

**GENOA CHARTER TOWNSHIP BOARD**  
**February 20, 2017**  
**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: February 6, 2017

**Approval of Regular Agenda:**

3. Request for approval for the design of an equalization system for the Lake Edgewood Waste Water Treatment Plant from Hubbell, Roth and Clark in an amount not to exceed \$39,900.00.
4. Request to approve the Department of Public Works budget for Fiscal Year ending March 31, 2018.
5. Request to amend the Fiscal Year 2017 and approve the Fiscal Year 2018 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.
6. Request for approval to increase the Lake Edgewood flat rate sewer charges from \$123.60 per quarter to \$130.00 per quarter.
7. Request for approval to increase the Oak Pointe metered water charges from \$3.45 per 1,000 gallons to \$3.52 per 1,000 gallons.
8. Discussion regarding the Michigan Townships Association Conference to be held April 10-13, 2017 in Lansing.

Correspondence  
Member Discussion  
Adjournment

<p>*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.</p>
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CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: February 20, 2017

TOWNSHIP GENERAL EXPENSES: Thru February 20, 2017	\$96,525.97
February 10, 2017 Bi Weekly Payroll	\$80,939.77
OPERATING EXPENSES: Thru February 20, 2017	\$113,703.37
TOTAL:	<u>\$291,169.11</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT					
02/01/2017	FNBCK	33452	ETNA SUP	ETNA SUPPLY COMPANY	2,290.00
02/02/2017	FNBCK	33453	FIRST IM	FIRST IMPRESSION PRINT & MARKETING	2,049.79
02/02/2017	FNBCK	33454	VANMART	KELLY VANMARTER	300.00
02/06/2017	FNBCK	33455	NETWORK	NETWORK SERVICES GROUP, L.L.C.	34,844.00
02/07/2017	FNBCK	33456	BUS IMAG	BUSINESS IMAGING GROUP	48.85
02/07/2017	FNBCK	33457	CONTINEN	CONTINENTAL LINEN SERVICE	113.43
02/07/2017	FNBCK	33458	DTE LAKE	DTE ENERGY	1,340.96
02/07/2017	FNBCK	33459	GORDON	GORDON FOOD SERVICE	213.18
02/07/2017	FNBCK	33460	IRON	IRON MOUNTAIN	35.00
02/07/2017	FNBCK	33461	K/E	K/E ELECTRIC SUPPLY CORP	88.50
02/07/2017	FNBCK	33462	LSL	LSL PLANNING, INC.	670.00
02/07/2017	FNBCK	33463	MOS	MICHIGAN OFFICE SOLUTIONS	654.88
02/07/2017	FNBCK	33464	PACKERLAND	PACKERLAND RECORDS MANAGEMENT	50.00
02/07/2017	FNBCK	33465	TETRA TE	TETRA TECH INC	115.00
02/08/2017	FNBCK	33466	AMERAQUA	AMERICAN AQUA	72.00
02/08/2017	FNBCK	33467	TETRA TE	TETRA TECH INC	670.00
02/08/2017	FNBCK	33468	WELLNESS I	WELLNESS IQ	160.00
02/09/2017	FNBCK	33469	WESTSHOR	WEST SHORE SERVICES, INC.	2,125.00
02/14/2017	FNBCK	33470	BLUE CRO	BLUE CROSS & BLUE SHIELD OF MI	32,675.27
02/14/2017	FNBCK	33471	BULLSEYE	BULLSEYE TELECOM	389.57
02/14/2017	FNBCK	33472	CONSUMER	CONSUMERS ENERGY	595.46
02/14/2017	FNBCK	33473	ETNA SUP	ETNA SUPPLY COMPANY	10,858.79
02/14/2017	FNBCK	33474	MASTER M	MASTER MEDIA SUPPLY	8.52
02/14/2017	FNBCK	33475	SEWARD	SEWARD PECK & HENDERSON PLLC	2,611.00
02/14/2017	FNBCK	33476	VERIZONW	VERIZON WIRELESS	372.77
02/15/2017	FNBCK	33477	COOPER	COOPER'S TURF MANAGEMENT	4,174.00

FNBCK TOTALS:

Total of 26 Checks:	97,525.97
Less 1 Void Checks:	670.00
Total of 25 Disbursements:	<u>96,855.97</u>



Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503					
02/06/2017	503FN	3866	WEX	WEX BANK	2,262.11
02/06/2017	503FN	3867	NETWORK	NETWORK SERVICES GROUP, L.L.C.	24,844.00
02/06/2017	503FN	3868	PAETEC	PAETEC	36.24
02/08/2017	503FN	3869	BUS IMAG	BUSINESS IMAGING GROUP	41.62
02/08/2017	503FN	3870	PORT CI	PORT CITY COMMUNICATIONS, INC.	302.19
02/09/2017	503FN	3871	LOWES	LOWE'S	1,618.66
02/09/2017	503FN	3872	STATE M	STATE OF MICHIGAN	13.00
02/14/2017	503FN	3873	CHASE C	CHASE CARD SERVICES	3,461.07
02/14/2017	503FN	3874	NETWORK	NETWORK SERVICES GROUP, L.L.C.	75.00
02/14/2017	503FN	3875	RED WIN	RED WING SHOE STORE	395.49
02/14/2017	503FN	3876	STAPLES	STAPLES CREDIT PLAN	818.73
02/14/2017	503FN	3877	TRACTOR	TRACTOR SUPPLY CO.	346.59
02/14/2017	503FN	3878	VERIZONW	VERIZON WIRELESS	279.53
02/15/2017	503FN	3879	BRIGHTU	BRIGHTON URGENT CARE	60.00
02/15/2017	503FN	3880	KIM LANE	KIM LANE	44.35
02/15/2017	503FN	3881	POSTMAST	POSTMASTER	339.09

503FN TOTALS:

Total of 16 Checks:	34,937.67
Less 0 Void Checks:	0.00
Total of 16 Disbursements:	<u>34,937.67</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592					
02/06/2017	592FN	3834	DTE LAKE	DTE ENERGY	202.90
02/06/2017	592FN	3835	DTE LAKE	DTE ENERGY	2,069.73
02/06/2017	592FN	3836	DTE EN	DTE ENERGY	77.54
02/07/2017	592FN	3837	CONSUMER	CONSUMERS ENERGY	549.84
02/07/2017	592FN	3838	DTE EN	DTE ENERGY	346.10
02/08/2017	592FN	3840	DTE LAKE	DTE ENERGY	2,352.80
02/14/2017	592FN	3841	BULLSEYE	BULLSEYE TELECOM	470.84
02/14/2017	592FN	3842	COOPER	COOPER'S TURF MANAGEMENT	420.00
02/14/2017	592FN	3843	GENOA TW	GENOA TOWNSHIP	36,951.03
02/14/2017	592FN	3844	SHERWIN	SHERWIN- WILLIAMS	808.40
02/14/2017	592FN	3845	UTILITI	UTILITIES INSTRUMENTATION SERVICE	520.00

592FN TOTALS:

Total of 11 Checks:	44,769.18
Less 0 Void Checks:	0.00
Total of 11 Disbursements:	44,769.18

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593					
02/06/2017	593FN	3107	DTE LAKE	DTE ENERGY	750.95
02/08/2017	593FN	3108	BRIGHTON	BRIGHTON ANALYTICAL , L.L.C.	67.00
02/08/2017	593FN	3109	DTE LAKE	DTE ENERGY	4,646.64
02/14/2017	593FN	3110	BRIGHTON	BRIGHTON ANALYTICAL , L.L.C.	67.00
02/14/2017	593FN	3111	BULLSEYE	BULLSEYE TELECOM	363.24
02/14/2017	593FN	3112	CONSUMER	CONSUMERS ENERGY	418.78
02/14/2017	593FN	3113	COOPER	COOPER'S TURF MANAGEMENT	275.00
02/14/2017	593FN	3114	GENOA W	GENOA TWP DPW FUND	3,682.85
02/14/2017	593FN	3115	GENOA W	GENOA TWP DPW FUND	10,468.90
02/14/2017	593FN	3116	HARTLAN	HARTLAND SEPTIC SERVICE, INC.	8,700.00
02/14/2017	593FN	3117	OAK POI	OAK POINTE	3,624.16
02/14/2017	593FN	3118	PVS NOL	PVS NOLWOOD CHEMICALS, INC	932.00

593FN TOTALS:

Total of 12 Checks:	33,996.52
Less 0 Void Checks:	0.00
Total of 12 Disbursements:	33,996.52

No checks issued for PineCreek

## GENOA CHARTER TOWNSHIP BOARD

February 6, 2017

Regular Meeting

### MINUTES

Supervisor Rogers called the regular meeting of the board to order at 6:30 pm. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jim Mortensen, Jean Ledford, Diana Lowe, and Terry Croft. Also present were Township Manager Michael Archinal, Township Attorney Joe Seward, and four persons in the audience.

A Call to the Public was made was made with no response.

#### Approval of Consent Agenda:

A motion was made to approve the Consent Agenda and Minutes from January 3 and 30, 2017 with minor revisions. Moved by Skolarus and supported by Lowe to approve items 1 through 4 listed under the consent agenda as requested, and move item 5 to the Regular Agenda for action. The motion carried unanimously.

1. **Payment of Bills.**
2. **Request to Approve Minutes: January 3, 2017 and January 30, 2017.**
3. **Request to amend the personnel policy:**
  - a. **To allow for a longevity bonus of \$1,250 with 25 years of service.**
  - b. **A new lunch break policy as recommended by Kim Lane (Human Resources).**
4. **Request for approval to enter into agreements to collect 2017 summer property taxes with Brighton Area Schools, Hartland Consolidated Schools, Howell Public Schools and the Livingston Educational Service Agency as submitted by the Township Treasurer.**

#### Approval of Regular Agenda:

Moved by Ledford and supported by Hunt was made to approve for action all items under the regular agenda as requested. The motion carried unanimously.

5. **Request to amend the Grand Beach Weed Control Special Assessment District, District Code X1101, to remove parcel #4711-14-401-005 levied in error as submitted by the Township Treasurer.**

Hunt advised the board that parcel #4711-14-401-005 was a Grand Beach Association lot and the amount originally calculated for this parcel was spread equally to 10 non-lake front parcels.

Moved by Mortensen and supported by Croft to amend the Grand Beach Weed Control Special Assessment District to remove parcel #4711-14-401-005 and to correct the 2016 Winter tax bill to reflect this change. The motion carried unanimously.



**6. Discussion of a zoning change request from Dewey Thomas regarding property he owns at Chilson and Brighton Roads.**

Dewey Thomas addressed the board, asking for consent to change the zoning of his property at the corner of Chilson and Brighton Roads. Archinal - A consent judgement is in place for this parcel which was approved by the board and Dewey Thomas that lists uses for this property and that a modification to this consent judgment could help Mr. Thomas so he doesn't have to ask the board permission for each inquiry about renting or selling the property. Mortensen - Under Neighborhood Service District a possible daycare facility could inhabit that location, which is safety concern at that intersection. Archinal - A modification to the consent judgement to improve flexibility will be discussed with our attorneys and Mr Thomas. Hunt - The Township is willing to work with Mr. Thomas to come to an amicable agreement. Note: Mr. Thomas was adamant that the property be rezoned commercial.

It was the consensus of the board that the Township will discuss this matter with attorneys and Mr. Thomas. No formal action was taken.

**7. Request for approval of an updated water and sanitary sewer utility study for the Genoa South Latson Area from Tetra Tech in an amount not to exceed \$6,500.**

Moved by Mortensen and supported by Croft to approve an updated water and sanitary sewer utility study not to exceed \$6,500. The motion carried unanimously.

