

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
March 2, 2015
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: Feb. 16, 2015

Approval of Regular Agenda:

3. Request for approval of the DPW budget for FY 2015/2016 as recommended by the Utilities Director.
4. Request for approval of the Oak Pointe water budget, Oak Pointe sewer budget for FY 2015/2016, and the Lake Edgewood water budget as recommended by the Utilities Director.
5. Discussion regarding the Michigan Townships Association Robert R. Robinson Memorial Scholarship.
6. Discussion and possible action regarding 2015 Pavement Preservation Program.
7. Discussion regarding SELCRA funding.

Correspondence
Member Discussion
Adjournment

*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: March 2, 2015

TOWNSHIP GENERAL EXPENSES: Thru March 2, 2015	\$69,472.54
February 27, 2015 Bi Weekly Payroll	\$74,273.06
March 1, 2015 Monthly Payroll	\$10,658.46
OPERATING EXPENSES: March 2, 2015	\$156,238.23
TOTAL:	<u>\$310,642.29</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
31527	ACCIDENT	Accident Fund Company	02/11/2015	3,387.76
31528	CONSUMER	Consumers Energy	02/11/2015	638.53
31529	COOPERST	Cooper's Turf Management LLC	02/11/2015	7,779.50
31530	MICHAS	Michigan Assoc. of Planning	02/11/2015	125.00
31531	ATT& IL	AT&T	02/16/2015	148.05
31532	DTE LAKE	DTE Energy	02/16/2015	3,844.90
31533	GORDONFO	Gordon's Food Services	02/16/2015	74.97
31534	MICOM	Michigan.com	02/16/2015	300.00
31535	HARRIS	Mitch Harris Building Company	02/16/2015	660.00
31536	Tetra Te	Tetra Tech Inc	02/16/2015	1,650.00
31537	GENOA TW	Genoa Township	02/17/2015	605.28
31538	Mancuso	Mancuso & Cameron, P.C.	02/17/2015	5,605.00
31539	Stonebri	SBS Group	02/17/2015	3,500.00
31540	ACCIDENT	Accident Fund Company	02/18/2015	818.72
31542	BullsEye	BullsEye Telecom	02/18/2015	269.78
31543	BUS IMAG	Business Imaging Group	02/18/2015	51.70
31544	FED EXPR	Federal Express Corp	02/18/2015	102.46
31545	JOHNSONR	Johnson, Rosati, Schultz & Jop	02/18/2015	315.00
31546	LSL	LSL Planning, Inc.	02/18/2015	2,277.05
31547	MASTER M	Master Media Supply	02/18/2015	377.55
31548	Net serv	Network Services Group, L.L.C.	02/18/2015	45.00
31549	STofMI	State of Michigan	02/18/2015	9,289.43
31550	TRI COUN	Tri County Supply, Inc.	02/18/2015	261.14
31551	VERIZONW	Verizon Wireless	02/18/2015	608.63
31552	BLUE CRO	Blue Cross & Blue Shield Of Mi	02/19/2015	26,737.09

Report Total: 69,472.54

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 02/19/2015 - 12:25

Bank Account: 101C11

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13271	EFT-FED	EFT- Federal Payroll Tax	02/27/2015		7,468.67 4,339.22 4,339.22 1,014.78 1,014.78
Check 13271 Total:					18,176.67
13272	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/27/2015		2,066.51
Check 13272 Total:					2,066.51
13273	EFT-PRIN	EFT-Principal Retirement 457	02/27/2015		945.00
Check 13273 Total:					945.00
13274	EFT-ROTH	EFT-Principal Roth	02/27/2015		1,015.00
Check 13274 Total:					1,015.00
13275	EFT-TASC	EFT-Flex Spending	02/27/2015		1,133.04
Check 13275 Total:					1,133.04
13276	FIRST NA	First National Bank	02/27/2015		3,590.00 47,346.84

Check 13276 Total:

50,936.84

Report Total:

74,273.06

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 02/23/2015 - 10:46

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13277	EFT-FED	EFT- Federal Payroll Tax	03/02/2015		1,895.43 647.80 647.80 151.51 151.51
Check 13277 Total:					3,494.05
13278	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/02/2015		394.21
Check 13278 Total:					394.21
13279	EFT-ROTH	EFT-Principal Roth	03/02/2015		200.00
Check 13279 Total:					200.00
13280	EFT-TASC	EFT-Flex Spending	03/02/2015		83.33
Check 13280 Total:					83.33
13281	FIRST NA	First National Bank	03/02/2015		6,486.87
Check 13281 Total:					6,486.87
Report Total:					10,658.46

#503 DPW UTILITY FUND

Payment of Bills

February 10 - 23, 2015

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	02/11/2015	3120	Applied Imaging	Print Head PF-04	-517.05
Bill Pmt -Check	02/11/2015	3121	LAHRA	Kim Lane	-65.00
Bill Pmt -Check	02/11/2015	3122	LOWE'S		-1,584.43
Bill Pmt -Check	02/11/2015	3123	NWEA	Annual Biosolids conference -David Miller	-265.00
Bill Pmt -Check	02/11/2015	3124	Society for Human Resource Managem	Kimberly Lane	-190.00
Bill Pmt -Check	02/11/2015	3125	Staples Credit Plan		-541.51
Bill Pmt -Check	02/11/2015	3126	Tractor Supply Co.		-128.65
Bill Pmt -Check	02/11/2015	3127	Accident Fund	Worker Comp Ins audit-10-12-13 to 0-12-14	-6,375.24
Bill Pmt -Check	02/16/2015	3128	Advanced Auto Parts		-71.97
Bill Pmt -Check	02/16/2015	3129	Auto Zone	Truck # 14	-71.92
Bill Pmt -Check	02/16/2015	3130	Brighton Ford - Mercury, Inc.	Ford F350	-405.64
Bill Pmt -Check	02/16/2015	3131	Chase Card Services	All Systems	-2,237.82
Bill Pmt -Check	02/16/2015	3132	MWEA	Lab Practices Seminar Jon Sharp	-125.00
Bill Pmt -Check	02/16/2015	3133	Port City Communications, Inc.	Answering Service 2-1-2015 to 02-282015	-225.15
Bill Pmt -Check	02/16/2015	3134	Randy's Service Station	Towing Charges	-85.00
Bill Pmt -Check	02/16/2015	3135	SBS Group, LLC	Subscription renewal SBS Township 12 month:	-2,500.00
Bill Pmt -Check	02/16/2015	3136	Victory Lane Quick Oil Change	Full Service Oil Change 2011 Ford F150	-60.47
Bill Pmt -Check	02/16/2015	3137	WEX Bank	Fuel Purchases Bill closing Date 1-31-2015	-1,842.41
Bill Pmt -Check	02/18/2015	3138	Accident Fund	WCV 8011360 01 03	-4,298.28
Bill Pmt -Check	02/18/2015	3139	State of Michigan	Jon Sharp Class D Testing Fee	-70.00
Bill Pmt -Check	02/18/2015	3140	Verizon Wireless		-286.76
				Total	-19,780.82

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02/23/15

#595 PINE CREEK W/S FUND

Payment of Bills

February 10 - 23, 2015

Type Date Num Name Memo Amount

no checks issued

3:25 PM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

February 10 - 23, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	02/16/2015	3244	AT & T	Telephone Service 11-12-14 TO 12-11-14	-9.18
Bill Pmt -Check	02/16/2015	3245	BRIGHTON ANALYTICAL, LLC	Laboratory costs	-67.00
Bill Pmt -Check	02/16/2015	3246	DTE ENERGY	Electric bills	-7,986.32
Bill Pmt -Check	02/16/2015	3247	Advance Rehabilitation Technology	Installation of the SpectraShield Liner Syste	-2,467.40
Bill Pmt -Check	02/16/2015	3248	BRIGHTON ANALYTICAL, LLC	Laboratory costs	-67.00
Bill Pmt -Check	02/16/2015	3249	BUSINESS IMAGING GROUP	Brochure	-1,083.91
Bill Pmt -Check	02/16/2015	3250	GENOA TWP DPW FUND	Maintenance/ Billing February 2015	-37,717.85
Bill Pmt -Check	02/16/2015	3251	KENNEDY INDUSTRIES	3 PUMPS	-11,765.01
Bill Pmt -Check	02/16/2015	3252	NELSON TANK ENGINEERING & CONS	Logo modeling Oak Pointe Water Tower	-420.00
Bill Pmt -Check	02/16/2015	3253	NORTHWEST PIPE AND SUPPLY, INC.	SUPPLIES	-159.30
Bill Pmt -Check	02/16/2015	3254	Rosemount Inc.		-2,147.20
Bill Pmt -Check	02/16/2015	3255	US Postal Service	Nov 2014 to Jan 2015	-352.48
Bill Pmt -Check	02/16/2015	3256	USA Bluebook		-2,434.49
Bill Pmt -Check	02/20/2015	3257	Oak Pointe Sewer Reserve		-25,000.00
Bill Pmt -Check	02/20/2015	3258	Oak Pointe Water Reserve Fund		-20,000.00
				Total	-111,677.14

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#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

February 10 - 23, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Bill Pmt -Check	02/13/2015	2691	Brighton Analytical L.L.C.	Laboratory costs	-77.00
Bill Pmt -Check	02/13/2015	2692	Consumers Energy		-350.61
Bill Pmt -Check	02/13/2015	2693	DTE Energy	LE Electricity Billings Dec 30-Feb 02-2015	-4,650.60
Bill Pmt -Check	02/16/2015	2694	Advanced Rehabilitation Technolog	Installation of the SpectraShield Liner System	-3,701.00
Bill Pmt -Check	02/16/2015	2695	Cooper's Turf Management	Snow plowing at LE	-371.00
Bill Pmt -Check	02/16/2015	2696	GENOA TWP DPW FUND	Maintenance/Billing Fees LE	-9,983.14
Bill Pmt -Check	02/16/2015	2697	Tetra Tech Inc.	Project # 117-1045029	-646.92
Bill Pmt -Check	02/20/2015	2698	Lake Edgewood Reserve		-5,000.00
				Total	-24,780.27

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GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
Feb. 16, 2015

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 members were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Linda Rowell, Jim Mortensen, Todd Smith and Jean Ledford. Also present were: Township Manager Michael Archinal and two persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Smith and supported by Ledford to approve all items under the Consent Agenda as requested. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: Feb. 4, 2015

Approval of Regular Agenda:

Moved by Ledford and supported by Smith to approve for action all items listed under the Regular Agenda with the deletion of Item 3 at the petitioner's request. The motion carried unanimously.

3. Consideration of a request to the local governing body of a resolution for a charitable gaming license as requested by the Lucas Foundation to be located at 3555 E. Grand River.

Deleted at the petitioner's request.

4. Second review of budget for the General Fund 101 for the Fiscal Year ending March 31, 2016.

Reviewed by the Board with a recommendation for a 2.5% increase for all employees and a 2.1% increase for the Supervisor, Clerk and Treasurer with final approval of the General Fund Budget at the public hearing scheduled for March 16, 2015.

5. Review of environmental impact assessment (2/10/15) for a proposed 4,661 sq. ft. storage addition located at 1275 Grand Oaks Drive, Howell, Michigan 48843 (parcel # 4711-08-101-015). The request is petitioned by DeWitt Radiator.

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

6. Adoption of an amendment to the Official Zoning Map of Genoa Charter Township as ordered by the Court of Appeals. The property in question involves parcels 4711-33-400-003 and 4711-34-300-005 and is located at 5885 Chilson Road, Howell, Michigan 48843. The property is owned by Chestnut Development, LLC. The map amendment will change the zoning from Residential Planned Unit Development (RPUD) to Agricultural (AG).

A call to the public was made with no response. Moved by Rowell and supported by Hunt to approve the amendment to the Zoning Map as requested by VanMarter. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None. Absent – None.

The regular meeting and public hearing of the board was adjourned at 7:15 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township Board

**GENOA CHARTER TOWNSHIP BOARD SYNOPSIS
MINUTES: 02/02/2015 and 02/16/2015**

The following requests were approved by the Township Board at the Feb. 4, 2015 and Feb. 16, 2015 meetings:

- Approved - Payment of Bills and Minutes from Jan. 20, 2015 and Feb. 4, 2015.
- Discussed - The purchase of bleachers and benches for the Township athletic fields at a cost not to exceed \$10,324.
- Approved – To re-appropriate a \$3,000 commitment for the Filmore Park property from an MDNR Trust Fund grant application to a Community Foundation grant application.
- Approved - Genoa Charter Township Freedom of Information Act policies.
- Approved – An award to Fonson Company for a Lake Edgewood Sanitary Sewer Re-Route Project with a bid amount of \$102,845.00.
- Approved – An award to Seven Brothers Painting for the Oak Pointe Elevated Storage Tank Painting Project with a base contract amount of \$248,250.00.
- Approved – The installation of 12,500 linear feet of sidewalk from Sunrise Park to Hacker in the amount of \$37,000.00.
- Discussed - the cost of publication and announcements in local papers.
- Deleted - A request for a charitable gaming license as requested by the Lucas Foundation.
- Reviewed - the budget for the General Fund 101 for the Fiscal Year ending March 31, 2016.
- Approved - The environmental impact assessment (2/10/15) for a 4,661 sq. ft. storage addition located at 1275 Grand Oaks Drive, Howell, Michigan 48843 (parcel # 4711-08-101-015) by DeWitt Radiator.
- Approved - The adoption of an amendment to the Official Zoning Map of Genoa Charter Township as ordered by the Court of Appeals involving Chestnut Development.

