

GENOA CHARTER TOWNSHIP
Board of Trustees
Regular Meeting and Public Hearing
February 18, 2013
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 4, 2013.
3. Request for approval of the Tetra Tech proposal for engineering for Mountain & Mystic as recommended by Archinal

Approval of Regular Agenda:

4. Call to the public for the Lake Chemung Aquatic Weed Control Improvement Project.
 - A. Call to the property owners
 - B. Call to the public
5. Request for approval of Resolution #3 (Resolution Approving Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared) for the Lake Chemung Aquatic Weed Control Improvement Project.
6. Request for approval of Resolution #4 (Resolution Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second Hearing, and Directing the Issuance of Statutory Notices) for the Lake Chemung Aquatic Weed Control Improvement Project.
7. Request for approval of an amendment to the General Fund 101, Future Road Fund 261, Road/Lake Reimbursement Fund 264, and Future Development Parks and Rec Fund 270 for the fiscal year ending March 31, 2013 and review of budgets for the General Fund 101, Future Road Fund 261, Road/Lake Reimbursement Fund 264, Future Development Parks and Rec Fund 270 and Liquor Law 212 for the fiscal year ending March 31, 2014.
8. Review and receipt of nine month analysis of all funds as submitted by Palka.
9. Request for approval of Resolution 130218 authorizing publication of Notice of Intent to issue bonds and allowing for the reimbursement of certain expenditures from bond proceeds.
10. Request for approval of the 2013/2014 System Labor and Equipment Percentage Allocation and the DPW Budget for FY Ending 2014.

10. Request for approval of the FY 2014 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

11. Request for approval of 1% rate increase to the Lake Edgewood Sewer System effective date of June 1, 2013.

12. Consider funding from the Howell Area Parks Recreation Authority.

13. Consider request to enter into closed session for discussion pending litigation pursuant to Section 8(e) of the 1976 Open Meetings Act.

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

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 18, 2013

TOWNSHIP GENERAL EXPENSES: Thru February 18, 2013	\$92,373.34
February 15, 2013 Bi Weekly Payroll	\$67,935.64
OPERATING EXPENSES: Thru February 18, 2013	\$174,001.79
TOTAL:	<u>\$334,310.77</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
29446	ARCHINAL	Michael Archinal	02/01/2013	71.39
29447	AT&T Fax	AT&T	02/01/2013	107.84
29448	BIENENST	BIENENSTOCK	02/01/2013	80.90
29449	LANGWORT	Langworthy Strader Leblanc	02/01/2013	774.55
29450	MAA	Michigan Assessors Association	02/01/2013	56.25
29451	VanMarte	Kelly VanMarter	02/01/2013	300.00
29452	Big Wate	Big Water Technologies Corp	02/07/2013	1,180.00
29453	Clearwat	Clearwater Systems	02/07/2013	42.00
29454	CONTINEN	Continental Linen Service	02/07/2013	192.86
29455	DTE LAKE	DTE Energy	02/07/2013	1,354.55
29456	Duncan	Duncan Disposal Systems	02/07/2013	77,580.00
29457	ETNA SUP	Etna Supply Company	02/07/2013	9,020.00
29458	LC REG D	Livingston Co. Register Of Dee	02/07/2013	75.00
29459	Lollio K	Kelly Lollio	02/07/2013	75.00
29460	Perfect	Perfect Maintenance Cleaning	02/07/2013	778.00
29461	Equitabl	Equivest Unit Annuity Lock Box	02/15/2013	685.00
Report Total:				92,373.34

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 02/07/2013 - 14:26

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
11039	AETNA LI	Aetna Life Insurance & Annuity	02/15/2013		25.00
Check 11039 Total:					25.00
11040	EFT-FED	EFT- Federal Payroll Tax	02/15/2013		6,851.44
					3,924.01
					3,924.01
					917.70
					917.70
Check 11040 Total:					16,534.86
11041	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/15/2013		1,914.76
Check 11041 Total:					1,914.76
11042	EFT-TASC	EFT-Flex Spending	02/15/2013		871.10
Check 11042 Total:					871.10
29461	Equitabl	Equivest Unit Annuity Lock Box	02/15/2013		685.00
Check 29461 Total:					685.00
11043	FIRST NA	First National Bank	02/15/2013		275.00
					2,565.00
					44,224.41
					75.00

Check 11043 Total:

47,139.41

Report Total:

67,170.13

ICK 965.51
12033 # 67,935.64

Genoa Charter Township
User: diane

Payroll
Computer Check Register

Printed: 02/07/13 14:02
Batch: 603-02-2013

<u>Check No</u>	<u>Check Date</u>	<u>Employee Information</u>	<u>Amount</u>
12033	02/15/2013	Galnac Kristina Galinac	765.51
Total Number of Employees: 1		Total for Payroll Check Run:	765.51

**First National
Direct Deposit
FEBRUARY 15, 2013
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$47,139.41	
Aaron Korpela		\$1,168.39
Adam Van Tassell		\$1,055.95
Alex Chimpouras		\$1,922.47
Amy Ruthig		\$945.87
Angela Williams		\$185.63
Ashley Repke		\$1,207.18
Caitlin Nims		\$1,068.97
Carol Hanus		\$1,210.14
Craig Bunkoske		\$1,546.53
Daniel Schlack		\$1,481.66
Dave Estrada		\$1,647.59
David Miller		\$1,869.16
Deborah Rojewski		\$1,540.71
Diane Zerby		\$526.43
Erin Daksiewicz		\$719.76
Greg Tatara		\$2,444.59
Jacob Mitchell		\$936.41
James Aulette		\$1,362.34
Jeffrey Meyers		\$1,269.09
Jenifer Kern		\$664.59
Jonathan Morton		\$1,283.21
Judith Smith		\$1,205.00
Karen J. Saari		\$971.69
Kelly VanMarter		\$2,044.94
Kimberly MacLeod		\$900.43
Kristen Sapienza		\$640.35
Kyle Mitchell		\$1,129.02
Laura Mrocza		\$1,669.73
Martin Reich		\$1,568.52
Michael Archinal		\$2,726.27
Robin Hunt		\$1,337.13
Scott Lowe		\$1,607.53
Steven Anderson		\$1,560.23
Susan Sitner		\$789.96
Tammy Lindberg		\$980.66
Tesha Humphriss		\$1,951.28
Total Deposit		<u><u>\$47,139.41</u></u>

1:02 PM

#595 PINE CREEK W/S FUND

Payment of Bills

February 1 - 13, 2013

Type	Date	Num	Name	Memo	Amount
no checks issued					

1:05 PM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

February 1 - 13, 2013

Type	Date	Num	Name	Memo	Amount
Check	02/06/2013	2602	BRIGHTON ANALYTICAL, LLC	January 2013 invoices	-456.00
Check	02/06/2013	2603	CONSUMERS ENERGY	Billing from 1/9/13 - 1/29/13	-666.86
Check	02/06/2013	2604	DTE ENERGY	Service from 12/28/12 - 1/29/13	-8,896.54
Check	02/06/2013	2605	DUBOIS COOPER ASSOCIATES INCOR	Inv 152297	-2,876.15
Check	02/06/2013	2606	Dykema Gossett PLLC	Inv 1493441	-1,764.00
Check	02/06/2013	2607	EJ USA, Inc.	January 2013 invoices	-6,234.39
Check	02/06/2013	2608	G/O SEWER AUTHORITY	Maintenance/billing fees Dec 12	-73.60
Check	02/06/2013	2609	GRUNDY ACE OF HOWELL	Invoice 73542	-13.98
Check	02/06/2013	2610	GENOA TWP UTILITY FUND	Main/Billing Feb 13 & Common costs	-37,764.82
Check	02/06/2013	2611	Northern Pump & Well	Inv #'s 12-J1401 & 12-J1402	-21,417.15
Check	02/06/2013	2612	STANDARD ELECTRIC	Inv #'s 1734483-01 & 1734610-00	-105.09
Check	02/06/2013	2613	STATE OF MICHIGAN	Inv 798855	-3,650.00
Check	02/06/2013	2614	USA Bluebook	January 2013 invoices	-7,389.98
Check	02/06/2013	2615	Oak Pointe Water Reserve Fund	Per budget 3/31/13 (K. Palka)	-5,000.00
Check	02/06/2013	2616	Genoa Township G/O New User Fund	Cap. Improve. Final Repayment/pay per budget	-41,050.00
Check	02/06/2013	2617	Oak Pointe Sewer Reserve	per budget 3/31/13 (K. Palka)	-10,000.00
Total					-147,358.56

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

February 1 - 13, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/06/2013	2304	Brighton Analytical L.L.C.	January 2013 invoices	-231.00
Check	02/06/2013	2305	DTE Energy	Service from 12/28/12 - 1/30/13	-5,741.96
Check	02/06/2013	2306	GENOA TWP-DPW FUND	Maintenance/billing fees Feb 2013	-9,924.48
Check	02/06/2013	2307	Genoa/Oceola Sewer Authority	Maintenance/billing fees Dec 2012	-73.60
Check	02/06/2013	2308	PVS NOLWOOD CHEMICALS, INC	Inv 391895	-1,122.00
Check	02/06/2013	2309	STATE OF MICHIGAN	Inv 798844 Groundwater annual permit fee	-3,650.00
Check	02/06/2013	2310	USA BLUE BOOK	Inv # 852484	-201.99
Check	02/06/2013	2311	Lake Edgewood Reserve	Per budget ending 3/31/2013	-3,000.00
Total					-23,945.03

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

February 1 - 13, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/06/2013	2336	Absolute Auto Repair	Repair Order 77262	-199.95
Check	02/06/2013	2337	Auto Zone	January 2013 invoices	-40.46
Check	02/06/2013	2338	Blackburn Mfg. Co.	Inv 0430980	-312.33
Check	02/06/2013	2339	Belle Tire	Order # 22067673	-779.96
Check	02/06/2013	2340	Brighton Ford - Mercury, Inc.	Inv 64633	-54.09
Check	02/06/2013	2341	Grainger	Inv # 9038515954	-512.44
Check	02/06/2013	2342	HOWELL TRUE VALUE HARDWARE	Inv 862254	-25.48
Check	02/06/2013	2343	Master Media	Inv #'s 66486 & 66563	-239.91
Check	02/06/2013	2344	Michigan Towing Service, Inc.	Inv 20184	-55.00
Check	02/06/2013	2345	PAETEC	Acct 2119355 dated 2/1/2013	-44.11
Check	02/06/2013	2346	STANDARD ELECTRIC COMPANY	Inv #'s 1734294 & 1734591	-247.47
Check	02/06/2013	2347	State of Michigan	D-2 Exam Fee - Dave Estrada	-70.00
Check	02/06/2013	2348	Victory Lane Quick Oil Change	Inv #'s 22713 & 22728	-94.95
Check	02/07/2013	2349	Gordon Food Service	Inv 758097242	-21.05
Total					-2,697.20

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

February 4, 2013

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 for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Jim Mortensen and Linda Rowell. Also present were Township Manager Michael Archinal, Township Attorney Frank Mancuso and five persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Hunt and supported by Rowell to approve all items listed under the consent agenda as requested, correcting item three to authorize 600 deciduous, pine and spruce trees at a cost of \$960.00. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve minutes: January 22, 2013.

3. Request for approval to authorize the purchase of 600 deciduous, pine and spruce trees from the Livingston Conservation District in the amount of \$960.

4. Request for approval to accept the quotation from Lincoln Office Solutions in the amount of \$6,896.37 for the installation of two new cubicle work stations and related electrical work.

Approval of Regular Agenda:

Moved by Skolarus and supported by Smith to approve for action all items listed under the consent agenda with the addition of a request to move to closed session to discuss pending litigation. The motion carried unanimously.

5. Request for approval of Resolution #1 (Proceed with the Project and District Preparation of the Plans and Cost Estimates) for the Lake Chemung Aquatic Weed Control Project Special Assessment Project.

Moved by Mortensen and supported by Ledford to approve Resolution No. 1 for the Lake Chemung Aquatic Weed Control project and special assessment district. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

6. Request for approval of Resolution #2 (Approve the Project, Scheduling the First Hearing and Directing the Issuance of Statutory Notices) for the Lake Chemung Aquatic Weed Control Project Special Assessment Project.

Moved by Smith and supported by Ledford to approve Resolution No. 2 for the Lake Chemung Aquatic Weed Control Project and special assessment district with typographical changes and addition of “and tentatively designates the special assessment district as shown on Exhibit B” be added to the resolution as requested by Mancuso. Further, with the second public hearing tentatively set for March 18, 2013. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

7. Update regarding the Red Oaks Paving Project.

Archinal – The final plans for the Red Oaks paving project have been received. There will be a request for bid at the May 6, 2013 meeting. This process will include a public informational meeting in June.

8. Request for approval for design services proposal from Tetra Tech for the Mystic/Mountain Paving Project in the amount of \$25,000.

Rowell asked to abstain from discussion of this project since there would be a benefit to her property. Moved by Smith and supported by Ledford to table this request until clarification of the costs incurred by the Livingston County Road Commission can be addressed. The motion carried unanimously.

9. Discussion and direction to staff regarding public comment in the Township Board agenda.

The following language will be added to the bottom of the Agenda. “In addition to providing the public an opportunity to address the township board at the beginning of the meeting, opportunity to comment may be offered by the Supervisor as agenda items are presented.”

Correspondence was reviewed by Skolarus. A donation was received from ITC Holdings in the amount of \$1,000.00 to be used for the 2013 Easter Egg Hunt.

10. Consideration of a request to move to closed session to discuss pending litigation.

Moved by Ledford and supported by Mortensen to move to closed session at 7:25 p.m. to discuss pending litigation. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

GENOA CHARTER TOWNSHIP BOARD - Regular Meeting – Feb. 4, 2013

The closed session was adjourned at 8:05 p.m. and the regular meeting was opened and adjourned.

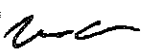
A handwritten signature in cursive script, appearing to read "Paulette A. Skolarus".

Paulette A. Skolarus
Genoa Charter Township Clerk

(press/argus 02/08/2013)

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/15/13

RE: Mountain/Mystic TetraTech Proposal

This item was tabled at the last meeting to allow staff the opportunity to determine what additional expenses we may incur relative to this project. The Board previously approved \$50,000. The TetraTech proposal is for \$25,000. The \$50,000 was simply an percentage of anticipated construction cost. The Livingston County Road Commission has already expended considerable effort related to survey and testing. I spoke with the LCRC Engineer who indicated that they are not expecting to be reimbursed for these efforts. They reviewed the TetraTech proposal and found it complete for the purposes of drainage review and road design. Our exposure in this regard will not exceed \$25,000. Please consider the following action:

Moved by _____, supported by _____, to approve the design services proposal from TetraTech in the amount of \$25,000.



TETRA TECH

January 22, 2013

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

**Re: Mystic Mountain Roads Reconstruction Project
Design Phase Services Proposal**

Mr. Archinal:

Pursuant to our recent meeting, Tetra Tech is pleased to present the following proposal for design engineering services on the road reconstruction project for Mystic and Mountain Roads.

BACKGROUND

The Township has received requests from the property owners along Mystic and Mountain Roads for assistance in repairing or reconstructing the roads in their neighborhood. The Livingston County Road Commission (LCRC) has performed a survey of the project area and compiled preliminary plans for the reconstruction of the roadways using new curb and gutter and bituminous paving. The LCRC has also engaged a geotechnical consultant and investigated the existing road construction by means of shallow cores through the pavement and into the subsurface layers. A cost opinion was prepared from the preliminary plans and presented to the public for their comment.

At a recent meeting with the Township and LCRC, it was expressed that the LCRC would not have staff available to complete the design due to its current workload. The Township would like to review the preliminary design and determine if there are any alternate means to upgrade the condition of the existing roadway at a lower anticipated cost and then prepare a final design for the improvements. A detailed scope of services is outlined below:

SCOPE OF SERVICES

- Utilizing the topographic mapping and preliminary plans supplied by the Township from LCRC, we will visit the project area to determine the current condition of the roadway and note areas which may need only repairs versus full reconstruction.
- Prepare a standard cross-section for the roadway assuming the use of bituminous wedge curbs and a pavement design suitable for the projected traffic loading.

Tetra Tech
1921 East Miller Road, Suite A, Lansing, MI 48911
Tel 517.394.7900 Fax 517.394.0011 www.tetrattech.com

- Complete an analysis of the slopes of the existing driveways affected by the road reconstruction.
- Review condition of existing drainage structures and provide recommendations for repair or reconstruction. The outlets from the catch basins to the ultimate drainage areas are anticipated to be in good condition and will not require additional design effort.
- Prepare an opinion of probable construction cost for the improvements and review with the Township.
- Assist the Township in a presentation of the material to the property owners.
- Assist the Township in obtaining a permit from LCRC for the proposed road improvements.
- Incorporate any permit conditions in the final plans for the Township's use in obtaining construction quotes for the work.

Assumptions

- This proposal was written to outline Tetra Tech's scope of services through the design phase of this project. We will provide a separate proposal for construction phase services once the final scope of services is determined.
- Technical specifications will be provided on the plan sheets or referenced to MDOT standards. No project manual is anticipated being prepared.

SCHEDULE

Pursuant to your verbal direction, we are proceeding with the design phase immediately. We anticipate the following schedule for the project.

Task	Completion Date
Construction Plans	March 2013
Presentation to Property Owners	April 2013
Obtain Construction Bids /Award of Contract	May 2013

COMPENSATION

Compensation for our services will be based on our hourly billable rates, plus subconsulted services multiplied by 1.15, plus in-house reimbursable expenses. We propose a budget of \$25,000 for this phase of the project.

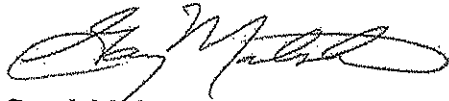
Please review this proposal and if you approve, please sign in the space below and return one original copy of this proposal for our records. Our Standard Terms and Conditions are attached and considered part of this proposal.

Mr. Michael Archinal, Manager
Mystic Mountain Roads Reconstruction Project
Design Phase Services Proposal
January 22, 2013
Page 3

We appreciate the opportunity to provide continuing professional services to Genoa Township.

Please call if you have any questions.

Sincerely,



Gary J. Markstrom, P.E.
Unit Vice President

Attachments: Tetra Tech Standard Terms and Conditions

PROPOSAL ACCEPTED BY GENOA TOWNSHIP

BY: _____

TITLE _____ DATE _____



Tetra Tech of Michigan, PC Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation - as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability - \$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

Amy Ruthig

From: Polly
Sent: Tuesday, February 05, 2013 12:17 PM
To: Amy Ruthig
Subject: FW: LCRA SAD Ext.

Amy, her name is Pam Tyning with progressive engineering. Polly

From: Pam Tyning [mailto:tyningp@progressiveae.com]
Sent: Tuesday, February 05, 2013 10:48 AM
To: 'Himich, Virginia (DEQ)'; Polly
Subject: RE: LCRA SAD Ext.

Hi Ginny and Polly. I just want to double-check on the issue of the fund balance and timing of the assessments. When do assessment monies come into the project account—is that some time in the fall? If so, does that mean that assessments would be collected in the fall after the work has been done in the summer? And if that's true, is the township willing to pay the bills during the summer, then get reimbursed from the SAD account when the funds come in?

Also, Ginny, will you or someone else from the LCRA be available to speak to the LCRA portion of the proposed budget?

Thanks,
Pam

From: Himich, Virginia (DEQ) [mailto:HIMICHV@michigan.gov]
Sent: Tuesday, February 05, 2013 10:37 AM
To: 'Polly'
Cc: Pam Tyning
Subject: RE: LCRA SAD Ext.
Importance: High

Sorry Polly-I was out of the office yesterday and was unable to check my email. I did just send you a summary as to why we need to increase the costs for lake management. It agree that you can use the balance of money in the Chemung fund to reduce the budget we have proposed. And I appreciate the fact that the administrative costs that you referenced will not be added. And, I plan to have our lake manager at the public hearing and she will be able to address the need for the increased costs and the type of weed control that has become necessary. I hope that helps.

Virginia Himich, Chief

Permit and Corrective Action Unit
Hazardous Waste Section
Office of Waste Management and Radiological Protection
Michigan Department of Environmental Quality
517-373-7974
himichv@michigan.gov

From: Polly [mailto:pskolarus@genoa.org]
Sent: Tuesday, February 05, 2013 10:17 AM
To: Himich, Virginia (DEQ)
Subject: RE: LCRA SAD Ext.

Ginny, since I have a substantial balance in the Chemung fund, I will reduce the district by \$15,000.00. Also, since you have administration costs of \$3,000.00 I will not add an additional \$2,000.00 to the district for my mailings and publications. I did e-mail you yesterday with a concern raised by the board about the substantial increase in cost. Instead of sending a memo perhaps you could have someone at the public hearing to address the increase and the type of weed control that is expected this coming year. I hope all is well with you. You always respond so quickly and I have not heard from you. I also will be preparing the mailings this morning and hope to hear from you that we are in agreement concerning the summary mentioned in this memo. Polly

From: Himich, Virginia (DEQ) [<mailto:HIMICHV@michigan.gov>]
Sent: Thursday, January 24, 2013 1:09 PM
To: Polly
Subject: RE: LCRA SAD Ext.

Sounds good. Thanks for your help. Let me know if you need anything else.

Virginia Himich, Chief
Permit and Corrective Action Unit
Hazardous Waste Section
Office of Waste Management and Radiological Protection
Michigan Department of Environmental Quality
517-373-7974
himichv@michigan.gov

From: Polly [<mailto:pskolarus@genoa.org>]
Sent: Thursday, January 24, 2013 1:08 PM
To: Himich, Virginia (DEQ)
Subject: RE: LCRA SAD Ext.

Ginny, That would be fine. We did not receive more than one objection the last time Chemung renewed but you never know. I also want to make sure that I get those two resolutions on the agenda for the first meeting in February which will set the public hearing for the 18th. I will be out of the office all next week and Amy will be setting the notices and the Agenda for the Feb. 4th meeting. Our 2003 files excluded vacant parcels at the request of the association. We have not excluded vacant parcels in recent districts and both Mike Archinal and I feel that they should be included. We could include them and wait for objections. I have asked our assessor to include them. Polly

From: Himich, Virginia (DEQ) [<mailto:HIMICHV@michigan.gov>]
Sent: Tuesday, January 22, 2013 3:48 PM
To: Polly
Subject: FW: LCRA SAD Ext.

Hi Polly,

I am asking our lake manager, ProgressiveAE, to attend the public hearing on February 18th. Would you like for them to put on a brief presentation to the board (and to anyone in the audience that is there for the hearing)? Please advise.

Virginia Himich, Chief
Permit and Corrective Action Unit
Hazardous Waste Section
Office of Waste Management and Radiological Protection

Michigan Department of Environmental Quality
517-373-7974
himichv@michigan.gov

From: Amy Ruthig [<mailto:amy@genoa.org>]
Sent: Thursday, January 17, 2013 4:48 PM
To: Himich, Virginia (DEQ)
Cc: Polly
Subject: LCRA SAD Ext.

Good Afternoon,

Per Polly Skolarus, I am informing you that the Lake Chemung SAD public hearing will be heard at the February 18, 2013 Board of Trustees meeting. After some review, we have found some parcels that might be needed to be added to the district. If you should have any questions, please feel free to contact Polly.

Thank You,

Amy Ruthig
Assistant to the Township Manager



Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Direct: (810) 224-5822, **Fax:** (810) 227-3420
E-mail: amy@genoa.org, Url: www.genoa.org

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Polly

From: Himich, Virginia (DEQ) <HIMICHV@michigan.gov>
Sent: Tuesday, February 05, 2013 10:28 AM
To: Polly
Subject: RE: LCRA SAD Ext.

Importance: High

The reason for the increase is due to the fact that the cost for services has been fixed for the last five years because the contract that was in effect was a five year contract that did not include a mechanism for any cost increases during the life of the contract. Over the past five years the costs for the various herbicides that we apply to the lake have substantially increased and it has become necessary to use Sonar (a much more costly herbicide to treat for Eurasian Watermilfoil) on a more frequent basis (every three year). Plus, the types of aquatic vegetation in the lake have changed (we now have Stoney Starwort in the lake- a very difficult plant to control) and this has resulted in the need for more aggressive lake management. And, lastly, the costs for our contractors to provide their services have increased and there is a need to increase the costs we pay to them. And, it has become necessary to include an additional cost in the assessment to maintain the lake management services that the LCRA provides (voluntary membership has declined to the point that the LCRA can no longer maintain their web site, lake monitoring, etc) so we are including a small fee in the SAD so that we can continue with LCRA necessary services.

Virginia Himich, Chief

Permit and Corrective Action Unit
Hazardous Waste Section
Office of Waste Management and Radiological Protection
Michigan Department of Environmental Quality
517-373-7974
himichv@michigan.gov

From: Polly [<mailto:pskolarus@genoa.org>]
Sent: Monday, February 04, 2013 2:35 PM
To: Himich, Virginia (DEQ)
Subject: RE: LCRA SAD Ext.

Ginny, Our administrative committee is a little concerned about the increase in cost for the next five years. Would you provide me with a quick note as to the reason for the increase so that we may provide that information to residents. Also, our committee has determined that to include the vacant parcels would create additional problems for your lake association since your association originally determined that they would not be included in the S.A.D. I would like to provide your note to the board at this evenings meeting if possible. Thanks, Polly

From: Himich, Virginia (DEQ) [<mailto:HIMICHV@michigan.gov>]
Sent: Thursday, January 24, 2013 1:09 PM
To: Polly
Subject: RE: LCRA SAD Ext.

Sounds good. Thanks for your help. Let me know if you need anything else.

Virginia Himich, Chief

(Resolution No. 3)
Lake Chemung Aquatic Weed Control Improvement Project
Reimbursement Special Assessment Project (2013)

TOWNSHIP OF GENOA

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the "Township") held at the Township Hall on February 18, 2013, at 6:30 p.m., there were

PRESENT: McCririe, Skolarus, Hunt, Mortensen, Ledford, Rowell and Smith.

ABSENT: None.

The following preamble and resolution were offered by _____, and seconded by _____.

Resolution Approving Project, Cost Estimates, Special Assessment District and Causing the Special Assessment Roll to be Prepared

WHEREAS, the Board of Trustees of the Township has approved the aquatic weed control improvement project for Lake Chemung within the Township as described in Exhibit A (the "Project");

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Clerk;

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Board has tentatively determined to proceed with the Project;

WHEREAS, the Township held a public hearing on the Project and the proposed special assessment district (the "Special Assessment District") for the Project on February 18, 2013;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board approves the completion of the Project and approves the plans and cost estimates for the Project, which are on file with the Township Clerk and which are identified as "Plans and Cost Estimates for the Lake Chemung Aquatic Weed Control Project and Reimbursement Special Assessment Project, Exhibit A (summer 2013)."

2. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for five years.

3. The Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll, which certificate shall be substantially in the form of Exhibit C to this resolution.

4. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

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

YES:

NO:

ABSTAIN:

CLERK'S CERTIFICATE

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

Paulette A. Skolarus, Genoa Township Clerk

EXHIBIT A
for the LAKE CHUMUNG AQUATIC WEED CONTROL PROJECT

The project (the "Project") will consist of the following:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$252,275.00 (including publications and mailings and a \$15,000.00 credit balance from the previous district). **The estimate cost to each parcel is expected to be \$92.83 annually beginning in the summer of 2013**

Exhibit B

The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

4711-03-300-003	4711-09-201-070	4711-09-201-211	4711-10-201-010	4711-10-301-038	4711-11-300-026
4711-03-300-004	4711-09-201-071	4711-09-201-212	4711-10-201-012	4711-10-301-039	4711-11-301-001
4711-03-300-011	4711-09-201-072	4711-09-201-213	4711-10-201-013	4711-10-301-040	4711-11-301-002
4711-03-300-021	4711-09-201-075	4711-09-201-214	4711-10-201-014	4711-10-301-041	4711-11-301-003
4711-03-300-022	4711-09-201-076	4711-09-201-215	4711-10-201-015	4711-10-301-043	4711-11-301-004
4711-03-300-023	4711-09-201-078	4711-09-201-217	4711-10-201-016	4711-10-301-045	4711-11-301-005
4711-03-300-025	4711-09-201-079	4711-09-201-218	4711-10-201-017	4711-10-301-046	4711-11-301-006
4711-03-300-026	4711-09-201-080	4711-09-201-223	4711-10-201-018	4711-10-301-048	4711-11-301-007
4711-03-301-002	4711-09-201-081	4711-09-201-224	4711-10-201-019	4711-10-301-051	4711-11-301-008
4711-03-301-003	4711-09-201-082	4711-09-201-227	4711-10-201-020	4711-10-301-052	4711-11-301-009
4711-03-301-004	4711-09-201-083	4711-09-201-228	4711-10-201-021	4711-10-301-053	4711-11-301-012
4711-03-301-005	4711-09-201-084	4711-09-201-229	4711-10-201-022	4711-10-301-062	4711-11-301-013
4711-03-301-006	4711-09-201-085	4711-09-201-230	4711-10-201-024	4711-10-301-068	4711-11-302-001
4711-03-301-007	4711-09-201-086	4711-09-201-231	4711-10-201-025	4711-10-301-069	4711-11-302-002
4711-03-301-008	4711-09-201-089	4711-09-202-026	4711-10-201-027	4711-10-301-070	4711-11-302-003
4711-03-301-019	4711-09-201-090	4711-10-100-003	4711-10-201-028	4711-10-301-071	4711-11-302-004
4711-03-301-022	4711-09-201-091	4711-10-100-004	4711-10-201-029	4711-10-301-072	4711-11-302-005
4711-03-301-024	4711-09-201-093	4711-10-101-001	4711-10-201-030	4711-10-301-075	4711-11-302-007
4711-03-301-038	4711-09-201-095	4711-10-101-003	4711-10-201-031	4711-10-301-082	4711-11-302-008
4711-03-301-040	4711-09-201-100	4711-10-101-005	4711-10-201-032	4711-10-301-083	4711-11-302-009
4711-03-301-041	4711-09-201-102	4711-10-101-006	4711-10-201-033	4711-10-301-085	4711-11-302-010
4711-03-301-045	4711-09-201-103	4711-10-101-016	4711-10-201-034	4711-10-301-086	4711-11-302-011
4711-03-301-046	4711-09-201-104	4711-10-101-017	4711-10-201-035	4711-10-301-088	4711-11-302-013
4711-03-301-047	4711-09-201-105	4711-10-101-020	4711-10-201-036	4711-10-301-089	4711-11-302-014
4711-03-301-048	4711-09-201-106	4711-10-101-021	4711-10-201-038	4711-10-301-098	4711-11-302-016
4711-03-301-051	4711-09-201-107	4711-10-101-027	4711-10-201-041	4711-10-301-107	4711-11-302-018
4711-03-301-052	4711-09-201-111	4711-10-101-028	4711-10-201-043	4711-10-301-112	4711-11-302-019
4711-03-302-001	4711-09-201-112	4711-10-101-029	4711-10-201-046	4711-10-301-119	4711-11-302-020
4711-03-302-002	4711-09-201-114	4711-10-101-046	4711-10-201-048	4711-10-301-120	4711-11-302-021
4711-03-302-003	4711-09-201-115	4711-10-101-047	4711-10-201-050	4711-10-301-123	4711-11-302-022
4711-03-302-011	4711-09-201-116	4711-10-101-048	4711-10-201-051	4711-10-301-124	4711-11-302-024
4711-03-302-012	4711-09-201-117	4711-10-101-049	4711-10-201-056	4711-10-301-126	4711-11-302-025
4711-03-302-013	4711-09-201-118	4711-10-101-050	4711-10-201-057	4711-10-301-127	4711-11-302-028
4711-03-302-014	4711-09-201-119	4711-10-101-052	4711-10-201-061	4711-10-301-128	4711-11-302-029
4711-03-302-015	4711-09-201-120	4711-10-101-053	4711-10-201-062	4711-10-301-129	4711-11-302-031

4711-09-201-062	4711-09-201-186	4711-10-201-001	4711-10-301-014	4711-10-301-215	4711-11-305-020
4711-09-201-063	4711-09-201-188	4711-10-201-002	4711-10-301-017	4711-10-301-216	4711-11-305-022
4711-09-201-065	4711-09-201-190	4711-10-201-003	4711-10-301-027	4711-10-301-217	4711-11-305-023
4711-09-201-066	4711-09-201-193	4711-10-201-004	4711-10-301-028	4711-10-301-218	
4711-09-201-067	4711-09-201-194	4711-10-201-007	4711-10-301-032	4711-10-301-219	
4711-09-201-068	4711-09-201-197	4711-10-201-008	4711-10-301-035	4711-11-300-015	
4711-09-201-069	4711-09-201-210	4711-10-201-009	4711-10-301-037	4711-11-300-025	

EXHIBIT C

Certificate

I, the undersigned, Supervisor of Genoa Township, Livingston County, Michigan (the "Township"), acting pursuant to a resolution duly adopted by the Genoa Charter Township Board on February 18, 2013 (the "Resolution") certify that (1) the attached special assessment roll for the Lake Chemung Aquatic Weed Control Improvement Project and Reimbursement Special Assessment Project (summer 2013) Special Assessment District, to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: February 18, 2018

Gary McCririe
Genoa Township Supervisor

(Resolution No. 4)
Lake Chemung Aquatic Weed Control Project
Reimbursement Special Assessment Project (summer 2013)

TOWNSHIP OF GENOA

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the "Township") held at the Township Hall on February 18, 2013, at 6:30 p.m., there were

PRESENT: McCrie, Skolarus, Hunt, Smith, Ledford, Rowell and Mortensen.

ABSENT: None.

The following preamble and resolution were offered by Skolarus, seconded by Smith.

**Resolution Acknowledging the Filing of the Special
Assessment Roll, Scheduling the Second Hearing,
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the aquatic weed control improvement project within the Township as described in Exhibit A (the "Project");

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled "Special Assessment Roll for the Lake Chemung Aquatic Weed Control Project Reimbursement Special Assessment Project (2013)" (the "Proposed Roll") and has filed the Proposed Roll with the Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Clerk.

2. The Township Board acknowledges that the Township Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the direction of the Township Board and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan.

3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Proposed Roll.

4. The second public hearing will be held on Monday, April 1, 2013, at 6:30 p.m. at the offices of Genoa Charter Township, Livingston County, Michigan.

5. The Township Clerk is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township board of review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Clerk shall be similar to the notice attached as Exhibit C and shall be mailed by first class mail on or before March 21, 2013.

6. The Township Clerk is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before March 22, 2013 and March 29, 2013. The notice shall be in a form substantially similar to the notice attached as Exhibit B with an affidavit of mailing attached as Exhibit C.

7. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

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

YES:

NO:

ABSTAIN:

CLERK'S CERTIFICATE

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

Paulette A. Skolarus, Genoa Charter Township Clerk

EXHIBIT B

Genoa Charter Township
Livingston County, Michigan

NOTICE OF PUBLIC HEARING
UPON A PROPOSED LAKE CHEMUNG AQUATIC WEED CONTROL PROJECT
AND SPECIAL ASSESSMENT DISTRICT and ROLL FOR THE PROJECT

NOTICE IS HEREBY GIVEN:

(1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on April 1, 2013, at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district for aquatic weed control, and to hear any objections thereto and to the proposed project.

The project (the "Project") will consist of the following:

	2013-2017
Nuisance Aquatic Plant Control	\$35,000
Aquatic Plant Control Administration/Inspections	\$8,000
LCRA Lake Management Activities	\$7,455
Administration Contingency	\$3,000
Annual Total	\$53,455
5-Year Total	\$267,275

The five year estimated cost from 2013 until 2017 is projected to be \$252,275.00 (including publications and mailings and a \$15,000.00 credit balance from the previous district). **The estimate cost to each parcel is expected to be \$92.83 annually beginning in the summer of 2013**

(2) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map and includes the specific properties that are identified by the following permanent parcel numbers:

4711-03-300-003	4711-09-201-070	4711-09-201-211	4711-10-201-010	4711-10-301-038	4711-11-300-026
4711-03-300-004	4711-09-201-071	4711-09-201-212	4711-10-201-012	4711-10-301-039	4711-11-301-001
4711-03-300-011	4711-09-201-072	4711-09-201-213	4711-10-201-013	4711-10-301-040	4711-11-301-002
4711-03-300-021	4711-09-201-075	4711-09-201-214	4711-10-201-014	4711-10-301-041	4711-11-301-003
4711-03-300-022	4711-09-201-076	4711-09-201-215	4711-10-201-015	4711-10-301-043	4711-11-301-004
4711-03-300-023	4711-09-201-078	4711-09-201-217	4711-10-201-016	4711-10-301-045	4711-11-301-005
4711-03-300-025	4711-09-201-079	4711-09-201-218	4711-10-201-017	4711-10-301-046	4711-11-301-006
4711-03-300-026	4711-09-201-080	4711-09-201-223	4711-10-201-018	4711-10-301-048	4711-11-301-007
4711-03-301-002	4711-09-201-081	4711-09-201-224	4711-10-201-019	4711-10-301-051	4711-11-301-008
4711-03-301-003	4711-09-201-082	4711-09-201-227	4711-10-201-020	4711-10-301-052	4711-11-301-009

4711-09-201-025	4711-09-201-144	4711-10-102-044	4711-10-202-003	4711-10-301-180	4711-11-302-068
4711-09-201-026	4711-09-201-147	4711-10-102-047	4711-10-202-004	4711-10-301-182	4711-11-302-069
4711-09-201-027	4711-09-201-148	4711-10-102-051	4711-10-202-006	4711-10-301-187	4711-11-302-070
4711-09-201-028	4711-09-201-149	4711-10-102-064	4711-10-202-008	4711-10-301-188	4711-11-302-071
4711-09-201-029	4711-09-201-150	4711-10-102-065	4711-10-202-009	4711-10-301-189	4711-11-302-072
4711-09-201-030	4711-09-201-152	4711-10-102-066	4711-10-202-010	4711-10-301-190	4711-11-302-073
4711-09-201-031	4711-09-201-153	4711-10-102-067	4711-10-202-011	4711-10-301-191	4711-11-302-075
4711-09-201-032	4711-09-201-155	4711-10-102-068	4711-10-202-012	4711-10-301-193	4711-11-302-076
4711-09-201-034	4711-09-201-157	4711-10-102-069	4711-10-202-014	4711-10-301-194	4711-11-302-077
4711-09-201-035	4711-09-201-158	4711-10-102-070	4711-10-202-020	4711-10-301-196	4711-11-304-001
4711-09-201-037	4711-09-201-159	4711-10-102-071	4711-10-202-021	4711-10-301-197	4711-11-304-003
4711-09-201-041	4711-09-201-161	4711-10-102-072	4711-10-202-022	4711-10-301-199	4711-11-304-006
4711-09-201-043	4711-09-201-162	4711-10-102-073	4711-10-202-023	4711-10-301-203	4711-11-304-010
4711-09-201-045	4711-09-201-163	4711-10-102-074	4711-10-202-024	4711-10-301-204	4711-11-304-011
4711-09-201-046	4711-09-201-168	4711-10-102-077	4711-10-202-031	4711-10-301-205	4711-11-305-001
4711-09-201-048	4711-09-201-169	4711-10-102-078	4711-10-202-033	4711-10-301-206	4711-11-305-003
4711-09-201-050	4711-09-201-170	4711-10-102-079	4711-10-202-035	4711-10-301-207	4711-11-305-004
4711-09-201-051	4711-09-201-171	4711-10-102-080	4711-10-202-038	4711-10-301-208	4711-11-305-005
4711-09-201-052	4711-09-201-172	4711-10-102-083	4711-10-301-001	4711-10-301-209	4711-11-305-007
4711-09-201-055	4711-09-201-174	4711-10-200-003	4711-10-301-006	4711-10-301-210	4711-11-305-008
4711-09-201-056	4711-09-201-175	4711-10-200-004	4711-10-301-007	4711-10-301-211	4711-11-305-009
4711-09-201-058	4711-09-201-176	4711-10-200-005	4711-10-301-008	4711-10-301-212	4711-11-305-010
4711-09-201-060	4711-09-201-179	4711-10-200-007	4711-10-301-010	4711-10-301-213	4711-11-305-015
4711-09-201-061	4711-09-201-184	4711-10-200-008	4711-10-301-012	4711-10-301-214	4711-11-305-017
4711-09-201-062	4711-09-201-186	4711-10-201-001	4711-10-301-014	4711-10-301-215	4711-11-305-020
4711-09-201-063	4711-09-201-188	4711-10-201-002	4711-10-301-017	4711-10-301-216	4711-11-305-022
4711-09-201-065	4711-09-201-190	4711-10-201-003	4711-10-301-027	4711-10-301-217	4711-11-305-023
4711-09-201-066	4711-09-201-193	4711-10-201-004	4711-10-301-028	4711-10-301-218	
4711-09-201-067	4711-09-201-194	4711-10-201-007	4711-10-301-032	4711-10-301-219	
4711-09-201-068	4711-09-201-197	4711-10-201-008	4711-10-301-035	4711-11-300-015	
4711-09-201-069	4711-09-201-210	4711-10-201-009	4711-10-301-037	4711-11-300-025	



(3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.

(4) The preliminary plans and cost estimates for the proposed Project and the boundaries of the Special Assessment District are reflected in the attached map and general project costs. The Township Board has received a letter from association residents asking that the district be renewed for five years and provided the project cost details. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall file an objection in writing with the Township Clerk before the close of the April 1, 2013 public hearing of the board.

This notice is given by order of the Genoa Township Board.