**8. First Review of all budgets for the Fiscal Year Beginning April 1, 2017 and ending March 31, 2018.**

It was the consensus of the board to recommend the following:

- Trustee compensation to increase from \$192 to \$196 per diem
- A rate study to be done for the ZBA and Planning Commission
- Township employee compensation to increase 2%
- A budget to allowance of \$125,000 for purchase of new voting equipment and software for the Township
- \$30,000 contribution to LCRC for the Pavement Preservation Program at Hacker and Hughes road

**9. Request to increase the refuse collection fee for the Winter 2017 tax bill.**

Moved by Mortensen and supported by Hunt to increase the refuse collection fee for the Winter 2017 tax bill by \$4. The motion carried unanimously.

A Call to the Public was made with the following response: Sam Caramagio from Green for Life (GFL) introduced Patrick Dovigi, founder and CEO from GFL who then addressed the board. GFL operates in Canada and the US, servicing Toronto and now in Michigan as a logical progression due to proximity. Mortensen - Did GFL buy Rizzo. Dovigi - We acquired Rizzo September 30, 2016. Two weeks after acquisition, we learned of the

corruptions and bribery issues. All employees except the two involved with the briberies are still with us.

Ledford - Do we have new call center phone number? Many residents have difficulties obtaining correct information because they live in Genoa Township but their address is Pinckney, Howell, Brighton, or Hartland. Dovigi - We can address that. Rogers - I was not clear on the transfer of ownership considering there were so many meetings when Rizzo acquired Duncan Disposal, the previous refuse collector. Dovigi - Lawyers were involved to review contracts and made municipalities aware of the acquisition, that were required to.

Rogers - How many complaints logged by the Township are by unhappy residents? Hunt - The number of complaints by residents has decreased and the GFL call center number will be confirmed on the Township website. Hunt - Will the curb carts be change to reflect the new GFL look. Dovigi - A look is being worked on and all carts will be changed. Skolarus - I am happy with the service but as a service to residents, the call center needs to be aware that Township residents do live in different cities within Genoa Township. Also could we discuss that the contract year reflect the fiscal year of the Township. Rogers - Thank you to GFL, Dovigi for the explanation and any concerns will be reported and addressed.

**10. Discussion regarding Livingston County Road Commission Primary Pavement Preservation Program related to budgets.**

It was the consensus of the board to approve the cost sharing contribution as requested for Hacker and Hughes Roads. No formal action was taken.

**11. Request for a resolution supporting the Fowlerville Area Rural Broadband Initiative.**

Moved by Mortensen and supported by Ledford to support by resolution #170206 Fowlerville Area Rural Broadband Initiative. The motion carried by roll call votes as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus, and Rogers. Nays – None. Absent – None.

**Correspondence**

Genoa Township Ordinance Officer, Sharon Stone, informed the board that the home at 692 Red Oaks will be coming down by the end of February.

The regular meeting of the board was adjourned at 8:19 pm.



Paulette A. Skolarus  
Clerk



Tara Brown  
Deputy Clerk



# MEMO

**TO:** Honorable Members of the Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 14<sup>th</sup>, 2017

**RE:** Lake Edgewood Waste Water Treatment Plant (LE WWTP) Equalization System Design Proposal

**MANAGER REVIEW:** \_\_\_\_\_

.....

For consideration at tonight’s Board Meeting is a Design Proposal for installation of a flow equalization system at the LE WWTP. A flow equalization system is being considered to reduce maintenance costs and increase plant treatment performance.

**Lake Edgewood Sewer System History**

The original Lake Edgewood WWTP was constructed in 1994 to serve the Lake Edgewood Condominium Complex located south of Grand River at Bendix Road. Following construction by the developer, the Township took over operation of the system. As the service area grew beyond the original condominium complex, the plant began to experience operational problems due to insufficient capacity as well as high sodium, chloride, and Total Inorganic Nitrogen (TIN) concentrations entering the ground water supply from the Wastewater Treatment Plant’s (WWTP) ground water discharge. These operational problems ultimately lead to the Township entering into a consent order with the MDEQ to monitor the ground water contamination and improve plant operation. The Lake Edgewood Plant was expanded in 2001 to address the TIN exceedances and accommodate future growth with an average day demand of 0.5 million gallons per day (MGD) and a maximum day capacity of 1.0 MGD. Presented in *Attachment 1* is site map showing the old and new Lake Edgewood Facilities. The former plant was decommissioned and converted to storage for sewer and water main repair supplies.

**Limited Growth and Operational Difficulties**

Despite the addition of Woodland Medical Center, Cortland Condominiums and Genoa Business Park Drive, Lake Edgewood flows have not increased substantially since the 2001 expansion. The plant currently receives an average flow of 0.12 MGD, well below the design capacity of 0.5 MGD. This low flow causes operational difficulties due primarily to not having enough food for the microorganisms to remove the necessary contaminants from the wastewater. The Lake Edgewood Plant is a sequencing batch reactor or SBR system. In this system, a moderate amount of wastewater is added to a tank containing microorganisms called activated sludge as

well as a larger volume of treated wastewater. Conditions in the tank are then varied from aerobic to anoxic conditions so that the bacteria can remove organics, ammonia, nitrate, and phosphorous from the wastewater. In these complex biological processes, organic concentrations or food must be present as well as varied oxygen concentrations to remove all the required contaminants. This is critical as the treated wastewater is disposed of through rapid infiltration into the ground water.

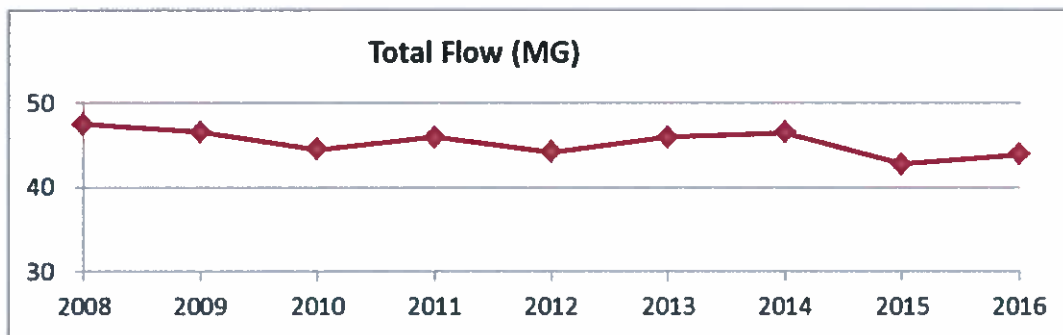


Figure 1 – 2008 – 2016 Annual Flows at the LE WWTP

The current SBR design does not allow the tanks to receive additional flow while it is reacting, causing two tanks to always be operated at one time so that influent flow has somewhere to discharge to. With the Lake Edgewood Plant only receiving flows of 0.12 MG per day, the existing tanks are too large, creating a poor food to microorganism ratio, resulting in operators struggling to treat wastewater to acceptable limits and having to introduce large amounts of chemicals to supplement the biological process.

As a result of the operational difficulties we asked HRC to study the system and make a recommendation on improving the process given the current and future flow conditions. Presented in *Attachment 2* is a copy of their report which recommends equalization of flows and operation of a single SBR tank as the best means to operate this WWTP.

### **Benefits of Equalization**

HRC evaluated four different options for equalization that staff provided them. We also asked them to evaluate the cost of this improvement over 20 year life cycle of the project factoring in chemical, repair and electrical savings. By utilizing the old SBR Plant for equalization, we can improve operation, re-use old infrastructure that is currently sitting abandoned, reduce repairs by operating equipment less, improve redundancy, and save money on our capital investment over a 20 year life of the project, as shown in the HRC report. Presented as *Attachment 3* is a map showing a schematic layout of the proposed equalization system.

### **Cost and Funding**

The proposal to design the equalization system is presented in *Attachment 4* and totals \$39,900 to get the project to the point of obtaining construction bids, including development of a basis of design, developing plans and specifications, and obtaining an MDEQ permit for the project.

In total, if the Township elects to go through with the recommendation for equalization addition at Lake Edgewood, the anticipated total project cost would break down as follows:

Initial Engineering Study:	\$ 7,800
Design:	\$ 39,900
Construction:	\$256,000
Construction Engineering:	\$ 20,000
Subtotal:	\$323,700
Contingency (5%):	\$ 16,200
<b>Total:</b>	<b>\$339,900</b>

Funding for the project would be paid out of existing reserve and new user funds for the Lake Edgewood System as existing balances exist that exceed the overall project cost.

Based on the above explanation and the attached documents, please consider the following motions to adopt the budget and rate recommendations:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to approve Hubbell, Roth, and Clark, Inc. to provide the scope of services defined in their proposal dated November 23, 2016 for design of an equalization system for the Lake Edgewood WWTP.



Old SBR Tanks - Future Equalization

SBR #1  
SBR #2  
SBR #3

Sludge Storage

Waters Edge Apartment Complex

Pebble Creek Subdivision

Basin #2

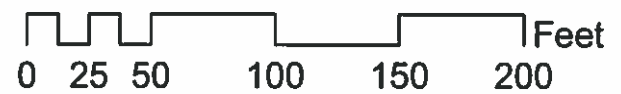
Basin #1

Basin #3

Basin #4

Basin #5

Existing Lake Edgewood WWTTP Site





**PRINCIPALS**  
 George E. Hubbell  
 Thomas E. Biehl  
 Keith D. McCormack  
 Nancy M.D. Faught  
 Daniel W. Mitchell  
 Jesse B. VanDeCreek  
 Roland N. Alix  
 Michael C. MacDonald  
 James F. Burton

**SENIOR ASSOCIATES**  
 Gary J. Tressel  
 Randal L. Ford  
 William R. Davis  
 Dennis J. Benoit  
 Robert F. DeFrain  
 Thomas D. LaCross  
 Albert P. Mickalich  
 Timothy H. Sullivan

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 Jonathan E. Booth  
 Marvin A. Olane  
 Marshall J. Grazioli  
 Donna M. Martin  
 Charles E. Hart  
 Colleen L. Hill-Stramsak  
 Bradley W. Shepler  
 Karyn M. Stickel  
 Jane M. Graham  
 Thomas G. Maxwell  
 Todd J. Sneathen  
 Aaron A. Uranga

**HUBBELL, ROTH & CLARK, INC.**  
 OFFICE: 105 W. Grand River  
 Howell, MI 48843  
 PHONE: 517.552.9199  
 FAX: 517.552.6099  
 WEBSITE: www.hrc-engr.com  
 EMAIL: info@hrc-engr.com

October 14, 2016

Genoa Township  
 2911 Dorr Road  
 Brighton, MI 48116

Attn: Mr. Greg Tatara, Utilities Director

Re: Equalization Study  
 Lake Edgewood WWTP

HRC Job No. 20160658.21

Dear Mr. Tatara:

Hubbell, Roth & Clark (HRC) has completed our study of the Lake Edgewood wastewater treatment plant (WWTP). This letter report summarizes our findings.

The Lake Edgewood WWTP currently consists of 3 sequencing batch reactor (SBR) tanks that treat the existing system flow. There are also 2 SBR tanks in the old WWTP that are not currently being used in the treatment process.

The WWTP is currently experiencing daily flows of approximately 0.12 million gallons per day (mgd). This is below its design capacity of 0.50 mgd. This low flow is resulting in operational difficulties for the existing activated sludge treatment process. The activated sludge treatment process relies on microorganisms to treat the wastewater. These microorganisms need enough "food" to survive and breakdown the incoming wastewater to meet the effluent permit requirements. Given the current low flows into the plant, there is not sufficient food for these microorganisms to thrive.

Presently, the existing plant operates only 2 of the 3 existing SBR tanks. By utilizing only 2 tanks, it provides the WWTP a treatment capacity of 0.33 mgd. Again, this is above the average daily flow of 0.12 mgd. Therefore the tanks continue to have an insufficient food source for the microorganisms.