The Minutes may be viewed in their entirety at www.genoa.org or call (810) 227-5225 and request a copy if you do not have internet service available to you.

Paulette A. Skolarus, Clerk
(Liv. Daily 02/27/2015 monthly publication)



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 25, 2015
RE: Approval of DPW Budget for FY Ending 2016

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 the fiscal year (FY) Ending March 31, 2016.

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 percentages 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 proposed FY2016 Budget, we wanted to review some of the highlights of the 9-Month Budget to Actual Report for the current FY's budget, which is presented as *Attachment 1*.

- For FY 2015, income is exceeding expenditures by \$93,119. On the revenue side, we have generated \$35,869 in additional revenue from the collection of construction fees, reimbursement of auto repair claims, insurance reimbursements, and reserve transfers.
- We have met most budget categories on target for the year including auditing, automobile expenses, insurance, credit card fees, and salaries.
- We were under budget on computer expenses, professional development, contingency, GIS, and employment recruiting.
- We were over budget for payroll taxes, retirement, supplies & tools, and uniforms & protective clothing.
- Overall, we are pleased that we are over \$93,000 under budget, and are pleased that likely, for the fourth year in a row, we will be able to return money back to the utility systems. If the budget can remain neutral, then we have the potential to return \$286,000 to the system over the past 4 years.

Allocation Percentage

Presented as *Attachment 2* is the proposed allocation percentage for the 2015 / 2016 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 from the current 28% for the Genoa Systems to 25.69%, representing a change of **-2.31%**. This reduction is due primarily to no longer having to operate the Oak Pointe Plant, so the additional staff have been allocated primarily to the Genoa-Oceola system. The proposed allocation table has been approved by the GO and MHOG Authority Boards at their December 17, 2014 meetings.

New Miss Dig Position

The proposed Fiscal Year 2016 budget provides for the creation of a new Miss Dig position due to a substantial increase in Miss Dig staking responsibilities. In addition to the recent increase in building and development, a new Miss Dig Law, which took effect April 1, 2014 has substantially increased the workload for this responsibility. Historically, a water distribution operator was able to perform staking; however, due to activity, we are now short handed in this area of our maintenance responsibility. Presented in *Attachment 3* is a summary of the MISS DIG workload increase from 2010 – 2014, which provides support for the new position included in the DPW Budget Below.

- In summary, we have gone from receiving 2,000 staking requests per year to receiving over 6,500 requests in 2014, over a 300% increase.
- In the past two years, the number of requests requiring field staking has remained around 2,200. This means in a typical work day, the technician must:
 1. Review and research 26 staking requests
 2. Mark in the field 9 staking requests
 3. Perform a computer positive response for 26 staking requests
 4. Photograph, file, and document each field stake.
- In the coming year, the new MISS DIG law will require further computerized positive response actions.

FY Ending 2016DPW Budget

Presented as *Attachment 4* is the proposed DPW Department Budget for FY Ending March 31, 2016. Included with the budget numbers are increase and decrease amounts from the current year budget along with percent changes. Following are some of the key changes of the proposed budget:

- The draft 2016 budget includes increases in expenditures for the addition of the MISS DIG Technician Position.
- In summary, we are also looking for increases to vehicle maintenance, insurance, utility billing credit card fees, and annual employee salary increases. We are pleased we were able to keep insurance costs near the same as the previous year through employee contributions and concessions.
- We are looking to decrease professional development and GIS budget line items.
- In summary, the DPW Budget will increase \$112,412 over the FY 2015 budget.

Historical Budget Trend

The FY 2016 Budget represents the fifth budget we have operated under as part of the Genoa-DPW Department which operates the five consolidated utility systems. We are projected in that five years, in addition to having saved nearly \$1,000,000 from the contract operations costs, to return \$283,000 in unused budget surplus back to the operating systems. The below summary places the budget in perspective:

- Presented as *Attachment 5* is the Historical Budget Trends data. If we compare our budget since FY 2012, our increases have averaged 2.94% annually, as compared to the rate of inflation of 2.1%. However, it is important to note that for the extra 0.84% we have added three full time employees to staff as well as 3 additional vehicles

Based on the above explanation and attached budget documents, we respectfully ask the board to consider the motion presented below:

Moved by _____, supported by _____ to approve the 2015 / 2016 System Labor and Equipment Percentage Allocation and the DPW Budget for FY Ending March 31, 2016.

APPR 3/2014

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2014	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2015	BUDGET REMAINING	% EXPENSE BUDGET REMAINING
REVENUES					
400	FEES - EXCLUDING OPER LABOR				
402	MARION SEWER (BILLING ONLY)	13,244	15,000	(1,756)	
403	PINE CREEK WATER/SEWER (BILLING ONLY)	10,396	14,000	(3,604)	
404	LAKE EDGEWOOD WATER (BILLING ONLY)	3,083	4,100	(1,017)	
	SUBTOTAL - FEES EXCLUDING OPER LABOR	<u>26,723</u>	<u>33,100</u>	<u>(6,377)</u>	
410	FEES - INCLUDING OPER LABOR				
411	OAK POINTE WATER/SEWER	339,461	452,614	(113,153)	
412	MHOG WATER	690,574	920,765	(230,191)	
413	LAKE EDGEWOOD SEWER	89,848	119,798	(29,950)	
415	GENOA/OCEOLA SEWER	413,363	551,151	(137,788)	
	SUBTOTAL - FEES INCLUDING OPER LABOR	<u>1,533,246</u>	<u>2,044,328</u>	<u>(511,082)</u>	
420	OTHER INCOME	21,770	500	21,270	
430	CONSTRUCTION FEES	14,099	0	14,099	
440	INTEREST INCOME	0	0	0	
	SUBTOTAL - OTHER INCOME	<u>35,869</u>	<u>500</u>	<u>35,369</u>	
	TOTAL REVENUE	<u>1,595,838</u>	<u>2,077,928</u>	<u>(482,090)</u>	
EXPENDITURES					
600	AUDIT/ACCOUNTING SERVICES	4,500	6,000	1,500	25.00%
601	AUTO/TRUCK EXPENSES				
601.1	ALLOWANCE	7,084	13,300	6,216	
601.2	FUEL/WASHING	33,668	54,923	21,255	
601.3	LOAN PAYBACK	48,111	64,148	16,037	
601.4	REPAIRS/MAINTENANCE	24,099	17,138	(6,961)	
601.5	DEDUCTIBLE/BODY DAMAGE REPAIR	0	2,000	2,000	
	TOTAL AUTO/TRUCK EXPENSES	<u>112,962</u>	<u>151,509</u>	<u>38,547</u>	<u>25.44%</u>
602	ADMINISTRATIVE EXPENSES				
602.1	RECEIPTING	22,500	30,000	7,500	
602.2	OFFICE RENT & SUPPLY	16,125	21,500	5,375	
	TOTAL ADMINISTRATIVE EXPENSES	<u>38,625</u>	<u>51,500</u>	<u>12,875</u>	<u>25.00%</u>
603	COMPUTER/SW EXPENSES				
603.1	COMPUTER HARDWARE EXPENSES	32	2,500	2,468	
603.2	COMPUTER SOFTWARE EXPENSES	10,027	15,000	4,973	
603.3	AIR CARDS/JETPACKS	1,419	2,000	581	
	TOTAL COMPUTER/SW EXPENSES	<u>11,478</u>	<u>19,500</u>	<u>8,022</u>	<u>41.14%</u>
604	PROFESSIONAL DEVELOPMENT				
604.1	EMPLOYEE	3,398	6,000	2,602	
604.2	INTERNAL TRAINING	2,951	5,250	2,299	
	TOTAL PROFESSIONAL DEVELOPMENT	<u>6,349</u>	<u>11,250</u>	<u>4,901</u>	<u>43.56%</u>
606	CONTINGENCY	0	5,000	5,000	100.00%
608	EMPLOYER'S PAYROLL TAXES	70,888	88,153	17,265	19.59%
609	GIS	7,725	20,000	12,275	61.38%
612	INSURANCE				
612.1	BC/BS MICHIGAN	141,275	188,841	47,566	
612.2	EHIM	29,339	57,200	27,861	
612.3	LIFE/DISABILITY	9,799	12,500	2,701	
612.4	WORKERS COMPENSATION	24,589	50,396	25,807	
612.5	VEHICLE/PROPERTY/LIABILITY INSURANCE	32,936	31,860	(1,076)	
	TOTAL INSURANCE	<u>237,938</u>	<u>340,797</u>	<u>102,859</u>	<u>30.18%</u>
613	LEGAL FEES	1,000	1,500	500	33.33%
615	CREDIT CARD FEES	13,575	18,000	4,425	24.58%
616	EMPLOYEE RECRUITING				
616.1	ADVERTISING	931	1,700	769	
616.2	BACKGROUND CHECK	422	350	(72)	
616.3	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	270	725	455	
	TOTAL EMPLOYEE RECRUITING	<u>1,623</u>	<u>2,775</u>	<u>1,152</u>	<u>41.51%</u>
617	OFFICE EXPENSES				
617.1	FURNITURE/CAPITAL	0	1,000	1,000	
617.2	SUPPLIES	4,980	5,000	20	
617.3	POSTAGE & SHIPPING	4,279	6,000	1,721	
	TOTAL OFFICE	<u>9,259</u>	<u>12,000</u>	<u>2,741</u>	<u>22.84%</u>
618	OTHER EXPENSES	15	1,000	985	98.50%
627	RETIREMENT	88,609	115,490	26,881	23.28%
630	SALARIES				
630.1	STRAIGHT TIME	780,523	1,063,554	283,031	
630.2	OVERTIME	54,885	90,900	36,015	
	TOTAL SALARIES	<u>835,408</u>	<u>1,154,454</u>	<u>319,046</u>	<u>27.64%</u>
640	SUPPLIES & TOOLS	4,259	4,000	(259)	-6.48%
651	TELEPHONE				
652	CUSTOMER LINE	342	1,000	658	
653	ANSWERING SERVICE	2,776	3,000	224	
654	CELL PHONE ALLOWANCE	12,244	16,500	4,256	
655	CELL PHONES	2,068	2,000	(68)	
	TOTAL TELEPHONE	<u>17,430</u>	<u>22,500</u>	<u>5,070</u>	<u>22.53%</u>
700	TRANSFERS TO EQUIPMENT RESERVES	22,500	30,000	7,500	25.00%
701	TRANSFERS TO PERSONNEL RESERVES	7,500	10,000	2,500	25.00%
705	UNIFORMS & PROTECTIVE CLOTHING				
705.1	UNIFORMS	6,295	3,600	(2,695)	
705.2	PANT ALLOWANCE	0	3,400	3,400	
705.3	SAFETY/PPE	4,781	5,000	219	
	TOTAL UNIFORMS & PROTECTIVE CLOTHING	<u>11,076</u>	<u>12,000</u>	<u>924</u>	<u>7.70%</u>
	TOTAL EXPENDITURES	<u>1,502,719</u>	<u>2,077,428</u>	<u>574,709</u>	<u>27.66%</u>
	CHANGE IN FUND BALANCE	93,119	500	92,619	
	BEGINNING FUND BALANCE	52,948	52,948	0	
	REFUNDS TO W/S DISTRICTS	(2,948)	(2,948)	0	
	ENDING FUND BALANCE	<u>143,119</u>	<u>50,500</u>	<u>92,619</u>	
		12/31/2014	3/31/2015		

**Draft
2015/16 System Labor Equipment Percentage Calculation**

System	Billed Connections	%	Mile of Pipe	%	Avg. Daily Flow (2013/14)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps & Hydrants	%	Total Avg.
MHOG	4,619	40.67%	132	46.48%	1,430,000	46.85%	8	38.65%	8.2	34.45%	\$2,310,300	40.85%	1,456	66.15%	44.87%
Genoa-Oceola	4,187	36.87%	90	31.69%	1,183,451	38.77%	6.7	32.37%	7	29.41%	\$1,848,801	32.69%	95	4.32%	29.44%
Oak Pointe Sewer	1,214	10.69%	34	11.97%	0	0.00%	2	9.66%	2	8.40%	\$721,207	12.75%	420	19.08%	10.37%
Oak Pointe Water	834	7.34%	15	5.28%	316,000	10.35%	3	14.49%	3.4	14.29%	\$420,760	7.44%	144	6.54%	9.39%
Lake Edgewood	503	4.43%	13	4.58%	123,134	4.03%	1	4.83%	3.2	13.45%	\$353,901	6.26%	86	3.91%	5.93%
Total	11,357	100.00%	284	100.00%	3,052,585	100.00%	20.7	100.00%	23.8	100.00%	\$5,654,969	100.00%	2,201	100.00%	100.00%

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	45.04%	44.87%	-0.17%
Genoa-Oceola	26.96%	29.44%	2.48%
Oak Pointe Sewer	12.31%	10.37%	-1.94%
Oak Pointe Water	9.83%	9.39%	-0.44%
Lake Edgewood	5.86%	5.93%	0.07%

