

GENOA CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
PUBLIC HEARING and REGULAR MEETING  
FEBRUARY 7th, 2011  
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: 01-18-11
3. Request for approval of a \$5.00 increase in refuse collection fees.
4. Consider approval for the purchase of upgrades to the BS&A Software for Assessing, Taxes, Special Assessments and Animal License at the cost of \$16,095.

Approval of Regular Agenda:

5. Presentation by Ken Palka with regard to the quarterly budget analysis for township funds as well as the first draft of budgets for 2011/2012.
  - A. Request for approval of amendment to budgets for the fiscal year ending March of 2011.
  - B. Discussion of general fund and other miscellaneous budgets with regards to the presentation of the preliminary draft for the fiscal year beginning April 1, 2011 ending March 31, 2012.
6. Request for approval of a resolution supporting the Latson Road Interchange.
7. Request to authorize a publication and set public hearing on February 21<sup>st</sup>, 2011 at 6:30 p.m. of an ordinance to designate Genoa Charter Township as an enforcing agency for the Michigan Construction Code Request for approval of Building Ordinance.
8. Request for approval to create a Construction Board of Appeals pursuant to the Stille-DeRossett-Hale Single State Construction Code Act (PA 230 of 1972).
9. Request for approval of Procedures for Construction Code Administration.
10. Request for approval of an ordinance to create the Genoa Charter Township Planning Commission for compliance with P.A. 33 of 2008, as amended being the Michigan Planning Enabling Act, M.C.L. 125.3801.

11. Request to authorize a publication and set public hearing for February 21, 2011 at 6:30 p.m. for approval of ordinance # Z-11-01 for amendments to Zoning Ordinance Articles 3 and 11.

12. Request to authorize a publication and set public hearing for February 21, 2011 at 6:30 p.m. for approval of ordinance #Z-11-02 for a rezoning from LDR (Low Density Residential) to a conditional OSD (Office Service District) located at 2980 Dorr Road, Brighton, Sec. 15, petitioned by Genoa Charter Township on behalf of Livingston County United Way.

Correspondence

Member Discussion

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE :February 7, 2011

TOWNSHIP GENERAL EXPENSES: Thru February 7, 2011	\$47,000.63
January 21, 2011 Bi Weekly Payroll	\$37,057.93
February 1, 2011 Monthly Payroll	\$10,720.24
February 4, 2011 Bi Weekly Payroll	\$37,263.66
OPERATING EXPENSES: Thru February 7, 2011	\$108,506.85
TOTAL:	<u>\$240,549.31</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
27057	Administ	Total Administrative Services	01/21/2011	869.19
27058	Equitabl	Equivest Unit Annuity Lock Box	01/21/2011	455.00
27059	Equitabl	Equivest Unit Annuity Lock Box	02/01/2011	20.00
27060	SOM-TRE	State Of Mich- Dept Of Treasur	01/24/2011	3,564.29
27061	AmwayGr	Amway Grand Plaza Hotel	01/24/2011	453.60
27062	ARCHINAL	Michael Archinal	01/24/2011	461.22
27063	LEDFORD	Jean Ledford	01/24/2011	461.22
27064	MCCRIRIE	Gary McCririe	01/24/2011	461.22
27065	MORTENSE	H.J. Mortensen	01/24/2011	396.22
27066	SKOLAR P	Paulette Skolarus	01/24/2011	577.22
27067	SMITH T	Todd Smith	01/24/2011	461.22
27068	LAKESIDE	Lakeside Service Company, Inc.	01/27/2011	365.00
27069	MASTER M	Master Media Supply	01/27/2011	591.18
27070	ADT	ADT Security Services, Inc.	01/27/2011	375.75
27071	Americ G	American General Life Insuranc	01/27/2011	290.00
27072	ARCHINAL	Michael Archinal	01/27/2011	500.00
27073	ATT& IL	AT&T	01/27/2011	602.90
27074	BLUE CRO	Blue Cross & Blue Shield Of Mi	01/27/2011	10,757.40
27075	CARDM	Chase Card Services	01/27/2011	2,009.98
27076	COMCAST	COMCAST	01/27/2011	94.03
27077	CONSUMER	Consumers Energy	01/27/2011	672.16
27078	DTE EN	DTE Energy	01/27/2011	202.15
27079	ETNA SUP	Etna Supply Company	01/27/2011	5,000.00
27080	FED EXPR	Federal Express Corp	01/27/2011	73.08
27081	HUMPHT	Tesha Humphriss	01/27/2011	200.00
27082	HUNTR	ROBIN HUNT	01/27/2011	41.36
27083	Lincoln	Lincoln National Life Ins Co.	01/27/2011	1,530.68
27084	Mancuso	Mancuso & Cameron	01/27/2011	2,506.50
27085	Net serv	Network Services Group, L.L.C.	01/27/2011	45.00
27086	SHELL	Shell	01/27/2011	858.32
27087	SKOLAR P	Paulette Skolarus	01/27/2011	58.50
27088	VERIZONW	Verizon Wireless	01/27/2011	507.01
27089	WIRELESS	Wireless Zone Hartland	01/27/2011	302.98
27090	Administ	Total Administrative Services	02/04/2011	869.19
27091	Equitabl	Equivest Unit Annuity Lock Box	02/04/2011	455.00
27092	AT&TLONG	AT&T Long Distance	02/07/2011	31.11
27093	BUS IMAG	Business Imaging Group	02/07/2011	69.12
27094	Concepc	Colleen Concepcion	02/07/2011	60.00
27095	EHIM	EHIM, INC	02/07/2011	6,163.86
27096	Hass	Christopher Hass	02/07/2011	20.00
27097	Holmberg	Amy Holmberg	02/07/2011	20.00
27098	HWL CHAM	Howell Area Chamber Of Commere	02/07/2011	450.00
27099	MacLenn	Lisa MacLennan	02/07/2011	20.00
27100	MASTER M	Master Media Supply	02/07/2011	1,050.66
27101	mhog	MHOG Utilities	02/07/2011	102.60
27102	Net serv	Network Services Group, L.L.C.	02/07/2011	90.00
27103	P.T.S.	P.T.S.	02/07/2011	174.99
27104	Perfect	Perfect Maintenance Cleaning	02/07/2011	923.00
27105	RossS	Sarah Ross	02/07/2011	40.00
27106	Spicher	Kevin Spicher	02/07/2011	20.00
27107	TRI COUN	Tri County Cleaning Supply Inc	02/07/2011	80.27
27108	Waden	Michael Wadenstorer	02/07/2011	20.00
27109	WALMART	Walmart Community	02/07/2011	94.95
27110	WASTE MA	Waste Management	02/07/2011	444.00
27111	WasteMan	Waste Management of Michigan	02/07/2011	37.50

**Report Total: 47,000.63**

# Accounts Payable

## Computer Check Register

### Genoa Township

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/14/2011 - 12:30

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27057	Administ	Total Administrative Services	01/21/2011		869.19
			Check 27057 Total:		869.19
10033	AETNA LI	Aetna Life Insurance & Annuity	01/21/2011		25.00
			Check 10033 Total:		25.00
10034	EFT-FED	EFT- Federal Payroll Tax	01/21/2011		4,014.52 1,466.75 2,165.20 506.39 506.39
			Check 10034 Total:		8,659.25
10035	EFT-PENS	EFT- Payroll Pens Ln Pyts	01/21/2011		499.80
			Check 10035 Total:		499.80
27058	Equitabl	Equivest Unit Annuity Lock Box	01/21/2011		455.00
			Check 27058 Total:		455.00
10036	FIRST NA	First National Bank	01/21/2011		325.00 2,745.00 23,479.69

Check 10036 Total:

26,549.69

Report Total:

37,057.93

Accounts Payable  
Computer Check Register

**Genoa Township**

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/20/2011 - 14:28

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
10037	EFT-FED	EFT- Federal Payroll Tax	02/01/2011		1,756.36 444.78 656.58 153.56 153.56
Check 10037 Total:					3,164.84
10038	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/01/2011		384.79
Check 10038 Total:					384.79
27059	Equitabl	Equivest Unit Annuity Lock Box	02/01/2011		20.00
Check 27059 Total:					20.00
10039	FIRST NA	First National Bank	02/01/2011		7,100.61 50.00
Check 10039 Total:					7,150.61
Report Total:					10,720.24

Accounts Payable  
Computer Check Register

**Genoa Township**

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 01/28/2011 - 13:18

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27090	Administ	Total Administrative Services	02/04/2011		869.19
				Check 27090 Total:	869.19
10043	AETNA LI	Aetna Life Insurance & Annuity	02/04/2011		25.00
				Check 10043 Total:	25.00
10044	EFT-FED	EFT- Federal Payroll Tax	02/04/2011		3,991.71 1,475.11 2,177.54 509.27 509.27
				Check 10044 Total:	8,662.90
10045	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/04/2011		499.80
				Check 10045 Total:	499.80
27091	Equitabl	Equivest Unit Annuity Lock Box	02/04/2011		455.00
				Check 27091 Total:	455.00
10046	FIRST NA	First National Bank	02/04/2011		325.00 2,745.00 23,681.77



Check 10046 Total:

26,751.77

Report Total:

37,263.66

**First National  
Direct Deposit  
JANUARY 21, 2011  
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,076.87
Amy Ruthig		\$924.20
Angela Williams		\$783.80
Carol Hanus		\$1,224.56
Dave Estrada		\$996.87
David Miller		\$1,946.73
Debbie Hagen		\$508.62
Deborah Rojewski		\$2,394.05
Diane Zerby		\$653.13
<b>Genoa Township</b>	<b>\$26,549.69</b>	
Greg Tatara		\$2,480.20
Judith Smith		\$1,173.86
Karen J. Saari		\$956.00
Kelly VanMarter		\$1,995.97
Laura Mrocicka		\$1,677.85
Michael Archinal		\$2,868.58
Renee Gray		\$1,102.07
Robin Hunt		\$1,319.22
Susan Sitner		\$478.72
Tammy Lindberg		\$961.18
Tesha Humphriss		\$1,027.21
<b>Total Deposit</b>		<b>\$26,549.69</b>

