

**GENOA CHARTER TOWNSHIP
BOARD OF TRUSTEES
PUBLIC HEARING
MARCH 19, 2012
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: February 20, 2012
3. Request for approval of SBS Group L.L.C. proposal for the document scanning of Township Planning records for the amount of \$16,000.
4. Request for approval of amendment to Dillon Area-City of Brighton-Genoa Township Water Service Contract.
5. Consider amendment to the employment agreements for the Utility Director and Township Manager.

Approval of Regular Agenda:

6. Request for approval of a proposal from Superior Play for the purchase and installation of playground improvements at a cost of \$50,523.50.
7. Presentation by Howell Area Parks and Recreation Authority regarding program participation.
8. Request for approval of budgets.
 - A. Request for an amendment for the general fund budget ending March 31, 2012.
 - B. Request for approval of the general fund budget ending March 31, 2013
 1. Call to the public
 2. Disposition of request
9. Request for approval of the following budgets: Liquor Law 212, Road Improvement 261, Road Lake Reimbursement 264, Future Development Parks and Rec 270, Building Reserve 271, SELCRA Reimbursement 505.
10. Request for approval of the following debt service fund budgets for fiscal year ending March 31, 2013: 854 thru 859, 862, 864, 867 thru 870, 872, 873, 875 and 876 as provided by Treasurer Hunt.

11. Request for approval of the FY 2013 Operating budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System, and the Oak Pointe Water System, and the Oak Pointe Water System as presented by the Utility Director.

12. Request for approval of the First amendment to the Utility Services Agreement between Genoa Charter Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority.

13. Request for approval of a proposal from First ROW to assist in the acquisition of pathway easements for the Nixon Non-Motorized Pathway Project.

14. Request for approval of a proposal from LSL Planning for a Master Plan Update in the amount of \$18,300.

15. Request to enter into a Closed Session to discuss the purchase of real property for which there is no purchase agreement.

Correspondence
Member Discussion
Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE : March 19, 2012

TOWNSHIP GENERAL EXPENSES: Thru March 19, 2012	\$242,328.26
March 1, 2012 Monthly Payroll	\$12,890.04
March 2, 2012 Bi Weekly Payroll	\$67,728.84
March 16, 2012 Bi Weekly Payroll	\$68,221.17
OPERATING EXPENSES: Thru March 19, 2012	\$521,901.53
TOTAL:	<u>\$913,069.84</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
28244	Administ	Total Administrative Services	03/01/2012	227.27
28245	ESTRADA	Dave Estrada	02/22/2012	10,000.00
28246	Administ	Total Administrative Services	03/02/2012	930.72
28247	Equitabl	Equivest Unit Annuity Lock Box	03/02/2012	905.00
28248	MISDU	Michigan State Disbursement Un	03/02/2012	207.13
28249	VION	Vion Holdings LLC	03/02/2012	76.12
28250	AMER IMA	Applied Imaging	02/24/2012	7.22
28251	ARCHINAL	Michael Archinal	02/24/2012	500.00
28252	AT&TLONG	AT&T Long Distance	02/24/2012	20.84
28253	ATT& IL	AT&T	02/24/2012	106.17
28254	BLUE CRO	Blue Cross & Blue Shield Of Mi	02/24/2012	23,515.38
28255	BullsEye	BullsEye Telecom	02/24/2012	1,058.84
28256	BUS IMAG	Business Imaging Group	02/24/2012	644.36
28257	CARDM	Chase Card Services	02/24/2012	533.12
28258	Clearwat	Clearwater Systems	02/24/2012	35.00
28259	COMCAST	COMCAST	02/24/2012	101.04
28260	CONSUMER	Consumers Energy	02/24/2012	562.36
28261	DTE EN	DTE Energy	02/24/2012	210.90
28262	EHIM	EHIM, INC	02/24/2012	5,609.79
28263	Election	Election Systems & Software	02/24/2012	1,154.50
28264	ETNA SUP	Etna Supply Company	02/24/2012	12,500.00
28265	FED EXPR	Federal Express Corp	02/24/2012	148.26
28266	GENOA TW	Genoa Township	02/24/2012	503.04
28267	Lincoln	Lincoln National Life Ins Co.	02/24/2012	2,317.41
28268	Liv Cty	Livingston Cty Treasurers Assn	02/24/2012	10.00
28269	MASTER M	Master Media Supply	02/24/2012	1,022.95
28270	Panera B	Panera Bread	02/24/2012	69.95
28271	PITNEYBO	Pitney Bowes, Inc.	02/24/2012	85.84
28272	SHELL	Shell	02/24/2012	85.63
28273	Sitnar	Susan Sitnar	02/24/2012	50.54
28274	VERIZONW	Verizon Wireless	02/24/2012	540.42
28275	WALMART	Walmart Community	02/24/2012	190.08
28276	PizzaIs	Pizza Island	02/28/2012	285.00
28277	Adamski	Janet Adamski	02/28/2012	275.00
28278	assenma	Robert Assenmacher	02/28/2012	275.00
28279	ASSENMAC	Diane G. Assenmacher	02/28/2012	275.00
28280	BEACHD	Diana Beach	02/28/2012	200.00
28281	Bhavsar	Janice Bhavsar	02/28/2012	200.00
28282	BillelCI	Clementine Billel	02/28/2012	200.00
28283	Binder	Donald Binder	02/28/2012	275.00
28284	BODALSKI	Mary Lynn Bodalski	02/28/2012	275.00
28285	BodalskR	Richard Bodalski	02/28/2012	275.00
28286	Brenna	Deborah Brennan	02/28/2012	200.00
28287	BRENNAN	Ann Brennan	02/28/2012	275.00
28288	BURGNER	Mary Burgner	02/28/2012	250.00
28289	Clarke	Jane Clarke	02/28/2012	225.00
28290	COLLINS	SHAWN COLLINS	02/28/2012	275.00
28291	DespotW	William Despot	02/28/2012	275.00
28292	Doucette	Louis Doucette	02/28/2012	200.00
28293	DubyC	Cynthia Duby	02/28/2012	225.00
28294	FRASHEC	Cheryl Frasheski	02/28/2012	200.00
28295	FRASHEK	Kenneth Frasheski	02/28/2012	200.00
28296	Gogolin	Michael Gogolin	02/28/2012	225.00
28297	Goodall	Diane Goodall	02/28/2012	250.00
28298	GUERR	Marie Guerriero	02/28/2012	200.00
28299	HYSEN	THEODORE HYSEN	02/28/2012	200.00
28300	Jensen	James Jensen	02/28/2012	225.00
28301	JonesC	Constance Jones	02/28/2012	200.00
28302	Kolinsk	Miriam Kolinski	02/28/2012	200.00
28303	Kolinski	Tom Kolinski	02/28/2012	200.00
28304	Larson	Sally Larson	02/28/2012	200.00
28305	LarsonR	Richard Larson	02/28/2012	200.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
28306	Lewis	Barbara Lewis	02/28/2012	275.00
28307	Lind	Tammy Lindberg	02/28/2012	250.00
28308	Lind Bry	Bryan Lindberg	02/28/2012	50.00
28309	Lizak	Jean Lizak	02/28/2012	200.00
28310	LIZAKSTE	STEVE LIZAK	02/28/2012	200.00
28311	Lollo K	Kelly Lollo	02/28/2012	434.38
28312	MahalakC	Carolyn Mahalak	02/28/2012	200.00
28313	McCauley	Jennifer McCauley	02/28/2012	300.00
28314	McClure	Cecelia McClure	02/28/2012	250.00
28315	McGrath	Carol McGrath	02/28/2012	200.00
28316	NelsonD	Donna Nelson	02/28/2012	275.00
28317	Poppy	Kathryn Shreyer-Poppy	02/28/2012	275.00
28318	Quattro	Terry Quattro	02/28/2012	225.00
28319	RIGGS	Ann Riggs	02/28/2012	275.00
28320	RYNICKE	Antoinette Rynicke	02/28/2012	200.00
28321	Sapienza	Kristen Renee Sapienza	02/28/2012	250.00
28322	SapienzP	Paul Sapienza Jr.	02/28/2012	250.00
28323	Sebastia	Paul Sebastian	02/28/2012	200.00
28324	STEELE	Bonnie Steele	02/28/2012	200.00
28325	WATSON V	Victor Watson	02/28/2012	200.00
28326	Wisser	Kathleen Wisser	02/28/2012	275.00
28327	Withorn	Margaret Withorn	02/28/2012	200.00
28328	LivCTrea	Livingston County Treasurer	02/28/2012	27,515.39
28329	SOM-TRE	State Of Mich- Dept Of Treasur	02/28/2012	5,636.96
28330	ASSENMACH	Diane G. Assenmacher	03/01/2012	10.00
28331	AT&T Fax	AT&T	03/01/2012	131.23
28332	BRENNAN	Ann Brennan	03/01/2012	10.00
28333	Chilson	Chilson Hills Baptist Church	03/01/2012	200.00
28334	ChurchNa	Church of the Nazarene	03/01/2012	200.00
28335	Clearwat	Clearwater Systems	03/01/2012	35.00
28336	CLEARYUN	Cleary University	03/01/2012	200.00
28337	COLLINS	SHAWN COLLINS	03/01/2012	10.00
28338	COMM BIB	Community Bible Church	03/01/2012	200.00
28339	CONTINEN	Continental Linen Service	03/01/2012	81.54
28340	GANNETT	PRESS & ARGUS	03/01/2012	392.80
28341	Hornung	Hornung Elementary School	03/01/2012	200.00
28342	Lollo K	Kelly Lollo	03/01/2012	10.00
28343	MASTER M	Master Media Supply	03/01/2012	218.97
28344	McCauley	Jennifer McCauley	03/01/2012	10.00
28345	Perfect	Perfect Maintenance Cleaning	03/01/2012	778.00
28346	Sitnar	Susan Sitner	03/01/2012	116.15
28347	Three Fi	Three Fires Elementary School	03/01/2012	200.00
28348	WIRELESS	Wireless Zone Hartland	03/01/2012	247.74
28349	Wisser	Kathleen Wisser	03/01/2012	10.00
28350	Clearwat	Clearwater Systems	03/08/2012	14.00
28351	COOPERST	Cooper's Turf Management LLC	03/08/2012	6,380.00
28352	DEL BUS	Deluxe For Business	03/08/2012	327.50
28353	DTE LAKE	DTE Energy	03/08/2012	1,223.78
28354	Duncan	Duncan Disposal Systems	03/08/2012	75,984.40
28355	LC REG D	Livingston Co. Register Of Dee	03/08/2012	20.00
28356	GORDONFO	Gordon's Food Services	03/09/2012	129.53
28357	Mancuso	Mancuso & Cameron, P.C.	03/09/2012	11,524.10
28358	Net serv	Network Services Group, L.L.C.	03/09/2012	135.00
28359	Administ	Total Administrative Services	03/16/2012	930.72
28360	Equitabl	Equivest Unit Annuity Lock Box	03/16/2012	905.00
28361	MISDU	Michigan State Disbursement Un	03/16/2012	207.13
28362	VION	Vion Holdings LLC	03/16/2012	76.12
28363	AT&TLONG	AT&T Long Distance	03/14/2012	10.99
28364	ATT& IL	AT&T	03/14/2012	106.17
28365	BLUE CRO	Blue Cross & Blue Shield Of Mi	03/14/2012	24,383.63
28366	BUS IMAG	Business Imaging Group	03/14/2012	91.69
28367	Clearwat	Clearwater Systems	03/14/2012	49.00

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
28368	CONSUMER	Consumers Energy	03/14/2012	297.14
28369	EHIM	EHIM, INC	03/14/2012	2,189.52
28370	FIRST IM	First Impression Print & Marketing	03/14/2012	2,132.48
28371	LivCTrea	Livingston County Treasurer	03/14/2012	209.48
28372	MCCRIRIE	Gary McCririe	03/14/2012	52.84
28373	MDOSOGS	Michigan Department of State	03/14/2012	10.00
28374	PFEFFER	Pfeffer, Hanniford, Palka	03/14/2012	2,450.00
Report Total:				242,328.26

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 02/22/2012 - 10:44

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28244	Administ	Total Administrative Services	03/01/2012		227.27
Check 28244 Total:					227.27
10238	EFT-FED	EFT- Federal Payroll Tax	03/01/2012		1,749.43
					520.97
					769.06
					179.84
					179.84
Check 10238 Total:					3,399.14
10239	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/01/2012		212.66
Check 10239 Total:					212.66
10240	FIRST NA	First National Bank	03/01/2012		9,000.97
					50.00
Check 10240 Total:					9,050.97
Report Total:					12,890.04

**First National
Direct Deposit
MARCH 1, 2012
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$9,050.97	
Adam Van Tassel		\$548.50
Gary McCririe		\$2,304.01
H.J. Mortensen		\$1,018.27
Jean Ledford		\$776.56
Paulette Skolarus		\$3,233.53
Steve Wildman		\$330.49
Todd Smith		\$839.61
Total Deposit		<u><u>\$9,050.97</u></u>

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 02/23/2012 - 16:41

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28246	Administ	Total Administrative Services	03/02/2012		930.72
				Check 28246 Total:	930.72
10241	AETNA LI	Aetna Life Insurance & Annuity	03/02/2012		25.00
				Check 10241 Total:	25.00
10242	EFT-FED	EFT- Federal Payroll Tax	03/02/2012		6,794.68 2,685.94 3,964.89 927.27 927.27
				Check 10242 Total:	15,300.05
10243	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/02/2012		1,424.25
				Check 10243 Total:	1,424.25
28247	Equitabl	Equivest Unit Annuity Lock Box	03/02/2012		905.00
				Check 28247 Total:	905.00
10244	FIRST NA	First National Bank	03/02/2012		300.00 2,875.00 45,685.57

Check 10244 Total: 48,860.57

28248 MISDU Michigan State Disbursement Un 03/02/2012 FIPS 2616300 207.13

Check 28248 Total: 207.13

28249 VION Vion Holdings LLC 03/02/2012 March 3, 12 pay 76.12

Check 28249 Total: 76.12

Report Total: 67,728.84

**First National
Direct Deposit
MARCH 2, 2012
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$48,860.57	
Aaron Korpela		\$1,068.49
Adam Van Tassell		\$1,101.72
Alex Chimpouras		\$1,913.47
Amy Ruthig		\$986.72
Angela Williams		\$1,048.41
Caitlin Nims		\$960.60
Carol Hanus		\$1,216.49
Craig Bunkoske		\$1,601.97
Daniel Schlack		\$1,385.31
Dave Estrada		\$1,074.82
David Miller		\$1,906.53
Deborah Rojewski		\$1,612.06
Diane Zerby		\$250.16
Duane Chatterson		\$1,422.03
Greg Tatara		\$2,531.26
Jacob Mitchell		\$440.39
James Aulette		\$1,213.65
Jeffrey Meyers		\$1,092.96
Jenifer Kern		\$588.79
Joe Szabelski		\$761.89
Jonathan Morton		\$720.66
Judith Smith		\$1,197.79
Karen J. Saari		\$975.44
Kelly VanMarter		\$2,085.96
Kimberly MacLeod		\$858.19
Kristen Sapienza		\$661.14
Kyle Mitchell		\$928.36
Laura Mroccka		\$1,714.50
Martin Reich		\$1,580.59
Michael Archinal		\$2,924.35
Renee Gray		\$1,038.31
Richard Bigham		\$1,725.05
Robin Hunt		\$1,373.06
Scott Lowe		\$1,305.33
Steven Anderson		\$1,700.54
Susan Sitner		\$989.90
Tammy Lindberg		\$983.84
Tesha Humphriss		\$1,919.84
Total Deposit		<u><u>\$48,860.57</u></u>

Accounts Payable

Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 03/09/2012 - 13:38

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
28359	Administ	Total Administrative Services	03/16/2012		930.72
				Check 28359 Total:	930.72
10246	AETNA LI	Aetna Life Insurance & Annuity	03/16/2012		25.00
				Check 10246 Total:	25.00
10247	EFT-FED	EFT- Federal Payroll Tax	03/16/2012		6,903.19 2,705.93 3,994.43 934.20 934.20
				Check 10247 Total:	15,471.95
10248	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/16/2012		1,424.25
				Check 10248 Total:	1,424.25
28360	Equitabl	Equivest Unit Annuity Lock Box	03/16/2012		905.00
				Check 28360 Total:	905.00
10249	FIRST NA	First National Bank	03/16/2012		300.00 2,875.00 46,006.00

Check 10249 Total: 49,181.00

28361 MISDU Michigan State Disbursement Un 03/16/2012
FIPS 2616300 207.13

Check 28361 Total: 207.13

28362 VION Vion Holdings LLC 03/16/2012
March 16,12 pay 76.12

Check 28362 Total: 76.12

Report Total: 68,221.17

**First National
Direct Deposit
MARCH 16, 2012
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$49,181.00	
Aaron Korpela		\$1,009.43
Adam Van Tassell		\$1,203.86
Alex Chimpouras		\$1,913.47
Amy Ruthig		\$986.72
Angela Williams		\$862.47
Caitlin Nims		\$897.60
Carol Hanus		\$1,216.50
Craig Bunkoske		\$1,524.34
Daniel Schlack		\$1,184.50
Dave Estrada		\$1,382.61
David Miller		\$1,906.53
Deborah Rojewski		\$1,612.06
Diane Zerby		\$690.38
Duane Chatterson		\$1,689.22
Greg Tatara		\$2,531.26
Jacob Mitchell		\$825.40
James Aulette		\$1,267.66
Jeffrey Meyers		\$1,182.96
Jenifer Kern		\$623.29
Joe Szabelski		\$842.88
Jonathan Morton		\$720.66
Judith Smith		\$1,197.79
Karen J. Saari		\$975.44
Kelly VanMarter		\$2,085.96
Kimberly MacLeod		\$1,129.59
Kristen Sapienza		\$270.00
Kyle Mitchell		\$913.17
Laura Mroczka		\$1,714.50
Martin Reich		\$894.15
Michael Archinal		\$2,924.35
Renee Gray		\$1,038.31
Richard Bigham		\$1,725.05
Robin Hunt		\$1,373.06
Scott Lowe		\$1,224.34
Steven Anderson		\$1,700.54
Susan Sitner		\$1,037.28
Tammy Lindberg		\$983.84
Tesha Humphriss		\$1,919.83
Total Deposit		\$49,181.00

#593 LAKE EDGEWOOD W/S FUND**Payment of Bills**

February 16 through March 14, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/28/2012	2115	AT&T	Acct 053465-1001 001	-22.12
Check	02/28/2012	2116	Brighton Analytical L.L.C.	Inv 0212-75828	-37.00
Check	02/28/2012	2117	BullsEye Telecom	Inv # 13604182	-345.64
Check	02/28/2012	2118	Consumers Energy	Service from 1/10/12 - 2/8/2012	-780.34
Check	02/28/2012	2119	GEOCORP, INC	Inv 00157606	-96.52
Check	02/28/2012	2120	Michigan Municipal Risk Mgmt Auth	Inv R786 - Sewer backup deductible	-2,698.29
Check	03/14/2012	2121	Brighton Analytical L.L.C.	Inv #'s 0212-75884 & 0212-75981	-154.00
Check	03/14/2012	2122	DTE Energy	Service from Jan 30 - Feb 28, 2012	-604.67
Check	03/14/2012	2123	GENOA TWP-DPW FUND	Maintenance/billing fees Feb 2012	-9,897.77
Check	03/14/2012	2124	UIS PROGRAMMABLE SERVICES	Inv 530338797	-2,404.00
Check	03/14/2012	2125	Consumers Energy	Service from 2/7 - 3/5/12	-685.11
Check	03/14/2012	2126	Pfeffer, Hanniford & Palka	Services from Dec 1, 11 - Feb 29, 12	-975.00
Grand Total					-18,700.46

#503 DPW UTILITY FUND**Payment of Bills**

February 16 through March 14, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/24/2012	2008	Carol Hanus	Toll free, Internet and addtl minutes	-135.00
Check	02/24/2012	2009	TESHA HUMPHRISS	Car Allowance March 2012	-500.00
Check	02/24/2012	2010	Occupational Health Centers	Inv 708119918 dated 2/14/2012	-282.00
Check	02/24/2012	2011	Shell Fleet Plus	Statement dated 2/10/2012	-2,389.79
Check	02/24/2012	2012	State of Michigan	Examination fee for Kyle Mitchell	-70.00
Check	02/24/2012	2013	State of Michigan	Examination fee for Jeff Meyers	-70.00
Check	02/24/2012	2014	Verizon Wireless	Inv 2699993699	-232.24
Check	03/01/2012	2015	Occupational Health Centers	Inv 708129089	-237.50
Check	03/07/2012	2016	Clearwater Systems	Inv # 834499	-28.00
Check	03/07/2012	2017	EJ USA, Inc.	Inv 3455909	-2,458.53
Check	03/07/2012	2018	General Fund Checking	Reimburse General Fund	-400,000.00
Check	03/07/2012	2019	State of Michigan	Fee for WW Treatment Operators - Caitlin Nim	-70.00
Check	03/07/2012	2020	PAETEC	March 2012 statement	-25.80
Check	03/09/2012	2021	LOWE'S	February 2012 statement	-1,140.04
Check	03/09/2012	2022	Kyle Mitchell	Mileage reimbursement	-33.30
Check	03/09/2012	2023	Tractor Supply Co.	Acct 6035 3012 0324 0252	-99.98
Check	03/09/2012	2024	State of Michigan	Steve Anderson - fee for D-2 license	-70.00
Check	03/09/2012	2025	State of Michigan	Dave Estrada - fee for D-3 license	-70.00
Check	03/09/2012	2026	State of Michigan	Aaron Korpela - fee for S-2 license	-70.00
Check	03/14/2012	2027	Pfeffer-Hanniford-Palka	Feb 1 - Feb 29, 2012 professional services	-1,275.00
Check	03/14/2012	2028	U.S. POSTMASTER	Pine Creek/LE Quarterly billing Dec-Feb 2012	-174.72
Check	03/14/2012	2029	TalentWise	Inv 55493076	-152.00
Grand Total					-409,583.90

#504 DPW RESERVE FUND
Payment of Bills
February 16 through March 14, 2012

<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

#595 PINE CREEK W/S FUND
Payment of Bills
February 16 through March 14, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	03/14/2012	2089	Pfeffer, Hanniford & Palka	Professional services Dec 1, 11 - Feb 29, 12	-200.00
Grand Total					-200.00

#592 OAK POINTE WATER/SEWER FUND
Payment of Bills
February 16 through March 14, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	03/01/2012	2306	AT&T	Acct 810-227-4883 026 3	-96.35
Check	03/01/2012	2307	AT & T	Acct 053 465 0885 001	-12.37
Check	03/01/2012	2308	BRIGHTON ANALYTICAL, LLC	Inv 0212-75826	-134.00
Check	03/01/2012	2309	Bullseye Telecom	Inv # 13445295 dated 2/9/2012	-576.12
Check	03/01/2012	2310	GENOA TWP UTILITY FUND	Maintenance/Billing fees February 2012	-37,419.14
Check	03/01/2012	2311	HACH Company	Inv 7607226	-131.15
Check	03/01/2012	2312	Northern Pump & Well	Inv 12-J14	-1,156.96
Check	03/01/2012	2313	STANDARD ELECTRIC	Invoice #'s 1723161-00 & 1723169-01	-711.15
Check	03/01/2012	2314	PVS Nolwood Chemicals, Inc	Inv 360170, Credits 101696, 102398	-752.00
Check	03/01/2012	2315	WATER MASTERS LLC	Inv 2262	-1,855.65
Check	03/07/2012	2316	BRIGHTON ANALYTICAL, LLC	Invoices from Feb 9 - 17, 2012	-211.00
Check	03/07/2012	2317	CONSUMERS ENERGY	Billing from 11/31/12 - 2/27/12	-722.07
Check	03/07/2012	2318	DELUXE FOR BUSINESS	Oak Pointe checks	-191.50
Check	03/07/2012	2319	DTE ENERGY	Service from 1/30/12 - 2/28/12	-7,271.61
Check	03/07/2012	2320	FASTENAL	Inv MIBRG64450	-19.00
Check	03/07/2012	2321	AAA SERVICE NETWORK	Document 485907	-89.95
Check	03/07/2012	2322	GRAINGER	Inv 9756709961	-579.35
Check	03/07/2012	2323	UIS PROGRAMMABLE SERVICES	Inv 530338811	-877.50
Check	03/07/2012	2324	USA Bluebook	Inv # 600648	-31.55
Check	03/09/2012	2325	Gordon Food Service	Statement # 3465533	-164.61
Check	03/14/2012	2326	ABES AUTO GLASS, INC.	inv 577269	-75.00
Check	03/14/2012	2327	GENOA TWP UTILITY FUND	Maintenance/Billing fees March 2012	-37,419.14
Check	03/14/2012	2328	MIDWEST POWER SYSTEMS, INC	Inv# 1334	-2,500.00
Check	03/14/2012	2329	Pfeffer, Hanniford & Palka	Services from Dec 1, 11 - Feb 29, 12	-550.00
Check	03/14/2012	2330	TETRA TECH, INC.	Inv #'s 50541111 & 1113	-5,870.00
Grand Total					-99,417.17

GENOA CHARTER TOWNSHIP
Election Commission
Feb. 20, 2012
6:25 p.m.

MINUTES

Clerk Skolarus called the special meeting of the Election commission to order at 6:25 p.m. Commissioners present were Paulette Skolarus and Jean Ledford, absent – Steve Wildman.

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

1. Request for a recommendation to the Township Board for approval of elections officials scheduled to work for the presidential primary election on Feb. 28, 2012.

Moved by Ledford and supported by Skolarus to recommend to the township board approval of all persons as scheduled to work the Feb. Primary. The motion carried unanimously.

GENOA CHARTER TOWNSHIP
Board of Trustees
Regular Meeting
Feb 20, 2012

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, Jim Mortensen, Todd Smith and Jean Ledford with Steve Wildman absent. Also present were Township Manager Michael Archinal and five persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

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

1. Payment of Bills.

2. Request to approve minutes: February 6 and February 8, 2012

3. Request for approval of elections officials for the primary as recommended by the Election Commission.

Approval of Regular Agenda:

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

4. Request for approval of special use application, impact assessment, sketch plan for proposed outdoor boat sales located at 7949 E. Grand River Brighton, Sec. 13, petitioned by Hide-Away Boat Sales.

Mr. Rick Velger and Chuck Volland presented their petition on behalf of Hide-Away Boat Sales.

A. Disposition of special Use Permit

Moved by Smith and supported by Ledford, to approve the special use permit for outdoor storage with the following conditions:

- Compliance with the Brighton Fire Department's letter of 12/21/2011
- No more than two boats may be displayed on the raised area subject to lighting approval and display details being approved by Township Planner VanMarter
- There will be no stacking of boats
- Stored boats will be covered in clear plastic instead of blue

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment

Moved by Ledford and supported by Hunt, to approve the impact assessment dated 02/14/2012 conditioned that there will no use of hard chemicals on the boats. If there is any inconsistency between the Special Use Permit approval and the Environmental Impact Assessment, the Special Use Permit and conditions approve by the Township Board will prevail. The motion carried unanimously.

C. Disposition of the Sketeh Plan

Moved by Skolarus and supported by Ledford, to approve the sketch plan. This action is subject to staff approval of all details on the northwest corner of the site related to display. The motion carried unanimously.

Correspondence:

A letter was received from Michigan Water Environmental Association congratulating Dr. Greg Tatara and advising him that he was to receive the **Public Utility Management Professional of the Year Award**. This award is given to a worthy individual who has demonstrated outstanding dedication to an employer and to the MWEA, has excelled in Public Utilities Management, and has publicly promoted the water environment profession. The board congratulated Dr. Tatara on his achievement.

Archinal advised the board that 900 trees would be purchased from Livingston Conservation for distribution to residents on April 21st in conjunction with the spring cleanup.

The regular meeting of the Genoa Charter Township Board was adjourned at 6:55 p.m.



Paulette A. Skolarus
Genoa Township Clerk

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 3/16/12

RE: Document Scanning Proposal

Attached you will find a proposal from the SBS Group to scan, convert to PDF and index all of our Planning records. SBS will scan our physical files and make them available to Township staff online. These files will be stored in a private cloud in a secured site and will be accessible from remote locations. This will increase staff efficiency and response. For example a recent water line break occurred at the Kentucky Fried Chicken near Wal-Mart on a Sunday. A staff member had to come into the office to find the site plan showing service lead locations. With the data available through the cloud he would have been able to access the information in the field and respond more quickly. The Utility department has been scanning work orders and other information to the cloud for over a year. This technology is necessary to meet our current data management needs.



SBS-Township Solutions
Helping townships do more with shrinking tax revenues

Document Scanning, Indexing and Portal Loading Proposal

Prepared For:

Genoa Township

February 10, 2012

Prepared by:

Mark Clark



SBS-Township Solutions
Helping townships do more with shrinking tax revenues

February 10, 2012

Kelly VanMarter
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Dear Kelly:

Per your request, and our discussion, SBS will perform the necessary steps to get documents and drawings digitized and published on your portal. SBS proposes a fixed charge of \$500 per 48 inch file drawer. We are providing this fixed bid approach to make your planning easier. The following is included in this \$500/drawer price:

- Pickup and Delivery (2 Trips included)
- Preparation of all documents
- Scanning of all documents
- Scanning of all drawings
- Converting them to PDFs
- Separate each document by type
- Index each document by Parcel ID, Description, Date, Document Type
- QC Documents for accuracy and search-ability
- Upload each file to portal file cabinet with appropriate indexes for each document
- When documents are at our office you can request any documents that you need and our associates will scan and upload the needed documents into your portal so your work will not get interrupted

We used the following assumption to arrive at this price:

In the sample folder that you showed us, there were approximately 150 typed pages and 75 Drawings of size 24X36. There were approximately 12 different types of document classifications that dictate the indices. This folder was approximately 5 inches thick. In a drawer there are approximately 48 inches. There are a total of 8 file cabinets with 4 drawers each.

Your budget should be 8 Cabinets X 4 Drawers X \$500 = \$16,000

It is our intent to help you become digital in the most cost effective manner. The SBS Go-Digital initiative is aimed at helping organizations with tight budgets to become fully digital by allowing them to scan in phases. The scanning will be done at our central scanning facility in South Bend, IN. You can decide pace of scanning based on your budget constraints.

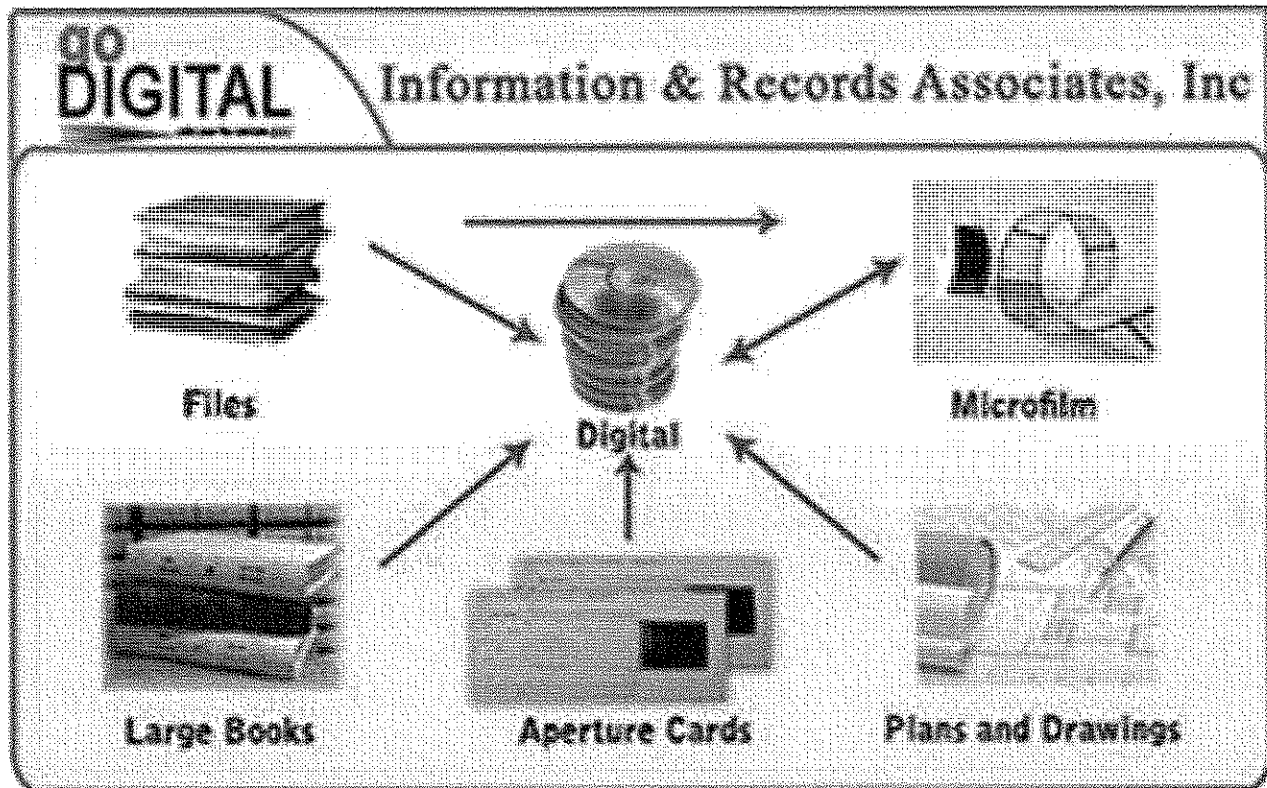
Sincerely,

Mark Clark
SBS Group LLC
Office: 810-794-5523
Email: Mark@sbsportals.com

SBS Group LLC, 39555 Orchard Hill Place, Suite 600, Novi, Michigan 48375
Website: www.sbsportals.com Toll Free: 800.974.1841 Ext. 707

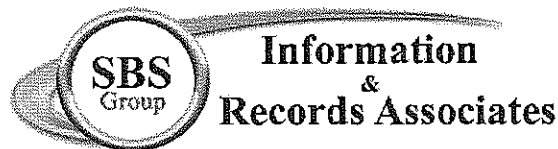


SBS-Township Solutions
Helping townships do more with shrinking tax revenues



Over 28 years of professional experience
Experienced People
Proven Processes
Quality Services

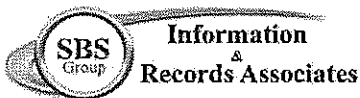
SBS Group LLC, 39555 Orchard Hill Place, Suite 600, Novi, Michigan 48375
Website: www.sbsportals.com Toll Free: 800.974.1841 Ext. 707



A Total Document Management Solutions Company

Information and Records Associates

IRA is a *Total Document Management Solution Company*. It provides a full spectrum of products, services and solutions to help organizations manage their paper related challenges and inefficiencies. Specifically it offers software, conversion services and related equipment. IRA provides on-site and off-site document conversion services and primarily caters to customers in Michigan, Indiana, Illinois, Ohio and Florida.



A Total Document Management Solutions Company



History:

IRA Inc. is incorporated in the state of Indiana in 1983. Since 1983 IRA has been helping customer solve microfilming and document management challenges. IRA is a division of Smart Business Solutions (SBS) Group. SBS offers Cloud based portal solutions for a variety of functions and industries.