One possible solution to alleviate this problem is to incorporate an equalization (EQ) tank in the treatment process. This EQ tank would be able to store raw wastewater flow on a short term basis, while one of the current SBR tanks goes through its operational cycle. By utilizing only one SBR tank, the amount of microorganisms will be half what is currently used, thereby providing a better match between the microorganisms and the incoming food.

We have confirmed that, based on the current organic loading into the plant, operating only one of the current SBR tanks will be within the recommended guidelines for F:M ratio (food to microorganism) and the organic treatment capacity of the system.

We have also considered the possibility that the Sylvan Glen Development could connect to the Lake Edgewood WWTP at some point in the future. Based on the most recent data available for the existing Sylvan Glen WWTP, it would add approximately 30% additional organic loading, and 50% more flow, to the current loading at the Lake Edgewood plant. This is still within the maximum day capacity of one SBR tank, and so the proposed operation of adding an EQ tank would still be applicable and add value to the operation of the plant. Even if two SBR tanks were needed at some point in the

future due to further increases in flow from other users, having an EQ tank provides additional operational flexibility that will improve operation of the plant.

We have analyzed several options to add an EQ tank at the plant. These are summarized in the table on the next page. The table provides both capital costs and life cycle costs. The life cycle costs take into account the need to replace the existing SBR equipment when it reaches the end of its useful life.

	Option	EQ Volume (gallons)	Capital Cost	Yearly O&MR	20 year PW Cost
1	Keep existing system as is	n/a	\$0	\$45,194	\$614,185
2	Cover 1 current SBR tank, add: mixers, odor control, pumps	250,000	\$336,000	\$24,074	\$663,170
3	Cover 1/2 current SBR tank, add: mixers, odor control, pumps	125,000	\$253,400	\$23,249	\$569,358
4	Use 1 old SBR tank as a EQ tank, add: mixers, odor control, pumps	61,000	\$256,200	\$22,893	\$567,313

This table shows that the most cost effective option, for both annual operation, maintenance & repair (OM&R) and 20 year present worth (PW), is converting 1 of the old SBR tanks into an EQ tank.

The following steps would be needed to convert one of the 2 SBRs in the old WWTP to an EQ tank:

1. Install piping from the existing influent pipe stubbed at the floor of the old building into the tank. This piping will be equipped with a motor actuated plug valve to open or close as controlled by the control system. The flow will enter this tank when the one current SBR tank enters its final treatment stage (aeration, settling, decanting). This phase lasts approximately 5 hours. During this 5 hour period, all flow will enter the EQ tank.
2. Install 2 equalization return pumps in the old SBR building to pump flow from the EQ tank back to the operating SBR tank. When the treatment cycle for the SBR tank has ended, flow will be directed back to this SBR tank, including turning on 1 EQ return pump to feed the raw sewage stored in the EQ tank back to the SBR tank for treatment. Based on current flows, we anticipate that there will be approximately 3 cycles of treatment per day with the single operating SBR tank. The remaining 2 SBR tanks will generally be empty and not used. They would remain available for use in an emergency or for rotational operation.



3. Install a cover on the EQ tank with an odor control/carbon canister to help control the odors from the raw sewage.
4. Install a submersible mixer in the EQ tank to keep the raw sewage contents in the tank in suspension.
5. Replace the existing stairway to the EQ tank with a new galvanized steel stairway for access to the top of the tank for servicing the carbon system and the submersible pump.
6. Install a new control system for the new EQ pumps to detect level in the EQ tank and pump flow back to the SBR treatment tank. Some reprogramming of the existing SBR tank controller will need to be performed to accommodate this new treatment scheme.

We would be happy to meet with you and your staff to further review the advantages of this change in treatment process.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

  
Trevor Wagenmaker, P.E.

TSW/JB/tws/jb

pc: Genoa Township: T. Humphriss, D. Miller  
HRC; N. Faught, J. Booth, file

Old SBR Tanks - Future Equalization

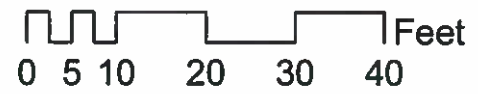
Text

New EQ Valve

Waters Edge Apartment Complex

Proposed FM Piping

EQ Plan  
Existing Lake Edgewood WWTP Site





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 Donna M. Martin  
 Charles E. Hart  
 Colleen L. Hill-Stramsak  
 Bradley W. Shepler  
 Karyn M. Stickel  
 Jane M. Graham  
 Thomas G. Maxwell  
 Todd J. Sneathen  
 Aaron A. Uranga

**HUBBELL, ROTH & CLARK, INC.**  
 OFFICE: 105 W. Grand River  
 Howell, MI 48843  
 PHONE: 517.552.9199  
 FAX: 517.552.6099  
 WEBSITE: www.hrc-engr.com  
 EMAIL: info@hrc-engr.com

November 23, 2016

Genoa Township  
 2911 Dorr Road  
 Brighton, MI 48116

Attn: Mr. Greg Tatara, Utility Director

Re: Engineering Services Proposal  
 Equalization Tank Modification  
 Lake Edgewood Wastewater Treatment Plant      HRC Job No. 20160658.07

Dear Mr. Tatara:

Thank you for affording Hubbell, Roth & Clark (HRC) the opportunity to provide engineering design services on this equalization tank (EQ) modification project.

HRC has previously completed a study on the existing Lake Edgewood wastewater treatment plant (WWTP). Our October 14, 2016 report analyzed several different options to increase the operational efficiency of this facility. That report recommended to modify the existing system by adding an EQ tank to the treatment process.

The next step to implement these process changes is to design the modifications and secure a Michigan Department of Environmental Quality (MDEQ) construction permit. HRC will perform the following tasks as part of our design services:

**Basis of Design** - we will develop a basis of design based on the current hydraulic/organic loading to the plant and operation of one sequencing batch reactor (SBR) tank. We will also evaluated the sizing of the proposed equalization tank pumps, mixers, etc. This basis of design will be submitted to your office for review and approval.

**Preliminary Design** - we will prepare preliminary plans based on the existing record drawings, supplemented with field measurements, to develop background drawings. We will show the proposed work of converting the existing SBR tank, including new pumps, piping, EQ tank mixer, EQ tank cover, odor control, stairway and electrical/controls as described in our October report. We will work with Township's preferred manufacturers for the new equipment. The preliminary plans will be submitted to the Township for your review and approval.

**Final Design/MDEQ Permit** - we will prepare design documents consisting of final detailed plans and specifications for contractor bidding. We will review these documents with the Township for any final comments. We will also prepare a construction permit application and submit the documents to the MDEQ for issuance of a construction permit.

**Bidding** - we will assist the Township with bidding the project to pre-selected contractors. We will attend a pre-bid meeting, answer technical questions during the bidding phase and issue any addenda as required.

HRCs scope of work includes the following assumptions:

1. Material testing services or geotechnical work is not included.
2. Environmental testing (lead, asbestos) is not included.
3. Construction engineering services are not included at this time. HRC is happy to provide a quote for this work in the future based on the final design plans and level of effort requested by your office.
4. SCADA work is assumed to be completed by UIS. HRC will obtain input from them regarding the existing system and what modifications are required to accommodate the new design.

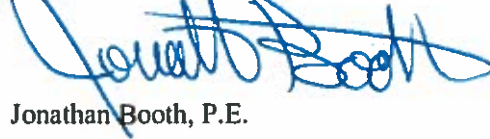
Based on the above scope of work, HRC propose the Township establish a budget of \$39,900 for the design engineering services on this project. We will invoice your office on an hourly basis, up to this limit. This amount will not be exceed without your authorization.

HRC expects to have plans and specs ready for bidding within 3 to 4 months after we are authorized to commence work.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Jonathan Booth, P.E.

TSW/JB/tws/jb

pc: MHOG: T. Humphriss  
HRC; N. Faight, T. Wagenmaker, M. Darga, file



# MEMO

**TO:** Honorable Members of the Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 14, 2017

**RE:** Approval of DPW Budget for FY Ending 2018

**MANAGER REVIEW:** \_\_\_\_\_

.....

For consideration at tonight’s Board Meeting is the approval of the consolidated utility systems allocation percentage and the DPW Department Budget for the fiscal year (FY) Ending March 31, 2018.

- The contract between Genoa Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority requires that each board approve the annual proposed allocation percentages for the upcoming fiscal year as well as the DPW Budget. A copy of the proposed allocation percentage for the coming year, as compared to last year, is presented in *Attachment 1* a copy of the projected FY 2017 and proposed FY 2018 Budget is presented in *Attachment 2*.
- The DPW Budget covers the expenses associated with Genoa Township personnel, who jointly work to operate the two Genoa Utility Systems of Oak Pointe and Lake Edgewood, as well as the G-O and MHOG systems. In conformance with the Intergovernmental Operations Contract, we are pleased to present the proposed DPW Budget for Fiscal Year Ending March 31<sup>st</sup>, 2018. In preparation of this budget, we have utilized the 9-month to actual figures, estimated the FY-2017 ending amounts, and the approved salary range table. Following are some key highlights:
  - We are projecting that the current fiscal year will finish with a surplus of over \$57,000. If this holds after the final audit, this will be the 6<sup>th</sup> consecutive year the DPW budget has given a surplus refund to the systems. If this projection holds true, we will have given back over \$471,000 since FY2012.
  - Overall, the budget for fiscal year ending March 31, 2018, represents a 2.65% increase in proposed expenditures for participating utility systems.

- 
- We have adjusted revenues for next fiscal year due to an increase in the number of customers we provide billing services for outside the participating operational entities. In addition, we increased contributions from new developments planned for this year. The contribution from the systems had been adjusted based on the approved allocation percentages for this fiscal year. Finally, for vector truck revenue, we projected FY 2017 based on percentages of use through January 2, 2017 and we increased the FY2018 revenue to cover the expenses for a full year.
  - On the Expense Side of the Budget, the majority of items did not change substantially; however there are some important changes we want to highlight:
    - Vehicle fleet expenses have been budgeted to increase by \$17,000 to cover the loan for purchase of fleet vehicles, which we purposely reduced last year. In addition, we budgeted for increased expenses for maintenance as many of our service trucks are increasing in age.
    - We have lowered computer expenses by \$7,500 as we invest this fiscal year in the new server and server GIS licenses.
    - GIS expenses have dropped \$24,000 for the upcoming fiscal year due to completion of the database clean-up project in FY 2017.
    - Despite a small increase in our medical insurance and initiating an employee wellness program, we are dropping insurance costs by approximately \$13,000 by increasing employee contribution to health coverage an additional 2.5%, lowering our workers compensation insurance rates by safe work practices, and re-negotiating a lower disability and life insurance rate through a new carrier.
    - We had to increase office expenses approximately \$4,500 due primarily to higher postage costs, which is directly correlated to the increase in bills being sent
    - Salaries were our highest total increase to the budget; however with 25 full time equivalent staff and payroll over \$1Million, a budgeted overall 3% increase equates to a large sum of money. It should be noted that not all DPW employees receive a 3% increase. Rather, increases are within a job classification and also depend on promotion to higher levels of responsibility, higher licenses for operation, and overall job performance. All employees receive a detailed performance assessment.
    - In addition, we are asking to increase the time we grant for 24 hour on-call coverage from 3 to 5 hours for a week. We performed a study and found that many local municipalities provide substantially higher pay for on-call coverage, ranging from \$25 per day to up to 8 hours per week. In addition, we have found that due to our technical improvements of putting SCADA on phones, single person grinder response, and overall improvements to the system, our operators are able to handle more things from home rather than having to get called in or physically respond on site to an after hour emergency. As a result, we have seen a

decrease in overtime call-outs. At the same time, by working from home, the frequency of interruption and time employees spend dealing with problems has not really decreased. In many instances, their on-call hours are used in performing after hour duties rather than the intended purpose of being an incentive to be ready to respond 24 hours a day. For these reasons, we seek to continue to have our employees adequately compensated for their on-call periods so that they remain dutiful and motivated to serve our customers after hours.