**First National  
Direct Deposit  
FEBRUARY 4, 2011  
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,076.87
Amy Ruthig		\$924.20
Angela Williams		\$589.12
Carol Hanus		\$1,224.57
Dave Estrada		\$996.87
David Miller		\$1,946.73
Debbie Hagen		\$509.04
Deborah Rojewski		\$2,394.05
Dennis Smith		\$268.27
Diane Zerby		\$620.03
<b>Genoa Township</b>	<b>\$26,751.77</b>	
Greg Tatara		\$2,480.20
Judith Smith		\$1,173.86
Karen J. Saari		\$956.00
Kelly VanMarter		\$1,995.97
Laura Mroczka		\$1,677.86
Michael Archinal		\$2,868.58
Renee Gray		\$1,102.07
Robin Hunt		\$1,319.22
Susan Sitner		\$591.51
Tammy Lindberg		\$961.18
Tasha Humphriss		\$1,075.57
<b>Total Deposit</b>		<b>\$26,751.77</b>

**First National  
Direct Deposit  
FEBRUARY 1, 2011  
Monthly Payroll**

<b><u>Employee Name</u></b>	<b><u>Debit Amount</u></b>	<b><u>Credit Amount</u></b>
<b>Genoa Township</b>	<b>\$7,150.61</b>	
<b>Adam Van Tassel</b>		<b>\$521.17</b>
<b>Gary McCririe</b>		<b>\$2,232.17</b>
<b>H.J. Mortensen</b>		<b>\$339.66</b>
<b>Jean Ledford</b>		<b>\$317.41</b>
<b>Paulette Skolarus</b>		<b>\$3,078.79</b>
<b>Steve Wildman</b>		<b>\$324.00</b>
<b>Todd Smith</b>		<b>\$337.41</b>
<b>Total Deposit</b>		<b><u><u>\$7,150.61</u></u></b>

**#592 OAK POINTE WATER/SEWER FUND**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/19/2011	1981	AT & T	Dec 19 - Jan 22, 2011	-398.41
Check	01/19/2011	1982	BREHOB	Inv 541591	-475.00
Check	01/19/2011	1983	BRIGHTON ANALYTICAL	Dec 2010 and Jan 2011 invoices	-402.00
Check	01/19/2011	1984	CONSUMERS ENERGY	Dec 1 - Dec 30, 2010	-889.88
Check	01/19/2011	1985	Detroit Pump & Mfg. Co.	Inv 1006700	-764.00
Check	01/19/2011	1986	DTE ENERGY	Electric Service 11/23/10 - 12/30/10	-8,279.73
Check	01/19/2011	1987	EVERGREEN OUTDOOR, INC	Dec 22, 2010 - Jan 8, 2011 invoices	-665.00
Check	01/19/2011	1988	K & J Electric, INC	Inv 5368 dated 1/5/11	-200.00
Check	01/19/2011	1989	MICHIGAN PIPE AND VALVE	Inv 455805	-750.00
Check	01/19/2011	1990	PVS Nolwood Chemicals, Inc	Inv 323933	-1,147.00
Check	01/19/2011	1991	SEVERN TRENT ENVIRONMENTAL	Inv #'s STES 2051559 & 2051560	-31,100.81
Check	01/19/2011	1992	STANDARD ELECTRIC	Inv 1707132-02	-403.50
Check	01/19/2011	1993	USA Bluebook	Inv 298978	-1,435.10
Check	01/19/2011	1994	WASTE MANAGEMENT	Inv 7084302-1389-0	-115.19
Check	01/21/2011	1995	Behler-Young Company	Unit Heater - Building Maintenance I	-649.15
Check	02/03/2011	1996	AT & T	Phone charges Jan 19 - Feb 21, 20	-278.82
Check	02/03/2011	1997	DTE ENERGY	Electric Service 11/23/10 - 12/30/10	-580.14
<b>TOTAL</b>					<b>-48,533.73</b>

**#592 OAK POINTE WATER/SEWER**  
**Capital Improvement**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

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

**#595 PINE CREEK W/S FUND**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/19/2011	2070	City of Brighton	Oct 1 - Dec 21, 2010	-43,838.25
<b>TOTAL</b>					<b>-43,838.25</b>

**#503 DPW UTILITY FUND**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/18/2011	1589	U.S. POSTMASTER	MHOG Oct - Dec 2010 billing	-1,176.25
Check	01/19/2011	1590	CAVALIER	December 2010 statement	-19.00
Check	01/19/2011	1591	LOWE'S	December 2010 statement	-326.07
Check	01/19/2011	1592	NORTHWEST ENERGY	Sale # 449 dated 1/4/2011	-637.00
Check	01/19/2011	1593	NORTHWEST PIPE & SUPPLY	Inv #'s 109016 & 109073	-91.24
Check	01/19/2011	1594	On The Level	Inv 2545 dated 12/16/2010	-6,750.00
Check	01/19/2011	1595	Pollardwater.com - East	Inv 1289882-IN	-119.95
Check	01/19/2011	1596	SEVERN TRENT ENVIRONMENTAL	Portion of Inv STES 2051561	-172.60
Check	01/19/2011	1597	STANDARD ELECTRIC COMPANY	Inv #'s 1709027-00 & 1708974-00	-299.89
Check	01/19/2011	1598	SWANN'S CLOTHING STORE	Inv 3084 - bibs and jacket	-156.96
Check	01/19/2011	1599	HOWELL TRUE VALUE HARDWARE	Inv 049418 dated 1/5/2011	-93.95
Check	01/21/2011	1600	Carol Hanus	Toll free number and Internet service	-123.69
Check	02/03/2011	1601	ASCE	Membership dues - Tesha Humphriss	-236.00
Check	02/03/2011	1602	Verizon Wireless	Cell charges - DPW Dept	-298.22
<b>TOTAL</b>					<b>-10,500.82</b>

**#504 DPW RESERVE RUND**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

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

**#593 LAKE EDGEWOOD W/S FUND**  
**Payment of Bills**  
**January 11, 2011 through February 4, 2011**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	01/19/2011	1876	AT&T	Dec 8 - Jan 7, 2011	-248.26
Check	01/19/2011	1877	Brighton Analytical L.L.C.	Dec 2010 & Jan 2011 invoices	-439.00
Check	01/19/2011	1878	Consumers Energy	Service from 12/8/10 - 1/7/2011	-739.80
Check	01/19/2011	1879	COOPER'S TURF MANAGEMENT	Inv 8765	-120.00
Check	01/19/2011	1880	DTE Energy	Service from Nov 29 - Dec 30, 2010	-3,936.91
Check	01/19/2011	1881	STANDARD ELECTRIC COMPANY	Inv 1709039-00	-36.84
Check	01/19/2011	1882	MHOG Utilities	7817 Bendix - 9/30/10 - 1/14/11	-38.04
Check	01/19/2011	1883	Charter Township of Brighton	RE: Davita Dialysis Center	-31.93
Check	02/03/2011	1884	AT&T	517-552-0012	-43.27
<b>TOTAL</b>					<b>-5,634.05</b>

**GENOA CHARTER TOWNSHIP ELECTION COMMISSION**

**Regular Meeting**

January 18th, 2011 (Tuesday)

MINUTES

Clerk Skolarus called the regular meeting of the Election Commission to order at 6:25 p.m. at the Genoa Charter Township Hall. The following members were present constituting a quorum for the transaction of business: Paulette Skolarus, Jean Ledford and Steve Wildman. Also present were township board members: Gary McCririe, Robin Hunt, Jim Mortensen and Todd Smith. In addition were Township Manager Michael Archinal, Township DPW Director Greg Tatara, Deputy Director Dave Miller and approximately 12 persons in the audience.

**Approval of Agenda**

Moved by Ledford, supported by Wildman, to approve the Agenda as presented. The motion carried unanimously.

**1. Discussion of an addendum to the initial report allowing the Clerk to execute an agreement with Hartland Consolidated School District, Brighton Area Schools, Howell Public Schools, Pinckney Community Schools and Livingston Educational Service Agency that would allow Skolarus to conduct elections for the individual school districts for the years 2011 and 2012.**

A. Recommendation to the Township Board

Moved by Ledford, supported by Wildman, to recommend to the township board approval of the agreements allowing the Clerk to conduct elections on behalf of our local school districts. The motion carried unanimously.

The regular meeting of the Election Commission was adjourned at 6:28 p.m.

**GENOA CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
Public Hearing and Regular Meeting  
January 18, 2011**

MINUTES

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

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Mortensen, supported by Wildman, to approve all items listed under the consent agenda as requested. The motion carried unanimously.

**1. Payment of Bills**

**2. Request to approve minutes: 1-3-11**

**3. Request for approval to enter into an agreement with Hartland Consolidated Schools, Brighton Area Schools, Howell Public Schools, Pinckney Community Schools and Livingston Educational Service Agency to allow the Clerk to conduct elections for the individual school districts for the years 2011 and 2012.**

**4. Request for approval of Michigan Township Associations Annual Conference budget as submitted by the Township Supervisor.**

**5. Request for approval of an extension to the agreement with the LSL Planning, Inc. for professional services.**

**Approval of Regular Agenda:**

Moved by Skolarus, supported by Ledford, to approve for action items 9 thru 12, and tabling items 6 thru 8 until the February meeting. The motion carried unanimously.

**6. Request for approval of an ordinance to designate Genoa Charter Township as an enforcing agency for the Michigan Construction Code Request for approval of Building Ordinance.**

**7. Resolution approving the fiscal year 2011-2012 Building Department Fee Schedule.**

**8. Request to set the number of Construction Board of Appeals at 3 per the Stille-DeRossett-Hale Single State Construction Code Act, 1972 P.S. 230, M.C.L. 125.1514 et seq.**

**9. Request for approval to consider an Industrial Facilities Exemption request from CRW Plastics for property located at 5775 Brighton Pines Court.**

Fred Dillingham addressed the board on behalf of CRW Plastics. Dillingham – CRW Plastics has made a 1.7 million dollar investment in their Genoa Township facility. They have hired an additional 58 employees and have another 20 temporary employees. They are asking for 12-year tax abatement.

A call to the public was made with no response. Moved by Skolarus, supported by Smith, to approve the 12-year 50% abatement as requested by CRW. The motion carried by roll call vote as follow: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.



**10. Discussion regarding a weed control special assessment district for East and West Crooked Lakes.**

It was the consensus of the board to go forward with a special assessment district (initiated by the township) for East and West Crooked Lakes for weed control. The first resolution will be brought before the board in February.