Dated: February 18, 2013

Paulette A. Skolarus
Genoa Township Clerk

(Press/Argus 03/22/2013 & 03/29/2013)

EXHIBIT C

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

PAULETTE A. SKOLARUS, being first duly sworn, deposes and says that she personally prepared for mailing, and did on March 21, 2013 send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Paulette A. Skolarus
Genoa Charter Township Clerk

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2013 and 03/31/2014
 Mtg/ Date 02/18/2013

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR THE YEAR ENDING 3/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR 2/4/2013	11/19/2012 1ST AMENDMENT BUDGET FOR THE YEAR ENDING 3/31/2013	2/18/2013 2ND AMENDMENT BUDGET FOR THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES							
000-403-000	CURRENT REAL PROP TAXES	821,190.00	815,000	431,500	815,000	815,000	830,000
000-423-000	COLLECT FEES/EXCESS OF ROLL/SCHOOLS	318,946.00	332,200	25,115	332,200	332,200	335,000
000-476-100	LINCENSES AND PERMITS/CABLE FRANCHISE FEES	318,111.00	323,000	256,597	323,000	323,000	323,000
000-477-000	METRO ACT FEES	13,500.00	13,500	10,891	13,500	13,500	13,500
000-480-000	TRAILER FEES	3,301.00	4,000	2,475	4,000	4,000	4,000
000-574-000	STATE SHARED REVENUES	1,630,181.00	1,325,000	1,195,604	1,325,000	1,325,000	1,325,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	28,575.00	33,500	25,491	33,500	33,500	33,500
000-631-000	REFUSE COLLECTION FEES	731,289.00	780,000	387,095	780,000	780,000	780,000
000-664-000	INTEREST INCOME	17,353.00	10,000	3,786	10,000	10,000	10,000
000-676-000	ADMIN FEE/DPW FUND	50,000.00	50,000	25,000	50,000	50,000	50,000
000-676-100	ADMIN FEE/LIQUOR LAW FUND	3,500.00	3,500	1,819	3,500	3,500	3,500
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	138,732.00	145,000	140,755	145,000	145,000	145,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY, MISC.	15,251.00	8,730	31,480	30,000	31,500	35,000
	TRANSFER IN FROM OTHER FUNDS	79,000.00					
	TOTAL REVENUES	4,168,929	3,843,430	2,537,608	3,864,700	3,866,200	3,887,500
EXPENDITURES & TRANSFERS OUT TO OTHER FUNDS							
101-703-000	TRUSTEES - SALARIES	20,655.00	31,620	20,930.00	31,620	31,620	35,000
171-703-000	SUPERVISOR - SALARY	49,980.00	49,980	45,815.00	49,980	49,980	52,500
191-703-000	ELECTION - SUPPLIES/SALARIES	20,526.00	60,000	67,763.00	62,000	67,800	30,000
209-703-000	CONTRACTUAL - SALARIES	300,696.00	310,000	270,610.00	310,000	325,000	335,000
210-801-000	PROFESSIONAL - LEGAL	88,883.00	75,000	112,989.00	125,000	140,000	125,000
215-703-000	CLERK - SALARY	48,980.00	48,980	44,898.00	48,980	48,980	51,500
223-801-000	PROFESSIONAL - AUDITOR	16,850.00	18,000	17,100.00	18,000	18,000	20,000
241-801-000	PROFESSIONAL - ENGR./PLANNING	48,645.00	50,000	34,933.00	50,000	50,000	50,000
247-703-000	BOARD OF REVIEW - SALARIES	4,877.00	12,000	625.00	12,000	12,000	12,000
247-964-000	TAX CHARGEBACKS	20,848.00	20,000	6,124.00	20,000	20,000	20,000
253-703-000	TREASURER - SALARY	48,980.00	48,980	41,445.00	48,980	48,980	51,500
265-775-000	REPAIRS AND MAINTENANCE	83,665.00	75,000	80,197.00	75,000	90,000	90,000
265-910-000	INSURANCE	236,566.00	350,000	205,375.00	250,000	250,000	265,000
265-920-000	UTILITIES - ELECTRIC/GAS	19,356.00	20,000	15,674.00	20,000	20,000	20,000
284-703-000	SALARIES - OTHER	250,861.00	255,000	245,267.00	255,000	290,000	270,000
284-704-000	RETIREMENT	90,162.00	98,000	47,113.00	98,000	98,000	98,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	62,557.00	75,000	51,657.00	75,000	75,000	75,000
284-720-000	MESC - UNEMPLOYMENT TAXES		20,000		20,000	20,000	20,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	72,499.00	75,000	61,232.00	75,000	75,000	75,000
284-728-000	ECONOMIC DEVELOPMENT		18,000	20,000.00	20,000	20,000	20,000
284-850-000	TELEPHONE	20,791.00	21,000	18,734.00	21,000	21,000	21,000
284-861-000	MILEAGE & TRAVEL EXPENSES	12,202.00	20,000	11,661.00	20,000	20,000	20,000
284-957-000	DUES	17,726.00	25,000	18,775.00	25,000	25,000	25,000
284-958-000	MTG. FEES & MISC EXPENSES	12,011.00	20,000	19,575.00	20,000	25,000	25,000
284-959-000	APPLICATION FEES EXPENSES	12,275.00	15,000	18,707.00	20,000	25,000	25,000
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	27,344.00	28,000	21,384.00	28,000	30,000	32,000
301-703-000	ORDINANCE OFFICER - SALARY	44,710.00	46,000	39,715.00	46,000	46,000	48,000
336-999-001	FIRE SUB STATION EXPENSES	6,861.00	8,000	758.00	8,000	8,000	2,000
441-801-010	ROAD IMPROVEMENT	226,182.00	270,000	116,694.00	270,000	125,000	200,000
441-803-000	REFUSE COLLECTION	902,699.00	900,000	761,610.00	900,000	900,000	900,000
441-803-100	REFUSE BULKY ITEM DISPOSAL		10,000	7,710.00	10,000	10,000	10,000
441-804-000	DUST CONTROL/CHLORIDE	48,806.00	50,000	66,307.00	67,000	67,000	70,000

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2013 and 03/31/2014
 Mtg/ Date 02/18/2013

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR THE YEAR ENDING 3/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR 2/4/2013	11/19/2012 1ST AMENDMENT BUDGET FOR THE YEAR ENDING 3/31/2013	2/18/2013 2ND AMENDMENT BUDGET FOR THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014
441-971-000	WHITE PINES ST. LIGHTING	746.00	800	626.00	800	800	800
751-881-000	RECREATION	68,698.00	85,000	64,453.00	85,000	85,000	85,000
	WATER/SEWER/BLDG/DEPT.	28,799.00					
916-962-000	DRAINS AT LARGE	27,515.00	35,000		35,000	35,000	35,000
929-977-000	CAPITAL OUTLAY	90,031.00	85,000	43,875.00	85,000	85,000	75,000
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261		200,000	100,000.00	200,000	200,000	250,000
966-999-011	TRANS - OUT SELCRA REIMB. FUND	10,000.00	10,000	10,000.00	10,000	10,000	10,000
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	200,000.00	100,000	100,000.00	350,000	350,000	500,000
966-999-027	TRANS - OUT PARKS & RECREATION #270	725,000.00	379,000	200,000.00	379,000	379,000	250,000
966-999-028	TRANS - OUT BLDG. & GR. - RESERVES - #271	60,000.00	0		0	0	0
966-999-110	CONTINGENCIES		50,000		40,000	40,000	40,000
	TOTAL EXPENDITURES/TRANSFERS OUT	4,027,982	4,068,360	3,010,331	4,284,360	4,237,160	4,339,300
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT		(224,930)	(472,723)	(419,660)	(370,960)	(451,800)
	BEGINNING FUND BALANCE	2,452,516	2,593,463	2,593,463	2,593,463	2,593,463	2,222,503
	ENDING FUND BALANCE	2,593,463	2,368,533	2,120,740	2,173,803	2,222,503	1,770,703

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	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2013	12/31/2012 ACTUAL FOR THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES				
000-570-000	STATE SHARED REVENUE	13,000	12,747	13,000
000-664-000	INTEREST INCOME	0		0
000-695-000	OTHER INCOME	0		0
	TOTAL REVENUES	13,000	12,747	13,000
EXPENDITURES				
000-956-000	MISC. EXPENSE/AUDIT	500	350	500
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	8,000	6,000	8,240
330-704-000	RETIREMENT	800	600	824
330-715-000	PAYROLL TAXES	640	480	700
330-716-000	LIQ. LAW ADMIN FEES - GENOA	3,500	2,625	3,500
	TOTAL EXPENDITURES	13,440	10,055	13,764
	NET REVENUES/EXPENDITURES	(440)		
	BEGINNING FUND BALANCE	2,599	2,599	(764)
	ENDING FUND BALANCE	5,291	2,159	1,395

liquor law 212 march 2014

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2012 & 3/31/2013 & 3/31/2014

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR YEAR ENDING 12/31/2012	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	1ST AMENDMENT FOR BUDGET ENDING 3/31/2013	ACTUAL FOR YEAR ENDING 2/11/2013	2ND AMENDMENT FOR BUDGET ENDING 3/31/2013	BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES							
000-664-000	INTEREST INCOME	0	1,000	1,000	653	1,000	1,000
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	200,000	200,000	200,000	250,000
	TOTAL REVENUES	<u>200,000</u>	<u>201,000</u>	<u>201,000</u>	<u>200,653</u>	<u>201,000</u>	<u>251,000</u>
EXPENDITURES							
441-968-000	1/96 LATSON INTERCHANGE	277,239	200,000	500,000	537,702	538,000	
906-956-000	MISC	535	1,500	1,500	596	1,500	1,500
	TRANSFERS OUT	0	0	0		0	
	TOTAL EXPENDITURES	<u>277,774</u>	<u>201,500</u>	<u>501,500</u>	<u>538,298</u>	<u>539,500</u>	<u>1,500</u>
	NET REVENUES/EXPENDITURES	<u>(77,774)</u>	<u>(500)</u>	<u>(300,500)</u>	<u>(337,645)</u>	<u>(338,500)</u>	<u>249,500</u>
	BEGINNING FUND BALANCE	<u>1,249,055</u>	<u>1,171,281</u>	<u>1,171,281</u>	<u>1,171,281</u>	<u>1,171,281</u>	<u>832,280</u>
	ENDING FUND BALANCE	<u>1,171,281</u>	<u>1,170,781</u>	<u>870,781</u>	<u>833,636</u>	<u>832,781</u>	<u>1,081,780</u>

GENOA TOWNSHIP - ROAD/LAKE REIMBURSEMENT FUND #264
 BUDGET TO ACTUAL REPORT
 BUDGETS FOR THE YEARS ENDING 3/31/2013, 2014, 2015

ACCOUNT DESCRIPTION			BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL THRU 2/8/2013	PROPOSED 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2015
REVENUES							
	INTEREST INCOME		1,000	340	1,000	1,000	1,000
	ASSESSMENTS - CHEMUNG WEED	Jul-17	32,180	29,539	32,180	51,000	51,000
	ASSESSMENTS - PARDEE LAKE 2	Dec-15	25,200	3,436	25,200	25,200	25,200
	ASSESSMENTS - CROOKED LAKE WEED	Jul-17	0		0	21,000	21,000
	ASSESSMENTS - FENDT DRIVE	Dec-12	35,462		35,462		
	GLENWAY	Dec-16		558	16,186	16,186	16,186
	TIMBERVIEW	Dec-18				42,400	42,400
	RED OAKS	Dec-23		2,470		61,250	61,250
	OPERATING TRANS IN FROM GF	Dec-16	100,000		350,000	500,000	300,000
	Other			3,500	3,500		
	TOTAL REVENUES		193,842	39,843	463,528	718,036	518,036
EXPENDITURES							
	LAKE CHEMUNG WEEDS		55,000	43,217	46,000	60,000	55,000
	PARDEE LAKE WEEDS		22,000	25,060	26,000	26,000	26,000
	EAST AND WEST CROOKED LAKE WEEDS			4,673	5,000	50,000	20,000
	RED OAKS			12,129	20,000	780,000	
	GLENWAY			107,904	108,000		
	MOUNTAIN/MYSTIC/MILROY				25,000	120,000	
	TIMBERVIEW					300,000	
	MISC./AUDIT		2,500	2,028	2,500	2,500	2,500
	TOTAL EXPENDITURES		79,500	195,011	232,500	1,338,500	103,500
	NET REVENUES/EXPENDITURES		114,342		231,028	(620,464)	414,536
	BEGINNING FUND BALANCE		564,691		564,691	820,719	175,255
	ENDING FUND BALANCE		679,033		795,719	200,255	589,791

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

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE YEAR ENDING 3/31/2011	ACTUAL FOR THE YEAR ENDING 3/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	2/8/2013 ACTUAL FOR THE YEAR ENDING 3/31/2013	1ST AMENDMENT FOR THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES							
000-664-000	INTEREST INCOME	1,409	2,152	1,000	1,710	2,000	2,000
000-699-000	OPERATING TRANS IN FROM GF RENT	350,000	725,000	379,000	200,000	379,000	250,000
000-699-001	MISC REVENUE	0		500	29,851	30,000	500
	TOTAL REVENUES	351,409	727,152	380,500	237,261	418,500	260,000
EXPENDITURES							
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	200,470		55,000	60,465	60,500	60,000
330-697-000	BIKE PATH ADDITIONS	146,426		225,000	49,392	50,000	225,000
536-972-200	I-96 INTERCHANGE WALK	0		455,000	26,737	30,000	425,000
	LAND PURCHASE			230,000	205,879	206,000	250,000
	HOUSE EXPENSES				4,656	5,000	5,000
330-695-000	MISCELLANEOUS	790	1,090	1,500	2,047	2,500	1,500
	TOTAL EXPENDITURES	347,686	1,090	966,500	349,176	354,000	966,500
	NET REVENUES/EXPENDITURES	3,723	726,062	(586,000)	(111,915)	64,500	(706,500)
	BEGINNING FUND BALANCE	385,687	389,410	703,227	703,227	703,227	767,727
	ENDING FUND BALANCE	389,410	703,227	117,227	591,312	767,727	61,227

parks and rec 270 march 2014

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	APPR 11/19/12 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET
REVENUES					
000-403-000	CURRENT REAL PROP TAXES	5,146	815,000	(809,854)	
000-407-000	DELINQUENT TAXES - REAL/PER	0	0	0	
000-423-000	COLLECT FEES/EXCESS OF ROLL	24,555	330,000	(305,445)	
000-423-100	COLLECTION FEES - SCHOOLS	0	0	0	
000-445-000	PENALTIES & INTEREST ON TAXES	510	2,200	(1,690)	
000-475-000	ORDINANCE FINES	0	0	0	
000-476-000	LICENSES & PERMITS	10,531	13,000	(2,469)	
000-476-100	CABLE FRANCHISE FEES	241,543	310,000	(68,457)	
000-477-000	METRO ACT FEES	0	13,500	(13,500)	
000-480-000	TRAILER FEES	2,200	4,000	(1,800)	
000-501-000	GRANT - WIND TURBINE	0	0	0	
000-574-000	STATE SHARED REVENUES	952,067	1,325,000	(372,933)	
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	25,188	33,500	(8,312)	
000-631-000	REFUSE COLLECTION FEES	578,125	780,000	(201,875)	
000-664-000	INTEREST INCOME	3,786	10,000	(6,214)	
000-676-000	ADMIN FEE/DPW FUND (RENT)	37,500	50,000	(12,500)	
000-676-100	ADMIN FEE/LIQUOR LAW FUND	2,625	3,500	(875)	
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	140,755	145,000	(4,245)	
000-678-700	WHITE PINES/STREET LIGHTING	0	0	0	
000-695-000	OTHER MISC REVENUE	2,642	0	2,642	
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	29,769	30,000	(231)	
000-700-000	TRANS -IN BUILDING RESERVE FUND	0	0	0	
	TOTAL REVENUES	2,056,942	3,864,700	(1,807,758)	

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	APPR 11/19/12 1ST AMENDED BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET
EXPENDITURES & TRANSFERS OUT TO OTHER FUNDS					
101-703-000	TRUSTEES - SALARIES	14,963	31,620	16,657	52.68%
171-703-000	SUPERVISOR - SALARY	37,485	49,980	12,495	25.00%
191-703-000	ELECTION - SUPPLIES/SALARIES	67,215	62,000	(5,215)	-8.41%
209-703-000	CONTRACTUAL - SALARIES	230,922	310,000	79,078	25.51%
210-801-000	PROFESSIONAL - LEGAL	106,807	125,000	18,193	14.55%
215-703-000	CLERK - SALARY	36,735	48,980	12,245	25.00%
223-801-000	PROFESSIONAL - AUDITOR	14,350	18,000	3,650	20.28%
241-801-000	PROFESSIONAL - ENGR./PLANNING	28,995	30,000	1,005	3.35%
241-802-000	PROFESSIONAL - IN HOUSE ENGR	6,771	20,000	13,229	66.15%
247-703-000	BOARD OF REVIEW - SALARIES	625	12,000	11,375	94.79%
247-964-000	TAX CHARGEBACKS	6,124	20,000	13,876	69.38%
253-703-000	TREASURER - SALARY	36,735	48,980	12,245	25.00%
265-775-000	REPAIRS AND MAINTENANCE	63,483	75,000	11,517	15.36%
265-910-000	INSURANCE	199,620	250,000	50,380	20.15%
265-920-000	UTILITIES - ELECTRIC/GAS	14,404	20,000	5,596	27.98%
284-703-000	SALARIES - OTHER	215,468	255,000	39,532	15.50%
284-704-000	RETIREMENT	69,279	98,000	28,721	29.31%
284-715-000	PAYROLL TAXES - FICA/MEDICARE	44,144	75,000	30,856	41.14%
284-720-000	MESC - UNEMPLOYMENT TAXES	0	20,000	20,000	100.00%
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	61,128	75,000	13,872	18.50%
284-728-000	ECONOMIC DEVELOPMENT	20,000	20,000	0	0.00%
284-850-000	TELEPHONE	16,934	21,000	4,066	19.36%
284-861-000	MILEAGE & TRAVEL EXPENSES	10,664	20,000	9,336	46.68%
284-957-000	DUES	17,284	25,000	7,716	30.86%
284-958-000	MTG. FEES & MISC EXPENSES	14,555	20,000	5,445	27.23%

GENOA TOWNSHIP - GENERAL FUND #101
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCT #	ACCOUNT DESCRIPTION	APPR 11/19/12 1ST AMENDED BUDGET FOR			% OF REMAINING EXPENSE BUDGET
		ACTUAL FOR 9 MONTHS 12/31/2012	THE YEAR ENDING 3/31/2013	BUDGET REMAINING	
284-959-000	APPLICATION FEES EXPENSES	17,059	20,000	2,941	14.71%
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	21,050	28,000	6,950	24.82%
301-703-000	ORDINANCE OFFICER - SALARY	34,853	46,000	11,147	24.23%
336-999-001	FIRE SUB STATION EXPENSES	758	8,000	7,242	90.53%
441-801-010	ROAD IMPROVEMENT	116,695	270,000	153,305	56.78%
441-803-000	REFUSE COLLECTION	685,161	900,000	214,839	23.87%
441-803-100	REFUSE BULKY ITEM DISPOSAL	6,990	10,000	3,010	30.10%
441-804-000	DUST CONTROL/CHLORIDE	66,307	67,000	693	1.03%
441-971-000	WHITE PINES ST. LIGHTING	626	800	174	21.75%
751-881-000	RECREATION	64,453	85,000	20,547	24.17%
916-962-000	DRAINS AT LARGE	0	35,000	35,000	100.00%
929-977-000	CAPITAL OUTLAY	42,922	85,000	42,078	49.50%
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	200,000	200,000	0	0.00%
966-999-011	TRANS - OUT SELCRA REIMB. FUND	10,000	10,000	0	0.00%
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	350,000	350,000	100.00%
966-999-027	TRANS - OUT PARKS & RECREATION #270	200,000	379,000	179,000	47.23%
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	0	0	0	
966-999-110	CONTINGENCIES	0	40,000	40,000	100.00%
TOTAL EXPENDITURES/TRANSFERS OUT		2,801,564	4,284,360	1,482,796	
REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT		(744,622)	(419,660)	(324,962)	
BEGINNING FUND BALANCE		2,593,463	2,593,463	0	
ENDING FUND BALANCE		1,848,841	2,173,803	(324,962)	
		12/31/12	3/31/2013		

GENOA TOWNSHIP - LIQUOR LAW FUND #212
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 3/19/12 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING
REVENUES				
000-570-000	STATE SHARED REVENUE	12,747	13,000	(253)
000-664-000	INTEREST INCOME	0	0	0
000-695-000	OTHER INCOME	0	0	0
	TOTAL REVENUES	<u>12,747</u>	<u>13,000</u>	<u>(253)</u>
EXPENDITURES				
000-956-000	MISC. EXPENSE	350	500	150
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	6,000	8,000	2,000
330-704-000	RETIREMENT	600	800	200
330-715-000	PAYROLL TAXES	480	640	160
330-716-000	LIQ. LAW ADMIN FEES - GENOA	2,625	3,500	875
	TOTAL EXPENDITURES	<u>10,055</u>	<u>13,440</u>	<u>3,385</u>
	NET REVENUES/EXPENDITURES	2,692	(440)	3,132
	BEGINNING FUND BALANCE	<u>2,599</u>	<u>2,599</u>	<u>0</u>
	ENDING FUND BALANCE	<u>5,291</u>	<u>2,159</u>	<u>3,132</u>
		12/31/2012	3/31/2013	

GENOA TOWNSHIP - ROAD IMPROVEMENT FUND #261
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 6/4/12 AMENDED BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING
REVENUES				
000-664-000	INTEREST INCOME	737	1,000	(263)
000-699-000	OPERATING TRANSFER IN (G/F)	200,000	200,000	0
	TOTAL REVENUES	200,737	201,000	(263)
EXPENDITURES				
441-968-000	I/96 LATSON INTERCHANGE	537,702	500,000	(37,702)
906-956-000	MISC	596	1,500	904
	TRANSFERS OUT	0	0	0
	TOTAL EXPENDITURES	538,298	501,500	(36,798)
	NET REVENUES/EXPENDITURES	(337,561)	(300,500)	(37,061)
	BEGINNING FUND BALANCE	1,171,281	1,171,281	0
	ENDING FUND BALANCE	833,720	870,781	(37,061)
		<u>12/31/2012</u>	<u>3/31/2013</u>	

GENOA TOWNSHIP - ROAD/LAKE REIMBURSEMENT FUND #264
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 3/19/12 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	FINAL YEAR ASSESSED
REVENUES					
000-664-000	INTEREST INCOME	340	1,000	(660)	
453-672-000	ASSESSMENTS - CHEMUNG WEED	129	32,180	(32,051)	DEC. 2012
460-672-100	ASSESSMENTS - PARDEE LAKE 2	3,436	25,200	(21,764)	DEC. 2015
460-672-125	ASSESSMENTS - CROOKED LAKE WEED	0	0	0	
464-672-000	ASSESSMENTS - FENDT DRIVE	0	35,462	(35,462)	DEC. 2015
465-673-000	ASSESSMENTS - RED OAKS	2,469	0	2,469	
468-676-000	ASSESSMENTS - GLENWAY DRIVE	558	0	558	
000-699-000	OPERATING TRANS IN FROM GF	0	100,000	(100,000)	
	OTHER INCOME	3,500	0	3,500	
	TOTAL REVENUES	10,432	193,842	(183,410)	
EXPENDITURES					
453-801-000	LAKE CHEMUNG WEEDS	43,217	55,000	11,783	
451-695-000	MISC.	2,025	2,500	475	
460-801-000	PARDEE LAKE WEEDS	25,060	22,000	(3,060)	
463-802-000	CROOKED LAKE WEEDS	0	0	0	
465-801-000	EAST/WEST CROOKED LAKE WEED	653	0	(653)	
465-802-000	RED OAKS ROADS	5,128	0	(5,128)	
468-801-000	GLENWAY DRIVE ROAD	105,946	0	(105,946)	
999-999-000	TRANSFER OUT - GF	0	0	0	
	OTHER ROADS	0	2,000	2,000	
	OTHER LAKES	0	2,000	2,000	
	TOTAL EXPENDITURES	182,029	83,500	(98,529)	
	NET REVENUES/EXPENDITURES	(171,597)	110,342	(281,939)	
	BEGINNING FUND BALANCE	564,691	564,691	0	
	ENDING FUND BALANCE	393,094	675,033	(281,939)	
		12/31/2012	3/31/2013		

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

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 10/15/12 AMENDED BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING
REVENUES				
000-664-000	INTEREST INCOME	1,942	1,000	942
000-699-000	OPERATING TRANS IN FROM GF	200,000	379,000	(179,000)
000-700-000	REVENUE - RENT HOUSE	5,750	0	5,750
000-699-001	MISC REVENUE	29,851	500	29,351
	TOTAL REVENUES	237,543	380,500	(142,957)
EXPENDITURES				
330-694-000	RENTAL EXPENSES - HOUSE	4,656	0	(4,656)
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	59,189	55,000	(4,189)
330-697-000	BIKE PATH ADDITIONS	49,392	225,000	175,608
New	BIKE PATH - NIXON RD PATHWAY	0	454,000	454,000
536-972-100	LAND FOR RECREATION	205,879	230,000	24,121
536-972-200	I-96 INTERCHANGE WALK	13,314	455,000	441,686
330-695-000	MISCELLANEOUS	1,051	1,500	449
	TOTAL EXPENDITURES	333,481	1,420,500	1,087,019
	NET REVENUES/EXPENDITURES	(95,938)	(1,040,000)	944,062
	BEGINNING FUND BALANCE	703,227	703,227	0
	ENDING FUND BALANCE	607,289	(336,773)	944,062
		<u>12/31/2012</u>	<u>3/31/2013</u>	

GENOA TOWNSHIP - BLDG RESERVE FUND #271
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 3/19/12 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING
REVENUES				
000-664-000	INTEREST INCOME	303	650	(347)
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	0	0	0
	MISC INCOME	0	0	0
	TOTAL REVENUE	303	650	(347)
EXPENDITURES				
	OPERATING TRANS OUT - GF			
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0
	OTHER	0	250	250
	TOTAL EXPENDITURES	0	250	250
	NET REVENUES/EXPENDITURES	303	400	(97)
	BEGINNING FUND BALANCE	200,521	200,521	0
	ENDING FUND BALANCE	200,824	200,921	(97)
		<u>12/31/2012</u>	<u>3/31/2013</u>	

GENOA TOWNSHIP - DPW FUND #503
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/13 COMPARED TO ACTUAL FOR THE
 9 MONTHS ENDING 12/31/12

APPROVED
 3/19/2012

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	% EXPENSE BUDGET REMAINING
REVENUES					
400	FEES - EXCLUDING OPER LABOR				
401	GENOA TWP. (ENGR. ONLY)	6,771	23,000	(16,229)	
402	MARION SEWER (BILLING ONLY)	11,364	14,500	(3,136)	
403	PINE CREEK WATER/SEWER (BILLING ONLY)	10,349	14,000	(3,651)	
404	LAKE EDGEWOOD WATER (BILLING ONLY)	3,004	4,100	(1,096)	
	SUBTOTAL - FEES EXCLUDING OPER LABOR	<u>31,488</u>	<u>55,600</u>	<u>(24,112)</u>	
410	FEES - INCLUDING OPER LABOR				
411	OAK POINTE WATER/SEWER	328,182	437,574	(109,392)	
412	MHOG WATER	610,823	814,431	(203,608)	
413	LAKE EDGEWOOD SEWER	84,042	112,064	(28,022)	
415	GENOA/OCEOLA SEWER	382,432	509,910	(127,478)	
	SUBTOTAL - FEES INCLUDING OPER LABOR	<u>1,405,479</u>	<u>1,873,979</u>	<u>(468,500)</u>	
420	OTHER INCOME	5,411	500	4,911	
440	INTEREST INCOME	0	0	0	
	SUBTOTAL - OTHER INCOME	<u>5,411</u>	<u>500</u>	<u>4,911</u>	
	TOTAL REVENUE	<u>1,442,378</u>	<u>1,930,079</u>	<u>(487,701)</u>	
EXPENDITURES					
600	AUDIT/ACCOUNTING SERVICES	<u>3,250</u>	<u>7,000</u>	<u>3,750</u>	<u>53.57%</u>
601	AUTO/TRUCK EXPENSES				
601.1	ALLOWANCE	9,950	13,200	3,250	
601.2	GASOLINE	38,301	48,000	9,699	
601.3	LOAN PAYBACK	48,111	64,147	16,036	
601.4	REPAIRS/MAINTENANCE	6,359	10,000	3,641	
	TOTAL AUTO/TRUCK EXPENSES	<u>102,721</u>	<u>135,347</u>	<u>32,626</u>	<u>24.11%</u>

GENOA TOWNSHIP - DPW FUND #S03
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/13 COMPARED TO ACTUAL FOR THE
 9 MONTHS ENDING 12/31/12

APPROVED
 3/19/2012

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	% EXPENSE BUDGET REMAINING
602	ADMINISTRATIVE EXPENSES				
602.1	RECEIPTING	22,500	30,000	7,500	
602.2	OFFICE RENT & SUPPLY	15,000	20,000	5,000	
	TOTAL ADMINISTRATIVE EXPENSES	37,500	50,000	12,500	25.00%
603	COMPUTER/SW EXPENSES	14,968	10,000	(4,968)	-49.68%
604	CONFERENCES & DUES	5,417	10,000	4,583	45.83%
606	CONTINGENCY	0	5,000	5,000	100.00%
608	EMPLOYER'S PAYROLL TAXES				
608.1	ADMINISTRATION	20,735	21,657	922	
608.2	OPERATORS	40,644	66,283	25,639	
	TOTAL EMPLOYER'S PAYROLL TAXES	61,379	87,940	26,561	30.20%
612	INSURANCE				
612.1	EMPLOYEES - ADMIN (HEALTH INS)	31,943	44,760	12,817	
612.11	EMPLOYEES - ADMIN (LIFE, DISABILITY INS)	1,940	3,240	1,300	
612.12	EMPLOYEES - ADMIN (WORKERS COMP)	1,754	1,843	89	
612.2	EMPLOYEES - OPERATORS (HEALTH INS)	138,618	198,640	60,022	
612.21	EMPLOYEES - OPERATORS (LIFE, DISABILITY INS)	7,343	18,360	11,017	
612.22	EMPLOYEES - OPERATORS (WORKERS COMP INS)	20,860	34,976	14,116	
612.3	VEHICLES & LIABILITY INS	8,000	8,000	0	
	TOTAL INSURANCE	210,458	309,819	99,361	32.07%
613	LEGAL FEES	881	1,500	619	41.27%
615	CREDIT CARD FEES	9,882	10,000	118	1.18%
616	EMPLOYEE HEALTH/BACKGROUND/RECRUITING	479	2,400	1,921	80.04%
617	OFFICE EXPENSES	6,542	4,000	(2,542)	-63.55%
618	OTHER EXPENSES	351	1,000	649	64.90%
619	POSTAGE & SHIPPING	4,258	7,000	2,742	39.17%

GENOA TOWNSHIP - DPW FUND #503
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/13 COMPARED TO ACTUAL FOR THE
 9 MONTHS ENDING 12/31/12

APPROVED
 3/19/2012

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2012	BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	% EXPENSE BUDGET REMAINING
627	RETIREMENT				
627.1	ADMINISTRATION	22,414	27,072	4,658	
627.2	OPERATORS	54,348	80,329	25,981	
	TOTAL RETIREMENT	<u>76,762</u>	<u>107,401</u>	<u>30,639</u>	<u>28.53%</u>
630	SALARIES				
630.1	SALARIES - ADMIN	200,979	270,718	69,739	25.76%
630.8	SALARIES - OPERATIONS - STRAIGHT TIME	508,485	742,328	233,843	
630.91	SALARIES - OPERATIONS - OVERTIME	39,908	86,205	46,297	
	TOTAL SALARIES - OPERATIONS	<u>548,393</u>	<u>828,533</u>	<u>280,140</u>	<u>33.81%</u>
	TOTAL SALARIES - ADMIN & OPERATIONS	<u>749,372</u>	<u>1,099,251</u>	<u>349,879</u>	<u>31.83%</u>
640	SUPPLIES & TOOLS	4,903	5,000	97	1.94%
651	TELEPHONE				
652	CUSTOMER LINE	422	2,000	1,578	
653	ANSWERING SERVICE	1,979	2,700	721	
654	MOBILE PHONES	10,317	18,000	7,683	
	TOTAL TELEPHONE	<u>12,718</u>	<u>22,700</u>	<u>9,982</u>	<u>43.97%</u>
700	TRANSFERS TO EQUIPMENT RESERVES	30,000	30,000	0	0.00%
701	TRANSFERS TO PERSONNEL RESERVES	10,000	10,000	0	0.00%
705	UNIFORMS & PROTECTIVE CLOTHING	8,629	15,000	6,371	42.47%
	TOTAL EXPENDITURES	<u>1,350,470</u>	<u>1,930,358</u>	<u>579,888</u>	<u>30.04%</u>
	CHANGE IN FUND BALANCE	91,908	(279)	92,187	
	BEGINNING FUND BALANCE	202,627	202,627	0	
	REFUNDS TO W/S DISTRICTS	<u>(142,627)</u>	<u>(142,627)</u>	<u>0</u>	
	ENDING FUND BALANCE	<u>151,908</u>	<u>59,721</u>	<u>92,187</u>	
		12/31/2012	3/31/2013		

GENOA TOWNSHIP - DPW RESERVE FUND #504
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 COMPARED TO ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

APPROVED
 3/19/2012

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012
REVENUES					
400	TRANS IN FROM DPW #503 - EQUIP RESERVES	30,000	30,000	0	30,000
404	TRANS IN FROM DPW #503 - PERSONNEL RESERVES	10,000	10,000	0	10,000
420	OTHER INCOME	0	0	0	0
440	INTEREST INCOME	61	30	31	70
	TOTAL REVENUE	<u>40,061</u>	<u>40,030</u>	<u>31</u>	<u>40,070</u>
EXPENDITURES					
500	CAPITAL OUTLAY	12,872	14,000	1,128	14,000
501	EQUIPMENT	0	0	0	0
502	VEHICLE - TRUCK	0	0	0	0
505	PERSONNEL	3,870	0	(3,870)	5,000
	TOTAL EXPENDITURES	<u>16,742</u>	<u>14,000</u>	<u>(2,742)</u>	<u>19,000</u>
	NET CHANGE IN FUND BALANCE	23,319	26,030	(2,711)	21,070
	BEGINNING FUND BALANCE	<u>30,384</u>	<u>30,384</u>	<u>0</u>	<u>30,384</u>
	ENDING FUND BALANCE	<u>53,703</u>	<u>56,414</u>	<u>(2,711)</u>	<u>51,454</u>
		12/31/2012	3/31/2013		3/31/2013

GENOA TOWNSHIP - BLDG RESERVE FUND #271
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2013
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2012	Appr. 3/19/12 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	BUDGET REMAINING
REVENUES				
000-664-000	INTEREST INCOME	303	650	(347)
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	0	0	0
	MISC INCOME	0	0	0
	TOTAL REVENUE	303	650	(347)
EXPENDITURES				
	OPERATING TRANS OUT - GF			
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0
	OTHER	0	250	250
	TOTAL EXPENDITURES	0	250	250
	NET REVENUES/EXPENDITURES	303	400	(97)
	BEGINNING FUND BALANCE	200,521	200,521	0
	ENDING FUND BALANCE	200,824	200,921	(97)
		<u>12/31/2012</u>	<u>3/31/2013</u>	



MEMO

TO: Honorable Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director
Tasha Humphriss, Utility Engineer

DATE: February 14, 2013

RE: Oak Pointe Wastewater Treatment Plant Consolidation Project
Notice of Intent to Issue Bonds and Preliminary Design Proposal.

MANAGER REVIEW: _____

The Genoa Township Utility Department is pleased to present for the Genoa Township Board's consideration the first items for action regarding the consolidation of the Oak Pointe Wastewater Treatment Plant (WWTP) with the Genoa Oceola WWTP. A detailed review of the history of this project was previously provided in staff Memos from the October 1, 2012, and December 3, 2012, Genoa Township Board meetings. In summary, the stated needs for the project include:

- The existing treatment technology for the Oak Pointe WWTP is antiquated
- There are numerous violations, primarily associated with Sodium & Chloride Violations
- Remove a source of groundwater contamination impacting Township residents
- The Township does not wish to inspect individual residences or enforce water softener restrictions on individual homes
- This project has been a goal of the Township since 2005
- This project will consolidate 2 wastewater treatment plants into one, which has support from the State, is an opportunity to consolidate energy, labor, and services, and improve the quality of treated wastewater effluent discharged in the Township.

Historically, funding has been the primary hurdle keeping this project from being initiated. Therefore, from 2009 to 2011, staff applied for grants from the State and Federal Governments to fund this project. The grant applications were unsuccessful, and recently a funding mechanism was discovered through the development of a Citizen's Advisory Committee.

In January 2012, with the intention of reviewing a water irrigation rate increase, the Township started the Oak Pointe Citizen's Advisory Committee. Through the process of reviewing the challenges of the existing wastewater system with the Citizen's Advisory Committee, we have gained support to finance this project through a quarterly debt charge on their utility bill. We subsequently held three public meetings in which all Oak Pointe sanitary sewer customers were

invited. From these meetings, we obtained overall very positive public support for the project and are now bringing to the Board the following documents for review and/or approval:

Attachment 1 – A question and answer document with additional details in regards to the questions raised at the December 3, 2012, Genoa Township Board meeting.

Attachment 2 – Resolution and Notice of Intent to Issue Bonds.

Attachment 3 – Draft Agreement between Genoa Oceola and Genoa Township for the wholesale treatment of the wastewater from Oak Pointe.

Attachment 4 – Tetra Tech Proposal for Basis of Design for the project, including 1) Decommission of the Oak Pointe WWTP, 2) Improvements to the Genoa Oceola WWTP, and 3) Finalize the Route, including a route investigation and hydraulic calculations.

We look forward discussing this important project with the Board on February 18, 2013. In addition, Jim Kiefer of Dykema will be present at the meeting to answer questions on the legal and financial aspects of the project.

Oak Pointe WWTP Consolidation Project
Questions and Answers
Follow Up to December 3, 2012, Board Meeting

1

There was some discussion on the potential benefits of packaging the wastewater debt with a potential road project.

As each debt issuance has a certain component of debt costs (~\$120,000), it makes sense to combine debt issuance when possible. However, the timing for the Oak Pointe wastewater project and pending township road improvements is not aligning for that to be possible. It is anticipated that the Oak Pointe WWTP Consolidation project will be ready for financing this year, whereas the road projects have either obtained funding or are yet to begin conceptual design or financial planning.

What is the timeframe for debt repayment and project cost?

The current estimate is a 20-year payback, with a \$300/year/REU charge.

*REU stands for Residential Equivalent Unit

The last Citizen's Advisory Committee meeting focused on the debt repayment options, and the recommended method is a charge on the quarterly sanitary sewer bill. We agreed to give the residents a minimum of 6 months' notice before the charge was added to the bill. We anticipate assessing the charge after construction starts, at the earliest approximately a year from now.

At the December 3rd Board Meeting two routes were reviewed, why is the Chilson Route now recommended?

Presented in **Exhibit 2** of the Draft Agreement with the Genoa Oceola Sanitary Sewer Authority is the proposed Chilson Route. After careful evaluation, the Chilson route is recommended for the following reasons: 1) The Chilson Road route has available Right-Of-Way to install the pipe, 2) The Chilson Road route will improve ease of the hydraulic design of the transmission main as it can likely remain a dedicated transmission main for the Oak Pointe system 3) The Nixon Road improvements that are part of the Latson Road Interchange are scheduled to begin this spring, and we would be unable to get the pipe built before the road construction, thus causing inconvenience for the residents in that area by having construction occur for two consecutive years, and lastly 4) Future service to this area as identified in the Township Master Plan can occur more effectively than if this force main was occupying available Right-of-Way in this area.

Why not use Revenue Bonds instead of Capital Improvement Bonds?

Both funding mechanisms require publication of a notice of intent to issue bonds and a referendum period. And, in both situations, the debt service would be paid primarily with user based debt service charges. However, Capital Improvement Bonds allow the Township to pledge its full faith and credit as a "back-stop" security for the bond issue, in case the Oak Pointe debt service charges, reserve funds and operation and maintenance funds are not sufficient to pay the debt service on the Bonds. The ability to pledge the Township's full faith and credit offers the benefit of the Township's excellent credit rating to the residents of Oak Pointe, which will save tens of thousands of dollars over the life of the bonds.

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township, Livingston County, Michigan ("Genoa Township") held at the Township Hall on February 18, 2013, at 6:30 p.m., there were

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____:

Resolution Authorizing Publication of Notice of Intent to Issue Bonds and Allowing for the Reimbursement of Certain Expenditures from Bond Proceeds

WHEREAS, the Township intends to construct improvements to its Oak Pointe wastewater treatment and transmission system (the "Project");

WHEREAS, the Township intends to finance a substantial portion of the costs of the Project through the issuance of tax-exempt bonds in an approximate amount of not to exceed \$6,000,000 (the "Bonds");

WHEREAS, the Township Board has determined that it is appropriate to issue capital improvement bonds pursuant to Act No. 34, Public Acts of Michigan, 2001 (the "Bonds") to pay for all or a portion of the costs of the Project;

WHEREAS, in order to issue the Bonds under Act 34, it is necessary to publish a notice of intent to issue bonds; and

WHEREAS, the Township may pay certain expenses of the Project prior to the issuance of the Bonds, and may elect to reimburse itself for such expenses from proceeds of the Bonds.

NOW THEREFORE BE IT RESOLVED THAT:

1. The notice set forth in Exhibit A to this resolution is approved, and the Township Utility Director or his designee is authorized and instructed to publish the notice once in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall not be less than one-fourth (1/4) page in size when it is printed in such newspaper.

2. The Township makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) The Township reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of the Bonds.
- (b) The expenditures described in this paragraph (b) are for the purpose of defraying the costs of the Project and paying related bond issuance costs, all as described in this resolution.
- (c) The Bonds will be issued no later than 18 months after the later of (i) the date the first expenditure to be reimbursed was made, or (ii) the date the Project was placed in service or abandoned, but in no case later than 3 years after the date the first expenditure was made.
- (d) The expenditures described in (b) above are "capital expenditures" as defined in Treas. Reg. §1.150-1, which are any costs of a type which are properly chargeable to a capital account (or would be so chargeable with a proper election) under general Federal income tax principles (as determined at the time the expenditures are paid).

3. All previously adopted resolutions that are in conflict with this resolution are repealed to the extent of such conflict.

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

YES: _____

NO: _____

ABSTAIN: _____

CERTIFICATION

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

Dated: February __, 2013

Genoa Township Clerk

Exhibit A

Form of Notice

**NOTICE OF INTENTION OF GENOA CHARTER TOWNSHIP TO
ISSUE CAPITAL IMPROVEMENT BONDS AND OF RIGHT TO
PETITION FOR REFERENDUM THEREON**

TO ALL ELECTORS OF GENOA CHARTER TOWNSHIP

NOTICE IS HEREBY GIVEN that the Township Board of Genoa Charter Township, Livingston County, Michigan (the "Township") intends to authorize the issuance of capital improvement bonds in one or more series (the "Bonds") for the purpose of financing improvements to the Township's Oak Pointe wastewater treatment and transmission system. The Bonds will be issued pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001 ("Act 34"). The principal amount of the Bonds to be issued shall not exceed \$6,000,000, the term of the Bonds shall not exceed 25 years and the Bonds shall bear interest at a rate not to exceed 6.00% per annum. The principal and interest on the Bonds will be payable primarily from the revenue generated from the debt service charge paid by users of the Oak Pointe wastewater system. In the event that the revenue from the debt service charges is not sufficient the Township intends to use the reserve funds and/or the operation and maintenance funds from the Oak Pointe wastewater system to pay the debt service on the Bonds. Additionally, the Township has pledged its full faith and credit for the payment of the Bonds and accordingly if the revenue from the operation of the Oak Pointe wastewater system is not sufficient then moneys from the Township's general fund will be used to pay the Bonds.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN to the electors of the Township to inform them of the right to petition for a referendum on the question of issuing the Bonds without a vote of the electors thereon, and the Bonds shall not be issued until at least 45 days after publication of this notice. If, within such 45-day period, a petition or petitions requesting a referendum on the question of the issuance of the Bonds signed by not less than 10% of the registered electors of the Township has been filed with the Township Clerk, the Bonds shall not be issued unless and until approved by a majority of the electors of the Township voting thereon at a general or special election.

This notice is given by order of the Township Board as required by Act 34. Further information may be obtained at the office of the Township Supervisor, 2911 Dorr Road, Brighton, Michigan 48116.

