

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting**

**October 19, 2015**

**6:30 p.m.**

**AGENDA**

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)\*:

**Approval of Consent Agenda:**

1. Payment of Bills.
2. Request to Approve Minutes: Oct. 5, 2015

**Approval of Regular Agenda:**

3. Presentation by Ken Palka of Pfeffer, Hanniford and Palka with reference to the annual audit for the Fiscal Year ending March 31, 2015.
4. Request to accept the audit as submitted by the Township Auditors: Pfeffer, Hanniford and Palka.
5. Request for approval of Resolution No. 5 [confirming the special assessment roll] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.

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: October 19, 2015

TOWNSHIP GENERAL EXPENSES: Thru October 19, 2015	\$115,021.31
October 9, 2015 Bi Weekly Payroll	\$76,938.68
OPERATING EXPENSES: Thru October 19, 2015	\$448,970.58
TOTAL:	<u>\$640,930.57</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
32133	ARCHINAL	Michael Archinal	10/05/2015	535.05
32134	AT&T Fax	AT&T	10/05/2015	31.66
32135	DTE EN	DTE Energy	10/05/2015	134.37
32136	MI MUNIC	Michigan Municipal League	10/05/2015	155.80
32137	Net serv	Network Services Group, L.L.C.	10/05/2015	112.50
32138	Perfect	Perfect Maintenance Cleaning	10/05/2015	565.00
32139	SECURITY	Security Lock Service	10/05/2015	523.00
32140	StatMi	State of Michigan	10/05/2015	6,336.39
32141	ARCHINAL	Michael Archinal	10/08/2015	1,316.49
32142	BORDINE	Bordine Nursery	10/08/2015	36.19
32143	Clearwat	Clearwater Systems	10/08/2015	83.50
32144	COMCAST	Comcast	10/08/2015	323.97
32145	COOPERST	Cooper's Turf Management LLC	10/08/2015	2,411.49
32146	DTE LAKE	DTE Energy	10/08/2015	1,109.42
32147	Duncan	Duncan Disposal Systems	10/08/2015	79,267.65
32148	HUBBELL	Hubbell, Roth, Clark, Inc.	10/08/2015	1,407.37
32149	MASTER M	Master Media Supply	10/08/2015	1,103.42
32150	CONSUMER	Consumers Energy	10/09/2015	20.17
32151	ETNA SUP	Etna Supply Company	10/09/2015	5,945.29
32152	GORDONFO	Gordon's Food Services	10/09/2015	315.81
32153	MASTER M	Master Media Supply	10/09/2015	89.65
32154	MI AS AS	Michigan Assessor's Assoc	10/09/2015	150.00
32155	MichMuni	Michigan Municipal Risk Mgmt A	10/09/2015	12,652.51
32156	MICOM	Michigan.com	10/09/2015	204.02
32157	TRI COUN	Tri County Supply, Inc.	10/09/2015	190.59
<b>Report Total:</b>				<b>115,021.31</b>

Accounts Payable  
Computer Check Register

**Genoa Township**

2911 Dorr Road  
Brighton, MI 48116

(810) 227-5225

User: cindy

Printed: 10/01/2015 - 14:40

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
13433	EFT-FED	EFT- Federal Payroll Tax	10/02/2015		7,718.34 4,497.37 4,497.37 1,051.82 1,051.82
Check 13433 Total:					18,816.72
13434	EFT-PENS	EFT- Payroll Pens Ln Pyts	10/02/2015		2,678.88 72.53
Check 13434 Total:					2,751.41
13435	EFT-PRIN	EFT-Principal Retirement 457	10/02/2015		1,067.00
Check 13435 Total:					1,067.00
13436	EFT-ROTH	EFT-Principal Roth	10/02/2015		615.00
Check 13436 Total:					615.00
13437	EFT-TASC	EFT-Flex Spending	10/02/2015		1,069.97
Check 13437 Total:					1,069.97
Report Total:					24,320.10

10/9  
Payroll  
52618.58  
\$ 76938.68

Account Number	Debit	Credit	Account Description
101-000-002-000	0.00	52,618.58	Cash-checking Account Only
101-000-259-000	52,618.58	0.00	Payroll Direct Deposit
	52,618.58	52,618.58	
Report Totals:	52,618.58	52,618.58	

12:42 PM

**#503 DPW UTILITY FUND**  
**Payment of Bills**  
**September 29 through October 13, 2015**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/05/2015	3376	Belle Tire		-1,307.34
Bill Pmt -Check	10/05/2015	3377	GfG Instrumentation	Gas Detectors GOS, LES, OPS	-435.48
Bill Pmt -Check	10/05/2015	3378	HOWELL TRUE VALUE HARDW	All systems	-4.95
Bill Pmt -Check	10/05/2015	3379	Red Wing Shoe Store	David Miller	-174.24
Bill Pmt -Check	10/05/2015	3380	Victory Lane Quick Oil Change	2011 Ford F-250 Pickup	-43.97
Bill Pmt -Check	10/05/2015	3381	ASCE	Annual Membership Fees- Tesha Humphriss	-253.00
Bill Pmt -Check	10/05/2015	3382	HRdirect	Poster Guard 1 yr	-69.99
Bill Pmt -Check	10/05/2015	3383	NWEA	Jim Aulette-Membership Dues	-65.00
Bill Pmt -Check	10/07/2015	3384	Port City Communications, Inc.	10-1-15 to 10-31-2015	-216.47
Bill Pmt -Check	10/13/2015	3385	Blackburn Mfg. Co.	Solvent	-341.32
Bill Pmt -Check	10/13/2015	3386	MMRMA	2015/2016 Insurance	-7,947.78
Bill Pmt -Check	10/13/2015	3387	TETRA TECH, INC.	Project # 200-12736-15015	-330.00
Bill Pmt -Check	10/13/2015	3388	Tractor Supply Co.	All Systems	-559.64
Bill Pmt -Check	10/13/2015	3389	Victory Lane Quick Oil Change	2011 Ford F 150 Pickup	-66.47
Bill Pmt -Check	10/13/2015	3390	PAETEC		-28.32
Check	10/13/2015	3391	Genoa Twp General fund	Reimbursement for Payroll /Benefits	-200,000.00
<b>Total</b>					<b>-211,843.97</b>