**11. Request for approval to expand the Township Utility Department to include the addition of sewer and water operational staff with a start date of April 10, 2011.**

Greg Tataara addressed the board requesting the expansion of the Utility Department to include the employment of sewer and water operations specialists. This approval would improve operational knowledge, reliability, asset management and service to our customers. This action will commence with the expiration of the contract with Severn Trent Services on April 10, 2011. A draft budget and estimate of savings over the next five years was included in the presentation.

Moved by Wildman, supported by Smith, to expand the Township utility Department to include the addition of sewer and water operational staff with a start date of April 10, 2011. This action is subject to the execution of legal documents between the Township and Utility Districts. The motion carried unanimously.

**12. Consider first reading of an ordinance to create the Genoa Charter Township Planning Commission for compliance with P.A. 33 of 2008, as amended being the Michigan Planning Enabling Act, M.C.L. 125.3801.**

Moved by Smith, supported by Wildman, to introduce the first reading of an ordinance to create the Genoa Charter Township Planning Commission and to set the date for consideration for adoption on February 7, 2011. (Note: Resolution 71-2, creating the Planning Commission, was first approved on Feb. 12, 1971.) The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Wildman, Mortensen, Skolarus and McCririe. Nays – none. Absent – None.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:45 p.m.



Paulette A. Skolarus  
Genoa Charter Township Clerk

(01/21/2011)

# Memo

**To:** Genoa Township Board

**From:** Robin Hunt

**Date:** 2/3/2011

**Re:** BS & A Software

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Please consider for approval the attached proposal from BS & A Software to upgrade the current software we have with them for Assessing, Taxes, Special Assessments and Animal License.

The total cost will be \$16,095. We will not need to pay for the training option or the installation fee. The annual Service and Support fees are the same rate we are currently paying.

If approved we are proposing to purchase and install sometime after May 1, 2011.

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



BS&A Software  
 14965 Abbey Lane  
 Bath, MI 48808  
 Phone: 517-641-8900  
 Fax: 517-641-8960

## Proposal to Genoa Township, Livingston County

### Property-Based Systems .Net

**Network Version**

Prices based on approx. 8,961 parcels.

*Please Note: To efficiently run these applications the Hardware requirements have increased. Please review our required specifications prior to ordering these applications.*

<b>Equalizer Assessing.Net</b>	<b>\$8,460</b>
<i>Windows customer since 7/2000</i>	
<b>Equalizer Tax.Net</b>	<b>\$7,200</b>
<i>Windows customer since 2/2006</i>	

<b>Subtotal</b>	<b>\$15,660</b>
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10% discount on Assessing & Tax if purchased together	- \$1,565
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<b>Equalizer Special Assessment.Net</b>	<b>\$4,195</b>
<i>Windows customer since 9/2004</i>	
75% credit applied	
	-\$3,145
<i>Note: After 5/2009 program cost will be 25% of listed price.</i>	

<b>Animal License.Net</b>	<b>\$950</b>
<i>Windows customer since 9/2004</i>	

<b>Remote Installation - Requires high-speed Internet connection</b>	<b>\$0</b>
BS&A will make every attempt to perform the installation remotely. If necessary for Installation to be completed on-site, an additional charge will apply.	

\*Client has option to pay for programs over multiple budget years, interest free.

<b>Total (Does not include training or possible installation fees)</b>	<b>\$16,095</b>
--	-----------------

**Recommended Training Option:**

<b>On-site Training &amp; Implementation</b>	
<b>Est. 2 days @ \$900/day</b>	<b>\$1,800</b>

Please mark the box if interested in the recommended on-site training. We will schedule this during the time of installation.

**Possible Program Installation Fee:**

<b>On-site Installation</b> (only required if a high-speed internet connection is not available)	
<b>Est. 1 day @ \$900/day</b>	<b>\$900</b>

*Prices good for a period of 90 days from date on proposal.*



BS&A Software
14965 Abbey Lane
Bath, MI 48808
Phone: 517-641-8900
Fax: 517-641-8960

Please mark the box if you wish to take advantage of our payment plan. Payment will be spread over multiple budget years, interest free. [ ] 2 - year

Annual Service and Support

Below fees are effective at your next renewal period - First year service fees are not included in the software cost.

Table with 2 columns: Service Name and Price. Rows include Assessing System (\$1,735), Tax System (\$1,440), Special Assessment System (\$840), Animal License (\$190), and Total (\$4,205).

BS&A Software reserves the right to increase the annual fee by no more than the yearly Consumers Price Index (CPI).

Important Proposal Notes:

\* While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications as soon as the signed proposal is received, due to high demand, we cannot guarantee that your installation will be completed immediately. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.

\* Note: This proposal does not include costs for Training, or the APEX sketching software (800-858-9958). The Assessing .NET System is compatible with Apex Version 3 Pro & Medina.

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.

SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list which includes Governmental Reseller contact information. Recommendation: SQL Express - Free, Workgroup Edition



BS&A Software
14965 Abbey Lane
Bath, MI 48808
Phone: 517-641-8900
Fax: 517-641-8960

Internet & Server Considerations:

\*We strongly recommend you have Internet Access. This allows you to:

- a) Download BS&A Software .NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
b) Send email to our web site when you have questions or comments about our software and service.

\*We strongly recommend you have a network with a dedicated file Server...not a Peer-to-Peer Network. Peer-to-Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.

Signature below constitutes:

- 1) An order for products & services as quoted in this proposal
2) That you have reviewed the proposed support/service fee amounts since they may have increased from your previous agreement
3) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

Quoted by: Ted Droste, January 26, 2011

Accepted by: Date:

Please complete the following for our records

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name Title
Mailing Address
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address
City, State Zip
Phone Number
Fax Number
Email

Contact Person for PROGRAM UPDATES:

Contact Name Title
Phone Number
Email

IT Contact Person:

Contact Name Title
Phone Number
Email

Please Fax Back All Pages

Prices good for a period of 90 days from date on proposal.

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 9/7/10 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	2ND PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>							
000-403-000	CURRENT REAL PROP TAXES	335	775,800	(775,465)		843,000	800,000
000-407-000	DELINQUENT TAXES - REAL/PER	1,452	6,500	(5,048)		5,000	5,000
000-423-000	COLLECT FEES/EXCESS OF ROLL	0	270,000	(270,000)		302,000	287,000
000-423-100	COLLECTION FEES - SCHOOLS	16,116	26,000	(9,884)		26,000	26,000
000-445-000	PENALTIES & INTEREST ON TAXES	1,041	2,500	(1,459)		2,000	2,000
000-475-000	ORDINANCE FINES	144	500	(356)		200	200
000-476-000	LICENSES & PERMITS	9,650	12,500	(2,850)		12,500	12,500
000-476-100	CABLE FRANCHISE FEES	215,350	250,000	(34,650)		250,000	260,000
000-477-000	METRO ACT FEES	0	13,500	(13,500)		13,500	13,500
000-480-000	TRAILER FEES	2,746	3,500	(754)		3,500	3,500
000-501-000	GRANT - WIND TURBINE	94,919	0	94,919		94,919	0
000-574-000	STATE SHARED REVENUES	676,127	900,000	(223,873)		950,000	900,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	18,502	30,000	(11,498)		25,000	25,000
000-631-000	REFUSE COLLECTION FEES	526,619	705,000	(178,381)		720,000	740,000
000-664-000	INTEREST INCOME	5,537	4,000	1,537		8,000	8,000
000-676-000	ADMIN FEE/DPW FUND (RENT)	0	20,000	(20,000)		20,000	50,000
000-676-100	ADMIN FEE/LIQUOR LAW FUND	2,625	3,500	(875)		3,500	3,500
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	0	123,300	(123,300)		123,300	115,000
000-678-302	TAXES ON LAND TRANSFER - HOWELL	0	2,900	(2,900)		2,900	0
000-678-700	WHITE PINES/STREET LIGHTING	0	650	(650)		650	650
000-695-000	OTHER MISC REVENUE	3,928	5,000	(1,072)		5,000	5,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	3,811	20,000	(16,189)		3,811	4,000
	TRANSFERS IN - FROM #264 RD REIMB FUND	0	0	0		0	
	<b>TOTAL REVENUES</b>	<b>1,578,902</b>	<b>3,175,150</b>	<b>(1,596,248)</b>		<b>3,414,780</b>	<b>3,260,850</b>

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 9/7/10 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	2ND PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>EXPENDITURES &amp; TRANSFERS OUT TO OTHER FUNDS</b>							
101-703-000	TRUSTEES - SALARIES	17,550	31,000	13,450	43.39%	31,000	31,620
171-703-000	SUPERVISOR - SALARY	36,750	49,000	12,250	25.00%	49,000	49,980
191-703-000	ELECTION - SALARIES	40,885	40,000	(885)	-2.21%	41,000	20,000
209-703-000	CONTRACTUAL - SALARIES	235,385	295,000	59,615	20.21%	300,000	310,000
210-801-000	PROFESSIONAL - LEGAL	44,520	75,000	30,480	40.64%	50,000	75,000
215-703-000	CLERK - SALARY	36,000	48,000	12,000	25.00%	48,000	48,980
223-801-000	PROFESSIONAL - AUDITOR	12,400	17,000	4,600	27.06%	17,000	17,000
241-801-000	PROFESSIONAL - ENGR./PLANNING	14,913	35,000	20,087	57.39%	25,000	30,000
241-802-000	PROFESSIONAL - IN HOUSE ENGR	13,576	30,000	16,424	54.75%	21,000	15,000
243-801-000	TAX ROLL PREPARATION	0	0	0			
247-703-000	BOARD OF REVIEW - SALARIES	477	8,000	7,523	94.04%	8,000	8,000
247-964-000	TAX CHARGEBACKS	8,863	25,000	16,137	64.55%	20,000	20,000
253-703-000	TREASURER - SALARY	36,000	48,000	12,000	25.00%	48,000	48,980
265-775-000	REPAIRS AND MAINTENANCE	68,685	65,000	(3,685)	-5.67%	90,000	90,000
265-910-000	INSURANCE	216,960	275,000	58,040	21.11%	295,000	310,000
265-920-000	UTILITIES - ELECTRIC/GAS	9,357	20,000	10,643	53.22%	16,000	16,000
284-703-000	SALARIES - OTHER	199,361	250,000	50,639	20.26%	260,000	267,500
284-704-000	RETIREMENT	65,923	90,000	24,077	26.75%	90,000	95,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	45,947	72,000	26,053	36.18%	72,000	75,000
284-720-000	MESC - UNEMPLOYMENT TAXES	0	40,000	40,000	100.00%	40,000	20,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	53,587	75,000	21,413	28.55%	75,000	75,000
284-850-000	TELEPHONE	12,016	19,000	6,984	36.76%	17,000	17,000
284-861-000	MILEAGE & TRAVEL EXPENSES	8,565	20,000	11,435	57.18%	20,000	20,000
284-957-000	DUES	16,018	25,000	8,982	35.93%	25,000	25,000
284-958-000	MTG. FEES & MISC EXPENSES	20,940	25,000	4,060	16.24%	30,000	30,000
284-959-000	APPLICATION FEES EXPENSES	6,771	30,000	23,229	77.43%	15,000	15,000
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	19,828	32,000	12,172	38.04%	28,000	28,000

