

GENOA CHARTER TOWNSHIP BOARD

November 7, 2016

Regular Meeting

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: October 17, 2016

3. Request to clarify a discrepancy between the rules and regulations and the application related to the sale of cemetery parcels in Chilson Hills by amending the rules and regulations to state that cremains parcels be sold at \$300 in accordance with recent sales.

4. Request to approve the Fiscal Year 2017 Howell Area Parks and Recreation Authority (HAPRA) budget.

5. Request to approve the Fiscal Year 2017 Proposed Budget Amendment to DPW Fund 501 as recommended by the Utility Director.

Approval of Regular Agenda:

6. Request from April Gago, M.D. of the Gago Center for Fertility/Gago IVF to consider an ordinance to prohibit open burning near medical practices.

7. Request from Dewey E. and Pamela H. Thomas to amend a consent agreement to allow use of 5033 Chilson Road, Parcel ID 4711-33-200-019, as a floral design and art studio.

8. Request from the Ordinance Officer to consider removal of a dangerous building at 692 Red Oaks.

9. Presentation from Kim Lane, Human Resources Director, regarding 2017 employee benefits.

10. Request for review and approval of MHOG salary range adjustments.

11. Request to approve resolutions honoring the service of Township Board members Gary McCririe, Linda Rowell and Todd Smith.

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: November 7, 2016

TOWNSHIP GENERAL EXPENSES: Thru November 7, 2016	\$245,009.29
October 21, 2016 Bi Weekly Payroll	\$79,586.91
November 1, 2016 Monthly Payroll	\$11,196.03
November 4, 2016 Bi Weekly Payroll	\$79,303.76
OPERATING EXPENSES: Thru November 7, 2016	\$315,687.64
TOTAL:	<u>\$730,783.63</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
10/13/2016	33168	AMERICAN AQUA	100.70
10/13/2016	33169	AT&T	177.43 V
Void Reason: HIT WRONG ACCOUNT			
10/13/2016	33170	BLUE CROSS & BLUE SHIELD OF MI	27,459.22
10/13/2016	33171	BORDINE NURSERY	72.83
10/13/2016	33172	COMCAST	323.81
10/13/2016	33173	CONSUMERS ENERGY	21.65
10/13/2016	33174	DAVE BRYWA	25.00
10/13/2016	33175	ETNA SUPPLY COMPANY	12,291.20
10/13/2016	33176	EVOLVING TECHNOLOGIES INC	177.50
10/13/2016	33177	GORDON FOOD SERVICE	317.25
10/13/2016	33178	LCAA	10.00
10/13/2016	33179	LIVINGSTON PRESS & ARGUS	208.02
10/13/2016	33180	LSL PLANNING, INC.	1,460.75
10/13/2016	33181	MI ASSOCIATION OF PLANNING	70.00
10/13/2016	33182	MICHAEL ARCHINAL	27.74
10/13/2016	33183	RIZZO ENVIRONMENTAL SERVICES	79,302.30
10/18/2016	33184	ALLSTAR ALARM LLC	270.00
10/18/2016	33185	AT&T	177.43
10/18/2016	33186	BS&A SOFTWARE	16,245.00
10/18/2016	33187	BULLSEYE TELECOM	382.23
10/18/2016	33188	EHIM, INC	1,936.80
10/18/2016	33189	ELECTION SOURCE	228.30
10/18/2016	33190	HUBBELL, ROTH & CLARK, INC	145.00
10/18/2016	33191	LEO'S CUSTOM SPRINKLER SERVICE INC	90.00
10/18/2016	33192	NORTHERN PLUMBING, INC.	252.00
10/18/2016	33193	RIZZO ENVIRONMENTAL SERVICES	79,302.30
10/18/2016	33194	U.S. BANK	1,656.84
10/18/2016	33195	VERIZON WIRELESS	659.38
10/18/2016	33196	AMY RUTHIG	263.96
10/18/2016	33197	DIANA LOWE	250.96
10/18/2016	33198	DOUGLAS BROWN	326.96
10/18/2016	33199	H.J. MORTENSEN	339.96
10/18/2016	33200	KELLY VANMARTER	263.96
10/18/2016	33201	MICHAEL ARCHINAL	263.96
10/18/2016	33202	RADISSON PLAZA HOTEL	400.05
10/18/2016	33203	RADISSON PLAZA HOTEL	266.70
10/18/2016	33204	RADISSON PLAZA HOTEL	266.70
10/18/2016	33205	RADISSON PLAZA HOTEL	266.70
10/18/2016	33206	RADISSON PLAZA HOTEL	400.05
10/18/2016	33207	RADISSON PLAZA HOTEL	266.70
10/18/2016	33208	US POSTAL SERVICE	215.00
10/20/2016	33209	FEDERAL EXPRESS	153.49
10/20/2016	33210	LIVINGSTON PRESS & ARGUS	270.00
10/20/2016	33211	LSL PLANNING, INC.	575.00
10/20/2016	33212	RELIANCE STANDARD LIFE INS. CO.	2,719.67
10/20/2016	33213	UNUM PROVIDENT	2,454.40
10/21/2016	5(E)	MERS - MICH. EMPLOYEES' RETIRE	1,603.38
10/25/2016	33214	APPLIED IMAGING	985.68
10/25/2016	33215	AT&T	45.81
10/25/2016	33216	CHASE CARD SERVICES	441.94
10/25/2016	33217	COMCAST	161.44
10/25/2016	33218	DTE ENERGY	152.78
10/25/2016	33219	JACOB SAPIENZA	50.00
10/25/2016	33220	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00
10/25/2016	33221	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00
10/25/2016	33222	MASTER MEDIA SUPPLY	492.60
10/25/2016	33223	MICHAEL ARCHINAL	500.00
10/25/2016	33224	MINNESOTA ELEVATOR, INC	1,415.00
10/25/2016	33225	NEOPOST USA INC	787.63
10/25/2016	33226	TRI COUNTY SUPPLY, INC.	360.30
10/25/2016	33227	WAL-MART COMMUNITY	802.92
10/27/2016	33228	LIVINGSTON COUNTY TREASURERS	72.00
10/27/2016	4(E)	PRINCIPAL FINANCIAL RETIREMENT	542.50
11/01/2016	33229	DYKEMA GOSSETT, PLLC	344.20
11/01/2016	33230	JESSICA BUTTERMORE	39.15
11/01/2016	33231	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00
11/01/2016	33232	NETWORK SERVICES	45.00
11/01/2016	33233	S ESTRN CHAP MI ASSRS ASSN	25.00
11/01/2016	33234	SEMCOG	2,702.00
11/01/2016	33235	STATE OF MICHIGAN	135.87
11/01/2016	33236	POSTMASTER	36.62

FNBCK TOTALS:

Total of 71 Checks:	245,186.72
Less 1 Void Checks:	177.43
Total of 70 Disbursements:	245,009.29

Check Register Report for Genoa Charter Township
For Check Dates 10/21/2016 to 10/21/2016

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/21/2016	FNBCK	EFT25	FLEX SPENDING (TASC)	1,035.09	1,035.09	0.00	Open
10/21/2016	FNBCK	EFT26	INTERNAL REVENUE SERVICE	19,707.09	19,707.09	0.00	Open
10/21/2016	FNBCK	EFT27	PRINCIPAL FINANCIAL	1,525.00	1,525.00	0.00	Open
10/21/2016	FNBCK	EFT28	PRINCIPAL FINANCIAL	2,179.72	2,179.72	0.00	Open

Totals: Number of Checks: 004 24,446.90 24,446.90 0.00
 Total Physical Checks:
 Total Check Stubs: 4

Dir. Dep. 55,140.01
Bi weekly payroll 10/21/2016
\$79,586.91

Check Register Report For Genoa Charter Township
For Check Dates 11/01/2016 to 11/01/2016

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/01/2016	FNBCK	EFT29	FLEX SPENDING (TASC)	83.33	83.33	0.00	Open
11/01/2016	FNBCK	EFT30	INTERNAL REVENUE SERVICE	3,461.19	3,461.19	0.00	Open
11/01/2016	FNBCK	EFT31	PRINCIPAL FINANCIAL	394.21	394.21	0.00	Open

Totals: Number of Checks: 003 3,938.73 3,938.73 0.00
 Total Physical Checks:
 Total Check Stubs: 3

Dir. Dep. 7,257.30
monthly payroll Nov. 2016
\$11,196.03

Check Register Report For Genoa Charter Township
For Check Dates 11/04/2016 to 11/04/2016

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/04/2016	FNBACK	EFT32	FLEX SPENDING (TASC)	1,035.09	1,035.09	0.00	Open
11/04/2016	FNBACK	EFT33	INTERNAL REVENUE SERVICE	19,120.08	19,120.08	0.00	Open
11/04/2016	FNBACK	EFT34	PRINCIPAL FINANCIAL	1,525.00	1,525.00	0.00	Open
11/04/2016	FNBACK	EFT35	PRINCIPAL FINANCIAL	2,179.72	2,179.72	0.00	Open
Totals:				Number of Checks: 004	23,859.89	23,859.89	0.00
Total Physical Checks:						Dir. Dep.	
Total Check Stubs:				4		54,845.81	<i>11/4/16 - Biweekly payroll</i>
11/04/2016	FNBACK	12293	BODALSKI, RICHARD A	112.00	112.00	0.00	Open
11/04/2016	FNBACK	12294	DUBY, CYNTHIA	70.00	70.00	0.00	Open
11/04/2016	FNBACK	12295	LAWRENCE, LYNDA M	112.00	112.00	0.00	Open
11/04/2016	FNBACK	12296	LAZZARI, MARY ANN	105.00	100.54	0.00	Open
11/04/2016	FNBACK	12297	MCCLURE, CECELIA A	136.50	136.50	0.00	Open
11/04/2016	FNBACK	12298	PRATT, GENAL M	70.00	67.02	0.00	Open
Totals:				Number of Checks: 018	605.50	598.06	0.00
Total Physical Checks:				18			
Total Check Stubs:							<i>\$ 79,303.76</i>

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

October 12 through November 1, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/24/2016	3040	Brighton Analytical L.L.C.		-211.00
Bill Pmt -Check	10/24/2016	3041	BullsEye Telecom	10/10/16 to 11/09/16	-358.35
Bill Pmt -Check	10/24/2016	3042	Charter Township of Brighton	Re 7960 Grand River Davita Dialysis	-880.00
Bill Pmt -Check	10/24/2016	3043	City Of Brighton	Acct #003053-000 003052-000	-29,633.52
Bill Pmt -Check	10/24/2016	3044	Consumers Energy	9-2-16 to 10-3-16	-18.06
Bill Pmt -Check	10/24/2016	3045	Cooper's Turf Management	Lawn Care September 2016	-292.00
Bill Pmt -Check	10/24/2016	3046	FIRE PROTECTION PLUS	Annual Inspection	-137.82
Bill Pmt -Check	10/24/2016	3047	GENOA TWP DPW FUND	Maintenance/Billing Oct 2016	-10,468.90
Bill Pmt -Check	10/24/2016	3048	Genoa/Oceola Sewer Authority	Direct Disposal Costs	-274.51
Bill Pmt -Check	10/24/2016	3049	Hubbell, Roth & Clark, Inc	Project # 2016058.21	-2,927.84
Bill Pmt -Check	10/24/2016	3050	MHOG Utilities	7817 BENDIX	-51.15
Bill Pmt -Check	10/24/2016	3051	MICHIGAN CAT		-895.00
Bill Pmt -Check	10/24/2016	3052	NCL of Wisconsin	Lab Supplies	-2,841.57
Bill Pmt -Check	10/24/2016	3053	PRESS & ARGUS		-60.00
Bill Pmt -Check	10/24/2016	3054	PVS NOLWOOD CHEMICALS, INC	supplies-chemicals	-1,226.00
Total					-50,064.72

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

October 12 through November 1, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/24/2016	3737	AT&T(2)	Monthly service 10/7/2016 to 11/6/2016	-108.08
Bill Pmt -Check	10/24/2016	3738	Bullseye Telecom	003CA32, 003CACC	-463.53
Bill Pmt -Check	10/24/2016	3739	COOPERS TURF MANAGEMENT, LL	Oak Pointe wastewater plant and lift statio	-446.00
Bill Pmt -Check	10/24/2016	3740	DTE ENERGY	Electric bill	-330.98
Bill Pmt -Check	10/24/2016	3741	FIRE PROTECTION PLUS, INC.	Annual Inspection	-117.75
Bill Pmt -Check	10/24/2016	3742	Genoa Oceola Sewer Authority	Direct Disposal costs 8/1/16 to 8/31/16	-615.51
Bill Pmt -Check	10/24/2016	3743	Genoa Township G/O New User Fund	Deposit to 489-000-084-592	-15,300.00
Bill Pmt -Check	10/24/2016	3744	GENOA TWP DPW FUND	Maint/Billing fees	-36,951.03
Bill Pmt -Check	10/24/2016	3745	Hubbell, Roth & Clark, Inc.	Project # 20160121.23	-741.36
Bill Pmt -Check	10/24/2016	3746	MHOG UTILITIES	4975 Brighton	-37,818.00
Bill Pmt -Check	10/24/2016	3747	NORTHWEST PIPE AND SUPPLY, IN	SUPPLIES	-39.66
Bill Pmt -Check	10/24/2016	3748	SECURITY LOCK SERVICE, INC	replace deadbolt	-244.80
Bill Pmt -Check	10/24/2016	3749	TLS Construction LLC		-3,361.50
Bill Pmt -Check	10/24/2016	3750	Utilities Instrumentation Service	Services rendered at WTP reprogram well	-320.00
Total					-96,858.20

#595 PINE CREEK W/S FUND
Payment of Bills
October 12 through November 1, 2016

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	10/24/2016	2174	City of Brighton		-134,433.55
Bill Pmt -Check	10/24/2016	2175	Press & Argus	VOID:	0.00
Bill Pmt -Check	10/24/2016	2176	Press & Argus		-60.00
Total					-134,493.55

./01/2016 03:33 PM
 er: Angie
 3: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
 CHECK DATE FROM 10/12/2016 - 11/01/2016

Page: 1/1

Check Date Check Vendor Name Amount

Bank 503FN DPW-UTILITIES #503

1/14/2016	3752	U.S. POSTMASTER	1,594.14
1/17/2016	3753	ADVANCED AUTO PARTS	314.98
1/17/2016	3754	APPLIED IMAGING	186.97
1/17/2016	3755	AUTO ZONE	29.21
1/17/2016	3756	BELLE TIRE	344.68
1/17/2016	3757	BLANK CHECK VOID	405.20 V
Void Reason: WRONG VENDOR CODE			
1/17/2016	3758	BS&A SOFTWARE	19,000.00
1/17/2016	3759	BUSINESS IMAGING GROUP	1,771.13
1/17/2016	3760	CHASE CARD SERVICES	3,637.02
1/17/2016	3761	CRUISERS	155.00
1/17/2016	3762	MWEA	460.00
1/17/2016	3763	NETWORK SERVICES GROUP, L.L.C.	300.00
1/17/2016	3764	RED WING SHOE STORE	200.00
1/17/2016	3765	ROY'S AUTOWORKS CORP	559.78
1/17/2016	3766	STAPLES CREDIT PLAN	1,175.56
1/17/2016	3767	USA BLUEBOOK	553.48
1/17/2016	3768	VERIZON WIRELESS	287.84
1/17/2016	3769	VICTORY LANE QUICK OIL CHANGE	200.43
1/17/2016	3770	VICTORY LANES	77.97
1/17/2016	3772	BLACKBURN MFG. CO.	405.20
1/18/2016	3771		0.00 V
Void Reason: CHECK DIDN'T PRINT CORRECTLY			
1/18/2016	3773	WEX BANK	2,267.78
./01/2016	3774	GREG TATARA	500.00
./01/2016	3775	HUMPHRISS	250.00

03FN TOTALS:

total of 24 Checks:	34,676.37
less 2 Void Checks:	405.20
total of 22 Disbursements:	<u>34,271.17</u>

GENOA CHARTER TOWNSHIP BOARD

October 17, 2016

Regular Meeting

MINUTES

Supervisor McCririe called the regular meeting of the board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following board 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 three persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Ledford and supported by Rowell to approve all items on the consent agenda with the exception of the Minutes that will be reviewed under the regular agenda. The motion carried unanimously.

1. Payment of Bills.

2. Request to approve proposed budget for the 2016 Annual Michigan Association of Planning Annual Conference in Kalamazoo Oct. 23-26, 2016.

3. Request to approve partial road closure of Snowden Lane from Sugarbush Avenue to Natanna Avenue for a neighborhood block party October 29, 2016.

Approval of Regular Agenda:

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

4. Request to Approve Minutes: October 3, 2016

Moved by Hunt and supported by Smith to approve the Minutes of the Oct. 3, 2016 regular meeting of the board changing the comment by Mortensen to read [...are inconsistencies in fringe benefits for two employees...] The motion carried unanimously.

5. Request to approve a resolution for a moratorium regarding the establishment of businesses engaged in the dispensation or distribution of marijuana.

Moved by Smith and supported by Skolarus to approve a moratorium, not to exceed 90 days, regarding marijuana distribution and dispensation. 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 of the Genoa Charter Township Board was adjourned at 6:45 p.m.

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

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Gary McCrie, Supervisor
Genoa Charter Township Board

GENOA CHARTER TOWNSHIP BOARD SYNOPSIS
MINUTES: 10/03/2016 & 10/17/2016

The following requests were approved by the Township Board at the Oct. 3rd and Oct. 17th, 2016 meetings:

- Payment of Bills
- Minutes Sept. 19, 2016 and Oct. 3, 2016
- Approved - the schedule of meetings and the holidays for the 01/01/17 – 12/31/16
- Received – the annual Fiscal Year 2015-2016 audit
- Approved - budget for the 2016 Annual Planning Conference on Oct. 23-26, 2016
- Approved - a partial road closure of Snowden Lane from Sugarbush Avenue to Natanna Avenue for a neighborhood block party October 29, 2016
- Approved – a 90 day moratorium regarding the establishment of businesses engaged in the dispensation or distribution of marijuana

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

Gary McCririe, Supervisor

(Liv. Daily 10/28/2016 monthly publication)

October 24, 2016

To: The Genoa Charter Township Board

From: Polly Skolarus, Clerk

There is a discrepancy between the application for the purchase of a cemetery burial site at Chilson Hills and the Rules and Regulations. The application states that the grave sites for cremains cost \$300.00. The Rules and Regulations reference \$200.00 for cremains sites. Since graves are being sold for \$300.00 I would like to amend the policy so that both documents agree.

Date _____
Deed# _____
Lot# _____

Chilson Hill Cemetery

Purchaser: _____

Address: _____

Spouse :(maiden name) _____

Decedent: _____ Relationship: _____

DOB: _____ DOD: _____ Burial Date: _____

DOB: _____ DOD: _____ Burial Date: _____

Veteran: _____ Branch of Service _____

Cause of Death _____

Person Authorized for Burial: _____

Relationship to Deceased: _____

Home: _____ E-Mail Address: _____

Cell: _____

Plot Charges: Full Size Lot: \$400.00 _____
(one full burial & one cremain- or two cremains)

**Cremain: \$300.00 _____ 3 (d) x 4(w) Approximate Size.
(one or two cremains)

Sexton Performing Service _____

Amount Paid: _____

Check #: _____ Date of Request: _____

Authorizing Signature: _____

**** Note: The size of the cremain site is such that cremains may need to be buried in one urn in order to allow for the headstone.**

****This applies to cremain sites 211-219****

**Genoa Charter Township Rules and Regulations
Governing the Chilson Hills Cemetery
Adopted: September 19, 1994
Amended: September 7, 1999
Amended: August 3, 2009
Amended: April 5, 2010
Amended: July 6, 2015
Amended: November 7, 2016**

The following rules and regulations shall govern the Chilson Hills Cemetery; owned, managed and controlled by Genoa Charter Township and adopted pursuant to the Genoa Charter Township Cemetery Ordinance.

1. A person authorized by the Township and known as the Sexton will install all monuments and make arrangements for all burials. All monuments will need a foundation. The Township must be notified before any stone is placed.
2. Only the remains of one person shall be allowed within the same grave with the following exceptions: One regular burial in addition to the remains of one cremation or the remains of two cremations if no regular burial.
3. Cremains sites may be used for two cremations.
4. Markers shall be placed at the head of a grave as platted. No marker shall be placed nearer than four inches to a lot line. No more than one marker shall be placed on any one grave. The Sexton shall approve the location of a marker.
5. No tree will be removed or pruned except with the consent of the Sexton.
6. Vaults will be required. The minimum standard will be a concrete grave liner to allow maintenance of the cemetery grounds and prevent skinning. Caskets less than four feet in length, usually for children, will not require a concrete grave as long as the burial is in a combination casket/vault.
7. Grave sites may be purchased for \$400.00 each. Cremain sites near the fence may be purchased for \$300.00.
8. Sales are limited to property owners residing in Genoa Charter Township.

(Policy/cemetery rules and regulations)

**Genoa Charter Township Rules and Regulations
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7. Grave sites may be purchased for \$400.00 each. Cremain sites near the fence may be purchased for \$200.00.
8. Sales are limited to property owners residing in Genoa Charter Township.