- Finally, the vactor truck expenses, which are 100% funded by actual work in the systems, increased simply due to our department now having the truck for a full year of service rather than 9 months.

We will be happy to answer any budget questions and we are asking the board to approve the FY-2018 DPW Budget. Based on the above explanation and attached budget document, we respectfully ask the board to consider the motion presented below:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the 2015 / 2016 System Labor and Equipment Percentage Allocation and the DPW Budget for FY Ending March 31, 2018.

**Attachment 1**  
**FY 2018 System Labor Equipment Percentage Calculation**

System	Billed Connections	%	Mile of Pipe	%	Avg. Daily Flow (2015)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps & Hydrants	%	Total Avg.
MHOG	4,842	40.39%	136	46.26%	1,477,000	50.20%	8	38.65%	8	33.33%	\$2,523,905	40.48%	1,501	66.50%	45.12%
Genoa-Oceola	4,410	36.78%	92	31.29%	1,067,653	36.28%	6.7	32.37%	7.5	31.25%	\$1,935,001	31.04%	95	4.21%	29.03%
Oak Pointe Sewer	1,323	11.04%	38	12.93%	0	0.00%	2	9.66%	2	8.33%	\$1,013,576	16.26%	431	19.10%	11.04%
Oak Pointe Water	913	7.62%	15	5.10%	283,000	9.62%	3	14.49%	3.3	13.75%	\$418,150	6.71%	144	6.38%	9.09%
Lake Edgewood	501	4.18%	13	4.42%	114,859	3.90%	1	4.83%	3.2	13.33%	\$344,101	5.52%	86	3.81%	5.71%
<b>Total</b>	<b>11,989</b>	<b>100.00%</b>	<b>294</b>	<b>100.00%</b>	<b>2,942,512</b>	<b>100.00%</b>	<b>20.7</b>	<b>100.00%</b>	<b>24</b>	<b>100.00%</b>	<b>\$6,234,733</b>	<b>100.00%</b>	<b>2,257</b>	<b>100.00%</b>	<b>100.00%</b>

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	44.92%	45.115%	0.20%
Genoa-Oceola	29.14%	29.032%	-0.11%
Oak Pointe Sewer	11.10%	11.044%	-0.06%
Oak Pointe Water	9.11%	9.095%	-0.02%
Lake Edgewood	5.73%	5.714%	-0.01%

Approved on 1-18-17



GENOA TOWNSHIP - DPW FUND #503  
 2018 DRAFT BUDGET COMPARED TO  
 AMENDED BUDGET FOR THE YEAR ENDING 3/31/17 AND  
 COMPARED TO ACTUAL FOR 9 MONTHS ENDING 12/31/16

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2016	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2017	PROJECTED FINAL FOR THE YEAR ENDING 3/31/2017	PROJECTED BUDGET FOR THE YEAR ENDING 3/31/2018	INCREASE / DECREASE	NOTES
<b>REVENUES</b>							
000-400-000	FEES - EXCLUDING OPER LABOR						
000-402-000	MARION SEWER (BILLING ONLY)	14,471	19,000	19,294	19,250	250	Small increase in fees due to additional customers in 2018
000-404-000	LAKE EDGEWOOD WATER (BILLING ONLY)	3,089	4,100	4,118	4,250	150	Small increase in fees due to additional customers in 2018
000-405-000	PINE CREEK WATER/SEWER (BILLING ONLY)	10,479	14,000	13,972	14,000	-	No Change - built out
	SUBTOTAL - FEES EXCLUDING OPER LABOR	28,039	37,100	37,384	37,500	400	
000-410-000	FEES - INCLUDING OPER LABOR						
	OAK POINTE WATER				204,787		
000-411-000	OAK POINTE WATER/SEWER (SEWER)	332,559	443,480	443,480	248,671	9,977	OP Separated Water and Sewer. Increase based on budget increase,
000-412-000	MHOG WATER	738,988	985,466	985,466	1,015,827	30,361	Increase based on budget increase & new allocation percentage
000-413-000	LAKE EDGEWOOD SEWER	94,220	125,712	125,712	128,659	2,947	Increase based on budget increase & new allocation percentage
000-415-000	GENOA/OCEOLA SEWER	479,409	639,309	639,309	653,696	14,387	Increase based on budget increase & new allocation percentage
	SUBTOTAL - FEES INCLUDING OPER LABOR	1,645,176	2,193,967	2,193,967	2,251,638	57,671	Net total increase to systems in total in 2.65%
000-418-000	VACTOR TRUCK						
	OAK POINTE WATER				6,946.40		
000-418-001	OAK POINTE SEWER/WATER (SEWER)	9,232	12,309	14,787	10,419.60	5,057	100 % cost of vactor, budget costs based on estimated percent usage
000-418-002	MHOG WATER	19,982	26,643	5,406	17,366.00	(9,277)	100 % cost of vactor, budget costs based on estimated percent usage
000-418-003	LAKE EDGEWOOD SEWER	2,068	2,757	4,140	6,946.40	4,189	100 % cost of vactor, budget costs based on estimated percent usage
000-418-004	GENOA/OCEOLA SEWER	13,442	17,923	26,928	27,785.60	9,863	100 % cost of vactor, budget costs based on estimated percent usage
	SUBTOTAL - VACTOR TRUCK FEES	44,724	59,632	51,261	69,464	9,832	100 % cost of vactor, budget costs based on estimated percent usage
000-420-000	OTHER INCOME	2,024	15,500	15,500	15,500	-	Rebate from Insurance, no change
000-431-000	CONSTRUCTION FEES	9,794	15,000	12,000	20,000	5,000	New Construction is increasing in the next year
000-664-000	INTEREST INCOME	-	-	-	-	-	
	SUBTOTAL - OTHER INCOME	11,818	30,500	27,500	35,500	5,000	
	<b>TOTAL REVENUE</b>	<b>1,729,757</b>	<b>2,321,199</b>	<b>2,310,112</b>	<b>2,394,102</b>	<b>72,903</b>	
<b>EXPENDITURES</b>							
600-750-500	AUDIT/ACCOUNTING SERVICES	4,100	6,000	6,500	6,750	750	Requested more frequent reports
601-700-600	AUTO/TRUCK EXPENSES						
601-700-601	ALLOWANCE	7,500	9,200	9,200	9,000	(200)	Actual amount based on current employee agreements
601-700-602	FUEL/WASHING	21,762	40,653	30,000	37,837	(2,816)	Reduced due to purchase of wash tickets this fiscal year and fuel prices
601-700-603	LOAN PAYBACK	16,037	13,000	16,037	27,000	14,000	Increase to pay off loan for current vehicle fleet
601-700-604	ROUTINE MAINTENANCE	13,945	15,097	18,500	22,410	7,313	Increase as fleet is aging, changing vehicles at 100,000 miles
601-700-605	DEDUCTIBLE/BODY DAMAGE REPAIR	-	3,000	-	2,000	(1,000)	Place holder in case of accident
	TOTAL AUTO/TRUCK EXPENSES	59,244	80,950	73,737	98,247	17,297	
602-700-620	ADMINISTRATIVE EXPENSES						
602-700-621	RECEIPTING	22,875	30,500	30,500	31,110	610	
602-700-622	OFFICE RENT & SUPPLY	17,700	23,600	23,600	24,075	475	
	TOTAL ADMINISTRATIVE EXPENSES	40,575	54,100	54,100	55,185	1,085	Increase of 2%
603-700-630	COMPUTER/SW EXPENSES						
603-700-631	COMPUTER HARDWARE EXPENSES	-	2,500	25,000	2,500	-	Server purchase in FY 2017, normal computer replacement
603-700-632	COMPUTER SOFTWARE EXPENSES	1,163	10,000	1,163	2,500	(7,500)	Annual license renewal
603-700-653	AIR CARDS/IETPACKS	-	2,000	160	2,000	-	No change
	TOTAL COMPUTER/SW EXPENSES	1,163	14,500	26,323	7,000	(7,500)	
604-700-640	PROFESSIONAL DEVELOPMENT						
604-700-641	EMPLOYEE	8,831	8,500	11,775	10,405	1,905	Increase based on actual expenses
604-700-642	INTERNAL TRAINING	2,964	4,000	4,600	5,000	1,000	Increase to cover First Aid and Monthly Safety Presentations
	TOTAL PROFESSIONAL DEVELOPMENT	11,795	12,500	16,375	15,405	2,905	
606-700-660	CONTINGENCY	-	5,000	-	5,000	-	No change
608-700-680	EMPLOYER'S PAYROLL TAXES	76,035	98,000	101,380	101,994	3,994	Increase due to increase in payroll
609-700-690	GIS						
609-700-691	LUCITY WORK ORDER IMPLEMENTATION	-	30,000	800	30,000	-	No Change, plan to implement in 2018
609-700-692	ANNUAL LUCITY DUES	-	16,500	-	16,500	-	Annual license fees, 1st year of implementation
609-700-693	ARC GIS ON-LINE LICENSES	-	6,000	-	5,000	(1,000)	Reduce going to server license rather than individual
609-700-694	ROUTINE GIS MAINTENANCE	10,522	20,000	28,000	25,000	5,000	Changes in GIS for new development, field observations, etc...
609-700-695	DATABASE CLEANUP	9,728	28,000	20,000	-	(28,000)	Project completed in FY 2017
609-700-697	HARDWARE (TABLETS)	-	2,500	500	2,500	-	No Change, plan to implement in 2018
	TOTAL GIS	20,250	103,000	49,300	79,000	(24,000)	
612-700-700	INSURANCE						
612-700-701	BC/BS MICHIGAN	162,082	230,000	220,000	224,123	(5,877)	Reduce based on changes in employee demographics
612-700-702	EHIM	45,232	75,960	62,500	66,675	(9,285)	Reduce based on changes in employee demographics
	WELLNESS PROGRAM				10,043	10,043	New program to promote weight loss, exercise, and good health, successful so far
612-700-703	LIFE/DISABILITY	16,358	19,047	20,000	14,510	(4,537)	Changed carriers, saved money
612-700-704	WORKERS COMPENSATION	29,356	53,627	50,000	47,508	(6,119)	Reduced rates due to safe practices over the years
612-700-705	VEHICLE/PROPERTY/LIABILITY INSURANCE	19,488	32,591	30,000	34,977	2,386	Estimate small increase
	TOTAL INSURANCE	272,516	411,225	382,500	397,836	(13,389)	
613-700-730	LEGAL FEES	-	1,500	-	1,500	-	No change
615-700-730	CREDIT CARD FEES	14,976	20,000	20,000	20,000	-	No change, hope for reduction with increased direct checking withdrawals
616-700-740	EMPLOYEE RECRUITING						
616-700-741	ADVERTISING	-	1,700	-	2,000	300	Cost 2,000 to purchase 5 adds in Hire Mojo
616-700-742	BACKGROUND CHECK	231	700	500	500	(200)	Estimate based on history
616-700-743	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	2,392	725	1,000	500	(225)	Estimate based on history
	TOTAL EMPLOYEE RECRUITING	2,623	3,125	1,500	3,000	(125)	
617-700-751	OFFICE EXPENSES						
617-700-752	FURNITURE/CAPITAL	3,485	1,000	3,500	2,500	1,500	Small increase for desk, chairs, etc...
617-700-753	SUPPLIES	4,493	5,100	5,100	5,100	-	No change
617-700-754	POSTAGE & SHIPPING	6,224	6,000	8,300	9,000	3,000	More customers are increasing mailing costs
	TOTAL OFFICE	14,202	12,100	16,900	16,600	4,500	
618-700-770	OTHER EXPENSES	-	1,000	-	1,000	-	No change
627-700-790	RETIREMENT	95,073	129,108	126,764	130,518	1,410	Increase based on increased salaries
630-700-800	SALARIES						
630-700-801	STRAIGHT TIME	865,285	1,149,056	1,160,000	1,204,400	55,344	Increase based on increased salaries, assume 3% increase
630-700-806	OVERTIME	58,357	74,623	78,000	91,919	17,296	Increase on call hours from 3 - 5 to be more in line with other local utilities
	TOTAL SALARIES	923,642	1,223,679	1,238,000	1,296,319	72,640	
640-700-820	SUPPLIES & TOOLS	2,525	4,000	3,400	3,500	(500)	Reduce, meter truck pretty set
651-700-830	TELEPHONE						
651-700-832	ANSWERING SERVICE	2,764	3,500	3,700	4,000	500	Port City increased their costs
651-700-833	CELL PHONE ALLOWANCE	13,393	19,610	18,000	19,610	-	No change
651-700-834	CELL PHONES	3,359	2,000	4,500	4,000	2,000	Increase in fees from Verizon
651-700-836	CUSTOMER LINE	226	1,000	350	350	(650)	Reduced cost for 800 Line
	TOTAL TELEPHONE	19,742	26,110	26,550	27,960	1,850	