MISS DIG
2012 -2014 Staking Request Evaluation

2010			2011				2012			
Month	# Requests	# Marked	Month	# Requests	# Marked	% Increase	Month	# Requests	# Marked	% Increase
Jan.	91	13	Jan.	86	25	92%	Jan.	106	43	72%
Feb.	113	21	Feb.	56	24	14%	Feb.	93	58	142%
March.	300	51	March.	185	78	53%	March.	81	76	-3%
April	450	102	April	126	73	-28%	April	243	123	68%
May	233	75	May	233	84	12%	May	259	90	7%
June	324	118	June	211	69	-42%	June	304	86	25%
July	312	84	July	194	47	-44%	July	203	78	66%
Aug.	290	72	Aug.	244	104	44%	Aug.	215	104	0%
Sept.	290	63	Sept.	186	104	65%	Sept.	231	110	6%
Oct.	204	73	Oct.	171	80	10%	Oct.	232	101	26%
Nov.	154	61	Nov.	181	74	21%	Nov.	120	69	-7%
Dec.	97	26	Dec.	104	62	138%	Dec.	117	62	0%
Sum (Year)	2858	759	Sum (Year)	1977	824	9%	Sum (Year)	2204	1000	21%
Sum (Jan-Oct)	2607	672	Sum (Jan-Aug)	1692	688	2%	Sum (Jan-Aug)	1967	869	26%

2013				2014				
Month	# Requests	# Marked	% Increase	Month	# Requests	# Response	# Marked	% Increase
Jan.	127	70	63%	Jan.	220		164	134%
Feb.	86	50	-14%	Feb.	170	170	170	240%
March.	164	62	-18%	March.	191	191	101	63%
April	350	187	52%	April	431	415	145	-22%
May	432	265	194%	May	409	818	184	-31%
June	392	261	203%	June	992	978	220	-16%
July	369	220	182%	July	1002	991	211	-4%
Aug.	274	195	88%	Aug.	846	790	224	15%
Sept.	420	268	144%	Sept.	934	920	240	-10%
Oct.	473	314	211%	Oct.	794	657	252	-20%
Nov.	335	261	278%	Nov.	359	491	189	-28%
Dec.	165	141	127%	Dec.	243	329	127	-10%
Sum (Year)	3587	2294	129%	Sum (Year)	6591	6750	2227	-3%
Sum (Jan-Aug)	3422	2153	148%	Sum (Jan-Aug)	6348	6421	2100	-2%

Positive Response Requirement

Multiple Jurisdiction Response

GENOA TOWNSHIP - DPW FUND #503
 DRAFT BUDGET FOR THE FY ENDING 3/31/2016
 COMPARISON TO BUDGET FOR THE FY ENDING 3/31/2015

ACCOUNT#	ACCOUNT DESCRIPTION	ADOPTED BUDGET FOR THE YEAR ENDING 3/31/2015	ACCOUNT#	ACCOUNT DESCRIPTION	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2016	INCREASE / DECREASE FROM FY 2015 BUDGET	% INCREASE / DECREASE FROM FY 2015 BUDGET
REVENUES							
400	FEES - EXCLUDING OPER LABOR		400	FEES - EXCLUDING OPER LABOR			
401	GENOA TWP.	0	401	GENOA TWP.	0	0	
402	MARION SEWER (BILLING ONLY)	15,000	402	MARION SEWER (BILLING ONLY)	15,000	0	
403	PINE CREEK WATER/SEWER (BILLING ONLY)	14,000	403	PINE CREEK WATER/SEWER (BILLING ONLY)	14,000	0	
404	LAKE EDGEWOOD WATER (BILLING ONLY)	4,100	404	LAKE EDGEWOOD WATER (BILLING ONLY)	4,100	0	
	SUBTOTAL - FEES EXCLUDING OPER LABOR	33,100		SUBTOTAL - FEES EXCLUDING OPER LABOR	33,100	0	0.0%
410	FEES - INCLUDING OPER LABOR		410	FEES - INCLUDING OPER LABOR			
411.1	OAK POINTE SEWER/WATER	452,614	411.1	OAK POINTE SEWER/WATER	473,960	21,346	
412	MHOG WATER	920,765	412	MHOG WATER	964,190	43,424	
413	LAKE EDGEWOOD SEWER	119,798	413	LAKE EDGEWOOD SEWER	125,447	5,650	
415	GENOA/OCEOLA SEWER	551,151	415	GENOA/OCEOLA SEWER	577,144	25,993	
	SUBTOTAL - FEES INCLUDING OPER LABOR	2,044,328		SUBTOTAL - FEES INCLUDING OPER LABOR	2,140,741	96,412	4.7%
420	OTHER INCOME	500	420	OTHER INCOME	500	500	
430	CONSTRUCTION FEES	0	430	CONSTRUCTION FEES	15,500	15,500	
440	INTEREST INCOME	0	440	INTEREST INCOME	0	0	
	SUBTOTAL - OTHER INCOME	500		SUBTOTAL - OTHER INCOME	16,000	15,500	3100.0%
	TOTAL REVENUE	2,077,928		TOTAL REVENUE	2,189,841	111,912	5.4%
EXPENDITURES							
600	AUDIT/ACCOUNTING SERVICES	6,000	600	AUDIT/ACCOUNTING SERVICES	6,000	0	0.0%
601	VEHICLE EXPENSES		601	VEHICLE EXPENSES			
601.1	CAR ALLOWANCES	13,300	601.1	CAR ALLOWANCES	12,000	-1,300	
601.2	FUEL/WASHING	54,923	601.2	FUEL/WASHING	57,692	2,769	
601.3	LOAN PAYBACK	64,148	601.3	LOAN PAYBACK	64,148	0	
601.4	ROUTINE MAINTENANCE	17,138	601.4	ROUTINE MAINTENANCE	20,084	2,946	
601.5	DEDUCTIBLES/BODY DAMAGE REPAIR	2,000	601.5	DEDUCTIBLES/BODY DAMAGE REPAIR	2,000	0	
	TOTAL VEHICLE EXPENSES	151,509		TOTAL VEHICLE EXPENSES	155,924	4,415	2.9%
602	ADMINISTRATIVE EXPENSES		602	ADMINISTRATIVE EXPENSES			
602.1	LABOR (RECEIPTING /IT/ BOOKEEPER)	30,000	602.1	LABOR (RECEIPTING /IT/ BOOKEEPER)	30,000	0	
602.2	OFFICE RENT / SUPPLIES	21,500	602.2	OFFICE RENT / SUPPLIES	23,000	1,500	
	TOTAL ADMINISTRATIVE EXPENSES	51,500		TOTAL ADMINISTRATIVE EXPENSES	53,000	1,500	2.9%
603	COMPUTER EXPENSES		603	COMPUTER EXPENSES			
603.1	COMPUTER HARDWARE EXPENSES	2,500	603.1	COMPUTER HARDWARE EXPENSES	2,500	0	
603.2	COMPUTER SOFTWARE EXPENSES	15,000	603.2	COMPUTER SOFTWARE EXPENSES	15,000	0	
603.3	AIR CARDS/JETPACKS	2,000	603.3	AIR CARDS/JETPACKS	2,000	0	
	TOTAL COMPUTER EXPENSES	19,500		TOTAL COMPUTER EXPENSES	19,500	0	0.0%
604	PROFESSIONAL DEVELOPMENT		604	PROFESSIONAL DEVELOPMENT			
604.1	EMPLOYEE	6,000	604.1	EMPLOYEE	6,000	0	
604.2	INTERNAL TRAINING	5,250	604.2	INTERNAL TRAINING	4,000	-1,250	
	TOTAL PROFESSIONAL DEVELOPMENT	11,250		TOTAL PROFESSIONAL DEVELOPMENT	10,000	-1,250	-11.1%
606	CONTINGENCY	5,000	606	CONTINGENCY	5,000	0	0.0%
608	EMPLOYER'S PAYROLL TAXES	88,153	608	EMPLOYER'S PAYROLL TAXES	96,848	8,695	9.9%
609	GIS	20,000	609	GIS	10,000	-10,000	-50.0%
612	INSURANCE		612	INSURANCE			
612.1	BC/BS MICHIGAN	188,841	612.1	BC/BS MICHIGAN	187,519	-1,322	
612.2	EHIM	57,200	612.2	EHIM	59,055	1,855	
612.3	LIFE/DISABILITY	12,500	612.3	LIFE/DISABILITY	15,570	3,070	
612.4	WORKER'S COMPENSATION	50,396	612.4	WORKER'S COMPENSATION	54,042	3,646	
612.5	VEHICLE/PROPERTY/LIABILITY INSURANCE	31,860	612.5	VEHICLE/PROPERTY/LIABILITY INSURANCE	32,936	1,076	
	TOTAL INSURANCE	340,797		TOTAL INSURANCE	349,123	8,326	2.4%
613	LEGAL FEES	1,500	613	LEGAL FEES	1,500	0	0.0%
615	UTILITY BILLING CREDIT CARD PAYMENT FEES	18,000	615	UTILITY BILLING CREDIT CARD PAYMENT FEES	20,000	2,000	11.1%
616	EMPLOYEE RECRUITING		616	EMPLOYEE RECRUITING			
616.1	ADVERTISING	1,700	616.1	ADVERTISING	1,700	0	
616.2	BACKGROUND CHECK	350	616.2	BACKGROUND CHECK	350	0	
616.3	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	725	616.3	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	725	0	
	TOTAL RECRUITING	2,775		TOTAL RECRUITING	2,775	0	0.0%
617	OFFICE EXPENSES		617	OFFICE EXPENSES			
617.1	FURNITURE / CAPITAL	1,000	617.1	FURNITURE / CAPITAL	1,000	0	
617.2	SUPPLIES	5,000	617.2	SUPPLIES	5,000	0	
617.3	POSTAGE AND SHIPPING	6,000	617.3	POSTAGE AND SHIPPING	6,000	0	
	TOTAL OFFICE EXPENSES	12,000		TOTAL OFFICE EXPENSES	12,000	0	0.0%
618	OTHER EXPENSES	1,000	618	OTHER EXPENSES	1,000	0	0.0%
627	RETIREMENT	115,490	627	RETIREMENT	124,374	8,884	7.7%
630	DPW SALARIES		630	DPW SALARIES			
630.1	STRAIGHT TIME	1,063,554	630.1	STRAIGHT TIME	1,167,959	104,405	
630.2	OVERTIME	90,900	630.2	OVERTIME	76,338	-14,562	
	TOTAL DPW SALARIES	1,154,454		TOTAL DPW SALARIES	1,244,297	89,843	7.8%
640	SUPPLIES & TOOLS	4,000	640	SUPPLIES & TOOLS	4,000	0	0.0%
651	TELEPHONE		651	TELEPHONE			
652	CUSTOMER LINE	1,000	652	CUSTOMER LINE	1,000	0	
653	ANSWERING SERVICE	3,000	653	ANSWERING SERVICE	3,000	0	
654	CELL PHONE ALLOWANCE	16,500	654	CELL PHONE ALLOWANCE	16,500	0	
655	CELL PHONES	2,000	655	CELL PHONES	2,000	0	
	TOTAL - TELEPHONE	22,500		TOTAL - TELEPHONE	22,500	0	0.0%
700	TRANSFERS TO EQUIPMENT RESERVES	30,000	700	TRANSFERS TO EQUIPMENT RESERVES	30,000	0	
701	TRANSFERS TO PERSONNEL RESERVES	10,000	701	TRANSFERS TO PERSONNEL RESERVES	10,000	0	0.0%
705	UNIFORMS AND PROTECTIVE CLOTHING		705	UNIFORMS AND PROTECTIVE CLOTHING			
705.1	UNIFORMS	3,600	705.1	UNIFORMS	3,600	0	
705.2	PANT ALLOWANCE	3,400	705.2	PANT ALLOWANCE	3,400	0	
705.3	SAFETY / PPE	5,000	705.3	SAFETY / PPE	5,000	0	
	TOTAL - UNIFORMS & PROTECTIVE CLOTHING	12,000		TOTAL - UNIFORMS & PROTECTIVE CLOTHING	12,000	0	0.0%
	TOTAL EXPENDITURES	2,077,428		TOTAL EXPENDITURES	2,189,841	112,412	5.4%
	INCOME TO EXPENDITURE	500		INCOME TO EXPENDITURE	0		

**DPW Operations
Historical Budget Trend**

HISTORICAL SUMMARY	
DPW Budgeted Amount FY Ending 2016	\$2,189,841
Original DPW Budget FY Ending 2012	\$1,909,249
% Increase over contract life	14.70%
Years of DPW Operation	5
Increase Per year	2.94%
Average Rate of Inflation 2011 - 2014	2.10%

Additional Staff

3 FTEs

Meter Reading - Part to Full
Engineering Technician
MISS Dig

Additional Vehicles

3 Vehicles

Grinder Van
Truck 17 - F-150
MISS DIG (2016)



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 25, 2015
RE: Lake Edgewood Sewer, Oak Pointe Sewer, and Oak Pointe Water Budget Approvals

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. These systems are each experiencing a significant capital improvement project in the coming year funded through bond sales, reserve funds, and capital improvement debt charges. As a result, the systems operation and maintenance budgets have stabilized over the past several years. This increased stability is highlighted in *Attachments #1A – 1C*, which presents a summary of the historic and current financial state of these systems. For each system, we have included a summary of the historic rate adjustment, user rates, revenue and expenses from Fiscal Years 2007 – 2016, along with historic flow numbers.

In the following sections, we present the current fiscal year budget, the 9-Month Budget to Actual Report, an amended FY 2015 Budget, and the proposed FY 2016 Operating Budget. There are no recommended utility rate adjustments for these systems for the Fiscal Year ending March 31, 2016.