(Policy/cemetery rules and regulations)

YOUTH SPORTS		ENDING DATE 12-31-2017		2016	2016 YTD	2017	2017	2017	
FUND 214		JAIME		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	NOTES
GL NUMBER	DESCRIPTION								
REVENUES									
214-751-650.006	GENOA SOCCER - FIELD RENTALS	8,000.00	10,878.00	12,000.00	12,000.00				
214-751-650.050	PROGRAM FEES - VOLLEYBALL	6,000.00	4,590.00	6,000.00	6,000.00				
214-751-650.051	PROGRAM FEES - ENRICHMENT	12,000.00	13,480.87	13,000.00	13,000.00				
214-751-650.052	PROGRAM FEES - TEEN SPORTS	0.00	0.00	0.00	0.00				
214-751-650.053	PROGRAM FEES - SOCCER	30,000.00	42,941.27	40,000.00	40,000.00				
214-751-650.054	PROGRAM FEES - BASKETBALL	18,000.00	6,867.62	15,000.00	15,000.00				
214-751-650.055	PROGRAM FEES - SPECIAL EVENTS	15,000.00	132.60	1,000.00	1,000.00				
214-751-651.009	PAGE FIELD RENTAL	2,000.00	340.00	2,000.00	2,000.00				
214-751-678.095	SPONSORSHIPS	4,000.00	900.00	1,000.00	1,000.00				
TOTAL REVENUES		95,000.00	80,130.36	90,000.00	90,000.00	0.00			
EXPENDITURES									
214-751-702.080	SALARY & WAGES - YOUTH SPORTS MANAGER	20,000.00	11,696.73	25,000.00	25,000.00				
214-751-702.081	SALARY & WAGES - PATRON SERVICES COORDINATOR	10,000.00	6,276.73	3,000.00	3,000.00				
214-751-702.083	SALARY & WAGES - FACILITIES	0.00	0.00	3,000.00	3,000.00				
208-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	2,400.00	2,400.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	850.00	850.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	400.00	400.00				
214-751-714.004	ICMA RETIREMENT	0.00	832.00	2,500.00	2,500.00				
214-751-717.000	FRINGE BENEFITS	2,500.00	1,780.01	0.00	0.00				
214-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00				
214-751-730.000	POSTAGE	200.00	27.96	200.00	200.00				
214-751-740.000	OPERATING SUPPLIES - GENERAL	5,500.00	4,527.02	5,000.00	5,000.00				
214-751-740.003	OPERATING SUPPLIES - TEEN SPORTS	0.00	0.00	0.00	0.00				
214-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	0.00	0.00	0.00	0.00				
214-751-740.080	OPERATING SUPPLIES - VOLLEYBALL	3,000.00	1,270.36	2,000.00	2,000.00				
214-751-740.081	OPERATING SUPPLIES - SOCCER	12,000.00	12,567.01	10,000.00	10,000.00				
214-751-740.082	OPERATING SUPPLIES - SPECIAL EVENTS SHIRTS	1,500.00	0.00	500.00	500.00				
214-751-801.017	BACKGROUND CHECKS	1,500.00	752.50	1,000.00	1,000.00				
214-751-804.008	CONTRACT SERVICES - INSTRUCTORS	3,000.00	4,798.55	5,000.00	5,000.00				
214-751-804.009	CONTRACT SERVICES - OFFICIALS /COACHES	6,000.00	2,792.00	4,000.00	4,000.00				
214-751-804.010	CONTRACT SERVICES - FIELD MAINTENANCE	15,000.00	13,853.62	15,000.00	15,000.00				
214-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00				
214-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	500.00	500.00				Mparks conference
214-751-900.000	PRINTING & PUBLISHING	200.00	16.88	200.00	200.00				
214-751-940.000	EQUIPMENT RENTAL	300.00	0.00	300.00	300.00				
214-751-942.001	PORTA JOHN RENTALS	2,000.00	1,662.00	2,000.00	2,000.00				
214-751-957.000	EDUCATION / TRAINING	0.00	0.00	0.00	0.00				
214-751-964.001	PROGRAM REFUNDS	500.00	125.62	150.00	150.00				
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	10,000.00	5,815.00	7,000.00	7,000.00				
214-751-980.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		93,200.00	68,793.99	90,000.00	90,000.00	0.00			
TOTAL REVENUES		95,000.00	80,130.36	90,000.00	90,000.00	0.00			
TOTAL EXPENDITURES		93,200.00	68,793.99	90,000.00	90,000.00	0.00			
NET OF REVENUES & EXPENDITURES		1,800.00	11,336.37	0.00	0.00	0.00			

ENRICHMENT		ENDING DATE 12-31-2017		2016	2016 YTD	2017	2017	2017	
FUND 215		JAIMIE		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	NOTES
GL NUMBER	DESCRIPTION								
REVENUES									
215-751-650.002	PROGRAM FEES ENRICHMENT	60,000.00	39,261.12	55,000.00	55,000.00				
215-751-650.003	PROGRAM FEES SPECIAL EVENTS	27,000.00	21,357.00	0.00	0.00				
215-751-650.020	PROGRAM FEES TRAVEL	55,000.00	22,696.48	17,500.00	17,500.00				
215-751-671.012	MISC REVENUES - ENRICHMENT	0.00	0.00	0.00	0.00				
215-751-671.013	MISC REVENUES - SPECIAL EVENTS	2,000.00	975.00	0.00	0.00				
215-751-675.050	DONATIONS - ENRICHMENT	0.00	0.00	0.00	0.00				
215-751-675.051	DONATIONS - SPECIAL EVENTS	0.00	0.00	0.00	0.00				
215-751-675.100	FUNDRAISING ENRICHMENT	0.00	0.00	0.00	0.00				
215-751-675.101	FUNDRAISING - SPECIAL EVENTS	0.00	0.00	0.00	0.00				
215-751-675.500	DEPOSITS TRAVEL	5,000.00	0.00	0.00	0.00				
215-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	7,000.00	4,500.00	0.00	0.00				
TOTAL REVENUES		156,000.00	88,789.60	72,500.00	72,500.00			0.00	
EXPENDITURES									
215-751-702.001	SALARY & WAGES - FESTIVAL & EVENTS DIRECTOR	1,000.00	523.50	0.00	0.00				
215-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	1,000.00	0.00	0.00	0.00				
215-751-702.024	SALARY & WAGES -MARKETING	2,000.00	204.00	0.00	0.00				
215-751-702.034	SALARY & WAGE - FACILITIES	0.00	0.00	800.00	800.00				
215-751-702.070	SALARY & WAGES - ENRICHMENT & TRAVEL COORDINATOR	24,000.00	17,598.25	31,200.00	31,200.00				
215-751-702.071	SALARY & WAGES - PATRON SERVICES COORDINATOR	14,000.00	6,863.71	2,500.00	2,500.00				
215-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	2,700.00	2,700.00				
215-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	1,000.00	1,000.00				
215-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	500.00	500.00				
215-751-714.004	ICMA RETIREMENT	1,500.00	1,508.00	3,200.00	3,200.00				
215-751-717.000	FRINGE BENEFITS	5,000.00	1,692.59	0.00	0.00				
215-751-727.000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00				
215-751-730.000	POSTAGE	200.00	5.34	50.00	50.00				
215-751-740.031	OPERATING SUPPLIES - ENRICHMENT	150.00	0.00	150.00	150.00				
215-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	10,000.00	3,842.12	0.00	0.00				
215-751-740.070	OPERATING SUPPLIES - TRAVEL	5,000.00	1,784.59	2,500.00	2,500.00				
215-751-740.071	OPERATING SUPPLIES - VOLUNTEERS	0.00	0.00	0.00	0.00				
215-751-804.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00				
215-751-804.070	CONTRACT SERVICES - ENRICHMENT INSTRUCTORS	25,000.00	18,654.90	25,000.00	25,000.00				
215-751-804.071	CONTRACT SERVICES - TRAVEL	32,000.00	19,011.68	500.00	500.00				
215-751-804.075	CONTRACT SERVICES - SPECIAL EVENTS	28,000.00	13,483.60	0.00	0.00				
215-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	200.00	200.00				
215-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	700.00	700.00				
215-751-900.000	PRINTING & PUBLISHING	1,000.00	245.00	1,000.00	1,000.00				
215-751-940.000	EQUIPMENT RENTAL	1,000.00	0.00	0.00	0.00				
215-751-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00				
215-751-957.000	EDUCATION / TRAINING	0.00	0.00	0.00	0.00				
215-751-964.001	PROGRAM REFUNDS	500.00	273.00	500.00	500.00				
215-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	0.00	0.00	0.00	0.00				
215-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	0.00	0.00				
215-751-975.500	DEPOSITS TRAVEL	0.00	0.00	0.00	0.00				
215-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		151,450.00	85,690.28	72,500.00	72,500.00			0.00	
TOTAL REVENUES		156,000.00	88,789.60	72,500.00	72,500.00			0.00	
TOTAL EXPENDITURES		151,450.00	85,690.28	72,500.00	72,500.00			0.00	
NET OF REVENUES & EXPENDITURES		4,550.00	3,099.32	0.00	0.00			0.00	

FESTIVALS		ENDING DATE 12-31-2017		2016	2016 YTD	2017	2017	2017	NOTES
FUND 216		KATIE		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	
GL NUMBER	DESCRIPTION								
REVENUES									
216-751-678 040	SPONSORSHIP FEES - MELON FESTIVAL	55,000.00	52,465.50	55,000.00	50,000.00				
216-751-678 041	STREET VENDOR FEES - MELON FESTIVAL	22,000.00	18,925.00	22,000.00	22,000.00				
216-751-678 042	FESTIVAL TENT - MELON FESTIVAL	15,000.00	10,318.00	15,000.00	15,000.00				
216-751-678 044	MIDWAY - MELON FESTIVAL	2,000.00	7,118.96	2,000.00	4,000.00				
216-751-678 045	AD SALES - MELON FESTIVAL	3,000.00	350.00	3,000.00	1,000.00				
216-751-678 046	MISC REVENUE - MELON FESTIVAL	5,500.00	3,178.66	5,500.00	5,000.00				
216-751-678 047	SPONSORSHIP FEES - MELON RUN	10,000.00	8,570.00	10,000.00	10,000.00				
216-751-678 048	PROGRAM FEES - MELON RUN	28,000.00	18,277.00	20,000.00	20,000.00				
216-751-678 049	FOOD VENDOR FEES - MELON FESTIVAL	16,000.00	6,350.00	10,000.00	10,000.00				
216-751-678 050	SPONSORSHIP FEES - LEGEND OF SLEEPY HOWELL	15,000.00	4,750.00	15,000.00	15,000.00				
216-751-678 051	STREET VENDOR FEES - LEGEND OF SLEEPY HOWELL	6,000.00	585.00	12,000.00	10,000.00				
216-751-678 052	FOOD VENDOR FEES - LEGEND OF SLEEPY HOWELL	1,500.00	500.00	2,000.00	2,000.00				
216-751-678 053	MISC REVENUE - LEGEND OF SLEEPY HOWELL	2,000.00	0.00	1,000.00	1,000.00				
216-751-678 057	SPONSORSHIP FEES - HEADLESS HORSEMAN RUN	8,000.00	0.00	8,000.00	8,000.00				
216-751-678 058	PROGRAM FEES - HEADLESS HORSEMAN RUN	25,000.00	4,125.50	29,500.00	25,000.00				
216-751-678 075	PROGRAM FEES - DOC MAY RIDE	0.00	2,135.00	2,000.00	2,000.00				
TOTAL REVENUES		214,000.00	137,648.62	212,000.00	200,000.00			0.00	
EXPENDITURES									
216-751-702 001	SALARY & WAGES - FESTIVAL & EVENTS DIRECTOR	40,000.00	20,827.50	33,280.00	35,000.00				
216-751-702 004	SALARY & WAGES - OPERATIONS MANAGER	3,500.00	1,310.00	0.00	0.00				
216-751-702 024	SALARY & WAGES - MARKETING	11,500.00	3,745.63	0.00	0.00				
216-751-702 100	SALARY & WAGES - FESTIVAL COORDINATOR	0.00	0.00	0.00	0.00				
216-751-702 101	SALARY & WAGES - RACE MANAGER	0.00	0.00	0.00	0.00				
216-751-702 102	SALARY & WAGES - SITES MANAGER	0.00	0.00	0.00	0.00				
216-751-702 103	SALARY & WAGES - VARIOUS STAFF	10,000.00	7,813.38	12,000.00	15,000.00				
208-751-713 000	EMPLOYER SHARE FICA	0.00	0.00	0.00	4,000.00				
208-751-714 000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	0.00	4,000.00				
208-751-714 002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	0.00	500.00				
216-751-714 004	ICMA RETIREMENT	4,000.00	2,300.80	3,328.00	3,500.00				
216-751-717 000	FRINGE BENEFITS	27,000.00	6,406.29	12,000.00	0.00				
216-751-727 000	OFFICE SUPPLIES	100.00	0.00	100.00	100.00				
216-751-730 000	POSTAGE	1,000.00	11.38	200.00	200.00				
216-751-740 000	OPERATING SUPPLIES - MELON FESTIVAL	5,000.00	4,846.71	5,000.00	5,000.00				
216-751-740 100	OPERATING SUPPLIES - ENTERTAINMENT	20,000.00	24,897.80	22,500.00	25,000.00				
216-751-740 102	OPERATING SUPPLIES - MELON FESTIVAL	15,000.00	16,431.84	18,000.00	20,000.00				
216-751-740 103	OPERATING SUPPLIES - MELON FESTIVAL - VOLUNTEER T-SHIRTS	2,500.00	1,557.50	1,300.00	1,500.00				
216-751-740 104	OPERATING SUPPLIES - FESTIVAL TENT	15,000.00	7,702.06	9,000.00	10,000.00				
216-751-740 106	OPERATING SUPPLIES - MELON RUN	1,000.00	6,000.44	5,500.00	6,000.00				
216-751-740 107	OPERATING SUPPLIES - MELON RUN - T-SHIRTS	6,000.00	0.00	5,000.00	6,000.00				
216-751-740 201	OPERATING SUPPLIES - LEGEND OF SLEEPY HOWELL	4,000.00	0.00	4,000.00	5,000.00				Candy, signs, giveaways, inflatable, web, supplies
216-751-740 202	OPERATING SUPPLIES - LEGEND OF SLEEPY HOWELL - T-SHIRTS	800.00	0.00	0.00	0.00				
216-751-740 203	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN	3,000.00	1,652.96	4,500.00	5,000.00				Awards, time mgt., giveaways, food, course, sound
216-751-740 204	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN - T-SHIRTS	6,000.00	0.00	10,000.00	10,000.00				More shirts will need to be ordered - Increase
216-751-804 112	CONTRACT SERVICES - MELON RUN	4,500.00	2,448.43	4,000.00	5,000.00				Time management
216-751-804 210	CONTRACT SERVICES - LEGEND OF SLEEPY HOWELL	500.00	0.00	700.00	1,000.00				Sound
216-751-804 212	CONTRACT SERVICES - HEADLESS HORSEMAN RUN	4,500.00	0.00	4,000.00	5,000.00				Time management
216-751-840 000	DUES & MEMBERSHIPS	0.00	561.75	500.00	1,000.00				
216-751-850 010	COMMUNICATION RADIOS	500.00	0.00	500.00	1,000.00				
216-751-860 000	CONFERENCE /TRANSPORTATION	0.00	27.95	500.00	1,000.00				
216-751-900 000	PRINTING & PUBLISHING	10,000.00	1,222.61	5,000.00	5,000.00				
216-751-940 000	EQUIPMENT RENTAL	4,000.00	3,610.00	4,000.00	5,000.00				
216-751-942 001	PORTA JOHN RENTALS	8,000.00	6,915.00	8,000.00	9,000.00				Melon & Legend
216-751-956 000	MISCELLANEOUS	0.00	27.34	100.00	1,000.00				
208-751-970 000	CAPITAL OUTLAY/EQUIPMENT	0.00	0.00	0.00	9,200.00				Event Gator or Cart
216-751-980 004	EQUIPMENT - COMPUTER HARDWARE	0.00	0.00	0.00	1,000.00				
216-751-980 005	EQUIPMENT - COMPUTER SOFTWARE	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		207,400.00	120,317.37	173,008.00	200,000.00			0.00	
TOTAL REVENUES		214,000.00	137,648.62	212,000.00	200,000.00			0.00	
TOTAL EXPENDITURES		207,400.00	120,317.37	173,008.00	200,000.00			0.00	
NET OF REVENUES & EXPENDITURES		6,600.00	17,331.25	38,992.00	0.00			0.00	

SENIOR CENTER		ENDING DATE 12-31-2017					NOTES
FUND 218	MELISSA	2016 AMENDED	2016 YTD 9/30/16	2017 REQUESTED	2017 PROPOSED	2017 APPROVED	
GL NUMBER	DESCRIPTION						
REVENUES							
218-751-590 000	GRANTS	1,000.00	1,000.00	1,000.00	1,000.00		
218-751-650 030	PROGRAM FEES - ENRICHMENT	16,000.00	7,556.10	10,000.00	10,000.00		
218-751-675 009	DONATIONS / PKS & RECS SENIORS	4,000.00	2,332.13	2,500.00	2,500.00		
218-751-675 013	UNITED WAY SENIORS	2,000.00	1,861.76	5,600.00	5,600.00		
218-751-678 012	MEMBERSHIP FEES	3,000.00	2,115.80	5,000.00	5,000.00		
218-751-678 015	SENIOR NEWSLETTER ADVT	1,500.00	0.00	250.00	250.00		
218-751-678 030	SPONSORSHIP FEES - ENRICHMENT	250.00	150.00	200.00	200.00		
218-751-678 060	BINGO	12,000.00	1,390.00	0.00	0.00		
218-751-678 200	PROGRAM FEES - YOUNG AT HEART	0.00	2,188.12	200.00	200.00		
TOTAL REVENUES		39,750.00	18,593.91	24,750.00	24,750.00	0.00	
EXPENDITURES							
218-751-702 000	SALARY & WAGES - PATRON SERVICES COORDINATOR	5,000.00	4,995.04	500.00	500.00		
218-751-702 001	SALARY & WAGES - FESTIVAL & EVENTS DIRECTOR	3,000.00	2,598.50	0.00	0.00		
218-751-702 024	SALARY & WAGES - MARKETING	2,500.00	0.00	0.00	0.00		
218-751-702 027	SALARY & WAGES - SENIOR CENTER COORDINATOR	5,000.00	2,438.91	12,000.00	12,000.00		
218-751-702 027	SALARY & WAGES - ENRICHMENT COORDINATOR	0.00	0.00	0.00	0.00		
218-751-713 000	EMPLOYER SHARE FICA	0.00	0.00	1,000.00	1,000.00		
218-751-714 000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	0.00	0.00		
218-751-714 002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	0.00	0.00		
218-751-717 000	FRINGE BENEFITS	2,000.00	0.00	0.00	0.00		
218-751-727 000	OFFICE SUPPLIES	200.00	8.49	100.00	100.00		
218-751-730 000	POSTAGE	500.00	265.77	500.00	500.00		
218-751-740 032	OPERATING SUPPLIES - GENERAL	6,000.00	1,442.41	1,500.00	1,500.00		
218-751-740 043	OPERATING SUPPLIES - BINGO	500.00	221.19	0.00	0.00		
218-751-740 200	OPERATING SUPPLIES - YOUNG AT HEART	300.00	64.41	125.00	125.00		
218-751-804 008	CONTRACT SERVICES - INSTRUCTORS	6,000.00	2,829.00	3,475.00	3,475.00		
218-751-804 080	CONTRACT SERVICES - ENTERTAINMENT	250.00	281.35	1,000.00	1,000.00		
218-751-840 000	DUES & MEMBERSHIPS	500.00	214.60	350.00	350.00		
218-751-900 000	MARKETING PRINTING & PUBLISHING	3,000.00	2,073.63	3,000.00	3,000.00		
218-751-957 000	EDUCATION / TRAINING	400.00	0.00	200.00	200.00		
218-751-964 001	PROGRAM REFUNDS	0.00	0.00	0.00	0.00		
218-751-967 002	AGING GRANT EXPENSES	1,000.00	208.15	1,000.00	1,000.00		
218-751-980 000	OFFICE EQUIPMENT	1,500.00	849.99	0.00	0.00		
TOTAL EXPENDITURES		37,650.00	18,491.44	24,750.00	24,750.00	0.00	
TOTAL REVENUES		39,750.00	18,593.91	24,750.00	24,750.00	0.00	
TOTAL EXPENDITURES		37,650.00	18,491.44	24,750.00	24,750.00	0.00	
NET OF REVENUES & EXPENDITURES		2,100.00	102.47	0.00	0.00	0.00	

TEEN CENTER		ENDING DATE 12-31-2017						
FUND 221		TIM	2016 AMENDED	2016 YTD 9/30/16	2017 REQUESTED	2017 PROPOSED	2017 APPROVED	NOTES
GL NUMBER	DESCRIPTION							
REVENUES								
221-751-649.000	CONCESSION SALES TEEN		2,000.00	3,231.50	4,000.00	4,000.00		Bingo, increase at new center
221-751-650.005	PROGRAM FEES TEENS		2,500.00	779.00	6,000.00	6,000.00		Late nights, lock-ins, memberships
221-751-650.100	SUMMER PROGRAM FEES		6,000.00	0.00	4,000.00	4,000.00		Summer drop in, summer program
221-751-675.010	DONATIONS - TEEN		2,000.00	412.24	10,000.00	10,000.00		Grants & other
221-751-675.012	UNITED WAY - TEENS		18,000.00	14,630.24	17,000.00	17,000.00		
221-751-675.110	FUNDRAISING		10,000.00	9,614.80	17,000.00	17,000.00		Special events, fundraisers
	TOTAL REVENUES		40,500.00	28,667.78	58,000.00	58,000.00	0.00	
EXPENDITURES								
221-751-702.026	SALARY & WAGES - YOUTH SERVICES MANAGER		28,000.00	26,588.89	31,200.00	31,200.00		
221-751-702.026	SALARY & WAGES - TEEN CENTER COORDINATOR		0.00	0.00	11,000.00	11,000.00		
208-751-713.000	EMPLOYER SHARE FICA		0.00	0.00	3,300.00	3,300.00		
208-751-714.000	EMPLOYEE MEDICAL INSURANCE		0.00	0.00	750.00	750.00		
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE		0.00	0.00	500.00	500.00		
221-751-714.004	ICMA RETIREMENT		2,500.00	2,964.00	3,120.00	3,120.00		
221-751-717.000	FRINGE BENEFITS		4,000.00	3,868.88	0.00	0.00		
221-751-727.000	OFFICE SUPPLIES		100.00	0.00	300.00	300.00		
221-751-730.000	POSTAGE		100.00	0.49	100.00	100.00		
221-751-740.000	OPERATING SUPPLIES		1,600.00	1,448.42	1,500.00	1,500.00		Day to day supplies
221-751-740.003	OPERATING SUPPLIES - T-SHIRTS		0.00	0.00	600.00	600.00		Staff shirt, t-shirt fundraiser
221-751-740.015	OPERATING SUPPLIES - CONCESSIONS		1,000.00	709.78	2,000.00	2,000.00		
221-751-740.036	OPERATING SUPPLIES - TEENS GENERAL		1,000.00	7,782.22	2,000.00	2,000.00		Late night, lock in, event supplies
221-751-860.000	CONFERENCE /TRANSPORTATION		100.00	0.00	500.00	500.00		Mpark conference, youth symposium
221-751-900.000	PRINTING & PUBLISHING		250.00	21.15	250.00	250.00		New marketing tri-fold
221-751-940.000	EQUIPMENT RENTAL		250.00	0.00	0.00	0.00		
221-751-957.000	EDUCATION / TRAINING		36.00	0.00	0.00	0.00		
221-751-970.000	CAPITAL OUTLAY EQUIP		500.00	237.49	880.00	880.00		
221-751-980.004	EQUIP / COMPUTER HARDWARE		0.00	0.00	0.00	0.00		
	TOTAL EXPENDITURES		39,436.00	43,621.32	58,000.00	58,000.00	0.00	
	TOTAL REVENUES		40,500.00	28,667.78	58,000.00	58,000.00	0.00	
	TOTAL EXPENDITURES		39,436.00	43,621.32	58,000.00	58,000.00	0.00	
	NET OF REVENUES & EXPENDITURES		1,064.00	-14,953.54	0.00	0.00	0.00	

DOG PARK		ENDING DATE 12-31-2017						
FUND 223		KYLE		2016	2016 YTD	2017	2017	2017
		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	NOTES	
GL NUMBER	DESCRIPTION							
REVENUES								
223-751-675.071	DOG PARK DONATIONS - CONSTRUCTION	1,000.00	60.00	0.00	0.00	0.00		
223-751-675.072	DOG PARK DONATIONS - MAINTENANCE	1,000.00	10.00	0.00	0.00	0.00		
223-751-675.074	FOB SALES	9,000.00	9,285.00	8,000.00	8,000.00	0.00		
223-751-678-010	SPONSORSHIP FEES	0.00	0.00	0.00	0.00	0.00		
TOTAL REVENUES		11,000.00	9,355.00	8,000.00	8,000.00	0.00		
EXPENDITURES								
223-751-740.000	OPERATING SUPPLIES - GENERAL	500.00	1,189.12	1,000.00	1,000.00	0.00		
223-751-801.018	MANAGEMENT SERVICES	5,000.00	312.00	5,000.00	5,000.00	0.00		
223-751-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	0.00	0.00		
223-751-910.000	INSURANCE	500.00	0.00	500.00	500.00	0.00		
223-751-930.000	REPAIRS & MAINTENANCE	500.00	0.00	0.00	0.00	0.00		
223-751-967-071	CONSTRUCTION	500.00	0.00	0.00	0.00	0.00		
223-751-967.072	GROUNDS MAINTNANCE	2,000.00	1,560.00	1,500.00	1,500.00	0.00		
223-751-970.000	CAPITAL OUTLAY	500.00	0.00	0.00	0.00	0.00		
TOTAL EXPENDITURES		10,000.00	3,061.12	8,000.00	8,000.00	0.00		
TOTAL REVENUES		11,000.00	9,355.00	8,000.00	8,000.00	0.00		
TOTAL EXPENDITURES		10,000.00	3,061.12	8,000.00	8,000.00	0.00		
NET OF REVENUES & EXPENDITURES		1,000.00	6,293.88	0.00	0.00	0.00		