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCT #	ACCOUNT DESCRIPTION	APPR 9/7/10 1ST AMENDED BUDGET FOR THE YEAR ENDING			% OF REMAINING EXPENSE BUDGET	2ND PROPOSED AMENDED BUDGET FOR THE YEAR ENDING		PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING	
		ACTUAL FOR 9 MONTHS 12/31/2010	3/31/2011	BUDGET REMAINING		3/31/2011	3/31/2012		
301-703-000	ORDINANCE OFFICER - SALARY	35,444	41,000	5,556	13.55%	44,000	44,880		
336-999-001	FIRE SUB STATION EXPENSES	16,128	22,500	6,372	28.32%	22,500	5,000		
441-801-010	ROAD IMPROVEMENT	49,201	50,000	799	1.60%	50,000	100,000		
441-803-000	REFUSE COLLECTION	640,914	850,000	209,086	24.60%	856,000	870,000		
441-803-100	REFUSE BULKY ITEM DISPOSAL	6,084	10,000	3,916	39.16%	10,000	10,000		
441-804-000	DUST CONTROL/CHLORIDE	52,862	62,500	9,638	15.42%	53,000	60,000		
441-805-000	STORMWATER - NPDES MANDATE	0	2,000	2,000	100.00%	0	0		
441-971-000	WHITE PINES ST. LIGHTING	467	800	333	41.63%	800	800		
751-881-000	RECREATION	47,394	97,000	49,606	51.14%	65,000	65,000		
916-962-000	DRAINS AT LARGE	0	35,000	35,000	100.00%	35,000	35,000		
929-977-000	CAPITAL OUTLAY	57,313	75,000	17,687	23.58%	75,000	75,000		
929-978-000	TURBINE (GRANT)	99,065	0	(99,065)		115,000	0		
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	200,000	200,000	0	0.00%	200,000	200,000		
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	0	0		0	0		
966-999-027	TRANS - OUT PARKS & RECREATION #270	75,000	600,000	525,000	87.50%	600,000	200,000		
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	45,000	45,000	0	0.00%	45,000	60,000		
966-999-110	CONTINGENCIES	0	30,000	30,000	100.00%	0	0		
	TOTAL EXPENDITURES/TRANSFERS OUT	2,566,149	3,859,800	1,293,651		3,902,300	3,483,740		
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT	(987,247)	(684,650)	(302,597)		(487,520)	(222,890)		
	BEGINNING FUND BALANCE	2,086,569	2,086,569	0		2,086,569	1,599,049		
	ENDING FUND BALANCE	1,099,322	1,401,919	(302,597)		1,599,049	1,376,159		
		12/31/10	3/31/2011			3/31/2011	3/31/2012		



GENOA TOWNSHIP - LIQUOR LAW FUND #212  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

APPR 3/15/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>						
000-570-000	STATE SHARED REVENUE	12,711	12,000	711	12,711	12,500
000-664-000	INTEREST INCOME	6	5	1	8	8
000-695-000	OTHER INCOME	0	0	0	0	0
	<b>TOTAL REVENUES</b>	<b>12,717</b>	<b>12,005</b>	<b>712</b>	<b>12,719</b>	<b>12,508</b>
<b>EXPENDITURES</b>						
000-956-000	MISC. EXPENSE	200	300	100	500	500
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	5,850	8,000	2,150	7,800	8,000
330-704-000	RETIREMENT	585	800	215	780	800
330-715-000	PAYROLL TAXES	468	640	172	624	640
330-716-000	LIQ. LAW ADMIN FEES - GENOA	2,625	3,500	875	3,500	3,500
	<b>TOTAL EXPENDITURES</b>	<b>9,728</b>	<b>13,240</b>	<b>3,512</b>	<b>13,204</b>	<b>13,440</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>2,989</b>	<b>(1,235)</b>	<b>4,224</b>	<b>(485)</b>	<b>(932)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>3,208</b>	<b>3,208</b>	<b>0</b>	<b>3,208</b>	<b>2,723</b>
	<b>ENDING FUND BALANCE</b>	<b>6,197</b>	<b>1,973</b>	<b>4,224</b>	<b>2,723</b>	<b>1,791</b>

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 3/15/10 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	1,360	1,000	360	1,500	1,500
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	0	200,000	200,000
	<b>TOTAL REVENUES</b>	<b>201,360</b>	<b>201,000</b>	<b>360</b>	<b>201,500</b>	<b>201,500</b>
<b>EXPENDITURES</b>						
441-968-000	I/96 LATSON INTERCHANGE	142,987	0	(142,987)	200,000	800,000
906-956-000	MISC	200	0	(200)	500	500
	TRANSFERS OUT	0	0	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>143,187</b>	<b>0</b>	<b>(143,187)</b>	<b>200,500</b>	<b>800,500</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>58,173</b>	<b>201,000</b>	<b>(142,827)</b>	<b>1,000</b>	<b>(599,000)</b>
	BEGINNING FUND BALANCE	1,205,150	1,205,150	0	1,205,150	1,206,150
	ENDING FUND BALANCE	<u>1,263,323</u>	<u>1,406,150</u>	<u>(142,827)</u>	<u>1,206,150</u>	<u>607,150</u>

GENOA TOWNSHIP - ROAD/LAKE REIMBURSEMENT FUND #264  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 3/15/10 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	FINAL YEAR ASSESSED
<b>REVENUES</b>							
000-664-000	INTEREST INCOME	1,046	1,000	46	1,250	1,250	
453-672-000	ASSESSMENTS - CHEMUNG WEED	744	33,000	(32,256)	33,000	33,000	JULY 2012
460-672-100	ASSESSMENTS - PARDEE LAKE 2	124	19,000	(18,876)	19,000	19,000	DEC. 2015
459-672-000	ASSESSMENTS - STATE STREET	0	3,000	(3,000)	3,000	0	DEC. 2010
NEW	ASSESSMENTS - CROOKED LAKE WEED	0	0	0	0	20,000	DEC. 2012
NEW	ASSESSMENTS - FENDT DRIVE	4,800	39,750	(34,950)	39,750	39,750	DEC. 2015
000-699-000	OPERATING TRANS IN FROM GF	0	0	0	0	0	
	OTHER INCOME	0	0	0	0	0	
	<b>TOTAL REVENUES</b>	<b>6,714</b>	<b>95,750</b>	<b>(89,036)</b>	<b>96,000</b>	<b>113,000</b>	
<b>EXPENDITURES</b>							
453-801-000	LAKE CHEMUNG WEEDS	28,712	45,000	16,288	35,000	35,000	
451-695-000	MISC.	2,000	1,500	(500)	2,500	2,500	
460-801-000	PARDEE LAKE WEEDS	18,835	25,000	6,165	22,000	22,000	
463-802-000	CROOKED LAKE WEEDS	0	0	0	0	20,000	
999-999-000	TRANSFER OUT - GF	0	0	0	0	0	
	OTHER ROADS	0	5,000	5,000	2,000	2,000	
	OTHER LAKES	0	5,000	5,000	2,000	2,000	
	<b>TOTAL EXPENDITURES</b>	<b>49,547</b>	<b>81,500</b>	<b>31,953</b>	<b>63,500</b>	<b>83,500</b>	
	<b>NET REVENUES/EXPENDITURES</b>	<b>(42,833)</b>	<b>14,250</b>	<b>(57,083)</b>	<b>32,500</b>	<b>29,500</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>494,601</b>	<b>494,601</b>	<b>0</b>	<b>494,601</b>	<b>527,101</b>	
	<b>ENDING FUND BALANCE</b>	<b>451,768</b>	<b>508,851</b>	<b>(57,083)</b>	<b>527,101</b>	<b>556,601</b>	

GENOA TOWNSHIP - FUTURE DEV. PARKS & REC. FUND #270  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 9/7/10 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED 2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	1,014	5,000	(3,986)	1,300	1,000
000-699-000	OPERATING TRANS IN FROM GF	75,000	600,000	(525,000)	600,000	200,000
000-699-001	MISC REVENUE	2,672	0	2,672	2,672	500
	<b>TOTAL REVENUES</b>	<b>78,686</b>	<b>605,000</b>	<b>(526,314)</b>	<b>603,972</b>	<b>201,500</b>
<b>EXPENDITURES</b>						
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	142,645	130,000	(12,645)	160,000	75,000
330-697-000	BIKE PATH ADDITIONS	0	0	0	0	250,000
536-972-200	I-96 INTERCHANGE WALK	0	0	0	0	500,000
330-695-000	MISCELLANEOUS	1,179	1,500	321	3,000	2,000
	<b>TOTAL EXPENDITURES</b>	<b>143,824</b>	<b>131,500</b>	<b>(12,324)</b>	<b>163,000</b>	<b>827,000</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>(65,138)</b>	<b>473,500</b>	<b>(538,638)</b>	<b>440,972</b>	<b>(625,500)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>472,123</b>	<b>472,123</b>	<b>0</b>	<b>472,123</b>	<b>913,095</b>
	<b>ENDING FUND BALANCE</b>	<b>406,985</b>	<b>945,623</b>	<b>(538,638)</b>	<b>913,095</b>	<b>287,595</b>