12:46 PM

**#592 OAK POINTE WATER/SEWER FUND**  
**Payment of Bills**  
**September 29 through October 13, 2015**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/29/2015	3440	ALEXANDER CHEMICAL CORPORATION		-1,395.41
Bill Pmt -Check	09/29/2015	3441	DELUXE FOR BUSINESS	Office Expense	-334.50
Bill Pmt -Check	09/29/2015	3442	USA Bluebook	SUPPLIES	-125.48
Bill Pmt -Check	09/29/2015	3443	Watertap Inc.	OP Station 6 IN line stop on forced sewer m	-5,800.00
Bill Pmt -Check	10/05/2015	3444	MIDWEST POWER SYSTEMS, INC	Repair MHOG Sewer Water Chilson Rd	-14,500.00
Bill Pmt -Check	10/05/2015	3445	USA Bluebook		-2,658.03
Bill Pmt -Check	10/05/2015	3446	CONSUMERS ENERGY	GAS SERVICE	-96.31
Bill Pmt -Check	10/07/2015	3447	DTE ENERGY	Electric bills	-5,433.92
Bill Pmt -Check	10/13/2015	3448	ALEXANDER CHEMICAL CORPORAT	CHEMICALS	-2,074.37
Bill Pmt -Check	10/13/2015	3449	COOPERS TURF MANAGEMENT, LLC		-8,942.00
Bill Pmt -Check	10/13/2015	3450	DTE ENERGY	Electric bills	-36.11
Bill Pmt -Check	10/13/2015	3451	GENOA TWP DPW FUND	Maintenance/ Billing Fees October 2015	-39,496.66
Bill Pmt -Check	10/13/2015	3452	Hubbell, Roth & Clark, Inc.	Projecct #20150638-21	-290.00
Bill Pmt -Check	10/13/2015	3453	K & J Electric, INC	Job location: Oak point Water Tower	-1,901.00
Bill Pmt -Check	10/13/2015	3454	MMRMA	M0001432 Second Installment	-1,719.39
Bill Pmt -Check	10/13/2015	3455	STANDARD ELECTRIC	Oak Pointe-Tools and supplies	-12.80
Bill Pmt -Check	10/13/2015	3456	USA Bluebook		-3,735.28
<b>Total</b>					<b>-88,551.26</b>

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**#595 PINE CREEK W/S FUND**  
**Payment of Bills**  
**September 29 through October 13, 2015**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/05/2015	2156	Michigan.Com Press and Agus	Rate change notice	-60.00
Bill Pmt -Check	10/05/2015	2157	GENOA TWP - DPW FUND	Utility Bill June 1 thru Aug 31, 2015	-3,463.06
Bill Pmt -Check	10/09/2015	2158	City of Brighton		-91,600.68
<b>Total</b>					<b>-95,123.74</b>

12:52 PM  
10/13/15

**#593 LAKE EDGEWOOD W/S FUND**  
**Payment of Bills**  
**September 29 through October 13, 2015**

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/29/2015	2829	ADVANCED UNDERGROUND INSPE(	Manhole in front of Henderson glass Pipe Patch	-2,315.00
Bill Pmt -Check	09/29/2015	2830	Michigan.com Press & Argus	Rate change Notice	-60.00
Bill Pmt -Check	10/05/2015	2831	Brighton Analytical L.L.C.	Laboratory costs	-77.00
Bill Pmt -Check	10/05/2015	2832	Complete Battery Source	SUPPLIES	-10.20
Bill Pmt -Check	10/05/2015	2833	GRUNDY ACE OF HOWELL	supplies	-13.98
Bill Pmt -Check	10/05/2015	2834	PVS NOLWOOD CHEMICALS, INC	supplies-chemicals	-932.00
Bill Pmt -Check	10/05/2015	2835	USA BLUE BOOK	Supplies	-187.19
Bill Pmt -Check	10/05/2015	2836	GENOA TWP DPW FUND	Utility billing June 1 to Aug. 31, 2015	-1,032.93
Bill Pmt -Check	10/08/2015	2837	Charter Township of Brighton	Re 7960 Grand River Davita Dialysis	-880.00
Bill Pmt -Check	10/08/2015	2838	Consumers Energy	Gas bills 9-02 to 10-01-2015	-12.50
Bill Pmt -Check	10/08/2015	2839	DTE Energy	Electric Bills	-3,886.88
Bill Pmt -Check	10/13/2015	2840	Auto Zone	Generator	-12.99
Bill Pmt -Check	10/13/2015	2841	Brighton Analytical L.L.C.	Laboratory costs	-77.00
Bill Pmt -Check	10/13/2015	2842	City Of Brighton	Acct #003053-000 003052-000	-23,736.91
Bill Pmt -Check	10/13/2015	2843	Cooper's Turf Management	Lawn Care at LE wastewater plant and lift statio	-292.00
Bill Pmt -Check	10/13/2015	2844	GENOA TWP-OAK POINTE OPERATI	GRINDER PUMP REPAIR 4-4-2015 to 10-1-20	-8,740.00
Bill Pmt -Check	10/13/2015	2845	GENOA TWP DPW FUND	Maint and Billing Fees	-10,453.92
Bill Pmt -Check	10/13/2015	2846	GRUNDY ACE OF HOWELL	supplies	-16.98
Bill Pmt -Check	10/13/2015	2847	K & J ELECTRIC, INC.	Work completed 6-12-2015	-101.00
Bill Pmt -Check	10/13/2015	2848	MMRMA	M0001432	-613.13
<b>Total</b>					<b>-53,451.61</b>

draft

**GENOA CHARTER TOWNSHIP BOARD  
Regular Meeting  
October 5, 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 14 persons in the audience.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Rowell 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: Sept. 21, 2015**

**Approval of Regular Agenda:**

Moved by Ledford and supported by Rowell to approve for action all items listed under the Regular Agenda with the tabling of items 6 & 7, the deletion of item 9, the addition of a discussion related to SELCRA and the addition of a closed session of the board to discuss pending litigation. The motion carried unanimously.

**3. Request for approval of Resolution No. 5 [confirming the special assessment roll] for the Homestead Drive Road Improvement Project Special Assessment District Summer 2016.**

Moved by Skolarus and supported by Mortensen to approve Resolution No. 5 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

**4. Request for approval of Resolution No. 3 [approving the project, cost estimates, special assessment district, and causing the special assessment roll to be prepared] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.**



A call to the public was made with the following response: Ed Schrock – Will I have two assessments since I own two parcels? Hunt – There is just one assessment for your property. Moved by Ledford and supported by Mortensen to approve Resolution No. 3 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

**5. Request for approval of Resolution No. 4 [acknowledging the filing of the special assessment roll, scheduling the second hearing and directing the issuance of statutory notices] for the Grand Oaks Drive Road Improvement Project Special Assessment District Summer 2016.**

Moved by Skolarus and supported by Rowell to approve Resolution No. 4 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

**6. Presentation by Ken Palka of Pfeffer, Hanniford and Palka with reference to the annual audit for the Fiscal Year ending March 31, 2015.**

Tabled to the next regular meeting of the board scheduled for Oct. 19, 2015.

**7. Request to accept the audit as submitted by the Township Auditors: Pfeffer, Hanniford and Palka.**

Tabled to the next regular meeting of the board scheduled for Oct. 19, 2015.

**8. Request for approval of changes to the employee healthcare benefits at the recommendation of the Human Resources Director.**

Moved by Hunt and supported by Rowell to approve the changes as requested:

- Increasing employee participation from 5% to 7.5% of the composite rate beginning Dec. 1, 2015
- Adding a three tier opt-out bonus representing 25% of the composite rate for all new hires beginning immediately
- Grandfather the six people who are currently receiving the opt-out rate for the next benefit year.