CITY PARK/BOAT LAUNCH		ENDING DATE 12-31-2017								
FUND 220		KYLE			2016	2016 YTD	2017	2017	2017	
		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	NOTES			
GL NUMBER	DESCRIPTION									
REVENUES										
220-751-649.001	CONCESSION SALES - PARK	6,000.00	10,076.20	8,000.00	8,000.00					
220-751-678.021	HOWELL CITY PARK GUARD REIMB	35,000.00	45,000.00	45,000.00	45,000.00					
220-751-678.100	SPONSORSHIP FEES- SPECIAL EVENTS	5,000.00	4,048.50	4,000.00	4,000.00					
TOTAL REVENUES		46,000.00	59,124.70	57,000.00	57,000.00	0.00				
EXPENDITURES										
220-751-702.000	SALARY & WAGES - MANAGER	3,000.00	0.00	5,000.00	8,500.00					
220-751-702.028	SALARY & WAGES - SEASONAL	15,000.00	21,106.79	25,000.00	20,000.00					
220-751-702.040	SALARY & WAGES - SUPERVISOR	5,000.00	5,548.89	8,000.00	7,000.00					
220-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	3,000.00	3,000.00					
220-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	2,000.00	2,000.00					
220-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	150.00	150.00					
220-751-714.004	ICMA RETIREMENT	0.00	0.00	1,000.00	1,000.00					
220-751-717.000	FRINGE BENEFITS	2,000.00	1,188.57	0.00	0.00					
220-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00					
220-751-740.000	OPERATING SUPPLIES GENERAL	500.00	51.16	500.00	850.00					
220-751-740.003	OPERATING SUPPLIES - STAFF SHIRTS	0.00	0.00	0.00	0.00					
220-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	7,000.00	4,787.50	6,000.00	6,000.00					
220-751-740.037	CONCESSION SUPPLIES	5,000.00	5,328.50	5,000.00	5,000.00					
220-751-931.000	BUILDING MAINTENANCE	500.00	0.00	0.00	0.00					
220-751-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00					
220-751-970.000	CAPITAL OUTLAY/EQUIPMENT	0.00	0.00	1,350.00	3,500.00					Portable A/C, Frig, Freezer
TOTAL EXPENDITURES		38,000.00	38,011.41	57,000.00	57,000.00	0.00				
TOTAL REVENUES		46,000.00	59,124.70	57,000.00	57,000.00	0.00				
TOTAL EXPENDITURES		38,000.00	38,011.41	57,000.00	57,000.00	0.00				
NET OF REVENUES & EXPENDITURES		8,000.00	21,113.29	0.00	0.00	0.00				

PRESCHOOL		ENDING DATE 12-31-2017		2015	2016 YTD	2017	2017	2017	NOTES
FUND 217		DEANNA		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	
GL NUMBER	DESCRIPTION								
REVENUES									
217-751-651 007	REC FEE/PRESCHOOL TUITION	43,000.00	34,185.00	40,000.00	45,000.00				
217-751-651 030	REGISTRATION FEE	1,600.00	1,508.50	1,500.00	1,500.00				
217-751-651 031	EXTENDED DAY FEE	3,000.00	2,519.00	3,000.00	3,000.00				
217-751-651 032	DROP IN FEE	1,500.00	370.00	1,000.00	1,000.00				
217-751-675 015	PRESCHOOL FUNDRAISING	600.00	104.00	500.00	500.00				
217-751-675 040	DONATIONS - GENERAL	0.00	0.00	0.00	0.00				
TOTAL REVENUES		49,700.00	38,686.50	46,000.00	51,000.00			0.00	
EXPENDITURES									
217-751-702 023	SALARY & WAGES - PRESCHOOL	35,000.00	26,333.55	40,000.00	40,000.00				
217-751-713 000	EMPLOYER SHARE FICA	0.00	0.00	3,000.00	3,000.00				
217-751-714 000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	0.00	0.00				
217-751-714 002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	0.00	0.00				
217-751-714 004	ICMA RETIREMENT	0.00	0.00	0.00	0.00				
217-751-717 000	FRINGE BENEFITS	3,000.00	2,033.40	0.00	0.00				
217-751-727 000	OFFICE SUPPLIES	150.00	0.00	150.00	100.00				
217-751-730 000	POSTAGE	100.00	6.63	100.00	100.00				
217-751-740 028	OPERATING SUPPLIES - PRESCHOOL	2,000.00	1,069.65	1,500.00	2,000.00				
217-751-801 017	BACKGROUND CHECKS	100.00	0.00	100.00	50.00				
217-751-840 000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00				
217-751-860 000	CONFERENCE /TRANSPORTATION	500.00	314.48	400.00	500.00				
217-751-900 000	PRINTING & PUBLISHING	50.00	0.00	50.00	50.00				
217-751-957 000	EDUCATION / TRAINING	0.00	0.00	0.00	500.00				
217-751-964 001	PROGRAM REFUNDS	200.00	0.00	100.00	200.00				
217-751-980 000	OFFICE EQUIPMENT	100.00	0.00	100.00	1,500.00				
217-751-980 015	PRESCHOOL EQUIPMENT	650.00	220.43	500.00	3,000.00				
TOTAL EXPENDITURES		41,850.00	29,978.14	46,000.00	51,000.00			0.00	
TOTAL REVENUES		49,700.00	38,686.50	46,000.00	51,000.00			0.00	
TOTAL EXPENDITURES		41,850.00	29,978.14	46,000.00	51,000.00			0.00	
NET OF REVENUES & EXPENDITURES		7,850.00	8,708.36	0.00	0.00			0.00	

AQUATIC CENTER		ENDING DATE 12-31-2017						
FUND 213	DEBIE	2016 AMENDED	2016 YTD 9/30/16	2017 REQUESTED	2017 PROPOSED	2017 APPROVED	NOTES	
GL NUMBER	DESCRIPTION							
REVENUES								
213-751-649.002	AQUATIC CENTER CONCESSIONS	1,500.00	1,357.22	0.00	0.00			
213-751-650.003	PROGRAM FEES - SPECIAL EVENTS	7,000.00	4,221.50	7,000.00	5,000.00			
213-751-650.097	PROGRAM FEES - HEALTHWAYS	6,000.00	4,140.00	15,000.00	15,000.00			
213-751-650.098	PROGRAM FEES - FITNESS	0.00	6,014.60	5,000.00	7,000.00			
213-751-675.003	DONATIONS - GENERAL	0.00	570.00	1,000.00	1,000.00			
213-751-678.010	SPONSORSHIP FEES	1,500.00	0.00	7,500.00	3,000.00			
213-751-680.002	AQUATIC CENTER MANAGEMENT FEE	108,000.00	81,000.00	120,000.00	108,000.00			
213-751-680.004	AQUATIC CENTER INCENTIVE	10,000.00	7,599.79	9,000.00	9,000.00			
TOTAL REVENUES		134,000.00	104,903.11	164,500.00	148,000.00	0.00		
EXPENDITURES								
213-751-702.029	SALARY & WAGES - AQUATIC CENTER MANAGER	36,500.00	28,600.00	48,000.00	44,000.00			
213-751-702	SALARY & WAGES - AQUATIC SUPERVISOR	0.00	0.00	30,000.00	29,600.00			
213-751-702.060	SALARY & WAGES - AQUATIC COORDINATORS	40,000.00	32,601.80	21,000.00	21,000.00			
208-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	0.00	7,000.00			
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	0.00	30,000.00			
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	0.00	1,000.00			
213-751-714.004	ICMA RETIREMENT	3,650.00	3,720.50	7,000.00	7,200.00			
213-751-717.000	FRINGE BENEFITS	28,000.00	24,762.31	30,000.00	0.00			
213-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00			
213-751-730.000	POSTAGE	0.00	0.00	0.00	0.00			
213-751-740.000	OPERATING SUPPLIES - GENERAL	100.00	33.08	300.00	300.00			
213-751-740.003	OPERATING SUPPLIES - T-SHIRTS	1,200.00	0.00	1,200.00	1,200.00			
213-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	1,500.00	1,096.51	1,000.00	1,500.00			
213-751-740.037	CONCESSION SUPPLIES	1,000.00	897.77	0.00	0.00			
213-751-740.060	FUNDRAISER PRODUCT PURCHASE	500.00	0.00	0.00	0.00			
213-751-740.061	OPERATING SUPPLIES - FITNESS	1,000.00	343.50	1,000.00	1,000.00			
213-751-804.008	CONTRACT SERVICES - INSTRUCTORS	2,500.00	2,174.00	3,000.00	3,000.00			
213-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00			
213-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	100.00	500.00			
213-751-900.000	PRINTING & PUBLISHING	250.00	0.00	0.00	0.00			
213-751-957.000	EDUCATION / TRAINING	0.00	0.00	100.00	500.00			
213-751-964.001	PROGRAM REFUNDS	250.00	84.00	250.00	200.00			
213-751-980.000	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00			
213-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00	0.00	0.00			
213-751-980.005	EQUIP / COMPUTER SOFTWARE	0.00	0.00	0.00	0.00			
TOTAL EXPENDITURES		116,450.00	94,313.47	142,950.00	148,000.00	0.00		
TOTAL REVENUES		134,000.00	104,903.11	164,500.00	148,000.00	0.00		
TOTAL EXPENDITURES		116,450.00	94,313.47	142,950.00	148,000.00	0.00		
NET OF REVENUES & EXPENDITURES		17,550.00	10,589.64	21,550.00	0.00	0.00		

ADMINISTRATION		ENDING DATE 12-31-2017					
FUND 208	PAUL	2016 AMENDED	2016 YTD 9/30/16	2017 REQUESTED	2017 PROPOSED	2017 APPROVED	NOTES
GL NUMBER	DESCRIPTION						
REVENUES							
208-751-587.001	PK/RC MARION TWP PARTICIPATION	103,225.00	104,837.50	103,225.00	103,225.00		
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	103,225.00	129,837.50	103,225.00	103,225.00		
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	103,225.00	104,837.50	103,225.00	103,225.00		
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	103,225.00	77,418.75	103,225.00	103,225.00		
208-751-587.006	PK/RC HOWELL TOWNSHIP PARTICIPATION	50,000.00	50,000.00	50,000.00	52,000.00		
208-751-649.003	PK & REC GUIDE ADVERTISEMENT	2,000.00	800.00	700.00	1,000.00		
208-751-651.020	BENNETT BUILDING RENTAL FEES	8,000.00	9,158.35	10,000.00	10,000.00		
208-751-651.022	OCEOLA BUILDING RENTAL FEES	9,000.00	7,760.00	10,000.00	10,000.00		
208-751-665.000	INVESTMENT INTEREST	200.00	95.12	75.00	100.00		
208-751-667.003	RENTAL INCOME - EQUIPMENT	1,000.00	940.00	0.00	500.00		
208-751-671.002	MISC REVENUES	700.00	350.08	300.00	500.00		
208-751-675.003	DONATIONS - GENERAL	100.00	25.00	0.00	0.00		
208-751-675.075	DOG PARK MAINTENANCE SERVICES FEES	5,000.00	0.00	5,000.00	5,000.00		
208-751-678.010	SPONSORSHIP FEES	0.00	0.00	0.00	0.00		
208-751-678.013	YOUTH SCHOLARSHIP FUND	0.00	0.00	0.00	0.00		
TOTAL REVENUES		488,900.00	486,059.80	488,975.00	492,000.00	0.00	
EXPENSES							
208-751-702.001	SALARY & WAGES - DIRECTOR	65,000.00	47,500.00	65,000.00	65,000.00		
208-751-702.003	SALARY & WAGES - BUSINESS MANAGER	30,000.00	21,905.88	32,000.00	32,000.00		
208-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	30,000.00	20,492.25	25,000.00	25,000.00		
208-751-702.024	SALARY & WAGES - MARKETING	21,000.00	16,401.37	33,000.00	33,000.00		
208-751-702.030	SALARY & WAGES - FRONT OFFICE	35,000.00	24,307.43	35,000.00	33,000.00		
208-751-702.034	SALARY & WAGE - FACILITIES MAINTENANCE	28,000.00	21,121.54	25,000.00	25,000.00		
208-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	0.00	16,000.00		
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	0.00	25,000.00		
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	0.00	1,700.00		
208-751-714.004	ICMA RETIREMENT	9,500.00	8,849.00	15,000.00	15,000.00		
208-751-717.000	FRINGE BENEFITS	35,000.00	28,498.44	35,000.00	0.00		
208-751-727.000	OFFICE SUPPLIES	2,000.00	1,207.98	1,500.00	1,500.00		
208-751-730.000	POSTAGE	5,000.00	2,039.35	5,000.00	5,000.00		
208-751-740.000	OPERATING SUPPLIES - GENERAL	1,000.00	1,185.71	1,500.00	1,500.00		
208-751-740.025	OPERATING SUPPLIES - HUMAN RESOURCES	500.00	1,262.30	2,000.00	1,000.00		
208-751-740.026	OPERATING SUPPLIES - STAFF SHIRTS/BADGES	0.00	0.00	0.00	1,000.00		
208-751-751.000	GASOLINE & DIESEL FUEL	1,800.00	797.67	1,200.00	1,200.00		
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	23,383.96	35,000.00	35,000.00		
208-751-804.000	CONTRACTUAL SERVICES	5,000.00	1,000.00	1,500.00	1,500.00		
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	1,500.00	1,649.48	2,000.00	2,000.00		
208-751-850.000	COMMUNICATION - TELEPHONES	9,000.00	7,280.73	9,000.00	9,000.00		
208-751-850.008	COMMUNICATION - INTERNET & CABLE	3,000.00	2,603.02	3,500.00	3,500.00		
208-751-860.000	TRAVEL	0.00	53.25	150.00	500.00		
208-751-900.000	MARKETING, PRINTING & PUBLISHING	25,000.00	25,222.03	32,000.00	32,000.00		
208-751-910.000	INSURANCE	25,000.00	19,865.55	25,000.00	25,000.00		
208-751-920.000	UTILITIES - ELECTRICITY - BENNETT CENTER	8,500.00	7,325.78	9,000.00	9,000.00		
208-751-920.001	UTILITIES - GAS - BENNETT CENTER	4,000.00	3,005.38	4,000.00	4,000.00		
208-751-920.002	UTILITIES - WATER/SEWER - BENNETT CENTER	1,500.00	1,155.98	1,500.00	1,500.00		
208-751-920.003	UTILITIES - RUBBISH - BENNETT CENTER	1,500.00	821.23	1,000.00	1,000.00		
208-751-920.008	UTILITIES - RUBBISH - BARNARD CENTER	0.00	97.50	0.00	100.00		
208-751-920.012	UTILITIES - ELECTRICITY - OCEOLA CENTER	3,500.00	2,881.56	3,500.00	3,500.00		
208-751-920.013	UTILITIES - GAS - OCEOLA CENTER	3,000.00	2,383.65	3,000.00	3,000.00		
208-751-920.014	UTILITIES - WATER/SEWER - OCEOLA CENTER	500.00	501.08	750.00	750.00		
208-751-920.015	UTILITIES - RUBBISH - OCEOLA CENTER	800.00	650.98	750.00	750.00		
208-751	UTILITIES - ELECTRICITY - YOUTH SERVICES CENTER	0.00	0.00	0.00	5,000.00		
208-751	UTILITIES - GAS - YOUTH SERVICES CENTER	0.00	0.00	0.00	5,000.00		
208-751	UTILITIES - WATER/SEWER - YOUTH SERVICES CENTER	0.00	0.00	0.00	1,500.00		
208-751	UTILITIES - RUBBISH - YOUTH SERVICES CENTER	0.00	0.00	0.00	1,000.00		
280-751	UTILITIES - INTERNET & CABLE - YOUTH SERVICES CENTER	0.00	0.00	0.00	2,000.00		
208-751	RENTAL COSTS/214 N. WALNUT	0.00	0.00	0.00	18,000.00		
208-751	LEASEHOLD IMPROVEMENT - YOUTH SERVICES CENTER	0.00	0.00	0.00	2,000.00		
208-751-930.000	GROUNDS MAINTENANCE - BENNETT CENTER	3,000.00	3,004.57	3,000.00	3,000.00		
208-751-930.006	REPAIR & MAINTENANCE - VEHICLES	1,000.00	2,655.42	2,000.00	2,000.00		
208-751-930.014	GROUNDS MAINTENANCE - OCEOLA CENTER	2,000.00	2,023.50	2,000.00	2,000.00		
208-751	GROUNDS MAINTENANCE - YOUTH SERVICES CENTER	0.00	0.00	0.00	2,000.00		
208-751-931.000	BUILDING REPAIRS & MTCE AND SUPPLIES - BENNETT	4,000.00	9,453.10	5,000.00	5,000.00		
208-751-931.014	BUILDING REPAIRS & MTCE AND SUPPLIES - OCEOLA	3,000.00	1,669.56	2,000.00	2,000.00		
208-751	BUILDING REPAIRS & MTCE AND SUPPLIES - YOUTH	0.00	0.00	0.00	2,000.00		
208-751-940.000	EQUIPMENT RENTAL - COPIERS	4,000.00	5,007.18	5,000.00	5,000.00		
208-751-956.000	MISCELLANEOUS	500.00	426.83	500.00	500.00		
208-751-956.003	BANK CHARGES & FEES	12,000.00	8,801.91	10,000.00	10,000.00		
208-751-957.000	EDUCATION / TRAINING	1,000.00	1,010.00	2,500.00	2,500.00		
208-751-970.000	CAPITAL OUTLAY/EQUIPMENT	2,000.00	1,186.64	5,000.00	6,000.00		Box Truck or Van
208-751-980.000	OFFICE EQUIPMENT	1,000.00	684.00	750.00	500.00		
208-751-980.004	EQUIPMENT - COMPUTER HARDWARE	2,000.00	1,132.00	1,500.00	1,000.00		

ADULT SPORTS		ENDING DATE 12-31-2017		2016	2016 YTD	2017	2017	2017	
FUND 212		JAIME		AMENDED	9/30/16	REQUESTED	PROPOSED	APPROVED	NOTES
GL NUMBER	DESCRIPTION								
REVENUES									
212-751-650.090	PROGRAM FEES - VOLLEYBALL	7,000.00	790.00	6,000.00	6,000.00				16 Teams @ \$ 375/team
212-751-650.091	PROGRAM FEES - KICKBALL	500.00	0.00	500.00	500.00				
212-751-650.092	PROGRAM FEES - GOLF	500.00	1,750.00	2,000.00	2,000.00				
212-751-650.093	PROGRAM FEES - SOCCER	1,000.00	0.00	0.00	0.00				
212-751-650.094	PROGRAM FEES - SOFTBALL	3,000.00	1,725.00	3,000.00	3,000.00				
212-751-650.095	PROGRAM FEES - BASKETBALL	4,500.00	2,760.00	4,500.00	4,500.00				
212-751-650.096	DROP IN BASKETBALL	3,000.00	2,825.00	4,000.00	4,000.00				28 weeks, 2x a week avg, \$15 night
212-751-651.009	PAGE FIELD RENTAL	25,000.00	20,280.00	30,000.00	30,000.00				Increase from Cleary rental
212-751-678.095	SPONSORSHIPS	0.00	0.00	0.00	0.00				
TOTAL REVENUES		44,500.00	30,130.00	50,000.00	50,000.00			0.00	
EXPENDITURES									
212-751-702.082	SALARY & WAGES - SPORTS MANAGER	6,500.00	6,132.89	8,500.00	8,500.00				
212-751-702.083	SALARY & WAGES - FACILITIES	0.00	0.00	3,000.00	3,000.00				
212-751-702.084	SALARY & WAGES - PATRON SERVICES COORDINATOR	5,000.00	2,655.56	4,000.00	4,000.00				
208-751-713.000	EMPLOYER SHARE FICA	0.00	0.00	1,000.00	1,000.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00	250.00	250.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00	125.00	125.00				
212-751-714.004	ICMA RETIREMENT	0.00	0.00	850.00	850.00				
212-751-717.000	FRINGE BENEFITS	1,000.00	280.32	0.00	0.00				
212-751-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00				
212-751-730.000	POSTAGE	50.00	2.43	50.00	50.00				
212-751-740.000	OPERATING SUPPLIES - GENERAL	600.00	990.04	1,000.00	1,000.00				
212-751-740.080	OPERATING SUPPLIES - VOLLEYBALL	500.00	85.56	500.00	500.00				
212-751-740.081	OPERATING SUPPLIES - SOCCER	0.00	1,062.71	0.00	0.00				
212-751-740.083	OPERATING SUPPLIES - KICKBALL	0.00	0.00	0.00	0.00				
212-751-740.084	OPERATING SUPPLIES - SOFTBALL	0.00	27.96	50.00	50.00				
212-751-740.085	OPERATING SUPPLIES - BASKETBALL	0.00	0.00	0.00	0.00				
212-751-804.009	CONTRACT SERVICES - OFFICIALS & COACHES	3,000.00	1,062.00	2,500.00	2,500.00				
212-751-804.010	CONTRACT SERVICES - FIELD MAINTENANCE	10,000.00	12,222.00	10,000.00	10,000.00				
212-751-804.090	ADULT/FAMILY GOLF LESSONS	0.00	1,305.50	1,500.00	1,500.00				
212-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00				
212-751-920.016	UTILITIES - RUBBISH PAGE FIELD	0.00	65.00	425.00	425.00				
212-751-920.020	UTILITIES WATER/SEWER PAGE FIELD	3,000.00	6,703.05	8,000.00	8,000.00				
212-751-942.001	PORTA JOHN RENTALS	500.00	240.00	500.00	500.00				
212-751-956.000	MISCELLANEOUS	50.00	5.00	50.00	50.00				
212-751-957.000	EDUCATION / TRAINING	0.00	0.00	0.00	0.00				
212-751-964.001	PROGRAM REFUNDS	400.00	0.00	200.00	200.00				
212-751-965.000	FACILITY RENTALS HOWELL SCHOOLS	10,000.00	5,976.93	7,500.00	7,500.00				
212-751-965.012	FIELD RENTALS	0.00	0.00	0.00	0.00				
TOTAL EXPENDITURES		40,600.00	38,816.95	50,000.00	50,000.00			0.00	
TOTAL REVENUES		44,500.00	30,130.00	50,000.00	50,000.00			0.00	
TOTAL EXPENDITURES		40,600.00	38,816.95	50,000.00	50,000.00			0.00	
NET OF REVENUES & EXPENDITURES		3,900.00	(8,686.95)	0.00	0.00			0.00	



MEMO

TO: Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: November 1, 2016
SUBJECT: Amended FY 2017 DPW Budget

MANAGER REVIEW: 

.....

Since the inception of in-house operations, we have never amended the DPW Budget. However, this year, in order to reflect the reality of significant changes in staffing, we are requesting approval of an amended budget. This change primarily adjusts line item amounts in the budget and results in a net minimal increase to the fund balance by \$21 as shown in proposed amended budget presented as *Attachment 1*.

Beginning in 2012, the Utility Department has had an in house Engineering Technician position. The primary function of this position was to maintain the Utility Department's GIS System and oversee new development. Due to turnover in this position, we carefully examined if this position and the qualifications that the pay level provided met the ever expanding need of our department for tracking of maintenance activities, field GIS use, and operations assistance. As part of our evaluation, we interviewed various consulting firm's GIS capabilities, and determined that consultants provided many advantages of a single in-house individual. As a result, we decided to no longer retain this Engineer Tech position, but instead seek outside GIS Consulting services. We have also discovered that by further utilizing the construction experience of our existing staff, we can oversee the installation of new development projects. This change has resulted in our existing office and field staff absorbing a little more workload; however we believe we are seeing the following benefits:

- 1) *Real-Time Tracking Applications:* Presented in *Attachment 2* are two graphics showing an application dashboard that uses our GIS Database to track real time changes during fire hydrant flushing and maintenance. In addition, we provided a screen shot of real time tracking of sewer cleaning and maintenance. Our staff is now able to input data in the field for tracking these maintenance activities using an application on their cell phones.
- 2) *Improved Quality of GIS Entry:* We realized that much of GIS system had small errors that were going to affect our new work order system. Primarily, we discovered that all lines did not connect properly to a valve or manhole as they physically do in the field. We additionally found duplicate structure identification numbers and other small errors.