GENOA TOWNSHIP - DPW FUND #503  
 2018 DRAFT BUDGET COMPARED TO  
 AMENDED BUDGET FOR THE YEAR ENDING 3/31/17 AND  
 COMPARED TO ACTUAL FOR 9 MONTHS ENDING 12/31/16

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2016	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2017	PROJECTED FINAL FOR THE YEAR ENDING 3/31/2017	PROJECTED BUDGET FOR THE YEAR ENDING 3/31/2018	INCREASE / DECREASE	NOTES
699-700-861	TRANSFERS TO EQUIPMENT RESERVES	30,000	40,000	40,000	40,000	-	No change
699-700-862	TRANSFERS TO PERSONNEL RESERVES	750	1,000	1,000	1,000	-	No change
705-700-870	UNIFORMS & PROTECTIVE CLOTHING						
705-700-871	UNIFORMS	5,401	5,000	6,000	6,000	1,000	Increased based on actual costs
705-700-872	PANT ALLOWANCE	-	3,600	3,600	4,050	450	Increase by \$25 per employee
	SAFETY BOOTS				4,275		Split out from PPE
705-700-873	SAFETY/PPE	5,570	6,000	7,000	2,500	775	Cover items like glasses, gloves, etc...
	TOTAL UNIFORMS & PROTECTIVE CLOTHING	10,971	14,600	16,600	16,825	2,225	
706-700-875	VECTOR TRUCK						
706-700-876	VT - FUEL	2,178	10,000	4,356	7,500	(2,500)	Based on fuel costs for this year
706-700-877	VT - EQUIPMENT/TOOLS	9,695	5,000	10,000	3,500	(1,500)	Purchased most items last year, some replacements possibly
706-700-878	VT - ANNUAL LOAN PAYMENT	27,849	37,132	37,132	50,964	13,832	Last year was fraction of year due to June delivery
706-700-879	VT - REPAIRS	-	7,500	-	7,500	-	No repairs so far, one year warranty
	TOTAL VECTOR TRUCK	39,722	59,632	51,488	69,464	9,832	
	<b>TOTAL EXPENDITURES</b>	<b>1,600,320</b>	<b>2,321,129</b>	<b>2,252,417</b>	<b>2,394,102</b>	<b>72,973</b>	Increase in expenses due to full year of vector, and salary annual increases
	CHANGE IN FUND BALANCE	129,437	70	57,695	-		
	BEGINNING FUND BALANCE	127,039	60,000	60,000	60,000		
	REFUNDS TO W/S DISTRICTS	(67,039)	-	(57,695)	-		
	ENDING FUND BALANCE	189,437	60,070	60,000	60,000		
		12/31/2016	3/31/2017	3/31/2017	3/31/2018		



# MEMO

**TO:** Honorable Members of the Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 10<sup>th</sup>, 2017

**RE:** Lake Edgewood Sewer, Oak Pointe Sewer, and Oak Pointe Water Budget Approvals

**MANAGER REVIEW:** \_\_\_\_\_

.....

For consideration at tonight’s Board Meeting are budget and rate approvals for the Lake Edgewood Sanitary Sewer System, the Oak Pointe Sanitary Sewer System, and the Oak Pointe Water System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight’s meeting. In the following sections, we present the current fiscal year budget, the 9-Month Budget to Actual Report, an amended FY 2017 Budget, the proposed FY 2018 Operating Budget, utility rate change recommendations, and historic financial summary tables.

**Lake Edgewood Sewer System**

Presented as *Attachment 1A* is the budget summary sheet for the Lake Edgewood Sewer System. One year ago, we proposed an original budget for Lake Edgewood that was predicted to finish with a small surplus of \$9,476. Through 9-months, we are pleased to report that our revenues have exceeded expenditures by \$43,771. The largest expenses to Lake Edgewood this year have been labor, sludge disposal, and laboratory costs. Most of the plant line items expenditures were below projections, including large savings on plant equipment and grinder pumps. Utilizing our 9-month to actual data, we have developed an amended budget that results in a planned surplus of \$35,317 for the year. This includes higher than projected sludge hauling costs due to Synagro hauling twice in early spring and then terminating operations in Michigan resulting in staff having to haul and press and sludge at the Genoa-Oceola WWTP. Laboratory costs were increased due to purchase of analytical equipment to perform on-site analysis for improved process control changes. Finally, it should be noted that we only spent \$142 on the consent order as the Lake Edgewood sodium and chloride plume was closed by the State of Michigan in April 2016 due to achieving safe drinking water levels. We are pleased to close this site after 12 years of annual monitoring and be able to eliminate a historic \$10,000 - \$20,000 expenditure from the budget each year.

Presented in *Attachment 1B* is a rate, flow, and financial summary for the Lake Edgewood Sewer System. Prior to 2009, new user funds had been used to bridge the gap between expenditures

and revenue. In 2009 we recommended a 10% rate increase to combat the issue of limited growth in the system and establishing a funding mechanism for the long term viability of this system. You can see from historic rate trends that rates and rate increases have stabilized for the Lake Edgewood System over the past 7 years with rate increases between 0 – 3%. In addition, we have been able to keep revenues just above expenses, to continue to maintain a safe fund balance for the utility, while seeing our flows decrease moderately over the past several years. For this fiscal year, we are recommending no rate increase to the metered sewer customers. However, we are recommending an increase to flat rates from \$123.60 to 130.00 per quarter. We are recommending this adjustment for two reasons: 1) If an average metered customer uses 20,000 gallons per quarter, at \$6.82/1,000 gallons, or \$136.40/quarter they are paying more than a flat rate customer and, 2) the Flat Rate customers have grinder pump service to their homes, which are a higher maintenance cost than the metered gravity connections.

### **Oak Pointe Sewer System**

Presented as *Attachment 2A* is the budget summary sheet for the Oak Pointe Sewer System. This is the second year we operated the system following the conversion of the Oak Pointe Wastewater Plant to an equalization pump station to transport flows to the Genoa – Ocoola WWTP. To cover the cost of the \$6,000,000 capital improvement, on November 1, 2014 residents began paying an average of \$75 more per quarter (\$300 annually) in debt charges on their utility bill. As a result, there was and remains a goal to not increase operation and maintenance rates for as long as possible for the residents of Oak Pointe due to the new burden of the sewer debt.

We budgeted a small surplus this year for the Oak Pointe Sewer System, and through 9 months, we are pleased to report are on budget, with revenues exceeding expenses by \$4,565. Utilizing our 9-month to actual data, we have developed an amended budget that results in a small surplus of \$5,851. For FY 2018, we are not requesting a rate increase. We have developed a budget that results in a small loss of \$13,305, but with our fund balance exceeding our 6-month operation reserve goals, we are comfortable projecting this small loss.

Presented in *Attachment 2B* is a rate, flow, and financial summary for the Oak Pointe Sewer System from 2001 until present day. You can see from historic rate trends that rates and rate increases have stabilized for the Oak Pointe system over the past seven years as we have not had a commodity rate increase since 2011. However, it should be noted that the debt charges were and remain a significant increase to the residents. In addition, we have been able to keep operating revenues just above or near expenses, to continue to maintain a safe fund balance for the utility.

### **Oak Pointe Water System**

Presented as *Attachment 3A* is the budget summary sheet for the Oak Pointe Water System. One year ago, we proposed an original budget for the Oak Pointe Water system that was predicted to finish with a small surplus of \$4,832. Through 9-months and due to a very dry summer, we are pleased to report that our revenues exceed expenditures by \$61,582. The dry summer allowed us

sufficient funds to replace the roof on the building, which unexpectedly started leaking this past fiscal year. As a result of the roof replacement, we had to also replace many fascia boards that resulted in the need to paint and upgrade the siding on the building. We are pleased that the exterior condition of the building fits the natural character of the Oak Pointe community. In addition, and as a result of upcoming regulation changes, we have designed a phosphate addition system for Oak Pointe to further improve water quality. Using the 9-month budget to actual numbers, we are projecting a surplus in the Oak Pointe water budget of \$57,872 for FY 2017.

For FY 2018, we are requesting a 2% rate adjustment to metered water customers. We are proposing that usage will be much lower than last year. We are planning on remaining essentially budget neutral, with expenditures projected to decline \$2,000 next year, with major projects including upgrading and replacing all of the chemical feed pumps in the plant. Using an average production value from the past three years, we are projecting a small loss of \$9,292 despite the 2% rate increase. We are hopeful that weather conditions will be slightly more favorable so that we can continue to toward the financial goal of a fund balance of approximately \$225,000 or half of our annual budget of \$450,000.

Presented in *Attachment 3B* is a rate, flow, and financial summary for the Oak Pointe Water System from 2001 until present day. With variable flow based lawn irrigation associated closely with changing weather conditions through the year, it is difficult to predict precise revenue numbers for the Oak Pointe Water System. Despite the variability of the weather, we are pleased that rates have stabilized over historic numbers and that we have been able to have revenues exceed or fall just slightly below expenses. We are also very proud of the condition of the Oak Pointe Water System as we have been able to paint, upgrade, and invest in the system to keep it both attractive to the community and in good working order.

### **Budget Recommendations**

Based on the above explanation and the attached documents, please consider the following motions to adopt the budget and rate recommendations:

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to amend the FY 2017 and approve the FY 2018 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to increase the Lake Edgewood flat rate sewer charges from \$123.60 / quarter to \$130 / quarter.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to increase the Oak Pointe metered water charges from \$3.45/1,000 gallons to \$3.52 / 1,000 gallons.