The motion carried unanimously.

**9. Request for approval of a recommendation from the Election Commission for an hourly rate of \$13.50 an hour for persons working in the clerk's office with previous experience.**

Deleted at the Clerk's request.

**10. Discussion of correspondence received from SELCRA with regard to their inclusion into the Brighton Area School District.**

Archinal – SELCRA is struggling and cannot survive without millage. Any request for millage needs to be along school district boundaries and not township wide. Derek Smith – A participating municipality may withdraw from the Authority by resolution of the municipality's legislative body approving the withdrawal. A certified copy of this resolution shall be provided to the SELCRA board not less than (6) six months prior to the end of the board's fiscal year. The Authority will need this six month notice to dissolve. This needs to be accomplished before Dec. 15, 2015. It was the consensus of the board to consider withdrawal and continue any monetary participation previously negotiated through June 30, 2016.

**11. Request to move to closed session to discuss pending litigation MCL 15.268 § 8 (e).**

Moved by Mortensen and supported by Smith to move to closed session at 7:13 p.m. The motion carried by roll call vote as follows: Ayes – Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe. Nays – None.

The regular meeting of the board was reconvened at 8:18 p.m.

**Member Discussion:**

Rowell – I attended Alice Training and would recommend that all staff and boards attend this program. The news coverage from an assault in Florida was viewed by the board. It was the consensus of the board that there would be a benefit from this program.

The regular Meeting of the Genoa Charter Township Board was adjourned at 8:33 p.m.



Paulette A. Skolarus, Clerk  
Genoa Charter Township

Gary McCririe, Supervisor  
Genoa Charter Township

**PHP**

**PFEFFER ■ HANNIFORD ■ PALKA**  
*Certified Public Accountants*

John M. Pfeffer, C.P.A.  
Patrick M. Hanniford, C.P.A.  
Kenneth J. Palka, C.P.A.

Members:  
AICPA Private Practice Companies Section  
MACPA

225 E. Grand River - Suite 104  
Brighton, Michigan 48116-1575  
(810) 229-5550  
FAX (810) 229-5578

August 21, 2015

Board of Trustees  
Charter Township of Genoa  
2911 Dorr Road  
Brighton MI 48116

Dear Honorable Board of Trustees:

In planning and performing our audit of the financial statements of the Charter Township of Genoa as of and for the year ended March 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter Township of Genoa's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses:

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the Charter Township of Genoa's internal control to be material weaknesses.

**1. Establish Control over the Financial Reporting Process**

Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements of financial position, results of operations, and cash flows, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.

At times, management may choose to outsource certain accounting functions due to cost or training considerations. Such accounting functions and service providers must be governed by the control policies and procedures of the Township. Management is as responsible for outsourced functions performed by a service provider as it would be if your personnel performed such functions. Specifically, management is responsible for management decisions and functions: for designating an individual with suitable skill, knowledge, or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management did not perform a detailed review of the financial statements. The absence of this control procedure is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the Company's internal control.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible to communicate significant deficiencies and material weaknesses in accordance with professional standards regardless of management's decisions.

**Response by Management**

Management believes the perceived benefit of more control over the financial reporting process does not exceed the related cost. Therefore, management has chosen to continue to request the auditors to prepare the financial statements.

**2. Segregate Accounting Duties**

A good system of internal control provides for a proper segregation of the accounting functions. The Township does not have the proper segregation of duties over cash receipts and disbursements, accounts receivable, and accounts payable. Proper segregation is not always possible in a small organization, but limited segregation to the extent possible can and should be implemented to reduce the risk of errors or fraud. We recommend that management review the current assignment of accounting functions. Where possible, duties should be segregated to reduce the risk of errors or fraud.

**Response by Management**

Management has reviewed and continues to review the current assignment of accounting functions. Management believes that the cost of hiring additional personnel will not substantiate the conceived benefits. However, management will continue to review methods of segregating duties with the current staff

The following are additional remarks which we do not consider to be material weaknesses but would like to discuss with the Board as part of our audit presentation.

**1. DUMP MAINTENANCE – FEES CHARGED BY PROVIDER**

While auditing the dump maintenance expenditure account we noted the amounts charged to the Township included rental fees for carts and containers which should not be included as part of the charges. The overcharges have since been refunded to the Township.

**2. PAYROLL PROCESSING AND REPORTING**

As part of the audit we had payroll reports run in comparison with the Township's fiscal year, April 1, 2014 through March 31, 2015. In doing this, the totals per the reports show incorrect FICA taxable Wages for two individuals. However, the FICA taxable wages are correct for the same two individuals based on calendar year reports. An explanation should be requested from the payroll software vendor and the issue should be corrected.

**3. INVENTORY - DPW (WATER & SEWER)**

As part of our audit, we reviewed the inventory amounts (goods on hand and the costs recorded in the general ledger). We also reviewed the systems in place to safeguard inventory as well as maintaining perpetual inventory reports to match against physical counts done on an interim basis.

The Genoa Township DPW department maintains the inventory for the MHOG water system (Marion-Howell-Oceola-Genoa), the G/O sewer system (Genoa – Oceola), Oak Pointe Water & Sewer system and the Lake Edgewood Water & Sewer System. The inventory used for these various systems consists of spare parts, equipment, and supplies. The inventory is located at several locations throughout the member townships.

The total cost of inventory at year end, March 31, 2015 was estimated at \$351,000 broken out as follows:

- MHOG water system - \$99,520
- Genoa – Ocoola sewer system \$90,980
- Oak Pointe water – sewer system \$64,500
- Lake Edgewood water – sewer system \$10,000
- Meter Fund \$86,000

The cost of inventory appeared to us to be relatively accurate. We also noted inventory was properly locked and stored securely.

However, we noted a lack of systems or a system in place which would support perpetual reporting which could be matched against physical counts throughout the year. This type of system would improve safeguarding of inventory from improper activities. We also suggest the number of locations where inventory is stored be reduced to a few or one location which is more strategically located.

#### **4. LOANS FROM GOVERNMENT PENSION PLANS**

While auditing the pension area, it was brought to our attention instances where employees borrowed from their pension plans. The employee is required to sign an agreement which states the repayment amount which typically is withheld from his or her payroll check. In one instance we found where the employee was on a repayment schedule, however, had made changes to the repayment amount (increased the amount) during the repayment period originally agreed upon.

One of the IRS requirements that the loan not be treated as a deemed distribution is that there is a “substantially level amortization”.

We suggest the Township review this area before allowing an employee to change his or her repayment amount due to IRS guidelines on loans from pension plans.

#### **Conclusion**

Thank you for your assistance and hospitality toward our firm while conducting the audit of the Charter Township of Genoa.