These are being corrected by our consultant so that we can utilize all functionality of the GIS System.

- 3) ***Improved Oversight of New Construction:*** Our operations staff is becoming more involved in working with the oversight engineers on new construction. Rather than a technician, our staff can better handle temporary water shut offs to connect to existing utilities, locating our existing utilities, and answering questions from the Engineers and Contractors. Also, we are better able to quickly respond to development impacts to our existing infrastructure. Finally, we are revising our approval procedures to make them more streamline.

- 4) ***Better Customer Service:*** As part of this change to remove the full time Engineering Technician position, we are adding a part time administrative assistant to address phone calls our office receives. In addition to steady calls regarding meter sets, appointments, final reads, and general inquiries, when our districts are billed, phone calls for on-line payments, questions, and changes fully occupy our two billing positions time. Frequently, they receive four or five voice mails while talking with one customer. By adding another staff person to answer the phone, we are hopeful to reduce customers leaving voice mails and having to call back. We have also added the feature of an automated on-line payment option, direct withdrawals from checking accounts, and continued on-line credit card payment. This should all reduce wait times for our customers as it is our goal that every customer gets to speak to a live person if they chose.

In addition, the budget line items have been amended to address an increase in Health Insurance costs we are incurring over budget due to employees taking insuring and waiving the buyout.

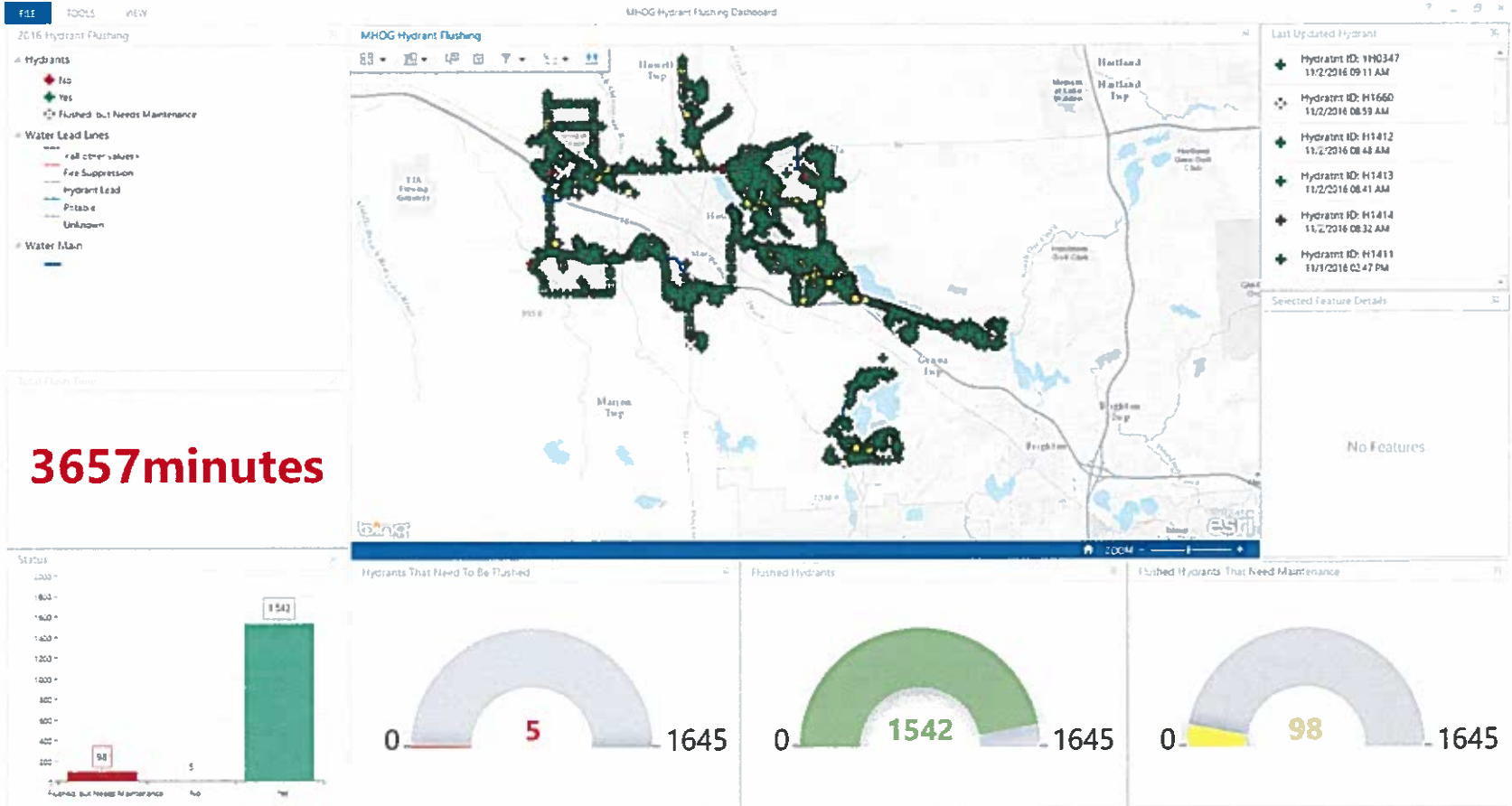
Despite these changes, we are pleased to report that we are still projecting to finish with a small surplus, as was projected in the original budget. Also, there are no increase to our labor fees for the systems. Based on this above explanation, we as the board to consider the following motion:

Moved by _____, supported by _____ to approve the FY 2017 Proposed Budget Amendment for DPW Fund #501.

ACCOUNT#	ACCOUNT DESCRIPTION	APPR 3/2016			% EXPENSE BUDGET REMAINING	APPR 3/2016		AMENDED BUDGET FOR THE YEAR ENDING 3/31/2017	
		ACTUAL FOR 3 MONTHS ENDING 6/30/2016	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2017	BUDGET REMAINING		ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2017	AMENDMENT		
REVENUES									
400	FEES - EXCLUDING OPER LABOR								
402	MARION SEWER (BILLING ONLY)	4,795	17,000	(12,205)		17,000	2,000	19,000	Estimated Increase
403	PINE CREEK WATER/SEWER (BILLING ONLY)	3,483	14,000	(10,517)		14,000		14,000	w/ new cust.
404	LAKE EDGEWOOD WATER (BILLING ONLY)	1,018	4,100	(3,082)		4,100		4,100	
	SUBTOTAL - FEES EXCLUDING OPER LABOR	9,296	35,100	(25,804)		35,100	2,000	37,100	
410	FEES - INCLUDING OPER LABOR								
411	OAK POINTE WATER/SEWER	110,853	443,480	(332,627)		443,480		443,480	
412	MHOG WATER	246,329	985,466	(739,137)		985,466		985,466	
413	LAKE EDGEWOOD SEWER	31,407	125,712	(94,305)		125,712		125,712	
415	GENOA/OCEOLA SEWER	159,803	639,309	(479,506)		639,309		639,309	
	SUBTOTAL - FEES INCLUDING OPER LABOR	548,392	2,193,967	(1,645,575)		2,193,967	0	2,193,967	
418	VECTOR TRUCK								
418.1	OAK POINTE SEWER/WATER	3,077	12,309	(9,232)		12,309		12,309	
418.2	MHOG WATER	6,661	26,643	(19,982)		26,643		26,643	
418.3	LAKE EDGEWOOD SEWER	689	2,757	(2,068)		2,757		2,757	
418.4	GENOA/OCEOLA SEWER	6,065	24,262	(18,197)		24,262	(6,339)	17,923	To match expenses
	SUBTOTAL	16,492	65,971	(49,479)		65,971	(6,339)	59,632	
420	OTHER INCOME	0	500	(500)		500	15,000	15,500	Insurance refund
430	CONSTRUCTION FEES	0	15,000	(15,000)		15,000		15,000	
440	INTEREST INCOME	0	0	0		0		0	
	SUBTOTAL - OTHER INCOME	0	15,500	(15,500)		15,500	15,000	30,500	
	TOTAL REVENUE	574,180	2,310,538	(1,736,358)		2,310,538	10,661	2,321,199	
EXPENDITURES									
600	AUDIT/ACCOUNTING SERVICES	1,500	6,000	4,500	75.00%	6,000		6,000	
601	AUTO/TRUCK EXPENSES								
601.1	ALLOWANCE	2,250	10,200	7,950		10,200	(1,000)	9,200	Based on actual
601.2	FUEL/WASHING	7,684	44,653	36,969		44,653	(4,000)	40,653	Based on actual
601.3	LOAN PAYBACK	16,037	13,000	(3,037)		13,000		13,000	
601.4	REPAIRS/MAINTENANCE	5,623	15,097	9,474		15,097		15,097	
601.5	DEDUCTIBLE/BODY DAMAGE REPAIR	0	3,000	3,000		3,000		3,000	
	TOTAL AUTO/TRUCK EXPENSES	31,594	85,950	54,356	63.24%	85,950	(5,000)	80,950	
602	ADMINISTRATIVE EXPENSES								
602.1	RECEIPTING	0	30,500	30,500		30,500		30,500	
602.2	OFFICE RENT & SUPPLY	0	23,600	23,600		23,600		23,600	
	TOTAL ADMINISTRATIVE EXPENSES	0	54,100	54,100	100.00%	54,100	0	54,100	
603	COMPUTER/SW EXPENSES								
603.1	COMPUTER HARDWARE EXPENSES	0	2,500	2,500		2,500		2,500	
603.2	COMPUTER SOFTWARE EXPENSES	0	12,000	12,000		12,000	(2,000)	10,000	No BSA charges this year
603.3	AIR CARDS/IETPACKS	0	2,000	2,000		2,000		2,000	
	TOTAL COMPUTER/SW EXPENSES	0	16,500	16,500	100.00%	16,500	(2,000)	14,500	
604	PROFESSIONAL DEVELOPMENT								
604.1	EMPLOYEE	5,236	8,500	3,264		8,500		8,500	
604.2	INTERNAL TRAINING	2,116	4,000	1,884		4,000		4,000	
	TOTAL PROFESSIONAL DEVELOPMENT	7,352	12,500	5,148	41.18%	12,500	0	12,500	
606	CONTINGENCY	0	5,000	5,000	100.00%	5,000		5,000	
608	EMPLOYER'S PAYROLL TAXES	23,337	100,643	77,306	76.81%	100,643	(2,643)	98,000	Decrease in payroll
609	GIS								
609.1	LUCITY WORK ORDER IMPLEMENTATION	0	30,000	30,000		30,000		30,000	
609.2	ANNUAL LUCITY DUES	0	16,500	16,500		16,500		16,500	
609.3	ARC GIS ON-LINE LICENSES	0	6,000	6,000		6,000		6,000	
609.4	TETRA TECH SUPPORT	0	5,000	5,000		5,000	15,000	20,000	See GIS changes
609.5	DATABASE CLEANUP	0	0	0		0	28,000	28,000	See GIS changes
609.5	HARDWARE (TABLETS)	0	2,500	2,500		2,500		2,500	
	TOTAL GIS	0	60,000	60,000	100.00%	60,000	43,000	103,000	
612	INSURANCE								
612.1	BC/BS MICHIGAN	54,900	203,485	148,585		203,485	26,515	230,000	Adj. based on premiums
612.2	EHIM	26,128	60,960	34,832		60,960	15,000	75,960	Based on actual
612.3	LIFE/DISABILITY	5,830	19,047	13,217		19,047		19,047	
612.4	WORKERS COMPENSATION	9,244	53,627	44,383		53,627		53,627	
612.5	VEHICLE/PROPERTY/LIABILITY INSURANCE	8,148	32,591	24,443		32,591		32,591	
	TOTAL INSURANCE	104,250	369,710	265,460	71.80%	369,710	41,515	411,225	
613	LEGAL FEES	0	1,500	1,500	100.00%	1,500		1,500	
615	CREDIT CARD FEES	5,215	20,000	14,785	73.93%	20,000		20,000	
616	EMPLOYEE RECRUITING								
616.1	ADVERTISING	0	1,700	1,700		1,700		1,700	
616.2	BACKGROUND CHECK	154	700	546		700		700	
616.3	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	277	725	448		725		725	
	TOTAL EMPLOYEE RECRUITING	431	3,125	2,694	86.21%	3,125	0	3,125	
617	OFFICE EXPENSES								
617.1	FURNITURE/CAPITAL	0	1,000	1,000		1,000		1,000	
617.2	SUPPLIES	1,193	6,000	4,807		6,000	(900)	5,100	Misc. adj.
617.3	POSTAGE & SHIPPING	2,090	6,000	3,910		6,000		6,000	
	TOTAL OFFICE	3,283	13,000	9,717	74.75%	13,000	(900)	12,100	
618	OTHER EXPENSES	0	1,000	1,000	100.00%	1,000		1,000	
627	RETIREMENT	29,202	129,108	99,906	77.38%	129,108		129,108	
630	SALARIES								
630.1	STRAIGHT TIME	268,763	1,196,056	927,293		1,196,056	(47,000)	1,149,056	Adj. for GIS changes
630.2	OVERTIME	14,617	84,623	70,006		84,623	(10,000)	74,623	Adj. for GIS changes
	TOTAL SALARIES	283,380	1,280,679	997,299	77.87%	1,280,679	(57,000)	1,223,679	
640	SUPPLIES & TOOLS	704	4,000	3,296	82.40%	4,000		4,000	
651	TELEPHONE								
652	CUSTOMER LINE	110	1,000	890		1,000		1,000	
653	ANSWERING SERVICE	558	3,500	2,942		3,500		3,500	
654	CELL PHONE ALLOWANCE	3,665	19,610	15,945		19,610		19,610	
655	CELL PHONES	1,247	2,000	753		2,000		2,000	
	TOTAL TELEPHONE	5,580	26,110	20,530	78.63%	26,110	0	26,110	
700	TRANSFERS TO EQUIPMENT RESERVE	0	40,000	40,000	100.00%	40,000		40,000	
701	TRANSFERS TO PERSONNEL RESERVE	0	1,000	1,000	100.00%	1,000		1,000	
705	UNIFORMS & PROTECTIVE CLOTHING								
705.1	UNIFORMS	2,188	5,000	2,812		5,000		5,000	
705.2	PANT ALLOWANCE	0	3,600	3,600		3,600		3,600	
705.3	SAFETY/PPE	2,696	6,000	3,304		6,000		6,000	
	TOTAL UNIFORMS & PROTECTIVE CLOTHING	4,884	14,600	9,716	66.55%	14,600	0	14,600	
706	VECTOR TRUCK								
706.1	ANNUAL LEASE PAYMENT	0	50,964	50,964		50,964	(13,832)	37,132	Allocated prmt for first year

GENOA TOWNSHIP - DPW FUND #503
 BUDGET TO ACTUAL REPORT/PROPOSED BUDGET AMENDMENT
 ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/17
 COMPARED TO ACTUAL FOR 3 MONTHS ENDING 6/30/16

ACCOUNT#	ACCOUNT DESCRIPTION	APPR 3/2016			% EXPENSE BUDGET REMAINING	APPR 3/2016		AMENDED BUDGET FOR THE YEAR ENDING 3/31/2017
		ACTUAL FOR 3 MONTHS ENDING 6/30/2016	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2017	BUDGET REMAINING		ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2017	AMENDMENT	
706.2	FUEL	142	10,000	9,858		10,000		10,000
706.3	EQUIPMENT/TOOLS	5,875	5,000	(875)		5,000		5,000
706.4	REPAIRS	0	0	0		0	7,500	7,500 Misc adj.
	TOTAL VACTOR TRUCK	6,017	65,964	59,947	90.88%	65,964	(6,332)	59,632
	TOTAL EXPENDITURES	506,729	2,310,489	1,803,760	78.07%	2,310,489	10,640	2,321,129
	CHANGE IN FUND BALANCE	67,451	49	67,402		49	21	70
	BEGINNING FUND BALANCE	127,039	127,039	0		127,039		127,039
	REFUNDS TO W/S DISTRICTS	0	0	0		0		0
	ENDING FUND BALANCE	194,490	127,088	67,402		127,088	21	127,109
		6/30/2016	3/31/2017			3/31/2017		3/31/2017





Gago Center For Fertility
Gago IVF

October 13, 2016

To the Genoa Township Board of Trustees,

I, L. April Gago, MD, am requesting to be on the meeting agenda for November 7th, 2016 to request enacting an ordinance to prohibit open burning in Genoa Township near medical practices. I own and operate a private medical practice and in-vitro fertilization laboratory, Gago Center for Fertility/Gago IVF, in Genoa Township that is located on Genoa Business Park Drive adjacent to Leppek Landscape and Nursery. Unfortunately, Leppek Landscape and Nursery currently practices open burning of landscaping debris onsite. My employees, patients, and I have observed the smoke and ashy debris created by the open burning on several occasions. In light of many published studies regarding the adverse health effects of open burning, many landscaping companies are using more modern techniques such as chipping and composting. With the modern alternatives to open-burning available and extensive evidence of ill health effects from open-burning I am advocating for a change in current Genoa Township burning regulations to reflect modern health standards.

In an effort to mediate the negative effects of burning on our patients and their reproductive outcomes we have been in contact with Leppek Landscape and Nursery and Genoa Township Officials regarding the open-burning since I moved my practice to its current location in 2013. Genoa Township officials including, Amy, Sharon, Kelly, and previously Ron, have all been involved with identification of open-burning at Leppek's as well as with the communication between our facilities. We have worked with Leppek's to establish specific dates where we request no-burning so that we can perform surgeries and in-vitro fertilization procedures in the office without the smoke hazards. Leppek's landscape has worked with us inconsistently in our request for no-burning during these times and there continues to be multiple instances in which open-burning occurs during the requested dates.

Leppek's open-burning causes visible air pollution and smoke odor in and around my medical practice, as well as many other medical practices and businesses located on Genoa Business Park Drive. The smoke and ashy debris is a health hazard to patient's reproductive tissues and employees, and infiltrates the building despite state of the art air filters.

According to multiple publications the negative health consequences of exposure to wood smoke include:

- Irritation of eyes, throat, sinuses, and lungs
- Headaches

L. April Gago M.D.

Board Certified Reproductive Endocrinology & Infertility Specialist

J. Carinne Mirate D.O.

Board Certified Obstetrician & Gynecologist

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1515 Lake Lansing Rd., Suite F
Lansing MI 48912



Gago Center For Fertility

Gago IVF

- Reduced lung function
- Lung inflammation or swelling
- Increased risk of lower respiratory diseases
- More severe or frequent symptoms from existing lung diseases
- Increased risk of heart attack or stroke
- Chronic lung diseases
- Chemical and structural changes of the lungs
- Cancer
- Specifically reduced human primordial germ cells.

The United States Environmental Protection Agency (EPA) has set National Ambient Air Quality Standards for pollutants that are considered harmful to public health and environment (NAAQS Table, 2016) as required by the Clean Air Act (1990). In this table they have listed 6 air pollutants, including Carbon Monoxide (CO) and Particle Pollution (PM₁₀ and PM_{2.5}), both of which are regulated primary standards for protecting public health. In a project summary published by the EPA *Evaluation of Emissions from the Open Burning of Land-Clearing Debris* (Lutes, C., Kariher, P., 1997) the emissions of open burning of land-clearing debris and landscaping debris were studied. It was determined that "Substantial emissions of a large number of pollutants including CO, PM₁₀, PM_{2.5}, benzene, acetone, toluene, ethyl benzene, pinene, naphthalene, phenol, and 14 PAHs were observed (p 5)."

As the 1st IVF laboratory in Livingston County, I also find it necessary to discuss the potential of air pollution from open burning to harm human embryos and gametes. The Oxford Journals Toxicological Sciences, *Human primordial germ cell formation is diminished by exposure to environmental toxicants acting through the AHR signaling pathway* (Kee, et al. 2010) demonstrated that human primordial germ cells (which go on to form human oocytes) are specifically reduced by exposure to PAHs. Another publication cites documentation of embryonic and fetal loss after treatment with high doses of PAHs in animal studies (Detmar, J. & Jurisicova, A. 2010). The women and couples building their families in Livingston county deserve a safe environment to do so.

Furthermore, according to the Michigan Department of Environmental Quality's, *Open Burning Guide Regulations & Alternatives* (April, 2003), the open burning of trees, logs, brush, and stumps is not allowed if it violates air pollution rules (such as burning that causes a smoke or odor nuisance). It is also

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Lansing MI 48912



Gago Center For Fertility
Gago IVF

recommended in the guide that other disposal options such as chipping or compost should be considered.

As a small business owner I strive to support other Genoa Township businesses, and have used Leppek's services for Landscaping of my own business. However, I cannot support the act of open burning near medical facilities, given the numerous known adverse health effects, safety concerns, and impact on environmental quality. I strongly believe that Genoa Township should enact an ordinance that prohibits the act of open burning near medical facilities, especially when safer alternative disposal options are available including chipping and composting. I hope that with the supporting evidence given that reflects modern scientific and medical knowledge and the wellbeing of Livingston County and Genoa Township's current and future reference my request to enact an ordinance that prohibits open burning will be considered and approved.

Sincerely,

L. April Gago, MD
Owner
Gago Center for Fertility/Gago IVF

L. April Gago M.D.

Board Certified Reproductive Endocrinology & Infertility Specialist

J. Carinne Mirate D.O.

Board Certified Obstetrician & Gynecologist

P: 810 227 3232 • F: 810 227 3237 • info@gagofertility.com • www.gagofertility.com

2250 Genoa Business Park Dr.
Suite 100 B/110
Brighton, MI 48114

1000 E Stadium Blvd., Suite 3
Ann Arbor, MI 48104

Court One Building
1515 Lake Lansing Rd., Suite F
Lansing MI 48912



Gago Center For Fertility
Gago IVF

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L. April Gago M.D.

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

To: Genoa Township Board of Trustees
From: Sharon Stone, Ordinance Officer
RE: Gago Center for Fertility
DATE: October 24, 2016

The Staff has been in contact with Dr. Gago's office since 2014. The first complaint that was logged was on September 17, 2014. Dr. Gago's office called with a burning complaint, at that time Ron Akers went out to investigate but found no evidence of smoke in the area. This was noted on Mr. Akers log from 2014.

The second complaint from Dr. Gago's office came in September of 2015. Jennifer from Dr. Gago's office called about smoke complaint. I called nursery which is directly west of Dr. Gago's building, I talked to Kristi who own the nursery with her husband and she said they were not burning at that time. I then called Jennifer back and advised her of this and she said that it wasn't coming from Leppek but from cardboard being burned by vending machine company located on Euler Road. I then went out to investigate but saw no evidence of burning. Ron Akers also wrote a letter to Leppek nursery about working with Dr. Gago's office about burning but, unfortunately at this time that letter cannot be located.

The first complaint from this year came on September 21, 2016 about Leppek Nursery burning. Amy Ruthig and I went out immediately to the nursery to find that they were burning yard waste. We asked them to stop burning due to fertility treatments going on that day. The manager on duty advised us that September 21, was not on the list that Dr. Gago's office had sent over as a no burning day. Went back to Gago's office and talked to Jennifer who did say that she hadn't sent nursery an updated list of days not to burn. The second complaint came in September 26, 2016 to our office and Gago's office stated that Leppek Nursery was burning again. Amy and I went out right away and found no evidence of Leppek or any other business in the area burning. We spent over 20 minutes on the Gago property walking around and trying to smell or see any smoke but found no evidence of smoke anywhere. We stopped by Dr. Gago office and asked which way they thought smoke was coming from and the receptionist at the desk pointed to the east, the opposite way. Amy and I then drove around the Woodland Property to see any evidence of smoke to the east and even out Grand River up Bendix to Hacker to see if any residences were burning leaves but found no evidence of burning or smoke issues.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen
Jean W. Ledford
Todd W. Smith
Linda Rowell

Inspection Log

-9/17/14: Was contacted by April Gago regarding neighbors burning. Upon inspection, I did not notice either neighbor burning nor did I notice any smoke entering the Fertility clinics property.