Lake Edgewood Sewer System

Presented as *Attachment 2A* is the budget summary sheet for the Lake Edgewood Sewer System. One year ago, we proposed an original budget for Lake Edgewood that was predicted to finish with a loss of \$11,458. Through 9-months, we are pleased to report that our revenues have exceeded expenditures by \$4,122. The largest expense to Lake Edgewood has been sludge disposal, as we were impacted by an unusually cool and wet spring that impacted hauling schedules and volumes. Utilizing our 9-month to actual data, we have developed an amended budget that results in a planned surplus of \$2,972 for the year.

For FY 2016, we are not requesting a rate adjustment to metered or flat rate sewer customers. We are proposing that expenses will increase by approximately \$37,000 in FY 2016 or 11%. This is due to planned aeration blower maintenance, an increase in labor expenses due to allocation percentage and DPW changes, and performing a mixing zone determination to hopefully be able to have no further action required on the sodium and chloride plume. We are

comfortable with the proposed loss next year of \$28,438, as we are hopeful that in FY2017 the maintenance costs will return to normal. Given the large and historic steady increases as well as the existing high O&M rates, the FY2016 budget provides an opportunity to provide some rate relief to customers of the Lake Edgewood Sewer System.

Oak Pointe Sewer System

Presented as *Attachment 2B* is the budget summary sheet for the Oak Pointe Sewer System. Prior to summarizing the budget for the Oak Pointe Sewer System, it is important to note that we are currently in the course of a \$6,000,000 capital improvement to convert the Oak Pointe Wastewater Plant to an equalization pump station to transport flows to the Genoa – Oceola WWTP. To cover the cost of the \$6,000,000 capital improvement, on November 1, 2014 residents began paying an average of \$75 more per quarter (\$300 annually) in debt charges on their utility bill. As a result, there was a goal to not increase rates additionally for the residents of Oak Pointe due to the new burden of the sewer debt. Budget projections for FY2016 were difficult, as the plant has been taken off line and flows are now being treated at the Genoa-Oceola WWTP. Therefore, significant estimations had to be made on labor reduction, electrical reduction, treatment charges, and repairs and maintenance.

Through 9 months, we are pleased to report that revenues have exceeded expenditures by \$24,866. With the treatment of flows from Oak Pointe at the Genoa-Oceola WWTP beginning January 30th, 2015, we have developed an amended budget that results in a surplus of \$20,522. For FY 2016, we are projecting a budget surplus of \$4,907. As a result, we are pleased to recommend no rate adjustments for the customers of the Oak Pointe Wastewater System for FY 2016.

Oak Pointe Water System

Presented as *Attachment 2C* is the budget summary sheet for the Oak Pointe Water System. One year ago, we proposed an original budget for the Oak Pointe Water system that was predicted to finish with a loss of \$3,750. Through 9-months, we are pleased to report that our revenues exceed expenditures by \$23,020. The largest expenses to the Oak Pointe Water System have been engineering, a new pressure sustaining valve, and new pumps in the Booster Station all in anticipation of painting the elevated storage tank. Unfortunately, this past summer was very wet and cool, which resulted in a significant reduction in the gallons of water sold. As a result, we are projecting a revenue short fall of over \$50,000 from the original budget. Due to the substantial improvements in anticipation of tower painting as well as the revenue shortfall, we are projecting a loss of \$53,201 for the Fiscal Year ending March 31, 2015.

For FY 2016, we are not requesting a rate adjustment to metered water customers. We are proposing that usage will return to normal levels, as well as a reduction in expenditures of approximately \$8,000. Based on our projected FY2016 budget numbers, we are projecting an essentially balanced budget, with revenues exceeding expenditures by just under \$1,000. Finally, it should be noted that quarterly Capital Improvement charges were increased in FY 2015 by \$5 per quarter per home to cover the cost of painting of the elevated storage tank.

Therefore, we are pleased to offer customers of the Oak Pointe Water System some rate relief for the coming fiscal year.

In summary, the smaller Genoa Township Utility Systems are self-sufficient, financially stable, and improving in overall appearance, operation, and reliability. It is our goal to continue to monitor the financial condition of these systems to avoid the substantial and significant rate adjustments of the past. Given the ability to fund major improvements through debt and capital improvement charges, as well as the implementation of minimum sewer bills, we are better able to absorb swings in use based commodity charges. In the future, we will look to these more stable and guaranteed sources of funding rather than focusing solely on increasing commodity charges.

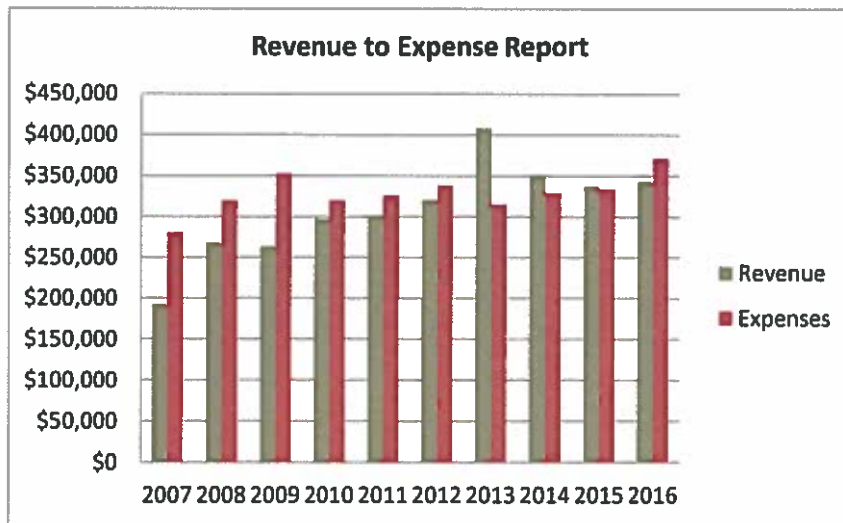
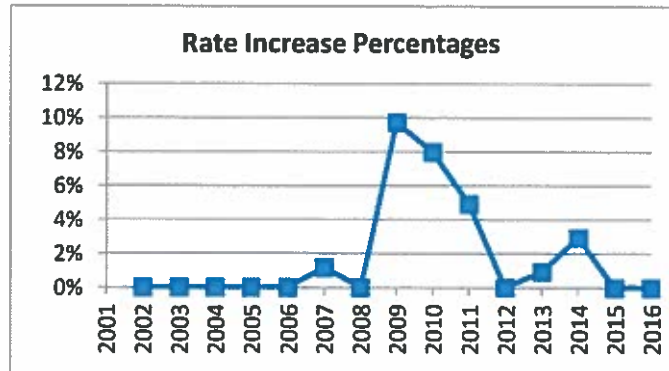
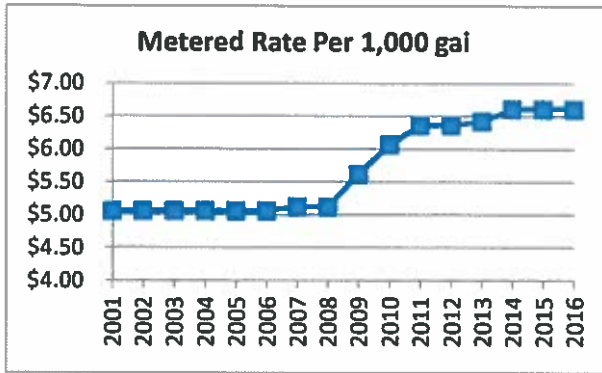
Budget Recommendations

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

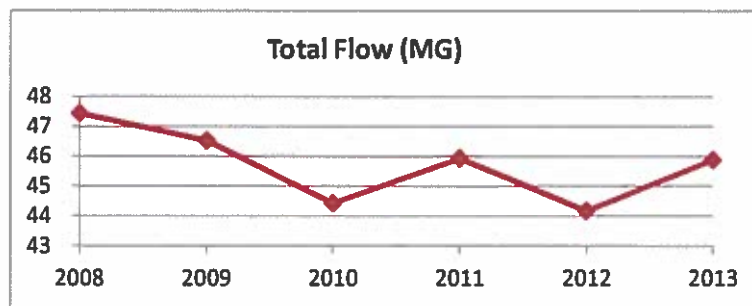
Moved by _____, supported by _____ to amend the FY 2015 and approve the FY 2016 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

Lake Edgewood Sewer

Rate, Flow and Financial Summary



See Notes
1, 2, 3, 4 & 5

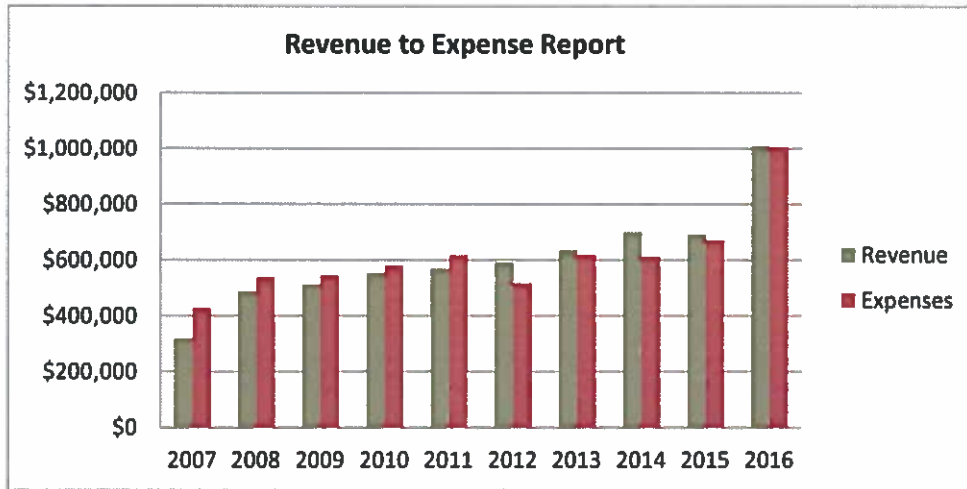
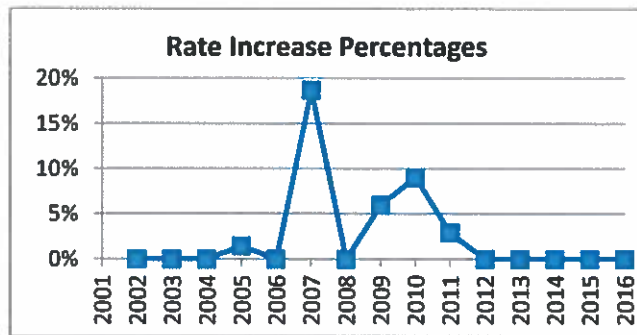
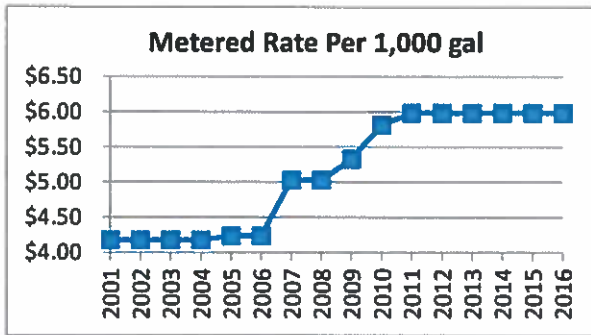


Notes:

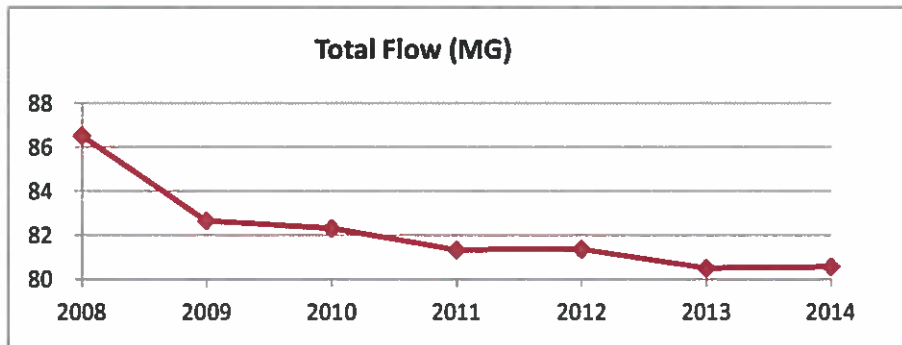
1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2014
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2015 and FY 2016
4. The exceedance of 2016 expenditures to revenues is due to planned blower maintenance
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