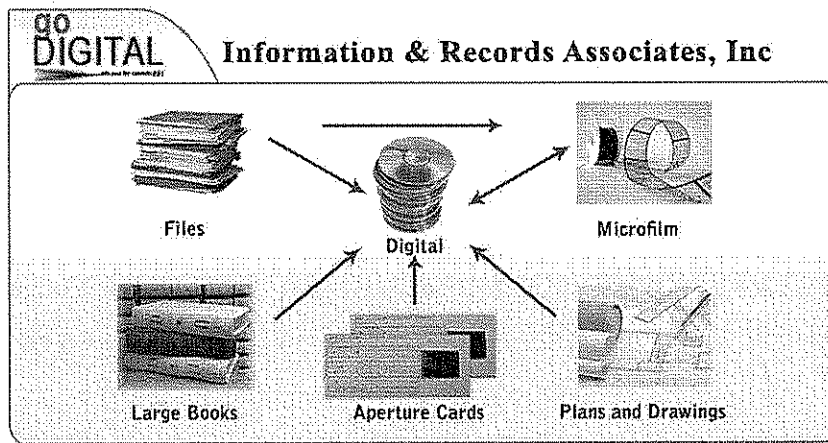
Products and Services Offered

Software Sales and Implementation Services

- DocuWare Document Management Software
- Stapleware software

Document Conversion Services

- Documents Scanning (Index Card size to Large Engineering Drawings)
- Book Scanning
- Microfilming
- Digital to Film
- Film to Digital
- Indexing
- Redaction
- Image Enhancement service



Equipment Sales and Services

Konica Minolta film scanners and printers
 Fujitsu Scanners
 Indus Book Scanners
 Service Contracts and Equipment repair services

Target Customers:

- City, county and state Government departments
- Schools and Universities
- Manufacturing Companies
- Healthcare Facilities
- Professional organizations
-

Management Structure and Organization Staff

President: Chekuri V Raju

Exec Admin and Marketing Coordinator: Tobie Beckwith

Sales Manager (Indiana): Jim Barnbrook

Chicago Area Sales: Jeff Magallanes , Detroit Sales: Mark Clark, Florida Sales: Rober Ephraim

Implementation Services manager: P. Bryant

Implementation Consultants:

Dan beery

Jamie Gorset

Katta Srinivas

Sathish Mittapalli

Document Conversion Services Ma (DCS) Manger: Tim Mentock

DCS Supervisors: K Harrison

Wanda

J. Gorset

Staff: 10 to 50 depending on business on Hand

Operational Processes

- IRA maintains its operational equipment and Process to offer high Quality Services
- It adheres to state mandated guidelines. It understands and adheres to Indiana state guidelines in imaging, archiving etc.
- Over the years IRA has developed internal processes to provide high quality products and services. These processes are continuously reviewed and modified to provide super service
- IRA tracks customer's documents and or film from the time it receives until it is safely delivered to customers or securely shredded

Facilities and Conversion Equipment

IRA is head quartered in South Bend and has its facilities on Eddy Street. IRA has equipment to provide a full suite of services including

High Speed scanners

Engineering Drawing Scanners

Microfilm Equipment

Film developing equipment

Book Scanners

Archive Writers (Digital to Film Conversions)

Film Scanners

Security:

IRA has secured areas for providing total security for the documents and Data housed in our facility. Visitor entries are documented and visitors are escorted during their visit. Documents are transported in company owned trucks to ensure highest control on the movement of documents

IT Infrastructure

IRA has a strong IT backbone with Servers, Storage, Networks, firewalls. IT has both onsite and off-site data backups and Network availability is monitored for intrusions and illegal activity. IRA has servers located in Rackspace a nationally recognized data center for offering hosted document management and portal solutions. IRA also has in-house software development capabilities to provide value added offerings for our clients

Recognitions and Rewards

- Docuware Diamond Member
- Microsoft BizSpark vendor
- Best Healthcare Implementation award (AIIM)
- Certified professionals in Microsoft Products
- Docuware certified Sales and Solution Consultants
- President was selected as Top 100 CIO in 1996

Compliance:

IRA Inc., its employees and related organizations strictly follow HIPAA mandated guidelines

Corporate Liability Insurance

IRA carries a corporate Liability insurance to protect customers up to 3 Million Dollars

Partial List of growing SBS Group Customers

Andrews Academy
Benton Community Schools (MI)
Benton Harbor Community Schools (MI)
Berrien Springs Public Schools (MI)
Boone, Clinton, NW Hendricks Joint Services
Brandywine Public Schools
Central Noble Community School Corporation
Community Schools of Frankfort
Cooperative School Services
Crawfordsville Community Schools
Culver Academies
Culver Community Schools
Danville Community School Corporation
Eastern Pulaski Community Schools

East Noble School Corporation
Elkhart Career Center
Elkhart Community Schools
Greencastle Community School Corporation
Griffith Public Schools
Illiana Christian High School (IL)
Kankakee Valley School Corporation
Kokomo Area Special Education Cooperative
Knox Community School Corporation
Lake Station Community Schools
Lakeland School Corporation
Lakeshore School Corporation
LaPorte Community School Corporation
Lebanon Community School Corporation
Logansport Community School Corporation
Marion Community Schools
Merrillville Community School Corporation
Middlebury Community School Rochester Community School Corporation
MSD Wabash County Schools
NW Allen County Schools
North White School Corporation
Penn-Harris-Madison School Corporation
Peru Community Schools
Pioneer Regional School Corporation
Portage Township Schools
Plymouth Community School Corporation
Rensselaer Central School Corporation
River Forest Community School Corporation
Rochester Community School Corporation
Rossville Consolidated School District
St. Joseph High School (IN)
Saint Joseph's College
St. Mary's College
Tri-County School Corporation
Union North United School Corporation
Wabash Miami Area Program
Wa-Nee Community Schools
Westview School Corporation
Whitley County Consolidated Schools

Benton County Clerk
Boone County Area Planning Commission
Boone County Clerk
Boone County Commissioners
Boone County Probation
Boone County Assessor
Boone County Sheriff
Elkhart County Prosecutor/Child Support
Elkhart County Sheriff's Department
Elkhart County Treasurer
Elkhart County IT Department
Elkhart County Microfilm/Archives
Elkhart County Assessor/16 Township Assessors
Elkhart County Commissioners
Elkhart County ECADAP
Elkhart County Auditor

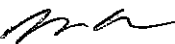
Elkhart County Clerk
Elkhart County Highway Engineering
Elkhart County Surveyor
Elkhart County Veterans Administration
Elkhart County Personnel
Elkhart County Voters Registration
Elkhart County Health Dept Vital Records
Floyd County Clerk
Grant County Clerk
Hancock County Clerk
Hancock County Child Support
Hancock County Surveyor
Henry County Clerk
Jasper County Clerk
Jasper County Prosecutor
Jasper County Health Department
Jasper County Probation
Jasper County Recorder
Jay County Clerk
Jay County Child Support
Jay County Circuit Court Judge
Jay County Probation
Jay County Sheriff
Jay County Recorder
Lake County Clerk
Lake County Probation
Marshall County Child Support
Marshall County Health Department
Marshall County Sheriff's Department
Marshall County Prosecutor
Marshall County Plan Commission
Marshall County Recorder
Marshall County Treasurer
Noble County Child Support
Porter County Adult Probation
Porter County Auditor
Porter County Child Support
Porter County Clerk
Porter County IT Department
Porter County Planning Commission
Porter County Prosecutor
Porter County Sheriff
Porter County Solid Waste
Porter County Treasurer
Randolph County Clerk
St. Joseph County Adult Probation
St. Joseph County Health Department
Starke County Child Support
Starke County Clerk
Starke County Child Support
Starke County Probation
Steuben County Child Support
Tippecanoe County Auditor
Tippecanoe County Clerk
Tippecanoe County Health Department
Tippecanoe County MITS

Tippecanoe County Probation
Tippecanoe County Public Defender
Tippecanoe County Recorder
Tippecanoe County Treasurer
Tippecanoe County Prosecutor
Tippecanoe County Child Support
Tippecanoe County Community Corrections
Tipton County Clerk
Tipton County Child Support
Tipton County Prosecutor
Afdent Dental Services
IU Health Goshen Hospital
Marshall County Health Department
Memorial Medical Group
Oaklawn
Parkview First Care
Prime Care
Radiology, Inc.
Renal Care Group
The South Bend Clinic
Ireland Road Medical Clinic
Memorial Health Systems
Robert Bosch
Jupiter Aluminum
Marland Clutch
Oceola Township
Genoa Township
City of Crown Point
City of Portage
City of Niles
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For numerous case studies on SBS/IRA's implementations visit
www.informationandrecords.com

MEMORANDUM

TO: Township Board

FROM: Mike Archinal 

DATE: 3/16/12

RE: Dillon Area Water Service Agreement Amendment

The Holly-Dillon-Magnolia water agreement was approved in 1992 and allowed for the provision of City of Brighton water to portions of Genoa Township affected by groundwater contamination emanating from the City. The term of the agreement was 20 years and is set to expire this May. Before you this evening is an amendment to the agreement that extends the term for 20 years and deletes §3(B) which required a Payment in Lieu of Taxes (PILOT) of \$100 per year for affected properties.

When the original agreement was made the General Fund of the City subsidized their water utility fund. The PILOT was intended to address this subsidy. The City's General Fund no longer subsidizes their utility funds so the PILOT payment is no longer justified. All other terms and conditions of the contract remain unchanged.

Please consider the following action:

Move by _____, supported by _____, to approve the amended Dillon Area Water Service Contract with the City of Brighton.

**AMENDMENT TO THE
CITY OF BRIGHTON - GENOA TOWNSHIP
WATER SERVICE CONTRACT - DILLON AREA**

This Amendment is between the City of Brighton, a Michigan municipal corporation, whose address is 200 North First Street, Brighton, Michigan 48116 (the "City") and Genoa Charter Michigan 48116 (the "Township") and is effective _____, 2012. This Amendment amends the City of Brighton - Genoa Township Water Service Contract - Dillon Area dated May 4, 1992 (the "Contract"). In the event that any provision of this Addendum and any provision of the Contract is inconsistent or conflicting, the inconsistent or conflicting provision of this Addendum shall have priority over the conflicting provision(s) of the Contract.

The City and the Township hereby agree as follows:

1. Section 9, TERM, is hereby amended as follows:

The Term of the Contract is hereby extended to and shall terminate at the close of business on May 25, 2032, unless the water supply system permanently discontinues operation during this term in which case this Contract shall expire on the date that water service is permanently discontinued. The City shall provide the Township at least 180 days notice before any planned permanent discontinuance of service. The City and the Township may extend the term of this Contract in writing upon mutually agreeable terms prior to the expiration of the Contract.

2. Section 3, paragraph B is hereby deleted effective as of May 31, 2012 and paragraph B shall be left blank.
3. All other terms and conditions of the Contract shall remain in full force and effect.

The City and the Township certify by their undersigned authorized agents that they have read this Amendment and agree to be bound by the terms and conditions of the Contract as amended herein.

Witnesses:

GENOA CHARTER TOWNSHIP
the "Township"

By: _____
Its Supervisor

By: _____
Its Clerk

CITY OF BRIGHTON
The "City"

By: _____
Its Mayor

By: _____
Its Clerk

STATE OF MICHIGAN)
) SS.
COUNTY OF LIVINGSTON)

On this _____ before me appeared Gary McCririe and Paulette Skolarus, to me known to be the Supervisor and Clerk of Genoa Charter Township, who being by me sworn did say that they executed the foregoing Amendment on behalf of the Township by authority duly invested in them by the Genoa Township Board.

Notary Public

STATE OF MICHIGAN)
) SS.
COUNTY OF LIVINGSTON)

On this _____ before me appeared James Muzzin and _____, to me known to be the Mayor and Clerk of the City of Brighton, who being by me sworn did say that they executed the foregoing Amendment on behalf of the City by authority duly invested in them by the Brighton City Council.

Notary Public

CITY OF BRIGHTON - GENOA TOWNSHIP

WATER SERVICE CONTRACT - DILLON AREA

THIS CONTRACT, made this 4th day of May, 1992 between the CITY OF BRIGHTON, a Michigan municipal corporation, with offices at 200 North First Street, Brighton, Michigan 48116, (hereinafter "City"), and the TOWNSHIP OF GENOA, a general law township, with offices at 2980 Dorr, Brighton, Michigan 48116, (hereinafter "Township").

RECITALS

WHEREAS, the City owns and operates, a water supply system in the County of Livingston, State of Michigan; and,

WHEREAS, in order to solve a health problem for its residents, the Township desires to obtain a water supply from the City for single family homes in the area shown in Attachment "A".

NOW, THEREFORE, in consideration of the promises and covenants of each other, the parties agree as follows:

1. WATER SUPPLY SERVICE BY THE CITY

The City shall provide, and the Township residents shall purchase water from the City. The water supplied shall service only single family homes in the area of the Township outlined in Attachment "A".

2. PURCHASE OF WATER SUPPLY SERVICE

The City and Township agree that the Township shall require, by Ordinance, all single family homes within the area of the Township outlined in Attachment "A" to connect and purchase water services which are provided by the City's system under the terms of this Contract.

3. COMPENSATION

A. CAPACITY RESERVATION CHARGE

The City and the Township agree that a reservation charge in the amount of Thirty-One Thousand Eight Hundred Sixty and No/100 (\$31,860.00) Dollars shall be paid to the City for the City's agreement to provide water to the Township as set forth in this Contract.

The capacity reservation charge shall be paid by the Township to the City at the time of the execution of this Contract.

B. PAYMENT IN LIEU OF TAXES

Each single family residence connected to the City's water supply shall be charged a fee of One Hundred and No/100 (\$100.00) Dollars per year which is to be paid at the rate of Twenty-Five and No/100 (\$25.00) Dollars per quarter.

C. CONNECTION PERMIT CHARGE - WATER SUPPLY SERVICE

The City and Township agree that a payment shall be made to the City for each individual Water Connection Permit Charge. The charge shall be Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars for each Water Connection Permit Charge and the fee shall be paid to the City prior to the physical connection of each single family residence or user, but in no event later than twelve (12) months from the date of the execution of this Contract.

D. OPERATION, MAINTENANCE AND EQUIPMENT REPLACEMENT CHARGE
- WATER SUPPLY SYSTEM

The Township agrees that each resident connected to the City's water supply shall pay to the City a per gallon rate to be charged for the operation, maintenance and equipment replacement of the Water Supply System as adopted by the Brighton City Council by ordinance from time to time plus a ten (10%) percent premium above what City residents pay for said costs.

E. COLLECTION

(1) The City agrees to bill and collect water service charges as determined by the City of Brighton.

(2) Annually, prior to June 1, the City shall certify to the Township Assessing Officer all the rates, charges and fees together with interest and penalties, owing by Township users delinquent as of the end of the March billing period and such assessing officer shall enter the same on the appropriate tax roll as a lien against the premises to which the services had been rendered, and the Township shall enforce the lien and shall collect said sums as provided by law. The Township shall promptly remit to the City all sums so collected. If the Township fails or neglects to so enter such delinquent charges on its next tax roll, the Township shall pay to the City such charges not later than September 15 of the year of such certification. The Township pledges its full faith and credit for all the charges set forth in this Contract.

(3) The Township agrees to remit to the City all special assessment charges and applicable penalties, fees and

interest from the Township tax collections within ten (10) business days after the 1st and the 15th of each month collections, but no later than the Township's receipt of delinquent taxes and special assessments from the Livingston County delinquent Tax Revolving Fund.

(4) In the event the County does not remit delinquent taxes to the local units through a tax revolving fund or if the Township is in default of this Contract, then the City reserves the right to discontinue service to the defaulted property owner.

4. TERMINATION OF CONTRACT:

A. The Township shall have twelve (12) months from the date of execution of this Contract to pay the City the funds more particularly set forth in paragraphs 3A and 3C of this Contract.

B. The Township shall have twenty-four (24) months from the date of the execution of this Contract to complete the construction more particularly set forth in paragraph 6 of this Contract.

C. If the Township does not perform their obligations set forth above within the time parameters herein described, the Township shall not have any rights or obligations under this Contract. The City shall have no other rights or obligations other than to retain payments made to the City pursuant to this Contract.

5. DEFAULT

A. The City reserves the right to discontinue service to the Township in the event that the Township is in default of this Contract, as well as to exercise any other additional remedies provided by law.

B. The City may charge interest for any over due payments. Each homeowner shall be considered a utility account subject to the same overdue penalty conditions as any other account, i.e., ten (10%) percent late penalty charge. Additionally, the City may charge interest for any overdue payments. The interest rate charged shall be the maximum permitted by law, but in no event shall the interest charges exceed twenty-five (25%) percent per annum on the unpaid balance of the debt. The payments shall be considered overdue if not paid pursuant to the times prescribed by the City. Default includes, but is not limited to, either nonpayment or late payment.

6. CONSTRUCTION OF WATER MAINS TO SERVE THE TOWNSHIP

A. The Township shall have complete and full responsibility to pay for the cost of designing, constructing and inspecting water lines, pump stations or any other appurtenances thereto for the purposes of the Township connecting to the City's water system. Conversely, the City shall not have any responsibility to pay for the cost of designing, constructing and inspecting water lines, pump stations or any other appurtenances thereto for the purposes of the Township connecting to the City's water system.

B. All design and construction of water facilities in the Township shall be supervised and approved by the City's Engineer. The City's Engineer shall conduct a final inspection of said facilities. Design, review, report and final inspection costs incurred by the City of the Township facilities shall be paid directly by the Township.

C. Upon completion of the construction of all of the water facilities located in the Township, the water facilities shall be dedicated to the City free of charge. Should the City permanently discontinue water service to the Township for any reason, the Township shall, at its option, upon giving written notice to the City, become the owner of all the water facilities including meters located on the property located in the area of the Township outlined in Attachment "A", subject only to the City's right to use the water facilities for transmission of water to other areas which are then serviced by the use of such facilities located within the area of the Township outlined in Attachment "A". In the event the Township becomes the owner of the water facilities located within the area defined in Attachment "A", the Township shall reimburse the City for all costs and/or expenditures incurred by the City, excepting therefrom only routine maintenance costs and/or expenditures.

D. Detailed records, including drawn plans of any construction, alteration, addition or relocation of water facilities located in the Township shall be kept on file by the City and copies shall be delivered to the Township.

E. The Township shall obtain any necessary easements and permits required to accomplish the goals of this Contract. Additionally, the Township shall grant a franchise to the City and obtain permission for the City to use streets, highways, alleys and other rights of way within the Township under its control for the purpose of maintaining and repairing water facilities located within the Township. After initial construction, the Township shall restore all existing structures or improvements lying in said rights of

way of construction to as good a condition as before the construction took place and shall save harmless the City from any and all liability, claims, suits, actions or causes of action for damages, for injuries or otherwise by reason of the construction work hereinabove provided for.

F. The Township, by ordinance, shall provide that the homeowner shall install and maintain all service leads to individual premises including meters and valves and bear the cost of connecting said service leads to and from the City's water facilities located within the Township. The City's responsibility and liability shall end at the property line of the homeowner.

7. MAINTENANCE AND REPAIR OF WATER FACILITIES TO SERVE THE TOWNSHIP

A. All maintenance and repair costs associated with the water facilities located within the Township shall be borne by the City.

B. The Township shall provide to the City the legal right of access to the service area for the purposes of construction, maintenance and repair.

8. METERING

Each residence served by the City's water supply shall be metered with a remote encoder receptacle. The Township shall be responsible for providing the City one portable hand-held meter reading device, capable of electronically "capturing" the meter read data from the remote encoder receptacles.

9. TERM

The term of this Contract shall commence on the date hereto and terminate twenty (20) years hence, unless the water supply system permanently discontinues operation during this term; under such circumstances the Contract shall expire. The City and the Township agree that this Contract may be extended if mutually agreeable terms are agreed upon by the City and the Township at the time of the expiration of this Contract.

10. CONTAMINATION OF WATER SUPPLY

For the protection of all consumers supplied with water from the City's system, the Township agrees to guard carefully against all forms of contamination and that, if at any time contamination

should occur, the area or areas affected shall immediately be shut off and isolated and remain so until such condition shall have been abated and the water declared again safe and fit for human consumption by the properly constituted governmental health agencies having jurisdiction of the areas affected.

11. EXCLUSIVE SERVICE

During the term of this Contract, the City shall have the exclusive right to treat sanitary sewage originating in the service area and to provide water to the service area as outlined in Attachment "A".

12. PLANNED INTERRUPTION OF SERVICE

In the event the proper operation of the water supply system requires the City to discontinue temporarily all or part of the water supply system servicing the Township, no claims for damages for such discontinuance shall be made by the Township against the City. The City shall immediately notify by telephone the Township upon learning of any accidental interruptions of service. Whenever service to the points of connection will be intentionally interrupted temporarily by the City to facilitate repair, modification or connection to the City's water supply system, the City, prior to such interruption, shall give the Township reasonable notice of the time, duration and area affected by the interruption of service.

13. FAILURE OF PERFORMANCE

No failure or delay in the performance of the executed Water Service Contract by either party shall be deemed to be a breach thereof when such failure or delay is occasioned by or due to any Act of God, strikes or lockouts, wars, riots, epidemics, explosions, sabotage, breakage, or accidents to machinery or lines of pipe, the binding order of any court or governmental authority, or any other cause, whether of the kind herein enumerated or otherwise not in the control of the party claiming suspension, provided that no cause or contingency shall relieve the Township of its obligation to make payment.

14. INDEMNIFICATION

The Township agrees to save harmless the City against and from any and all claims, costs, charges and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed against the City by reason of any of the following occurring during the term of this Contract:

A. Any negligent or tortious acts, errors or omissions of the Township or any of its personnel, employees, subcontractors, or consultants in the construction, operation, or maintenance of the water supply system and facilities, notwithstanding any prior approval of the City of the plans and specifications relating to the construction of such systems and facilities and inspections conducted thereof by the City; and,

B. Any failure by the Township or any of its personnel, employees, consultants, or subcontractors, to perform its obligations, either express or implied, under this Contract or any negligent or tortious acts, errors or omissions of the Township, its personnel, employees, consultants or subcontractors.

15. INSURANCE

During the term of this Contract, both parties shall maintain public liability insurance for the water supply system. Evidence of such insurance in a form approved by the City's attorney for insurance obtained by the Township for the City as a named additional insured and by the Township's attorney for insurance obtained by the City shall be provided prior to the provision of water to the Township annually.

16. TAXES

The Township agrees not to assess any ad valorem taxes on any water supply facilities situated within the Township and owned by the City.

17. BOUND BY CITY ORDINANCES

The Township agrees to adopt ordinances which require all water supply facility users situated within the area outlined in Attachment "A", to be bound by all rules, regulations and ordinances of the City to the same extent that users within the corporate limits of the City are so bound.

18. RESOLUTION OF DISPUTES

It is recognized by both parties that in the future certain disputes regarding the terms of this Contract may arise between the City and the Township. In order to provide for the orderly resolution of these matters, the following process is established:

A. Within thirty (30) calendar days after a grievance is noted, the offended legislative body shall inform the other legislative body of their disagreement in writing. The non-aggrieved party shall have up to thirty (30) days in which to respond to the grievance. This response shall be in writing.

B. Should the parties be unable to resolve their differences within sixty (60) days of the date of the written response to the grievance or be then unable to agree upon a method to mediate and resolve their differences, either party may seek its lawful or equitable remedies in the Michigan Court having lawful jurisdiction over the subject matter of the dispute.

19. NON-ASSIGNABILITY

This Contract is not assignable by the Township without written consent from the City.

20. SUCCESSORS

It is hereby agreed that this Contract shall be binding upon all successor governmental units which may assume jurisdiction over all or part of the areas now governed by the parties.

21. SEVERABILITY

Should any provision of this Contract be found by a court of law to be unconstitutional, it shall be severed from the Contract and the remaining provisions shall remain in full force and effect.

In witness whereof, the parties have set their hands and seals the day and year first above written.

Witnesses:

Douglas C. Brown
DOUGLAS C. BROWN

Robert M. Mearns

TOWNSHIP OF GENOA,
a General Law Township

By: Robert M. Mearns

Its Supervisor

By: Paula A. Sholar

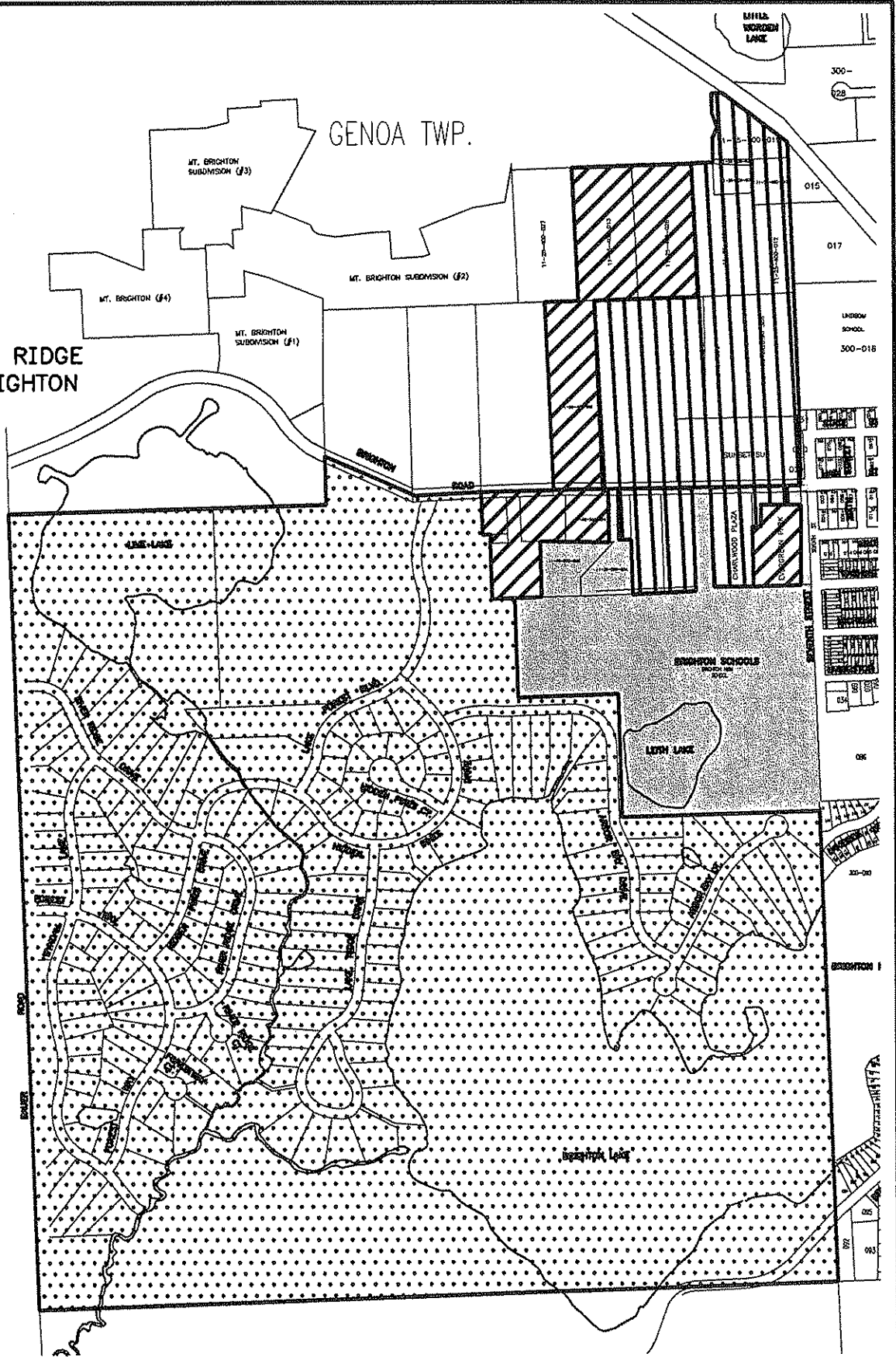
Its Clerk

CADD PART MF 23\000001\B\DTLL-MAP.DWG 10-27-99 LLO 01



LEGEND

- PINE CREEK RIDGE
- CITY OF BRIGHTON
- EXISTING
- PROPOSED



**McNAMEE
PORTER
& SEELEY
INC.**



CITY OF BRIGHTON, MICHIGAN
UTILITY MAPPING

**DILLON STREET WATER
EXHIBIT B**

CONTRACT

SHEET

1

OF 1

SCALE: NONE

DATE 2-11-98

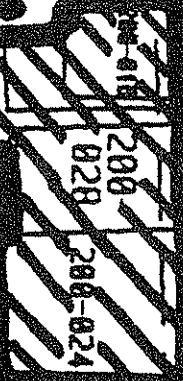
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BRIGHTON

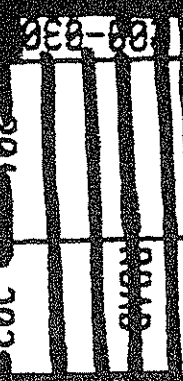
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200-032

200-031



201

202



200-025

200-021

200-022

BRIGHTON AREA SCHOOLS

203

100-009

300-016

400-016

400-015

MORDEN LAKE

400-019

400-021

301-2

300-037

300-038

400-024

400-040

400-041

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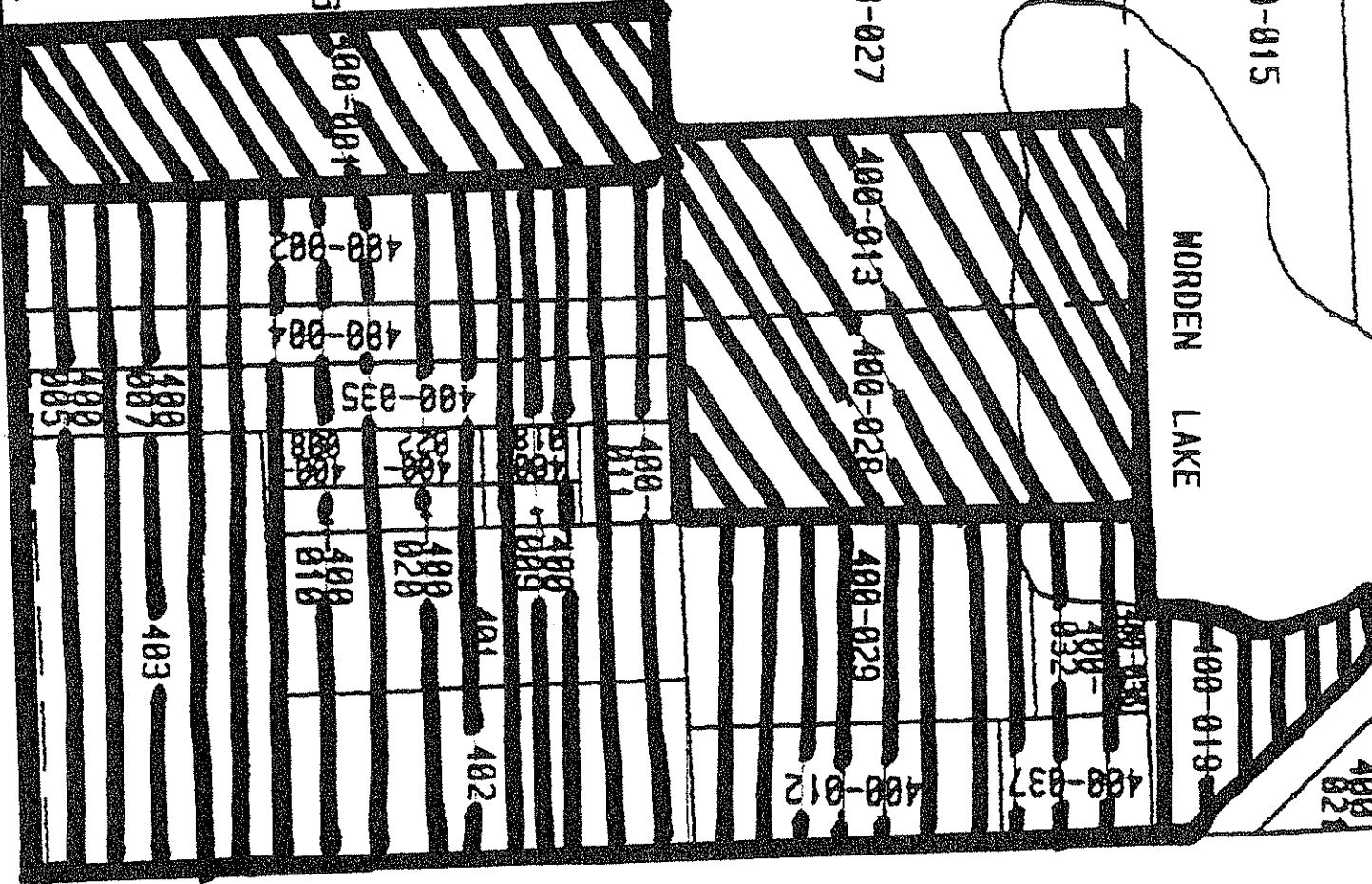
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ROAD



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200-030

201

202

ROAD

200-025

200-021

200-023

BRIGHTON AREA SCHOOLS

203

ST

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400-016

400-015

HORDEN LAKE

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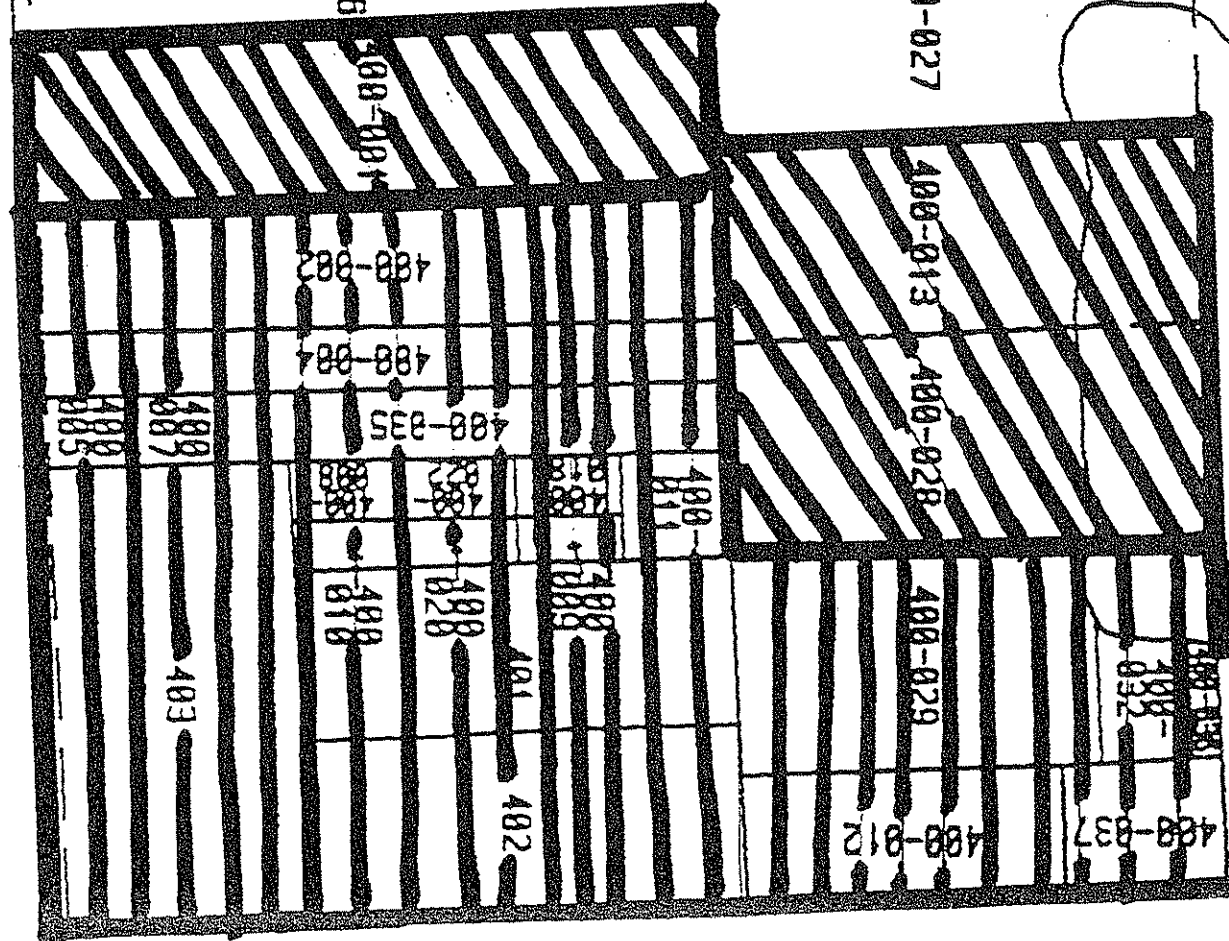
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ROAD



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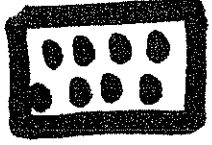
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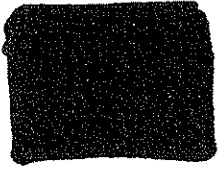
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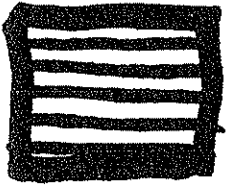
LEGEND



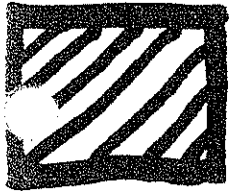
Pine Creek Ridge



City of Brighton



Existing

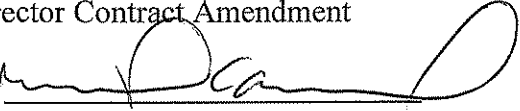


Proposed



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: March 13, 2012
RE: Utility Director Contract Amendment

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting is an amendment to the Employment Contract between Greg Tatara the Utility Director, and Genoa Charter Township. The Utility Department, which began successful in house operations in April 2011, has recently undergone a re-organization to improve efficiency of operation and service to the residents. As a result of this re-organization, it is necessary to place an additional vehicle into the motor pool. Rather than purchase an additional vehicle, it is more cost effective to have the Utility Director transfer his vehicle into the motor pool and utilize a car allowance to carry out his duties. (The average annual cost for a departmental vehicle is \$8,125 whereas the Utility Director car allowance will cost \$6,000 annually.)

The Utility Directors initial contract with the Township included a car allowance. Prior to bringing operations in-house, the Utility Director was spending a substantial amount of time in the field, which require a vehicle to be provided by the township. As this position has matured and we have brought operations in house, the manner of driving has changed to:

- less off road service of valves and equipment;
- duties require more inspection service rather than physical operation of equipment requiring a pick-up truck; and,
- reduction in the frequency of trips to perform the job duties.

As a result, please find attached a contract amendment which will modify the existing employment contract with the Utility Director to accomplish this transition.

Moved by _____, supported by _____ to approve the amendment (converting from a township supplied vehicle to a car allowance) to the existing Employment Agreement between the Utility Director and Genoa Charter Township.

CONTRACT AMMENDMENT
GENOA CHARTER TOWNSHIP
UTILITY DIRECTOR

THIS Employment Contract Amendment is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Gregory Michael Tatara, 720 Glenlivet Street, Howell, Michigan 48843, hereinafter referred to as "Utility Director".

WHEREAS, the Utility Director and Employer have entered into an Employment Contract for the term January 1, 2012 to December 31, 2012, and;

WHEREAS, notwithstanding the amended language listed below, all term and conditions set forth in the above referenced contract shall remain in effect and enforceable.

NOW THEREFORE, for valuable consideration, the contract is amended as follows:

- 7. Employer agrees to provide Utility Director a vehicle and fuel for reasonable business use to carry out the duties of Utility Director.

shall be deleted and replaced with:

- 7. Employer agrees to provide Utility Director \$500 per month (\$4,500 in 2012) as a vehicle allowance beginning April 1, 2012 through December 31, 2012, for the purpose of the Utility Director using a personal vehicle to reasonably carry out the duties of the Utility Director.

IN WITNESS WHEREOF, the parties have executed the agreement on the dates indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____

UTILITY DIRECTOR

Gregory Michael Tatara

Dated: _____

MEMORANDUM

TO: Township Board
FROM: Mike Archinal 
DATE: 3/16/12
RE: Manager's Contract

This month I enjoyed my 14th anniversary as your Township Manager. My existing contract has expired. I propose the following changes:

- Pay increase of 2% commensurate with pay adjustments for other staff.
- Restrict attendance for the ICMA annual conference to those locations within the continental United States.
- Change severance compensation from 4 month to 2 weeks per year of service for termination *not* due to malfeasance or misfeasance.

Please consider the following action:

Moved by _____ , **supported by** _____ , **to approve the Manager's contract as amended.**

**GENOA TOWNSHIP
MANAGER'S EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Michael Archinal, of 2705 Hubert Road, Brighton, Michigan 48116, hereinafter referred to as "Manager".

WITNESSETH:

- 1) Employer hereby employs Manager and Manager hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
- 2) The term of this Agreement is one (1) year commencing January 1, 2012 and terminating December 31, 2012, unless sooner terminated by either party.
 - i) If the Township desires to terminate for misfeasance or malfeasance the termination shall be effective on the date written notice is delivered to Manager and Manager shall not be entitled to severance pay.
 - ii) If the Township desires to terminate Manager for any reason other than misfeasance or malfeasance, the Employer shall give Manager written notice of its intention to do so. In such event the Employer shall pay to Manager a lump sum severance pay equal to two (2) week's salary for each year of service less the usual, normal and lawful sums withheld from Manager's salary for compliance with State and Federal laws.
 - iii) If the Manager desires to resign and terminate his employment, he shall give to Employer sixty (60) days written notice of his intentions to do so. The Township shall have no obligation to give the Manager severance pay.
- 3) The duties of the Manager shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Manager shall work 40 hours per week and, in addition, shall attend all Township Board meetings, unless expressly excused from attendance by the Supervisor. Manager shall devote his entire time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interest of Employer.
- 4) Employer agrees to pay Manager and Manager agrees to accept as compensation, the gross sum of \$100,918 for the term of the contract. The sum shall be paid to Manager in equal biweekly payments during the term of the contract.
- 5) Employer agrees to pay Manager for incidental expenses incurred in relation to activities approved by the Township.

- 6) Manager shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by the Employer.
- 7) Employer agrees to pay the cost of and provide for the benefit of the employee and during the term of this contract a term life insurance policy having a death benefit of \$250,000.
- 8) Employer agrees to pay Manager a car allowance of \$6,000 per year paid in 12 monthly installments.
- 9) Employer agrees to participate in the Municipal Employees Retirement System (MERS) and contribute the amount necessary for a C1 (New) MERS pension plan.
- 10) Employer agrees to pay for travel and subsistence expenses for the Manager to attend the Annual Conference of the International City Management Association provided the conference occurs in the continental United States
- 11) The effective date of this agreement is January 1, 2012.
- 12) The Agreement shall be binding upon and inure to the benefit of the Manager and his heirs and assigns and personal representatives and the Charter Township of Genoa.

IN WITNESS WHEREOF, the Township, the Manager, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Charter Township Board on February 7, 2012 and Michael Archinal, The Manager, has set his hand and seal, on the date indicated.

MANAGER – EMPLOYEE

GENOA CHARTER TOWNSHIP - EMPLOYER

 Michael C. Archinal
 Dated: December 8, 2009

By: _____
 Gary T. McCririe
 Its Supervisor
 Dated: December 8, 2009

By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated: December 8, 2009

Existing

**GENOA TOWNSHIP
MANAGER'S EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Michael Archinal, of 2705 Hubert Road, Brighton, Michigan 48116, hereinafter referred to as "Manager".