15-053	4711-13-100-006	7341 w. Grand River/ Leppek	burning letter	no	delivered letter to nursery for Ron
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15-141	4711-13-10-006	7341 Grand River	burning/interfering with clinic	no	t/t Jennifer (cell 517-204-5852) at clinic, who said Leppeck was burning. T/t Kristi at Leppeck and she said they weren't burning? Jennifer found out that it isn't leppeck but cardboard being burned by vending machine company
--------	----------------	------------------	---------------------------------	----	---

16-177	7341 Grand River	no	Leppeck	9/21 complaint from Gago office about Leppeck burning. Amy and I went out and they were burning but employee showed us a list of days that Gago gave them not to burn and that day was not on the list. Leppeck said they would stop burning. Went back to Gago and assistant Jennifer said that she had forgot to give Leppeck an updated list.
16-178	2250 Genoa Business Park	no	Gago Fertility	9/26 Was called by Gago's office for smoke complaint. Amy and I went out and didn't see any signs of smoke or evidence of smoke in area. Office said it was coming from leppack area but when we walked around fence area no smell or sight of smoke. Went into office and assistant at desk said it wasn't Leppeck but coming from the other way. Amy and I drove east out of Gago area all around hospital and up Grand River to Bendix to Hughes but couldn't find any evidence of smoke.

Re.: 5033 Chilson Road
Parcel #: 4711-33-200-019

To:
Genoa Township Board
Dorr Road
Brighton, Michigan 48114

Owners Dewey E. and Pamela H. Thomas are requesting an appearance before the Township Board at the November 7th meeting of same to request an amendment to the Consent Agreement which governs the aforementioned property to allow use of the property as a floral design and art studio.

Thank you.


Dewey E. Thomas


Pamela H. Thomas

GENOA TOWNSHIP
JUL 03 2002
RECEIVED

COPY

STATE OF MICHIGAN

IN THE 44TH CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON

JAMES H. OSBORNE and LETHA M.
OSBORNE, his wife and DEWEY
THOMAS,

Hon. Stanley J. Latreille

Plaintiffs,

Case No. 94-13779-CZ

vs.

TOWNSHIP OF GENOA,
a Michigan municipal Corporation

Defendant.

Richard A. Heikkinen (P-14835)
Attorney for Defendant
110 North Michigan Avenue
Howell MI 48843
(517) 546-1434

TRUE COPY
MARGARET M. DUNN
LIVINGSTON COUNTY

AMENDMENT TO CONSENT JUDGMENT

At a session of said Court held
in the Courthouse in the City of Howell,
County of Livingston, State of Michigan,
this 20th day of May, 2002

PRESENT: HON. STANLEY J. LATREILLE, CIRCUIT COURT JUDGE

Upon agreement of the parties to entry of this
modification to the Consent Judgment entered July 5, 1995;

IT IS HEREBY ORDERED that the Consent Judgment entered
July 5, 1995 is modified to allow site and building
improvements as follows:

1. The current building is 16 feet x 24 feet with two 10 feet x 24 feet overhangs. The Plaintiffs may enclose the overhangs and the exterior siding shall match the now existing siding.
2. The asphalt drive-thru lane on the west side of the building shall be expanded by approximately 12 feet of asphalt pavement.

THE HEIKKINEN LAW FIRM
PROFESSIONAL CORPORATION
110 NORTH MICHIGAN AVE.
HOWELL, MI 48843-2298

(517) 546-1434

FAX (517) 546-6775

3. The Plaintiffs may use the property and have a carry-out counter for walk-in customers in the building as well as window service for customers in motor vehicles.
4. Three deciduous canopy trees with a minimum two inch caliper shall be planted along the Chilson Road frontage.
5. The one existing parking space closest to the building shall be designated as handicap parking space.
6. The improvements above described shall be made in accordance with the amended site plan prepared by Dewey Thomas dated May 6, 2002 and approved by the Township on April 6, 2002.
7. There shall be no outdoor sales on the property.


IT IS FURTHER ORDERED that in the event of a conflict between the terms of the Consent Judgment dated July 5, 1995 and the terms of this Amendment the Amendment shall supersede the terms of the Consent Judgment.

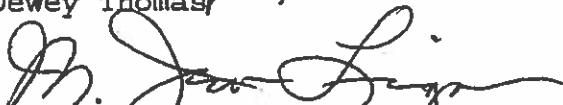
IT IS FURTHER ORDERED that all terms of the Consent Judgment not in conflict herewith are reaffirmed.


STANLEY J. LATREILLE

STANLEY J. LATREILLE
CIRCUIT COURT JUDGE

APPROVED FOR ENTRY:


Dewey Thomas


M. Jean Ligon P-44721
Attorney for Plaintiff


Richard A. Heikkinen P-14835
Attorney for Defendant

THE HEIKKINEN LAW FIRM
PROFESSIONAL CORPORATION
110 NORTH MICHIGAN AVE.
HOWELL, MI 48843-2298

(517) 546-1434
FAX (517) 546-6775

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON

JAMES H. OSBORNE and LETHA M.
OSBORNE, his wife, and DEWEY
THOMAS,

Plaintiffs,

Case No. 94-13779-CZ

v.

HON. STANLEY J. LATREILLE

TOWNSHIP OF GENOA, a Michigan
municipal Corporation,

Defendants.

Paul L. Decocq (P-25657)
Attorney for Plaintiff
408 W. Grand River Ave.
Howell, MI 48843
(517) 546-6620

Richard A. Heikkinen (P-14835)
Attorney for Defendant
110 N. Michigan Ave.
Howell, MI 48843
(517) 546-1434

Kevin T. McGraw (P-41206)
Attorney For Defendant
313 S. Washington Square
Lansing, MI 48933
(517) 371-8174

TRUE COPY
STANLEY J. LATREILLE
44th Circuit Court

CONSENT JUDGMENT

At a session of said Court, held in the
Courthouse in and for the City of Howell,
County of Livingston, State of Michigan,
on this 29 day of July, 1995.

PRESENT: HON. STANLEY J. LATREILLE, Circuit Court Judge

Upon the agreement of the parties to entry of this
Consent Judgment and the Court agreeing that the proposed
resolution of the issues in difference between the parties is
appropriate and fair considering the unique nature and
location of the premises the use of which is in dispute, the
Court does enter the following orders affecting the real
estate described as follows:

Land situated and being in the Township of Genoa, County
of Livingston, and State of Michigan, and described as
follows: A triangular piece of land in the Northwest 1/4
of the Northeast 1/4 of Section 33, bounded on the North
by Brighton Road, on the Southwest by Chilson Road and on
the East by the Chilson Road cutoff.

HEIKKINEN LAW FIRM
PERSONAL CORPORATION
NORTH MICHIGAN AVE.
HOWELL, MI 48843-2398
(517) 546-1434
FAX (517) 546-6775

IT IS HEREBY ORDERED AND ADJUDGED that the buildings now located on the property shall not be increased in size and area.

IT IS FURTHER ORDERED AND ADJUDGED that no changes shall be made to the property other than as depicted on the site plan dated January 26, 1994, now on file at the Genoa Township Hall and the buildings shall not be enlarged or have their area increased in any manner. However, Plaintiff may apply to the Township for a permit for an accessory structure in accordance with the procedures set forth in the Zoning Ordinance and pertaining to the Neighborhood Service District Zoning Classification.

IT IS FURTHER ORDERED AND ADJUDGED that the premises shall be used for a motor vehicle drive thru establishment with open window service as presently exists only and the Plaintiffs and their successors in interest are prohibited from allowing the general public to enter the buildings located on the premises for retail shopping purposes.

IT IS FURTHER ORDERED AND ADJUDGED that the Plaintiffs and their successors in interest and the proprietor of any business operated on the premises may sell through the existing open window items such as bakery, coffee, groceries, seafood, dairy products, over the counter drugs, hardware, cigarettes, newspapers and similar items which are customarily sold through drive up windows.

IT IS FURTHER ORDERED AND ADJUDGED that the Plaintiffs and their successors in interest and the proprietor of any business operated on the premises may sell through the existing open window food and beverages prepared on the premises, providing the necessary Livingston County Health Department permits approvals are obtained by the proprietor of the business operated on the premises.

IT IS FURTHER ORDERED AND ADJUDGED that the Plaintiffs and their successors in interest and the proprietor of any business operated on the premises shall keep and maintain the land and the buildings in a state of good repair and the grass areas mowed and well maintained.

IT IS FURTHER ORDERED AND ADJUDGED that the owners shall comply with all other requirements of the Genoa Township Zoning Ordinance.

IT IS FURTHER ORDERED AND ADJUDGED that this Judgment shall be recorded with the Livingston County Register of Deeds and it binds the Plaintiffs, the proprietors of any business operated on the premises, lessees and all persons or entities now owning or subsequently obtaining a property interest in the described property.

2 HIZIKONEN LAW FIRM
PROFESSIONAL CORPORATION
8 NORTH MICHIGAN AVE.
HOWELL, MI 48843-2291

TEL (517) 346-1434
FAX (517) 346-4773

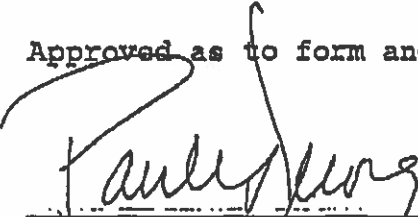
IT IS FURTHER ORDERED AND ADJUDGED that should the Board of Road Commissioners for the County of Livingston subsequently either abandon the use of the road (the cut-off) bordering the subject property on its Southeast boundary or change its present location, then the owners of the described parcel may petition the Township for other residential uses or expansion of the uses described herein to other uses authorized in the Neighborhood Service District (or equivalent zoning district) of the Genoa Township Zoning Ordinance then in force and effect. If such request is granted by the Township then this Judgment shall be deemed set aside and vacated.

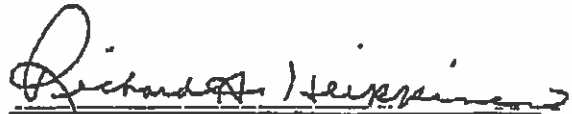
IT IS FURTHER ORDERED AND ADJUDGED that this Court shall retain jurisdiction of this case to effectuate the intent of this Consent Judgment, to enforce compliance with the terms and conditions hereof, and to reconcile any differences of the parties that may arise in connection with the performance of the obligations hereunder.


STANLEY J. LATREILLE


STANLEY J. LATREILLE
Circuit Court Judge

Approved as to form and content:


Paul Decocq (P-25657)
Attorney for Plaintiff


Richard A. Heikkinen (P-14835)
Attorney for Defendant


Kevin T. McGraw (P-41206)
Attorney for Defendant
per the approval


Dewey Thomas, Plaintiff

HEIKKINEN LAW FIRM
PROFESSIONAL CORPORATION
NORTH MICHIGAN AVE.
DOWELL, MI 48843-2298
TEL (517) 546-1434
FAX (517) 546-6778



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

To: Genoa Township Board of Trustees
From: Sharon Stone, Ordinance Officer
RE: HEARING on DANGEROUS BUILDING Located at 692 Red Oaks
DATE: October 24, 2016

Manager Review: 

The Township staff has pursued removal of a dangerous Building at 692 Red Oaks. Applying the Abandoned and Dangerous Building Ordinance, the proper notification and hearings have been held to ensure compliance with the Township code. The Hearing Officer has reviewed the evidence, visited the site, and has found the building to be dangerous. Per the Abandoned and Dangerous Building Ordinance, this matter is before you to discuss whether the decision from the Hearing Officer should be enforced. Per section 4 of the Abandoned and Dangerous Building Ordinance, the Township Board has the following responsibilities during the hearing:

- The Township Board shall give the owner the opportunity to show cause why the order should not be enforced.
- The Township Board shall approve, disapprove, or modify the Hearing Officer's order.
- If the order is approved or modified, the owner, agent, or lessee shall comply with the order within 60 days after the date of the hearing under this subsection.

After the 60 day period, if the order is not complied with the Township "shall take all necessary action to enforce the order." This includes removal of the dangerous structure. If the order is approved, it will be the responsibility of the owner, agent, or lessee of the property, to reimburse the full cost of demolition to the Township.

Recommended Motion

Moved by _____, Supported by _____, to modify or accept the Hearing Officers order set forth and outlined in the supporting packet.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

692 Red Oaks
Howell, MI 48843

The timeline for this house is as follows:

2007

Owner was notified in August of 2007 and that the Livingston County Department of Public Health had done an inspection on the house and it was deemed an Unsafe Structure.

2011

Inspection done for Genoa Township Building Official on June 30, 2011 by Dennis Smith and nine violations are listed with notes that other violations were not visible due to unsafe conditions of the building.

2012

Livingston County Building Inspector, Jim Rowell, completed an unsafe structure report for Genoa Township on March 26, 2012. Pictures were also included with this report.

2014

Jim Rowell of Livingston County Building Department sent another unsafe structure report on July 24, 2014 to Ron Akers. The property was found to be an unsafe structure.

2016

April 6- Wrote first letter to owner and sent copy of ordinance

April 28- Jim Rowell updated report for dangerous structure for Genoa Township with the same findings that building is still unsafe.

May 2- Sent out second letter for dangerous structure, included ordinance and Mr. Rowell's report

May 10- Marilyn Mc Kiddie called to say she would start remodeling in June but had no timeframe on when it would be completed. Ms. Mc Kiddie was advised that after she left the house during the remodel, it would need to be secured each and every time due to recent vandalism on property.

May 11- Ms. Mc Kiddie stated that she didn't have a computer or any way to get permits so I sent her a letter with the permits she would need from Genoa Township along with a stamped envelope to return permit. Also, told her that our permit was free but she did need a permit from Genoa Township to be able to pull permits with Livingston County.

June 1- Sent letter regular and certified mail that the grass was not being maintained and violated the ordinance. Certified mail was signed for however grass was never cut. Copper's Lawn Service was secured by the Township to cut the grass on the property.

July 26- Since no activity had started on the home the Dangerous structure hearing process was started. Sent letter both regular and certified mail that a dangerous building hearing would be taking place on September 7, 2016 at 6:00 p.m. at Genoa Township Hall in Brighton, MI. I then sent three copies of letter, one to 692 Red Oaks, one regular mail and one certified mail to Ms. Mc Kiddie's home on 6415 Morse Detroit, MI. Letter was also posted on property on July 26, 2016.

August 4- Sent letter both regular and certified mail for the grass that was not within ordinance standards. I gave the owner three weeks to have the grass cut when it wasn't cut after three weeks,, Coopers Lawn Service was contracted to maintain the lawn.

September 7- First meeting was held at the Township Hall, Ms. Mc Kiddie did not attend however, her husband was there to represent her interest. Hearing Officer and Mr. Mc Kiddie agreed to a one month stay, where Mr. Mc Kiddie agreed to have the home evaluated and pull permits to have house either torn down or remodeled. (See notes in packet)

September 13- Hearing minutes sent out to owners both regular and certified mail and also emailed to Mr. Mc Kiddie. Second hearing letter sent out also for next Dangerous Structure Hearing to take place on October 5, 2016 at Genoa Township Hall if the conditions from the first meeting were not satisfied. This letter was also posted on property.

October 5- Ms. Mc Kiddie called the day of the meeting to say that she would not be able to make the meeting. I advised her that she would need to attend the meeting, send a letter of her intentions, or even call so we could conduct a conference call her for the meeting but, there would still be a meeting. The meeting was called to order at 6:02 p.m. and was closed by Hearing Officer at 6:16 p.m. There was no call during this time. Hearing Officers conclusion was for an order of demolition to be taken to the Board for consideration.

October 6- Ms. Mc Kiddie called the next day and said that she did try to call in but no one answered the phone. Adam Van Tassel pull the phone records and it was noted on phone log that the first call to come in after the meeting had started was at 6:24 p.m. after the Hearing had closed.

October 7- Letter sent regular, certified, and by email to the Mc Kiddie's advising that the home at 692 Red Oaks Howell, MI would be going in front the Genoa Township Board of Trustees on November 7, 2016 at 6:30 p.m. Letter was also posted on the property on October 11, 2016.

**Genoa Township Dangerous Building Hearing
October 5, 2016
Second Hearing for 692 Red Oaks Howell, MI**

Attendance

Dave Brywa, past thirty years State of Michigan registered, Building Official, Plan Reviewer, Building Inspector and state of Michigan Licensed Residential Builder, called the meeting to order at approximately 6:02 p.m. The following people were in attendance: Amy Ruthig, Genoa Township Zoning Official, Sharon Stone, Genoa Township code enforcement Officer, and neighbors Wendy Robertson and Mary Banister.

Meeting

It was noted, after meeting was called to order, that the property owner was not present and no one was present to represent the property owner. Stone stated that at the present time there had been no plans submitted or permits pulled for the property at 692 Red Oaks as ordered from the first Dangerous Structure Hearing on September 7, 2016 at 6 pm located at Genoa Township Hall. Mr. Mc Kiddie, property owner, was present at the September meeting and had agreed to the Hearing Officers findings and orders. The order was to have a licensed design professional; an engineer or architect, evaluate the structure starting with the foundations and submit the proper permits to Genoa Township planning and zoning department before the meeting on October 5, 2016. The Mc Kiddies were notified of the October 5, 2016 hearing, along with a copy of the hearing minutes from the September 7th meeting by receiving a letter by certified mail, and regular mail, sent to both of their residences along with the property being posted with the October 5th, 2016 meeting notice It was also noted, by Stone, that Mrs. Mc Kiddie did call earlier in the day and asked if she had to be at the meeting tonight. Stone stated to her that it was extremely important that she show up to meeting or have someone who she appointed show up at the meeting to represent her. Other options given to Mrs. Mc Kiddie were for her to write an email, send a letter by fax or even call in for a conference call stating her intentions about the house. Mrs. Mc Kiddie failed to do any of these options by the close of the meeting at 6:16 p.m.

It was stated by Mr. Byrwa, before the close of the meeting, that when he went to check the property at 692 Red Oaks that he had a conversation with the neighbor to the south of the property and neighbor stated that there had been no one living in the home since he had lived there the last 16 years.

Hearing Officers Order:

Mr. Byrwa's conclusion was for the following order to be taken to the Genoa Township Board of Trustees at the November 7, 2016 meeting to take place at 6:30 pm located at Genoa Township Hall 2911 Dorr Road Brighton, MI 48116. The order is for Genoa Township to have the house/ manufactured home at 692 Red Oaks demolished due to it being in violation of the Genoa Township Abandoned and Dangerous Building Ordinance sections f,g,h, and i.:

f. The building, structure, or part of the building or structure is manifestly unsafe for the purpose for which it is used.

g. The building or structure is damaged by fire, wind, or flood, or dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, or become a harbor for vagrants, criminals, or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.

h. A building or structure used or intended to be used for dwelling purposes including the adjoining grounds, because of dilapidation, decay, damage, faulty construction or arrangement, or otherwise, is unsanitary or unfit for human habitation, is in a condition that the health officer determines is likely to cause sickness, disease, or is likely to injure the health, safety, or general welfare of people living in the dwelling.

i. A building or structure is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

The garage could be salvaged if an evaluation from an architect or engineer is submitted before the Township takes action on the principal structure.

David M. Byrwa

Genoa Township Dangerous Building Hearing Minutes
September 7, 2016
692 Red Oaks
Howell, MI 48843

Attendance

Dave Brywa, past thirty years State of Michigan registered, Building Official, Plan Reviewer, Building Inspector and state of Michigan Licensed Residential Builder, called the meeting to order at approximately 6:00 p.m. The following people were in attendance: Amy Ruthig, Genoa Township Zoning Official, Sharon Stone, Genoa Township code enforcement Officer, Mr. Mc Kiddie, owner's husband, and neighbors Wendy Robertson and Mary Banister.

Meeting

Mr. Brywa asked for opening statements from the Township. Stone present pictures and testimony that the home located at 692 Red Oaks has been abandoned for many years and the Township has a record dating back to 2007. The home was inspected by Livingston County Building Department, Jim Rowell, and they also assessed that the house was a danger to the Township due to neglect. Stone showed Mr. Mc Kiddie pictures of the damage to the home and he refused to believe that the home was in that bad of shape. Mc Kiddie insists that all the damage done was by vandals and that there is no damage to the floors of the home even though Stone provided proof that the doors and windows of the home had been open for an unspecified amount of time.

Hearing Officers Order:

Brywas's conclusion after speaking with Mr. Mc Kiddie is for Mr. Mc Kiddie to have a licensed design professional; an engineer or architect, evaluate the structure starting with the foundations and submit the proper permits to Genoa Township planning and zoning department. Another meeting is to take place Wednesday October 5, 2016 at 6:00 p.m. at the Genoa Township Hall located at 2911 Dorr Road Brighton, MI if the paperwork is not submitted to the Township before the one month deadline.

Closing Statements

Mr. Mc Kiddie agreed to the hearing officer's timeline and said he would get started right away on the homes issues and agreed to another meeting on October 5, 2016 if timeline is not met.

Public Input

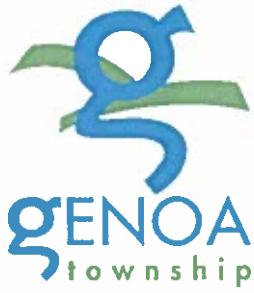
Mary Banister, neighbor to the Mc Kiddie property informed Mr. Mc Kiddie that they have been watching out for the property and has called Mr. Mc Kiddy's wife and police when vandals have broken in.

Sharon Stone-Francis

From: Adam VanTassell
Sent: Tuesday, October 11, 2016 10:29 AM
To: Sharon Stone-Francis
Subject: Phone log for calls made to the Township between 5 pm an 7pm on Wednesday October 5, 2016

10/5/2016 6:24 PM	Cell Phone MI <2487890489>	TOD Route <810>	incoming	8s	0s
10/5/2016 6:20 PM	McKiddie Donnie <3136450136>	Incoming Call 2 <610>	incoming	2m, 51s	0s
10/5/2016 6:20 PM	Cell Phone MI <7343586526>	Manager Office <121>	incoming	7s	0s

Adam VanTassell
Genoa Township
(810) 227-5225
adam@genoa.org



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

October 7, 2016

Mr. Mc Kiddie
6427 Morse
Detroit, MI 48210

RE: Dangerous Building Hearing Notification
692 Red Oaks Howell, MI 48843

Dear: Ms. Mc Kiddie

The home, garage and accessory structure located at 692 Red Oaks Howell, MI 48843 meets the qualification for a "dangerous Building" as stated in section two (2) of the Genoa Township Abandoned and Dangerous Building Ordinance.

Please be advised that at the hearing on Wednesday October 5, 2016 it was ordered by the Hearing Officer that the following be brought before the Genoa Township Board of Trustees: The home/ manufactured home at 692 Red Oaks shall be demolished due to violations of the Genoa Township Abandoned and Dangerous Building Ordinance sections f,g,h, and i. The Township Board of Trustee Meeting will take place on November 7th, 2016 at 6:30 pm. The location of meeting will be in the board room at 2911 Dorr Road Brighton, MI 48116.

Should you have any questions please feel free to contact me at (810) 227-5225. For your reference the Genoa Township Abandoned and Dangerous Building Ordinance is available on our website at www.genoa.org.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

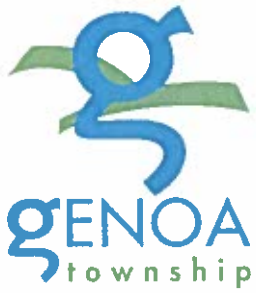
Jean W. Ledford

Todd W. Smith

Linda Rowell

Sincerely,

Sharon Stone
Ordinance Officer
Genoa Township



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

September 13, 2016

Mr. and Mrs. Mc Kiddy
692 Red Oaks
Brighton, MI 48116

RE: Dangerous Building Hearing

A hearing took place on September 7th, 2016 at 6 p.m. at the Genoa Township Hall located at 2911 Dorr Road Brighton, MI 48116. At the meeting it was agreed that the Owners would have one month to try to comply with the findings from the Livingston County Building Department. If these regulations from Livingston County are not met there will be another Hearing on October 5, 2016 at the Genoa Township Hall located at 2911 Dorr Road Brighton, MI 48116 at 6 p.m.