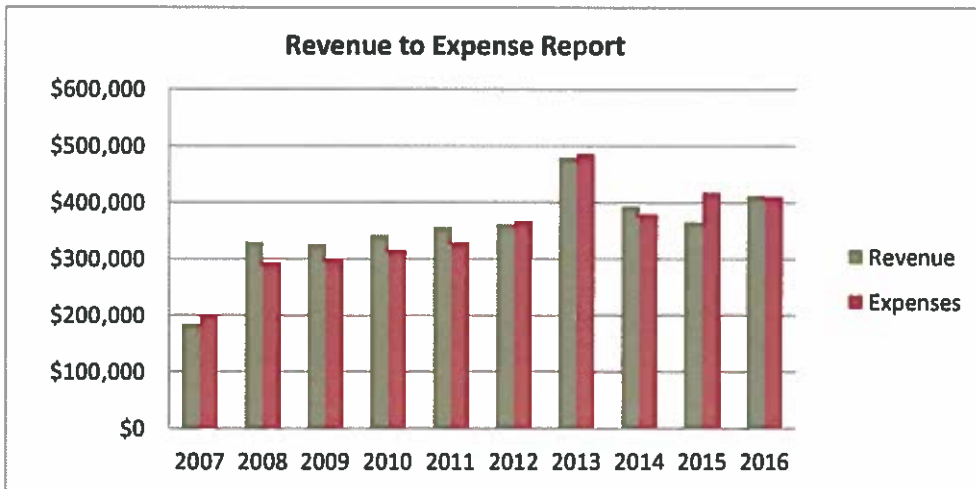
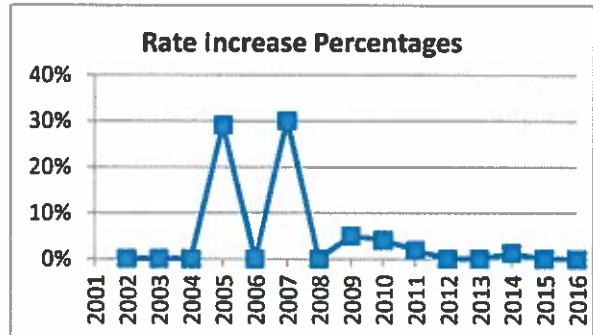
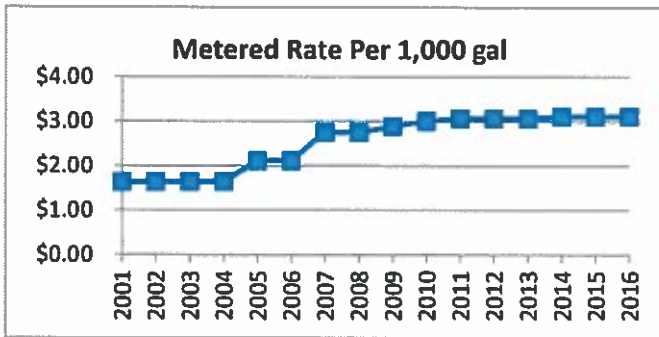
Notes:

1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2014
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 2015 and FY 2016
4. Large increase in expenditures in 2016 is due to sewer debt charges for OP to Genoa-Oceola Bond Issue

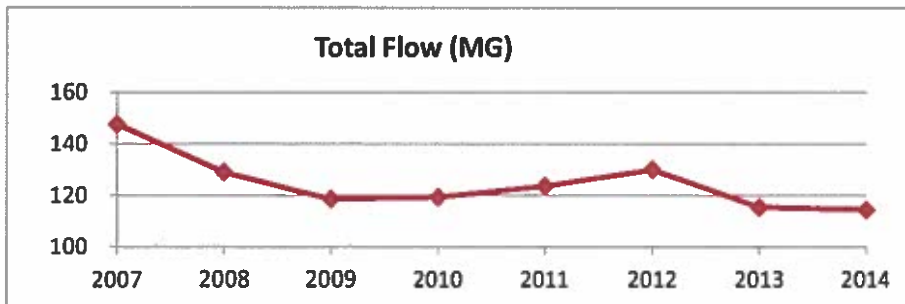
Note: Average Resident Paying \$75 per quarter in sewer debt charges

Oak Pointe Water

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 2014.
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 2015 and FY 2016.
4. Loss in 2015 due to unusually low water production due to wet cool summer.

CHARTER TOWNSHIP OF GENOA
LAKE EDGEWOOD SEWER SYSTEM
BUDGET WORKSHEET FOR 3/31/16

ACCT #	DESCRIPTION	Appr 3/3/14 BUDGET FOR THE YEAR			REVISED BUDGET AMOUNTS FOR YEAR 3/31/2015	PROPOSED BUDGET FOR YEAR ENDING 3/31/2016	Notes
		ENDING 3/31/2015	ACTUAL 9 MONTHS 12/31/2014	VARIANCE			
REVENUES							
400	Billings - operations	342,443	252,275	(90,168)	336,978	342,013	Rates remain same @ \$6.62/1,000 gal metered and \$120 for flats.
407	Contributions - other	0	0	0	0	0	
420	Income - other	0	8,654	8,654	0	0	
440	Income - interest	0	0	0	0	0	
499	Trans - in DPW # 503	0	172	172	172	1,000	Surplus in FY 2015 DPW Budget
699	Trans - in LE new user	0	0	0	0	0	
TOTAL INCOME		342,443	261,101	(81,342)	337,150	343,013	
EXPENSES							
600	Accounting/auditing	3,000	3,000	0	3,000	3,000	No Change
609	Chemicals	9,000	5,302	3,698	7,250	8,000	Using slightly less Alum
615	Consent order - groundh20 sodium	15,000	5,911	9,089	8,000	15,000	Perform mixing zone determination
627	Engineering - general	1,250	0	1,250	0	1,250	Miscellaneous Services
630	Engineering - separate projects	2,000	12,086	(10,086)	15,000	2,000	Design of Re-Route Sewer in LE Townhomes
639	Insurance	3,400	2,507	893	3,400	3,400	No Change
642	Labor - fixed	120,000	89,848	30,152	120,000	126,000	Increase due to DPW Budget Increase
648	Laboratory costs	13,000	8,149	4,851	9,000	10,000	Slight reduction
654	Legal fees	500	0	500	0	500	No Change
657	Licenses, Fees, Permits	5,000	3,670	1,330	7,320	7,300	\$3,650 for groundwater permit plus biosolids
660	Miss Dig	0	274	(274)	274	300	Membership charge
663	Office expenses	100	50	50	100	100	No Change
669	Refunds & adjustments	0	0	0	0	0	No Change
673	R & M - Building	4,000	18,956	(14,956)	20,000	4,000	Painted Building in FY 2015
675	R & M - Grounds	1,500	0	1,500	0	1,500	No Change
676	R & M - Scada Web Maint. & Cell	3,000	0	3,000	3,180	3,250	5 Stations plus plant on annual KISM SCADA system
677	R & M - Plant equipment	30,000	7,588	22,412	12,000	40,000	Need to have blowers rebuilt in FY 2016
678	R & M - Grinder pumps	6,000	4,575	1,425	6,105	6,000	No Change
679	R & M - Lines	5,000	521	4,479	1,000	5,000	No Change
680	R & M - Pump stations	10,000	1,899	8,101	2,500	10,000	No Change
681	R & M - Sewer line cleaning	5,000	1,575	3,425	1,575	5,000	No Change
682	R & M - Snowplowing/mowing	2,500	2,288	212	3,500	3,500	Increase based on mowing and snow removal frequency
684	R & M - Generators	5,000	4,246	754	4,500	5,000	No Change
687	R & M - Other	1,000	0	1,000	0	1,000	No Change
688	R & M - Backups	1	0	1	1	1	No Change
690	Sludge disposal	30,500	41,817	(11,317)	42,000	40,000	Sludge Production Increased, so Increased Disposal
692	Telephone	1,200	3,205	(2,005)	4,273	2,100	Reduce number of lines to reduce charges
694	Tools & supplies	500	0	500	0	500	No Change
695	Tools & supplies - all systems	4,500	2,265	2,235	3,250	4,500	No Change
700	Trans out - Capital Impr. Repl. Reserve	5,000	0	5,000	5,000	5,000	No Change
701	Utilities - water	250	163	87	250	250	No Change
702	Utilities - electric	58,000	33,378	24,622	45,000	50,000	Reduce slightly
704	Utilities - gas	5,000	1,113	3,887	3,000	4,000	No Change
706	Utilities - sewer BTS (Davita)	3,700	2,593	1,107	3,700	4,000	Assume BTS increase
Total expenses		353,901	256,979	96,922	334,178	371,451	
Net revenues/expenses		(11,458)	4,122	15,580	2,972	(28,438)	
Beginning fund equity (deficit)		409,968	409,968	0	409,968	412,940	
Ending fund equity (deficit)		398,510	414,090	15,580	412,940	384,502	

ACCT #	DESCRIPTION	APPR 3/3/2014			REVISED	PROPOSED	Notes
		BUDGET FOR THE YEAR ENDING 3/31/2015	ACTUAL FOR 9 MONTHS 12/31/2014	VARIANCE	BUDGET FOR YEAR FOR YEAR 3/31/2015	BUDGET FOR YEAR ENDING 3/31/2016	
REVENUES							
400	Billings - operations	569,780	429,392	(140,388)	570,880	579,258	Rates remain same \$5.98/1,000 gallons for metered \$125.76 flats
420	Income - other	1,500	9,496	7,996	10,000	1,500	
422	Income - Grinder pump reimbursement	0	4,493	4,493	6,000	5,000	
425	Trans in - OP new user	0	0	0	0	0	
440	Income - interest	0	0	0	0	0	
499	Trans in from DPW #503	0	365	365	385	5,000	Expect refund from DPW for surplus in FY 2015 Budget
599	Billings - Debt (OP & GO)	170,000	0	(170,000)	105,000	420,000	Debt charge same as approved effective 11/1/14
699	Loan proceeds from G/O New User #489	0	0	0	0	0	
TOTAL INCOME		741,280	443,746	(297,534)	692,245	1,010,758	
EXPENSES							
600	Accounting/auditing	3,000	2,550	450	3,000	3,100	3% Increase for FY 2016
609	Chemicals	9,000	8,246	754	18,000	0	As of 1/30, OP flows to GO, no planned CaNO3 addition
615	Consent order - groundh2O sodium	22,000	17,473	4,527	18,000	10,000	Reduced sampling to plant being off line, only residential in FY 2016
627	Engineering - general	1,500	0	1,500	0	1,500	Misc. Services
630	Engineering - separate projects	2,500	0	2,500	0	2,500	Troubleshooting New Pump Station
639	Insurance	6,100	4,781	1,319	6,100	6,100	No Change
642	Labor - fixed	252,706	188,743	63,963	252,000	222,000	Reduced labor for plant removal
648	Laboratory costs	10,000	6,723	3,277	8,000	0	No more analytical, OP is a pump station
654	Legal fees	100	0	100	0	100	No Change
657	Licenses, Fees, Permits	5,900	850	5,050	5,000	1,200	Biosolids Still for FY 2016 Spring Removal
660	Miss - Dig Expenses	0	807	(807)	807	900	New annual membership requirement per new rules
663	Office expenses	500	361	139	400	500	No Change
669	Refunds & adjustments	100	0	100	0	100	No Change
673	R & M - Building	1,000	3,631	(2,631)	3,700	2,000	Still work on heaters, electrical, lighting, etc...
675	R & M - Grounds	1,000	0	1,000	0	2,000	Expect restoration, planting, etc... with basins off line
676	R & M - Scada Web Maint. & Cell	4,800	3,600	1,200	8,400	4,800	Due to conversion, paid twice in this fiscal year.
677	R & M - Plant equipment	10,000	6,550	3,450	8,000	0	All expenses will now be under pump station, no functional plant
678	R & M - Grinder pump repairs	45,000	42,204	2,796	45,000	45,000	No Change
678.1	R & M - Grinder Pumps - New	0	0	0	0	0	No Change
679	R & M - Lines	10,000	7,962	2,038	9,000	9,000	No Change
680	R & M - Pump stations	25,000	22,486	2,514	25,000	30,000	Increase for OP plant being converted to a pump station
682	R & M - Snowplowing/mowing	3,000	2,265	735	2,500	3,000	No Change
684	R & M - Generators	2,500	3,211	(711)	3,250	3,250	Adjust higher next year
686	R & M - Sewer line cleaning	2,500	0	2,500	0	0	Plan for small amount of cleaning next year.
687	R & M - Other	1,000	0	1,000	0	1,000	No Change
688	R & M - Sewer backups	1	5,333	(5,332)	5,333	1	Grinder pump back-ups in FY 2015
690	Sludge disposal	25,000	16,433	8,567	16,433	9,000	Still have sludge to haul off in Spring
692	Telephone	1,500	1,679	(179)	2,300	2,300	Keeping same phone lines as previous year
694	Tools & supplies	500	270	230	500	500	No Change
695	Tools & supplies - all systems	6,000	2,870	3,130	5,000	5,000	Reduce from previous years
700	Trans out - Capital Improv. Repl. Reserves	25,000	0	25,000	25,000	25,000	No Change
701	Trans out - OP Debt Service Fund (OP & GO)	170,000	24,000	146,000	105,000	420,000	Bond Payments in FY 2016 total \$189,526.
702	Utilities - electric	55,000	42,379	12,621	50,000	29,500	No longer running blowers
704	Utilities - gas	4,000	3,473	527	5,000	5,000	Small increase
706	Utilities - sewer treatment charges - GO	0	0	0	26,000	146,500	Based on 210,000 per day at \$1.91 per 1,000 gallons
802	Trans out - Grinder pumps 2013 (GO new user)	15,000	0	15,000	15,000	15,000	
Total expenses		721,207	418,880	302,327	671,723	1,005,851	
Net revenues/expenses		20,073	24,866	4,793	20,522	4,907	
Beginning fund equity (deficit)		695,582	695,582	0	695,582	716,104	
Ending fund equity (deficit)		715,655	720,448	4,793	716,104	721,011	

