUE: _____
LIFE INSURANCE	NO YES	TYPE _____	AMOUNT: _____
OTHER ASSETS (ELECTRONIC, COIN COLLECTION ECT.)			AMOUNT: _____
			_____

APPLICATION FOR ONE YEAR POVERTY EXEMPTION

EXPENSE INFORMATION:

AVERAGE MONTHLY EXPENSES \_\_\_\_\_  
HOUSE PAYMENT: PRINCIPLE AND INTEREST ONLY \_\_\_\_\_  
ASSOCIATION DUES ( IF APPLICABLE) \_\_\_\_\_

INSURANCE:

LIFE INSURANCE \_\_\_\_\_  
HEALTH INSURANCE \_\_\_\_\_  
AUTO INSURANCE \_\_\_\_\_

TAXES :

PROPERTY TAXES \_\_\_\_\_  
TAXES OTHER THAN REAL ESTATE \_\_\_\_\_

UTILITIES:

GAS \_\_\_\_\_  
ELECTRIC \_\_\_\_\_  
WATER & SEWER \_\_\_\_\_  
CABLE \_\_\_\_\_  
CHILD CARE \_\_\_\_\_  
FOOD & CLOTHING \_\_\_\_\_  
LAWN CARE \_\_\_\_\_

LOANS:

CAR PAYMENT #1 \_\_\_\_\_  
CAR PAYMENT #2 \_\_\_\_\_  
CREDIT CARD #1 \_\_\_\_\_  
CREDIT CARD #2 \_\_\_\_\_  
CREDIT CARD #3 \_\_\_\_\_  
OTHER LOANS \_\_\_\_\_

YEAR MAKE AND MODEL \_\_\_\_\_  
YEAR MAKE AND MODEL \_\_\_\_\_

MEDICAL BILLS ( AFTER INSURANCE) \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

DO YOU HAVE ANY UNUSUAL EXPENSES? \_\_\_\_\_  
DESCRIBE: \_\_\_\_\_

IS THERE ANY OTHER INFORMATION THE BOARD OF REVIEW SHOULD CONSIDER? \_\_\_\_\_

**GENOA CHARTER TOWNSHIP  
APPLICATION FOR ONE YEAR HARDSHIP REDUCTION**

I/WE DECLARE THAT I/WE ARE UNABLE TO PAY THE FULL PROPERTY TAX LEVY ON THE ABOVE DESCRIBED PARCEL AND HEREBY MAKE APPLICATION FOR PROPERTY TAX RELIEF DUE TO HARDSHIP IN ACCORDANCE WITH SECTION 211.7u OF MCL. I/WE DECLARE THAT THE STATEMENTS MADE HEREIN ARE COMPLETE, TRUE AND CORRECT. I/WE FURTHER UNDERSTAND THAT IF ANY INFORMATION CONTAINED HEREIN IS FOUND TO BE FALSE OR INCOMPLETE, ANY AND ALL RELIEF GRANTED BY THIS APPLICATION WILL BE FORFEITED AND PLACED BACK ON THE ASSESSMENT ROLL WITH PENALTIES AND INTEREST, AND IS ALSO PUNISHABLE BY PENALTY OF PERJURY

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Witness / Notary \_\_\_\_\_

January 14, 2010

To: Genoa Charter Township Board  
From: Polly Skolarus, Clerk

The following is an evaluation of the financial resources of the Township's General Fund for the next five years. This evaluation and determination was completed with the help of Township Auditor Ken Palka and numerous revisions jointly reviewed by the Administrative Committee.

The Township's General Fund requires a minimum of \$1,200,000.00 to operate and pay bills during a fiscal year. As you can see the fund balance is diminished each year as we are approving more expenditures than revenue. Our fund balance will deplete by approximately \$626,500.00 in the next five years. The good news is that we will be able to continue to operate and that our balance will remain above the minimum needed.

Under Mr. Palka's advice we have reduced revenue in the following categories by 10% the first year, 8% the second year and 7% the third year with revenue expected to remain the same in 2014. The 2010 census was discussed and the increase in population for our township. It was determined that it is too early to make any projection concerning a possible increase in State Shared Revenue at this time.

The Account Descriptions are:

- Current Real Property Taxes
- Tax Collection Fees
- State shared Revenue
- Taxes on the Land Transfer – Brighton

We have increased revenue for Cable Franchise Fees because we felt that this category would continue to grow.

We have also increased revenue for Refuse Collection based upon a \$5.00 increase per parcel each year of the five years. Refuse collection and disposal will continue to rise but will be partially offset with the \$5.00 annual increases.

With regard to Expenditures we have set the standard of no increases for all elected members of the board and township staff for the fiscal year 04/01/2010 thru 03/31/2011. After that date we have made allowances for a 2% increase for all employees. (Note: Two contractual employees will receive their negotiated increases.)