WITNESSETH:

- 1) Employer hereby employs Manager and Manager hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
- 2) The term of this Agreement is one (1) year commencing January 1, 2010 and terminating December 31, 2011, unless sooner terminated by either party.
 - i) If the Township desires to terminate for misfeasance or malfeasance the termination shall be effective on the date written notice is delivered to Manager and Manager shall not be entitled to severance pay.
 - ii) If the Township desires to terminate Manager for any reason other than misfeasance or malfeasance, the Employer shall give Manager written notice of its intention to do so. In such event the Employer shall pay to Manager a lump sum severance pay equal to four month's salary less the usual, normal and lawful sums withheld from Manager's salary for compliance with State and Federal laws.
 - iii) If the Manager desires to resign and terminate his employment, he shall give to Employer sixty (60) days written notice of his intentions to do so. The Township shall have no obligation to give the Manager severance pay.
- 3) The duties of the Manager shall include such work as may be required by Employer together with the described duties as recited in the addendum attached hereto. The Manager shall work 40 hours per week and, in addition, shall attend all Township Board meetings, unless expressly excused from attendance by the Supervisor. Manager shall devote his entire time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
- 4) Employer agrees to pay Manager and Manager agrees to accept as compensation, the gross sum of \$97,000 for the term of the contract. The sum shall be paid to Manager in equal biweekly payments during the term of the contract.
- 5) Employer agrees to pay Manager for incidental expenses incurred in relation to activities approved by the Township.

- 6) Manager shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by the Employer.
- 7) Employer agrees to pay the cost of and provide for the benefit of the employee and during the term of this contract a term life insurance policy having a death benefit of \$250,000.
- 8) Employer agrees to pay Manager a car allowance of \$6,000 per year paid in 12 monthly installments.
- 9) Employer agrees to participate in the Municipal Employees Retirement System (MERS) and contribute the amount necessary for a C (New) MERS pension plan.
- 10) Employer agrees to pay for travel and subsistence expenses for the Manager to attend the Annual Conference of the International City Management Association
- 11) The effective date of this agreement is January 1, 2010.
- 12) The Agreement shall be binding upon and inure to the benefit of the Manager and his heirs and assigns and personal representatives and the Charter Township of Genoa.

IN WITNESS WHEREOF, the Township, the Manager, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Charter Township Board on December 7, 2009 and Michael Archinal, The Manager, has set his hand and seal, on the date indicated.

MANAGER – EMPLOYEE

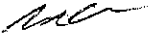
GENOA CHARTER TOWNSHIP - EMPLOYER

 Michael C. Archinal
 Dated: December 8, 2009

By: _____
 Gary T. McCrie
 Its Supervisor
 Dated: December 8, 2009

By: _____
 Paulette A. Skolarus
 Its Clerk
 Dated: December 8, 2009

MEMORANDUM

TO: Township Board
FROM: Mike Archinal 
DATE: 3/16/12
RE: Playground Equipment Purchase

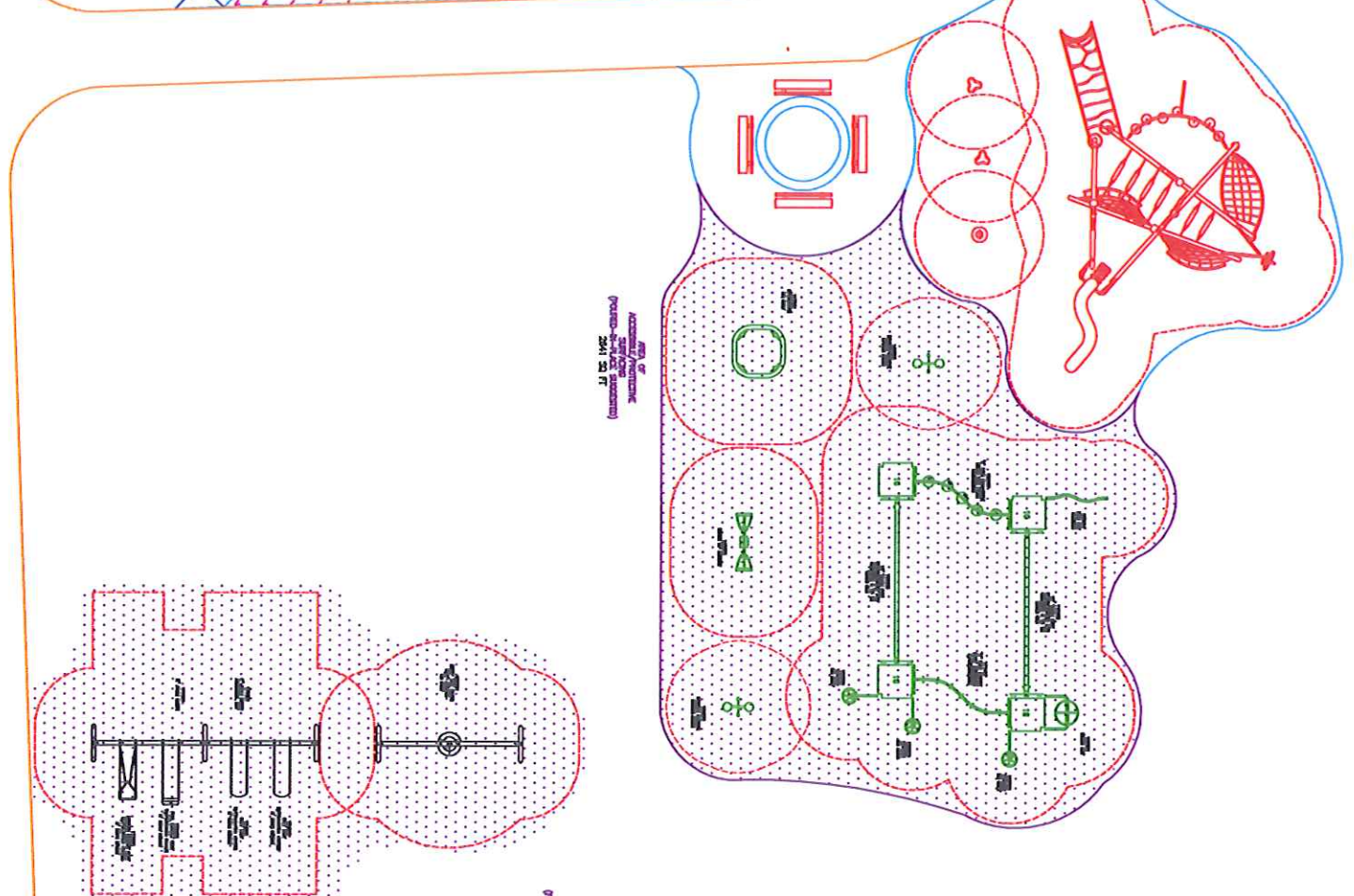
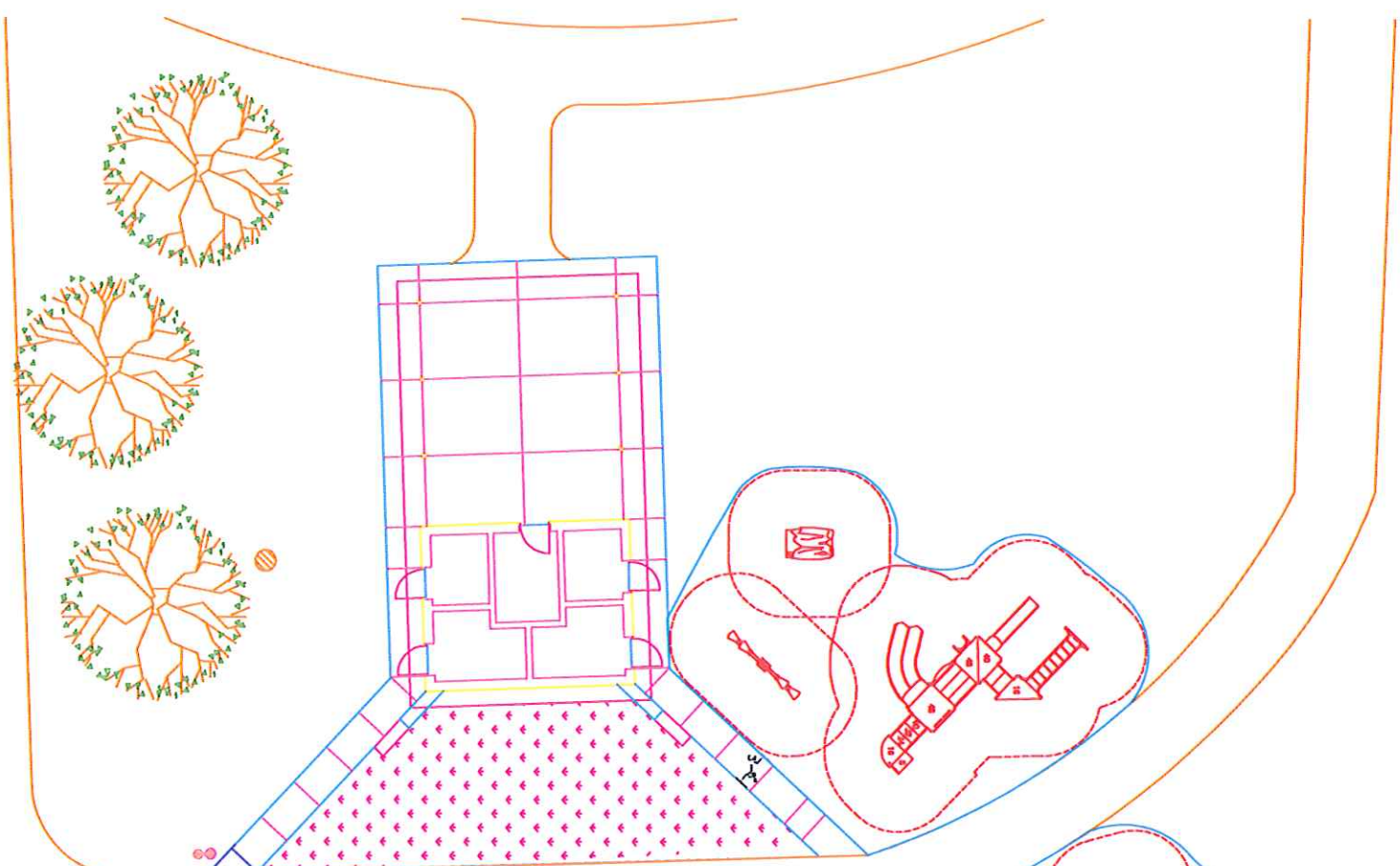
Before you this evening is a proposal from Superior Play for the next phase of playground equipment purchases. With our apparent early spring the playground is receiving a lot of use and the comments have been extremely positive. We have received a number of requests for swings and inquiries related to the installation of a spray scape.

The attached drawings show two phases of improvements. We are asking, for your consideration this evening only one; approval of proposals #12-013 and 12-013-2. These proposals include the installation of a large tire swing, two regular swings, one toddler swing and one handicapped swing together with the poured in place rubber surface depicted on the lower left hand side of the drawing. The proposal also includes a CoolTopper Mister as a stand-alone feature. The CoolTopper is a button activated water feature that sprays a curtain of fine mist. The location of the CoolTopper is not indicated as it will be field verified after Miss Digg identifies underground utilities. It will most likely be located on the south side of the pavilion near the drinking fountain.

Proposal 12-013	\$35,585.00
<u>Proposal 12-013-2</u>	<u>\$14,938.50</u>
TOTAL	\$50,523.50

Please consider the following action:

Moved by _____, supported by _____, to approve the proposal from Superior Play for the installation of playground equipment at a cost of \$50,523.50.



11. 11. 1982
 (Date of completion of work)
 (Date of completion of work)

11. 11. 1982
 (Date of completion of work)
 (Date of completion of work)



Proposal

All P.O.'s Contracts or Checks Payable to:
Superior Play, L.L.C.
889 S. Old US Highway 23
Brighton, MI 48114 USA

Date	Proposal #
2/23/2012	12-013-2

Bill To:
Genoa Township Mike Archinal 2911 Dorr Road Brighton, MI 48116

Ship To
Genoa Township Mike Archinal 2911 Dorr Road Brighton, MI 48116

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Mike Archinal	810-227-5225		Net 30		Eric

Item	Description	Qty	Weight	Price	Total
Install	Phase 1 Swing Area: Installation of 2-Bay Arch Swings and (1) Tire Swing, Sitework, Drainage, Gravel Prep, Concrete Mow Strip, CoolTopper Mister with Shade			14,552.00	14,552.00
PIP	Supply and Install Poured in Place Rubber Surfacing Note: Does not include relocation / repair to existing sprinkler lines.			21,033.00	21,033.00T

Proposal Good For 30 Days
 Ship Via: Common Carrier
 Please Call 24 Hours Prior To Delivery: _____

Signature below accepting this proposal will constitute a purchase order.

Subtotal	\$35,585.00
Sales Tax (0.0%)	\$0.00
Total	\$35,585.00

Accepted By Customer _____



All P.O.'s Contracts or Checks Payable to:
Landscape Structures, Inc.
601 7th Street South
Delano, MN 55328 USA

Proposal

Date	Project #
2/23/2012	12-013

Name / Address
Genoa Township Mike Archinal 2911 Dorr Road Brighton, MI 48116

Ship To
Genoa Township Mike Archinal 2911 Dorr Road Brighton, MI 48116

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
Mike Archinal	810-227-5225		Net 30		Eric

Item	Description	Qty	Weight	Price	Total
	Phase 1				
177330A	5" Arch Swing Frame 8' Beam Height	1	204	2,265.00	2,265.00T
177331A	5" Arch Swing Frame Additional Bay 8' Beam Height	1	124	1,390.00	1,390.00T
120891A	Arch Tire Swing, DB	1	299	3,000.00	3,000.00T
174018A	Belt Seat w/Chains ProGuard Chains for 8' Beam Height	2	8	96.00	192.00T
176038A	Full Bucket Seat w/ ProGuard Chains for 8' Beam Height	1	14	240.00	240.00T
177350A	Molded Bucket Seat w/Chains ProGuard Chains for 8' Beam Height	1	29	470.00	470.00T
155072A	CoolToppers® Single Post w/Cool Mister	1	284	6,320.00	6,320.00T
Freight	Freight			1,061.00	1,061.00T

Proposal Good For 30 Days.
 Ship Via: Common Carrier
 Please Call 24 hours prior to delivery: _____

Signature below accepting this proposal will constitute a purchase order.

Subtotal	\$14,938.00
Sales Tax (0.0%)	\$0.00
Total	\$14,938.00

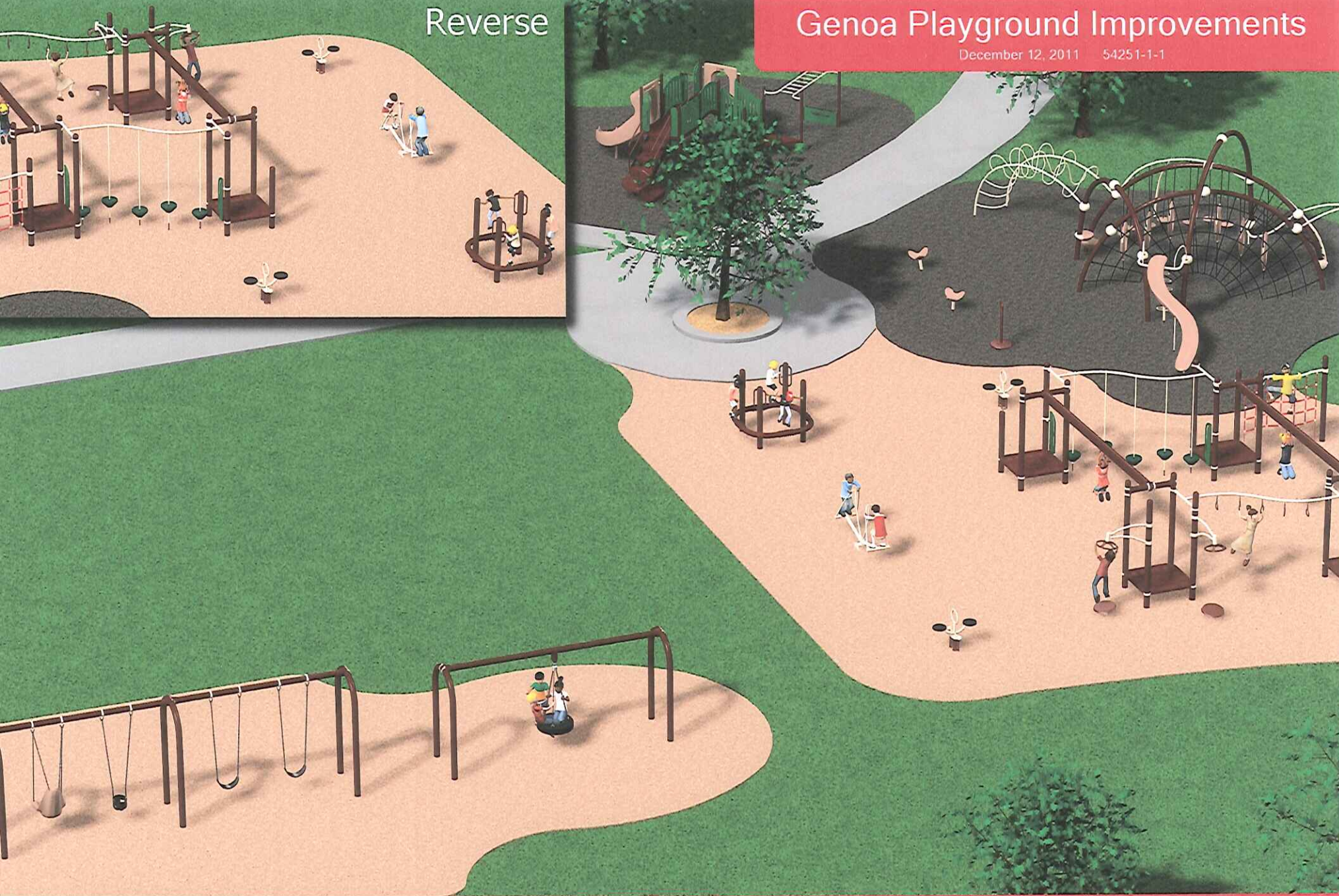
Accepted By Customer _____

Superior Play, LLC
 889 S. Old US 23 Brighton, MI 48114
 P:810-229-6245 TF: 888-778-7529 Fax: 810-229-6256

Genoa Playground Improvements

December 12, 2011 54251-1-1

Reverse



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2011 YEAR END AND PARTICIPATION REPORT

Four municipalities (the City of Howell, Oceola, Marion and Genoa Townships) joined forces back in 2006 creating the Howell Area Parks & Recreation Authority. Our goal then as it is now...to provide our community with the very best in recreational programs and leisure time activities. On July 1, 2008 the Howell Area Parks & Recreation Authority took its first steps as a stand alone organization and transitioned out of a department within the City of Howell. The Authority board which consists of five board members representing the City of Howell, Oceola Township, Genoa Township, Marion Township and the Howell Public Schools, continues to develop policies and procedures that keeps our organization operating with high professional standards. We have documented close to 68,000 individuals taking advantage of our youth and adult sports leagues, enrichment classes, aquatic classes, beach and boat launch patronage, special events, teen center, senior center, preschool and summer day camp. (The 2011 participation report is attached for your perusal.)

Budget

Our annual revenue budget for 2011-2012 is \$893,255 and our expense budget is \$892,600 showing a net increase of \$655 at the end of the fiscal year in June 2012. We completely eliminated our deficit at the end of the past fiscal year and now have a rather small but healthy bottom line.

Our operating budget is supported not only by participation fees but by contributions that are provided by four municipalities. The City of Howell and Oceola Township each contribute \$100,000 to the overall operations, while Genoa and Marion Township each contribute \$62,790 (increasing each year by the cpi). In recognition of these contributions, we have adopted a three tier participation fee structure that we feel provides an equitable solution to the differences between contributing members and non-contributing government entities. Residents of the four municipalities that are members of the Authority are afforded a lower participation fee because approximately half of their program participation fee is already paid for through their local unit of government. Marion and Genoa Township resident fees are approximately 30% lower than non-resident rates, and the City of Howell and Oceola Township resident fees are 50% lower than non-resident rates.

Staffing

The Howell Area Parks & Recreation Authority has 3 full-time staff members – the Director, Sports Director and Enrichment Director. We have 4 staff members who work part time in the front office whom also handle the finance/bookkeeping duties and marketing responsibilities. We employ 2 part-time staff members at our Teen Center, 1 part-time staff member in our Senior Center, 2 part-time staff members to direct and teach in our preschool, and numerous building/site supervisors. In August 2009, we added a full-time Aquatic Center director and 4-5 building/site supervisors at the pool. In the summer, we increase our employee population by hiring seasonal staff including 5-6 individuals to run our Summer Day Camp, and 10-12 individuals to manage the Howell City Park beach/boat launch. Our staff is supplemented by hundreds of volunteers.

In 2011, the Howell Area Parks & Recreation Authority was successful in signing a management agreement with the local competitive swim organization, the Sea Serpents, and we in turn have pulled onto our staff a head coach and 5 other coaches that work on behalf of the Sea Serpents.

Master Plan

The 5 year master plan of the Howell Area Parks & Recreation Authority was completed in August 2008 and was accepted by the Department of Natural Resources and the 4 municipalities that make up the Authority in January/February 2009. We continue to assess park acquisition and development projects in our community that we would apply for funding through the DNR grant process. During 2013, the Howell Area Parks & Recreation Authority board will begin to outline and prepare the next 5 year plan which will include much community input.

Contract Services with the City of Howell

The Howell Area Parks & Recreation Authority continues to contract some administrative services with the City of Howell including financial, IT and human services. The City currently receives an annual reimbursement from the Authority in the amount of \$10,000 for these services. The Authority also contracts with the City of Howell for snow removal at both Bennett Recreation Center and Barnard Community Center.

Volunteers

Over 9100 hours of volunteer time was recorded equaling \$183,545 of inkind help (based on research done by Independent Sector which estimates each hour a volunteers time as being worth \$20.13/hour) during the past year. In recognition of this, we held our 4th annual RECreation RECOgnition RECEption in November 2011 and recognized 7 individuals and organizations who were extremely active within our organization.

Volunteer of the Year: Mary Ellen Aria

Corporate Sponsor of the Year: Buffalo Wild Wings

Organizational Volunteers of the Year: Howell High School National Honor Society

Coach of the Year: Charlie Bates

Senior of the Year: Denise Bochinski

Teen of the Year: Eric Kraus

Instructor of the Year: Jim Clore

Leases for Athletic Fields in Genoa Township, Oceola Township and the City of Howell

The Howell Area Parks & Recreation Authority entered into two leases on January 1st, 2011 for a five year period with Oceola Township and a two year period with Genoa Township for the management, maintenance, and scheduling of the athletic fields that were built by each of the townships in 2008. In April 2011, we also entered into a one year lease with the City of Howell to manage, maintain and schedule the Page Field complex.

Aquatic Center Management Contract

In 2009, the Howell Area Parks & Recreation Authority was approached by the Howell Public Schools administration to outline a proposal to manage the Howell Area Aquatic Center to help reduce costs associated with the current structure. In August 2010, we signed a two year management agreement with HPS for the Aquatic Center and we have increased programming and marketing for

Aquatic Center programs during the ensuing years. During the past fiscal year, we shared and split a net profit with the HPS of over \$30,000.

Beach/Boat Launch Management Contract

A management agreement with the City of Howell was reached in May 2011 for the Howell Area Parks & Recreation Authority to manage the Howell City Park Beach Front and the Boat Launch. The City of Howell contracted with the Authority for \$35,000 to hire a part-time seasonal Beach Front Supervisor and 12-14 part-time seasonal staff members to operate the entrance gate at Howell City Park, monitor the parking at the Boat Launch, operate and clean the restroom and concession facilities at the beach, record rentals of pavilions, clean up the goose droppings on the beach, provide weekly water testing, deposit revenues collected, work in collaboration with the Fire Department to set up and take down the buoys and rope lines, and other duties that were assigned for a smooth and efficient operation during the summer of 2011. All entrance fee revenue and pavilion rental fees continued to be deposited with the City of Howell, the concession revenue and expenses became the responsibility of the Authority. We revamped the fee structure for pavilion rentals this past year and extended the season from May 1 – October 31. We also reduced the costs to the City by over \$10,000 by reexamining and eliminating the boat launch staffing, and instituting a new procedure at the parking area for the boat launch. We also extended the boat launch season from May 1 – October 31 for fee collection.

Awards

In late 2011, the Michigan Recreation and Parks Association recognized the Howell Area Parks & Recreation Authority for its promotional work on the "Holiday in the Park." The actual award will be given to the Authority at the MRPA conference in February 2012.

Communications

We continue to keep lines of communication open with our constituents by producing a weekly e-mail newsletter sent to over 6000 patrons and participants with news and information from the Howell Area Parks & Recreation Authority. We continue to receive great reviews and comments each week and are still averaging about a 30% open rate. We have also continued to update our facebook page where we are able to connect with close to 1200 "friends" on a daily basis. Our website is updated daily.

We successfully produced a spring/summer 2011 and fall/winter 2011/2012 program guide which were distributed to over 35,000 households by direct mail, and to all elementary age children in the Howell Public Schools through their Friday packets.

Scholarship and Reduced Fee Policy

The Howell Area Parks & Recreation Authority established a viable strategy to address the needs of children who are not able to participate in our programs because of economic conditions. The Howell Area Parks & Recreation Authority board of trustees adopted a scholarship policy that is designed to provide financial assistance to children who wish to experience and participate in our recreational activities and programs. So that we can serve as many individuals as possible that live in the City of Howell, Genoa, Marion and Oceola Township, each family showing need is limited to a maximum scholarship of \$50 per child per year or \$150 per family per year. We awarded over \$500 in scholarships during 2011 thanks to a donation by the Howell Rotary Club.

Enrichment Classes

In 2011 we were able to start many new partnerships while providing quality enrichment programs. Every year we look to offer new and exciting programming opportunities. We continue to offer programs in arts, dance, martial arts, photography, continuing education, dog obedience, exercise, gymnastics, horseback riding, music, safety/first aid, and skating. With the start of 2012 we are looking forward to again expand and explore new enrichment programs for the Howell community.

We were also awarded two grants from the DNR in 2011, one for ORV (Off Road Vehicle) safety and one for the after-school archery program.

Sports Leagues, Clinics and Events

The Howell Area Parks & Recreation Authority sports department has put on many events that have benefited the citizens of Howell. As we have in the past we run sports leagues for children in pre-school up to adults including soccer, flag football, softball, basketball, and volleyball. Throughout the school year, we also provide 2 nights of drop in basketball, and 1 evening of drop in volleyball at local gyms. We also provide classes in tennis and golf. We are also working in partnership to offer coaches clinics/training in soccer with the Michigan Alliance Soccer group. A new relationship with Michigan Flag Football was established this past year to take over the management of our flag football program which was diminishing rapidly due to very low enrollment. With time to plan over the summer, our fall program increased participation from 45 youth during 2010 to close to 160 youth this past fall.

The sports department also runs special events which include MLB Pitch, Hit and Run, NFL Punt, Pass and Kick and the Flip and Flop Fishing tournament, the Splash and Dash Indoor Triathlon, the Aquathlon, the Melon Run, the Crosstown Kids Triathlon as well as the Headless Horseman 5K/10K (which grew in its third year to over 1200 runners). The sports department continues to add new and exciting programs each year.

We also enjoyed offering opportunities for active recreation in 2 clubs during the past year – Cycle Howell is a biking club that gathers once a month and goes for extended bike rides as a group. Upwards of 50 riders come together for these cycling events. We also established with Mt. Brighton a Ski & Snowboarding Club. We have over 75 members that have signed up.

Special Events

The special events that took place in 2011 gave us a great opportunity to take our events and think outside the box. Our highlight of the year was our 34th Annual Howell Melon Run with us hitting a new record of over 1100 runners! We also were able to add some new events to the calendar last year with the great success of Downtown Pooch Posse (a dog walk with a cause), the Premier Big Band Dances, Senior Spelling Bee, and free outdoor family movies at Howell City Park. 2011 also gave us the chance to improve, reinvent and recreate some of our existing special events like the Holiday in the Park, 4th Annual Buck Pole, the Moon Glow and Marshmallow Drop into events that had great impact on the community.

Senior Center

The Senior Center membership has been slowly growing since its incorporation 4 years ago and we now boast close to 300 active members. We also secured a \$7,500 grant from the United Way for services and staffing. Food and bread donations are received daily from VG's, Pepperidge Farms and Gleaners. We also receive other cash and gift card donations to help purchase supplies for the senior center like coffee, CD/DVD's, paper products, etc. Programs include an active travel program, bingo, exercise, bridge, computer classes, craft classes, and socializing. In late 2011, we received a \$1000 grant from the Livingston County Consortium on Aging to purchase new shelving and 2 e-readers for the Senior Center.

Teen Center

Since the installation of the Internet Café at the Teen Center, attendance has increased each day ranging from 6th grade – 12th grade. We continue to promote a no-fee policy for teens that attend during the day from 2:30 p.m. – 6 p.m. Monday – Friday during the school year. We continue to hold monthly late night events on the first Friday of every month that draw anywhere from 20-40 youth who pay to participate. On the last day of school in June, we celebrate with our Last Day Breakaway at its

new location (Bennett Recreation Center) and then we close the Teen Center during the summer months due to funding shortfalls. A \$10,375 grant from the United Way was secured for staffing and services. A small grant of \$250 was secured through the Livingston County Community Alliance to create a 30 second You Tube video on "National Kick Butts" day.

Preschool

The Howell Recreation Preschool & Learning Center offers 3, 4 and 5 year olds social and cognitive skills to prepare each child for success in school. Two years ago, we made changes to create additional opportunities for more families in our community to attend. We have combined 3, 4 and 5 year olds in the same classes. This promotes children to progress by skill not age, which keeps children engaged and supports self esteem. Our enrollment has stabilized and proven to be successful in affordability and opportunity. We are pleased to have a full enrollment for the third year in a row, and continue to strive for improvements to better serve our community.

Summer Day Camp

In our 4th year of Summer Day Camp, we instituted a full 10 week program at the Barnard Community Center from mid-June through the end of August. Close to 20 children ages 5-10 attended each week. Daily walking trips for swimming and beach activities took place at Howell City Park and Beach and field trips were planned each week as well that took the children offsite.

Partnerships - Melon Festival

The Howell Area Parks & Recreation Authority took an active role in the core committee that took over the Howell Melon Festival after the Jaycees turned it over to the DDA in March 2009. The Authority added events to the line up including: the 3rd annual Doc May Commemorative Bike Ride (15 miles), and a sand melonball (volleyball) tournament at West Street Park.

Partnerships - Legend of Sleepy Howell

Another great event that the Authority partnered with the DDA on was the Legend of Sleepy Howell. To capture the real story of the Legend of Sleepy Howell, we incorporated a nighttime run, called the Headless Horseman 5K/10K. Close to 1200 runners came out to participate in its third year. The race route began at the PNC Bank behind the historic Livingston County Courthouse, and leading the runners out of the gate was a horse and rider dressed as the Headless Horseman. The route took the runners north on State Street to Thompson into City Park through the Lakeview Cemetery (lit by luminaries) and then back to the start line.

Howell Area Parks & Recreation Authority - 2011 Program Participation Counts

AQUATICS

WINTER 2011 (Jan, Feb., March, April)	Marion Twp	City of Howell	Ocoola Twp	Genoa Twp	Non- Residents	Drop in or Free Programs	Total
"Brigadoon"	6		1	1	1		9
"Love Your Pet" Photo Contest	10	15	17	13	20		75
44th Annual Flower Day					2		2
AARP Taxes (2010)	20	33	7	25	90		175
Acrylic Painting Landscape			2		1		3
Afterschool Swim						654	654
Arthritis						851	851
Arthritis & Balance Class						13	13
Babysitter Training	4	1	3	2			10
Ballet	2	4		5			11
Ballroom Dancing		10	6	14	11		41
Basics of Digital Photography	1	1	3	1	2		8
Beginners Bellidance		2	1		2		5
Beginners Bellydance		1			1		2
Bellydancing					1		1
Blissfield Murder Myster Dinner	1	5		1	5		12
Boater Safety	5	2	3	4	6		20
Boot Camp						7	7
Bridge Lessons	2	1	4		6		13
Bridge Lessons	2	2	3	3	6		16
Brigadoon Trip	6		1	1	1		9
Caregiver Fair						300	300
Chair Yoga						190	190
Cherry Blossom, Macon ,GA	4	1		1	1		7
Classic Commercials						4	4
Classic Film Series (March)						5	5
Classic Film Series (April)						4	4
Crafts & Laughs		3		1			4
Crafts & Laughs (Feb)						5	5
Crafts & Laughs (March)						9	9
Create Your Own Webpage	1				1		2
Creative Movement	2	2	1				5
Creative Movement	1	3					4
Creative Movement	1	2	1				4
Daddy/Daughter	99	89	187	118	124		617
Daniel O' Donnell	1			1	5		7
Deep Water						605	605
Downtown Howell Historic Tour & Lunch		1	2	3	2		8
Drawing Class for Kids	1	3	1		1		6
Drop-In Chair Exercise	5	60	0	15	16		96
Drop-In Tai Chi	35	33	100	6	41		215
Early Bird Breakfast						26	26
Easter Tree Craft						10	10
Estate Planning Basics			4	2	2		8
Family Swim						136	136
Fashion Show (Senior Center)						55	55
FireKeeper Casnio	2	6		4	7		19
Fitness Moves						80	80
Flick 'n Float						174	174
Florida Gulf Coast Trip					2		2
Girls Travel Volleyball	13	9	26	12	10		70
Guitar Hero Competition						2	2
Gymnastics			2				2
Gymnastics	2	6	1	10	1		20
Gymnastics	3	5	9	1			18
H2O Circuit/Mid Week Plunge						196	196
Handprint Keepsake		2	2	3			7
How to Apply for Social Security	2	1					3
Indoor Garage Sale	5	2	1	3	2		13
Indoor Picnic(Young at Heart)						44	44
Instructors Choice						2	2
Intro to Computers	1	1			1		3

Intro to Computers and the Internet	1	1					2
Intro to Laptops & Digital Cameras	1				3		4
Introduction to Laptops & Digital Cameras	1	1					2
Jiffy Tour	7	4	1	4	7		23
Just Google for Seniors		1		1			2
Kil's Karate	1	1	2	1			5
Lap Swimming						2362	2362
Laughs and Crafts (April)						11	11
Learn to Skate			2				2
Learn to Skate				1			1
Les Miserable	4	1	1	1	4		11
Little Ninja		1	2				3
Lunch & Learn (March)						15	15
Lunch & Learn (April)						8	8
Lunch & Learn (Jan)						3	3
Make Over at Elder Beerman						9	9
Marshmallow Drop & Moon Glow	72	85	61	71	217		506
Michigan Mammals						18	18
Modern Masterpieces		1	2	1			4
Morning Aerobics						496	496
Mother/Son Dance	35	19	49	23	75		201
Ohana Karate	1		2		1		4
Open Computer Class Q&A	1				1		2
Open Swim						497	497
Parenting Your Parents					1		1
Preschool Easter Bunny Skate		1					1
Sanchin Karate	1	5	5	2	2		15
Sanchin Karate		7	8	4	4		23
Sculpt & Tone						61	61
Senior Circuit						25	25
Senior Strength & Strength						142	142
Ski Club 2010	15	14	17	16	14		76
Snowmobile Safety	3		7		5		15
Soaring Eagle	2	8		3	12		25
Splash						700	700
Splash n Dash Indoor Tri	8	11	10	5	55		89
Strength Training						459	459
Swim-O-Rama						1256	1256
Tae Kwon Do Beginners		3		4			7
Tae Kwon Do Beginners		3		2	6		11
Tae Kwon Do Beginners		3		2	5		10
Tall Ships 2011	1			3	2		6
Teen Center Late Night						32	32
Teen Center Late Night (April)						25	25
Teen Center Late Night (Jan)						30	30
Teen Center Late Night (March)						31	31
Teen Late Night (Feb pool party)		20					20
Thunder Over Louisville	1	1					2
Tigers	2	8	2		7		19
Underwater Easter Egg Hunt						188	188
World Tai Chi Day						25	25
Yoga						272	272
Yoga-lates						12	12
Zehnder's Cookies & Lunch	1	6	1	4	10		22
Zumba/Weights						147	147
Senior Center (Daily Counts - Members)	439	805	62	297	543		2146
Senior Center (Daily Counts - Non-members)	15	115	13	22	98		263
TOTAL WINTER PARTICIPATION	849	1431	635	717	1443	10196	15271

AQUATICS

SPRING/SUMMER 2011 (May, June, July, August)	Marion Twp	City of Howell	Oceola Twp	Genoa Twp	Non-Residents	Drop-In or Free Programs	Total
3rd Annual Doc May Ride	16	11	5	9	13		54
9th Annual Aquathlon & Open Water Swim	5	13	6	3	119		146
A Day of Discovery in Detroit			2		2		4
Achery	2	1		5			8
Adult Golf Clinic	1	3	6	1			11
Adult Golf Clinic		2	7	1	2		12
Afterschool Swim						403	403
All About Eve						4	4
American Red Cross						29	29
Archery	4	1	1				6
Arthritis						861	861
Babysitters Training	4		3	1	2		10
Babysitters Training	3		4	1	2		10
Backyard Bonanza	2	1	1				4
Ballroom Dancing		1		5	4		10
Ballroom Dancing		1		5	3		9
Basic of Photography		1	1		3		5
Beginner Ballet	4	1	5		2		12
Beginner Yo-Yo Lessons		1	1				2
Beginner Yo-Yo Lessons	1	4		3			8
Beginning Kids Kayaking	1	4					5
Beyond the Basics					3		3
Big Band Event	7	22	8	13	16		66
Bike to Work/School Day - Bike to Schools						32	32
Bike to Work/School Day - Cobb Hall						12	12
Boater Safety	2		4	2			8
Boater Safety	4		4	4	9		21
Body Sculpting WWit D						70	70
Boot Camp						58	58
Catch and Cook Fishing Outing						10	10
Ceramic Studio						4	4
Chair Yoga						159	159
Classic Film - An Affair to Remember						3	3
Classic Film - An American in Paris						3	3
Classic Film (May)						6	6
Cookies & Krafts						6	6
Crafts & Laughs						15	15
Crafts and Laughs						9	9
Creative Movement	1	2					3
Crosstown Kids Triathlon	6	5	1	8	82		102
Cycle Howell	19	8	3	1	4		35
Deep Water						533	533
Dinner With the White House Chef					1		1
Drop In Chair Exercise	0	62	0	6	10		78
Drop In Tai Chi	34	14	29	10	34		121
Drop-In Chair Exercise (Jan - June)	5	60		15	16		96
Drop-In Tai Chi			82		117		199
Email For Seniors	1			1	1		3
Facebook for Seniors		3	1	1			5
Family Swim						50	50
Financial Workshop		1					1
Firekeepers	13	3	2	4	13		35
Fitness Moves (Zumba)						92	92
For the Love of Horses		3					3
Giggles with Grandparents	1			3			4
Gymnastics		8	2	1			11
Gymnastics	1		1				2
Gymnastics			2				2
Gymnastics	1		1	1			3
H2O Circuit/Mid Week Plunge						263	263
Horseback Riding Lessons		1			2		3
How to Search Using Google				2			2
How to Search Using Google	1	1			1		3