CHARTER TOWNSHIP OF GENDA
 OAK POINTE WATER SYSTEM
 BUDGET WORKSHEET FOR 3/31/16

ACCT #	DESCRIPTION	APPR 3/3/2014			REVISED BUDGET FOR YEAR 3/31/2015	PROPOSED BUDGET FOR YEAR ENDING 3/31/2016	Notes
		BUDGET FOR THE YEAR ENDING 3/31/2015	ACTUAL FOR 9 MONTHS 12/31/2014	VARIANCE			
REVENUES							
400	Billings - operations	343,850	243,588	(100,262)	288,356	329,854	No change in rates, remain at \$3.12 per 1,000 gallons.
420	Income - other	500	3,868	3,368	500	500	
423	Income - capital charge	60,960	41,205	(19,755)	56,505	61,200	Keep same at \$15
424	Income - Cell tower rent	19,200	19,200	0	19,200	19,200	\$9,600 x 2
425	Trans in - OP new user	0	0	0	0	0	
440	Interest Income	0	0	0	0	0	
446	Meter Sales	0	0	0	0	0	
499	Trans in from DPW #503	0	299	299	300	1,000	Estimate
TOTAL INCOME		424,510	308,160	(116,350)	364,861	411,754	
EXPENSES							
600	Accounting/auditing	2,800	1,950	850	2,800	2,900	3.6% Increase
609	Chemicals	10,000	6,388	3,612	8,500	10,000	Low water usage in FY 2015
627	Engineering - general	1,500	715	785	715	1,500	Misc. Services from Engineer
630	Engineering - separate projects	10,000	4,192	5,808	5,250	2,000	Engineering this year for painting design
639	Insurance	3,500	2,354	1,146	3,500	3,500	No Change
642	Labor - fixed	201,700	150,718	50,982	201,000	201,500	Small adjustment based on new DPW budget
648	Laboratory costs	3,000	571	2,429	1,875	3,000	Annual radiological, metals, etc...
654	Legal fees	500	0	500	0	500	No Change
657	Licenses, Fees, Permits	1,500	1,228	272	1,300	1,500	Annual permit fee
660	Miss Dig Expenses	0	807	(807)	807	900	New fees based on new rules, DPW participating municipality
663	Office expenses	800	821	(21)	850	800	No Change
668	MXU program	7,000	0	7,000	0	0	Will not perform in FY 2016 due technology change
669	Refunds & adjustments	500	81	419	100	500	No Change
673	R & M - Building	1,500	3,562	(2,062)	4,000	1,500	Significant Building Work in FY 2015
674	R & M - Hydrants	7,500	8,134	(634)	8,500	7,500	Changed Out Water Hydrants in FY 2015
675	R & M - Grounds	1,000	420	580	420	500	Reduce, no grounds to care for
677	R & M - Plant equipment	25,000	17,093	7,907	22,000	25,000	No Change
679	R & M - Lines	10,000	11,093	(1,093)	12,000	10,000	No Change
680	R & M - Booster Pump stations	2,000	10,740	(8,740)	25,000	5,000	New pumps needed in OP Booster, plus pressure sustaining valve
684	R & M - Generators	1,500	7,995	(6,495)	8,000	5,000	Repair to WTP generator and switch gear
685	R & M - Towers	4,000	1,255	2,745	1,500	1,500	Tower painting paid for from loan
687	R & M - Other	1,000	475	525	475	500	Reduce in FY 2015
692	Telephone	2,500	2,553	(53)	3,400	3,500	Same number of phone lines as in FY 2015
694	Tools & supplies	500	0	500	0	500	No Change
695	Tools & supplies - all systems	3,000	2,347	653	3,125	3,000	Increase shared percentage
700	Transfer out - Capital Impr Repl. Reserve	20,000	0	20,000	20,000	20,000	No Change
702	Utilities - electric	35,000	18,330	16,670	24,440	35,000	Less run time due to lower production
704	Utilities - gas	2,500	418	2,082	2,000	2,500	No Change
800	Transfer out - Debt	60,960	30,900	30,060	56,505	61,200	Same as debt billings
Total expenses		420,760	285,140	135,620	418,062	410,800	
Net revenues/expenses		3,750	23,020	19,270	(53,201)	954	
Beginning fund equity (deficit)		141,738	127,935	(13,803)	141,738	88,537	
Ending fund equity (deficit)		145,488	150,955	5,467	88,537	89,490	

The Robert R. Robinson Memorial Scholarship Fund

Supporting Grassroots Leadership Education



The Michigan Townships Association promotes the interests of Michigan townships by fostering strong, vibrant communities; advocating legislation to meet 21st century challenges; developing knowledgeable, township officials and enthusiastic supporters of township government; and encouraging ethical practices of elected officials who uphold the traditions and unique characteristics of township government and the values of the people of Michigan.

Application Information

A tax-deductible scholarship fund for Michigan students administered by the Michigan Townships Association

The Robert R. Robinson Memorial Scholarship Fund



Robert R. Robinson
(1920-1987)

Supervisor, Meridian Charter Township
(1959-1969)

Michigan Townships Association Legislative Director
(1969-1975)

MTA Executive Director
(1975-1983)

MTA Associate Director
(1983-1984)

Cofounder and Board Member
National Association of Towns and Townships
(1977-1984)

NATaT President
(1978-1980)

The Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the Association. The purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration.

The scholarship will be awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Submit application materials to:

Robert R. Robinson Memorial Scholarship Fund
Michigan Townships Association
P.O. Box 80078, Lansing, Michigan 48908-0078
(517) 321-6467 Fax (517) 321-8908

Eligibility Requirements

- Scholarship recipients are selected from nominees submitted by a Michigan township board that is a member in good standing of the Michigan Townships Association.
- Scholarship applicants must be a junior, senior or graduate student enrolled in a Michigan college or university; pursuing a degree in public administration; and must be considering a career in local government administration.
- The scholarship is awarded on a competitive basis, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration.

Application Specifications

- Scholarship applicants must submit the following information, as applicable:
 - name
 - home address
 - school address
 - college or university where enrolled
 - cumulative grade point average
 - declared major
 - expected graduation date
 - home community activities
 - school community activities
 - school extracurricular activities
 - career goals in local government
- Scholarship applicants must also submit:
 - a letter of recommendation from a professor or instructor
 - a copy of a resolution of support from an MTA-member township board in good standing (resolutions from other types of entities or from individual public officials are not sufficient)
 - a short essay on an important issue facing local government



In order to be considered by the Robert R. Robinson Memorial Scholarship Fund Board of Directors, applications must be received no later than May 31.

**RESOLUTION OF SUPPORT FOR MICHIGAN TOWNSHIPS ASSOCIATION'S
ROBERT R. ROBINSON SCHOLARSHIP APPLICATION**

WHEREAS, the Michigan Townships Association administers a scholarship fund established in memory of Robert R. Robinson, former executive director of the association; and

WHEREAS, the purpose of the scholarship fund is to help students in Michigan who are preparing for a career in public administration; and

WHEREAS, the scholarship is awarded on a competitive basis to a junior, senior or graduate student enrolled in a Michigan college or university, who is pursuing a degree in public administration and considering a career in local government administration, as determined by the applicant's academic achievement, community involvement and commitment to a career in local government administration; and

WHEREAS, _____ (*student's name*), currently a _____ (*junior, senior or graduate student*) at _____ (*Michigan college or university*), has demonstrated academic achievement with a ____ grade point average; and


WHEREAS, _____ (*include any other relevant achievements or information*); and

WHEREAS, the scholarship application requires a resolution of support from an MTA-member Michigan township board;

THEREFORE BE IT RESOLVED, the _____ Township Board supports the application of _____ Township resident _____ for the Robert R. Robinson Memorial Scholarship.

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: February 26, 2015

RE: 2015 Pavement Preservation Program

I sent an email last week regarding a joint project for the rehabilitation of Golf Club Road between Grand River and Latson. Estimates and participation amounts are not finalized. On Monday I would like to discuss our goals for road improvements for the upcoming construction season relative to the County's Pavement Preservation Program and our Capital Improvement Program.

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

2015 Primary Pavement Preservation Program

February 2, 2015

Dear Livingston County Township Managers and Supervisors,

The Livingston County Road Commission has budgeted approximately \$800,000 for Primary Road Pavement Preservation. We hope to maximize our program again this year by asking Townships to submit primary road projects that they would consider partnering on.

Attached is a costing guide for budgeting purposes only. Please forward proposed projects that are of importance to your area. Once we have all the projects identified we will evaluate projects and available dollars to maximize our 2015 pavement program.

If you are interested in pursuing a project this year, please provide the following information:

1. Identify the road segment that you are interested in helping to improve. Please include the starting and stopping points (From/To).
2. Indicate the amount of money that you are considering investing in the project.
3. E-mail no later than February 27th to jtedesco@livingstonroads.org or mcraine@livingstonroads.org.
4. Please designate your contact person if we have questions for you while we evaluate the requests.

We hope to be making a recommendation to the Board at its meeting of March 12th at 9:30 a.m.

If you have any questions regarding the Pavement Preservation Program, please contact me.

Thank you for your consideration and support.

Sincerely,



Jodie Tedesco, P.E.
County Highway Engineer

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 7/17/14

RE: Golf Club Pavement Rehabilitation

Oceola Township has asked us to consider partnering on a Golf Club Road rehabilitation project. Attached you will find an estimate from the Livingston County Road Commission for the repaving of Golf Club from Grand River to Hughes. The Genoa portion of the complete project would be \$97,970. There is a separate estimate for the rehabilitation of the intersection of Hughes and Golf Club which is in extremely poor condition. The estimate for this repair is \$20,000.

The Crooked Lake limestone installation project and some limited crack sealing will exhaust this year's road budget. If you would like to pursue one of the options listed above a budget amendment will be necessary or we could forego some crack sealing.

No action is being sought at this time. This item is for discussion.

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

May 21, 2014

Mr. Bill Bamber, Supervisor
Oceola Township
1577 N. Latson Road
Howell, MI 48843

Re: Pavement Rehabilitation Estimates

Dear Mr. Bamber,

Per your request I have developed a estimates to rehabilitate the pavement on Golf Club Road from Grand River Avenue to Latson Road and the Golf Club and Hughes Rd Intersection.

Golf Club Rd – Grand River Avenue to Latson Rd. The road is approximately 9,700 Lft by 24ft wide. It currently carries roughly 6,000 vehicles per day. Staff recommends milling out 2.0" of the existing asphalt and repaving the road with 3.0" of new hot mix asphalt placed in two lifts. Base repair will be required in various locations to repair the heavily patched areas throughout the road. Aggregate shoulders will be placed at the new elevation of the roadway once paving is completed.

The estimate is proportioned as follows:

Genoa Twp only portion	Grand River to Twp Line	426 ft
Oceola Twp only portion	Twp Line to Shared Twp Line	6,214 ft
Genoa/Oceola 50/50 portion	Shared Twp Line portion	<u>3,063 ft</u>
		9,703 ft
Oceola Twp	79.8%	\$384,217
Genoa Twp	20.2%	<u>\$ 97,970</u>
Total Project Cost		\$485,000

Golf Club at Hughes Road Intersection Repair – Staff recommends removing the heavily patched areas of the intersection and patching them with Hot Mix Asphalt. Followed by overlaying the intersection approximately 60ft in each direction with 2.0" of Hot Mix Asphalt. The estimated cost for this repair is \$20,000.

The above prices are based on current 2014 prices. If you have any questions regarding this estimate, please feel free to contact me.

Sincerely,


Jodie Tedesco, P.E.
County Highway Engineer

John T. Dunleavy • Chairman
Michael Grains • Managing Director

David R. Peckens • Vice Chairman
Jodie M. Tedesco • County Highway Engineer

Stephen F. Crene • Member
Steven J. Wazyk • Deputy Director

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

February 25, 2015

Mr. Bill Bamber, Supervisor
Oceola Township
1577 N. Latson Road
Howell, MI 48843

Re: 2015 Pavement Rehabilitation Estimate for Golf Club Road

Dear Mr. Bamber,

Per your request I have developed a estimates to rehabilltate the pavement on Golf Club Road from Grand River Avenue to Latson Road and the Golf Club and Hughes Rd intersection.

Golf Club Rd – Grand River Avenue to Latson Rd. The road is approximately 9,700 Lft by 24ft wide. It currently carries roughly 6,000 vehicles per day. Staff recommends milling out 2.0" of the existng asphalt and repaving the road with 3.0" of new hot mix asphalt placed in two lifts. Base repair will be required In various locations to repair the heavily patched areas throughout the road. Aggregate shoulders will be placed at the new elevation of the roadway once paving is completed.

The estimate is proportioned as follows:

Genoa Twp only portion	Grand River to Twp Line	426 ft
Oceola Twp only portion	Twp Line to Shared Twp Line	6,214 ft
Genoa/Oceola 50/50 portion	Shared Twp Line portion	<u>3,063 ft</u>
		9,703 ft
Oceola Twp	79.8%	\$399,000
Genoa Twp	20.2%	<u>\$101,000</u>
Total Project Cost		\$500,000

The above budget prices are based on antcipated 2015 prices.If you have any questions regarding this estimate, please feel free to contact me.

Sincerely, ..