We have reduced professional legal services to a flat \$75,000.00 for each year and are hopeful that we can live within that budget.

Increases for insurance are expected and our best estimate is included.

The largest single reduction in Expenditures is expected to be road improvement projects. We have in the past spent between \$300,000.00 and \$450,000.00 annually for roads and we have been forced to limit that expense to \$50,000.00 a year for the next five years. Please note that \$200,000.00 is being transferred to Future Road Improvement Fund 261. This is an expense that we have committed to concerning the Latson Road Interchange. With the addition of the transfer there will be enough funds in 261 to cover our commitment to the Interchange project.

We have also made a commitment to Future Parks and Recreation. Transfers of \$75,000.00 for 2011 and \$50,000.00 for the remaining three years has been discussed and recommended by the Administrative Committee.

A transfer to Buildings and Grounds is mandatory under state regulations and \$45,000.00 is the amount previously determined by the board.

All of these recommendations have been done with many hours of study by me, the Administrative Committee and Ken Palka. We will be glad to consider any changes that the Trustees feel should be made as long as the bottom line of \$1,200,000.00 is not endangered.

We feel that the financial condition of the township should improve after 2014.

(Budgets/five year projection and clarification)

**GENOA TOWNSHIP - GENERAL FUND  
BUDGET WORKSHEETS  
BUDGET PROJECTIONS THRU 2014**

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 12 MONTHS 3/31/2008	ACTUAL FOR 12 MONTHS 3/31/2009	AMENDED BUDGET FOR 12 MONTHS 3/31/2010	ACTUAL SIX MONTHS 9/30/2009	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2011	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2012	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2013	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2014
REVENUES									
000-403-000	CURRENT REAL PROP TAXES	947,883	956,572	862,000		775,800	713,736	663,774	663,774
000-407-000	DELINQUENT TAXES - REAL/PER			6,500	1,479	6,500	6,500	6,500	6,500
000-423-000	TAX COLLECTION FEES	370,276	362,319	300,000		270,000	248,400	231,012	231,012
000-423-100	COLLECTION FEES - SCHOOLS			25,500	25,407	26,000	26,000	26,000	26,000
000-445-000	PENALTIES & INTEREST ON TAXES	3,028	1,669	2,500	1,027	2,500	2,500	2,500	2,500
	ORDINANCE FINES			800	46	500	500	500	500
000-475-000	LICENSES AND PERMITS	19,109	13,108	12,500	5,300	12,500	12,500	12,500	12,500
000-476-100	CABLE FRANCHISE FEES	233,214	241,687	240,000	132,072	250,000	260,000	270,000	270,000
000-477-000	METRO ACT FEES	12,100	11,590	13,500	1,091	13,500	13,500	13,500	13,500
000-480-000	TRAILER FEES	3,447	3,482	3,000	1,721	3,500	3,500	3,500	3,500
000-574-000	STATE SHARED REVENUES	1,080,898	1,089,615	1,000,000	460,577	900,000	828,000	770,040	770,040
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	49,586	32,731	20,000	8,725	30,000	30,000	30,000	30,000
000-631-000	REFUSE COLLECTION FEES	626,316	660,443	670,000	334,940	705,000	740,000	795,000	825,000
000-642-000	CHARGES FOR SERV-PRTG.	388							
000-664-000	INTEREST INCOME	110,788	50,947	4,000	823	4,000	2,000	2,000	2,000
000-668-000	RENTS & ROYALTIES	51,689	51,000						
000-676-000	ADMIN FEE/UTILITY OPERATING			20,000		20,000	20,600	21,200	21,800
000-676-100	ADMIN FEE/LIQUOR LAW FUND	3,500	3,500	3,500	1,750	3,500	3,500	3,500	3,500
000-678-300	TAXES ON LAND TRANSFER - Brighton	156,977	152,615	137,000		123,300	113,436	105,495	105,495
000-678-300	TAXES ON LAND TRANSFER - Howell					2,900	2,800	2,750	2,750
000-678-700	WHITE PINES/STREET LIGHTING	629	670	650		650	650	650	650
	TRANSFERS IN - FROM #264 RD. REIMB FUND			300,000	300,000				
000-695-000	OTHER MISC REVENUE-CEMETERY	5,052	1,455	7,000	5,977	5,000	4,000	4,000	4,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	13,495	29,064	10,000	3,338	25,000	10,000	25,000	10,000
	TOTAL REVENUES	3,688,375	3,662,467	3,638,450	1,284,273	3,180,150	3,042,122	2,989,422	3,005,021