Dated: February __, 2013

Gary McCririe
Genoa Charter Township Supervisor

**Genoa Township Capital Improvement Bonds
Oak Pointe to Genoa-Oceola WWTP Project
Financing Schedule and Timetable**

<u>Step</u>	<u>Action</u>	<u>Date</u>
1.	Presentation to Homeowner's Association	September, 2012
2.	Open House Meeting for Property Owners	November 8, 2012
3.	Presentation to Township Board of Trustees	December 3, 2012
4.	Present outline of draft of Inter-Local Agreement between Genoa Township and the Genoa-Oceola Sewer and Water Authority	February, 2013
5.	Township Board of Trustees Adopts Resolution Authorizing Publication of Notice of Intent to Issue Bonds and providing for Preliminary Expenditures to be Reimbursed from Bond proceeds	February 18, 2013
6.	Present Draft of Inter-Local Agreement to the Genoa Township Board of Trustees	February 18, 2013
7.	Notice of Intent to Issue Bonds is Published in Livingston County Daily Press & Argus	February __, 2013
8.	Meeting with PFM Regarding Financial Analysis and Repayment of Bonds	March __, 2013
9.	Expiration of 45 Days to File Petition Requesting a Referendum	April __, 2013
10.	Certificate of No-Referendum is signed	April __, 2013
11.	Confirm Qualifying Statement Status with Michigan Department of Treasury (based on 2012 fiscal year end)	April __, 2013
12.	Township Board of Trustees Adopts Bond Authorizing Resolution with Bond Repayment Plan	May, 2013
13.	Finalize Inter-Local Agreement between Genoa Township and the Genoa-Oceola Sewer and Water Authority	June, 2013
14.	Plans and Specifications Finalized	August, 2013
15.	Construction Documents Released to Contractors	September, 2013
16.	Construction Bids Received from Contractors with a 90-day Hold Period	October, 2013
17.	Final Cost Established for the Project	October, 2013
18.	Apply for Rating on the Bonds	October, 2013
19.	Prepare and Publish Preliminary Official Statement	October, 2013
20.	Prepare and Publish Official Notice of Sale	October, 2013
21.	Receive Rating on the Bonds	October, 2013

<u>Step</u>	<u>Action</u>	<u>Date</u>
22.	Conduct Bond Sale	November, 2013
23.	Township Authorized Officer signs Award Certificate for the Bond Sale	November, 2013
24.	Publish Final Official Statement	November, 2013
25.	Closing on Bond Issue*	November, 2013
26.	Post-Closing Filing with the Department of Treasury	November, 2013
27.	Issue Notice to Proceed and Start Construction on Project	December, 2013
28.	Quarterly Capital Charge Included on Utility Invoices	February, 2014

*Certain intermediate steps have been omitted from the bond issuance process.

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SEWAGE TREATMENT AGREEMENT

Draft 2/13/13

THIS SEWAGE AGREEMENT is dated as of _____, 2013 by Genoa-Oceola Sewer and Water Authority whose principal office is located at 2911 Dorr Road, Brighton, MI 48116 (“G-O”), and Genoa Charter Township (“Township”), whose principal office is located at 2911 Dorr Road, Brighton, Michigan 48116.

ARTICLE I – RECITALS

WHEREAS, Genoa Charter Township (“the Township”) owns and operates the Oak Pointe Sewer System; and,

WHEREAS, the Townships of Genoa and Oceola have organized the Genoa – Oceola Sewer and Water Authority (G-O) pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a sanitary collection and treatment system; and,

WHEREAS, the Township and Authorities have concluded that the operation of sanitary systems is needed to promote and improve the health and welfare of the residents of the Townships; and,

WHEREAS, to alleviate ground water contamination from sodium and chloride discharge in the Oak Pointe System the governing bodies determined that it is in the best interest of both systems to enter into an agreement for the treatment of sewage from the Oak Pointe System at the Genoa-Oceola System under the provision of Act 258, Michigan Public Acts of 2011; and,

WHEREAS, consolidating wastewater systems, in addition to solving the sodium and chloride problem, saves money, reduces energy usage, reduces chemical usages, and improves efficiency of operation.

NOW, THEREFORE, in consideration of the promises below, the parties mutually agree as follows:

ARTICLE II – PROJECT DESCRIPTION

The project, and defined by this agreement, will consist of improvements to the Genoa-Township Oak Pointe System and the G-O System. Improvements to the Genoa-Oceola System will be funded by Genoa Township’s Oak Pointe District as defined in Articles II and III.

Genoa Township (Oak Pointe) Improvements	Genoa –Oceola Improvements
Conversion of OP WWTP to a Pump Station	Sludge Processing Equipment Additions
Installation of an Influent Mag Meter	Variable Frequency Drives at the G-O Main Lift Station
Installation of force main from Oak Point to G-O	Dissolved Oxygen Meters and Controllers in the Existing Oxidation Ditch
Connecting the New Force Main to the Existing G-O Force Main	Installation of a Effluent Mag Meter to be installed at the Oak Pointe WWTP

ARTICLE III – COST ESTIMATES

The cost of the improvements to the G-O System to accommodate the Genoa Oak Pointe flow has a cost estimate of \$1,000,000 based on preliminary design estimate performed by HRC, Inc., in a document entitled “Analysis of Existing Operations Genoa Oceola Wastewater Treatment Plant, for the addition of flows from Oak Pointe Wastewater Treatment Plant and Latson Road Interchange, dated August 2012.

ARTICLE IV – CONSTRUCTION BIDS AND CONTRACTS

The parties hereto agree that the project will be competitively bid. The bidding of the project will be divided into three phases as follows:

- **Division A** – Conversion of Oak Pointe WWTP to a Pump Station
- **Division B** - Construction of the Force Main from the Oak Pointe WWTP to the Connection to the G-O WWTP existing force main in the approximate location of I-96 and Chilson Road as shown in Exhibit I
- **Division C**- Sludge handling and process control improvements to the Genoa-Oceola System will bid by Genoa Township on behalf of the G-O Sewer and Water Authority.

Genoa Township will contract with the successful low bidder on Divisions A and B. G-O Sewer and Water Authority will contract directly with the successful low bidder of Division C. Prior to G-O entering into a contract for Division C, Genoa Township will deposit into the G-O expansion fund the bid amount plus a 10% contingency plus budget engineering inspection fees.

ARTICLE V – HANDLING EXCESS COSTS AND EXCESS FUNDS

In the event that the aggregate amount of any change orders, when combined with prior change orders, will exceed the 10% construction contingency, then such change orders must be approved by both Genoa Township and the G-O Sewer and Water Authority. Following any such

approval, Genoa Township shall provide an additional deposit to the Construction Costs Deposit to pay for the additional costs from such change orders.

Following completion of the construction of the Project as defined as the receipt and approval of the final pay application, G-O shall reimburse Genoa Township for the portion, if any, of the Construction Costs Deposit, including any interest earned in that account, that G-O has not spent on construction costs or other expenses related to the Project.

ARTICLE VI – CAPACITY

The current capacity of - the G O WWTP is 1.9 MGD, and Genoa and Oceola Townships share 50% of the current plant capacity equally. However, the Township's existing usage is not equal, with Genoa Township having a higher percentage of the existing flow. **Exhibit 1** is an excerpt from the HRC document referenced in Article III showing the existing capacity by Township in the G-O WWTP.

Per this agreement, the G-O WWTP covenants 250,000 gallons per day (gpd) of capacity, to be used as a dedicated portion of Genoa Township's share of capacity for the term of this agreement. Genoa Township Oak Pointe cannot exceed 250,000 gallons per day of equalized flow from the Oak Pointe System without an amendment to this agreement. The line constructed to connect Oak Pointe to the G-O WWTP shall be dedicated for the sole purpose of transporting Oak Pointe Flows to the G-O Plant and shall not be utilized to transport other flows originating in Genoa Township to the G-O WWTP without amendment of this agreement by both Governing Boards.

As part of future expansions to the plant, the Oak Pointe System will have the option to become integrate into the G-O System should the governing Boards of Genoa Township and the G-O Sewer and Water Authority determine that unified operation is in the interest of both systems.

ARTICLE VII - OPERATION OF THE SYSTEMS

During the term of the Agreement, the Township agrees to provide, through the Township Utilities Department, the staff, vehicles, supplies and materials needed to operate the Oak Pointe Collection System as defined by the map presented in **Exhibit 2**, up to the connection point. **Exhibit 2** includes the existing Oak Pointe Sanitary Service Area and defines the infrastructure that will be maintained by Oak Pointe and G-O in the future. The G-O Authority agrees to provide facilities, energy, staff, and supplies necessary to treat the sewage originating from the Oak Pointe Wastewater System. The Parties agree to operate the Systems in accordance with the terms and conditions of this Agreement, applicable law, and the permits, licenses, manufacturer's protocols, and specifications applicable to the operation and maintenance of the Systems. The ultimate responsibility for the operation of each such System shall remain with the governing body of each respective System. Each party hereby agrees that it will cooperate in good faith with the other and its agents, employees, representatives, officers, contractors, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement.

ARTICLE VIII- ORDINANCES

Genoa Township hereby agrees to comply with the Genoa-Oceola Sewer and Water Authority Sewer Use Ordinance adopted February 12, 1992, as amended. A copy hereto is attached as **Exhibit 3**. Flows from the Oak Pointe System must be in compliance with the ordinance and Genoa-Oceola reserves all rights as provided in the ordinance to assure compliance.

ARTICLE IX – AUTHORITY SCOPE OF SERVICES

Following is a description of the services the Authority shall provide to Genoa Township under the terms of this agreement.

Section 9.1 -Billing Services

The Genoa-Oceola Sewer and Water Authority will read the G-O meter installed on the effluent line at the Oak Pointe WWTP as described in Article II on a monthly basis on the last regular business day of the month. The G-O Authority shall bill Genoa Township quarterly for the aggregate monthly usage for that quarter. Bills will be submitted to Genoa-Township on or near the 15th of the month of January, April, July, and October.

If the Effluent meter is not functioning properly, the G-O Authority shall utilize the influent flow meter readings to the Oak Pointe Facility. If flow readings are greater than 5% variable between the influent and effluent flow measurements, the G-O Authority shall notify Genoa Township prior to submitting the bill; however, the effluent meter reading will be used for billing purposes. The G-O Authority reserves to the right to estimate monthly readings should the effluent and influent meters fail to operate for more than a period of 24 hours.

Section 9.2 -Sewage Treatment Services

The Authority shall treat Oak Pointe flow in accordance with Permits, Laws, and Standard of Care that is used for treating all other flow entering the Genoa-Oceola WWTP, including the resulting process residuals.

ARTICLE X - CAPITAL PROJECTS

This agreement does not prevent either the G-O Authority or the Genoa Township Oak Pointe Systems from designing, financing, or constructing capital improvement projects for the continued operation of the systems.

ARTICLE XI -PAYMENT FOR SERVICES

The G-O Authority shall receive compensation for providing staff, vehicles, supplies and material necessary to provide the operational, maintenance and billing services contemplated by this Agreement, and Genoa Township shall be billed quarterly. Payment shall be received within 45 days of the date of the invoice. Payment not made within 45 Days shall be subject to a 10% penalty.

The G-O Authority will not accept an offset in lieu of payment for treatment services rendered.

Section 11.1 - Calculation of Bulk Rate

The annual bulk rate as defined as the \$1.72/1,000 gallons of flow received shall be calculated utilizing the methodology presenting in **Exhibit 4**.

Section 11.2 – Annual Rate Adjustments

The bulk rate charged to Genoa Township Oak Pointe System shall be reviewed and subject to adjustment annually. Based on the methodology presented in **Exhibit 4**, the bulk rate will be Adjusted as necessary in August of each year. Notice of the rate increase shall be provided to Genoa Township within 30 days of the G-O Board adopting the rate increase. The rate adjustment shall occur in October of each year and shall not increase by an amount greater than the rate of increase for all other customers of the G-O Authority.

Section 11.3 Procedures for the Authority Providing Services to Additional Systems or Wholesale Users

This agreement shall not preclude the Genoa-Oceola Sewer and Water Authority from providing Services to additional systems or Wholesale Users, provided that these services do not negatively impact the Oak Pointe Systems treatment or capacity at the G-O WWTP.

ARTICLE XII –OAK POINTE WASTEWATER QUALITY

The flows from Oak Pointe shall comply with the provisions of the Genoa-Oceola Sewer Use Ordinance as presented in Exhibit #2. Additionally, Oak Pointe shall not accept any flows that would constitute the G-O Authority having to implement an Industrial Pre Treatment Program.

ARTICLE XIII –CHANGE IN LAWS AND REGULATIONS

The Oak Pointe users shall be treated the same as all other users connected to the G-O WWTP with respect to Federal and State Laws and Regulations governing the wastewater treatment industry.

ARTICLE XIV -TERM AND TERMINATION

Section 14. 1 Term

This Agreement begins on the “Commencement Date” and ends 20 years after, which is the defined useful life of the improvements. The term of the agreement will automatically renew for successive periods of two years each, unless notice of termination is provided by a party to this Agreement to the other parties to this Agreement not more than 720 days and not less than 360 days prior to the end of the initial term or any subsequent term of this Agreement.

Section 14.2 Events of Default and Remedies

The failure of any party to comply with payment terms or covenants in this Agreement, or to breach the representations of this Agreement, shall constitute a default. Upon default by a party, the complaining party shall send written Notice of Default. Such notice shall clearly specify the nature of the default and provide the defaulting party sixty (60) days to cure the default. If the default is capable of being cured within sixty (60) days, but is not cured within the sixty (60) days, the Agreement shall terminate at midnight of the sixtieth (60th) day following receipt of the Notice of Default. In the case of default that cannot be cured within sixty (60) days, the Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other party and the defaulting party has commenced and is diligently pursuing a remedy. Evidence of such remedy and its diligent pursuit shall be provided from the party determined to be in default to the satisfaction of the other party, and in any event such extension may not extend for more than one hundred eighty (180) days.

In the event of the termination of this Agreement under the terms outlined above, the Systems shall pay the Township for the services provided and invoiced up to the effective date of termination. Payment shall be made within thirty (30) days of the date of termination. Additionally, the non-breaching party or parties shall retain and may pursue all other remedies that may be available under applicable law.

ARTICLE XV - INSURANCE

Section 15.1- Insurance Provided by Genoa Township

The Township shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability and Vehicle Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Worker's Compensation Insurance in compliance with the laws of the State of Michigan, covering Township Employees engaged in the performance of Services, to the required statutory amount.
- (3) Sewer Backup Coverage in the amount of \$250,000.

Section 15.2 - Genoa-Oceola Insurance

G-O shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property in MHOG.

(3) Sewer Backup Coverage in the amount of \$250,000.

ARTICLE XVI - DISPUTE RESOLUTION

Section 16.1 - Appointment of Panel

The parties agree that any and all claims, controversies or actions arising out of the terms, provisions or subject matter of this Agreement shall be referred to a panel (the "Panel") consisting of three (3) representatives (the "Representatives"). The Utilities Staff shall appoint one representative to the Panel, the governing bodies of the Systems shall collectively appoint one representative to the Panel and the two representatives shall mutually agree on a third representative for the Panel. Such appointments shall be made by the parties within fifteen (15) days of written notice of a dispute or claim.

Section 16.2 - Additional Remedies and Arbitration

Notwithstanding the provisions of Section 8.1, if the claim or dispute is not resolved by the good faith negotiations of the Representatives within thirty (30) days of appointment, any of the parties to this Agreement, subject to the following, may seek any remedies available at law and/or in equity to resolve the dispute. Additionally, the parties to this Agreement may, if they mutually agree in writing, submit any claims, disputes or other matters in question arising out of or relating to this Agreement or breach thereof to arbitration in accordance with the Arbitration Rules of the American Arbitration Association currently in effect, or such other rules of arbitration to which they may mutually agree. The arbitration shall be conducted in a location selected by mutual agreement of the parties. The costs of the arbitrator shall be shared equally by the parties. Each party shall be responsible for the costs of its own legal counsel, witnesses and documents it submits to the arbitrator. The arbitrator shall have no authority to change any provision of this Agreement, and the arbitrator's sole authority shall be to interpret or apply the provisions of this Agreement in accordance with the laws of the State of Michigan. If the parties mutually agree to settle a claim, dispute or other matters in question between them by arbitration, the award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law and any court having jurisdiction thereof. Any and all awards shall be in writing and shall give the arbitrator's supporting reasons for the award. It is expressly understood and agreed that any agreement to submit a particular claim, dispute or matter to arbitration shall apply only to that claim, dispute or matter and shall not be binding upon any other claims, disputes or matters which may arise between the parties.

Section 16.3 - Covenant to Continue Work

During resolution of any dispute under this Article, the Township and the Authority's governing boards shall each continue to perform their respective obligations under this Agreement without interruption or delay.

ARTICLE XVII - MISCELLANEOUS

Section 17.1 - Assignment

This Agreement is binding on the parties here to, and their permitted successors and assigns. The parties agree not to transfer or assign their respective interests in this Agreement without the written consent of the other parties hereto.

Section 17.2 - Choice of Law and Forum

This Agreement shall be subject to and governed by the laws of the State of Michigan. The parties agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

Section 17.3 - Entire Agreement

This Agreement and the attached exhibits represent the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, negotiations or agreements whether written or oral.

Section 17.4 - Notices

All notices shall be in writing and shall be deemed given when mailed by first class mail or delivered in person. Notices to be given to Genoa Charter Township will be addressed to:

Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
Attention: Supervisor

Notices to be Genoa-Oceola will be addressed to:

Genoa-Oceola Sewer and Water Authority
2911 Dorr Road
Brighton, MI 48116
Attention: Secretary

Section 17.5 - Severability

Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.

Section 17.6 - Amendment or Modification of Agreement

No change in or modification, termination or discharge of this Agreement, in any form whatsoever, shall be valid or enforceable unless it is in writing and signed by the party to be charged therewith or its duly Authorized Representative.

Section 17.7 -Third Party Beneficiaries

Except as expressly provided herein, this Agreement does not create, and is not intended to create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, or any other right in favor of any person other than the parties.

Section 17.8 - Counterparts

This Agreement may be executed in several counterparts each of which shall be deemed one and the same agreement. It shall be binding upon and inure the benefit of the parties to it and their respective successors and assigns.

Section 17.9 - Required Taxes, Insurances, Fees and Documents

Both parties agree that they will operate legally and pay all federal, state, local, social security, Medicare and unemployment taxes, liability and workers' compensation insurance premiums, and license or permit fees necessary to conduct business.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and delivered, by their respective duly authorized officers, all as the day and year first above written.

GENOA-OCEOLA SEWER AND WATER
AUTHORITY

Date: _____

By: Lance Schuhmacher
Secretary

GENOA CHARTER TOWNSHIP

Date: _____

By: Gary McCririe
Its: Supervisor

EXHIBITS

Exhibit 1 – Capacity Summary in Existing G-O WWTP by Township per August 2012 HRC Study

Exhibit 2 – Map of Route from Oak Pointe to G-O WWTP, with OP Collection System Boundary Defined

Exhibit 3 – Genoa Oceola Sewer Use Ordinance, February 12, 1992 as Amended

Exhibit 4 – Wholesale Rate Methodology

DRAFT

EXHIBIT 1

DRAFT

Section 6 - Genoa & Oceola Township's Capacity in the G-O WWTP

We understand that Genoa Township currently contributes approximately 57% of the flow to the G-O WWTP (0.51 mgd of the total 0.90 mgd average daily total). Genoa Township currently owns 50% of the G-O WWTPs ultimate 1.9 mgd capacity, or 0.95 mgd. All of the anticipated new flow contemplated in this report is from properties located within Genoa Township. Adding them would ultimately increase Genoa's proportional flow percentage from 57% to 68% (or 0.84 mgd). However, this is still less than the 0.95 mgd capacity that Genoa currently owns in the G-O WWTP. The flow apportionment, both current and future projected, is summarized in the below table.

Summary of Capacity at G-O WWTP by Township		
	Oceola	Genoa
Average Daily Flow at WWTP – Jan 2012 thru June 2012 (mgd)	0.90	0.90
Average Daily Flow by Township (mgd)	0.39	0.51
Average Measured Flow Split - 2011	43%	57%
Current Permitted Capacity of G-O WWTP (mgd)	1.9	
Capacity of G-O WWTP by Township – 50%/50% split (mgd)	0.95	0.95
Remaining Capacity by Township (mgd)	0.56	0.44
Projected Future Flows to G-O WWTP by Township (mgd)	0.00	0.33
Remaining Capacity after Future Flows by Township (mgd)	0.56	0.11
Remaining REUs* by Township after New Flows	2237	440

*1 REU = 250 gallons per day

Section 4 - Flow Summary

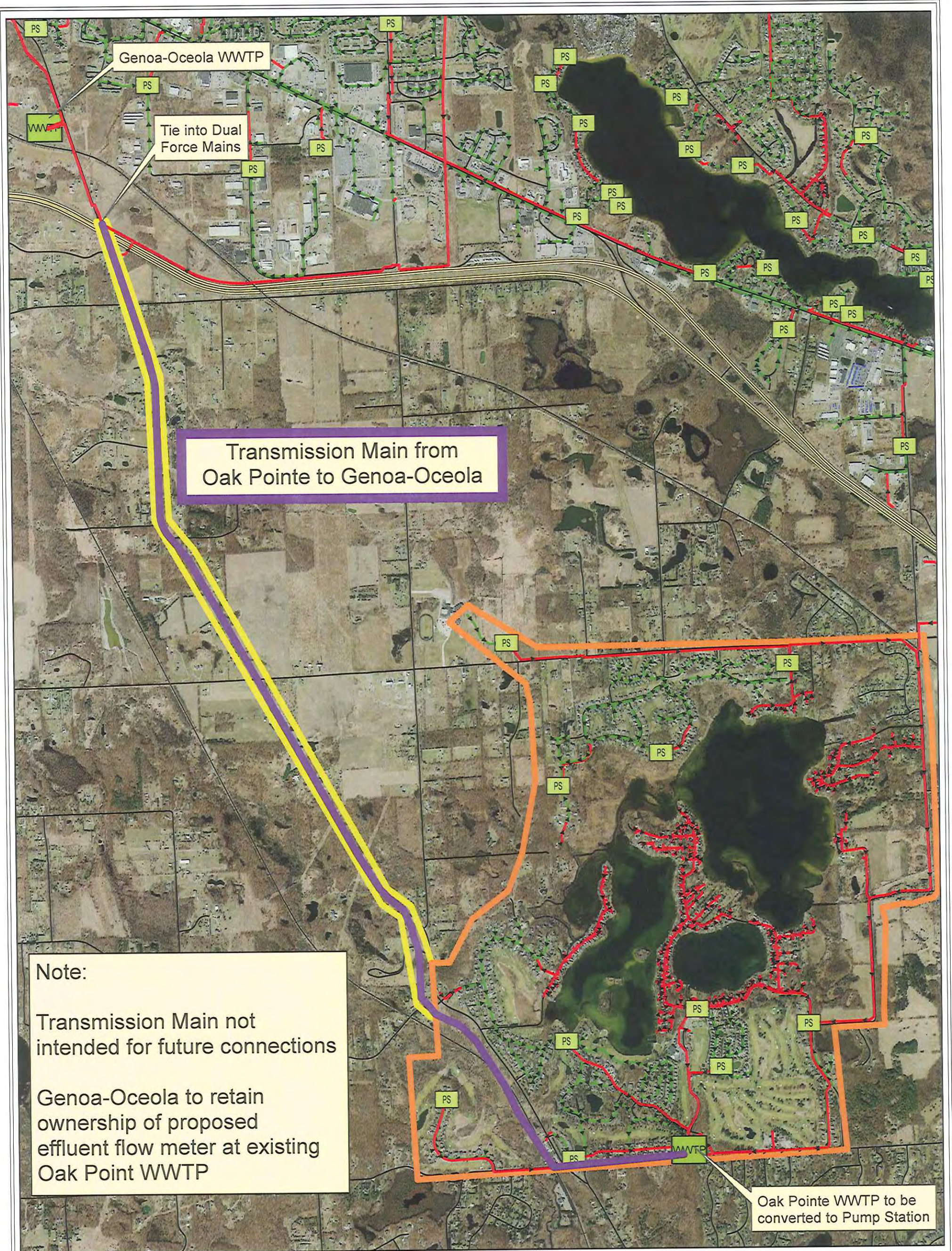
The flow estimated to be directed to the G-O WWTP from each of the two new sources are as follows:

<u>Flow Source</u>	<u>Flow in MGD</u>
Oak Pointe WWTP	0.22 annual average*
Latson Road Interchange	<u>0.11</u>
<i>Future sub-total</i>	<i>0.33</i>
Existing G-O Flow	<u>0.9</u>
<i>Total Future G-O Flow</i>	<i>1.23</i>

*The pumping rate from Oak Pointe WWTP to G-O WWTP could be as high as 0.5 mgd, but flow is planned to be equalized at the existing G-O influent pump station. Also, if RO softening water treatment is added to Oak Pointe Water Plant, summer flows could average 0.5 mgd during high water production periods.

EXHIBIT 2

DRAFT



Note:

Transmission Main not intended for future connections

Genoa-Oceola to retain ownership of proposed effluent flow meter at existing Oak Point WWTP

Oak Pointe WWTP to be converted to Pump Station

Legend

- Proposed Route
- Force Main
- Gravity
- WWTP
- Pump_Station
- Existing OP Collection System Boundary
- OP Collection System Expanded Boundary

Consolidation of Oak Pointe WWTP with the Genoa-Oceola WWTP



EXHIBIT 3
(to be inserted at a later date)

DRAFT

EXHIBIT 4

DRAFT

GENOA/OCEOLA SEWER & WATER AUTHORITY O & M FUND

Portion of Treatment Charges Associated with Treatment vs Collection & Administration

Methodology for Wholesale Treatment Cost:

Using Budget Approved for FY2013 - Wholesale Rate Consists of Line Items for Treatment only, no collections or administrative expenses

LINE #	DESCRIPTION	ADOPTED G-O O&M BUDGET FOR 9/30/2013	DEVELOPMENT TREATMENT PORTION OF BUDGET	EXPLANATION	UPDATED BUDGET ASSUMED OP FLOWS	EXPLANATION
REVENUES						
400	BILLINGS (Genoa-Oceola)	1,733,732	1,733,732		1,733,732	
410	OAK POINTE TREATMENT COSTS	0	130,547		130,547	
420	INCOME - OTHER/REIMBURSEMENTS	12,500	12,500		12,500	
425	INCOME - VACTOR PAD FEES	19,000	19,000		19,000	
430	INCOME - RENT	5,252	5,252		5,252	
435	INCOME - LAB SUPPLIES REIMB.	5,000	5,000		5,000	
440	INTEREST INCOME					
	TOTAL INCOME	1,775,484	1,906,031		1,906,031	
EXPENSES						
600	ACCOUNTING & AUDIT FEES	19,600	0	Administrative	19,600	
606	BOOKKEEPING FEES	6,550	0	Administrative	6,550	
607	BOOKKEEPING FEES - PAYROLL SERVICE	900	0	Administrative	900	
609	CHEMICALS	20,000	20,000	All plant expenses	24,400	Increase Chemical Usage
615	CONSENT ORDER - GROUNDWATER DISCH.	22,000	22,000	All plant expenses	22,000	
618	CONTINGENCY	1,000	0	Administrative	1,000	
624	ENGINEERING FEES - SEPARATE PROJ.	15,000	0	Administrative	15,000	
627	ENGINEERING FEES - GENERAL	10,000	0	Administrative	10,000	
633	GIS	15,000	0	All collection system	15,000	
639	INSURANCE	25,000	8,500	1/3 Plant Expense	25,000	
640	LATSON RD. INTERCHANGE - MAINTENANCE	20,000	0	Collection System	20,000	
641	LATSON RD. INTERCHANGE - COLL SYST RELOC	15,000	0	Collection System	15,000	
642	LABOR - FIXED	518,000	212,925	37.5% staff for WWTP	567,800	Alloc % Increase from 26.6% to 29.16%
648	LABORATORY SUPPLIES	15,000	15,000	All plant expenses	15,000	
648.1	LAB SUPPLIES - O/S ANALYTICAL	3,500	3,500	All plant expenses	3,500	
648.2	LAB EQUIPMENT	5,000	5,000	All plant expenses	5,000	
651	LABORATORY WATER	3,500	2,500	All plant expenses	3,500	
654	LEGAL FEES	1,000	0	Generally assoc. w/ collection sy	1,000	
657	LICENSES, FEES, PERMITS	3,500	3,500	All plant expenses	3,500	
660	MISS DIG EXPENSES	0	0	Hold	0	
663	OFFICE EXPENSES/PUBLISHING	1,300	1,300	All plant expenses	1,300	
665	PAYROLL TAXES	1,200	0	Administrative	1,200	
667	PER DIEM - BOARD MEMBERS	12,500	0	Administrative	12,500	
669	REFUNDS AND ADJUSTMENTS	500	500	All plant expenses	500	
672	R & M - BUILDING	7,500	7,500	All plant expenses	7,500	
674	R & M - GENERATOR	25,000	5,000	20% is Plant expense	25,000	
676	R & M - GROUNDS	5,000	3,350	Plant 2/3 of total	5,000	
677	R & M - SCADA	45,000	11,250	Plant 25% of total	45,000	
678	R & M - OTHER	1,000	500	Plant half of total	1,000	
679	R & M - SEWER BACKUPS	1	1	Hold	1	
680	R & M - PLANT EQUIPMENT	70,000	70,000	All plant expenses	70,000	
681	R & M - GRINDER PUMPS	10,000	0	Collection System	10,000	
682	R & M - PUMP STATIONS	75,000	0	Collection System	75,000	
684	R & M - SEWER LINES	60,000	0	Collection System	60,000	
686	R & M - SEWER LINES CLEANING	25,000	0	Collection System	25,000	
688	R & M - SNOW PLOWING/LAWN MAINT.	6,500	5,500	Plant most of expense	6,500	
689	R & M - ALL SHARED SYSTEM MAINT.	35,000	17,500	Plant half of total	35,000	
690	SLUDGE DISPOSAL	90,000	90,000	All plant expenses	110,000	Additional Sludge Removal
692	TELEPHONE	26,000	1,300	Mostly Collection System Phone	26,000	
694	TOOLS/SUPPLIES	1,000	500	Plant half of total	1,000	
696	TRANSFERS OUT - CAPITAL IMPROVE RESERVE	100,000	0	Administrative	100,000	
698	TRANSFERS OUT - CAPITAL REPL. RESERVE	200,000	0	Administrative	200,000	
699	TRANSFERS OUT - SODIUM CHLORIDE RESERVE	0	0	Administrative	0	
702	UTILITIES - ELECTRIC	200,000	110,000	Plant is 55% of electric usage	215,500	5% Increase
704	UTILITIES - GAS	8,500	8,500	All plant expenses	8,500	
710	VACTOR PAD EXPENSES	40,000	0	Collection System	40,000	
750	DEBT - SLUDGE THICK PAYBACK TO GENOA	0	30,000	All plant expenses	0	
751	DEBT - OVERAGE CAP EXP PROJ TO GENOA	15,000	0	Collection System	15,000	
	TOTAL EXPENSES	1,780,551	655,626		1,870,251	
	NET REVENUES/EXPENSES	(5,067)	1,250,405		35,780	
	% of Budget that is Treatment =				35.06%	
	Wholesale Treatment Cost =				\$1.72	



TETRA TECH

February 7, 2013

Mr. Greg Tatara, Utilities Director
Genoa Township
2911 Dorr Road
Brighton, MI 48116

Re: Oak Pointe WWTP Decommissioning and Transmission to Genoa Oceola WWTP - Proposal for Basis of Design Development for the Wastewater Treatment Plant and Transmission System Improvements

Dear Mr. Tatara:

Tetra Tech is pleased to submit this proposal to provide engineering services for the development of a basis of design for proposed improvements to the Genoa-Oceola Wastewater Treatment Plant (GO WWTP) and for the purpose of using the Oak Pointe WWTP to serve as an equalization and pumping facility. A new force main will be required to connect the Oak Pointe WWTP with the GO WWTP. We understand that the WWTP improvements will include dissolved oxygen control for the oxidation ditch process and biosolids dewatering. Also included in this project will be the addition of variable frequency drives at the GO Main pumping station near Burger King on Grand River Avenue.

An understanding of the project requirements and our proposal to perform the engineering services follows:

PROJECT APPROACH

Our project manager and engineering team will work with the Authority to develop the project requirements to meet the goals for the proposed wastewater infrastructure improvements. Tetra Tech will perform the preliminary design evaluations and basis of design development such that the selected improvement may be advanced to final design and implementation upon concurrence by the Authority. An outlined summary of our proposed approach follows:

Biosolids Dewatering

Tetra Tech will perform an analysis of the potential dewatering alternatives to reduce the ultimate storage volume required for biosolids and provide a method for year-round residuals management. Upon determination of the best alternative to meet the needs of the Authority, Tetra Tech will develop a preliminary plan for installation and integration with existing facilities. The plan will include a basis of design for the process such that the selected alternative can be advanced to final design and implementation. A summary of the proposed approach to the design development for dewatering follows:

Mr. Greg Tatara
Wastewater Services Manager
Proposal for Design Development
February 7, 2013

Develop Background for Biosolids Management

- Compile relevant WWTP design documents, reports, operations data
- Tetra Tech has reviewed the recent Analysis of Existing Operations prepared by HRC
- Tetra Tech has the WWTP design documents and O&M manuals
- Summarize Basis of Design for Biosolids Management

Prepare Unit Process Basis of Design Criteria for Proposed Dewatering

- Establish solids volume and mass quantities for current and future design capacity
- Define maximum and average operating conditions
- Identify sludge solids concentration for representative operating conditions

Identify Potential Process Equipment Manufacturers

- Review screw press technology providers
- Identify leading equipment providers for this application
- Identify equipment options and control features to provide best value
- Solicit vendor proposals for specific design application

Develop Alternatives for Integration of Dewatering with Existing Facilities

- Examine fit within existing sludge thickener room
- Identify building requirements for potential new structure
- Determine control system requirements for unattended operation
- Identify most practical alternatives for further consideration

Evaluate Alternatives

- Evaluate disposal options with biosolids management service providers
- Develop biosolids residual management cost opinion for dewatered product
- Develop process and facility interface requirements
- Prepare cost opinions for capital and operations
- Identify limitations and operational issues
- Compare liquid storage versus dewatered product management
- Evaluate economics and establish cost effectiveness of alternatives
- Develop recommendation

Prepare Technical Memorandum with Recommendations

- Summarize evaluation and cost analysis
- Delineate operational requirements
- Provide recommendations for proposed dewatering system

GO WWTP Improvements

We understand that the Authority would like to improve the energy efficiency of the existing oxidation ditch process at the GO WWTP. The proposed methodology for energy optimization includes the addition of variable frequency drives to the oxidation ditch rotors to allow for control of the aeration output based on demand. Additional dissolved oxygen

Mr. Greg Tatara
Wastewater Services Manager
Proposal for Design Development
February 7, 2013

monitoring instrumentation would be required along with a new control system and programming to pace the aerator output to match a target dissolved oxygen level in the oxidation ditch. Tetra Tech will evaluate the feasibility of such control strategy for this application. Other control strategies may be identified as well. A summary of our proposed approach to develop the basis of design for oxidation ditch control improvements follows:

Develop Background for Oxidation Ditch Process Design and Operation

- Compile relevant WWTP design documents, reports, operations data
- Tetra Tech has reviewed the recent Analysis of Existing Operations prepared by HRC
- Review current flow and loading conditions
- Tetra Tech has the WWTP design documents and O&M manuals
- Review process equipment manuals and shop drawing submittals
- Examine process equipment design criteria
- Determine existing aerator operational range of performance
- Summarize Basis of Design for the Oxidation Ditch process

Develop Control System Alternatives

- Variable speed rotors, dissolved oxygen measurement, control program
- Dissolved oxygen measurement, variable water level, control program
- Dissolve oxygen measurement, variable drive, manual adjustment to baseline demand

Evaluate Alternatives

- Evaluate dissolved oxygen control alternatives
- Determine existing equipment limitations
- Identify baseline process mixing limitations
- Prepare cost opinions for capital and operations
- Identify limitations and operational issues
- Estimate practical energy reduction potential
- Evaluate economics and establish cost effectiveness of alternatives
- Develop recommendation

Prepare Technical Memorandum with Recommendations

- Summarize evaluation and cost analysis
- Delineate operational requirements
- Provide recommendation and basis of design

Oak Pointe WWTP Modifications

The Authority has decided to repurpose the Oak Pointe WWTP to serve an equalization facility. All of the wastewater that currently enters the Oak Pointe WWTP would be transferred to the GO WWTP. The existing SBR tanks would provide the storage and equalization. The existing mixing and aeration equipment could be utilized to maintain aerobic conditions and prevent solids deposition in the tanks. New transfer pumps will be needed for controlled pumping to the GO WWTP. Additional odor control may be needed

Mr. Greg Tatara
Wastewater Services Manager
Proposal for Design Development
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due to potential for odors from storage of raw wastewater. A summary of our proposed approach to develop the basis of design for the Oak Pointe WWTP Modifications follows:

Develop Background for Oak Point Modifications

- Compile relevant design documents, operations data and O&M manuals
- Review current and future flow projections with the operation staff
- Tetra Tech has the Oak Point WWTP design documents and O&M manuals
- Review current flow and loading conditions
- Summarize Basis of Design for equalization modifications

Develop WWTP Modifications

- Identify SBR tank modifications
- Determine existing equipment repurpose strategy
- Identify process piping modifications
- Determine equalization pumping requirements
- Develop odor control methodology
- Prepare cost opinion for proposed modifications
- Develop recommendation

Prepare Technical Memorandum with Recommendations

- Summarize evaluation and cost analysis
- Delineate operational requirements
- Provide recommendation and basis of design

GO Main Pump Station VFD Improvements

The main influent pump station for the WWTP is equipped with four raw sewage pumps. All are constant speed pumps with an on-off control system. This creates slugs of flow to the WWTP and times when no flow is received between the on-off cycles. It is proposed to increase the efficiency of the pump station by installing variable frequency drives on each of the influent pumps. This will essentially match the incoming flow by slowing down and speeding up individual pumps based on the incoming flow to the station. Tetra Tech will evaluate the feasibility of such control strategy and its impact on the existing pumps and electrical systems. A summary of our proposed approach to develop the basis of design for the VFD improvements follows:

Develop Background for Influent Pump Station Design and Operation

- Compile relevant pump station design documents, operations data and O&M Manuals
- Tetra Tech has reviewed the recent Analysis of Existing Operations prepared by HRC
- Review current and future flow projections with the operation staff
- Tetra Tech has the pump station design documents and O&M manuals
- Review pump and electrical equipment shop drawing submittals
- Determine existing pump and motor operational range of performance
- Summarize Basis of Design for the VFD Improvements

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Wastewater Services Manager
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Develop VFD Control System Improvements

- Identify compatible variable speed drives
- Determine compatibility of existing water level systems
- Determine existing equipment limitations
- Select VFD and other necessary equipment
- Prepare cost opinions for capital and operations
- Identify limitations and operational issues
- Estimate practical energy reduction potential
- Evaluate economics and establish cost effectiveness of alternative
- Develop recommendation

Prepare Technical Memorandum with Recommendations

- Summarize evaluation and cost analysis
- Delineate operational requirements
- Provide recommendation and basis of design

Force Main Improvements

It is anticipated that a force main along Brighton and Chilson Roads will connect the Oak Pointe WWTP to the existing 12-inch dual force mains near I-96 and Chilson Roads. As a part of the basis of design, Tetra Tech will review the constructability of the route and size the force main based on the existing hydraulic conditions and the future operating conditions of the Oak Pointe WWTP.

The following tasks are proposed for preparing the transmission system basis of design:

- Coordinate and attend a project kick-off meeting with design team, Authority staff, and operators to confirm project design parameters and details of individual improvements.
- Prepare a section in the basis of design report for the proposed transmission main improvements, including the conceptual layout, recommended construction installation methods and materials.
- Background drawings will be prepared using existing aerial photography and existing GIS contours. The background drawings will be used to identify areas of potential wetlands, drain crossings, and high and low points along the route that would affect the hydraulic conditions.
- A site inspection of the route will be provided to review the physical condition of the route. Physical conditions that could result in significant construction cost changes will be noted on the background drawings. It is anticipated that survey services such as identifying right-of-way, existing easements, existing utilities, wetland delineation (if necessary), geotechnical investigations and field checks will be performed during the design phase.

Mr. Greg Tatara
Wastewater Services Manager
Proposal for Design Development
February 7, 2013

- A hydraulic analysis of the route will be prepared using the GIS contours, existing hydraulic grade line of the dual force mains near I-96 and Chilson Roads, and proposed operating parameters at the Oak Pointe Equalization Basin (WWTP). The hydraulic analysis results will provide the size of the force main needed for a range of operating conditions.
- Drawing(s) will be prepared showing the conceptual location of the force main along with the identification of known potential impediments affecting the location of the force main. Plan and profile drawings are not included in this phase of the project.
- Prepare a conceptual opinion of probable cost for the force main improvements.

The findings and recommendations of our evaluation will be presented in the Basis of Design to the Township. We anticipate that a draft of the Basis of Design will be presented to Township's representatives for review and comment prior to finalization.

As a part of our basis of design development, Tetra Tech will include an opinion of cost for the proposed improvements. The total projected cost of the recommended plan will include both capital and annual cost for operation to provide a basis for planning for the financial requirements for implementation. The recommended plan will be delineated such that the key elements of the proposed improvements can be advanced to the next phase for detailed design and construction. Tetra Tech will prepare a representative basis of design for the major components of the recommended plan. The final report will include an itemized basis of design for the project.

PROJECT DELIVERABLES

1. Draft Basis of Design
2. Final Basis of Design report

SCHEDULE

Our project team is available and ready to start immediately upon authorization. We anticipate a project start date of February 20, 2013. Based on this authorization, we propose the following schedule:

Draft Basis of Design	April 1, 2013
Review with Owner	April 2013
Final Basis of Design	May 15, 2013

We note that the proposed project schedule allows for submittal of review documents and comment. Tetra Tech will work with the Township, as needed, to revise the proposed schedule to meet the requirements for this project.

Mr. Greg Tatara
Wastewater Services Manager
Proposal for Design Development
February 7, 2013

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be based on our hourly billable rates plus subcontracted services and outside invoices multiplied by 1.15, plus in-house reimbursable expenses. We propose a budget of \$35,500 for this work. Attached is a spreadsheet indicating the hours anticipated for each portion of the project. If you concur with our proposal, please sign in the space provided below and return one original signed copy of this proposal to indicate your authorization to proceed. The agreement for this project is comprised of this proposal and the attached Standard Terms and Conditions.

We appreciate the opportunity to be of continued service to Genoa Township. Please feel free to call if you have any questions or would like to discuss any details of this proposal further.