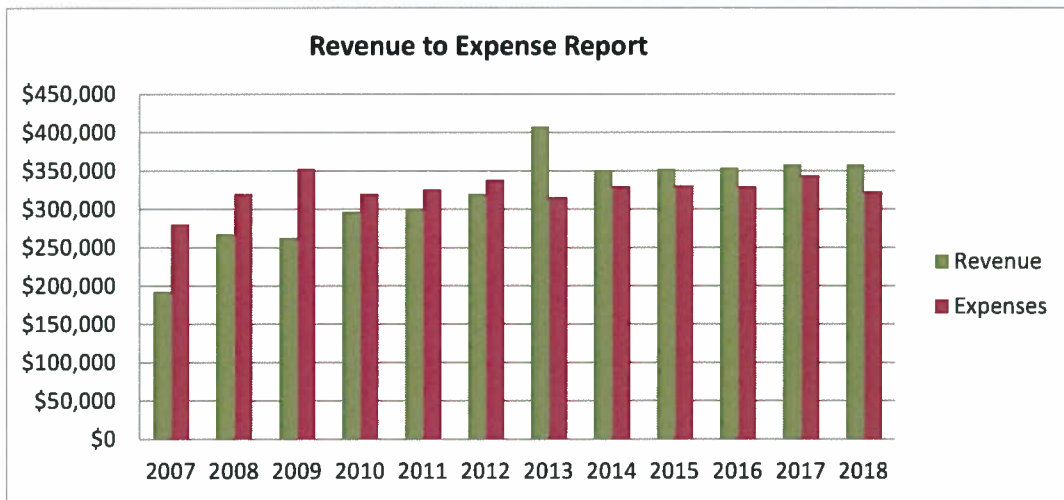
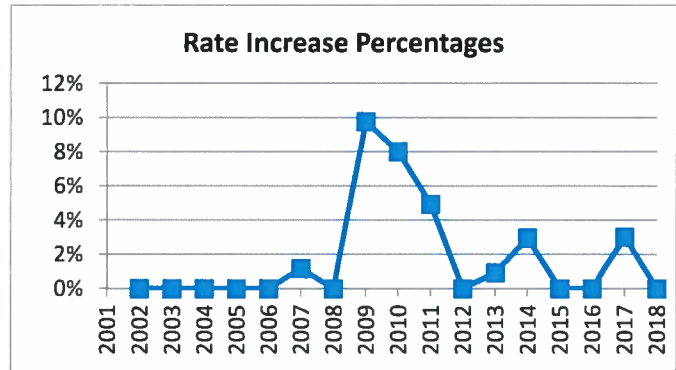
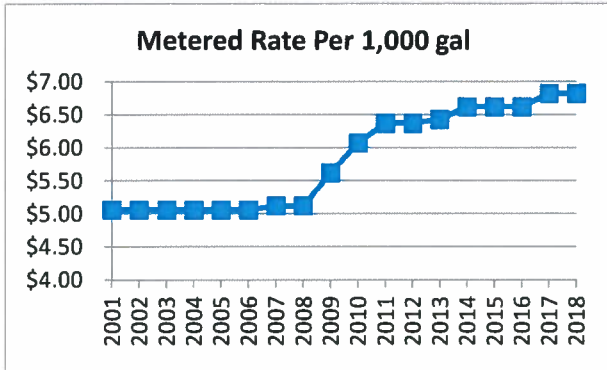
CHARTER TOWNSHIP OF GENOA  
 LAKE EDGEWOOD SEWER SYSTEM  
 1 YEAR BUDGET ENDING 3/31/17 COMPARED  
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/16  
 Budget Worksheet Amended 3-31-17  
 Budget Worksheet Original 3-31-18

ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/2017	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2016	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2017	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2018	NOTES
<b>REVENUES</b>							
000-400-002	Billings - operations	348,077	269,731	(78,346)	353,791	350,842	Metered rate stays same @ \$6.82; Flats incr from \$123.60 to \$130 per qtr
000-407-002	Contributions - other	-	-	-	-	-	
000-420-002	Income - other	500	500	-	500	500	Misc income
000-664-002	Income - interest	-	-	-	-	-	
000-499-002	Trans - in DPW # 503	5,000	3,973	(1,027)	3,973	2,500	Estimate
000-699-002	Trans - in LE new user	-	-	-	-	-	
	<b>TOTAL INCOME</b>	<b>353,577</b>	<b>274,204</b>	<b>(79,373)</b>	<b>358,264</b>	<b>353,842</b>	
<b>EXPENSES</b>							
500-600-002	Accounting/auditing	3,000	1,250	1,750	3,500	6,000	Increase due to requested more frequent budget to actual reports
500-609-002	Chemicals	7,500	7,799	(299)	10,400	10,000	Difficult maintaining PO4 numbers,
500-615-002	Consent order - groundh20 sodium	12,000	142	11,858	142	-	Site is closed! Keep Line Item for future well abandonment
500-616-002	Capital Project	-	-	-	-	-	Equalization Project to be paid by reserves
500-630-002	Engineering - separate projects	1,000	-	1,000	-	-	Design of Equalization System to be paid by reserves
500-639-002	Insurance	2,500	1,684	816	2,500	2,500	Allocation of Genoa Township
500-642-002	Labor, Equipment, & Materials	125,000	94,220	30,780	125,600	129,000	3% Increase for Next Year
500-648-002	Laboratory costs	8,000	14,983	(6,983)	17,000	10,000	Needed to purchase new equipment for process analysis
500-654-002	Legal fees	500	-	500	-	500	Hold for Minor Items such bankruptcies, etc...
500-657-002	Licenses, Fees, Permits	5,000	-	5,000	5,000	5,000	Annual groundwater discharge fee
500-660-002	Miss Dig	700	-	700	-	500	Genoa Portion of MISS DIG
500-663-002	Office expenses	100	120	(20)	120	200	New chair for office
500-669-002	Refunds & adjustments	100	-	100	-	100	Hold
500-673-002	R & M - Building	2,500	872	1,628	1,000	1,000	No anticipated building improvements
500-675-002	R & M - Grounds	1,500	910	590	910	1,000	No anticipated grounds improvements
500-676-002	R & M - Scada Web Maint. & Cell	3,250	-	3,250	3,000	3,000	Annual Maintenance
500-677-002	R & M - Plant equipment	30,000	2,190	27,810	5,000	25,000	Need mixer and blower repaired
500-678-002	R & M - Grinder pumps	25,000	2,620	22,380	6,000	7,500	Portion reimbursed to OP for LE grinders repaired
500-679-002	R & M - Lines	5,000	1,140	3,860	1,200	5,000	Budget for potential repairs
500-681-002	R & M - Pump stations	10,000	1,032	8,968	3,500	10,000	Budget for potential repairs
500-682-002	R & M - Snowplowing/mowing	3,500	3,816	(316)	4,500	4,500	Lawn Mowing Increased
500-684-002	R & M - Generators	5,000	5,686	(686)	6,500	5,000	Budget for potential repairs
500-686-002	R & M - Sewer line cleaning	7,500	-	7,500	2,500	5,000	In house Vactor
500-687-002	R & M - Other	1,000	-	1,000	-	1,000	Budget for potential repairs
500-688-002	R & M - Backups	1	-	1	-	1	
500-690-002	Sludge disposal	10,000	26,371	(16,371)	40,000	30,000	Hauled twice, future go to G-O and treat
500-692-002	Telephone	3,600	3,150	450	4,200	4,200	Phone costs keep increasing, cancel 67 generator & plant
500-696-002	Tools & supplies	200	460	(260)	750	750	Misc. tools and supplies
500-698-002	Tools & supplies - all systems	4,000	2,450	1,550	3,300	3,000	Shared expenses
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	10,000	-	10,000	10,000	Hold
500-701-002	Utilities - water	150	160	(10)	225	225	Increase slightly, additional water use
500-702-002	Utilities - electric	50,000	45,604	4,396	60,000	60,000	Increase slightly, additional blower use
500-704-002	Utilities - gas	3,500	1,134	2,366	2,500	3,000	Warmer this year
500-707-002	Utilities - sewer BTS (Davita)	3,000	2,640	360	3,600	3,600	Increase in Brighton Township Rates
	<b>Total expenses</b>	<b>344,101</b>	<b>230,433</b>	<b>113,668</b>	<b>322,947</b>	<b>346,576</b>	
	<b>Net revenues/expenses</b>	<b>9,476</b>	<b>43,771</b>	<b>34,295</b>	<b>35,317</b>	<b>7,266</b>	
	<b>Beginning fund equity (deficit)</b>	<b>455,319</b>	<b>455,319</b>	<b>-</b>	<b>455,319</b>	<b>490,636</b>	
	<b>Ending fund equity (deficit)</b>	<b>464,795</b>	<b>499,090</b>	<b>34,295</b>	<b>490,636</b>	<b>497,902</b>	

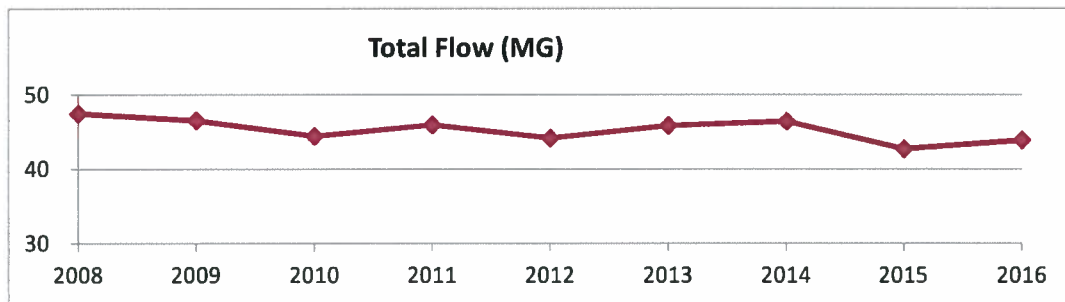
# Lake Edgewood Sewer

1B

## Rate, Flow and Financial Summary



See Notes  
1, 2, 3, 4



**Notes:**

1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2016
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2017 and FY 2018
4. FY 2013 is the first year that revenues exceeded expenses.