GENOA TOWNSHIP - BLDG RESERVE FUND #271  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	APPR 3/15/10 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	572	400	172	625	650
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	45,000	45,000	0	45,000	60,000
	MISC INCOME	0		0	0	0
	<b>TOTAL REVENUE</b>	<b>45,572</b>	<b>45,400</b>	<b>172</b>	<b>45,625</b>	<b>60,650</b>
<b>EXPENDITURES</b>						
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0	0	0
	OTHER	15	0	(15)	15	250
	<b>TOTAL EXPENDITURES</b>	<b>15</b>	<b>0</b>	<b>(15)</b>	<b>15</b>	<b>250</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>45,557</b>	<b>45,400</b>	<b>157</b>	<b>45,610</b>	<b>60,400</b>
	<b>BEGINNING FUND BALANCE</b>	<b>172,990</b>	<b>172,990</b>	<b>0</b>	<b>172,990</b>	<b>218,600</b>
	<b>ENDING FUND BALANCE</b>	<b>218,547</b>	<b>218,390</b>	<b>157</b>	<b>218,600</b>	<b>279,000</b>

GENOA TOWNSHIP - DPW FUND #503  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 9/30/2010	APPR 3/15/10 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	% EXPENSE BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YR ENDING 3/31/2011
<b>REVENUES</b>						
402	FEES - MARION SEWER	10,677	14,500	(3,823)		14,200
404	FEES - G/O SEWER	109,617	168,000	(58,383)		155,000
406	FEES - OP WATER/SEWER	46,970	65,000	(18,030)		63,000
408	FEES - LE WATER/SEWER	32,794	26,000	6,794		38,000
410	FEES - PC WATER/SEWER	10,319	14,000	(3,681)		14,000
412	FEES - MHOG WATER	134,798	175,000	(40,202)		179,000
414	FEES - GENOA TWP - GF	13,576	27,000	(13,424)		20,000
420	OTHER INCOME	118	500	(382)		250
440	INTEREST INCOME	80	75	5		100
	<b>TOTAL REVENUES</b>	<b>358,949</b>	<b>490,075</b>	<b>(131,126)</b>		<b>483,550</b>
<b>EXPENDITURES</b>						
600	AUDIT/ACCOUNTING SERVICES	5,800	6,200	400	6.45%	7,000
601	AUTO ALLOWANCE	3,000	6,000	3,000	50.00%	3,600
602	ADMINISTRATIVE EXPENSES	0	20,000	20,000	100.00%	20,000
604	CONFERENCES/DUES	3,129	6,500	3,371	51.86%	4,500
606	CONTINGENCY	0	5,000	5,000	100.00%	0
608	EMPLOYERS SHARE FICA	16,415	24,000	7,585	31.60%	24,000
609	COMPUTER EXPENSES	12,330	5,000	(7,330)	-146.60%	15,000
612	INSURANCE BCBS/OTHER	44,486	55,000	10,514	19.12%	60,000
613	LEGAL	1,076	3,000	1,924	64.13%	3,000
614	METER SERVICES - CONTRACTOR	0	2,000	2,000	100.00%	0
617	OFFICE EXPENSES	1,717	4,000	2,283	57.08%	4,000
618	OTHER EXPENSES	0	1,000	1,000	100.00%	0
619	POSTAGE/SHIPPING	4,943	7,000	2,057	29.39%	7,000
625	REPAIRS & MAINTENANCE	1,693	1,000	(693)	-69.30%	2,500
627	RETIREMENT	21,789	30,000	8,211	27.37%	29,000
628	STORM WATER	0	5,000	5,000	100.00%	0
630	SUPPLIES & TOOLS	29	10,000	9,971	99.71%	10,000
631	SALARY - DEPUTY DIRECTOR	13,846	0	(13,846)		30,000
632	SALARY - DIRECTOR	63,462	83,000	19,538	23.54%	83,000
633	SALARY - IN HOUSE ENGINEER	48,998	75,000	26,002	34.67%	55,000
634	SALARY - OTHER	78,887	115,000	36,113	31.40%	110,000
635	SALARY - SODIUM INSPECTIONS	0	1,500	1,500	100.00%	0
637	SALARY - HUMAN RES. (TTMPS)/OTHER	0	0	0		12,000
652	TELEPHONE - CUSTOMER LINE	1,247	2,000	753	37.65%	2,000
656	TELEPHONE - MOBILE PHONES	2,691	4,100	1,409	34.37%	4,100
658	TRUCK/AUTO EXPENSES	6,266	7,500	1,234	16.45%	8,000
670	TRANSFER TO DPW RESERVE FUND #504	10,000	10,000	0	0.00%	10,000
675	UNIFORMS & PROTECTIVE CLOTHING	1,188	2,600	1,412	54.31%	2,600
	<b>TOTAL EXPENDITURES</b>	<b>342,992</b>	<b>491,400</b>	<b>148,408</b>	<b>30.20%</b>	<b>506,300</b>
	CHANGE IN FUND BALANCE	15,957	(1,325)	17,282		(22,750)
	BEGINNING FUND BALANCE	75,746	75,746	0		75,746
	ENDING FUND BALANCE	91,703	74,421	17,282		52,996

GENOA TOWNSHIP - DPW FUND #503  
 BUDGET WORKSHEET  
 FOR THE YEAR ENDING 3/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2012		
401	FEES - ENGINEERING - GENOA TOWNSHIP	15,000	REIMB OF ENGR TIME ON GENOA PROJ	
402	FEES - BILLING ONLY - MARION SEWER	14,500	730 BILLS X 4.99 PER BILL @4 BILLINGS PER YEAR	
408	FEES - BILLING ONLY - LE WATER	4,100	201 BILLS X 4.99 PER BILL @4 BILLINGS PER YEAR	
409	FEES - BILLING ONLY - PC SEWER/WATER	14,000	346 BILLS X 9.98 PER BILL @4 BILLINGS PER YEAR	
	SUBTOTAL - BILLING ONLY/ENGR. FEES	47,600		
404	MAINTENANCE/BILLING FEES - G/O SEWER	499,376	EQUALS 26.61% X SYSTEM OPERATIONAL EXPENSES	
406	MAINTENANCE/BILLING FEES - OP WATER/SEWER	452,648	EQUALS 24.12% X SYSTEM OPERATIONAL EXPENSES	
408	MAINTENANCE/BILLING FEES - LE WATER/SEWER	119,730	EQUALS 6.38% X SYSTEM OPERATIONAL EXPENSES	
412	MAINTENANCE/BILLING FEES - MHOG WATER	804,895	EQUALS 42.89% X SYSTEM OPERATIONAL EXPENSES	
	SUBTOTAL - MAINT/BILLING FEES	1,876,649		
420	OTHER INCOME	500		
440	INTEREST INCOME	75		
	SUBTOTAL - OTHER INCOME	575		
	TOTAL INCOME	1,924,824		
600	ADMIN - RECEIPTING/OTHER	30,000	FEES FOR RECEIPTING, PAYROLL, BILL PMT, ETC...	
602	ADMIN - RENT	20,000	RENTAL OF 3 CUBES, 2 OFFICES, COMPUTERS, ETC...	
605	AUDIT/ACCOUNTING SERVICES	7,000	PHP AUDITING	
608	AUTO ALLOWANCE (TESHA)	2,400	IN HSE ENGR. CONTRACTED AUTO ALLOW PER YR	
610	AUTO/TRUCK FUEL	48,000	ESTIMATE OF VEHICLE FUEL	
612	AUTO/TRUCK LOAN PAYBACK	64,147	5 YR ANNUAL PAYBACK FOR 13 VEHICLES	
614	AUTO/TRUCK MAINTENANCE	10,000	TIRES, OIL CHANGES, FILTERS, ETC...	
620	COMPUTER EXPENSES	15,000	NEW SW, COMPUTERS, ETC...	
623	CONFERENCES/DUES	11,500	TRAINING, CONFERENCES, LICENSING, ETC...	
626	CONTINGENCY	20,000	ESTIMATE	
632	EMPLOYERS PAYROLL TAXES - ADMIN	24,571	FICA, MEDICARE, UNEMPLOMENT	
635	EMPLOYERS PAYROLL TAXES - OPERATIONS	69,463	FICA, MEDICARE, UNEMPLOMENT	
640	INSURANCE - ADMIN. LABOR	47,956	HEALTH, W/C, LIFE, DISABILITY	
643	INSURANCE - OPER. LABOR	271,308	HEALTH, W/C, LIFE, DISABILITY (W/C PENDING)	
646	INSURANCE - VEHICLE/OTHER	8,000	LIABILITY, OTHER	
652	LEGAL	1,500	ESTIMATE	
656	OFFICE EXPENSES	4,000	ESTIMATE	
659	OTHER EXPENSES	1,000	ESTIMATE	
662	POSTAGE/SHIPPING	7,000	MAILING OF BILLS & CORRESPONDENCE	
668	RETIREMENT - ADMIN	26,836	10% RETIREMENT PLAN	
672	RETIREMENT - OPERATIONS	78,455	10% RETIREMENT PLAN	
700	SALARIES - ADMIN	284,863	NON-OPERATIONS	
706	SALARIES - OPERATIONS	713,120	STRAIGHT TIME FOR OPERATIONS	
710	SALARIES - OVERTIME - OPERATIONS	84,630	OT FOR OPERATIONS	
715	SUPPLIES/TOOLS	10,000	ALL SYSTEM EXPENSES	
722	TELEPHONE - ANSWERING SERVICE	2,700	1-800 CUST LINE PER YR/24 HR OPERATOR	
726	TELEPHONE - CUSTOMER LINE	2,000	1-800 BILLING CUST LINE	
730	TELEPHONE - MOILE PHONES	16,200	\$60 PER MONTH ALLOWANCE	
800	TRANSFER TO DPW EQUIPMENT RESERVE	30,000	PAYBACK OF TRUCKS	
810	UNIFORMS & PROTECTIVE CLOTHING	12,600	PROTECTIVE CLOTHING, UNIFORMS, ETC...	
	TOTAL EXPENSES	1,924,249	TOTAL EXPENSES	1,924,249
	CHANGE IN FUND BALANCE	575	LESS - DIRECT BILLING EXPENSES	(47,600)
	BEGINNING FUND BALANCE	52,996	TOTAL EXPENSES BY WHICH %'S ARE ALLOCATED	1,876,649
	ENDING FUND BALANCE	53,571		

GENOA TOWNSHIP - DPW RESERVE FUND #504  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 BUDGET FOR THE YEAR ENDING 3/31/2011  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/10