Sincerely,



Gary J. Markstrom, P.E.
Vice-President

cc: Tesha Humphriss

Encl.: Labor Plan
Standard Terms and Conditions

PROPOSAL ACCEPTED BY GENOA TOWNSHIP

BY _____

TITLE _____ DATE _____

OP to GO Basis of Design

Client: Genoa Township

Contract Type: T&M

Project Phases / Tasks	Schedule			Week Days Off	Week Days	Total Labor Hrs	Labor Resources										
	From	Thru	Months				Sr. Project Manager (Gary Markstrom)	Engineer III (Ice Sovek)	Project Assistant (Pat Christian)	Contract Administrator (Nancy Reff)	Engineer III (Justin Voss)	Sr CAD Designer (Todd Hollenbeck)	Sr. Project Manager (Pete Druvick)	Engineer III (Mark Fetsch)	Engineer III (Lari Borcia)	Engineer III (John Luntton)	Project Manager (Bill Paston)
							210.00	120.00	75.00	95.00	120.00	80.00	210.00	130.00	130.00	115.00	160.00
Biosolids Dewatering						53	5	-	2	-	-	4	11	26	-	5	-
Develop Background for Biosolids Management						8							2	4			2
Prepare Unit Process Basis of Design Criteria						6							2	4			
Identify Potential Process Equipment						7							1	6			
Develop Alternatives for integration						11						4	1	4			2
Evaluate Alternatives						5							1	4			
Prepare Technical Memorandum						13	2		2				4	4			1
Project Management						3	3										
GO WWTP Improvements						47	5	-	2	-	-	4	10	18	-	6	2
Develop Background for Oxidation Ditch						6							2	4			
Develop Control System Alternatives						14							2	6		4	2
Evaluate Alternatives						6							2	4			
Prepare Technical Memorandum						18	2		2			4	4	4			2
Project Management						3	3										
Oak Pointe WWTP Modifications						69	7	4	2	-	2	8	8	28	-	8	2
Develop Background for Oak Point Modifications						10							2	6			
Develop WWTP Modifications						18	2	2	2				2	8		4	
Prepare Technical Memorandum						38	2	2	2		2	8	4	12		4	2
Project management						3	3										
GO Main Pump Station VFD Improvements						32	6	4	2	-	-	-	-	-	-	16	4
Develop Background for Influent Pump						7	1	2								4	
Develop VFD Control System Improvements						10										8	2
Prepare Technical Memorandum						12	2	2	2							4	2
Project Management						3	3										
Force Main Improvements						47	7	8	2	1	4	7	-	-	18	-	-
Background drawings						6		2							4		
site inspection						8		4							4		
hydraulic analysis						11	1	2			4				4		
Drawing(s)						8						6			2		
Prepare a conceptual opinion of probable cost						4	1					1			2		
Prepare Technical Memorandum						6	2		2						2		
Project management						4	3		1								
Totals						248	30	16	10	1	6	23	29	72	18	35	8



Tetra Tech of Michigan, PC Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client

mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute

Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate

Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage

Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Neither the Client nor Consultant shall be liable to the other for any consequential damages regardless of the nature or fault.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.



MEMO

TO: Honorable Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director

DATE: February 15, 2012

RE: Approval of DPW Budget for FY Ending 2014

MANAGER REVIEW: _____

.....

For consideration at tonight's Board Meeting is the approval of the consolidated utility systems allocation percentage and the DPW Department Budget for FY Ending March 31, 2014.

The contract between Genoa Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority requires that each board approve the annual DPW Budget and the proposed allocation for the upcoming fiscal year. The DPW Budget covers the expenses associated with Genoa Township personnel who jointly work to operate the two Genoa Sewer Systems of Oak Pointe and Lake Edgewood, as well as the G-O and MHOG systems. Prior to reviewing the 2013 Budget, we wanted to review some of the highlights of the 9-Month Budget to Actual Report, for the second year of this operational practice:

- As the Board may recall, we gave back \$142,000 last year, divided by the allocation percentage to each of the 5 participating water and/or sewer systems. For the Oak Pointe and Lake Edgewood Systems, this resulted in an additional \$41,648 in revenue this past fiscal year, which equated to approximately 4% of the total revenue of the systems, and resulted in no rate increase last year.
- To date in the fiscal year ending March 31, 2013, the DPW budget is \$91,908 under budget! Ken Palka has projected that approximately \$62,000 will be returned to the systems following the annual audit, which means a cash return of over \$18,000 for the Oak Pointe and Lake Edgewood Systems.

The main reasons for the surplus this first year are outlined below:

- We successfully managed our overtime (Line Item 630.91). At 9-Month to actual we have spent \$39,908 of the original \$86,205, or 46% of the budget.
- We have not been fully staffed for a large portion of the year.
- We saved money in areas such as recruitment, phones, uniform clothing, and conferences and training.

Allocation Percentage

Presented is the proposed allocation percentage for the 2013 / 2014 budget. As operational priorities, duties, and time on tasks vary from system to system depending on the season, weather, and mechanical problems, this allocation percentage provides a consistent and accurate methods to charge for operator time and equipment. Based on updated customer numbers, daily checks, flow, and other operational considerations, we are proposing that the new allocation be adjusted to 28.34% for the Genoa System, representing a change of -0.99%.

FY Ending 2014 DPW Budget

Following are some of the key highlights of the proposed budget:

- We anticipate increased fuel and vehicle repair budgets for the coming year. With most of fleet turning 3 years old this year, we budgeted for new tires on most trucks.
- We added a line item to cover our GIS services we provide for all systems. Historically, each system paid these expenses directly out of their O&M Budgets. However, with our staff taking on more of the services, with new programs planned for this year, and for ease of accounting we recommend moving this expense line item to the DPW fund and out of each O&M fund
- We budgeted for a 9.5% increase in insurance costs for the coming year based on our conversations with Grace & Porta and Accident Fund.
- Without the addition of the GIS Services, the DPW budget would be approximately \$5,000 less than this previous year offering savings to our serviced utilities. The GIS Budget was developed by evaluating what each separate system spent on GIS in the past year.

We are pleased to report that we continue to save the residents serviced by our utility department over \$200,000 annually over our previous contract operated services.

Moved by _____, supported by _____ to approve the 2013 / 2014 System Labor and Equipment Percentage Allocation and the DPW Budget for FY Ending 2014.

**Proposed
2013/2014 System Labor Equipment Percentage Calculation**

System	Billed Connections	%	Mile of Pipe	%	Avg. Daily Flow (10/1/11 - 9/30/12)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps & Hydrants	%	Total Avg.
MHOG	4,295	39.24%	126	45.49%	1,694,000	51.10%	7	34.31%	8	34.78%	\$2,226,073	41.85%	1,411	65.63%	44.63%
Genoa-Oceola	4,097	37.43%	90	32.49%	950,000	28.65%	6.4	31.37%	5	21.74%	\$1,780,551	33.47%	89	4.14%	27.04%
Oak Pointe Sewer	1,230	11.24%	34	12.27%	172,000	5.19%	2	9.80%	4	17.39%	\$592,047	11.13%	420	19.53%	12.37%
Oak Pointe Water	828	7.56%	15	5.42%	377,000	11.37%	4	19.61%	3	13.04%	\$390,559	7.34%	144	6.70%	10.15%
Lake Edgewood	496	4.53%	12	4.33%	122,310	3.69%	1	4.90%	3	13.04%	\$330,215	6.21%	86	4.00%	5.82%
Total	10,946	100.00%	277	100.00%	3,315,310	100.00%	20.4	100.00%	23	100.00%	\$5,319,445	100.00%	2,150	100.00%	100.00%

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	43.46%	44.63%	1.17%
Genoa-Oceola	27.21%	27.04%	-0.17%
Oak Pointe Sewer	12.70%	12.37%	-0.33%
Oak Pointe Water	10.65%	10.15%	-0.50%
Lake Edgewood	5.98%	5.82%	-0.16%

GENOA TOWNSHIP - DPW FUND #503
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/13 COMPARED TO ACTUAL FOR THE
 9 MONTHS ENDING 12/31/12

ACCOUNT#	ACCOUNT DESCRIPTION	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2012	PROJECTED REVENUES/EXPENSES THE YEAR ENDING 3/31/2013	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2014
REVENUES					
400	FEES - EXCLUDING OPER LABOR				
401	GENOA TWP.	23,000	6,771	6,800	5,000
402	MARION SEWER (BILLING ONLY)	14,500	11,364	14,500	15,000
403	PINE CREEK WATER/SEWER (BILLING ONLY)	14,000	10,349	14,000	14,000
404	LAKE EDGEWOOD WATER (BILLING ONLY)	4,100	3,004	4,100	4,100
	SUBTOTAL - FEES EXCLUDING OPER LABOR	55,600	31,488	39,400	38,100
410	FEES - INCLUDING OPER LABOR				
411	OAK POINTE WATER/SEWER	437,574	328,182	437,574	431,836
412	MHOG WATER	814,431	610,823	814,431	855,811
413	LAKE EDGEWOOD SEWER	112,064	84,042	112,064	111,602
415	GENOA/OCEOLA SEWER	509,910	382,432	509,910	518,510
	SUBTOTAL - FEES INCLUDING OPER LABOR	1,873,979	1,405,479	1,873,979	1,917,760
420	OTHER INCOME	500	5,411	5,500	500
440	INTEREST INCOME	0	0		0
	SUBTOTAL - OTHER INCOME	500	5,411	5,500	500
	TOTAL REVENUE	1,930,079	1,442,378	1,918,879	1,956,360
EXPENDITURES					
600	AUDIT/ACCOUNTING SERVICES	7,000	3,250	7,000	7,000
601	AUTO/TRUCK EXPENSES				
601.1	ALLOWANCE	13,200	9,950	13,500	15,200
601.2	GASOLINE	48,000	38,301	51,068	55,000
601.3	LOAN PAYBACK	64,147	48,111	64,147	64,147
601.4	REPAIRS/MAINTENANCE	10,000	6,359	13,000	14,000
	TOTAL AUTO/TRUCK EXPENSES	135,347	102,721	141,715	148,347
602	ADMINISTRATIVE EXPENSES				
602.1	RECEIPTING	30,000	22,500	30,000	30,000
602.2	OFFICE RENT & SUPPLY	20,000	15,000	20,000	20,000
	TOTAL ADMINISTRATIVE EXPENSES	50,000	37,500	50,000	50,000
603	COMPUTER/SW EXPENSES	10,000	14,968	16,000	20,000
604	CONFERENCES & DUES	10,000	5,417	7,500	10,000
606	CONTINGENCY	5,000	0	0	5,000
608	EMPLOYER'S PAYROLL TAXES				
608.1	ADMINISTRATION	21,657	20,735	27,149	25,321
608.2	OPERATORS	66,283	40,644	57,511	61,207
	TOTAL EMPLOYER'S PAYROLL TAXES	87,940	61,379	84,661	86,528
609	GIS	0	0	0	30,000
612	INSURANCE				
612.1	EMPLOYEES - ADMIN (HEALTH INS)	44,760	31,943	45,766	56,712
612.11	EMPLOYEES - ADMIN (LIFE, DISABILITY INS)	3,240	1,940	2,587	2,700
612.12	EMPLOYEES - ADMIN (WORKERS COMP)	1,843	1,754	2,339	2,658
612.2	EMPLOYEES - OPERATORS (HEALTH INS)	198,640	138,618	182,481	183,018
612.21	EMPLOYEES - OPERATORS (LIFE, DISABILITY INS)	18,360	7,343	9,651	10,000
612.22	EMPLOYEES - OPERATORS (WORKERS COMP INS)	34,976	20,860	27,673	40,389
612.3	VEHICLES & LIABILITY INS	8,000	8,000	8,000	9,500
	TOTAL INSURANCE	309,819	210,458	278,496	304,977
613	LEGAL FEES	1,500	881	1,000	1,500
615	CREDIT CARD FEES	10,000	9,882	13,176	14,000
616	EMPLOYEE HEALTH/BACKGROUND/RECRUITING	2,400	479	1,000	1,200
617	OFFICE EXPENSES	4,000	6,542	7,000	4,000
618	OTHER EXPENSES	1,000	351	500	1,000
619	POSTAGE & SHIPPING	7,000	4,258	5,677	6,000
627	RETIREMENT				
627.1	ADMINISTRATION	27,072	22,414	30,959	31,651
627.2	OPERATORS	80,329	54,348	71,803	74,863
	TOTAL RETIREMENT	107,401	76,762	102,762	106,515
630	SALARIES				
630.1	SALARIES - ADMIN	270,718	200,979	287,536	316,514
630.8	SALARIES - OPERATIONS - STRAIGHT TIME	742,328	508,485	713,772	693,600
630.91	SALARIES - OPERATIONS - OVERTIME	86,205	39,908	64,583	71,488
	TOTAL SALARIES - OPERATIONS	828,533	548,393	778,355	765,088
	TOTAL SALARIES - ADMIN & OPERATIONS	1,099,251	749,372	1,065,891	1,081,602
640	SUPPLIES & TOOLS	5,000	4,903	6,537	7,000
651	TELEPHONE				
652	CUSTOMER LINE	2,000	422	600	1,000
653	ANSWERING SERVICE	2,700	1,979	3,000	3,000
654	MOBILE PHONES	18,000	10,317	14,600	15,000
	TOTAL TELEPHONE	22,700	12,718	18,200	19,000
700	TRANSFERS TO EQUIPMENT RESERVES	30,000	30,000	30,000	30,000
701	TRANSFERS TO PERSONNEL RESERVES	10,000	10,000	10,000	10,000
705	UNIFORMS & PROTECTIVE CLOTHING	15,000	8,629	10,000	12,000
	TOTAL EXPENDITURES	1,930,358	1,350,470	1,857,114	1,955,668
	CHANGE IN FUND BALANCE	(279)	91,908	61,765	692
	BEGINNING FUND BALANCE	202,627	202,627	202,627	121,765
	REFUNDS TO W/S DISTRICTS	(142,627)	(142,627)	(142,627)	
	ENDING FUND BALANCE	59,721	151,908	121,765	122,457
		3/31/2013	12/31/2012	3/31/2013	41,729



MEMO

TO: Honorable Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director
Tesha Humphriss, Engineer

DATE: February 14, 2013

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

MANAGER REVIEW: _____

.....

For consideration at tonight’s Board Meeting are budget approvals for the Lake Edgewood Sanitary Sewer System, Oak Pointe Sanitary Sewer System, and the Oak Pointe Water System. We previously 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. We are proud to report that we are meeting or exceeding all of the financial goals established in 2008.

The following attachments highlight some of the key financial accomplishments for these systems in the last year:

Attachments #1A – 1C are the corresponding budgets for the Lake Edgewood Sewer System, Oak Pointe Sewer System, and the Oak Pointe Water System, respectively. For the Oak Pointe Water & Sewer Systems budgets, no rate increases are proposed. For the Lake Edgewood Sewer System we are recommending a modest 1% increase to have the system break even in FY2014.

Attachments #2A – 2C 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, and the actual revenue and expenses from Fiscal Year 2007 – 2013. Due to the surplus from the DPW Budget, the establishment of reserve funds, and the slight surpluses we had in FY2013, these systems have seen their financial wellbeing improve in the last year. As economic indicators dictate, we will annually evaluate rate adjustments to provide steady and reliable income to these systems and improved future financial security.

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

Moved by _____, supported by _____ to approve the FY 2014 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

Move by _____, supported by _____ to approve a 1 % rate increase to the LE Sewer System effective date of June 1, 2013.

CHARTER TOWNSHIP OF GENOA
LAKE EDGEWOOD SEWER SYSTEM
BUDGET WORKSHEET FOR 3/31/14

ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL 9 MONTHS 12/31/2012	VARIANCE	% OF EXPENSE BUDGET REMAINING	REVISED BUDGET AMOUNTS FOR YEAR 3/31/2013	PROPOSED BUDGET FOR YEAR ENDING 3/31/2014	
REVENUES								
400	Billings - operations	325,706	245,299	(80,407)		325,000	330,256	Increase Rates 1% - Current \$109.77 flats to \$110.87 Metered Rate from \$6.37 to \$6.43
420	Income - other	4,328	9,919	5,591		10,000	4,328	
440	Income - interest	0	0	0		0	0	
699	Trans - in LE new user	0	0	0		0	0	
TOTAL INCOME		330,034	255,218	(74,816)		335,000	334,584	
EXPENSES								
600	Accounting/auditing	3,800	2,580	1,220	32.11%	3,800	3,800	
605	Administration - rent	0	1,650	(1,650)		1,650	0	
609	Chemicals	16,000	7,196	8,804	55.03%	10,000	10,000	
615	Consent order - groundh20 sodium	20,000	17,652	2,348	11.74%	18,000	20,000	
627	Engineering - general	1,000	1,220	(220)	-22.00%	1,250	1,250	
630	Engineering - separate projects	1,000	0	1,000	100.00%	0	4,000	
633	GIS	2,000	301	1,699	84.95%	500	0	
639	Insurance	8,000	3,390	4,610	57.63%	3,390	4,000	
642	Labor - fixed	112,064	84,047	28,017	25.00%	112,064	111,602	
648	Laboratory costs	16,000	9,636	6,364	39.78%	13,000	13,000	
654	Legal fees	500	0	500	100.00%	0	500	
657	Licenses, Fees, Permits	3,900	910	2,990	76.67%	3,900	3,900	
663	Office expenses	100	82	18	18.00%	100	100	
669	Refunds & adjustments	0	0	0	#DIV/0!	0	0	
673	R & M - Building	1,000	1,459	(459)	-45.90%	1,500	4,000	
675	R & M - Grounds	500	1,195	(695)	-139.00%	1,200	1,000	
677	R & M - Plant equipment	25,000	6,326	18,674	74.70%	8,000	25,000	
678	R & M - Grinder pumps	4,500	1,752	2,748	61.07%	3,500	4,500	
679	R & M - Lines	2,000	2,825	(825)	-41.25%	3,250	5,000	
680	R & M - Pump stations	10,000	2,404	7,596	75.96%	22,000	10,000	
682	R & M - Snowplowing/mowing	2,000	1,740	260	13.00%	2,500	2,500	
684	R & M - Generators	5,000	243	4,757	95.14%	2,500	5,000	
681	R & M - Sewer line cleaning	5,000	5,444	(444)	-8.88%	5,500	6,500	
687	R & M - Other	1,000	0	1,000	100.00%	0	1,000	
688	R & M - Backups	1	50	(49)	-4900.00%	50	1	
690	Sludge disposal	22,000	24,604	(2,604)	-11.84%	24,604	27,000	
692	Telephone	4,250	4,089	161	3.79%	5,500	3,000	
694	Tools & supplies	1,000	18	982	98.20%	25	500	
695	Tools & supplies - all systems	3,000	2,670	330	11.00%	3,600	3,600	
700	Transfer out - capital improvement repl. res.	3,000	0	3,000		3,000	5,000	
701	Utilities - water	100	93	7	7.00%	125	125	
702	Utilities - electric	48,000	43,010	4,990	10.40%	57,000	50,000	
704	Utilities - gas	5,000	1,638	3,362	67.24%	5,000	5,000	
706	Utilities - sewer BTS (Davita)	3,500	2,541	959	27.40%	3,500	3,700	
Total expenses		330,215	230,765	99,450	30.12%	320,008	334,578	
Net revenues/expenses		(181)	24,453	24,634		14,992	6	
Beginning fund equity (deficit)		295,722	295,722	0		295,722	310,714	
Ending fund equity (deficit)		295,541	320,175	24,634		310,714	310,720	

CHARTER TOWNSHIP OF GENOA
 OAK POINTE SEWER SYSTEM
 BUDGET WORKSHEET FOR 3/31/14

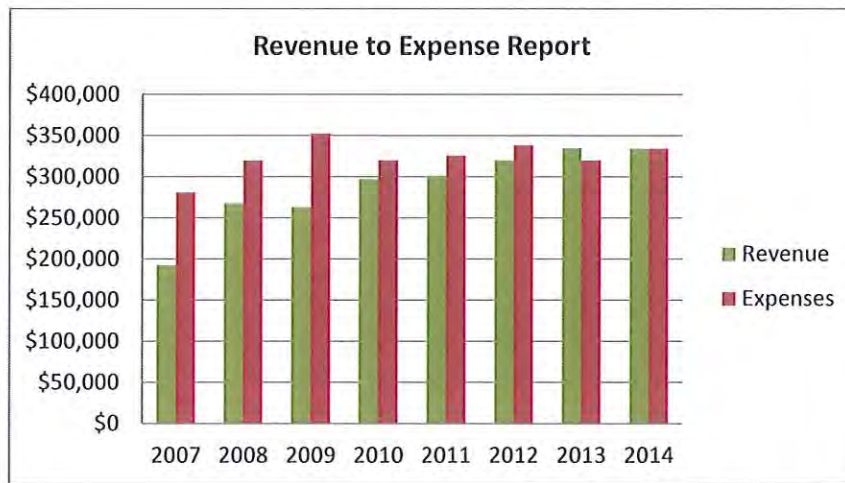
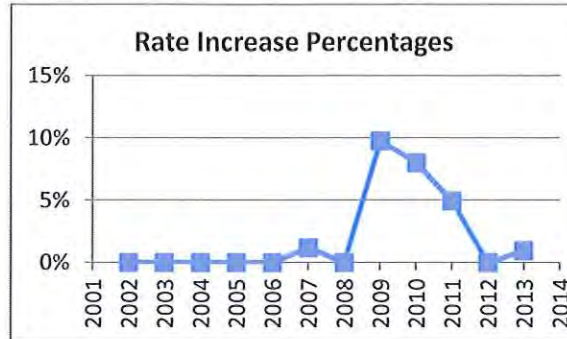
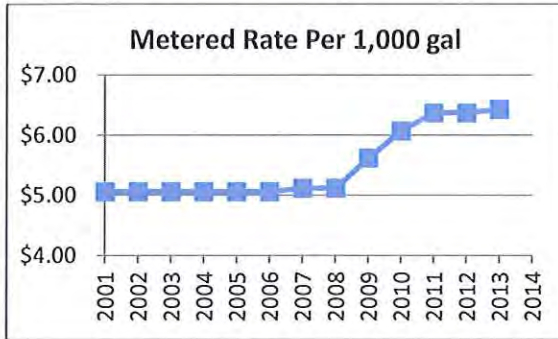
ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/2013	ACTUAL FOR 9 MONTHS 12/31/2012	VARIANCE	%OF EXPENSE BUDGET REMAINING	REVISED BUDGET AMOUNTS FOR YEAR 3/31/2013	PROPOSED BUDGET FOR YEAR ENDING 3/31/2014	
REVENUES								
400	Billings - operations	591,701	458,121	(133,580)		595,000	591,701	No rate increase recommended current rate is 125.76 flats metered is 5.98
420	Income - other	8,278	22,035	13,757		22,035	1,000	
422	Income - grinder pump reimbursement	0	0	0		0	4,000	
425	Trans in - OP new user	0	0	0		0	0	
440	Income - interest	0	0	0		0	0	
TOTAL INCOME		599,979	480,156	(119,823)		617,035	596,701	
EXPENSES								
600	Accounting/auditing	3,800	3,185	615	16.18%	3,800	3,800	
603	Administration - billings/meters	0	0	0		0	0	DELETE
605	Administration - rent	0	1,800	(1,800)		1,800	0	DELETE
609	Chemicals	7,500	8,833	(1,333)	-17.77%	12,000	12,000	
615	Consent order - groundh20 sodium	20,000	22,356	(2,356)	-11.78%	22,356	25,000	
616	Capital Proj - convert to G/O system	0	14,822	(14,822)		30,000	0	
617	Consent order - NaCl Contingency	1	0	1	100.00%	1	1	
627	Engineering - general	3,000	6,337	(3,337)	-111.23%	6,500	1,500	
630	Engineering - separate projects	20,000	13,929	6,071	30.36%	15,000	5,000	
631	GIS	3,000	534	2,466	82.20%	1,000	0	
639	Insurance	15,000	6,338	8,662	57.75%	6,338	6,500	
642	Labor - fixed	237,995	178,496	59,499	25.00%	237,995	237,203	
648	Laboratory costs	14,000	12,737	1,263	9.02%	17,000	17,000	
654	Legal fees	100	0	100	100.00%	0	100	
657	Licenses, Fees, Permits	4,000	789	3,211	80.28%	4,000	4,000	
663	Office expenses	250	1,087	(837)	-334.80%	1,200	1,200	
669	Refunds & adjustments	100	60	40	40.00%	100	100	
673	R & M - Building	2,500	1,501	999	39.96%	1,600	2,500	
675	R & M - Grounds	1,000	1,923	(923)	-92.30%	2,000	1,000	
677	R & M - Plant equipment	20,000	9,433	10,567	52.84%	12,500	20,000	
678	R & M - GRINDER PUMP	45,000	51,650	(6,650)	-14.78%	52,000	0	
678	R & M - GRINDER PUMP REPAIRS						35,000	
678.1	R & M - NEW GRINDER PUMPS						15,000	
679	R & M - Lines	5,000	0	5,000	100.00%	2,500	5,000	
680	R & M - Pump stations	30,000	14,492	15,508	51.69%	50,000	30,000	
682	R & M - Snowplowing/mowing	2,750	3,035	(285)	-10.36%	3,035	3,500	
684	R & M - Generators	2,500	430	2,070	82.80%	1,500	2,500	
686	R & M - Sewer line cleaning	5,000	5,506	(506)	-10.12%	5,506	5,000	
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	27,500	22,948	4,552	16.55%	23,000	25,000	
692	Telephone	6,550	5,171	1,379	21.05%	7,000	5,280	
694	Tools & supplies	1,000	134	866	86.60%	250	500	
695	Tools & supplies - all systems	7,500	4,232	3,268	43.57%	6,200	6,500	
700	Transfer out - Capital Improvement Repl. Res.	10,000	0	10,000		10,000	25,000	
701	Transfers out - Debt (10 yr G/O '08 loan)	25,000	0	25,000		0	0	
702	Utilities - electric	67,000	48,430	18,570	27.72%	67,000	67,000	
704	Utilities - gas	4,000	1,125	2,875	71.88%	3,000	4,000	
Total expenses		592,047	441,313	150,734	25.46%	606,182	567,185	
Net revenues/expenses		7,932	38,843	30,911		10,853	29,516	
Beginning fund equity (deficit)		227,137	227,137	0		227,137	237,990	
Ending fund equity (deficit)		235,069	265,980	30,911		237,990	267,506	

CHARTER TOWNSHIP OF GENOA
 OAK POINTE WATER SYSTEM
 BUDGET WORKSHEET FOR 3/31/14

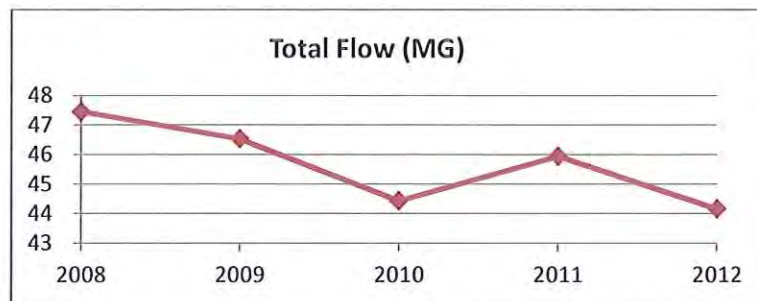
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REVENUES								
400	Billings - operations	339,814	369,643	29,829		410,000	339,814	No rate increase recommended current metered rate is \$3.08
420	Income - other	6,294	20,210	13,916		20,210	10,000	
423	Income - capital charge	40,680	28,628	(12,052)		40,680	40,680	
424	Income - Cell tower	0	0	0		0	9,600	
425	Trans in - OP new user	0	0	0		0	0	
440	Income - interest	0	0	0		0	0	
TOTAL INCOME		386,788	418,481	31,693		470,890	400,094	
EXPENSES								
600	Accounting/auditing	3,300	3,185	115	3.48%	3,300	3,300	
603	Administration - billings/meters/rent	0	1,800	(1,800)		1,800	0	
609	Chemicals	14,000	7,160	6,840	48.86%	10,000	12,000	
627	Engineering - general	1,500	187	1,313	87.53%	250	1,500	
630	Engineering - separate projects	15,500	7,085	8,415	54.29%	7,100	15,000	
633	GIS	2,000	434	1,566	78.30%	750	0	
639	Insurance	7,000	3,721	3,279	46.84%	8,000	8,000	
642	Labor - fixed	199,579	149,684	49,895	25.00%	199,579	194,633	
648	Laboratory costs	1,000	786	214	21.40%	800	1,000	
654	Legal fees	500	0	500	100.00%	0	500	
657	Licenses, Fees, Permits	1,000	2,127	(1,127)	-112.70%	2,127	2,250	
663	Office expenses	500	523	(23)	-4.60%	525	750	
668	MXU program	10,000	9,990	10	0.10%	10,000	17,000	
669	Refunds & adjustments	500	251	249	49.80%	500	500	
673	R & M - Building	1,000	0	1,000	100.00%	0	1,000	
675	R & M - Grounds	500	0	500	100.00%	0	1,000	
677	R & M - Plant equipment	20,000	36,137	(16,137)	-80.69%	81,250	25,000	
679	R & M - Lines	15,000	30,092	(15,092)	-100.61%	32,500	15,000	
680	R & M - Booster stations	2,000	0	2,000	100.00%	500	2,000	
682	R & M - Snowplowing/mowing	0	0	0		0	0	DELETE
684	R & M - Generators	1,500	783	717	47.80%	1,500	1,500	
685	R & M - Towers	500	2,474	(1,974)	-394.80%	3,500	1,500	
686	R & M - Hydrants	5,000	0	5,000		1,000	5,000	
687	R & M - Other	1,000	0	1,000	100.00%	0	1,000	
692	Telephone	3,000	2,138	862	28.73%	2,850	2,500	
694	Tools & supplies	500	49	451	90.20%	100	500	
695	Tools & supplies - all systems	4,000	2,485	1,515	37.88%	3,500	3,500	
700	Transfer out - Capital Improvement Repl. Res.	5,000	0	5,000		5,000	5,000	
702	Utilities - electric	32,000	33,659	(1,659)	-5.18%	40,000	35,000	
704	Utilities - gas	2,500	754	1,746	69.84%	2,500	2,500	
800	Transfers out - Debt	40,680	24,630	16,050	39.45%	40,680	40,680	
Total expenses		390,559	320,134	70,425	18.03%	459,611	399,113	
Net revenues/expenses		(3,771)	98,347	102,118		11,279	981	
Beginning fund equity (deficit)		134,770	134,770	0		134,770	146,049	
Ending fund equity (deficit)		130,999	233,117	102,118		146,049	147,030	

Lake Edgewood Sewer

Rate, Flow and Financial Summary



See Notes
1, 2, 3, 4 & 5

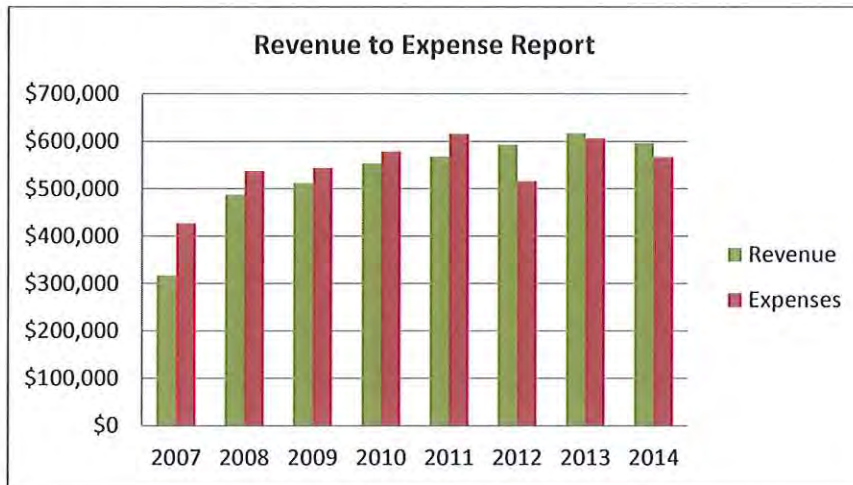
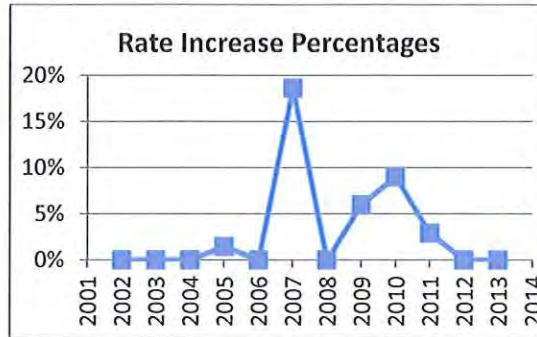
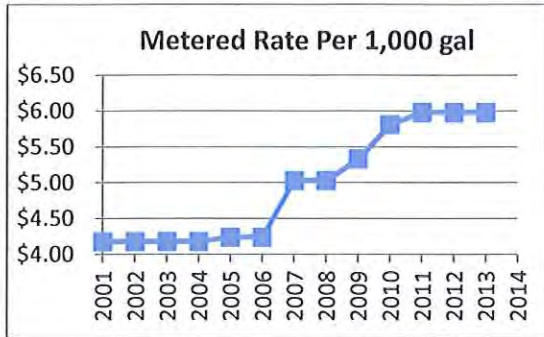


Notes:

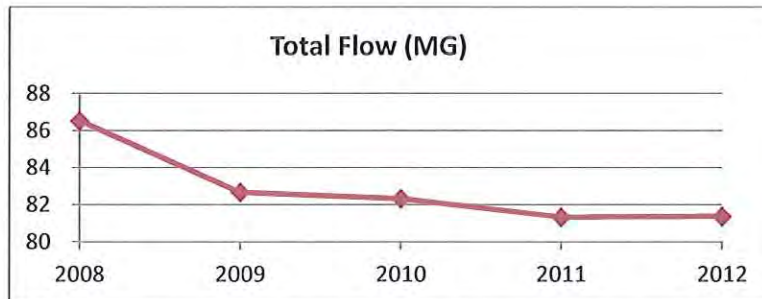
1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2012
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2013 and FY 2014
4. Overall revenue is beginning to stabilize and increase
5. FY 2013 is the first year that revenues exceeded expenses.

Oak Pointe Sewer

Rate, Flow and Financial Summary



See Notes
1, 2, 3 & 4

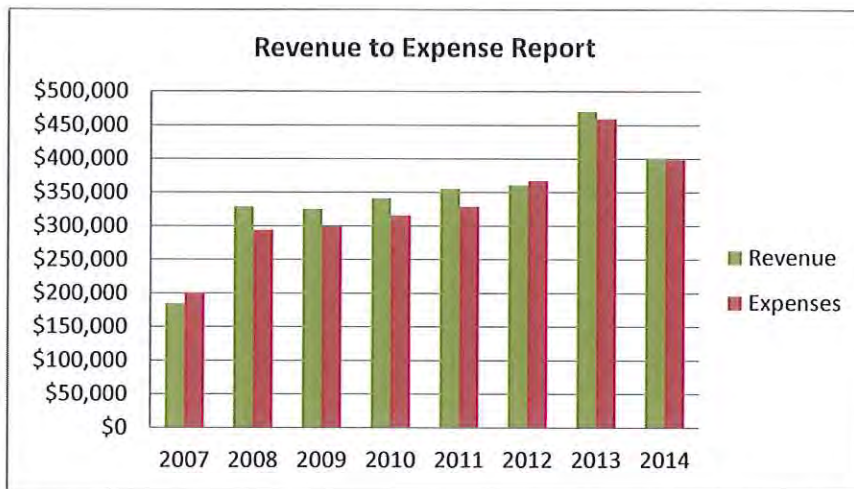
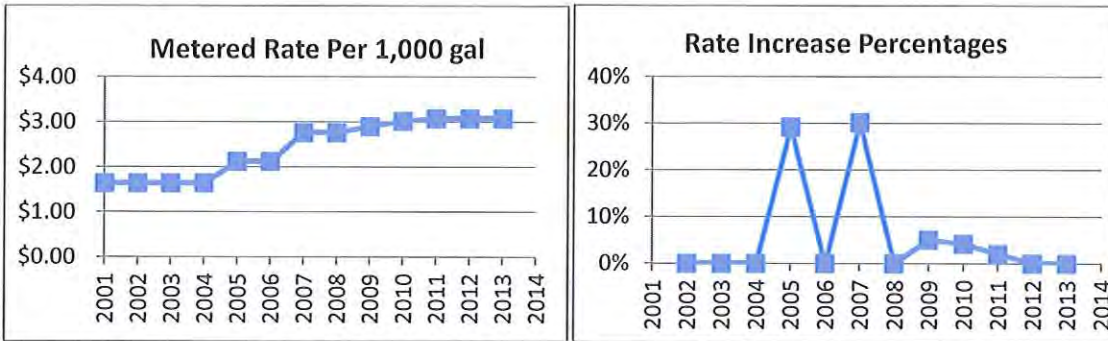


Notes:

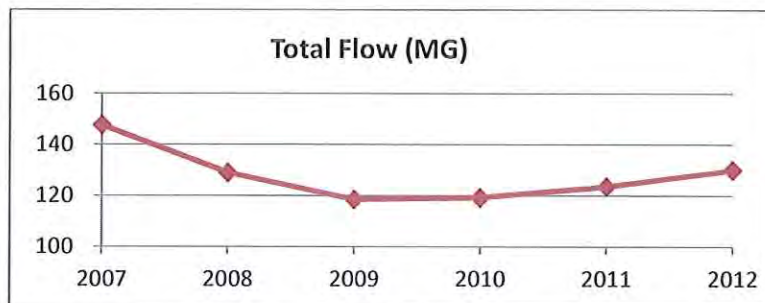
1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2012.
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2013 and FY 2014
4. Overall revenues have stabilized

Oak Pointe Water

Rate, Flow and Financial Summary



See Notes
1, 2, 3, & 4



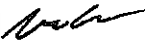
See Note 4

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 2013 and FY 2014.
4. Overall revenue increased in FY ending 2013 due to high irrigation usage. Expenses increased due to cleaning & repairing wells 1 & 3.
5. Oak Pointe Water is over **\$1,200,000** in debt for bulk storage improvements that is not being paid back.

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 2/15/13

RE: Recreation .

Over the last two meetings we have discussed the Township's role in regional recreation. Howell Area Parks and Recreation has asked you to consider increasing our level of participation from approximately \$64,000 per year to \$100,000. This change would secure for our residents the benefits of Tier I program pricing. The Southeastern Livingston County Recreation Authority has approached you about resuming our funding and participation.

While the two issues are related I recommend that you consider them separately. The SELCRA Articles of Incorporation will have to be amended to allow Genoa to become a member. You have a request on the table from HAPRA and you can unilaterally decide to increase our funding. If you are desirous of resuming participation in SELCRA I would respectfully recommend that their Board make a formal request prior to your consideration.

The Township Board has asked several questions relative to how we spend money on recreation. I have assembled information to answer these questions and to help guide you in your decision. Earlier this week I sent the Board links to two references that support municipal expenditures for parks and recreation. Recreation should really be considered in the same context as economic development. Events, recreational programs and amenities make Genoa Township an attractive place to live and do business. Events, whether a Melon Festival or a soccer tournament drawing teams from outside the area, have a direct positive exponential impact on the local economy. There is also a significant intrinsic economic benefit in the form of enhanced property values. When people decide where they want to raise a family they consider what recreational programs are available.

In answer to your questions and to help frame the discussion please find attached the following:

A. Participation Reports.

The pie chart titled **Recreation Participation** indicates greater participation by Genoa residents in HAPRA. In considering Genoa's utilization relative to the City of Howell, Oceola Township and Marion Township pay particular attention to the 5347 Oceola residents that used the City Park. This significantly skews the numbers to show lower relative utilization by Genoa. Also, if there is one theme I would like to convey, it is that the value that accrues to our residents from the two authorities far exceeds how many kids play T-Ball or how many residents attend the Daddy/Daughter dance.

B. Financial Statements.

I reviewed this information to try and answer the question of exposure to liability for legacy costs. I will defer to the Township Attorney on the legal aspects of this question but in my review I did not find any areas of concern related to retiree healthcare, defined benefit pensions or other legacy costs.

C. Census Block Maps and Population Distribution.

These maps show an interesting distribution of where youth live in our community. As expected the areas of recent growth along Grand River contain the highest densities of children. There are almost twice as many children in the Howell School District then there are in Brighton.

D. State Equalized Value by School District

More of our tax base is in the Howell District than the other three (Brighton, Pinckney and Hartland) combined. One of your questions was related to our exposure if a mileage was proposed. The Chart titled **H.A.S.D. (Howell Area School District) SEV BY JURISDICTION** shows that of the four HAPRA members, we represent 35% of the tax base.

E. Youth Population by School District.

The assertion that Genoa is unique because we are split by two school districts is somewhat true. Oceola is divided by Hartland schools but not to the same extent as Genoa. Overall we have more youth population in Howell Schools than Marion or Oceola. I would note that Green Oak is divided among Brighton and South Lyon in much the same way as we are divided between Howell and Brighton.

F. Total Population and Recreation Funding.

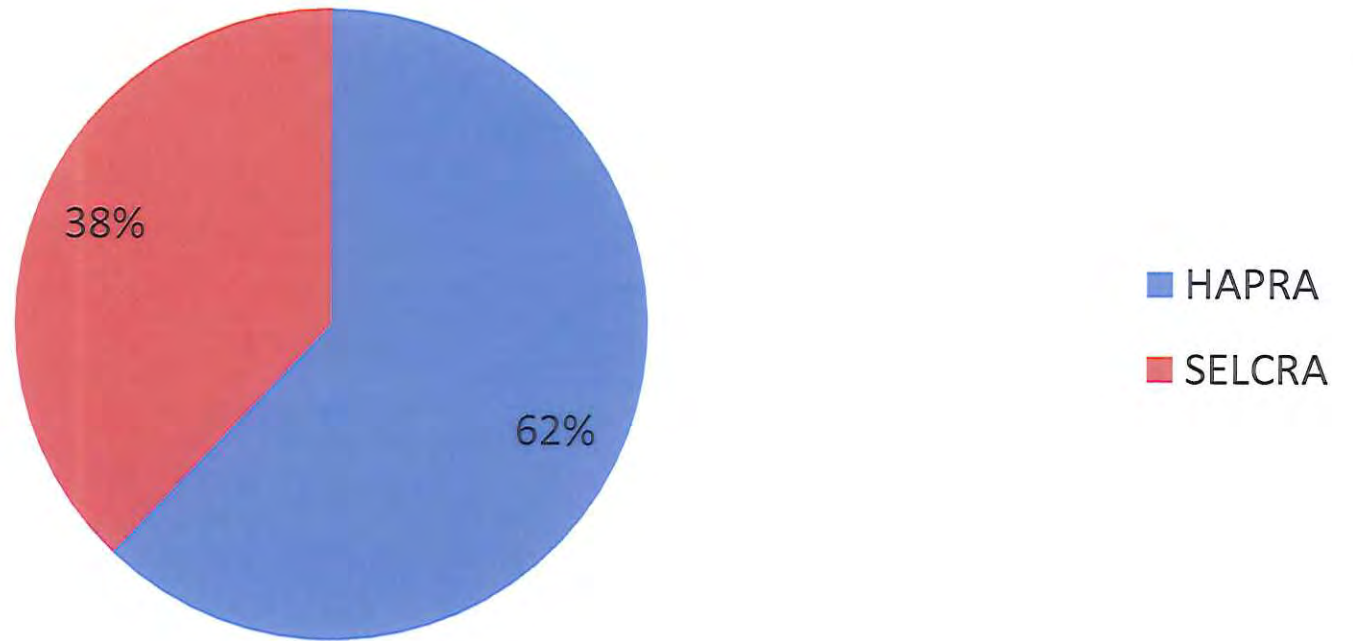
In the 2000 Census Genoa had a population of 15,901. The 2010 Census resulted in a count of 19,800. This is a 23% increase in population. The table titled Recreation Funding shows that funding for HAPRA has remained relatively static since 2007.

It is my understanding that if you decide to increase the HAPRA contribution there is still time to revise the program guide to show TIER I pricing for our residents. I look forward to answering any questions you may have. Please consider action as you deem appropriate.

ATTACHMENT A.