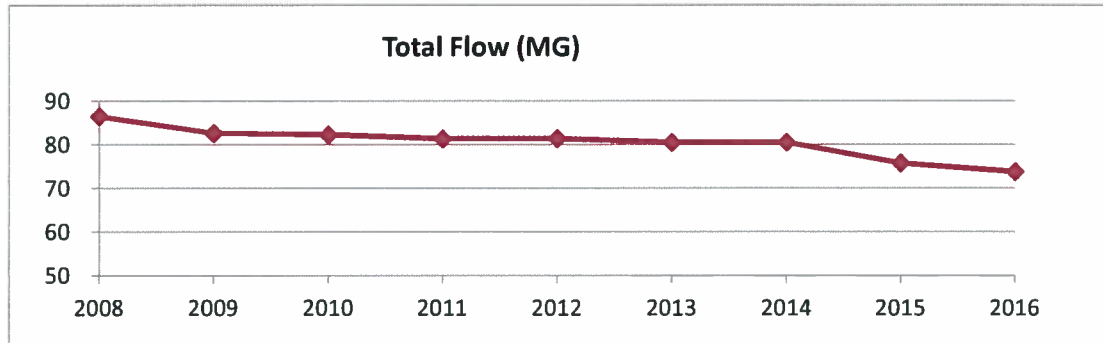
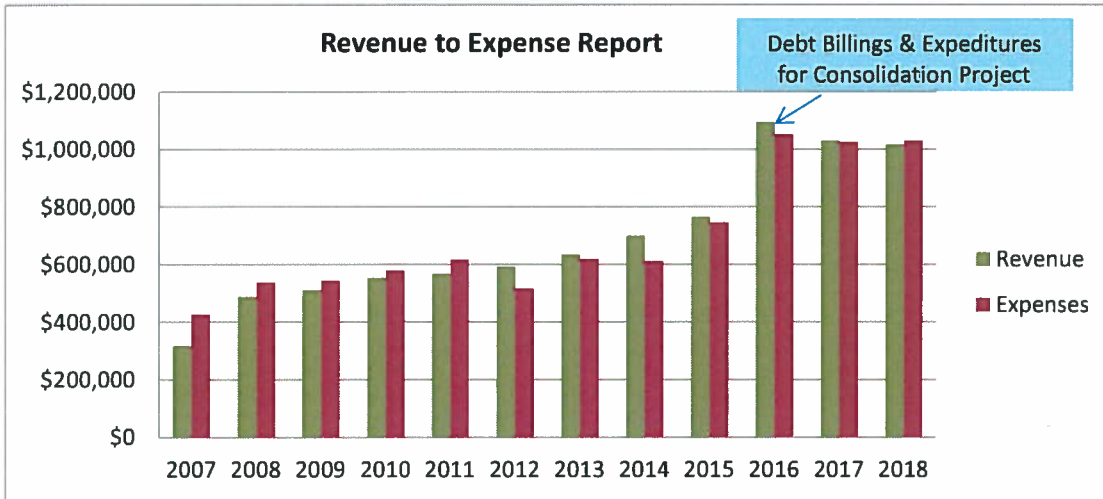
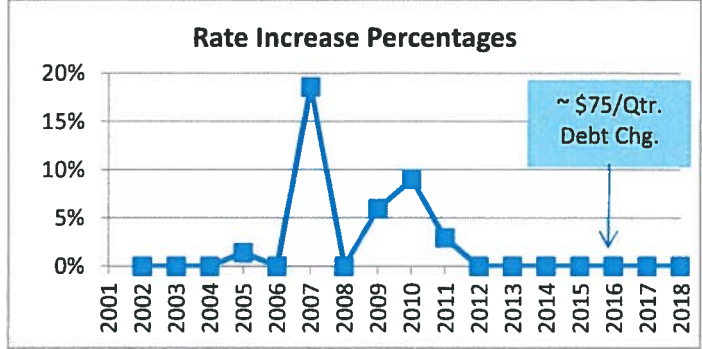
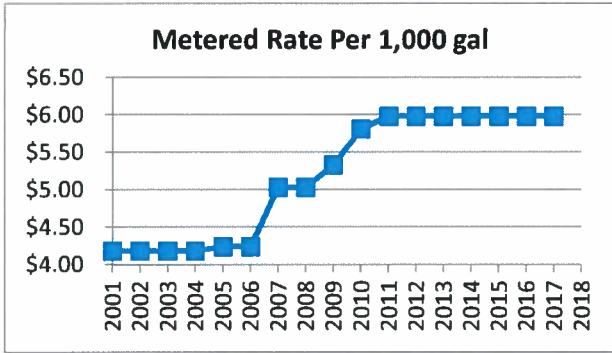
CHARTER TOWNSHIP OF GENOA  
 OAK POINTE SEWER SYSTEM  
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ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/2017	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2016	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2017	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2018	NOTES
<b>REVENUES</b>							
000-400-002	Billings - operations	577,853	446,232	(131,621)	587,280	576,834	Keep rates same Metered @ \$5.98 and Flat @ \$125.76
000-420-002	Income - other	500	-	(500)	-	-	
000-442-002	Income - Grinder pump reimbursement	15,000	15,135	135	22,000	22,000	Need another billing of grinder pumps this year
000-498-002	Trans in - OP new user	-	-	-	-	-	
000-664-002	Income - interest	-	-	-	-	-	
000-499-002	Trans in from DPW #503	10,000	6,949	(3,051)	6,949	3,000	Estimate
000-599-002	Billings - Debt (OP & GO)	414,025	312,784	(101,241)	415,000	415,000	No change in Debt Rates
000-699-002	Loan proceeds from G/O New User #489	-	-	-	-	-	
	<b>TOTAL INCOME</b>	<b>1,017,378</b>	<b>781,100</b>	<b>(236,278)</b>	<b>1,031,229</b>	<b>1,016,834</b>	
<b>EXPENSES</b>							
500-600-002	Accounting/auditing	3,100	1,250	1,850	3,500	6,000	Increase due to requested more frequent B&A Reports
500-609-002	Chemicals	-	-	-	-	-	No Money, but keep line item in case odor necessitates addition
000-615-002	Consent order - groundh20 sodium	11,000	21,368	(10,368)	23,500	18,000	Waiting on response from MDEQ
500-630-002	Engineering - separate projects	-	-	-	-	-	No Planned Engineering Projects
500-639-002	Insurance	5,000	6,035	(1,035)	6,035	7,000	Increase based on percentage
500-642-002	Labor, Equipment, & Materials	242,000	182,633	59,367	243,000	250,000	Assume 3% Increase next year
500-654-002	Legal fees	500	-	500	-	500	Hold for misc. legal such as bankruptcies, etc...
500-660-002	Miss - Dig Expenses	500	396	104	396	500	Oak Pointe percentage of Genoa Utilities Miss Dig Expense
500-699-002	Refunds & adjustments	100	-	100	-	100	Hold
500-673-002	R & M - Building	2,500	-	2,500	2,500	2,500	Covering of old sand filter pit, hold for next year, heaters, etc...
500-675-002	R & M - Grounds	3,500	2,723	777	2,723	2,000	Restoration and gravel drive in back this year, minor restoration next year
500-676-002	R & M - Scada Web Maint. & Cell	4,800	1,030	3,770	6,500	6,500	KISM Bill
500-678-002	R & M - Grinder pump repairs	35,000	30,619	4,381	40,000	38,000	Parts
500-678-100	R & M - Grinder Pumps - New	-	-	-	-	-	Purchased through construction account
500-679-002	R & M - Lines	15,000	25,099	(10,099)	27,500	15,000	Repair to lines outside St. 56 this year
500-680-002	R & M - Pump stations	35,000	19,304	15,696	30,000	35,000	Keep cost for potential new pump purchase & Vactor Cost
500-682-002	R & M - Snowplowing/mowing	3,000	5,490	(2,490)	6,500	6,500	Added in plowing last year due to grinder van storage
500-684-002	R & M - Generators	3,250	1,100	2,150	1,500	3,500	Two additional portables in service, preventative maintenance
500-686-002	R & M - Sewer line cleaning	5,000	-	5,000	2,500	5,000	In-house vactor costs
500-687-002	R & M - Other	1,000	-	1,000	-	1,000	Hold
500-688-002	R & M - Sewer backups	1	-	1	1	1	Hold
500-692-002	Telephone	1,200	1,454	(254)	1,938	1,938	Phone costs increase
500-696-002	Tools & supplies	100	9	91	10	100	Hold
500-698-002	Tools & supplies - all systems	4,000	839	3,161	1,500	1,500	Reduce for next year
500-700-002	Trans out - Capital Improv. Repl. Reserves	25,000	25,000	-	25,000	25,000	Hold
500-701-002	Trans out - OP Debt Service Fund (OP & GO)	414,025	312,784	101,241	415,000	415,000	Same as revenue
500-702-002	Utilities - electric	35,000	24,956	10,044	33,275	35,000	Hold
500-704-002	Utilities - gas	4,000	3,202	798	4,500	4,500	Increase slightly
500-706-002	Utilities - sewer treatment charges - GO	145,000	111,244	33,756	148,000	150,000	Increase slightly, GO 1.5% increase
500-802-000	Trans out - Grinder pumps 2013 (GO new user)	15,000	-	15,000	-	-	Loan pmt made by construction fund surplus
	<b>Total expenses</b>	<b>1,013,576</b>	<b>776,535</b>	<b>237,041</b>	<b>1,025,378</b>	<b>1,030,139</b>	
	<b>Net revenues/expenses</b>	<b>3,802</b>	<b>4,565</b>	<b>763</b>	<b>5,851</b>	<b>(13,305)</b>	
	<b>Beginning fund equity (deficit)</b>	<b>757,833</b>	<b>757,833</b>	<b>-</b>	<b>757,833</b>	<b>763,684</b>	
	<b>Ending fund equity (deficit)</b>	<b>761,635</b>	<b>762,398</b>	<b>763</b>	<b>763,684</b>	<b>750,379</b>	



# Oak Pointe Sewer

## Rate, Flow and Financial Summary



**Notes:**

1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2016
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2017 and FY 2018
4. Large increase in expenditures & revenue in 2016 due to sewer debt charges for OP to G-O Bond Issue

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

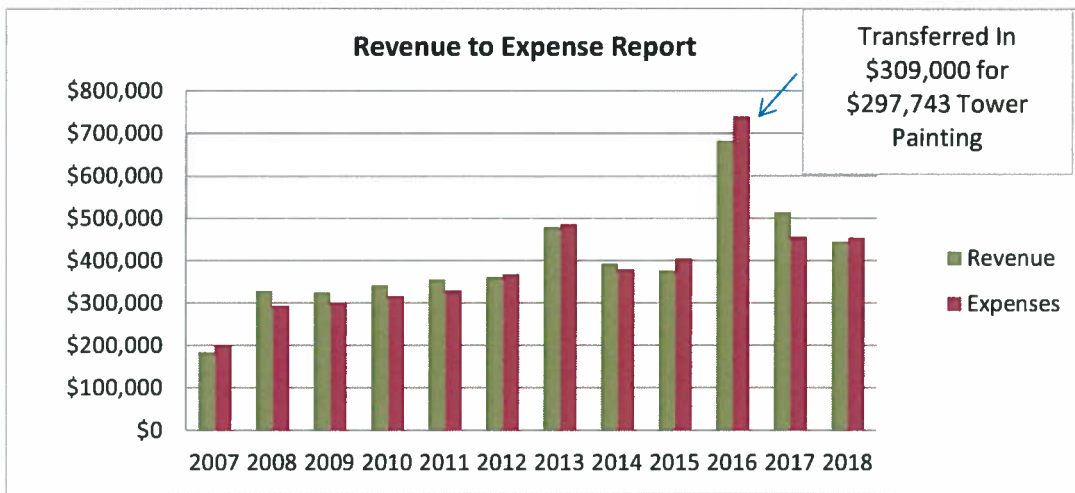
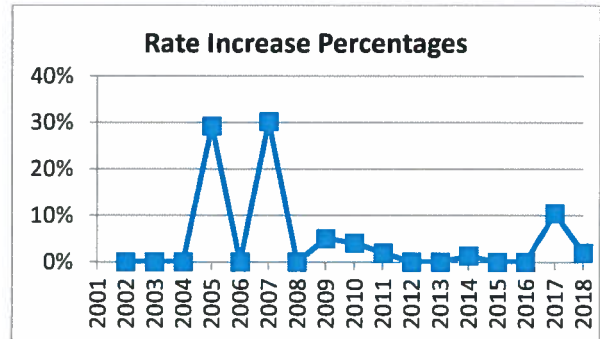
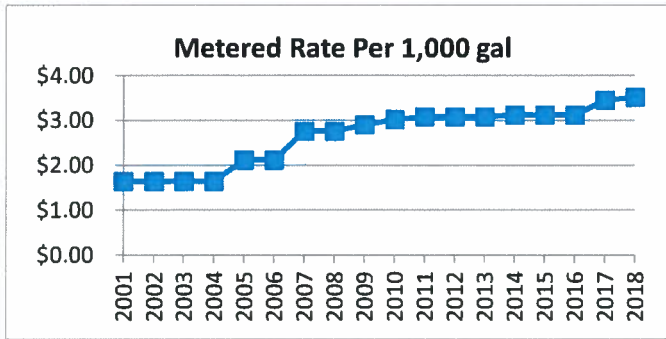
CHARTER TOWNSHIP OF GENOA  
 OAK POINTE WATER SYSTEM  
 1 YEAR BUDGET ENDING 3/31/17 COMPARED  
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/16  
 Budget Worksheet Amended 3-31-17  
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ACCT #	DESCRIPTION	WATER BUDGET FOR THE YEAR ENDING 3/31/2017	WATER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2016	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2017	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2018	NOTES
<b>REVENUES</b>							
000-400-001	Billings - operations	331,382	332,174	792	379,144	345,508	Metered rate increase from \$3.45 to \$3.52; 2% increase
000-420-001	Income - other	-	4,848	4,848	4,848	-	DTE Energy refund for prior yr and Insurance dividend
000-599-001	Income - capital charge (Debt)	62,400	47,093	(15,307)	62,400	62,400	Rate remains @ \$15 per customer
000-424-001	Income - Cell tower rent	19,200	9,600	(9,600)	19,200	19,200	2 leases @ \$9,600 each
000-425-001	Trans in - OP new user	-	-	-	42,000	15,000	Addition of cap items to be reimbursed by reserve fund
000-664-001	Interest Income	-	-	-	-	-	
000-446-001	Meter Sales	-	-	-	-	-	
000-499-001	Trans in from DPW #503	10,000	6,296	(3,704)	6,296	3,000	Estimate
	<b>TOTAL INCOME</b>	<b>422,982</b>	<b>400,011</b>	<b>(22,971)</b>	<b>513,888</b>	<b>445,108</b>	
<b>EXPENSES</b>							
500-600-001	Accounting/auditing	2,900	750	2,150	3,000	5,000	Increase due to requested more frequent B&A Reports
500-609-001	Chemicals	10,500	5,776	4,724	7,500	15,000	Increase for PO4 addition
500-630-001	Engineering - separate projects	-	11,718	(11,718)	13,000	20,000	Phosphate Addition System
500-639-001	Insurance	2,500	2,334	166	2,400	2,500	Hold
500-642-001	Labor, Equipment, & Materials	200,000	149,926	50,074	200,000	206,000	Increase 3% for FY2018
500-648-001	Laboratory costs	2,500	1,470	1,030	1,470	3,000	Lead and Copper Samples Due in FY 2018
500-654-001	Legal fees	500	-	500	-	500	Misc. Legal such as Bankrupcies, etc...
500-657-001	Licenses, Fees, Permits	1,500	1,278	222	1,278	1,500	Annual Groundwater Permit Fee
500-660-001	Miss Dig Expenses	900	396	504	396	500	Oak Pointe Water Share of Genoa Utilities MISS DIG
500-662-001	Meters & Supplies	2,000	2,234	(234)	5,000	5,000	Change Out Badger and Rockwell Meters
500-663-001	Office expenses	1,200	740	460	750	1,000	Plant printers, computer, etc...
500-668-001	MXU program	2,000	-	2,000	-	-	Will delete next year
500-669-001	Refunds & adjustments	500	-	500	-	500	Hold
500-673-001	R & M - Building	1,500	27,576	(26,076)	27,576	2,500	Needed new roof, was leaking. Painted builing due to rotten facia
500-674-001	R & M - Hydrants	5,000	-	5,000	-	5,000	Keep for a hydrant getting hit, damaged, or broke
500-675-001	R & M - Grounds	500	840	(340)	840	500	Final restoration around water tower this year
500-677-001	R & M - Plant equipment	36,000	11,808	24,192	40,000	40,000	PO4 and backwash valves in FY 2017 and New Q-Dos Chemical Pumps & Electrical Plans in 2018
500-679-001	R & M - Lines	7,500	14,626	(7,126)	17,000	10,000	Water leaks, broken valves, etc...
500-681-001	R & M - Booster Pump stations	5,000	1,040	3,960	2,000	2,500	New pumps installed last year
500-684-001	R & M - Generators	2,500	863	1,637	863	2,500	Hold for potential repair
500-685-001	R & M - Towers	2,500	5,528	(3,028)	5,528	2,500	Follow up repairs from painting
500-687-001	R & M - Other	500	215	285	215	500	Hold
500-692-001	Telephone	4,750	4,725	25	6,300	4,000	Delete booster station phone line
500-694-001	Tools & supplies	1,000	410	590	500	1,000	Hold
500-695-001	Tools & supplies - all systems	4,500	1,822	2,678	2,500	3,000	Shared costs, reduce
500-700-001	Transfer out - Capital impr Repl. Reserve	20,000	20,000	-	20,000	20,000	Hold
500-702-001	Utilities - electric	35,000	24,651	10,349	33,000	35,000	Estimate
500-704-001	Utilities - gas	2,500	1,803	697	2,500	2,500	Estimate
500-804-001	Transfer out - Debt	62,400	45,900	16,500	62,400	62,400	Same as revenue
	<b>Total expenses</b>	<b>418,150</b>	<b>338,429</b>	<b>79,721</b>	<b>456,016</b>	<b>454,400</b>	
	<b>Net revenues/expenses</b>	<b>4,832</b>	<b>61,582</b>	<b>56,750</b>	<b>57,872</b>	<b>(9,292)</b>	
	<b>Beginning fund equity (deficit)</b>	<b>56,605</b>	<b>56,605</b>	<b>-</b>	<b>56,605</b>	<b>114,477</b>	
	<b>Ending fund equity (deficit)</b>	<b>61,437</b>	<b>118,187</b>	<b>56,750</b>	<b>114,477</b>	<b>105,185</b>	