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

This communication is intended solely for the information and use of management, Township Board of Trustees, and others with the organization, 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

GENOA TOWNSHIP  
GENERAL FUND  
AUDIT PRESENTATION  
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES & TRANSFERS  
FOR PERIODS ENDING 3/31/08 THROUGH 3/31/15

LINE #	DESCRIPTION	YEAR ENDING 3/31/2015	YEAR ENDING 3/31/2014	YEAR ENDING 3/31/2013	YEAR ENDING 3/31/2012	YEAR ENDING 3/31/2011	YEAR ENDING 3/31/2010	YEAR ENDING 3/31/2009	YEAR ENDING 3/31/2008
	REVENUES:								
1	TAXES	828,273	814,616	834,055	821,190	846,918	916,670	958,169	950,911
2	TAX COLLECTION FEES	321,084	323,766	315,451	318,946	327,630	349,870	362,319	370,276
3	LICENSES & PERMITS/CABLE FRANCHISE FEES	371,686	351,874	338,143	318,111	303,748	275,273	253,201	250,890
4	TRAILER FEES	2,707	3,310	3,307	3,301	3,558	3,117	3,482	3,447
5	STATE SHARED REVENUES	1,571,139	1,477,501	1,441,910	1,630,181	1,047,344	967,161	1,089,615	1,080,898
6	APPLICATION FEES	60,727	28,732	34,667	28,575	22,426	17,425	32,731	49,586
7	REFUSE COLLECTION FEES	767,616	762,623	761,543	731,289	725,657	695,920	660,443	626,316
8	GRANT REVENUE	-	-	-	-	94,919	-	-	388
9	UTILITY ADMINISTRATION FEES	51,500	50,000	50,000	50,000	20,000	20,000	-	-
10	LIQUOR LAW ADMIN. FEES	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
11	LAND - TRANSFER TAXES	127,905	122,869	140,755	138,732	144,480	153,657	152,615	156,977
12	RENT INCOME	-	-	-	-	-	-	51,000	51,689
13	METRO ACT REVENUE	9,579	11,212	12,268	13,500	11,701	13,814	11,590	12,100
14	INTEREST INCOME	6,671	7,083	10,984	17,353	21,086	23,850	50,947	110,788
15	TRANSFER IN FROM OTHER FUNDS	-	1,862	-	79,000	-	300,000	-	-
16	MISCELLANEOUS	14,074	25,005	4,221	15,251	9,045	24,008	32,855	20,609
	<b>TOTAL REVENUES</b>	<b>4,136,461</b>	<b>3,983,953</b>	<b>3,950,804</b>	<b>4,168,929</b>	<b>3,582,012</b>	<b>3,764,265</b>	<b>3,662,467</b>	<b>3,688,375</b>
	EXPENDITURES:								
30	SALARY - TRUSTEES	24,732	27,705	23,593	20,655	23,130	23,220	26,755	26,900
31	SALARY - SUPERVISOR	52,500	51,479	49,980	49,980	49,000	49,000	49,000	47,500
33	SALARY - ELECTION WORKERS	50,923	25,046	67,216	20,526	40,885	9,878	70,631	32,418
34	SALARY - PROFESSIONALS/CONTRACTUAL	338,842	337,860	323,366	300,696	317,464	302,349	298,649	314,663
35	CONTRACTUAL ASSESSING SERVICE	-	-	-	-	-	-	-	0
36	LEGAL	68,375	107,757	128,713	88,883	66,206	95,531	306,961	166,379
37	SALARY - CLERK	51,500	50,500	48,980	48,980	48,000	48,000	48,000	46,500
38	AUDITOR	21,100	17,600	16,800	16,850	16,600	16,450	15,225	15,200
39	PAYROLL PROCESSING (PAYCHEX)	-	-	-	-	-	-	-	-
40	ENGINEERS/PLANNING	11,304	42,272	43,954	48,645	33,764	47,486	98,903	47,837
41	TAX ROLL PREPARATION	-	-	-	-	-	-	-	-
42	SALARY - BOR, PLANNING, ZONING	2,250	2,675	2,875	4,877	4,821	8,997	4,596	21,705
43	REFUNDS & CHARGEBACKS	5,774	15,682	19,023	20,848	11,570	9,132	3,714	3,120
44	SALARY - TREASURER	51,500	50,500	48,980	48,980	48,000	48,000	48,000	46,500
45	REPAIRS & MAINTENANCE	84,362	146,599	93,676	83,665	91,799	65,574	71,122	61,167
46	INSURANCE	262,143	259,377	219,201	236,566	251,512	237,754	231,542	219,545
47	UTILITIES	19,983	22,719	20,425	19,356	16,207	15,705	18,007	16,609
48	SALARY - OTHER	313,275	308,655	271,043	250,861	264,520	265,200	239,725	199,948
49	RETIREMENT - PENSIONS	92,938	95,298	85,069	90,162	90,012	81,559	78,846	76,210
50	OFFICE EXPENSES	92,493	86,219	74,889	72,499	67,103	56,309	71,786	81,830
51	TELEPHONE	18,056	21,775	23,105	20,791	15,901	14,078	13,612	14,137
52	TRAVEL, AUTO (MILEAGE)	14,435	17,996	12,312	12,202	11,526	9,678	16,509	11,456
53	ECONOMIC DEVELOPMENT	20,000	20,000	20,000	-	-	-	-	-
54	GYPSY MOTH & MISCELLANEOUS	-	-	-	-	-	-	-	-
55	STORM MANDATE/NPDES	-	-	-	-	-	-	1,879	3,757
56	DUES	19,702	17,622	18,855	17,726	16,736	22,509	22,477	18,950

GENOA TOWNSHIP  
GENERAL FUND  
AUDIT PRESENTATION  
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES & TRANSFERS  
FOR PERIODS ENDING 3/31/08 THROUGH 3/31/15