**PARTICIPATION
REPORTS**

RECREATION PARTICIPATION



SELCRA January - December 2012 Programs and Participation

YOUTH SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER	Voucher	Program Not Identified	Total Vouchers 2012	No Voucher	Part. w/o Non-Res Fee
Soccer Spring	776	270	156	132	121	56	41					
Soccer Fall	652	224	137	119	102	42	28	127			95	
Baseball Softball	790	263	132	173	110	64	48	69			41	
Baseball Tournament	210	58	35	40	29	19	28					29
Basketball	694	136	83	133	61	44	237	48			13	
Flag Football	383	126	61	93	43	28	32	23			20	
Lacrosse	211	69	26	53	34	22	7					
Volleyball	94	28	14	12	30	7	3	15			15	
ADULT SPORTS												
Basketball	327	96	36	24	28	22	121					28
Softball	325	68	29	48	16	21	143					16
Open Gyms												
PROGRAMS												
DDD	1075	301	213	197	142	94	128					142
Challenger Camps	146	39	25	21	24	19	18					24
Hershey Track & Field	141	35	21	32	12	23	18					12
Basketball Clinics	57	16	10	7	14	5	5					
BaseBall Clinics	83	24	13	20	12	9	5					
Track Clinics	34	17	5	4	2	4	2	1			1	
Eggstravaganza	120	37	14	29	27	3	10					27
Date Nights	68	8	2	28	24	4	2					24
Golf Outing	106	37	27	19	6	13	4					6
Tridge or Treat	1500											210
Gymnastics	146	33	27	23	36	12	15					36
Fencing	14	6	2	3	3	0	0					3
TaeKwon Do	43	10	11	6	8	6	2					8
Snowsports	29	8	4	6	6	0	5					6
Equestrian	23	9	3	4	5	1	1					5
Archery	62	15	8	15	12	1	11	2			10	
Ump/Ref Training	66	26	5	17	11	5	2					11

DDA Summer Series	1000													140
Tennis	43	14	10	12	4	3	0	2					2	4
Golf Clinics	16	3	2	4	3	1	3							3
After School Pound	310	85	63	78	62	18	4							62
Outdoor Adventures	18	7	3	5	1	0	2							1
Stand Up Paddleboard	13	3	1	2	4	1	2							4
Skatecamps	9	3	0	4	0	1	1							0
Skatepark	1818	527	251	346	255	132	307							255
2012 Totals	11402	2601	1429	1709	1247	680	1235							
2011 Totals	9692	2283	1198	1578	1180	606	1343							
Average 2011/12		2442	1313	1643	1213	643	1289							
2013/\$23.00 per AI		\$ 56,166.00	\$ 30,199.00	\$ 37,789.00	\$ 27,899.00									
percentage		28%	17%	19%	14%	8%	13%							
BCC Rentals	57	14	12	8	4	4	15							4
								287	192	479	197			1060

Genoa Township participation

Programs that do not have resident/non-resident rates

Per Voucher report from Manager Archinal

Voucher	Programs identified that a reimbursement voucher was given	287
Program Not Identified	Programs that a reimbursement voucher was given, not assigned a program on report	192
Total Vouchers Given	2012 total	
No Voucher	Genoa residents that participated in a SELCRA program, paid non-member, did not use voucher	197
Part. w/o Non-Res Fee	Genoa participation in programs that do not have a non-member fee	1060
Estimated Genoa participation in SELCRA - Total		1736



2012 YEAR END AND PARTICIPATION REPORT

NOTE: In January 2013, Marion Township agreed to move up to full participation within the Recreation Authority. While their \$100,000 contribution will not be recognized in our budget until July 1, 2013, we will be including all of Marion Township residents in our spring/summer 2013 offerings as full members. Genoa Township is currently investigating if it is financially feasible to also move their participation to full membership. A decision on this will be forthcoming in February 2013.

ALSO NOTE: The Howell Area Parks & Recreation Authority will also be taking the leadership role in planning and hosting two major and legendary festivals in 2013 and beyond – the Howell Melon Festival and the Legend of Sleepy Howell. An organizational shift and budget increase will take place in 2013 that will allow us to handle these events within our already active schedule.

Background

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 documented over 79,000 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 2012 participation report is attached for your perusal.) This is a 16.5% increase from 2011 participation.

Budget

Our annual budget for 2012-2013 is approximately \$920,000. In the past two years, we have completely eliminated a small deficit and increased our fund balance to approximately \$50,000. Our operating budget is supported not only by participation fees but by contributions that are provided by four municipalities. The City of Howell, Oceola Township and now Marion Township each will contribute \$100,000 to the overall operations, while Genoa Township continues to 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. Genoa Township resident fees are approximately 30% lower than non-resident rates, and the City of Howell, Marion and Oceola Township resident fees are 50% lower than non-resident rates.

Staffing

The Howell Area Parks & Recreation Authority has 3 full-time salaried staff members – the Director, Sports Director and Enrichment Director. We have 4 staff members who work part time in the front office who 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 in turn have added the head coach and 4 assistant coaches to our overall staffing.

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 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

Close to 10,000 hours of volunteer time was recorded equaling over \$200,000 of in-kind help during the past year. In recognition of this, we held our 5th annual RECreation REcognition REception in November 2012 at the Chemung Hills Golf and Banquet Center in Oceola Township, and recognized 8 individuals and organizations who were extremely active within our organization.

Volunteer of the Year: Richard Lim

Corporate Sponsor of the Year: Tanger Outlet

Organizational Volunteers of the Year: Village Manor

Coach of the Year: Matt Perron

Senior of the Year: Margaret Pfau

Teen of the Year: Emma Atkins

Instructor of the Year: Irene Onderchanin

Step up Volunteer: Adam Targanski

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, 2010 for a five year period with Oceola Township and a three 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 Spring of 2012, 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 2012, we extended our management contract for another two years 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 early 2012 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 2012. 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.

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 have also continued to update our Facebook page where we are able to connect with close to 2000 "friends" on a daily basis. Our website is updated daily. We successfully produced a spring/summer 2012 and fall/winter 2012/2013 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. In 2012, we added a mobile website for those that use hand-held devices and are instituting a text messaging alert service for most of our program offerings.

Scholarship and Reduced Fee Policy

The Howell Area Parks & Recreation Authority has 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 2012.

Enrichment Classes

In 2012 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, theatre, and skating. With the start of 2013 we are looking forward to again expand and explore new enrichment programs for the Howell community. A new partnership with the Community Theatre of Howell was also achieved and acting classes offered through a joint arrangement.

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. A new relationship with Michigan Flag Football was established this past year to take over the management of our flag football program which has now grown to close to 200 children in our spring league and another 200 in our fall leagues.

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. The sports department continues to add new and exciting programs each year.

Special Events

The special events that took place in 2012 gave us a great opportunity to think outside the box. Our highlights of the year were our race events: the 35th Annual Howell Melon Run had us hitting a new record of over 1300 runners and the Headless Horseman 5K/10K capturing close to 1500 athletes! We also were able to continue to produce special events with great success like the Tiny Tot Olympics, Moon Glow and Marshmallow Drop, the Downtown Pooch Posse, the Premier Big Band Dances, Holiday in the Park, Rubber Ducky Day at the Aquatic Center, Buck Pole and free outdoor family movies at Howell City Park.

Senior Center

The Senior Center membership has been slowly growing since its incorporation 5 years ago and we now boast close to 300 active members. We secured a \$1,000 increase of our United Way Grant for staffing and services to \$8,500. We also received a grant to produce an enhanced fitness program with the Hartland Senior Center and the Brighton Senior Center through the Area Agency on Aging 1-B for \$14,440. 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. We were the recipients of a \$800 grant from the Livingston County Consortium of Aging and over \$1000 was raised to match this by the members of the Senior Center that allowed us to purchase new upper and lower cabinets and a counter top for the Senior room. We also upgraded and purchased new computers in the Senior Center during 2012.

Teen Center

Since the installation of the Internet Café at the Teen Center, attendance has increased each day ranging from 6th grade – 12th grade. Some weeks we are close to serving 50 teens in a day. 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 the Bennett Recreation Center and then we close the Teen Center during the summer months due to funding shortfalls. An \$8,000 grant from the United Way was secured for staffing and services.

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 have a total of 28 preschoolers in our care Monday through Friday.

Summer Day Camp

In our 5th 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 – Howell Melon Festival and Legend of Sleepy Howell

Since 2009, the Howell Area Parks & Recreation Authority senior staff has taken an active role in the core committee to plan and present the Howell Melon Festival and the Legend of Sleepy Howell with the Downtown Development Authority. Toward the end of 2012, the DDA has invited the Howell Area Parks & Recreation Authority to explore taking a more active organizational lead in hosting the Howell Melon Festival as well as the Legend of Sleepy Howell. Initial concepts for a shift in leadership of these events, while retaining the strong partnership of the DDA and the Recreation Authority, are being investigated to serve the best interests of the innumerable volunteers, sponsors, and patrons who attend and participate in these events. The goal is to continue to move these dynamic and inspiring community festivals to new heights and retain the strong partnerships that have been established. A Transition Agreement is being drafted with the hopes of a shift in leadership in early 2013.

Howell Area Parks & Recreation Authority 2012 Program Participation

Winter 2012 (January, February, March, April)

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Arthritis & Special Population	Aquatics	1-Jan	30-Apr						1013	1013
Chair Yoga	Aquatics	1-Jan	30-Apr						212	212
Deep Water Exercise	Aquatics	1-Jan	30-Apr						668	668
Drums Alive	Aquatics	1-Jan	30-Apr						71	71
Family Swim	Aquatics	1-Jan	30-Apr						295	295
H2O Circuit Training	Aquatics	1-Jan	30-Apr						165	165
Morning Aerobics	Aquatics	1-Jan	30-Apr						479	479
Open Swim	Aquatics	1-Jan	30-Apr						544	544
Private Swim Lessons	Aquatics	1-Jan	30-Apr						24	24
Saturday Land Exercise Class (Saturday Splash)	Aquatics	1-Jan	30-Apr						202	202
Senior Circuit	Aquatics	1-Jan	30-Apr						106	106
Senior Strength & Stretch	Aquatics	1-Jan	30-Apr						152	152
Splash Aerobics	Aquatics	1-Jan	30-Apr						838	838
Strength Training for Everyday Living	Aquatics	1-Jan	30-Apr						73	73
Swim the Great Lakes - Lap Swim	Aquatics	1-Jan	30-Apr						22	22
Swim-O-Rama/Adult Swim	Aquatics	1-Jan	30-Apr						1181	1181
Yoga for Wellness	Aquatics	1-Jan	30-Apr						231	231
Yoga-lates	Aquatics	1-Jan	30-Apr						12	12
After School Swims	Aquatics	6-Jan	27-Apr						1344	1344
Level III Lessons (Swim Lessons)	Aquatics	7-Jan	31-Mar						16	16
Lionfish Lessons (Various Dates) (Swim Lessons)	Aquatics	7-Jan	16-Jun						120	120
Parrot Fish Lessons (Various Dates) (Swim Lessons)	Aquatics	7-Jan	16-Jun						76	76
Queen Angel Fish lessons (Various Dates) (Swim Lessons)	Aquatics	7-Jan	16-Jun						111	111
Star Fish Lessons (Various Dates) (Swim Lessons)	Aquatics	7-Jan	16-Jun						74	74
Chasing Lance Clinic (Exercise & Fitness)	Aquatics	8-Jan	8-Jan						19	19
Discover Scuba	Aquatics	8-Jan	11-Mar						0	0
Group Cycling (Various Dates) (Exercise & Fitness)	Aquatics	9-Jan	11-May						132	132
SUP Beginner Clinic (Exercise & Fitness)	Aquatics	10-Jan	28-Apr						27	27
Flick n' Float (Various Dates)	Aquatics	13-Jan	13-Apr						68	68
SUP Yoga & SUPilates (Exercise & Fitness)	Aquatics	19-Jan	9-Feb						1	1
Schools Out Open and Holiday Swims	Aquatics	23-Jan	12-Apr						105	105
90 Minute Race Day Ride (Various Start Dates) (Exercise & Fitness)	Aquatics	17-Feb	21-Apr						8	8
Competitive Springboard Diving (Various Dates)	Aquatics	3-Mar	31-Mar						9	9

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Casual Cycling (Various Dates) (Exercise & Fitness)	Aquatics	5-Mar	10-May						5	5
Green Turtles Lessons (Various Dates) (Swim Lessons)	Aquatics	16-Apr	11-Jun						14	14
SUPoga & SUPilates	Aquatics	21-Apr	21-Apr						2	2
Sea Otter/Sword Fish Lessons (Swim lessons)	Aquatics	21-Apr	16-Jun						4	4
Blow Fish Lessons (Swim Lessons)	Aquatics	7-Jan	16-Jun						52	52
Level IV Lessons (Various Dates) (Swim Lessons)	Aquatics	11-Jan	13-Apr						19	19
Howell Ski & Snowboard Club	Clubs	1-Jan	30-Apr	6	10	16	7	14		53
Beginners Woodcarving (Arts & Crafts)	Enrichment	5-Jan	26-Jan	1				1		2
Gymnastics (Various Dates, Levels)	Enrichment	6-Jan	18-Feb	3	1	1	2			7
Just Google it for Seniors (Computers)	Enrichment	7-Jan	7-Jan				1			1
Beginning Tae Kwon Do (Martial Arts)	Enrichment	9-Jan	29-Feb	3	1	3		6		13
Ohana Karate Classes (Various Dates) (Martial Arts)	Enrichment	10-Jan	29-Mar	3	9			2		14
Ballroom Dancing (Dance)	Enrichment	11-Jan	22-Feb	4	3	5		1		13
Bridge Lessons & Play (Cards)	Enrichment	13-Jan	17-Feb	1		5	1	13		20
Sanchin-Ryu Karate for Adults & Teens (Martial Arts)	Enrichment	31-Jan	20-Mar				1			1
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	31-Jan	20-Mar	1	3					4
Sanchin-Ryu Karate for Kids	Enrichment	31-Jan	20-Mar	1	1					2
Sanchin-Ryu Karate for Adults & Teens (Martial Arts)	Enrichment	2-Feb	22-Mar	1			2	1		4
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	2-Feb	22-Mar	1	2					3
Sanchin-Ryu Karate for Kids (Martial Arts)	Enrichment	2-Feb	22-Mar	1		1		1		3
Kil's Karate Classes (Various Dates)(Martial Arts)	Enrichment	2-Feb	29-Mar	1	2	2		2		7
Kindermusik (Music)	Enrichment	4-Feb	10-Mar	1	1					2
Preschool Lunch & Skate with Elmo (Skate)	Enrichment	15-Feb	15-Feb					1		1
YouTube, Wikipedia, and Reading the News Online	Enrichment	18-Feb	18-Feb				1			1
The Basics of Selling on eBay (Continuing Education)	Enrichment	21-Feb	21-Feb	1	3					4
Drop in Tai Chi	Enrichment	24-Feb	2-May	27	39	1	23	51		141
Developmental Gymnastics (Gymnastics)	Enrichment	25-Feb	21-Apr	2	1		2			5
Bridge Lessons & Play (Cards)	Enrichment	2-Mar	13-Apr	2	1	3	1	8		15
Drawing Feet for Superheroes (Arts & Crafts)	Enrichment	3-Mar	17-Mar			1	1	2		4
Babysitter's Training (Safety)	Enrichment	10-Mar	10-Mar	1	1	1	3	5		11
Skype the Grandkids (Computers)	Enrichment	10-Mar	10-Mar	1		3				4
Beginning Tae Kwon Do (Martial Arts)	Enrichment	12-Mar	2-May	3		3		4		10
Beginners Woodcarving (Arts & Crafts)	Enrichment	15-Mar	5-Apr	1						1
Learn to Skate (Skate)	Enrichment	17-Mar	14-Apr		2					2
Drop in Ping Pong	Enrichment	20-Mar	14-Jun	2	2	8		5		17
Ballroom Dancing (Dance)	Enrichment	21-Mar	25-Apr		1		4			5
How to Make Balloon Animals (Kids & Teens)	Enrichment	24-Mar	24-Mar	1		1				2

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Sanchin-Ryu Karate for Kids (Martial Arts)	Enrichment	27-Mar	15-May	3				1		4
Sanchin-Ryu Karate for Adults & Teens (Martial Arts)	Enrichment	29-Mar	17-May	1					1	2
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	29-Mar	17-May	1	1					2
Sanchin-Ryu Karate for Kids (Martial Arts)	Enrichment	29-Mar	17-May	2	1		1	1	1	6
Facebook for Seniors (Computers)	Enrichment	31-Mar	31-Mar	1	1			1	2	5
Kil's Karate Classes (Various Dates)(Martial Arts)	Enrichment	3-Apr	29-Aug	2	1		3		3	9
Preschool Lunch & Skate with the Easter Bunny (Skate)	Enrichment	4-Apr	4-Apr						1	1
AARP Driver Safety Program (Safety)	Enrichment	10-Apr	12-Apr							13
Boater Safety (Safety)	Enrichment	16-Apr	17-Apr		1		4	1	1	7
Hunter Safety (Safety)	Enrichment	16-Apr	19-Apr	6	12		3	7	4	32
Gymnastics (Various Dates, Levels)	Enrichment	16-Apr	16-Jun	5	3		2	5	2	17
Zumba (Exercise)	Enrichment	16-Apr	25-Jun	1	2		3		1	7
Basics of Acting (Theatre)	Enrichment	17-Apr	15-May	1	8		1	4	6	20
Just Google it for Seniors (Computers)	Enrichment	21-Apr	21-Apr	2				1	1	4
Target Toning Workshop (Exercise & Fitness)	Enrichment	21-Apr	21-Apr	1				1		2
Archery (Outdoor Recreation)	Enrichment	21-Apr	12-May	3	7		1		1	12
Getting Started & Making Music on the Guitar (Music)	Enrichment	23-Apr	14-May	1					2	3
Introduction to Karate for Kids (Martial Arts)	Enrichment	24-Apr	20-Jun		1			2	1	4
Beginners Ballet (Dance)	Enrichment	26-Apr	31-May	4	5		2	5		16
Babysitter's Training (Safety)	Enrichment	28-Apr	28-Apr		3		1	1	1	6
Drop in Tai Chi	Enrichment	29-Nov	23-Feb	28	48			26	75	177
Walking Club	Enrichment	3-Jan	20-Dec							65
Chair Exercise (Exercise & Fitness)	Enrichment	20-Jan	27-Jan							7
Sea Serpents Short Course - January	Sea Serpents	2-Jan	30-Jan	13	10		2	18	13	56
Sea Serpents Short Course - February	Sea Serpents	1-Feb	29-Feb	11	10		3	18	15	57
Sea Serpents Short Course - March	Sea Serpents	1-Mar	30-Mar	11	9		2	14	14	50
Sea Serpents Long Course - Spring	Sea Serpents	16-Apr	8-Jun	10	6		4	8	12	40
Senior Center Daily Counts - Members	Senior Center	1-Jan	30-Apr	879	214		273	310	581	2257
Senior Center Daily Counts - Non-Members	Senior Center	1-Jan	30-Apr	132	21		50	11	91	305
Laughs & Crafts	Senior Center	19-Jan	19-Jan							12
Hospice 101 & Ice Cream Social	Senior Center	20-Jan	20-Jan							20
Classic Film - His Girl Friday	Senior Center	31-Jan	31-Jan							5
AARP Taxes	Senior Center	3-Feb	19-Feb	83	11		20	17	35	166
Crafts with the Pre-Schoolers	Senior Center	14-Feb	14-Feb							12
Word Play, Valentines Day Craft	Senior Center	14-Feb	14-Feb							14
Cookies & Crafts	Senior Center	16-Feb	16-Feb							15
Paczki Day (Fat Tuesday)	Senior Center	21-Feb	21-Feb							24

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	
									Un-Recorded (Drop-in/Free)	Total
Lunch Around the World - Blue Fin	Senior Center	23-Feb	23-Feb						13	13
Acrylic Painting for Beginners	Senior Center	28-Feb	28-Feb						10	10
Laughs & Crafts	Senior Center	15-Mar	15-Mar						15	15
Lunch Around the World - Stouts	Senior Center	22-Mar	22-Mar						10	10
Classic Film - The Long, Long Trailer	Senior Center	27-Mar	27-Mar						6	6
Hot Topics with Linda Barnwell	Senior Center	28-Mar	28-Mar						20	20
Mastering Balance with Exercise	Senior Center	3-Apr	24-Apr						21	21
Laughs & Crafts	Senior Center	18-Apr	18-Apr						12	12
Classic Film - Sound of Music	Senior Center	24-Apr	24-Apr						7	7
Hot Topics - Therapy Dogs	Senior Center	25-Apr	25-Apr						21	21
Lunch Around the World - Olive Garden	Senior Center	26-Apr	26-Apr						19	19
2012 Caregiver Fair	Senior Center	28-Apr	28-Apr						300	300
Sweetheart Dances	Special Event	8-Feb	9-Feb	119	193	119	125	264		820
Splash N' Dash Indoor Triathlon	Special Event	19-Feb	19-Feb	17	7	3	10	81		118
Indoor Garage Sale (Tables)	Special Event	3-Mar	3-Mar	4	1	2	4	4		15
Underwater Easter Egg Hunt	Special Event	31-Mar	31-Mar						163	163
Moon Glow & Marshmallow Drop	Special Event	5-Apr	5-Apr	76	132	102	48	361		719
Downtown Howell Historic Tour & Lunch	Special Event	26-Apr	26-Apr	1	2	4	2			9
World Tai Chi Day 2012	Special Event	28-Apr	28-Apr						40	40
Pickleball	Sports	1-Jan	31-Dec						459	459
Drop-in Basketball	Sports	1-Jan	31-Dec						900	900
Drop-in Volleyball	Sports	1-Jan	31-Dec						270	270
Girls Travel Volleyball	Sports	19-Mar	1-Jun	7	26	9	9	20		71
Spring Soccer	Sports	16-Apr	13-Jun	125	153	70	86	64		498
MLB Pitch, Hit, and Run	Sports	29-Apr	29-Apr						19	19
Boys Basketball	Sports	3-Jan	1-Mar	36	62	26	50	23		197
Late Night	Teen Center	6-Jan	6-Jan						20	20
Late Night	Teen Center	3-Feb	3-Feb						18	18
Late Night	Teen Center	2-Mar	2-Mar						20	20
Teen Center Lock-in	Teen Center	20-Apr	21-Apr						10	10
Teen Center Daily Counts	Teen Center	3-Jan	31-Jan						491	491
Teen Center Daily Counts	Teen Center	1-Feb	29-Feb						625	625
Teen Center Daily Counts	Teen Center	1-Mar	30-Mar						803	803
Teen Center Daily Counts	Teen Center	2-Apr	30-Apr						424	424
Million Dollar Quartet	Travel	12-Jan	12-Jan				1	3		4
Soaring Eagle Casino	Travel	13-Feb	13-Feb	2	4	3	6	20		35
A Florida Gulf Coast Vacation	Travel	23-Feb	8-Mar	1				1	2	4

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Firekeepers Casino	Travel	12-Mar	12-Mar	8	2	7	9	14		40
Pub Runners - St. Patrick's Day Party	Travel	15-Mar	15-Mar	11	2	15	16	19		63
Lenten Pilgrimage to the Solanus Center	Travel	21-Mar	21-Mar	2	2		3	2		9
Chicago and the Gandy Dancer	Travel	12-Apr	12-Apr	3	7	7	3	3		23
Motor City Casino	Travel	16-Apr	16-Apr	9	2	3	4	18		36
Thunder Over Louisville	Travel	20-Apr	22-Apr	1	2					3
Titanic: The Artifact Exhibit	Travel	24-Apr	24-Apr				1			1
Green Oak Village Mall Trip	Travel	27-Apr	27-Apr	3		1				4
				1695	1055	801	881	1876	13397	19705

Total Winter 2012 (January, February, March, April)										
Aquatics		0	0	0	0	0	0	0	8494	8494
Clubs		6	10	16	7	14			0	53
Enrichment		125	167	59	98	206			85	740
Sea Serpents		45	35	11	58	54			0	203
Senior Center		1094	246	343	338	707			556	3284
Special Events		217	335	230	189	710			203	1884
Sports		168	241	105	145	107			1648	2414
Teen Center		0	0	0	0	0			2411	2411
Travel		40	21	37	46	78			0	222
Overall		1695	1055	801	881	1876			13397	19705

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	
									Un-Recorded (Drop-in/Free)	Total
Drums Alive Silver	Aquatics	1-May	31-Aug						125	125
Howell City Park Attendance (Week of 5/27)	City Park	27-May	31-May	561	241	35	24	96		957
Howell City Park Attendance (Week of 6/1)	City Park	1-Jun	7-Jun	152	98	7	6	17		280
Howell City Park Attendance (Week of 6/8)	City Park	8-Jun	14-Jun	561	394	54	37	98		1144
Balloon Fest Media Night	City Park	13-Jun	13-Jun						130	130
Movies Under the Stars - The Lion King	City Park	15-Jun	15-Jun						300	300
Howell City Park Attendance (Week of 6/15)	City Park	15-Jun	21-Jun	1008	562	178	50	272		2070
Howell City Park Attendance (Week of 6/22)	City Park	22-Jun	28-Jun	909	637	62	83	148		1839
Movies Under the Stars - Puss N Boots	City Park	29-Jun	29-Jun						320	320
Howell City Park Attendance (Week of 6/29)	City Park	29-Jun	5-Jul	1113	592	38	43	240		2026
Howell City Park Attendance (Week of 7/6)	City Park	6-Jul	12-Jul	814	556	95	65	81		1611
Movies Under the Stars - The Smurfs	City Park	13-Jul	13-Jul						220	220
Howell City Park Attendance (Week of 7/13)	City Park	13-Jul	19-Jul	745	550	51	59	131		1536
Howell City Park Attendance (Week of 7/20)	City Park	20-Jul	26-Jul	522	425	37	47	116		1147
Howell City Park Attendance (Week of 7/27)	City Park	27-Jul	2-Aug	750	478	19	26	202		1475
Howell City Park Attendance (Week of 8/3)	City Park	3-Aug	9-Aug	516	411	47	17	100		1091
Howell City Park Attendance (Week of 8/10)	City Park	10-Aug	16-Aug	117	58	7	8	9		199
Howell City Park Attendance (Week of 8/17)	City Park	17-Aug	23-Aug	251	103	16	18	35		423
Movies Under the Stars - Yogi Bear	City Park	24-Aug	24-Aug						175	175
Howell City Park Attendance (Week of 8/24)	City Park	24-Aug	30-Aug	212	102	8	11	13		346
Movies Under the Stars - ET	City Park	31-Aug	31-Aug						40	40
Howell City Park Attendance (Week of 8/31)	City Park	31-Aug	3-Sep	110	140	2	10	8		270
Horseback Riding Fun (Horseback Riding)	Enrichment	3-May	24-May	2				1		3
Beginners Woodcarving (Arts & Crafts)	Enrichment	3-May	31-May					1		1
Drop in Tai Chi	Enrichment	3-May	16-Jul	13	10	1	41	28		93
1000 Things to Know to be a Cartoonist (Arts & Crafts)	Enrichment	5-May	19-May				3			3
Ballroom Dancing (Dance)	Enrichment	9-May	6-Jun	2	2					4
Introduction to Horses (Horseback Riding)	Enrichment	10-May	10-May		1					1
Vocal Awareness (Theatre)	Enrichment	12-May	19-May	2	3	1		3		9
Techniques to Auditioning (Theatre)	Enrichment	12-May	26-May		2		1	1		4
Beginning Tae Kwon Do (Martial Arts)	Enrichment	14-May	27-Jun	2	1	3		3		9
Understanding Financial Aid (Continuing Education)	Enrichment	15-May	15-May	1	1					2
Digital Photography for Beginners (Arts & Crafts)	Enrichment	17-May	17-May	2	1	1		2		6
Boater Safety (Safety)	Enrichment	19-May	19-May	1	1	2	3	7		14
Sanchin-Ryu Karate for Adults & Teens (Martial Arts)	Enrichment	22-May	10-Jul					1		1
Acrylic Landscape Workshop (Arts & Crafts)	Enrichment	24-May	24-May		1	3	2	1		7
Extreme Couponing (Continuing Education)	Enrichment	24-May	24-May	1		1		2		4

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	24-May	12-Jul		2					2
Sanchin-Ryu Karate for Kids (Martial Arts)	Enrichment	24-May	12-Jul	2				1		3
Beginner SUP - Finding Your Inner Hawaiian	Enrichment	2-Jun	2-Jun		1				1	2
Youtube, Wikipedia, and Reading the News (Computers)	Enrichment	2-Jun	2-Jun						1	1
Getting Started & Making Music on the Guitar (Music)	Enrichment	4-Jun	2-Jul	2				2		4
Beginner's Spanish (Continuing Education)	Enrichment	4-Jun	23-Jul	1	1			2		4
Playgroup for Ages 3-5 (Kids & Teens)	Enrichment	12-Jun	28-Jun	1				3		4
Mini Horse Camp (Horseback Riding)	Enrichment	18-Jun	20-Jun	2	2		1			5
Babysitter's Training (Safety)	Enrichment	19-Jun	19-Jun		3		3	2	2	10
Drop in Ping Pong	Enrichment	19-Jun	26-Jun							4
Boater Safety (Safety)	Enrichment	23-Jun	23-Jun		2			3	7	12
Preschool Skate & Play (Skate)	Enrichment	27-Jun	25-Jul	2						2
Cardio Kickboxing with Circuit Training (Martial Arts)	Enrichment	5-Jul	31-Jul		1					1
Beginner SUP - Finding Your Inner Hawaiian	Enrichment	11-Jul	11-Jul						2	2
Family SUP	Enrichment	12-Jul	12-Jul					2		2
Facebook for Seniors (Enrichment)	Enrichment	14-Jul	14-Jul					1		1
Learn to Skate (Skate)	Enrichment	14-Jul	11-Aug		1					1
Getting Started & Making Music on the Guitar (Music)	Enrichment	16-Jul	6-Aug	3					1	4
Thompson Lake Wilderness Expedition (Outdoor Recreation)	Enrichment	17-Jul	17-Jul	1	5			1		7
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	17-Jul	4-Sep		1					1
Drop in Tai Chi	Enrichment	17-Jul	18-Sep	19	11			37	37	104
Sanchin-Ryu Karate for Families (Martial Arts)	Enrichment	19-Jul	6-Sep	1					1	2
Sanchin-Ryu Karate for Kids (Martial Arts)	Enrichment	19-Jul	6-Sep					1		1
The Basics of Selling on eBay (Continuing Education)	Enrichment	25-Jul	25-Jul				2	6		8
Autumn Pumpkin Watercolor Pencil Workshop (Arts & Crafts)	Enrichment	6-Aug	6-Aug	2			1		4	7
Introduction to Preschool Karate (Martial Arts)	Enrichment	6-Aug	27-Aug	4						4
Novice 1 Gymnastics (Gymnastics)	Enrichment	6-Aug	27-Aug	1						1
Beginners Woodcarving (Arts & Crafts)	Enrichment	9-Aug	30-Aug	2	1		1	1		5
Babysitter's Training (Safety)	Enrichment	14-Aug	14-Aug	1	3		1	3	2	10
Gymnastics Classes (Various Dates) (Gymnastics)	Enrichment	11-Jun	11-Aug	3	1			2		6
Gymnastics Classes (Various Dates) (Gymnastics)	Enrichment	11-Jul	11-Aug	1	3					4
Sea Serpents Long Course - Summer	Sea Serpents	11-Jun	27-Jul	9	5		7	11	6	38
Summer Swim Team	Sea Serpents	9-Jul	18-Aug	6	8		1		1	16
Howell Sea Serpents Stroke Clinic	Sea Serpents	13-Aug	16-Aug	7	3		1	9	12	32
Senior Center Daily Counts - Members	Senior Center	1-May	31-Aug	953	185	285	331	608		2362
Senior Center Daily Counts - Non-Members	Senior Center	1-May	31-Aug	131	13	34	44	139		361
Tastes of Italy	Senior Center	4-May	4-May							62

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Howell at the Moon	Special Events	24-Aug	24-Aug						40	40
Spring Flag Football (Michigan Youth Flag Football)	Sports								179	179
Spring Cheerleading (Michigan Youth Flag Football)	Sports								42	42
Women's 30 and Over Soccer	Sports	1-May	24-Jul	3	2	10	4	46		65
Men's 30 & Over Soccer	Sports	3-May	26-Jul	5	7	6	4	33		55
Tennis Lessons for Beginners	Sports	5-May	16-Jun	1	5	1	5			12
Tennis Lessons for Intermediate	Sports	5-May	16-Jun		1		3			4
Adult Golf Clinic	Sports	9-May	8-Aug	3	14		1	1		19
Senior Softball League	Sports	15-May	7-Aug	2	1	1	1	12		17
T-Ball Clinic	Sports	2-Jun	23-Jun	11	11	3	11	5		41
CoEd Sand Volleyball League	Sports	7-Jun	16-Aug	2		9	7			18
Adult Co-Ed Softball (Friday & Sunday)	Sports	8-Jun	21-Aug	10	24	8	21	33		96
DBA Basketball Clinic (1st-4th Grades)	Sports	18-Jun	16-Jul	4	8	2	3	2		19
Junior Golf Lessons	Sports	18-Jun	15-Aug	6	27	7	1	5		46
Challenger British Soccer Camp (Various Levels)	Sports	25-Jun	29-Jun						45	45
Tennis Lessons for Beginners	Sports	15-Jul	19-Aug		5	1	2			8
Challenger British Soccer Camp (Various Levels)	Sports	30-Jul	3-Aug						38	38
Tennis Camps	Sports	25-Jun	9-Aug	17	13	12	13	2		57
Summer Day Camp	Summer Camp	18-Jun	24-Aug	40	19	38	12	23		132
Teen Center Late Night - Avengers	Teen Center	4-May	4-May						33	33
Teen Center Late Night - Let the Countdown begin	Teen Center	1-Jun	1-Jun						26	26
Teen Center Daily Counts	Teen Center	1-May	31-May						732	732
Teen Center Daily Counts	Teen Center	1-Jun	7-Jun						101	101
Greektown Casino Trip	Travel	14-May	14-May	3	2	4	1	13		23
Chain of Lakes Boat Tour & Lunch at Zukey Lake	Travel	17-May	17-May						25	25
Great Lakes Wine Fest 2012	Travel	19-May	19-May	1		1		2		4
Trip to Green Oak Village Mall	Travel	25-May	25-May			1		2		3
Detroit Tigers vs. Cleveland Indians	Travel	7-Jun	7-Jun	4	4	3		9		20
Maine-Mountains to the Sea	Travel	9-Jun	18-Jun					2		2
Soaring Eagle Casino Trip	Travel	11-Jun	11-Jun	11		5	13	10		39
Trip to Green Oak Village Mall	Travel	29-Jun	29-Jun	1		2	1	2		6
Firekeepers Casino Trip	Travel	16-Jul	16-Jul	15		3	4	13		35
Tour Michigan's Southwestern Amish Society	Travel	17-Jul	17-Jul	3		2	1	2		8
ERNIE By Mitch Albom	Travel	20-Jul	20-Jul	2	2	2				6
Trip to Green Oak Village Mall	Travel	27-Jul	27-Jul	2		1		2		5
Senior Buffet & BWW	Travel	1-Aug	1-Aug	5		5		3		13
Motor City Casino Trip	Travel	13-Aug	13-Aug	1	2	7	3	8		21
Detroit Tigers & Buffalo Wild Wings Trip	Travel	25-Aug	25-Aug	3	5	3	6	33		50

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Trip to Green Oak Village Mall	Travel	31-Aug	31-Aug	3						3
				9945	5994	1380	1320	3664	13863	36166

Total Spring/Summer 2012 (May, June, July, August)	Aquatics	City Park	Enrichment	Sea Serpents	Senior Center	Special Events	Sports	Summer Camp	Teen Center	Travel	Overall
	5	8341	74	22	1084	261	64	40	0	54	9945
	1	5347	61	16	198	219	118	19	0	15	5994
	0	656	21	9	319	238	60	38	0	39	1380
	0	504	119	20	375	185	76	12	0	29	1320
	0	1566	106	19	747	963	139	23	0	101	3664
	10821	1185	4	0	460	172	304	0	892	25	13863
	10827	17599	385	86	3183	2038	761	132	892	263	36166

Fall 2012 (September, October, November, December)

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Arthritis & Special Population	Aquatics	1-Sep	31-Dec						912	912
Chair Yoga	Aquatics	1-Sep	31-Dec						200	200
Deep Water Exercise	Aquatics	1-Sep	31-Dec						671	671
Drums Alive	Aquatics	1-Sep	31-Dec						42	42
Drums Alive Silver	Aquatics	1-Sep	31-Dec						133	133
Family Swim	Aquatics	1-Sep	31-Dec						256	256
H2O Circuit	Aquatics	1-Sep	31-Dec						317	317
Hooping	Aquatics	1-Sep	31-Dec						38	38
Morning Aerobics	Aquatics	1-Sep	31-Dec						517	517
Open Swim	Aquatics	1-Sep	31-Dec						309	309
Senior Strength & Stretch	Aquatics	1-Sep	31-Dec						161	161
Splash Aerobics	Aquatics	1-Sep	31-Dec						949	949
Strength Training	Aquatics	1-Sep	31-Dec						255	255
Swim O Rama	Aquatics	1-Sep	31-Dec						1331	1331
Swim the Great Lakes - Lap Swim	Aquatics	1-Sep	31-Dec						2398	2398
Yoga for Wellness	Aquatics	1-Sep	31-Dec						349	349
Group Cycling (Exercise & Fitness)	Aquatics	4-Sep	20-Dec						159	159
Casual Cycling (Various Dates) (Exercise & Fitness)	Aquatics	6-Sep	11-Oct						24	24
Blow Fish Lessons (Various Dates) (Swim Lessons)	Aquatics	10-Sep	29-Oct						34	34
Star Fish Lessons (Swim Lessons)	Aquatics	10-Sep	29-Oct						56	56
Green Turtles Lessons (Swim Lessons)	Aquatics	10-Sep	22-Dec						20	20
Lionfish Lessons (Swim lessons)	Aquatics	10-Sep	22-Dec						78	78
Parrot Fish Lessons (Swim Lessons)	Aquatics	10-Sep	22-Dec						68	68
Queen Angel Fish Lessons (Swim Lessons)	Aquatics	10-Sep	22-Dec						142	142
Sea Otter/Sword Fish Lessons (Swim Lessons)	Aquatics	10-Sep	22-Dec						27	27
Flick n' Float	Aquatics	14-Sep	14-Dec						143	143
Fitness & Wellness Expo	Aquatics	27-Sep	27-Sep						30	30
Chasing Lance Clinic - Group Cycle (Exercise & Fitness)	Aquatics	11-Nov	29-Dec						6	6
90 Minute Race Day Ride (Various Dates) (Cycling)	Aquatics	17-Nov	17-Nov						10	10
Snorkeling 101	Aquatics	8-Dec	8-Dec						2	2
Swim with Santa	Aquatics	15-Dec	15-Dec						54	54
Family Fun & Swim Night	Aquatics	19-Dec	19-Dec						24	24
Family Swim - WIBIT	Aquatics	1-Sep	31-Dec						153	153
Taste of Fitness (Exercise & Fitness)	Enrichment	4-Sep	2-Oct	1				1	1	3
Gymnastics (Various Dates)(Gymnastics)	Enrichment	4-Sep	22-Oct	6	8	3		2		19
Kil's Tae Kwon Do Classes (Various Dates) (Martial Arts)	Enrichment	5-Sep	27-Sep	1	2	1				4

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Picasso's in Training (Arts & Crafts)	Enrichment	5-Sep	17-Oct	1	1			2		4
Roller Hockey League (Skate)	Enrichment	8-Sep	17-Nov			3				3
Hunter Safety (Safety)	Enrichment	10-Sep	13-Sep	7	4	8	13	39		71
Turbo Kick (Exercise & Fitness)	Enrichment	10-Sep	22-Oct	4	3					7
Ohana Karate Classes (Various Dates) (Martial Arts)	Enrichment	10-Sep	1-Nov	1	6		1	1		9
Horseback Riding Fun (Horseback Riding)	Enrichment	11-Sep	2-Oct	1	1	1				3
Basics of Acting (Theatre)	Enrichment	11-Sep	9-Oct	2	4	2		3		11
Blogging (Computers)	Enrichment	11-Sep	9-Oct	1	1	1	1			4
Autumn Pumpkin Watercolor Pencil Workshop (Arts & Crafts)	Enrichment	13-Sep	13-Sep		2					2
Beginners Ballet (Dance)	Enrichment	13-Sep	18-Oct	3	1	1	3	5		13
Bridge Lessons & Play (Cards)	Enrichment	14-Sep	19-Oct	4	2	1	1	8		16
Cooking with Kids (Cooking)	Enrichment	15-Sep	15-Sep		1					1
Just Google It for Seniors (Computers)	Enrichment	15-Sep	15-Sep			1	1			2
Basics of Selling on eBay (Continuing Education)	Enrichment	18-Sep	18-Sep		4	3	1	1		9
Drop-in Ping Pong	Enrichment	18-Sep	25-Sep	4	2	2				8
Sanchin-Ryu Karate Classes (Martial Arts)	Enrichment	18-Sep	6-Nov	1	3					4
We Skate - Ice Skating Lessons (Skate)	Enrichment	19-Sep	24-Oct		1	1				2
Tai Chi (Drop-in)	Enrichment	19-Sep	16-Nov	24	6	1	38	38		107
Sanchin-Ryu Karate Classes (Martial Arts)	Enrichment	20-Sep	8-Nov	2			1	2		5
Kids Learn to Draw Animals (Arts & Crafts)	Enrichment	22-Sep	22-Sep				2			2
Introduction to Archery (Outdoor Recreation)	Enrichment	22-Sep	29-Sep	2	6	1	3	2		14
Zumba (Exercise & Fitness)	Enrichment	24-Sep	3-Dec	2	4	1	1			8
Yoga and Pilates Fusion (Exercise & Fitness)	Enrichment	25-Sep	27-Nov	5	1	1	2			9
Introduction to Horses (Horseback Riding)	Enrichment	1-Oct	1-Oct		1					1
Beginning Tae Kwon Do (Martial Arts)	Enrichment	1-Oct	7-Nov	1	1	3		9		14
Introduction to Archery (Outdoor Recreation)	Enrichment	2-Oct	9-Oct	6			1	4		11
Top 10 Ways to Outsmart Uncle Sam (Continuing Education)	Enrichment	3-Oct	3-Oct				1			1
Watercolor Pencil Workshop - Poppies (Arts & Crafts)	Enrichment	4-Oct	4-Oct		1		1			2
Drop-in Ping Pong	Enrichment	9-Oct	16-Oct						11	11
Open Mic Night (Theatre)	Enrichment	12-Oct	12-Oct						12	12
Cooking with Kids (Cooking)	Enrichment	13-Oct	13-Oct	6						6
How to Write for Online Sites (Computers)	Enrichment	13-Oct	13-Oct	1	1	1				3
Beginner's Spanish (Continuing Education)	Enrichment	15-Oct	5-Nov					3		3
Intermediate Acting (Theatre)	Enrichment	16-Oct	13-Nov	1	2	2		4		9
Learn to Skate (Skate)	Enrichment	20-Oct	17-Nov	1						1
Hunter Safety (Safety)	Enrichment	22-Oct	25-Oct	12	5	4	7	37		65
Drop-in Ping Pong	Enrichment	23-Oct	23-Oct						3	3
Gymnastics (Various Dates)(Gymnastics)	Enrichment	23-Oct	15-Dec	5	7	4	1	2		19