If the public plans to attend please call the Genoa Township Hall (810-227-5225) before the meeting or the day of the meeting before 5 p.m. to make sure that the stipulations have not been met and the meeting is going to continue.

Sharon Stone
Ordinance Officer
Genoa Township

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

2300 E. Grand River, Suite 104
Phone: 517.546.3240 Fax: 517.546.7461
Web Site: co.livingston.mi.us/building

April 28, 2016

Amy Ruthig, Sharon Stone-Francis
Genoa Township Ordinance / Zoning Officials
2911 Dorr Rd
Brighton MI 48116

**RE: Unsafe Structure – 692 Red Oaks Brighton MI 48816
Property ID: 4711-03-401-051**

Dear Amy and Sharon,

The Livingston County Building Department has investigated the building at the location noted above. The structure is a single family mobile home with a stick built addition on the west side. There is also a detached garage, a detached shed and a site built sunroom which is attached to the mobile home located on the property. The structure is in violation of the Livingston County Maintenance of Housing and Property Code 500.01. The structure was inspected on April 18, 2016.

This inspection was limited to a visual inspection of the exterior. No measurements were taken. No specific structural elements were inspected to determine their code compliance or to test their integrity or strength. The buildings are in violation for numerous reasons including but not limited to:

1. The entire mobile home building is in disrepair. The structure shows signs of rot and dilapidation through a lack of maintenance.
2. There is a dead, rotting rodent carcass in the rear of the structure.
3. Doors and egress components do not conform to the current building code. The stairs are dilapidated, unsupported by foundations, and inconsistent in height. Many of the railing spindles are loose and / or missing.
4. A portion of the building and structures are damaged so that the structural strength or stability of the building and structures are appreciably less than the minimum requirements of the building code adopted by Livingston County.
5. The buildings are dilapidated and deteriorated and are an attractive nuisance to children who might play in the building or structure or may be attractive to criminals or vagrants for committing unlawful or immoral acts. There is currently gang type graffiti painted on the walls.
6. The structural elements of the roof and exterior walls have rotted and are not safe. There are holes in the structures which allow the elements and vermin to enter.
7. Areas of the interior appear to have been exposed to water and may contain mold. It is likely the walls, floors and areas of the interior are wet, caused by water infiltration.
8. It is unknown if the building has a working furnace or hot water heater.
9. It is unclear whether there are working sanitary facilities.
10. It is unclear whether there is a working water well.
11. The smoke detectors have been removed and are laying at the rear of the building.
12. There are gas lines running to the garage and the shed. The gas lines are unprotected and not installed to withstand exterior conditions. Any trauma to these lines and valves such as someone stepping on them or being hit by a lawn mower could result in a gas leak.

To restore this structure to a habitable and or usable condition; we will require a licensed design professional; an engineer or architect, to evaluate all structures starting with the foundations and submit a

report to the Livingston County Building Department. Many of the structural wood elements appear to have been saturated for years. It is unknown whether these components can be salvaged. The design professional report should include the scope of the work needed to bring this building into code compliance.

Alternatively, these structures could be removed / raised.

Prior to any repairs or demolition, the owner or contractor shall obtain a Genoa Township Land Use Permit and a building permit from the Livingston County Building Department. This application shall contain the design professional's evaluation and 2 copies of detailed architectural drawings stamped by an architect or engineer. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2015 Michigan Residential Code.

The scope of all these repairs will require building permits from the Livingston County Building Department and Livingston County Health Department as applicable. An inspection of the interior by the building department will be required prior to issuance of any permits.

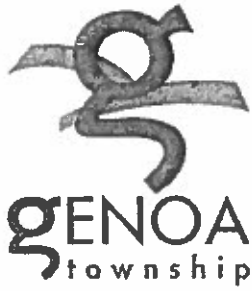
Respectfully,



A handwritten signature in black ink that reads "Jim Rowell". The signature is written in a cursive, flowing style.

Jim Rowell
Livingston County Building Official

Enclosure: Attachments



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

July 26, 2016

Ms. Marilyn Mc Kinney
6415 Morse
Detroit, MI 48210

RE: Dangerous Building Hearing Notification
692 Red Oaks Howell, MI 48843

Dear: Ms. Mc Kinney

The home, garage and accessory structure located at 692 Red Oaks Howell, MI 48843 appears to meet the qualification for a "dangerous Building" as stated in section two (2) of the Genoa Township Abandoned and Dangerous Building Ordinance.

Please be advised that a hearing will take place on Wednesday September 7, 2016 at 6:00 p.m. at the Genoa Township Hall located at 2911 Dorr Road, Brighton, Michigan. This hearing will provide you the opportunity to show cause as to why the Hearing Officer should not order the building to be demolished, otherwise made safe or properly maintained. At that time the Hearing Officer shall take testimony of the Township, the property owner and any other interested party.

Thank you in advance for your cooperation in this matter. Should you have any questions please feel free to contact me at (810) 227-5225. For your reference the Genoa Township Abandoned and Dangerous Building Ordinance is available on our website at www.genoa.org.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen
Jean W. Ledford
Todd W. Smith
Linda Rowell

Sincerely,

Sharon Stone
Ordinance Officer
Genoa Township



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

May 11, 2016

Ms. Marilyn McKinney
6415 Morse
Detroit, MI 48210

RE: 692 Red Oaks Howell, MI

Dear: Ms. McKinney

Per our conversation yesterday, you stated that you might have trouble getting permits for renovation of 692 Red Oaks. I have enclosed our land use permit waiver for Genoa Township that will need to be filled out before work is started. This permit is free and can be brought in or mailed to us, and we can get it back to you any way you prefer. Once this is obtained you can then bring the permit to the Livingston County Building Department for their permits. As stated in the report from Jim Rowell, Livingston County Building Official, the application for the county; "shall contain a design professional's evaluation and 2 copies of detailed architectural drawings stamped by an architect or engineer. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2015 Michigan Residential Code." I have enclosed the report from Mr. Rowell again for your convenience. I will make contact with the Livingston County Building Department by June 17, 2016 to see if permits have been obtained. If the permits have not been obtained Genoa Township will have to move forward with the abandoned and dangerous building ordinance.

Please remember that during this process the property will still need to be maintained the grass cut and yard in order.

If you have any other questions or concerns, please feel free to call me at 810-227-5225.

Sincerely,

Sharon Stone
Genoa Township
Ordinance Officer

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell



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

May 2, 2016

Marilyn Mc Kinney
6415 Morse
Detroit, MI 48210

RE: Dangerous Building Notification, 692 Red Oaks

Dear Property Owner,

Recent inspection has indicated that the house at 692 Red Oaks is in an unsafe state of disrepair. The building appears to meet the qualifications as stated in the Genoa Township Abandoned and Dangerous Building Ordinance section (i) which defines a dangerous building as, *"A building or structure is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers."* A copy of the Abandoned and Dangerous Building Ordinance has been enclosed with this letter.

The Genoa Township Abandoned and Dangerous Building Ordinance includes a process to compel removal or repair of unsafe structures. In order to remedy this issue the building at 692 Red Oaks will need to be secured. Please contact me within seven (7) days or by May 11, 2016 at (810) 227-5225 to discuss the steps that will be taken and a timeframe for doing so.

Thank you in advance for you cooperation in this matter.

Sincerely,

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Sharon Stone
Ordinance Officer
Genoa Township

cc: address file



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

April 6, 2016

Marilyn Yakimovich
6515 Morse
Detroit, MI 48210

RE: Dangerous Building Notification, 692 Red Oaks

Dear Property Owner,

Recent inspection has indicated that the house at 692 Red Oaks is in an unsafe state of disrepair. The building appears to meet the qualifications as stated in the Genoa Township Abandoned and Dangerous Building Ordinance section (i) which defines a dangerous building as, "*A building or structure is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.*" There are currently broken windows and open doors which has exposed the building to the elements. A copy of the Abandoned and Dangerous Building Ordinance has been enclosed with this letter.

The Genoa Township Abandoned and Dangerous Building Ordinance includes a process to compel removal or repair of unsafe structures. In order to remedy this issue the building at 692 Red Oaks will need to be secured. Please contact me within seven (7) days or by April 13, 2016 at (810) 227-5225 to discuss the steps that will be taken and a timeframe for doing so.

Thank you in advance for you cooperation in this matter.

Sincerely,

Sharon Stone
Ordinance Officer
Genoa Township

cc: address file

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

2300 E. Grand River, Suite 104
Phone: 517.546.3240 Fax: 517.546.7461
Web Site: co.livingston.mi.us/building

July 24, 2014

Ron Akers
Genoa Township Ordinance / Zoning Official
2911 Dorr Rd
Brighton MI 48116

**RE: Unsafe Structure – 692 Red Oaks Brighton MI 48816
Property ID: 4711-03-401-051**

Dear Mr. Akers,

The Livingston County Building Department has investigated the building at the location noted above. The structure is a single family mobile home. There is a detached garage, a detached shed and a site built sunroom which is attached to the mobile home located on the property. The structure is in violation of the Livingston County Maintenance of Housing and Property Code 500.01. The structure was inspected on April 23, 2014.

This inspection was limited to a visual inspection of the exterior. No measurements were taken. No specific structural elements were inspected to determine their code compliance or to test their integrity or strength. The buildings are in violation for numerous reasons including but not limited to:

1. The entire mobile home building is in disrepair. The structure shows signs of rot and dilapidation through a lack of maintenance.
2. This structure is unsecure, an attractive nuisance and poses a danger to the public and passersby.
3. The structural elements of the roof and exterior walls have rotted and are not safe. There are holes in the structures which allow the elements and vermin to enter.
4. Areas of the interior have been exposed to water and may contain mold. It is likely the walls, floors and areas of the interior are wet, caused by water infiltration.
5. The electrical wiring exposed to water may be unsafe.
6. It is unknown if the building has a working furnace or hot water heater.
7. It is unclear whether there are working sanitary facilities
8. The smoke detectors have been removed and are laying at the rear of the building.
9. There are gas lines running to the garage and the shed. The gas lines are unprotected and not installed to withstand exterior conditions. Any trauma to these lines and valves such as someone stepping on them or being hit by a lawn mower could result in a gas leak.

To restore this structure to a habitable and or usable condition; we ask that a licensed design professional; an engineer or architect, evaluate all structures starting with the foundations and submit a report to the Livingston County Building Department. Much of the wood elements of the walls and roof have been saturated for many years. It is doubtful whether the wood components and wood structural components could be salvaged. The design professional report should include the scope of the work needed to bring this building into code compliance.

Prior to any repairs, the owner or contractor shall obtain a Genoa Township Land Use Permit and a building permit from the Livingston County Building Department. This application shall contain the design professional's evaluation and 2 copies of detailed architectural drawings stamped by an architect or engineer. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2009 Michigan Residential Code.

The scope of all these repairs will require building permits from the Livingston County Building Department and Livingston County Health Department as applicable. An inspection of the interior by the building department will be required prior to issuance of any permits. An interior inspection will be required by the Livingston County Building Department prior to issuance of any permits.

Respectfully,



A handwritten signature in cursive script that reads "Jim Rowell".

Jim Rowell
Livingston County Building Official

Enclosure : Attachments



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

2300 E. Grand River, Suite 104
Phone: 517.548.3130 Fax: 517.546.7461
Web Site: co.livingston.mi.us/building

March 26, 2012

Adam VanTassell
Genoa Township Ordinance Official
2911 Dorr Rd
Brighton MI 48116

**RE: Unsafe Structure – 692 Red Oaks Brighton MI 48816
Property ID: 4711-03-401-051**

Dear Mr. VanTassell,

The Livingston County Building Department has investigated the building at the location noted above. The structure is a single family mobile home. There is a detached garage, a detached shed and a site built sunroom which is attached to the mobile home located on the property. The structure is in violation of the Livingston County Maintenance of Housing and Property Code 500.01. The structure was inspected on March 20th, 2012.

This inspection was limited to a visual inspection of the exterior. No measurements were taken. No specific structural elements were inspected to determine their code compliance or to test their integrity or strength. The buildings are in violation for numerous reasons including but not limited to:

1. The entire mobile home building is in disrepair. The structure shows signs of rot and dilapidation through a lack of maintenance.
2. This structure is unsecure, an attractive nuisance and poses a danger to the public and passersby.
3. The structural elements of the roof and exterior walls have rotted and are not safe. There are holes in the structures which allow the elements and vermin to enter.
4. Areas of the interior have been exposed to water and may contain mold. It is likely the walls, floors and areas of the interior are wet, caused by water infiltration.
5. The electrical wiring exposed to water may be unsafe.
6. It is unknown if the building has a working furnace or hot water heater.
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9. There are gas lines running to the garage and the shed. The gas lines are unprotected and not installed to withstand exterior conditions. Any trauma to these lines and valves such as someone stepping on them or being hit by a lawn mower could result in a gas leak.

To restore this structure to a habitable and or usable condition; we ask that a licensed design professional; an engineer or architect, evaluate all structures starting with the foundations and submit a report to the Livingston County Building Department. Much of the wood elements of the walls and roof have been saturated for many years. It is doubtful whether the wood components and wood structural components could be salvaged. The design professional report should include the scope of the work needed to bring this building into code compliance.

Prior to any repairs, the owner or contractor shall obtain a Genoa Township Land Use Permit and a building permit from the Livingston County Building Department. This application shall contain the design professional's evaluation and 2 copies of detailed architectural drawings stamped by an architect or engineer. The plans shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the 2009 Michigan Residential Code.

The scope of all these repairs will require building permits from the Livingston County Building Department and Livingston County Health Department as applicable. An inspection of the interior by the building department will be required prior to issuance of any permits. An interior inspection will be required by the Livingston County Building Department prior to issuance of any permits.

Respectfully,

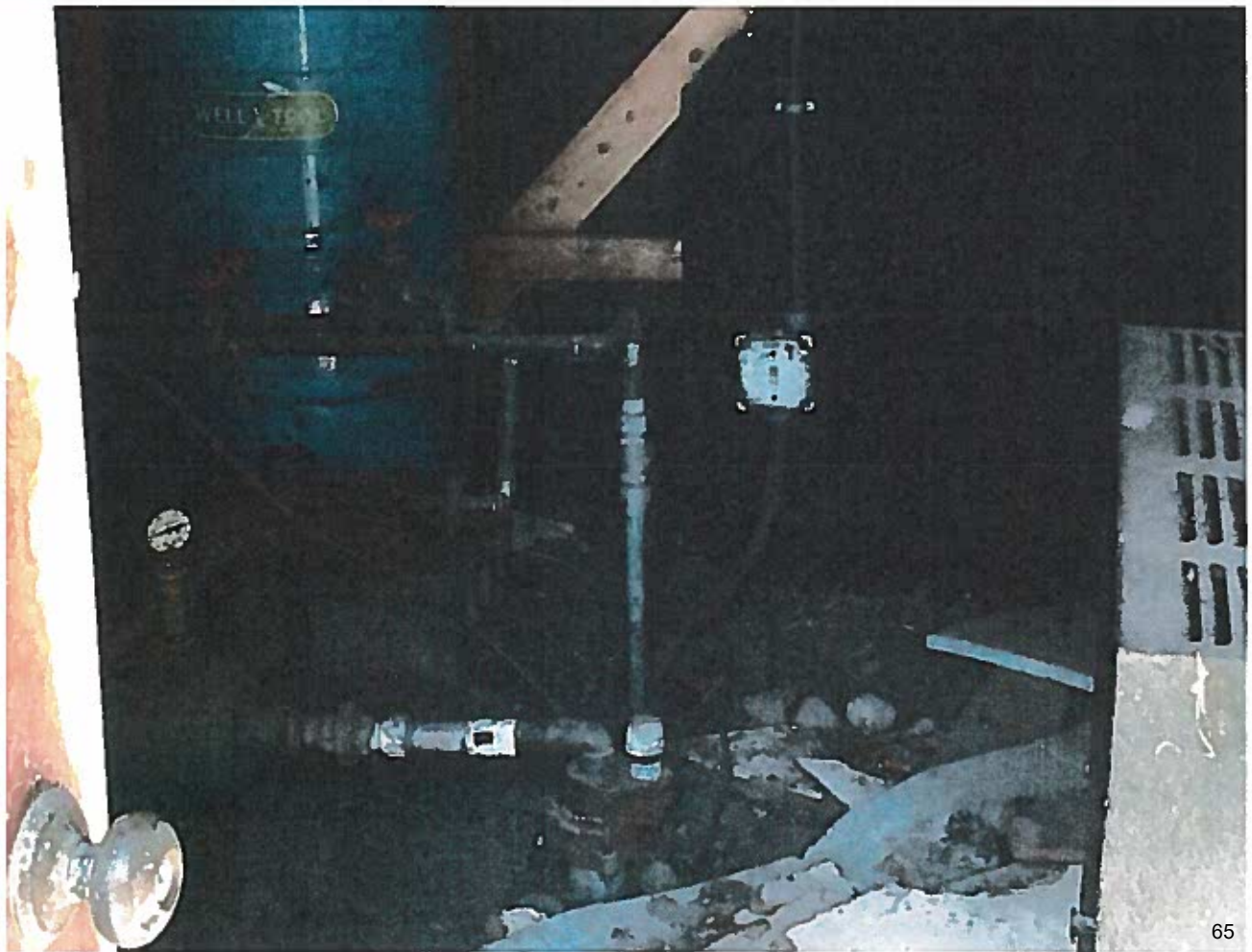


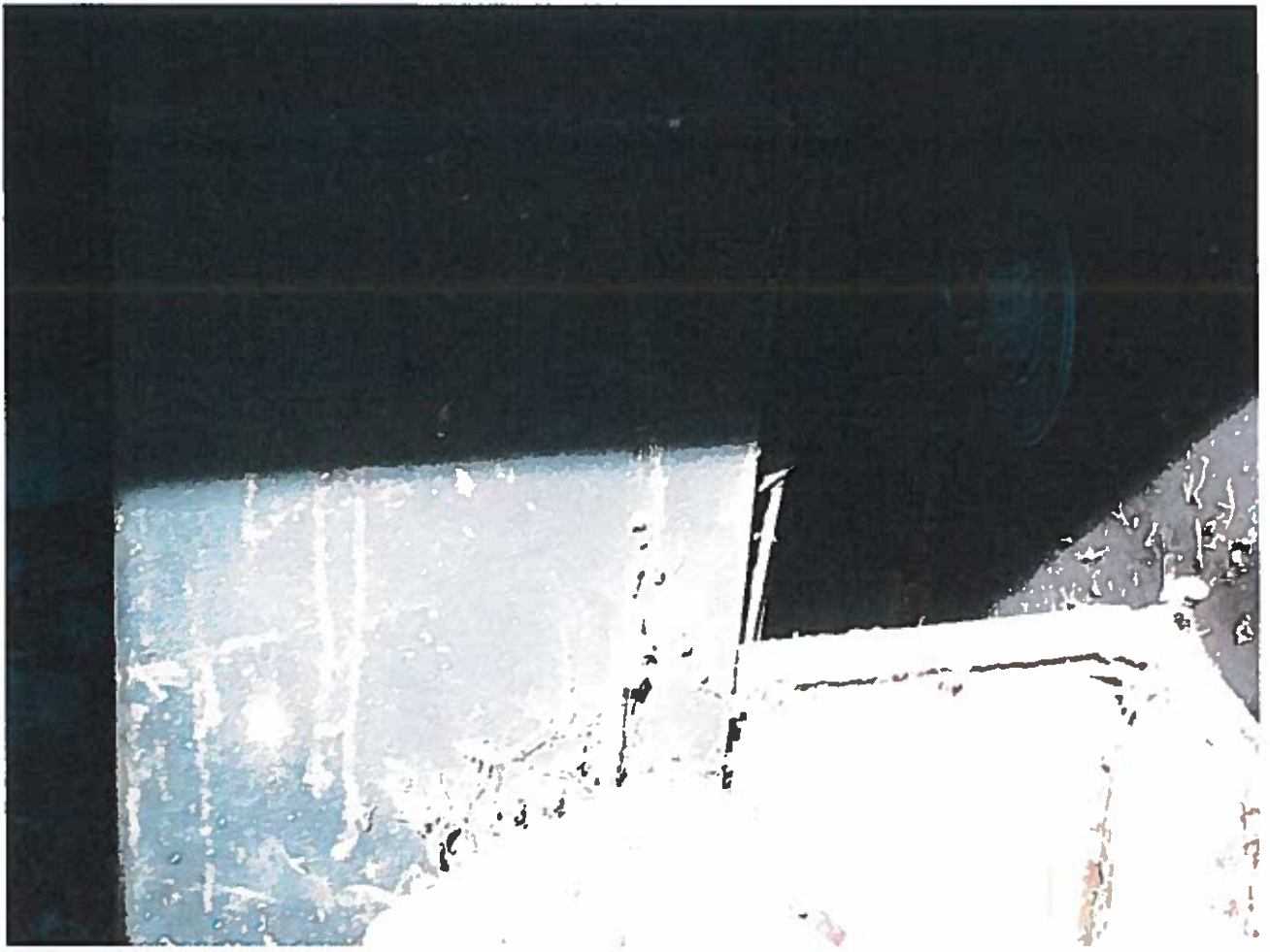
A handwritten signature in black ink that reads "Jim Rowell". The signature is written in a cursive, flowing style.