Jodie Tedesco, P.E.
County Highway Engineer

Cc: Mike Archinal, Genoa Twp Manager

Ron Akers

From: William J. Bamber <wjbamber@oceolatwp.org>
Sent: Friday, February 20, 2015 2:30 PM
To: Mike Archinal; Gary McCririe; Ron Akers
Cc: Kelly VanMarter
Subject: RE: Golf club

Follow Up Flag: Follow up
Flag Status: Flagged

I am leaving Monday for two weeks of warmth and sunshine (at least compared to here). We have a proposal in to the Road Commission offering to share \$192,000 of the cost for Golf Club Road from the Township line near Grand River to the point where the road returns to the township line (at about the East end of the golf course). If Genoa wants to join in and do from Grand River to Latson it would make a much better project which would be 20.2% Genoa and 79.8% Oceola. We can revise our amount in an effort to make something work. I can be reached while I'm gone by my township email.

wjbamber@oceolatwp.org

Bill

-----Original Message-----

From: Mike Archinal [<mailto:Mike@genoa.org>]
Sent: Friday, February 20, 2015 10:11 AM
To: Gary McCririe; Bill Bamber; Ron Akers
Cc: Kelly VanMarter
Subject: Golf club

Gentlemen,

I would like to meet next week to discuss Golf Club paving as a joint project for 2015. I am hoping we can leverage some of the LCRC primary pavement preservation money. Monday would be best as we need to contact the road commission by the 27th. Please let me know when you are available.

Sent from my iPad

Mike Archinal

From: Mike Archinal
Sent: Thursday, February 26, 2015 3:46 PM
To: 'Jodie Tedesco'
Subject: RE: Golf Club

Jodie,

Thanks. Is there an amount LCRC is contributing as part of the Pavement Preservation Program? Bill referenced a number of \$192,000 but I might have misunderstood.

Mike

From: Jodie Tedesco [<mailto:jtedesco@livingstonroads.org>]
Sent: Thursday, February 26, 2015 2:40 PM
To: wjbamber@oceolatwp.org
Cc: Mike Archinal; Mike Craine
Subject: Golf Club

Attached is the current estimate for Golf Club Road, from Grand River to Latson.

The Board will be discussing the Pavement Preservation Program at the March 12th meeting.

Let me know if you have any questions.

Thanks,

Jodie

Mike Archinal

From: William J. Bamber <wjbamber@oceolatwp.org>
Sent: Friday, February 20, 2015 2:30 PM
To: Mike Archinal; Gary McCririe; Ron Akers
Cc: Kelly VanMarter
Subject: RE: Golf club

I am leaving Monday for two weeks of warmth and sunshine (at least compared to here).

We have a proposal in to the Road Commission offering to share \$192,000 of the cost for Golf Club Road from the Township line near Grand River to the point where the road returns to the township line (at about the East end of the golf course). If Genoa wants to join in and do from Grand River to Latson it would make a much better project which would be 20.2% Genoa and 79.8% Oceola. We can revise our amount in an effort to make something work.

I can be reached while I'm gone by my township email.

wjbamber@oceolatwp.org

Bill

-----Original Message-----

From: Mike Archinal [<mailto:Mike@genoa.org>]
Sent: Friday, February 20, 2015 10:11 AM
To: Gary McCririe; Bill Bamber; Ron Akers
Cc: Kelly VanMarter
Subject: Golf club

Gentlemen,

I would like to meet next week to discuss Golf Club paving as a joint project for 2015. I am hoping we can leverage some of the LCRC primary pavement preservation money. Monday would be best as we need to contact the road commission by the 27th. Please let me know when you are available.

Sent from my iPad

Mike Archinal

From: Mike Archinal
Sent: Monday, January 12, 2015 4:35 PM
To: mcraine@livingstonroads.org
Cc: Kelly VanMarter; Polly; Robin Hunt; Gary McCririe
Subject: Challis and Bauer

Mike,

Per our conversation we would like to explore a Bauer/Challis project next year. HRC had estimated \$2.1M when we were talking road millage. We cannot afford the entire amount. Is there any chance we could partner with LCRC on this and if so at what level of participation. Thanks in advance.

Michael C. Archinal
Township Manager



Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Phone: (810) 227-5225, Fax: (810) 227-3420
E-mail: mike@genoa.org, Url: www.genoa.org

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

January 22, 2015

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

Re: Herbst Road

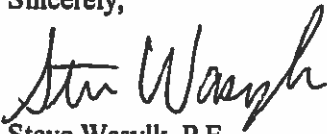
Dear Mr. Archinal:

Per your request, we are providing you with an estimate for a proposed road improvement project on the gravel portion of Herbst Road (approximately 8,600 feet). The following list is a breakdown of the items involved in this proposed project. Our estimate for this work is \$200,000.00.

1. Remove existing trees and stumps along the roadway. This will take approximately six days with a tree service company. All proposed tree removals will be coordinated with the respective property owners, and proper methods will be utilized to address Oak Wilt concerns.
2. Construct drainage ditches in select areas and replace/install approximately eight driveway culverts (12" x 30' or 15" x 30' each) and two cross culverts (12" x 40' or 15" x 40' each). This will take approximately four days with an excavator, two dump trucks, a drainage worker, and flagmen.
3. Remove roadside embankment and reshape the road. This will take approximately four days with a loader, grader, three dump trucks, a bulldozer, and flagmen.
4. Install approximately 6,300 tons of 21AA commercial limestone to the road surface. A material thickness of 6 inches will be installed. This will take approximately four days with a grader, roller, water truck, and gravel haulers.
5. Provide chloride for the new limestone surface.
6. Restore disturbed areas and establish vegetation.

If you wish to have a contract prepared for this project, please contact me at your earliest convenience. If you have any questions or concerns, please do not hesitate to contact Dub Toddy or me.

Sincerely,



Steve Wasylik, P.E.
Director of Operations

Cc: Dub Toddy, LCRC District 3 Foreman
File



January 26, 2015

Genoa Township
Attn: Mike Archinal
2911 Dorr Rd
Brighton, MI 48116

Dear Mike,

Thank you for your support of the South Eastern Livingston County Recreation Authority. Green Oak Township's contributions to SELCRA programs help us achieve our mission of "Creating Community through People, Parks and Programs."

In 2014, the SELCRA budget was operating at a -\$20k deficit. All four contributing municipalities agreed to increase the participation level of payment from \$23 to \$27 per participant to cover the shortfall. This action did alleviate the deficit for 2014. However, as projected last January (2014) we are facing an even larger deficit in 2015 estimated at -\$56k (Forecasted Budget Attached). Our budget for next fiscal year (2015/16) is forecasting an additional -\$29k deficit. Contributing factors of the 2014/15 fiscal deficit include: Approval of a negative budget; decline in sports registrations; unemployment expense and field maintenance costs incurred. The estimated negative budget will eliminate SELCRA's fund balance of \$50k.

The SELCRA Articles of Incorporation (AOI) indicate that your contribution amount for fiscal period July 1, 2015 through June 30, 2016 is based on an average of the participants from 2013 & 2014, and is due on July 1, 2015. In 2013, Genoa Township families participated in 1105 SELCRA programs. Participation numbers for 2014 have increased to 1352 participants. SELCRA currently receives \$27 per participant for the average of the 2 years (1204) which is a contribution of \$32,508. In order for SELCRA to continue future operations we are requesting a per participant fee rate increase to \$38 for 2015/16 for a total of **\$45,752**.

The increase in participation/contribution for the current year is a result of taking registration counts at all SELCRA events and adding more quality recreation programs/events year round. As identified at our strategic planning session, SELCRA is to provide more recreation programs and events to become less dependent on sports revenue. In doing so, participation/contribution levels are rising. Despite the rising number of participants in programs/events, there are two financial negatives that occur via our funding model in the AOI.

(1). Program/participant cost to register for (A) Program and (B) Sport per 100 units.

A. Program/event (100) participants x \$5 (registration) = \$500. (100) participants x \$27 (contribution) = \$2,700 for a total of \$3,200 in revenue.

Southeastern Livingston County Recreation Authority
125 South Church Street / Brighton / MI / 48116
810-299-4140 / www.selcra.com

B. Sport (100) participants x \$100 (registration) = \$10,000. (100) participants x \$27 (contribution) = \$2,700 for a total of \$12,700 in revenue.

As shown in the example, there is revenue differential of \$9,500 between 100 registrations per program and 100 registrations per sport.

(2). SELCRA Articles of Incorporation contribution formula reimburses SELCRA for a program's two year average. As a program grows, SELCRA pays expenses relative to the size of the program in the current fiscal year. SELCRA is then reimbursed a two-year average amount (the following fiscal year) that is less than what the program's true costs are.

At the January 14, 2015, SELCRA Board meeting the board requested a joint meeting of the contributing municipal boards to discuss the 2014/15 deficit, future strategy/vision, and financial future of the Southeastern Livingston County Recreation Authority. Date/s for this meeting will be sent via email. I will also be contacting you to schedule an upcoming meeting with your board to present SELCRA's year-end review.

Thank you again for your support of the Southeastern Livingston County Recreation Authority.

Sincerely,



Derek Smith
SELCRA Director



Budget Forecast for fiscal period July 2014 through June 2015.

	Approved	Thru	Estimated	\$ Change	Forecasted with \$27 participation rate	Forecasted with \$38 rate increase
REVENUE	2014/15	12/31/2014	6/30/2015		2015-16	2015/16
4400 Youth Leagues Revenue	221000	67470.53	186000	-35,000	190000	190000
4410 Youth Programs Revenue	37000	24344.14	37000	0	35000	35000
4420 Adult Leagues Revenue	37000	9180	32000	-5,000	32000	32000
4430 Adult Programs Revenue	2000	1598.57	2000	0	2000	2000
4440 Special Events Revenue	33000	7876.37	40000	7,000	40000	40000
4443 Community Events Revenue	6000	4955	6000	0	5500	5500
4444 Amusement Ticket Revenue	3600	930	2500	-1,100	2500	2500
4450 Maltby Dog Pound Revenue	20000	8473	15000	-5,000	15000	15000
4470 Umpire Training	400	370	400	0	500	500
4490 Refund Revenue (Admin)	500	20	500	0	500	500
5500 Skatepark Revenue Daily	1000	0	0	-1,000	0	0
5520 BCC Revenue	20000	10665	20000	0	20000	20000
5530 Contracted Services Revenue	65000	18462.14	40000	-25,000	40000	40000
6610 City of Brighton	30728	36072	36072	5,344	36882	51908
6620 Brighton Township	55384	55384	65016	9,632	66366	96824
6630 Green Oak Township	34730	40770	40770	6,040	40365	56810
6640 Genoa Twp	26473	31077	31077	4,604	32508	45752
6675 Grant Revenue	0				0	0
6676 Advertising Revenue	4000	500	4000	0	4000	4000
6677 Sponsorship Revenue	20000	6460	15000	-5,000	15000	15000
6678 Concession Revenue	500	127	500	0	500	500
6680 Screen Rental Revenue	0				0	0
6691 Interest Revenue	100	47.05	100	0	100	100
6710 Foundation Reimbursement	1000	783.55	1000	0	500	500
6720 Insurance Reimbursement	0	2749	2749	2749	0	0
	\$619,415.00	\$328,314.35	\$577,684.00	-\$41,731.00	\$579,221.00	\$654,394.00

	EXPENSES	Approved 2014-15	Thru	Estimated	\$ Change	Projected 2015- 16
7710	Management Payroll	136500	65452.73	136500	0	136500
7720	Rec Manager(s) Payroll	57800	35458.48	57800	0	57800
7721	Youth Sports Programmer Payroll	16500		16500	0	16500
7730	Community/Special Events Payroll	33000	15959.99	33000	0	33000
7740	PartTime Site Super Payroll	15000	13039.49	23000	8000	15000
7750	Maltby Dog Pound Payroll	10000	7212.51	10000	0	10000
7760	BCCPayroll	2600	1300	2600	0	2600
7770	Meijer Park Payroll	0	0		0	0
7780	Youth Referees Expense	15500	6572.09	15500	0	15500
7781	Adult Referees Expense	7000	4593	7000	0	7000
7785	FICA/MESC	18500	18591.79	26500	8000	18500
7800	Retirement Management Expense	1800	500	500	-1300	0
7803	Benefits Expense	60000	28473.81	60000	0	60000
7810	Workers Comp Expense	5000	281.75	3000	-2000	5000
7813	Dues & Subscriptions	1500	875	1500	0	1500
7817	Education & Training	3000	575	3000	0	3000
7820	Mileage Expense	3500	2407.12	3500	0	3500
7823	Telephone Expense	1500	750	1500	0	1500
7827	Office Supplies Expense	5000	3723.95	5000	0	5000
7830	Postage Expense	15000	9573.3	15000	0	15000
7833	Active.net Expense	8000	3788.94	8000	0	8000
7837	Liability Insurance Expense	12000	4507.5	12000	0	12000
7840	Special Events Expense	15000	12004.75	18000	3000	22000
7843	Community Events	6000	5601.02	6000	0	5500
7844	Amusement Ticket Expense	3500	1898.65	2500	-1000	2400
7847	Youth Leagues Expense	11000	19485.67	24000	13000	12000
7850	Youth Leagues Uniform Expense	9000	121.8	121.8	-8878.2	0
7853	Youth Programs Expense	3000	146.58	3000	0	2500
7855	Umpire Training Expense	500		500	0	500
7857	Adult Leagues Expense	3000	2065.7	3000	0	3000
7860	Adult Program Expense	500	140	500	0	500
7863	Maltby Dog Pound Expense	3500	506	1500	-2000	3500
7867	Skatepark - Expense	6000	1217.48	3000	-3000	4500
7873	BCC Expense	10000	5964.17	10000	0	10000
7877	Office Machine Rentals	5000	3105.61	5000	0	5000
7880	Auto Maintenance & Repairs	500	681.62	1000	500	1000
8801	Contracted Services Instruction	60000	16038.1	35000	-25000	35000
8810	JUA - Facility Rental Expense	30000	15000	30000	0	30000
8815	Printing & Publishing	18000	13108	18000	0	18000
8825	Advertising Expense	5000	0	0	-5000	5000
8826	Marketing Expense	5000	3298.53	5000	0	5000
8830	Concessions Expense	500	26.75	500	0	500
8835	PS-Website Expense	2800	2784.84	2800	0	2800
8840	PS-Technology Expense	5100	4679.24	6500	1400	6500
8845	PS-Payroll Expense	2500	1291.3	2500	0	2500
8848	Bank Charges	100	-183	-183	-183	100
8850	PS-Audit Expense	5500	5500	5500	0	4000
		639700	338119.26	625138.8	-14461.2	608700