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Laughs & Crafts	Senior Center	7-Nov	7-Nov						8	8
Turkey Craft	Senior Center	9-Nov	9-Nov						12	12
Thanksgiving Bingo	Senior Center	19-Nov	19-Nov						50	50
Classic Film - Adam's Rib	Senior Center	27-Nov	27-Nov						4	4
Hot Topics - Home Health Care	Senior Center	28-Nov	28-Nov						16	16
Crafts with Susanne	Senior Center	5-Dec	5-Dec						12	12
Christmas Craft with Pre Schoolers	Senior Center	6-Dec	6-Dec						10	10
Classic Film - White Christmas	Senior Center	11-Dec	11-Dec						3	3
T-Shirt Craft	Senior Center	13-Dec	13-Dec						11	11
Christmas Bingo	Senior Center	17-Dec	17-Dec						80	80
Christmas Event - Craft	Senior Center	19-Dec	19-Dec						12	12
Christmas Event with Kristen Lee	Senior Center	20-Dec	20-Dec	15	5	4	5	11		40
Drive-In Movie (Vehicles)	Special Events	8-Sep	8-Sep						47	47
4th Annual Livingston County Senior Spelling Bee	Special Events	19-Sep	19-Sep						120	120
Downtown Howell Historic Tour & Lunch	Special Events	20-Sep	20-Sep	5	6	3	4			18
Wine Tasting & Appetizers at Howell Winery	Special Events	20-Sep	20-Sep						30	30
Downtown Pooch Posse	Special Events	22-Sep	22-Sep	17	8	17	10	64		116
Crafters-to-Crafters Sale	Special Events	6-Oct	6-Oct	2	1	2	3	1		9
Fall Funfest - Big Band Fundrasier	Special Events	11-Oct	11-Oct	9	11	7	1	18		46
Indoor Garage Sale (Tables)	Special Events	20-Oct	20-Oct	3	3	2	4	3		15
Indoor Garage Sale (Shoppers)	Special Events	20-Oct	20-Oct						114	114
Monster Splash	Special Events	26-Oct	26-Oct						21	21
Headless Horseman 5K/10K	Special Events	27-Oct	27-Oct	141	85	86	79	1004		1395
Trick or Treat on Barnard St.	Special Events	31-Oct	31-Oct						250	250
5th Annual Buck Pole (Deer)	Special Events	15-Nov	15-Nov		1	2	11	7		21
5th Annual Buck Pole Attendance	Special Events	15-Nov	15-Nov						200	200
RECreation RECOgnition RECEPTION	Special Events	16-Nov	16-Nov						150	150
6th Annual Turkey Stroll	Special Events	17-Nov	17-Nov	11	7	5	5	12		40
Holiday in the Park Opening Ceremonies (104 cars x 3=312)	Special Events	30-Nov	30-Nov						312	312
Holiday in the Park (Tree)	Special Events	30-Nov	23-Dec	23	6	5	4	21		59
Holiday in the Park (637 cars x 3=1911)	Special Events	1-Dec	25-Dec						637	1911
Breakfast with Santa	Special Events	15-Dec	15-Dec	44	37	2				83
Santa Calling	Special Events	18-Dec	20-Dec	26	38	29	29	38		160
Fall Flag Football (Michigan Youth Flag Football)	Sports								211	211
Fall Cheerleading (Michigan Youth Flag Football)	Sports								26	26
Fall Soccer (Various Levels)	Sports	8-Sep	27-Oct	56	70	34	53	42		255
Soccer Shots & Soccer Shots Plus	Sports	11-Sep	16-Oct	15	10	5	7	4		41

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
NFL Punt, Pass, and Kick	Sports	23-Sep	23-Sep						38	38
Men's 30 & Over Basketball	Sports	20-Oct	9-Mar	3	3	9	3	45		63
Girls Basketball (Various Levels)	Sports	22-Oct	20-Oct	17	31	12	26	19		105
Women's Volleyball	Sports	26-Nov	25-Feb	6	15	8	7	41		77
Adult Co-Ed Volleyball	Sports	6-Dec	21-Feb		7	7	18	31		63
Teen Center Late Night #1 - Ultimate Cabbage	Teen Center	7-Sep	7-Sep						26	26
Teen Center Cedar Point Trip	Teen Center	13-Oct	14-Oct						10	10
Teen Center Lock-in	Teen Center	2-Nov	3-Nov	10	8			2		20
Teen Center Late Night - Mele Kalikimaka	Teen Center	7-Dec	7-Dec						23	23
Teen Center Daily Counts	Teen Center	3-Sep	28-Sep						768	768
Teen Center Daily Counts	Teen Center	1-Oct	2-Nov						843	843
Teen Center Daily Counts	Teen Center	5-Nov	30-Nov						529	529
Teen Center Daily Counts	Teen Center	3-Dec	21-Dec						419	419
A Capitol Adventure	Travel	6-Sep	11-Sep		1			3		4
McPherson Mansion Tour & Discussion	Travel	13-Sep	13-Sep	7	3	1	2	2		15
Greektown Casino Trip	Travel	17-Sep	17-Sep	1	1	7	3	14		26
A Closer Walk with Patsy Cline	Travel	20-Sep	20-Sep	3		6	3			12
Island Queen Cruise & Lunch	Travel	28-Sep	28-Sep	12	3	3	5	6		29
Trip to Green Oak Village Mall	Travel	28-Sep	28-Sep		1	1				2
Shopping & Lunch at IKEA	Travel	4-Oct	4-Oct	1	4		2	5		12
Soaring Eagle Casino Trip	Travel	15-Oct	15-Oct	8	2	2	5	21		38
Colors, Cranes, and Cabernet	Travel	18-Oct	18-Oct					4		4
Heart of Michigan	Travel	18-Oct	18-Oct	1		1	1	2		5
Trip to Hell and Back	Travel	25-Oct	25-Oct	8	3	4	4	7		26
Trip to Green Oak Village Mall	Travel	26-Oct	26-Oct				1			1
Faberge, The Fiddler, and Historical Mariners	Travel	1-Nov	1-Nov	1	5	1	1	1		9
Firekeepers Casino Trip	Travel	14-Nov	14-Nov	5	6	8	7	21		47
Nunset Boulevard	Travel	14-Nov	14-Nov	1		2		2		5
WHMI Radio Station Tour & Lunch	Travel	14-Nov	14-Nov						10	10
Broadway in Chicago	Travel	18-Nov	20-Nov	2						2
Trip to Green Oak Village Mall	Travel	30-Nov	30-Nov				1			1
Holiday Walk and Luncheon at Meadowbrook Hall	Travel	4-Dec	4-Dec				3		3	6
Christmas with the Amish	Travel	6-Dec	6-Dec	3		4	2	9		18
Motor City Casino Trip	Travel	10-Dec	10-Dec	3	1	3	3	6		16
A Christmas Cabaret	Travel	16-Dec	16-Dec	1						1
1940's Radio Hour & the Wayne County Light Fest	Travel	20-Dec	20-Dec	6		5	2	3		16
				1705	708	664	849	2403	15638	21967

Name	Department	Start Date	End Date	City of Howell	Oceola Township	Genoa Township	Marion Township	Non-Resident	Aquatics	Total
									Un-Recorded (Drop-in/Free)	
Total Fall 2012 (September, October, November, December)	Aquatics			0	0	0	0	0	9868	9868
	Enrichment			155	102	57	143	250	123	830
	Preschool			11	6	4	4	3	0	28
	Sea Serpents			41	40	19	41	47	0	188
	Senior Center			1047	183	301	352	645	860	3388
	Special Events			281	203	160	150	1168	1881	5117
	Sports			97	136	75	114	182	275	879
	Teen Center			10	8	0	0	2	2618	2638
	Travel			63	30	48	45	106	13	305
	Overall			1705	708	664	849	2403	15638	21967

Total 2012 Participation	Department	City of	Oceola	Genoa	Marion	Non-	Un-Recorded	Total
		Howell	Township	Township	Township	Resident	(Drop-in/Free)	
	Aquatics	5	1	0	0	0	29183	29189
	City Park	8341	5347	656	504	1566	1185	17599
	Enrichment	354	330	137	360	562	212	1955
	Clubs	6	10	16	7	14	0	53
	Preschool	11	6	4	4	3	0	28
	Sea Serpents	108	91	39	119	120	0	477
	Senior Center	3225	627	963	1065	2099	1876	9855
	Special Events	759	757	628	524	2841	2256	9039
	Sports	329	495	240	335	428	2227	4054
	Summer Camp	40	19	38	12	23	0	132
	Teen Center	10	8	0	0	2	5921	5941
	Travel	157	66	124	120	285	38	790
	Overall	13345	7757	2845	3050	7943	42898	79112

Unduplicated Database Totals (multiple years)	City of	Oceola	Genoa	Marion	Non-	Un-Recorded	Total
	Howell	Township	Township	Township	Resident	(Drop-in/Free)	
	6651	6263	5231	5119	16514		39778

ATTACHMENT B.

**FINANCIAL
STATEMENTS**



Howell Area Parks & Recreation Authority

Financial Statements

For the Year Ended June 30, 2012



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

Howell Area Parks & Recreation Authority

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SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA 989-751-1167

ROBERT R. KLACZKIEWICZ, CPA 989-751-3064

A VETERAN OWNED BUSINESS

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Howell Area Parks & Recreation Authority
Howell, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund of the *Howell Area Parks & Recreation Authority* (the "Authority") as of and for the year ended June 30, 2012, which collectively comprise the Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Authority, as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 18 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Smith + Klaczkiwicz PC

Saginaw, Michigan
September 19, 2012

Howell Area Parks & Recreation Authority

Management's Discussion and Analysis

The Howell Area Parks & Recreation Authority (the "Authority") is a shared service provided through an agreement between the City of Howell (the "City") and the Townships of Marion, Genoa and Oceola (the "Townships"). The following discussion and analysis of the financial performance for the Authority provides an overview of the Authority's financial activities for the fiscal year ended June 30, 2012. Please read it in conjunction with the Authority's financial statements.

Overview of the Financial Statements

Using this Annual Report

This annual report consists of a series of financial statements. The statement of net assets portion of the governmental funds balance sheet/statement of net assets and the statement of activities portion of the statement of governmental funds revenue, expenditures and changes in fund balances/statement of activities provide information about the activities of the Authority as a whole and present a longer-term view of the Authority's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements provide a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the Authority's operations in more detail than most government-wide financial statements by providing information about the Authority's most significant funds.

Government-wide Statements

The *statement of net assets* presents information on all of the Authority's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *statement of activities* presents information showing how the Authority's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related* cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in past or future fiscal periods (for instance, depreciation expense associated with capital assets).

The government-wide financial statements include only the Authority itself (known as the *Primary government*). The Authority has no legally separate component units for which the Authority is financial accountable.

The government-wide financial statements can be found on pages 7 and 8 of this report.

Howell Area Parks & Recreation Authority

Management's Discussion and Analysis

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other units of state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The activity of the Authority is accounted for in the General Operating Fund; a governmental fund.

Governmental Funds

Governmental funds are used to account for essentially the same function reported in the government-wide financial statements. However, unlike the government-wide financial statements, the General Operating Fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the Authority's near-term financing requirements.

Because the focus of the General Operating Fund is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the General Operating Fund with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Authority's near-term financing decisions. Both the General Operating Fund balance sheet and the General Operating Fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between the General Operating Fund and the government-wide statements.

The Authority maintains one governmental fund (the "*General Operating Fund*"). The General Operating Fund is a major fund for financial reporting purposes as defined by GASB Statement Number 34.

The Authority adopts an annual appropriated budget for its fund. A budgetary comparison statement has been provided herein to demonstrate compliance with that budget. The Budgetary Comparison Schedule - General Operating Fund can be found on page 18 of this report.

The Authority does not maintain proprietary or fiduciary funds.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Authority's financial statements. The notes to the financial statements can be found on pages 9 through 17 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information*. Such information is limited to this management's discussion and analysis.

Howell Area Parks & Recreation Authority

Management's Discussion and Analysis

Government-wide Financial Analysis

The following table presents condensed financial information taken from the Authority's Statement of Net Assets and Statement of Activities for the fiscal years ended June 30, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
<i>Assets:</i>		
Current and other assets	\$ 139,754	\$ 174,014
Capital assets, net	<u>2,524</u>	<u>5,048</u>
Total assets	<u>142,278</u>	<u>179,062</u>
<i>Liabilities:</i>		
Current liabilities	94,515	165,303
Long-term liabilities	<u>11,374</u>	<u>8,538</u>
Total liabilities	<u>105,889</u>	<u>173,841</u>
<i>Net Assets:</i>		
Invested in capital assets	2,524	5,048
Unrestricted	<u>33,865</u>	<u>173</u>
Total net assets	<u>\$ 36,389</u>	<u>\$ 5,221</u>
	<u>2012</u>	<u>2011</u>
<i>Revenues:</i>		
Charges for services	\$ 562,137	\$ 174,014
Operating contributions	325,580	323,480
Donations	27,023	41,324
Interest	<u>294</u>	<u>204</u>
Total revenues	915,034	904,003
<i>Expenses:</i>		
Recreation and culture	<u>883,866</u>	<u>857,773</u>
Change in net assets	31,168	46,230
Net assets – beginning	<u>5,221</u>	<u>(41,009)</u>
Net assets – ending	<u>\$ 36,389</u>	<u>\$ 5,221</u>

The current year's operations resulted in an increase in net assets. Expenses were kept in check and many areas came in under budget. Program fees generated from our sports programs were well above the year-end revenue projections due to increased participation from the prior year.

Howell Area Parks & Recreation Authority

Management's Discussion and Analysis

General Operating Fund Budgetary Highlights

The General Operating Fund accounts for all programming, operations, maintenance and administrative functions of the Authority. The budget is monitored closely and amended quarterly. The General Operating Fund pays for all of the Authority's services. The most significant are program activities, operations and maintenance of facilities and administration.

The following table presents condensed budgetary information taken from the Authority's Budgetary Comparison Schedule – General Operating Fund for the fiscal year ended June 30, 2012:

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
<i>Revenues:</i>				
Operating contributions	\$ 325,580	\$ 325,580	\$ 325,580	\$ -
Program fees	286,750	288,545	305,217	16,672
Other	<u>260,685</u>	<u>280,500</u>	<u>284,237</u>	<u>3,737</u>
Total revenues	<u>873,015</u>	<u>894,625</u>	<u>915,034</u>	<u>20,409</u>
<i>Expenditures:</i>				
Personal services	508,400	487,550	488,130	580
Supplies	128,200	147,525	146,068	(1,457)
Other services & charges	<u>223,000</u>	<u>253,750</u>	<u>244,308</u>	<u>(9,442)</u>
Total expenditures	<u>859,600</u>	<u>888,825</u>	<u>878,506</u>	<u>(10,319)</u>
Change in fund balance	13,415	5,800	36,528	30,728
Beginning fund balance	<u>8,711</u>	<u>8,711</u>	<u>8,711</u>	<u>-</u>
Ending fund balance	<u>\$ 22,126</u>	<u>\$ 14,511</u>	<u>\$ 45,239</u>	<u>\$ 30,728</u>

Revenues from program fees - enrichment, facility rentals and summer camp fees were slightly over budget due to increased participation, and programs that continued rain or shine.

Capital Asset and Debt Administration

At the end of fiscal year 2012, the Authority had \$2,524 (net of depreciation) invested in capital assets. Most of the outdoor recreation amenities in the Howell community are owned by either the City of Howell or the Townships. The Authority has no debt at year-end; the balance in long-term liabilities is comprised of accrued compensated absences.

Howell Area Parks & Recreation Authority

Management's Discussion and Analysis

Economic Factors and Next Year's Budgets and Rates

A key goal next year is to continue to development of partnerships and collaborative efforts in order to increase the recreation opportunities available to residents and assist the department with the financial stability of delivering quality leisure services. The Authority's 5 year Master Plan was updated in FY2009 and will continue to provide the Authority with direction on program trends, facility priorities and park priorities. The use of resident surveys, focus groups and public workshops provided the feedback necessary to help prioritize services and future development.

While a dedicated recreation millage was defeated in 2006 by area voters, the Howell Area Parks & Recreation Authority continues to operate through significant contributions from the four local municipalities that are members of the Authority and a three tier fee structure that recognizes these contributions.

The three tier fee structure was instituted approximately three years ago as a way to address the inequity of the financial support that is contributed by local units of government each year – the City of Howell (\$100,000), Oceola Township (\$100,000), Genoa Township (\$62,790), and Marion Township (\$62,790). These contributions equal approximately 1/3 of the Howell Area Parks & Recreation Authority's budget of \$894,000. 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.

Contacting the Authority's Management

This financial report is intended to provide our citizen's, taxpayers, customers, and investors with a general overview of the Authority's finances and to show the Authority's accountability for the money it receives. If you have any questions about this report or need additional information, we welcome you to contact the Howell Area Parks & Recreation Authority's office at 925 W. Grand River Avenue, Howell, MI 48843, or via the Authority's website at www.howellrecreation.org.

Howell Area Parks & Recreation Authority

Governmental Fund Balance Sheet / Statement of Net Assets

June 30, 2012

	General Operating Fund	Adjustments	Statement of Net Assets
Assets			
Cash and cash equivalents	\$ 79,926	\$ -	\$ 79,926
Accounts receivable	3,947	-	3,947
Due from other governmental units	40,986	-	40,986
Prepaid expenditures	14,895	-	14,895
Noncurrent assets:			
Capital assets being depreciated, net	-	2,524	2,524
Total assets	\$ 139,754	2,524	142,278
Liabilities			
Accounts payable	\$ 44,008	-	44,008
Accrued expenses	20,501	-	20,501
Due to other governmental units	255	-	255
Customer deposits	6,418	-	6,418
Unearned revenue	23,333	-	23,333
Noncurrent liabilities:			
Due in more than one year	-	11,374	11,374
Total liabilities	94,515	11,374	105,889
Fund Balance / Net Assets			
Fund Balance			
Unassigned	45,239	(45,239)	-
Total liabilities and fund balance	\$ 139,754		
Net Assets			
Invested in capital assets			2,524
Unrestricted			33,865
Total net assets			\$ 36,389

The accompanying notes are an integral part of these financial statements.

Howell Area Parks & Recreation Authority

Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance / Statement of Activities

For the Year Ended June 30, 2012

	General Operating Fund	Adjustments	Statement of Activities
Expenditures / expenses			
Recreation and culture	<u>\$ 878,506</u>	<u>\$ 5,360</u>	<u>\$ 883,866</u>
Program revenue			
Charges for services	<u>562,137</u>	<u>-</u>	<u>562,137</u>
Operating grants and contributions			
Contributions from local units	325,580	-	325,580
Donations	<u>27,023</u>	<u>-</u>	<u>27,023</u>
Total program revenue	<u>352,603</u>	<u>-</u>	<u>352,603</u>
Net program revenue			<u>30,874</u>
General revenue			
Interest earned on deposits	<u>294</u>	<u>-</u>	<u>294</u>
Total revenue	<u>915,034</u>		<u>915,034</u>
Net change in fund balance / net assets	36,528	(5,360)	31,168
Fund balance (deficit) / net assets - beginning of year	<u>8,711</u>	<u>(3,490)</u>	<u>5,221</u>
Fund balance / net assets - end of year	<u>\$ 45,239</u>	<u>\$ (8,850)</u>	<u>\$ 36,389</u>

The accompanying notes are an integral part of these financial statements.

Howell Area Parks & Recreation Authority

Notes to Financial Statements

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the *Howell Area Parks & Recreation Authority* (the "Authority") conform to accounting principles generally accepted in the United States of American (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Authority.

Reporting Entity

The Authority operates under a shared services agreement between the City of Howell, (the "City") and the Townships of Marion, Genoa and Osceola (the "Townships"). This agreement provides the funding formula as well as operational guidelines. In accordance with that agreement, administrative services are provided by the City of Howell.

The basic criterion for including a governmental department, agency, institution, commission, public authority or other governmental organization in a governmental unit's financial report is the exercise of financial responsibility over such agencies by the governmental unit's elected officials, the selection of the governing authority, the designation of management, or the ability to exert significant influence on operations.

The Authority does not meet the criteria to be included in the financial statements of the creating governments because they do not have the requisite degree of oversight responsibility. In addition, there are no other governmental units' financial statements, for which the Authority has oversight responsibility, which should be included in the accompanying financial statements.

The Authority's Board of Trustees consists of five members made up of one elected official from the City, one from each of the Townships and one from Howell Public Schools. The Authority serves as a recommending body to the City and the Townships. There are no component units for which the Authority is considered to be financially accountable.

Government-Wide and Fund Financial Statements

As permitted by GASB Statement No. 34, the Authority uses an alternative approach reserved for single program governments to present combined government-wide and fund financial statements by using a columnar format that reconciles individual line items of fund financial data to government-wide data in a separate column. Accordingly, this information is presented in the Statement of Net Assets and Governmental Fund Balance Sheet and the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances. The Authority's major fund, the General Operating Fund, is reported in a separate column in the aforementioned financial statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to

Howell Area Parks & Recreation Authority

Notes to Financial Statements

meeting the operational or capital requirements of a particular function or segment. Interest earned on deposits and other items not properly included among program revenues are reported instead as *general revenues*.

Net assets are restricted when constraints placed on them are either externally imposed or are imposed by constitutional provisions or enabling legislation. Internally imposed designations of resources are not presented as restricted net assets.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide column in the financial statements is reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The statement of net assets portion of the financial statements includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net assets are reported in two parts – invested in capital assets, net of related debt, and unrestricted net assets.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenue is considered to be *available* if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Major revenue types for which receivables are recorded on the current accounting period's balance sheet include the contributions by the City and Townships, program activities, and facility rental income. All other revenue items are considered to be available only when cash is received by the Authority.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due. Intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

The Authority reports the following major governmental fund:

The *General Operating Fund* is the Authority's primary operating fund. It accounts for all financial resources of the government, including rental and maintenance of all facilities within the Authority's oversight.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board.

Howell Area Parks & Recreation Authority

Notes to Financial Statements

Amounts reported as *program revenues* include: (1) charges to customers or applicants for goods, services or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, as applicable. Internally dedicated resources are reported as general revenue rather than as program revenue.

Assets, Liabilities, and Net Assets or Equity

Cash and Cash Equivalents

Cash and cash equivalents are considered to be cash on hand and demand deposits.

State statutes authorize the Authority to deposit in the accounts of federally insured banks, credit unions, and savings and loan associations, and to invest in obligations of the U.S. Treasury, certain commercial paper, repurchase agreements, bankers' acceptances, and mutual funds composed of otherwise legal investments.

Receivables and Payables

All receivables and payables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Capital Assets

Capital assets, which include property, plant and equipment are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The governmental activities have no infrastructure assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Furniture and equipment	5 to 10 years
Vehicles	5 to 10 years

Unearned Revenue

Governmental funds report unearned revenue in connection with receivables for revenues that are not considered to be earned or available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not earned. At the end of the current fiscal year, unearned revenue was reported in the governmental activities and in the General Operating Fund for unearned charges for services.

Howell Area Parks & Recreation Authority

Notes to Financial Statements

Compensated Absences (Vacation and Personal Leave)

It is the Authority's policy to permit the Executive Director and other employees to accumulate earned but unused personal and vacation pay benefits. Upon separation from employment from the Authority, the Executive Director may receive payment of the accumulated personal and vacation days at 100%. All other employees may receive payment of the accumulated vacation leave at 100%. A liability for the unused personal and vacation time is accrued when incurred in the government-wide column of the financial statements.

Fund Equity

In the financial statements, the Authority reports the following components of fund balance:

Nonspendable

Amounts that are not in spendable form or are legally or contractually required to be maintained intact are reported as nonspendable fund balance.

Restricted

Amounts that are legally restricted by externally imposed constraints that are placed on the use of resources by grantors, contributors, or laws or regulations of other governments are reported as restricted fund balance. At year-end, no portion of the Authority's fund balance was restricted.

Committed

Amounts that have been formally set aside by the Board of Trustees for use for specific purposes are reported as committed fund balance. Commitments are made, and can only be rescinded by resolution of the Board of Trustees. At year-end, no portion of the Authority's fund balance was committed.

Assigned

Amounts that are constrained by the Authority's *intent* to be used for specific purposes, but are neither restricted nor committed are reported as assigned fund balance. The Board of Trustees has not adopted a policy to authorize anyone the authority to assign fund balance on behalf of the Authority. At year-end, no portion of the Authority's fund balance was assigned.

Unassigned

Amounts that have not been restricted, committed or assigned to specific purposes are reported as unassigned fund balance.

When the Authority incurs expenditures for purposes for which various fund balance classifications can be used, it is the Authority's policy to use restricted fund balance first, then committed fund balance, assigned fund balance and finally unassigned fund balance.

Howell Area Parks & Recreation Authority

Notes to Financial Statements

NOTE 4 - DEPOSITS AND INVESTMENTS

State law limits the allowable investments and the maturities of some of the allowable investments as identified in the following list of authorized investments.

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution
- Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase
- Bankers acceptances of United States banks
- Obligations of the State of Michigan and its political subdivisions that, at the time of purchase are rated as investment grade by at least one standard rating service
- Mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation
- External investment pools as authorized by Public Act 20 as amended through December 31, 1997

The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and certificates of deposit, but not the remainder of State statutory as listed above.

The Authority's deposits and investment policy are in accordance with statutory authority.

At year-end, the Authority's deposits were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>
Government-wide Financial Statement Captions	
Cash and cash equivalents	\$ <u>79,926</u>
Notes to Financial Statements	
Deposits	\$ 79,401
Cash on hand	<u>525</u>
Total	\$ <u>79,926</u>

Howell Area Parks & Recreation Authority

Notes to Financial Statements

Investment and Deposit Risk

The entire balance of the Authority's cash and cash equivalents is considered to be deposits for disclosure purposes. The Authority did not hold any investments during the year, nor at year-end.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned. The Authority does not have a deposit policy for custodial credit risk. At year-end, the Authority's entire bank balance of \$102,168 was not exposed to custodial credit risk because it was fully insured.

Custodial Credit Risk - Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, that the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At year-end, the Authority had no investments.

Interest Rate Risk

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. State law limits the allowable investments and the maturities of some of the allowable investments. At year-end, the Authority had no investments.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year was as follows:

	<u>Balance July 1, 2011</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance June 30, 2012</u>
Capital assets being depreciated				
Vehicles	\$ 1,850	\$ -	\$ -	\$ 1,850
Furniture and equipment	7,181	-	-	7,181
Computer equipment	8,959	-	-	8,959
Total capital assets being depreciated	<u>17,990</u>	<u>-</u>	<u>-</u>	<u>17,990</u>
Less accumulated depreciation				
Vehicles	(1,110)	(370)	-	(1,480)
Furniture and equipment	(4,308)	(1,436)	-	(5,744)
Computer equipment	(7,524)	(718)	-	(8,242)
Total accumulated depreciation	<u>(12,942)</u>	<u>(2,524)</u>	<u>-</u>	<u>(15,466)</u>
Total net capital assets	<u>\$ 5,048</u>	<u>\$ (2,524)</u>	<u>\$ -</u>	<u>\$ 2,524</u>

Howell Area Parks & Recreation Authority

Notes to Financial Statements

NOTE 6 – LONG-TERM DEBT

Long-term liability activity for the year was as follows:

	<u>Balance</u> <u>July 1,</u> <u>2011</u>	<u>Increases</u>	<u>(Decreases)</u>	<u>Balance</u> <u>June 30,</u> <u>2012</u>	<u>Due</u> <u>Within</u> <u>One</u> <u>Year</u>
Compensated absences	\$ 8,538	\$ 7,924	\$ (5,088)	\$ 11,374	\$ -

NOTE 7 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries (workers compensation). The Authority has purchased commercial insurance for these types of claims. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the previous three (3) years.

NOTE 8 – DEFINED CONTRIBUTION PENSION PLAN

The Authority sponsors a defined contribution pension plan. The International City Managers Association (ICMA) administers the plan and the Authority Board of Trustees has authority over plan provisions and contribution requirements. All permanent, full-time employees of the Authority are eligible to participate in the plan.

The Authority is required to contribute 10% of eligible employees' annual covered payroll and employees may voluntarily contribute up to 5% of covered payroll. Employees are vested after one (1) year of service. During the year ended June 30, 2012, the total employer and employee contributions to the plan were \$12,278 and \$4,798, respectively.

NOTE 9 – CONCENTRATION OF REVENUE

The Authority is dependent upon the City of Howell and the Townships of Marion, Genoa and Osceola to fund its operations through operating subsidies. Total contributions revenue received from the City and Townships for 2012 and 2011 was \$325,580 or 36% and \$323,480 or 36% of total revenue.

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Howell Area Parks & Recreation Authority

Required Supplementary Information

Budgetary Comparison Schedule

General Operating Fund

For the Year Ended June 30, 2012

	Original Budget	Amended Budget	Actual	Over (Under) Budget
Revenues				
Operating contributions - City and Townships	\$ 325,580	\$ 325,580	\$ 325,580	\$ -
Program fees	286,750	288,545	305,217	16,672
Facility rental fees	16,500	38,000	39,692	1,692
Tuition	45,000	36,800	36,899	99
Other charges for services	124,000	140,980	142,891	1,911
Donations	26,885	25,255	25,238	(17)
Reimbursements	45,500	37,430	37,438	8
Interest earned on deposits	300	300	294	(6)
Other revenues	2,500	1,735	1,785	50
Total revenues	873,015	894,625	915,034	20,409
Expenditures				
Personal services:				
Salaries and wages	408,400	387,450	390,131	2,681
Fringe benefits	100,000	100,100	97,999	(2,101)
Supplies:				
Office supplies	21,000	25,000	24,903	(97)
Operating supplies	107,200	122,525	121,165	(1,360)
Other services and charges:				
Contractual services	82,000	95,750	93,326	(2,424)
Communications	10,500	11,000	10,230	(770)
Marketing, printing and publishing	20,000	40,000	38,941	(1,059)
Insurance	20,000	13,750	13,526	(224)
Transportation	5,000	3,500	3,269	(231)
Utilities	30,750	33,100	29,510	(3,590)
Repairs and maintenance	15,000	11,000	10,671	(329)
Equipment rentals	5,500	6,600	6,564	(36)
Facility rentals	14,500	16,000	15,538	(462)
Education and training	2,500	2,500	2,244	(256)
Bank fees	15,000	16,200	16,428	228
Miscellaneous	2,250	4,350	4,061	(289)
Total expenditures	859,600	888,825	878,506	(10,319)
Net change in fund balance	13,415	5,800	36,528	30,728
Fund balance - beginning of year	8,711	8,711	8,711	-
Fund balance - end of year	\$ 22,126	\$ 14,511	\$ 45,239	\$ 30,728

**SOUTHEASTERN LIVINGSTON COUNTY
RECREATION AUTHORITY**

Report on Audit of Financial Statements

For the Year Ended June 30, 2012

**SOUTHEASTERN LIVINGSTON COUNTY
RECREATION AUTHORITY**

AUTHORITY BOARD

Dan Mulvihill - Chairperson
Rich Everett - Treasurer
Chad Cooper - Vice-chairperson
Bill Trombley - Liaison
Miles Vieau - Liaison
Cathy Doughty
George Kilpatrick
Tom Murphy
Darin Phillips
Mark St. Charles

AUDITORS

Pfeffer, Hanniford & Palka
Certified Public Accountants

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PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
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Members:
AICPA Private Practice Companies Section
MACPA

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Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

November 6, 2012

To the Members of the Board
Southeastern Livingston County
Recreation Authority
125 S. Church Street
Brighton, MI 48116

INDEPENDENT AUDITORS' REPORT

Dear Board Members:

We have audited the accompanying financial statements of the governmental activities of Southeastern Livingston County Recreation Authority, as of and for the year ended June 30, 2012, which collectively comprise of Southeastern Livingston County Recreation Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Southeastern Livingston County Recreation Authority's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Southeastern Livingston County Recreation Authority, as of June 30, 2012, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 6 through 9 and 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operations, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

MANAGEMENT DISCUSSION AND ANALYSIS

Management Discussion and Analysis
June 30, 2012

Within this section of Southeastern Livingston County Recreation Authority's annual financial report, the Authority's management is providing a narrative discussion and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2012. This narrative discusses and analyzes the activity within the context of the accompanying financial statements and disclosures following this section. The discussion focuses on the Authority's primary government and, unless otherwise noted, component units reported separately from the primary government are not included.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Authority's basic financial statements. The basic financial statements include government-wide financial statements, fund financial statements, and notes to the financial statements. The Authority also includes in this report additional information to supplement the basic financial statements.

Government-wide Financial Statements

The Authority's annual reports include two government-wide financial statements. These statements provide both long-term and short-term information about the Authority's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the Statement of Net Assets. This is the Authority-wide statement of position presenting information that includes all the Authority's assets and liabilities, with the difference reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Authority as a whole is improving or deteriorating. Evaluation of the overall health of the Authority may extend to various nonfinancial factors as well.

The second government-wide statement is the Statement of Activities which reports how the Authority's net assets changed during the current fiscal year. The design of this statement is to show the financial reliance of the Authority's distinct activities or functions on the revenues generated by the Authority.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Authority uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting.

The Authority has one kind of fund:

Governmental funds are reported in the financial statements and encompass essentially the same functions as governmental activities in the government-wide financial statements except with a different focus on the financial activity. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of these resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term. Since the focus of the government-wide financial statements includes a long-term view, a reconciliation of these fund balances has been completed to detail its relation to net assets.

Notes to the financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of both the government-wide and fund financial statements.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information.

Financial Analysis of the Authority as a Whole

The Authority's net assets at the end of the fiscal year were \$144,922. This is an \$18,010 decrease over last year's net assets of \$162,932.

The following tables provide a summary of the Authority's financial activities and changes in net assets:

Summary of Net Assets

	Governmental Activities	
	<u>6/30/2012</u>	<u>6/30/2011</u>
Assets		
Current and other assets	\$ 136,997	\$ 128,314
Capital assets	<u>44,105</u>	<u>53,727</u>
Total assets	<u>181,102</u>	<u>182,041</u>
Liabilities		
Accounts payable	30,168	14,594
Deferred revenue	<u>6,012</u>	<u>4,515</u>
Total liabilities	<u>36,180</u>	<u>19,109</u>
Net assets:		
Invested in capital assets, net of related debt	44,105	53,727
Unrestricted	<u>100,817</u>	<u>109,205</u>
Total net assets	<u>\$ 144,922</u>	<u>\$ 162,932</u>

Summary of Changes in Net Assets

	<u>Governmental Activities</u>	
	<u>6/30/2012</u>	<u>6/30/2011</u>
Revenues:		
Program revenues		
Charges for services	\$ 556,889	\$ 505,483
Operating grants and contributions	155,749	93,153
General revenues		
Interest income/other income	9,059	2,748
Total revenues	721,697	601,384
Expenses		
Parks and recreation	739,707	656,531
Changes in net assets	(18,010)	(55,147)
Beginning net assets	162,932	213,079
Prior period adjustment		5,000
Ending net assets	\$ 144,922	\$ 162,932

Financial Analysis of the Authority's Funds

The Authority decreased its fund balance by \$8,388 compared to a decrease to fund balance in the prior year of \$44,885. The decrease is due primarily to an increase in payroll expense netted with an increase in member contributions.

Southeastern Livingston County Recreation Authority has only one fund which reports all activity conducted by the Authority, the General Fund.

Capital Asset and Long-Term Debt Activity

They acquired no new capital assets during the fiscal year. In addition, there was no long-term debt issued during the year or any outstanding at year end.

General Fund Budgetary Highlights

The Authority approved a budget prior to the start of the fiscal year. Small amendments were made to bring the budget closer to economic reality.

Economic Conditions and Future Activities

The Authority continues to develop relationships with local business and organizations. These collaborative efforts help to offset programming expenses and minimize duplication of services.

The Brighton Area School District continues to be a primary partner.

Contacting the Authority's Financial Management

This report is designed to provide a general overview of the Authority's financial position and comply with finance-related regulations. If you have any further questions about this report or request additional information please contact Southeastern Livingston County Recreation Authority at 125 S. Church Street, Brighton, MI 48116.

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**STATEMENT OF NET ASSETS
JUNE 30, 2012**

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 131,307
Accounts receivable	5,690
Capital assets	
Non-depreciable	32,092
Depreciable, net of accumulated depreciation	<u>12,013</u>
Total assets	<u>181,102</u>
 LIABILITIES	
Accounts payable	16,966
Accrued wages	13,202
Deferred revenue	<u>6,012</u>
Total liabilities	<u>36,180</u>
 NET ASSETS	
Investment in capital assets, net of related debt	44,105
Unrestricted	<u>100,817</u>
Total net assets	<u><u>\$ 144,922</u></u>

The accompanying notes are an integral part of these financial statements.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenues and Changes in Net Assets</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
GOVERNMENTAL ACTIVITIES				
Parks and recreation	<u>\$ (739,707)</u>	<u>\$ 556,889</u>	<u>\$ 155,749</u>	<u>\$ (27,069)</u>
	General revenues			
	Unrestricted investment earnings			225
	Other revenues			<u>8,834</u>
	Total general revenues			<u>9,059</u>
	Changes in net assets			(18,010)
	Net assets, July 1, 2011			<u>162,932</u>
	Net assets, June 30, 2012			<u>\$ 144,922</u>

The accompanying notes are an integral part of these financial statements.

FUND FINANCIAL STATEMENTS

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2012

ASSETS

ASSETS

Cash and cash equivalents	\$	131,307
Accounts receivable		<u>5,690</u>
Total assets	\$	<u><u>136,997</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	16,966
Accrued wages		13,202
Deferred revenue		<u>6,012</u>
Total liabilities	\$	36,180

FUND BALANCE - UNRESERVED

Total liabilities and fund balance	\$	<u><u>136,997</u></u>
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The accompanying notes are an integral part of these financial statements.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**RECONCILIATION OF FUND BALANCE TO NET ASSETS OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2012**

Amounts reported for governmental activities in the Statement
of Net Assets are different because:

Total fund balance per balance sheet		\$ 100,817
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.		
Historical cost	\$ 117,344	
Depreciation	<u>(73,239)</u>	
Capital assets net of depreciation		<u>44,105</u>
Net assets of governmental activities		<u>\$ 144,922</u>

The accompanying notes are an integral part of these financial statements.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2012

	General Fund
REVENUES	
Adult program fees and other charges	\$ 43,617
Youth program fees and other charges	399,913
Member municipalities	143,061
Sponsorship revenue	12,688
Special events revenue	30,306
Skate park revenue	5,879
Other charges for services	54,647
Interest	225
Management income	18,062
Insurance reimbursement	4,465
Miscellaneous	8,834
Total revenues	721,697
EXPENDITURES	
Salaries and payroll taxes	325,775
Employee benefits	54,085
Insurance	16,276
Special activities expenses	22,463
Skate park expenses	6,692
Education and training	2,914
Auto expenses	5,598
Dues and subscriptions	1,512
Management expense	13,460
Grounds maintenance	2,044
Office expenses	5,122
Bank charges	1,606
Postage expense	14,463
Contract services	69,054
Program expenses	107,027
Payroll services	5,525
Printing and publishing	17,995
Credit card expense	8,715
Technology expense	21,893
Advertising	4,794
Telephone	1,800
Rental expense	18,447
Miscellaneous	2,825
Total expenditures	730,085
Net change in fund balance	(8,388)
FUND BALANCE, JULY 1, 2011	109,205
FUND BALANCE, JUNE 30, 2012	\$ 100,817

The accompanying notes are an integral part of these financial statements.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012

Amounts reported for governmental activities in the Statement of Activities
are different because:

Net change in fund balance - governmental funds	\$ (8,388)
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their useful lives as depreciation expense.	
Depreciation expense	<u>(9,622)</u>
Change in net assets of governmental activities	<u>\$ (18,010)</u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Southeastern Livingston County Recreation Authority conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the more significant policies:

A. BASIC FINANCIAL STATEMENTS

In accordance with GASB Statement No. 34 - *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, the basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (Statement of Net Assets and Statement of Activities) report on the Authority as a whole. Governmental fund types are reported in the government-wide financial statements using the economic resources measurement focus and the accrual basis of accounting, which includes long-term assets and receivables as well as long-term debt and obligations. The government-wide financial statements focus more on the sustainability of the Authority as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Generally, the effect of interfund activity has been removed from the government-wide financial statements.

The government-wide Statement of Net Assets reports all financial and capital resources of the Authority (excluding fiduciary funds). It is displayed in a format of assets less liabilities equals net assets, with the assets and liabilities shown in order of their relative liquidity. Net assets are required to be displayed in three components: 1) invested in capital assets, net of related debt, 2) restricted, and 3) unrestricted. Invested in capital assets, net of related debt is capital assets net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Restricted net assets are those with constraints placed on their use by either: 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or 2) imposed by law through constitutional provisions or enabling legislation. All net assets not otherwise classified as restricted, are shown as unrestricted. Generally, the Authority would first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

The government-wide Statement of Activities demonstrates the degree to which both direct and indirect expenses of the various functions and programs of the Authority are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or identifiable activity. Indirect expenses for administrative overhead are allocated among the functions and activities using a full cost allocation approach and are presented separately to enhance comparability of direct expense between governments that allocate direct expenses and those that do not. Interest on general long-term debt is not allocated to the various functions. Program revenues include: 1) charges to customers or users who purchase, use or directly benefit from goods, services or privileges provided by a particular function or program and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes, unrestricted investment income and other revenues not identifiable with particular functions or programs are included as general revenues. The general revenues support the net costs of the functions and programs not covered by program revenues.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Also, part of the basic financial statements are fund financial statements for the governmental funds. The focus of the fund financial statements is on major funds, as defined by GASB Statement No. 34. Although this reporting model sets forth minimum criteria for determination of major funds (a percentage of assets, liabilities, revenues, or expenditures of fund category and of the governmental funds combined), it also gives governments the option of displaying other funds as major funds. Other non-major funds, if any, are combined in a single column on the fund financial statements.

The Authority reports the following major governmental fund:

The General Fund is the Authority's primary operating fund. It accounts for all financial resources of the general government. General Fund activities are funded primarily from program charges and intergovernmental sources.

B. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The governmental fund financial statements are prepared on a modified accrual basis of accounting. To conform to the modified accrual basis of accounting, certain modifications must be made to the accrual method. These modifications are outlined below:

- A. Revenue is recorded when it becomes both measurable and available (received within 60 days after year-end). Revenue considered susceptible to accrual includes: property taxes, sales and use taxes, licenses, fees and permits, intergovernmental revenues, charges for services and interest.
- B. Expenditures are recorded when the related fund liability is incurred. Principal and interest on long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.
- C. Disbursements for the purchase of capital assets providing future benefits are considered expenditures. Bond proceeds are reported as another financing source.

With this measurement focus, operating statements present increases and decreases in net current assets and unreserved fund balances as a measure of available spendable resources.

This is the traditional basis of accounting for governmental funds and also is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to: 1) demonstrate legal and covenant compliance, 2) demonstrate the sources and uses of liquid resources, and 3) demonstrate how the Authority's actual revenues and expenditures conform to the annual budget. Since the governmental fund financial statements are presented on a different basis than the governmental activities column of the government-wide financial statements, a reconciliation is provided immediately following each fund statement. These reconciliations briefly explain the adjustments necessary to transform the fund financial statements into the governmental activities column of the government-wide financial statements.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. BUDGET INFORMATION

The annual budget is prepared by the recreation director and adopted by the Southeastern Livingston County Recreation Authority; subsequent amendments are approved by the Authority's board. Unexpended appropriations lapse at year end. During the current year, the budget was amended to bring the budget closer to economic reality.

The budget has been prepared in accordance with accounting principles generally accepted in the United States of America. The budget has been adopted on a total revenue and expenditure basis; expenditures at this level were in excess of amounts budgeted.

D. CAPITAL ASSETS

Under GASB Statement No. 34, all capital assets whether owned by governmental activities or business-type activities, are recorded and depreciated in the government-wide financial statements. No long-term capital assets or depreciation are shown in the governmental funds financial statements.

Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life greater than one year. Land is considered a capital asset regardless of initial cost. Capital assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Office equipment	3 to 5 years
Buildings, structures and improvements	10 to 50 years
Machinery and equipment	5 to 40 years
Vehicle	5 years

E. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. RISK MANAGEMENT

The Southeastern Livingston County Recreation Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Authority has purchased commercial insurance for workers' compensation and employee medical claims and participates in the state pool program of the Michigan Municipal Risk Management Authority for claims relating to general liability. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in the past year.

The Michigan Municipal Risk Management Authority's State Pool program operates as a common risk-sharing management program for local units of government in Michigan. Member premiums are used to purchase excess insurance coverage and to pay member claims in excess of deductible amounts. A portion of the excess insurance coverage is underwritten by the Authority itself.

G. CASH AND CASH EQUIVALENTS

The Authority considers its deposits and restricted deposits and investments held with maturities of three months or less are considered to be cash equivalents.

H. INCOME TAXES

As a governmental agency, the Authority is exempt from both federal income taxes and Michigan Corporate Income Tax.

I. DEFERRED REVENUE

Governmental funds modified accrual basis financial statements and the government-wide full accrual financial statements report deferred revenue in connection with revenue that has not been earned since it related to advance collection of program fees for programs which will be provided subsequent to the end of the current fiscal year.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. FUND EQUITY

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications - Nonspendable, restricted, committed, assigned, and unassigned.

In the fund financial statements, governmental funds report the following components of fund balance:

- Nonspendable - Amounts that are not in spendable form or are legally or contractually required to be maintained intact.
- Restricted - Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose.
- Committed - Amounts that have been formally set aside by the Authority board for use for specific purposes. Commitments are made and can be rescinded only via resolution of the Authority board.
- Assigned - Intent to spend resources on specific purposes expressed by the Authority Board or director. All current year assignments have been made by the Authority Board.
- Unassigned - Amounts that do not fall into any other aforementioned category. This is the residual classification for amounts in the General Fund and represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes in the General Fund. In other governmental funds, only negative unassigned amounts are reported, if any, and represent expenditures incurred for specific purposes exceeding the amounts previously restricted, committed, or assigned to those purposes.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 2 - FINANCIAL REPORTING ENTITY

In accordance with the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 39, certain other governmental organizations are not considered to be part of the reporting entity for financial statement purposes.

The criteria established by GASB Statement No. 39 for various governmental organizations to be included in the reporting entity's financial statements include accountability, control, and significant financial relationships.

The accompanying financial statements of Southeastern Livingston County Recreation Authority as of June 30, 2012, include any and all boards, agencies, funds and account groups under the jurisdiction of the Southeastern Livingston County Recreation Authority Board.

Southeastern Livingston County Recreation Authority was jointly incorporated by the City of Brighton, the Charter Township of Brighton, and the Charter Township of Green Oak. The Authority was incorporated in 2002 under provisions of Public Act 321. The Authority is governed by a board composed of two members from each of the above municipalities, two members from Brighton Area Schools, and one at-large member approved by other board members. The Authority was formed to provide recreational services to the respective communities.

NOTE 3 - CAPITAL ASSETS

Capital asset activity for the Authority's governmental funds for the year ended June 30, 2012 was as follows:

<u>Governmental Activities</u>	<u>Balance 7/1/2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2012</u>
Capital assets not being depreciated				
Land	\$ 32,092	\$	\$	\$ 32,092
Other capital assets				
Office equipment	35,169		20,254	14,915
Skate park land improvements	54,337			54,337
Vehicles	16,000			16,000
Total depreciable capital assets	105,506		20,254	85,252
Less accumulated depreciation for:				
Recreation equipment	(83,871)	(9,622)	(20,254)	(73,239)
Other capital assets, net	21,635	(9,622)		12,013
Governmental activities capital assets, net	\$ 53,727	\$ (9,622)	\$	\$ 44,105

Depreciation expense is being recorded in the government-wide statement of activities based upon the activity utilizing the assets. The only activity in the Authority is the parks and recreation activity. The Authority uses the straight line method to depreciate capital assets over their estimated useful lives. No debt is attributed to these assets.

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 4 - DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Authority to deposit and invest in the accounts of Federally insured banks, credit union, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or Federal Agency obligation repurchase agreements; bankers acceptance of United States banks, commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan. The Authority's deposits are in accordance with statutory authority.

The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investments in all of the investments mentioned in the preceding paragraph.

As of June 30, 2012, deposits consist of the following:

Deposits	
Checking accounts	\$ 89,075
Money market accounts	<u>53,863</u>
Total deposits	<u>\$ 142,938</u>

The carrying amount is stated at \$131,307 for the Authority as of June 30, 2012. The difference between the carrying amount and amount mentioned above stem from cash on hand of \$194 and outstanding checks.

The Authority has designated one bank for the deposit of its funds.

Custodial Credit Risk on Deposits

This is the risk in the event of a bank failure; the Authority will be able to recover its deposits. The Authority does not have a deposit policy for custodial credit risk. At year end, all deposits with financial institutions were insured by FDIC insurance. The Authority evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

According to the FDIC insurance for Government accounts, there is up to \$250,000 for the combined amount of all time and savings accounts (including NOW accounts), up to \$250,000 for the combined amount of all interest-bearing demand deposit accounts, and unlimited coverage for noninterest-bearing transactions accounts will expire. As a result, accounts held by an official custodian of a government unit will be insured up to \$250,000 for the combined amount of all time and savings accounts (including NOW accounts) and for all demand deposit accounts (interest-bearing and noninterest-bearing).

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

NOTE 5 - RELATED PARTIES

The Authority uses building space in Brighton Area Schools in exchange for answering the schools phone. When SELCRA was established a joint venture agreement was created. The Authority pays various amounts in fees for use of the indoor facilities for program activities.

NOTE 6 - GRANTS AND DONATIONS

During the current year, the Authority received the following grants, donations, and contributions into the General Fund:

Cash contributions	
Charter Township of Brighton	\$ 90,000
City of Brighton	23,061
Genoa Township	0
Charter Township of Green Oak	30,000
Private sponsorship	12,688
	<hr/>
Total	\$ 155,749
	<hr/> <hr/>

NOTE 7 - UPCOMING ACCOUNTING PRONOUNCEMENTS

GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 GASB and AICPA Pronouncements*, was issued in December 2010. This statement incorporates into the GASB literature certain accounting and financial reporting guidance issued on or before November 30, 1989 that is included in FASB Statements and Interpretations, APB Opinions, and Accounting Research Bulletins of the AICPA Committee on Accounting Procedure. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted during the Authority's 2012/2013 fiscal year.

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The statement will be effective for the Authority's 2012/2013 fiscal year. The statement incorporates deferred outflows of resources and deferred inflows of resources, as defined by GASB Concepts Statement No. 4, into the definitions of the required components of the residual measure of net position, formerly net assets. This statement also provides a new statement of net position format to report all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Once implemented, this statement will impact the format and reporting of the balance sheet at the government-wide level and also at the fund level.

Management has not yet determined the effect of these statements on the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY

GENERAL FUND

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Variance with Final Budget Favorable (Unfavorable)</u>
REVENUES				
Adult program fees and other charges	\$	\$	\$ 43,617	\$
Youth program fees and other charges			399,913	
Member municipalities			143,061	
Sponsorship revenue			12,688	
Special events revenue			30,306	
Skate park revenue			5,879	
Other charges for services			54,647	
Interest			225	
Management income			18,062	
Insurance reimbursement			4,465	
Miscellaneous			8,834	
Total revenues	<u>651,311</u>	<u>667,311</u>	<u>721,697</u>	<u>54,386</u>
EXPENDITURES				
Salaries and payroll taxes			325,775	
Employee benefits			54,085	
Insurance			16,276	
Special activities expenses			22,463	
Skate park expenses			6,692	
Education and training			2,914	
Auto expenses			5,598	
Dues and subscriptions			1,512	
Management expense			13,460	
Grounds maintenance			2,044	
Office expenses			5,122	
Bank charges			1,606	
Postage expense			14,463	
Contract services			69,054	
Program expenses			107,027	
Payroll services			5,525	
Printing and publishing			17,995	
Credit card expense			8,715	
Technology expense			21,893	
Advertising			4,794	
Telephone			1,800	
Rental expense			18,447	
Miscellaneous			2,825	
Total expenditures	<u>650,232</u>	<u>661,732</u>	<u>730,085</u>	<u>(68,353)</u>
Net change in fund balance	1,079	5,579	(8,388)	(13,967)
FUND BALANCE, JULY 1, 2011	<u>109,205</u>	<u>109,205</u>	<u>109,205</u>	
FUND BALANCE, JUNE 30, 2012	<u>\$ 110,284</u>	<u>\$ 114,784</u>	<u>\$ 100,817</u>	<u>\$ (13,967)</u>



PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
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FAX (810) 229-5578

November 6, 2012

To the Members of the Board
Southeastern Livingston County
Recreation Authority
125 S. Church Street
Brighton, Michigan 48116

Dear Board Members:

During our audit of the Southeastern Livingston County Recreation Authority we came across various matters that we would like to discuss with you as part of our audit presentation for the year ending June 30, 2012.

The matters which we would like to discuss with you are as follows:

There are certain issues (deficiencies) which were previously considered general comments, but under the current standards are now considered significant deficiencies.

A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

We consider the following to be a material weakness of the Authority.

- Historically, the Authority has relied on independent external auditors in the preparation of their financial statements and required disclosures. The Authority has determined that the cost/benefit of preparing the financial statements and disclosures are best served by continuing this practice.
- There is a lack of segregation of duties.

The following are other items we noted during the audit which we do not consider to be material weaknesses, but nonetheless need to be discussed:

1. The Authority must continue to monitor their budget closely since their fund balance decreased this year.
2. There were instances noted of backdated checks and deposits that did not clear out in the bank reconciliation process. Also noticed that there were stale checks still being carried on the books which should be reissued or escheated to the State of Michigan.
3. Credit card revenue and expenses were being netted out and should be recorded separately.

Conclusion

Thank you for your assistance and hospitality toward our firm while conducting the audit of the Southeastern Livingston County Recreation Authority.

If you should have any questions, comments or concerns please do not hesitate to call us.

This report is intended solely for the information and use of the members of the Board and management of the Southeastern Livingston County Recreation Authority and is not intended to be and should not be used by anyone other than the specified parties.

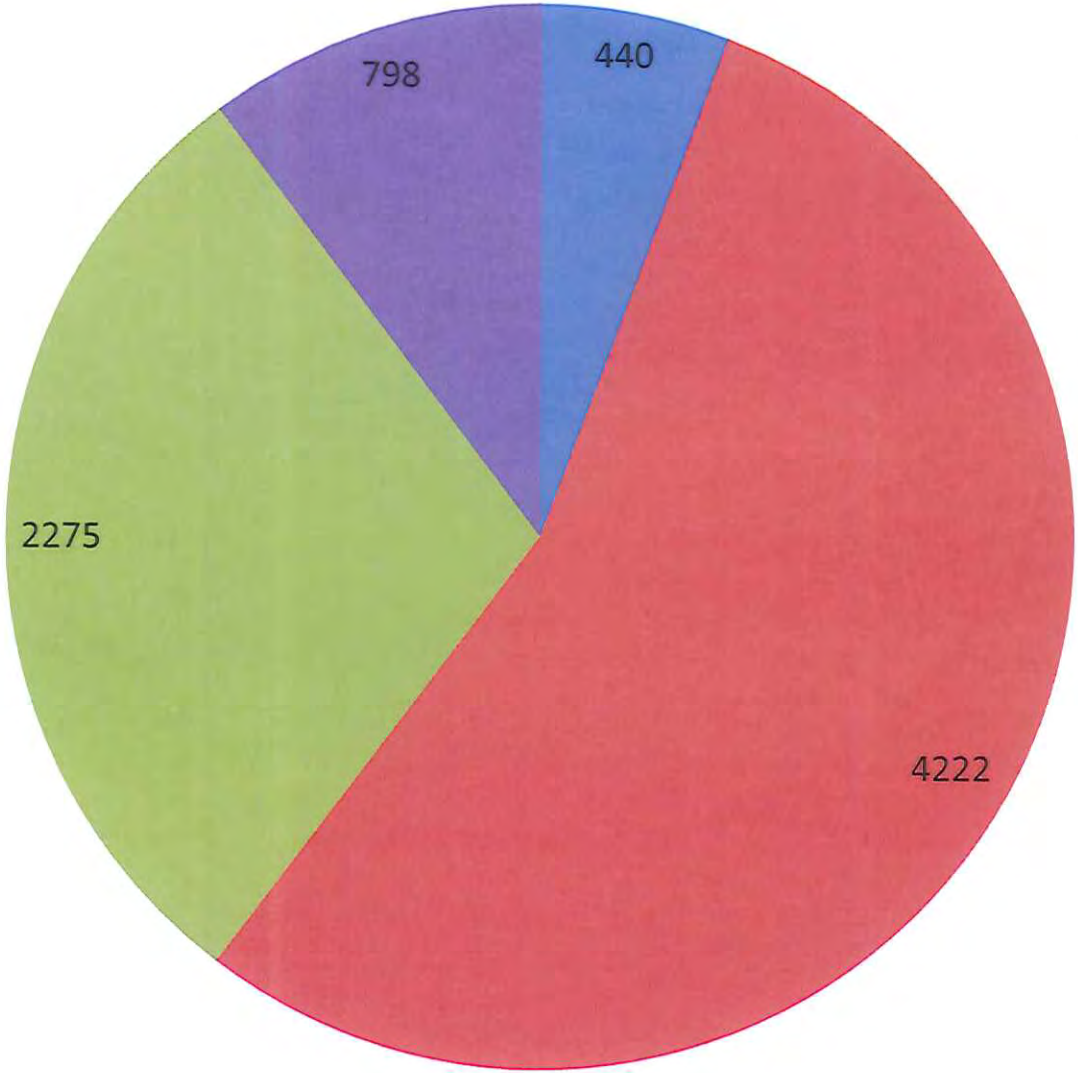
Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

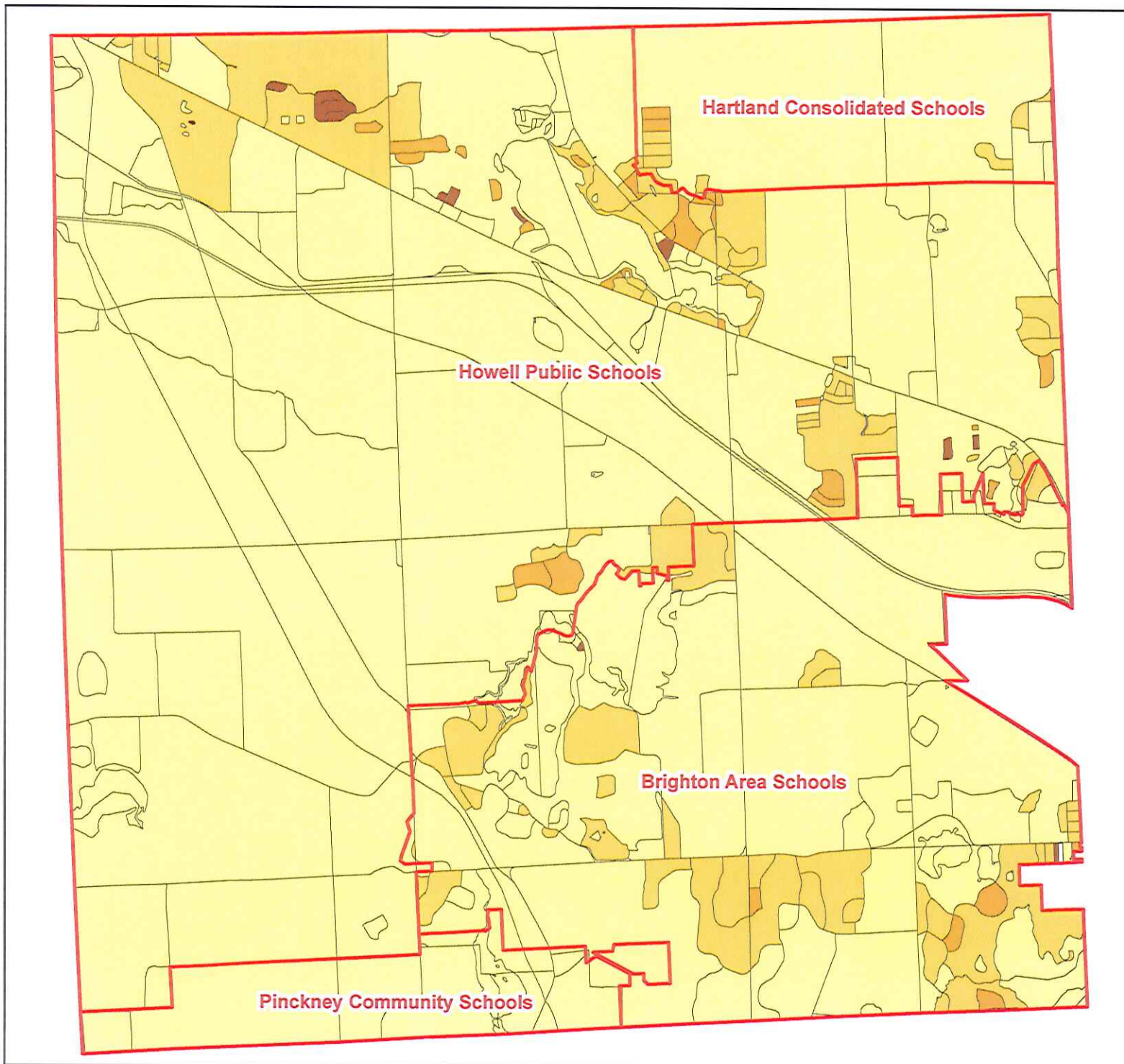
ATTACHMENT C.

**CENSUS BLOCK MAPS
AND POPULATION
DISTRIBUTION**

Genoa Township
Youth Population
(0-17) per
School District



- Pickney
- Howell
- Brighton
- Hartland




Hartland Consolidated Schools

Howell Public Schools






Brighton Area Schools

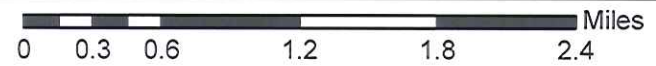
Pinckney Community Schools

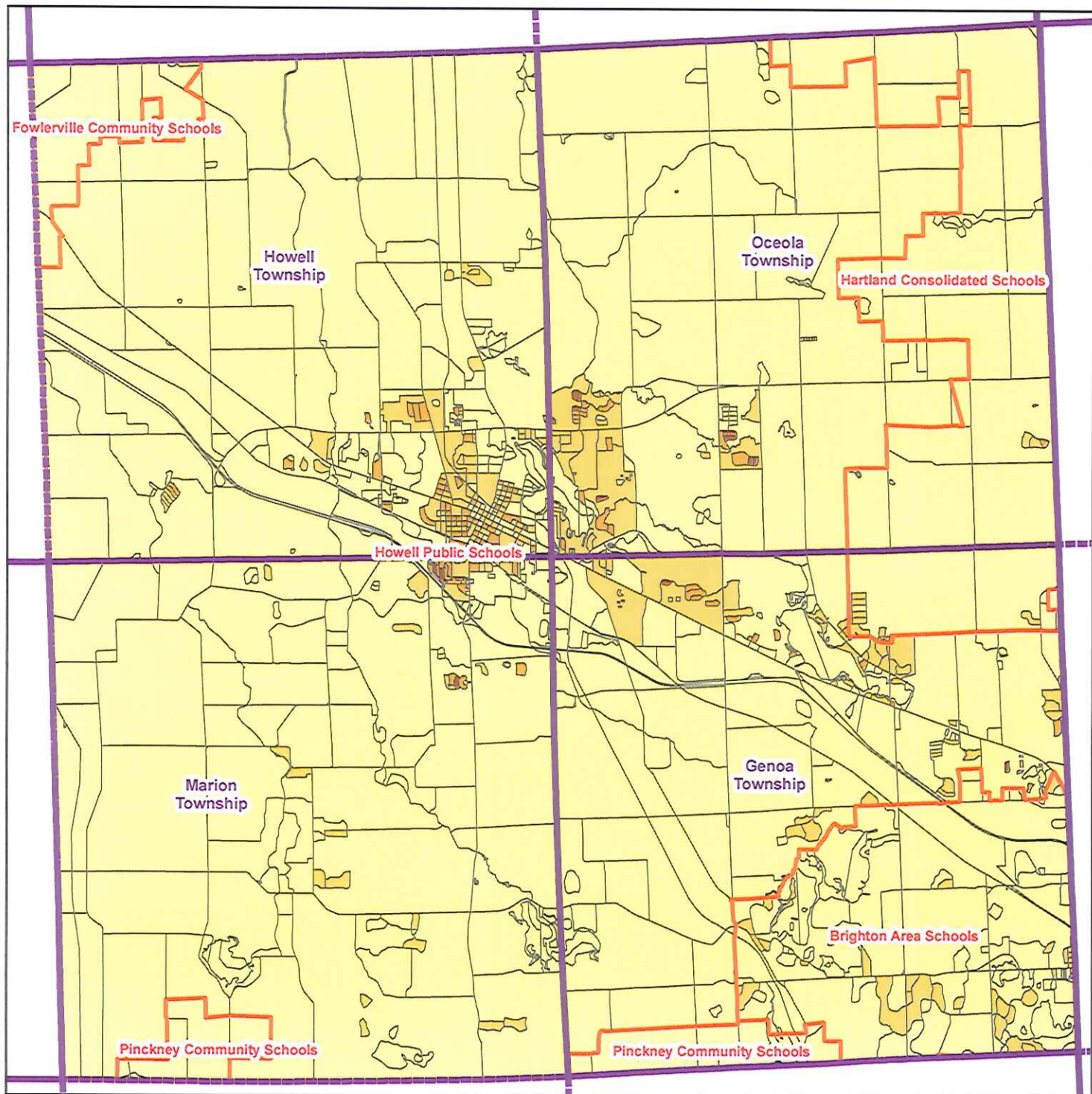
Legend

 Genoa School Districts

Census Block Group Youth/Acre

	0.000 - 0.4294
	0.4295 - 1.349
	1.350 - 2.974
	2.975 - 6.556
	6.557 - 18.80



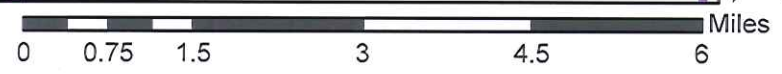


Legend

- Township
- School District

**Census Block Group
YOUTH10 / AREA_ACRE**

- 0.000 - 0.6414
- 0.6415 - 2.200
- 2.201 - 4.895
- 4.896 - 11.16
- 11.17 - 18.80








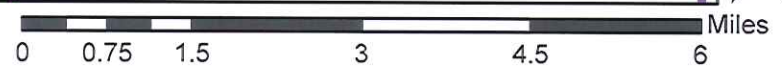


Legend

-  Township
-  School District

**Census Block Group
YOUTH10**

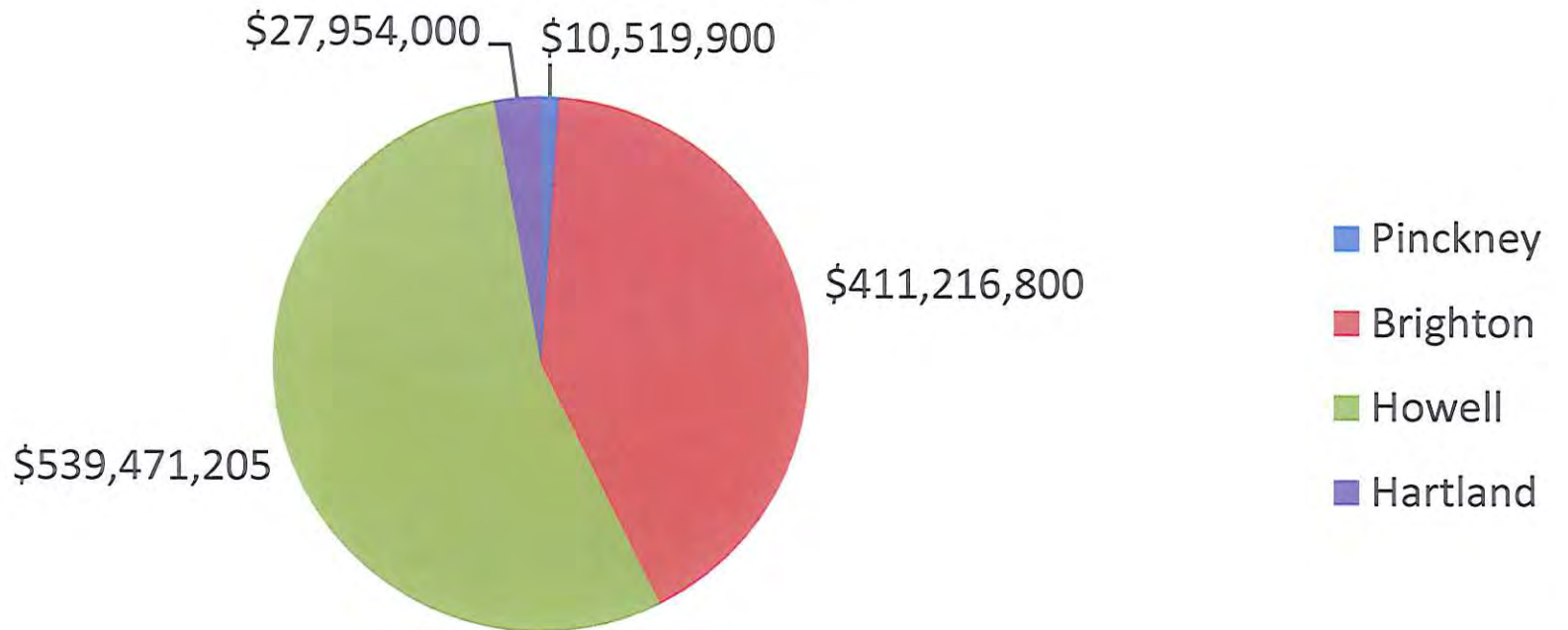
-  0.00000 - 9.00000
-  9.00001 - 30.00000
-  30.00001 - 63.00000
-  63.00001 - 116.00000
-  116.00001 - 229.00000



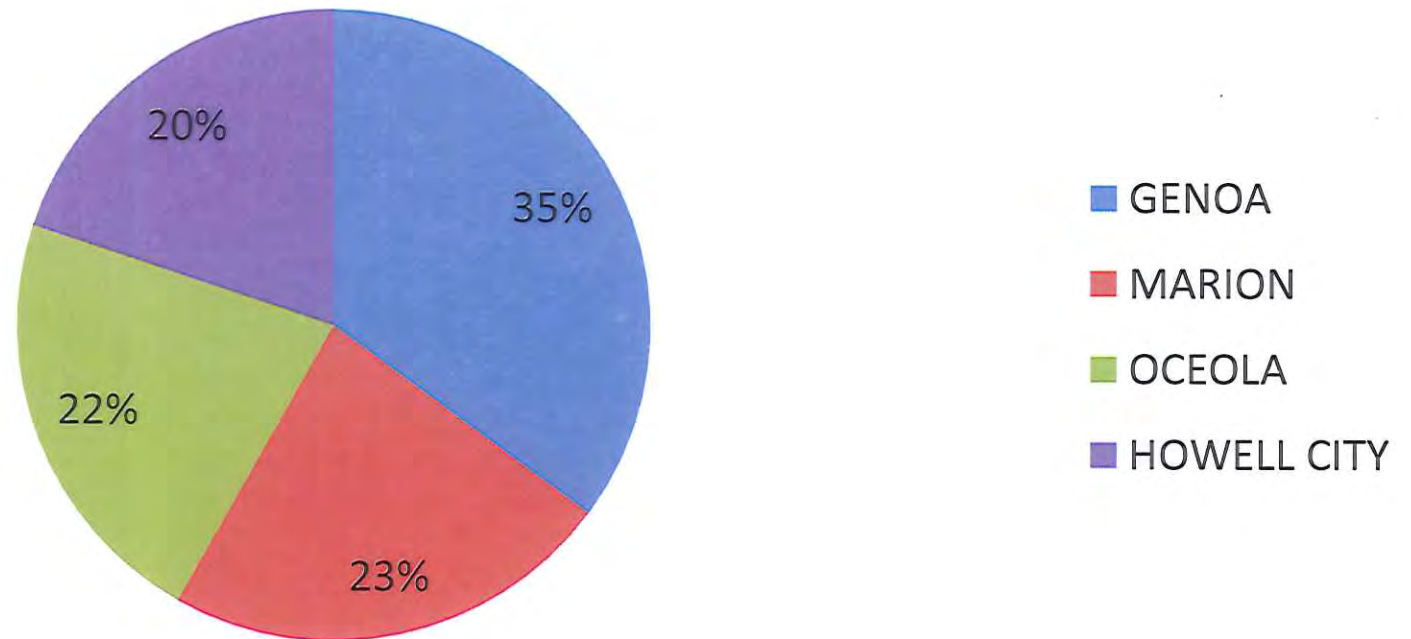
ATTACHMENT D.

**STATE EQUALIZED
VALUE BY SCHOOL
DISTRICT**

STATE EQUALIZED VALUE BY SCHOOL DISTRICT



H.A.S.D. SEV BY JURISDICTION



TAXABLE VALUE (AD VALOREM) BY SCHOOL DISTRICT 2012

		<u>Agriculture</u>	<u>Commercial</u>	<u>Industrial</u>	<u>Residential</u>	<u>Developmental</u>	<u>Com. Personal</u>	<u>Ind. Personal</u>	<u>Utility Personal</u>	<u>Total</u>
<u>CONWAY TWP.</u>										
33-220	Webberville Schools	352,830	0	0	2,630,705	0	510	0	56,690	3,040,735
33-221	Webberville Schools	263,683	0	0	0	0	0	0	0	263,683
47-030	Fowlerville Schools	14,470,497	0	17,220	76,508,000	0	144,040	0	5,494,350	96,634,107
47-039	Fowlerville Schools	0	0	0	0	0	0	0	0	0
78-020	Bryon Schools	0	0	0	1,973,287	0	70	0	0	1,973,357
78-060	Morrice Schools	719,881	0	0	1,760,313	0	0	0	113,960	2,594,154
		15,806,891	0	17,220	82,872,305	0	144,620	0	5,665,000	104,508,036
<u>COHOCTAH TWP.</u>										
47-030	Fowlerville Schools	3,357,170	190,057	345,759	24,130,574	0	34,950	0	1,431,700	29,490,210
47-037	Fowlerville Schools	0	0	0	84,900	0	0	0	0	84,900
47-041	Fowlerville Schools	0	0	0	77,400	0	0	0	0	77,400
47-070	Howell Schools	4,787,922	1,248,844	32,498	39,062,037	0	379,700	35,300	2,854,200	48,400,501
78-020	Bryon Schools	3,515,427	79,700	234,863	15,172,219	0	119,700	130,900	1,152,400	20,405,209
78-021	Bryon Schools	0	0	0	0	0	0	0	0	0
78-023	Bryon Schools	0	0	0	32,100	0	0	0	0	32,100
78-025	Bryon Schools	0	0	0	41,000	0	0	0	0	41,000
		11,660,519	1,518,601	613,120	78,600,230	0	534,350	166,200	5,438,300	98,531,320
<u>DEERFIELD TWP.</u>										
25-250	Linden Schools	1,924,325	991,335	420,065	28,092,265	0	140,374	42,250	1,126,918	32,737,532
25-251	Linden Schools	0	0	0	0	0	0	0	0	0
47-060	Hartland Schools	7,675,438	224,305	90,393	64,191,383	0	25,103	73,439	3,605,410	75,885,471
47-064	Hartland Schools	105,356	0	0	0	0	0	0	0	105,356
47-070	Howell Schools	3,179,059	0	149,743	32,830,342	0	7,961	0	2,755,547	38,922,652
47-076	Howell Schools	0	0	0	13,973	0	0	0	0	13,973
78-020	Byron Schools	313,843	0	0	1,155,473	0	0	0	81,100	1,550,416
78-026	Byron Schools	0	0	0	0	0	0	0	0	0
		13,198,021	1,215,640	660,201	126,283,436	0	173,438	115,689	7,568,975	149,215,400
<u>TYRONE TWP.</u>										
25-100	Fenton Schools	1,471,917	1,056,949	147,006	206,131,682	461,702	371,500	59,100	7,659,113	217,358,989
25-250	Linden Schools	1,499,860	2,601,565	2,514,298	80,872,904	0	326,700	4,620,800	3,781,500	96,217,627
47-060	Hartland Schools	1,554,640	3,843,748	474,526	59,296,688	0	411,500	49,500	8,117,109	73,747,711
		4,526,417	7,502,262	3,135,830	346,301,274	461,702	1,109,700	4,729,400	19,557,722	387,324,307

<u>HANDY TWP.</u>										
33-220	Webberville Schools	17,550	0	0	1,376,880	0	0	0	1,320	1,395,750
47-030	Fowlerville Schools	9,630,690	9,172,390	5,305,960	109,193,490	0	1,582,830	2,253,870	8,714,120	145,853,350
47-031	Fowlerville Schools	0	26,244,270	8,212,860	35,652,380	0	4,194,840	20,421,380	2,885,050	97,610,780
47-040	Fowlerville Schools	0	0	0	0	0	0	0	0	0
47-070	Howell Schools	<u>847,410</u>	<u>0</u>	<u>63,940</u>	<u>70,470</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>287,890</u>	<u>1,269,710</u>
		10,495,650	35,416,660	13,582,760	146,293,220	0	5,777,670	22,675,250	11,888,380	246,129,590

<u>HOWELL TWP.</u>										
47-030	Fowlerville Schools	1,543,058	0	62,387	7,471,813	0	12,100	0	321,000	9,410,358
47-070	Howell Schools	<u>7,086,908</u>	<u>50,414,936</u>	<u>22,105,662</u>	<u>155,482,653</u>	<u>0</u>	<u>12,229,700</u>	<u>15,893,400</u>	<u>13,104,500</u>	<u>276,317,759</u>
		8,629,966	50,414,936	22,168,049	162,954,466	0	12,241,800	15,893,400	13,425,500	285,728,117

<u>OCEOLA TWP.</u>										
47-060	Hartland Schools	2,468,471	785,605	11,629	76,688,487	0	329,400	0	5,005,436	85,289,028
47-065	Hartland Schools	0	0	0	96,200	0	0	0	0	96,200
47-068	Hartland Schools	0	0	0	214,800	0	0	0	0	214,800
47-069	Hartland Schools	0	0	0	110,900	0	0	0	0	110,900
47-070	Howell Schools	<u>6,167,915</u>	<u>13,265,794</u>	<u>337,599</u>	<u>304,731,854</u>	<u>0</u>	<u>2,559,300</u>	<u>307,400</u>	<u>15,476,311</u>	<u>342,846,173</u>
		8,636,386	14,051,399	349,228	381,842,241	0	2,888,700	307,400	20,481,747	428,557,101

<u>HARTLAND TWP.</u>										
47-060	Hartland Schools	6,323,491	89,767,990	3,989,696	439,703,771	0	13,413,700	1,280,100	23,292,936	577,771,684

<u>IOSCO TWP.</u>										
33-200	Stockbridge Schools	837,986	0	0	3,948,824	0	0	0	213,454	5,000,264
47-030	Fowlerville Schools	8,839,298	135,721	122,918	78,513,125	0	91,497	35,564	7,368,129	95,106,252
47-070	Howell Schools	<u>1,677,353</u>	<u>97,489</u>	<u>51,078</u>	<u>20,162,880</u>	<u>0</u>	<u>53,432</u>	<u>0</u>	<u>1,213,552</u>	<u>23,255,784</u>
		11,354,637	233,210	173,996	102,624,829	0	144,929	35,564	8,795,135	123,362,300

<u>MARION TWP.</u>										
47-070	Howell Schools	8,191,118	7,218,997	871,613	327,638,875	0	1,816,175	24,900	16,072,000	361,833,678
47-080	Pinckney Schools	<u>485,487</u>	<u>0</u>	<u>0</u>	<u>2,633,408</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,300</u>	<u>3,176,195</u>
		8,676,605	7,218,997	871,613	330,272,283	0	1,816,175	24,900	16,129,300	365,009,873

GENOA TWP.

47-010	Brighton Schools	864,067	15,622,578	25,400	375,951,875	0	2,949,600		4,777,000	400,190,520
47-017	Brighton Schools				0	0				0
47-018	Brighton Schools				0	0				0
47-019	Brighton Schools				517,110	0				517,110
47-020	Brighton Schools	0	0	0	99,400	0	0	0	0	99,400
47-025	Brighton Schools	0	0	0	544,900	0	0	0	0	544,900
47-060	Hartland Schools	692,072	170,000	0	25,798,553	0	9,400	0	971,700	27,641,725
47-070	Howell Schools	2,107,641	144,896,818	19,206,402	328,317,245	0	23,559,800	12,710,600	18,705,900	549,504,406
47-080	Pinckney Schools	0	408,000	0	8,121,113	0	8,700	0	149,000	8,686,813
		3,663,780	161,097,396	19,231,802	739,350,196	0	26,527,500	12,710,600	24,603,600	987,184,874

BRIGHTON TWP.

47-010	Brighton Schools	0	68,118,957	10,094,344	491,116,026	0	8,913,020	6,820,970	8,006,970	593,070,287
47-011	Brighton Schools									0
47-012	Brighton Schools									0
47-013	Brighton Schools									0
47-014	Brighton Schools									0
47-015	Brighton Schools	0	0	0	105,790	0	0	0	0	105,790
47-024	Brighton Schools	0	0	0	91,750	0	0	0	0	91,750
47-060	Hartland Schools	765,495	6,541,433	6,938,850	182,273,863	0	1,102,300	5,798,610	4,673,860	208,094,411
47-061	Hartland Schools									0
47-062	Hartland Schools									0
47-063	Hartland Schools									0
47-070	Howell Schools	0	8,040,753	0	68,326,697	0	664,850	0	818,040	77,850,340
63-220	Huron Valley Schools		0	10,657,262	0		0	35,867,340	4,370	46,528,972
		765,495	82,701,143	27,690,456	741,914,126	0	10,680,170	48,486,920	13,503,240	925,741,550

UNADILLA TWP.

33-200	Stockbridge Schools	5,397,764	1,992,911	107,063	67,321,971	0	552,880	140,400	2,645,570	78,158,559
47-030	Fowlerville Schools	616,292	0	0	6,258,417	0	0	0	127,160	7,001,869
47-080	Pinckney Schools	456,120	0	0	9,556,847	0	47,610	6,630	198,850	10,266,057
47-087	Pinckney Schools	0	0	0	0	0	0	0	0	0
		6,470,176	1,992,911	107,063	83,137,235	0	600,490	147,030	2,971,580	95,426,485

PUTNAM TWP.

47-070	Howell Schools	379,750	110,240	0	9,671,800	0	2,040	0	266,880	10,430,710
47-074	Howell Schools	0	0	0	70,520	0	0	0	0	70,520
47-080	Pinckney Schools	4,458,250	5,599,860	263,380	200,903,840	0	590,710	196,020	6,224,420	218,236,480
47-082	Pinckney Schools	0	0	0	92,430	0	0	0	0	92,430
47-089	Pinckney Schools	0	13,080,930	276,490	49,877,350	0	1,601,840	25,400	2,604,630	67,466,640
		4,838,000	18,791,030	539,870	260,615,940	0	2,194,590	221,420	9,095,930	296,296,780

HAMBURG TWP.

47-010	Brighton Schools	116,613	1,160,090	0	124,495,044	0	48,980	0	1,161,190	126,981,917
47-021	Brighton Schools	0	0	0	129,391	0	0	0	0	129,391
47-022	Brighton Schools									0
47-023	Brighton Schools	2,400	0	0	12,710,966	0	430	0	0	12,713,796
47-080	Pinckney Schools	873,396	24,303,320	4,424,323	642,596,078	0	4,870,408	2,786,890	10,346,680	690,201,095
47-081	Pinckney Schools									0
81-050	Dexter Schools	<u>349,290</u>	<u>83,388</u>	<u>0</u>	<u>50,902,513</u>	<u>0</u>	<u>13,180</u>	<u>0</u>	<u>1,083,920</u>	<u>52,432,291</u>
		1,341,699	25,546,798	4,424,323	830,833,992	0	4,932,998	2,786,890	12,591,790	882,458,490

GREEN OAK TWP.

47-010	Brighton Schools	330,909	68,691,755	31,557,785	309,792,328	0	21,177,100	17,667,400	8,203,100	457,420,377
63-240	South Lyons Schools	250,242	4,719,695	836,091	266,009,321	0	570,600	1,021,200	5,367,900	278,775,049
63-241	South Lyons Schools									0
63-242	South Lyons Schools									0
81-140	Whitmore Lake Schools	<u>154,689</u>	<u>15,693,132</u>	<u>8,080,236</u>	<u>55,342,580</u>	<u>0</u>	<u>2,060,900</u>	<u>314,300</u>	<u>2,516,500</u>	<u>84,162,337</u>
	Totals With Ren. Zone:	735,840	89,104,582	40,474,112	631,144,229	0	23,808,600	19,002,900	16,087,500	820,357,763
										0
47-010	Brighton Schools (Ren. Zone)	<u>0</u>	<u>0</u>	<u>236,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>266,400</u>	<u>0</u>	<u>502,600</u>
	Totals Without Ren. Zone:	735,840	89,104,582	40,237,912	631,144,229	0	23,808,600	18,736,500	16,087,500	819,855,163

CITY OF HOWELL

47-070	Howell Schools	0	96,799,053	27,138,396	140,705,566	0	10,992,100	29,260,500	7,150,500	312,046,115
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CITY OF BRIGHTON

47-010	Brighton Schools	0	152,912,590	16,797,340	190,806,622	0	19,226,200	12,271,120	4,780,630	396,794,502
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CITY OF FENTON

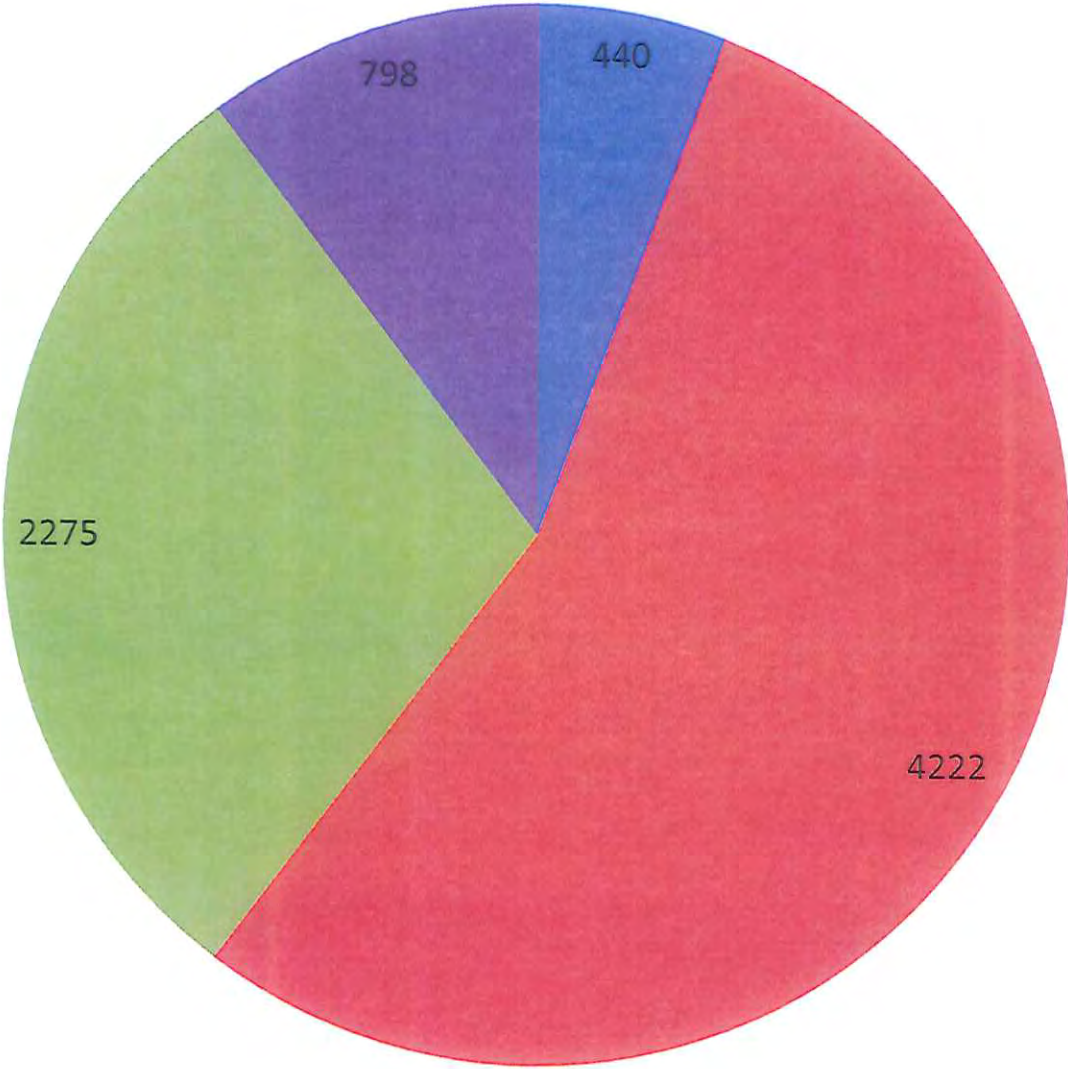
		0	0	0	0	0	0	0	0	0
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Total:	Totals With Ren. Zone:	117,123,573	836,285,198	181,965,075	5,816,255,961	461,702	137,207,730	170,115,283	223,027,765	7,482,442,287
Total:	Totals Without Ren. Zone:	117,123,573	836,285,198	181,728,875	5,816,255,961	461,702	137,207,730	169,848,883	223,027,765	7,481,939,687

ATTACHMENT E.