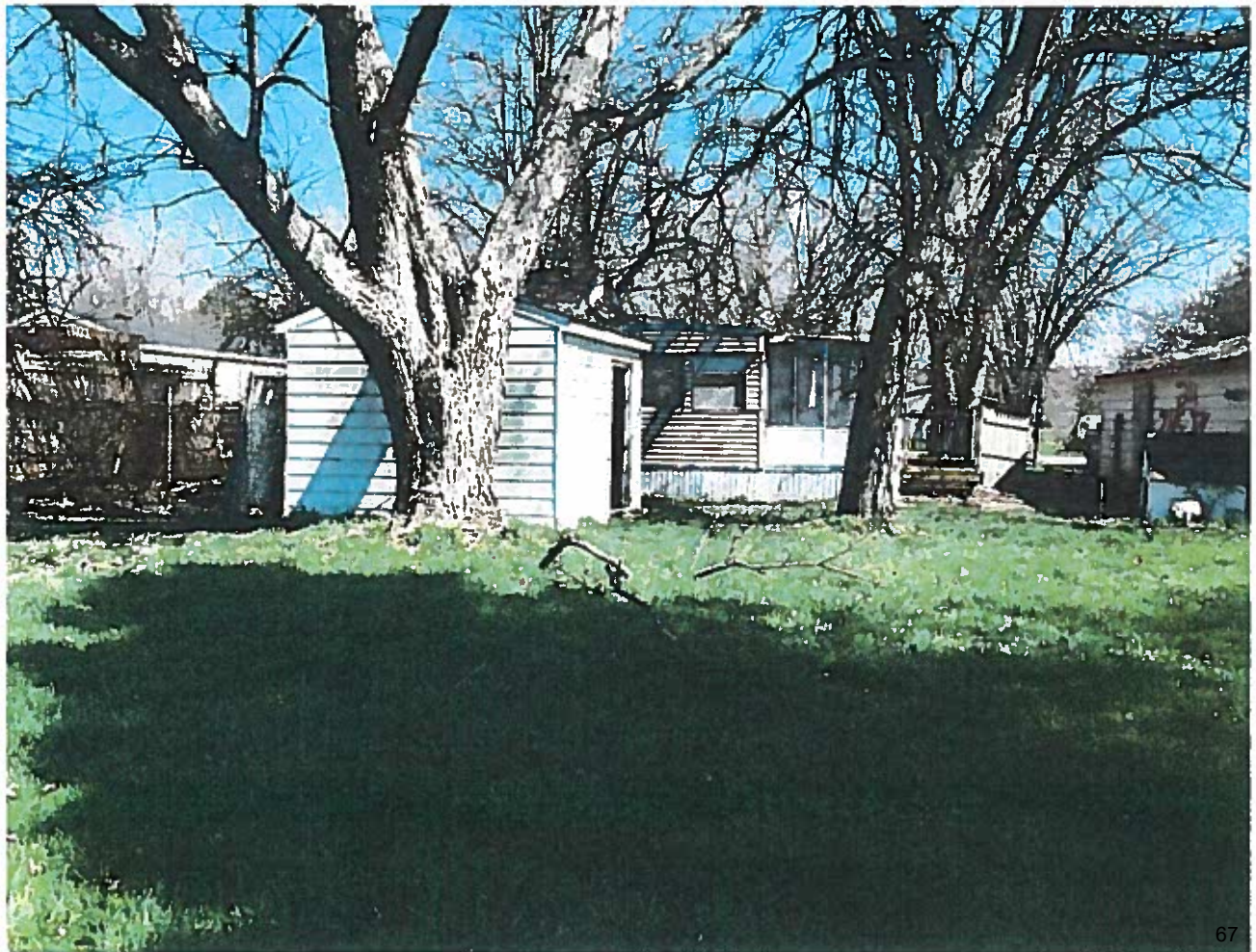
Jim Rowell
Livingston County Building Official

Cc: Kelly VanMarter, Genoa Township Planning Director
Mike Archinal Genoa Township Manager
Attachments