APPR 3/15/10

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2010	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2011	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2011	PROPOSED ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012
<b>REVENUES</b>						
400	TRANS IN FROM DPW #503	10,000	10,000	0	10,000	30,000
420	OTHER INCOME	0	0	0	0	0
440	INTEREST INCOME	19	18	1	24	25
	TOTAL REVENUE	10,019	10,018	1	10,024	30,025
<b>EXPENDITURES</b>						
500	CAPITAL OUTLAY	0	0	0	0	
501	EQUIPMENT	0	0	0	0	
502	VEHICLE - TRUCK	22,802	22,802	0	22,802	
	TOTAL EXPENDITURES	22,802	22,802	0	22,802	0
	NET CHANGE IN FUND BALANCE	(12,783)	(12,784)	1	(12,778)	30,025
	BEGINNING FUND BALANCE	18,425	18,425	0	18,425	5,647
	ENDING FUND BALANCE	5,642	5,641	1	5,647	35,672



GENOA TOWNSHIP  
GENERAL & SPECIAL REVENUE FUNDS  
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/2011

	#101 G/F	#212 LIQ LAW FUND	#261 FUTURE RD IMPROVEMENT	#264 RD/LK IMPR ADV. FUND	#270 PARKS/REC. FUND	#271 BLDG/GROUND RES. FUND	#503 DPW/UTILITY FUND	#504 DPW/RESERVE FUND	TOTAL ALL FUNDS
REVENUES	3,414,780	12,719	201,500	96,000	603,972	45,625	483,550	10,024	4,868,170
EXPENDITURES	3,902,300	13,204	200,500	63,500	163,000	15	506,300	22,802	4,871,621
NET REVENUES/EXPENDITURES	(487,520)	(485)	1,000	32,500	440,972	45,610	(22,750)	(12,778)	(3,451)
BEGINNING FUND BALANCE 4/1/10	2,086,569	3,208	1,205,150	494,601	472,123	172,990	75,746	18,425	4,528,812
ENDING FUND BALANCE 3/31/2011	1,599,049	2,723	1,206,150	527,101	913,095	218,600	52,996	5,647	4,525,361

GENOA TOWNSHIP  
GENERAL & SPECIAL REVENUE FUNDS  
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/2012

	#101 G/F	#212 LIQ LAW FUND	#261 FUTURE RD IMPROVEMENT	#264 RD/LK IMPR ADV. FUND	#270 PARKS/REC. FUND	#271 BLDG/GROUND RES. FUND	#503 DPW/UTILITY FUND	#504 DPW/RESERVE FUND	TOTAL ALL FUNDS
REVENUES	3,260,850	12,508	201,500	113,000	201,500	60,650	1,924,824	30,025	5,804,857
EXPENDITURES	3,483,740	13,440	800,500	83,500	827,000	250	1,924,249	0	7,132,679
NET REVENUES/EXPENDITURES	(222,890)	(932)	(599,000)	29,500	(625,500)	60,400	575	30,025	(1,327,822)
BEGINNING FUND BALANCE 4/1/11	1,599,049	2,723	1,206,150	527,101	913,095	218,600	52,996	5,647	4,525,361
ENDING FUND BALANCE 3/31/2012	1,376,159	1,791	607,150	556,601	287,595	279,000	53,571	35,672	3,197,539

**Resolution No. 110207**  
**Supporting the Latson Road Interchange**

**Whereas**, the installation of an interchange at Latson Road and Interstate –96 is necessary for the safety and convenience of our community and,

**Whereas**, the Townships financial contribution will help provide for the installation of a pedestrian walkway and,

**Whereas**, funds have been set aside over several years for this purpose, specifically \$1,000,000.00 in Fund #261 (Future Roads) and \$500,000.00 in Fund #270 (Parks and Recreation), and

**Whereas**, Township participation will leverage substantial investment in our community,

**Now therefore be it resolved:** That the Genoa Charter Township Board formally commits a total of \$1,500,000.00 towards the Latson Interchange either through land acquisition or construction.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the adoption of this resolution by the Genoa Charter Township Board. The motion was voted and carried unanimously.

Signed:

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Paulette A. Skolarus, Clerk

February 7, 2011

*Word/policy/110207*

**Genoa Charter Township**  
**Ordinance Number \_\_\_\_\_**

An ordinance for Genoa Township to assume responsibility for the administration and enforcement of the Stille-DeRossett Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 and to designate an enforcing agency to discharge the responsibilities of Genoa Charter Township under the provisions of said Act.

Genoa Charter Township ordains:

Section 1. ASSUMPTION OF RESPONSIBILITY. Genoa Charter Township assumes responsibility for the administration and enforcement of Public Act 230 of 1972 throughout its corporate limits.

Section 2. ENFORCING AGENCY DESIGNATED. Pursuant to Section 8b(6) of The Stille-DeRossett Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1508b(6), Genoa Charter Township hereby elects to administer and enforce the 1972 PA 230, the Michigan Building Code, the Michigan Electrical Code, the Michigan Mechanical Code and the Michigan Plumbing Code. Genoa Charter Township shall also administer and enforce the respective provisions of the Michigan Residential, Rehabilitation, and Uniform Energy Codes and all applicable laws and ordinances. A government official registered in accordance with 1986 PA 54 shall be appointed to receive all fees, issue permits, plan reviews, notices, orders, and certificates of use and occupancy. All personnel performing plan reviews and inspections shall be registered in accordance with 1986 PA 54.

Section 3. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 4. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with provisions of the Act governing same.

This ordinance duly adopted on \_\_\_\_\_, \_\_\_\_ 2011 at a regular meeting of the Genoa Charter Township Board of Trustees and will become effective \_\_\_\_\_, 2011.

Date: \_\_\_\_\_, 2011

Signed \_\_\_\_\_  
Polly Skolarus  
Clerk of Genoa Charter Township

Attested: \_\_\_\_\_  
Gary McCririe  
Supervisor of Genoa Charter Township

# **Genoa Township**

## **Construction Board of Appeals**

### **ESTABLISHMENT; COMPOSITION; APPOINTMENT AND TERMS OF MEMBERS.**

(a) The Construction Board of Appeals of the Township, heretofore created pursuant to the Stille-DeRossett-Hale Single State Construction Code Act (PA 230 of 1972), as amended, is hereby established. The Construction Board of Appeals shall consist of three members appointed by the Township Supervisor with Board concurrence. Each member of the Construction Board of Appeals should have at least five years of professional experience as a licensed contractor, licensed engineer, licensed architect, licensed electrician, or a licensed plumber. If a representative is not available from one of these categories, others may be appointed who do not meet all of the specific requirements but, in the opinion of the Supervisor with Board concurrence, are qualified with experience and training to pass upon pertinent matters.

(b) Such members shall be appointed for three year terms except that the initial appointments shall provide for one three-year term, one two-year term, and one one-year term so that subsequent appointments shall not occur at the same time.

### **MEETINGS AND RULES GENERALLY.**

The Construction Board of Appeals shall meet at such times as the Board may determine. All meetings of the Construction Board of Appeals shall be open to the public. Compensation for the appointed members of the Construction Board of Appeals may be determined periodically by the Genoa Township Board.

### **QUORUM, VOTES NECESSARY FOR DECISION.**

A majority of the members of the Construction Board of Appeals shall constitute a quorum. A majority of the members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.

### **SECRETARY; MINUTES OF MEETINGS; RECORDS OF HEARINGS.**

(a) The Township Manger, or his or her designee, shall serve as secretary of the Construction Board of Appeals and shall keep records of its meetings. The minutes of the meetings shall be in writing, but may state the substance of any matter considered.

(b) Official records of all hearings shall be prepared to include the following:

- (1) Notices, pleadings, motions, and intermediate rulings.
- (2) Questions and offers of proof, objections, and rulings thereon.
- (3) Evidence presented.
- (4) Matters officially noticed (except matters so obvious that a statement of them would serve no useful purpose).
- (5) Findings and exceptions.

- (6) Decisions and reasons for the decision.

## **GENERAL POWERS AND DUTIES.**

(a) The Construction Board of Appeals shall act as a quasi-judicial body in deciding matters brought before it which involve interpretation of any provision of the Township's building, plumbing, mechanical, electrical, and fire codes. The Construction Board of Appeals shall also act as an advisory board to the Genoa Township Board. The Construction Board of Appeals shall have the following powers and duties:

- (1) To provide for reasonable interpretation of the provisions of the Township building codes, plumbing codes, mechanical codes, electrical codes, and fire codes. The Construction Board of Appeals shall have no authority to waive requirements of any Township codes.

- (2) To hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the Township building, plumbing, mechanical, electrical and fire codes.

- (3) To approve alternate materials and methods of installation.

- (4) To do acts, make decisions and make such determinations as authorized by State law or the Genoa Township Construction Codes.

- (5) After a public hearing, the Construction Board of Appeals may grant a specific variance to a substantive requirement of the codes, if the literal application of the substantive requirement would result in exceptional practical difficulty to the applicant, and if both of the following requirements are satisfied:

- A. The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of the particular item or part for the health, safety, and welfare of the people of the Township and the intent of the code is observed, public safety secured and substantial justice done.

- B. The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment to the code with respect to the condition reasonably practical or desirable.

- (b) The Construction Board of Appeals may attach in writing any condition in connection with the granting of a variance that, in its judgment, is necessary to protect the health, safety and welfare of the people of the Township. The breach of a condition shall automatically invalidate the variance and any permit, license, and certificate granted on the basis of it. In no case shall more than the minimum variance from the code be granted that is necessary to alleviate the exceptional practical difficulty.

## **PROCEDURE FOR APPEALS TO THE CONSTRUCTION BOARD OF APPEALS.**

(a) Appeals from the rulings of any official charged with the enforcement of this section may be made to the Construction Board of Appeals within such time as shall be prescribed by the Construction Board of Appeals or by this section. The appellant shall file, with the official from whose decision the appeal is taken and with the Construction Board of Appeals, a notice of appeal, specifying the grounds therefore and stating the address of the appellant. The Building Official shall set the matter for hearing and give due notice thereof to all interested parties. The Construction Board of Appeals shall hear such matter and decide the same not later than thirty days after submission of the appeal. Failure by the Construction Board of Appeals to hear an appeal and file a decision within the time limit shall be deemed a denial of the appeal, for the purposes of instituting an appeal to the State Construction Code Commission or circuit court.