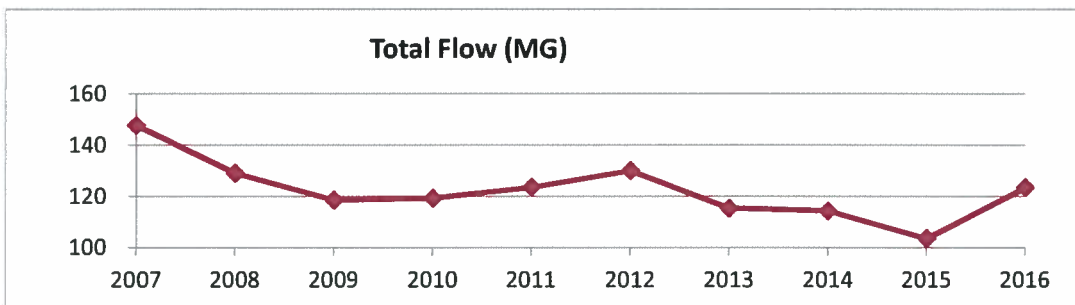
# Oak Pointe Water

3B

## Rate, Flow and Financial Summary



See Notes  
1, 2, 3, & 4



**Notes:**

1. The Revenue to Expense Report is based on the annual audit for FY 2007 through FY 2016
2. 2007 was a 9 month year due to the change to a Charter Township.
3. The Revenue to Expense Report is based on projected numbers for FY 2017 and FY 2018
4. Loss in FY's 2015 & 2016 due to unusually low water production due to wet cool summer.

# **Board Correspondence**



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

February 8, 2017

Jack Healy  
Healy Homes  
3696 Sleeth Road  
Commerce Township, MI 48382

Re: Lawson/Grand River Improvements

Dear Mr. Healy,

Several years ago we exchanged correspondence regarding improvements to the Grand River and Lawson intersection as required by the Summerfield Pointe PUD. Because of the crash in the housing market, these improvements were put on hold as were our efforts to compel them.

The housing market has rebounded and Lawson has deteriorated to a deplorable condition. The last time we met you expressed a desire to change the remaining phases of Summerfield Pointe to a detached single family product. This concept was generally well received. We would like to work with you in developing this concept. We also would like to know when you intend on installing the improvements to the Lawson and Grand River intersection as required by the PUD.

We are working with the Livingston County Road Commission to install an overlay on Lawson. I believe this project, with funding from Genoa Township and LCRC, can be accomplished this construction season. Installing the intersection improvements at the same time as the overlay would coordinate construction and improve the marketability of your remaining phases.

Thank you in advance for your prompt attention to this matter. I look forward to hearing from you.

Sincerely,

Michael C. Archinal  
Township Manager

Cc: Genoa Township Board, Assistant Township Manager Kelly VanMarter, Livingston County Road Commission Director Mike Craine

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

**MANAGER**

Michael C. Archinal



# MEMO

**TO:** Members of the Genoa Charter Township Board

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

**DATE:** February 10, 2017

**RE:** Wellness Program Update

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Dear Members of the Board:

In November, you approved the addition of a Wellness Program to the Township Benefit Package. We are pleased to report that we are off to great start!

As you know, the intention of a Wellness Program is to provide incentive, motivation, and accountability to our staff as they seek to make better health choices. Longer term, we hope to save money on health insurance claims by prevention and early detection of chronic health issues.

To date, we have seen:

- 32 out of 41 Employees participate in the Biometric Screenings held Jan. 18<sup>th</sup> & 19<sup>th</sup>

- 27 Employees have registered on the Wellness IQ portal.

- We were notified at least one employee followed up with their doctor regarding a high blood pressure reading.

- We were notified at least one person followed up with a physical that resulting in them taking a stress test to prevent heart disease.

- Several people have reported purchasing an activity tracker (Fitbit® or similar)

- Several people have reported that they feel motivated to begin losing weight.

- Several people followed up the Biometric Screening with routine physicals.

This is a great start to our Wellness Program and we are thrilled to see such high participation and we believe we may already be seeing beneficial preventative affects. We are appreciative of your support to improve the health and wellbeing of the employees of Genoa Township as a healthy motivated staff provides better and more efficient services to the residents.

Thank you!

Greg Tatara and Kim Lane



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

**To:** Township Board  
**Cc:** Planning Commission  
**From:** Kelly VanMarter, Assistant Township Manager/  
Community Development Director  
**Date:** February 9, 2017  
**Re:** Planning Commission Annual Report for 2016

**Manager Review:** 

In accordance with the Michigan Planning Enabling Act (P.A. 33 of 2008), as amended, MCL 125.3801 et seq, please find the attached annual report regarding Planning Commission activities for 2016. Please feel free to contact me if you have any questions. The report is provided as follows:

**Special Use Permits:** The Planning Commission recommended approval of 2 special use requests.

**Sketch Plans:** The Planning Commission approved 3 sketch plans.

**Site Plans:** The Planning Commission approved 15 site plans.

**Site Plan Extensions:** The Planning Commission approved 1 site plan extension.

**PUD Agreements:** The Planning Commission recommended approval of 2 amendments to a PUD agreement.

**Rezoning:** The Planning Commission recommended approval of 2 rezonings.

Sincerely,



Kelly VanMarter  
Assistant Township Manager/Community Development Director

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford  
H. James Mortensen  
Terry Croft  
Diana Lowe

**MANAGER**

Michael C. Archinal

2016 Planning Commission Annual Report

Meeting Date Case # Project Name Review Type Action

Meeting Date	Case #	Project Name	Review Type	Action
<b>Jan. 11</b>		***Meeting Canceled***		
<b>Feb. 8</b>	16-01	CRW Plastics Outdoor Storage	Sketch/Special Use	Tbl 2-8-16 App 3-14-16
	16-02	Wal-Mart Storage Facility	Sketch Plan	Approved 2-8-16
<b>March 14</b>	16-03	Lakewood Village Ph. 3	Rezoning/Site Plan	Approved 3-14-16
	16-04	Gilden Woods Daycare	Site Plan	Approved 3-14-16
<b>April 11</b>	16-05	Howell Medical Center	Site Plan	Approved 4-11-16
	16-06	Flagstar Bank	Site Plan	Approved 4-11-16
	16-07	Wonderland Marine Storage Add.	Sketch Plan	Approved 4-11-16
<b>May 9</b>	16-08	Misty Meadows Private Road	Site Plan	Approved 5-9-16
	16-09	Mountain Top Extension	Site Plan Extension	Approved 5-9-16
<b>June 13</b>	16-10	Michigan Rod Products Addition	Site Plan	Approved 6-13-16
	16-11	Seaside Seawalls	Site Plan	Tabled 6-13-16
<b>July 11</b>	16-11	Seaside Seawalls	Site Plan, Special Use	Approved 7-11-16
	16-12	Maxey Ford Parking Expansion	Site Plan	Approved 7-11-16
	16-13	Wilson Marine Showroom/Storage	Site Plan	Approved 7-11-16
	16-14	Livingston County Complex Carport	Site Plan	Approved 7-11-16
	16-15	Oliveto Rezoning	Rezoning	Approved 7-11-16
	16-16	Brighton Nazarene Storage Building	Site Plan	Approved 7-11-16
<b>August 8</b>	16-17	Genoa Outlots PUD Amendment	PUD Amendment	Approved 8-8-16
	16-18	Grand River/Lawson PUD Amend	PUD Amendment	Approved 8-8-16
<b>Sept. 12</b>	16-19	Ascension Health Mass Grading	Site Plan	Approved 9-12-16
<b>Oct. 11</b>	16-20	Genoa Plaza	Site Plan	Tabled 10-11-16
<b>Nov. 14</b>	16-21	Lipkin Parking Addition	Site Plan	Approved 11-14-16
<b>Dec. 12</b>		***Meeting Canceled***		