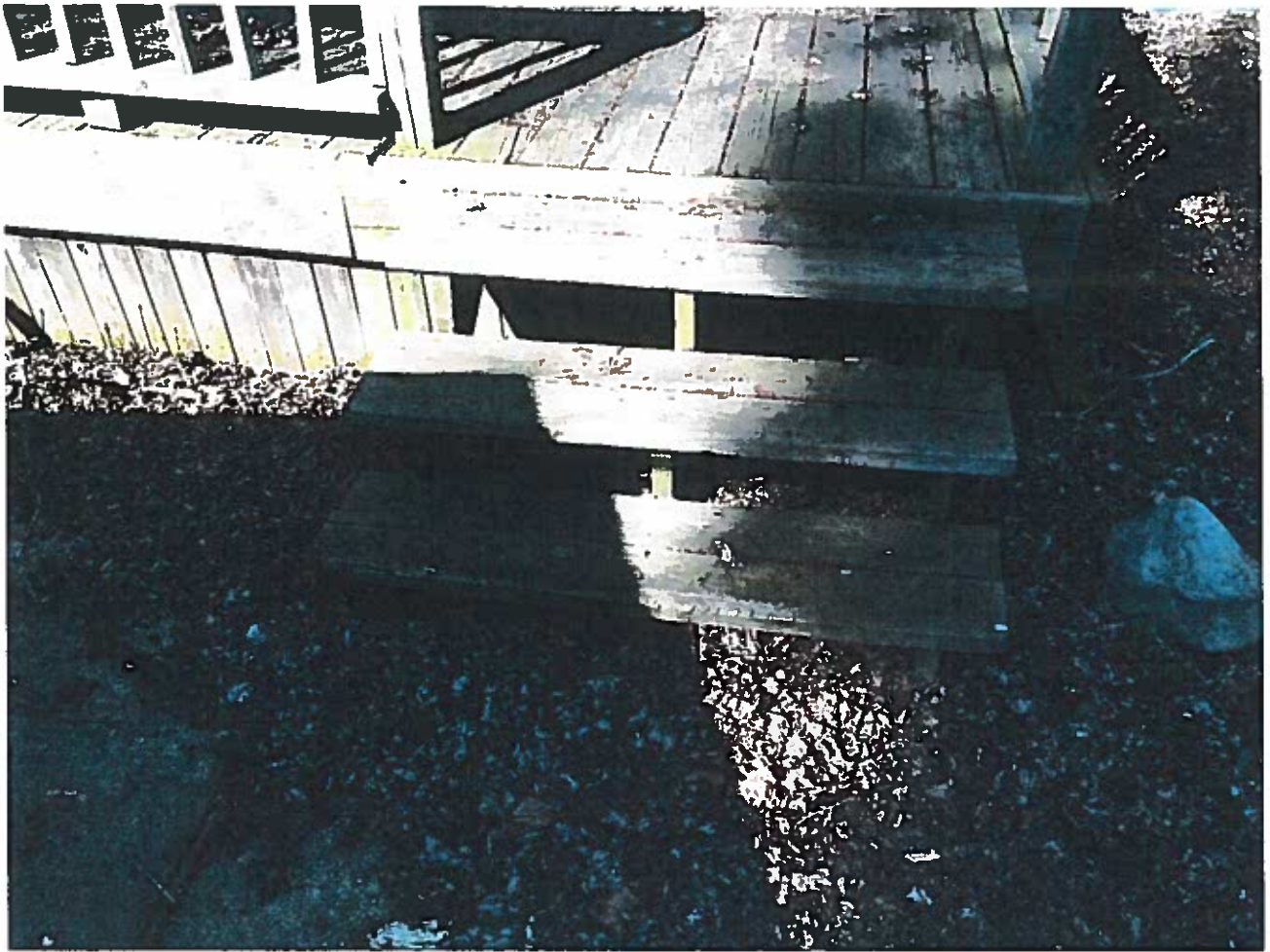


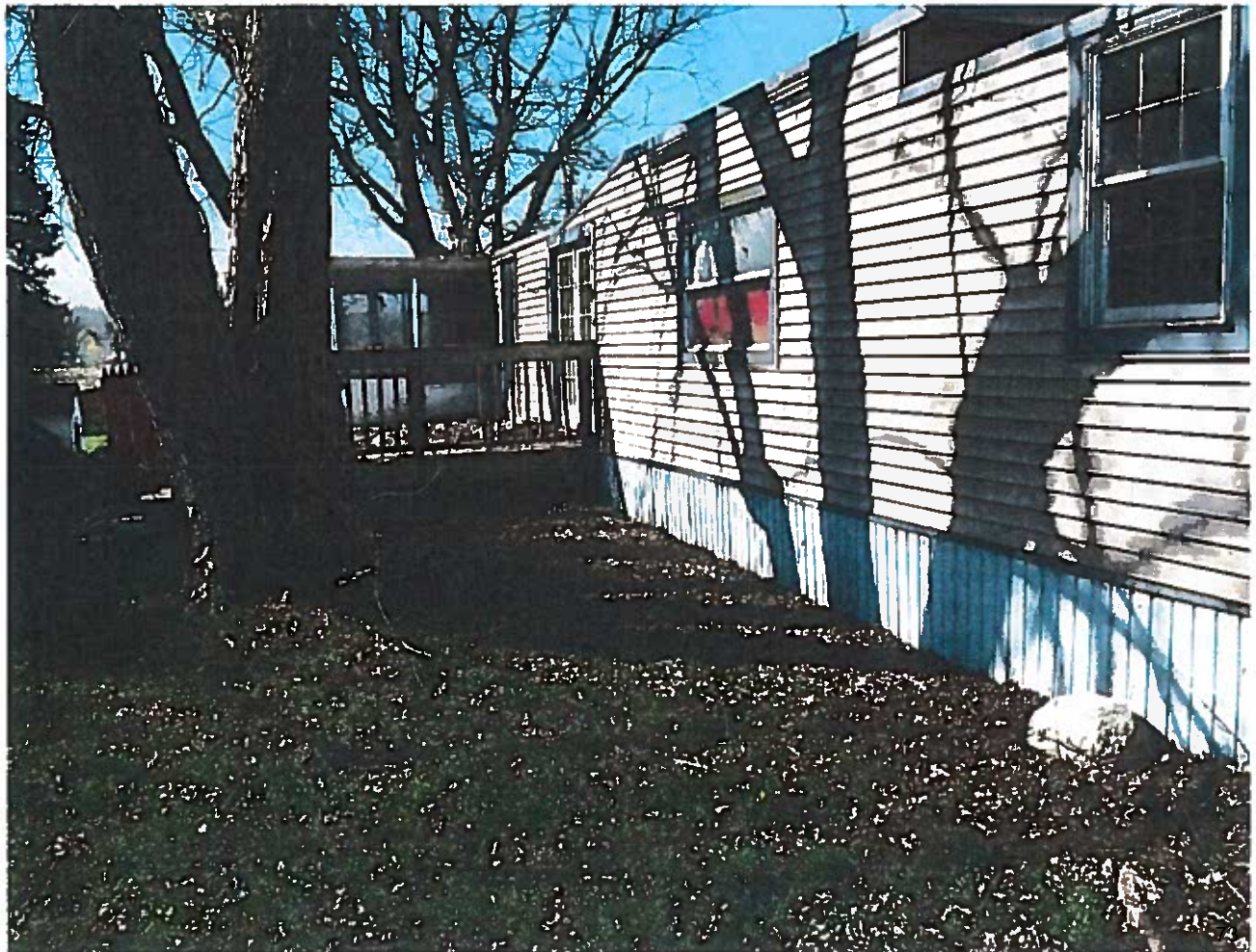


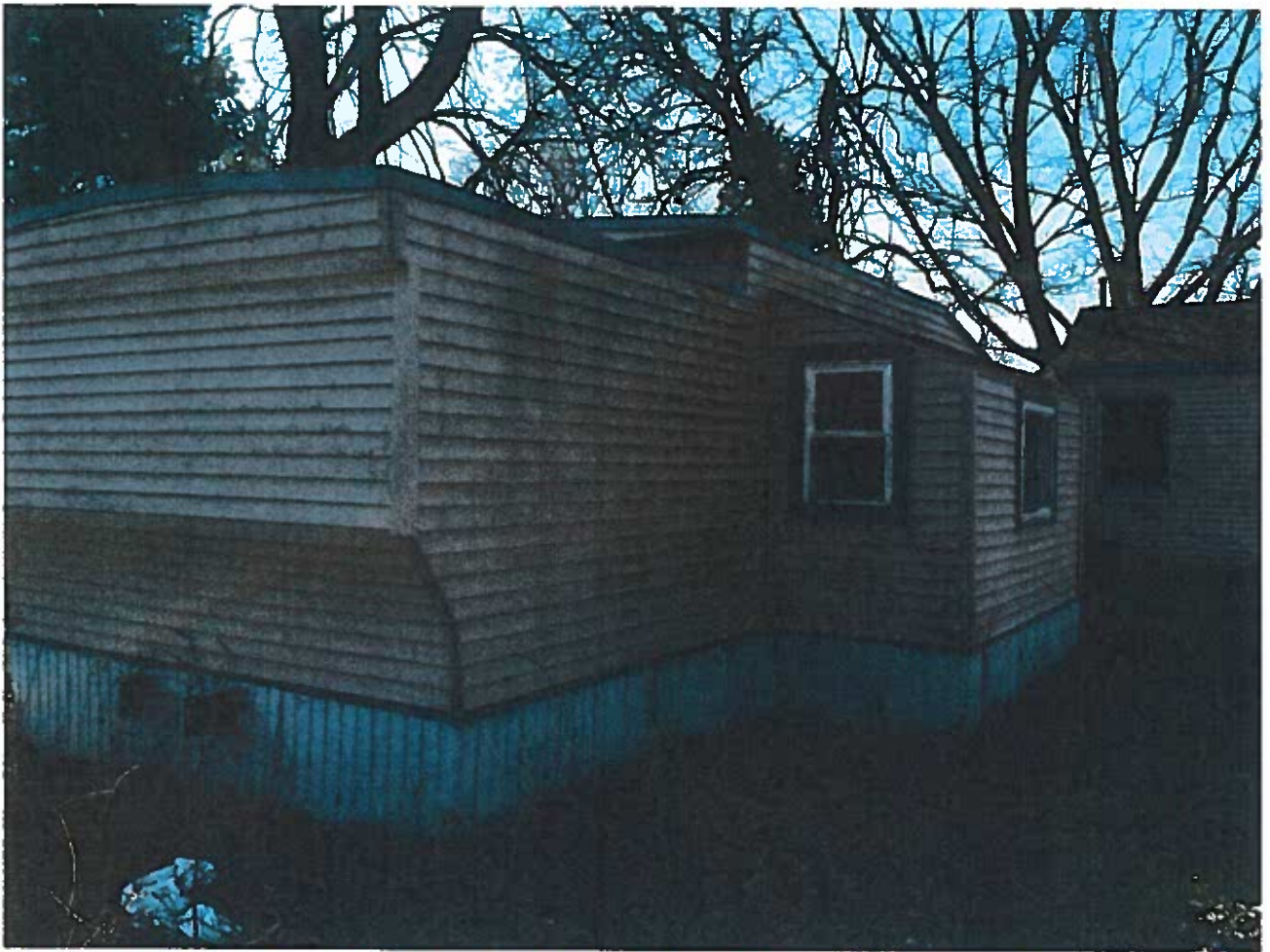






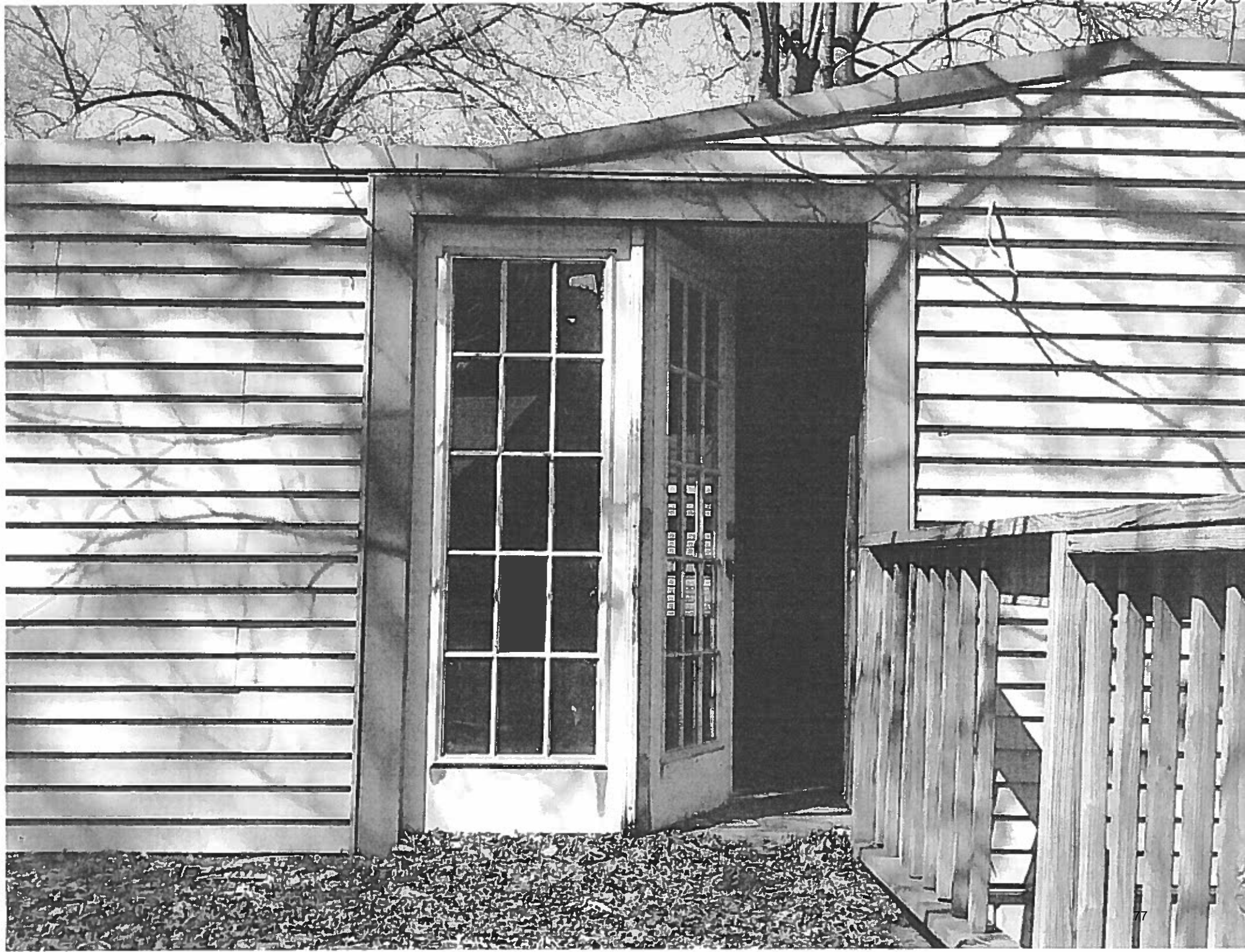






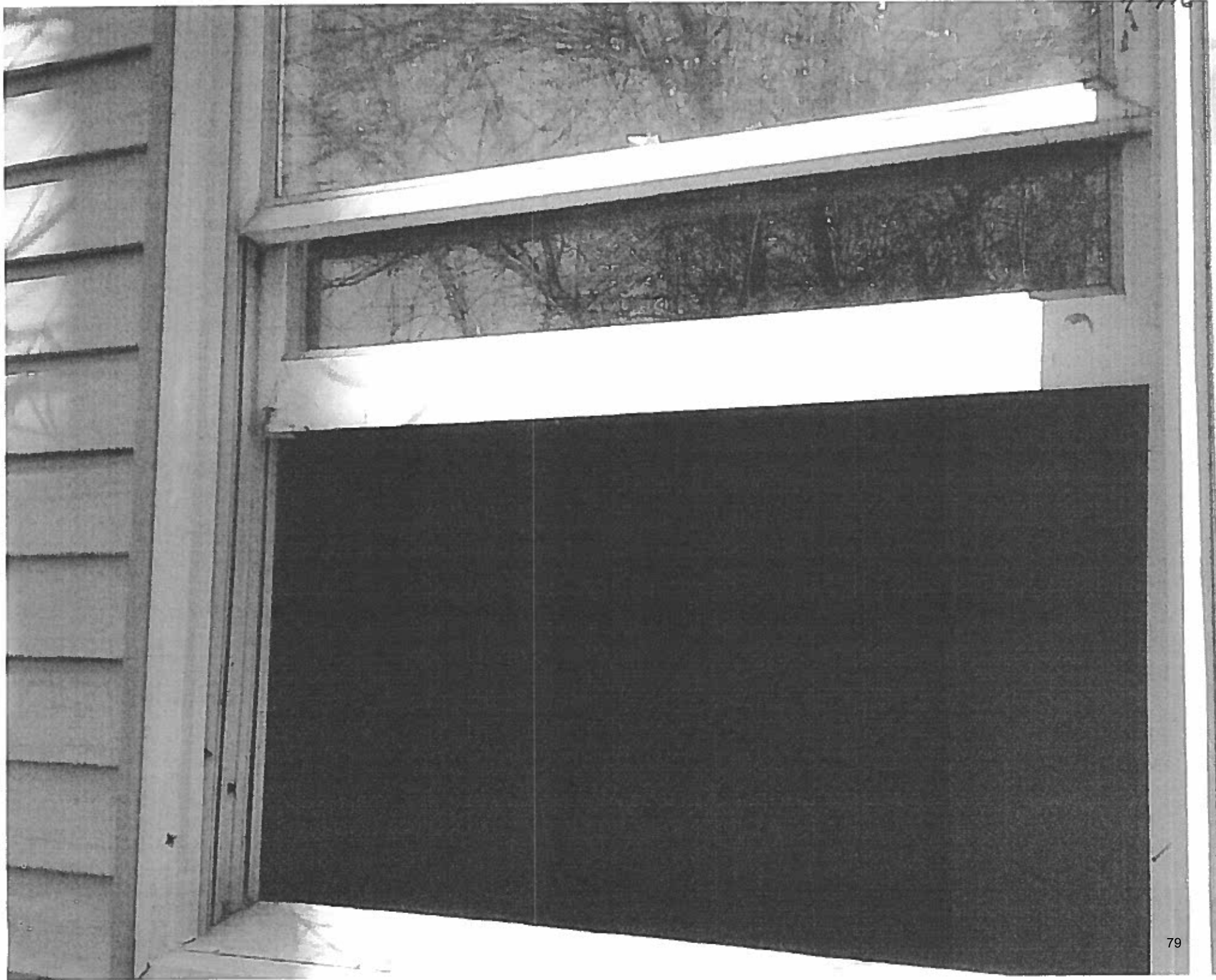


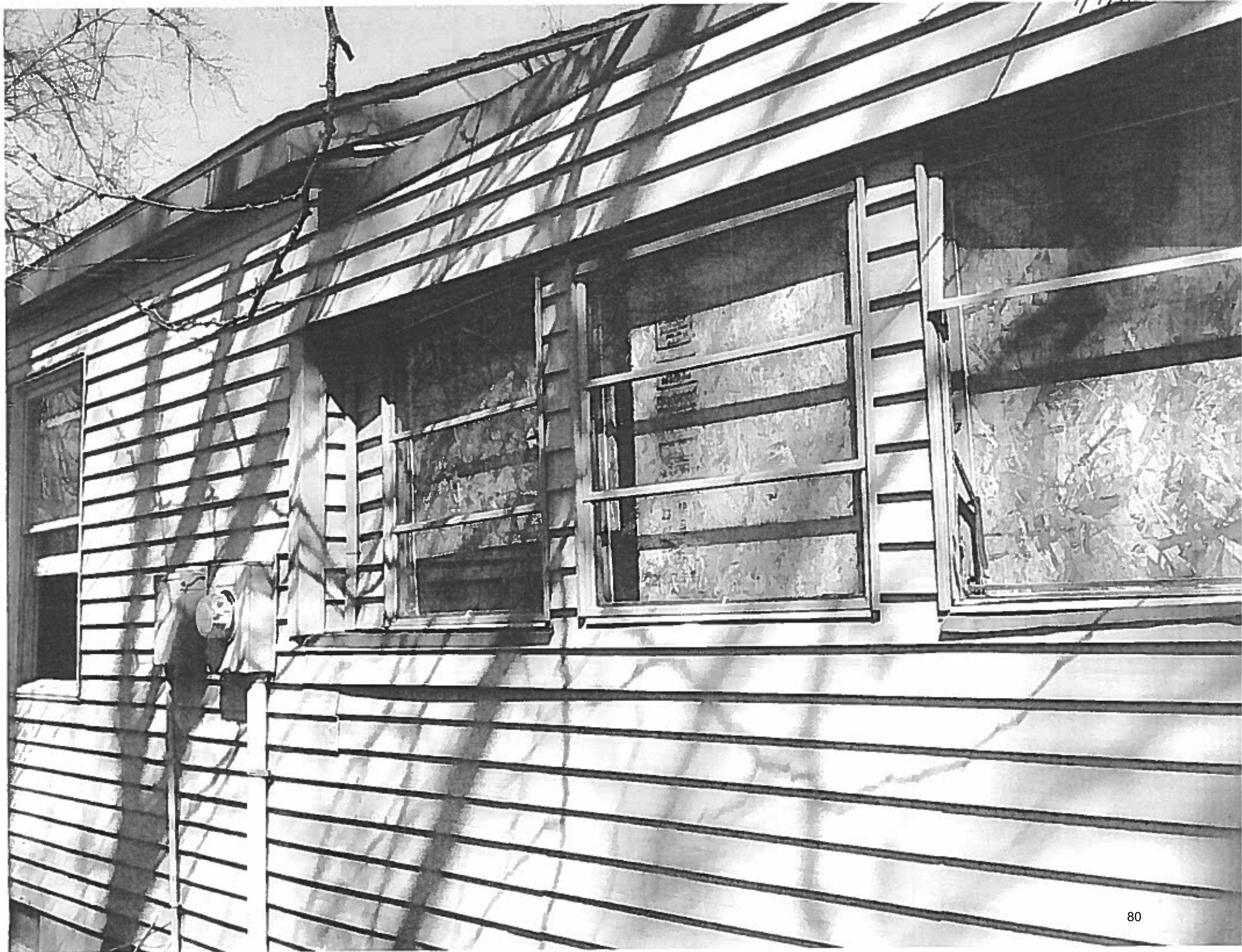


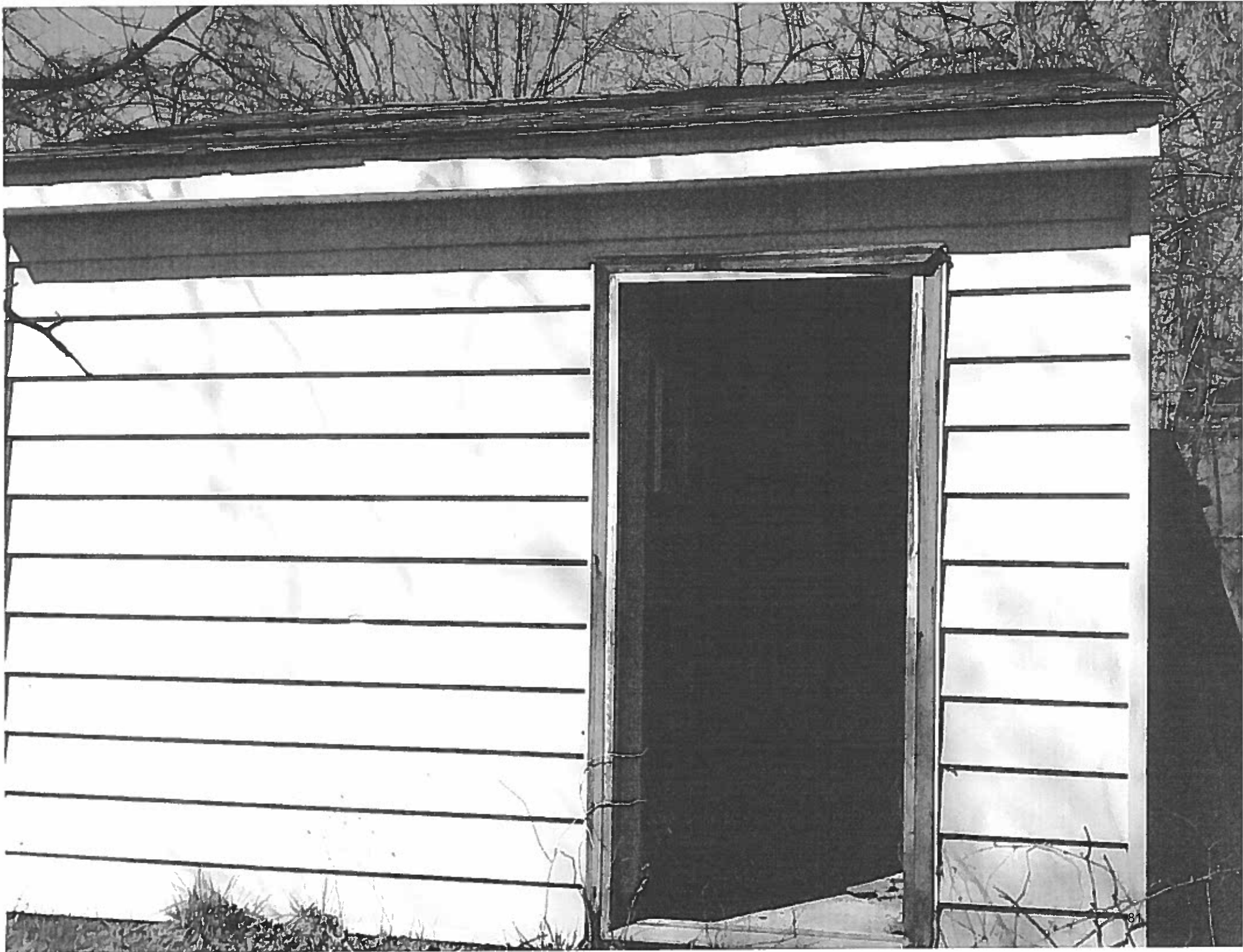




7/1/16











2017 BENEFIT SOLUTIONS

REVIEW AND RECOMMENDATIONS



HIGHLIGHTS FOR 2017

- **HEALTHCARE:** We are only facing a 2.63% increase this year in healthcare when we stick with our current Blue Cross/EHIM (HRA) plan. We are fortunate this year to be a small group – many 50+ groups are facing 15%+ increases.
- **DENTAL:** Unum is imposing a 10% increase for Dental this year, however this is both expected after our 2-year rate guarantee, and it is competitive. We looked at other carriers and the increase would have been 19% or higher.
- **LIFE/DISABILITY:** Our Short and Long-Term disability rates with Reliance Standard renewed at 11.5%. We asked for competitive quotes and received a very favorable quote from Guardian, a very well known Life and Disability company. By switching to Guardian, we can **reduce** our premiums this year by 12.1%.
 - In addition, we are recommending a change from a 26 Week Short-term Disability to a 13 Week Short-term Disability in order to align our disability with the Family Medical Leave Act as well as enable employees to benefit from the services of Long-Term Disability and help them get back to work sooner.
- **WELLNESS:** We'd like to introduce a wellness initiative that would reward employees for tracking their nutrition and exercise activities.

2017 EMPLOYEE CONTRIBUTIONS AND OPT-OUT BONUS

- Over the last couple years we have introduced an employee contribution toward healthcare and a plan was implemented to gradually increase Employee Contribution to 10% of the Healthcare Premium. We started with 5% in 2015 and then 7.5% in 2016. The chart below shows the current Employee Contribution and what the new 10% Employee Contribution will be for 2017.

Composite Rates		Current Monthly Twp. Fees	Current Monthly EE Contribution 7.5%	2017 Monthly Twp. Fees	2017 Monthly EE Contribution 10%
Single	4 EEs	\$415.01	\$31.00	\$425.92	\$43.00
2-Person	4 EEs	\$996.00	\$74.00	\$1,022.21	\$102.00
Family	19 EEs	\$1,245.02	\$93.00	\$1,277.75	\$128.00

- Last year we altered our Opt-Out Bonus for new full-time hires to be 25% of the Healthcare rate for the year. This makes the 2017 rates as follows:

2017 Opt-Out 25% of Composite Rate	
Single	\$1,278.00
2-Person	\$3,067.00
Family	\$3,833.00

Current employees who receive the opt-out bonus will continue to be Grandfathered at the rate of \$4,280 annually.

WELLNESS INTRODUCTION FOR 2017

Why Wellness?

Over the past several years, Genoa Township has asked employees to contribute to their health care premiums due to rising healthcare costs. While we've saved money on premiums, self-funding a high deductible healthcare plan through an HRA continues to carry a high financial risk when employees and spouses develop health care problems. Having a healthy and aware staff has the potential to significantly reduce the township's payment to the reimbursement accounts.

Employers now more than ever are offering employees various options for preventive health care in order to keep them healthy and motivated. Current studies show that wellness programs, when properly implemented, provide a good return on investment. There are several compelling reasons to add a wellness component to our benefit plan:

- Evidence is quickly emerging that strong wellness programs can lower employer healthcare costs.
- Healthier employees are more productive.
- People tend to care more about making smart choices when they have a personal financial stake in the outcome.
- Improving the health of employees is proven to lower the rate of absenteeism.

WELLNESS INTRODUCTION FOR 2017

Introducing Wellness IQ – Helix Smart Phone Application

- An app based program that stores nutrition and exercise efforts and awards points.
- Simple to use. Automatically syncs data from Fitbit, My Fitness Pal, Map My Run, and many other tracking applications.
- Employees have point earning opportunities in three primary areas: physical activity, nutrition, and sleep. They also earn points for completing a health assessment, biometric screening, and any challenges completed.

WELLNESS INTRODUCTION FOR 2017

Employee Requirements

- Complete a confidential online Health Risk Assessment. This is a health questionnaire that gets employees thinking about their health related habits and areas to consider making changes.
- Participate in an onsite Biometric Screening. Employees confidentially receive their BMI, Cholesterol, Glucose, and Blood Pressure.
- Use the application on your phone to enter activities and nutrition.

Progressive Improvement

Activities are the hallmark of many wellness programs. Whether earning points for walking more, attending a biometric screening, or completing an online Health Assessment —activities drive engagement. The progressive improvement technology in the application gently encourages users to improve on the activities they are already doing. Employees earn points daily, enabling a fresh start each day to earn maximum points. Sophisticated logic analyzes each participants daily behavior and intelligently nudges them to do slightly more of their current activity or something new and interesting all together. No two participants will be nudged in the same direction—after all—everyone is different.

WELLNESS INTRODUCTION FOR 2017

Cost of Implementation

- Program cost is \$3.50/mo per participant. Total annual cost of approximately \$1,600.
- Provide onsite Biometric Screening - \$57/participant. Total cost depends on participation. (50% participation would cost approximately \$1,200.
- Township provides a Wellness Allowance of \$375 annually to participants who earn points toward reimbursement of health related products, events and services. Total cost depends on participation. (50% participation would cost approximately \$7,500)
 - *Note: According to Wellness IQ and Grace and Porta Benefits, participation rates for a first year program average approximately 50%.*

WELLNESS INTRODUCTION FOR 2017

Wellness Allowance:

- Participants earn points by completing challenges, logging nutrition and exercise efforts, completing Biometric Screening and Health Assessment, etc. Points are converted to dollars. Each person would max out at \$375/year.
- Participants save receipts throughout the year for health related items such as: gym memberships, weight loss programs, smoking cessation programs, running shoes, fit bit or other tracking device, 5K/10k or other race fees, etc.
- Participants are reimbursed for the health related items once they have accumulated enough points/dollars in their Wellness Account.

WELLNESS INTRODUCTION FOR 2017

	2017 Projected Benefit Costs (incl. EE Contr)	Total Cost with 50% Participation
Total Cost To Township	\$414,410	\$424,730
% Increase over last year	-0.18%	2.3%*

* This does not account for the potential savings achieved in self-insured HRA costs associated with a healthier staff.

Return on Investment

- It typically takes 3-5 years to see a significant ROI on wellness initiatives.
- According to a 2015 survey conducted by SHRM, every dollar invested in health intervention yielded a \$6 savings in healthcare.
- Other benefits that are difficult to quantify are strengthened productivity, increased energy, and higher morale.



MEMO

TO: Members of the Genoa Charter Township Board

FROM: Greg Tatara, Utility Director
Kim Lane, Human Resources Generalist

DATE: November 1, 2016

SUBJECT: 2016 Utility Department Wage Study Update

MANAGER REVIEW: 

.....

As you are aware, the Township initiated in-house operations of the Genoa and MHOG Utility Systems in April of 2011. To date, bringing in-house operations to Genoa Township has saved a significant amount of money. Since inception, \$414,148 was given back to utility systems in the form of refunds from finishing under budget for labor and equipment. As shown in *Attachment 1*, we have finished under budget in each of the past 5 years. This is in addition to original savings we incurred from contract operations. In addition, we are proud to report that our systems are in the best mechanical and financial state they have been in since original construction, and we continue to implement programs and technology to further enhance the protection of the quality of infrastructure that serves our residents and businesses. A key to this success has been hiring, retaining, and promoting qualified staff with a career growth path. Presented below are a couple of success stories our staff has enjoyed:

- 1) In 2005, one employee began with the contract operator at the time. This employee has since achieved the highest distribution license possible and has been promoted to operator in charge of the Oak Pointe WTP and the MHOG Distribution System.
- 2) An entry level operator, who began in 2007 as a maintenance technician, and left to work at another WWTP, joined us again in 2011 when operations came in house. To date, he has achieved B license certification which allows him to operate any of our waste water facilities, providing us a safe level of redundancy to sign and certify our monthly operational reports with the State of Michigan Department of Environmental Quality (DEQ).

As a result, to remain competitive in the job market with other utility systems, we periodically need to evaluate our pay ranges relative to the market conditions. Presented tonight for your consideration is an updated salary range table for the Utility Department to adjust salary ranges to the current market conditions reflective of the changes over the past three years.

In order to gather data on how salary ranges have changed over the last three years, we looked at National Salary Surveys by both Mercer and the American Water Works Association. We found that midpoints for all of the MHOG positions moved 10-35%, over the last three years. In Michigan, we have seen salaries move 7.5-9% since 2013.

While we have made great strides in providing growth opportunity and satisfactory salary ranges for the MHOG positions, we continue to endure a significant and uncomfortable amount of voluntary employee turnover since 2013 in our entry-level positions. Since September 2013, the MHOG department has lost 9 employees at the Associate Operator level. This represents about a 13% turnover rate annually for MHOG. In almost all of these cases, leaving for more money was a factor in their decision to leave. These positions require a significant amount of training time from our other more senior operators. We firmly believe our utility systems will operate more efficiently and with increased life cycle if we can attract and retain qualified employees who view Genoa Township and MHOG Utilities as a place to grow, develop, and have a sound and professional future. In addition, this turnover greatly affects our overtime. The following table shows the number of vacancies related to the amount of OT pay. By having trained staff and lower turnover, we are able to effectively reduce overtime expenditures.

Fiscal Year	Number of Vacancies During Fiscal Year	Overtime Expenditure
2012	1	\$38,824
2013	1	\$58,665
2014	5	\$72,828
2015	4	\$77,519
2016	1	\$55,947

Presented in the attached table, we are proposing an 8% increase to midpoint salaries for most of the MHOG positions, and a 10% increase for entry level plant and distribution/collection operators. A comparison of the existing and proposed hourly rates is provided in *Attachment 2*. This will successfully adjust our ranges to more closely match how the market has changed over the last three years, as well as make our starting salary for entry level positions more attractive. In addition, it will provide an opportunity for continued growth for our more seasoned and experienced employees. It is important to note that individual salaries will not automatically increase for our employees, but rather during their review and adjustment period in April, their salaries will be evaluated within the adjusted ranges based on experience, licenses, performance, and responsibilities. Our goal is that each of our employees is compensated fairly within their respective job market.

Based on the above explanation, we ask the Board to consider the following resolution:

Moved by _____, supported by _____ to approve the Township Utility Department wage schedule for all Utility Department staff with an effective date of January 1, 2017.

ATTACHMENT 1

**Genoa Township DPW Budget
Actual and Projected Fund Balance Returns**

System	FY 2016 Allocation Percentage	Allocation Back to Each System
MHOG	44.87%	\$30,081.60
Genoa-Oceola	29.44%	\$19,739.60
Oak Pointe Sewer	10.37%	\$6,949.28
Oak Pointe Water	9.39%	\$6,295.78
Lake Edgewood	5.93%	\$3,972.74

Overage from Fund Balance FY 2016	\$67,039
Overage from Fund Balance FY 2015	\$97,573
Overage from Fund Balance FY 2014	\$2,947
Overage from Fund Balance FY 2013	\$103,962
Overage from Fund Balance FY 2012	\$142,627
Total Given Back to Systems	\$414,148

Note: Ending Fund Balance is Money Accumulated Above \$60,000 Base Fund Balance

ATTACHMENT 2

**Genoa Township Utility Department Salary Guidelines
Proposed Effective Date: January 1, 2017**

POSITION/TITLE	WAGE RANGE DATA			Proposed 8% Increase 10% for Entry Level			
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
SUPPORT SERVICES GROUP							
Utility Director	\$31.50	\$42.00	\$52.50	\$34.00	\$45.50	\$57.00	8%
Utility Engineer	\$30.00	\$37.00	\$45.00	\$32.00	\$40.00	\$50.00	8%
Utility Billing Specialist	\$16.00	\$20.00	\$24.00	\$17.25	\$21.60	\$26.00	8%
Utility Administrator II	\$14.00	\$17.00	\$19.00	\$15.50	\$18.35	\$22.00	8%
Utility Administrator I (NEW)				\$14.00	\$17.00	\$19.00	
Utility Technician	\$15.60	\$19.50	\$23.40	\$17.00	\$21.00	\$25.25	8%
Human Resources	\$18.40	\$23.00	\$28.00	\$20.00	\$24.85	\$30.00	8%
PLANT OPERATORS							
Utility Deputy Director	\$26.50	\$34.00	\$41.50	\$29.50	\$36.75	\$44.00	8%
Lead Plant Operator	\$18.00	\$23.00	\$26.50	\$20.00	\$24.85	\$30.00	8%
Plant Operator	\$16.50	\$19.50	\$22.00	\$17.00	\$21.00	\$25.25	8%
Associate Plant Operator	\$14.50	\$17.00	\$19.50	\$16.00	\$18.75	\$22.50	10%
DISTRIBUTION/COLLECTION OPERATORS							
Distribution/Collection Operator in Charge	\$19.00	\$24.00	\$29.00	\$22.00	\$26.00	\$31.00	8%
Lead Distribution/Collection Operator	\$17.50	\$22.00	\$26.00	\$20.25	\$23.75	\$28.50	8%
Distribution/Collection Operator	\$16.00	\$19.00	\$21.00	\$17.50	\$20.50	\$25.00	8%
Associate Distribution/Collection Operator	\$14.50	\$17.00	\$19.00	\$16.00	\$18.75	\$22.50	10%



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

**THE GENOA CHARTER TOWNSHIP BOARD
HEREBY PRESENTS RESOLUTION 161107A
TO GARY MCCRIRIE**

WHEREAS; Gary McCririe served Genoa Charter Township for 26 years, first as a member of the Planning Commission followed by the Township Board as Trustee and Supervisor; and

WHEREAS; Mr. McCririe has significantly contributed, including service as a Planning Commissioner appointed in 1992, appointment to the Board as Trustee in 1994 and election to the Board in 1996, before being elected as Supervisor in 2000; and

WHEREAS; Mr. McCririe’s performance always characterized an obvious dedication to civic involvement; and

WHEREAS; Mr. McCririe always strived to improve his knowledge through continuing education;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Genoa Charter Township, Michigan with this resolution formally expresses its sincere appreciation and thanks to Gary McCririe for his contributions to the Genoa Township community and highly commends him for the manner in which he has carried out his responsibilities and duties during his tenure on the Planning Commission and Township Board between 1992 to 2016.

Adopted this 7th day of November, 2016.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Paulette Skolarus, Clerk

Michael C. Archinal, Manager

November 7, 2016



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**THE GENOA CHARTER TOWNSHIP BOARD
HEREBY PRESENTS RESOLUTION 161107B
TO TODD SMITH**

WHEREAS; Todd Smith served Genoa Charter Township for 16 years, first as a member of the Township Board as Trustee; and then as a member of the Howell Parks and Recreation Board

WHEREAS; Mr. Smith has significantly contributed, including service as chairman of the Howell Parks and Recreation Board since 2004; and

WHEREAS; Mr. Smith's performance always characterized an obvious dedication to civic involvement; and

WHEREAS; Mr. Smith always strived to improve his knowledge through continuing education;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Genoa Charter Township, Michigan with this resolution formally expresses its sincere appreciation and thanks to Todd Smith for his contributions to the Genoa Township community and highly commends him for the manner in which he has carried out his responsibilities and duties during his tenure on the Howell Board and Recreation Board and Township Board between 2000 to 2016.

Adopted this 7th day of November, 2016.

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

Paulette Skolarus, Clerk

Michael C. Archinal, Manager

November 7, 2016



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**THE GENOA CHARTER TOWNSHIP BOARD
HEREBY PRESENTS RESOLUTION 161107C
TO LINDA ROWELL**

WHEREAS; Linda Rowell served Genoa Charter Township for four years, as a member of the Township Board as Trustee; and

WHEREAS; Mrs. Rowell has significantly contributed, including service as a Township Trustee from 2012 to 2016.

WHEREAS; Mrs. Rowell's performance always characterized an obvious dedication to civic involvement; and

WHEREAS; Mrs. Rowell always strived to improve her knowledge through continuing education, including Michigan Association of Planning and Michigan Township Association conferences and events;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Genoa Charter Township, Michigan with this resolution formally expresses its sincere appreciation and thanks to Linda Rowell for her contributions to the Genoa Township community and highly commends her for the manner in which she has carried out her responsibilities and duties during her tenure on the Township Board between 2012 to 2016.

Adopted this 7th day of November, 2016.

Paulette Skolarus, Clerk

Michael C. Archinal, Manager

November 7, 2016

SUPERVISOR

Gary T. McCririe

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

MANAGER

Michael C. Archinal

TRUSTEES

H. James Mortensen

Jean W. Ledford

Todd W. Smith

Linda Rowell

To Board 11/6/16



November 12, 2016

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

Dear Ms. Skolarus:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you a change to the channel lineup. Customers are being notified of this change via bill message.

On or about, November 17, 2016, Viceland and FYI Network will move to the Digital Preferred tier.

As always, feel free to contact me directly at 734-254-1557 with any questions you may have

Sincerely,

A handwritten signature in blue ink, appearing to read "Kyle V. Mazurek".

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

October 20, 2016

Dear Adjacent Property Owner or Interested Party:

The Department of Natural Resources (DNR) will be conducting an auction of State-owned surplus land that may be near your ownership. Alternatively, you may appear in our records as having interest in one or more of the proposed auction properties. We are notifying you of the opportunity to bid on the parcels listed below (pages 2-12).

The auction will be held on the internet between December 6, 2016 and January 10, 2017. Parcel listings will not appear until the auction start date (i.e., December 6, 2016). Additional information on all the properties being offered for sale by auction will be available at: www.michigan.gov/landforsale.

If you would like to bid on a listed property, or another DNR property listed in the upcoming auction, you must submit a Land Auction Bid form between the dates of December 6, 2016 and January 10, 2017. Bid forms must be printed out, signed, postmarked, and sent to the address on the form on/before January 10, 2017. Sealed bids are retained in a locked area and will be opened in a witnessed bid opening on January 24, 2017.

The Land Auction Bid form and the DNR Terms and Conditions of Sale will be available online with the property listings at www.michigan.gov/landforsale.

Additional properties from previous auctions that remain unsold are also listed for sale at their former minimum bid price. Click on DNR Surplus Land to BUY NOW!

The auction of surplus land is part of an ongoing strategy to consolidate state owned DNR managed land and promote effective public land management.

Sincerely,

Michael Michalek
Real Estate Services
Finance and Operations Division
517-284-5950

DNR PAR #	TAX-ID #	County, Twp.	T	R	Sec	Acres	Property Description	Price	Reservations	Comments
426442, 426443, 426444, 426445, 2035229	11-640-001-00	Lake, Webber	1 8 N	1 3 W	28	2.9	Unora Park, Block 40, Lots 1 to 66	\$2,525.00	AA	No apparent road frontage
164444, 164447, 164462	4711-33-200-003, 4711-34-100-008	Livingston, Genoa	0 2 N	0 5 E	33, 34	77.3		\$	AA, MIN	Frontage on Chilson and Brighton Roads
164463, 164464	4711-34-300-006	Livingston, Genoa	0 2 N	0 5 E	34	50	E 50 A of S 1/2 of SW 1/4	\$	AA, MIN	Frontage on the right-of-way of Cunningham Lake Road
446758	009-550-069-00	Mackinac, Newton	4 3 N	1 1 W	28	0.1	Gould City Subdivision - Block 14	\$525.00	AA	Surrounded by private ownership
2037544, 2037545, 446853	49-10-580-071-10, 49-10-580-070-10, 49-10-580-070-10	Mackinac, Portage	4 4 N	1 2 W	26	1.7	Long Point Subdivision - lots 111, 112, 113	\$30,000.00	AA	Frontage on South Manistique Lake, Surrounded by private land owners
432063, 432065	11-290-179-00, 11-290-180-00	Manistee, Onekama	2 3 N	1 6 W	28	0.3	Portage Park Addition, Block 38 - lots 14, 15, 16	\$9,375.00	AA, MIN	Frontage on Seymour Street
431942, 431943	101-290-101-00	Manistee, Onekama	2 3 N	1 6 W	27	0.4	Portage Park Addition, Block 24 - lots 24 to 27	\$11,250.00	AA, MIN	Located between Greenway and Fairway Streets
432009	11-290-150-00	Manistee, Onekama	2 3 N	1 6 W	28	0.5	Portage Park Addition, Block 33 - lots 8, 9, 10	\$10,800.00	AA, MIN	Frontage on Lake Park Drive near the boating access site