(b) Within the limits of its jurisdiction, as prescribed in this section, the Construction Board of Appeals may reverse or affirm, in whole or in part, or may make such order, requirement, decision or determination as, in its opinion, ought to be made in the premises, and to that end shall have all the powers of the official from whom the appeal is taken. The final disposition of such appeal shall be in writing and shall state the grounds therefore and shall be forthwith delivered to the appellant at his last known address.

## **REQUEST FOR INTERPRETATION, APPROVAL OF MATERIALS, ETC.**

Any person, including the Building Official, may file with the Construction Board of Appeals requests for interpretation of the codes, approval of alternate methods or materials, or any other matter provided for under the powers and duties of the Board, in the same manner as provided for appeals.

## **CONTENTS OF ORDERS.**

Any orders issued by the Construction Board of Appeals shall be set out in full, shall be supported by findings of fact, and shall state the grounds of the order in a manner reasonably calculated to apprise the petitioner of the basis thereof.

## **WHEN DECISION EFFECTIVE.**

Decisions of the Construction Board of Appeals become effective on the tenth business day after filing of the decision with the Building Official.

## **DECISIONS.**

A record of decisions made by the Construction Board of Appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the Construction Board of Appeals in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, PA 442 of 1976.

**LEGAL REVIEW.**

An interested person, or his or her authorized agent, may seek review of a decision of the Construction Board of Appeals with the State Construction Code Commission or in circuit court. Review by the State Construction Code Commission must be filed within ten business days of the filing of the decision by the Construction Board of Appeals or, in case of an appeal because of failure by the Construction Board of Appeals to act within the prescribed time, at any time before filing of the decision. Review in Circuit Court must be filed within twenty-one days of the filing of the decision by the Construction Board of Appeals. In case of review sought because of failure of the Construction Board of Appeals to act within the prescribed time, application may be made thirty days after submission of the appeal.

This procedure duly adopted on \_\_\_\_\_ at a regular meeting of the Genoa Charter Township Board of Trustees and will become effective \_\_\_\_\_.

Date: \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_  
Polly Skolarus  
Clerk of Genoa Charter Township

Attested: \_\_\_\_\_  
Gary McCririe  
Supervisor of Genoa Charter Township

violation or day that a violation continues, which may be assessed for a violation of this section. If the enforcing agency believes that an owner or operator has violated this section, it may issue a citation after discovery of the alleged violation. The citation shall be written and shall state with particularity the nature of the violation, the civil penalty established for the violation, and the right to appeal the citation pursuant to subsection (7). The citation shall be delivered or sent by registered mail to the alleged violator.

(7) Not later than 20 days after receipt of the citation, the alleged violator may petition the enforcing agency for an administrative hearing, which shall be held within 60 days after the enforcing agency receives the petition. The administrative hearing may be conducted by a hearing officer, who may affirm, dismiss, or modify the citation. The decision of the hearing officer is final and is not subject to appeal.

(8) A civil penalty assessed by the issuance of a citation under subsection (6) becomes final if a petition is not received within the time specified in subsection (7). A civil penalty imposed shall be paid to the governmental subdivision that has the responsibility of enforcing this section. A civil penalty may be recovered in a civil action brought by the governmental subdivision in the county in which the violation occurred or the defendant resides.

(9) This section applies to a board and room facility constructed or converted for use as a board and room facility after the effective date of this section. Beginning 6 months after the effective date of this section, this section also applies to a board and room facility constructed or converted for use as a board and room facility before the effective date of this section.

**History:** Add. 1994, Act 106, Imd. Eff. Apr. 18, 1994.

**Popular name:** Act 230

**Popular name:** Uniform Construction Code

#### **125.1513d Requirements for stairwell geometry.**

Sec. 13d. (1) Notwithstanding any provision in this act and until the promulgation of the complete building code update after October 15, 1999, a governmental subdivision shall not enforce a requirement for stairwell geometry in occupancies in use group R-3 structures and within dwelling units in occupancies in use group R-2 structures that differs from the stairwell geometry described in this section.

(2) As used in this section:

(a) "Stairwell geometry" refers to the configuration of a stairwell of a building in which the maximum riser height is 8-1/4 inches (210 mm), the minimum tread depth is 9 inches (229 mm), and a 1-inch (25 mm) nosing on stairwells with solid risers.

(b) "Use group R-2 structures" means all multiple-family dwellings having more than 2 dwelling units including, but not limited to, boarding houses and similar buildings arranged for shelter and sleeping accommodations in which the occupants are primarily not transient in nature and dormitory facilities that accommodate more than 5 persons over 2-1/2 years of age.

(c) "Use group R-3 structures" means all buildings arranged for occupancy as 1-family or 2-family dwelling units including, but not limited to, not more than 5 lodgers or boarders per family; multiple single-family dwellings where each unit has an independent means of egress and is separated by a 2-hour fire separation assembly; and a child care facility that accommodates 5 or less children of any age.

**History:** Add. 1999, Act 245, Imd. Eff. Dec. 28, 1999.

**Popular name:** Act 230

**Popular name:** Uniform Construction Code

#### **125.1513e Sharing elevator between 2 buildings.**

Sec. 13e. This act does not prohibit the sharing of an elevator between 2 buildings as long as the buildings are in compliance with this act, the code, and the following acts and rules promulgated under those acts:

(a) The fire prevention code, 1941 PA 207, MCL 29.1 to 29.34.

(b) 1976 PA 333, MCL 338.2151 to 338.2160.

(c) 1967 PA 227, MCL 408.801 to 408.824.

(d) Any other act or rules regulating elevators in buildings.

**History:** Add. 2005, Act 50, Imd. Eff. June 23, 2005.

#### **125.1514 Construction board of appeals; creation; appointment, qualifications, and terms of members; appeal to board; hearing; decision; statement of reasons for decision; appeal to commission; copy of decision; additional powers or duties; procedures; conducting business at public meeting; notice; availability of certain writings to public.**

Sec. 14. (1) A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the



governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county. A member of the board of appeals shall be qualified by experience or training to perform the duties of members of the board of appeals. A person may serve on the board of appeals of more than 1 governmental subdivision. If an enforcing agency refuses to grant an application for a building permit, or if the enforcing agency makes any other decision pursuant or related to this act, or the code, an interested person, or the person's authorized agent, may appeal in writing to the board of appeals. The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal. Failure by the board of appeals to hear an appeal and file a decision within the time limit is a denial of the appeal for purposes of authorizing the institution of an appeal to the commission. A copy of the decision and statement of the reasons for the decision shall be delivered or mailed, before filing, to the party taking the appeal.

(2) This act does not prevent a governmental subdivision from granting its board of appeals additional powers or duties not inconsistent with this act, or from establishing procedures to be followed by its board of appeals insofar as the procedures do not conflict with this act. Except as otherwise provided by this act, or by other laws or ordinances, a board of appeals may by rules establish its own procedures.

(3) The business which the board of appeals may perform shall be conducted at a public meeting of the board of appeals held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) A record of decisions made by the board of appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the board of appeals in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

**History:** 1972, Act 230, Eff. Jan. 1, 1973;—Am. 1977, Act 195, Imd. Eff. Nov. 17, 1977;—Am. 1978, Act 442, Imd. Eff. Oct. 9, 1978.

**Popular name:** Act 230

**Popular name:** Uniform Construction Code

#### **125.1515 Specific variance from code; requirements; breach of condition; permissible variance.**

Sec. 15. (1) After a public hearing a board of appeals may grant a specific variance to a substantive requirement of the code if the literal application of the substantive requirement would result in an exceptional, practical difficulty to the applicant, and if both of the following requirements are satisfied:

(a) The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of this state.

(b) The specific condition justifying the variance shall be neither so general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonably practical or desirable.

(2) A board of appeals may attach in writing any condition in connection with the granting of a variance that in its judgment is necessary to protect the health, safety and welfare of the people of this state. The breach of a condition shall automatically invalidate the variance and any permit, license and certificate granted on the basis of it. In no case shall more than minimum variance from the code be granted than is necessary to alleviate the exceptional, practical difficulty.

**History:** 1972, Act 230, Eff. Jan. 1, 1973.

**Popular name:** Act 230

**Popular name:** Uniform Construction Code

#### **125.1516 Appeal to commission; time; hearing; quorum; effect of decision; copy of decision and statement of reasons; record of decisions; public inspection; referral of certain appeals to appropriate board; review of board's decision; petition.**

Sec. 16. (1) An interested person, or the interested person's authorized agent, may appeal a decision of a board of appeals to the commission within 10 business days after filing of the decision with the enforcing agency or, in case of an appeal because of failure of a board of appeals to act within the prescribed time, at any time before filing of the decision. The hearing of an appeal based on the denial of a request for a variance by a board of appeals is within the sole discretion of the commission. If deciding an appeal, the commission may act either as a whole or by a panel of 3 or more of the commission members designated by the

## **Genoa Township Procedures for Construction Code Administration**

### **(1) How permit applications are reviewed and approved**

Before construction of a building or structure is commenced, an owner or owner's agent must file an application for permit in writing on the Genoa Township Application form and as prescribed by the State Construction Code Act.

The application must be accompanied by:

- Payment of any required plan review fees in accordance with the schedule of fees adopted by Genoa Township.
- Payment of the permit fee in accordance with the schedule of fees adopted by Genoa Township (prior to permit issuance).
- Full and complete plans and specifications drawn to scale with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. Plans must be signed and sealed in accordance with the code rules and the Michigan Occupational Code, PA No. 299 of 1980.
- A site plan showing to scale the size and location of the structure or building and all existing structures on the site, distance from lot lines, the established street grades and the proposed finish grades.

If the proposed plan conforms to the requirements of the code and all other applicable laws and ordinances, the code official shall initial, date and stamp the plans "APPROVED".

If the plans do not conform to the code and other applicable laws, the application shall be rejected in writing, setting forth the reasons for the rejection.

Applications must be granted, in whole or in part, within 10 days of receipt of the completed application. When the structure or building is of an unusual design or unusually complicated, action must be taken within 15 days of receipt of the complete application.

### **(2) How plans are reviewed and violations identified are resolved**

All plans are reviewed for compliance by a state registered plan reviewer (for applicable trades), for Genoa Township. Where deficiencies in the plans are identified, written notice is provided to the applicant and corrections are requested before the plans are approved. When minor discrepancies are identified, compliance may be cited by the code official as a condition of the approval.