LINE #	DESCRIPTION	YEAR ENDING 3/31/2015	YEAR ENDING 3/31/2014	YEAR ENDING 3/31/2013	YEAR ENDING 3/31/2012	YEAR ENDING 3/31/2011	YEAR ENDING 3/31/2010	YEAR ENDING 3/31/2009	YEAR ENDING 3/31/2008
57	REGIONAL MEETING FEES	17,791	13,194	19,311	12,011	26,066	15,717	22,363	21,726
58	APPLICATION FEES	42,233	28,800	21,227	12,275	7,035	17,020	20,355	69,225
59	UTILITY BILLING FEES	-	-	-	-	-	-	-	-
60	SALARY - ORDINANCE ENFORCEMENT	50,165	44,105	46,035	44,710	45,907	42,281	40,494	37,314
61	SALARY - PLANNING & ZONING	30,016	29,754	27,491	27,344	26,646	26,168	24,380	-
62	METER READING	-	-	-	-	-	-	-	-
63	FIRE SUBSTATION	-	359	991	6,861	19,254	25,616	24,845	19,541
64	ROAD IMPROVEMENTS	224,362	194,572	116,695	226,182	49,201	280,279	479,193	2,100
65	LANDSCAPE & SITE WORK	-	-	-	-	-	-	-	-
66	REFUSE EXPENDITURES	970,891	931,751	923,332	902,699	861,882	844,832	833,586	825,337
67	DUST CONTROL	55,861	55,621	66,307	48,806	52,862	56,509	66,111	71,690
68	WHITE PINES STREET LIGHTING	-	-	751	746	645	651	756	576
69	DEBT RETIREMENT - PRIN & INTER.	-	-	-	-	-	-	-	-
70	PARKS & RECREATION	131,426	128,324	64,453	68,698	62,976	96,527	91,210	91,210
71	BIKE/WALK PATH	-	-	-	-	-	-	-	-
72	WATER/SEWER/BLDG DEPT.	-	-	-	28,799	-	-	-	-
73	DRAINS	25,912	24,908	23,201	27,515	26,675	37,192	17,411	33,803
74	CAPITAL OUTLAY	28,079	88,266	64,210	90,031	163,679	58,347	46,656	62,451
75	PAYROLL TAXES	70,839	67,604	56,806	62,557	64,986	78,888	67,928	57,237
76	UTILITIES - SALARIES/OTHER	-	-	-	-	-	-	-	-
77	WRITE OFF - DELINQUENT PERSONAL PROP TAXES	-	-	-	-	-	-	2,748	-
78	TRANSFER OUT TO OTHER FUNDS*	850,000	1,200,000	939,000	995,000	323,515	157,500	199,637	1,150,000
	TOTAL EXPENDITURES/TRANS OUT	4,113,762	4,532,594	3,981,865	4,027,982	3,216,065	3,163,736	3,673,612	3,914,541
	NET REVENUES & EXPENDITURES	22,699	(548,641)	(31,061)	140,947	365,947	600,529	(11,145)	(226,166)
	BEGINNING FUND BALANCE - G/F	2,013,761	2,562,402	2,593,463	2,452,516	2,086,569	1,486,040	1,497,185	1,723,351
	ENDING FUND BALANCE - G/F	2,036,460	2,013,761	2,562,402	2,593,463	2,452,516	2,086,569	1,486,040	1,497,185
	*TRANS-OUT TO FUNDS:								
82	ROAD IMPROVEMENT FUND	250,000	250,000	200,000	200,000	200,000	-	-	-
83	ADVANCES FOR ROAD PROJECTS/UTILITIES FUNDS	250,000	500,000	350,000	-	3,515	12,500	-	-
85	FUTURE DEVELOPMENT FIRE FUND	-	-	-	-	-	-	154,637	925,000
86	BUILDING/GROUNDS RESERVE FUND	-	200,000	-	60,000	45,000	45,000	45,000	25,000
89	PARKS & RECREATION FUND	350,000	250,000	379,000	725,000	75,000	100,000	-	200,000
90	SELGRA REIMBURSEMENT FUND	-	-	10,000	10,000	-	-	-	-
	TOTAL TRANSFERS OUT OF GENERAL FUND	850,000	1,200,000	939,000	995,000	323,515	157,500	199,637	1,150,000
	ENDING FUND BALANCE - OTHER FUNDS								
92	ROAD IMPROVEMENT FUND	1,188,092	939,276	833,821	1,171,281	1,249,055	1,205,150	1,209,215	1,183,120
93	ADVANCES FOR REIMBURSABLE ROAD PROJECTS	988,487	644,725	816,648	564,691	541,780	494,601	861,209	696,056
95	FUTURE DEVELOPMENT FIRE FUND	-	-	-	-	-	-	-	74,958
97	PARKS & RECREATION FUND	577,027	496,837	718,042	703,227	385,687	472,123	733,576	803,157



GENOA TOWNSHIP  
GENERAL FUND  
AUDIT PRESENTATION  
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES & TRANSFERS  
FOR PERIODS ENDING 3/31/08 THROUGH 3/31/15

LINE #	DESCRIPTION	YEAR ENDING 3/31/2015	YEAR ENDING 3/31/2014	YEAR ENDING 3/31/2013	YEAR ENDING 3/31/2012	YEAR ENDING 3/31/2011	YEAR ENDING 3/31/2010	YEAR ENDING 3/31/2009	YEAR ENDING 3/31/2008
99	BUILDING/GROUNDS RESERVE FUND	271,745	282,543	200,921	200,521	218,790	172,990	126,281	79,017
100	SELCRA REIMBURSEMENT FUND	-	-	5,147	6,044	-	-	-	-
	TOTAL ENDING FUND BALANCE - OTHER FUNDS	<u>3,025,351</u>	<u>2,363,381</u>	<u>2,574,579</u>	<u>2,645,764</u>	<u>2,395,312</u>	<u>2,344,864</u>	<u>2,930,281</u>	<u>2,836,308</u>
	ENDING FUND BALANCE - G/F & OTHER FUNDS	<u>5,061,811</u>	<u>4,377,142</u>	<u>5,136,981</u>	<u>5,239,227</u>	<u>4,847,828</u>	<u>4,431,433</u>	<u>4,416,321</u>	<u>4,333,493</u>
	REFUSE REVENUES	767,616	762,623	761,543	731,289	725,657	695,920	660,443	626,316
	REFUSE EXPENSES	<u>970,891</u>	<u>931,751</u>	<u>923,332</u>	<u>902,699</u>	<u>861,862</u>	<u>844,632</u>	<u>833,586</u>	<u>825,337</u>
	NET REFUSE	<u>(203,275)</u>	<u>(169,128)</u>	<u>(161,789)</u>	<u>(171,410)</u>	<u>(136,205)</u>	<u>(148,712)</u>	<u>(173,143)</u>	<u>(199,021)</u>
	APPLICATION FEE REVENUE	60,727	28,732	34,667	28,575	22,426	17,425	32,731	49,586
	APPLICATION FEE EXPENSES	<u>42,233</u>	<u>28,800</u>	<u>21,227</u>	<u>12,275</u>	<u>7,035</u>	<u>17,020</u>	<u>20,355</u>	<u>69,225</u>
	NET APPLICATION FEES	<u>18,494</u>	<u>(68)</u>	<u>13,440</u>	<u>16,300</u>	<u>15,391</u>	<u>405</u>	<u>12,376</u>	<u>(19,639)</u>

Resolution No. 5 – Grand Oaks Road Improvement Project  
Reimbursement Special Assessment Project (Summer 2016)

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on Oct. 19, 2015, at 6:30 p.m., there were

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

ABSENT: None

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Resolution Confirming Special Assessment Roll**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Homestead Drive Road Improvement Project within the Township as described in Exhibit A (the “Project”) and 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 Grand Oaks Road Improvement Project (Summer 2016) (the “Proposed Roll”) and has filed the Proposed Roll with the Township Clerk;

WHEREAS, the Township Board has scheduled a public hearing on the Proposed Roll and notice of the hearing has been properly provided;

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on Oct. 5, 2015.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll for the Grand Oaks Drive Road Improvement Project (Summer 2016) (the “Roll”).
2. Future Installments - Principal. The Township Board determines that each special assessment may be paid in five installments. The first installment shall be due July 1, 2016.
3. Future Installments - Interest. All unpaid installments shall not bear interest.
4. Warrant. The Township Clerk is hereby directed to attach a warrant (in the form of Exhibit B to this resolution) to the Roll and to deliver such warrant and the Roll to the Township

Treasurer, who shall thereupon collect the special assessments in accordance with the terms of this resolution, the Clerk's warrant and the statutes of the State of Michigan.