Junior Golf Clinics	15	8	40	5	9		77
Karaoke Ice Cream Social						20	20
Katie's Kraft						8	8
Kid's Art Camp	3	2	2	1	0		8
Kil's Tae Kwon Do	1	8	4	5			18
Lap Swimming						1789	1789
Last Day Breakaway						147	147
Lego Fungineering		1	1				2
Lil Dragon	1	4	3	3	0		11
Lunch and Learn						8	8
Lunch and Learn						11	11
Marble Mania		1		1			2
Melon Run	81	140	120	130	542		1013
Men's/Women's Soccer	10	9	5	19	90		133
Members - July 2011	100	210	36	64	103		513
Mini Myth Busters		2					2
Morning Aerobics						404	404
Movie "They Came to Cordura"						6	6
Movies Under the Stars						1315	1315
Non Members - July 2011	6	37	5	8	32		88
Ohana Karate	4	3	1		1		9
Ohana Karate	3				1		4
Open Swim/Summer Open Swim						813	813
ORV Safety Training	7	1			7		15
Out to Lunch Bunch						6	6
Out to Lunch Bunch						6	6
Pain & Discomfort in Your Feet						12	12
Pom Poms	1		4	3			8
Prison Tour	7	2	2	4	7		22
Protect Yourself From the Cost of Long Term Care	2	1	1				4
Rock-a-Doodle			2				2
Rule Your Healthcare						11	11
Sanchin Systems		1	2		1		4
Sculpt & Tone						88	88
Senior Circuit						140	140
Senior Power Day						60	60
Senior Strength & Strength						140	140
Shop Shipshewana	8	4			11		23
Skate Board Camp	4	9	10	3			26
Soaring Eagle	3	5	4	4	5		21
Soccer Camp (British)						10	10
Softball (Co-ed)	10	9	4	6	38		67
Splash						541	541
Spring Flag Football	3	9	12	12	5		41
Spring Soccer	136	156	192	82	89		655
Strength Training						204	204
Summer Camp	11	19	38	32	1		101
SUP	2	1	3				6
SUP	1	1					2
Swim-O-Rama						882	882
Tai Chi Drop-In	30	17	26		19		92
T-Ball Clinic	8	8	12	6	8		42
Teaching on the Internet				1			1
Teen Center Late Night (June)						18	18
Teen Center Late Night (May)						32	32
Tennis Camp		1	4	1	1		7
Tennis Lessons Beginner	7	3	3	1	1		15
Tennis Lessons Beginner/Intermediate	2	5	1	2	1		11
The Basics of Selling on eBay		1		2			3
The Holland Tulip Festival	5	8	1	3	5		22
Thomas the Train	1						1
Tigers Game	4	7	0	1	11		23
Tiny Tot Track & Field	4	23	14	6	14		61
Wagon Tales Theatre						23	23
Waldenwood Picnic						145	145
Walk at Bennett (4/20/10 - 7/5/11)	6	16			2		24
Walk Michigan	5	13		1	7		26

Girls Basketball	17	23	36	8	10		94
Gymnastics	1	2	3	1			7
Gymnastics	3	2	1				6
H2O Circuit/Mid Week Plunge						238	238
Halloween "Trick or Treat" on Barnard Street						224	224
Headless Horseman	63	96	68	69	762		1058
Holiday in the Park	185	694	319	190	326		1714
Holiday in the Park (tree)	8	23	9	4	20		64
Horseback Riding		6	1				7
How to Apply for Social Security Disability	2				1		3
Howell at the Moon						23	23
Hunter Safety	11	6	15	12	23		67
Indoor Garage Sale	2	2	3	1	7		15
Instructors Choice						15	15
Jersey Boys	4	3	1	8	6		22
Just Google It for Seniors		1	1		1		3
Kil's Karate	3	3	2				8
Kindermusik	1		2	1	1		5
Lap Swimming						1246	1246
Laughs and Crafts						12	12
Laughs and Crafts						12	12
Laughs and Crafts						15	15
Learn to Skate			3				3
Lunch & Tour at Moe's BarBar Restaurant						11	11
Lunch and Learn						4	4
Medicare and You						20	20
Men's/Women's Soccer	10	9	5	19	90		133
Monster Splash						66	66
Morning Aerobics						430	430
NFL Punt Pass & Kick	14	11	4	11	7		47
Ohana Karate	1	1	9	1	4		16
Online Classes	1	1					2
Open Swim						330	330
Personal Self Defense				2			2
Pooch Posse	10	11	2	10	44		77
Preschool Skate with Santa		2			1		3
Roller Hockey						1	1
Sanchin Systems (9/20-1/19)	0	11	12	3	6		32
Santa Calling	37	22	42	30	58		189
Saturday Land Circuit						3	3
Senior Circuit						126	126
Senior Strength & Strength						122	122
Shopping at Great Lakes Crossing	4	5	2	3	3		17
Sign Language					2		2
Ski & Snowboard Club Membership	6	5	10	17	10		48
Skype with the Grandkids				1	1		2
Skype with the Grandkids						2	2
Snowmobile Safety			1	1	5		7
Splash						714	714
Strength Training						345	345
Swim with Santa						19	19
Swim-O-Rama						1111	1111
Tae Kwon Do and Lil' Dragon	2	1	2	1			6
Teen Center Late Night (Dec)						26	26
Teen Center Late Night (Nov)						17	17
Teen Center Late Night (Oct)						35	35
The Basics of Selling on eBay		1			2		3
Tim Conway	3	1		1	5		10
Turkey Stroll	2	13	12	4	18		49

Veterans Day Salute						15	15
Walk With Walgreens						12	12
Walking Club	0	19	2	13	1		35
Wayne County Light Fest	5	3	1	5	7		21
We Skate-Ice Skating Lessons						1	1
Weight Training						73	73
Wheelchair Rodeo						10	10
Wine, Music and Old Mission Peninsula		1				1	2
Yoga						370	370
YouTube, Wikipedia, and Reading the News Online				1	1		2
Senior Center (Daily Counts - Members)	278	632	47	251	274		1482
Senior Center (Daily Counts - Non-Members)	15	154	13	43	93		318
Teen Center (Daily Counts - full year)						4114	4114
Total Fall Participation	969	2245	1041	904	2205	12900	20403

TOTAL PARTICIPATION FOR 2011	2866	5400	2473	2407	5564	32922	51771
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HOWELL CITY PARK ATTENDANCE	Marion Twp	City of Howell	Oceola Twp	Genoa Twp	Non-Residents	Drop-in or Free Programs	Total
Total For 5/27-5/31	21	488	126	25	181		841
Week total: 6/1-6/7	14	583	157	13	66		833
Week total for 6/8-6/14	16	321	155	17	74		583
Week total: 6/15-6/21	53	588	240	55	85		1021
Week total: 6/22-6/28	25	440	212	45	101		823
Week total: 6/29-7/5	67	933	486	45	246		1777
Week total: 7/6-7/12	44	984	423	39	92		1582
Week total: 7/13-7/19	85	919	536	60	181		1781
Week total: 7/20-7/26	61	977	575	52	246		1911
Week total: 7/27-8/2	37	570	288	14	49		958
Week total: 8/3-8/9	17	460	255	12	21		765
Week total: 8/10-8/26	34	332	173	6	73		618
Week total: 8/17-8/23	61	492	263	28	58		902
Week Total: 8/24-8/30	30	450	243	25	50		798
Week total: 8/31-9/5	16	409	205	18	6		654
TOTAL HOWELL CITY PARK ENTRANCE	581	8946	4337	454	1529		15847

*NOTE: No records were kept for the boat launch during the summer of 2011

EXPENSE

Dept. 751 - Recreation Department

Account Number	Description	YEAR END	YEAR END	YEAR END	ANTICIPATED	PROPOSED
		2008-2009	2009-2010	2010-2011	YEAR END	2012-2013
702.000	Salary & Wages - BUILDING/SITE SUPERVISORS	52,358	44,790	40,110	45,000	45,000
702.001	Salary & Wages - PROGRAMMING & MANAGEMENT	203,028	200,827	187,730	198,000	200,000
702.023	Salary & Wages - PRESCHOOL	31,119	29,802	28,284	28,500	28,500
702.025	Salary & Wages - SUMMER CAMP	19,792	15,852	16,402	16,500	16,500
702.026	Salary & Wages - TEEN	13,180	16,247	15,999	17,000	17,000
702.027	Salary & Wages - SENIOR	7,674	8,144	6,194	7,600	7,600
702.028	Salary & Wages - BEACH/BOAT LAUNCH	17,378	33,102	27,064	35,000	35,000
702.029	Salary & Wages - AQUATIC CENTER	0	60,103	66,734	65,000	65,000
714.004	ICMA Retirement	14,913	15,298	13,463	15,000	15,000
717.000	Fringe Benefits	73,972	84,123	73,318	85,000	85,000
727.000	Office Supplies	5,743	6,928	7,167	7,000	7,000
730.000	Postage	11,784	20,409	15,321	18,000	18,000
740.000	Operating Supplies - GENERAL	8,346	2,194	2,174	4,000	4,000
740.003	Operating Supplies - T-SHIRTS	10,144	18,703	28,261	33,000	33,000
740.016	Operating Supplies - AMUSEMENT PARK TICKETS	4,049	0	0	0	0
740.028	Operating Supplies - PRESCHOOL	2,588	2,504	2,468	2,500	2,500
740.030	Operating Supplies - SPORTS	3,789	2,490	2,359	2,500	2,500
740.031	Operating Supplies - ENRICHMENT	3,978	1,569	589	2,500	2,500
740.032	Operating Supplies - SENIORS	2,118	2,531	3,372	2,500	2,500
740.033	Operating Supplies - SUMMER CAMP	3,208	2,119	2,665	3,000	3,000
740.034	Operating Supplies - DISC GOLF	0	0	9,248	500	500
740.035	Operating Supplies - SPECIAL EVENTS	32,583	45,542	43,763	45,000	45,000
740.036	Operating Supplies & Concessions- TEENS	6,092	6,200	7,658	7,500	7,500
740.037	Concession Supplies - BEACH	2,407	4,602	5,694	5,750	5,750
740.038	Operating Supplies - AQUATIC CENTER	0	0	87	0	0
740.039	Concession Supplies - AQUATIC CENTER	0	1,363	992	1,000	1,000
751.000	Gasoline	944	742	3,453	1,000	1,000
801.000	Professional Services	29,755	26,250	17,388	17,500	17,500
804.000	Contractual Services	6,993	5,210	3,202	5,000	5,000
804.008	Contractual Services - INSTRUCTORS	30,130	39,639	40,721	30,000	30,000
804.009	Contractual Services - OFFICIALS/REFEREES	6,887	7,371	5,211	7,000	7,000
804.010	Contractual Services - FIELD MAINTENANCE	10,565	15,392	25,982	30,000	30,000
840.000	Dues, Subscriptions & Memberships	2,347	1,908	4,236	2,500	2,500
850.000	Telephone	7,801	8,317	9,141	9,000	9,000
850.008	Internet & Cable	1,707	2,343	1,428	2,500	2,500
860.000	Travel	5,636	9,200	4,776	5,000	5,000
900.000	Printing, Publishing & Marketing	36,053	30,301	30,788	30,000	30,000
910.000	Insurance	12,624	16,214	19,888	20,000	20,000
920.000	Utilities/Electricity - BENNETT	9,347	10,096	8,795	10,000	10,000
920.001	Utilities/Gas - BENNETT	7,086	5,613	6,049	6,000	6,000
920.002	Utilities/Water-Sewer - BENNETT	971	1,261	1,221	1,250	1,250
920.003	Utilities/Rubbish - BENNETT	1,502	1,616	1,612	1,500	1,500
920.006	Utilities/Gas - BARNARD	6,316	5,939	5,520	6,000	6,000
920.007	Utilities/Electricity - BARNARD	5,366	3,388	5,445	6,000	6,000
920.008	Utilities/Rubbish - BARNARD	1,162	1,326	1,570	1,500	1,500
920.009	Utilities/Water-Sewer - BARNARD	1,260	725	1,249	1,250	1,250
930.000	Grounds Maintenance - BENNETT & BARNARD	4,640	3,390	3,340	5,000	5,000
931.000	Building Repair, Maintenance & Supplies	8,776	13,762	8,651	10,000	10,000
940.000	Equipment Rental & Maintenance	3,776	3,206	4,263	4,500	4,500
942.001	Portajohn Rental	678	1,827	1,605	2,000	2,000
956.000	Miscellaneous	139	135	62	1,500	1,500
956.003	Online Credit Card Charges & Fees for software maintenanc	9,908	14,698	14,630	15,000	15,000
957.000	Education/Trainings	1,462	2,518	3,040	3,000	3,000
960.002	Purchases from Donations - SENIORS	380	1,087	0	0	0
960.005	Purchases from Donations - TEENS	15,469	0	0	0	0
960.007	Purchases from Fundraising - PRESCHOOL	0	204	0	0	0

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

ACCT #	ACCOUNT DESCRIPTION	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	ACTUAL FOR 11 MONTHS 2/28/2012	PROPOSED 4TH AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES						
000-403-000	CURRENT REAL PROP TAXES	820,000	810,000	475,669	810,000	815,000
000-407-000	DELINQUENT TAXES - REAL/PER	0	1,500	1,390	1,500	0
000-423-000	COLLECT FEES/EXCESS OF ROLL/SCHOOLS	321,000	319,000	267,387	319,000	330,000
000-445-000	PENALTIES & INTEREST ON TAXES	2,200	2,200	1,110	2,200	2,200
000-475-000	ORDINANCE FINES	0	150	152	150	0
000-476-000	LICENSES & PERMITS	12,500	12,500	9,430	12,500	13,000
000-476-100	CABLE FRANCHISE FEES	260,000	280,000	305,838 X	306,000	310,000
000-477-000	METRO ACT FEES	13,500	13,500	1	13,500	13,500
000-480-000	TRAILER FEES	3,500	3,500	2,748	3,500	4,000
000-574-000	STATE SHARED REVENUES	1,100,000	1,300,000	1,113,366	1,300,000	1,325,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	25,000	25,000	25,275	25,000	33,500
000-631-000	REFUSE COLLECTION FEES	755,000	755,000	626,000	755,000	780,000
000-664-000	INTEREST INCOME	8,000	8,000	7,727 X	9,000	10,000
000-676-000	ADMIN FEE/DPW FUND (RENT)	50,000	50,000	37,500	50,000	50,000
000-676-100	ADMIN FEE/LIQUOR LAW FUND	3,500	3,500	2,625	3,500	3,500
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	115,000	115,000	138,732 X	140,000	145,000
000-678-700	WHITE PINES/STREET LIGHTING	650	650		650	730
000-695-000	OTHER MISC REVENUE/CEMETERY SALES	5,000	5,000	4,376	5,000	5,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	4,000	4,000	6,983	4,000	3,000
000-700-000	TRANS -IN BUILDING RESERVE FUND		79,000	79,000	79,000	
	TOTAL REVENUES	3,498,850	3,787,500	3,105,309	3,839,500	3,843,430
EXPENDITURES & TRANSFERS OUT TO OTHER FUNDS						
101-703-000	TRUSTEES - SALARIES	31,620	31,620	17,350.00	31,620	31,620
171-703-000	SUPERVISOR - SALARY	49,980	49,980	45,815.00	49,980	49,980
191-703-000	ELECTION - SUPPLIES/SALARIES	20,000	20,000	6,311.00	20,000	60,000
209-703-000	CONTRACTUAL - SALARIES	310,000	310,000	278,513.00	310,000	310,000
210-801-000	PROFESSIONAL - LEGAL	75,000	75,000	69,400.00	75,000	75,000
215-703-000	CLERK - SALARY	48,980	48,980	44,898.00	48,980	48,980
223-801-000	PROFESSIONAL - AUDITOR	17,000	17,000	14,400.00	17,000	18,000
241-801-000	PROFESSIONAL - ENGR./PLANNING	30,000	25,000	24,627.00 X	30,000	30,000
241-802-000	PROFESSIONAL - IN HOUSE ENGR	15,000	18,000	12,953.00	18,000	20,000
247-703-000	BOARD OF REVIEW - SALARIES	8,000	8,000	477.00	8,000	12,000

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

ACCT #	ACCOUNT DESCRIPTION	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	ACTUAL FOR 11 MONTHS 2/28/2012	PROPOSED 4TH AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
247-964-000	TAX CHARGEBACKS	20,000	20,000	14,330.00	20,000	20,000
253-703-000	TREASURER - SALARY	48,980	48,980	43,310.00	48,980	48,980
265-775-000	REPAIRS AND MAINTENANCE	90,000	90,000	72,510.00	90,000	75,000
265-910-000	INSURANCE	310,000	310,000	264,237.00	310,000	350,000
265-920-000	UTILITIES - ELECTRIC/GAS	16,000	19,000	17,382.00	19,000	20,000
284-703-000	SALARIES - OTHER	267,500	267,500	225,146.00	267,500	255,000
284-704-000	RETIREMENT	95,000	95,000	75,349.00	95,000	98,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	75,000	75,000	67,718.00	75,000	75,000
284-720-000	MESC - UNEMPLOYMENT TAXES	20,000	20,000	1.00	20,000	20,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	75,000	75,000	58,115.00	75,000	75,000
284-728-000	ECONOMIC DEVELOPMENT					18,000
284-850-000	TELEPHONE	17,000	19,000	16,389.00	19,000	21,000
284-861-000	MILEAGE & TRAVEL EXPENSES	20,000	20,000	10,891.00	15,000	20,000
284-957-000	DUES	25,000	25,000	17,716.00	25,000	25,000
284-958-000	MTG. FEES & MISC EXPENSES	30,000	30,000	11,323.00	15,000	20,000
284-959-000	APPLICATION FEES EXPENSES	15,000	15,000	11,478.00	15,000	15,000
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	28,000	28,000	22,509.00	28,000	28,000
301-703-000	ORDINANCE OFFICER - SALARY	44,880	45,625	40,574.00	45,625	46,000
336-999-001	FIRE SUB STATION EXPENSES	5,000	6,000	6,736.00	6,000	8,000
441-801-010	ROAD IMPROVEMENT	225,000	230,000	226,181.00	230,000	270,000
441-803-000	REFUSE COLLECTION	870,000	890,000	816,502.00	890,000	900,000
441-803-100	REFUSE BULKY ITEM DISPOSAL	10,000	10,000	8,378.00	10,000	10,000
441-804-000	DUST CONTROL/CHLORIDE	60,000	60,000	48,806.00	60,000	50,000
441-971-000	WHITE PINES ST. LIGHTING	800	800	682.00	800	800
751-881-000	RECREATION	85,000	85,000	68,698.00	85,000	85,000
916-962-000	DRAINS AT LARGE	35,000	35,000	1.00	35,000	35,000
929-977-000	CAPITAL OUTLAY	75,000	85,000	65,607.00	85,000	85,000
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	200,000	200,000	200,000.00	200,000	200,000
966-999-011	TRANS - OUT SELCRA REIMB. FUND	10,000	10,000	10,000.00	10,000	10,000
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	0		0	100,000
966-999-027	TRANS - OUT PARKS & RECREATION #270	725,000	725,000	725,000.00	725,000	379,000
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	60,000	60,000	60,000.00	60,000	0
966-999-110	CONTINGENCIES	0	0		0	50,000
	TOTAL EXPENDITURES/TRANSFERS OUT	4,163,740	4,203,485	3,720,313	4,188,485	4,068,360

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11
 MTG. DATE 2/6/12

ACCT #	ACCOUNT DESCRIPTION	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	3RD AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	ACTUAL FOR 11 MONTHS 2/28/2012	PROPOSED 4TH AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT	(664,890)	(415,985)	(615,004)	(348,985)	(224,930)
	BEGINNING FUND BALANCE	<u>2,452,516</u>	<u>2,452,516</u>	<u>2,452,516</u>	<u>2,452,516</u>	<u>2,103,500</u>
	ENDING FUND BALANCE	<u>1,787,626</u>	<u>2,036,531</u>	<u>1,837,512</u>	<u>2,103,531</u> 3/31/2012	<u>1,878,570</u> 3/31/2013

GENOA TOWNSHIP - LIQUOR LAW FUND #212
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
000-570-000	STATE SHARED REVENUE	13,004	12,500	504	13,000
000-664-000	INTEREST INCOME	0	8	(8)	0
000-695-000	OTHER INCOME	0	0	0	0
	TOTAL REVENUES	13,004	12,508	496	13,000
EXPENDITURES					
000-956-000	MISC. EXPENSE	200	500	300	500
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	6,000	8,000	2,000	8,000
330-704-000	RETIREMENT	600	800	200	800
330-715-000	PAYROLL TAXES	480	640	160	640
330-716-000	LIQ. LAW ADMIN FEES - GENOA	2,625	3,500	875	3,500
	TOTAL EXPENDITURES	9,905	13,440	3,535	13,440
	NET REVENUES/EXPENDITURES	3,099	(932)	4,031	(440)
	BEGINNING FUND BALANCE	3,021	3,021	0	2,089
	ENDING FUND BALANCE	6,120	2,089	4,031	1,649
		<u>12/31/11</u>	<u>3/31/2012</u>		<u>3/31/2013</u>

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
000-664-000	INTEREST INCOME	0	1,500	(1,500)	1,000
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	0	200,000
	TOTAL REVENUES	200,000	201,500	(1,500)	201,000
EXPENDITURES					
441-968-000	I/96 LATSON INTERCHANGE	283,528	800,000	516,472	200,000
906-956-000	MISC	438	500	62	1,500
	TRANSFERS OUT	0	0	0	0
	TOTAL EXPENDITURES	283,966	800,500	516,534	201,500
	NET REVENUES/EXPENDITURES	(83,966)	(599,000)	515,034	(500)
	BEGINNING FUND BALANCE	1,249,055	1,249,055	0	650,055
	ENDING FUND BALANCE	1,165,089	650,055	515,034	649,555

GENOA TOWNSHIP - ROAD/LAKE REIMBURSEMENT FUND #264
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	FINAL YEAR ASSESSED	PROPOSED 2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES							
000-664-000	INTEREST INCOME	773	1,250	(477)		1,000	1,000
453-672-000	ASSESSMENTS - CHEMUNG WEED	29,902	33,000	(3,098)	JULY 2012	32,180	32,180
460-672-100	ASSESSMENTS - PARDEE LAKE 2	0	19,000	(19,000)	DEC. 2015	25,200	25,200
NEW	ASSESSMENTS - CROOKED LAKE WEED	0	20,000	(20,000)	DEC. 2012	0	0
NEW	ASSESSMENTS - FENDT DRIVE	2,500	39,750	(37,250)	DEC. 2015	35,462	35,462
000-699-000	OPERATING TRANS IN FROM GF	0	0	0			100,000
	OTHER INCOME	0	0	0			
	TOTAL REVENUES	33,175	113,000	(79,825)		93,842	193,842
EXPENDITURES							
453-801-000	LAKE CHEMUNG WEEDS	50,268	48,000	(2,268)		55,000	55,000
451-695-000	MISC.	1,400	2,500	1,100		2,500	2,500
460-801-000	PARDEE LAKE WEEDS	19,260	22,000	2,740		22,000	22,000
463-802-000	CROOKED LAKE WEEDS	0	20,000	20,000		0	0
999-999-000	TRANSFER OUT - GF	0	0	0		0	0
	OTHER ROADS	0	2,000	2,000		2,000	2,000
	OTHER LAKES	0	2,000	2,000		2,000	2,000
	TOTAL EXPENDITURES	70,928	96,500	25,572		83,500	83,500
	NET REVENUES/EXPENDITURES	(37,753)	16,500	(54,253)		10,342	110,342
	BEGINNING FUND BALANCE	541,780	541,780	0		541,780	552,122
	ENDING FUND BALANCE	504,027	558,280	(54,253)		552,122	662,464

GENOA TOWNSHIP - FUTURE DEV. PARKS & REC. FUND #270
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED 3rd AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	4/2/2012 AMENDMENT PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES						
000-664-000	INTEREST INCOME	1,409	1,000	409	1,000	1,000
000-699-000	OPERATING TRANS IN FROM GF	350,000	725,000	(375,000)	725,000	379,000
000-699-001	MISC REVENUE	0	500	(500)	500	500
	TOTAL REVENUES	351,409	726,500	(375,091)	726,500	380,500
EXPENDITURES						
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	200,470	200,000	(470)	200,000	55,000
330-697-000	BIKE PATH ADDITIONS	146,426	250,000	103,574	175,000	225,000
536-972-200	I-96 INTERCHANGE WALK	0	500,000	500,000	45,000	455,000
	LAND PURCHASE					230,000
330-695-000	MISCELLANEOUS	790	7,000	6,210	700	1,500
	TOTAL EXPENDITURES	347,686	957,000	609,314	420,700	966,500
	NET REVENUES/EXPENDITURES	3,723	(230,500)	234,223	305,800	(586,000)
	BEGINNING FUND BALANCE	385,687	385,687	0	385,687	691,487
	ENDING FUND BALANCE	389,410	155,187	234,223	691,487	105,487

GENOA TOWNSHIP - BLDG RESERVE FUND #271
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED 2ND AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES						
000-664-000	INTEREST INCOME	596	650	(54)	650	650
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	60,000	60,000	0	60,000	0
	MISC INCOME	0	0	0	0	0
	TOTAL REVENUE	60,596	60,650	(54)	60,650	650
EXPENDITURES						
	OPERATING TRANS OUT - GF				79,000	0
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0	0	0
	OTHER	0	250	250	250	250
	TOTAL EXPENDITURES	0	250	250	79,250	250
	NET REVENUES/EXPENDITURES	60,596	60,400	196	(18,600)	400
	BEGINNING FUND BALANCE	218,790	218,790	0	218,790	200,190
	ENDING FUND BALANCE	279,386	279,190	196	200,190	200,590

GENOA TOWNSHIP - SELCRA REIMBURSEMENT FUND #505
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEARS ENDING 3/31/2012 & 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/11

(NEW FOR 3/31/2012)

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2011	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES					
400	TRANS IN FROM GF	10,000	10,000	0	10,000
420	OTHER INCOME	0	0	0	0
440	INTEREST INCOME	0	0	0	20
	TOTAL REVENUE	10,000	10,000	0	10,020
EXPENDITURES					
500	REIMBURSEMENTS TO RESIDENTS	0	1,510	1,510	4,000
501	EQUIPMENT	0	0	0	
502	MISC.	0	0	0	
	TOTAL EXPENDITURES	0	1,510	1,510	4,000
	NET CHANGE IN FUND BALANCE	10,000	8,490	1,510	6,020
	BEGINNING FUND BALANCE	0	0	0	8,490
	ENDING FUND BALANCE	10,000	8,490	1,510	14,510

LAKE EDGEWOOD PHASE III #854

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	75,825	75,821	69,569
REVENUES			
ASSESSMENTS/TAX LEVY	17,082	17,083	16,116
TAX LEVY - DELINQUENT FR COUNTY	0	0	0
ASSESSMENTS/PAYOFFS	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	50	50	50
TOTAL REVENUE	17,132	17,133	16,166
EXPENSES			
BOND PAYMENTS	23,330	23,330	27,081
AUDITING/MISC.	200	55	200
TOTAL EXPENSES	23,530	23,385	27,281
ENDING FUND BALANCE	69,427	69,569	58,454

GRAND RIVER WATER #855

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	361,374	361,405	355,103
REVENUES			
ASSESSMENTS/TAX LEVY	110,733	106,435	108,295
TAX LEVY - DELINQUENT FR COUNTY	7,146	7,146	8,000
ASSESSMENTS/PAYOFFS	0	6,302	0
INCOME - OTHER	0	0	0
INTEREST INCOME	150	156	200
TOTAL REVENUE	118,029	120,039	116,495
EXPENSES			
BOND PAYMENTS	121,200	125,325	116,800
AUDITING/MISC.	1,000	1,016	1,000
TOTAL EXPENSES	122,200	126,341	117,800
ENDING FUND BALANCE	357,203	355,103	353,798

OAK POINTE WATER #856

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	473,296	473,445	540,783
REVENUES			
ASSESSMENTS/TAX LEVY	77,125	67,722	70,490
TAX LEVY - DELINQUENT FR COUNTY	0	9,744	7,725
ASSESSMENTS/PAYOFFS	0	7,815	0
INCOME - OTHER/DUE TO LIVINGSTON CTY	0	60,801	0
INTEREST INCOME	400	1,281	500
TOTAL REVENUE	77,525	147,363	78,715
EXPENSES			
BOND PAYMENTS	77,400	80,025	77,400
DUE TO LIVINGSTON COUNTY	0	0	60,801
AUDITING/MISC.	200	0	200
TOTAL EXPENSES	77,600	80,025	138,401
ENDING FUND BALANCE	473,221	540,783	481,097

LK EDGEWOOD WATER EXTENSION #857

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	60,389	60,374	62,867
REVENUES			
ASSESSMENTS/TAX LEVY	33,205	32,787	30,766
TAX LEVY - DELINQUENT FR COUNTY	224	224	419
ASSESSMENTS/PAYOFFS	0	3,758	0
INCOME - OTHER	0	0	0
INTEREST INCOME	50	49	50
TOTAL REVENUE	33,479	36,818	31,235
EXPENSES			
BOND PAYMENTS	34,065	34,065	32,784
AUDITING/MISC.	200	260	250
TOTAL EXPENSES	34,265	34,325	33,034
ENDING FUND BALANCE	59,603	62,867	61,068

GRAND OAKS WATER #858

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	182,124	182,155	177,297
REVENUES			
ASSESSMENTS/TAX LEVY	25,963	23,911	24,897
TAX LEVY - DELINQUENT FR COUNTY	6,700	6,700	2,012
ASSESSMENTS/PAYOFFS	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	200	304	250
TOTAL REVENUE	32,863	30,915	27,159
EXPENSES			
BOND PAYMENTS	34,961	34,961	33,786
AUDITING/MISC.	800	812	800
TOTAL EXPENSES	35,761	35,773	34,586
ENDING FUND BALANCE	179,226	177,297	169,870

DORR RD SEWER & WATER #859

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	93,181	93,204	67,532
REVENUES			
ASSESSMENTS/TAX LEVY	33,776	34,383	33,616
TAX LEVY - DELINQUENT FR COUNTY	1,064	1,064	513
ASSESSMENTS/PAYOFFS	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	150	151	150
TOTAL REVENUE	34,990	35,598	34,279
EXPENSES			
BOND PAYMENTS	60,520	60,520	58,780
AUDITING/MISC.	750	750	750
TOTAL EXPENSES	61,270	61,270	59,530
ENDING FUND BALANCE	66,901	67,532	42,281

NE TRI LAKES SEWER #862

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	248,627	248,766	243,127
REVENUES			
ASSESSMENTS/TAX LEVY	39,091	35,911	35,446
TAX LEVY - DELINQUENT FR COUNTY	2,757	2,757	654
ASSESSMENTS/PAYOFFS	0	5,281	0
INCOME - OTHER	0	0	0
INTEREST INCOME	300	692	500
TOTAL REVENUE	42,148	44,641	36,600
EXPENSES			
BOND PAYMENTS	49,880	49,880	42,650
AUDITING/MISC.	550	400	500
TOTAL EXPENSES	50,430	50,280	43,150
ENDING FUND BALANCE	240,345	243,127	236,577

TRI LAKES ROAD IMPROV. #864

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	197,835	197,818	199,671
REVENUES			
ASSESSMENTS/TAX LEVY	60,252	54,938	56,633
TAX LEVY - DELINQUENT FR COUNTY	6,031	6,031	4,487
ASSESSMENTS/PAYOFFS	0	1,806	0
INCOME - OTHER	0	0	0
INTEREST INCOME	150	50	50
TOTAL REVENUE	66,433	62,825	61,170
EXPENSES			
BOND PAYMENTS	58,500	60,562	58,500
AUDITING/MISC.	250	410	250
TOTAL EXPENSES	58,750	60,972	58,750
ENDING FUND BALANCE	205,518	199,671	202,091

TRI LAKES SEWER #867

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	570,961	569,416	0
REVENUES			
ASSESSMENTS/TAX LEVY	0	0	0
TAX LEVY - DELINQUENT FR COUNTY	13,661	13,661	0
ASSESSMENTS/PAYOFFS	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	0	227	0
TOTAL REVENUE	13,661	13,888	0
EXPENSES			
BOND PAYMENTS	156,550	156,550	0
AUDITING/MISC.	0	0	0
CLOSE-TO OAK POINTE SEWER OPERATING		426,754	
TOTAL EXPENSES	156,550	583,304	0
ENDING FUND BALANCE	428,072	0	0

GENOA OCEOLA II SEWER #868

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	250,694	250,735	0
REVENUES			
ASSESSMENTS/TAX LEVY	0	0	0
TAX LEVY - DELINQUENT FR COUNTY	22,048	22,048	0
ASSESSMENTS/PAYOFFS	0	3,515	0
INCOME - OTHER	0	236	0
INTEREST INCOME	400	515	0
TOTAL REVENUE	22,448	26,314	0
EXPENSES			
BOND PAYMENTS	0	0	0
AUDITING/MISC.	250	600	0
CLOSE-TO G/O NEW USER FUND		276,449	
TOTAL EXPENSES	250	277,049	0
ENDING FUND BALANCE	272,892	0	0

LK EDGEWOOD PHASE II #869

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2012
BEGINNING FUND BALANCE	60,383	60,384	46,972
REVENUES			
ASSESSMENTS/TAX LEVY	14,434	12,102	0
TAX LEVY - DELINQUENT FR COUNTY	1,963	1,963	2,332
ASSESSMENTS/PAYOFFS	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	20	17	20
TOTAL REVENUE	16,417	14,082	2,352
EXPENSES			
BOND PAYMENTS	27,494	27,494	26,663
AUDITING/MISC.	0	0	0
TOTAL EXPENSES	27,494	27,494	26,663
ENDING FUND BALANCE	49,306	46,972	22,661

GRAND RIVER WIDENING #870

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	120,395	120,418	107,458
REVENUES			
ASSESSMENTS/TAX LEVY	92,626	86,987	88,736
TAX LEVY - DELINQUENT FR COUNTY	6,377	6,377	5,813
ASSESSMENTS/PAYOFFS	0	1,410	0
INCOME - OTHER	0	0	0
INTEREST INCOME	100	134	100
TOTAL REVENUE	99,103	94,908	94,649
EXPENSES			
BOND PAYMENTS	106,838	106,838	103,125
AUDITING/MISC.	930	1,030	1,000
TOTAL EXPENSES	107,768	107,868	104,125
ENDING FUND BALANCE	111,730	107,458	97,982

LK EDGEWOOD WEST WATER #872

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	248,604	248,693	419,096
REVENUES			
ASSESSMENTS/TAX LEVY	239,855	196,835	230,539
TAX LEVY - DELINQUENT FR COUNTY	59,719	59,719	41,154
ASSESSMENTS/PAYOFFS	0	902	0
INCOME - OTHER	0	0	0
INTEREST INCOME	100	50	100
TOTAL REVENUE	299,674	257,506	271,793
EXPENSES			
BOND PAYMENTS	261,184	86,403	246,840
AUDITING/MISC.	600	650	650
TOTAL EXPENSES	261,784	87,053	247,490
ENDING FUND BALANCE	286,584	418,146	443,399

LK EDGEWOOD WEST SEWER #873

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PRDPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	373,852	373,877	575,702
REVENUES			
ASSESSMENTS/TAX LEVY	294,646	240,201	280,738
TAX LEVY - DELINQUENT FR COUNTY	59,598	59,598	55,354
ASSESSMENTS/PAYOFFS	0	22,171	0
INCOME - OTHER	0	0	0
INTEREST INCOME	300	440	400
TOTAL REVENUE	354,544	322,410	336,492
EXPENSES			
BOND PAYMENTS	427,173	120,585	377,890
AUDITING/MISC.	300	0	300
TOTAL EXPENSES	427,473	120,585	378,190
ENDING FUND BALANCE	300,923	575,702	534,004

MHOG PLANT EXPANSION #875

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	662,726	662,889	549,847
REVENUES			
FROM NEW USER FUND	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	1,000	1,013	1,000
TOTAL REVENUE	1,000	1,013	1,000
EXPENSES			
BOND PAYMENTS	113,355	113,355	133,886
AUDITING/MISC.	500	500	500
TOTAL EXPENSES	113,855	113,855	133,886
ENDING FUND BALANCE	549,871	549,847	416,961

GENOA OCEOLA PLANT EXPANSION #876

DESCRIPTION	APPROVED BUDGET FISCAL YEAR 3/31/2012	YTD ACTUAL 3/14/2012	PROPOSED BUDGET FISCAL YEAR 3/31/2013
BEGINNING FUND BALANCE	1,583,981	1,584,179	1,451,971
REVENUES			
FROM NEW USER FUND	0	0	0
INCOME - OTHER	0	0	0
INTEREST INCOME	3,500	5,184	200
TOTAL REVENUE	3,500	5,039	200
EXPENSES			
BOND PAYMENTS-PAYING OFF 5/1/12	136,706	136,706	1,452,171
AUDITING/MISC.	500	541	0
TOTAL EXPENSES	137,206	137,247	1,452,171
ENDING FUND BALANCE	1,450,275	1,451,971	0



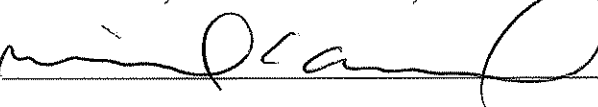
MEMO

TO: Honorable Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director
Tasha Humphriss, Engineer

DATE: March 9, 2012

RE: Lake Edgewood Sewer, Oak Pointe Sewer, and Oak Pointe Water Rate Analysis

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting are rate considerations and financial management adjustments for the Lake Edgewood Sanitary Sewer System, Oak Pointe Sanitary Sewer System, and the Oak Pointe Water System. In 2007, we reported that these systems historically survived on growth and development, were in very poor financial shape, were in debt to other funds, and at the same time required significant capital improvements to meet regulatory and public safety requirements. In 2008, we presented a plan to the Board to make these systems financially stable without a significant financial impact to the current residents. This continues to be our goal today as we present this financial analysis tonight.

The direction of the Board beginning in 2008 was to proceed with annual rate increases of between 4% and 8% per year, depending on the system, to reduce the operations fund deficit. We appreciate the efforts the board has undertaken in these difficult economic times to implement the steps necessary to make these systems financially sound. We are pleased to report, that this year we:

- 1) Plan on maintaining the rates at the current amounts, due primarily in part to money that will be returned to these systems from the In-house DPW Operation.
- 2) Plan to transfer and close out the new user funds to eliminate the operating deficit in the O&M Funds and establish dedicated reserve funds, where feasible.
- 3) Have implemented a budget plan to have Oak Pointe Sewer System pay back a \$250,000 loan to the Genoa-Oceola System.
- 4) Have received exceptional compliance evaluation inspection reports on the Oak Pointe and Lake Edgewood Systems from Michigan Department of Environmental Quality.
- 5) Are installing a Supervisory Control and Data Acquisition (SCADA) System for the Oak Pointe Water System to improve operation and improve water quality.
- 6) Are completing a Reliability Study for the Oak Pointe Water System as required by the Michigan Department of Environmental Quality to address 5 and 20 year service plans.
- 7) Installed a chemical feed system at Lake Edgewood WWTP to reduce chemical usage and improve treatment, mostly utilizing our in-house staff.