### **(3) How permits are issued**

Upon approval for the application for permit, the code official shall cause the permit to be issued identifying the use classification and building type upon the permit. The permit shall include all requirements for necessary compliance to the respective code(s).

### **(4) How inspections are scheduled and findings reported**

Inspections shall be performed, as outlined in the code/Act, periodically during, and upon completion of the work for which the permit is issued. Inspections should be conducted to assure compliance with the code, all applicable construction standards, and conditions upon which the permit is issued. The applicant shall notify the Genoa Township Building Department when required inspections are ready for the compliance inspection.

The findings shall be reported to the permit holder in writing as provided by the code/Act.

### **(5) How code violations are identified during inspections and resolved**

Violations identified during the course of inspections shall be reported in writing to the permit holder. All violations shall be identified with a reference to the code provision cited in the violation. Where minor violations are cited, the notice may be made verbally to the permit holder.

Compliance with the code resolving the violation must be achieved prior to granting an approval.

When compliance is not achieved, the enforcing agency shall pursue administrative remedies identified in the code or through legal proceeding provided by law or local ordinance.

### **(6) Record keeping procedures**

Genoa Township shall maintain records of all actions taken in the review of plans, issuance of permits, inspection of construction, issuance of violations and issuance of certificate of occupancy. All records shall be maintained at a location in the Genoa Township hall, and made available for review by the public in accordance with the Freedom of Information Act.

### **(7) How certificates of occupancy and final approvals are granted**

Final inspections are conducted when notification from the permit holder is received that the construction is completed under the permit. Upon inspection, when compliance is noted, the code official shall provide written notice of the approval.

When all construction permits have received final approval and the construction is entitled to a certificate of occupancy as provided by the State Construction Code Act, a certificate of occupancy shall be issued by Genoa Township, including all required information specified within the Act.

This procedure duly adopted on \_\_\_\_\_ at a regular meeting of the Genoa Charter Township Board of Trustees and will become effective \_\_\_\_\_.

Date: \_\_\_\_\_, \_\_\_\_.

Signed: \_\_\_\_\_

Polly Skolarus  
Clerk of Genoa Charter Township

Attested: \_\_\_\_\_

Gary McCrie  
Supervisor of Genoa Charter Township

**To:** Genoa Township Board  
**From:** Kelly VanMarter, Planning Director  
**Date:** February 4, 2011  
**Re:** Planning Commission Ordinance Adoption

**Manager Review:** \_\_\_\_\_



Dear Honorable Officials and Trustees,

The new Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires that all Planning Commissions in the State of Michigan are formed by ordinance. The Act requires Township's whose Planning Commissions were formed by Resolution to repeal said resolution and adopt an ordinance. The deadline for this action in the statute is July 1, 2011. Attached please find the 1971 Resolution creating the Planning Commission and the proposed Ordinance to repeal and recreate the Commission under the current statute. At your January 18, 2011 Board Meeting you held the first reading of the proposed Ordinance. The Ordinance should be considered for adoption at your February 7, 2011 meeting.

\*\* Please note this ordinance requires adoption by a majority of the membership on roll call vote. \*\*

Staff recommends the following action on agenda item #11:

**Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to approve and adopt Ordinance No. 110207 entitled the "Genoa Charter Township Planning Commission" ordinance.**

Should you have any questions concerning this matter, please do not hesitate to call.

Sincerely,

Kelly VanMarter  
Planning Director

**ORDINANCE NO. 110207**

**PLANNING COMMISSION ORDINANCE  
GENOA CHARTER TOWNSHIP,  
LIVINGSTON COUNTY, MICHIGAN**

**WHEREAS, GENOA CHARTER TOWNSHIP DID ESTABLISH THE GENOA TOWNSHIP PLANNING COMMISSION BY RESOLUTION NO. 71-2 ON FEBRUARY 12, 1971, AND IT IS NOW DESIRED TO REPEAL THE EXISTING RESOLUTION AND ADOPT THIS ORDINANCE TO INSURE PROPER RECORD OF THE ACTION IS CREATED, NOW THEREFORE, GENOA CHARTER TOWNSHIP ORDAINS THAT SAID ORDINANCE SHALL READ AS FOLLOWS:**

**GENOA CHARTER TOWNSHIP PLANNING COMMISSION ORDINANCE**

AN ORDINANCE to create a Planning Commission for Genoa Charter Township as authorized by P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.* for the purpose of having planning and zoning in Genoa Charter Township, to create, organize, enumerate powers and duties, and to provide for the regulation and subdivision of land, coordinated and harmonious development of Genoa Township; and to function in cooperation with other constituted authorities of incorporated and unincorporated areas within the state where Genoa Charter Township exists.

**GENOA CHARTER TOWNSHIP ORDAINS:**

Section 1. Creation. There shall be a Genoa Charter Township Planning Commission pursuant to P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.*, hereinafter referred to as the Commission with the powers and duties as therein set forth and as hereinafter provided. This ordinance shall be officially known and described as the "Genoa Charter Township Planning Commission Ordinance."

Section 2. Membership.

- A. The Commission shall consist of 7 members appointed by the Township Supervisor, subject to approval by the majority of the members of the Township Board of Trustees. To be qualified to be a member and remain a member of the Planning Commission, the individual shall be a qualified elector of Genoa Charter Township, except that one member may be a non-qualified elector.
- B. Members shall be appointed for three-year terms. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. As nearly as possible, the terms of  $\frac{1}{3}$  of all Commission members should continue to expire each year.

- C. One member shall also be a member of the Township Board of Trustees, whose term of office shall coincide with his or her elected term of office on the Township Board of Trustees.
- D. The membership shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of Genoa Charter Township, in accordance with the major interests as they exist in the Township, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce.
- E. The membership shall also be representative of the entire geography of the Township to the extent practicable, and as a secondary consideration to the representation of the major interests.

Section 3. Removal from Office. The Board of Trustees may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office.

Section 4. Membership; Vacancies. The Township Board shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

Section 5. Membership; Compensation. All members of the Planning Commission shall be compensated as provided by separate Resolution of the Genoa Charter Township Board of Trustees.

Section 6. Meetings.

- A. The Commission shall meet at least four times a year and a majority of the Commission shall constitute a quorum for the transaction of the ordinary business of said Commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission.
- B. The affirmative vote of  $\frac{2}{3}$  of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

Section 7. Meetings; Records. The Commission shall adopt Bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

Section 8. Capital Improvements Program. The Planning Commission shall be exempted from the requirement of PA 33 of 2008, MCL 125.3865, requiring annual preparation and submission to the Board of Trustees of a capital improvements program. The Township Board of Trustees shall delegate the preparation of the capital improvements program, separate from or as part of the annual budget, to the chief elected official or a non-elected administrative official, subject to final approval and adoption by the Board of Trustees.

Section 9. Approval, Ratification, and Reconfirmation. All official actions taken by the Genoa Charter Township Planning Commission preceding the Commission created by this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Commission created by this Ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous Genoa Township Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication.

Section 10. Repeals. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 11. Severability. Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

Section 12. Effective Date. This Ordinance was adopted by the Genoa Charter Township Board of Trustees at the regular meeting held on \_\_\_\_\_ and ordered to be given publication in the manner required by law. This ordinance shall be effective upon publication.

Copies of the Ordinance may be obtained from the Genoa Township Hall, located at 2911 Dorr Road, Brighton, Michigan 48116.

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

**Yeas:**  
**Nays:**  
**Absent:**

I hereby approve the adoption of the foregoing Ordinance this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Paulette Skolarus  
Township Clerk

\_\_\_\_\_  
Gary McCririe  
Township Supervisor

Township Board First Reading: January 17, 2011

Date of Publication of Proposed Ordinance: January 21, 2011

Township Board Second Reading and Adoption: February 7, 2011

Date of Publication of Ordinance Adoption:

Effective Date:



# GLEANERS COMMUNITY FOOD BANK

Date: 1/13/11

Inventory No. \_\_\_\_\_

Name	
Company	<u>Genoa Township</u>
Address	<u>War Rd</u>
City	State: <u>48116</u>
ZIP	Phone: ( ) _____

Delivery

Pick-up

Quantity	Description	Unit/Lbs.	Total
	<u>Donated</u>	<u>219</u>	
		<u>30</u>	
	<u>Food Drive</u>		<u>249</u>
	<u>War Rd</u>		
			<u>219</u>

Signed: \_\_\_\_\_

*[Signature]*

( ) Detroit ( ) Pontiac

( ) Taylor ( ) Warren/Macomb ( ) Livingston

Gleaners Community Food Bank  
2131 Beaufait  
Detroit, Michigan 48207  
313.923.3535 FAX 313.924.6313  
WWW.GCFB.ORG

*Board  
Correspondence*



Corr.

RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
LANSING

ANDREW S. LEVIN  
ACTING DIRECTOR

January 21, 2011

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

RE: Construction Code Enforcement

Dear Mr. Archinal:

The Bureau of Construction Codes has received information that indicates as of February 1, 2011, Genoa Charter Township is scheduled to begin enforcing the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230 MCL 125.1501 et seq. However, according to our records, the authority to administer and enforce the Act, and the codes, within Genoa Township currently belongs to Livingston County. Additionally, the Township has not submitted the requisite Application to Administer and Enforce, ordinance and all related information in accordance with Section 8b (6) of the Act for consideration and approval by the State Construction Code Commission.

Therefore, until Genoa Charter Township makes proper application and receives approval from the State Construction Code Commission, the Township shall not issue permits, receive fees, conduct inspections, or attempt to discharge any duties that are regulated under the Act. To perform such duties without proper authorization and approval may subject the Township to liabilities for violations in accordance with 1972 PA 230. If you have questions regarding this matter, you may contact me, or Michael Somers of my staff at (517) 335-2972.

Sincerely,

Irvin J. Poke, AIA  
Director

IJP/ms

Cc: Paulette A. Skorlarus, Clerk, Genoa Charter Township  
Jim Rowell, Building Official, Livingston County

*Providing for Michigan's Safety in the Built Environment*

BUREAU OF CONSTRUCTION CODES  
P.O. BOX 30254 • LANSING, MICHIGAN 48909  
Telephone (517) 335-2972 • Fax (517) 241-9570  
[www.michigan.gov/dleg](http://www.michigan.gov/dleg)

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