5. Inconsistent Prior Resolutions. 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: Ledford, Smith, Hunt, Rowell, Mortensen, Skolarus and McCririe.

NO: None.

ABSENT: None.

#### 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 A

### GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT

#### DESCRIPTION OF PROJECT A 5- YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

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

- Pulverize existing pavement
- Shape material to improve drainage
- Selective undercut and fill with additional base material
- Overlay with seven inches of H.M.A. in three lifts (2", 2" and 3")
- Ditch cleaning and culvert installation as necessary

**Total project cost - \$940,000; Township contribution - \$200,000; Livingston County Road Commission - \$50,000; Total spread to roll - \$690,000**

**GRAND OAKS ROAD SPECIAL ASSESSMENT DRAFT ROLL**

PARC#	TAX I.D.	OWNER	ACRES	PRO RATA SHAR	COST/ACRE	ACREAGE CD	TOTAL CD	ANN. COS
1	11-05-300-027	HD Development of MD, Inc.	15.1	\$ 11,000	\$ 1,381	\$ 20,853	\$ 31,853	\$ 6,371
2	11-05-300-024	Halle Enterprises, LLC	1.68	\$ 11,000	\$ 1,381	\$ 2,320	\$ 13,320	\$ 2,664
3	11-05-300-051	Dechris Limited Partnership	20.15	\$ 11,000	\$ 1,381	\$ 27,827	\$ 38,827	\$ 7,765
4	11-05-300-048	LCHA	10	\$ 11,000	\$ 1,381	\$ 13,810	\$ 24,810	\$ 4,962
5	11-05-300-012	Consumers Energy Co.	10.03	\$ 11,000	\$ 1,381	\$ 13,851	\$ 24,851	\$ 4,970
6	11-05-300-046	Consumers Energy Co.	2.73	\$ 11,000	\$ 1,381	\$ 3,770	\$ 14,770	\$ 2,954
7	11-05-300-045	Consumers Energy Co.	2.71	\$ 11,000	\$ 1,381	\$ 3,743	\$ 14,743	\$ 2,949
8	11-05-300-044	Consumers Energy Co.	3.02	\$ 11,000	\$ 1,381	\$ 4,171	\$ 15,171	\$ 3,034
9	11-05-300-043	Ovidon Real Estate, LLC	2.82	\$ 11,000	\$ 1,381	\$ 3,894	\$ 14,894	\$ 2,979
10	11-08-100-024	Precision Stamping	5.01	\$ 11,000	\$ 1,381	\$ 6,919	\$ 17,919	\$ 3,584
11	11-08-100-023	Ovidon Real Estate II, LLC	7.09	\$ 11,000	\$ 1,381	\$ 9,791	\$ 20,791	\$ 4,158
12	11-08-100-003	Precision Stamping	10.03	\$ 11,000	\$ 1,381	\$ 13,851	\$ 24,851	\$ 4,970
13	11-08-100-011	Michigan Rod Products, Inc.	20	\$ 11,000	\$ 1,381	\$ 27,620	\$ 38,620	\$ 7,724
14	11-08-100-010	DC Real Properties	10	\$ 11,000	\$ 1,381	\$ 13,810	\$ 24,810	\$ 4,962
15	11-05-301-001	A.T.T.G., LLC	2.29	\$ 11,000	\$ 1,381	\$ 3,162	\$ 14,162	\$ 2,832
16	11-05-301-002	Fleur De Lys Apartments	1.83	\$ 11,000	\$ 1,381	\$ 2,527	\$ 13,527	\$ 2,705
17	11-05-301-003	RSK Companies, LLC	0.96	\$ 11,000	\$ 1,381	\$ 1,326	\$ 12,326	\$ 2,465
18	11-05-301-004	Cleary University	2.24	\$ 11,000	\$ 1,381	\$ 3,093	\$ 14,093	\$ 2,819
19	11-05-302-005	Cleary University	1.51	\$ 11,000	\$ 1,381	\$ 2,085	\$ 13,085	\$ 2,617
20	11-05-302-011	Cleary University	2.53	\$ 11,000	\$ 1,381	\$ 3,494	\$ 14,494	\$ 2,899
21	11-05-302-012	MCM Properties, LLC	1.66	\$ 11,000	\$ 1,381	\$ 2,292	\$ 13,292	\$ 2,658
22	11-05-302-009	Kiefer Investment	1.5	\$ 11,000	\$ 1,381	\$ 2,072	\$ 13,072	\$ 2,614
23	11-05-302-010	Kiefer Investments	1.55	\$ 11,000	\$ 1,381	\$ 2,141	\$ 13,141	\$ 2,628
24	11-08-101-014	Highland Engineering, Inc.	4.52	\$ 11,000	\$ 1,381	\$ 6,242	\$ 17,242	\$ 3,448
25	11-08-101-015	Tadbad, LLC	3.03	\$ 11,000	\$ 1,381	\$ 4,184	\$ 15,184	\$ 3,037
26	11-08-101-006	Grand Oaks FAW, LLC	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
27	11-08-101-007	KB Outdoors, Inc.	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
28	11-08-101-008	James and Sheila Hall	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
29	11-08-101-009	Ameritech	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
30	11-08-101-010	Ameritech	1.53	\$ 11,000	\$ 1,381	\$ 2,113	\$ 13,113	\$ 2,623
31	11-08-101-011	Great Lakes Inv., LLC	2.01	\$ 11,000	\$ 1,381	\$ 2,776	\$ 13,776	\$ 2,755
32	11-08-101-012	Best Storage - Howell	1.76	\$ 11,000	\$ 1,381	\$ 2,431	\$ 13,431	\$ 2,686
33	11-08-200-004	LCRC	28.66	\$ 11,000	\$ 1,381	\$ 39,579	\$ 50,579	\$ 10,116
34	11-08-200-006	ITC Transmission	7.36	\$ 11,000	\$ 1,381	\$ 10,164	\$ 21,164	\$ 4,233
35	11-05-400-062	Cleary University	29.6	\$ 11,000	\$ 1,381	\$ 40,878	\$ 51,878	\$ 10,376
			<b>220.99</b>	<b>\$ 385,000</b>		<b>\$ 305,187</b>	<b>\$ 690,187</b>	

PROJECT BUDGET	\$ 940,000
LCRC CONTRIBUTION	\$ (50,000)
GENOA TWP. CONTRIBUTION	\$ (200,000)
TOTAL SPREAD TO SAD	\$ 690,000
PRO RATA TOTAL	\$ 385,000
TOTAL SPREAD ACREAGE	\$ 305,000