2014-15 Deficit

-20285

2015-16 Deficit

-29479

15-16 \$38 rate

45,694

Projected Revenue/Expenditure for 2014/15

-\$56,192.20

SELCRA January - December 2013 Programs and Participation

YOUTH SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER
Soccer Spring	697	243	120	122	119	55	38
Soccer Fall	712	244	116	140	112	61	39
Baseball Softball	965	347	143	206	128	69	72
Basketball	252	72	41	47	40	20	32
Flag Football Spring	322	93	63	69	36	26	35
Flag Football	243	71	48	51	29	23	21
Lacrosse	211	64	25	42	29	40	11
Volleyball	111	37	31	33	23	11	10
ADULT SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER
Basketball	190	67	28	15	9	4	67
Softball	427	132	101	46	38	22	88
Open Gyms	88	31	10	16	11	10	10
PROGRAMS	Totals	BT	COB	GROT	GT	HT	OTHER
DDD	1231	327	222	214	193	107	168
Challenger Camps	116	29	22	21	19	16	9
Hershey Track & Field	0	0	0	0	0	0	0
Basketball Clinics	90	29	11	24	8	8	10
BaseBall Clinics	70	25	7	15	16	2	5
Eggstravaganza	120	26	25	21	25	6	17
Golf Outing	80	16	18	20	8	4	14
Tridge or Treat	1200						
Gymnastics	94	37	16	9	13	7	12
Fencing	18	8	0	5	1	2	2
Karate	46	7	9	12	7	5	6
Snowsports	32	12	3	4	13	0	0
Equestrian	5	2	2	0	1	0	0
Archery	86	27	8	17	12	3	19
Ump/Ref Training	57	13	9	10	16	5	4
DDA Summer Series	1500						
Golf Clinics	25	6	7	6	2	3	1
After School Pound	236	75	50	29	55	16	11
Outdoor Adventures	9	0	1	7	1	0	0
Dash of the Dead	28	7	6	0	2	3	10
5k Run Talahi	76	3	2	3	7	5	56
Tri-Athletes	14	0	0	0	0	0	14
Skatepark	457	132	63	87	64	33	78
Lacross Clinics	52	17	10	10	6	9	0
Volleyball Clinics	49	14	15	7	8	5	0
Football Clinics	24	2	10	3	4	4	1
2013 Totals	9933	2215	1242	1311	1055	584	860
2012 Totals	11402	2601	1429	1709	1247	680	1235
	21335	4816	2671	3020	2302	1264	2095
Average 2012/2013		2408	1336	1510	1151	632	1048
2014/\$23.00 per AI		\$55,384.00	\$30,728.00	\$34,730.00	\$26,473.00		\$147,315.00
BCC Rentals	113	22	19	15	13	4	40

SELCRA January - December 2014 Programs and Participants

YOUTH SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER
Soccer Spring	559	196	88	116	88	41	30
Soccer Fall	419	153	72	81	58	21	34
Baseball Softball	819	257	129	159	125	71	78
Basketball	518	147	99	107	101	26	38
Flag Football Spring							
Flag Football	620	231	102	127	113	18	29
Lacrosse	162	46	24	35	27	24	6
Volleyball	170	60	24	30	21	18	17
ADULT SPORTS							
Basketball	250	28	13	9	15	26	159
Softball	488	89	39	56	43	25	236
Open Gyms	121	28	6	26	30	9	22
PROGRAMS							
DDD	1191	312	218	217	157	114	173
Challenger Camps	96	33	8	15	13	8	19
Hershey Track & Field	110	26	20	20	14	11	19
Basketball Clinics	56	13	6	8	17	7	5
BaseBall Clinics	46	15	4	9	7	9	2
Track Clinics	12	3	2	3	0	3	1
Eggstravaganza	197	41	26	32	40	22	36
Date Nights	429	173	78	33	71	47	27
Golf Outing	103	31	19	11	15	4	23
Tridge or Treat	623	213	112	65	78	39	116
Gymnastics	131	48	13	13	27	13	17
Fencing							
Karate	19	7	3	3	3	2	1
Snowsports	27	8	2	6	5	4	2
Equestrian	19	4	6	4	1	2	2
Archery	82	29	12	11	15	2	13
Ump/Ref Training	62	10	7	16	15	7	7
DDA Summer Series	662	143	132	61	82	13	231
Tennis	67	20	12	15	12	4	4
Golf Clinics	15	6	4	2	2	1	0
After School Pound	155	46	27	29	20	22	11
Swim Hamburg	42	13	6	12	4	5	2
Movie	358	46	64	70	29	22	127
Twisted Trail Trek	31	2	4	1	3	0	21
Walk Michigan	415	78	40	182	25	26	64
Superhero Party	39	11	4	7	6	2	9
Paddle to Beatles	13	0	0	9	0	0	4
Pirate Treasure Hunt	109	35	14	13	24	3	20
Volleyball Clinics	55	17	7	13	4	9	5
Punt Pass Kick	16	2	1	3	0	3	7
Family Campout	49	13	5	4	13	3	11
Little Bits	75	26	9	15	9	4	12
Murder Mystery Night	167	42	28	30	20	15	32
2014 Totals	9597	2701	1489	1678	1352	705	1672
2013 Totals	9933	2215	1242	1311	1055	584	860
Average 2013/2014		2458	1366	1495	1204	645	
2015/16 - \$27 per participant		\$ 66,366.00	\$ 36,882.00	\$ 40,365.00	\$ 32,508.00		\$ 176,121.00
2015/16 - \$38 per participant		\$ 96,824.00	\$ 51,908.00	\$ 56,810.00	\$ 45,752.00		\$ 251,294.00
BCC Rentals		12	8	13	5	2	62

SELCRA January - December 2015 Projected Programs and Participants

YOUTH SPORTS	Totals	BT	COB	GROT	GT	HT	OTHER
Soccer Spring	380	140	40	90	60	30	20
Soccer Fall	280	100	40	60	40	20	20
Baseball Softball	710	240	110	140	110	50	60
Basketball	480	140	90	100	100	20	30
Flag Football Spring							
Flag Football	620	230	100	130	110	20	30
Lacrosse	0	0	0	0	0	0	0
Volleyball	180	60	30	30	20	20	20
ADULT SPORTS							
Basketball	260	30	10	10	20	30	160
Softball	500	90	40	60	40	30	240
Open Gyms	130	30	10	30	30	10	20
PROGRAMS							
DDD	1300	320	300	220	160	120	180
Challenger Camps	100	30	10	20	10	10	20
Hershey Track & Field	110	30	20	20	10	10	20
Basketball Clinics	70	10	10	10	20	10	10
BaseBall Clinics	50	10	10	10	10	10	0
Track Clinics	0	0	0	0	0	0	0
Eggstravaganza	200	40	30	30	40	20	40
Date Nights	480	200	80	40	80	50	30
Golf Outing	110	30	20	10	20	10	20
Tridge or Treat	800	250	150	90	100	60	150
Gymnastics	130	50	10	10	30	10	20
Fencing							
Karate	10	10	0	0	0	0	0
Snowsports	45	10	5	10	10	5	5
Equestrian	35	5	10	5	5	5	5
Archery	75	30	10	10	10	5	10
Ump/Ref Training	75	10	5	20	20	10	10
DDA Summer Series	710	150	140	70	90	20	240
Tennis	80	20	15	20	15	5	5
Golf Clinics	0	0	0	0	0	0	0
After School Pound	180	50	30	30	20	30	20
Swim Hamburg	0	0	0	0	0	0	0
Movie	365	50	60	70	30	25	130
Twisted Trail Trek	45	5	5	5	5	5	20
Walk Michigan	440	80	40	190	30	30	70
Superhero Party	55	15	5	10	10	5	10
Paddle to Beatles	20	0	0	10	0	0	10
Pirate Treasure Hunt	120	40	15	15	25	5	20
Volleyball Clinics	70	20	10	15	5	10	10
Punt Pass Kick	25	5	5	5	0	5	5
Family Campout	65	15	10	5	15	5	15
Little Bits	90	30	10	20	10	5	15
Murder Mystery Night	190	45	30	30	30	20	35
2015 Totals (projected)	9585	2620	1515	1650	1340	735	1725
2014 Totals	9597	2701	1489	1678	1352	705	1672
Average 2014/2015		2660	1502	1664	1346		
2015/16 - \$27 per participant		\$ 71,833.00	\$ 40,554.00	\$ 44,928.00	\$ 36,342.00		\$ 193,657.00
BCC Rentals		10	10	10	5	5	70

LIVINGSTON CONSERVATION DISTRICT

2015 Spring Tree Seedling Order Form - Order deadline April 3rd @ 5:00p.m.

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

Tree Pick-up will be April 18, 2015 9:00am-1:00pm at the Livingston Road Commission Garage 3535 Grand Oaks Dr., Howell (2-2 indicates the trees have spent two years in a seed bed and two years in a transplant bed. Likewise, 3-0 indicates three years in a seed bed and zero years in a transplant bed. Transplants have a larger root system than regular seedlings. The Livingston Conservation District distributes only the best nursery stock at an affordable price.)

For a description and picture of all products and to order online, visit www.livingstoncd.org

CONIFERS	Size	10	20	50	100	Quantity	Cost
2-2 White Pine	12'-18'	\$30.00	\$50.00	\$110.00	\$190.00		
2-1 Red Pine	7-12'	\$25.00	\$40.00	\$85.00	\$160.00		
2-2 Black Hill Spruce	6-12'	\$25.00	\$40.00	\$85.00	\$160.00		
2-2 White Spruce	16'-24'	\$35.00	\$55.00	\$120.00	\$200.00		
2-3 Colorado Blue Spruce	18'-24'	\$35.00	\$55.00	\$120.00	\$200.00		
2-2 Norway Spruce	16'-24'	\$35.00	\$55.00	\$120.00	\$200.00		
2-2 Concolor Fir	10-18'	\$30.00	\$50.00	\$110.00	\$190.00		
2-2 White Cedar	18'-36'	\$35.00	\$55.00	\$120.00	\$200.00		

DECIDUOUS TREES	Size	10	20
Sugar Maple	12-18'	\$30.00	\$50.00
Black Walnut	18-36'	\$35.00	\$55.00
Red Maple	18-36'	\$35.00	\$55.00
White Oak	12-18'	\$30.00	\$50.00
Red Oak	18'-24'	\$35.00	\$55.00



SHRUBS/BUSHES	Size	10	20
Red Oiser Dogwood	18'-24'	\$35.00	\$55.00
Purple Smoketree	18'-24'	\$35.00	\$55.00
Common Lilac	12-18'	\$30.00	\$50.00
Rose of Sharon	8-12'	\$30.00	\$50.00
Highbush Cranberry	18-24'	\$35.00	\$55.00
Spirea Meadowsweet	18-24'	\$35.00	\$55.00
Pussy Willow	18-24'	\$35.00	\$55.00

MARKING FLAGS	Quantity	Cost
Red Flag Markers 24'	10 for \$2.00 30 for \$5.50 50 for \$8.00 100 for \$14.00	

FLOWERS Sold Individually - Perennials \$7.50 ea. in 1-gallon pot / Grasses \$10.50 ea. in 1-gallon pot

Please visit our website to read details on each plant www.livingstoncd.org	Quantity	Cost
Aquilegia 'Red Hobbit' (Columbine)		
Dianthus 'Eastern Star' (Pinks)		
Dianthus 'Neon Star' (Pinks)		
Helianthus mollis (Downy Sunflower)		
Heliopsis 'Summer Nights' (False Sunflower)		
Heuchera 'Palace Purple' (Coral Bells)		
Hibiscus lasiocarpus (Hairy Rose Mallow)		
Hosta 'Golden Tiara'		
Lobelia cardinalis (Cardinal Flower)		
Silphium perfoliatum (Cup Plant)		
Tirycytis hirta 'Miyazaki' (Toad Lily)		
Veronica 'Atomic Violet Ray' (Speedwell)		
Zizia aurea (Golden Alexanders)		
Miscanthus 'Little Zebra' (Dwarf Zebra Grass)		Grasses - 10.50 each
Schizachyrium 'Prairie Blues' (Little Bluestem)		Grasses - 10.50 each
Schizachyrium 'Carousel' (Little Bluestem)		Grasses - 10.50 each

Name:	Subtotal	\$
	6% sales tax	\$
Address:	Optional Donation	\$
	TOTAL	\$
City:	State:	Zip:
Email:	PH#	