**GENOA TOWNSHIP - GENERAL FUND  
BUDGET WORKSHEETS  
BUDGET PROJECTIONS THRU 2014**

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR	ACTUAL FOR	AMENDED	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED
		12 MONTHS 3/31/2008	12 MONTHS 3/31/2009	BUDGET FOR 12 MONTHS 3/31/2010	SIX MONTHS 9/30/2009	BUDGET FOR 1 YR ENDING 3/31/2011	BUDGET FOR 1 YR ENDING 3/31/2012	BUDGET FOR 1 YR ENDING 3/31/2013	BUDGET FOR 1 YR ENDING 3/31/2014
<b>EXPENDITURES &amp; TRANSFERS OUT TO OTHER FUNDS</b>									
101-703-000	TRUSTEES - SALARIES	26,900	26,755	31,000	11,520	31,000	31,500	32,000	32,500
171-703-000	SUPERVISOR - SALARY	47,500	49,000	49,000	24,500	49,000	50,000	51,000	52,000
191-703-000	ELECTION - SALARIES	32,418	70,631	10,000	2,749	25,000	40,000	25,000	40,000
209-703-000	CONTRACTUAL - SALARIES	314,663	298,649	284,000	138,438	295,000	300,000	305,000	310,000
210-801-000	PROFESSIONAL - LEGAL	166,379	306,961	100,000	41,992	75,000	75,000	75,000	75,000
215-703-000	CLERK - SALARY	46,500	48,000	48,000	24,000	48,000	49,000	50,000	51,000
223-801-000	PROFESSIONAL - AUDITOR	15,200	15,225	16,500	13,600	17,000	17,500	17,500	17,500
241-801-000	PROFESSIONAL - ENGR./PLANNING	47,837	98,903	30,000	12,009	32,500	33,000	33,500	34,000
241-801-000	IN HOUSE ENGINEERING			30,000	12,584	30,000	30,500	31,000	32,000
247-703-000	BOARD OF REVIEW - SALARIES	3,120	4,596	8,000	4,837	8,000	8,200	8,400	8,600
247-964-000	TAX CHARGEBACKS		3,714	25,000	417	25,000	25,000	25,000	25,000
253-703-000	TREASURER - SALARY	46,500	48,000	48,000	24,000	48,000	49,000	50,000	51,000
265-775-000	REPAIRS AND MAINTENANCE	61,167	71,122	65,000	28,917	65,000	65,000	65,000	65,000
265-910-000	INSURANCE	219,545	231,542	260,000	164,616	275,000	283,000	291,000	299,000
265-920-000	UTILITIES - ELECTRIC/GAS	16,609	18,007	20,000	6,363	20,000	20,000	20,000	20,000
284-703-000	SALARIES - OTHER	199,948	239,725	250,000	127,103	250,000	255,000	260,000	265,000
284-704-000	RETIREMENT	76,210	78,846	90,000	39,008	90,000	92,500	95,000	97,500
284-715-000	PAYROLL TAXES - FICA/MEDICARE	57,237	67,928	70,400	29,756	72,000	74,000	76,000	78,000
284-720-000	MESC - UNEMPLOYMENT TAXES			40,000		40,000	40,000	40,000	40,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	81,830	71,786	60,000	23,302	75,000	75,000	75,000	75,000
284-850-000	TELEPHONE	14,137	13,612	18,000	8,632	19,000	20,000	20,000	20,000
284-861-000	MILEAGE & TRAVEL EXPENSES	1,098	12,151	20,000	5,249	20,000	20,000	20,000	20,000
284-955-000	TRUCK LEASE	10,358	4,358	600	600				
284-956-001	ESCROW LOSSES			2,000					
284-957-000	DUES	18,950	22,477	25,000	8,665	25,000	25,000	25,000	25,000
284-958-000	MTG. FEES & MISC EXPENSES	21,726	22,363	20,000	9,849	25,000	25,000	25,000	25,000
284-959-000	APPLICATION FEES EXPENSES	69,225	20,355	20,000	6,841	30,000	32,500	35,000	35,000
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	21,705	24,380	32,000	13,090	32,000	32,500	33,000	33,500
301-703-000	ORDINANCE OFFICER - SALARY	37,314	40,494	41,000	25,016	41,000	41,800	42,700	43,500
336-999-001	FIRE SUB STATION EXPENSES	19,541	24,845	20,000	8,484	22,500	25,000	25,000	25,000