**\*ANNUAL COST BASED ON ASSUMED 5 YEAR PAYOFF**

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**Exhibit B**

**Warrant**

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WARRANT

TO: Treasurer  
Genoa Township  
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the Genoa Township Grand Oaks Drive Road Improvement Project (Summer 2016) (the "Roll") confirmed by the Township Board on Oct. 19, 2015 (the "Confirming Resolution"). You are hereby directed to proceed to collect the amounts due on such Roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

---

Paulette A. Skolarus,  
Genoa Charter Township Clerk

**EXHIBIT B**

**Genoa Charter Township  
Livingston County, Michigan**

**NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT 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 October 19, 2015, 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:

**GENOA CHARTER TOWNSHIP – GRAND OAKS DRIVE ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2016)  
(A 5-year program with costs as follows)**

and to hear any objections to the petition, to the improvement and to the special assessment district. The Township Board may revise, correct, amend or change the plans, estimate of cost, or special assessment district.

The project (the “Project”) will consist of:

- Pulverize existing pavement
- Shape material to improve drainage
- Selective undercut and fill with additional base material
- Overlay with seven inches of H.M.A. in three lifts (2”, 2” and 3”)
- Ditch cleaning and culvert installation as necessary

Total project cost - \$940,000; Township contribution - \$200,000; Livingston County Road Commission - \$50,000; Total spread to roll - \$690,000

**GRAND OAKS ROAD SPECIAL ASSESSMENT DRAFT ROLL**

PARC	TAX I.D.	OWNER	ACRES	PRO RATA SHAR	COST/ACRE	ACREAGE CO	TOTAL CO	ANN. COS
1	11-05-300-027	HD Development of MD, Inc.	15.1	\$ 11,000	\$ 1,381	\$ 20,853	\$ 31,853	\$ 6,371
2	11-05-300-024	Halle Enterprises, LLC	1.68	\$ 11,000	\$ 1,381	\$ 2,320	\$ 13,320	\$ 2,664
3	11-05-300-051	Dechris Limited Partnership	20.15	\$ 11,000	\$ 1,381	\$ 27,827	\$ 38,827	\$ 7,765
4	11-05-300-048	LCHA	10	\$ 11,000	\$ 1,381	\$ 13,810	\$ 24,810	\$ 4,962
5	11-05-300-012	Consumers Energy Co.	10.03	\$ 11,000	\$ 1,381	\$ 13,851	\$ 24,851	\$ 4,970
6	11-05-300-046	Consumers Energy Co.	2.73	\$ 11,000	\$ 1,381	\$ 3,770	\$ 14,770	\$ 2,954
7	11-05-300-045	Consumers Energy Co.	2.71	\$ 11,000	\$ 1,381	\$ 3,743	\$ 14,743	\$ 2,949
8	11-05-300-044	Consumers Energy Co.	3.02	\$ 11,000	\$ 1,381	\$ 4,171	\$ 15,171	\$ 3,034
9	11-05-300-043	Ovidon Real Estate, LLC	2.82	\$ 11,000	\$ 1,381	\$ 3,894	\$ 14,894	\$ 2,979
10	11-08-100-024	Precision Stamping	5.01	\$ 11,000	\$ 1,381	\$ 6,919	\$ 17,919	\$ 3,584
11	11-08-100-023	Ovidon Real Estate II, LLC	7.09	\$ 11,000	\$ 1,381	\$ 9,791	\$ 20,791	\$ 4,158
12	11-08-100-003	Precision Stamping	10.03	\$ 11,000	\$ 1,381	\$ 13,851	\$ 24,851	\$ 4,970
13	11-08-100-011	Michigan Rod Products, Inc.	20	\$ 11,000	\$ 1,381	\$ 27,620	\$ 38,620	\$ 7,724
14	11-08-100-010	DC Real Properties	10	\$ 11,000	\$ 1,381	\$ 13,810	\$ 24,810	\$ 4,962
15	11-05-301-001	A.T.T.G., LLC	2.29	\$ 11,000	\$ 1,381	\$ 3,162	\$ 14,162	\$ 2,832
16	11-05-301-002	Fleur De Lys Apartments	1.83	\$ 11,000	\$ 1,381	\$ 2,527	\$ 13,527	\$ 2,705
17	11-05-301-003	RSK Companies, LLC	0.96	\$ 11,000	\$ 1,381	\$ 1,326	\$ 12,326	\$ 2,465
18	11-05-301-004	Cleary University	2.24	\$ 11,000	\$ 1,381	\$ 3,093	\$ 14,093	\$ 2,819
19	11-05-302-005	Cleary University	1.51	\$ 11,000	\$ 1,381	\$ 2,085	\$ 13,085	\$ 2,617
20	11-05-302-011	Cleary University	2.53	\$ 11,000	\$ 1,381	\$ 3,494	\$ 14,494	\$ 2,899
21	11-05-302-012	MCM Properties, LLC	1.66	\$ 11,000	\$ 1,381	\$ 2,292	\$ 13,292	\$ 2,658
22	11-05-302-009	Kiefer Investment	1.5	\$ 11,000	\$ 1,381	\$ 2,072	\$ 13,072	\$ 2,614
23	11-05-302-010	Kiefer Investments	1.55	\$ 11,000	\$ 1,381	\$ 2,141	\$ 13,141	\$ 2,628
24	11-08-101-014	Highland Engineering, Inc.	4.52	\$ 11,000	\$ 1,381	\$ 6,242	\$ 17,242	\$ 3,448
25	11-08-101-015	Tadbad, LLC	3.03	\$ 11,000	\$ 1,381	\$ 4,184	\$ 15,184	\$ 3,037
26	11-08-101-006	Grand Oaks FAW, LLC	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
27	11-08-101-007	KB Outdoors, Inc.	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
28	11-08-101-008	James and Sheila Hall	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
29	11-08-101-009	Ameritech	1.52	\$ 11,000	\$ 1,381	\$ 2,099	\$ 13,099	\$ 2,620
30	11-08-101-010	Ameritech	1.53	\$ 11,000	\$ 1,381	\$ 2,113	\$ 13,113	\$ 2,623
31	11-08-101-011	Great Lakes Inv., LLC	2.01	\$ 11,000	\$ 1,381	\$ 2,776	\$ 13,776	\$ 2,755
32	11-08-101-012	Best Storage - Howell	1.76	\$ 11,000	\$ 1,381	\$ 2,431	\$ 13,431	\$ 2,686
33	11-08-200-004	LCRC	28.66	\$ 11,000	\$ 1,381	\$ 39,579	\$ 50,579	\$ 10,116
34	11-08-200-006	ITC Transmission	7.36	\$ 11,000	\$ 1,381	\$ 10,164	\$ 21,164	\$ 4,233
35	11-05-400-062	Cleary University	29.6	\$ 11,000	\$ 1,381	\$ 40,878	\$ 51,878	\$ 10,376
			<b>220.99</b>	<b>\$ 385,000</b>		<b>\$ 305,187</b>	<b>\$ 690,187</b>	

PROJECT BUDGET	\$ 940,000
LCRC CONTRIBUTION	\$ (50,000)
GENOA TWP. CONTRIBUTION	\$ (200,000)
TOTAL SPREAD TO SAD	\$ 690,000
PRO RATA TOTAL	\$ 385,000
TOTAL SPREAD ACREAGE	\$ 305,000

**\*ANNUAL COST BASED ON ASSUMED 5 YEAR PAYOFF**



Periodic redeterminations of cost may be made without a change in the special assessment district and without further notice to record owners or parties in interest in the property.