The following attachments highlight some of the key financial considerations for these systems in the coming year:

Attachment #1 is a letter from Ken Palka which summarizes the manner in which the new user funds will be closed out to eliminate the O&M Fund Deficit, which will improve cash flow in the systems and allow for the creation of Reserve Funds.

Attachments #2A – 2C are the corresponding budgets for the Lake Edgewood Sewer System, Oak Pointe Sewer System, and the Oak Pointe Water System. For all budgets, no rate increases are proposed. For revenues in each system, we anticipate them increasing slightly as last year's rate increases were not effective until May and June, 2011 rather than at the start of the fiscal year. We are also happy to report that the in-house operations implementation has greatly saved not only budgeted labor expenses, but allowed us to return money to each system. Therefore, we have included revenue of \$18,138 in other income, which is the money that will be returned from the DPW Budget. It should be noted, that the revenue in returned money from the DPW accounts for approximately 7.2¢ per 1,000 gal in rates. If we would have had to charge this amount to balance the budget, rate increase percentages would have been 1.1% for Lake Edgewood, 1.2% for Oak Pointe Sewer, and 2.3% for Oak Pointe Water.

One subtle rate change for the Oak Pointe Water System is the assessment of the \$10.00 per quarter debt charge to each unit or Residential Equivalent Unit (REU) rather than each customer billed. This will create approximately \$8,000 in additional revenue annually by charging multi-family units and commercial accounts based on the REU allocation.

Attachments #3A.1 – 3A.3 are a summary of the historic versus current financial state of these systems. For each system we have included a summary of the historic rate increases, the actual revenue and expenses from 2007 - 2012, the total money transferred into the operations fund from the new user fund and the flow variations. Due to the savings from the DPW Budget, the changes in the transfer from the new user funds, and the slight surpluses we had this year, we are not recommending a rate increase for our residents this year. However, it is critical to further fund reserve funds for these systems, and as economic indicators improve, we look at moderate long term rate adjustments to provide steady and reliable income to these systems for future financial security.

Based on the above explanation and the attached documents, please consider the following motion:

Moved by _____, supported by _____ to approve the FY 2013 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System, and the Oak Pointe Water System.



PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
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 Brighton, Michigan 48116-1575
 (810) 229-5550
 FAX (810) 229-5578

Members:
 AICPA Private Practice Companies Section
 MACPA

February 22, 2012

Genoa Charter Township
 Ms. Robin Hunt, Treasurer
 Mr. Greg Tatara, Utility Director
 Ms. Tesha Humphriss, Engineer
 2911 Dorr Road
 Brighton Michigan 48116

Dear Robin, Tesha, and Greg:

This letter is to recap our discussion re: the Oak Pointe and Lake Edgewood water/sewer districts' accounting for the operation and maintenance, new user and reserve funds.

The new user funds for each entity will be closed – out and monies will be transferred to the existing operation and maintenance funds and newly created capital improvement replacement funds for water and sewer. The following procedures should be followed in order to maintain an audit trail showing the monies will be properly used for the designated purpose.

LAKE EDGEWOOD SEWER

The Lake Edgewood Sewer New User Fund has approximately \$470,000 of which \$325,000 should be transferred into the Lake Edgewood O & M Fund which will eliminate the sewer O & M deficit.

The name of the Lake Edgewood Sewer New User Fund bank account should be changed to Capital Improvement Replacement Reserve – Sewer Fund.

If possible, depending on available cash flow, the Lake Edgewood O & M Fund will transfer up to \$45,000 into the Lake Edgewood Capital Improvement Replacement Reserve – Sewer Fund by 3/31/12.

OAK POINTE WATER & SEWER FUND

The Oak Pointe New User Fund has approximately \$180,000 of which \$173,827 should be transferred into the Oak Pointe Sewer class O & M fund. This will eliminate the deficit sewer balance.

The name of the Oak Pointe New User Fund bank account should be changed to Capital Improvement Replacement Reserve – Water Fund.

If possible, depending on available cash flow, the Oak Pointe Sewer class O & M Fund will transfer up to \$50,000 into the newly created bank account named Oak Pointe Capital Improvement Replacement Reserve – Sewer Fund by 3/31/12.

Summary

By eliminating the New User Funds and creating reserve funds for water and sewer the budgeting process for Oak Pointe and Lake Edgewood should become less complex.

For any new hook-ups the new user fees should be deposited directly into the reserve funds.

Please call with any questions or comments you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Palka", written in a cursive style.

Kenneth J. Palka

CHARTER TOWNSHIP OF GENOA
LAKE EDGEWOOD SEWER SYSTEM
BUDGET WORKSHEET FOR 3/31/13

ACCT # DESCRIPTION	ACTUAL			% OF EXPENSE BUDGET REMAINING	REVISED BUDGET AMOUNTS FOR YEAR 3/31/2012	PROPOSED BUDGET FOR YEAR ENDING 3/31/2013	
	BUDGET	9 MONTHS 12/31/2011	VARIANCE				
REVENUES							
400 Billings - operations	318,864	241,224	(77,640)		318,864	325,706	No rate increase (Current Flat Rate \$109.77, Metered \$6.28/1,000gal)
420 Income - other	500	1,480	980		1,480	4,328	
440 Income - interest	5	0	(5)		0	0	
699 Trans - in LE new user	15,000	0	(15,000)		325,000	0	Trans to close New User Fund/Establish Reserve Fund
TOTAL INCOME	334,369	242,704	(91,665)		645,344	330,034	
EXPENSES							
600 Accounting/auditing	3,700	3,125	575	15.54%	3,700	3,800	Slight Increase
609 Chemicals	18,500	12,536	5,964	32.24%	16,000	16,000	Reduce due to chemical addition improvements
615 Consent order - groundh20 sodium	18,000	22,239	(4,239)	-23.55%	22,500	20,000	Increase based on actual expenditures
627 Engineering - general	1,000	0	1,000	100.00%	500	1,000	
630 Engineering - separate projects	1,000	926	74	7.40%	1,000	1,000	
633 GIS	2,000	1,314	686	34.30%	2,000	2,000	
639 Insurance	9,000	9,472	(472)	-5.24%	9,500	8,000	Reduction due to DPW liability
642 Labor - fixed	118,773	88,450	30,323	25.53%	118,000	112,064	New DPW Budget cut Labor Expenses
648 Laboratory costs	14,000	11,628	2,372	16.94%	15,500	16,000	Additional Analytical
654 Legal fees	500	75	425	85.00%	75	500	
657 Licenses, Fees, Permits	3,900	1,240	2,660	68.21%	3,900	3,900	
663 Office expenses	500	3	497	99.40%	10	100	Through DPW
669 Refunds & adjustments	200	0	200	100.00%	0	0	
673 R & M - Building	2,000	270	1,730	86.50%	300	1,000	No Expenses Anticipated
675 R & M - Grounds	1,500	70	1,430	95.33%	100	500	No Expenses Anticipated
677 R & M - Plant equipment	20,000	10,172	9,828	49.14%	33,000	25,000	PLC changeout-UIS
678 R & M - Grinder pumps	2,500	3,733	(1,233)	-49.32%	4,500	4,500	Cost based on # of grinders
679 R & M - Lines	5,000	3,529	1,471	29.42%	4,000	2,000	Manholes & Air releases Repaired in past years
680 R & M - Pump stations	10,000	3,960	6,040	60.40%	10,000	10,000	
682 R & M - Snowplowing/mowing	2,500	1,378	1,122	44.88%	1,700	2,000	Reduced Plowing
684 R & M - Generators	7,500	1,530	5,970	79.60%	2,500	5,000	New Maintenance Contract
681 R & M - Sewer line cleaning	7,100	2,022	5,078	71.52%	2,500	5,000	Confence Center Drive Only
687 R & M - Other	1,000	0	1,000	100.00%	0	1,000	
688 R & M - Backups	762	960	(198)	-25.98%	4,000	1	2012 Sud Backup
690 Sludge disposal	20,000	19,677	323	1.62%	19,677	22,000	Anticipate Increase Fuel Surcharge
692 Telephone	3,800	3,137	663	17.45%	4,182	4,250	Actual Costs
694 Tools & supplies	300	869	(569)	-189.67%	1,000	1,000	Actual Costs
695 Tools & supplies - all systems	1,000	2,875	(1,875)	-187.50%	4,000	3,000	Actual Costs
700 Transfer out - capital improvement repl. res.	0	0	0		45,000	3,000	New Fund
701 Utilities - water	100	66	34	34.00%	100	100	
702 Utilities - electric	48,000	35,538	12,462	25.96%	48,000	48,000	
704 Utilities - gas	5,000	1,882	3,118	62.36%	3,000	5,000	Winter months
706 Utilities - sewer BTS (Davita)	3,200	2,408	792	24.75%	3,250	3,500	Brighton Twp Increase on Sewer Bill
Total expenses	332,335	245,084	87,251	26.25%	383,494	330,215	
Net revenues/expenses	2,034	(2,380)	(4,414)		261,850	(181)	
Beginning fund equity (deficit)	(253,622)	(253,622)	0		(253,622)	8,228	
Ending fund equity (deficit)	(251,588)	(256,002)	(4,414)		8,228	8,047	

Notes:

- Red Indicates Increase Expenditure over 2012 Budget
- Blue Indicates Decrease Expenditure from 2012 Budget
- New Budget Line Item

ACCT #	DESCRIPTION	ACTUAL FOR			%OF EXPENSE BUDGET REMAINING	REVISED BUDGET AMOUNTS FOR YEAR 3/31/2012	PROPOSED BUDGET FOR YEAR ENDING 3/31/2013	
		BUDGET	9 MONTHS 12/31/2011	VARIANCE				
REVENUES								
400	Billings - operations	591,599	454,189	(137,410)	591,599	591,701	No Rate Increase (Current Flat Rate: \$125.76, Metered \$5.98/1,000 gal)	
420	Income - other	100	1,208	1,108	1,208	8,278		
425	Trans in - OP new user	0	0	0	173,827	0	Trans to Close New User Fund/Establish Reserve funds	
440	Income - interest	10	0	(10)	0	0		
TOTAL INCOME		591,709	455,397	(136,312)	766,634	599,979		
EXPENSES								
600	Accounting/auditing	3,700	3,175	525	14.19%	3,700	3,800	Slight Increase
603	Administration - billings/meters	0	1,800	(1,800)		1,800	0	Covered Under New DPW Budget
609	Chemicals	10,000	3,548	6,452	64.52%	5,000	7,500	Reduced Based on Actual Usage
615	Consent order - groundh20 sodium	25,000	17,271	7,729	30.92%	18,000	20,000	Anticipate Continued Monitoring - Actual Costs
617	Consent order - NaCl Contingency	2,000	0	2,000	100.00%	0	1	
627	Engineering - general	1,000	420	580	58.00%	2,000	3,000	OP off line evaluation
630	Engineering - separate projects	500	0	500	100.00%	0	20,000	OP off line evaluation
631	GIS	2,500	2,317	183	7.32%	3,000	3,000	
639	Insurance	12,000	17,398	(5,398)	-44.98%	17,500	15,000	DPW share of liability
642	Labor - fixed	251,000	186,518	64,482	25.69%	250,000	237,995	Reduced due to New DPW budget
648	Laboratory costs	10,000	11,383	(1,383)	-13.83%	14,000	14,000	Additional analysis
654	Legal fees	100	0	100	100.00%	0	100	
657	Licenses, Fees, Permits	4,000	1,369	2,631	65.78%	4,000	4,000	Biosolids
663	Office expenses	500	160	340	68.00%	200	250	DPW
669	Refunds & adjustments	500	83	417	83.40%	100	100	
673	R & M - Building	2,500	794	1,706	68.24%	1,000	2,500	Painting Pipe Gallery
675	R & M - Grounds	1,500	572	928	61.87%	600	1,000	
677	R & M - Plant equipment	20,000	15,401	4,599	23.00%	20,000	20,000	Hold
678	R & M - Grinder pumps	45,000	25,986	19,014	42.25%	45,000	45,000	200 Change outs
679	R & M - Lines	10,000	1,605	8,395	83.95%	2,000	5,000	Air Release Change Outs Completed
680	R & M - Pump stations	35,000	4,385	30,615	87.47%	7,500	30,000	Pump improvements made
682	R & M - Snowplowing/mowing	7,500	2,430	5,070	67.60%	2,500	2,750	Plowing in house
684	R & M - Generators	7,500	1,265	6,235	83.13%	2,500	2,500	New maintenance contract
686	R & M - Sewer line cleaning	8,000	2,610	5,390	67.38%	5,000	5,000	Majority of Areas Cleaned in Past Years
687	R & M - Other	1,000	0	1,000	100.00%	0	1,000	
688	R & M - Sewer backups	1	0	1	100.00%	1	1	
690	Sludge disposal	23,000	25,217	(2,217)	-9.64%	25,500	27,500	Increase Fuel Surcharge
692	Telephone	7,400	4,886	2,514	33.97%	6,550	6,550	Anticipate decrease based on expenses
694	Tools & supplies	1,000	506	494	49.40%	1,000	1,000	
695	Tools & supplies - all systems	3,000	6,005	(3,005)	-100.17%	8,000	7,500	Actual costs
700	Transfer out - Capital Improvement Repl. Res.	0	0	0		50,000	10,000	New Fund
701	Transfers out - Debt (10 yr payback)	0	0	0		25,000	25,000	10 Year payback on 2008 loan from G-O New User
702	Utilities - electric	67,000	50,001	16,999	25.37%	67,000	67,000	Actual costs
704	Utilities - gas	5,000	737	4,263	85.26%	3,000	4,000	Actual costs - anticipate slight decrease
Total expenses		567,201	387,842	179,359	31.62%	591,451	592,047	
Net revenues/expenses		24,508	67,555	43,047		175,183	7,932	
Beginning fund equity (deficit)		(173,827)	(173,827)	0		(173,827)	1,356	
Ending fund equity (deficit)		(149,319)	(106,272)	43,047		1,356	9,288	

Notes:

- Red Indicates Increase Expenditure over 2012 Budget
- Blue Indicates Decrease Expenditure from 2012 Budget
- New Budget Line Item

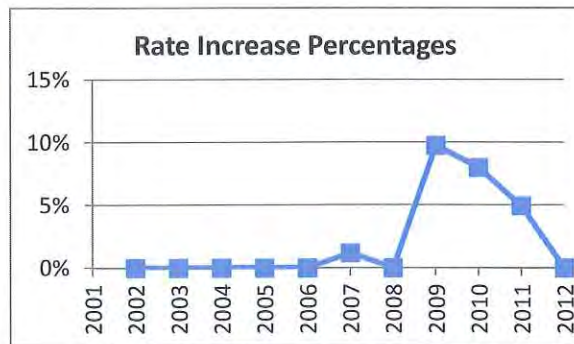
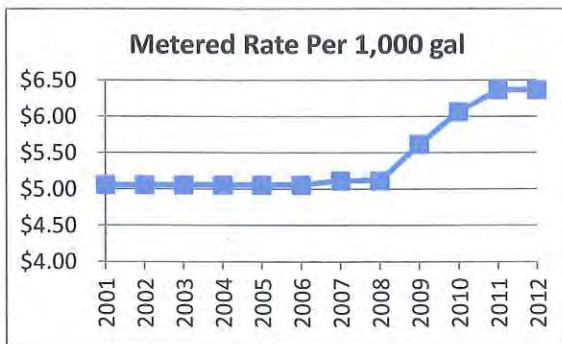
ACCT #	DESCRIPTION	ACTUAL FOR			%OF EXPENSE BUDGET REMAINING	REVISED BUDGET AMOUNTS FOR YEAR 3/31/12	PROPOSED BUDGET FOR YEAR ENDING 3/31/13	
		BUDGET	9 MONTHS 12/31/2011	VARIANCE				
REVENUES								
400	Billings - operations	328,230	288,937	(39,293)				
420	Income - other	0	44	44	328,230	339,814	No Rate Increase \$3.08/1,000 gal - Increase Usage	
423	Income - capital charge	32,760	24,750	(8,010)	44	6,294		
425	Trans in - OP new user	0	0	0	32,760	40,680	\$10 /Qtr /Meter - Propose Capital Charge Change - Change to \$10/Qtr/Unit	
440	Income - interest	10	0	(10)	0	0		
	TOTAL INCOME	361,000	313,731	(47,269)	361,034	386,788		
EXPENSES								
600	Accounting/auditing	3,200	3,175	25	3,200	3,300	Slight Increase	
603	Administration - billings/meters	0	1,800	(1,800)	1,800	0		
609	Chemicals	14,000	10,979	3,021	14,000	14,000	Hold - high summer usage	
627	Engineering - general	500	420	80	2,000	1,500	Softened Water Evaluation	
630	Engineering - separate projects	1,000	0	1,000	0	15,500	Softened Water Evaluation	
633	GIS	1,000	1,908	(908)	2,500	2,000	Valve work 2011	
639	Insurance	9,000	7,999	1,001	8,000	7,000	DPW liability	
642	Labor - fixed	198,000	147,862	50,138	198,000	199,579	New DPW Budget % Allocation	
648	Laboratory costs	1,000	804	196	850	1,000	Lead, Copper, Sampling	
654	Legal fees	500	0	500	0	500		
657	Licenses, Fees, Permits	1,000	946	54	950	1,000	Hold	
663	Office expenses	600	495	105	500	500	DPW Expense	
668	MXU program	12,000	10,125	1,875	10,500	10,000	Continue Program	
669	Refunds & adjustments	500	35	465	50	500		
673	R & M - Building	2,500	80	2,420	100	1,000	Reduced expenses	
675	R & M - Grounds	500	0	500	0	500		
677	R & M - Plant equipment	15,000	19,615	(4,615)	21,000	20,000	Northshore Modifications	
679	R & M - Lines	10,000	21,451	(11,451)	25,000	15,000	Valve Work Completed 2011 - Restoration 2012	
680	R & M - Booster stations	2,000	1,796	204	2,000	2,000		
682	R & M - Snowplowing/mowing	500	1,053	(553)	1,075	0	In house expense	
684	R & M - Generators	2,500	910	1,590	1,000	1,500	New Maintenance Contract	
685	R & M - Towers	2,500	3,475	(975)	4,000	500	Evaluate Painting - specs	
686	R & M - Hydrants	0	0	0	0	5,000	New for 2013	
687	R & M - Other	1,000	0	1,000	0	1,000		
692	Telephone	1,500	1,140	360	1,600	3,000	DSL and additional Phone Units	
694	Tools & supplies	500	364	136	500	500		
695	Tools & supplies - all systems	2,000	3,542	(1,542)	4,000	4,000	Actual Costs	
700	Transfer out - Capital Improvement Repl. Res.	0	0	0	0	5,000	Start Reserves	
702	Utilities - electric	32,000	23,377	8,623	31,000	32,000	Actual Costs	
704	Utilities - gas	4,000	549	3,451	1,500	2,500	Recude based on actual expenses	
800	Transfers out - Debt	32,760	16,420	16,340	32,760	40,680	Additional cost from billing each unit	
	Total expenses	351,560	280,320	71,240	367,885	390,559		
	Net revenues/expenses	9,440	33,411	23,971	(6,851)	(3,771)		
	Beginning fund equity (deficit)	102,972	102,972	0	102,972	96,121		
	Ending fund equity (deficit)	112,412	136,383	23,971	96,121	92,350		

Notes:

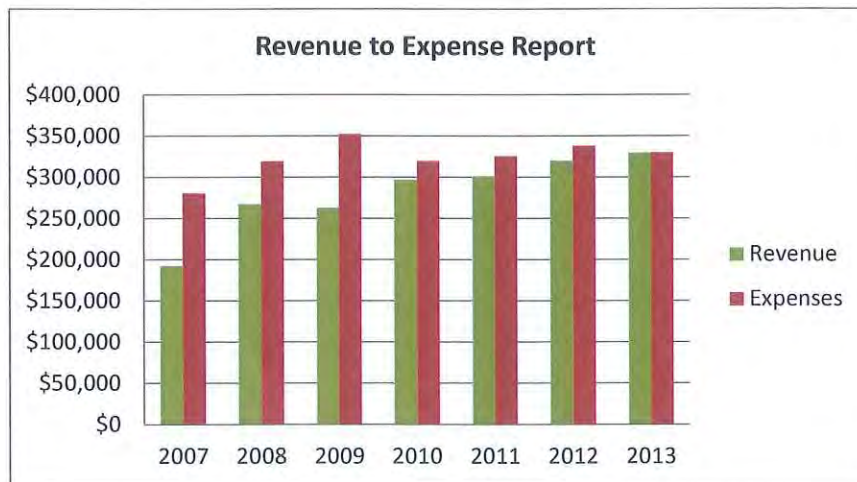
- Red Indicates Increase Expenditure over 2012 Budget
- Blue Indicates Decrease Expenditure from 2012 Budget
- New Budget Line Item

Lake Edgewood Sewer

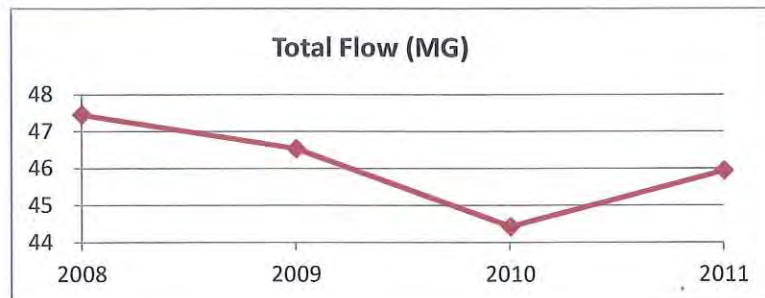
Rate, Flow, and Financial Summary



See Note 5



See Notes 2, 3, 4, 6, & 8



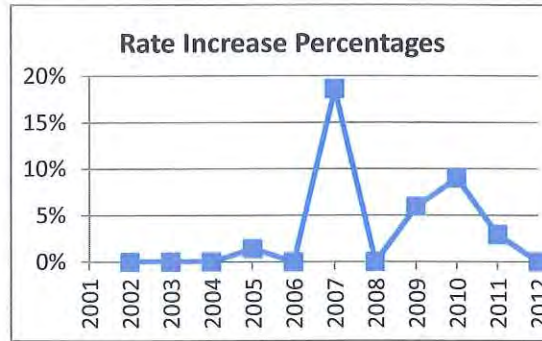
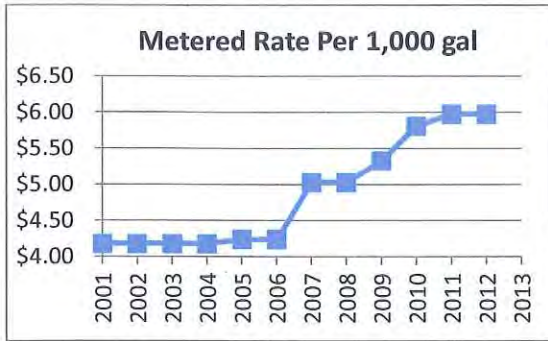
See Notes 6 & 7

Notes:

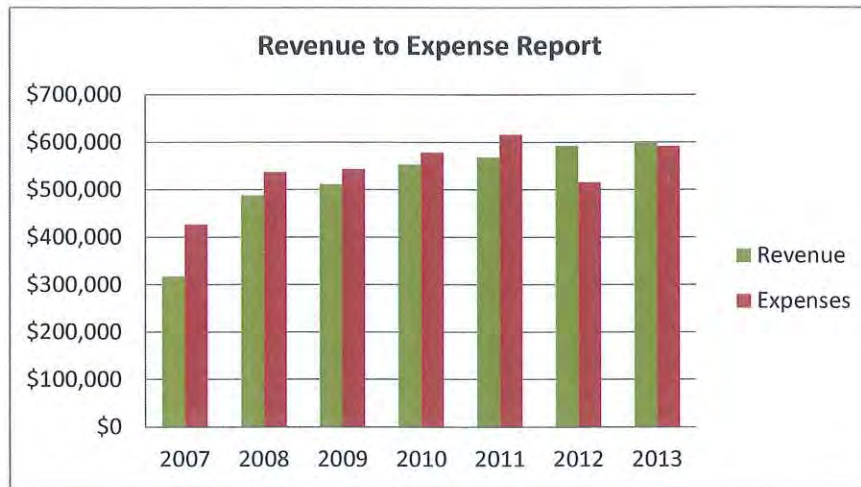
1. **\$565,000** has been transferred from the New User Fund to the O&M Fund between FY2007 & FY2012
This equates to 170% of the annual O&M Fund Budget.
2. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2012
3. 2007 was a 9 month year due to the change to a Charter Township.
4. The Revenue to Expense Report is based on projected numbers for FY 2011 and FY 2013
5. The rates for Lake Edgewood sewer were not increased from 2001 through 2007.
6. Overall revenue is beginning to stabilize and increase
7. The volume treated at the plant increase 3% between 2010 and 2011.
8. The gap between revenue and expenses is closing, due to holding expenses and in house operation

Oak Pointe Sewer

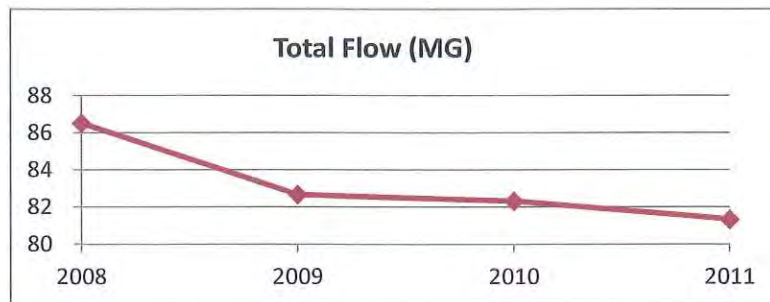
Rate, Flow, and Financial Summary



See Note 5



See Notes 2, 3, 4, & 6



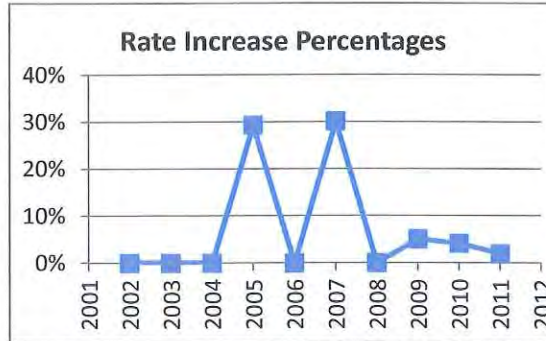
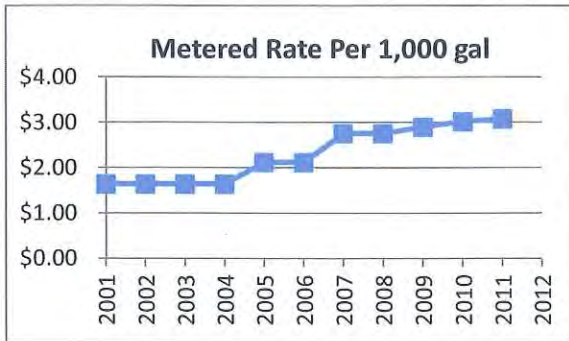
See Notes 6 & 7

Notes:

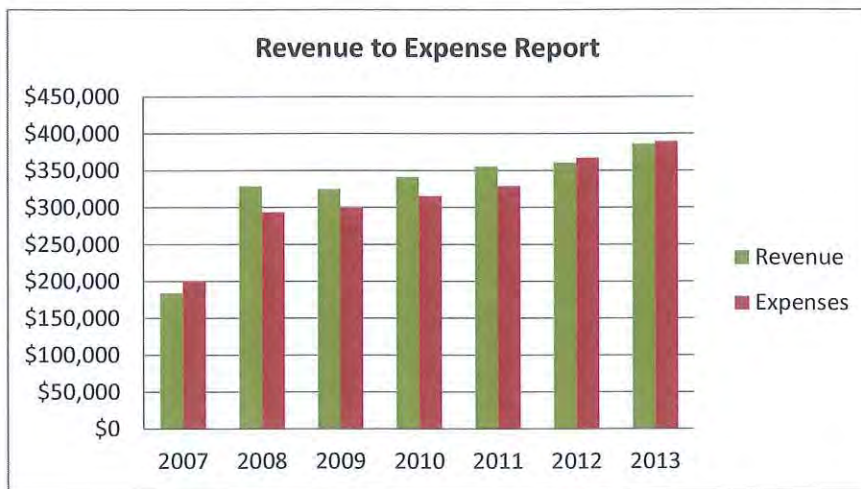
1. **\$273,000** has been transferred from the New User Fund to the O&M Fund between 2007 & 2011
2. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2012.
3. 2007 was a 9 month year due to the change to a Charter Township.
4. The Revenue to Expense Report is based on projected numbers for FY 2012 and FY 2013
The 2013 Budget includes \$25,000 in loan payback and 10,000 reserve fund contribution
5. The rates for Oak Pointe sewer were not increased from 2001 through 2005.
6. Overall revenues have stabilized
7. The volume treated at the plant decreased 6% between 2008 and 2011.
8. The Oak Pointe Sewer System is over **\$250,000** in debt for capital improvements that is now finally being paid back

Oak Pointe Water

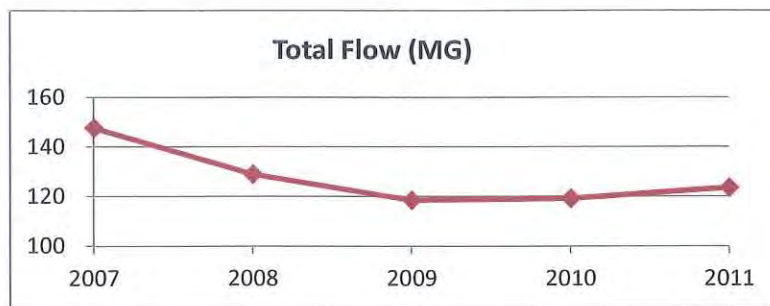
Rate, Flow, and Financial Summary



See Note 4



See Notes 1, 2, 3, & 5



See Notes 5 & 6

Notes:

1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2012.
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2011 and FY 2013.
4. Oak Pointe Water is the only system that has had consistent rate increases and had increases prior to 2007.
5. Overall revenue is stabilizing .
6. The volume produced at the plant decreased 20% between 2007 and 2009, but has stabilized
7. Oak Pointe Water is over **\$1,200,000** in debt for bulk storage improvements that is not being paid back.



MEMO

TO: Honorable Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director

DATE: March 8, 2012

RE: First Amendment to Utility Services Agreement

MANAGER REVIEW: 

.....

For consideration at tonight's Board Meeting is the approval of the First Amendment to the Utility Services Agreement between Genoa Charter Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority. At the February 6th 2011 Genoa Township Board Meeting, the Township approved the 2013 DPW Budget and the revised allocation percentage. These documents were subsequently approved on February 15th by the participating Authorities. This amendment formalizes the incorporation of the new budget and allocation percentage into the Utility Services Agreement. Additionally, this amendment formalizes the establishment of a personnel reserve fund, which provides further financial protection to Genoa Charter Township against claims or liabilities associated with personnel management.

Based on the above summary, please consider the following motion:

Moved by _____, supported by _____ to approve the First Amendment to the Utility Services Agreement between Genoa Charter Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority.

FIRST AMENDMENT

Dated as of April 1, 2012

to

UTILITY SERVICES AGREEMENT

Dated as of February 22, 2011

among

MARION HOWELL OCEOLA AND GENOA SEWER AND WATER AUTHORITY

and

GENOA-OCEOLA SEWER AND WATER AUTHORITY

and

GENOA CHARTER TOWNSHIP

FIRST AMENDMENT TO UTILITY SERVICES AGREEMENT

This First Amendment to Utility Services Agreement (this "First Amendment") is dated as of April 1, 2012 and is entered into among Marion Howell Oceola and Genoa Sewer and Water Authority ("MHOG"), the Genoa-Oceola Sewer and Water Authority ("G-O"), and Genoa Charter Township ("Township").

WHEREAS, the parties hereto previously entered into a Utility Services Agreement regarding sewer and water system operation dated as of February 22, 2011;

WHEREAS, the parties hereto desire to enter into this First Amendment to amend and supplement certain provisions of the Utility Services Agreement; and

WHEREAS, the parties hereto desire this First Amendment to be effective as of the date of this First Amendment;

NOW, THEREFORE, by this First Amendment, the parties hereto amend the Utility Services Agreement as follows:

Section 1.1 Amendment of Section 5.1 of the Utility Services Agreement. Section 5.1 of the Utility Services Agreement is hereby amended effective April 1, 2012 to read as set forth below.

Section 5.1. DPW Fund Budget. During the term of this Agreement, the Township shall maintain a separate DPW Fund Budget (the "DPW Fund Budget") to track revenues and expenses associated with the staff, vehicles, supplies, materials and other expenses required to perform the administrative, operational, maintenance and billing services outlined in this Agreement. The fiscal operating year for the 2012-13 DPW Fund Budget presented in **Exhibit 1** to this amendment is April 1 through March 31st.

This DPW Fund Budget shall be established annually and shall balance. The fund balance in the DPW Fund at the end of each fiscal year shall not exceed \$50,000 following the annual audit of the fund, with the exception of the reserve funds. To the extent that the DPW Fund has a balance of more than \$50,000, then the amount exceeding \$50,000 shall be returned to the parties hereto based on the same allocations on which such funds were paid to the DPW Fund.

The Township auditor shall prepare quarterly budget to actual reports for presentation to System's governing boards on a quarterly basis. Failure to present quarterly reports shall constitute a default of this Agreement.

a. Revenue

Revenue to the DPW Fund shall include receipted funds collected from the billing of additional systems for which full operational services are not performed. These additional systems, for which billing services are provided, and the fees for those

services, are presented in **Exhibit 1** to this agreement. Revenues shall also include receipts from the Systems for providing administrative, operational, and billing services. Finally, revenues will also include interest income and other miscellaneous revenue streams not otherwise described.

b. Expenses

Expenses to the DPW Fund shall include the payments made from the fund for labor costs for Township Utilities Department employees (direct costs, benefits and indirect costs), insurance, taxes, fuel, repairs, vehicle purchases, employee vehicle use, outside consultants, computers, software, equipment, tools and other items required to properly provide the services described in this Agreement, as well as any litigation costs related to employees of the Township Utilities Department or services provided by the Township Utilities Department to the Systems pursuant to this Agreement.

Section 1.2 Amendment to Section 5.2 of the Utility Services Agreement. Section 5.2 of the Utility Services Agreement is hereby amended effective April 1, 2012 to read as follows:

Section 5.2 Calculation of Labor and Equipment Compensation. Beginning on April 1, 2012, and in each subsequent year, the allocation percentage calculation shall be based on the formula presented in **Exhibit 2**. In December of 2012 and in December of each subsequent year, the Utilities Staff will re-evaluate the System allocations based on changes in the number of customers, piping, pump stations, consolidation of systems, as illustrated in the formula. The Utilities Staff will then present the revised allocation to the governing boards of the Systems in January of each year and such revised allocation shall be considered for approval by the governing board of each System prior to the end of February of each year. In the event that the revised allocation is not approved by the governing board of each System as set forth above, then the then current allocation shall remain in effect for the fiscal year beginning on the following April 1.

Section 1.3 Amendment to Section 5.8 of the Utility Services Agreement. Section 5.8 of the Utility Services Agreement is hereby amended effective April 1, 2012 to add Section 5.8.3 as follows:

Section 5.8.3 Personnel Reserve Funds. As part of the DPW Budget, the Township shall maintain a segregated personnel reserve fund. This fund shall be used for unforeseen risks associated with personnel management including un-employment compensation and / or potential lawsuits from dismissal or harassment, or a disability claim. During the initial term of the Agreement, the fund balance in the personnel reserve fund shall not exceed \$50,000.

Section 1.4 Short Title. This amendment shall be known as and may be designated by the short title "First Amendment."

Section 1.5 Definitions. All words and phrases defined in Utility Services Agreement shall have the same meaning in this First Amendment, except as otherwise amended or defined in this First Amendment.

Section 1.6 First Amendment Construed with Utility Services Agreement. All of the provisions of this First Amendment shall be deemed to be construed as part of the Utility Services Agreement to the same extent as if fully set forth therein.

Section 1.7 Utility Services Agreement. Except as amended and supplemented by this First Amendment, the Utility Services Agreement shall remain in full force and effect.

Section 1.8 Execution in Counterparts. This First Amendment may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same instrument.

Section 1.9 Severability. If any section, paragraph, clause or provision of this First Amendment shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this First Amendment.

Section 1.10 Governing Law. This First Amendment shall be construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed and delivered, by their respective duly authorized officers, all as of the date specified above.