**GENOA TOWNSHIP - GENERAL FUND  
BUDGET WORKSHEETS  
BUDGET PROJECTIONS THRU 2014**

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 12 MONTHS 3/31/2008	ACTUAL FOR 12 MONTHS 3/31/2009	AMENDED BUDGET FOR 12 MONTHS 3/31/2010	ACTUAL SIX MONTHS 9/30/2009	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2011	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2012	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2013	PROJECTED BUDGET FOR 1 YR ENDING 3/31/2014
441-801-010	ROAD IMPROVEMENT	2,100	479,193	315,000	247,953	50,000	50,000	50,000	50,000
441-803-000	REFUSE COLLECTION	825,337	833,586	845,000	417,542	850,000	855,000	860,000	865,000
441-803-100	LG. BULKY ITEM DISPOSAL	10,000		10,000	5,340	10,000	10,000	10,000	10,000
441-804-000	DUST CONTROL/CHLORIDE	71,690	66,111	60,000	58,329	62,500	65,000	67,500	67,500
441-805-000	STORMWATER - NPDES MANDATE	3,757	1,879	2,000		2,000	2,000	2,000	2,000
441-971-000	WHITE PINES ST. LIGHTING	576	756	800	296	800	800	800	800
751-881-000	RECREATION	91,210	91,210	91,209	72,700	92,000	92,000	92,000	92,000
916-962-000	DRAINS AT LARGE	33,803	17,411	35,000		35,000	35,000	35,000	35,000
929-977-000	CAPITAL OUTLAY	62,451	46,656	75,000	41,157	75,000	75,000	75,000	75,000
	UNCOLLECTIBLE PERSONAL		2,748						
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261			0		200,000			
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264			12,500	12,500				
966-999-027	TRANS - OUT PARKS & RECREATION #270			100,000		75,000	50,000	50,000	50,000
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271			45,000		45,000	45,000	45,000	45,000
966-999-051	TRANS - OUT FIRE FUND - firehall - #262								
966-999-110	CONTINGENCIES			30,000		30,000	30,000	30,000	30,000
	<b>TOTAL EXPENDITURES/TRANSFERS OUT</b>	<b>2,774,541</b>	<b>3,473,975</b>	<b>3,355,009</b>	<b>1,671,954</b>	<b>3,312,300</b>	<b>3,144,800</b>	<b>3,168,400</b>	<b>3,217,400</b>
	<b>BEGINNING FUND BALANCE</b>	<b>1,723,351</b>	<b>1,497,185</b>	<b>1,486,040</b>		<b>1,769,481</b>	<b>1,637,331</b>	<b>1,534,653</b>	<b>1,355,675</b>
	<b>ENDING FUND BALANCE</b>	<b>1,497,185</b>	<b>1,486,040</b>	<b>1,769,481</b>		<b>1,637,331</b>	<b>1,534,653</b>	<b>1,355,675</b>	<b>1,143,296</b>

\$1,769,481 due to \$300,000.00 transfer in from Fund 264 -2009  
 \$5.00 increase in revenue each year - 3 years  
 2% salary increase 2011 thru 2014  
 decrease in tax revenue 10% 2011 - 8% 2012 - 7% 2013

excel/general fund buget projections/PS



Pay this tax to:

GENOA CHARTER TOWNSHIP  
2911 DORR RD.  
BRIGHTON, MI 48116  
810-227-5225

IF PAYING IN PERSON PLEASE BRING ENTIRE FORM  
WITH YOU FOR A STAMPED PAID RECEIPT

THIS TAX IS DUE BY: 02/28/2010

2009 Winter Tax for Prop #: 4711-34-401-053

TAXPAYER NOTE: Is your name & mailing address correct?  
If not, please make corrections below. Thank You.

Property Addr: 5689 MOUNTAIN RD

4711-34-401-053

To: ELLIS KATHERINE A  
5689 MOUNTAIN RD  
BRIGHTON MI 48116

Make Check Payable To: GENOA TOWNSHIP

TOTAL AMOUNT DUE: 2,524.31

Amount Remitted: 2,524.31

√ #3483

*I Thank you,  
for all that you  
do for us... All  
of us!  
Ellis Family*

**The Heikkinen Law Firm, P.C.**

110 North Michigan Avenue  
Howell, Michigan 48843  
[thlf@sbcglobal.net](mailto:thlf@sbcglobal.net)

Richard A. Heikkinen

(517) 546-1434  
(517) 546-6775 Fax

January 6, 2010

Genoa Township Board  
2911 Dorr Road  
Brighton, Michigan 48116

Re: AIA 121 Pavilion Contract  
BD Donovan Builders, Inc.

Dear Board Members:

At the request of Polly Skolarus, I have read and reviewed the proposed AIA Contract between the Township and Donovan Builders for the construction of the Pavilion to be erected at 2911 Dorr Road.

The construction management contract is comprehensive and I do not see any reason to modify the contract. As you can see the construction manager has many accounting duties owed to the Township. I do not anticipate any breaches by the construction manager but the contract has provisions to deal with almost every issue that may arise including the right to terminate the contract.

This contract will require some vigilance in administering the contract.

Very truly yours,

THE HEIKKINEN LAW FIRM, P.C.

Richard A. Heikkinen

RAH/enclosure