(2) 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:

4711-05-300-027	4711-05-300-024	4711-05-300-051
4711-05-300-048	4711-05-300-012	4711-05-300-046
4711-05-300-045	4711-05-300-044	4711-05-300-043
4711-08-100-024	4711-08-100-023	4711-08-100-003
4711-08-100-011	4711-08-100-010	4711-05-301-001
4711-05-301-002	4711-05-301-003	4711-05-301-004
4711-05-302-005	4711-05-302-011	4711-05-302-012
4711-05-302-009	4711-05-302-010	4711-08-101-014
4711-08-101-015	4711-08-101-006	4711-08-101-007
4711-08-101-008	4711-08-101-009	4711-08-101-010
4711-08-101-011	4711-08-101-012	4711-08-200-004
4711-08-200-006	4711-05-400-062	

(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 now on file in the office of the Township Clerk for public examination from the date of this notice until and including the date of the public hearing and may be examined at the hearing.

(5) The Board of Trustees of the Township has by Board Resolution decided to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended.

(6) Record owners and any party in interest of land have the right to object in person or to file written objections to the petition, to the improvement and to the special assessment district. Any person objecting in writing to the petition, the improvement, or the proposed special assessment district shall file the objection with the Township Clerk before the close of the October 19, 2015 hearing or within such further time as the Township Board may grant. Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal.

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

Dated: Sept. 21, 2015

Paulette A. Skolarus, Clerk  
Genoa Charter Township

GRAND OAKS DRIVE ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT





# CITY OF BRIGHTON

"Providing quality service"

October 2, 2015

**City Hall**  
200 N. First St.  
Brighton, MI 48116-1593  
(810) 227-1911  
Fax# 227-6420

**City Manager**  
225-8022  
City Clerk  
227-0463  
**Human Resources Director**  
225-9251  
**Cemetery/ Voter**  
**Registration**  
227-0463

**Community Development**  
**Building**  
227-9005  
**Building Inspection Line**  
227-0419  
**Planning / Zoning**  
225-9257  
**Community Development/**  
**DDA**  
225-8025

**Finance**  
**Accounts Payable**  
225-8019  
**Assessing Assistant**  
227-9006  
**City Assessor**  
225-8024  
**City Treasurer**  
225-8023  
**Finance Director**  
225-9283  
**Assistant Finance Director**  
227-7738  
**Property Taxes**  
227-0179  
**Utility Billing**  
225-8041

**Police Department**  
440 S. Third St.  
(810) 227-2700  
Fax# 227-2063

**Department of Public**  
**Works**  
420 S. Third St.  
(810) 225-8001  
Fax# 225-9249  
**DPW Director**  
225-9284  
**Assistant DPW Director**  
225-9282  
**Water Plant**  
227-2968  
**Wastewater Plant**  
227-9479

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

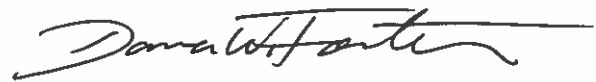
Dear Mr. Archinal:

On behalf of the City of Brighton, we are sending this letter to say thank you for your time and inputs in the recent City Management search process recruitment profile development input meeting which you attended. We recognize that the meeting was an intense use of your valuable time and we recognize that you were able to attend the meeting with relatively short notice between the meeting date/time and when you received the meeting invitation letter.

Your inputs will be very helpful for our search process facilitator. The inputs that you and fellow recruitment profile development meeting attendees provided were also very helpful for the City Council to see and evaluate during the City Council's recruitment profile development meeting with the facilitator.

Thank you again for participating in this important process for our community. Best regards,

  
James Muzzin  
Mayor

  
Dana Foster  
City Manager

cc: City of Brighton City Council  
Kathie Grinzinger, MML Executive Search Process Lead Recruiter & Facilitator

Date: Nov. 2015

To: Genoa Township Staff  
From: Polly Skolarus & Robin Hunt

For your records the following holidays are scheduled for 2016:

Floater	Any day during year
New Year's Day	January 1, 2016
Martin Luther King Day	January 18, 2016
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Columbus/Stornant Day	October 10, 2016
Thanksgiving Day	November 24, 2016
Friday following Thanksgiving	November 25, 2016
Christmas Eve	December 23, 2016
Christmas Day	December 26, 2016
New Years Eve	December 30, 2016
New Year's Day	January 1, 2017

Policy/holidays

**GENOA TOWNSHIP  
SCHEDULE OF MEETINGS  
January 1, 2016 thru December 31, 2016**

Meetings will be held at the Genoa Township Hall located at 2911 Dorr Road.  
The Township Board meets at 6:30 p.m., the Zoning Board of Appeals meet at 6:30 p.m.  
The Planning Commission meets at 6:30 p.m.

Regular meetings of the Township Board are generally scheduled for the first and third Monday of every month. The Planning Commission generally meets the second and if necessary, the fourth Monday; and the Zoning Board of Appeals usually meets the third Tuesday of each month. Holidays will occasionally disrupt the meeting schedules.

**TOWNSHIP BOARD SCHEDULE**

January 4, 2016	July 18, 2016
February 1 & 15, 2016	August 1 & 15, 2016
March 7 & 21, 2016	September 6 & 19, 2016
April 4 & 18, 2016	October 3 & 17, 2016
May 2 & 16, 2016	November 7 & 21, 2016
June 6 & 20, 2016	December 5 & 19, 2016

**PLANNING COMMISSION SCHEDULE**

January 11, 2016	July 11, 2016
February 8, 2016	August 8, 2016
March 14, 2016	September 12, 2016
April 11, 2016	October 11, 2016
May 9, 2016	November 14, 2016
June 13, 2016	December 12, 2016

**ZONING BOARD OF APPEALS SCHEDULE**

January 19, 2016	July 19, 2016
February 16, 2016	August 16, 2016
March 15, 2016	September 20, 2016
April 19, 2016	October 18, 2016
May 17, 2016	November 15, 2016
June 21, 2016	December 13, 2016

Signed: Paulette A. Skolarus  
Genoa Township Clerk

Notice Posted on Front Display  
Nov. 1, 2015 thru Dec. 31, 2016

(Policy/schedule of meetings)