MARION, HOWELL, OCEOLA AND GENOA
SEWER AND WATER AUTHORITY

Date: _____

By: William Bamber
Secretary

GENOA-OCEOLA SEWER AND WATER
AUTHORITY

Date: _____

By: Lance Schuhmacher
Secretary

GENOA CHARTER TOWNSHIP

Date: _____

By: Gary McCririe
Its: Supervisor

Exhibit 1
to
First Amendment to Utility Services Agreement

GENOA TOWNSHIP - DPW FUND #503
2013 BUDGET
Exhibit 6 - CONTRACT AMMENDMENT

ACCOUNT#	ACCOUNT DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013
REVENUES			
400	FEES - EXCLUDING OPER LABOR		
401	GENOA TWP. (ENGR. ONLY)	15,000	23,000
402	MARION SEWER (BILLING ONLY)	14,500	14,500
403	PINE CREEK WATER/SEWER (BILLING ONLY)	14,000	14,000
404	LAKE EDGEWOOD WATER (BILLING ONLY)	4,100	4,100
	SUBTOTAL - FEES EXCLUDING OPER LABOR	<u>47,600</u>	<u>55,600</u>
410	FEES - INCLUDING OPER LABOR		
411	OAK POINTE WATER/SEWER	449,030	437,574
412	MHOG WATER	798,461	814,431
413	LAKE EDGEWOOD SEWER	118,773	112,064
415	GENOA/OCEOLA SEWER	495,385	509,910
	SUBTOTAL - FEES INCLUDING OPER LABOR	<u>1,861,649</u>	<u>1,873,979</u>
420	OTHER INCOME	500	500
440	INTEREST INCOME	75	0
	SUBTOTAL - OTHER INCOME	<u>575</u>	<u>500</u>
	TOTAL REVENUE	<u>1,909,824</u>	<u>1,930,079</u>
EXPENDITURES			
600	AUDIT/ACCOUNTING SERVICES	7,000	7,000
601	AUTO/TRUCK EXPENSES		
601.1	ALLOWANCE	2,400	13,200
601.2	GASOLINE	48,000	48,000
601.3	LOAN PAYBACK	64,147	64,147
601.4	REPAIRS/MAINTENANCE	10,000	10,000
	TOTAL AUTO/TRUCK EXPENSES	<u>124,547</u>	<u>135,347</u>
602	ADMINISTRATIVE EXPENSES		
602.1	RECEIPTING	30,000	30,000
602.2	OFFICE RENT & SUPPLY	20,000	20,000
	TOTAL ADMINISTRATIVE EXPENSES	<u>50,000</u>	<u>50,000</u>
603	COMPUTER/SW EXPENSES	15,000	10,000
604	CONFERENCES & DUES	11,500	10,000
606	CONTINGENCY	5,000	5,000
608	EMPLOYER'S PAYROLL TAXES		
608.1	ADMINISTRATION	24,571	21,657
608.2	OPERATORS	69,463	66,283
	TOTAL EMPLOYER'S PAYROLL TAXES	<u>94,034</u>	<u>87,940</u>
612	INSURANCE		
612.1	EMPLOYEES - ADMIN (Health Ins.)	47,956	44,760
612.11	EMPLOYEES - ADMIN (Life, Disability Ins)		3,240
612.12	EMPLOYEES - ADMIN (Workers Comp Ins)		1,843
612.2	EMPLOYEES - OPERATORS (Health Ins.)	271,308	198,640
612.21	EMPLOYEES - OPERATORS (Life, Disability Ins)		18,360
612.22	EMPLOYEES - OPERATORS (Workers Comp Ins)		34,976
612.3	VEHICLES/OTHER	8,000	8,000
	TOTAL INSURANCE	<u>327,264</u>	<u>309,819</u>
613	LEGAL FEES	1,500	1,500
615	CREDIT CARD FEES		10,000
616	EMPLOYEE HEALTH/BACKGROUND/RECRUITING		2,400
617	OFFICE EXPENSES	4,000	4,000
618	OTHER EXPENSES	1,000	1,000
619	POSTAGE & SHIPPING	7,000	7,000
627	RETIREMENT		
627.1	ADMINISTRATION	26,836	27,072
627.2	OPERATORS	78,455	80,329
	TOTAL RETIREMENT	<u>105,291</u>	<u>107,400</u>
630	SALARIES		
630.1	SALARIES - ADMIN	284,863	270,718
630.8	SALARIES - OPERATIONS - STRAIGHT TIME	713,120	742,328
630.91	SALARIES - OPERATIONS - OVERTIME	84,630	86,205
	TOTAL SALARIES - OPERATIONS	<u>797,750</u>	<u>828,533</u>
	TOTAL SALARIES - ADMIN & OPERATIONS	<u>1,082,613</u>	<u>1,099,251</u>
640	SUPPLIES & TOOLS	10,000	5,000
651	TELEPHONE		
652	CUSTOMER LINE	2,000	2,000
653	ANSWERING SERVICE	2,700	2,700
654	MOBILE PHONES	16,200	18,000
	TOTAL TELEPHONE	<u>20,900</u>	<u>22,700</u>
700	TRANSFERS TO EQUIPMENT RESERVES	30,000	30,000
701	TRANSFERS TO PERSONNEL RESERVES		10,000
705	UNIFORMS & PROTECTIVE CLOTHING	12,600	15,000
	TOTAL EXPENDITURES	<u>1,909,249</u>	<u>1,930,357</u>
	CHANGE IN FUND BALANCE	575	(278)
	BEGINNING FUND BALANCE - 4/1/11	59,664	118,728
	FUND BALANCE BEFORE DISTRIBUTIONS	60,239	118,450
	DISTRIBUTIONS TO WATER/SEWER DISTRICTS	0	(68,450)
	ENDING FUND BALANCE AFTER DISTRIBUTIONS	<u>60,239</u>	<u>50,000</u>

Notes:
 = New Budget Line Item
 = Decrease from Previous Year Budget
 = Increase from Previous Year Budget

**Exhibit 2 to First Ammendment
2012 System Labor Equipment Percentage Calculation**

System	Customers	%	Mile of Pipe	%	Avg. Daily Flow (10/1/10 - 9/30/11)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps & Hydrants	%	Total Avg.
MHOG	4,250	39.54%	125	45.29%	1,320,000	45.39%	7	31.67%	8	36.36%	\$2,019,550	40.44%	1,411	65.51%	43.46%
Genoa-Oceola	4,029	37.48%	90	32.61%	910,000	31.29%	7.1	32.13%	4	18.18%	\$1,723,001	34.50%	92	4.27%	27.21%
Oak Pointe Sewer	1,221	11.36%	34	12.32%	212,000	7.29%	2	9.05%	4	18.18%	\$567,201	11.36%	417	19.36%	12.70%
Oak Pointe Water	827	7.69%	15	5.43%	329,000	11.31%	5	22.62%	3	13.64%	\$351,560	7.04%	146	6.78%	10.65%
Lake Edgewood	422	3.93%	12	4.35%	137,000	4.71%	1	4.52%	3	13.64%	\$332,335	6.66%	88	4.09%	5.98%
Total	10,749	100.00%	276	100.00%	2,908,000	100.00%	22.1	100.00%	22	100.00%	\$4,993,647	100.00%	2,154	100.00%	100.00%

System	Existing Allocation %	Calculated	Difference
MHOG	42.89%	43.46%	0.57%
Genoa-Oceola	26.61%	27.21%	0.60%
Oak Pointe Sewer	13.63%	12.70%	-0.93%
Oak Pointe Water	10.49%	10.65%	0.16%
Lake Edgewood	6.38%	5.98%	-0.40%

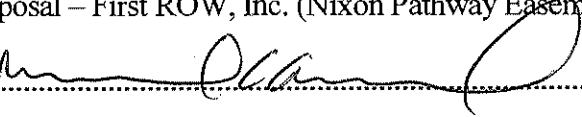
Billing Accounts Only

System	Customers
Marion Sewer	727
Lake Edgewood Water	200
Pine Creek Wtr & Swr	350



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

To: Genoa Township Board
From: Kelly VanMarter, Planning Director
Date: March 16, 2012
Re: Proposal – First ROW, Inc. (Nixon Pathway Easement Acquisition)

Manager Review: 
.....

Dear Officials and Trustees,

Attached, please find a proposal from First ROW, Inc., to assist in easement acquisition for the Nixon Road non-motorized pathway project. The proposed pathway has been designed and the draft plans are attached hereto for your reference. It is estimated that easement and/or grading rights will be required from approximately 12 property owners. A spreadsheet indicating property owners and rights required is also included within this package.

The Township used the services of First ROW, Inc. with great success on the acquisition of the rights needed for the interchange project. The company is familiar with the area and has established positive relationships with Township staff, local agency officials and most importantly, the existing property owners from whom additional rights are needed.

The proposal is based on a flat rate per parcel acquisition fee of \$1,200.00. There are currently 12 parcels from which easement rights are needed for a potential total cost of \$14,400. Staff recommends approval of the proposal and suggests consideration of the following action:

Moved by _____, supported by _____ to approve the proposal and authorize First ROW, Inc. to assist in the acquisition of pathway easements and temporary grading approvals for the Nixon Road Non-Motorized Pathway project.

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

Sincerely,



Kelly VanMarter
Planning Director

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Steven Wildman

**Genoa Township
Nixon Road Multi-Use Path Project
First ROW, Inc.**

COST QUOTATION & DESCRIPTION FOR ACQUISITION SERVICES (2-15-12)

FUNCTION

COST

Acquisition of Permanent Easement:

\$1,200 per parcel

"Out of Scope" work

(if needed: i.e. local nursery estimate, public hearings, relocation assistance, variance/setback assistance, orchestration of hiring appraiser(s), court preparation, depositions, testimony)

\$60/hour

ALL ABOVE PRICES INCLUDE EXPENSES

DESCRIPTION OF SERVICES:

If a parcel requires multiple acquisitions, only one charge is assessed. If a parcel requires an Easement along with a Temporary Grading Permit & Permit To Grade Drive, only one charge will be assessed (\$1,200.)

If adjacent parcels share the same parties of interest and the acquisitions are the same, First ROW will charge for ONE parcel instead of TWO. (ie: John and Jane Smith own adjacent properties with the same Highest and Best Use, and we are acquiring the identical property rights of two easements. First ROW would charge \$1,200, not \$2,400).

First ROW will perform the real estate functions in accordance with the Uniform Condemnation Procedures Act (Act 87) and any other applicable city, state and federal laws, procedures and regulations.

If the Agency doesn't have their own acquisition forms, we can provide the Agency and/or its attorney with acquisition forms approved for use by MDOT. These may include: Good Faith Offer Letter, Valuation Statement, Permanent Easement, Temporary Grading Permit, Permit to Grade Drive, Relocation Eligibility Notice.

Project status of the acquisition progress will be provided.

Initial personal contact is made with all property owners unless extenuating circumstances (out of state owner).

Explain project plans and project schedule to property owners. Verify ownership with title commitment.

Minimum of three follow-up contacts with property owners and other interested parties to secure signatures required on documents deemed necessary by the Client to perfect its rights. Other interested parties may include lessees, tenants, holder of dower rights, mortgage companies, etc.

Obtain copies of all documents in recordable form when required to record same, related to divorce, death, leases, etc., necessary to perfect the Client's rights.

Provide a completed parcel package for each acquisition that will include the required signed documents along with a memorandum of negotiations for each, listing the dates of contacts and calls made and a summary of those conversations.

Signed W-9s will be obtained.

Work directly with engineering firm, Agency staff and Agency's attorney (if needed) on questions/concerns related to the proposed right of way.

Whenever possible, share potential efficiencies in the acquisition process with the client.

For those properties that may require an "Administrative Settlement" a letter of justification can be provided.

NOTES:

Invoices will be forwarded for payment at the end of the month for completed functions.

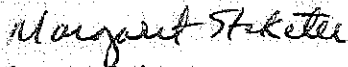
A parcel is considered complete when all necessary signatures have been obtained or when the parcel package is forwarded for further action by the Township and/or its attorney (condemnation).

If a parcel is deleted from the design after the offer has been made, a charge of \$60/hr not to exceed its per parcel price will be assessed.

First ROW, Inc assumes that Title, Legal Descriptions, Sketches, Plans and Market Study are being prepared and provided by others.

Thank you for this opportunity to submit this proposal.

Kind Regards,



Margaret Stekettee
President, First ROW, Inc.

First ROW Quick Facts (updated 2-15-12)

(For more information, please check out the website: FirstROWinfo.com)

Owner, Margaret Steketee, has over 24 years of experience in Right-Of-Way field, including 14 years employed by MDOT. At MDOT: ½ career in condemnation unit and ½ career working on M-6/SouthBeltline-20 miles limited access freeway with acquisition of 800 parcels

I have:

Testified as an expert witness in Macomb County & Kent County Circuit Court and in the Lansing Administrative Law Court.

Given Act 87 presentations

Worked on 1996 changes to Act 87

Given IRWA presentations

Planned and moderated appraisal/condemnation seminars that qualified for con-ed credits

Organized the Division's first ever mock trial for the M-59 project in Macomb County

Public meeting presentations for MDOT & clients

Broker & Appraiser licenses, Notary, GRAR member, IRWA member, U of M BBA

Trained others in right-of-way while employed at MDOT.

Trained others as part of ROW contract (KCRC)

First ROW since June 2002:

900 + acquisitions (STATEWIDE urban & rural projects for: fee takes, water & sewer easements, highway easements, sidewalk easements, bike path easements, avigation easements, temporary grading permits, right-of-entries, special assessment districts.

40 relocations:

100 appraisals (B&A, VPT, Market Studies)

95 reviews

150 residential inspections for drainage conditions

Over 70 individual projects, 80% of which have been with state/federal funds. First ROW has kept Agencies in compliance with state/fed rules & regs & laws for ROW.

Certified as a WBE with the City of Grand Rapids

Certified as a DBE with MDOT

**FIRST ROW, INC.
REFERENCES**

Teresa Vanis
Local Public Agency Coordinator
Michigan Department of Transportation
Real Estate Division
425 W. Ottawa Street
Lansing, MI 48909
(517) 373-4135

Blair Dyer
Superintendent Manager
Arenac County Road Commission
116 Bridge Street
Omer, MI. 48749
(989) 653-2411

Myron Frierson
Director Bureau of Finance & Administration
Michigan Department of Transportation
425 W Ottawa Street
P O Box 30050
Lansing, MI 48909
(517) 373-2117

Kelly Van Marter
Planning Director
Genoa Charter Township
2911 Dorr Road
Brighton, MI.
(810)224-5823

Jon Rice
Managing Director
Kent County Road Commission
1500 Scribner, NW
Grand Rapids, MI 49504
(616) 242-6900

Susan Brockmann
Clerk
Township of Bruce
223 East Gates Street
Romeo, MI. 48065
(586) 752-4585

Theodore Schoenherr
Director of Public Works
Charter Township of Shelby
6333 23 Mile Road
Shelby Township, MI 48316
(586) 726-7272

Lawrence Dloski
Seibert and Dloski
19500 Hall Road, Suite 101
Clinton Township, MI 48038
(586) 469-3800

Forest "Chip" Kraus
Property Specialist
Airports Division
Michigan Department of Transportation
2700 East Airport Service Drive
Lansing, MI 48906
(517) 335-9755

Gerry Wangelin
Superintendent
Macomb Township Water and Sewer Department
Macomb, MI 48042
(586) 598-0687

Scott Smith
Clark Hill
200 Ottawa Ave NW, Suite 500
Grand Rapids, MI 49503
(616) 608-1109

Kelly Ramirez
Project Delivery Specialist
Michigan Department of Transportation
Lansing, MI 48909
(517) 373-3568

Christine Barfuss
City of Grand Rapids
300 Monroe Avenue NW
Grand Rapids, MI 49503
(616) 456-3842

Jim Van Tiflin
Spalding DeDecker Associates, Inc.
905 South Boulevard East
Rochester Hills, MI. 48307
(248) 844-5400

Peter Kelly
Oceana County Airport
1805 Baseline Road
Shelby, MI 49455
(231) 742-0210

Robert Buchanan
Law Weathers & Richardson
333 Bridge Street NW, Suite 800
Grand Rapids, MI 49504
(616) 732-1743

Lyle Winn
Anderson, Eckstein and Westrick, Inc.
51201 Schoenherr Road
Shelby Township, MI 48315
(586) 726-1234

Matthew Quinn
Gabe, Quinn & Seymour
1026 West Eleven Mile Road
Royal Oak, MI 48067
(248) 399-9703

Brian Dissette
City of South Haven
City Manager
539 Phoenix Street
South Haven, MI 49090
(269) 637-0750

Bradley Lamberg
Managing Director
Barry County Road Commission
1725 W. M-43 Hwy
Hastings, MI. 49508
(269) 945-3449

First ROW, Inc.
Margaret A. Stekete
1624 Seminole Rd SE
East Grand Rapids, MI 49506
(616) 560-4088 ph (616)452-1608 fax
Website: FirstROWinfo.com

WORK EXPERIENCE

First ROW, Inc.

8/02 – Present Owner/President

Formed my own company, specializing in real estate acquisition services for public agencies. Real estate services include but are not limited to the following: conducting preliminary interviews, writing appraisal problems, preparing appraisal reports and market studies, reviewing appraisals, acquiring right of way, relocating owners and tenants, relocation plans and overall project management. Contracts have included rural and urban projects throughout Michigan. Acquired over 800 fee takes, permanent easements and temporary grading permits for state highways, local roads, airports, municipal utilities, sidewalks and bike paths. Relocated over 40 families. Testified in Circuit Court and at an Administrative Law Hearing. First ROW, Inc. is certified as a Disadvantaged Business Enterprise (DBE) by the Michigan Department of Transportation in the work classifications of Real Estate Consulting, Acquisition, Relocation and Appraisal.

Michigan Department of Transportation – Real Estate Division

7/97 – 8/02 Project Supervisor, M-6

Supervisor of all real estate activities related to the acquisition of property for the M-6/South Beltline project in Kent and Ottawa Counties. The majority of the 800 parcels on this 20 mile project were purchased in one year. Every letting date was met, right-of-way costs were millions below the real estate estimate and the condemnation rate was less than five percent. As a working supervisor, I negotiated the larger business parcels. The staff I supervised numbered from five to eleven along with a multitude of contractors. The M-6 team was responsible for implementing many Departmental innovations including signing and moving incentives for owners, partnering with property owners in selecting an appraiser & master demolition contracts.

8/92 – 7/97

Condemnation Supervisor

Responsible for coordinating all condemnation actions with the Office of Attorney General and the Real Estate Division, a program averaging 25 million annually in payout. Directed condemnation staff assignments for over one hundred cases per year. Special projects included: the Department's Act 87 legislative effort, presentations regarding Act 87, facilitated and organized joint litigation/appraisal seminars that were approved by the Appraisal Board for con ed credits, orchestrated new approaches to making Good Faith Offers and implemented a successful litigation team golf outing to promote esprit de corps. Winner of the 1997 MDOT Director's Award.

8/90 – 8/92

Assistant Condemnation Supervisor

Coordinated condemnation activities. Liaison between the Real Estate Division and the Office of the Attorney General.

10/89 – 8/90

Staff Appraiser

Appraised and reviewed parcels of land for Department purposes. Authored market studies.

9/88 – 10/89

Acquisition Agent

Negotiated the purchase of parcels needed for highway projects. Provided relocation services, prepared relocation plans, conducted preliminary interviews and participated in public hearings.

First Federal of Michigan

5/86 – 9/87 Residential Staff Appraiser, Southeast Michigan

McKinley Properties

9/82- 5/86 Resident Manager, Park Place Apartments, Ann Arbor, Michigan

Ingersoll-Rand Company

6/80 – 7/82 District Sales Manager, Proto Hand Tool Division, Memphis, Tennessee

EDUCATION

1976 – 1980

University of Michigan – Ann Arbor, Michigan Bachelor of Business Administration 1980
Various classes through the Appraisal Institute, IRWA, Federal Highways, Civil Service, MDOT, Assessor Board

PROFESSIONAL LICENSES

Michigan Licensed Real Estate Broker #6501312204 (First ROW, Inc.)
Michigan Licensed Real Estate Associate Broker #6502138811 (Margaret Ann Stekete)
Michigan Licensed Certified General Appraiser #1201001439 (Margaret Ann Stekete)
Grand Rapids Association of Realtors member
International Right of Way Association member
Notary Public

Jay Charles Du Bois
d/b/a DuBois Right of Way Acquisition Services
6132 Balfour, Lansing, Michigan 48911
Phone: (517) 393-5438

WORK EXPERIENCE

08/1999 to Present

Independent Contractor for the State of Michigan #2000-224 Status: ACTIVE

Independent Consultant for all local and state agency's requiring right of way acquisition and relocation services following all state and federal requirements.

Scope of services include but not limited to the following acquisition, title, legal descriptions, relocation services, closings, preliminary interviews, appraisal coordination, condemnation procedures, planning, strategy for right of way activity, training and all related services to the acquisition process.

Worked for Eaton County, Michigan as their real estate person. Through Engineer Blair Ballou Sumpter Township, Mi Acquisition contract for real estate services with Keith Uutinen
Macomb County Road Commission contract for real estate services with Gary Bowman

Subcontracted with **J.C.K. and Associates**, 45650 Grand River Ave., Novi, Michigan 48374; acquired Right-of-Way and provided relocation assistance for the US-131 Cadillac-Manton By-Pass.

Jobs contracted with DuBois Acquisition Services include the following road commissions: Arenac, Barry, Eaton, Kalamazoo, Macomb, Van Buren, Kent and Tuscola (see below) The following engineering firms also have contracted with DuBois Acquisition Services to negotiate right of way for various clients including: DLZ, Inc., URS Corporation, Wade Trim, JCK and Associates, Spalding DeDecker, Hubbell Roth and Clark, Parsons Brincherhoff, Giffels Webster, R.S. Scott, Metco Services, Prein & Newhof and Wilcox Engineering.

Margaret Steketee President of **First Row, Inc.**, and DuBois Acquisition Services has teamed up on various projects through numerous engineering firms on the following projects:

Purchased houses and relocated owners and tenants for the Kent County Road Commission 44th street Grand Rapids, Mi.

Sidewalk easements for Division Street in Grand Rapids.

Purchased sewer easements in Shelby and Macomb Townships

Purchased property and relocated tenants for proposed Brownfield re-development for the City of Grand Haven, Michigan

Purchased property for the City's of Walker and Grand Rapids, Michigan on M-45, M-11 and Breton Avenue, Hall Street, Fuller Street road projects.

Purchased houses and relocated tenants as part of a park expansion project for the City of Grand Rapids.

First Row has also teamed up with DuBois on various projects as needed and listed below.

The following is a list of past completed projects for various Clients and engineering firms
Eaton County road infrastructure for new GM plant Cretz, Canal, Millet Roads etc
Hale Michigan acquired easements for the Michigan Dept of Transportation
City of South Haven Acquired road easements for Baseline road
City of Grand Rapids Title and legal descriptions and acquisition of Sidewalk easements
City of Grand Rapids Wealthy Street sidewalk easements

Shelby Township 23 Mile road commercial sewer easements
Sumpter Township for JCK Associates Acquiring 30 sewer easements
City of Grand Rapids Wealthy Street
Metco Engineering Company for Sumpter Township Watermain Easements Baseline Road
Hall Street in Grand Rapids
Elro Corporation sewer easements 24 Mile Road Macomb Township
Metco Services for Sumpter Township Sewer and Watermain projects
Tuscola County Road Commission (Dodge Road) 30 parcels
Bike Path Easements for Kent County Parks Department
JCK and Associates Lyon Township Sewer and Watermain projects
DLZ 9th Street Widening Kalamazoo Road Commission
URS Corporation 35th Street Kalamazoo Road Commission
City of Grand Rapids Knapp Street
City of Grand Rapids Middleboro Drain
Tuscola County Road Commission East Dayton Road Project relocation
URS Corporation Mosel Street
Metco Sevices Rawsonville Road, Clay Road, Elwell Road Water main and sewer projects
Barry County Road Commission Finkbeiner Road
DLZ Casino Road Improvements Battle Creek
Lyon Township Pontiac Trail Improvements
New Haven Schools Water main Project Spalding DeDecker
Sewer and Drain Surveys City of Grand Rapids Hubbell, Roth and Clark Engineering

Presently working on the following projects

Macomb County Road Commission Various Projects as needed
Sumpter Township Metco Services Various Projects as needed
DLZ Engineering Federal Transit Authority Acquiring Property for new Bus Station
Arenac County Road Commission (Worth Road)
Allegan City Airport
City of North Muskegon Road Project

10/1998 to 08/1999

Commonwealth Associates, Incorporated., P.O. Box 1124, Jackson, Michigan 49204-1124
Served as Project Manager in Grand Rapids, Michigan. Acquired 110 Manufactured Homes and relocated owners. This included the supervision and training of three office personnel.
Acquired several parcels for the Lenawee County Airport
Acquisition and Relocation for the Lapeer County Road Commission

12/1966 To 03/1997 **Michigan Department of Transportation**

Thirty years with the Michigan Department of Transportation with experience in all aspects of Right-of-Way acquisition including negotiation, title work, surveys, relocation, legal description preparation, and relocation assistance. Also experience in property disposal. Special Acquisition Billboards and contaminated Silos. Special relocation assignment Mini-Storage business relocating tenants and owners personal property.

EDUCATION

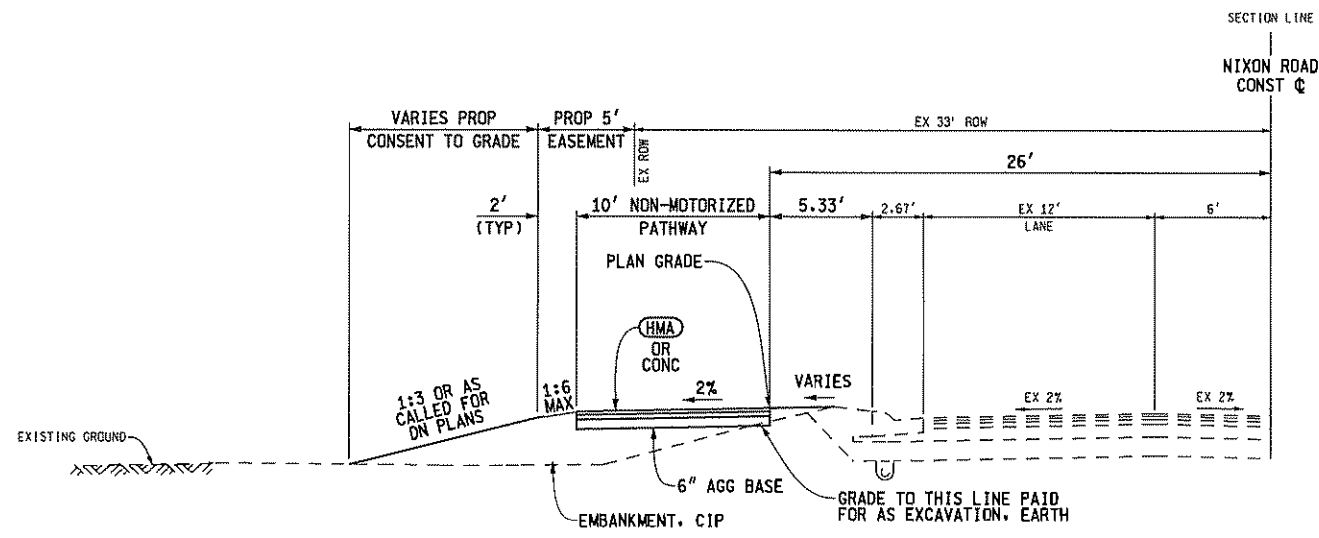
Real Estate Institute I and II, Real Estate Law, Civil Rights, Broker Preparation at the Holloway Real Estate Institute.
Real Estate Appraisal I, Society of Real Estate Appraisal, Principals of Right of Way Engineering, Acquisition, Appraisal, and Real Estate Law by the International Right of Way Association.
Expert Witness Class

PROFESSIONAL LICENSES

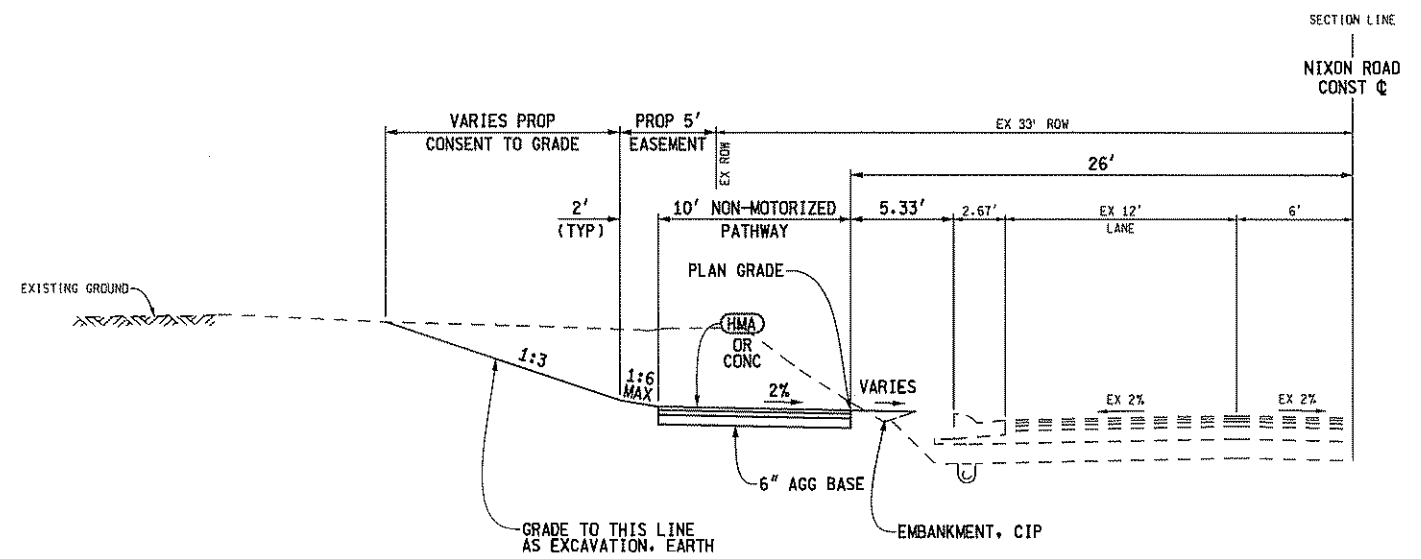
Michigan Brokers License #6501263833 Status: ACTIVE
Notary Public ACTIVE

NIXON ROAD MULTI-MODAL PATHWAY

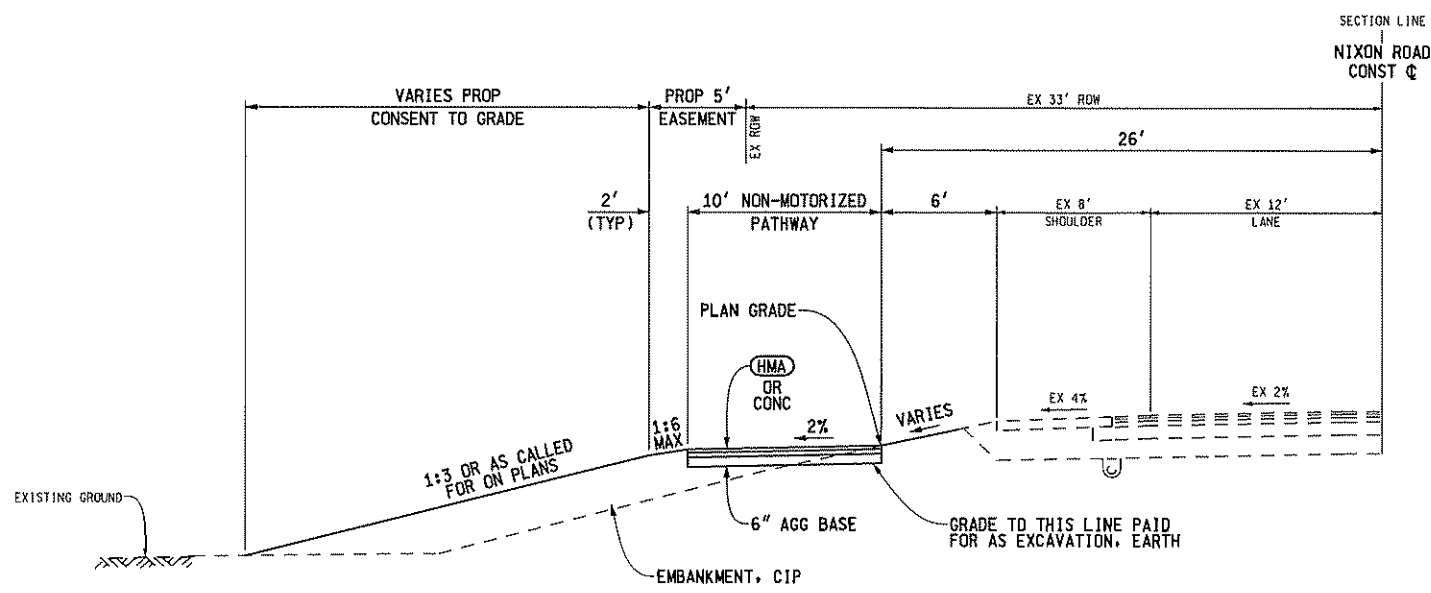
NO.	TAX CODE	OWNERSHIP	PROPERTY ADDRESS	OWNER ADDRESS	EASEMENT	CONSENT	FIRSTROW FEE	STATUS
001	11-17-400-005	Scott Custer	2662 Nixon Road		5'	10'	\$ 1,200.00	
002	11-17-200-003	Leo & Brenda Nicholas	2290 Nixon Road		15'	5'	\$ 1,200.00	
003	11-08-400-020	Latson Partners, LLC	1882 Nixon Road	25900 West 11 Mile Road, Ste. 250, Southfield, MI 48034	12'	8' & 20'	\$ 1,200.00	
241								
242	11-08-400-006	Latson Partners, LLC	1896 Nixon Road	25900 West 11 Mile Road, Ste. 250, Southfield, MI 48034	12'	8'	\$ 1,200.00	
243	11-08-400-004	Latson Partners, LLC	1908 Nixon Road	25900 West 11 Mile Road, Ste. 250, Southfield, MI 48034	12'	8'	\$ 1,200.00	
247	11-08-400-016	First National Bank of Howell (foreclosure)	1990 Nixon Road	101 E. Grand River, Howell, MI 48843	25'		\$ 1,200.00	
248	11-14-200-004	Charles G. & Lois Latson Trust	3684 Beck Road	1754 S. Fowlerville, Fowlerville, MI 48836	5' & 15'	10' & 20'	\$ 1,200.00	
250	11-14-200-002	FTAG Investments	Vacant	22777 Harper Ave., Ste. 302, St. Clair Shores, MI 48080	15'	5'	\$ 1,200.00	
253	11-17-200-001	Shawn & Rosemarie Shull	2482 Nixon		13'	5'	\$ 1,200.00	
254	11-17-400-009	Bruce & Beth Baker	2510 Nixon		13'	10'	\$1,200.00	
256	11-17-400-010	Stephen Vitous	2592 Nixon		5'	10'	\$1,200.00	
289	11-17-400-007	LH & M, LLC	Vacant	12912 Leisure, Warren, MI 48088	5'	10 & 15'	\$ 1,200.00	
							\$ 14,400.00	



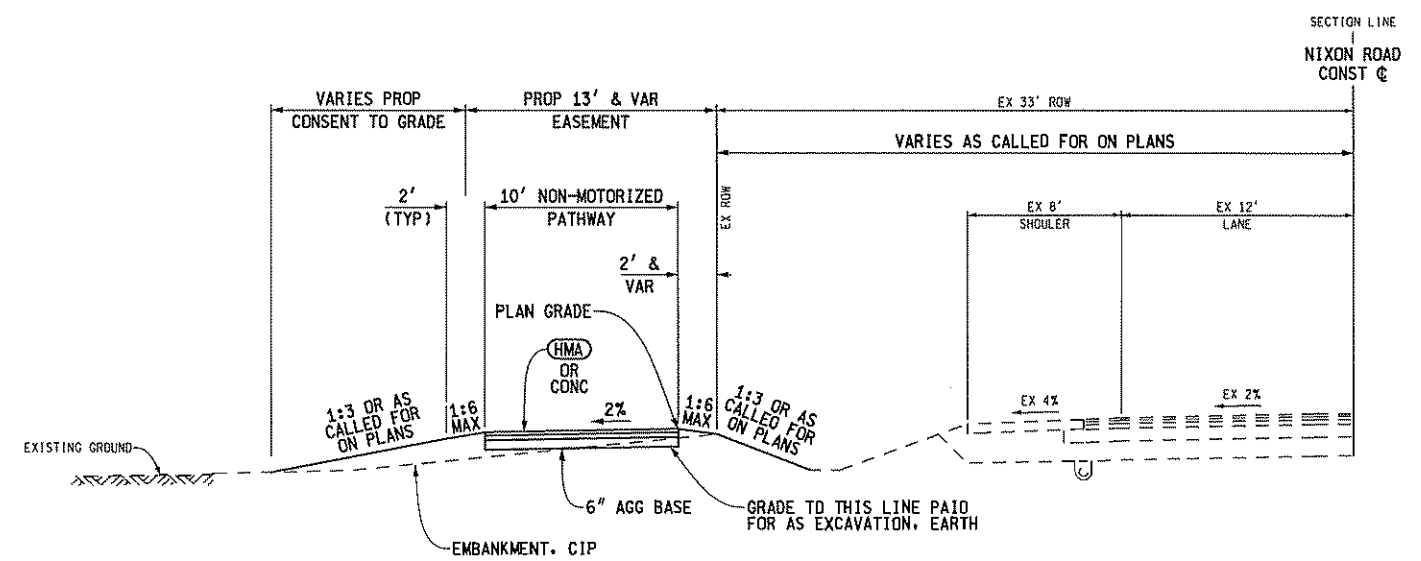
FILL SECTION WITH
NIXON ROAD CURB & GUTTER
TO APPLY:



CUT SECTION WITH
NIXON ROAD CURB & GUTTER
TO APPLY:



FILL SECTION WITH
NIXON RD (NO DITCH)
TO APPLY:

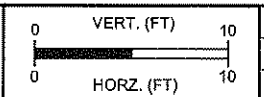


FILL SECTION WITH
NIXON RD (DITCH)
TO APPLY:

AS-LET PLAN REVISIONS						
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116



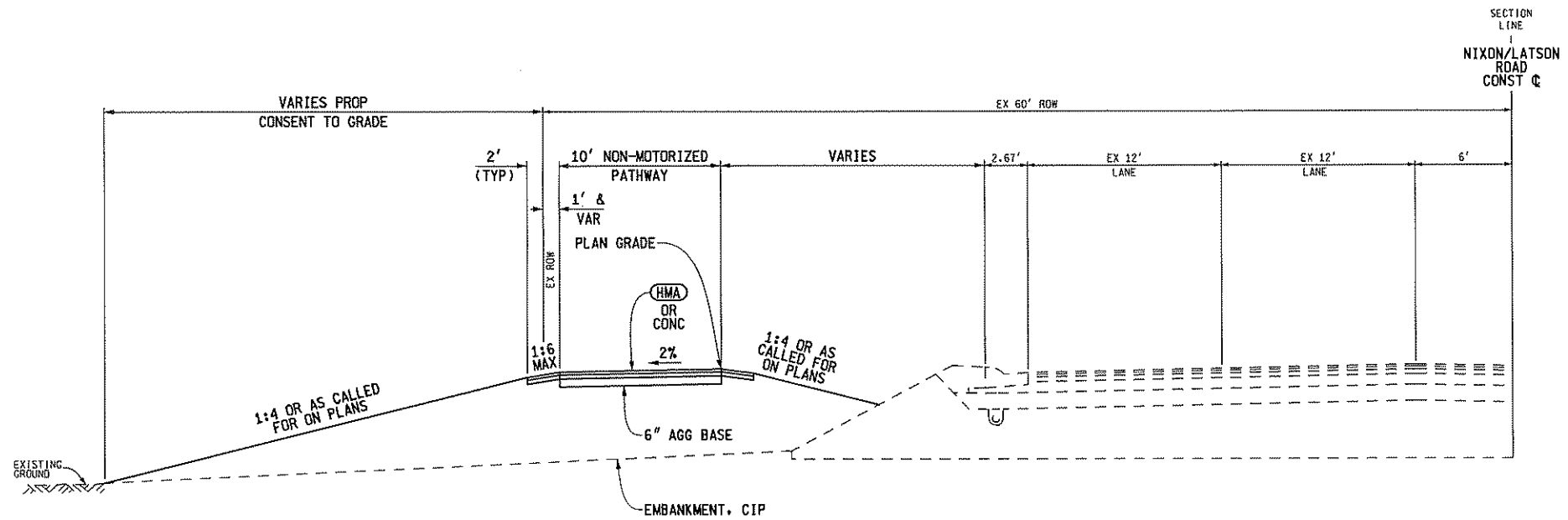
FILE: PATHWAY TYP001.dgn

DATE: 01/18/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

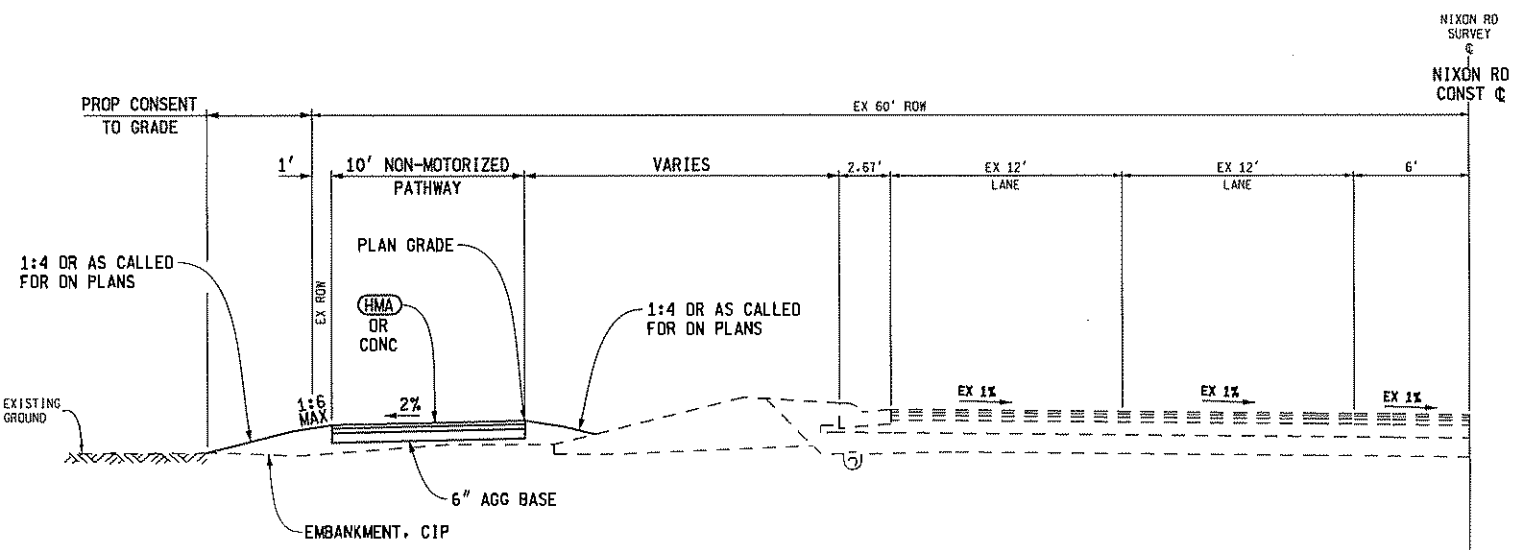
CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
TYPICAL CROSS SECTION