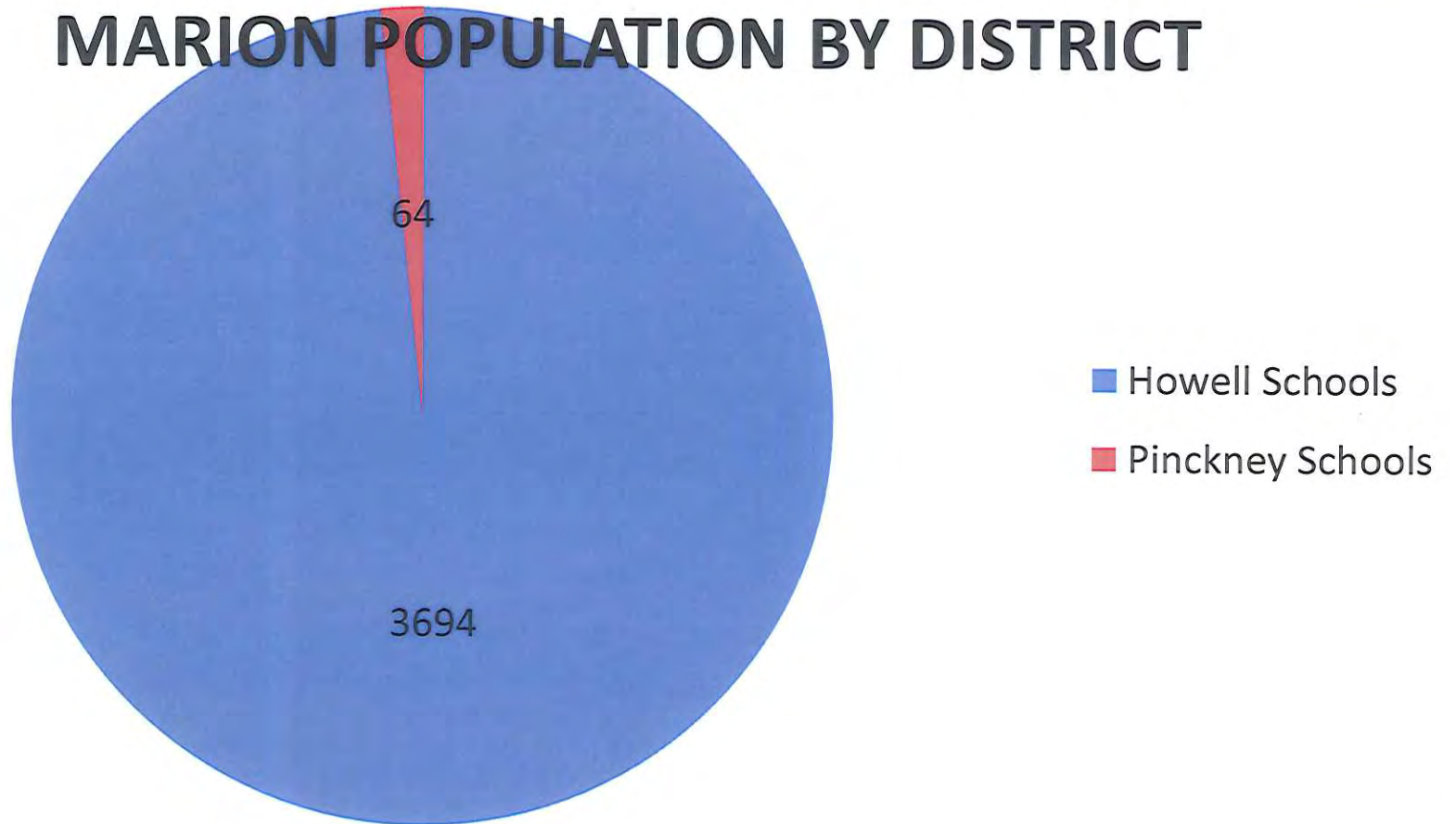
**YOUTH POPULATION
BY SCHOOL DISTRICT**

Genoa Township
Youth Population
(0-17) per
School District

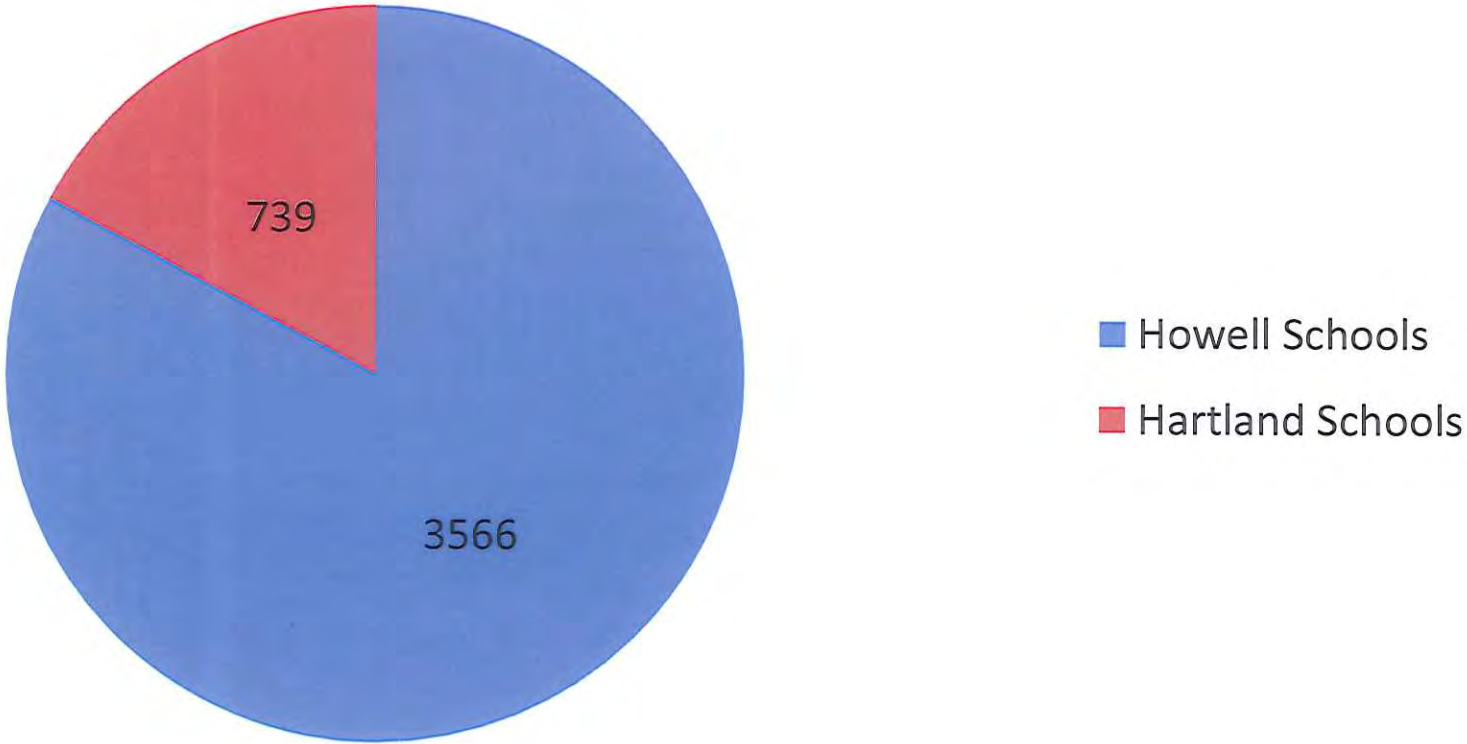


- Pickney
- Howell
- Brighton
- Hartland

MARION POPULATION BY DISTRICT



OCEOLA POPULATION BY DISTRICT



ATTACHMENT F.

**TOTAL POPULATION
AND RECREATION
FUNDING**

RECREATION FUNDING

YEARS	HAPRA	SELCRA
2002		\$24,196.50
2003		\$40,327.50
2004		\$32,262.00
2005		\$32,262.00
2006		\$32,262.00
2007	\$57,980.00	\$33,229.86
2008	\$57,980.00	\$33,229.86
2009	\$61,925.00	\$33,229.86
2010	\$61,740.00	
2011	\$62,790.00	
2012	\$64,485.00	
TOTAL:	\$366,900.00	\$260,999.58

Mike Archinal

From: Polly
Sent: Tuesday, February 12, 2013 9:08 AM
To: ronjo@comcast.net
Cc: Gary McCririe; Mike Archinal; Robin Hunt; Kelly VanMarter
Subject: FW: Pne Creek Road question

Ron Paler, The following is a response from our township attorney concerning the privatizing of pine Creek Roads as you requested. I hope this information will be of help. Sincerely, Polly Skolarus

From: Frank Mancuso [<mailto:frank@mancusocameronlaw.com>]
Sent: Wednesday, February 06, 2013 9:35 PM
To: Polly
Cc: Gary McCririe; Mike Archinal; Kelly VanMarter
Subject: Pne Creek Road question

Polly:

Ron Taylor asked you about the procedure to privatize the roads within Pine Creek Subdivision at tonight's meeting. You in turn asked me to give you a brief synopsis of the procedure to privatize public roads in a subdivision.

According to the records of the Michigan Department of Licensing and Regulatory Affairs, there are 12 different Pine Creek subdivisions, all platted under the Subdivision Control Act of 1967 (PA 288 of 1967, MCL 560.101). The roads in all of the Plat are dedicated to the public. I will assume that the dedications of the Roads were accepted by the Livingston County Road Commission (under the McNitt Act, even if there was not a formal acceptance, the roads are deemed accepted after 15 years). privatizing the roads is a 2 step process. First, under MCL 224.18, a Petition for Abandonment must be filed with the County Road Commission. The Petition must be signed by at least 7 persons owning property abutting the road to be abandoned. The next step is a public hearing. If after the hearing the County Road Commission decides to abandon the Road, the Road Commission must then deed the road to the Township. The Township may either retain jurisdiction or permit the road to revert back to the adjoining land owners.

The second step is that the Plat (or Plats) must be amended pursuant to MCL 560.221 – MCL 560.229. This must be done by filing a Circuit Court Lawsuit. The necessary Defendants include every property owner within the plat(s) and within 300 feet of the plat(s), the Director of the Michigan Department of Licensing and Regulatory Affairs, the Drain Commissioner, the Chairman of the Board of County Road Commissioners, the Township, and each Utility that has an installation in the subdivision.

As you can tell, the process is not easy. I would suggest that the first step is for the interested persons to get the County Road Commission on Board. My experience with this is that the Road Commission may not favor the idea of abandoning the roads if emergency services will be affected. Also, some County Road Commissions have an absolute policy of not closing roads (by gating, etc) that were previously open roads (closing the roads or gating he roads is usually the goal of the petitioners).

As I mentioned to you at the meeting, there are a few less drastic measures to control the flow of traffic. The County Road Commission is a good place to start in that regard as well.

If you have any questions, please let me know.

Thank you,

Frank J. Mancuso, Jr.
Mancuso & Cameron, P.C.
722 E. Grand River Ave.
Brighton, MI 48116
Ph: (810) 225-3300
Fax: (810) 225-9110

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FEB 12 2013

**Response to Township Staff "refutation" of my letter entitled:
Vote No on the Wastewater Pipeline Bond**

by Jim Delcamp

You are given all the "bad" by this 'refutation', now hear the good. The Hamburg enforcement arrangements is portrayed in the letter as somehow a failure stating "an inspection program is an ineffective compliance measure".

In general the Hamburg enforcement has been quite successful and is considered so by staff, residents, and the State.

Hamburg is successful at cutting salt in half from 300mg/L to almost 150m/L and although missing the target number is near the 150mg/L target. The number is a target, not a rule that triggers fines by the State.

The state is apparently happy. The State has imposed no fines. The State is considerate if the township is working seriously to deal with the issue.

The state does not go after systems in the 150, 160, 170 mg/L range, they go after systems in the 300 400 mg/L range.

Costs are reasonable for Hamburg. They used two employees part time for 8 months, paying the field sampler \$12 an hour. The employee handling laboratory tests does not do this full time. They do no winter testing at all. We can share facilities and personnel with Hamburg Township. We don't have to buy a new sodium analyzer, we can make a deal to use theirs. We can work with Hamburg staff to save us both money.

They have 3700 residents on system, we have 1400 so our total cost are going to be lower, less than half as expensive as the \$20,000 dollar cost (that Hamburg township spends per year after the first year).

(Apparently 200 Genoa residents are already in compliance as the number 1200 is stated in the Genoa staff letter as the number than would need testing).

\$60 a year is the enforcement fee per resident is estimated by Genoa staff for 1200 residents or \$72000 per year. No actual numbers are given by the refutation letter.

We can quibble about this number but enforcement still costs way less than the 5 mile pipeline.

Why not look at what Hamburg has actually spent instead of speculating? To repeat, Hamburg spent about \$20,000 a year in 2011 and 2012 for inspections. That's for 3,700 residents. Not every home needs to be

inspected after the first year. Instead random and follow up tests are made (none in winter). I could not get an estimate for the 1st year 2010 when every home was inspected, and the township did not have a sodium analyzer at that time so costs were higher for testing.

The alternatives to salt are dismissed without adequate review in the 'refutation' letter. Technology has advanced.

These no salt systems treat for all contaminants, not just hardness. Top of the line whole house system is \$2,400, still way less than the pipe cost per resident of \$3571 and residents end up with water are treated for ALL contaminants, not just softened, - getting better water. A high quality treatment system is a much better expenditure of our money, vs. a 5 mile pipe in the ground.

No salt in water is best for health. (See the handout #1 on salt softened water effects on health). Plus taste is an issue - many do not like salted water. If we want to do something for seniors, help them cut the salt in their diets.

New technology for desalinization will soon be available. (See handout 2: Water Purification On the Cheap: System Cleans 'Produced Water' from Natural Gas Wells). We will be stuck with the pipeline system when new technology becomes available, if we vote for the pipeline now.

Even though the State does not now regulate surface water brine discharge now it could in the future - its not a good idea to continually discharge salt into our freshwater rivers and lakes. Someday it will have to stop.

After all groundwater discharge was allowed for many years - until it wasn't and we got stuck (The township has spent \$600,000 on monitoring wells south of Oak Point plant).

The core of the salt problem is the 400 residents with wells and grinder pumps (the Tri-lakes area). Enforce there and a big, the biggest part of the problem will be under control. These residents can be tested at the grinder pumps. This is 9 times fewer residents than Hamburg township tests for.

And, very likely, less salt need be used by the publicly provided parts of the system: the 1000 residents of North Shore and Oak Point. (See handout 3: DEQ article).

This publicly provided water could be treated at the source to be soft with advanced technology (which we should be using anyway) that treats for all contaminants, not just hardness. Therefore residents should not need softeners at all with all the attendant cost and inconvenience. And, going into houses to test might not be necessary.

In any case softeners can and should be adjusted to reduce salt use, in many cases they use way more than needed, (See handout 3: the DEQ article again, and handout 4).

Also, salt from softeners can be rerouted out of the wastewater stream to the treatment plant - and collected at the household in a canister and properly disposed of or routed to a discharge basin. (See handouts 1, 4 and 5 on this).

Our family doesn't use a softener at all. We will be penalized with the \$3571 pipeline cost for the noncompliance of others.

For laundry and dishes we soften the water with washing soda. For drinking water we use a counter top filter. For the toilet we use 'the works' that chemically dissolves scale.

It is not difficult or inconvenient to have no softener. Better would be a whole house full treatment system (\$2400). Neighbors I talk to use potassium already because of the health problems of using salt (and the bad taste of salt softened water).

The inspection and enforcement alternative has not been tried and needs to be. The pipeline is permanent and irrevocable and could be built in the future should the need arise.

The money for the pipeline would be far better spent for modern whole house filter / treatment systems that don't use salt and treat for all the contaminants that may be in groundwater. These are cheaper than the pipeline and sodium or potassium chloride based softener costs are saved. One example: A state study and map indicates there is arsenic in well water in our region, and though it looks to be at low levels here according to the map, best is to have none in drinking water, which these systems can do.

Another argument: Rezoning is proposed at the new Latson Road I 96 interchange area. If a pipeline is needed, why not wait until the Oakpoint system can hook up to new lines run to serve these newly rezoned areas thereby saving part of the distance and cost.

In the meantime inspection/ enforcement can more cheaply control for salt.

Attachment #1:

Softeners that Do Not Discharge Brine

Salt-type softeners have numerous disadvantages besides their effect on onsite systems. Many users cannot drink salt-softened water because of the high level of sodium it contains. The Journal of the American Dietetic Association has reported that the sodium content of water can increase to as much as 100 mg/L after softening. It's also reported that salt-softened water can be harmful to people who have heart or kidney disease, or who are on a sodium-restricted diet. The American Heart Association states, "people on salt restricted diets should avoid home softeners or make sure the ones they install don't use sodium." Other people simply find the taste of salt softened water objectionable for applications such as making coffee. In addition, replenishing salt in the softener involves expense and effort. Where sodium is a health concern, a separate line should be plumbed to supply nonsoftened water for drinking. Several types of devices on the market remove minerals from household water without generating brine or adding salt to the drinking water. Carbon filtration units such as LifeSource (www.lifesourcewater.com) and catalytic devices such as Aquantum (www.aquantum.com) remove hardness minerals from water without introducing salts. The Los Angeles County Sanitation Department has a Web page (www.lacsd.org/chloride/default.asp?cid=12) that describes several units of this type, including comments and ratings from county residents who use them. Those who prefer salt-type softeners can use exchange-tank (canister-type) water softeners rather than units that regenerate automatically. In these softeners, a service provider periodically changes a removable resin canister and brings it back to a plant where it is recharged and the brine is disposed of in some way that does not involve the municipal sewer system. Finally, in some communities, salt type softeners may be plumbed so that their backwash is discharged into a dry well or French drain, or into properly sized and designed distribution beds or a chamber system.

Automatic Water Softeners in the Santa Clarita Valley

Automatic water softeners—the kind that use rock salt or potassium chloride pellets—are banned in the Santa Clarita Valley. Automatic water softeners discharge a salty waste into the sewer system that is treated by a process that does not remove salt; therefore, the salty waste is released into the Santa Clara River. Too much salt in the river may harm downstream agricultural crops.

The Sanitation District's goal is to reduce salt in an environmentally friendly, cost-effective, and timely manner, in order to comply with the state's legal limit for chloride discharged to the river. Measure S, approved by voters on November 4, 2008, enacted the Santa Clara River Chloride Reduction Ordinance of 2008. The Santa Clara River Chloride Reduction Ordinance of 2008 required the removal of all residential automatic water softeners by June 30, 2009. These efforts have resulted in the removal of over 7,900 salt discharging automatic water softeners and significant reductions in chloride levels.

The Sanitation District has recently begun home inspections to remove the remaining automatic water softeners in the community. Residents that still have automatic water softeners should click the link below and apply for a rebate or remove their unit immediately.

Attachment #2

Water Purification On the Cheap: System Cleans 'Produced Water' from Natural Gas Wells

Feb. 5, 2013 — A new system cleans 'produced water' from natural gas wells, and could lead to improved desalination plants for developing countries.

Increased natural gas production is seen as a crucial step away from the greenhouse gas emissions of coal plants and toward U.S. energy independence. But natural gas wells have problems: Large volumes of deep water, often heavily laden with salts and minerals, flow out along with the gas. That so-called "produced water" must be disposed of, or cleaned.

Now, a process developed by engineers at MIT could solve the problem and produce clean water at relatively low cost. After further development, the process could also lead to inexpensive, efficient desalination plants for communities in the developing world, the researchers say.

The new technology is described in a series of papers recently published in three journals: the International Journal of Heat and Mass Transfer, Applied Energy and the American Institute of Chemical Engineers' AIChE Journal. The research is the work of a team including MIT postdoc Prakash Narayan, mechanical engineering professor John H. Lienhard V, and collaborators at King Fahd University of Petroleum and Minerals (KFUPM) in Saudi Arabia.

The method is a variation of the standard distillation process, in which salty water is vaporized and then condenses on a cold surface; the salt separates out during evaporation. But this process is energy-intensive -- and therefore costly -- because all the water must be heated to the boiling point, while the condensing surfaces must be kept cold.

In the new process, water well below the boiling point is vaporized by direct contact with a carrier gas; the moist air is subsequently bubbled through cooler water where the purified vapor condenses. But the temperature difference between the warm and cool water is much less than in conventional dehumidifiers, and the surface area provided by the small bubbles is much greater than that of a flat condenser surface, leading to a more efficient process.

Less energy needed

The traditional version of this process is called a humidification dehumidification (HDH) desalination system. While other groups have designed HDH systems, this new version requires far less energy than previous systems, the team says.

Lienhard says, "We became interested in the HDH process at the start of our collaboration with KFUPM as a means of providing water to off-grid regions of the developing world. Both the MIT and the KFUPM faculty wanted to develop a technology that might benefit people all over the world."

At the beginning of his doctoral thesis research, Narayan was focused, he says, on ways "to increase energy efficiency and thermal efficiency, and to reduce size and cost" for desalination plants. Such facilities are a critical need in parts of the developing world -- such as in southern India -- that have limited fresh water but abundant seawater.

Conventional distillation plants have efficiencies of scale -- the bigger they are, the more cost-effective -- but for the HDH system, the optimum size is a plant that produces about 1,200 to 2,400 liters of clean water a day, about the capacity needed for a rural village. Such plants can easily be made larger simply by adding more modules, he says.

Lienhard notes that the HDH technology had not previously been the target of systematic analysis: "Over a period of years, our group developed new thermodynamic methods for assessment of these cycles, followed by a deep understanding of the causes of energy inefficiency in them. Eventually, this led us to the new configurations and components that are described in these latest publications."

Cleaning up gas-well water

The researchers have already filed for patents on the system, and the team has set up a company to commercialize the process in collaboration with another MIT group that has been pursuing a related system for desalination. While Narayan says the team's ultimate goal is desalination in developing countries, it turns out that the system is especially well suited for treating the produced water that comes from natural gas wells.

The water and other fluids used to open wells through hydraulic fracturing -- also known as fracking -- are a somewhat different matter, requiring other kinds of treatment and disposal. But a much bigger issue for the operators of these wells is the ongoing treatment of produced water, which represents a significant expense. This water is typically several times saltier than seawater, which makes it a particularly good candidate for treatment with the HDH process, Narayan says: Unlike membrane-based desalination systems, this system's efficiency is unaffected by saltier water. In fact, he adds, "The biggest advantage is when you deal with high salinity."

A leading journal on desalination technology, *Water Intelligence Report*, gave the system the highest rating awarded to any system for dealing with produced water.

The MIT team built a 12-foot-high test unit that has run continuously for weeks, producing about 700 liters of clean water a day. They have tested it using barrels of water from natural gas wells to demonstrate that it produces water clean enough to drink.

Their next step is to scale up to a plant about two to three times the size of this initial unit, which calculations show should be an optimal size. Narayan says he expects the first commercial plants could be in operation within about two years.

The authors of these recent papers also included recent MIT graduates Steven Lam and Maximus St. John; MIT graduate students Karim Chehayeb, Ronan McGovern and Gregory Thiel; and professors Mostafa H. Sharqawy and Syed M. Zubair of KFUPM and Sarit K. Das of the Indian Institute of Technology. The work was supported by KFUPM through the Center for Clean Water and Clean Energy at MIT and KFUPM.

Sodium and Chloride and Water Softeners

Introduction

Salt or sodium chloride is commonly used in water softeners to remove the hardness from water in homes and businesses. Softening of water is done to reduce the deposit of minerals in pipes, as well as on fixtures. It also allows soap to clean better in applications such as laundry and bathing.

When a softener is purchased it is equipped with a resin material or media coated with sodium ions. When water passes through this media "soft" sodium ions are exchanged for the "hard" calcium and magnesium ions resulting in softened water. When the softener media exhausts its sodium ions, the media is then regenerated. During regeneration of the softener media, a brine or sodium and chloride solution is discharged.

If this discharge is directed to a municipal wastewater sewer system Wastewater Treatment Plant (WWTP) the treated wastewater will be discharged to either the surface water or groundwater.

Two divisions of the Department of Environmental Quality (DEQ) have permitting responsibilities in regard to these discharges. The Surface Water Quality Division permits surface water discharges and the Waste Management Division (WMD) permits groundwater discharges. Both divisions require that permitted WWTPs monitor the treated effluent to ensure that the water discharged does not exceed maximum allowable limits for several different constituents.

The Problem

Several WWTPs permitted to discharge their treated wastewater to the ground by the WMD have been found to have excessively high levels of sodium and chloride in both their treated wastewater and in the groundwater adjacent to their discharge site. Once discharged to the ground, there is very little natural treatment or uptake by plants or other organisms and minimal soil adsorption of the sodium or chloride. Sampling results at several discharge sites have found that sodium and chloride levels in the adjacent groundwater greatly exceed federal drinking water limits. The maximum allowable level for sodium in groundwater is 120 m/l and for chloride 250 m/l. Samples of groundwater taken at affected facilities have often resulted in finding levels more than double allowable levels of both sodium and chloride.

Current conventional wastewater treatment technology removes very little sodium and chloride from the treated wastewater. WWTPs with high levels of sodium and chloride in their treated wastewater are usually located in largely residential communities, which have little or no municipally supplied drinking

water. The homes in these communities usually have individual drinking water wells, which require water softening to reduce water hardness. This results in high amounts of sodium and chloride being discharged into the sewer system.

Wastewater containing high levels of sodium and chloride discharged to the ground can result in excessively high levels of sodium and chloride in the groundwater surrounding the WWTP. The groundwater will flow away from the site and if the elevated levels of sodium and chloride in the discharge continue unabated, it is possible that sodium and chloride levels in drinking water in the area may eventually be impacted.

Potential Health Impacts

Studies have shown that when sodium in drinking water exceeds a certain level, it can contribute to certain heart ailments or high blood pressure particularly in susceptible individuals. Excessively high levels of chloride in exceedance of federal drinking water standards while not known to be detrimental to health, can make drinking water taste very unpleasant.

Results of Noncompliance

The DEQ has recently developed and put into effect, legal agreements or consent orders between the DEQ and several affected WWTPs whose treated wastewater is discharged to the ground. The consent orders require that within a specific timeframe the affected WWTPs reduce sodium and chloride in their treated wastewater, to less than maximum allowable levels. If the WWTPs fail to reduce these elements in the treated wastewater, in the agreed upon timeframe, significant fines may result.

Possible Solutions

The DEQ has been working with the affected WWTP operators to find solutions to this problem, which has so far been limited to a relatively small number of WWTPs in Michigan. Finding practical, cost effective solutions to this problem has been difficult. The affected WWTPs are in an area of very hard water with soil that does little to dilute or treat high levels of sodium and chloride in the treated wastewater. Several possible solutions to this problem have been considered they are as follows:

- First, a homeowner should determine if a softener is necessary. Some homeowners soften their water even when it is not necessary, because they believe that very soft water is of superior quality. Water with a measured hardness of less than 50mg/l is considered soft. Generally water of 50 to 150mg/l is suitable for use in most homes and it is not necessary to use a softener. Before investing in a water softener or to determine if water

requires softening, water hardness should be determined. (See water testing information at the end of this section)

- One possible solution has been to recommend that users of water softeners switch to potassium chloride in their water softener instead of sodium chloride. This substitution will indeed solve the problem of excess sodium, but it will not solve the problem of excess chloride. In addition potassium chloride is a more expensive product and as a result there has been reluctance on the part of consumers to purchase this alternative-softening agent.
- Another solution is to have individual homeowners install a dry well or underground discharge pit at their residence. The brine from the water softener is discharged to the drywell instead of into the sewer system. At least one municipality in Michigan has passed an ordinance that requires all homeowners install a dry well for this purpose. This solution is not allowed by all county health departments in the state of Michigan and therefore may not be a viable solution in every instance. In addition, adoption of local ordinances and/or aggressive enforcement of existing ordinances prohibiting the discharge of water softener backwash into the municipal sewer system may help alleviate the problem.
- Constructing or extending a public water supply system that provides WWTP customers with pre-softened water is another option. This eliminates the need for home water softeners and greatly reduces the amount of sodium and chloride that is directed into the sewer system. This option can be very expensive and is generally only feasible if the WWTP customers are in relatively high-density housing areas, which reduces the cost of providing and supplying softened water to individual homes at an affordable level.
- Another option, which may not solve, but can greatly reduce the problem, is to use less salt. Many homeowners use at least twice as much salt to soften their water as is necessary. Studies have shown that the average family of four which uses approximately 60 gallons of water per day, per person only requires 6 lbs. of salt per regeneration to adequately soften their water. It has been found that many softeners are set to use 12 pounds or more of salt per regeneration. To monitor how much water is used, a flow meter can be installed for about \$100.00. Knowing how much water is used will allow a family to further fine-tune how much salt is required to adequately soften their household water. Setting the softener to use the proper amount of salt per regeneration, depending on the size of the family, type of system and the hardness of the water may greatly reduce the amount of sodium and chloride being used and subsequently discharged to the sewer. If salt usage is reduced money will be saved, helping to offset and eventually pay for the flow meter installation.

- It has also been found that many softeners are set to recharge or backwash too frequently. Again based on a family's water usage, adjusting the backwash cycle to the appropriate time period between each backwash may significantly reduce the amount of sodium and chloride being discharged into a sewer system. Softeners have often been found that are programmed for a daily or every other day recharge. A softener, depending on water hardness may only require a recharge cycle be set for every five days to achieve the proper softening level.

Water Testing

- In order to determine water hardness an individual should collect a sample of their un-softened water and have the sample tested to determine the hardness. To have the water tested an individual may contact their local county health department or the DEQ, Drinking Water and Environmental Protection Division at: <http://www.deq.state.mi.us/dwr/Lab/H2O/H2O-lab.html> or phone 517-335-8184. The testing fee to determine water hardness is \$8.00. When hardness is determined, an individual should review the water softener manual or contact the manufacturer of the softener to determine the proper setting and backwash cycle for the softener.

Conclusion

In conclusion, the most practical solution for reducing sodium and chloride in wastewater is homeowner education with respect to the proper amount of salt use in home water softening. This would not only reduce the amount of sodium and chloride discharged to a sewer system but would save the homeowner money. While reduction of salt use is not a guarantee that a WWTP will achieve compliance with sodium and chloride limits in the facility's treated wastewater, the reduction of homeowner salt use in conjunction with one or more of the above alternatives, are currently the most practical approaches available to address this problem.

Attachment #4

Hamburg Township Recommendations:

It is important for Hamburg Township to be proactive with this issue of reducing sodium chloride levels in the Wastewater Treatment Plant effluent.

If the levels are not reduced, the Michigan Department of Natural Resources and Environment (MDRNE) may decide to impose penalties for the excess sodium chloride levels in the effluent until the levels are reduced. In such a case, sewer rates would be increased to pay for higher sewer system operating costs incurred by paying the penalties. The Hamburg Township Wastewater Treatment Plant is required to monitor effluent for a variety of substances.

Water test results have shown that sodium and chloride are present in higher concentrations than the Michigan Department of Natural Resources & Environment (MDNRE) allows.

The higher concentration levels are undoubtedly caused by:
salt used for water softener regeneration
the discharge of the resulting brine solution into the public sewer system.

Installing a system to remove sodium and chloride at the Hamburg Wastewater Treatment Plant is extremely cost prohibitive.

The most efficient method to remove sodium and chloride is at its generation sources. The generation sources are homes and businesses in Hamburg Township.

Hamburg Township Ordinance 69 already prohibits discharging water softener backwash into the sewer system. A property owner must route the backwash to a drywell or direct it onto the ground. Although the backwash contains a significant amount of sodium and chloride, this method of disposal does not address the entire problem. Softened water contains a certain amount of sodium depending upon the naturally occurring hardness of the water. The harder the water, the more sodium it will take to soften it. Therefore, softened water itself can have a higher value than is permissible at the Hamburg Wastewater Treatment Plant.

In order to combat this problem, Hamburg Township encourages the following for its sewer customers:

Use potassium chloride in their water softeners instead of sodium chloride.

Check to see how often the water softener is set to regenerate. Typically, softener units are set to regenerate more often than necessary, causing more salt to be released into the sewer effluent and environment, and costing property owners more money by having to purchase salt more frequently than necessary.

Another solution is to install a device that removes the hardness and iron from the water without using salt, or contracting with a company which performs offsite regeneration.

Attachment #5

Other Discharge Alternatives Exist:

It is not necessary to discharge the regenerate to the wastewater stream. It's done purely to cut costs. Homeowners are often told that it will cost "thousands of dollars" to re-route backwash brine away from the septic tank because it will involve the disruption and destruction of concrete footings and floors.

In Virginia, five water softener backwash discharges were routed out of the wastewater system for less than \$100 per home. With simple planning at the beginning of the plumbing from the home, a second small pipe from the backwash could bypass the septic tank and the water softener backwash brine could be discharged away from the treatment system. If the soil scientist is comfortable with the salt water discharging to the soil, the pipe could lead around the septic tank and treatment system to the distribution box or discharge basin where the salt water could be diluted in the soil along with the remainder of the treated wastewater stream. The second pipe for water softeners could be included as a requirement in onsite regulations. The expense of a second pipe is minimal, and installing it along with the house sewer would reduce the cost compared to a retrofit.

Simple, inexpensive options are available to homeowners and regulators to prevent septic tank and treatment system failure and to keep the system warranty in effect.

Homeowners should have appropriate information to make informed decisions regarding their homes and the long-term effects one process/product may have on another. If they believe the risk is negligible, and are willing to discharge the backwash brine into their wastewater systems at the risk of voiding their systems' warranty and increasing operating and other associated costs, they certainly have that choice. In closing, as homeowners we all love our water to be soft. However, we all love it when our water and wastewater systems function and coexist efficiently, cost effectively, and cause us little concern. We also know that avoiding a minor installation expense at the risk of elevating service needs or premature pumpouts, repairs, rehabilitation, field replacement, performance/compliance costs, etc., is not a gamble worth taking. This is especially true when we know we can have our soft water without contaminating the chemistry of our wastewater processes

Mark Gross, a former professor of civil engineering at the University of Arkansas in Fayetteville, is now the training manager at Orenco Systems, Inc. He has a BS and MS in civil engineering and a Ph.D. in engineering. He has more than 20 years' experience in the decentralized wastewater field as a teacher, researcher, and designer, and is a registered professional engineer in Arkansas, Tennessee, Mississippi, Missouri, and Virginia.

Terry Bounds is the executive vice president for Orenco Systems. He earned his degree in engineering from Oregon State University in 1974 and is licensed in civil, environmental, manufacturing,

Amy Ruthig

From: Kelly VanMarter
Sent: Wednesday, February 06, 2013 3:16 PM
To: Tom DeWitt
Cc: Mike Archinal; Amy Ruthig; Kristina Galinac
Subject: RE: Grand Oaks Drive

Tom,

As you know, I agree that this road is a problem and in terrible condition. I share your disappointment that the Road Commission has no funding to improve it. I will copy your letter to the Township Board and I encourage you to attend a County Road Commission Board meeting to express your concerns. I am happy to help in any way possible, but since this is a County Road they ultimately have the jurisdiction.

If you would like to attend a Township Board meeting, they meet on the 1st and 3rd Monday of each month at 6:30pm.

Thank you for contacting me with your concerns and I hope we can all work together to find a way to get it fixed.

Sincerely,

Kelly VanMarter, AICP
Assistant Township Manager/Planning Director



Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Direct: (810) 224-5823, Phone: (810) 227-5225, Fax: (810) 227-3420
E-mail: kelly@genoa.org, Url: www.genoa.org

From: Tom DeWitt [<mailto:tom@dewitts.com>]
Sent: Wednesday, February 06, 2013 8:18 AM
To: Kelly VanMarter
Cc: mail@livingstonroads.org; news@argus-press.com
Subject: Grand Oaks Drive

Kelly,

Last week I was told by Livingston County Road Commission (Mike Craine's office) that the stretch of Grand Oaks Drive from Grand River to LCRC is not going to be resurfaced as part of the Latson Road Project. As a business owner on this road I have to express my disappointment. I was lead to believe if we waited for the project to proceed, that the road would be fixed. I am asking for your help in this matter, in whatever way you can, as I am prepared to head a crusade until this gets done.

I lease a portion of my building and recently I lost a five year tenant that sited the road condition and truck repair costs as the reason for moving. What is somewhat ironic is the LCRC trucks are a major contributor to the damage to this road. This time of year it is very common to see over loaded salt trucks pounding down this road and chunks of broken asphalt popping out. Public safety is a concern, as we have had broken windows and car damage. Again ironic, the new portion of Grand Oaks Drive coming off of Latson Road is going to be freshly paved, all the way up to the LCRC building.

I see this Latson Road project to be huge in the development of Howell and the business community. Having a direct on/off ramp will attract new businesses that want to come our way. They will be impressed with the new exchange, and the travelling down LCRC's new road until they take the curve into the industrial park and find the worse road in Livingston county. It is a huge eye-sore and takes away from what we all want to see in Howell. If you have any idea's or suggestions I would be happy to meet with you to discuss this issue.

--
Tom DeWitt
DeWitts Radiator
1275 Grand Oaks Drive
Howell, MI 48843
517-548-0600 (office)
313-580-1574 (cell)

Situated in the Township of Genoa, County of Livingston, State of Michigan:

Part of the Southwest 1/4 of Section 11 and a part of the Northeast 1/4 and the Northwest 1/4 of Section 14, T2N, R5E, Genoa Township, Livingston County, Michigan, described as: Commencing at the West 1/4 corner of Section 14, T2N, R5E, Genoa Township, Livingston County, Michigan, said corner being distant 2681.56 feet South 02 degrees 16' 19" East (South 00 degrees 15' East record) from the Northwest corner of said Section 14; thence North 02 degrees 16' 19" West (North 00 degrees 15' 00" West record) 1330.95 feet; thence North 87 degrees 12' 41" East 1335.68 feet (North 89 degrees 14' 00" East 1336.92 feet record), along the North line of a parcel described in Warranty Deed recorded in Liber 1236, page 675, Livingston County Records, to the place of beginning; thence North 02 degrees 03' 48" West 627.98 feet along the East line of a parcel described in Warranty Deed recorded in Liber 4786, page 796, Livingston County Records; thence the following eight courses along the centerline of a 50 foot wide permanent public drainage easement as described in the instrument recorded in Liber 2551, page 917, Livingston County Records: (1) North 70 degrees 54' 48" East 125.92 feet (North 72 degrees 55' 28" East 124.89 feet record), and (2) North 30 degrees 08' 19" East (North 32 degrees 17' 22" East record) 74.01 feet, and (3) North 04 degrees 55' 59" East (North 07 degrees 05' 02" East record) 106.46 feet, and (4) North 27 degrees 13' 52" East (North 29 degrees 22' 55" East record) 94.96 feet, and (5) North 10 degrees 53' 03" East (North 13 degrees 02' 06" East record) 190.20 feet, and (6) North 32 degrees 01' 45" East (North 34 degrees 10' 48" East record) 158.87 feet, and (7) North 00 degrees 37' 14" West (North 01 degrees 31' 49" East record) 231.55 feet, and (8) North 17 degrees 27' 52" East 48.61 feet (North 19 degrees 36' 55" East 49.69 feet record); thence South 70 degrees 21' 38" East (South 68 degrees 30' East record) 241.01 feet along the centerline of Grand River Avenue; thence South 02 degrees 25' 07" East (South record) 450.00 feet; thence South 70 degrees 21' 38" East (Southeasterly record) 701.45 feet; thence South 02 degrees 20' 18" East 1.68 feet; thence South 69 degrees 24' 15" East (Southeasterly record) 100.00 feet; thence North 02 degrees 20' 18" West (North record) 450.00 feet; thence along said centerline of Grand River Avenue the following two courses: (1) Easterly 194.91 feet along the arc of an 11459.19 foot radius curve to the right through a central angle of 00 degrees 58' 28" and having a long chord which bears South 68 degrees 33' 53" East 194.91 feet, and (2) South 68 degrees 04' 39" East (South 66 degrees 13' East record) 454.53 feet; thence South 21 degrees 55' 21" West (South record) 150.00 feet; thence North 68 degrees 04' 39" West (West record) 100.00 feet; thence South 21 degrees 55' 21" West 483.63 feet (South 23 degrees 47' West 500.00 feet record); thence South 82 degrees 59' 37" West (South 85 degrees 11' West record) 1268.16 feet; thence South 02 degrees 01' 18" East (South record) 207.19 feet; thence South 87 degrees 12' 41" West 323.00 feet (West 350 feet record), along said North line of a parcel described in Warranty Deed recorded in Liber 1236, page 675, Livingston County Records, to the place of beginning. Excepting therefrom that part described on County Tax Rolls under Parcel I.D. No. 4711-14-200-011 as Section 14, T2N, R5E, beginning at a point distant North 00 degrees 15' 00" West 557.20 feet, North 89 degrees 30' 56" East 1833.68 feet North 518.76 feet; thence West 175 feet; thence North 462.18 feet; thence North 85 degrees 11' 00" East 1218.16 feet; thence North 23 degrees 47' 00" East 500.00 feet from the West 1/4 corner for a place of beginning; thence North 23 degrees 47' 00" East 150 feet; thence South 66 degrees 13' 00" East 100 feet; thence South 23 degrees 47' 00" West 150 feet; thence North 66 degrees 13' 00" West 100 feet to the place of beginning.

Commonly known as: V/L Grand River
Tax No. 11-14-100-014