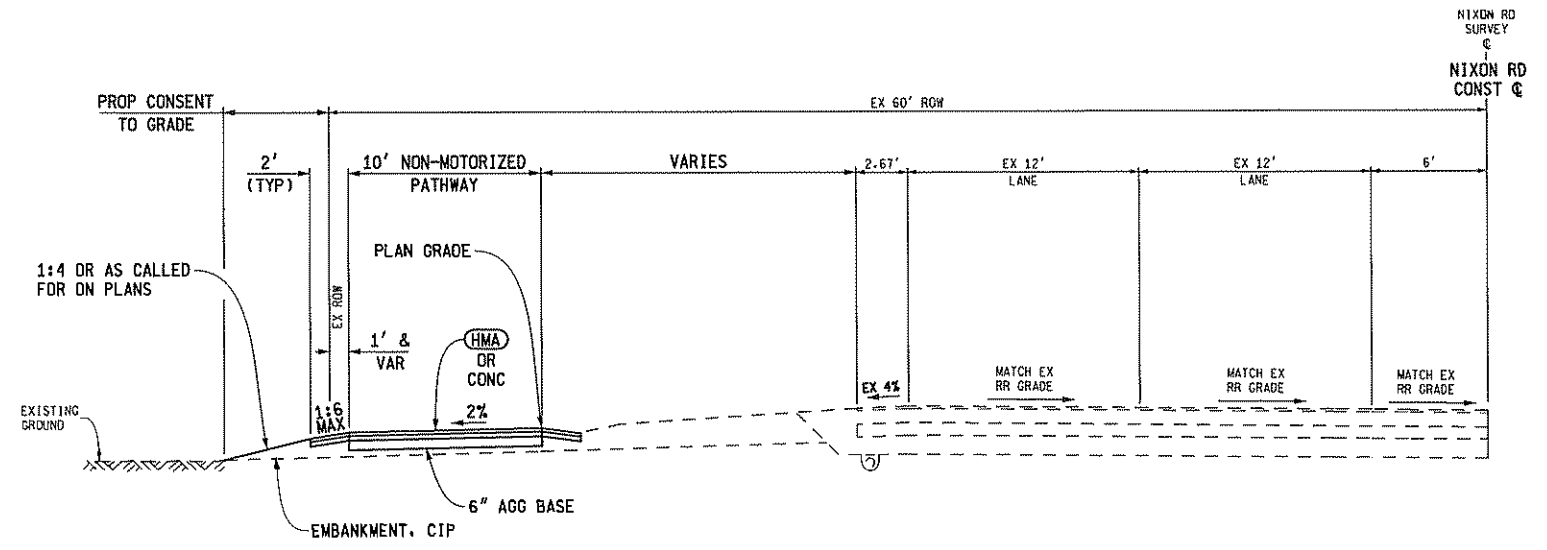
DRAWING SHEET
2



NIXON/LATSON TYPICAL 4
NIXON/LATSON RD 3-5 LANE NORMAL CROWN HMA



NIXON RD 5 LANE NDRMAL CROWN
APPLIES FROM STA 291+49 TO STA 292+77
APPLIES FROM STA 293+46 TO STA 294+97

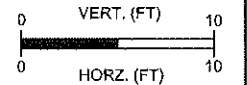


NIXON RD 5 LANE RAILROAD APPROACH
APPLIES FROM STA 292+77 TO STA 293+46

AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116



FILE: PATHWAY TYP002.dgn

DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
TYPICAL CROSS SECTION

DRAWING SHEET
3

THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2003 STANDARD SPECIFICATIONS FOR CONSTRUCTION, AASHTO GUIDE FOR THE DEVELOPMENT OF BICYCLE FACILITIES 1999 EDITION,

WORK SHALL BE DONE IN ACCORDANCE WITH THE 2011 MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

GENOA CHARTER TOWNSHIP

LIVINGSTON COUNTY



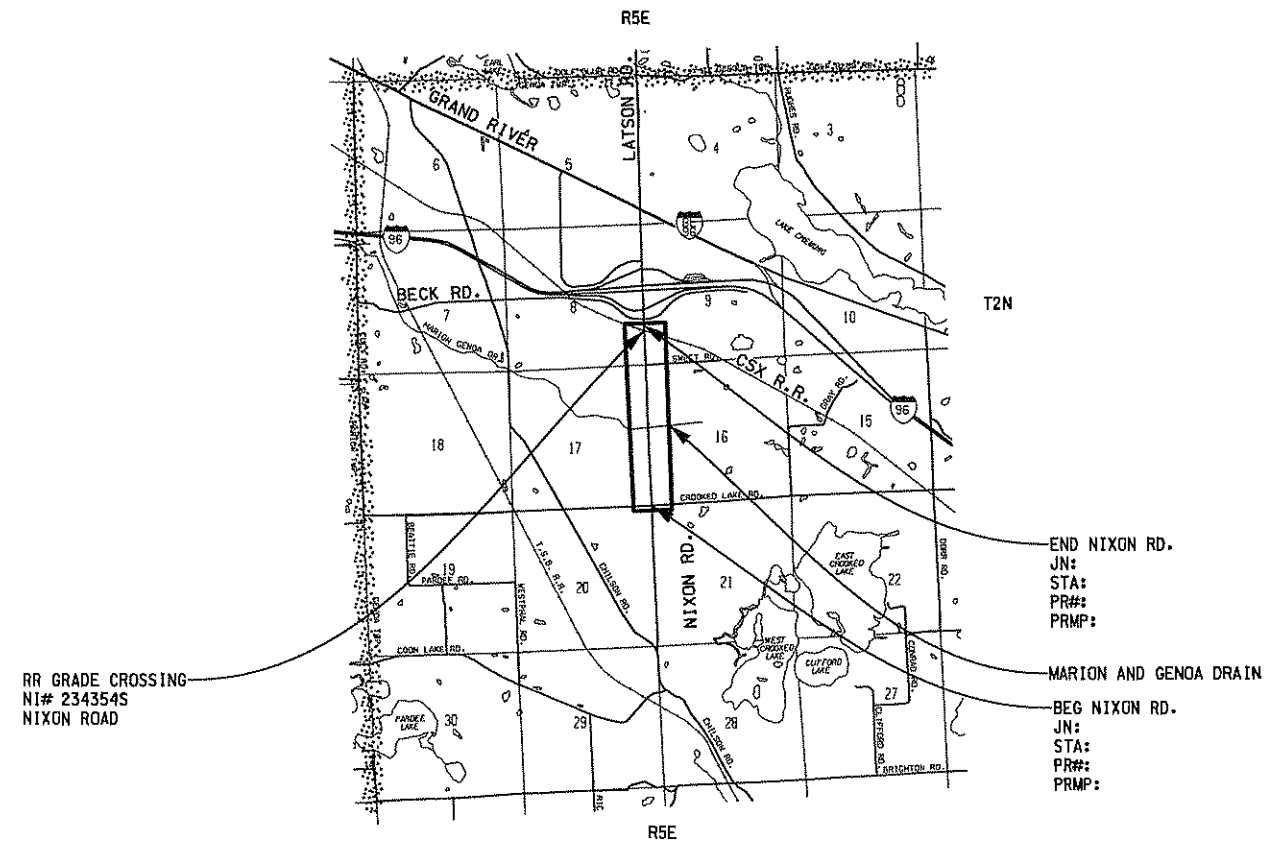
TRAFFIC DATA		SPEED DATA		20 YR PAVT DESIGN			
ROAD	YEAR	A.D.T.	D.H.V.	COMM. DESIGN	POSTED TYPE	ESAL	LOCATION

			FEDERAL	
PART	CONTROL SEC	JOB NO.	PROJECT	ITEM

CS:
JN:

TITLE SHEET LEGEND

PROPOSED PROJECT	=====
EXISTING ROADS	=====
PAVED	=====
SECTION LINE	-----
TOWNSHIP LINE
COUNTY LINE
CITY OR VILLAGE LIMITS
RAILROADS	-----
DETOUR ROUTE	=====



THESE PLANS WERE PREPARED FOR THE MICHIGAN DEPARTMENT OF TRANSPORTATION BY

ANTHONY INGLE, P.E. - PROJECT MANAGER _____ DATE _____

RS ENGINEERING, LLC
915 CENTENNIAL WAY, SUITE 380
LANSING, MICHIGAN 48917
517-908-0877

APPROVALS

RECOMMENDED FOR APPROVAL BY: _____

RECOMMENDED FOR APPROVAL BY: _____

GENOA CHARTER TOWNSHIP

APPROVED BY: _____ DATE _____

1.300 MILES
CONTRACT FOR:
NON-MOTORIZED PATHWAY, CLEARING, GRADING, DRAINAGE.

THE CONTRACTOR SHALL NOTIFY MISS DIG 1(800) 482-7171. A MINIMUM OF THREE WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION IN THE AREA OF THE WORK. LOCATION OF UTILITIES OR OTHER STRUCTURES SHOWN ON THE PLANS ARE TAKEN FROM UTILITY COMPANY OR OTHER RECORDS BELIEVED TO BE RELIABLE. THE OWNER AND ENGINEER ARE NOT RESPONSIBLE FOR ANY OMISSIONS OR VARIATIONS IN THE LOCATION OF THE UTILITIES ENCOUNTERED IN THE WORK.

AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116

NO SCALE

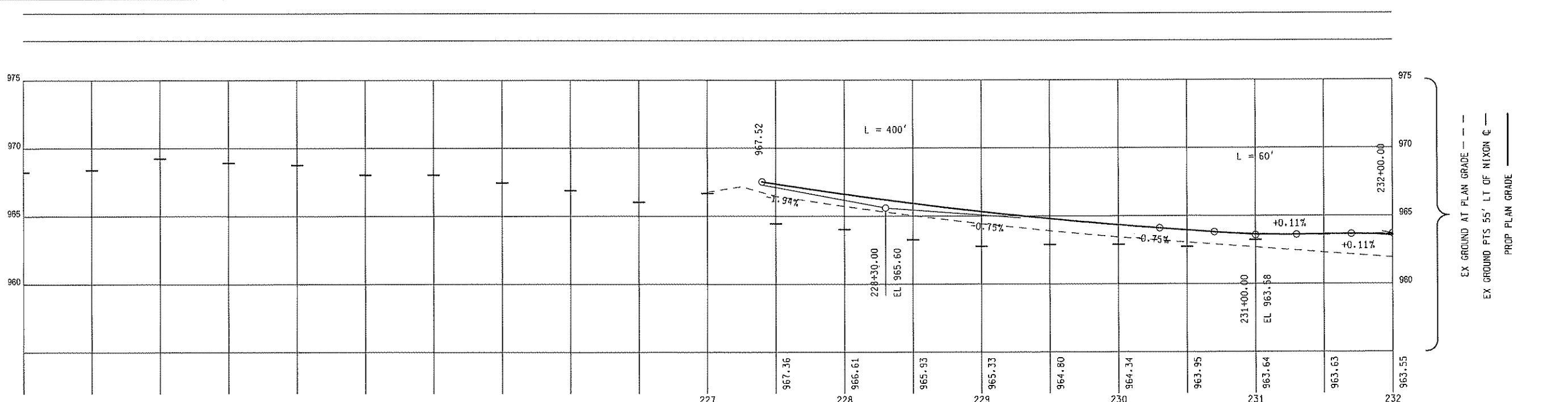
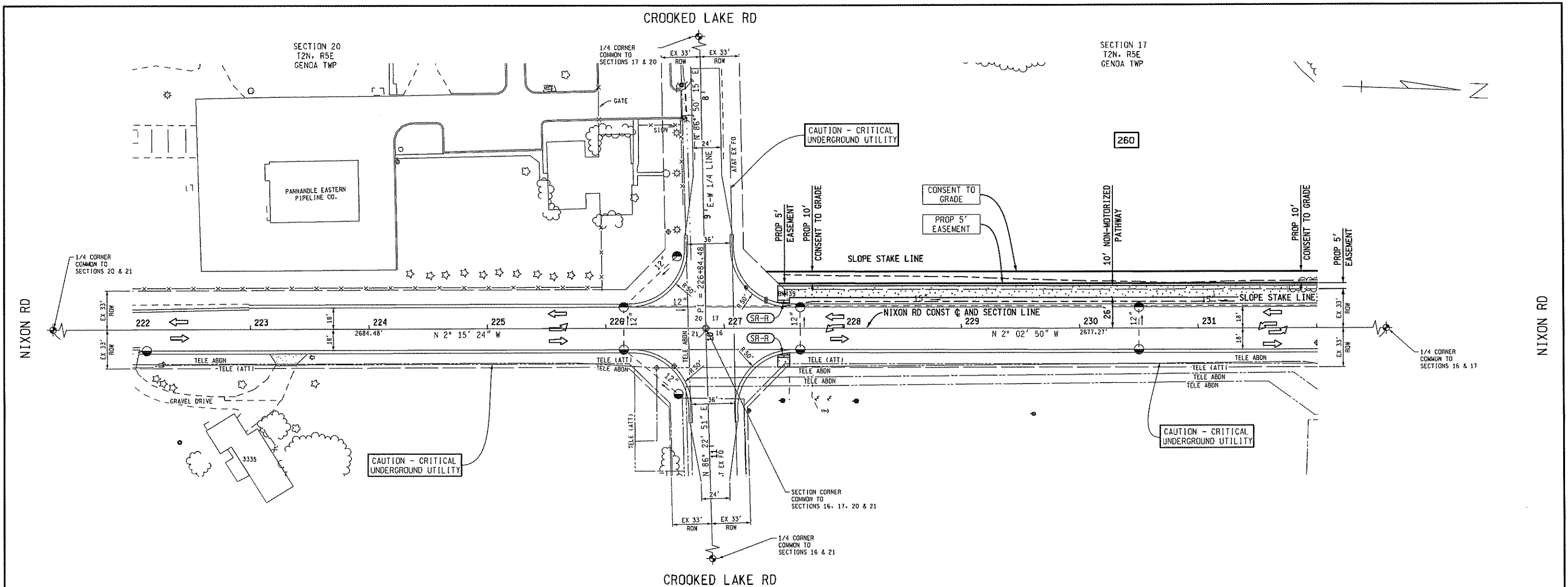
FILE: 101621 TITLE1.dgn

DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
TITLE SHEET

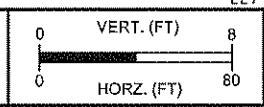
DRAWING	SHEET
I-96 TITLE 001	1



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116

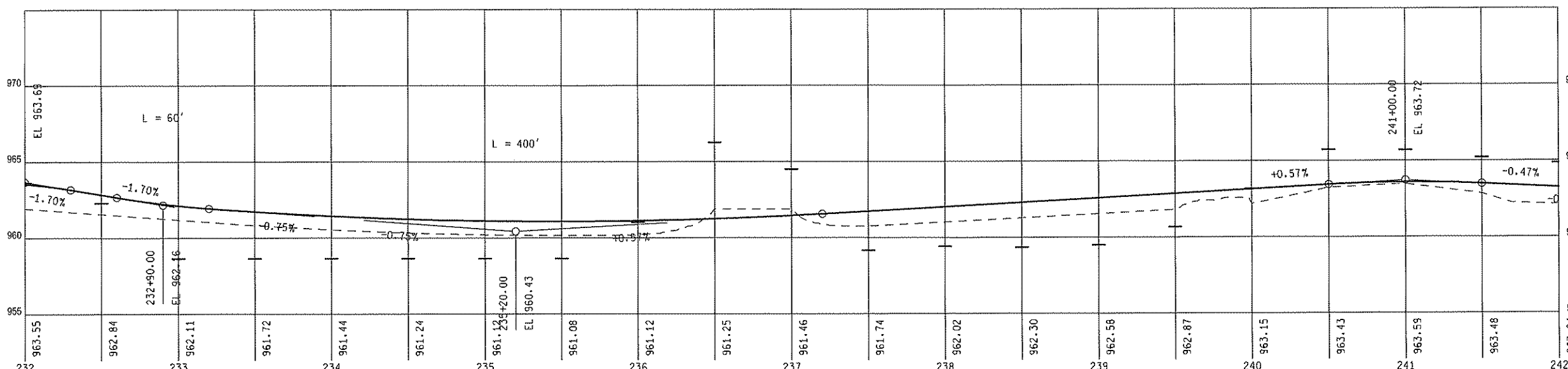
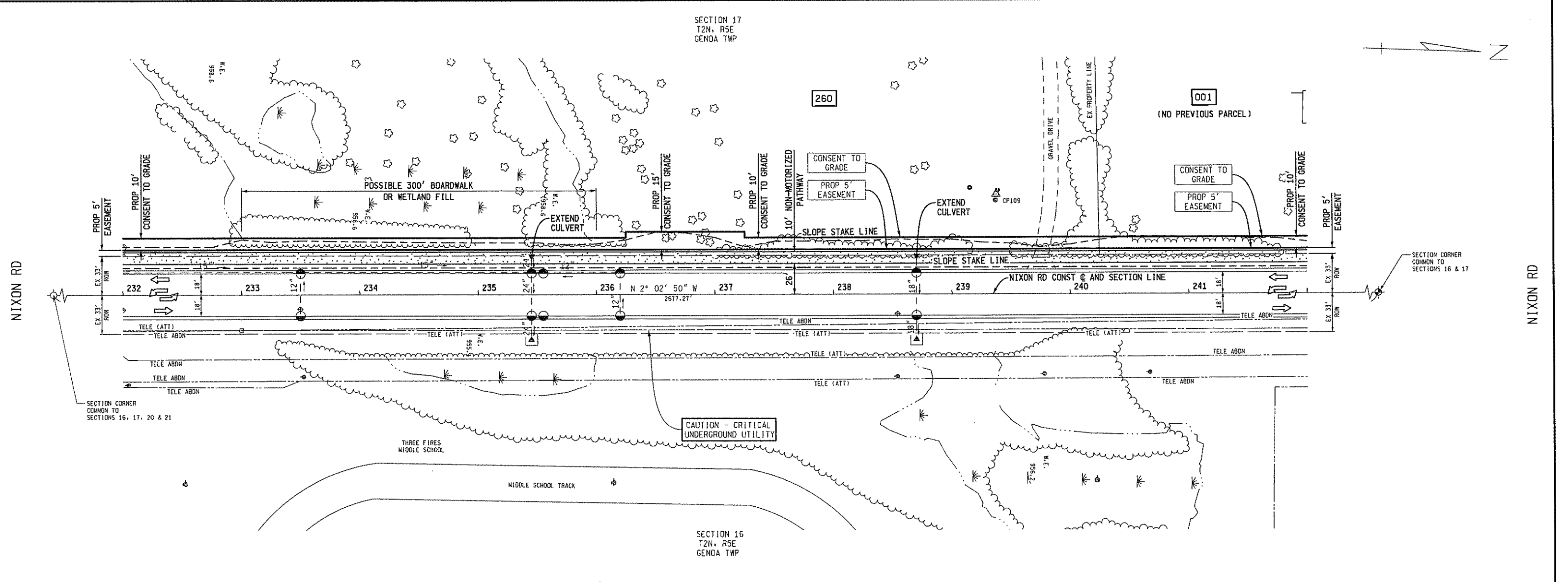


DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP
FILE: PATH NIXON CON006.dgn

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 222+00 TO STA 232+00

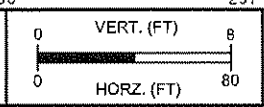
DRAWING	SHEET
NIXON PLANPF	4
006	



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116



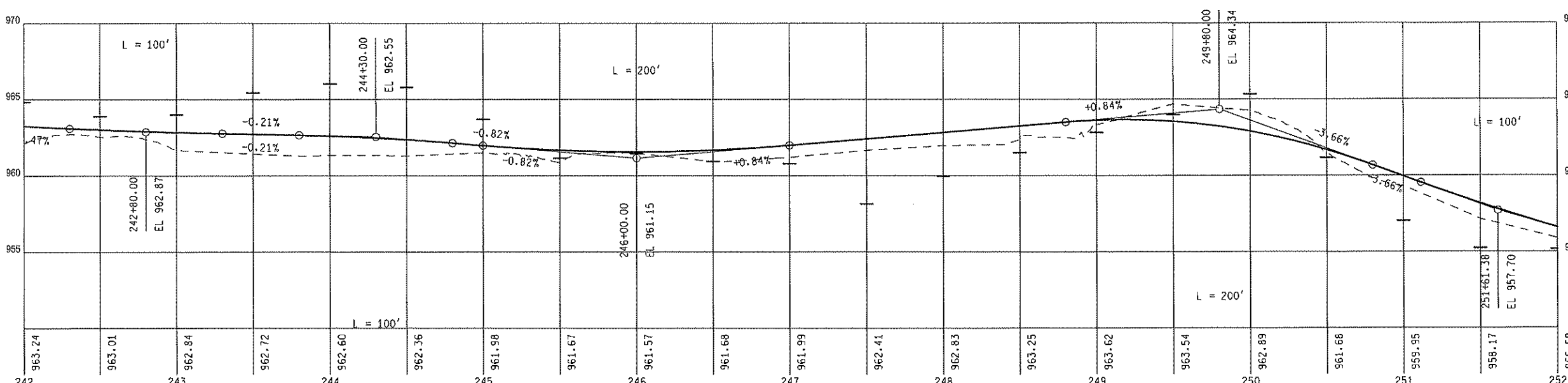
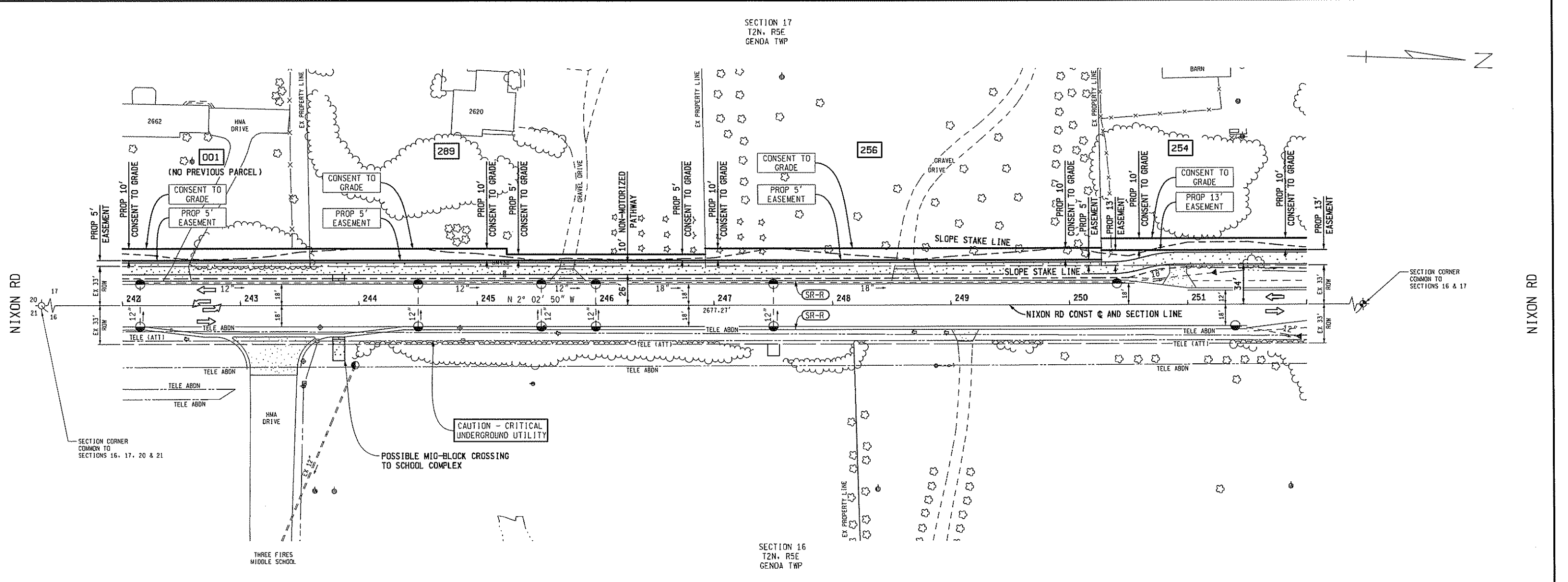
FILE: PATH NIXON CON007.dgn

DATE: 01/18/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 232+00 TO STA 242+00

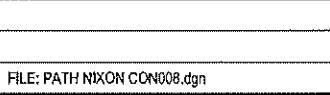
DRAWING	SHEET
NIXON PLANPF 007	5



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116



DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

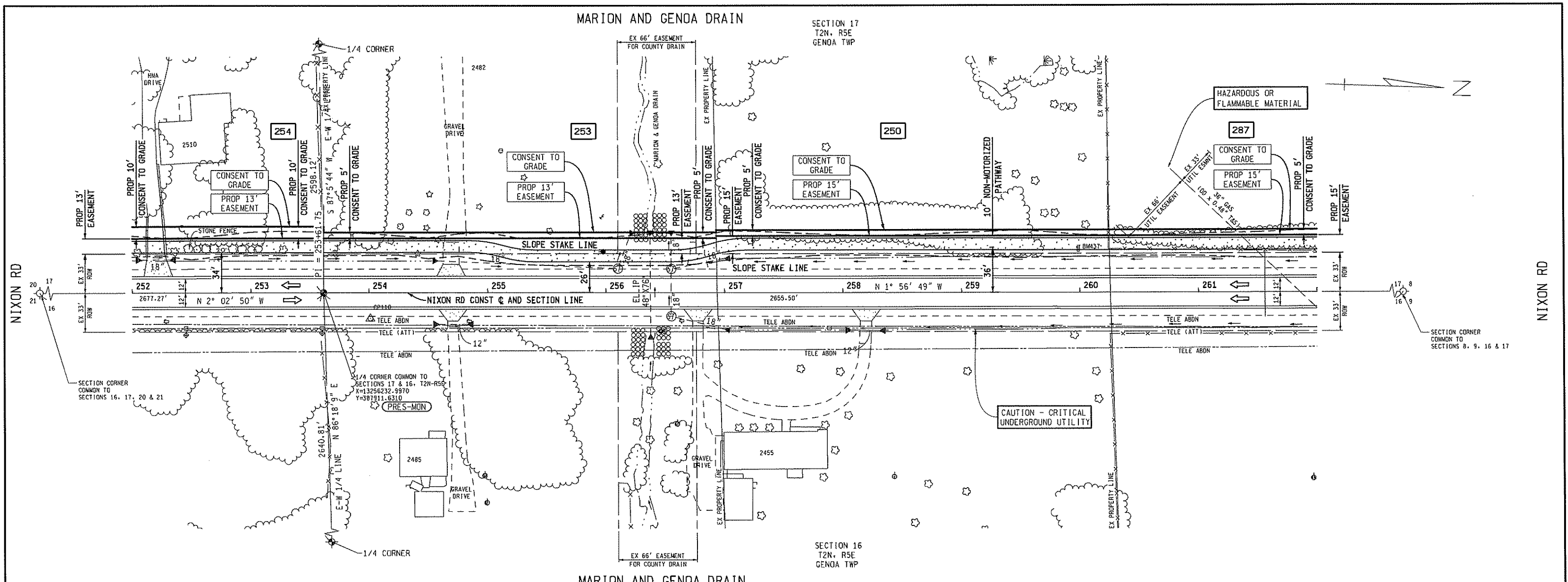
CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 242+00 TO STA 252+00

DRAWING	SHEET
NIXON PLANPF 008	6

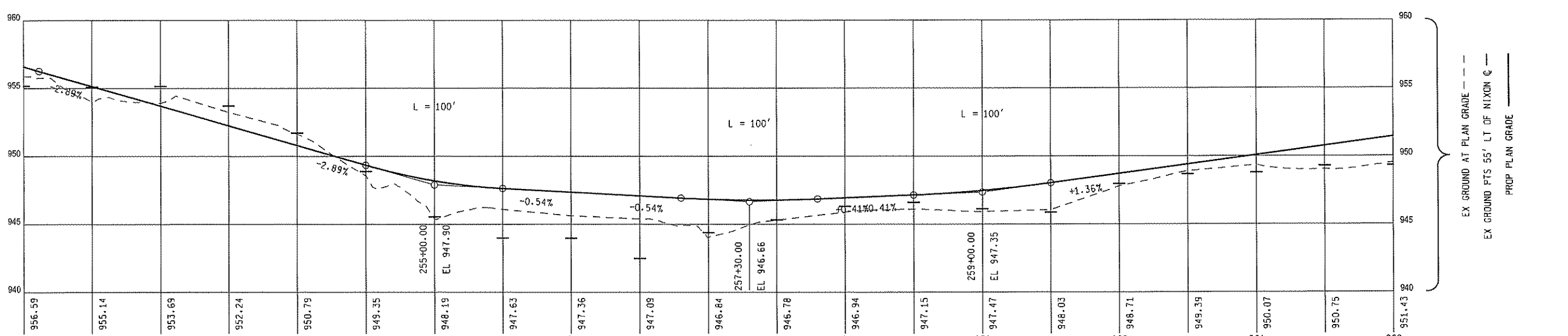
MARION AND GENOA DRAIN

SECTION 17
T2N, R5E
GENOA TWP



SECTION 16
T2N, R5E
GENOA TWP

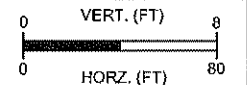
MARION AND GENOA DRAIN



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116

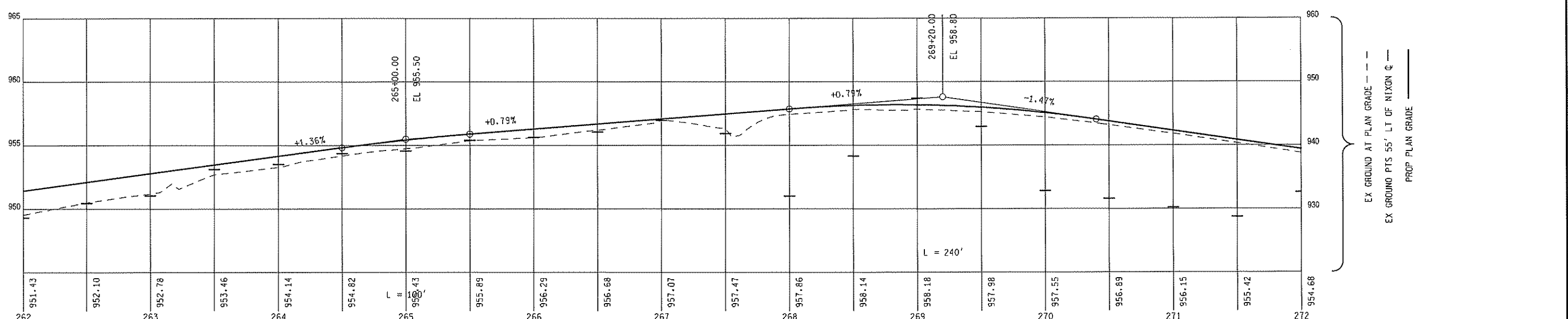
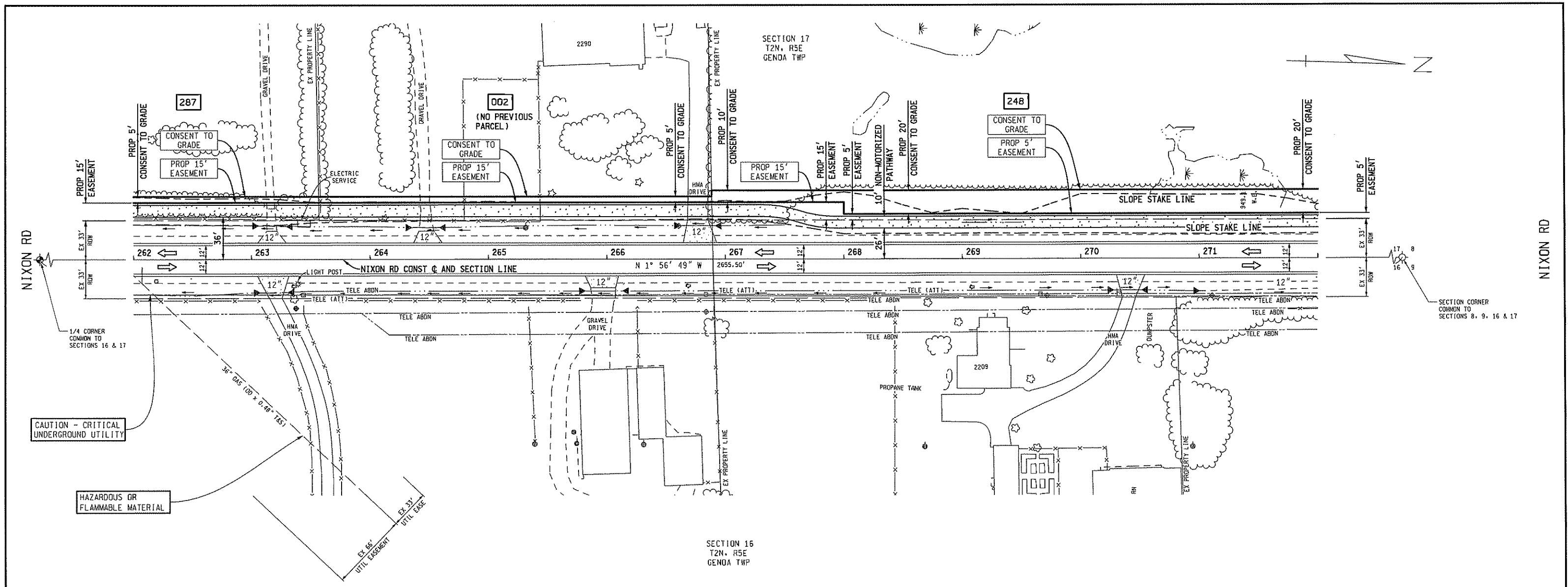


DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 252+00 TO STA 262+00

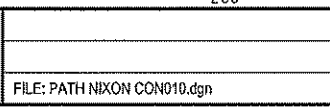
DRAWING	SHEET
NIXON PLANPF 009	7



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116

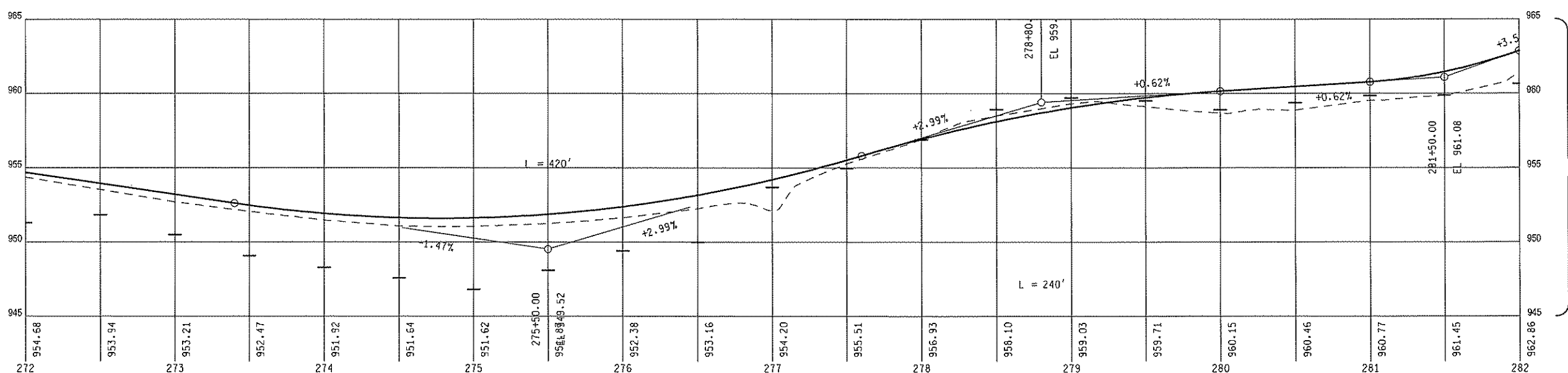
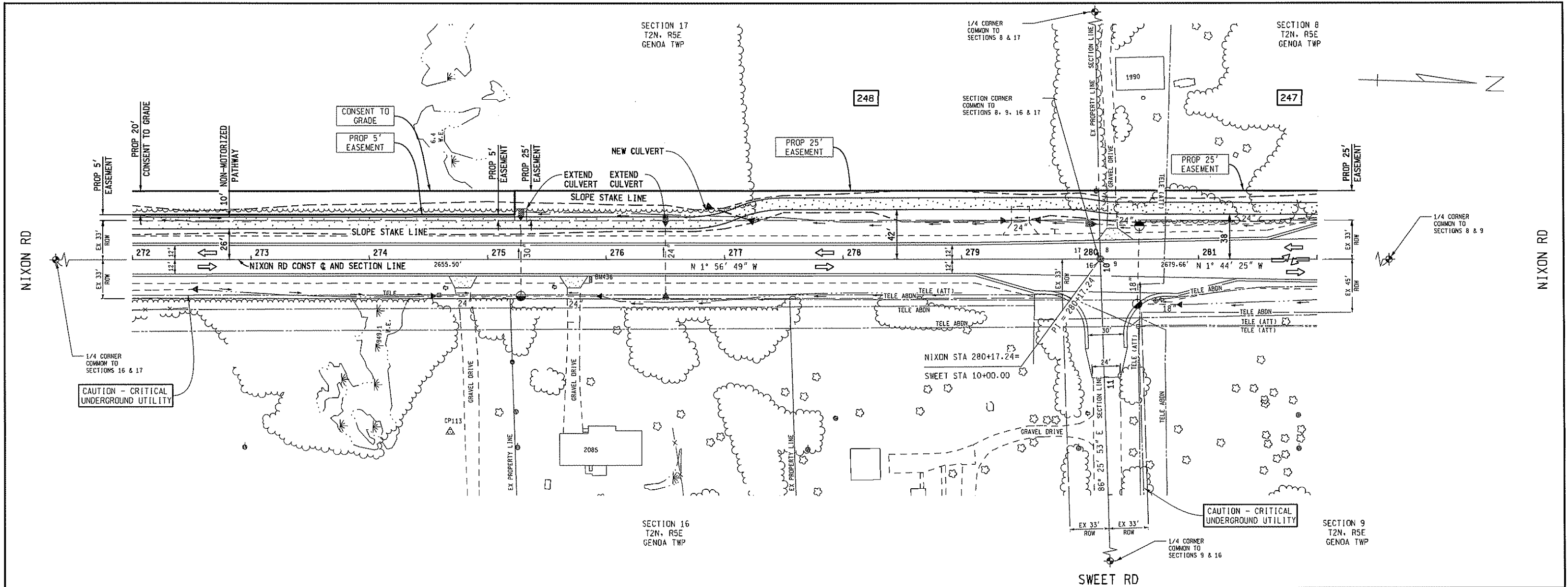


DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 262+00 TO STA 272+00

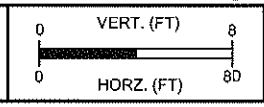
DRAWING	SHEET
NIXON PLANPF 010	8



AS-LET PLAN REVISIONS							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Dorr Road
Brighton MI 48116



DATE: 01/18/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 272+00 TO STA 282+00

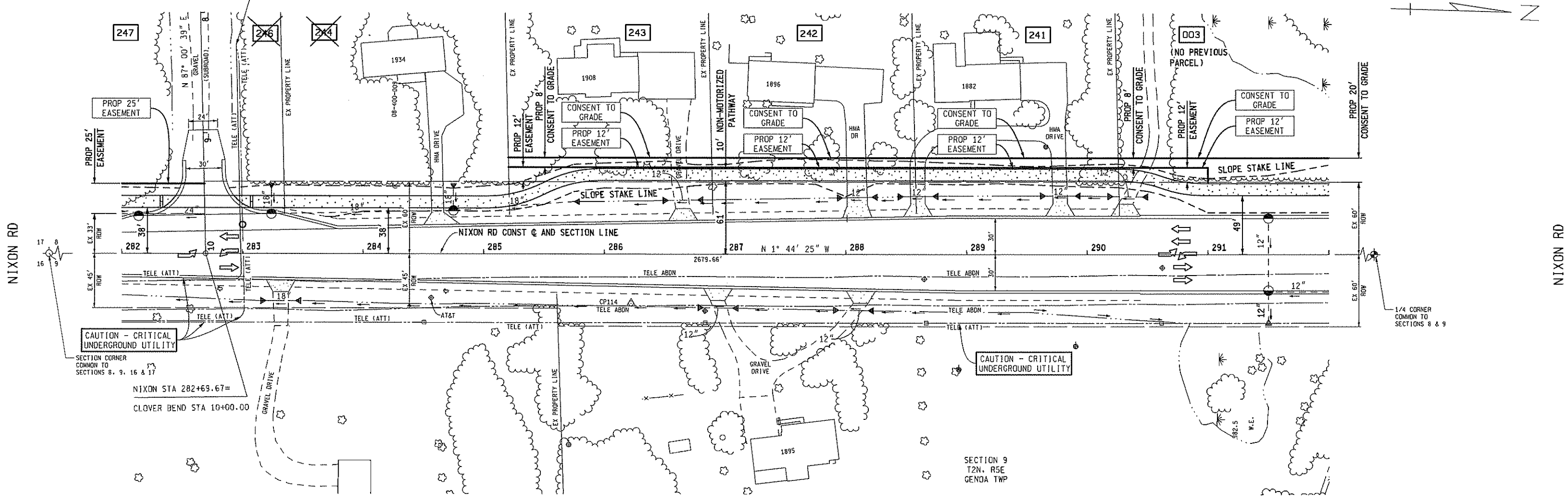
DRAWING	SHEET
NIXON PLANPF	9
011	9

FILE: PATH NIXON CON011.dgn

CLOVER BEND CT
(PRIVATE)

SECTION 8
T2N. R5E
GENOA TWP

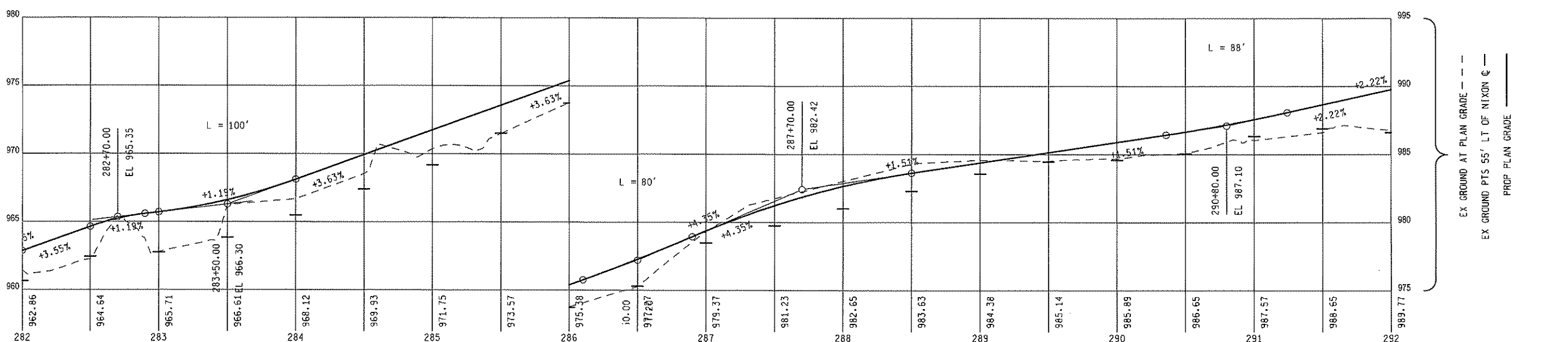
CAUTION - CRITICAL
UNDERGROUND UTILITY



CAUTION - CRITICAL
UNDERGROUND UTILITY

CAUTION - CRITICAL
UNDERGROUND UTILITY

1/4 CORNER
COMMON TO
SECTIONS 8 & 9

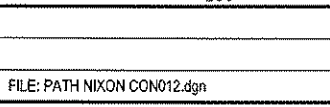


EX GROUND AT PLAN GRADE
EX GROUND PTS 55' LT OF NIXON C
PROP PLAN GRADE

AS-LET PLAN REVISIONS						
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH



GENOA CHARTER TOWNSHIP
2911 Dorf Road
Brighton MI 48116



DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

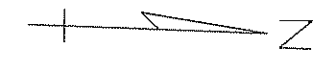
CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
PLAN & PROFILE
STA 282+00 TO STA 292+00

DRAWING	SHEET
NIXON PLAN/PF 012	10

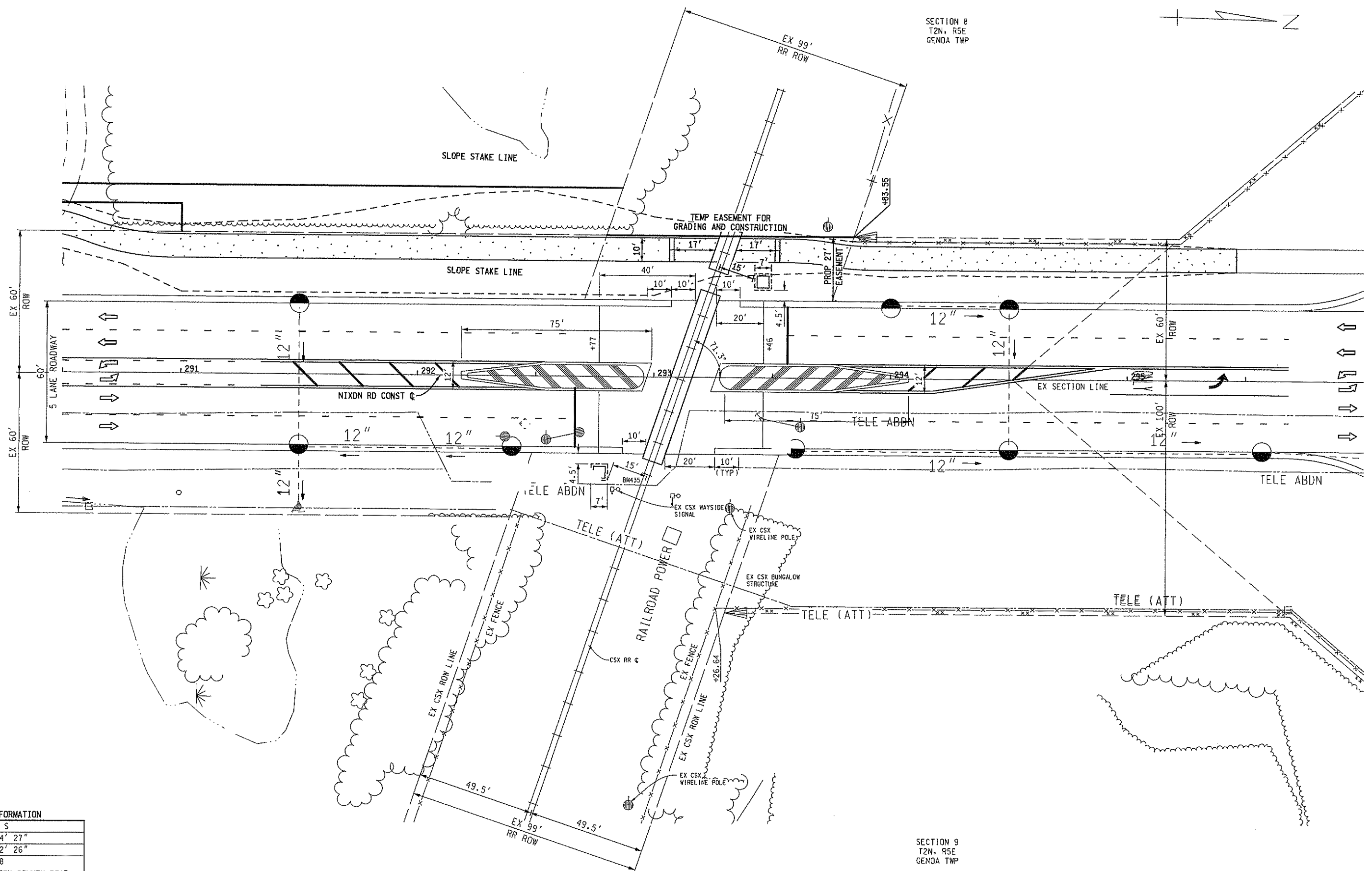
CSX TRANSPORTATION RR

SECTION 8
T2N, R5E
GENOA TWP



NIXON RD

LATSON RD



CSX TRANSPORTATION RR

SECTION 9
T2N, R5E
GENOA TWP

LOCATION & OWNER INFORMATION

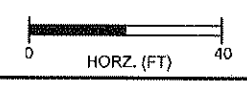
AAR DOT #	234 354 S
LATITUDE	N 42° 34' 27"
LONGITUDE	W 83° 52' 26"
MILEPOST	CH 50.68
OWNER	LIVINGSTON COUNTY ROAD COMMISSION

AS-LET PLAN REVISIONS

NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION



GENOA CHARTER TOWNSHIP
2911 Darr Road
Brighton MI 48116



FILE: PATH NIXON RRDdetail001.dgn

DATE: 01/16/12
DESIGN UNIT:
GENOA CHARTER TOWNSHIP

CS:
JN:

NIXON ROAD NON-MOTORIZED PATHWAY
NIXON ROAD AT CSX RAILROAD

DRAWING	SHEET
RR NIX	12
MSCDET	
001	



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

To: Genoa Township Board
From: Kelly VanMarter, Planning Director
Date: March 16, 2012
Re: Master Plan Update Proposal

Manager Review: 

Dear Officials and Trustees,

Attached, please find a proposal from LSL Planning for the 2012 Master Plan Update. The Michigan Planning Enabling Act requires that the Master Plan be updated every 5 years. This update is critical to our community given the new Census information and the pending Latson Road Interchange project. The initial proposal for this project from LSL was nearly \$21,000. I was able to negotiate the price causing a reduction in cost to the current amount of \$18,300 with \$800 in potential reimbursements.

Given the scope of work that needs to be put into this update I believe the cost is reasonable and appropriate. I recommend approval of the proposal and suggest your consideration of the following action on this agenda item

Moved by _____, supported by _____ to approve the proposal and authorize initiation of the Master Plan update with LSL Planning, Inc. at a cost not to exceed \$18,300.00 of which \$800 may be reimbursed.

Brad Strader, President, LSL Planning, Inc. and I will be attending the meeting to answer any questions. Additionally, should you have any questions concerning this matter that you would like to discuss prior to the meeting, please do not hesitate to call.

Sincerely,



Kelly VanMarter
Planning Director

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Steven Wildman



LSL Planning, Inc.

Community Planning Consultants

February 20, 2012

Kelly Van Marter, AICP
Planning Director
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Subject: Proposal to Update Township Master Plan

Dear Kelly:

As you know, the Michigan Planning Enabling Act requires communities to review their master plan at least once every five years to ensure that it is current and make any necessary updates. The current Township Master Plan was adopted in 2006. However, and even more importantly though, plans for the new interchange at Latson/Nixon Road are moving forward. The Township has already seen development interest in anticipation of this interchange, and interest will likely only increase as the economy improves.

The Master Plan Update is an important opportunity to be proactive in addressing this change to the community, particularly along the Nixon Road corridor. This is also the opportunity to make any necessary adjustments to other areas of the Township. The project scope below outlines the process and anticipated content of the document.

Task 1 Project Kickoff and Background Information. LSL will conduct an administrative kick-off meeting with a steering committee made up of Township staff and officials, which would include the Township Supervisor, Manager, Planning Director, Engineer and representatives of the Planning Commission. The session will include discussing project organization, identifying critical issues and reviewing the proposed scope of work for any adjustments. LSL will draft a notice to proceed with the Master Plan update to be distributed to adjacent communities and agencies by the Township.

Task 2 Data Review. Recent population and housing estimates and projections from SEMCOG will be reviewed and updated in the plan. The Existing Land Use Map will be updated with changes in land use since 2006.

Task 3. Joint Meeting. The current Plan will be reviewed at a joint meeting of the Planning Commission, Township Board and ZBA. This meeting will be used to present options for changes to Future Land Use Plan. Based upon the discussion at this meeting, an updated Future Land Use Plan will be prepared.

Task 4. Draft of Plan Components. LSL will prepare a draft of the updated Master Plan. This will include components the Township would like to update and an incorporation of items from the current plan that do not need to be changed. The following components will be included in the update:

- **Goals and Objectives** – Minor refinements to this section will be made based upon the joint meeting.
- **Population and housing** – The population and housing estimates will be updated based upon the most recent SEMCOG projections.

- **Land use** – The Future Land Use Map will be updated based upon the joint meeting. An area of particular focus will be development around the Latson/Nixon Road interchange. Allocations for residential, commercial and industrial development will be reviewed and necessary adjustments made. The growth management boundary will also be reviewed and adjusted accordingly.
- **Transportation** – This section will be updated to reflect changes as a result of the new interchange.

Task 5. Review of Draft Plan. The plan will be reviewed by the Planning Commission and the Township Board at a joint meeting and revisions made based on comments.

Task 6. Distribution of Draft for Comment. A PDF version of the updated plan will be provided for the Township to electronically distribute to the various agencies for review, including adjacent communities and the County.

Task 7. Public Hearing. The Planning Commission will conduct a public hearing on the draft Master Plan. Following the public hearing, necessary changes will be made. (LSL attendance at this meeting would be billed as part of our regular on-going services for the Township.)

Task 8. Plan Adoption by Planning Commission and Township Board. Following review and revision, the finalized Master Plan will be presented to the Planning Commission for adoption at a regular meeting. Following Planning Commission action, the plan will be presented to the Township Board for adoption. LSL will provide resolutions for adoption by both bodies. (LSL attendance at these meetings would be billed as part of our regular on-going services for the Township.)

MEETINGS. This proposal includes the following meetings:

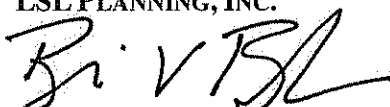
- Two (2) meetings with a steering committee including a kick-off meeting and review of the draft plan; and
- Two (2) joint meetings with the Planning Commission, Township Board and ZBA.

The Master Plan can also be discussed at regular Planning Commission meetings, which are billed hourly as part of our regular on-going services, including the public hearing.

FEE. The total fee for the Master Plan scope of work is \$18,300, plus up to \$800 in reimbursable expenses. The fee can be adjusted if the Township desires to increase or decrease the scope of work. Reimbursable expenses include: mileage, document and map reproduction. The reimbursable expenses can be minimized by providing electronic drafts of all documents in PDF format.

Should you have any questions concerning this matter, please feel free to contact me via email at borden@lslplanning.com or phone at (248) 586-0505.

Sincerely,
LSL PLANNING, INC.


Brian V. Borden, AICP
Senior Planner

Kelly VanMarter

From: Kristian Smith <asracer89@sbcglobal.net>
Sent: Sunday, March 04, 2012 2:39 PM
To: Kelly VanMarter; challiss1@comcast.net; dsams3156@comcast.net; Elaine.pupilis713@gmail.com; jacot@comcast.net; jascibner@sbcglobal.net; jjescott@att.net; Craig Patterson; Radharlow@yahoo.com; rehreginald@sbcglobal.net; rickg@allenelectric.com; Jeanne Rymarz; Wayland Nancy
Subject: Fw: Salvation Army (a letter to be sent to the Township Board)

--- On Sun, 3/4/12, Kristian Smith <asracer89@sbcglobal.net> wrote:

From: Kristian Smith <asracer89@sbcglobal.net>
Subject: Salvation Army (a letter to be sent to the Township Board)
To: "Bruce Marsalese" <bmarsalese@gmail.com>
Date: Sunday, March 4, 2012, 11:25 AM

Hi Kelly!

Its Kristian Smith again! I hope to find all is well with you and yours in this new year. Once again I am writing you about the Salvation Army. I know there is not a thing you can do, but I just wanted to share some concerns with you about the SA. First of all, the fence has helped greatly, the neighbors who it affected directly are fairly pleased with it. Bruce Marsalese told me they finally permanently fixed the light that shone into his house just the other week. The homemade stop signs really haven't changed the amount of idiots pulling out in front of us who live back here, and I am sure that one day, there will be an accident. These improvements have helped, but parking still remains a bit of an issue as during their big sale this weekend, cars were lining both sides of Hubert road once again.

What I am greatly concerned about is the crime that the SA has brought with it. It is my understanding that they were robbed at gunpoint last evening, at closing, and by no means was it a coincidence that it happened at the end of a huge sale day. This is at least the 3rd time they have been robbed, but I believe this is the first time it was during business hours (10 pm closing time) with direct contact with the perpetrators. What really upsets me though, is the chase that ensued with armed bandits running through OUR NEIGHBORHOOD. Cars racing through our streets, Police cars parked in front of my house for extended periods of time, flashing lights lighting up my kids rooms, general commotion late at night, and the fact that there are armed criminals running between our homes is unsettling to say the least. We didn't sign up for this. I highly doubt that we would be in this situation had the building been used for what was its intended purpose, a furniture store with some office space.

I realize there is little to nothing that you can do at this point with the SA and its property owners. I just wanted to state our neighborhood concerns, and for the township board to realize exactly how OUR lives have been affected by YOUR actions and decisions. I understand the boards reluctance to have another empty building along Grand River, but the decision to allow this business into a building and plot that was designed for another purpose has affected our neighborhood as negatively as we all feared it would. If I could move, I would.

I do appreciate the board listening to us, and helping us with what you could. I just want the board to be aware of the repercussions of their actions, repercussions that most of you don't have to deal with on a daily basis.

Thanks for your time,

Kristian Smith
6972 Rink Dr

DTE Energy



February 23, 2012

Gary McCririe
Chairman
2911 Dorr Road
Brighton MI 48116

Dear Gary McCririe:

As you may be aware, DTE Energy is in the process of installing advanced utility meters in a number of communities in Southeast Michigan. The meters incorporate technology that will allow them to be read remotely and provide a wide range of benefits to both residential and business customers.

This technology allows DTE Energy to:

- Quickly locate and reduce the length of power outages and other problems
- Virtually eliminate estimated bills through automated meter reading
- Remotely connect and disconnect service (including during fires or other emergencies) which means faster, less intrusive service
- Provide up-to-date information which will help utility customers track, manage and control their energy usage
- Reduce operating costs and thereby hold down future rate increases

Approximately 650,000 advanced meters have been installed in communities throughout Oakland County, as well as on Grosse Ile and Harsen's Island. Another 120,000 meters will be installed in Washtenaw County in 2012, with other communities added to the project in the future.

Recently, we have seen a small – but very vocal – minority of our customers who have expressed concerns about the meters. These individuals have been attending council meetings in a number of communities, raising questions about privacy, radio frequency waves and safety issues. For this handful of individuals – who can best be described as misinformed advocates – this is an extremely emotional issue. Their presence at municipal meetings (typically outside their own communities) is generally disruptive to the normal course of business.

DTE Energy believes there is absolutely no merit to these individual's concerns, and we remain confident in the safety, security and benefits provided by advanced meters. However, we also recognize the strong, emotional feelings these individuals have expressed, and as a result, we are developing an option that would allow individual customers to "opt out" of the advanced meter program.

We will be filing information regarding this "opt out" option with the Michigan Public Service Commission (MPSC) in March. The MPSC is the appropriate regulatory body to address this issue, and we expect some recommendation from them by this summer. In the meantime, I want you to be aware of our plans in case you hear from any individuals who may express concerns about advanced meters.

FACT SHEET

Advanced Utility Meters

- Advanced utility meters measure and record the amount of electricity and/or natural gas used in a home or business. Instead of gears and dials, advanced meters use digital technology and a radio frequency (RF) network so meters can be read remotely.
- DTE Energy is among a growing number of utilities in Michigan, and across the country, which are installing advanced meters. A number of municipalities have also installed similar meters for water and sewer systems.
- This new technology will allow DTE Energy to:
 - Quickly locate and reduce the length of power outages and other problems
 - Virtually eliminate estimated bills through automated meter reading
 - Remotely connect and disconnect service (including during fires or other emergencies) which means faster, less intrusive service
 - Provide up-to-date information which will help utility customers track, manage and control their energy usage
 - Reduce operating costs and thereby hold down future rate increases

Safety, Security, Accuracy

- Advanced meters use very low-power radio frequency waves to transmit utility usage to DTE Energy. Several familiar devices, such as microwave ovens, cell phones and baby monitors, produce stronger RF fields than advanced utility meters.
- For example, a person speaking on a cell phone has up to 1,000 times more RF exposure than a person standing two feet from an advanced meter. Similarly, a person using a microwave oven can experience up to 500 times more RF exposure than a person standing near an advanced meter.
- DTE Energy has extensive experience in information protection. We follow Department of Energy security standards to keep the electrical grid secure and to protect customer information. Specialized meter technology defends against hacking, and data transferred over the advanced meters is encoded to protect against cyber threats.
- Every advanced meter installed by DTE Energy is made in the United States and has been thoroughly tested for accuracy, using calibrated reference standards. Each device is installed by a trained, Michigan-based professional.
- Here are a few web sites that can provide additional information:
 - www.dteenergy.com
 - www.mpsc.gov
 - www.smartgrid.eei.org

SOAVE/ORO CONSTRUCTION, LLC.

12822 Stark Road, Livonia, MI 48150
Phone: 734-261-1835 Fax: 734-261-1881

March 14, 2012

Mr. Michael C. Archinal
Township Manager
Genoa Township
Fax 810-227-3420

7142.30-sewer
624-meter
75-use

RE: 5819 Pond Hill - Woodland Springs - Lot 57

Dear Mr. Archinal,

We are requesting to defer sewer tap fees associated with new construction at 5819 Pond Hill in Woodland Springs (lot 57) in Genoa Township. With the current economic conditions for construction, financing and liquidity, we are requesting that the sewer tap fees of \$7841.30 be deferred until such time that we request the final certificate of occupancy.

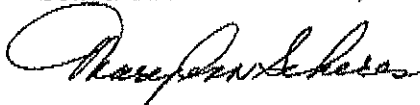
Granting our deferment request would help our company to immediately start construction on this new home for another citizen and family to move in your great town.

If possible please add our request to your board meeting on 03-19-12. We are optimistic that you will see the mutual benefit in granting our request.

Please feel free to contact me if you wish to discuss our request. Thank you for your consideration.

Sincerely,

Soave/Oro Construction, LLC



Mary Ann Schires
Office Manager

Livingston Conservation District

2012 Spring Tree Seedling Order Form ~ Order deadline March 30th @ 5:00p.m.

All orders must include payment for processing. Mail order form and payment to: LCD P.O. Box 916 Fowlerville, MI 48836

Tree Pick-up will be April 21, 2012 9:00am-1:00pm at the Livingston Road Commission Garage 3535 Grand Oaks Dr., Howell (2+1 indicates the trees have spent two years in a seed bed and one year in a transplant bed. 1+1 indicates one year in a seed bed and one year in a transplant bed. Transplants have a larger root system than regular seedlings. The Livingston Conservation District distributes only the best nursery stock at an affordable price, therefore we only sell transplants in the coniferous species.)

For descriptions and pictures of all products and to order online, visit www.livingstoncd.org

CONIFERS	Size	10	20	50	100	Quantity	Cost
2+1 White Pine	8'-12'	\$25.00	\$40.00	\$75.00	\$125.00	300	375
2+1 Blue Spruce	10'-16'	\$25.00	\$40.00	\$75.00	\$125.00	300	375
2+1 Norway Spruce	12'-18'	\$25.00	\$40.00	\$75.00	\$125.00	300	375
2+1 White Spruce	12'-18'	\$25.00	\$40.00	\$75.00	\$125.00		
1+1 Douglas Fir	6'-12'	\$20.00	\$36.00	\$70.00	\$120.00		
DECIDUOUS TREES	Size	10	20	50	100	Quantity	Cost
Sugar Maple	1-2'	\$23.00	\$38.00	\$72.00	xxx		
Hybrid Poplar	3-4'	\$23.00	\$38.00	\$72.00	xxx		
Red Maple	1-2'	\$23.00	\$38.00	\$72.00	xxx		
White Oak	1-2'	\$23.00	\$38.00	\$72.00	xxx		
Sawtooth Oak	1-2'	\$23.00	\$38.00	\$72.00	xxx		
Redbud	1-2'	\$23.00	\$38.00	\$72.00	xxx		
Birch, Paper	1-2'	\$23.00	\$38.00	\$72.00	xxx		
SHRUBS/BUSHES	Size	10	20	50	100	Quantity	Cost
Common Lilac	12-18'	\$23.00	\$38.00	xxx	xxx		
Highbush Cranberry	10-24'	\$23.00	\$38.00	xxx	xxx		
Snowberry (Albus)	1-2'	\$23.00	\$38.00	xxx	xxx		
Elderberry (Black)	1-2'	\$23.00	\$38.00	xxx	xxx		
Nannyberry, Viburnum	1-2'	\$23.00	\$38.00	xxx	xxx		
Red Osier Dogwood	1-2'	\$23.00	\$38.00	xxx	xxx		
Rose of Sharon	2-3'	\$23.00	\$38.00	xxx	xxx		
SPECIALTY ITEMS	*Limited quantity, place your order early					Quantity	Cost
Apple Tree Pack *	\$50.00	3 trees per pack 5/8" -7/8" caliper (Linda Mac, Twin Bee Gala, Zestar!)					
Red Flag Markers 24"	10 for \$2.00	30 for \$5.50	50 for \$8.00	100 for \$14.00			
FLOWERS	Sold individually - Perennials \$7.50 ea. in 1 gallon pot					Quantity	Cost
Please visit our website to read details on each plant www.livingstoncd.org							
Aquilegia canadensis (Eastern Columbine)							
Asclepias incarnata Cinderella (Red Milkweed)							
Baptisia australis (False Indigo)							
Campanula persicifolia Blue (Peachleaf Bellflower)							
Geranium cantabrigiense Karmina (Karmina Cranesbill)							
Geum Blazing Sunset (Avens)							
Lavandula Hidcote Superior (Lavender)							
Leucanthemum Brightside (Shasta Daisy)							
Monarda bradburiana (Eastern Beebalm)							
Papaver Brilliant (Oriental Poppy)							
Papaver Queen Alexandra (Oriental Poppy)							
Polemonium Purple Rain (Purple Rain Jacob's Ladder)							
Rudbeckia laciniata (Green-headed Coneflower)							
GRASSES	Sold individually - Grasses \$10.00 ea. in 5 gallon pot					Quantity	Cost
Panicum Heavy Metal (Heavy Metal Switch Grass)							
Schizachyrium Prairie Blues (Prairie Blues Little Bluestem)							

	Subtotal	\$ 1,125
Name: Genoa Charter Township (Mike Archinal)	6% sales tax	\$
	Optional Donation	\$
Address: 2911 Dorr Road	TOTAL	\$
City: Brighton	State: MI	Zip: 48114
Email: mike@genoa.org	PH# 810 2275 225	

SPECIALTY ITEMS

Apple Tree Packs ~ A pack of 3 apple trees consisting of:

Linda Mac ~ Classic large, round apple with a crisp sweet flavor for eating. Excellent in applesauce, cider and pies. Ripens in early September.


Twin Bee Gala™ ~ Beautiful reddish-orange color. A crisp, firm and juicy sweet flavor. Ripens in early September.


Zestar!™ ~ Flavor is excellent sweet-tart balance with a brown sugar overtone. Ripens in mid-August.


Trees will be between 5/8" - 7/8" caliper
*VERY LIMITED QUANTITY ORDER EARLY

Red Flags ~ Red marking flags. 24" wire length

Flowers

Aquilegia Canadensis 'Eastern Columbine' **NATIVE**. Coral-red and yellow tubular flowers. 18-24", May-June 

Asclepias incarnata Cinderella (Pk) 'Red Milkweed' **NATIVE**. Rose-pink flowers, tall plants. Butterfly magnet. 3-4' 

Baptisia australis 'False Indigo' **NATIVE**. Violet-blue pea-like flowers, tall upright plants. 4', June 


Campanula perisifolia Blue 'Peachleaf Bellflower' Upright plants, blue bell-like flowers along the stems. 30", June-July

Geranium cantabrigiense Karmina 'Karmina Cransebill' Raspberry pink flowers, fragrant scalloped leaves. 8". June

Geum Blazing Sunset 'Avens' Double red flowers like small roses. Fuzzy foliage. 24", May-June

Lavandula Hidcote Superior 'Lavender' Fragrant plant with silver-gray leaves. Flowers good for drying. 12", June-July


Leucanthemum Brightside 'Shasta Daisy' Strong-growing daisy, large white single flowers. 30", June-August.

Monarda bradburiana 'Eastern Beebalm' **NATIVE**. Lavender flowers, burgundy-tinted foliage. 18-24" June-July 


Papaver Brilliant 'Oriental Poppy' Traditional scarlet-red poppy. 36", June.


Papaver Queen Alexandra 'Oriental Poppy' Salmon-pink flowers. 36", June.

Polemonium Purple Rain 'Purple Rain Jacob's Ladder' Ferny foliage tinted purple in spring. Blue flowers. 18"

Rudbeckia laciniata 'Green-headed Coneflower' **NATIVE**. Yellow daisies, green centers, late summer, 6-7' 

Grasses

Panicum Heavy Metal 'Heavy Metal Switch Grass' **NATIVE**. Metallic blue-green foliage, wispy plumes, 5-6' 

Schizachyrium Prairie Blues 'Prairie Blues Little Bluestem' **NATIVE**. Narrow blue-gray foliage, red orange fall color. 4' 

To view a picture of the perennials please visit our website. www.livingstoncd.org

All perennial plants/grasses are grown locally.

Dear Carol,

As I think of the Special People in my Life, I think of you! I Am so Fortunate to have such a Caring professional to examine my Problem (water issue)

Carol, you have unusually fine qualities, including Efficiency, Reliability, Loyalty, integrity AND Perhaps most of All a Positive Attitude + willingness to work!

You Are RARE! I
HOPE You ENJOY MY
GIFT OF APPRECIATION!

Ali

Thank you for making
a hard time easier.

Ms. Petroulas

continued from page 1

some decor categories.

In addition, Boria said, Finders Keepers is making a serious effort to look for consigners.

"One thing we are looking for right now is consigners,

and we're having a very good record of turnover for merchandise," Boria said.

Those interested in learning more about Finders Keepers should call the store at (810) 632-0558, visit its Web site at www.finderskeepersdecor.com or search for the store on Facebook.

Finders Keepers is at 10000 E. M-59 in the Fountain Square Plaza in Hartland Township.

Contact Daily Press & Argus reporter Frank Konkel at (517) 552-2835 or at fkonkel@gannett.com.

Committee concludes interviews for Pinckney police chief candidates

A search committee finished interviews for the position of village of Pinckney police chief last week, according to Village President Rebecca Foster.

Background checks will be conducted before a recommendation is made, which won't be for another two weeks, she said.

The candidates interviewed included: David Russell, a Pinckney police officer and Unadilla Township police sergeant since 2003; Mark Angott, who spent 2 years with the Ypsilanti Police Department; John Woychowski, employed by Wolverine Lake police as an officer since 2006; and Robert Zieleniewski, who retired from the Taylor Police Department and currently works as a court officer.

Salt pricing to hold steady

The Detroit Salt Co. has already agreed to freeze the price of road salt for Livingston County for the 2012-2013 winter season.

The company has agreed to hold its pricing at \$54.69 per ton through the county Road Commission's salt-bid consortium with other county road agencies and governmental units.

The continued price is considerably more than in previous years, including the \$49.72 per ton Detroit Salt charged in 2009, but is still lower than pricing by the state, said Road Commission Managing Director

NEWS BRIEFS

Mike Craine.

Roads dedicated to county system

Whitehorse Lane and portions of Figurski Drive north of Grand River Avenue in Genoa Township have been added to Livingston County's road maintenance map.

The county Road Commission board last week approved dedicating the formerly private roads between Latson Road and Lawson Drive at last week's regular meeting.

The board in 2002 preliminarily agreed to accept the roads, and since that time Genoa has been working on completing the roadway. The road board gave formal approval last week now that the roadway is complete.

Theater offers break on films

As part of the MJR Digital Cinemas' Spring Children's Film Festival, children younger than 12 are admitted free and parents will pay only \$1 to attend upcoming weekend screenings of certain PG-rated films at the Brighton Towne Square Digital Cinema 20, 8200 Murphy Drive in Brighton.

The schedule of movies includes "Happy Feet 2"

and Saturday and Sunday; "Jack & Jill" on March 11; "Adventures of Tintin" on March 17-18; and "Alvin and the Chipmunks: Chipwrecked" on March 24-25.

Advance tickets are not available. Tickets are distributed on a first-come, first-served basis.

Call (810) 227-4700 for more information.

Business event on tap soon

The Fowlerville Business Association will host Barbara Barden from the Livingston County Convention and Visitors Bureau and Carol Royce of Travel Michigan at 6 p.m. March 6 at Woodshire Place banquet facility, 6520 E. Grand River Ave. in Fowlerville.

Barden and Royce will give a tag-team presentation about the importance of bringing special events to the local community. Attendees will learn how to partner with "Pure Michigan" and the convention and visitors bureau to promote special events.

Event organizers, committee members and volunteers; retail, restaurant, lodging and meeting facility business owners; and community officials are encouraged to attend.

Cost is \$15 per person. To reserve a seat, call the Fowlerville Business Association at (517) 223-9350 or e-mail membership@fowlerville.biz no later than Thursday.

ACT OF VALOR (R) 9:50
12:30, 1:40, 3:00, 4:15, 5:30, 6:45, 8:00, 9:15, 10:20
GONE (PG-13) 12:40, 3:00, 5:20, 7:40, 10:00
(NP) GHOST RIDER 3D: SPIRIT OF VENGEANCE (PG-13) 12:50, 3:10, 5:30, 7:50, 10:10
RealD 3D. Additional charge for 3D presentation.

9:50
(NP) THIS MEANS WAR (PG-13) 12:40, 3:00, 5:20, 7:40, 10:00
JOURNEY 2: THE MYSTERIOUS ISLAND (PG) 1:50, 4:15, 6:40, 9:00

1:15, 4:30, 7:10, 9:50
STAR WARS: EPISODE THE PHANTOM MENACE 3D (PG) RealD 3D. Additional charge for 3D presentation. 1:00, 4:00, 7:00, 10:00
THE VOW (PG-13) 1:10, 2:30, 3:50, 5:10, 6:40, 7:45, 9:10, 10:10
BIG MIRACLE (PG) 1:15, 4:00, 6:50

ADVANCE TICKETS NOW ON SALE FOR (NP) THE HUNGER GAMES (PG-13) OPENING MARCH

On Baby 2011!

Calling all proud parents, grandparents, aunts, & sisters! Don't miss your chance to show baby born in 2011! Babies born in 2011 will...
March 11, 2012. Submit your baby's photo

Send a photo and \$20 to: Livingston Press & Argus
Attn: Leslie
323 E. Grand River
Howell, MI 48844

All photos by March 11
Include a note like your photo

Please Print
Child's Name (First, Middle & Last) _____
Date of Birth _____, 2011 Hospital _____
Parents' Name (First & Last) _____
Address _____
Phone _____
Check for \$20 enclosed.
Please bill my Visa Mastercard American Express or _____
Credit card number _____ E
Signature _____

Board Correspondence



March 2, 2012

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

Re: XFINITY Signature Support

Dear Ms. Skolarus:

I am pleased to let you know that Comcast customers in your community will soon receive notice of enhancements to XFINITY Signature Support, which provides expanded tech support for computers, home networks and connected devices along with affordable warranty protection plans for home electronic equipment such as computers, laptops, tablets, flat-panel televisions and home phones.

Starting March 21, Comcast customers in your community will have the option of purchasing *Triple Play Protection*, which provides protection for computers, flat-panel televisions and home phones under one warranty for just \$19.95 a month. Customers may also choose *Computer Protection Plus*, which provides protection for computers, laptops and tablets for just \$9.95 a month. Both plans also include our home wiring protection service, the *Service Protection Plan*, at no additional cost. Comcast subscribers who currently purchase XFINITY Signature Support will have the option of retaining their current plans or moving to one of our new plans.

Please let me know if I can provide any additional information about XFINITY Signature Support or any of Comcast's services. I can be reached at 734-254-1888. Information about XFINITY Signature Support is also available online at <https://signaturesupport.xfinity.com>.

Sincerely,

A handwritten signature in black ink that reads "Frederick G. Eaton". The signature is written in a cursive style with a large initial "F".

Frederick G. Eaton
Government Affairs Manager
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170



March 2, 2012

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

Dear Ms. Skolarus:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of some changes to our channel lineup effective April 15, 2012. Customers are being notified of these changes via bill message.

Spike TV (Ch. 60), will no longer be available on Digital Economy or Digital Economy HD. Spike TV will still be available on Digital Starter and Digital Preferred.

H2 (Ch. 116), formerly History International, will be added to Digital Economy and Digital Economy HD.

As always, feel free to contact me directly at 734-254-1888 with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads 'Frederick G. Eaton'.

Frederick G. Eaton
Government Affairs Manager
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170